



## REPORT OF TRUSTEE AND REPORT OF CEMETERY AUTHORITY MASTER TRUST - INSTRUCTIONS

The operation of a master trust fund shall be subject to the provisions Title 8 and the Rules of the Louisiana Cemetery Board, which provide:

- ❖ All trustees of perpetual or endowed care trust funds shall submit a report to the board, on the forms prescribed by the board, within five months after the close of the cemetery authority's tax reporting year, or within 60 days from resignation as trustee. The assets of the trust shall be reported on a cost basis.
- ❖ If the trustee is unable to obtain the requisite signatures of the cemetery authority on the annual report as required by law, the trustee shall, nonetheless, submit the annual report to the board within the timeframe provided by law. Once the requisite signatures have been obtained, the trustee shall resubmit the completed report to the board.
- ❖ The trustee shall maintain separate records of principal and income for each participant in the master trust fund.
- ❖ The principal of the trust fund shall remain permanently intact and only the income shall be expended.
- ❖ The income and associated expenses of the master trust fund shall be divided among the participants in the master trust fund based on the proportion that each participant contributes to the balance of the master trust fund.
- ❖ The net income, after the deduction of costs associated with the operation of the trust, may be remitted to the cemetery for care and maintenance of the cemetery as provided for by Title 8. A cemetery or cemetery authority may not charge the trust for administrative costs for the operation of the cemetery or trust funds.
- ❖ All income received by the trustees of cemetery care funds, which is not remitted to the cemetery authority within 120 days after the end of the latest tax reporting year of the cemetery authority, owning or operating a cemetery for which the trust fund is maintained, shall become, for all purposes, part of and added to the corpus or principal of the trust, and may not be withdrawn or distributed.
- ❖ All funds held in trust must comply with the provisions of La. R.S. 8:454(A) and 8:465 regarding investment, preservation and protection.

1. Report of Trustee and Report of Cemetery Authority Master Trust form must be completed in full and executed by the Trustee. and be accompanied by a Participant's Schedule for each trust fund which is a participant in the master trust fund.
2. Each Participant's Schedule shall be executed by two of the following for the participant (Cemetery Authority): owners, partners, stockholders, officers, members, and/or LLC managers.
3. A complete copy of all supporting schedules and bank statements must accompany the Report, including a separate accounting of principal and income for each participant in the master trust.
4. Upon request, there shall be submitted to the Board such additional information and/or documentation the Board may deem necessary.

**IF YOU HAVE ANY QUESTIONS REGARDING THE PREPARATION OF THE REPORT, PLEASE CONTACT THE OFFICE OF THE BOARD AT THE ADDRESS OR TELEPHONE NUMBER LISTED BELOW.**

**THIS REPORT AND ATTACHMENTS ARE PUBLIC RECORD EXCEPT TO THE EXTENT THEY ARE EXCEPTED, EXEMPTED, OR LIMITED BY LAW; AND THEY WILL BE FURNISHED TO PERSONS, FIRMS, ASSOCIATIONS, CORPORATIONS, ETC., MAKING A WRITTEN PUBLIC RECORDS REQUEST PURSUANT TO TITLE 44. IF APPLICANT CONSIDERS ANY SUBMISSIONS OF INFORMATION CONFIDENTIAL AND EXCEPTED, EXEMPTED OR LIMITED BY LAW, PLEASE MARK SAME ACCORDINGLY.**

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