

Form 9: Simplified 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
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:

- 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 9: Simplified Conservator's Account		<i>Column A</i>	<i>Column B</i>
Schedule 1: Statement of Receipts and Disbursements		<i>Past</i>	<i>Present</i>
		Actual Results	Actual Results
		Prior Period: <small>See Prior Period Form 9, Schedule 1, Column B</small>	Period Just Ended:
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)			
Disbursements (Money Spent):			
Money Spent for Protected Person:			
9 Food, Clothing, and Shelter			
10 Medical Costs			
11 Personal Allowance			
12 Payments on Debt			
13 Discretionary Expenses			
14 Other Disbursements			
15 Total Disbursements for Protected Person (Add lines 9 through 14)			
Money Spent for Administrative Fees & Costs:			
16 Fiduciary Fees and Costs			
17 Fiduciary's Attorney Fees and Costs			
18 Protected Person's Attorney Fees and Costs			
19 Other Administrative Fees and Costs			
20 Total Administrative Fees and Costs (Add lines 16 through 19)			
21 Total Disbursements (Add lines 15 and 20)			
22 Total Surplus/(Total Shortfall) (Line 8 minus line 21)			

In the matter of:		Case No.	
Form 9: Simplified Conservator's Account			
Schedule 2: Statement of Net Assets & Reconciliation			
	Column A	Column B	Column C
	Inventory Value From Prior Period: See Prior Period Schedule 2, Column B	Updated Inventory Value Period Just Ended:	Explanation of Change
Section 1: Net Assets (Inventory)			
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 and 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 B, line 8)		
22	Available Funds (Add lines 20 and 21)		
23	Total Disbursements (Schedule 1, Column B, line 21)		
24	Ending Cash Balance (Line 22 minus line 23)		Ending Cash Balance must equal Column B, Line 14

In the matter of:	Case No.
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Schedule 3: Statement of Sustainability of Conservatorship

	<i>Column A</i>	<i>Column B</i>	<i>Column C</i>
	Sustainability Estimated in Prior Period See Prior Period Schedule 3, Column B	Updated Sustainability Estimated	Explanation of Adjustment in <i>Column B</i>
1 Report Date of Sustainability Estimate: (Example: 07/01/2011)			

Net Assets Available to Conservatorship:

2 Net Assets (See Schedule 2, line 19)			
3 Adjustments (Attach WS C)			
4 Adjusted Net Assets (Add lines 2 and 3)			

Recurring Cash Flow Total Surplus/ (Total Shortfall):

5 Total Surplus/(Total Shortfall) (See Schedule 1, line 22)			
6 Adjustments (Attach WS C)			
7 Adjusted Cash Flow Total Surplus/(Total Shortfall) (Add lines 5 and 6)			

8 Enter Adjusted Net Assets (Line 4)			
9 Enter Adjusted Total Surplus/(Total Shortfall) (Absolute Value of line 7)			
10 Estimated Years of Sustainability (Line 8 divided by line 9)			
11 Is Conservatorship Sustainable? (Yes or No)			

12	Prior Period Management Plan (Complete if "No" is entered in Column A, Line 11: Provide Management Plan Going Forward as indicated in Prior Period Schedule 3)	Management Plan Going Forward (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 Total Surplus/(Total Shortage), 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.

