

Instructions to Operator:

The following operators must complete and submit this Report of Prepaid Funds (RPF) annually to the BAO within three (3) months* of the fiscal year end, for **EACH** site or location it operates:

- **ALL** Funeral Establishment Operators – Class 1 and 2 (including non-public)**
- **ALL** Transfer Service Operators – Class 1 and 2 (including non-public)**
- **ONLY** Cemetery, Crematorium and Hydrolysis Operators that accept prepaid funds

**For funeral establishments and transfer services that do not have or accept prepaid funds, including those not open to the public, please check off the box below and sign the back of the form.

Operators who must submit an RPF must also engage a public accountant to complete a review engagement report **OR** an audit report, as required by section 109 of Ontario Regulation 30/11. (Exception: A review engagement or audit report is not required if the operator does not have any prepaid funds held in trust/insurance, or has one or more **pooled trust funds** where the total amount held in trust did not exceed **\$100,000** at any time during the reporting year.)

When you submit your RPF, it must include the following three items:

1. **This RPF form** completed and signed by the person in charge of day-to-day operations
2. **Review Engagement Report or Audit** prepared by your public accountant on the accounting firm's letterhead
3. **Financial statements** from each institution where prepaid funds are held, for the month of your fiscal year end.

Please submit your RPF by regular mail, fax to 647-748-2645 or email to trust@thebao.ca. Fax or email is preferred. Please submit all three items described above, together.

*If your accountant prepares an audit on your prepaid trust funds, the deadline to submit your RPF is within six (6) months of your fiscal year end.

Instructions to Public Accountant:

The review engagement or audit report must be prepared by a public accountant licensed under the *Public Accounting Act*, 2004, who is independent of the licensed operator. The public accountant must conduct a compliance review engagement or audit for the operator's full fiscal year with the criteria established by sections 76, 78, 79, 80, 81, 82, 99, 108 & 109 of Ontario Regulation 30/11.

Review Engagement Reports are conducted under **CSAE 3530 - Limited Assurance** of the Chartered Professional Accountants of Ontario Member's Handbook. The review engagement report must be submitted on the public accountant's letterhead. If discrepancies are found, include a written explanation with evidence of non-compliance.

Audit Reports are conducted under **CSAE 3530 - Reasonable Assurance** of the Chartered Professional Accountants of Ontario Member's Handbook. The audit report must be submitted on the public accountant's letterhead. If discrepancies are found, include a written explanation with evidence of non-compliance.

This report is for the fiscal year _____, 20 ____ to _____, 2020

Operator Information:

Licensed Operator Name:		Licence Class:
Business Name, if different than Licensed Operator Name:		Operator Licence #
Site # (Cemetery/Crematorium/AH only)	Name of person in charge of day to day operations:	Email Address:

If Operator has No Prepaid Contracts:

- I certify that the operator has not accepted any prepaid funds or entered into any prepaid contracts for licensed prepaid supplies or services as defined in the FBCSA. **Provide signature on bottom of Page 2.**

Schedule A - Information on Prepaid Contracts Funded by Trust: Individual Accounts and/or Pooled Trust Funds

Prepaid Contracts Total Figures - Trust

All figures in the chart below must contain the total sum of ALL institutions holding trust, as of your fiscal year end date.

Reporting Year	Total Number of Contracts	Total Value (principal & interest)	Total Interest (from original deposit date)	Total Provided	Total Cancelled	Total New
2020						
2019						
2018						

Prepaid Contracts Figures by Institution - Trust

Complete chart below listing each institution holding trust and figures as of your fiscal year end date (attach extra page if required).

Name of Trustee or Financial Institution	Total Value (principal & interest)	Number of Accounts (GICs, term deposits, etc.) (may be more than # of contracts)

Schedule B - Information on Prepaid Contracts Funded by Insurance or Annuity Policies

Prepaid Contracts Total Figures - Funded by Insurance/Annuity

All figures in the chart below should contain the total sum from ALL insurance companies, as of your fiscal year end date.

Reporting Year	Total Number of Contracts	Total Value of Policies (current death benefit)	Total Provided	Total Cancelled	Total New
2020					
2019					
2018					

Prepaid Contracts Figures by Insurance Company

Complete chart below listing each insurance company and figures as of your fiscal year end date (attach extra page if required).

Name of Insurance Company	Total Value of Policies (current death benefit)	Number of Policies (may be more than # of contracts)

Certification and Signature

Warning: It is an offence to provide false information on these reports.

I am the person in charge of day to day operations filing this RPF with the following documents attached (check boxes if applicable):

- Copies of all financial institution reports for trust and insurance/annuity as of the month-end of my fiscal year end, and
- Review Engagement Report or Audit from an independent Public Accountant.

I certify that to the best of my knowledge and belief, the statements within are true and correct and are in agreement with the records maintained by the operator.

Authorized signature:	Print full name:	
Position:	Telephone number:	Date (mm/dd/yyyy):