

**IN THE CHANCERY COURT FOR RUTHERFORD COUNTY,  
TENNESSEE AT MURFREESBORO**

All forms available online at: [www.rcchancery.com](http://www.rcchancery.com)

**INTERIM/ANNUAL CONSERVATORSHIP AND GUARDIANSHIP  
ACCOUNTING CHECKLIST**

Interim Accountings should be filed within 30 days after the Six-Month Anniversary of the Fiduciary's appointment, and Annual Accountings are due within 60 days of the anniversary of appointment. (T.C.A. § 34-1-111) All required Accounting documents are listed below. Do not file an incomplete Accounting with the Clerk's Office. If you have any questions, please contact the Clerk's Office at (615) 898-7860.

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Detailed Interim/Annual Accounting</b><br>Form must be completed, signed, sworn to by a notary or Deputy Clerk, and verify totals provided are correct.   | <input type="checkbox"/> <b>Statement of Fiduciary as to Physical or Mental Condition of the Person with a Disability</b>   |
| <input type="checkbox"/> <b>Inventory</b><br>Must be completed and sworn to by a notary of Deputy Clerk.  | <input type="checkbox"/> <b>The latest IRS Tax Return</b><br>If no Tax Return is due, complete and sign the Tax Return Statement form.                                    |
| <input type="checkbox"/> <b>Original or copies of each bank and brokerage statement AND images of the cancelled checks or the actual cancelled checks.</b>  | <input type="checkbox"/> <b>Corporate Surety Statement or proof of bond renewal</b>   |
| <input type="checkbox"/> <b>Detailed accounting register.</b><br>If the provided Clerk's form is not used, various software programs are acceptable. The register must include the date, payee, check or debit, and the amount. | <input type="checkbox"/> <b>Property Management Plan- <i>if revising a previously approved plan.</i></b><br>Must be completed and sworn to by a notary or a Deputy Clerk. |

**IN THE CHANCERY COURT FOR RUTHERFORD COUNTY, TENNESSEE**  
**AT MURFREESBORO**

IN RE: \_\_\_\_\_  
          **MINOR / RESPONDENT**

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
**FIDUCIARY**

**INVENTORY**  
**T.C.A. § 34-1-110**

The undersigned Guardian or Conservator, under oath, submits the following inventory of the estate of the minor or disabled person for whom I have been appointed:

1. The following is a list of the Property:

<b><u>DESCRIPTION OF ASSET</u></b>	<b><u>FAIR MARKET VALUE</u></b>
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2. The following is a list of the source, amount, and frequency of each item of income, pension, social security benefit or other revenue of the minor or person with a disability:

**INVENTORY OF INCOME**

<b><u>SOURCE</u></b>	<b><u>AMOUNT</u></b>	<b><u>FREQUENCY</u></b>

I, \_\_\_\_\_, Conservator/Guardian for Respondent,  
\_\_\_\_\_, solemnly swear and affirm that the statements provided  
herein are true and correct to the best of my knowledge and belief.

Respectfully submitted, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Conservator/Guardian

Sworn to and subscribed before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public/Deputy Clerk

Commission Expires: \_\_\_\_\_

**IN THE CHANCERY COURT FOR RUTHERFORD COUNTY, TENNESSEE AT**  
**MURFREESBORO**

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IN RE: \_\_\_\_\_ CASE NO. \_\_\_\_\_  
MINOR / RESPONDENT

ACCOUNTING DATES: \_\_\_\_\_ TO \_\_\_\_\_  
(ANNUAL, INTERIM, FINAL)

AS \_\_\_\_\_ OF THE ESTATE OF  
(CONSERVATOR/GUARDIAN)

\_\_\_\_\_.

THE UNDERSIGNED FIDUCIARY WOULD RESPECTFULLY STATE THAT  
HE/SHE IS CHARGEABLE WITH THE FOLLOWING INCOME BELONGING TO  
SAID ESTATE.

DATE	FROM WHOM RECEIVED	AMOUNT

TOTAL RECEIPTS \_\_\_\_\_





**SUMMARY OF ACCOUNTING**

TOTAL MONEY ON HAND AT START OF  
ACCOUNTING PERIOD ..... \$ \_\_\_\_\_

TOTAL MONEY RECEIVED DURING  
ACCOUNTING PERIOD ..... \$ \_\_\_\_\_

TOTAL ..... \$ \_\_\_\_\_

TOTAL MONEY DISBURSED DURING  
ACCOUNTING PERIOD ..... \$ \_\_\_\_\_

BALANCE OF ALL MONEY ON HAND AT END OF  
ACCOUNTING PERIOD ..... \$ \_\_\_\_\_

**ASSETS ON HAND TO REFLECT ABOVE BALANCE:  
CD'S, STOCKS, BONDS, BANK ACCOUNTS**

\*    **TYPE                      NAME OF FINANCIAL INSTITUTION                      END TOTAL**



**\*List each account and the ending total for the accounting period\***

**STATE OF TENNESSEE**

**COUNTY OF RUTHERFORD**

I, \_\_\_\_\_, solemnly swear that the foregoing accounting of the estate of \_\_\_\_\_ exhibits a full, true and just statement of each and every asset of said estate with which I should be charged, and to the expenditures to which I am entitled, to the best of my knowledge and belief, so help me God.

\_\_\_\_\_

**CONSERVATOR/GUARDIAN**

Subscribed and sworn to before me, this the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_

**CLERK OF THE COURT**

**OR NOTARY PUBLIC**

***This must be signed  
before a notary or a  
Deputy Clerk in the  
Clerk's Office.***



**IN THE CHANCERY COURT FOR RUTHERFORD COUNTY, TENNESSEE**  
**AT MURFREESBORO**

**STATEMENT FROM CORPORATE SURETY**

*{Must be completed by the Bonding company}*

**TO THE CLERK OF THE COURT:**

We, \_\_\_\_\_ pursuant  
(Name of Corporate Surety)

to T. C. A. §34-1-111 (d), hereby submit the following statement.

That we are surety on the bond of \_\_\_\_\_  
(Name of Fiduciary)

as \_\_\_\_\_ for  
(Conservator/Guardian)

\_\_\_\_\_  
(Respondent/Minor)

and that the bond is presently in the amount of \$ \_\_\_\_\_.

**We further state that said bond is in force for the next annual period and will remain in effect until Surety is discharged by Court Order.**

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Name of Corporate Surety)

By: \_\_\_\_\_  
Attorney in Fact

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IN THE CHANCERY COURT FOR RUTHERFORD COUNTY, TENNESSEE**  
**AT MURFREESBORO**

**STATEMENT OF FIDUCIARY AS TO**  
**PHYSICAL OR MENTAL CONDITION OF THE PERSON WITH A DISABILITY**  
**T.C.A. § 34-1-111(c)(2)**

**IN RE:** \_\_\_\_\_ **CASE NO.** \_\_\_\_\_  
**RESPONDENT**

Comes now, \_\_\_\_\_, the duly appointed  
and qualified Conservator of \_\_\_\_\_, and would  
respectfully show unto the Court the following:

That the Respondent, \_\_\_\_\_  
continues to need a Conservator due to \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**(Specify physical or mental condition of the disabled person)**

That the Respondent is presently residing at the following address:

\_\_\_\_\_  
\_\_\_\_\_

This statement is furnished to demonstrate to the Court the need, or lack of need,  
for the continuation of the fiduciary's services.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Conservator)

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

**IN THE CHANCERY COURT FOR RUTHERFORD COUNTY, TENNESSEE**  
**AT MURFREESBORO**  
**T.C.A. § 34-1-111(c)(1)(C)**

**IN RE:** \_\_\_\_\_  
**MINOR / RESPONDENT**

**CASE NO.** \_\_\_\_\_

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**TAX RETURN COVERSHEET/STATEMENT**

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The Accounting must include one of the following:

- Select the box indicating that a Tax Return was completed, and attach the latest filed Tax Return to this coversheet; or
- If no Tax Return is required, check the option indicating that no Tax Return is due, provide last year's gross income, and select the appropriate option for approval of the exemption pursuant to information provided by the IRS or T. C. A. §67-2-104.

Select the option that applies to the Respondent:

- A Tax Return was completed, and the latest IRS Tax Return is attached to this coversheet.
- No Tax Return is due.

The Respondent's income for last year was \$\_\_\_\_\_.

- IRS information is attached indicating approval or exemption; or
- IRS confirmation of approval is not available, and taxes were not filed for the Respondent for the following reason(s):  
\_\_\_\_\_

Signature of Conservator/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

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IN RE: \_\_\_\_\_  
MINOR / RESPONDENT

CASE NO. \_\_\_\_\_

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**ELECTION OF ACCOUNTING YEAR**  
**T.C.A. § 34-1-111(a)**

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The undersigned was appointed Conservator for the above named respondent by order of this Court entered \_\_\_\_\_.

Your Conservator is presently filing an annual accounting ending \_\_\_\_\_ (month / day / year).

Your Conservator elects and requests the Court to allow the filing of the annual accounting on the basis of a year ending \_\_\_\_\_ (month / day / year).

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**Conservator**