

# Form 7: Conservator's Account

## Description of the Required Schedules and Worksheets

Schedule 1: Statement of Receipts and Disbursements	Provides budgeted and actual receipts and disbursements
Worksheet A	Supporting detail of Other Income, Expenses, and Administrative Fees and Costs
Schedule 2: Statement of Net Assets & Reconciliation	Provides a summary of the estate inventory & updated inventory values
Worksheet B	Supporting detail of Other General Assets, Money-Denominated Assets, Bills and Payables More Than 30 Days Old, and Debts
Schedule 3: Statement of Sustainability of Conservatorship	Calculates estimated sustainability of the estate
Worksheet C	Supporting detail of Adjustments to Net Assets or Net Income/(Net Expenses)

**Do Not File this Instruction Page**

## Instructions on How to Navigate Throughout the Excel Document

### 1. Navigating from one schedule/worksheet to another:

- You may use the tabs located on the bottom of the screen labeled "Schedule 1, Worksheet A, etc.; by clicking on the tabs, you can select the specified schedule or worksheet you would like to complete.
- Once you leave a page, you may go back and forth between the pages by clicking on the tabs.

### 2. Additional Worksheets

- If you need additional space to provide supporting detail for either Worksheet A, Worksheet B, or Worksheet C, right click on the tabs below and select "unhide"; choose the specified worksheet you would like to complete.

### 3. Save/Print

- Remember to save your information, as you will need to use the information in subsequent accounts.
  - To save the document, click on the Office Button in the upper left corner and choose "Save As."
  - To print, click on the Office Button in the upper left corner and choose "Print"
    - Once in print, you may print the schedules and worksheets individually by selecting "Print" while in the specified page; or
    - You can print the entire account by selecting "Print" and then click "Entire Workbook" in the print settings.

### 4. Automatic Calculations

- When completing the account in Excel, embedded formulas will automatically populate certain fields (i.e. totals, percentages, change from prior period, etc.). Fields that will be automatically calculated are shaded green; you will not need to do anything in these fields as the computer will generate the value.

In the matter of:

Case No.

**Form 7: Conservator's Account**

Schedule 1: Statement of Receipts and Disbursements

	Column A	Column B	Column C	Column D	Column E	Column F	Column G
	Past	Present			Future		
	Actual Results Prior Period: <small>See Prior Period Schedule 1, Column C</small>	Budget <small>See Prior Period Schedule 1, Column F</small> Period Just Ended:	Actual Results	Change from Budget  <small>Column C minus Column B</small>	Change as Percent  <small>Column D divided by Column B and multiplied by 100</small>	Budget Current Year:	Budget Change From Actual Results Period Just Ended  <small>Column F minus Column C</small>
1 Start Date of Account Reporting Period: (Example: 07/01/2011)							
2 End Date of Account Reporting Period:							
<b>Receipts (Money Received):</b>							
3 Retirement and Disability Income							
4 Annuities, Structured Settlements, and Trust Income							
5 Wages and Earned Income							
6 Investment and Business Income							
7 Other Receipts (Attach WS A)							
8 Total Receipts (Add lines 3 through 7)							
9 Assets/Liabilities as Receipts							
10 Total Income Included in Receipts (Line 8 minus line 9)							
<b>Disbursements (Money Spent):</b>							
Money Spent for Protected Person:							
11 Food, Clothing, and Shelter							
12 Medical Costs							
13 Personal Allowance							
14 Payments on Debt							
15 Discretionary Expenses							
16 Other Disbursements (Attach WS A)							
17 Total Disbursements for Protected Person (Add lines 11 through 16)							
<b>Money Spent for Administrative Fees &amp; Costs:</b>							
18 Fiduciary Fees and Costs							
19 Fiduciary's Attorney Fees and Costs							
20 Protected Person's Attorney Fees and Costs							
21 Other Administrative Fees and Costs (Attach WS A)							
22 Total Administrative Fees and Costs (Add lines 18 through 21)							
23 Total Disbursements (Add lines 17 and 22)							
24 Assets/Liabilities as Disbursements							
25 Total Expenses in Disbursements (Line 23 minus line 24)							
26 Total Surplus/(Total Shortfall) (Line 8 minus line 23)							
27 Net Income/(Net Expenses) (Line 10 minus line 25)							





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Schedule 2: Statement of Net Assets & Reconciliation

**Section 1: Net Assets (Inventory)**

1 Inventory Value Report Date: (Example: 07/01/2011)

Column A	Column B	Column C	Column D	Column E
Inventory Value From Prior Period: <small>See Prior Period Schedule 2, Column B</small>	Updated Inventory Value Just Ended:	Change from Prior Period  <small>Column B minus Column A</small>	Change as Percent  <small>Column C divided by Column A and multiplied by 100</small>	Explanation of Change

**General Assets, Excluding Cash and Bank Accounts:**

2	Real Estate				
3	Vehicle(s)				
4	Business Ownership Interests				
5	Household Items and Personal Effects				
6	Stocks, Bonds, and Mutual Funds - Not Tax-Deferred				
7	Tax-Deferred Assets				
8	Other General Assets (Attach WS B)				
9	Total General Assets (Add lines 2 through 8)				

**Cash and Regular Bank Accounts:**

10	Bank Accounts - Restricted Access				
11	Bank Accounts - Unrestricted Access				
12	Cash on Hand				
13	Other Money-Denominated Assets (Attach WS B)				
14	Total Cash and Bank Accounts (Add lines 10 through 13)				
15	Total Available Assets (Add lines 9 and 14)				

**Liabilities (Debt):**

16	Bills & Payables More Than 30 Days Old (Attach WS B)				
17	Other Debts (Attach WS B)				
18	Total Liabilities (Add lines 16 and 17)				
19	<b>Net Assets</b> (Line 15 minus line 18)				

**Section 2: Reconciliation of Conservator's Account**

**Reconciliation of Cash and Regular Bank Accounts:**

20	Starting Cash Balance (Enter Column A, line 14)		Starting Cash Balance comes from Column A, Line 14
21	Total Receipts (Schedule 1, Column C, line 8)		
22	Available Funds (Add lines 20 and 21)		
23	Total Disbursements (Schedule 1, Column C, line 23)		
24	Ending Cash Balance (Line 22 minus line 23)		Ending Cash Balance must equal Column B, Line 14





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Schedule 3: Statement of Sustainability of Conservatorship

	Column A	Column B	Column C	Column D	Column E
	Sustainability Estimated in Prior Period <small>See Prior Period Schedule 3, Column B</small>	Updated Sustainability Estimated	Change from Prior Period <small>Column B minus Column A</small>	Change as Percent <small>Column C divided by Column A and multiplied by 100</small>	Explanation of Adjustment in Column B
1 Report Date of Sustainability Estimate: (Example: 07/01/2011)					
<b>Net Assets Available to Conservatorship:</b>					
2 Net Assets (See Schedule 2, line 19)					
3 Adjustments (Attach WS C)					
4 Adjusted Net Assets (Add lines 2 and 3)					
<b>Recurring Net Income/(Net Expenses):</b>					
5 Net Income/(Net Expenses) (See Schedule 1, line 27)					
6 Adjustments (Attach WS C)					
7 Adjusted Net Income/(Net Expenses) (Add lines 5 and 6)					
8 Enter Adjusted Net Assets (Line 4)					
9 Enter Adjusted Net Income/(Net Expenses) (Absolute Value of line 7)					
10 Estimated Years of Sustainability (Line 8 divided by line 9)					
11 Is Conservatorship Sustainable? (Yes or No)					

12	<b>Prior Period Management Plan</b> (Complete if "No" is entered in Column A, Line 11: Provide Management Plan Going Forward as indicated in Prior Period Schedule 3)	<b>Management Plan Going Forward</b> (Complete if "No" is entered in Column B, Line 11)

**NOTICE TO RECIPIENT OF THIS SCHEDULE:**

The Conservator's estimates and analyses of Adjusted Net Assets, Adjusted Net Income/(Net Expenses), and Sustainability are good faith estimates based upon information that is reasonably available to the Conservator concerning the Protected Person. This information is provided for the limited purpose of assisting the court in its oversight of this conservatorship.



