

Information Sheet for Annual Account of Estate

1. Official bank statements are required. Spreadsheets and online transaction printouts are not sufficient for audit purposes. Online statements are okay if they include all transactions, and all account ownership information.
2. Arrange all bank statements together by account in date order. Verify that you are sending all statements for the entire annual account period. All pages must be provided for each statement, regardless of the page content.
3. Documentation for all asset account types, including CD's, life insurance, IRA's, other investments, prepaid burials, etc.
4. Cancelled (cleared) checks from the bank. Check copies provided with the statement are acceptable in the event your bank does not return physical checks. Carbon copies are not an acceptable replacement.
5. Documentation, including receipts and invoices, to support all expenses paid from the conservatorship.
6. Supporting documentation must be provided to support all Guardian and Guardian of the Estate fees paid. Guardian of the Estate fees should be paid on a consistent basis and statements must include, but are not limited to, the following items: Dates of Service, Hourly Rate, Detailed Descriptions of Tasks Performed per Date, Hours per Task, Mileage Logs.
7. If a credit card is being used, all monthly statements must be provided as well as invoices and/or receipts for each individual transaction made using the credit card.
8. If real property is sold during the account period, provide the HUD settlement statement.