

# Understanding Care and Maintenance

- Understanding your statement and the Report on Care and Maintenance (Form 2)

**BAO**

Bereavement  
Authority of  
Ontario

**Jackey Lee**

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Officer

Bereavement Authority of Ontario

**Steven Warden**

Team Lead, Finance

Ontario Public Guardian and Trustee

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# What is the BAO?

Jackey Lee

## We're all about **consumer protection** –

The Bereavement Authority of Ontario (BAO) is a government delegated authority and not-for-profit corporation administering provisions of the Funeral, Burial and Cremation Services Act, 2002 (FBCSA). Accountable to the Minister of Public and Business Service Delivery and Procurement and the government, the BAO is responsible for the protection of the public interest. The BAO regulates, ensures compliance with the law, provides resources and services to licensed:

- ❖ **Funeral** establishment operators, directors and preplanners;
- ❖ **Cemetery, crematorium** and **alternative disposition** operators;
- ❖ **Transfer** service operators; and
- ❖ **Sales** representatives across Ontario.

The BAO is wholly funded by licensee fees (not tax dollars).

# What is the OPGT?

## Steven Warden

- The Office of the Public Guardian and Trustee:
  - Established as a corporation sole by the Public Guardian and Trustee Act and serves the interest of private clients and has independence from the Crown on those issues.
  - Acts as property/personal care guardian, makes medical treatment decisions and provides legal services for mentally incapable adults
  - Investigates allegations of harm to mentally incapable adults, administers estates of those intestate/with no next of kin in Ont., searches heirs, and acts as the Accountant of SCJ.
  - Administers trust funds for cemeteries, protects public interest in charitable property, and deals with forfeited corporate property

# Responsibilities of the OPGT

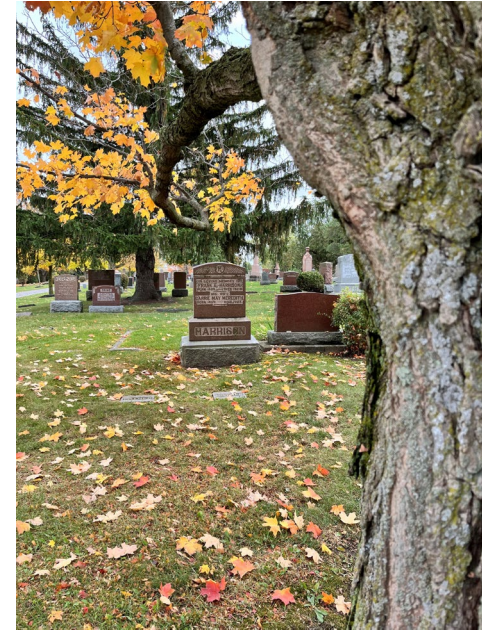
## Steven Warden

- The OPGT provides the following services for our cemetery trust accounts:
  - Receive funds from cemetery operators, as prescribed by the BAO
  - Pay out interest income annually, in January for the previous year
  - Send out a Statement of Account annually, in January for the previous year
- Communications to the OPGT can be sent to:  
[opgt.cemetery.trust.queries@ontario.ca](mailto:opgt.cemetery.trust.queries@ontario.ca)

# Reporting requirements for cemeteries

Jackey Lee

- Form 1 – Annual Licence Renewal (ALR)
- Form 2 – Report on Care and Maintenance
  - Trust statement from financial institution
  - If the fund has over \$500,000,  
audited financial statements must be submitted
- Report of prepaid funds – only for those who accept prepaid funds



*Groveside Municipal Cemetery, Whitby*

# Reporting timelines

Jackey Lee

- Form 1
  - Due March 31<sup>st</sup> every year
- Form 2
  - Due within 3 months of your fiscal year end
  - Due within 6 months of your fiscal year end if you have an audit
- Report of prepaid funds
  - Due within 3 months of your fiscal year end

# Translating the statement to Form 2

## Jackey Lee

- Items from the statement that you will utilize for your Form 2:
  - #1 – Opening book value
  - #8 – Realized Capital Gains or Losses
  - #10 – Ending book value
  - Additional information – Interest earned
- Total amount deposited must match with the form

# Translating the statement to Form 2

## Jackey Lee

	Item	Line	Units	ACB	NAV	Value
December 31, 2024, Fund Values	OPGT Cash	A		\$580.00		\$580.00
	PGT10 HISF	B	\$0.00	\$0.00	\$1.00	\$0.00
	PGT2 CIDF	C	\$321.08	\$3,682.47	\$11.54	\$3,705.58
	PGT20 Bond	D	\$340.55	\$3,594.29	\$10.59	\$3,607.03
	PGT30 Cdn Eq	E	\$170.32	\$2,027.78	\$11.71	\$1,994.41
	Line 10 - Year End Book & Market Value	F	Line F equals A+B+C+D+E	\$9,884.53		\$9,887.02
	Line 1 - Year Open Value	G		\$4,520.04		
	\$\$ Change in Year	H	Line J equals F - G	\$5,364.49		
	Line 2-7 Deposits Rec'd at OPPT	I		\$5,040.00		
	\$\$ Change after Deposits	J	Line L equals line J - K	\$324.49		
	Capital Gains Income Reinvested	K	See Income - Capital Gains Reinvested	\$217.02		
	Trading Gains	L		\$107.47		
	Line 8 - Capital Gains	M	Line M equals K+L	\$324.49		
	Unexplained Changes	N	Line J minus Line M	\$0.00		

1) Opening book value or tax cost balance according to your trust fund or account statement.  
(This should match previous year's Form 2 Line #10. Please do not use the market value.)

\$ 4,520.04

7.a) Sum of all contributions required (Add Lines #2 to #6)

\$ 5,040.00

7.b) Care and maintenance contributions collected and not deposited to your trust fund/account at the end of your fiscal year (do not enter any minus signs)

\$ 0.00

If any care and maintenance deposit is outstanding, please provide a date for the amount and date that this will be deposited  
For example:

Cemetery sold one in-ground grave (adult) interment right December 1st, 2024, for selling price of \$1,000.00. Deposited C&M contribution of \$400.00 (40%) on January 8th, 2025 (within 60 days).

DD/MM/YYYY	Amount
EXAMPLE 08/01/2025	EXAMPLE \$400.00

7.c) Total Care and maintenance contributions deposited during your fiscal year (which should also match your trustee statement) (#7.a subtract #7.b)

\$ 5,040.00

8) Total realized capital gains/loss (Please do not indicate unrealized capital gains.)  
(For losses, add a minus sign before the value)

\$ 324.49

9) Interest or dividends reinvested

Interest or dividends not withdrawn within 12 months of being generated cannot be released

10) Ending book value or tax cost balance according to your trust fund or account statement  
(Please do not use the market value)

\$ 9,884.53

The ending balance on your statement must match the number above on line 10. Any discrepancies should be explained in line #12).

11) Income generated, and expenses incurred information

a) Total interest/dividends received and withdrawn (as per your trustee statement)

\$ 239.73



# Translating the statement to Form 2

## Jackey Lee

Month	PGT10 High Income Savings Fund (HISF)	PGT2 - Cdn Income and Dividend Fund (CIDF)	PGT20 Cdn Bond Fund	PGT30 Cdn Equity Fund	PGT40 Global Equity	Monthly Total
January	\$0.00	\$8.38	\$5.67	\$1.21	\$0.58	\$15.84
February	\$0.00	\$4.85	\$5.00	\$0.68	\$0.46	\$10.99
March	\$0.00	\$6.15	\$6.33	\$1.45	\$1.19	\$15.12
April	\$0.00	\$10.35	\$6.44	\$1.36	\$0.54	\$18.69
May	\$0.00	\$6.39	\$7.12	\$1.04	\$0.54	\$16.15
June	\$0.00	\$7.11	\$6.93	\$1.69	\$1.91	\$17.64
July	\$0.00	\$11.10	\$7.18	\$1.14	\$0.35	\$19.77
August	\$0.00	\$9.45	\$11.61	\$1.56	\$0.00	\$22.62
September	\$0.00	\$12.77	\$11.04	\$2.60	\$0.00	\$26.41
October	\$0.00	\$13.00	\$11.05	\$3.71	\$0.00	\$27.76
November	\$0.00	\$7.63	\$10.37	\$3.40	\$0.00	\$21.40
December	\$0.00	\$11.07	\$11.01	\$5.26	\$0.00	\$27.34
Total Income Paid	\$0.00	\$108.25	\$99.75	\$25.10	\$6.63	\$239.73
Capital Gains Reinvested	\$4.69	\$90.68	\$13.72	\$107.93	\$0.00	

8) Total realized capital gains/loss (Please do not indicate unrealized capital gains.)  
(For losses, add a minus sign before the value)

\$ 324.49

9) Interest or dividends reinvested  
Interest or dividends not withdrawn within 12 months of being generated cannot be released

10) Ending book value or tax cost balance according to your your trust fund or account statement  
(Please do not use the market value)

\$ 9,884.53

The ending balance on your statement must match the number above on line 10. Any discrepancies should be explained in line #12).

11) Income generated, and expenses incurred information  
a) Total interest/dividends received and withdrawn (as per your trustee statement)

\$ 239.73

# Where to deposit your C&M

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- Please do not send any C&M cheques to the BAO
- All C&M related cheques should be sent to your trustee – OPGT
- Office of the Ontario Public Guardian and Trustee  
595 Bay St. #800  
Toronto, ON M5G 1M6

# Q&A Session

- Please ask us any questions you have in the chat
- If you have any questions related to your forms, you can contact the Financial Compliance team by:
  - Email: [Trust@thebao.ca](mailto:Trust@thebao.ca)
  - Phone: 647-483-2645