



**Fazio Fiduciary Accounting**  
*Probate | Trust | Conservatorship*

ACCOUNTING PREPARATION - RETAINER AGREEMENT

Re: The Estate/Trust/Conservatorship/Guardianship of \_\_\_\_\_  
\_\_\_\_\_ Superior Case No. \_\_\_\_\_

1. \_\_\_\_\_, (hereafter referred to as "Client") hereby employs Fazio Fiduciary Accounting (hereafter referred to as "FFA") to provide accounting preparation in connection with the \_\_\_\_\_ Estate (Trust, Conservatorship, Guardianship) as described below unless otherwise specified.
2. FFA's fees are billed at \$\_\_\_\_\_ per hour for accounting preparation. A retainer of \$\_\_\_\_\_ will be required to begin said accounting. The balance of FFA's fees will be billed at the completion of the accounting and are due and payable immediately upon receipt. Client agrees to pay said FFA fees in a timely manner.
3. Client understands that FFA's fees for accounting preparation in connection with the Estate's (Trust, Conservatorship, Guardianship) administration do not include:
  - a. Preparation of accompanying report and petition;
  - b. Litigation to defend the accounting against creditors and contestants;
  - c. Representation before any Court.
4. FFA's services do not include preparation of tax returns and representation before the Internal Revenue Service or other taxing authority. Client is advised to seek assistance of a qualified Tax Attorney or Certified Public Accountant for these matters.
5. If a Surety bond was procured through H.M. Vreeland and Son Insurance Agency, Inc., ("H.M. Vreeland") it is acknowledged and understood there shall be no implied or expressed confidentiality between FFA or Paul Fazio and H.M. Vreeland. FFA or Paul Fazio is authorized to share any and all information from the accounting with H.M. Vreeland and the Surety(ies) involved.

ACCOUNTING SPECIFICATIONS

Accountings for **Estates, Conservatorships and Guardianships** will include (*California Probate Code 1060-1064*):

Charges:

Total Property on Hand at Beginning of Account Period

-Cash Assets

-Non-Cash Assets

Additional Property Received

Receipts During Period of Account (Chronologically and by Category)

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Gains on Sales
Other Charges (if any)
Net Income from Trade or Business (if any)
Total Charges

Credits:

Disbursements during Period of Account (Chronologically and by Category)
Losses on Sales
Distributions to Beneficiary, Heir, Conservatee or Ward (if any)
Other Credits (if any)
Net Loss From Trade or Business (if any)

Property on Hand at End of Account Period Consisting of

- Cash Assets
-Non-Cash Assets (Carry Value)

Total Credits
Transfers into and out of accounts / Changes in Form of Assets
Reconciliation to Bank Statements
Schedule of Liabilities (if any)

Accountings for Trusts will include the same as described above (California Probate Code 1060-1064) with the addition of a detailed breakdown of Receipts and Disbursements of Principal and Income that have occurred (California Probate Code 16063).

\*\*\*IMPORTANT\*\*\* Identification and allocation of Principal and Income Receipts / Disbursements is the responsibility of the Trustee and should accompany the accounting source material. If you aren't sure about proper allocations, please consult with your attorney. If such information is not provided, the accounting will NOT INCLUDE Principal vs. Income allocations.

6. FFA and Client agree that FFA shall render services as set forth above and Client will be truthful and cooperative with FFA, provide all information and documentation requested by FFA in connection with the preparation of said accounting, and pay all monies owed to FFA in a timely manner.

Agreed to and accepted on \_\_\_\_\_, 20\_\_\_\_, by:

Client (Print Name)

Fazio Fiduciary Accounting (Print Name)