

# ACCOUNT OF FIDUCIARY (MINOR)

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](#))
  
- PROOF OF RESTRICTED ACCOUNT ([PC669](#))

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.

Eaton County also requires the Proof of Restricted Account form be signed by a representative of the financial institution. The balance on the Proof of Restricted Account should be the balance as of the end of the account period or after, but not before.

1. Indicate the type of account in the top box (e.g., 1<sup>st</sup> Annual, 2<sup>nd</sup> 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.
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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.
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3. In the matter of: Write or type the name of the minor and the minor'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 or a minor. 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 _____		
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div>		
1. I, _____ am the _____ <small>Name Title</small>		
of the estate and submit the following as my account, which covers the period from _____ <small>Month, Day, Year</small>		
to _____ (may not exceed 12 months). <small>Month, Day, Year</small>		

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 1<sup>st</sup> 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.
In the matter of _____		
In a guardianship or conservatorship, the ward's or protected individual's current address and telephone number are _____		
2. 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		

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.*)

<b>3. SUMMARY</b>	
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	
<b>Total Income and Gain</b>		<b>Total Expense, Loss, and Disbursement</b>	

## **Schedule A:**

List all money that came into the estate during the accounting period. Specifically list each source of income. Typical sources of income on a minor conservatorship will be interest/dividends.

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

## **Schedule B:**

List all money that was **paid out** of the estate during the accounting period. Specifically list each expenditure.

Typically any expenditures on a minor conservatorship must be approved by the court.

Make sure to record the total of all disbursements at the bottom of the column

**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.) .....	\$
<b>Total balance of assets remaining</b> (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

List all of the assets in the estate at the end of the accounting period.

<b>SCHEDULE D: Itemized assets remaining at end of accounting period</b> If additional sheets are required, indicate on Schedule "See attached sheets."	
<b>BALANCE OF ASSETS REMAINING</b> (Show this amount on Summary) .....	
<p><b>NOTE:</b> 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>	

**The court will compare the assets listed here with the assets on the inventory or previous account to ensure all assets are accounted for.**

*For financial accounts that are on deposit with a bank or an investment firm, you must attach a copy of the account statement from that financial institution. The account statement must cover the end of the accounting period 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)

<b>SCHEDULE D: Itemized assets remaining at end of accounting period</b> If additional sheets are required, indicate on Schedule "See attached sheets."	
Investment account	100,000.00
Stock portfolio	5,000.00
<b>BALANCE OF ASSETS REMAINING</b> (Show this amount on Summary) .....	105,000.00
<p><b>NOTE:</b> 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.)
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### 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)

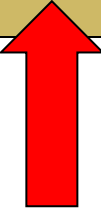
**I declare under the penalties of perjury that the account has been examined by me and that its contents are true to the best of my information , knowledge, and belief.**

<hr/>	<hr/>
Attorney signature	Date
<hr/>	<hr/>
Attorney name (type or print) Bar no.	Fiduciary signature
<hr/>	<hr/>
Address	Fiduciary name (type or print)
<hr/>	<hr/>
City, state, zip Telephone no.	Address
	<hr/>
	City, state, zip Telephone no.

# PETITION TO ALLOW ACCOUNT(S)

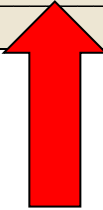
File No.: The file number is located in the upper right hand corner of your Letters of Conservatorship. Write or type the file number.

STATE OF MICHIGAN PROBATE COURT COUNTY	PETITION TO ALLOW ACCOUNT(S)	FILE NO.
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In the matter of: Write or type the name of the minor.

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)**

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**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 2<sup>nd</sup> box if requesting the accounts be allowed as a 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> 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 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> annual, or final

Item 6: Check the first box if you are requesting that you be discharged. This box will only be check if the conservatorship has been terminated or the minor has reached the age of majority.

Check the second box if you are requesting the bond be cancelled. Bonds are rarely required in a minor conservatorship.

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

<p>6. <input type="checkbox"/> That I be discharged</p> <p><input type="checkbox"/> That the estate be</p>	<p><input type="checkbox"/> That bond be cancelled.</p> <p><input type="checkbox"/> continued      <input type="checkbox"/> closed.</p>
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# PROOF OF RESTRICTED ACCOUNT AND ANNUAL VERIFICATION OF FUNDS ON DEPOSIT

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

<b>STATE OF MICHIGAN PROBATE COURT COUNTY CIRCUIT COURT - FAMILY DIVISION</b>	<b>PROOF OF RESTRICTED ACCOUNT AND ANNUAL VERIFICATION OF FUNDS ON DEPOSIT (CONSERVATORSHIP OF MINOR)</b>	<b>FILE NO.</b>
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In the matter of: Write or type the name of the minor.

<b>STATE OF MICHIGAN PROBATE COURT COUNTY CIRCUIT COURT - FAMILY DIVISION</b>	<b>PROOF OF RESTRICTED ACCOUNT AND ANNUAL VERIFICATION OF FUNDS ON DEPOSIT (CONSERVATORSHIP OF MINOR)</b>	<b>FILE NO.</b>
In the matter of _____, minor		



The remainder of this form will be completed and signed by a representative of the financial institution.

The balance reported should be the balance as of the end of the accounting period or after but not before.

This form must be filed along with the Account of Fiduciary and Petition to Allow Account(s).

# **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**