

REPORTING

- PERSONAL
- FINANCIAL

Courts

- Each District Court is different
- Each Judge is different, even in the same county
- Ask your District Court Clerk what is required and how they want it done

KRS 387.670 ANNUAL REPORT OF GUARDIAN.

(1) A guardian shall file with the court at least annually a verified report stating:

- (a) The ward's current mental, physical, and social condition;
- (b) The address of every residence of the ward during the reporting period and length of stay at each residence;
- (c) A summary of the medical, social, educational, vocational, and other professional services received by the ward during the reporting period;

KRS 387.670(1) ANNUAL REPORT OF GUARDIAN.

(CONTINUED)

- (d) An outline of the guardian's visits with and activities on behalf of the ward;
- (e) A recommendation as to the need for continued guardianship;
- (f) A statement signed by the standby guardian, if one has been appointed, that the standby guardian continues to be willing to serve in the event of the death, resignation, removal, or incapacity of the guardian; and
- (g) Other information requested by the court or useful in the opinion of the guardian.

KRS 387.670 ANNUAL REPORT OF GUARDIAN.

(CONTINUED)

(2) For the purpose of filing the report required by subsection (1) of this section, the guardian shall be given access to records pertaining to the ward held by public or private agencies which contain information necessary for the guardian to perform his duties.

KRS 387.670 ANNUAL REPORT OF GUARDIAN (CONTINUED)

- (3) The court shall review the report required in subsection (1) of this section and take whatever action it considers necessary to enhance the well-being of the ward.
- (4) In addition to the requirements of this section, a guardian shall comply with the reporting requirements of KRS 387.710 unless a separate conservator has been appointed.

AOC-790
ANNUAL REPORT OF
GUARDIAN

See other slide presentation or handout

**KRS 387.710 FILING OF INVENTORY
BY LIMITED CONSERVATOR OR
CONSERVATOR – BIENNIAL REPORT –
FINAL REPORT AND ACCOUNT.**

(1) Within sixty (60) days of appointment, the limited conservator or conservator shall file with the court a verified inventory of all the property of the ward which has come to his possession or knowledge, including a statement of all encumbrances, liens, and other secured claims on any item, any claims against the estate of the ward, and any cause of action accruing to the ward. The limited conservator or conservator shall provide a copy thereof to the ward if he has sufficient mental capacity to understand it.

60 Day Inventory or
Supplemental Inventory

See other slide presentation or handout

KRS 387.710 (CONTINUED)

(2) (a) A limited conservator or conservator shall file with the court a verified report and financial account biennially within one hundred twenty (120) days after the anniversary date of his appointment. The report shall contain:

1. The present personal status of the ward whose estate is managed by the conservator;
2. The conservator's plan for preserving and maintaining the estate of which he has control or supervision;
3. The need for continuation or cessation of the conservatorship; and
4. The need for any alteration in the powers of the conservatorship.

KRS 387.710 (CONTINUED)

(2)(b) The biennial report shall specify the amount and type of real and personal property received by the conservator and remaining in his control or invested by him, the nature of such investment, and expenditures made during the preceding year. Upon request of the court, the conservator shall produce for examination any information or documentation which the court may consider relevant to the accounting of the financial and property transactions of the estate.

KRS 387.710 (CONTINUED)

(2)(c) If the ward has no real property and possesses personal property of two thousand five hundred dollars (\$2,500) or less for any year during the biennial report, the guardian, conservator, or limited conservator may file an informal biennial financial report attesting to the identity of the ward's financial account and its current balance. If the balance does not exceed two thousand five hundred dollars (\$2,500) for any year of the biennial report, the guardian, conservator, or limited conservator shall not be required to render to the court a detailed accounting of the expenditures from the fund, unless the court, on its own motion or that of any interested party or individual, deems it necessary to order the guardian, conservator, or limited conservator to provide a detailed biennial accounting, including the listing of all expenditures for that reporting period. For guardians filing an informal biennial financial report, the provisions of subsection (2)(a)2. of this section shall not apply.

Periodic/Final Settlement of
Guardian/Conservator for
 Minor Disabled Person

See other slide presentation or handout

KRS 387.710 (CONTINUED)

(3) Upon the resignation, removal, or death of a limited conservator or conservator, or on the termination of the conservatorship, the limited conservator or conservator, or his personal representative, shall forthwith submit a final report and account to the court and to the former ward and to the successor limited conservator or conservator, or, if the ward is deceased, to his personal representative, and shall pay over the trust estate to the person entitled thereto. Upon approval of the report and account, the limited conservator or conservator shall be discharged and his surety, if any, released.

Periodic/Final Settlement of
Guardian/Conservator for
 Minor Disabled Person

See other slide presentation or handout



ANNUAL REPORT
OF GUARDIAN

Case No. _____
Court _____
County _____

COMMONWEALTH OF KENTUCKY)

VS.)

RESPONDENT)

I, the undersigned, state that I am the Guardian Limited Guardian of the above-named Respondent, and report to the Court as follows:

1. Present age of Ward: _____
2. Date of birth: _____
3. Current address of Ward: _____

4. Ward's present living arrangement is:

- | | |
|------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Own home | <input type="checkbox"/> Nursing home |
| <input type="checkbox"/> Guardian's home | <input type="checkbox"/> Skilled care |
| <input type="checkbox"/> Hospital | <input type="checkbox"/> Intermediate care |
| <input type="checkbox"/> Relative's home | <input type="checkbox"/> Personal care |

Relationship

Other: _____

5. Ward has been at present residence since _____
If Ward has lived elsewhere during the reporting period, list description and address of each residence and the length of stay at each.

6. During this reporting period, the Ward's mental condition has:

- Remained about the same.
- Improved. Describe: _____

- Deteriorated. Describe: _____

7. During this reporting period, the Ward's physical health has:

- Remained about the same.
- Improved. Describe: _____

- Deteriorated. Describe: _____

8. During this reporting period, the Ward's social condition has:

- Remained about the same.
- Improved. Describe: _____

- Deteriorated. Describe: _____

9. During this reporting period, the Ward has received the following services:

- Medical: _____
- Educational: _____
- Social: _____
- Vocational: _____
- Other: _____

10. My visits and activities on behalf of the Ward were:

11. The guardian should should not be continued or modified for the following reasons:

12. I do do not have responsibility for managing the Ward's estate. If so, an accounting of the estate is attached was filed last year.

13. A standby guardian has has not been appointed.

Date

Guardian

Guardian's Phone Number

Guardian's Social Security Number

Address

SUBSCRIBED and SWORN to before me this _____ day of _____,

My Commission expires: _____.

Notary Public

To be signed by Standby Guardian if one is appointed.

I, the undersigned, state that I am the Standby Guardian of the above-named Respondent and continue to be willing to serve in the event of the death, resignation, removal or incapacity of the Guardian.

Date

Signature of Standby Guardian

Standby Guardian's Phone Number

Standby Guardian's Social Security Number

Address



Commonwealth of Kentucky
Court of Justice
www.kycourts.net
KRS 387.100

**60 DAY INVENTORY OR
SUPPLEMENTAL INVENTORY**

Case No. _____

Court _____

County _____

NOTICE TO GUARDIAN/CONSERVATOR: FILE THIS INVENTORY WITHIN 60 DAYS OF APPOINTMENT. IF OTHER PROPERTY LATER COMES TO YOUR KNOWLEDGE, A SUPPLEMENTAL INVENTORY MUST BE FILED WITHIN 60 DAYS OF OBTAINING SUCH KNOWLEDGE.

In re estate of _____, a minor under the age of 18.

_____ states that as [] guardian [] conservator, the following is a full, true and complete Inventory of the Estate which has come into his/her hands or the existence of which he/she has knowledge:

1. **Real Property:** (Include description, address, probable value and probable value of rent.)

Value

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

2. **Personal Property:**

a. Motor Vehicles (Autos, Trucks, Farm Equipment)

Value

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

b. Household Appliances and Jewelry

Value

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

3. List **all monies owed for** any item under 1 and 2:

4. **Monies or Cash on Hand:**

a. Monthly Government Benefits and Pensions, Social Security, SSI

Value

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

b. Savings, Checking Accounts and Certificates of Deposit:

Value

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

5. **Claims against** the Ward:

Value

_____	\$ _____
_____	\$ _____

6. **Claims by the Ward** against others:

Value

_____	\$ _____
_____	\$ _____

Guardian/Conservator

Subscribed and sworn to before me this _____ day of _____, _____.

Name/Title

IN PERIODIC SETTLEMENTS:

PLAN FOR PRESERVING AND MAINTAINING ESTATE *(not to be filled out if estate has net value of \$5,000 or less)*

IN FINAL SETTLEMENTS:

UNPAID CREDITORS - ALLOWED CLAIMS

_____	\$	_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

TOTAL \$ _____

CREDITORS - DISALLOWED CLAIMS

_____	\$	_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

TOTAL \$ _____

Above-named Guardian/Conservator submits this Settlement to the Court, and if a Final Settlement, asks that the Surety be discharged.

Guardian's/Conservator's Signature

Subscribed and sworn before me on _____, 2____. My commission expires: _____,
2____.

Name/Title