

**ELEVENTH JUDICIAL CIRCUIT COURT
McLEAN COUNTY, IL**

Instructions for Accounting

1. Enter DISABLED ADULT/MINOR'S NAME and CASE NUMBER at top
2. Under **Accounting** enter YOUR NAME and DISABLED ADULT/MINOR'S NAME on corresponding lines
3. Enter MONTH and DATE period this accounting form covers (for example 01/12 to 01/13)
4. Enter MONTH and DATE assets were totaled (for example 01/13)
5. Under **Cash Receipts** enter ALL MONIES DEPOSITED into Disabled Adult/Minor's bank account(s) with a DATE (for example 01/01/13), DESCRIPTION (why deposit made), and AMOUNT (total dollar value of deposit)
6. Then ADD the amounts for each deposit and enter the TOTAL dollar value at the bottom of the spreadsheet
7. Under **Cash Disbursements** enter ALL MONIES WITHDRAWN from Disabled Adult/Minor's bank account(s) with a DATE (for example 01/01/13), DESCRIPTION (why was withdrawn done), and AMOUNT (total dollar value of withdrawal)
8. Then ADD the amounts for each withdrawal and enter the TOTAL dollar value at the bottom of the spreadsheet
9. Under **Inventory** enter ALL ASSETS OWNED BY THE DISABLED ADULT/MINOR with an ITEM NUMBER, DESCRIPTION (describe the asset, i.e. House on Webster St., Bloomington, IL), and VALUE (total dollar value of asset, for example, \$50,000.00)
10. Then ADD the values for each asset and enter the TOTAL dollar value at the bottom of the spreadsheet
11. Lastly, DATE, SIGN, and PRINT YOUR NAME under **Certification**. Provide your complete home address, phone number (including area code), and email address.