

INSTRUCTIONS

The purpose of this report is to tell the court why your service as conservator is ending and what has happened to the protected person's assets since you filed your last report. The court will review this final report within 30 days of receipt and send out either an approval letter or a deficiency notice requesting additional information. Please follow the directions in this form or your report may not be approved.

When filling out the form:

- If you got this form from the internet, download and save the blank PDF form to your local device. Then reopen it before filling it out. The form may not work or save correctly if you fill it out on your internet browser.
- Only file using single-sided printing.
- If filling out by hand, print clearly using black ink.
- Do not leave any question blank. If it does not apply, write "n/a" or provide an explanation.
- Be sure to attach the required documentation as explained on this form, such as bank statements. Bank statements should reflect the accounting you provide. If you charged for rent or room and board, this should be easily seen in the statement. If you had a lot of cash withdrawals, you should have receipts to back up accounting.
- If you need to add additional information to any area of the report, please use a separate sheet of paper. Only write on one side of the paper.

Your accounting must be accurate. You may not use estimates. You must have documentation of your accounting available for court inspection at any time.

You may wish to have a copy of your last annual report for comparison and to help you remember details while filling out this final report. Many questions on this form ask whether there have been any changes since the last report.

If you need help with this report, contact the Alaska Court System's Guardianship and Conservatorship Helpline at (907) 264-0520 or visit the Court's self-help page at ak-courts.info/gc.

This page is for your information only. It does not need to be filed with the report.

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA
AT _____

In the Matter of the Protective Proceedings of:)

_____)

_____)

(Name of Protected Person))

Date of Birth: _____)

_____)

Case No. _____

FINAL CONSERVATORSHIP REPORT

A. Reporting Period

This report covers: From the end of the last annual reporting period: _____
To the date my services as conservator ended: _____

B. Information about the Former Conservator

☐ If you check this box, your contact information will be changed in the system.

1. Former Conservator's Name: _____

Daytime Phone: _____ Email: _____

Mailing Address _____

2. Relationship to the protected person *[parent, sibling, etc.]*: _____

3. List name and contact information for any co-conservators or separate guardians:
[Include full name, mailing address, residence address (if different), email, and daytime phone number.] ☐ N/A –There was no co-conservator or separate guardian.

C. Reason for Ending this Conservatorship

My conservatorship of the protected person has ended, because:

☐ The protected person died on _____ *[date]* at _____ *[location]*

☐ A copy of the death certificate is attached.

☐ I did **not** have possession of the protected person's will.

☐ I had possession of the protected person's will. On _____ *[date]*, I delivered the protected person's will to the court for safekeeping, as required by AS 13.26.545(e), and I told the executor or a beneficiary named in the will that I did this.
Name of the person I notified: _____

☐ I resigned as conservator. A new conservator, _____ *[name]*, has been appointed.

☐ I was removed as conservator by the court.

☐ The court has terminated (ended) the conservatorship, because:

☐ The protected person gained or regained the capacity to handle their own affairs.

☐ _____

☐ Other: *[Explain below.]*

D. Information about the Protected Person

- ☐ The protected person died. *[Skip sections D and E; go to the text box on page 3.]*
- ☐ The court found that the protected person no longer needs a conservator. *[Fill out section D, but you can skip section E and go to the text box on page 3.]*

Protected Person's Mailing Address: _____

Residence Address: _____

Phone Number: _____ ☐ cell ☐ home ☐ other

Email: _____

E. Information about the Conservatorship

[If you do not know the answer to any of the questions in this section, explain why not on the lines provided.]

1. Housing.

Describe in general terms the protected person's current housing expenses. Describe any major changes since the last report.

2. Medical and Mental Health Care.

Describe in general terms the protected person's current medical and mental health care expenses. Describe any major changes since the last report.

3. Personal Care, School, and Work Activities.

Describe in general terms the protected person's schooling or job training expenses. Describe any major changes since the last report.

Was the protected person employed at any time during the period since the last report to the court? ☐ No ☐ Yes

If yes, describe the type of work, and give name of employer, address, phone, and how long employed:

Describe in general terms expenses related to recreational or social activities that the protected person enjoys.

4. Contacts with the Protected Person.

Describe the contact you had with the protected person since the last report:
[Include the type of contact (in person, phone, email, etc.) and how often it occurred.]

5. Decision Making.

- a. Since the last report, have there been any changes in the protected person's ability to make decisions about matters affecting their finances or property?

☐ No changes.

☐ Yes, the protected person is: ☐ less able. ☐ more able.

If yes, describe the changes in ability and what caused them, if known:

- b. Did the protected person participate in decision-making? ☐ Yes. ☐ No, because:

As conservator, did you use a representative payee?

☐ No.

☐ Yes. Name of payee: _____

Did (or does) the payee control all of the protected person's money?

☐ Yes. *[Fill out section F, but you may include the payee's detailed accounting information as documentation.]*

☐ No. Describe what the payee controlled and what you controlled:

Are (or were) you a professional conservator? ☐ No. ☐ Yes.

If yes, you must also do the following:

1. Provide a copy of your accounting used to keep track of income and expenses.
2. Provide a breakdown of the monthly fees you were paid. Include a detailed invoice of what services were provided for each fee charged.

Significant Actions.

Describe any significant actions you took as conservator for the protected person during the period since your last report was filed with the court:

F. Financial Information

- ☐ **I am an OPA-appointed conservator.**
[Skip sections 1 & 2. Attach detail from financial system.]
- ☐ **I am not an OPA-appointed conservator.**

1. Income since Last Report.

****List the total amount of income the protected person received between the date of your last report and the date your services as conservator ended. Do not list monthly income. Do not list your own income.****

[If there are more income sources than fit on this page, attach extra pages or cross out an unused category and write it in.]

a. <u>Income Source</u>	<u>Amount</u>
Wages/Salary: _____	_____
Social Security Benefits: _____	_____
Dividends/Interest: _____	_____
Adult Public Assistance: <i>[for example, ATAP, TANF, Food Stamps]</i>	_____
_____	_____
_____	_____
Veterans Financial Benefits: _____	_____
Senior Care Benefit: _____	_____
Alaska Permanent Fund Dividend	_____
Native Corporation Dividend: _____	_____
Rental Income: _____	_____
Pension: _____	_____
Annuities: _____	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____

TOTAL INCOME SINCE LAST REPORT**\$_____**

- b. Were there any major changes or disruptions to an income source since the last report?
☐ No. ☐ Yes. If yes, explain:

2. Expenses since Last Report.

****List all money paid to anyone from the protected person's funds between the date of your last report and the date your services as conservator ended. Write the total amount of money paid. Do not list monthly expenses.****

[If there are more expenses than fit on this page, attach extra pages or cross out an unused category and write it in.]

<u>a. Expense</u>	<u>Amount</u>
Nursing/Assisted Living Home: _____	_____
Room and Board <i>[Only fill out if you had room and board authorization.]</i>	_____
Rent or Mortgage Payment: _____	_____
Utilities: <i>[Leave blank if you had room and board authorization.]</i>	_____
_____	_____
_____	_____
_____	_____
Transportation: _____	_____
Medication: _____	_____
Medical Treatment: _____	_____
Cell Phone: _____	_____
Food <i>[Leave blank if you had room and board authorization.]</i>	_____
Clothing: _____	_____
Entertainment/Hobbies: _____	_____
Travel/Vacation: _____	_____
Personal Expenses (allowance/money given to the protected person)	_____
Taxes: _____	_____
Home/Property Maintenance: _____	_____
Insurance Premiums: <i>[home/renter's, auto, medical, life, etc.]</i>	_____
_____	_____
_____	_____
_____	_____
Gifts: _____	_____
Child/Spousal Support: _____	_____
Fees/Costs Paid to Conservator: _____	_____
Reimbursements to Conservator <i>[Attach documentation/receipts]</i>	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____
TOTAL EXPENSES SINCE LAST REPORT	\$ _____

b. Were there any major changes to expenses since the last report?

☐ No. ☐ Yes. If yes, explain:

3. Money Controlled by the Protected Person.

Since the last report was filed, did the protected person have sole control over any money?

☐ Yes ☐ No

If yes, did the protected person have their own:

☐ bank account: _____ [bank name & account no.]

☐ debit card or credit card: _____ [last 4 numbers of cards]

☐ total cash allowance of \$ _____ since the last report was filed.

☐ other: _____

Is this money included in the income and expenses listed in #1 and #2?

☐ Yes ☐ No, because:

4. Assets as of _____ [date your services as conservator ended]

****List all assets the protected person owned individually or jointly on the date above. Write the account amounts/balances as they were on that date.****

[Attach extra pages if necessary. Write only on one side of the page.]

a. **Cash on hand (not in an account).** \$ _____

Amount

Location

b. **Bank Accounts.** [Checking, Savings, ABLE/Medicaid Qualifying Trusts, etc.]

☐ N/A. The protected person did not have any of these types of accounts.

Name of Bank or Institution	Type of Account	Account No.	Balance
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

****REQUIRED: Attach all bank statements that cover the period between the last report and the date your services as conservator ended. If the only activity on the account during that time period was interest accrual (no deposits or withdrawals), you may attach the most recent statement that you received.****

c. **Alaska Native Corporation Dividend Account.**

☐ N/A. The protected person did not have an Alaska Native Corp. Dividend account.

Name of Bank or Institution	Type of Account	Account No.	Balance
_____	_____	_____	_____

****REQUIRED: Attach the most recent statement that you received.****

d. **Brokerage Accounts, Stocks, Bonds, Certificates of Deposit, & Other Securities.**

☐ N/A. The protected person did not have any of these types of accounts.

Name of Company	Name on Account	Date of Balance	Balance
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

****REQUIRED: Attach the most recent statements that you received.****

e. **Retirement Account.**

☐ N/A. The protected person did not have a retirement account.

Name of Company

Beneficiary

Current Value

****REQUIRED: Attach the most recent statement that you received.****

f. **Life Insurance Policy.**

☐ N/A. The protected person did not have a life insurance policy.

Name of Insurance Company

Beneficiary

Face Value

Cash Value

****REQUIRED: Attach the most recent statement that you received.****

g. **Burial Account.** *[An account reserved for burial/funeral expenses.]*

☐ N/A. The protected person did not have a burial account.

Name of Bank or Institution

Type of Account

Account No.

Balance

****REQUIRED: Attach the most recent statement that you received.****

h. **Changes in Accounts.**

Explain any major changes to the accounts listed or cash available to the protected person since the last report. Include whether accounts were newly opened, cashed out, or had large transfers between them. (☐ N/A, no major changes since last report)

i. **Real Estate (land and buildings).**

(1) Does the person own a home? ☐ No. ☐ Yes. Estimated Value: \$_____

Address: _____

Description: _____

Was/Is there a joint owner? ☐ No. ☐ Yes, name: _____

(2) Other Real Estate. Estimated Value: \$_____

Address: _____

Description: _____

Was/Is there a joint owner? ☐ No. ☐ Yes, name: _____

j. **Vehicles (cars, boats, snow machines, airplanes, etc.).**

Description of Vehicle (year/make/model)

Location

Co-Owner

Value

k. Other Valuable Personal Property.

[List any item that had a value of \$1000 or more on the date your conservator services ended (for example, collectibles, guns, jewelry, art, and valuable licenses). Give enough detail to allow another person to identify the item(s).]

<u>Description of Item</u>	<u>Location</u>	<u>Value</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

l. Changes in Real Estate and Personal Property.

Explain any major changes to the value of any real estate, vehicles, or other valuable property since the last report. Include whether any significant items were sold or purchased, and whether the value of any property changed by \$1000 or more.
☐ N/A, no major changes since last report

TOTAL ASSETS *[Total value of all items in section 4]*

\$ _____

Total assets on date of last report

\$ _____

5. Liabilities (debts) as of _____ *[date your services as conservator ended]*

****List all money the protected person owed to anyone on the date above.****

[Attach extra pages if necessary. Write only on one side of the page.]

a. Mortgages.

(1) Home described in #4(i)(1). Loan balance: \$ _____

(2) Property described in #12(h)(2). Loan balance: \$ _____

b. Amounts Owed for Services, including to the Guardian or Conservator.

[If the protected person owed (or still owes) money to the guardian or conservator, you must describe what the debt was for on a separate page and attach all receipts, invoices, or other documentation to support the charges.]

<u>Service</u>	<u>To Whom Owed</u>	<u>Balance Due</u>
(1) Medical	_____	_____
(2) Medical	_____	_____
(3) Attorney	_____	_____
(4) Guardian/Conservator	_____	_____
(5) _____	_____	_____

c. Other Debts.

[List all debts or money the protected person owed that are not already listed in sections a or b above. Include the type of debt (for example: credit card, auto loan, court fine or judgment, lien on home, etc.). List the total amount of the remaining debt on the date your conservator services ended—do not list monthly or other periodic payment amounts.]

<u>To Whom Owed</u> <i>[name of creditor, lender, or credit card company]</i>	<u>Type of Debt</u>	<u>Balance Due</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

d. Changes in Debts and Liabilities.

Explain any major changes to the amount of money the protected person owed since the last report. Include whether any debts were paid off and whether any of the debts listed above were new or increased by \$1000 or more. (☐ N/A, no major changes since last report)

TOTAL DEBTS *[Total of all money owed in section 5]* \$ _____

Total debts on date of last report \$ _____

6. NET ASSETS

Total Assets from section 4 \$ _____

Total Debts/Liabilities from section 5 \$ _____

Net Estate Value *[Subtract Total Debts from Total Assets]* \$ _____

7. Release of Assets.

[This section is for you to explain how you turned over control of any real estate, personal property, or accounts that the protected person owned at the time your conservator services ended. Attach extra pages if necessary. Write only on one side of the page.]

☐ The court ended the conservatorship, and the protected person is now in charge of their own property and financial affairs.

☐ I returned all property and accounts to the protected person's care and control as of _____ *[date]*.

☐ I have not returned all property and accounts to the protected person, because:

- ☐ The court appointed a new guardian/conservator named _____.
- ☐ I gave all care and control of the protected person's property and accounts to the new guardian/conservator as of _____ [date].
- ☐ I have not given all property and accounts to the new guardian/conservator, because:

- ☐ The protected person has died.
[Once the protected person dies, the conservator has no authority over the person's estate, except (1) to pay reasonable burial expenses if no one else is available to do so, and (2) to keep the property safe until it can be transferred to a personal representative or other person authorized by law. See Probate Rule 17(i).]
- ☐ I have been appointed a personal representative for the protected person's estate.
- ☐ The court appointed a personal representative named _____.
- ☐ I gave all care and control of the protected person's property and accounts to the personal representative as of _____ [date].
- ☐ I have not given all property and accounts to a personal representative, because:

- ☐ No personal representative has been appointed yet.

Have you released care and control of any of the protected person's property or accounts to any other person not already reported above? ☐ No. ☐ Yes.

If yes, describe below. Include (1) a description of the piece of property or account, (2) the date you released it, (3) the name of the person you released it to, (4) that person's address, and (5) why you believe you had the legal authority to give it to that person.

Do you still have care and control of any of the protected person's property or accounts?

☐ No. ☐ Yes. If yes, explain what property and why you have it.

G. Other Information

I swear or affirm under penalty of perjury that everything I wrote in this report is true and correct to the best of my knowledge and belief.

 Date

 Former Conservator's Signature

Instructions: Give a copy of this report to all of the persons listed in the text box below (this is called "service" and is required by law). Check your court order if you are unsure about whether you must serve any other persons not specifically listed below. You can either mail the report by first-class mail or hand-deliver it. If using mail, write the date that you put the envelope in the mailbox. You may also send the report by email if the recipient agreed to email service. If you are not able to serve any of the required persons, please explain below.

Certificate of Service

I certify that I served a copy of this report and all of its attachments to:

- ☐ the protected person (if not deceased) on _____ at _____ [date/time]
by ☐ mail ☐ hand-delivery ☐ email
- ☐ the protected person's attorney (if currently represented)
on _____ at _____ [date/time] by ☐ mail ☐ hand-delivery ☐ email
- ☐ family member the protected person lives or lived with (if any): _____
on _____ at _____ [date/time] by ☐ mail ☐ hand-delivery ☐ email
- ☐ the current guardian/conservator (if any): _____
on _____ at _____ [date/time] by ☐ mail ☐ hand-delivery ☐ email
- ☐ the following persons designated by court order:

- ☐ I could not give the report to a person who should get a copy, because:

 Former Conservator's Signature