



## **CENTRAL BANK OF THE BAHAMAS**

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### **GUIDANCE NOTES FOR THE COMPLETION OF THE FINANCIAL RETURNS FOR MONEY TRANSMISSION BUSINESS**

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*November 2018*

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## 1. Overview of the Financial Return

The **Financial Return for Money Transmission Businesses** (“**Financial Returns**”) is a series of Microsoft Excel-based templates, which are designed to improve the regulatory reporting for SFIs of Central Bank of The Bahamas (“**the Central Bank**”). These Guidance Notes serve as a companion tool to the Financial Return for Money Transmission Businesses to provide SFIs with an overview of the Financial Return for Money Transmission Businesses as well as the filing and reporting instructions.

A copy of the **Financial Return** file template and **Guidance Notes** are placed on Central Bank’s website for ease of access and reference by SFIs. These documents may be located on the website as follows:

Log onto: [www.centralbankbahamas.com](http://www.centralbankbahamas.com)

- Click on **Bank Supervision**
- Select **Regulatory Framework**
- Select **Downloadable Forms**

These documents will include a *version* and *release or amended date*. Any amendments to these documents/files will be posted immediately on the Central Bank’s website and the SFIs will be formally advised of same via a Notice or E-mail from the responsible supervisory team. When a revised Financial Return version is released, SFIs are required to download the updated file to complete reporting submissions.

The Guidance Notes give a brief description of each of the forms that make up the Financial Return. In addition, the Guidance Notes provide clarification on the data that is to be entered in the various rows and columns of the forms. In some cases, the forms are self-explanatory, and as such no further clarification is provided. The Financial Return template has been appended to this Guidance Note at Appendix I, for your reference.

The submission of the Financial Return is a requirement of **all Money Transmission Service Providers** in The Bahamas.

SFIs are expected to have appropriate procedures in place to ensure that all completed forms are accurate and are timely submitted. Breakdowns in internal controls, staff shortages and vacations are not considered compelling reasons for late and erroneous filings of the Financial Return. Therefore, it is imperative that SFIs ensure that all applicable sections of the Financial Return forms are fully completed, such that all material information pertinent to the SFIs’ operations is entered into the appropriate forms. To assist with validation of data entered certain cross checks have been embedded across various forms.

## 2. Filing Instructions for the Financial Return for Money Transmission Businesses

All Money Transmission Service Providers are required to upload their completed Financial Returns into the ORIMS Portal at <https://orimsportal.centralbankbahamas.com>. A copy of the completed “**General Information Form**” should be signed by two members of senior management. This form should be scanned and emailed to the [bsdqreturn@centralbankbahamas.com](mailto:bsdqreturn@centralbankbahamas.com).


### **Submission Deadline**

All Money Transmission Service Providers are required to complete the suite of forms in the Financial Returns on a quarterly basis. The Financial Returns should be uploaded no later than **21 calendar days** after the quarter-end.

### **Submission Protocols**

- Only submissions **sent via the ORIMS Portal will be accepted**.
- Attestations sent via e-mail should properly state the Money Transmission Business Name, Code and Date of the Financial Return.
- Data should be rounded to the nearest thousands of dollars (no decimals), except where rates or ratios are reported.
- The ORIMS Portal contains automatic validation rules, which are checked and verified only after submission to the ORIMS Supervision Centre (that is, to the Regulator).
- **Any and all amendments** to be made to subsequent submissions are to be requested via the ORIMS Portal. A reason for re-submission is required and must be clearly stated or articulated.

### **Using this Guide**

 - Click folder to view the corresponding Financial Return in Appendix I. To return to the Financial Return Guidance Notes, click the name of the Financial Return in Appendix I.

### 3. Form Overview

#### Statement of Financial Position

This report form provides a breakdown of all assets, liabilities and shareholders' equity on the balance sheet. Data should only be entered in the white cells; all other cells contain formulas and are protected.

The following list of categories provides a guide to users by (1) item number (2) description of the information (as it appears on the form), and (3) additional guidance on reporting. Categories that do not require direct input are shaded.

#### 1. **ASSETS**

a) *Cash*

- All local and foreign currency in the form of bank notes and coins held by a money transmission business on the reporting date.

b) *Accounts Receivables*

- Total proceeds earned or accrued but not yet collected.

c) *Marketable Securities*

- All easily convertible financial instruments such as government bonds, common stock or certificates of deposits that are to be sold or redeemed within a year.

d) *Due from Group Companies/Shareholders*

- Total amount due from group companies/shareholders but not yet collected.

e) *Prepayments*

- Total amount of prepaid expenses made before the due date.

f) *Other Assets*

- All other assets owned by the money transmission business that do not quite fit into the categories captured in items a through e.

#### 2. **TOTAL ASSETS [Total sum of Items 1(a) through 1(f)]**

#### 3. **LIABILITIES**

a) *Bank Overdraft*

- All loans payable to Banks in the form of overdraft accounts.

b) *Accounts Payable*

- The total sum owed for goods/services bought on credit, and for which payment is expected to be made within 90 days (e.g. accounting services, legal services, supplies, and utilities bought on credit).

c) *Due to Group Companies/Shareholders*

- Include all deposits made by group companies/shareholders.

d) *Due to Clients*

- All deposits made by clients.

e) *Accrued Expenses*

- The total sum of expenses for which payment has not yet been made, but is expected to be made by the money transmission business in the near future (e.g. salaries payable, interest-payable etc.).

f) *Deferred Income*

- Total amount of funds received prior to being earned.

g) *Other Liabilities*

- All liabilities not captured in items a through f, but are owed to some individual or institution and are therefore still recorded in the books as a liability.

**4. TOTAL LIABILITIES [Total sum of Items 3(a) through 3(g)]**

**5. SHAREHOLDER'S EQUITY**

**6. SHARE CAPITAL (Issued Ordinary Shares + Issued Participating Shares)**

a) *Authorized Ordinary Shares*

- The sum of authorized ordinary shares approved by the Board of Directors.

b) *Issued Ordinary Shares*

- The sum of issued ordinary shares approved by the Board of Directors.

**7. TOTAL SHARE CAPITAL [Total sum of Items 6(a) and 6(b)]**

**8. CONTRIBUTED SURPLUS**

- Total amount of capital in excess of the par value.

**9. PROFIT & LOSS ACCOUNT**

a) *Retained Earnings (Accumulated Deficits)*

- The total portion of net income retained and not distributed to shareholders in the form of dividends. However, if the money transmission business has found itself paying out more dividends, and generating more net losses than profits, then the accumulated deficit (negative retained earnings) is reported here, also.

b) *Accrued Profits for the Current Year*

- Accumulation of earnings for the current year.

**10. TOTAL SHAREHOLDER'S EQUITY (Total sum of Items 7 through 9)**

**11. TOTAL LIABILITIES & SHAREHOLDER'S EQUITY (Total Liabilities + Shareholder's Equity)**

**12. MEMORANDUM ITEM**

a) *Dividends Paid/Payable*

— Actual amounts paid during the reporting period.

## Statement of Comprehensive Income

This form calculates comprehensive income (loss) generated net of operating expenses. Data should only be entered in the white cells; all other cells contain formulas and are protected.

The following list of categories provides a guide to users by (1) item number (2) description of the information (as it appears on the form), and (3) additional guidance on reporting. Categories that do not require direct input are shaded.

### **1. OPERATING INCOME**

#### *a) Commission Income*

- The total sum of income derived from commissions. (e.g. money transfers commissions, utility bill commissions and other commissions)

#### *b) Other Income*

- The total sum of income generated through methods not captured by item 1 (a).

### **2. TOTAL OPERATING INCOME [Total of Items 1(a & b)]**

### **3. OPERATING EXPENSES**

#### *a) Commission Expenses*

- Total expenses paid to sub-agents for collections related to money transmission services.

#### *b) Personnel Expenses*

- (i) Base Salaries - Total value of expenditures related to personnel gross wages.

- (ii) Bonuses – Compensation over and above amount identified as base salary.

- (iii) Other Staff Expenses – Total value of expenditures related to personnel; including benefits, and NIB contributions incurred by the organization, during the reporting period.

#### *c) General Business Expenses*

- (i) Government Fees – Total expenses incurred by a money transmission business associated with general business expenses; including registration fees, stamp taxes, property taxes and business license fees.

- (ii) Rent – Total expenses incurred by a money transmission business for rent associated with the sub-agents.

- (iii) Public Utilities – Total expenses incurred by a money transmission business related to utilities; including electricity, water, telephone, janitorial services and internet.

- (iv) Security Expense – Total expenses incurred by a money transmission business associated with professional services for private security for all locations.

- (v) Staff Training – Total expenses incurred by a money transmission business related to the training of staff.



d) *Advertising Expenses*

- Total expenses incurred by a money transmission business associated with the running of ads to promote products and/or services.

e) *Professional Services*

- Total expenses incurred for services rendered by lawyers, accountants, computer firms, etc.

f) *Directors' Fees*

- Total amount paid to the money transmission business' directors. (e.g. salaries, etc.)

g) *Other Expenses*

- Total expenses incurred by a money transmission business which does not fall into the categories captured by items (a) through (g).

**4. TOTAL OPERATING EXPENSES [Total sum of Items 3(a) through (g)]**

**5. NET INCOME (LOSS) [Total Operating Income – Total Operating Expenses]**

## Money Remittance Activities

This form is for recording, in aggregate, money transmitted by country, by island and by month during the reporting period. Remittance activities should be segregated into the following categories:

1. Sending Activity Information by Country
  - Number of Transactions
  - Value of Transactions
  - Largest Single Transaction
  
2. Receiving Activity Information by Country
  - Number of Transactions
  - Value of Transactions
  - Largest Single Transaction
  
3. Sending Activity Information by Island
  - Number of Transactions
  - Value of Transactions
  - Largest Single Transaction
  
4. Receiving Activity Information by Island
  - Number of Transactions
  - Value of Transactions
  - Largest Single Transaction

## Growth Assessment

This form covers data related to the overall growth of a Money Transmission Business as determined by:

- The Number of Employees (Year Over Year Difference)
- The Number of Employees by Type (Year Over Year Difference)
- The Number of Branches (Year Over Year Difference)
- The Number of Agents (Year Over Year Difference)

## Summary of ALL Services Provided

This report form is for recording, in aggregate, all services provided by a money transmission business during the current reporting period and year-to-date. Services provided should be reported in the following categories.

- Services Provided by Dollar Value
- Services Provided by Number of Transactions
- Number of Customers per Transactions per Service Provided

## 4. Appendix I

### Statement of Financial Position

			B\$ 000s
1.	<b>ASSETS</b>		
	a. Cash		
	b. Accounts Receivables		
	c. Marketable Securities		
	d. Due from Group Companies/Shareholders		
	e. Prepayments		
	f. Other Assets		
2.	<b>TOTAL ASSETS</b>		<b>0</b>
3.	<b>LIABILITIES</b>		
	a. Bank Overdraft		
	b. Accounts Payable		
	c. Due to Group Companies/Shareholders		
	d. Due to Clients		
	e. Accrued Expenses		
	f. Deferred Income		
	g. Other Liabilities		
4.	<b>TOTAL LIABILITIES</b>		<b>0</b>
5.	<b>SHAREHOLDER'S EQUITY</b>		
6.	<b>SHARE CAPITAL</b>	<i>No. of Shares</i>	<i>Share Value</i>
	a. Authorized - Ordinary Shares		
	b. Issued - Ordinary Shares		<b>0</b>
7.	<b>TOTAL SHARE CAPITAL</b>		<b>0</b>
8.	<b>CONTRIBUTED SURPLUS</b>		
9.	<b>PROFIT &amp; LOSS ACCOUNT</b>		<b>0</b>
	a. Retained Earnings (Accum. Deficit)		
	b. Accrued Profits for the Current Year		
10.	<b>TOTAL SHAREHOLDER'S EQUITY</b>		<b>0</b>
11.	<b>TOTAL LIABILITIES &amp; SHAREHOLDER'S EQUITY</b>		<b>0</b>
12.	<b>MEMORANDUM ITEM</b>		
	a. Dividends Paid/Payable		

## Statement of Comprehensive Income

	Current Period	% of Assets	YTD
<b>1. OPERATING INCOME</b>			
a. Commission Income		-	
b. Other Income		-	
<b>2. TOTAL OPERATING INCOME</b>	<b>0</b>	<b>-</b>	<b>0</b>
<b>3. OPERATING EXPENSES</b>			
a. Commission Expense		-	
b. Personnel Expenses	<b>0</b>	-	<b>0</b>
i. Base Salaries		-	
ii. Bonuses		-	
iii. Other Staff Expenses		-	
c. General Business Expenses	<b>0</b>	-	<b>0</b>
i. Government Fees		-	
ii. Rent		-	
iii. Public Utilities		-	
iv. Security Expense		-	
v. Staff Training		-	
d. Advertising Expenses		-	
e. Professional Fees		-	
f. Directors' Fees		-	
g. Other Expenses		-	
<b>4. TOTAL OPERATING EXPENSES</b>	<b>0</b>	<b>-</b>	<b>0</b>
<b>5. NET INCOME/(LOSS)</b>	<b>0</b>	<b>-</b>	<b>0</b>

# Money Remittance Activities

## Remittance Activities by Country Over a 3 Month Period

Sending Activity Information				Amount Transferred to:								
				--Select- Month-			--Select- Month-			--Select- Month-		
Country	Number of Transactions	Value of Transactions	Largest Single Transaction	Number of Transactions	Value of Transactions	Largest Single Transaction	Number of Transactions	Value of Transactions	Largest Single Transaction	Number of Transactions	Value of Transactions	Largest Single Transaction
The Bahamas	0	\$ -	\$ -									
--Select Country--	0	\$ -	\$ -									
--Select Country--	0	\$ -	\$ -									
--Select Country--	0	\$ -	\$ -									
--Select Country--	0	\$ -	\$ -									
--Select Country--	0	\$ -	\$ -									
--Select Country--	0	\$ -	\$ -									
--Select Country--	0	\$ -	\$ -									
--Select Country--	0	\$ -	\$ -									
--Select Country--	0	\$ -	\$ -									
--Select Country--	0	\$ -	\$ -									
Other Countries	0	\$ -	\$ -									
<b>TOTAL</b>	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -

Receiving Activity Information				Amount Transferred from:								
				--Select- Month-			--Select- Month-			--Select- Month-		
Country	Number of Transactions	Value of Transactions	Largest Single Transaction	Number of Transactions	Value of Transactions	Largest Single Transaction	Number of Transactions	Value of Transactions	Largest Single Transaction	Number of Transactions	Value of Transactions	Largest Single Transaction
The Bahamas	0	\$ -	\$ -									
--Select Country--	0	\$ -	\$ -									
--Select Country--	0	\$ -	\$ -									
--Select Country--	0	\$ -	\$ -									
--Select Country--	0	\$ -	\$ -									
--Select Country--	0	\$ -	\$ -									
--Select Country--	0	\$ -	\$ -									
--Select Country--	0	\$ -	\$ -									
--Select Country--	0	\$ -	\$ -									
--Select Country--	0	\$ -	\$ -									
Other Countries	0	\$ -	\$ -									
<b>TOTAL</b>	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -

**Remittance Activities by Island Over a 3 Month Period**

Sending Activity Information				Amount Transferred from:								
				--Select- Month-			--Select- Month-			--Select- Month-		
Islands of The Bahamas	Number of Transactions	Value of Transactions	Largest Single Transaction	Number of Transactions	Value of Transactions	Largest Single Transaction	Number of Transactions	Value of Transactions	Largest Single Transaction	Number of Transactions	Value of Transactions	Largest Single Transaction
--Select Island--	0	\$ -	\$ -									
--Select Island--	0	\$ -	\$ -									
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--Select Island--	0	\$ -	\$ -									
--Select Island--	0	\$ -	\$ -									
--Select Island--	0	\$ -	\$ -									
--Select Island--	0	\$ -	\$ -									
--Select Island--	0	\$ -	\$ -									
--Select Island--	0	\$ -	\$ -									
<b>TOTAL</b>	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -

Receiving Activity Information				Amount Transferred to:								
				--Select- Month-			--Select- Month-			--Select- Month-		
Islands of The Bahamas	Number of Transactions	Value of Transactions	Largest Single Transaction	Number of Transactions	Value of Transactions	Largest Single Transaction	Number of Transactions	Value of Transactions	Largest Single Transaction	Number of Transactions	Value of Transactions	Largest Single Transaction
--Select Island--	0	\$ -	\$ -									
--Select Island--	0	\$ -	\$ -									
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--Select Island--	0	\$ -	\$ -									
--Select Island--	0	\$ -	\$ -									
--Select Island--	0	\$ -	\$ -									
--Select Island--	0	\$ -	\$ -									
<b>TOTAL</b>	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -	0	\$ -	\$ -



# Growth Assessment

		Current Quarter	Year-To-Date	% Change (+/-)
<b>I. NUMBER OF EMPLOYEES:</b>				
1.	Permanent			-
2.	Temporary			-
	<b>Total:</b>	-	-	-
<b>II. NUMBER OF EMPLOYEES BY TYPE:</b>				
1.	Management			-
2.	Line Staff			-
	<b>Total:</b>	-	-	-
<b>III. NUMBER OF BRANCHES:</b>				
	New Providence			-
	Family Islands			-
	<b>Total:</b>	-	-	-
<b>IV. NUMBER OF AGENTS:</b>				
	New Providence			-
	Family Islands			-
	<b>Total:</b>	-	-	-

## Summary of ALL Services Provided

I. Services Provided by Dollar Value			
Service Provided	Current Period	YTD	% Change (+/-)
Money Transmission Inward			-
Money Transmission Outward			-
Airline Ticket Sales			-
Utlity Bill Payment			-
Other Third-Party Bill Payment			-
Other Services	\$ -	\$ -	-
<i>(insert additional services here)</i>			-
<i>(insert additional services here)</i>			-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

II. Services Provided by Number of Transactions			
Services Provided	Current Period	YTD	% Change (+/-)
Money Transmission Inward			-
Money Transmission Outward			-
Airline Ticket Sales			-
Utlity Bill Payment			-
Other Third-Party Bill Payment			-
Other Services	0	0	-
<i>(insert additional services here)</i>			-
<i>(insert additional services here)</i>			-
<b>Total</b>	<b>0</b>	<b>0</b>	<b>-</b>

III. Number of Customers per Transaction per Services Provided			
Services Provided	Current Period	YTD	% Change (+/-)
Money Transmission Inward			-
Money Transmission Outward			-
Airline Ticket Sales			-
Utlity Bill Payment			-
Other Third-Party Bill Payment			-
Other Services	0	0	-
<i>(insert additional services here)</i>			-
<i>(insert additional services here)</i>			-
<b>Total</b>	<b>0</b>	<b>0</b>	<b>-</b>