

**ANNUAL ACCOUNTINGS FOR CONSERVATORS AND GUARDIANS
T.C.A. SECTION 34-11-111**

Unless excused by order of the Court, within sixty (60) days after each anniversary of the date of your appointment as conservator or guardian, or within sixty (60) days after the end of the calendar year if you have so elected and notified the court, you shall file a worn accounting with the court.

The accounting shall itemize the receipts and expenditures made during the period covered by the accounting. The same or similar items may be reported collectively. The accounting shall also detail the property held by you at the end of the accounting period. Tennessee law requires that you submit with the accounting the following (items 1, 2 and 3 will be returned to you):

1. Each bank statement, brokerage statement or other document reporting any financial information.
2. The original of each cancelled check written on the account or a printed statement issued by the financial institution in lieu of cancelled checks showing the date the check cleared, the payee and the amount.
3. A copy of any United States and Tennessee income tax returns filed on behalf of your ward or a statement that no such returns are due and the annual gross income of your ward.
4. Unless bond is waived by the court order and if your bond is secured by corporate surety, a statement from the corporate surety that bond is in force for the next annual period.

If you are a conservator for an adult ward, your accounting shall contain a statement concerning the physical or mental condition of your ward, which shall demonstrate to the court the need, or lack of need, for the continuation of your services.

Your accounting must be signed by you and notarized.

Your accounting must be accompanied by an Order Approving Annual Accounting and a check payable to Chancery Court in the amount of \$40.00.

If you do not file your accounting within sixty (60) days after the anniversary of your appointment you will receive a citation to appear on a date certain and file your accounting. If you do not appear as directed by the citation, you will be summoned to appear before the Court and show cause why you should not be held in contempt.

Failure to file your accounting and to appear upon citation can result in a revocation of your authority and you may be charged with the value of the assets at the beginning of the accounting period on which interest shall accrue until an accounting is made and approved.

You may submit your accounting, order and check in the amount of \$40.00 to or if you have questions you may contact:

**Sheila B. Proffitt
Clerk and Master
Chancery Court of Coffee County, Tennessee
300 Hillsboro Blvd., Box 8
Manchester, TN 37355
(931) 723-5132**