

PROBATE COURT OF DOUGLAS COUNTY

Instructions for Completing Annual/Final Return of Conservator

FILING FEES TO BE INCLUDED ARE \$30.00. Include an additional \$2.00 per page for any additional pages added to the original report. Do not include backup when calculating fees.

Returns of conservators must be full, complete and accurate. Estimates and rounding are **not** permitted. The return is a report of every receipt and every expenditure of cash and is similar to a simple check register on a personal bank account. If all funds are deposited into the conservatorship account(s) and all payments are made by check or drafts from those account(s), completing the return should be no more difficult than transferring the information from the bank records to these forms. It is the responsibility of the conservator to fully and properly complete the returns required. **It is not the responsibility of court staff to prepare or correct returns.** Incorrect, incomplete or unbalanced returns will simply be returned to the conservator for completion or correction. **Please NOTE: all returns must be typed or legibly printed in black ink. Illegible returns will NOT be accepted for filing.**

Page 1

1. Enter the name(s) of the Conservator(s) on the line in the box at the top of Page 1.
2. Enter the Docket No. (the case number) on the line indicated.
3. Enter the **Name** of the Ward or Minor on the line indicated.
4. Circle Final or Annual to indicate the type of return.
5. Enter the dates covered by the return. If this is the *first* return, the beginning date will be the date of your appointment. If this is not the first return, the beginning date will be the ending date from the last return.
6. Complete the Combined Summary Accounting.
 - A. Enter the total beginning balance from the last accounting. If this is the *first* return, the beginning balance is zero; everything received will be reported under Receipts.
 - B. Enter the Total Receipts in all accounts for the period covered by the return. Include all money and accounts initially transferred to and/or deposited into the conservatorship account(s) and all additional money received. Include all income received from all sources and all interest paid on any accounts or deposits. **If you received it, you must report it.**
 - C. Add the beginning balance and the Receipts, and enter the Subtotal.
 - D. Enter the Total Expenditures from all accounts for the period covered by the return. Include all money spent or paid out, including any amounts automatically deducted from accounts and any bank charges, check printing charges, service charges or other fees. Include also any money paid out in cash (a practice discouraged by the court). **If you spent it, you must report it.**
 - E. Subtract the Expenditures from the Subtotal, and enter the ending balance on the next line.
7. **You are REQUIRED to file with each Return an updated Inventory and Asset Management Plan.** Check the box to indicate that you have attached it to your Return.

Page 2

1. Complete and sign the Verification. Your signature must be notarized or be witnessed by a Probate Court Clerk. Include the full information on how you may be contacted if there are any questions about your return.

Page 3

1. Transaction Register(s)

- A. Complete a **TRANSACTION REGISTER** [Page 3] for **EACH** conservatorship account for the full period covered by your Return. If all transactions for the period covered will not fit on one page, make copies of Page 3. The period covered for each account must be the same.
- B. If you prefer, instead of the Transactions Register, you may attach a printed and complete computer software transaction report for each conservatorship account, provided it includes all of the required information.
- C. You **MUST** report and show all receipts and all expenditures. Any money you received, from any source, is a **Receipt**, and any money you spent or paid out is an **Expenditure**. Be sure to include any money automatically deposited into an account and any interest earned on an account. Also be sure to include any automatic payments from an account and all service charges, check printing charges and other bank fees.
- D. If you have more than one account, use the following Worksheet to combine the amounts from all accounts into totals for the Combined Summary on Page 1.

Page 4

1. **Bank Account Verifications:** The balances in all accounts must be verified. A certificate signed by a bank employee for each account is required unless you provide the court an **original** bank statement for the account showing the account balance on the ending date of the return. The bank statement will be returned to you after being copied by the staff.
2. **Verification of Investments:** All investments held by a broker or financial institution must be verified. A certificate signed by an employee of each brokerage firm or institution is required unless you provide the court an **original** statement of holdings showing the investments held on the ending date of the return. The statement will be returned to you after being copied by the staff.

Serving as Conservator for another is an important job. It should be taken seriously. As a Conservator, you have taken an oath of office by which you have agreed to perform your duties as a Conservator in compliance with Georgia law. It is YOUR DUTY to file a Return each and every year as long as you serve as Conservator. It is the responsibility of the Court and its staff to assure that EVERY Conservator complies with this requirement.

WORKSHEET TO RECAP ALL ACCOUNTS

If you have more than one account, before entering the amounts in the Combined Summary on Page 1, complete the following RECAP:

BEGINNING BALANCES:

Account No. _____

Account No. _____

Account No. _____

Account No. _____

TOTAL BEGINNING BALANCES (Enter on Page 1)

RECEIPTS:

Account No. _____

Account No. _____

Account No. _____

Account No. _____

TOTAL RECEIPTS (Enter on Page 1)

EXPENDITURES:

Account No. _____

Account No. _____

Account No. _____

Account No. _____

TOTAL EXPENDITURES (Enter on Page 1)

ENDING BALANCES:

Account No. _____

Account No. _____

Account No. _____

Account No. _____

TOTAL ENDING BALANCES (Enter on Page 1)

IN THE PROBATE DOUGLAS
COUNTY OF DOUGLAS
STATE OF GEORGIA

IN RE: ESTATE OF / MATTER OF) ESTATE NO. _____
_____,)
WARD/MINOR) FINAL RETURN/ANNUAL RETURN
_____,) OF CONSERVATOR
CONSERVATOR) FROM: _____ TO: _____

COMBINED SUMMARY ACCOUNTING OF CASH TRANSACTIONS IN ALL ACCOUNTS

A. CASH BALANCES FROM ALL ACCOUNTS FROM LAST ACCOUNTING	\$	
B. ADD TOTAL DEPOSITS/RECEIPTS FOR ALL ACCOUNTS	\$	
C. SUBTOTAL	\$	
D. SUBTRACT TOTAL WITHDRAWALS FROM ALL ACCOUNTS	\$	
E. CASH BALANCES IN ALL ACCOUNTS AT END OF REPORTING PERIOD		\$

(Initial Below, REQUIRED)

I/We have attached hereto an updated Inventory and Asset Management Plan.

Signature of Attorney: _____

Printed Name of Attorney:

Address:

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Telephone Number: _____ State Bar # _____

Return - Conservatorship

State Bar # _____

VERIFICATION AND CERTIFICATION BY CONSERVATOR(S)

STATE OF GEORGIA
COUNTY OF DOUGLAS

I/We, _____, being duly sworn, depose and say that I/we am/are the Conservator(s) for the Minor/Ward named above, that I/we now reside at _____ and that this is a full and true account of the estate for the period stated, to the best of my/our knowledge and belief. I/We do further certify to the Court: that all bond premiums due have been paid to date; that all income tax returns required have been filed to date; and that all taxes, including ad valorem taxes, have been paid to this date.

For purposes of contacting me/us with regard to this return, my/our daytime telephone number(s) is/are _____, my/our evening telephone number(s) is/are _____, my/our cell telephone number(s) is/are _____, and my/our email address(es) is/are _____.

____ I/We also serve as guardian(s) of the ward/minor, and the Personal Status Report () is filed simultaneously herewith () was previously filed on _____ () is not due at the same time as this Return.

____ I/We certify that copies of this Return have been mailed by me/us to the Guardian of the Minor/Ward, if one and if different than the Conservator(s) and to the Surety on the bond of the Conservator(s).

Sworn to and subscribed before me this
____ day of _____, 20 ____.

Signature of Conservator

NOTARY/CLERK OF PROBATE COURT
My Commission Expires _____

Printed name of Conservator

Sworn to and subscribed before me this
____ day of _____, 20 ____.

Signature of Co-Conservator

NOTARY/CLERK OF PROBATE COURT
My Commission Expires _____

Printed name of Co-Conservator

TRANSACTION REGISTER

Bank: _____ **Account No.** _____ **Account Type:** **Checking** **Savings** **Money Market** **Other**

Include all sums deposited into and paid or deducted from the account, including automatic deposits, automatic withdrawals and all bank charges.

[NOTE: Please copy this page if additional space is needed. Enter the TOTALS on the last page.]

IN THE PROBATE COURT
COUNTY OF DOUGLAS
STATE OF GEORGIA

IN RE: ESTATE OF _____,)
MINOR/WARD)
ESTATE NO. _____

CERTIFICATE OF MAILING OF INVENTORY/ASSET MANAGEMENT PLAN AND ANNUAL RETURN

This is to certify that I have this date forwarded by first class mail, in a stamped addressed envelope, a copy of the foregoing inventory/asset management plan and/or annual return to the Guardian and Bond Surety Company who are entitled to receive the inventory/asset management plan and/or annual return as shown below:

Please Note: If any of the following addresses are new addresses, please specify.

NAME: _____ ADDRESS: _____

Sworn to and subscribed before me this
____ day of _____, 20____.

Signature of Conservator

NOTARY/CLERK OF PROBATE COURT
My Commission Expires _____

Printed name of Conservator

Sworn to and subscribed before me this
____ day of _____, 20____.

Signature of Co-Conservator

NOTARY/CLERK OF PROBATE COURT
My Commission Expires _____

Printed name of Co-Conservator