

GUARDIAN AND CONSERVATOR

ACCOUNTING PROCEDURES

GENESEE COUNTY PROBATE COURT

HONORABLE JENNIE E. BARKEY

To obtain forms please visit the Michigan Supreme Court website:

www.courts.mi.gov - click on "Court Forms"

Genesee County Probate Court

900 South Saginaw Street, Room 502

Flint, MI 48502

(810) 257-3528

www.gcprobatecourt.com

(Updated 5/2020)

This program and/or service is funded in whole or in part by the Genesee County Senior Millage.

STATE OF MICHIGAN PROBATE COURT GENESEE COUNTY CIRCUIT COURT - FAMILY DIVISION	PROOF OF RESTRICTED ACCOUNT AND ANNUAL VERIFICATION OF FUNDS ON DEPOSIT (CONSERVATORSHIP OF MINOR)	FILE NO. 13-140001-CY
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In the matter of Mary R. Doe, minor

USE NOTE: This form must be completed and filed with the court within 28 days of the conservator's qualification, or as otherwise ordered by the court, and annually thereafter.

Name of financial institution/insurance company/brokerage firm Genesee Bank		
Address 321 Main Street Flint, MI 48501	Telephone no. 333-4444	
Name of authorized representative James Smith	Title Branch Manager	

I certify that the estate funds of the minor are currently on deposit with us under a restricted account as follows:

Type of account Certificate of Deposit	Account number 111-222-333-4	Balance \$33,083.80
Account caption (include name of conservator) John C. Doe, Conservator for Mary R. Doe, a minor		

Attached is a copy of the corresponding financial institution's statement.*

I further certify that

1. The funds, including accruals, shall not be released or withdrawn except by written order of this court.
2. Records have been marked to prohibit withdrawal except by written order of this court.
3. We are liable for funds released or withdrawn without written order of this court.

Date

Signature of authorized representative

* For annual verification, the corresponding financial institution's statement must be dated within 30 days after the end of the annual accounting period.

Do not write below this line - For court use only

STATE OF MICHIGAN PROBATE COURT COUNTY OF GENESEE	INVENTORY (CONSERVATORSHIP) <input type="checkbox"/> AMENDED	FILE NO.
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USE NOTE: The conservator must serve this completed inventory on all interested persons as required by Michigan Court Rules 5.105 and 5.125. Then the conservator must complete a proof of service (form PC 564) and file it and this inventory with the court.

In the matter of _____

I, _____, am the conservator and submit the following as a complete and accurate inventory of all the assets of the estate, including the fair market valuations as of the date of qualification as conservator. I have listed on this inventory any property the protected individual owns jointly or in common with others, including the type of ownership.

PERSONAL PROPERTY AND REAL PROPERTY DESCRIPTION If the property is owned by both the protected individual and others, specify the type of ownership in the description and check the box in the column "Total Value of Property." If the property has been used to secure a loan, show the nature and amount of the lien. Definitions and instructions for completing the inventory are on the other side.	LIEN AMOUNT	TOTAL VALUE OF PROPERTY (without reduction for lien)
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
TOTAL ASSETS		

I declare under the penalties of perjury that this inventory 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)	Signature
_____	_____
Bar no.	Name (type or print)
_____	_____
Address	Address
_____	_____
City, state, zip	City, state, zip
_____	_____
Telephone no.	Telephone no.

USE NOTE: If this form is being filed in the circuit court family division, please enter the court name and county in the upper left-hand corner of the form.

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DEFINITIONS:

- **Real property** means land, including a building or house that is built on the land.
- **Personal property** means everything that a person owns except real property. Personal property includes bank accounts and checking accounts.

INSTRUCTIONS TO COMPLETE THE INVENTORY:

1. List all real and personal property in the column "**Personal Property and Real Property Description.**"
2. When listing real property, provide the legal description of the property and the name of any other owner.
 - a. If real property has been used to secure a loan (including an equity line of credit), show the nature and amount of the lien.
 - b. If the value of real property is determined by an appraisal, include the appraiser's name and address and a description of the property appraised.
 - c. Property that the protected individual owns jointly or in common with others must be listed along with the type of ownership. The court may require additional information to support the value of property that is stated in the inventory.
3. When listing personal property, provide enough detail to adequately determine the value. Some items should be listed separately and some items should be combined under one category. Provide the name and address of each financial institution listed. The address of a financial institution shall be either that of the institution's main headquarters or the branch used most frequently by the conservator.
 - a. Examples of items that should be listed and valued separately are:
 - Automobiles
 - Jewelry
 - Bank accounts
 - Antiques
 - Furniture
 - Any other individual item of high value (such as a fur coat)
 - Prepaid burial contracts
 - Life insurance (cash value)
 - Annuities
 - Mutual funds
 - Stocks and bonds
 - b. Examples of items that can be listed in categories are:
 - Household items such as dishes, flatware, curtains, linens, utensils, clothing, furnishings, etc. can be grouped into several categories or combined into one category.
 - Multiple copies or pieces of a specific item that have the same value such as stocks and bonds.
 - c. If personal property has been used to secure a loan, show the nature and amount of the lien.
 - d. If the value of personal property is determined by an appraisal, include the appraiser's name and address and a description of the property appraised.
 - e. Property that the protected individual owns jointly or in common with others must be listed along with the type of ownership. The court may require additional information to support the value of property that is stated in the inventory.

STATE OF MICHIGAN
PROBATE COURT
COUNTY OF GENESEE

ACCOUNT OF FIDUCIARY, LONG FORM

_____ Annual Final Interim
Number 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

2. 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.)	\$ _____

If additional sheets are required for Schedule A or B, place all itemization on those sheets and include only category totals on the schedules below.

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	

(SEE SECOND PAGE)

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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.

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.)

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.

- 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.)

- This account lists all income and other receipts and expenses and other disbursements that have come to my knowledge.
- This account is not being filed with the court.
- 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.
- 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.

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

_____ Date

Attorney signature

Fiduciary signature

Attorney name (type or print) Bar no.

Fiduciary name (type or print)

Address

Address

City, state, zip Telephone no.

City, state, zip Telephone no.

(For accounts that must be filed with the court.)

NOTICE TO INTERESTED PERSONS

- You must bring to the court's attention any objection you have to this account. Except in guardianships and conservatorships, the court does not normally review the account without an objection.
- You have the right to review proofs of income and disbursements at a time reasonably convenient to the fiduciary and yourself.
- You may object to all or part of an accounting by filing a written objection with the court before the court allows the account. You must pay a \$20.00 filing fee to the court when you file the objection. (See MCR 5.310[C].)
- If an objection is filed and is not otherwise resolved, the court will conduct a hearing on the objection.
- You must serve the objection on the fiduciary or his/her attorney.

STATE OF MICHIGAN PROBATE COURT GENESEE COUNTY	PETITION TO ALLOW ACCOUNT(S)	FILE NO.
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In the matter of _____

1. One or more accounts listing all income and other receipts and expenses and other disbursements, which have come to my knowledge during the accounting period(s), have been filed with the court.
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)

3. The attached accounts include:
 - a. fiduciary fees and expenses in the amount of \$ _____ .
 - b. attorney fees and costs in the amount of \$ _____ .

I REQUEST:

4. The court approve my fees and expenses and attorney fees and costs in the amount(s) stated above as set forth in the itemized statements attached to the account.
5. That the account(s) be allowed as my
 - interim account.
 - _____ account(s).
specify whether 1st, 2nd, 3rd, annual, or final
6. That I be discharged. That bond be canceled.
 That the estate be continued. closed.

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.

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

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STATE OF MICHIGAN
PROBATE COURT
COUNTY OF GENESEE

NOTICE OF HEARING

FILE NO.

In the matter of _____
First, middle, and last name

TAKE NOTICE: A hearing will be held on _____ at _____,
Date Time

at _____ before Judge _____
Location Bar no.

for the following purpose(s): (state the nature of the hearing)

If you require special accommodations to use the court because of a disability, or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.

Date

Attorney name Bar no.

Petitioner name

Address

Address

City, state, zip Telephone no.

City, state, zip Telephone no.

USE NOTE TO COURT: If this hearing is for a guardianship matter involving an Indian child as defined in MCR 3.002(12), you must comply with MCR 5.109(2).

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STATE OF MICHIGAN PROBATE COURT COUNTY OF GENESEE	PROOF OF SERVICE	FILE NO.
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In the matter of _____

1. Titles of the papers served or mailed: _____

2. According to court rule, I served by first-class mail registered mail (copy of return receipt attached)
 certified mail (copy of return receipt attached) the papers described above on:

Name	Complete address of service	Date

3. According to court rule, I served by **personal service** the papers described above on:

Name	Complete address of service	Date and Time

4. After diligent search and inquiry, I have been unable to find and serve the following interested persons. I have served these persons by publication. Attached are copies of form PC 617.

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

Service fee	Miles traveled	Fee	
\$		\$	
Incorrect address fee	Miles traveled	Fee	TOTAL FEE
\$		\$	\$

Date

Signature

Name (type or print)

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