

BOOKKEEPING FORMS

The administrator of the estate has the following duties and powers:

1. to preserve and protect the decedent's property in the estate for the benefit of the estate and heirs
2. To promptly investigate all claims against the estate and to determine whether any claim is item of property warranted
3. To promptly determine the names, ages, relationship to the decedent and residential address of all of the decedent's heirs, devisees and legatees
- 4, To promptly prepare a written inventory of all of decedent's property with each piece of property being itemized for the appraiser to appraise and file an inventory and appraisal with the Court.
5. To promptly provide notice to all persons entitled to notice under the code
6. To account for all property of the estate that comes into the Administrator's possession or control and maintain accurate records of income received and disbursements made during administration of the estate.

The following forms will allow the Administrator to maintain accurate records of income received and disbursements made during administration of the estate, of heirs, devisees and legatees of the decedent, inventory estate property and to have the estate property appraised.

It is equally important that the Administrator maintain all receipts/vouchers of estate money spent, proof of estate income, written submitted claims, receipts of any notices send by certified mail and copies of receipts of distribution.

List of Bookkeeping forms:

1. Inventory of Property
2. Income received during administration of the estate
3. Disbursements made during administration of the estate
4. Claims Against the Estate
5. Determination of the decedent's heirs, devisees and legatees

