



**ARKANSAS INSURANCE DEPARTMENT  
FUNERAL SERVICES DIVISION | BURIAL ASSOCIATIONS**

**JUNE (MID-YEAR) SEMI-ANNUAL REPORT (S.A.R.)  
REQUIRED DOCUMENTATION AND FORMS**

The below list of documentation and forms required for the June (mid-year) Semi-Annual Report *may not be all-inclusive*. The Department may require additional supporting documentation in order to complete our review of the report:

<b>DOCUMENT DESCRIPTION</b>	<b>FORM NAME</b>
<ul style="list-style-type: none"> <li>▪ June S.A.R. – “Old” Business Recap Report <a href="#">Combined Recap Report and Exhibits (Excel Spreadsheet)</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">BA JUN SAR – RECAP REPT (OLD).pdf</a></li> <li><a href="#">BA JUN SAR COMBINED OLD PP.xlsx</a></li> </ul>
<ul style="list-style-type: none"> <li>▪ June S.A.R. – “New” Business Recap Report (If Applicable) <a href="#">Combined Recap Report and Exhibits (Excel Spreadsheet)</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">BA JUN SAR – RECAP REPT (NEW).pdf</a></li> <li><a href="#">BA JUN SAR COMBINED NEW PP.xlsx</a></li> </ul>
<ul style="list-style-type: none"> <li>▪ Completed Exhibits of “Terminated” or “Matured” Benefits:               <ul style="list-style-type: none"> <li>- Benefits Rendered</li> <li>- Benefits Paid</li> <li>- Returned Premiums</li> <li>- Benefits Owed</li> <li>- Benefits Charged Off</li> <li>- Members Dropped/Cancelled during S.A.R. Period</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><a href="#">FSD-BA_SAR_BEN_REND.pdf</a></li> <li><a href="#">FSD-BA_SAR_BEN_PAID.pdf</a></li> <li><a href="#">FSD-BA_SAR_BEN_RET_PREM.pdf</a></li> <li><a href="#">FSD-BA_SAR_BEN_OWED.pdf</a></li> <li><a href="#">FSD-BA_SAR_BEN_CO.pdf</a></li> <li><a href="#">FSD-BA_SAR_MEMB_DROPPED.pdf</a></li> </ul>
<ul style="list-style-type: none"> <li>▪ <u>Complete transactional statement(s) of account</u> from <u>ALL</u> bank(s) or financial institution(s) at which the burial association funds are deposited and held. If more than one account is being used, then statement(s) of account are required <u>on all active accounts</u> with B.A. funds. For the June (Mid-Year) S.A.R., bank/trust statements will be for the period <a href="#">January 1, 20XX - June 30, 20XX</a>.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Any additional comments/explanations/notes, reconciliation calculations, etc. regarding any reporting discrepancies or other reporting exceptions that might assist us in our review of the S.A.R.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Complete/detailed “roster” or listing of “active” B.A. members as of period end (if available).</li> </ul>	

**ADDITIONAL INSTRUCTIONS:**

- No fees are to be paid with the June (Mid-Year) S.A.R. (with the exception of late penalties, which will be assessed if the report is received by the Department after the deadline).
- The June (Mid-Year) S.A.R. does not require the signature/stamp of a Notary Public.
- The June (Mid-Year) S.A.R. does not require the submission of a Surety Bond.
- The June (Mid-Year) S.A.R. does not require the submission of B.A. Annual Meeting Minutes.
- *We will only accept the revised/updated version of the June S.A.R. report forms (Rev. 2019-06) or newer. Please do not submit the June S.A.R. on older/prior version(s) of the forms (prior to mid-year 2019).*

**\*\*IMPORTANT\*\***

The June (mid-year) S.A.R. documents and forms will be available in two (2) formats: (1) **Microsoft Excel Spreadsheet** format and (2) **Portable Display Format (PDF) (non-form-fill)**. The PDF non-form-fill version will have to be printed and completed by hand.

If you complete and submit the June (Mid-Year) S.A.R. in either the PDF non-form-fill or the Microsoft Excel Spreadsheet format, you may submit an electronic version to the Department via e-mail at [AID.BA@arkansas.gov](mailto:AID.BA@arkansas.gov). Please remember that any supporting exhibits (bank statements, additional supporting documentation, etc.) will need to be scanned (as a PDF) and attached to the e-mail as well. We will also continue to accept hardcopy reports that are mailed to our address below.

**Mail Completed Forms To:**

Arkansas Department of Commerce  
Arkansas Insurance Department  
**ATTN: Funeral Services Division | Burial Associations**  
1 Commerce Way, Suite 502  
Little Rock, AR 72202-2087  
Phone (501) 682-0571 | Fax (501) 682-0575  
E-Mail: [AID.BA@arkansas.gov](mailto:AID.BA@arkansas.gov)