

CONSERVATORSHIP

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FINAL ACCOUNT

Part 1: Petition and Court Papers for
Conservator's Final Account

(Forms)

Self-Service Center

**CONSERVATORSHIP
CONSERVATOR'S FINAL ACCOUNT**

CHECKLIST

You may use this packet if . . .

- ✓ You have been appointed the conservator for an adult or minor; AND
- ✓ The conservatorship has ended or your service as the conservator has ended because of one or more of the following factors:
 - The protected person has died;
 - The protected person no longer needs protection;
 - You want to resign;
 - You are being replaced by a substitute ("successor") conservator; or
 - The estate assets have been expended.

AND

- ✓ You must finish documenting all financial activity related to the settlement of all accounts, assets and inventory within 90 days of the protected person's death, the end of the conservatorship, or the end of your responsibilities as conservator; AND
- ✓ You want to file the final account papers at the court, and request the court review and approve the final account.

READ ME: Consulting a lawyer before filing documents with the court may help prevent unexpected results. If you need to consult a Lawyer, the Pima County Bar Association offers a Lawyer Referral Service that provides half-hour consultations for a low cost.
<http://www.pimacountybar.org/>
The Clerk's office cannot provide legal advice. Employees may be able to offer instruction about how and where to file appropriate paperwork, but will not provide help on issues of law

CONSERVATORSHIP

CONSERVATOR'S FINAL ACCOUNT

PART 1: THE COURT PAPERS

FORMS

This packet contains court forms and instructions to file for approval of a final account for a conservatorship. Items in **BOLD** are forms that you will need to file with the Court. Non-bold items are instructions or procedures. DO not copy or file those pages!

Order	File Number	Title	# pages
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*You may use and follow the format of this form or present a copy of a checkbook register or a printout of an account register from accounting software such as Quicken™.

The documents you have received are copyrighted by the Superior Court of Arizona in Maricopa County. You have permission to use them for any lawful purpose. These forms shall not be used to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. The documents are under continual revision and are current only for the day they were received. It is strongly recommended that you verify on a regular basis that you have the most current documents.

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____
Licensed Fiduciary Number: _____

For Clerk's Use Only

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN PIMA COUNTY

In the Matter of the Conservatorship for:

Case No. : _____

SUBMISSION OF AND PETITION FOR APPROVAL OF CONSERVATOR'S FINAL ACCOUNT (Form 8)

Name of Protected Person

with Fee Statement

- a Minor
- an Adult

Assigned to the Honorable: _____

THE PETITIONER STATES UNDER OATH AS FOLLOWS:

INSTRUCTIONS: To request court approval of final account, mark 1, 2, and 3, and provide information requested in 1 below.

1. This account covers the account reporting period just ended, from (this date) _____ to _____ (date), and is due on _____ (date).

2. Attached is a correct statement of all financial dealings I had on behalf of the Ward or protected person during this account reporting period. The summary of all financial transactions I conducted or allowed on behalf of the Ward or protected person during this period of time are fully described, itemized, and summarized on the attached documents. I request that the Court enter an order approving this account.

- 3. Unless otherwise ordered by the court, attach the REQUIRED DOCUMENTS in the following order:
 - SCHEDULE 1: Statement of Receipts and Disbursements
 - Amended Budget (if applicable)
 - SCHEDULE 2: Statement of Net Assets and Reconciliation
 - WORKSHEET B (if applicable): Other Inventory and Liabilities Detail
 - Statement of Asset Distribution
 - Financial Statements, which include the account balance at the end of the account reporting period, for each financial account.
 - Transaction Log, detailing all financial transactions during the account reporting period just ended, reported by category.

INSTRUCTIONS: To request approval of fee statements, mark box 4 below and attach the fee statement:

- 4. Attached is a copy of the Fee Statement, for which I request approval. (If you check this box, attach the Fee Statement).

Subscribed and sworn to before me this _____ day of _____, _____, by Petitioner.

My Commission Expires: _____

CONSERVATOR’S CERTIFICATION

I, the undersigned, acknowledge that I have read and reviewed this form, accompanying schedules, and attached supplements, and after reasonable inquiry have a good faith belief that the information in this report is true, accurate and complete to the best of my knowledge and belief.

Conservator’s Signature

Date

Conservator’s Name (Type or Print Name)

Form 8: Final 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

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.

Form 8: Final Conservator's Account

Schedule 1: Statement of Receipts and Disbursements

	Present			Future			
	Column A	Column B	Column C		Column D	Column E	Column F
	Past	Budget	Actual Results	Change from Budget	Change as Percent	Budget Current Year:	Budget Change
	Actual Results Prior Period: See Prior Period Schedule 1, Column C	See Prior Period Schedule 1, Column F	Actual Results Period Just Ended:	Column C minus Column B	Column D divided by Column B and multiplied by 100	Column F minus Column C	From Actual Results 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)						
9	Assets/Liabilities as Receipts						
10	Total Income Included in Receipts (Line 8 minus line 9)						

Disbursements (Money Spent):

Money Spent for Protected Person:

11	Food, Clothing, and Shelter						
12	Medical Costs						
13	Personal Allowance						
14	Payments on Debt						
15	Discretionary Expenses						
16	Other Disbursements						
17	Total Disbursements for Protected Person (Add lines 11 through 16)						

Money Spent for Administrative Fees & Costs:

18	Fiduciary Fees and Costs						
19	Fiduciary's Attorney Fees and Costs						
20	Protected Person's Attorney Fees and Costs						
21	Other Administrative Fees and Costs						
22	Total Administrative Fees and Costs (Add lines 18 through 21)						
23	Total Disbursements (Add lines 17 and 22)						
24	Assets/Liabilities as Disbursements						
25	Total Expenses in Disbursements (Line 23 minus line 24)						
26	Total Surplus/(Total Shortfall) (Line 8 minus line 23)						
27	Net Income/(Net Expenses) (Line 10 minus line 25)						

In the matter of:

Case No.

Form 8: Final Conservator's Account

Schedule 2: Statement of Net Assets & Reconciliation

Column A	Column B	Column C	Column D	Column E
Inventory Value From Prior Period: See Prior Period Schedule 2, Column B	Updated Final Inventory Value	Change from Prior Period Column B minus Column A	Change as Percent Column C divided by Column A and multiplied by .100	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 & 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)				
21 Total Receipts (Schedule 1, Column C, line 8)				
22 Available Funds (Add lines 20 and 21)				
23 Total Disbursements (Schedule 1, Column C, line 23)				
24 Ending Cash Balance (Line 22 minus line 23)				

Starting Cash Balance comes from Column A, Line 14

Ending Cash Balance must equal Column B, Line 14

In the matter of: _____

Case No. _____

Statement of Asset Distribution

(Use additional sheets if necessary)

End Date of Account Reporting Period: _____

CHECKING ACCOUNT, SAVINGS ACCOUNTS, MONEY MARKET ACCOUNTS

Include both Restricted and Unrestricted Bank Accounts

Name of Bank	Account Number	Value	Who Received Asset and Why

STOCKS, BONDS, MUTUAL FUNDS AND OTHER INVESTMENTS

Include Other Money-Denominated Assets, and Tax Deferred Assets

Company Name	Actual Value	Who Received Asset and Why

LIFE INSURANCE POLICIES

Company Name	Policy Number	Cash Value	Who Received Asset and Why

CASH ON HAND

Value Amount	Who received Asset and Why

REAL PROPERTY (Real Estate)

Property Description and Address	Estimated Value in Dollars	Who received Asset and Why

PERSONAL PROPERTY

Include Vehicles (year, make, model, VIN#), Business Ownership Interests, and Household Items and Personal Effects, Art or Jewelry (itemize) and other items (itemize)

Property Description	Estimated Value in Dollars	Who received Asset and Why

Person Filing: _____
 Address (if not protected): _____
 City, State, Zip Code: _____
 Telephone: _____
 Email Address: _____
 Lawyer's Bar Number: _____
 Licensed Fiduciary Number: _____

FOR CLERK'S USE ONLY

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN PIMA COUNTY

In the Matter of the (check one or both)

Guardianship and/or Conservatorship of:

Case Number: _____

FEE STATEMENT AND PROOF OF MAILING

an Adult or a Minor _____

INSTRUCTIONS: This document must be completed in all cases where fees are charged. All activities for which fees are charged must be specifically listed, such as telephone calls, meetings, staff meetings, conferences, document preparation, work in house or files, personal visits, and so forth.

STATEMENT OF FEES FOR SERVICES: The following is a statement of fees for services rendered from _____ (date) to _____ (date).

DATE	DESCRIPTION AND SERVICE PROVIDER	TIME	AMOUNT CHARGED

Case No. _____

NUMBER OF HOURS BILLED:

Total number of hours billed is _____ x \$ _____ per hour = \$ _____
TOTAL CHARGE

PROOF OF MAILING:

A copy of this document was mailed or delivered to the following persons:

NAME	ADDRESS

Today's Date: _____

Your Signature: _____

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____
Licensed Fiduciary Number: _____

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SUPERIOR COURT OF ARIZONA IN PIMA COUNTY

In the Matter of (check one or two)
 Guardianship Conservatorship

Case Number: _____

_____)
 an adult or a minor

RESPONSE TO COURT ACCOUNTANT REPORT# _____ (1st, 2nd, 3rd, etc.) ANNUAL ACCOUNTING OF CONSERVATOR

State of Arizona)
County of PIM) ss.

I am the person responsible for submitting the accounting. I respond under oath to the court accountant report as follows: (Be sure to address each point raised by the court accountant or the judge in the Order. Attach an amended accounting and supporting documents, if required. Do not attach bond, bond riders, or proof of restricted account -- file these separately. Use additional paper if necessary.)

SIGNED: _____

Subscribed and sworn to before me this date: _____ by _____
(Month/Day/Year)

My Commission Expires: _____ NOTARY PUBLIC: _____

Copy of the foregoing mailed this date: _____, to the following individuals at the following addresses:

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____
Licensed Fiduciary Number: _____

FOR CLERK'S USE ONLY

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SUPERIOR COURT OF ARIZONA IN PIMA COUNTY

In the Matter of (check one or both)
 Guardianship Conservatorship of

Case Number: _____

NOTICE OF NON APPEARANCE HEARING REGARDING ANNUAL ACCOUNTING

_____ an Adult a Minor

**THIS IS A LEGAL NOTICE; Your rights may be affected.
Éste es un aviso legal. Sus derechos podrían ser afectados.**

- 1. NOTICE IS GIVEN** that the Petitioner has filed with the Court the following Petition and other court papers (List the title of the Petition and the titles of all papers you filed with the court):
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- 2. COURT HEARING.** A court hearing has been scheduled to consider the Petition and matters in the court papers as follows:

DATE and TIME _____

PLACE: _____

JUDICIAL OFFICER: _____

DATED: _____

Petitioner

You are not required to respond to this Petition, but if you choose to respond, you *may* do so by filing a written response *or* by appearing in-person at the hearing. *If you choose to file a written response:*

- File the original with the Court;
- Provide a copy to the office of the Judicial Officer named above; and
- Mail a copy to all interested parties at least five (5) business days before the hearing.

YOU ARE RESPONSIBLE FOR PROTECTING YOUR INTERESTS.

This matter may not be independently investigated or verified by the court. If you object to any part of the petition or motion that accompanies this notice, you must file with the court a written objection describing the legal basis for your objection. Failure to file a written objection may jeopardize your interests. Without your written objections, you should expect that the requested relief will be granted. If you question any other action of the fiduciary, file an appropriate written petition or motion with the court.

This is a legal matter. If you have questions, seek legal advice from an attorney. You have the right to represent yourself. If you represent yourself you must correctly follow court procedures.

Person Signing Document: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____
Licensed Fiduciary Number: _____

FOR CLERK'S USE ONLY

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN PIMA COUNTY

In the Matter of the (check one or both)
 Guardianship Conservatorship of

Case Number: _____

(Name of Ward or Protected Person)

**COURT ORDER REGARDING
PETITION FOR APPROVAL OF
ANNUAL ACCOUNTING # _____
(1st, 2nd, 3rd, etc., Simplified or Final)**

**THIS IS A LEGAL NOTICE; Your rights may be affected.
Éste es un aviso legal. Sus derechos podrían ser afectados.**

FINDINGS OF THE COURT:

1. A Petition for Approval of Annual Accounting # _____ was filed by _____.
2. Notice of the Petition was given as required by law or waived by all interested persons or other:
3. The Petition for Approval has been reviewed by the Court Accountant and by the Court.

IT IS ORDERED:

1. **The Accounting is approved** as submitted for the period from _____ to _____,
 - The date that the next accounting period shall be due: _____
 - The dates that the next accounting period shall cover: _____
 - The increase or decrease amount of the fiduciary bond, if appropriate. _____

OR

- The Accounting is approved but** with the following provisions:

