

ACCOUNT OF FIDUCIARY (ADULT)

The Account of Fiduciary is due each year on the anniversary date of your appointment as conservator. There is a 56 day grace period after your anniversary date before the account is considered late.

The forms we will be using are:

- ACCOUNT OF FIDUCIARY, LONG FORM ([PC584](#))

- PETITION TO ALLOW ACCOUNT(S) ([PC585a](#))

Eaton County requires a bank/financial statement for each financial account. The bank/financial statement must cover the end of the account period and must reflect the same balance as your accounting.

1. Indicate the type of account in the top box (e.g., 1st Annual, 2nd Annual, Final, Interim)

STATE OF MICHIGAN PROBATE COURT COUNTY OF	ACCOUNT OF FIDUCIARY, LONG FORM _____ Annual <input type="checkbox"/> Final <input type="checkbox"/> Interim <input type="checkbox"/> AMENDED	FILE NO.
---	---	----------





2. File No.: The file number is located in the upper right hand corner of your Letters of Conservatorship. Write or type the file number.

STATE OF MICHIGAN PROBATE COURT COUNTY OF	ACCOUNT OF FIDUCIARY, LONG FORM _____ Annual <input type="checkbox"/> Final <input type="checkbox"/> Interim <input type="checkbox"/> AMENDED	FILE NO.
---	---	----------



3. In the matter of: Write or type the name of the protected individual and the protected individual's address and telephone number.

STATE OF MICHIGAN PROBATE COURT COUNTY OF _____	ACCOUNT OF FIDUCIARY, LONG FORM _____ Annual <input type="checkbox"/> Final <input type="checkbox"/> Interim <input type="checkbox"/> AMENDED	FILE NO.
<p>In the matter of _____ </p> <p>In a guardianship or conservatorship, the ward's or protected individual's current address and telephone number are _____ </p>		

4. The name of the conservator will be placed in the next blank and “conservator” will be written or typed as the title in the following blank for a legally incapacitated individual. If you are preparing the account for a developmentally disabled individual your title will be “guardian”.

STATE OF MICHIGAN PROBATE COURT COUNTY OF _____	ACCOUNT OF FIDUCIARY, LONG FORM _____ Annual <input type="checkbox"/> Final <input type="checkbox"/> Interim <input type="checkbox"/> AMENDED	FILE NO.
In the matter of _____		
In a guardianship or conservatorship, the ward's or protected individual's current address and telephone number are _____		
1. I, _____ am the _____ Name Title		
of the estate and submit the following as my account, which covers the period from _____ Month, Day, Year to _____ (may not exceed 12 months). Month, Day, Year		

5.

5. Account period: The account period must span 1 year. If you were appointed as conservator on January 1, 2020, your accounting period for your 1st Annual Account would be January 1, 2020 to December 31, 2020. Your annual accounts are due each year on the anniversary of the date on which you were appointed as conservator (this will be the same date as the date on your letters of conservatorship).

STATE OF MICHIGAN PROBATE COURT COUNTY OF _____	ACCOUNT OF FIDUCIARY, LONG FORM _____ Annual <input type="checkbox"/> Final <input type="checkbox"/> Interim <input type="checkbox"/> AMENDED	FILE NO.
<p>In the matter of _____</p> <p>In a guardianship or conservatorship, the ward's or protected individual's current address and telephone number are</p> <p>_____</p> <p>2. I, _____ am the _____</p> <p style="text-align: center;">Name Title</p> <p>of the estate and submit the following as my account, which covers the period from _____</p> <p style="text-align: right;">Month, Day, Year</p> <p>to _____ (may not exceed 12 months).</p> <p style="text-align: left;">Month, Day, Year</p>		

6. Item #2 – Summary. (You should complete this section last because you will be using the total from Schedule A and Schedule B to arrive at your total balance of assets remaining. *If using the on-line account form, these totals will enter automatically.*)

3. SUMMARY	
Balance on hand from last account, or value of inventory if first account	\$ _____
Add income in this accounting period (Total from Schedule A)	\$ _____
Total Assets accounted for	\$ _____
Subtract disbursements in this accounting period (Total from Schedule B)	\$ _____
Total balance of assets remaining (itemize and describe in Schedule D)	\$ _____

Schedule A and Schedule B

SCHEDULE A: Income and gain in this accounting period		SCHEDULE B: Expenses, losses, and other disbursements, including distributions to devisees and beneficiaries	
Investment gain		Investment loss	
Disposition gain, if any, from Schedule C		Disposition loss, if any, from Schedule C	
Total Income and Gain		Total Expense, Loss, and Disbursement	

Schedule A:

List all money that came into the estate during the accounting period. Specifically list each source of income. If you need extra space, you can write “See attached list,” but make sure to attach a list that clearly indicates the sources and amounts of income. Typically sources of income include:

➤ Social Security	➤ Capital Gains	➤ Tax refunds
➤ Interest on bank accounts	➤ VA benefits	➤ SSI (disability)
➤ Pension	➤ Wages	➤ Annuities
➤ Dividends from stock	➤ Rental income	➤ Life insurance benefits

Make sure to record the total of all income at the bottom of the column.

Schedule A (example)

SCHEDULE A: Income and gain in this accounting period	
Social Security	(total for year)
Pension	(total for year)
Interest	(total for year)
Investment gain	(total for year)
Disposition gain, if any, from Schedule C	(total for year)
Total Income and Gain	(grand total of all income)

Schedule B:

List all money that was **paid out** of the estate during the accounting period. Just as with Schedule A, you should specifically list each expense, loss, or other disbursement. If you need extra space, you can write “See attached list,” but make sure to attach a list that clearly indicates the purposes and amounts of the expenses. Typical kinds of expenses include:

- **Personal items (clothing)**
- **Groceries**
- **Utilities**
- **Medical care**

- **Room and board in a facility**
- **Insurance payments**
- **Taxes**

- Gifts or charitable donations, such as the protected individual might have been expected to make, may be made in conservatorships for the adults as long as the estate is more than sufficient to provide for the protected individual’s needs and the annual total of such gifts does not exceed 20% of the estate income. (MCL 700.5426)
- Additionally, final accounts may include distributions to devisees, heirs, and beneficiaries.
- These expenses may be listed by category. Make sure to record the total of all expenses, losses, and disbursements at the bottom of the column.

Schedule B (example)

SCHEDULE B: Expenses, losses, and other disbursements, Including distributions to devisees and beneficiaries	
Rent	(total for year)
Utilities	(total for year)
Medical	(total for year)
Groceries	(total for year)
Personal	(total for year)
Investment loss	(total for year)
Disposition loss, if any, from Schedule C	(total for year)
Total Expenses, Loss, and Disbursements	(grand total of all expenses, loss and disbursements)

:

Schedule C:

Use this section only for the sale or disposition of real estate, stocks/bonds, or other assets that have resulted in a gain or loss between the time the asset was acquired and the time it was sold. List the total of these gains or losses on the appropriate line in Schedule A or Schedule B. Net gains should be transferred to Schedule A; net losses should be transferred to Schedule B.

Do not list ordinary gains or losses on stocks or other investments that have not been sold and still remain in the estate (these should be listed either on Schedule A as investment gain or on Schedule B as investment loss).

You must list the description of the asset, value of asset (as reported on the inventory (or previous accounting), amount asset sold for and total gain/loss.

SCHEDULE C: Gain and loss on disposition of assets (Use only if needed)					
DESCRIPTION	DATE ACQUIRED	DATE SOLD/DISPOSED	VALUE AT TIME ACQUIRED BY FIDUCIARY	PROCEEDS OF SALE/ DISPOSITION	GAIN (LOSS)
TOTAL GAIN (LOSS) If gain, transfer to Schedule A. If loss, transfer to Schedule B					

SUMMARY: (on page 1)

SUMMARY	
Balance on hand from last account, or value of inventory if first account	\$
Add income in this accounting period (Total from Schedule A.)	\$
Total assets accounted for	\$
Subtract disbursements in this accounting period (Total from Schedule B.)	\$
Total balance of assets remaining (Itemized and described in Schedule D)	\$

Line 1: Balance on hand from last account: Go to your copy of the last account (if this is your first account, then go to your copy of the inventory). Find what was recorded for the total balance of assets remaining (if you go to the inventory, find the total assets on the inventory). Write this number down for balance on hand from last account. This represents what was in the estate at the beginning of the accounting period.

Line 2: Add income in this accounting period: Write the grand total in **Schedule A**. This represents the amount of money that **came into** the estate during the accounting period.

Line 3: Total assets account for: Add Line 1 (*balance on hand from last account*) and Line 2 (*income in this accounting period*) and write the total of these two numbers on line 3.

Line 4: Subtract disbursements in this account period: Write grand total in **Schedule B**. This represents the amount of money that **went out** of the estate during the accounting period.

Line 5: Total balance of assets remaining: Now subtract Line 4 (*disbursements in this accounting period*) from Line 3 (*total assets accounted for*). This represents the amount of assets in the estate at the end of the accounting period. ***(The total on this line must equal the BALANCE OF ASSETS REMAINING IN SCHEDULE D on the second page.)***

Schedule D: Itemized assets remaining at end of accounting period

SCHEDULE D: Itemized assets remaining at end of accounting period If additional sheets are required, indicate on Schedule "See attached sheets."	
BALANCE OF ASSETS REMAINING (Show this amount on Summary)	
<p>NOTE: In guardianships and conservatorships, except as provided by MCR 5.409(C)(4), you must present to the court copies of corresponding financial institution statements or you must file with the court a verification of funds on deposit, either of which must reflect the value of all liquid assets held by a financial institution dated within 30 days after the end of the accounting period.</p>	

List all of the assets in the estate at the end of the accounting period. **The court will compare the assets listed here with the assets on the inventory or previous account to ensure all assets are accounted for.** If you need extra space, you can write "See attached list," but make sure to attach a list that clearly indicates each asset and its value. These assets and their value may be listed by category.

For assets like the home, personal and household property, these should be given a value as of the Inventory or as of the date they are acquired, and that value should remain the same on each annual account unless the asset is sold or otherwise disposed of. If an asset is sold during the account period, the gain or loss on that asset must be listed in Schedule C.

For assets like the checking account and stock portfolio that are on deposit with a bank or an investment firm, you must attach a copy of the account statement from the financial institution. ***The account statement must cover the end of the accounting period or within 30 days thereafter (but not before) and must reflect the same balance as your accounting.***

BALANCE OF ASSETS REMAINING: You must total the value of the assets in the estate. Since this is a total of the assets on hand at the end of the accounting period, ***this total must equal the total balance of assets remaining in the Summary on page 1 of the Account of Fiduciary.***

Schedule D (example)

SCHEDULE D: Itemized assets remaining at end of accounting period If additional sheets are required, indicate on Schedule "See attached sheets."	
Home at 123 Main St.	100,000.00
Checking account	5,000.00
Stock portfolio	50,000.00
Personal and household property	Unknown value
BALANCE OF ASSETS REMAINING (Show this amount on Summary)	155,000.00
<p>NOTE: In guardianships and conservatorships, except as provided by MCR 5.409(C)(4), you must present to the court copies of corresponding financial institution statements or you must file with the court a verification of funds on deposit, either of which must reflect the value of all liquid assets held by a financial institution dated within 30 days after the end of the accounting period.</p>	

ITEM 3:

If any interested person has moved or died since his/her contact information was given to the court, this must be communicated to the court in Item 3.

3. **The interested persons, addresses and their representatives are identical to those appearing on the initial application/petition, except as follows:** (For each person whose address changed, list the name and new address: attach separate sheet if necessary.)

ITEM 5:

This is only relevant for accounts filed in decedents' estates. You will NOT check this box.

5. This account is not being filed with the court.

ITEMS 6 & 7:

Statute (MCL 700.543) permits a conservator to obtain only “reasonable compensation” for services rendered. [The Mental Health Code allows for no compensation for a guardian of the estate of a person with developmental disability.] ***If you charge the estate a fee for serving as a conservator, you must attach a written statement of the services performed.*** It should include a description of the services, the dates those services were performed, and the amount of time spent on each service. Likewise, if any attorney fees were incurred, a written statement of the services performed must be included.

6. My fiduciary fees incurred during this accounting period (including fees that have already been approved and/or paid for this accounting period) are \$ _____. Attached is a written description of the services performed.
7. Attorney fees incurred during this accounting period (including fees that have already been approved and/or paid for this accounting period) are \$ _____. Attached is a written description of the services performed.

SIGNATURES:

Date, sign and complete your address and telephone number on the form. (if an attorney represents you, the attorney must also sign this form)

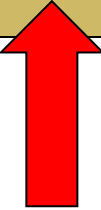
I declare under the penalties of perjury that the account has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

_____ Attorney signature	_____ Date
_____ Attorney name (type or print) Bar no.	_____ Fiduciary signature
_____ Address	_____ Fiduciary name (type or print)
_____ City, state, zip Telephone no.	_____ Address
	_____ City, state, zip Telephone no.

PETITION TO ALLOW ACCOUNT(S)

File No.: The file number is located in the upper right hand corner of your Letters of Conservatorship. Write or type the file number.

STATE OF MICHIGAN PROBATE COURT COUNTY	PETITION TO ALLOW ACCOUNT(S)	FILE NO.
--	------------------------------	----------



In the matter of: Write or type the name of the protected individual

STATE OF MICHIGAN PROBATE COURT COUNTY	PETITION TO ALLOW ACCOUNT(S)	FILE NO.
--	------------------------------	----------

In the matter of: _____



Item 2: If any interested person has moved or died since his/her contact information was given to the court, this must be communicated to the court in Item 2.

2. The interested persons, addresses, and their representatives are identical to those appearing on the initial application /petition, except as follows: (for each person whose address changed, list the name and new address: attach separate sheet if necessary)

Item 3: Check the appropriate boxes if fiduciary or attorneys fees were included on this account. Enter the amount of these expenses.

3. The attached accounts include:

- a. fiduciary fees and expenses in the amount of \$ _____
- b. attorney fees and expenses in the amount of \$ _____

Item 5: Check the first box on line 5 if requesting that the account be allowed as an interim account.

Check the 2nd box if requesting the accounts be allowed as a 1st, 2nd, 3rd annual, etc, or final account. Write the type of account in the blank space.

5. That the account(s) be allowed as my

interim account.

_____ account(s).
specify whether 1st, 2nd, 3rd annual, or final

Item 6: Check the first box if you are requesting that you be discharged. This will only be checked if this is a final account because the conservatorship/guardianship has been terminated or the ward has passed away.

Check the second box if you are requesting the bond be cancelled. This will only be checked if this is a final account.

Check the third box and either the “continued” or “closed” box as appropriate.

6. That I be discharged

That the estate be

That bond be cancelled.

continued closed.

SIGNATURES:

Date, sign and complete your address and telephone number on the form. (if an attorney represents you, the attorney must also sign this form)

I declare under the penalties of perjury that this petition has been examined by me and that its contents are true to the best of my information, knowledge, and belief.	
_____ Attorney signature	_____ Date
_____ Attorney name (type or print)	_____ Fiduciary signature
_____ Address	_____ Fiduciary name (type or print)
_____ City, state, zip	_____ Address
_____ Telephone no.	_____ City, state, zip
	_____ Telephone no.

FILING THE DOCUMENTS

There is a required \$20.00 fee due when the documents are filed with the court.

We encourage and prefer that you mail the completed forms with appropriate bank/financial statements and \$20.00 fee to:

Eaton County Probate Court

1045 Independence Blvd.

Charlotte MI 48813