TABLE OF CONTENTS

Preface to the Seventh Edition iii
Acknowledgments v
Electronic Forms: Instructions and Table vii
Lists of Commissioners of Accounts:
Alphabetically by Jurisdiction xxv
Alphabetically by Last Name xlix

CHAPTER 1: PURPOSES OF MANUAL AND STATUTORY AUTHORIZATION AND JURISDICTION OF COMMISSIONERS OF ACCOUNTS

1.1 IN GENERAL 1

1.2 SUMMARY OF STATUTORY AUTHORIZATION AND JURISDICTION OF COMMISSIONERS OF ACCOUNTS 1
1.201 Introduction 1
1.202 Foreword 2
1.203 Summaries of Statutes 4

CHAPTER 2: JUDICIAL APPOINTMENT AND OVERSIGHT OF COMMISSIONERS OF ACCOUNTS

2.1 INTRODUCTION 15

2.2 APPOINTMENT PROCEDURES 15
2.201 Preliminary Considerations of the Office of Commissioners of Accounts 16
2.202 Job Description and Qualities to Consider in Prospective Appointees 17
2.203 Appointment Procedure 19
2.204 Assistant/Deputy Commissioners of Accounts: Appointment and Relationships 22

2.3 SUPERVISION 22
2.301 Review of Timeliness of Fiduciaries' Work 24
2.302 Timeliness of the Commissioner's Work 26
2.303 Evaluation of the Commissioner's Continuing Commitment to the Office 27
2.304 The Commissioner's Relationships with the Public, the Bar, and Court Personnel 27

2.4 THE COMMISSIONER'S OFFICE 28

2.5 CONCLUSION 29

CHAPTER 3: COMPLAINTS AGAINST COMMISSIONERS

CHAPTER 4: RECORD KEEPING AND FILE MAINTENANCE

4.1 IN GENERAL 43

4.2 METHODS FOR KEEPING THE RECORD OF FIDUCIARIES 44

4.3 PRACTICE 44

CHAPTER 5: ACCESS TO FILES OF COMMISSIONERS

5.1 IN GENERAL 47
5.101 Nature of the Office of Commissioner of Accounts 47
5.102 Applicability of FOIA to the Court and Its Records 48

5.2 RECORDS THAT ARE NOT "PUBLIC RECORDS" 48

5.3 PROTECTION OF CONFIDENTIAL INFORMATION IN COURT FILES 49

5.4 REVIEW BY INTERESTED PARTIES 50

CHAPTER 6: ADEQUACY OF THE FIDUCIARY'S BOND

6.1 IN GENERAL 51

6.2 NONRESIDENT FIDUCIARIES 52

6.3 ADEQUACY OF PENALTY ON BOND 53

6.4 REDUCTION OF PENALTY ON BOND 57

6.5 FAILURE OF FIDUCIARY TO POST NEW BOND 58

CHAPTER 7: THE INVENTORY

7.1 IN GENERAL 61
7.101 Forms 62
7.102 When Inventories Not Required 62

7.103 Furnishing Copies of Inventories 63
7.104 Enforcement of Filing Requirement 63
7.105 Affidavit of Notice of Probate; Enforcement 64

7.2 DECEDENTS' ESTATES 64
7.201 Instructions Generally 64
7.202 Specific Instructions 65
7.203 Assets That Do Not Exceed $35,000 68
7.204 Uniform Real Property Transfer on Death Act 69

7.3 TIMELINESS 70

7.4 VALUATION 71

7.5 INCAPACITATED ADULTS 71
7.501 Instructions Generally 72
7.502 Specific Instructions 72

7.6 MINORS 74
7.601 Instructions Generally 75
7.602 Specific Instructions 75

7.7 TESTAMENTARY AND INTER VIVOS TRUSTEES AND OTHERS 76
7.701 Minor's Tort Claims Recoveries 77
7.702 Trustees for Incapacitated Veterans 77
7.703 Instructions Generally 77
7.704 Specific Instructions 78

7.8 OBJECTIONS TO INVENTORIES 79
7.801 Enforcement Authority 79
7.802 Unresolved Objections 82

CHAPTER 8: POSTING OF ACCOUNTS; NOTICE TO INTERESTED PARTIES

8.1 IN GENERAL 83

8.2 DECEDENTS' ESTATES 84

8.3 OTHER FIDUCIARY ESTATES 85

CHAPTER 9: THE ACCOUNT AUDIT

9.1 IN GENERAL 89

9.2 GUIDELINES FOR ACCOUNTS 89
9.201 Format of Account 89
9.202 Time for Processing 92
9.203 Fee Quotes and Commissions 92
9.204 Debts and Demands 93
9.205 Vouchers (Documents) to Be Submitted to Support an Account 94

9.3 AUDITOR'S REVIEW 94

CHAPTER 10: THE VOUCHER AND OTHER SUPPORTING DOCUMENTS

10.1 VOUCHERS GENERALLY 113

10.2 TYPES OF VOUCHERS 113
10.201 Receipts and Copies of Cancelled Checks for Payment of Debts 113
10.202 Receipts for Tangible Personal Property 115
10.203 Other Supporting Documents 116

CHAPTER 11: ESTATES OF DECEDENTS: A CHECKLIST OF DUTIES OF THE COMMISSIONER

11.1 IN GENERAL 123

11.2 CONFIRM OBLIGATIONS UNDER THE WILL OR BY LAW ARE MET 123
11.201 Investment of Cash 123
11.202 Debts Paid Those of Decedent 123
11.203 Funeral Expenses 124
11.204 Fiduciary Compensation, Attorneys' Fees, and Other Professional Expenses 125
11.205 Interest on Bequests 126
11.206 Interest on Accounts and Debt Instruments Specifically Bequeathed 127
11.207 Dividends on Stock Bequeathed 127
11.208 Distribution to a Minor 127
11.209 Distribution to Other Persons Non Sui Juris 127

11.210 Distribution to Person Deceased 129
11.211 Ademption 130
11.212 Abatement 131
11.213 Distribution to a Trust 132
11.214 Improper By-Pass Distributions from the Estate to Beneficiaries of Trust Under Agreement 135
11.215 Payment of Estate Taxes or Debts by Trust 136
11.216 Allocation of Estate Taxes 137
11.217 Partial Distributions 139
11.218 The Omitted Spouse 139
11.219 The Augmented Estate 140
11.220 Family Allowance, Exempt Property, and Homestead 141
11.221 What to Do with the Personal Representative Who Will Not Settle His or Her Account 142
11.222 Statement in Lieu of Account 143
11.223 Enforcement of Notice Requirement in Va. Code § 64.2-508 145
11.224 Additional Duties of Commissioner Under Va. Code § 64.2-508 146
11.225 Furnishing Inventories and Accounts; Delay in Approval of Same (Va. Code § 64.2-1303) 147
11.226 Nonexoneration (Va. Code § 64.2-531) 147
11.227 Sale of Real Property to Pay Estate Obligations or Legacies 150
11.228 Uniform Real Property Transfer on Death Act 150

11.3 TAXING AUTHORITIES 151

11.4 THE ACCOUNT AS A PERMANENT RECORD 153

CHAPTER 12: CREDITORS AND CLAIMS AGAINST THE ESTATE

12.1 IN GENERAL 173

12.2 FILING OF CLAIMS AGAINST THE ESTATE 174

12.3 DEBTS AND DEMANDS HEARING 175

12.4 WHEN CREDITORS' CLAIMS SHOULD NOT BE PAID 176
12.401 Expired Statutes of Limitations 176
12.402 Insolvent Estates 176

12.5 CONTINGENT AND UNLIQUIDATED CLAIMS 177

12.6 CONTESTED CLAIMS 177

12.7 STATUTORY EXEMPTIONS AND ALLOWANCES 179

12.8 STATUTES OF LIMITATION 179

12.9 SPECIFIC STATUTES OF LIMITATIONS 179

CHAPTER 13: AUDITING ACCOUNTS OF TRUSTEES OF TESTAMENTARY TRUSTS

13.1 IN GENERAL 183

13.2 PRELIMINARY REQUIREMENTS 183

13.3 DISTRIBUTIONS FROM ESTATE TO TRUST 184

13.4 RECEIPTS, GAINS AND LOSSES ON ASSET SALES AND DISBURSEMENTS 185

13.5 TRUSTEE'S FEES 188

13.6 ALLOCATION OF PRINCIPAL AND INCOME 189
13.601 In General 189
13.602 Receipts Not Requiring Apportionment 190
13.603 Disbursements Not Requiring Apportionment 190
13.604 Receipts/Disbursements Requiring Apportionment 191
13.605 Uniform Fiduciary Income and Principal Act—Prefatory Note, Official Text, and Commissioners' Comments 192
13.606 Equitable Adjustment 193

13.7 DISTRIBUTIONS TO BENEFICIARIES 193

13.8 WAIVER OF TESTAMENTARY TRUST ACCOUNTINGS 194

13.9 UNIFORM TRUST CODE 194

13.10 TRUST DECANTING UNDER THE VIRGINIA UNIFORM TRUST DECANTING ACT 197

CHAPTER 14: GUARDIANS/CONSERVATORS OF INCAPACITATED ADULTS

14.1 INTRODUCTION 201

14.2 ALLOWABLE EXPENDITURES 203

14.3 COMPENSATION FOR CONSERVATORS AND GUARDIANS 208
14.301 Conservator 208
14.302 Guardian of the Person of an Incapacitated Adult 209

14.4 ACCOUNTS AND ACCOUNTING PERIODS 210

14.5 INVESTMENTS AND THE SALE OF REAL ESTATE 211

14.6 SURETY BOND COVERAGE 213

14.7 TERMINATION OF GUARDIANSHIP AND/OR CONSERVATORSHIP 214

14.8 MEDICAID CONSERVATORSHIPS 216

14.9 "REPRESENTATIVE PAYEE" BENEFITS 216
14.901 Is There a Need for Qualification as a Conservator for Representative Payee Benefits? 216
14.902 Accounting for Representative Payee Benefits by a Conservator Appointed by the Court 217

14.10 PROBLEM AREAS 220
14.1001 Joint Accounts 220
14.1002 Furniture and Furnishings 221
14.1003 Jewelry 221
14.1004 Real Estate 221

14.11 CONVERSION OF CONSERVATORSHIP TO CUSTODIAL TRUSTEE 222

14.12 COURT-APPROVED TRANSFER TO SPECIAL NEEDS TRUST 223

14.13 FINANCIAL EXPLOITATION OF INCAPACITATED PERSONS 224

CHAPTER 15: GUARDIANS OF MINORS' ESTATES

15.1 INTRODUCTION 249

15.2 DISBURSEMENTS OF PRINCIPAL AND INCOME 249

15.3 DISTRIBUTIONS TO OR FOR MINOR WITH LIVING PARENT 251
15.301 Distributions Authorized by Court 251
15.302 Distributions Authorized by Commissioner of Accounts 251

15.4 COMPENSATION FOR GUARDIAN 252

15.5 INVENTORY, ACCOUNTINGS, AND ACCOUNTING PERIODS 252

15.6 INVESTMENTS 255

15.7 SURETY BOND COVERAGE 256

CHAPTER 16: ACCOUNT OF FORECLOSURE SALE

16.1 IN GENERAL 263

16.2 FORM FOR ACCOUNTING 264

16.3 PAPERS TO ACCOMPANY THE ACCOUNT 271

16.4 BID PRICE 272

16.5 TRUSTEE'S COMMISSION 273
16.501 Statutory Commission 273
16.502 Background 273
16.503 Cases and Orders 274

16.6 MISCELLANEOUS EXPENSES 275
16.601 Clerk's Fee and Recording Costs 275
16.602 Auctioneer's Fee 276
16.603 Attorney's Fees 276
16.604 Fee to Commissioner 276
16.605 Interest 276

16.7 REAL ESTATE TAXES AND OTHER CITY OR COUNTY LIENS 277

16.8 SUBSTITUTION OF TRUSTEE 278

16.9 ADVERTISEMENT AND NOTICES 278

16.10 DISTRIBUTION OF BALANCE AFTER PAYMENT OF EXPENSES OF SALE; SURPLUS 279
16.1001 Payment of Other Liens 279
16.1002 Credit Bids 282
16.1003 Payments to Noteholder; Surplus 285
16.1004 Death of Grantor or Successors in Title Prior to Foreclosure 285

16.11 THE NOTE 286

16.12 ASSIGNMENT OF NOTE 287

16.13 POSTING AND REPORT TO COURT 287

16.14 OVERSIGHT OF FORECLOSURE ACCOUNTS 293

CHAPTER 17: PROCEEDINGS AGAINST DELINQUENT FIDUCIARIES

17.1 DEADLINES 301
17.101 Personal Representatives of Estates and Proponents of Wills 301
17.102 Personal Representatives of Estates 302
17.103 Testamentary Trustee 304
17.104 Guardians of Minors' Estates and Conservators of Incapacitated Persons 305
17.105 Foreclosure Sale Trustees 306

17.2 REMINDER NOTICE OF DELINQUENCY 306

17.3 INITIATING ACTION BY THE COURT 307
17.301 Affidavit of Notice 307
17.302 Inventories 307
17.303 Accountings—Semi-Annual Report or Summons Under Section 64.2-1216 307
17.304 Foreclosure Accountings 309

17.305 Reporting Attorney Fiduciaries to the State Bar 310
17.306 The Quarterly Report 310

17.4 ASSESSMENTS OF FEES 311

17.5 FORFEITURE OF COMMISSIONS 311

17.6 PROCEEDINGS BEFORE THE COURT 311

17.7 SURCHARGE OF FIDUCIARIES 313

CHAPTER 18: HEARINGS BEFORE COMMISSIONERS OF ACCOUNTS

18.1 IN GENERAL 355

18.2 CONDUCT OF THE HEARING 357

18.3 STATUTORY HEARINGS 360
18.301 Debts and Demands Hearings 360
18.302 Hearings Pursuant to Va. Code § 64.2-1209 370
18.303 Hearings Pursuant to Va. Code § 64.2-1204 375
18.304 Guardianship Parental Spending Hearings 376
18.305 Hearing Reports Concerning Conservatorship and Guardianship Real Estate Sales 379

CHAPTER 19: MISCELLANEOUS MATTERS

19.1 THE COMMISSIONER'S REPORT ON AN INVENTORY OR ACCOUNT 395

19.2 PROTOCOL WHEN EXCEPTIONS ARE FILED 396

19.3 ETHICAL CONDUCT 398

19.4 RECENT CASE LAW REGARDING THE ROLE OF A COMMISSIONER 399

19.5 IMMUNITY OF THE COMMISSIONER 401

19.6 HEARINGS 406

19.7 THE COMMISSIONER'S ROLE WHEN AN AUGMENTED ESTATE ELECTION IS MADE (FOR DECEDENTS DYING ON OR AFTER JANUARY 1, 2017) 409

19.8 THE LENGTH OF TIME AN ESTATE MUST REMAIN OPEN 409

19.9 PAYMENT OF FUNDS INTO COURT WHEN PARTY ENTITLED THERETO CANNOT BE FOUND 409

19.10 RESIGNATION OR DEATH OF A FIDUCIARY 416
19.1001 In General 416
19.1002 Resignation of a Fiduciary 416
19.1003 Death of a Fiduciary 418

CHAPTER 20: FEES ALLOWED THE COMMISSIONER OF ACCOUNTS

20.1 STATUTORY AUTHORITY FOR FEES 421

20.2 SOURCE AND PURPOSE OF COMMISSIONERS' FEES 422

20.3 RECOMMENDED UNIFORM FEE SCHEDULE GUIDELINES FOR COMMISSIONERS OF ACCOUNTS 423

CHAPTER 21: GUIDELINES FOR FIDUCIARY COMPENSATION

21.1 INTRODUCTION 433

APPENDIX OF CIRCUIT COURT FIDUCIARY FORMS 445

TABLE OF AUTHORITIES 671

INDEX I-1