Whitfield County Probate Court
Instructions for Return of Fiduciary

<u>Instructions for Page 1</u>

- **<u>Box 1(In RE:)</u>**
  - The name of the Deceased
  - The Estate Number
  - The name of the Personal Representative
  - Circle One: Final or Annual Return to indicate type of return
  - The correct date for the accountings being reported to the court (**For the first Annual Return filed, the beginning date will be the date the order was signed by the judge appointing the personal representative; otherwise, it will be the ending date from the previous filed return)**
- **<u>Box 2: (Summary of Accounting)</u>**
  - **Note: Use the Worksheet on the back to combine account amounts into totals to be used in Box 2.**
  - Cash Balances From Last Accounting: For first time filings, the beginning balance will be zero. For all other filings, the beginning balance will be the ending balance of the previous return.
  - Total Deposits/Receipts for all Accounts: This will include all funds and accounts initially transferred/deposited into the conservatorship account(s), and any additional funds received. Income from all sources, including all interest paid on accounts, must be included. **All funds received should be reported.**
  - Subtotal: Line A should be added to Line B and then recorded as the subtotal.
  - Total Withdrawals and Expenditures: Include all money withdrawn from account(s) including automatic withdrawals, bank fees, and check printing fees. Cash purchases are strongly discouraged by the court. If cash transactions are made you are required to report them and provide a receipt for the transaction. **The Personal Representative MUST account for all funds spent.**
  - Ending Cash Balance: Line D (expenditures) should be subtracted from line C (subtotal).
  - **Note: Please remember to complete the required Asset Management Plan and check the appropriate box.**
- **<u>Box 3: (Verification and Certification by Conservators)</u>**
  - Remember this section must be notarized.
  - Include all required contact information. The court may contact you if there are any questions regarding the report.
  - The Personal Representative is responsible for mailing a copy of the accounting to the interested parties. Please check the appropriate box.

<u>Instructions for Page 2: Transaction Register Sheets</u>

- A transaction sheet must be completed for each conservatorship account for the full period of the report. This can be completed by hand or supplemented by an excel sheet. Report **<u>all</u>** receipts and expenditures
  - Receipts are any money received
  - Expenditures are any money spent

<u>Instructions for Page 3: Other Assets in Estate</u>

- List all other assets in the estate

<u>Instructions for Page 4: Account Verifications Sheet:</u>

- This sheet may be used in place of bank statements if no transactions have occurred.

- Remember if an account has receipts/expenditures besides accrued interest; full bank statements must be included to verify funds were spent properly
- This sheet must be signed by a Certifying Official of the financial institution

Page 4 is completed by court staff

WORKSHEET

BEGINNING BALANCES:

Account No. ________________ Amount: _____________
Account No. ________________ Amount: _____________
Account No. ________________ Amount: _____________
Account No. ________________ Amount: _____________

TOTAL BEGINNING BALANCES (Enter on Front Page Line A) ______________

RECEIPTS:

Account No. ________________ Amount: _____________
Account No. ________________ Amount: _____________
Account No. ________________ Amount: _____________
Account No. ________________ Amount: _____________

TOTAL RECEIPTS (Enter on Front Page Line B) _______________

EXPENDITURES:

Account No. ________________ Amount: _____________
Account No. ________________ Amount: _____________
Account No. ________________ Amount: _____________
Account No. ________________ Amount: _____________

TOTAL EXPENDITURES (Enter on Front Page Line D) ______________

ENDING BALANCES:

Account No. ________________ Amount: _____________
Account No. ________________ Amount: _____________
Account No. ________________ Amount: _____________
Account No. ________________ Amount: _____________

TOTAL ENDING BALANCES (Enter on Front Page Box 2 Line E) ______________

<u>Reminders:</u>

The court requires that the return be completed in a detailed and accurate manner. The amount in the accounts should never be estimated or rounded. The report should also include every receipt and expenditure of cash/check for the accounts for the entire year.

Cash purchases are strongly discouraged by the court. If cash transactions are made you will be required to report them and provide a receipt for the transaction. **The conservator MUST account for all funds spent.**

The transactions sheets are to be completed similar to a check register for a personal bank account. The transaction sheets should reflect all funds deposited into the conservatorship account(s) and all payments are made by check or drafts from the account(s).

Court personnel cannot help you complete the forms. If you need legal advice please contact an attorney or an accountant for assistance.