



**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:

DOCUMENT DESCRIPTION	FORM NAME
<ul style="list-style-type: none"> June S.A.R. – “Old” Business Recap Report Combined Recap Report and Exhibits (Excel Spreadsheet) 	<ul style="list-style-type: none"> BA JUN SAR RECAP REPT OB (Rev 2021-07).pdf BA JUN SAR COMBINED OB (Rev 2021-07).xls
<ul style="list-style-type: none"> June S.A.R. – “New” Business Recap Report (If Applicable) Combined Recap Report and Exhibits (Excel Spreadsheet) 	<ul style="list-style-type: none"> BA JUN SAR RECAP REPT NB (Rev 2021-07).pdf BA JUN SAR COMBINED NB (Rev 2021-07).xls
<ul style="list-style-type: none"> Completed Exhibits of “Terminated” or “Matured” Benefits: <ul style="list-style-type: none"> - Benefits Rendered - Benefits Paid - Returned Premiums - Benefits Owed - Benefits Charged Off - Members Dropped/Cancelled during S.A.R. Period 	<ul style="list-style-type: none"> FSD-BA_SAR_BEN_REND.pdf FSD-BA_SAR_BEN_PAID.pdf FSD-BA_SAR_BEN_RET_PREM.pdf FSD-BA_SAR_BEN_OWED.pdf FSD-BA_SAR_BEN_CO.pdf FSD-BA_SAR_MEMB_DROPPED.pdf
<ul style="list-style-type: none"> <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 January 1, 20XX - June 30, 20XX. 	
<ul style="list-style-type: none"> 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. 	
<ul style="list-style-type: none"> Complete/detailed “roster” or listing of “active” B.A. members as of period end (if available). 	

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. 2021-07) or newer. Please do not submit the June S.A.R. on older/prior version(s) of the forms (prior to mid-year 2020).*

****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. 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