

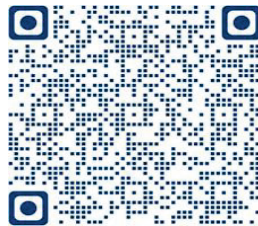


# Conservator Class

Probate Court of Chatham County, Georgia

Probate Court of Chatham County offers one hour of free education properly completing the required financial reports due yearly. To attend Conservator Class please sign up through the following link:

<https://go.nemoqappointment.com/Booking/Booking/Index/p36jd48d>



The Conservator Class is held the **SECOND [2nd] and FOURTH [4th] Thursday of every month** [with the exception of holidays] and **begins promptly at 3:45pm and ends promptly at 4:45pm. Do not sign up for a class on any other date, the second and fourth Thursdays are the ONLY days the class will be given.**

Please plan on arriving fifteen minutes before class starts to allow for parking and courthouse security procedures. Face masks are not required in the Courthouse. There is no cost for attending.

We will meet in Room 509 on the 5th Floor of the Chatham County Courthouse.

**Conservators are required to file certain reports with the Probate Court**

The forms are available online on our website: [courts.chathamcountyga.gov/Probate/Forms](https://courts.chathamcountyga.gov/Probate/Forms).

## ✓ Inventory and Asset Management Plan

- Due within two months from the date of your appointment as conservator and every year after.
- Describes all the assets and liabilities of the ward, lists all the personal and real property owned by the ward, and describes how all property is titled.
- Seeks approval for the plan for managing, spending, and distributing the ward's property based on the actual needs of the ward and a proposed budget for the spending of the ward's funds.

## ✓ Annual Returns (Accounting)

- Due yearly to the Court within sixty (60) days of the anniversary of the date of your conservatorship appointment.
- Verifies the receipts and expenditures of the conservatorship during the last year including a statement of the current amount of the conservator's bond, if any.
- Conservators are required to maintain all records and documents that support every return and may be required to provide the same to the Court for its use in reviewing or auditing the return.

If you have questions prior to class, please direct those questions to [esimmons@chathamcounty.org](mailto:esimmons@chathamcounty.org) or [ciwhite@chathamcounty.org](mailto:ciwhite@chathamcounty.org)