

INSTRUCTIONS FOR COMPLETING ACCOUNT FORM

Complete in blue or black ink, (no marker) or you can use a computer or a typewriter. Check the appropriate box at the top of the form. Is this an annual, final, interim or amended account? Is this the 1st, 2nd, 3rd, etc. annual account? Fill in the blank with the appropriate number. Enter the court's file number. The name of the protected individual goes in the blank following "In the matter of". Fill in the ward's current address and telephone number. All attachments must have the court file number and name on the top of each page.

Item 1: Fill in your name and title. Fill in the Account Period. The account period can only cover **1 year or less**. (If this is the final accounting, then the period is likely less than 1 year and ends upon the end of your authority over the estate). For example, if you were appointed on 4/16/2010 your report period will be 4/16/2010 to 4/16/2011.

SUMMARY

Item 2 - Summary: This item asks you to tell us how the balance in the estate has changed from the last account (or the inventory) to this account. This item begins with the *balance on hand from last account* and ends with *balance of assets remaining*.

Balance on hand from last account: Go to your copy of the last account (if this is the first account, then go to your copy of the inventory). Find what was recorded for *balance of assets on hand* in that account (if you go to the inventory, find the total on the inventory). Write this number down for *balance on hand from last account*. This represents what was in the estate at the beginning of this accounting period.

Add Total Schedule A: Write down the total you put down for column A on the first page. This represents the amount of money that **came in** to the estate during the accounting period.

Subtotal of Balance on hand and Total Schedule A: Add these top two numbers together and write the total here.

Subtract Total Schedule B: Write down the total you put down for column B on the first page. This represents the amount of money that **went out** of the estate during the accounting period.

Total Balance of Assets Remaining: Now subtract the fourth line from line three. This represents the amount of money in the estate at the end of the accounting period. This number must match the total of schedule D.

SCHEDULE A: INCOME AND OTHER RECEIPTS

Income: List here all money that came in to the estate during the account period.

Typical income sources: Here's a list of some typical income sources:

Social Security	Capital gains	Tax refunds
Interest on bank account	VA benefits	SSI (Disability)
Pension	Rental income	
Dividends from stocks	Wages	

Total: Make sure to record the total of all income and other receipts at the bottom of the column after you determine if there is a gain from schedule C.

SCHEDULE B: EXPENSES AND OTHER DISBURSEMENTS

Expenses: List here all money that was paid out of the estate during the account period.

Typical kinds of expenses: Typical expenses include personal items (clothing), room & board in a facility, medical care, and insurance payments. These expenses may be listed by category.

Total: Make sure to record the total of all expenses and other disbursements at the bottom of the column after you have determined if there is a loss from schedule C.

SCHEDULE C: GAINS AND LOSSES

Use this section for changes in the value or sale of real and/or personal property; stocks/bonds, vehicles or other assets which have resulted in a loss or gain. Losses should be indicated in parenthesis. If there is a net gain then report on schedule A, if a net loss then report on schedule B.

SCHEDULE D: ITEMIZED ASSETS

Assets in the estate: This box is here for you to describe what assets are in the estate at the end of the accounting period.

Typical assets: The usual types of assets in an estate include a checking account or some other bank account holding, a home, investment accounts, pre-paid funeral expenses and personal and household property. These assets and their value may be listed by category. Here's an example:

Home at 123 Main Street, TC, MI	\$50,000
Checking account at TBA Cr Union	\$1,000
Personal and household property	\$1,000
Total balance on hand	\$52,000

Total: You must total the value of the assets in the estate. Since this is a total of the assets on hand at the end of the accounting period, **this total must equal the *balance of assets remaining* you recorded on the last line of item 2, summary, on the first page.**

ITEMS 3 THROUGH 7

Financial Statements: Provide all financial statements for liquid assets. The financial statement(s) must cover a time period which includes the ending date of the accounting period.

Item 3 - Interested persons: If any interested persons have moved or died since contact information on them was given to the court, this must be communicated to us in item 3.

Item 5: This is only relevant for accounts filed in deceased estates. You can ignore number 5.

Items 6 & 7 - Fiduciary/attorney fees: Statute (MCL 700.5413) allows a conservator to obtain only “reasonable compensation” for services rendered. [The Mental Health Code allows for no compensation of a DD estate guardian.] **If you charge the estate a fee for serving as conservator, you must attach a written statement of services performed. If attorney fees are listed on Schedule B, a statement of services must be attached.**

SIGNATURES

Fiduciary signature: You, as conservator or DD estate guardian, must date and sign the account. If there are co-conservators or co-DD-estate-guardians, both must sign the account. Each fiduciary can either complete and sign separate accounts, or they can sign the same account.

Attorney signature: If you have an attorney representing you, he or she **must also sign the account.**

FILING FEE/SERVICE

Filing Fee: Include the \$20 filing fee, if applicable (DD and Minor Restricted – no fee required)

Service on Interested Parties: You must serve a copy of the account on all interested parties, including the ward, and complete a Proof of Service (PC 564) form to submit to the Court along with the account.