



## Louisiana State Board of Embalmers and Funeral Directors

### Instructions for filing the pre-need report

**Reporting period is October 1 through September 30 – annually**

This report will be considered delinquent after December 31. Penalties may be applied.

**This report is required and MUST be filed annually, attached with the renewal form) pursuant to the amendment of Chapter 10 of Title 37 of the LA R.S. of 1950.**

Schedule A – This schedule represents a reconciliation of prepaid funeral services or merchandise for the period noted above. The totals of the various columns of Schedule B should be used in reconciliation of this schedule.

Schedule B – Column A = Consumer's beginning balance – Indicate in this column figures shown in Column E of the preneed report submitted for Oct. 1-Sep. 30.

Column B = Deposits – Indicate in this column additional deposits made between Oct. 1-Sep. 30. The amount of any NEW account (Passbook/Certified Deposit) opened between Oct. 1-Sep. 30 must also be reported in this column. NOTE: The date the NEW account was opened (if Certified Deposit, also show maturity date) Must be shown under "Date & remarks" column.

Column C = Interest credited – Indicate in this column any interest credited between Oct. 1-Sep. 30.

Column D = Withdrawals – Indicate in this column any amount withdrawn either by the customer or the financial institution for service charge between Oct. 1-Sep. 30. Under "Date & Remarks" give date and reason for withdrawal.

Column E = Consumer's ending balance – Indicate in this column the figures arrived at after adding and/or subtracting from figures reported in Column A.

Schedule C – This schedule is an affidavit. This schedule MUST be signed by the licensed manager of the funeral home and the report MUST be notarized.

ONE report must be submitted with each establishment renewal form.

If there is no preneed to report, write "NONE" across the form. The form MUST ALSO be signed and notarized by the licensed manager of the funeral home.

PLEASE keep a copy of the report at the funeral home.

If the totals do not balance, the reports will be returned.