

ACCOUNTING QUESTIONNAIRE

Protected Person's Legal Name: _____

Current Address of PP: _____

Accounting Period: _____, 20__ through _____, 201__

Conservator (Date of Letters of C/S: _____)

Guardian (Date of Letters of G/S: _____)

Other: _____

Frequency of Accounting: Semi-Annual Annual Final Other: _____

First Second Final Other: _____

If *Final* Accounting, what reason?: Funds Death (Date: _____)

Other: _____

Amount of Current Bond: \$ _____ (Date Bond Issued: _____)

No Bond established yet

ASSET INVENTORY

ASSET	VALUE	DATE OF VALUE
<i>TOTAL VALUE OF ASSETS at start of Acct. Period:</i>	\$	

ACCOUNT SUMARIES

For each account / asset listed above, please provide the following information requested below,
as it relates to the entire accounting period:

PLEASE MAKE SURE THAT THE BEGINNING DATES AND ENDING DATES (AND THEREFORE ALL AMOUNTS) CORRESPONDING WITH THE **EXACT** DATES OF THIS ACCOUNTING PERIOD.

Account Name & #: _____
Beginning Balance: \$ _____
Date of Beginning Bal.: _____
Total Deposits: \$ _____
Total Withdrawals: \$ _____
Ending Balance: \$ _____
Date of Ending Bal.: _____

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DOCUMENTATION & ATTACHMENTS

Please include clearly readable copies of the following documents with this completed form:

1. BANK STATEMENTS

- A. Statement for each asset account clearly showing the beginning balance, as listed.
- B. Statement for each asset account clearly showing the ending balance, as listed.

Note: If there are any discrepancies in the balances listed on this document and the balance listed on the banking statements, please make a separate notation for each such discrepancy, clearing stating the reasoning.

2. INVESTMENT STATEMENTS

- A. Statement for each asset account clearly showing the beginning balance, as listed.
- B. Statement for each asset account clearly showing the ending balance, as listed.

Note: If there are any discrepancies in the balances listed on this document and the balance listed on the investment statements, please make a separate notation for each such discrepancy, clearing stating the reasoning.

3. ACCOUNT REGISTERS

- A. Typed, chronological registers for each account, starting with the beginning balance (must be the same as the first balance at the end of the previous year's accounting) and ending with the current value of each asset account as of the final date of the current accounting period.

PLEASE NOTE: We only need copies of all Account Registers. There is no need to include any additional paperwork such as Profit & Loss Reports or Reconciliation Reports.

4. REQUEST FOR PAYMENT: If you are requesting payment for services rendered as Conservator and/or Guardian during the period of this Accounting, please make sure to include a detailed list of services, hours and total requested pay with this Questionnaire when you return it to our office.

What is the best way to contact you? _____

Please return to:

JASON BROESDER
Attorney at Law, LLC
Attn: Malissa – Accounting
312 South Ivy Street / Medford, OR 97501
Phone: (541) 773-1222 / Fax (541) 779-5405

Feel free to communicate by email to Malissa: malissa@broesderlaw.com