

Task Guide

Portal

Trust Reporting

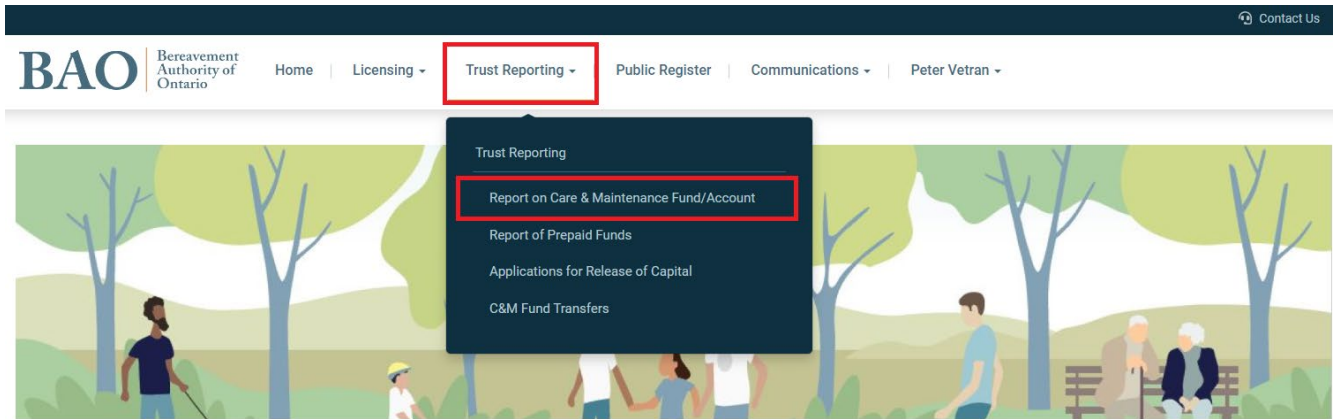
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1. Report on Care & Maintenance Funds and Accounts

1.1 Navigate to Report on Care & Maintenance Funds/Accounts

From the homepage of the Portal, you can click on the 'Trust Reporting' section of the main banner heading near the top of the page, and then click on 'Report on Care & Maintenance Fund/Account' to navigate to the Care and Maintenance Reporting page.



1.2 Completing your Care & Maintenance Fund/Account Report

On the Care and Maintenance Reporting page, you will be able to see a table with your Care and Maintenance Reports including information about the Trustee, the Fiscal Year, and the status or 'Disposition' of the Report. Unsubmitted reports will have a Disposition Code of 'Draft'. To access and complete a report, click on the 'Details' on the right-hand side of the table.

Home » Trust Reporting » Report on Care & Maintenance Fund/Account

Report on Care & Maintenance Fund/Account

Report No.	Fund Trustee Name (Trust Fund/Account)	Trust Account No. (Trust Fund/Account)	Fiscal Year	Start Date	End Date	#10 Ending Balance	Disposition Code	Created On ↓	
CMR-01041	Township of Southwold		2023	01/01/2023	12/31/2023	\$51,900.00	Draft	02/20/2024 12:08 PM	Details >

On the Report details page, you will see a range of sections and tabs that need to be completed in order to proceed and submit the report.

Report on Care & Maintenance Fund/Account

General Non Instalment Sales Instalment Sales Marker Installation Resale Other Contributions Final Review Notice & Certification

Fields with a red asterisk are required and must have a value in them to proceed. Once all the information has been entered, click on the 'Next' button at the bottom of the page to proceed to the next step of the report.

Next

On each tab you can update the values for that row in the table by clicking on 'Edit' on the right-hand side of the table.

Report on Care & Maintenance Fund/Account

General **Non Instalment Sales** Instalment Sales Marker Installation Resale Other Contributions Final Review Notice & Certification

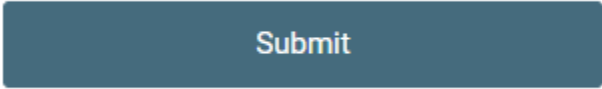
Care & Maintenance Reporting Statistics

#1 Opening Balance *	Total C&M Non-Instalment Amount	#10 Ending Balance
\$50,000.00	\$400.00	\$51,900.00

Contribution Type	Units Sold	Total Sale	C&M Contributions	Minimum Required C&M Contributions	Created On ↑	Edit >
In-ground grave (2.23m2/24ft2 or larger)	1	\$1,000.00	\$400.00	\$400.00	02/20/2024 12:09 PM	Edit >
In-ground grave (smaller than 2.23m2/24ft2)				\$0.00	02/20/2024 12:09 PM	Edit >
Crypt				\$0.00	02/20/2024 12:09 PM	Edit >
Niche				\$0.00	02/20/2024 12:09 PM	Edit >
Scatterings - single				\$0.00	02/20/2024 12:09 PM	Edit >
Scatterings - multiple				\$0.00	02/20/2024 12:09 PM	Edit >
Scatterings - no rights				\$0.00	02/20/2024 12:10 PM	Edit >

[Previous](#) [Next](#)

When all edits have been made you can click on the 'Submit' button at the bottom of the Edit window.



When the whole section of the report has been completed you can click on the 'Next' button to proceed to the next tab, or on 'Previous' to return to the previous page for any additional updates.



Once you have completed the report tabs for Non-Instalment Sales, Instalment Sales, Marker Installation, Resale, and Other Contributions you will arrive at the Final Review tab. Please carefully review the totals and complete the sections. Click on 'Next' to proceed to the 'Notice & Certification' tab.

On the 'Notice & Certification' tab, please carefully read and provide the consent and certification, and then click on the 'Submit' button to submit the report.

Home » Trust Reporting » Report on Care & Maintenance Fund/Account » **Report on Care & Maintenance Fund/Account**

Report on Care & Maintenance Fund/Account

General ✓ Non Instalment Sales ✓ Instalment Sales ✓ Marker Installation ✓ Resale ✓ Other Contributions ✓ Final Review ✓ **Notice & Certification**

Notice & Certification

In order to complete or verify the information provided, it may be necessary for the BAO to collect additional information from some or all of the following sources: federal, provincial and municipal licensing bodies and police forces, other law enforcement agencies, sheriff's offices, the Registrar of Bankruptcy, credit bureaus, trust companies for compensation fund records, professional and industry associations, former and current employers, employers for whom you may work while this registration is valid, the Ontario Ministry of Transportation and industry Canada. Only information relevant to your registration/licence will be collected. Please refer to our privacy and AccessCode on the BAO website. I consent to the collection of this information as authorized under the *Funeral, Burial and Cremation Services Act, 2022*. I understand that this information will be used to determine whether I am and remain qualified to be licensed under the FBCSA.

I do not Consent to the above I Consent to the above

In order to complete or verify the information provided on Form 2, it may be necessary for the BAO to collect additional information from some or all of the following sources: federal, provincial and municipal licensing bodies and police forces, other law enforcement agencies, sheriff's offices, the Registrar of Bankruptcy, credit bureaus, trust companies for compensation fund records, professional and industry associations, former and current employers, employers for whom you may work while this registration is valid, the Ontario Ministry of Transportation and industry Canada. Only information relevant to your registration/licence will be collected. Please refer to our privacy and AccessCode on the BAO website. I consent to the collection of this information as authorized under the *Funeral, Burial and Cremation Services Act, 2022*. I understand that this information will be used to determine whether I am and remain qualified to be licensed under the FBCSA.

Note: For corporations, this report must be signed by two officers. For partnerships, this report must be signed by all partners. For municipalities, religious organizations, trustees and volunteer boards this report must be signed by an authorized officer.

WARNING: IT IS AN OFFENCE TO PROVIDE FALSE INFORMATION ON THESE REPORTS


I certify that to the best of my (out) knowledge and belief the within statements are true and correct and are in agreement with the records maintained by the cemetery/crematorium operator.

I Certify

Previous Submit

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You will receive confirmation of the submission and can then return to the Care & Maintenance Report main page.

 **Success!**

Your CM Report has been submitted successfully to BAO. You will also receive confirmation email shortly. Thank you!

Go Back

On your submitted reports, you should see the Disposition Code value of 'Forms Provided' to confirm that your submission has been received.

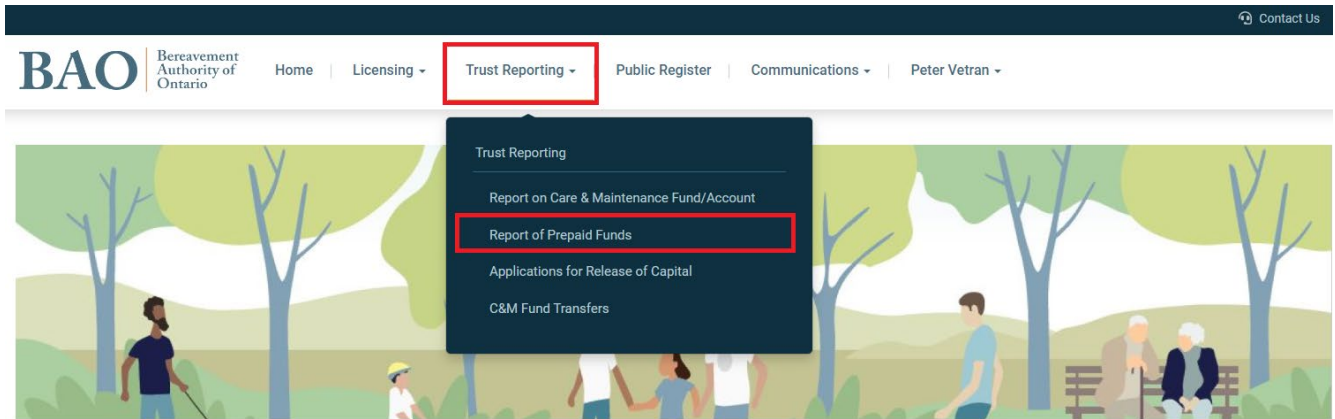
Disposition Code

Forms Provided

2. Report of Prepaid Funds

2.1 Navigate to Report of Prepaid Funds

From the homepage of the Portal, you can click on the 'Trust Reporting' section of the main banner heading near the top of the page, and then click on 'Report of Prepaid Funds' to navigate to the Report of Prepaid Funds page.



2.2 Complete your Report of Prepaid Funds

On the 'Report of Prepaid Funds' page you will see a table that lists all of your reports and their status or 'Disposition Code'. Unsubmitted reports will have a Disposition Code of 'Draft'. To access and complete a report, click on the 'Details' on the right-hand side of the table.

Home » Trust Reporting » Report of Prepaid Funds

Report of Prepaid Funds

Report No.	Operator	Licence Number (Operator)	Fiscal Start Year	Fiscal End Year	Disposition Code	Created On ↓	
RPF-01019	Arbor Memorial [OUTDATED]	OP-0001001	01/02/2023	01/01/2024	Draft	02/13/2024 1:47 PM	Details >

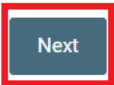
On the General tab of the report, you will see a range of information to fill in including a document checklist and declarations if you do not have any prepaid funds. Please select them as appropriate. When the checkboxes for either option are selected you will be able to click on the 'Next' button.

Document checklist:

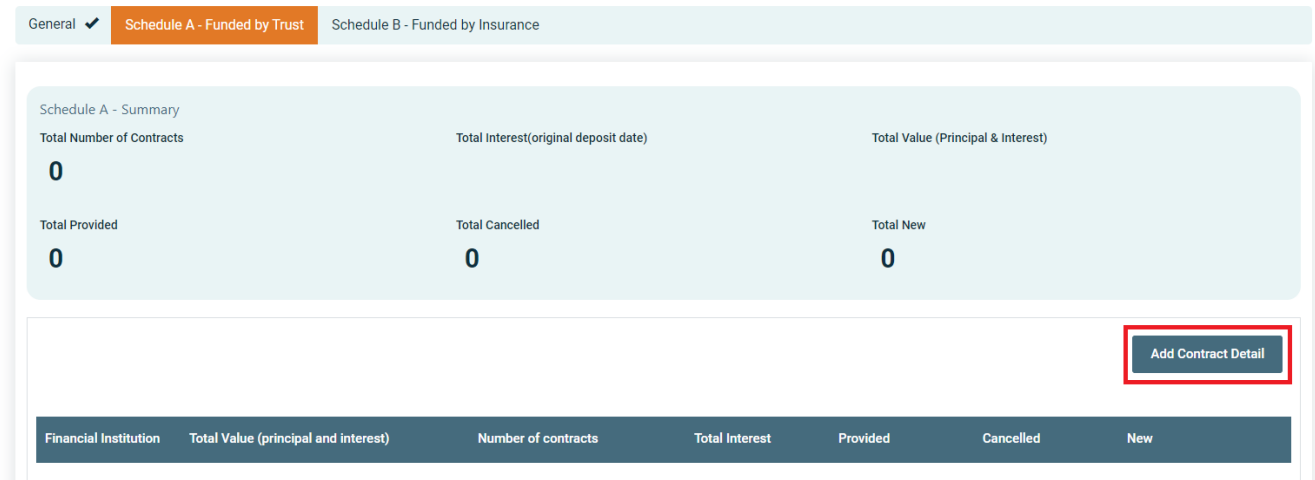
- Copies of all financial institution reports for trust and insurance / annuity as of the month-end of my fiscal year end, and
- Review Engagement Report or Audit from an independent Public Accountant.

If you do not hold, accept, or enter into any prepaid contracts or supplies, you may ignore the above document submission checklist and instead review check the boxes below:

- Operator does not hold any prepaid funds in trust/ insurance/ annuity. (if applicable)
- Has not accepted any prepaid funds for licensed prepaid supplies or services as defined in the FBCSA. (if applicable)
- Has not entered into any prepaid contracts for licensed prepaid supplies or services as defined in the FBCSA. (if applicable)



On the Schedule A tab, you can add details by clicking on the 'Add Contract Detail' button which will open a window for inputting the details of prepaid contracts. Click on the Submit button when the details have been entered for the prepaid contract.

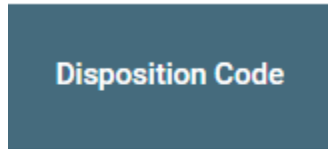
A screenshot of a web application interface. At the top, there are three tabs: "General" (with a checkmark), "Schedule A - Funded by Trust" (highlighted in orange), and "Schedule B - Funded by Insurance". Below the tabs is a "Schedule A - Summary" section with a light blue background. It contains six data points in a 2x3 grid: "Total Number of Contracts" (0), "Total Interest(original deposit date)" (blank), "Total Value (Principal & Interest)" (blank), "Total Provided" (0), "Total Cancelled" (0), and "Total New" (0). Below this summary is a table with a dark blue header and a white body. The header has columns for "Financial Institution", "Total Value (principal and interest)", "Number of contracts", "Total Interest", "Provided", "Cancelled", and "New". The table body is currently empty. In the bottom right corner of the interface, there is a button labeled "Add Contract Detail" which is highlighted with a red rectangular border.

When Schedule A information has been input, click on the 'Next' button to go to the Schedule B tab. Similar to the Schedule A tab you can input details by clicking on the 'Add Contract

Detail' button. Once all prepaid contracts have been accounted for then you can click on the 'Submit' button on the bottom of the page.



On the main Report of Prepaid Funds page your submission should have the Disposition Code status of 'Forms Provided'.

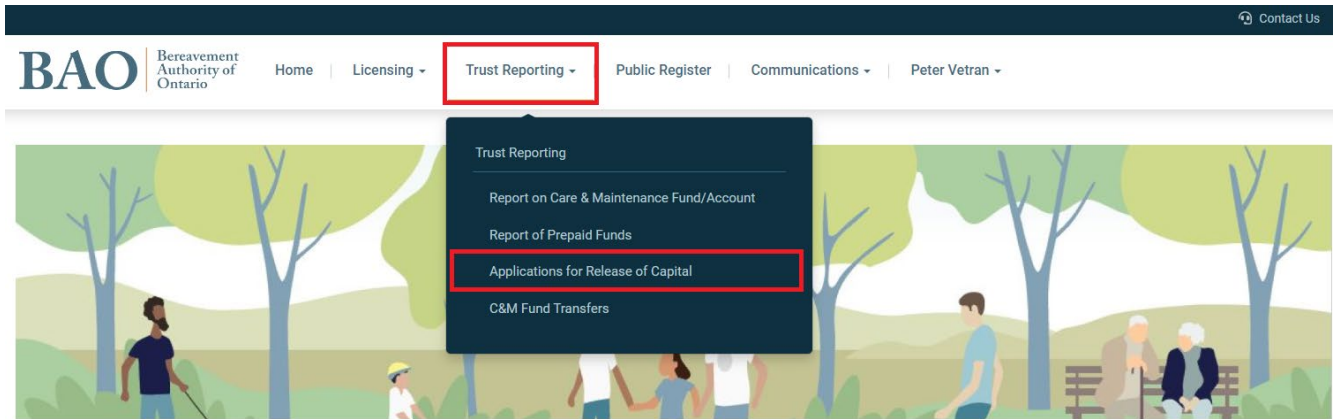


Forms Provided

3. Applications for the Release of Capital

3.1 Navigate to Applications for Release of Capital

From the homepage of the Portal, you can click on the 'Trust Reporting' section of the main banner heading near the top of the page, and then click on 'Applications for Release of Capital' to navigate to the Release of Capital applications page.



3.2 Creating a new Application for Release of Capital

On the 'Applications for Release of Capital' page you will see a table that lists all of your applications and their status or 'Disposition Code'.

To review your existing applications, you can click on the 'Details' at the right-hand side of the table. To create a new application, click on the 'New Application for Release of Capital' button.

Home » Trust Reporting » Applications for Release of Capital

Applications for Release of Capital

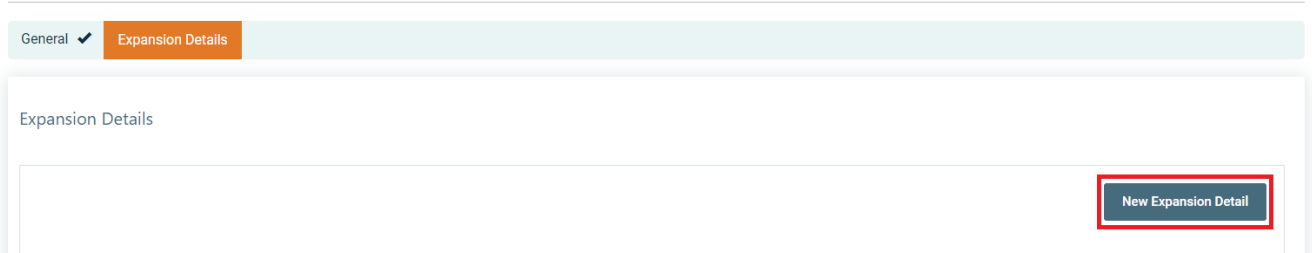
The screenshot shows the 'Applications for Release of Capital' page. A button labeled 'New Application for Release of Capital' is highlighted with a red box. Below it is a table with columns: Application No., Operator, Applicant Category, Disposition Code, and Created On. A row is shown with Application No. ARC-01026, Operator Arbor Memorial [OUTDATED], Disposition Code Received, and Created On 12/26/2023 3:59 PM. A 'Details >' link is highlighted with a red box at the end of the row.

Application No.	Operator	Applicant Category	Disposition Code	Created On ↓	
ARC-01026	Arbor Memorial [OUTDATED]		Received	12/26/2023 3:59 PM	Details >

Once all of the details have been provided you can proceed to the next step and provide the Expansion Details by clicking on 'New Expansion Detail' on the next tab.

Home » Trust Reporting » Applications for Release of Capital » **Release of Capital Application**

Release of Capital Application



The screenshot shows a web interface for 'Release of Capital Application'. At the top, there are two tabs: 'General' (with a checkmark) and 'Expansion Details' (highlighted in orange). Below the tabs is a large text area labeled 'Expansion Details'. In the bottom right corner of this text area, there is a button labeled 'New Expansion Detail' which is highlighted with a red rectangular border.

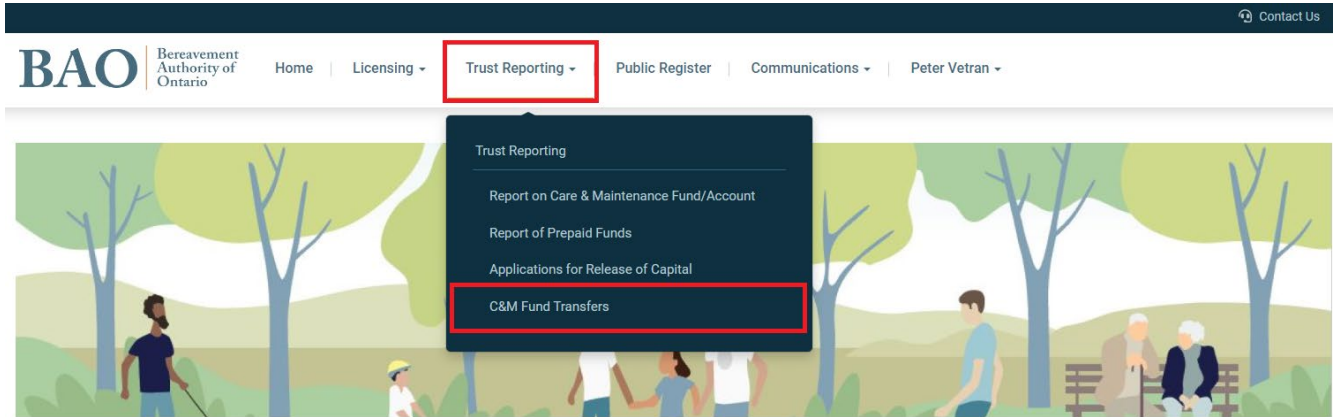
On the expansion detail window, you can enter the information and then click on 'Save'. When all details have been added you can click on 'Submit' at the bottom of the page.



4. Care & Maintenance Fund Transfers

4.1 Navigate to C&M Fund Transfers

From the homepage of the Portal, you can click on the 'Trust Reporting' section of the main banner heading near the top of the page, and then click on 'C&M Fund Transfers' to navigate to the Care & Maintenance Fund Transfers page.



4.2 Creating a new C&M Fund Transfer

On the Care & Maintenance Fund Transfer page you will see a table that lists all of your previously reported Fund Transfers. To review your existing applications, you can click on the 'Details' at the right-hand side of the table. To create a new application, click on the 'New C&M Fund Transfer' button.

Home » Trust Reporting » C&M Fund Transfers

C&M Fund Transfers

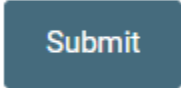
[New C&M Fund Transfer](#)

Fund Transfer No.	Transferor	Trust Fund	Amount Being Transferred	Transferee	Change Type	Disposition Code	Created On ↓	
FT-01020	Arbor Memorial [OUTDATED]	Township Southwold	of		Change in trustee	Received	02/29/2024 2:48 PM	Details >

On the Transfer Request page, you can select the type of change being made and the type of fund that it relates to, as well as providing supporting documentation that details the specifics

of the funds and the transfer. Depending on the options selected the form will be updated with fields and questions for you to provide a response.

Once all documents have been attached and the appropriate responses have been provided, then you can click on the 'Submit' button at the bottom of the page.

A rectangular button with a dark teal background and the word "Submit" in white, centered text.