

Balance Sheet FAQs

Who is required to file a balance sheet?

All financial advisory firms who either have custody or discretion for the entire year or a portion of the year that falls during the firm's fiscal year end and have the Commonwealth of Pennsylvania as their principal place of business.

Do I need to submit a balance sheet if I am currently being examined?

Yes, Firms with discretion and/or custody must still file a financial statement for their fiscal year end even though they may be undergoing an exam concurrently. This requirement is a separate filing from the requests made from the exam and would not fulfill the annual financial statement filing requirement. Firms without discretion and those domiciled outside of Pennsylvania are not required to file financial statements on an annual basis therefore they only need comply with the requests of their examiner.

When do I need to submit my balance sheet by?

All balance sheets should be submitted for review 120 days following the firm's fiscal year end.

How do I Submit My Annual Balance Sheet

All annual balance sheet submissions must be transmitted via the secure DoBS Portal. You will receive a task to submit your annual balance sheet. For firms with a fiscal year end of 12/31; you will receive your Portal task on 1/7.

Can I Send a Hard Copy to the Department of Banking and Securities Office?

No, any balance sheet submissions mailed to the Office will not be accepted. The balance sheet must be uploaded to the secure DoBS Portal. Additionally, balance sheets emailed or faxed to Department staff will not be accepted either.

I have accounting questions or need professional guidance; Can the Department assist?

No. The complexities and nuances for each firm are individual and varied. The Department can answer questions about the deadline for filing and the basic items required for compliance. Further assistance should result in inquiries of a professional services firm.

What is required to file?

For firms with discretion- A balance sheet dated as of the year end of the firm evidencing \$10,000 net worth, a signed true and accurate assertion statement and basic footnotes explaining how the elements of the balance sheet are valued and reported.

For firms with custody- an audited balance sheet as of the fiscal year end evidencing \$35,000 net worth complete with footnotes and a signed true and accurate assertion statement. A surprise examination needs to be conducted with 120 days of filing the audited financial statements with the Department. This report must state that an accountant has made an examination of the client funds and securities and describes the nature and extent of the examination.

For new applicants- in addition to these items listed above, a bank statement will be requested which corroborates the cash reported on the initial balance sheet.

If applicable, a copy of the Surety Bond in place clearly evidencing the amount of the Surety Bond and evidencing that it was in effect as of the date of the balance sheet. A copy of the continuation certificate issued by most underwriters is sufficient.

Does the Department recommend or require the balance sheet be filed using a particular software company?

The Department does not make recommendations regarding the suitability of accounting software for any IA firm. Firms must determine their accounting needs as part of their application process. The Department does not require the use of any particular software package.

Who do I contact if there is a problem?

- ALL Keystone questions or password issues should be directed to the Keystone Help Desk
 - Keystone Login Help Desk Number: 877-328-0995
 - Keystone Login Help Desk Email: KeystoneLoginSupport@randstadusa.com
- For all questions pertaining to submission of the balance sheet, contact Chris Yother, at 717-705-9328 cyother@pa.gov or Cambria Baish at 717-783-4229 cbaish@pa.gov