

The Order Establishing a Guardianship or Conservatorship will determine the frequency you are required to file reports to the Court. Please read your Order and report as directed. This document provides a courtesy checklist as you complete your report with instructions on how to file it with the Court.

Preparing the Annual Report

Step 1: Gather / organize financial documentation

All financial and other documentation is needed to be submitted with the annual report. These include but are not limited to:

- All Bank and other financial statements for the reporting period
- Check copies (not carbon copies)
- Any deposits that are not part of the normal monthly income need an explanation and documentation
- Receipts for purchases. These are extremely important when all banking transactions are done with debit cards or other non-check payments.
- Explanation and documentation when money flows between guardian/conservator, personal account(s) and the estate account
- Receipts and explanation when respondent/individual is reimbursing guardian/conservator
- Monies being spent outside the scope of the budget that has not received approval by the court require explanation and documentation
- If the budget is overspent by a material amount an explanation is required
- Any guardian/conservator requesting fees must include detailed invoicing

Step 2: Large investment reporting (where applicable)

- If a single purchase of \$1,000 or more is made the item(s) need to be added to the non-cash (inventory) section.
- Non-cash assets need to be depreciated on an annual basis (For example, if you buy a computer in Year 1, the next year you will need to show the asset at a reduced value).
- If real estate is part of the non-cash assets then the most current tax assessor statement needs to be submitted. The current tax assessed value is what should be used.

Step 3: Reconcile cash to current bank statements

Final cash assets must be equal to the bank balance as shown on the last bank statement or financial statement for the reporting period. If the annual report date is not the same as the bank statement date please adjust any income or expenses that fall outside the reporting period. If financial company issues only quarterly statements, submit your most current statement.

Step 4: Document payments without receipts

For example, if family members receive any payments please submit an explanation along with documentation of tasks completed and time spent

Step 5: Itemize shared costs

If there are shared costs between respondent/individual and guardian/conservator, invoices/receipts need to be submitted showing the portion or percentage that the respondent is paying. Some examples of these are:

Utilities	Restaurant bill
Mobile phone	Auto gasoline
Food-groceries	Auto insurance

Step 6: Review your report for clarity

- Your beginning balance should be the ending balance from the prior year accepted/approved report.
- Anything during the year that was out of the ordinary should have a written explanation in the report along with any documentation if applicable.

Filing the Annual Report

Guardians / Conservators are encouraged to mail the Annual Reports to the following address:

Spokane County Superior Court Guardianship Monitoring Program
 1116 West Broadway Room 202A
 Spokane, WA 99260-0350

- All forms must be single sided AND signed by all co-guardians or co-conservators.
- The use of Spokane County local forms with original signatures is required.
- Before filing, separate ORIGINALS from COPIES and follow the directions below.
- Save a copy of all delivered documents for your files.

<p>Stack 1 Deliver and file to CLERKS OFFICE – ROOM 300</p>	<p>Stack 2 Deliver to COURT ADMINISTRATOR’S OFFICE 3rd Floor Annex for the Superior Court Guardianship Monitoring Program, Spokane County Courthouse</p>
<p>Only File your Annual Guardian/Conservator Report, Motion to Approve, and Proof of Service (Other than Personal Service) with original signature in the:</p> <p>Spokane County Clerk’s Office, Room 300 in wooden box labeled “Incoming Pleadings”</p> <p>NOTE: You do not use the date stamp when you file original documents. You use the date stamp for the copies of the documents you just filed. – See Stack 2 directions</p>	<p>Deliver the following to the Court Administrators Office:</p> <ul style="list-style-type: none"> A. A copy of the Guardian/Conservator Report, Motion to Approve, and Proof of Service (Other than Personal Service) with a date stamp (the date stamp is found in the hallway on the 3rd floor or in Room 300). B. All required accompanying documents (cancelled checks, bank statements, receipts, etc.) in support of the accounting you filed. DO NOT FILE! C. Proposed Order Approving - One original PLUS one copy to be sent back to you. Do not date stamp or file these. D. A self-addressed stamped envelope (SASE) – with sufficient postage to return copies of your documents <p style="text-align: center;">OR</p> <p>Attach a note with a phone number asking the GMP to save the Order and Supporting documents copies for pick up. (please note all original supporting documents or extra copies will be shredded if not picked up within 60-days).</p>

IMPORTANT: Notify the Respondent (Person under guardianship/conservatorship) and any notice parties

Per RCW 11.130.345 (4) and RCW 11.130.530 (4), any Guardian / Conservator's Report must be given to the Respondent and any notice parties no later than 14 days after filing. Then file a Declaration of Service / Proof of Service to reflect actions taken.

You may also look in "How To Instructions" Annual Reports Under New UGA Law for additional tips.