



Executive Secretary

STATE OF ARKANSAS
ARKANSAS BURIAL ASSOCIATION BOARD
101 East Capitol, Suite 113
Little Rock, Arkansas 72201
Phone: (501) 682-0570
Fax: (501) 682-0575

December Semi-Annual Report Checklist

Please remember that if all of these things are not submitted with the report, it will be returned to you. If this results in the report being late; late fees will be assessed.

- _____ Correct/completed report - Signed and Notarized
- _____ Fees (\$600 + .16 ¢ per member)
- _____ Copy of Fidelity Bond (Reports will be returned without them)
- _____ Copy of 2013 minutes (Reports will be returned without them)
- _____ 443 Reserve list (if applicable)
- _____ List Old member and New business member separately on report

In addition, the reports are now available in EXCEL Spreadsheets that would help automate the process. Please contact Amy and she can email those documents to you if you are familiar and have access to EXCEL software. You need to know how to format and use EXCEL for this to work.

Please double check your figures!!!