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SAMPLE REPORT • ILLUSTRATIVE FICTIONAL DATA

Executor Support Progress Report

Estate of Helen Morgan • Fictional estate
Prepared for Avery Morgan • Fictional executor
Reporting period October 1 through October 15, 2026

Prepared by Senior Financial Concierge Services
Report date October 15, 2026 | Amounts in US dollars

Progress at a glance

The initial inventory and administrative filing system are complete in this sample. Estate checking reconciles to $36,155 after $3,845 of executor-approved payments. Next priorities are to obtain a missing investment statement, confirm insurance coverage, and resolve outstanding bills with the executor and professional advisers. No distributions are recorded or recommended.

Fictional background: date of death August 28, 2026; executor appointment September 18, 2026. Appointment and authority are assumed documented. No jurisdiction is assigned and no statutory filing date is inferred.

Financial inventory as of October 15

Asset	Illustrative value	Basis and administrative status
Estate checking	$36,155	Reconciled ledger and assumed Oct 15 bank activity
Savings account	$85,000	Assumed Oct 15 balance; authority accepted
Investment account	$210,000	Sep 30 statement; updated statement pending
Residence	$360,000	Executor estimate; appraisal and title review pending
Vehicle	$15,000	Executor estimate; valuation and title review pending
Total listed assets	$706,155	Mixed dates and estimates; not a formal valuation

Cash and savings total $121,155, including $85,000 not yet transferred to estate checking. Investments, the residence, and vehicle are not treated as immediately available cash. Ownership and estate inclusion remain subject to attorney review; this is an administrative working inventory.

Items outside the working asset total

A fictional $60,000 life insurance policy is tracked separately because beneficiary and payee confirmation is pending. It is not included as estate cash or an estate asset. Personal property, refunds, accrued interest, and other benefits have not been valued; unknown amounts are not assumed to be zero.

Known obligations total $82,692.50 on page 4. Listed assets less those obligations equal $623,462.50 before unknown taxes, costs, valuation changes, and ownership adjustments. This is not an amount available for distribution.

Administrative work and institution contacts

Work completed during this period

Completed	Administrative work	Record retained
Oct 2	Organized supplied appointment, identity, account, and property records.	Document index v1
Oct 5	Created working asset and obligation inventory; logged missing records.	Inventory and request tracker
Oct 8	Submitted executor-signed bank paperwork under accepted authorization.	Receipt and authorization copies
Oct 12	Assembled bill packet and recorded executor payment approvals.	Approval log and paid invoices
Oct 15	Matched six checking payments to receipts and prepared this report.	Ledger and reconciliation

Authorized institution contacts

All institutions are fictional. The sample assumes the executor signed limited information-sharing authorizations on October 2. Authority to obtain status or documents does not authorize transactions, signing as executor, or directing distributions.

Institution	Authority and latest contact	Next action and target
Cedar Bank	Accepted Oct 5. SFCS asked for document status Oct 8; receipt confirmed.	SFCS requests savings transfer requirements Oct 20. Executor decides and initiates any transfer.
Northfield Investments	Accepted Oct 7. SFCS requested current statement Oct 9; not received.	SFCS follows up Oct 21. No trading, liquidation, or beneficiary instructions authorized.
Beacon Life	Institution-specific form pending. SFCS drafted request; no account-specific contact made.	Executor signs form by Oct 20; SFCS contacts insurer only after acceptance. Payee determination pending.
Elm Property Insurance	Accepted Oct 6. SFCS asked about vacancy requirements Oct 12; response pending.	SFCS follows up Oct 19. Executor selects coverage and approves any premium.

Pending professional coordination: provide the attorney with title and ownership questions and send the CPA an indexed tax-document list after executor approval. Missing documents and unanswered requests remain open until written confirmation is retained.

Estate expenses and outstanding obligations

Cash ledger for October 1–15. Each payment below is assumed approved and made by the executor from estate checking. SFCS recorded payments and retained documents; SFCS did not control or disburse estate funds.

Date	Payee and purpose	Reference	Paid
Oct 2	SFCS initial organization	E01	$750.00
Oct 5	Elm Property Insurance premium	E02	$420.00
Oct 7	Grounds care vendor	E03	$180.00
Oct 9	Estate attorney retainer	E04	$1,500.00
Oct 12	Property security repair	E05	$540.00
Oct 14	Utility provider prior balance	E06	$455.00
	Total paid during period		$3,845.00

Cash reconciliation: $40,000 opening checking balance + $0 receipts − $3,845 payments = $36,155 closing balance. No outstanding checks, bank charges, transfers, or distributions are assumed. The $1,500 attorney retainer is a cash outflow, not a statement of fees earned.

Known obligations at the reporting date

Obligation	Unpaid amount	Status or next action
Mortgage principal	$78,000.00	Statement balance; obtain payoff quote if needed.
Credit card claim	$2,850.00	Attorney/executor review before payment.
Medical bill	$1,240.00	Request insurer adjustment and itemized bill.
New utility invoice	$165.00	Separate from E06; due Oct 26 in sample.
SFCS ongoing support	$437.50	Illustrative administrative fee; unpaid, review Oct 23.
Total known obligations	$82,692.50	Excludes unquantified taxes and future costs.

Upcoming cash need: $900 mortgage installment on November 1, subject to executor review. It is not added to the obligation total because its principal component is already within the mortgage balance; the interest component has not been separately determined. No payoff, interest accrual, or tax liability is estimated here.

The $437.50 is a fictional administrative expense for institution follow-ups, ledger maintenance, and this progress report, separate from initial organization. It does not state an hourly rate or quote actual services. Ongoing scope and fees are agreed separately; this sample is not an invoice.

Next steps and decision responsibilities

All targets are in 2026. They are internal follow-up dates unless identified as fictional invoice due dates. They do not establish legal deadlines or the order in which estate creditors should be paid.

Target	Next step	Decision owner
Oct 19	Confirm insurance vacancy requirements and coverage response.	Executor with insurer
Oct 20	Sign insurer-specific authorization; review bank transfer requirements.	Executor
Oct 21	Obtain investment statement and missing ownership documents.	SFCS follows up within authority
Oct 22	Confirm jurisdiction, filing calendar, claim process, and permitted payment sequence.	Attorney advises executor
Oct 23	Review medical and credit card items and the $437.50 SFCS fee.	Executor; attorney/CPA as needed
Oct 26	Review and, if approved, pay the $165 utility invoice by its fictional due date.	Executor
Oct 28	Confirm tax documents, return responsibilities, and applicable tax deadlines.	CPA and executor
Nov 1	Review $900 mortgage installment and arrange approved payment.	Executor
Nov 15	Issue next report and update cash, obligations, and open requests.	SFCS

Who does what

SFCS provides hands-on administrative assistance: organizing supplied records, maintaining the inventory and ledger, preparing forms for review, tracking agreed dates, and contacting institutions only within accepted written authority. We record professional guidance and executor approvals; we do not substitute our judgment for those decisions.

The executor retains fiduciary authority, approves payments, signs forms, selects professionals, directs asset transactions, and authorizes distributions. The attorney advises on legal authority, ownership, creditor treatment, probate requirements, and legal deadlines. The CPA advises on tax treatment, returns, deadlines, and tax reserves. SFCS does not make those determinations or act as executor, attorney, CPA, or investment adviser.

Report limitations and service context

All names, institutions, records, approvals, amounts, and dates are invented. This is a sample administrative report, not a court accounting, audit, appraisal, legal opinion, tax return, or distribution authorization. Balances depend on supplied records; missing assets, liabilities, taxes, and professional costs may change the picture.

Executor initial organization starts at $750; ongoing support is quoted separately. Actual services require agreed scope and written permissions, including institution-specific forms where required. This sample does not establish a binding fee or engagement.