### SELF-SERVICE CENTER

# INSTRUCTIONS: SIMPLIFIED ACCOUNTING GUIDELINES FOR PROBATE ACCOUNTS

READ ME. The court accountant has prepared Accounting Guidelines for Probate Accounts. This is a SMPLIFIED version of the guidelines to help-non-accountants and non-lawyers complete the court paperwork. To use these Simplified Guidelines, you should have a copy of the Superior Court Form for Submission of Final Accounting. If you are not sure how to complete the court papers, contact an accountant or all lawyer for help.

BACKGROUND INFORMATION. The following information is to asset you in preparing an account of the estate for approval by the judge. The purpose of an account is to present linearist information in a format which is meaningful to the interested parties. The account should be understood by persons who are not accountants and lawyers. The information should be prepared in a simple but complete format to help overyone understand the administration of the estate. Parties should easily be able to determine what came into the estate, what went out, and what is left in the estate at the end of the accounting period.

- Time period: Write in the dates for which this accounting was prepared (for example. Watch 1, 1995 to February 25, 1994).
- Bond: If this applies to your case, write in the current bond amount. Write in the amount the bond should be noneased or fechasised to based on the amount that will gover the estate's unrestricted assets plus the unrestricted moone for the freed appointing period (generally one year).

### ACCOUNT SUMMARY:

INSTRUCTIONS: Complete lists A through F. Then, write the final amounts from each list on the Account Summary.

### LIST A: BEQUINING BALANCE:

- If this is the First Account, use the Inventory and Agpressment figure you submitted when you were appointed conservator. If this is the Second Account or any other account, use the same information you said as the ending belience for the previous Account. You can copy the ending belience from the previous account and write in LEST A.
- List the account numbers and institution for all bank accounts. Ust all assets with an adequate description so that the accept can be located and identified (addresses of proporties, year, make, and model of vehicles, insurance company name and policy numbers as fastly. List the insurance policies at each value for it a carrying value is used. Then neport the cash value in the information Sphedule on Investments.
- Include with the beginning and ending assets all information about any debts owed or liens on the assets. The a house or automotive. Include the fishweng information about the debt or lien; the payer, the principal balance, interest rate, and the pay-off date. The sure that if any assets are restricted you label them hash year.

After you finish List A, put the total at the bottom of the page on line A of page 1.

### LIST 8: MONEY RECEIVED DURING THIS ACCOUNT PERIOD:

- Drity list bems which represent income to the estate during this account period.
- thereize all money received by diste of receipt, payer, description by type of receipt different income, dividends, social security, and so forth), and other details to identify the income source (such as account numbers), and amount. If you have a lot of receipts (more than two pages for Liet \$1, group some receipts together. For example, report the total interest earned from one particular account on one line. In addition, if you group the receipts together, you must keep a back-up schedule detailing the money received under each proup and attach a copy of the back-up schedule to the form.
- On not include transfers of funds from one account to another within the same estate. Report transfers of funds on an additional paper. Report anytime you closed or opened an account, cashed

in or purchased an insurance policy, or any other transfer of funds in which the original form of the asset is discontinued or a new asset is obtained.

After you finish List B, put the total at the bottom of the page on line B of page 1.

# <u>Instructions Simplified Accounting Guidelines For Probate</u>

**Daniel F McAuley** 

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