

CONSERVATORSHIP

INSTRUCTIONS for the STATEMENT OF ASSET DISTRIBUTION

I. General Information

You are required to attach a statement to your final conservator's account describing what happened to any remaining assets that were in your care at the conclusion of the conservatorship.

Remaining assets are any items of economic value owned by an individual or corporation, especially that which could be converted to cash. Examples of assets include:

- Checking accounts, savings accounts, money market accounts;
- Stocks, bonds, mutual funds, and other investments;
- Life insurance policies;
- Cash on hand;
- Real property (real estate)
- Personal property (Vehicles, noting year, make and model, business ownership interests, household items, personal effects, art (itemized), jewelry (itemized), and other.

II. Instructions

Step 1: Write the case name and case number at the top of the form.

Step 2: Write in the end date of this Accounting Report Period.

NOTE:

- If the protected person does not own assets listed in each table, place a "0" in the space in the first column.
- If you need to add additional lines in any category, you will need to print another blank form

Step 3: If the protected person owns a checking account, or other account named in the table, write in the name of the bank, the account number, the amount of money in or dollar-value of the account, who received the asset(s), and why this person (or each person) received the asset. Include both restricted and unrestricted accounts.

Step 4: If the protected person owns stocks, bonds, mutual funds, etc., write in the name of the company or financial institution where the stock, bond, mutual fund and other investments are held, the actual value of the asset, who received the asset(s), and why this person (or each person) received the asset. List other money-denominated or tax deferred assets as well.

Step 5: If the protected person owns one or more life insurance policies, write in the name of the companies that issued the policies, the policy number, the cash value of the policy, the beneficiaries of the policies (who received the proceeds), and why this person (or each person) received the proceeds.

Step 6: If the protected person has cash on hand, write in the amount of cash, who received it and why this person (or each person) received it.

Step 7: If the protected person owns real estate, write in the address and property description of the real estate, its estimated value in dollars, who received the real estate and why this person received it.

Step 8: If the protected person has personal property other than financial accounts or other items already listed above, write in a description of the property, its estimated value in dollars, who received the property and why this person (or each person) received the property. Include vehicles (year, make, model), business ownership interests, household items and personal effects, art, jewelry, and other items.

Please remember: You remain responsible for protecting this estate until you are discharged and relieved of this responsibility by the court. If you distribute the assets without authority, you may be held personally liable for any improper distribution.