**Do’s and Don’ts of Conservatorship**

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| Do | Do Not |
| Do open a separate account for the person you have been appointed for | Do not deposit the income or money of the protected into your own account |
| Mange and invest assets of the protected person appropriately | Do not move the person you have been appointed for out of the State of Colorado without a Court order |
| Locate, collect and protect all assets of the protected person | Do not operate in cash only transactions.  At any time you could be audited |
| Take care of insurance matters for the protected person | Do not spend a large amount the protected person’s money without permission from the court |
| Take care of tax matters for the protected person |  |
| Develop a financial plan for court approval |  |
| Maintain complete records of every financial transaction. |  |
| Keep financial records and reports for at least 7 years |  |