

## CONSERVATORSHIP ACCOUNT CHECKLIST

Case Name:	Hearing Date:
Case Number:	District:
Is Conservator a PPF? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Name: _____	

ACCOUNT OVERVIEW			
Account Period:	Yes	No	N/A
Account Current?			
Final Account?			
Is there a separate account for period commencing with date of death?			
Account Timely? If not, period of time over due (yrs/mos)? _____			
Bond posted? Amount: _____ Name of Surety: _____			
Court Investigator Report? Ready for Probate Attorney/Court Review?			
Any requests for special notice? List of persons filing requests: _____			

ACCOUNT - GENERAL INFORMATION			
	Yes	No	N/A
Account balances? (Credits equal charges)			
Beginning balance is correct?			
First Account - beginning balance is total of all inventories?			
Subsequent Accounts: Does beginning balance agree with carry value balance from last account?			
Re first account, are bank statements for period immediately preceding appointment attached?			
If attached, are they reconciled to inventory balances?			
Schedule Totals Agree with Summary?			
Receipts?			
Gains?			
Disbursements?			
Losses?			
Property on Hand (carry values)?			

# DRAFT

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## Conservatorship Account Checklist

RECEIPT SCHEDULE			
	Yes	No	N/A
<b>Public Benefits?</b>			
Social Security?			
Veterans Benefits?			
Other Public Benefit Income? Source? _____			
<b>All public benefits received during account period?</b>			
Identify source of missing public benefit(s): _____			
Identify missing payment(s) [month/year]: _____			
<b>Pension?</b>			
All payments received?			
Identifying missing payment(s)? [month/year] _____			
<b>Interest?</b>			
All payments received?			
Identifying missing payment(s)? [month/year] _____			
<b>Dividends?</b>			
All payments received?			
Identifying missing payment(s)? [month/year] _____			
<b>Other Receipts?</b>			
Describe: _____			
All payments received?			
Identifying missing payment(s)? [month/year]: _____			

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## Conservatorship Account Checklist

DISBURSEMENT SCHEDULE			
	Yes	No	N/A
Payments to care facilities? All payments made? Identify missing payment(s) [month/year]: _____			
Monthly allowance paid to conservatee?			
Periodic conservator's fees paid? Payments authorized by Court order? If yes, date of order: _____ Duration of payments? _____ Total Amount paid? _____			
Periodic attorney's fees paid? Payments authorized by Court order? If yes, date of order: _____ Duration of payments? _____ Total Amount paid? _____			
Estate Includes Real Property? Occupied by Conservatee? Real Property Taxes Paid? Missing Installments? Describe missing payment(s): _____ Fire/liability Insurance?			
Unusual Items Appearing in schedule? Describe: _____			

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## Conservatorship Account Checklist

PROPERTY ON HAND SCHEDULE - CARRY VALUES			
	Yes	No	N/A
All bank statements provided?			
Identify Missing bank account statements: Institution: _____ Balance: _____ Institution: _____ Balance: _____ Institution: _____ Balance: _____ Institution: _____ Balance: _____			
Do account balances reported on statements agree with totals on schedule?			
Reconciliation needed?			
If reconciliations needed? identify: Institution: _____ statement balance _____ balance per account schedule: _____ Institution: _____ statement balance _____ balance per account schedule: _____ Institution: _____ statement balance _____ balance per account schedule: _____ Institution: _____ statement balance _____ balance per account schedule: _____			
Are funds on deposit within FDIC limits?			
If not, identify financial institution(s): _____			
Other property on hand issues?			
If yes, describe: _____			

PROBATE CODE 1063 SCHEDULES AND PROBATE CODE 1064 DISCLOSURES			
	Yes	No	N/A
Is there a schedule re FMV at beginning of account (not required for first account)?			
Is there a schedule of liabilities?			
All other schedules required per PC 1063 provided?			
If PC 1063 schedule(s) is/are missing, identify: _____			
Is there a schedule re FMV at end of account period?			
Petition/Report includes PC 1064 disclosures as follows:			
Description of sales, purchases exchanges?			
Explanation of unusual items?			
Compensation paid to fiduciary or attorney w/o court order?			
Disclosure re family or affiliate relationships?			
Cash invested and maintained in interest bearing accounts?			

Prepared by : \_\_\_\_\_

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

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