

Guidelines for Filing Inventory and Annual Accountings

The Guardianship Inventory Form GN-2011

1. The Guardian will receive the *Guardianship Inventory* form at the same time he or she is provided with a certified copy of the Letters of Guardianship. Additional copies of the *Guardianship Inventory* form can be obtained from the Register in Probate or may be accessed via the internet. To access the form via the internet, go to the following web page: <http://wicourts.gov/forms/GN-2011.DOC>
2. The inventory should be completed and returned to the Register in Probate office together with the statutory filing fee within 60 days of the guardian being appointed.
3. The filing fee is \$20 if the estate is under \$50,000 or .2% of the net estate if over \$50,000. Filing fees are paid to the Register in Probate Office.
4. The inventory shall include the following:
 - a. Checking and Savings Accounts, including the account type, the account number and the name of the bank at which the account is located;
 - b. Certificates of Deposit (CD's) including the CD number and the name of the bank at which the CD is located;
 - c. Stocks and Bonds including the name of the stock(s), the number of shares owned, and the value of each share;
 - d. Personal accounts at nursing homes, group homes, etc;
 - e. Land Contracts/Mortgage Interests;
 - f. Promissory Notes owed to ward;
 - g. Real Estate in which the ward has an interest, including a legal description and the type of ownership;
 - h. Funeral/Vault/Casket Trusts including the account number, the name of the bank at which the account is located, and the name of funeral home;
 - i. Personal Property;
 - j. Jewelry;
 - k. Automobiles (include make, model and year);
 - l. Life Insurance Policies, including Name of the Insurance Company and the Policy Numbers.

5. The *Guardianship Inventory* must be signed by the guardian in the presence of a Notary Public. Any Inventory received by the Register in Probate without being properly signed and notarized will not be accepted for filing.
6. The inventoried amount will be used as the starting balance for the Annual Account which the guardian must complete by April 15 of each year.

Account of Guardian/Conservator File No. GN-2024

1. The Register in Probate Office will mail the *Annual Accounting* forms to the guardian in late December or early January of each year. Additional copies of the *Account of Guardian/Conservator* form can be obtained from the Register in Probate or may be accessed via the internet. To access the form via the internet, go to the following web page: <http://wicourts.gov/forms/GN-2024.DOC>
2. The accounting period is from January 1 through December 31 of the previous year. If you are completing your first accounting, the accounting period will be from the date you were appointed as guardian through December 31 of the previous year.
3. The beginning balance on the *Annual Accounting* form will be the inventory balance if it is your first accounting or the ending balance of the previous years accounting if you've done a prior accounting.
4. Assets and income received during the accounting period are recorded on Page 2 of the *Annual Accounting*. The assets and income received section of the accounting form is referred to as Schedule A. Please be specific when recording information in this section. For example, if your ward receives \$675 in SSI write SSI payments \$675 x 12. In the amount column you would indicate \$8,100. When writing the interest received, be sure to include the name of the bank and account number.
5. The total of Schedule A is written on Line 2 of Page 1 of the *Annual Accounting* form.
6. Disbursements, distributions and losses incurred during the calendar year are also recorded on Page 2 of the *Annual Accounting*. The disbursements, distributions and losses incurred are referred to as Schedule B. Please be specific and include as much detail as possible when completing this section. You may be requested to produce the receipts or billings to support the information you provide on the form.

For example, if you write personal expenses \$500 then you may be required to provide a break down of the personal expenses.

7. The total of Schedule B is written on Line 4 of Page 1 of the *Annual Accounting* form.
8. Assets on Hand are recorded on Page 3 of the *Annual Accounting* form. The Assets on Hand are referred to as Schedule C. The amounts provided in this section should be an accurate reflection of all assets as of December 31 for the accounting period. Every item on this page needs to have a supporting document showing the ending balance and must be verified by the Register in Probate.
9. The amounts on Line 5 of Page 1 and the “Grand Total” on Page 3 MUST BALANCE. If you are unable to get the *Annual Accounting* to balance, you may have to seek the help of an accountant or an attorney to go over the records for the year. The accountant or attorney should be paid from the ward’s assets.
10. The *Annual Accounting* must be signed by the guardian in the presence of a Notary Public. Any Accounting received by the Register in Probate without being properly signed and notarized will not be accepted for filing.

Helpful Hints

1. When you receive your *Annual Accounting* forms from the Register in Probate, check the Beginning Balance on Line 1 of Page 1 to make sure it accurately reflects the amount provided as the Ending Balance from the prior years accounting.
2. Always keep a copy of your completed *Inventory* and *Annual Accounting* forms for future reference.
3. Keep all receipts, bills, deposit slips, bank statements, checkbook registers, etc. for at least seven years after your ward passes.
4. Always record your *Inventory* and/or *Annual Accounting* on the forms provided by the Register in Probate. You may not substitute your own forms in place of these forms, as they are mandatory forms provided by the State of Wisconsin.
5. The Register in Probate may, at any time, request to review your accounting records and/or perform an audit of the guardianship. If you fail to comply with such a request from the Register in Probate the Court may take action against you, including removing you as guardian.