

Tips to Prepare for a Conservator Account Audit

Talk to the Auditor

- If you have questions, contact the auditor. Keeping an open line of communication with the auditor will help expedite your audit.



CAAP/Court Requests

Respond promptly to requests or questions from court or CAAP (Conservator Account Auditing Program) personnel.

Please provide **all documentation** listed in the **audit letter**. If any of the information does not apply, please state that in your response to the audit. We strongly recommend electronically submitting documents (via email, fax, or uploading records to your annual report in MMC).

Documents-What to include

- Conservators must provide official bank statements. Spreadsheets and online transaction printouts are not sufficient for audit purposes. Online statements are okay if they include all transactions, running balance totals, and all account ownership information.
- Be sure to include documentation for all asset account types, including CD's, life insurance, IRA's, other investments, prepaid burials, etc.
- You must provide cancelled (cleared) checks from the bank. Check copies provided with the statement are acceptable in the event your bank does not return physical checks. Duplicate check copies are not an acceptable replacement.

Arranging Documents

- Arrange all bank statements together by account in date order. **Verify that you are sending all statements for the entire annual account period.** Do not omit any statements. All pages must be provided for each statement, regardless of the page content.
- If a credit card is being used, all monthly statements must be provided as well as invoices and/or receipts for each individual transaction made using the credit card. Arrange these statements in date order as instructed above.

Expenses

- Retain and provide documentation, including receipts and invoices, to support all expenses paid from the conservatorship.
- Supporting documentation must be provided to support all Guardian and Conservator fees paid. These fees should be paid on a consistent basis and statements must include, but are not limited to, the following items:
 - A. Dates of Service
 - B. Hourly Rate
 - C. Detailed Descriptions of Tasks Performed per Date
 - D. Hours per Task



**MINNESOTA
JUDICIAL BRANCH**

Property Sales

If real estate is sold during the account period, provide the HUD settlement statement.

Resources

- MyMNConservator (MMC) – www.mncourts.gov/conservators
- Court Forms – www.mncourts.gov/forms
- National Guardianship Association – www.guardianship.org
- Minnesota Statutes – www.revisor.mn.gov/pubs/
- Conservator Account Auditing Program – www.mncourts.gov/CAAP
- The Center for Excellence in Supported Decision Making – www.voamnwi.org/protective-services

PLEASE NOTE

This is a general information guide and reminder and is not a substitute for legal advice.

Consult your attorney or the court if you have questions about your roles and responsibilities as conservator.