

INSTRUCTIONS RE SETTLEMENT

The detailed cash accounting to be attached to the settlement form should report transactions in the format shown below. You may use the 10559A CASH ESTATE LEDGER template, available on the court website.

Date	Details of Transaction	Voucher No.	Rec'd. /Debit	Paid Out/Credit

If applicable, the detailed non-cash accounting to be attached to the settlement form should report non-cash transactions (i.e. stocks, mutual funds) in the format shown below. You may use the 10559B NON-CASH ESTATE LEDGER template, available on the court website.

Date	Details of Transaction	Account No. (Last 4 digits only)	Shares In	Shares Out

Note: The 10559A and 10559B Estate Ledgers are available in Excel for your convenience. As with all other filings, you will need to submit these through the electronic filing system in PDF format.

As to decedent’s estates, section 473.543 provides:

“Each settlement filed by a personal representative shall state the period for which it is made and, among other things, shall contain a just and true account of all moneys by him collected, the date when collected, from whom collected and on what account collected, whether on claims charged in the inventory or for property and interest collected on each claim and also, the amount and the date of each expenditure or distribution, and to whom and for what paid. Such settlement shall also show what interest has been obtained by the personal representative upon any funds in his hands, and when obtained, on what amounts, for what time and at what rate percent. Each expenditure for which a personal representative claims credit in any settlement shall be supported by vouchers executed by the person to whom the disbursement was made. Every settlement shall be signed by the personal representative.”

As to protectee’s estates, section 475.270.2 provides:

“Each settlement of a conservator shall conform to the requirements of section 473.543, RSMo, as to settlements in decedents’ estates.”