

**Accountant's Report**  
**Prepaid Cemetery Contract Assurance Fund**  
*The Cemeteries Act, 1999*

**To: Registrar of Cemeteries**

The following accountant's report on the Pre-Paid Cemetery Contract Assurance Fund for the fiscal year ending \_\_\_\_\_, \_\_\_\_\_ was requested by

\_\_\_\_\_  
(name of cemetery)

I/we, the undersigned accountant, have conducted certain procedures on the books, records and accounts maintained by the licensee to report on the Assurance Fund. Procedures 3 and 5 are guided by The Table of Recommended Minimum Examination Guidelines. Based on the procedures carried out, we report as follows:

1. The Cemetery owner maintains a prepaid cemetery contract assurance fund with a trust company, bank, treasury branch or credit union to which all monies paid into form a trust for the purposes set out in Part VII of *The Cemeteries Act, 1999*.
2. The monies held in trust for prepaid cemetery contract owners have been verified by personal investigation or by certificates obtained from the bank, treasury branch, trust company or credit union with which the trust account is maintained and are consistent with the records of the commercial cemetery owner.

**PROCEDURES:**

3. We reviewed \_\_\_\_\_ contracts out of a total of \_\_\_\_\_ Pre-Paid Cemetery contracts.
  - The Cemetery owner has paid into the assurance fund an amount equal to 50% of the amount received pursuant to each prepaid cemetery contract, less any amount that may be deducted in accordance with section 41(2) of the Act.

The exceptions were:

- The Cemetery owner maintains proper records and accounts of its Prepaid Assurance Fund in accordance with section 18 of *The Cemeteries Regulations, 2001*.

Each prepaid contract record shows the following:

- the name(s) of the buyer and contract beneficiary for each prepaid cemetery contract sold by the owner or salesperson, fulfilled by the owner or cancelled in accordance with the Act,
- the date of the prepaid cemetery contract,
- original amount deposited in the assurance fund and each additional amount,

- the method of payment on cancellation and to whom payment was made,
- the total amount not placed in the assurance fund as permitted pursuant to section 41 of *The Cemeteries Act, 1999*,
- the location from which the prepaid cemetery contract was sold,
- the closing balance of the assurance fund on the prepaid cemetery contract being fulfilled or cancelled.

The exceptions were:

4. The amount held in trust at the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ as reflected by the records of the commercial cemetery owner amount to \$\_\_\_\_\_.
- The value of the trust fund at the fiscal year end reported by the trustees was \$\_\_\_\_\_. This amount was properly reconciled to the value of the fund reported by the owner in procedure 4 above and is sufficient to cover the trust liability.

5. We reviewed \_\_\_\_\_ transactions out of a total of \_\_\_\_\_ transactions of the payment and transfer of funds from the trust account.
  - Payment and transfer of any funds from the trust account have been only for the purposes under Section 43 and 44 of *The Cemeteries Act, 1999*.

The exceptions were:

- As we requested, the trustees disclosed their transactions in a statement we supplied. The completed statements have been returned directly to us and are attached.

The exceptions were:

This report is prepared solely for the submission to the Registrar of Cemeteries in accordance with *The Cemeteries Act, 1999* and is not to be referred to any other person. The procedures carried out did not constitute an audit and therefore we do not express an opinion on the accuracy or completeness of the trust books, records and financial information provided, or as to whether there were any irregularities during the year which were not disclosed to us. However, we have reported the results of applying the recommended minimum examination guidelines.

To complete this report, we have read *The Cemeteries Act, 1999* and the related regulations.

6. I/we have the following additional matters to report or to comment on for the \_\_\_\_\_ Cemetery for the year ended \_\_\_\_\_, \_\_\_\_\_.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Name of accountant (please print): \_\_\_\_\_

Name of Accounting Firm \_\_\_\_\_

Professional designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Table of Recommended Minimum Examination  
Guidelines for use in completing the Accountant's Report on the Prepaid  
Cemetery Contract Assurance Fund and Care and Maintenance Fund**

<b>Number of contracts where payment was made during the fiscal year under examination.</b>	<b>Recommended Sample Size</b>
0-50	Examine all to a maximum of 10
51-200	Examine 20%
Over 200	Examine 40

# Statement of Prepaid Cemetery Contract Assurance Fund

**To: Registrar of Cemeteries**

This statement was prepared by the trustee of the Prepaid Cemetery Contract Assurance Fund of \_\_\_\_\_ for the fiscal year ended \_\_\_\_\_, \_\_\_\_\_.  
(name of cemetery)

1.	Amount in trust at the beginning of the fiscal year	\$ _____
2.	Total amount deposited into the trust by the cemetery owner during the year	\$ _____
3.	Total investment income earned by the trust during the year. Overall rate of return on investment _____%.	\$ _____
4.	Total remuneration paid to the trustee during the year.	\$ _____
5.	Total amount of an authorized withdrawal (s.44 Act)	\$ _____
6.	Total income reinvested in the trust during the year	\$ _____
7.	Amount in trust at the end of the fiscal year	\$ _____

These trust funds were invested in securities authorized under *The Trustee Act* in accordance with Section 42 of *The Cemeteries Act, 1999*.

_____ Signature of Individual Preparing This Statement	_____ Date			
_____ Name (Please Print)	_____ Title (Please Print)			
_____ :Name of Trustee	_____ Telephone Number			
_____ Address of Trustee	_____ Street	_____ City/Town	_____ Province	_____ Postal Code