

Form 8: Final Conservator's Account

Description of the Required Schedules and Worksheets

| | |
|--|--|
| Schedule 1: Statement of Receipts and Disbursements | Provides budgeted and actual receipts and disbursements |
| 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 |

Do Not File this Instruction Page

Instructions on How to Navigate Throughout the Excel Document

1. Navigating from one schedule/worksheet to another:

- a. 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.
- b. Once you leave a page, you may go back and forth between the pages by clicking on the tabs.

2. Additional Worksheets

- a. 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

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

4. Automatic Calculations

- a. 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 8: Final 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 | Budget | Actual Results | Change from Budget | Change as Percent | Budget Current Year: | Budget Change From Actual Results Period Just Ended |
| | Prior Period: See Prior Period Schedule 1, Column C | See Prior Period Schedule 1, Column F Period Just Ended: | | Column C minus Column B | Column D divided by Column B and multiplied by 100 | | Column F minus Column C |
| 1 Start Date of Account Reporting Period: (Example: 07/01/2011) | | | | | | | |
| 2 End Date of Account Reporting Period: | | | | | | | |
| Receipts (Money Received): | | | | | | | |
| 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 | | | | | | | |
| 8 Total Receipts (Add lines 3 through 7) | | | | | | | |
| 9 Assets/Liabilities as Receipts | | | | | | | |
| 10 Total Income Included in Receipts (Line 8 minus line 9) | | | | | | | |
| Disbursements (Money Spent): | | | | | | | |
| 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 | | | | | | | |
| 17 Total Disbursements for Protected Person (Add lines 11 through 16) | | | | | | | |
| Money Spent for Administrative Fees & Costs: | | | | | | | |
| 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 | | | | | | | |
| 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)

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

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 Net Assets (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 |

