

## **Annual Accounting**

**About This Packet:** The conservator must file an annual accounting showing what assets the person owns, plus all income and expenses during the year. A hearing may be required so the judge can review and approve the annual accounting.

### **DO NOT ATTACH BANK STATEMENTS INSTEAD OF COMPLETING THIS FORM.**

**NOTE:** If the individual's assets are below \$25,000, you may want to consider asking the judge to remove the conservatorship and allow the guardian, if appointed, to manage the person's assets. If granted, you will not have to do the annual accounting in future years.

#### **The Individual, their Attorney, and the Relatives Have to Be Notified:**

After you file the papers, you will have to send a copy to the person subject to conservatorship, their attorney, and the same relatives who were served with the original conservatorship papers.

Fill out the Paperwork: Use black ink and write clearly.

- **Accounting**

This form tells the judge about the individual's finances. You must list:

- The individual's assets at the beginning of the accounting period (or inventory if this is the first accounting) and the assets at the end of the accounting period; and
- The individual's income since the last accounting/inventory; and
- The individual's expenses since the last accounting/inventory.

**If this is an adult conservatorship, you keep all receipts in case the judge requests them at any time after the annual accounting is filed.**

- **Hearing**

The Court may set a hearing to review the Annual Accounting.

**IN THE 18<sup>th</sup> JUDICIAL DISTRICT  
DISTRICT COURT OF SEDGWICK COUNTY, KANSAS**

**IN THE MATTER OF THE  
CONSERVATORSHIP OF:**

**CASE NO.** \_\_\_\_\_

**K.S.A. Chapter 59**

\_\_\_\_\_  
Individual Subject to Conservatorship

\_\_\_\_ **ANNUAL** \_\_\_\_ **FINAL<sup>1</sup> ACCOUNTING**  
*(mark whether annual or final accounting)*

\_\_\_\_\_  
**BEGINNING DATE<sup>2</sup>**                      **through**                      \_\_\_\_\_  
**ENDING DATE<sup>3</sup>**

I/we certify that this is a true and accurate accounting of the assets, income, and expenses of this estate for the period described.

**Return completed form to:**

**District Court – Probate Department  
Probate Clerk’s Office  
1900 East Morris #175  
Wichita, KS 67211**

\_\_\_\_\_  
<sup>1</sup> Check ‘Final’ if the person subject to conservatorship has passed away or this is the last accounting of this conservator.

<sup>2</sup> Beginning Date: If this is your first accounting, the beginning date is the date you were appointed the conservator. If this is a later report, the beginning date is the ending date of your last accounting.

<sup>3</sup> Ending Date: Is the last day of the month of your Anniversary date of your appointment.

**Account Summary**  
(totals from the following worksheets)

1. Starting Balance: \$ \_\_\_\_\_  
(this is the same number as the Beginning Net Asset Value from Worksheet A. This is also the same as the ending balance from the last accounting or inventory)
2. Gross Income / Interest / Money Received Add + \$ \_\_\_\_\_  
(from Worksheet B)
3. Expenses Subtract - \$ \_\_\_\_\_  
(from Worksheet C. Keep all receipts in case the judge requests them.)
4. Adjustments to the Value of the Assets + / - \$ \_\_\_\_\_  
(this is for any increase or decrease in the value of an asset, such as a house, vehicle, etc. Attach an itemized list for any item that increased or decreased in value since your last accounting or inventory)
5. Adjustments as a result of any Asset Sales + / - \$ \_\_\_\_\_  
(this is for any asset that was sold since your last accounting or inventory. Attach an itemized list showing the adjustments up or down from the sale)
6. Total Ending Balance \$ \_\_\_\_\_  
(this number must match the Ending Net Asset Value from Worksheet A)

Have you discovered any assets belonging to the individual that were not listed on the previous inventory or accounting?

☐ No

☐ Yes: *(describe the newly discovered assets)*

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Have any claims been filed on behalf of the individual *(this would include a demand for payment or return of property)*?

☐ No

☐ Yes: *(describe the claim and any action taken regarding the account)*

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### Worksheet A: ASSETS & DEBTS

Assets at Start of Accounting Period		Assets at End of Accounting Period	
Based on: ( <i>check one</i> ) <input type="checkbox"/> Inventory; or <input type="checkbox"/> Last Accounting Ending Balance As filed on ( <i>date of last report</i> ) _____			
Asset	Value	Asset	Value
Home		Home	
Vehicles		Vehicles	
Personal Property (as defined in Inventory)		Personal Property (as defined in Inventory)	
Other		Other	
Checking account		Checking account	
Savings account		Savings account	
Certificates of deposit		Certificates of deposit	
Money market account		Money market account	
Life insurance (cash value)		Life insurance (cash value)	
Trust (person's interest)		Trust (person's interest)	
Other		Other	
Retirement account		Retirement account	
Bonds		Bonds	
Mutual funds		Mutual funds	
Individual stock shares		Individual stock shares	

Assets at Start of Accounting Period		Assets at End of Accounting Period	
Real estate other than home		Real estate other than home	
Other		Other	
<b>Liabilities</b>	<b>Amount Owed</b>	<b>Liabilities</b>	<b>Amount Owed</b>
Mortgage loan	-	Mortgage loan	-
Home equity loan	-	Home equity loan	-
Car loans	-	Car loans	-
Real estate loans	-	Real estate loans	-
Student loans	-	Student loans	-
Other loans	-	Other loans	-
Credit card debt	-	Credit card debt	-
Other debt	-	Other debt	-
<b>Beginning Net Asset Value:</b>	<b>\$</b>	<b>Ending Net Asset Value:</b>	<b>\$</b>

## Worksheet B: INCOME

Income, Interest, Refunds or Dividends or other Monies Received  
(use and attach additional sheets if necessary)

DATE	DESCRIPTION OF INCOME	AMOUNT RECEIVED
<i>i.e., 5/31/2018</i>	<i>i.e., Social Security Income (\$882.00/mo X 12)</i>	<i>i.e., \$10,584.00</i>
	BALANCE CARRIED FORWARD FROM PRIOR YEAR	\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL THIS PAGE		\$
TOTAL FROM OTHER INCOME PAGES		+
TOTAL INCOME FROM ALL PAGES		=

## Worksheet C: EXPENSES

**\*Keep All Receipts in case Judge requests them.**

*(include details such as expense type,  
paid to, method of payment, last 4 digits of account paid from)*

*(use and attach additional sheets if necessary)*

DATE	DETAILED DESCRIPTION OF PAYMENT	AMOUNT
<i>i.e., 5/31/2018</i>	<i>i.e., Rent paid to Senior Living, method of payment from account 0005 (\$780.00/mo X 12)</i>	<i>i.e., \$9,360.00</i>
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL THIS PAGE		\$
TOTAL FROM OTHER PAGES OF EXPENSES		+
TOTAL OF ALL EXPENSES		+



## COMPENSATION/FEES

Do you, as the conservator, request compensation or reimbursement of expenses?

☐ No

☐ Yes

If yes, please state the amount of compensation and/or reimbursement of expenses requested and identify the source of the funds from which the compensation and/or reimbursement can be paid and provide documentation in support of compensation (i.e., hours log) or the reimbursement of expenses (i.e., proof of payment of the expense).

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## DECLARATION OF CONSERVATOR(S)

### 1. Type of Conservatorship. *(check one)*

☐ I am the conservator for an adult.

☐ I am the conservator for a child *(skip the next 2 sections, and sign and date the bottom)*.

### 2. Monthly Budget.

☐ I filed a monthly budget which was approved by the court on *(date you filed the budget)* \_\_\_\_\_.

Over the past year: *(check one)*

☐ I was able to provide for the individual's needs within the authorized budget.

☐ I was not able to provide for the individual's needs within the authorized budget because *(explain why you were not able to follow the budget, for instance, there were one-time extraordinary expenses, or more ongoing expenses than you originally thought)*

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**3. Monthly Budget; Next Accounting Period. (check one)**

- ☐ No changes are needed to the monthly budget for the next accounting period.
- ☐ Changes are needed to the monthly budget (or none was originally filed); a new budget will be filed.

I/We declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct.

Date: \_\_\_\_\_

Date:\_\_\_\_\_

\_\_\_\_\_  
(First Conservator's signature)

\_\_\_\_\_  
(Second Conservator's signature)

\_\_\_\_\_  
(First Conservator's printed name)

\_\_\_\_\_  
(Second Conservator's printed name)

### VERIFICATION OF FIRST CONSERVATOR

I state that I am the Conservator of the Estate of the above-named Individual Subject to Conservatorship, have read the foregoing Inventory, Appraisement and Record of Value, know the contents thereof, and it is true to my own knowledge and as for those matters, I believe them to be true.

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct.

DATED this (day) \_\_\_\_\_ day of (month) \_\_\_\_\_, 20\_\_\_\_.

(First Conservator's signature) \_\_\_\_\_

(First Conservator's printed name) \_\_\_\_\_

### VERIFICATION OF SECOND CONSERVATOR

I state that I am the Conservator of the Estate of the above-named Individual Subject to Conservatorship, have read the foregoing Inventory, Appraisement and Record of Value, know the contents thereof, and it is true to my own knowledge and as for those matters, I believe them to be true.

I declare under penalty of perjury under the law of the State of Kansas that the foregoing is true and correct.

DATED this (day) \_\_\_\_\_ day of (month) \_\_\_\_\_, 20\_\_\_\_.

(Second Conservator's signature) \_\_\_\_\_

(Second Conservator's printed name) \_\_\_\_\_

## Extra Page for Worksheet B: INCOME

Income, Interest, Refunds or Dividends or other Monies Received  
(use and attach additional sheets if necessary)

DATE	DESCRIPTION OF INCOME	AMOUNT RECEIVED
		\$
		\$
		\$
		\$
		\$
		\$
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		\$
		\$
		\$
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		\$
		\$
		\$
<b>TOTAL THIS PAGE</b> (Add to total at bottom of first page of Worksheet B)		\$

## Extra Page for Worksheet C: EXPENSES

**\*Keep All Receipts in case Judge requests them.**

(include details such as expense type, paid to, method of payment,  
last 4 digits of account paid from)

*(use and attach additional sheets if necessary)*

DATE	DETAILED DESCRIPTION OF PAYMENT	AMOUNT
		\$
		\$
		\$
		\$
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		\$
<b>TOTAL THIS PAGE</b> (Add to total at bottom of first page of Worksheet C)		\$