

	Register in Probate Dodge County Justice Facility 210 West Center Street Juneau, WI 53039-1091 Telephone: (920) 386-3550	
	GUIDELINE TO PREPARING THE ANNUAL ACCOUNT GUARDIAN OF THE ESTATE	

READ THIS GUIDELINE IN ITS ENTIRETY BEFORE PREPARING THE ANNUAL ACCOUNT

Form	Guideline
GN-3500	You may find it helpful to make a copy of the court-supplied form to use as a draft before completing the original form.
Page 1	Complete all of the questions at the top of the form. Skip the “Summary of Annual Account” section until the other schedules are completed. DO Not change the preprinted beginning balance shown on line 1 of the Summary. This is the ending amount from last year’s Account or the Beginning Inventory you submitted. If you believe this number is incorrect, call the probate office to discuss. Complete the applicable lines in the middle of page 1.
Page 2 Schedule A Assets and Income	Using your checkbook/account records for the previous year, list money assets or income received by the guardianship during the calendar year. Transfer the total income and receipts to line 2 in the Summary portion of page 1.
Page 2 Schedule B Disbursements, Distributions & Losses	Using your checkbook and/or account records, list (by category) the total money spent, losses suffered, and expenses paid by the guardianship for the ward during the calendar year (e.g. housing, groceries, medical, clothing). Organize your cancelled checks by category, then place them in the same order as listed on the account form. Note, if you do not receive cancelled checks from your bank, you must provide monthly bank statements & check ledger to our office so we can compare each entry with the corresponding check as listed on the bank statement. Transfer the total disbursements & losses to line 4 in the Summary portion of page 1.
Page 3 Schedule C Total Assets On Hand	List all assets held by the guardianship at the end of the calendar year. Be sure to use the December 31st balance for checking and savings accounts, certificates of deposit, etc. You must provide proofs of all assets held by the guardianship as of December 31st. “Grand Total” shown on page 3 should be the same as the “Ending Balance” on Page 1, line 5, and should match the attached proofs of assets on hand.
Page 3 Verification Of Assets	A member of the probate office will complete this section after your proof documents have been reviewed. Please do not sign in that area or have anyone else sign in that area.
Balancing	Your account must balance before you bring or mail it to the Probate Office.
Signing	The guardian must sign the accounting in front of a Notary Public.

- The Probate Office staff ***will not*** complete the accounting for you. This is your responsibility as the Guardian.
- Please review the guidelines provided to you at the time you were appointed. If you have misplaced these guidelines, please contact our office and a new set will be mailed to you.
- Because of the time involved, probate court staff will not reviewing your Annual Account with you after 4:00 p.m.
- Failure to file the Annual Account will result in an Order to Show Cause for you to appear before the Court.

ALL ANNUAL ACCOUNTS ARE DUE APRIL 15