

**Note:** If you are plenary guardian of an estate (DD Guardianships), wherever you see the word "conservator" that refers to you as plenary guardian.

1. Complete the entire top portion of the Account form in the areas marked A-E.
  - A: Fill in which account you are filing (i.e. First Annual, Second Annual)
  - B. Complete the case name (i.e. name of the person for whom you are conservator).
  - C. Complete your full name. If you are co-conservator with another person, both conservators must have their names on the account.
  - D. Complete your title (i.e. Conservator, Co-Conservator.)
  - E. Complete the accounting period for which this account is filed. The accounting period will begin with the end date of your last account (if this is your first annual account, it would be the date of your appointment as Conservator) and ends on the anniversary date of your appointment.  
*The accounting period cannot be any longer than 12 months.*
2. **Summary.** Complete the summary in item two. If the income or disbursements are zero – please indicate zero.
3. **Income.** Complete Schedule A with any income received during the accounting period. If there is no income, indicate "no income" and "-0-" in the amount column. List all money or other assets by category (i.e. interest, social security, etc.) that came into the conservatorship during the account period. (one entry per category) and list the year's total for that category in the column to the right of the Schedule A section. Total the income for all categories at the bottom in "total income".
4. **Expenses.** Complete Schedule B with any expenses or monies that were spent (paid out) during the accounting period. If there were no expenses, indicate "no expenses" and "-0-" in the amount column. You may list each expense by category and total the expenses per category (i.e. personal items, clothing, room & board, medical care, food, utilities, etc.). Use only one entry per category and total each category in the column to the right of the Schedule B section. Total the expenses at the bottom "total expenses and disbursements".
5. **Schedule C.** Complete Schedule C if any of the assets listed on the last accounting (or the inventory if this is the first account) were sold during the accounting period. Also if new assets were acquired during the accounting period or if any of the assets increased or decreased in value. *On most accounts, Schedule C is left blank.*
6. **Schedule D.** Complete Schedule D with the complete description of any assets owned by the ward (i.e. Name of Bank, Account Number, Type of Account). These would include bank accounts, personal property, or real estate. Please total the balance of assets remaining at the bottom. The amount indicated here should **match** the amount shown in the last line of the "summary" on the front page of the account.
7. **Items 3-8.** Review the items in 3-8 and complete as appropriate. *Items five and six apply only to decedent's estates.* If you include any amounts for attorney fees or fiduciary fees, you must attach a written summary of services performed. Forms are available at the Probate Court office for fiduciary fees.
8. **Signatures.** Verify that the accounting is complete and accurate then sign and date at the bottom under "fiduciary signature". If there are co-conservators, both conservators must sign the form. The attorney signature is completed only if an attorney assisted in the completion of this account.