



### Duties of Guardianship:

# Tips for Guardianship Record Keeping

Guardianship is in relation to personal decisions and Conservatorship is in relation to financial decisions. Both require court oversight. It takes a lot of organization to ensure you have all the necessary information to fill out the required forms for lay (non-professional) guardianship/conservatorship. The following tips offer some helpful ideas for saving time and reducing frustration when preparing these records for the court.

## Tips for Guardianship Record Keeping

1. **Does your Superior Court have a Guardianship Monitoring Program?** Get information and assistance from that clerk. Check the court website for court-approved forms.
2. **Never combine your money with that of the individual.** Set up the individual's own bank account, separate from your own funds.
3. **Consider purchasing a simple record and accounting software program,** such as Excel or Quicken. At the very least, record all expenses paid and reimbursements made in a record-keeping book. Remember to keep all your receipts.
4. **Organize proposed budget and expenditures by category,** such as medical expenses, food, transportation, entertainment, rent, utilities, and miscellaneous purchases (e.g., furniture or credit card payments). Be sure to find out the specific requirements of your county.
5. **Make a copy of everything to submit to the court.** When it is time to renew the guardianship/conservatorship, you'll have a record of which forms you need to download and what additional information you must submit.
6. **Report significant changes in income or expenses to the court when they occur.** You will need the court's approval to update or revise a budget.
7. **Prepare your court reports.** Initial and annual reports must be filed within 90 days after the date you were appointed guardian/conservator. Retain an attorney to assist you if needed.
8. **Check with your county court for the due date of your report.**
9. **Never ignore a court notice to appear for a hearing before the judge.** Ensure you bring all your paperwork and arrive on time. If you feel unsure about explaining yourself, consider seeking legal counsel for assistance.

## Required Forms

*Note: Check your county court website for county-specific requirements.*

### Within 90 days of being appointed as guardian

**Initial Personal Care Plan (Guardianship):** The individual's needs, available resources, and what your plan will be to meet the identified needs.

**Inventory (Conservatorship):** Assets such as real estate, personal property, bank account balance, monthly income, liabilities/debts, special needs trust accounts, pooled trust accounts, and ABLE accounts.

**Proposed Budget** (Conservatorship)

**Designation of a Standby Guardian/Conservator.**

**Periodic (annually or up to every three years, as directed by the court)**

**Conservator's Report Accounting and Proposed Budget**

**Periodic Personal Care Plan** (Guardianship)