

INSTRUCTIONS FOR ANNUAL ACCOUNTING

The purpose of this form is to provide a line by line explanation of what has been received and what has been spent out of each of the ward's/minor ward's/protected person's accounts.

Only use this individual form if you did not use the form included in your annual packet.

1. HEADING

- a. Choose the county in the drop down box below the first blank.
- b. Enter the case number assigned by the clerk of the court.
- c. Enter the name of the ward/minor ward/protected person.

IN THE COUNTY OF a. OF _____ COUNTY, NEBRASKA

IN THE MATTER OF Choose the county

b. Case No. _____

c. _____

Ward/Minor Ward/Protected Person

2. BODY OF FORM

- a. Enter the last four digits of the account number. (DO NOT ENTER THE WHOLE ACCOUNT NUMBER).
- b. Enter the beginning date of the accounting.
- c. Enter the ending date of the accounting.

submitted. Debit transactions, if any, must be included.

Last four digits of account number: a. _____

Beginning date of accounting: _____ b.

Ending date of accounting: _____ c.

- d. Enter the beginning balance.

d. Beginning Balance: _____

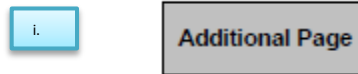
- e. Enter the details of each transaction.

- i. Date of the transaction.
- ii. Check number (if any).
- iii. Who the money was received from or paid to.
- iv. What it was for.
- v. Amount Received or Amount Paid.
- vi. The balance after this transaction. (If this is being completed electronically, the form will calculate this automatically)

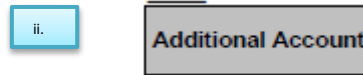
i. Date	ii. Check Number	iii. Received from/Paid to	iv. Purpose	v. Amount received	v. Amount paid	vi. Balance

f. Additional pages.

i. To enter more transactions for this account, Use the button that looks like this:



ii. To enter transactions for a different account, Use the button that looks like this:



3. SIGNATURE SECTION

a. If this is a co-guardianship and/or co-conservatorship both must sign.

For the second signature block to appear, check the (a.) “yes” box on the question located below the first signature block:

A rectangular box containing the question 'Is this a Co-guardianship and/or Co-conservatorship?' followed by two radio buttons labeled 'Yes' and 'No'. A blue box with the letter 'a.' is positioned above the question.

- i. The guardian(s) and/or conservator(s) will sign their name(s).
- ii. Enter the date.
- iii. Print the guardian(s) and/or conservator(s) name(s).
- iv. Enter the guardian(s) and/or conservator(s) street address(es).
- v. If this form is completed by an attorney, there is a space for the bar number and firm name.
- vi. Enter the city, state, and zip code of the guardian(s) and/or conservator(s) address(es).
- vii. Enter the guardian(s) and/or conservator(s) telephone number(s) with area code.
- viii. Enter the email address(es).

A form with eight input fields, each preceded by a blue box containing a Roman numeral from i. to viii. Field i. is 'Signature of Guardian and/or Conservator'. Field ii. is 'Date:'. Field iii. is 'Print or Type Name'. Field iv. is 'Address'. Field v. is 'Bar Number and Firm Name (Attorneys Only)'. Field vi. is 'City, State and Zip Code'. Field vii. is 'Telephone'. Field viii. is 'E-mail address'.