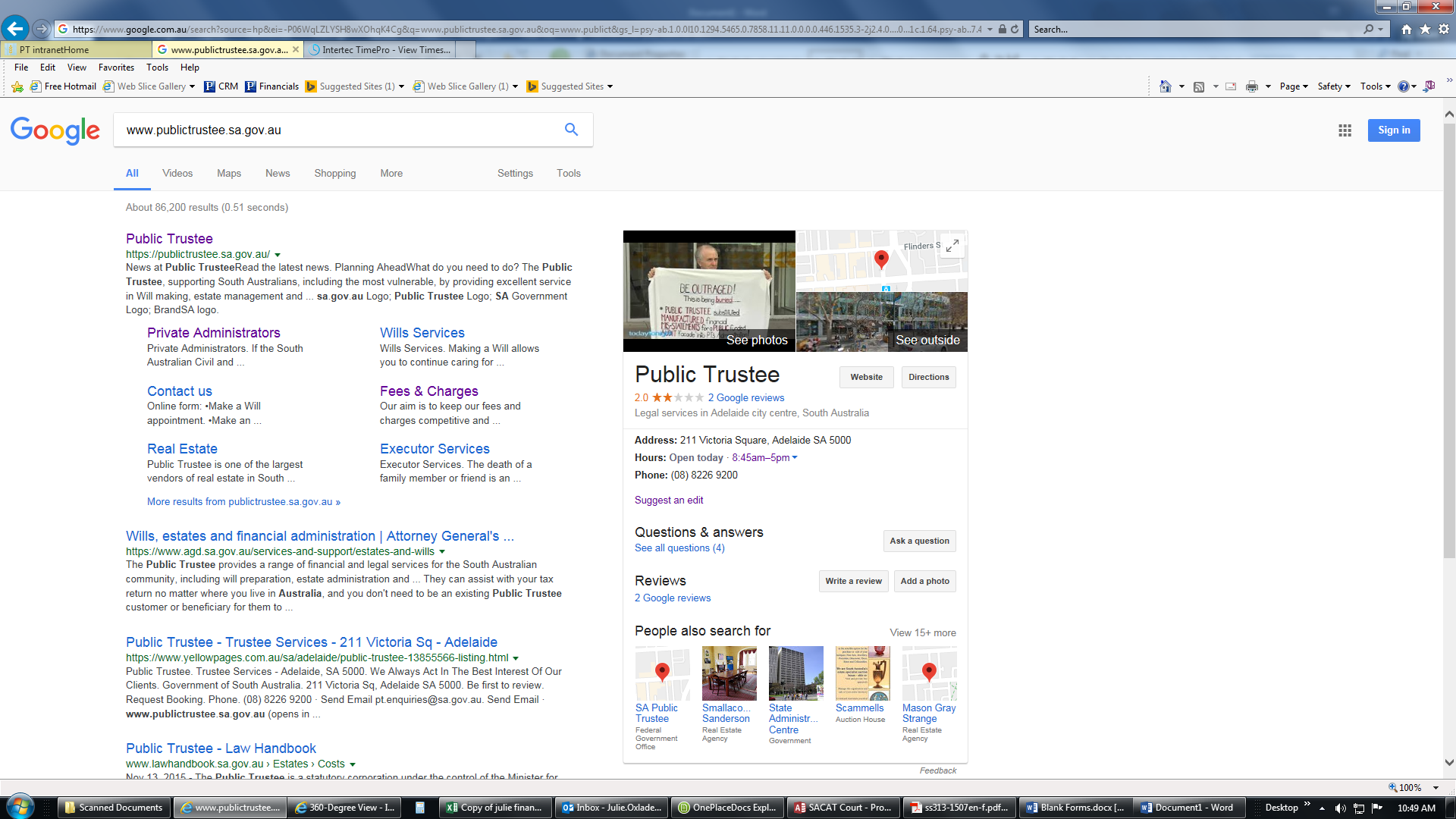
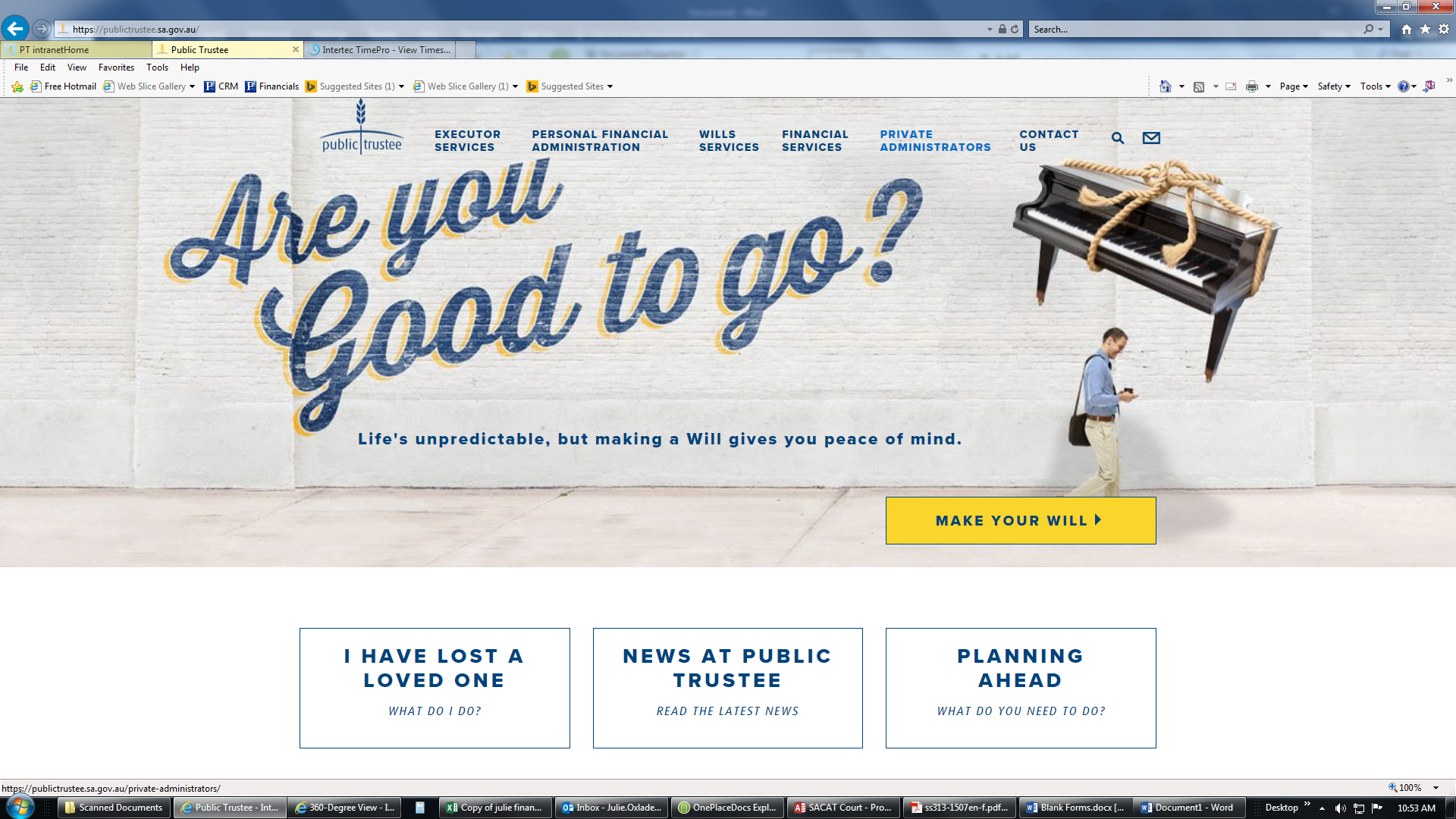
**Private Administrators**

**Guide to Accessing Online Reporting Forms**

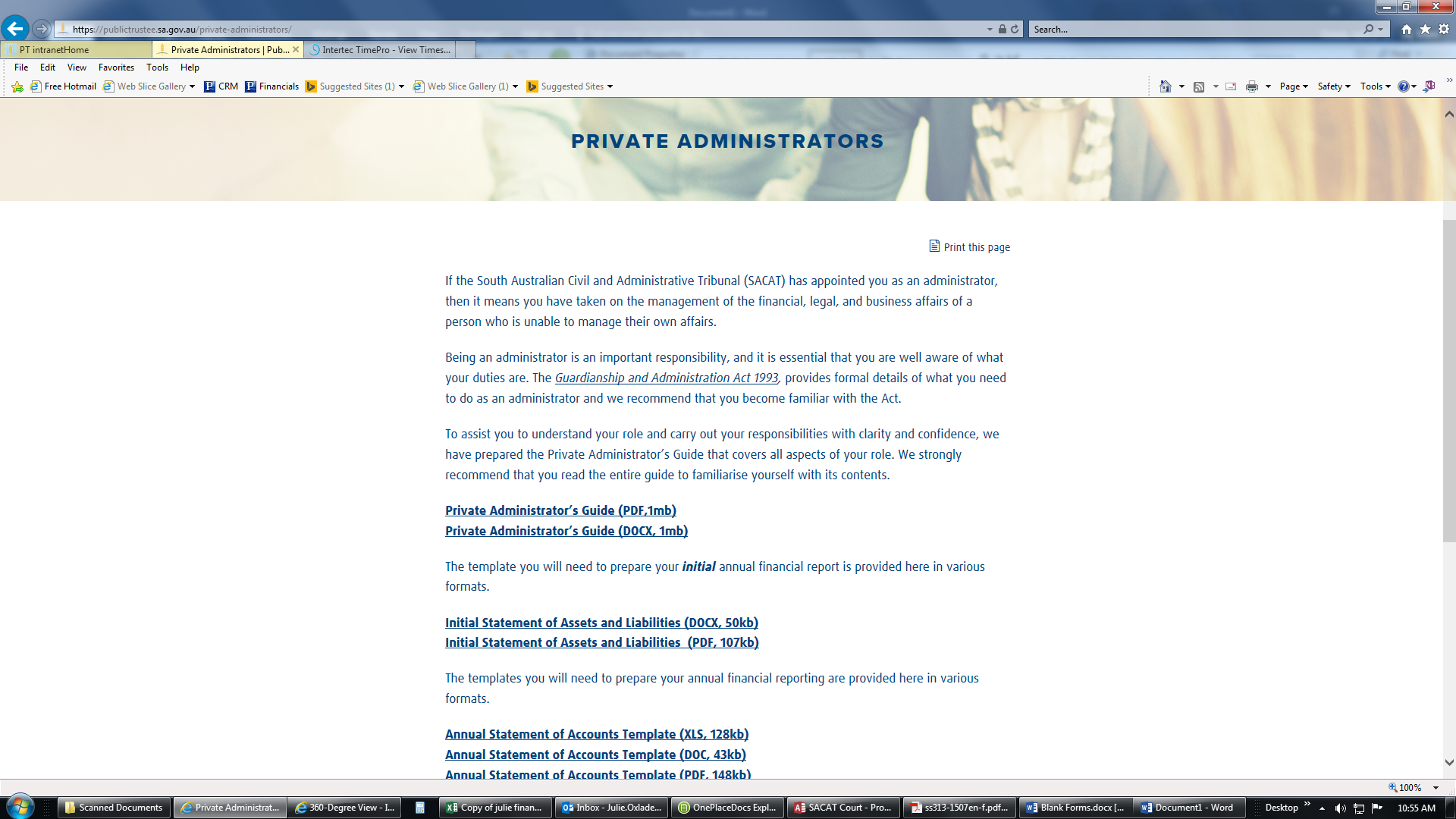
Enter address into search engine: [www.publictrustee@sa.gov.au](http://www.publictrustee@sa.gov.au)



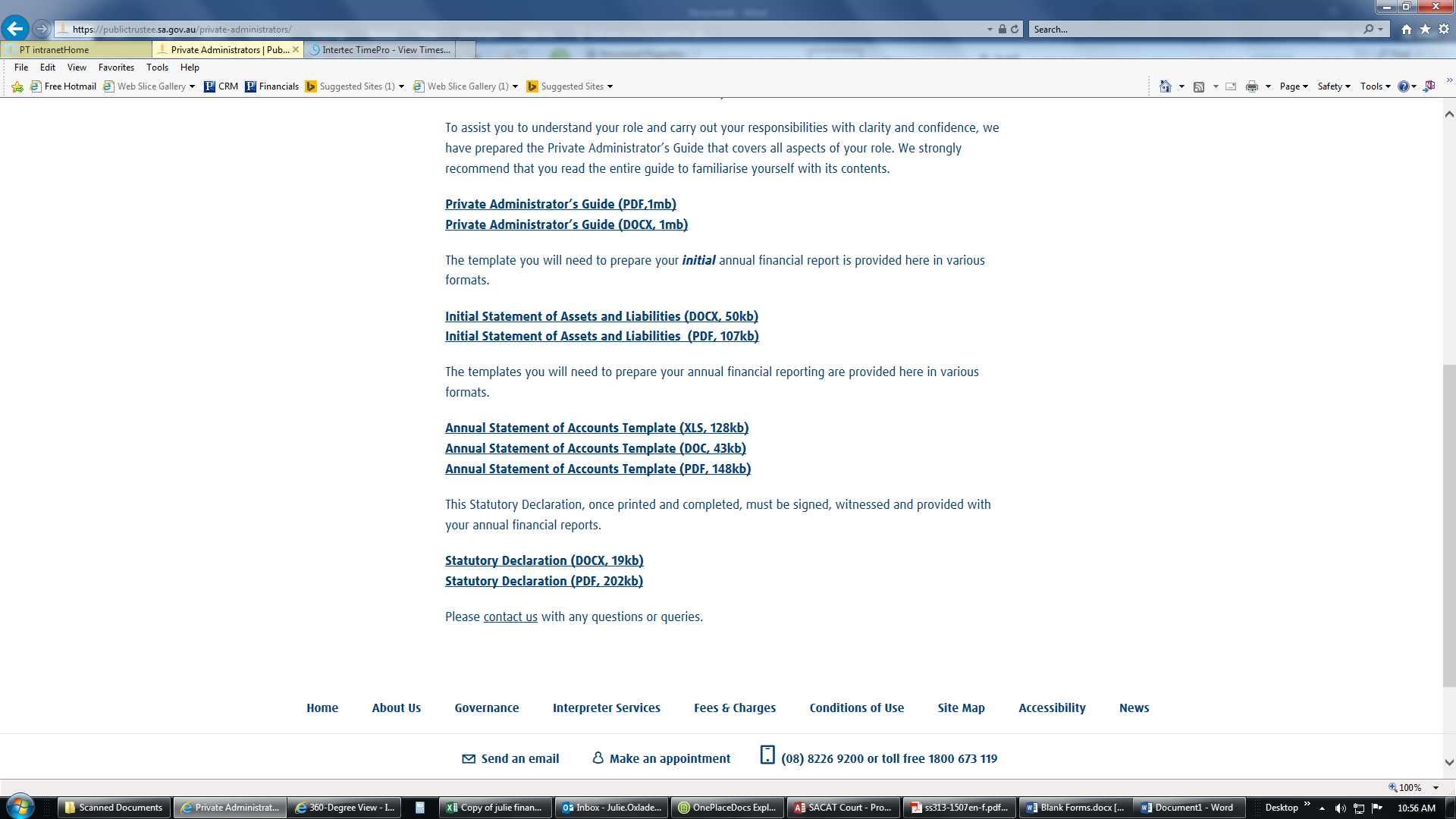
Click on Public Trustee



Click on Private Administrators Tab



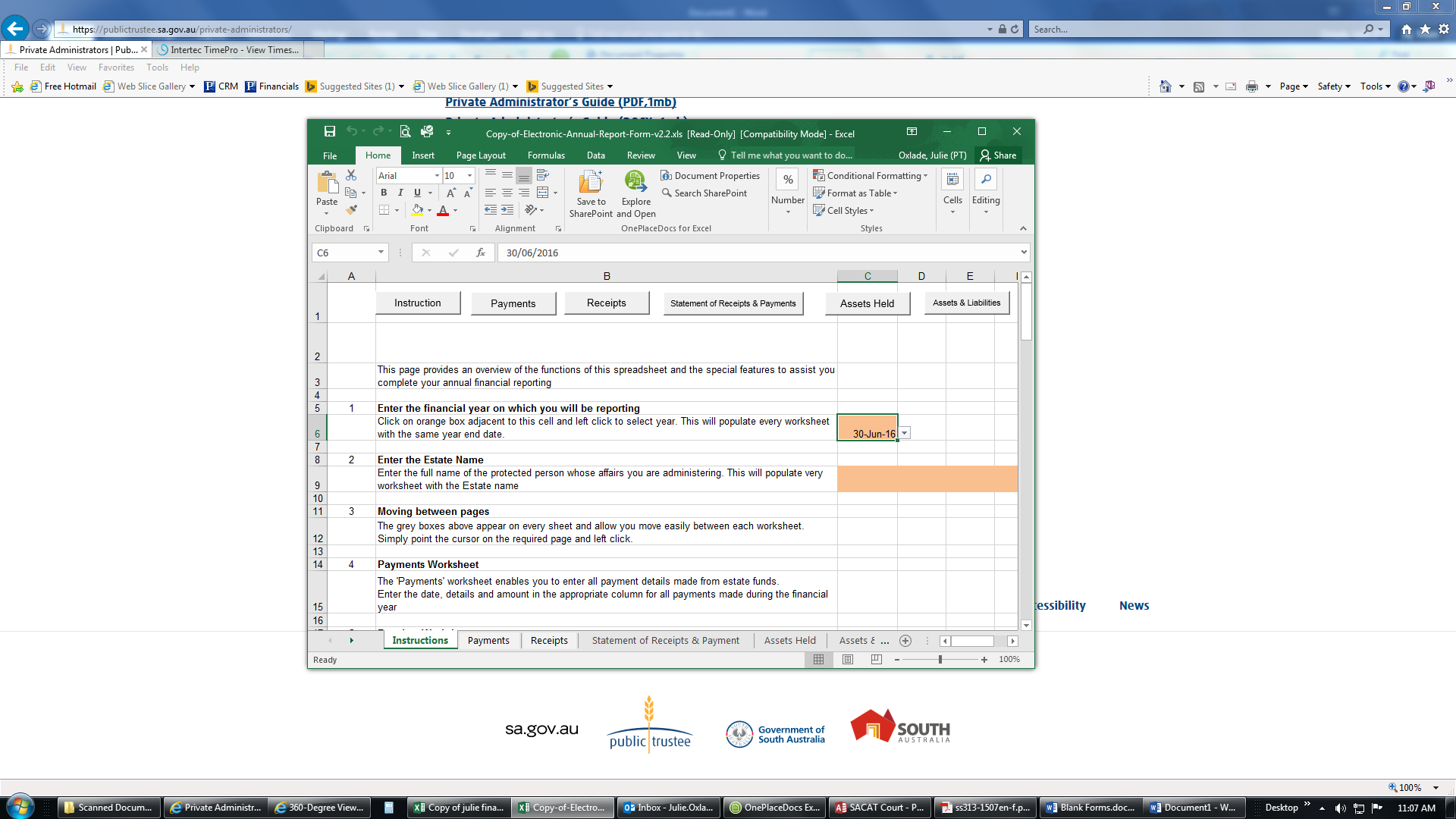
Scroll down to see required forms



* Statutory Declaration required for each report sent
* Select and click to open
* Save to your own desktop
* Move to annual statement of accounts template
* Note there are three types each with different file type

[**Annual Statement of Accounts Template (PDF, 148kb)**](https://publictrustee.sa.gov.au/content/uploads/2015/08/Annual-Financial-Report-Templates.pdf) for printing and manual completion only

[**Annual Statement of Accounts Template (DOC, 43kb)**](https://publictrustee.sa.gov.au/content/uploads/2015/08/Annual-Financial-Report-Templates.docx) a word document that can be completed on computer, but manually calculated only  
[**Annual Statement of Accounts Template (XLS, 128kb)**](https://publictrustee.sa.gov.au/content/uploads/2017/08/Copy-of-Electronic-Annual-Report-Form-v2.2.xls) excel worksheet that calculates using already added formulas

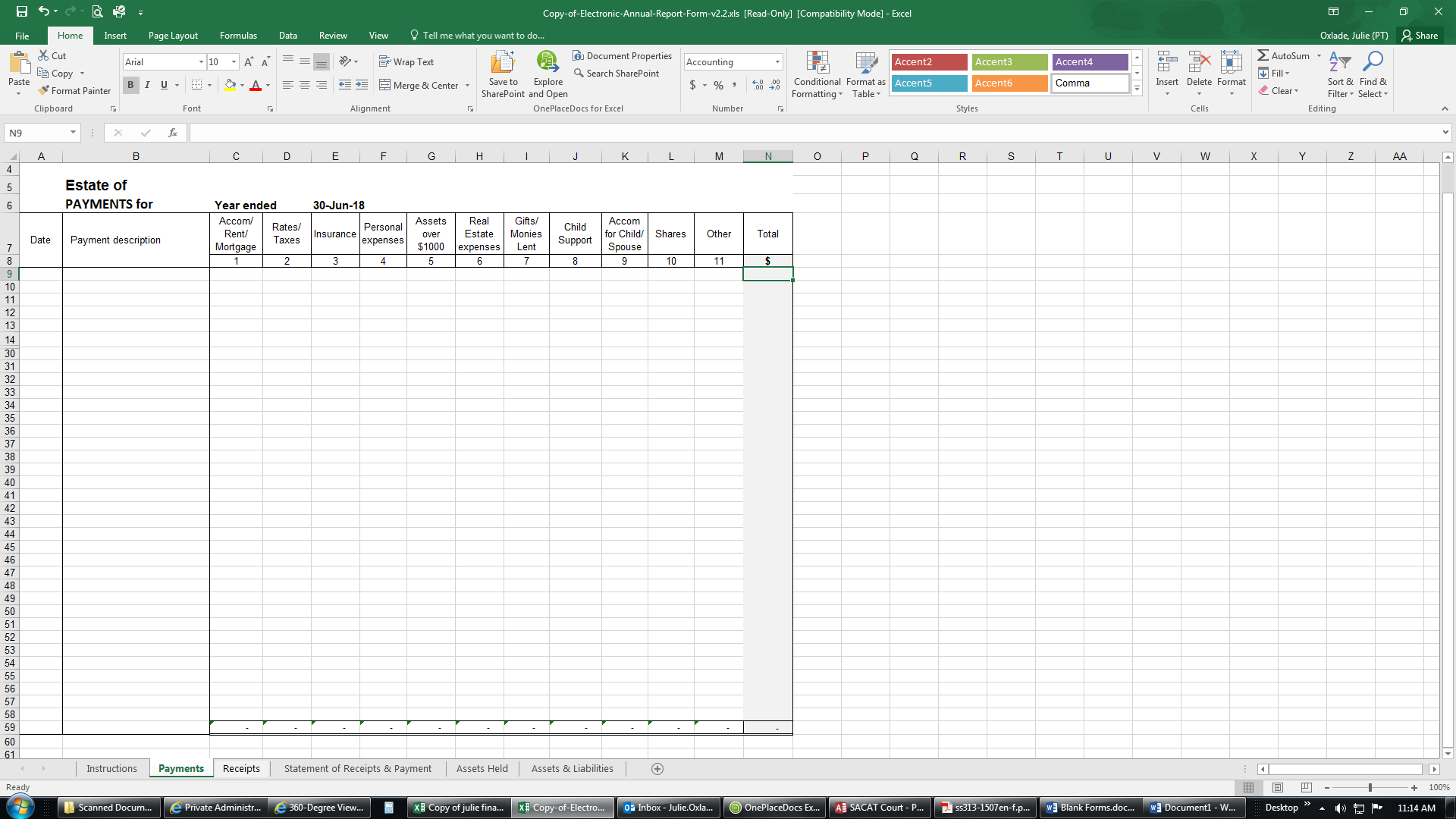


Adjust the reporting year by the arrow and selecting the reporting period

Type the Protected Persons Name

This information will now traverse to all pages

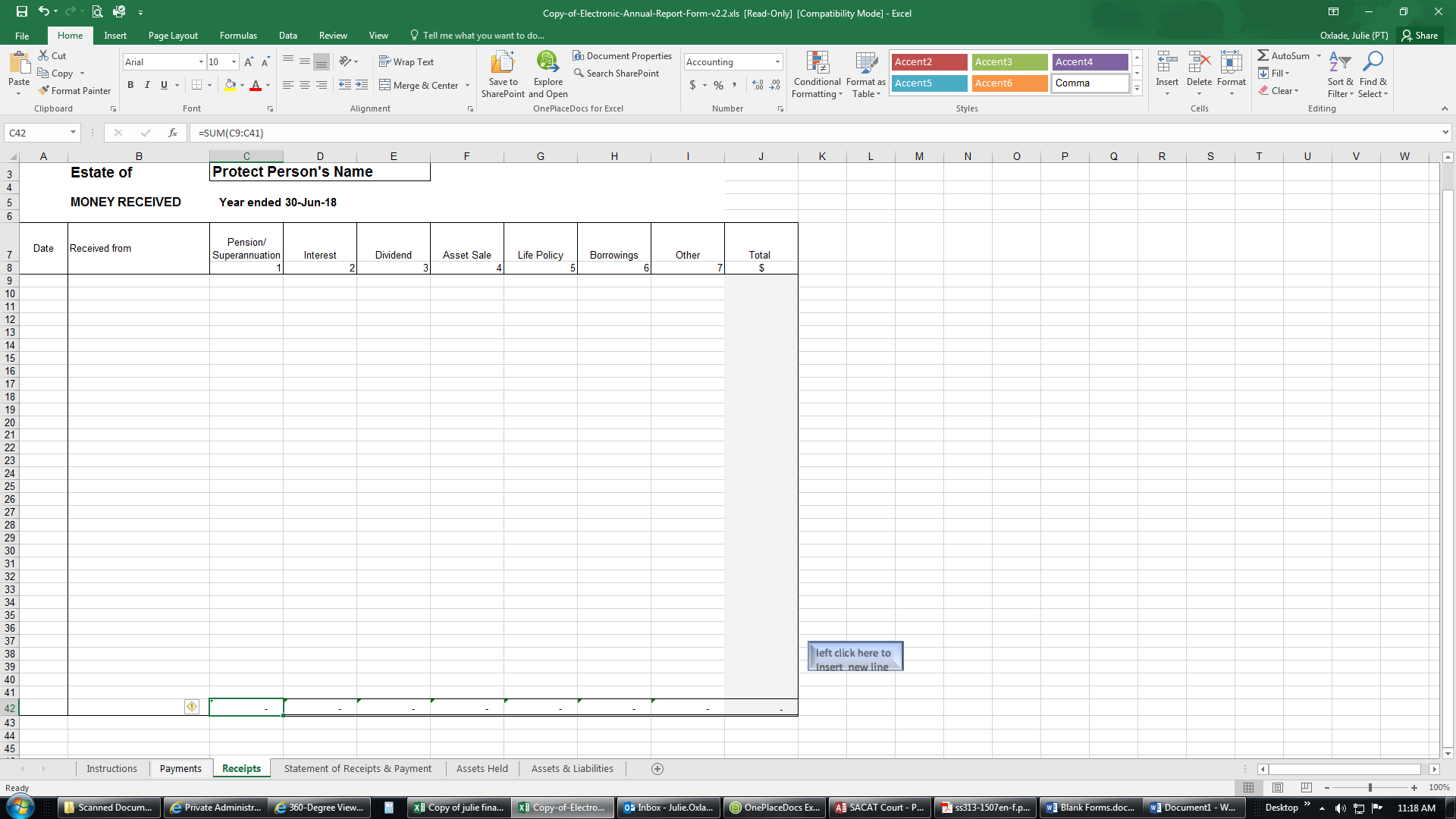
Hit the Payment tab



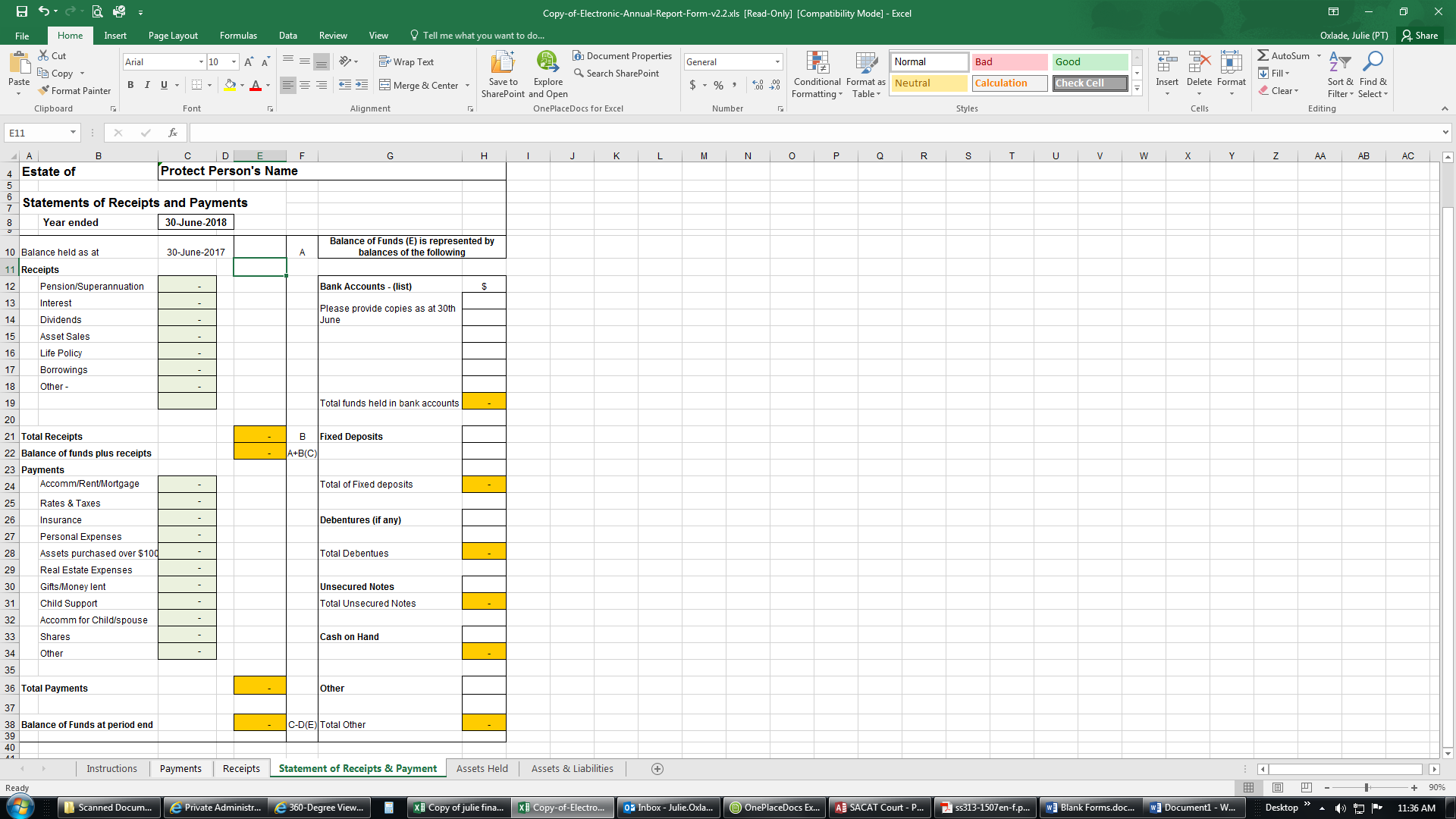
Start to enter each withdrawal transaction from the bank account in date order

Make sure your description is clear in what the payment was for, this sheet will calculate the column totals automatically

Click on the Receipts tab to enter all deposits from bank account in date order



When you have entered all transactions for the financial year ending 30 June hit the Statement of Receipts and Payment tab



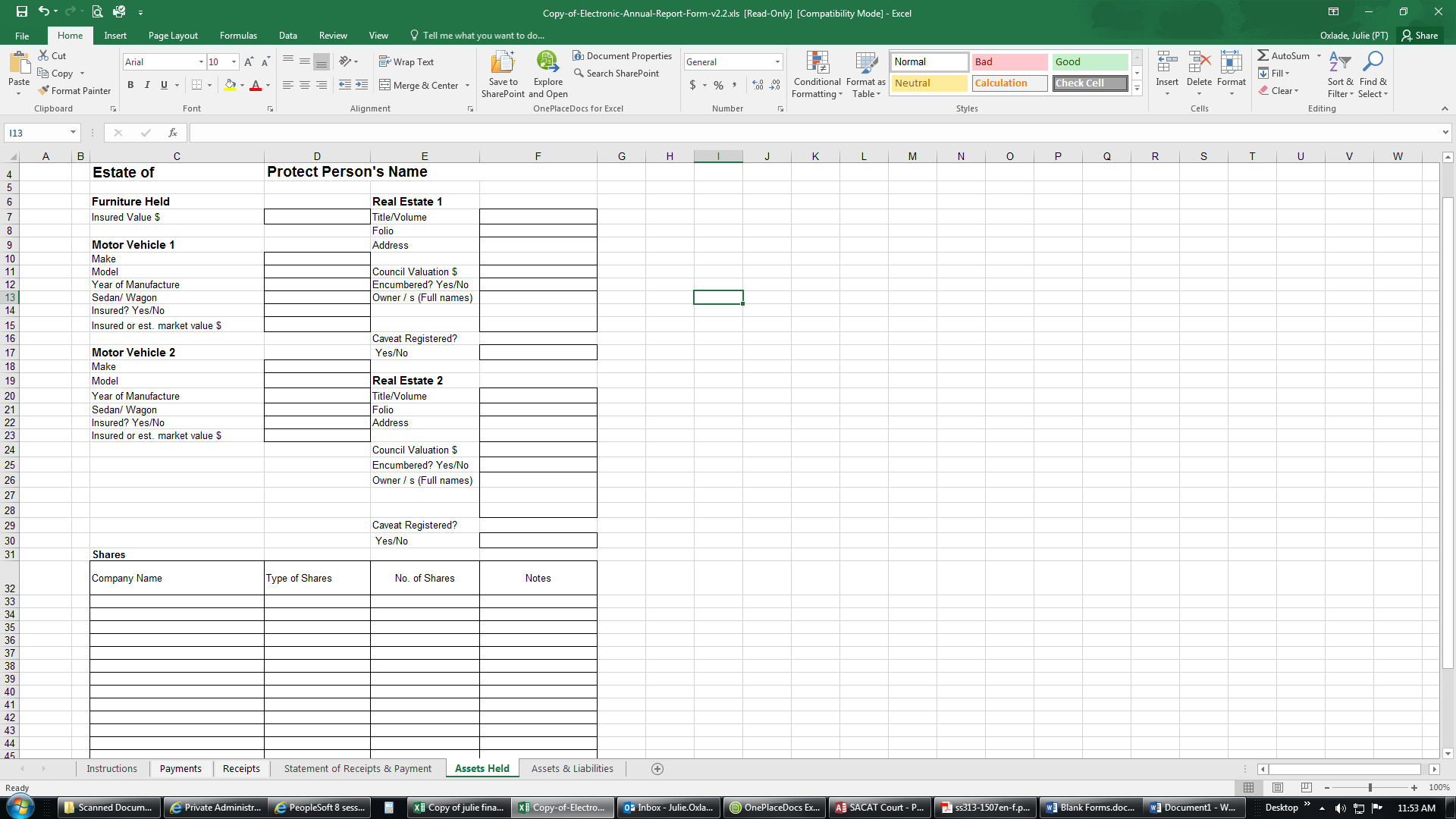
You will note that all transactions you entered on both the payment and receipts spreadsheets have automatically transferred to this page.

You have to enter manually the starting balance Your first report will be the order start date, for continuing year’s report the starting amount is the June 30 amount from previous years (end amount of last report) Please use the working account balance only \*\*\*Not the total cash asset amount\*\*\*

The total cells will recalculate

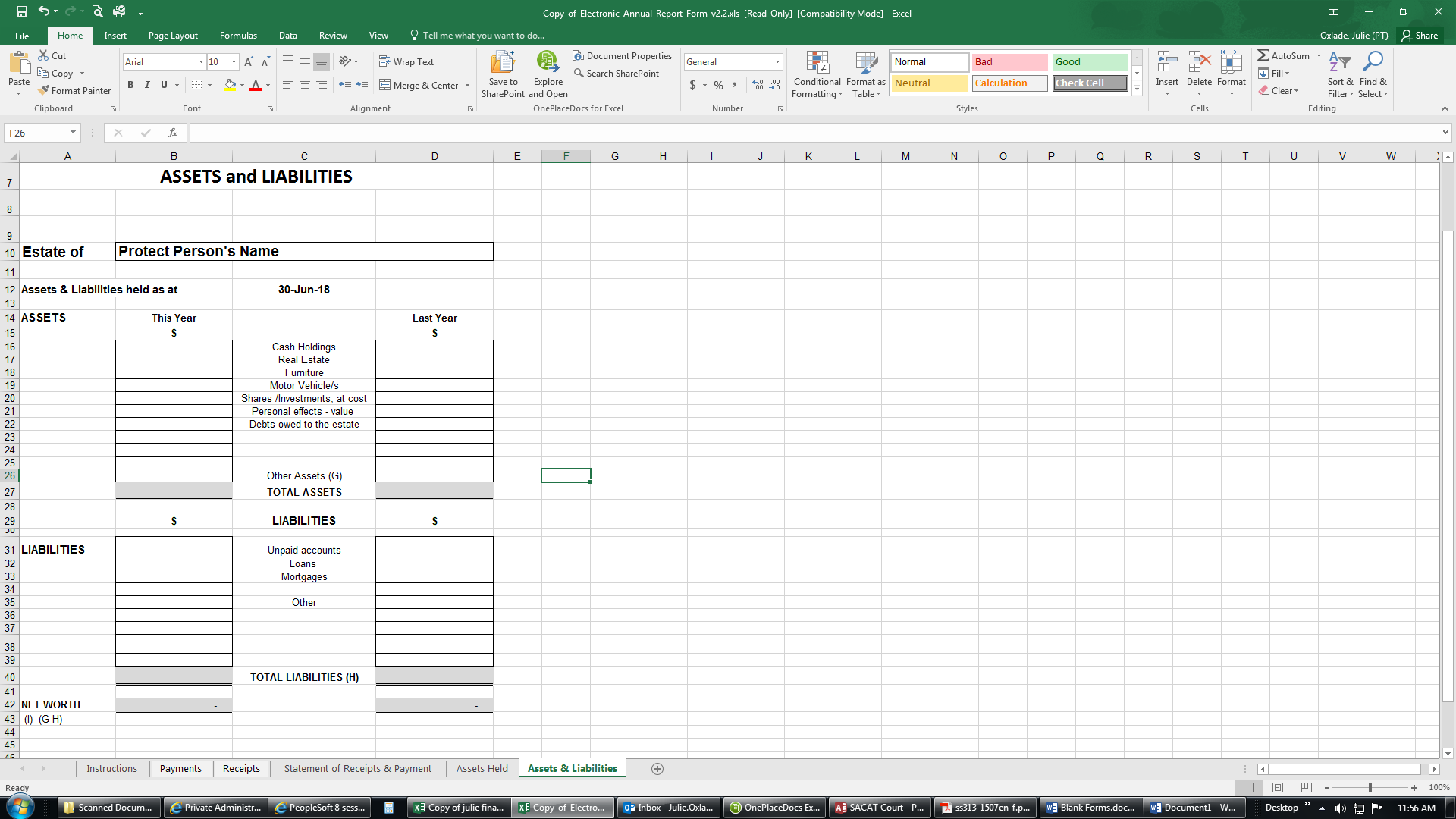
You manually enter the bank account details in these columns

When all information is completed click on the Assets Held Tab



Enter all relevant details

When complete click on Assets and Liabilities tab



This form provides details of the whole estate. Cash Holdings are the total held in bank accounts. Enter the correct figures as at 30 June

\*\*\*note if this is your first annual report do not complete Last Year’s\*\*\*

The totals will automatically calculate. The Report is now complete!

Please remember to provide evidence of all assets and liabilities as at 30 June and that the working bank account is to be provided for full reporting year.