

Executor Expense Log Template



Not for me: this section does not apply

Tick here and in the Contents, then skip ahead (no need to print it either).

As an executor, you'll spend money on behalf of the estate.

Solicitor fees. Accountant fees. Funeral costs. Property valuations. Travel expenses. Postage. Death certificates. Probate application fees.

Most of these costs are met by the estate rather than coming out of your own pocket. In practice you may need to pay some expenses yourself first and then be reimbursed from the estate, as long as the cost was reasonable and properly incurred. If an estate looks like it may not have enough to cover its debts and expenses, get advice from a solicitor before paying anything. But you need to keep detailed records of every expense to prove what you spent and why.

This expense log helps you track everything.

Why keep detailed records?

Beneficiaries have the right to see how the estate's money was spent. If you can't prove an expense was legitimate, you might have to pay it back yourself.

Detailed records also protect you from accusations of mismanagement.

How to use this log:

Record every expense, no matter how small. Include the date, what it was for, who was paid, and the amount. Keep the receipt or invoice. At the end, you'll have a complete record of all estate expenses.

Let's track it all.

Your Executor Expense Log Template

Track every dollar spent on the estate, so your final accounting is clean and defensible.

ESTATE DETAILS

ESTATE OF

EXECUTOR NAME

DATE ESTATE OPENED

EXPENSE LOG

Record every expense. Note whether you paid it personally (to be reimbursed) or from the estate account. Keep all receipts.

DATE	DESCRIPTION	PAYEE	AMOUNT	PAID FROM	RECEIPT

Your Executor Expense Log Template (cont.)

DATE	DESCRIPTION	PAYEE	AMOUNT	PAID FROM	RECEIPT

TOTALS AND NOTES

Extra Space

More room for your Executor Expense Log Template section: extra entries, stories, or anything the boxes could not hold.