**POLK COUNTY PROBATE COURT**

**REQUIREMENTS FOR SETTLEMENTS**

1. Each settlement will follow double-entry bookkeeping/accounting rules.
2. The first page of a settlement will include the estate name, case number, and the beginning and ending dates covered by the settlement. The beginning date must be the date letters were issued or the ending date of the last settlement.
3. Begin by stating/restating the assets of the estate as stated in the last settlement or the initial inventory if this is the first settlement. Do not restate the property descriptions from the initial inventory. Instead use general categories to lump seminal assets together. If assets were purchased, the entry must show an increase to Inventory. If assets were sold, the entry must show a decrease to Inventory.
4. To audit your checking account(s) use the debit column to show deposits and use the credit column to show expenses. All check numbers shall be listed in the Voucher column even if the check is void. You must provide original bank statements to the Court w/your settlement for the accounting period. (Your beginning bank statement balance on your settlement must match the beginning balance on you’re the oldest bank statement and your ending bank statement balance on your settlement must match the ending balance on your most recent bank statement. If it does not, you will need to find and fix your error(s).)
5. Court costs shall accompany the settlement and it must be signed.
6. If it is a Guardian and Conservatorship, the Annual Report of Guardian must accompany the settlement also.