

INSTRUCTIONS FOR COMPLETING ACCOUNT FORM

Account Period: The account period must span **1 year** (unless the account is the final accounting, in which case the period is likely less than 1 year and ends upon the end of your authority over the estate). Indicate what kind of account it is in the top box, and below fill in the dates covered by the account.

“Estate of”: Put the name of the protected individual here.

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 to help you completely account for the estate’s income.

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

Total: Make sure to record the total of all income and other receipts at the bottom of the column.

SCHEDULE B: EXPENSES AND OTHER DISBURSEMENTS

Expenses: List here all money that was paid out of the estate during the account period. **If you are a conservator for a minor and have not filed a bond, any expenses listed here must have previously been authorized by court order.**

Typical kinds of expenses: Typical expenses include personal items (clothing), room & board in a facility, medical care, 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.

Item 2: 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 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.

SCHEDULE C: GAINS AND LOSSES

Use this section for changes in sale of home or stocks/bonds, or other assets which have resulted in a loss or gain at the sale of the same.

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, and personal and household property. These assets and their value may be listed by category. Here's an example:

Home at 123 Main Street	\$50,000
Checking account	\$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 above.**

ITEMS 3 THROUGH 9

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.

Items 5 & 6: These are only relevant for accounts filed in deceased estates. You can ignore them.

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.**

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.

Attorney signature: If you have an attorney representing you in the conservatorship or DD guardianship, he or she must also sign.