

There is a lot of information on the following sheets.

PLEASE READ ALL SHEETS BEFORE COMPLETING THE SEMI-ANNUAL REPORT

There are definitions of benefit terms to remove ambiguity

- ❖ There is a general explanation of which figures go where on the Semi-Annual Report (SAR)
- ❖ The report has been numbered (and lettered) to simplify calculations
- ❖ The member count certification section with the Notary Public stamp and signature sections have been moved to separate pages.
- ❖ For clarification, instructions on computing Act 443 reserves is being included.

Staff are seeking approval from the Burial Association Board to implement the following:

It will be proposed all associations will need to transfer their members' card information to a computerized "file" system. The "file" must be excel exportable **or** have the capabilities to manipulate data to provide the following isolated fields:

The following information will be required in the newly created file:

Burial Association Name

Member(s) and Sub-member(s)

Member(s) Certificate Number

Dollar amount of MONTHLY Dues

(This is VERY important! The amount of the dues must be in monthly denominations.

Further calculations will be derived from the monthly amount)

Date of policy origination

Date of policy increased or decreased (if ever)

Policy Paid Through Date (when is the next premium due as of a specified date; include month, day, and year)

Beginning with the June 30, 2017 Semi-Annual Report, the old report form (8 ½” X 14”) will no longer be accepted. **ONLY THE SHORT (8 ½”x 11”), ONE ENTITY PER PAGE FORM WILL BE ACCEPTED.** If the long form is submitted it will be returned.

The short form has one entity per page. There will only be New Business information or Old Business (Act 443) information on one page. Labeled supporting documentation is to be attached to the appropriate form.

UNSTAPPLED supporting documentation includes;

- Relevant bank statements
- Investment statements
- Benefits Rendered, Paid, Owing, Charged Off, or Returned Premiums

If the following items are not submitted with the report, the report will be returned. If the returning of the report results in the Semi-Annual Report being late, fees will be assessed.

- ✓ Correct/completed report – signed and dated by the **Secretary/Treasurer**
- ✓ Complete UNSTAPPLED Copies of investment statements from the June 30, 2016 through December 31, 2016.
- ✓ Complete UNSTAPPLED Copies of all bank statements from the June 30, 2016 through December 31, 2016.

Please ensure ALL pages (front and back) are copied.

REPORTS ARE DUE IN THE BOARD’S OFFICE or postmarked no later than February 14, 2017 (*the due date*).

If there are extenuating circumstances that result in your report being filed late, submit your request for an extension to the Board office **IN WRITING before** the due date. Include the length of the extension requested (i.e. One day, one week, etc.).

Delinquent fees of \$100.00 per day will be assessed if the report is received in the Board’s office or postmarked after the due date.

Incomplete or incorrect reports will be returned.

The reports are available in EXCEL spreadsheet. The spreadsheets will help automate the process. Please contact Lorin Hillery (lorin.hillery@arkansas.gov); he can email the documents to you.

Using the spreadsheets will automate the process, decrease the possibility of mathematical error, and eliminate repetitive typing.

The December 2016 Semi-Annual Report is the last report that will be accepted on any form other than the new 8 ½”X 11”, *one entity per page*, excel generated format.