ACCOUNT CHECKLIST FOR CONSERVATOR

Account Summary Form

____ Completed with original signature(s) and one copy. Please sign in blue ink.

____ Beginning Assets match the Inventory value (if First Account) or Last Account Assets on Hand figure (if 2nd or subsequent account).

____ Lines 5 and 10 balance to the penny without any forced adjustments.

____ Itemized list provided for each figure on Account Summary Form.

____ Receipts listed by date, in chronological order, with description of credit and amount.

____ Gains on Asset Sales reflects the inventory/carrying value and gross sale price (number of shares & price per share) for each sale. List any fees in Disbursements.

____ Adjustments reflect the inventory/carrying value, the corrected/adjusted value together with the reason for the adjustment.

____ Disbursements are listed by date, in chronological order, together with the payee, description of charge, amount paid and check number, if any.

____ Losses on Asset Sales reflect the inventory/carrying value and gross sale price (number of shares & price per share) for each sale. List any fees in Disbursements.

____ Distributions are listed by date, in chronological order, and include payee and amount. You will only have distributions if this is a final account.

____ Assets on Hand reflect the inventory/carrying value and the fair market value for each asset. If it is a final account, there will be zero assets on hand.

ONE (1) set of backup documents to include:

____ Cancelled check or check image for each disbursement.

____ Bank and/or brokerage statements for all accounts listed on the Inventory from the date of qualification through the end of the accounting period or closing of the account(s).

____ Invoice, receipt or similar voucher for each disbursement.

____ Settlement Statement, if real estate was sold.

____ Filing Fee – check made payable to the Commissioner of Accounts. We are unable to accept credit cards.