

WILLIAMSON COUNTY CHANCERY COURT
ACCOUNTING INSTRUCTIONS

FIRST ACCOUNTING

- the beginning totals must match the inventory

SECOND ACCOUNTING AND THEREAFTER

- the beginning totals must match the ending totals from the previous year

SUMMARY PAGE

- the summary totals include the beginning balance, total receipts, total disbursements, ending balance
- investment accounts also include a total for account gain or loss.

LEDGER SHEET

- ledger sheet must be filed for each account (other than investment accounts)
- ledger sheet must have the date, check #, payee/payor, description, amount of transaction, and balance. Computer printouts, such as quicken or excel, are welcome.
- ledger sheet must begin with the beginning date of the accounting
- ledger sheet will be checked against the bank statements
- debit transactions or online payments/withdrawals must be included
- bank statement must show the payee for debits and online transactions
- bank must provide copies of checks with the bank statement
- if the payee/payor name does not explain the payment, use the description line
- bank statements and account statements, including investment accounts, must be provided with the accounting but will be returned

INVESTMENT ACCOUNTS

- ledger sheet is not required if the only activity on an investment account is overall gain, overall loss and/or broker fees
- Ledger sheet itemization of market activity (i.e. buy and sale of stocks) is not required
- Withdrawals paid to conservator or to vendor directly (other than brokerage fees) must be itemized on ledger sheet

REIMBURSEMENTS

- receipts must be provided if reimbursements are made to conservator or family members for expenses paid
- receipt must be identified by date and payee

*****LEDGER EXAMPLE*****

INSTITUTION AND ACCOUNT NUMBER _____

	BEGINNING BALANCE			\$ 50.00
DATE	PAYOR/PAYEE & CHECK # DESCRIPTION IF NECESSARY	ADDITIONS DEPOSITS	SUBTRACTIONS DISBURSEMENTS	BALANCE
1/1/14	Social Security	300.00		350.00
1/3/14	#234 Rent Company – rent		-200.00	150.00
1/4/14	#235 Kroger – groceries		-10.00	140.00
1/5/14	Debit – CVS – prescription		-25.00	115.00
	TOTALS	300.00	-235.00	115.00

******SUMMARY EXAMPLE******

The Totals for this Accounting are as follows:

	ACCOUNT# <u>BofA 1111</u>	ACCOUNT# <u>Broker 1112</u>	ACCOUNT# <u> </u>
Beginning Balance	<u>50.00</u>	<u>2,000,000.00</u>	<u> </u>
Total Receipts	<u>300.00</u>	<u>0</u>	<u> </u>
Total Disbursements	<u>235.00</u>	<u>400.00</u>	<u> </u>
Total Gain/Loss	<u>N/A</u>	<u>2,000.00</u>	<u> </u>
Ending Balance	<u>115.00</u>	<u>2,001,600.00</u>	<u> </u>