

DISTRICT COURT OF SHAWNEE COUNTY, KANSAS
THIRD JUDICIAL DISTRICT

ANNUAL/FINAL CONSERVATOR ACCOUNTING AND INVENTORY
Instructions for Completing

This is a report of all income (money received) and disbursements (money paid out) of the estate transacted during the accounting period. It also updates the inventory and valuation.

The accounting is submitted to the Court once a year, either on the anniversary date of the appointment of the conservator, or on a calendar year basis. As the Conservator, you will receive a notice from the Court that the annual accounting is due. You must then file the accounting within 30 days of the end of the accounting period.

This form is also to be used as the Final Accounting if the conservatee has passed away.

Record Keeping

Keep the following financial information to prepare an accurate accounting:

- Bank statements, check book register, copies of cancelled checks
- Receipts of items purchased
- Financial reports from trust accounts

COMPLETING THE ACCOUNTING

- ◆ **Permanent Legal Record** - The accounting is a permanent legal record. The form should be typed **OR** written legibly. Use black or dark blue ink when reports are handwritten. Work from receipts and bank statements to prepare the accounting using the check register for supporting information.
- ◆ **Attachments** - If the person lives in a facility, or the provider is the payee for the conservatee's benefits, the Court will accept an attachment of the monthly or quarterly financial statements from the provider. **The Court will accept an accounting generated by a computer program.** Check the math accuracy before attaching to the accounting.

STATEMENT OF RECEIPTS (INCOME) AND DISBURSEMENTS (EXPENSES)

1. **Beginning Balance - If an accounting was filed for the previous year** - The "Beginning Balance" for the Reporting Period should be the same amount as the "Ending Balance" from the previous year's accounting.

If no accounting was filed for the previous year - The balance carried forward is the cash balance on the initial Inventory and Valuation.

2. Receipts (Money Received)

Itemize receipts received from all sources in the accounting period. Add additional pages if needed. Fill in all of the information required on the form.

3. Disbursements (Money Paid Out)

Itemize all money spent during the accounting period. Add pages if needed. Fill in all the information required on the form.

4. Summary

List the Beginning Balance, Total Receipts, and Total Disbursements. The Ending Balance is the difference between the total receipts and total disbursements.

INVENTORY

1. Real Estate - List any real estate including the appraised value. Add all of the entries for the real estate.

2. Personal Property

List account balances as of the end of the reporting period and the value of all other assets. Document any newly purchased assets such as a TV, bicycle, or furniture.

For the total, add all of the entries for the personal property.

Add the Total Personal Property and Total Real Estate, and enter the amount on the **Total Real Estate and Total Personal Property line**.

3. Debts and Liabilities

Total all debts and liabilities, and subtract that number from the Total Real Estate and Total Personal Property to find the Total Estate value.

4. SUMMARY

BEGINNING BALANCE \$ _____

TOTAL RECEIPTS (MONEY RECEIVED) + \$ _____

TOTAL (Add Beginning Balance and Money Received) \$ _____

TOTAL DISBURSEMENTS (PAID OUT) - \$ _____

Subtract Total Disbursements for Ending Balance

ENDING BALANCE \$ _____

ANNUAL INVENTORY

1. REAL ESTATE (Address and Description/ Note if jointly owned and with whom)

	VALUE
(a) _____	\$ _____
(b) _____	\$ _____
TOTAL REAL ESTATE	\$ _____

2. PERSONAL PROPERTY (Address and Description/ Note if jointly owned)

(a) Financial Institution Accounts

 ✓ Cash / Checking Account (Bank, Credit Union, etc.)

 _____ \$ _____

 _____ \$ _____

 ✓ Savings Account/ Location (Bank, Credit Union, etc.)

 _____ \$ _____

 _____ \$ _____

 ✓ Certificate of Deposit/Location (Bank, Credit Union, etc.)

 _____ \$ _____

 _____ \$ _____

 ✓ Cash Value of Insurance Policies _____ \$ _____

 _____ \$ _____

 ✓ Other _____ \$ _____

 _____ \$ _____

(b) Investments - Stocks, Bonds, Investments, Retirement Accounts, Annuities

_____ \$ _____

 Describe

_____ \$ _____

 Describe

_____ \$ _____

 Describe

(c) Vehicles, RVs, Boats, Trailers, etc.

_____	\$ _____
Describe	
_____	\$ _____
Describe	
_____	\$ _____
Describe	
_____	\$ _____
Describe	

(d) Furniture, Antiques, Collections, Household Goods, Jewelry, etc.

_____	\$ _____
Describe	
_____	\$ _____
Describe	
_____	\$ _____
Describe	
_____	\$ _____
Describe	

(e) Other Assets Not Listed Above (For example: interest in a business entity; oil & gas lease or interest; agricultural lease interest and accounts in cooperatives; livestock; equipment; debts owed to the conservatee; interest in a trust; life insurance; long term care insurance; funeral or burial plan; burial plot).

_____	\$ _____
Describe	
_____	\$ _____
Describe	
_____	\$ _____
Describe	
_____	\$ _____
Describe	
_____	\$ _____
Describe	
_____	\$ _____
Describe	

TOTAL PERSONAL PROPERTY..... \$ _____

TOTAL ASSETS (Add Total Real Estate and Personal Property) \$ _____

DEBTS AND LIABILITIES

Mortgages / Liens / Loans / Credit Card Debt

- | | | |
|----|----------|----------|
| 1. | _____ | \$ _____ |
| | Describe | |
| 2. | _____ | \$ _____ |
| | Describe | |
| 3. | _____ | \$ _____ |
| | Describe | |
| 4. | _____ | \$ _____ |
| | Describe | |
| 5. | _____ | \$ _____ |
| | Describe | |
| 6. | _____ | \$ _____ |
| | Describe | |

TOTAL DEBTS AND LIABILITIES \$ _____

RECAPITULATION

Total Assets \$ _____

Less Total Debts and Liabilities \$ (_____)

Total Estate \$ _____

I DECLARE, UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF KANSAS, THAT THE FOREGOING ACCOUNTING IS TRUE AND CORRECT.

Date

Conservator's signature