

EMBALMERS AND FUNERAL DIRECTORS  
BOARD

ANNUAL ACTIVITY REPORT 2014

## Contents

<b>Chair’s Message.....</b>	<b>2</b>
<b>Overview.....</b>	<b>3</b>
<b>Vision.....</b>	<b>3</b>
<b>Lines of Business.....</b>	<b>3</b>
<b>Highlights and Accomplishments.....</b>	<b>4</b>
<b>Activities.....</b>	<b>4</b>
<b>Financial Statements.....</b>	<b>4</b>

## Chair's Message

As Chair of the Embalmers and Funeral Directors Board of Newfoundland and Labrador, I am pleased to submit this annual report for the activities of the Board for 2014. The Board is accountable for the preparation of this report and for the results reported.

The Embalmers and Funeral Directors Board's function is to license and permit embalmers and funeral directors in the province, and comprises seven members; four elected from within the industry and three appointed by Government. Further, the Board is responsible for prescribing training and educational requirements for licensure, providing and holding examinations as well as the suspension or revocation of licenses.

With the proclamation of a new Act and regulations for embalmers and funeral directors on January 1, 2010, the Board has assumed responsibility as a self-regulating occupation.

Sincerely,

A handwritten signature in black ink that reads "Nova-Lee Hill-Scammell". The signature is written in a cursive, slightly slanted style.

Nova Lee Hill-Scammell  
Chair

## **Overview**

The Board is established under Section 3 of the *Embalmers and Funeral Directors Act* with responsibility of establishing licensing requirements, reviewing applications for licenses, disciplinary action as well as the continuing education of licensees. The Board is appointed by the Minister of Service NL and comprises seven persons: two embalmers, two funeral home directors and three other persons who are not embalmers or funeral home directors. The Board is required to elect a Chairperson, Vice-Chairperson, and a Registrar from its members. Members are appointed to a three year term and are eligible for re-appointment, but cannot serve for a continuous period exceeding nine years.

The following people served on the Embalmers and Funeral Directors Board for 2014: Nova Lee Hill—Scammell--Chairperson, Francis Coombs--Vice Chairperson, Paul Hoskins, Brent Abbott, Donna Rideout, Pleman Menchenton and the position of Administrator/Registrar is held by Bert Twyne. There is currently one vacant non-industry position on the Board pending a Government appointment.

In the fiscal year of 2014, the Embalmers and Funeral Directors Board had revenues of \$55413 and expenditures of \$44,768 as indicated in the unaudited financial statements.

## **Vision**

Quality and ethical embalmer and funeral services offered to the citizens of Newfoundland and Labrador.

## **Lines of Business**

The Embalmers and Funeral Directors Board has three lines of business, including establishing licencing requirements and reviewing applications and issuing licences to embalmers, funeral directors and funeral homes; establishing educational standards and overseeing the continuing education of licensees; and taking disciplinary action.

In 2014, the Embalmers and Funeral Directors Board licensed 119 directors/embalmers, 77 funeral directors and 88 funeral homes.

## **Highlights and Accomplishments**

In March 2014, a new Board was elected, resulting in the following new members being added: Nova Lee Hill—Scammell, Paul Hoskins, Francis Coombs and Brent Abbott.

The National Regulators Conference was held in St. John's, NL in May. Three members from the Board were able to attend. This gave us an opportunity to showcase our province and activities.

## **Activities**

In the fiscal year 2014, the Board met three times, focusing upon legislation and continuing education. The establishment of sub-committees was a priority. Along with the Education Committee and Complaints/Disciplinary Committee, a Governance and an Occupational Health and Safety Committee were put in place.

We are currently in the process of offering an Occupational Health and Safety Template to our membership. We have a company in place to provide funeral homes with specific information to meet the appropriate requirements for the industry.

The Board is responsible for establishing criteria for licenses; hearing complaints against members; disciplining, if deemed appropriate; and establishing criteria for the continuing education of licensees.

This year, two complaints were brought to the Board, both were able to be reconciled within the mandate of the Board.

In 2014, the Board received 2 new applications for Funeral Directors Licences and 9 new applications for Embalmers Licences along with 5 new registrations for Apprenticeship. It licensed 119 directors/ embalmers, 77 funeral directors and 88 funeral homes.

## **Financial Statements**

Attached

**Embalmers and Funeral Directors Board of  
Newfoundland and Labrador**

Financial Statements

December 31, 2014

Leonard W. Harvey  
Certified General Accountant

## Index

	<b>Page</b>
Independent Auditor's Report	-
Statement of Financial Position	1
Statement of Operations	2
Statement of Cash Flows	3
Notes to Financial Statements	4

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of:  
The Embalmers and Funeral Directors Board of Newfoundland and Labrador

I have audited the accompanying financial statements of The Embalmers and Funeral Directors Board of Newfoundland and Labrador, which comprise the statement of financial position as at December 31, 2014, the statement of operations, and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

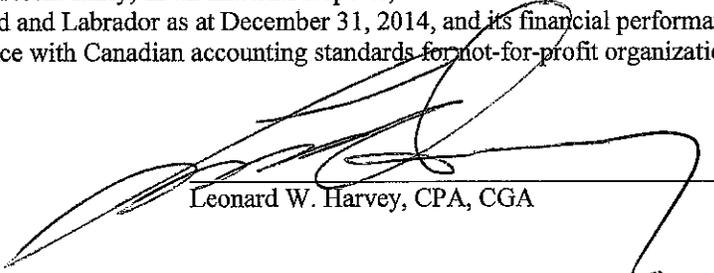
An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of The Embalmers and Funeral Directors Board of Newfoundland and Labrador as at December 31, 2014, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

June 25, 2015  
Springdale, NL

  
Leonard W. Harvey, CPA, CGA

**Embalmers and Funeral Directors Board of Newfoundland and Labrador**

**STATEMENT OF FINANCIAL POSITION**

As at December 31, 2014

	2014	2013
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents (Note 2)	\$ 323,772	\$ 312,087
Accounts receivable (Note 3)	36,125	37,050
Prepaid expenses	1,120	1,120
	<u>361,017</u>	<u>350,257</u>
	<u>\$ 361,017</u>	<u>\$ 350,257</u>
<b>LIABILITIES AND MEMBERS' SURPLUS</b>		
<b>Current liabilities</b>		
Accrued liabilities	\$ 2,825	\$ 2,710
Deferred revenue (Note 5)	52,825	52,825
	<u>55,650</u>	<u>55,535</u>
<b>Members' Surplus</b>		
Surplus	<u>305,367</u>	<u>294,722</u>
	<u>\$ 361,017</u>	<u>\$ 350,257</u>

**ON BEHALF OF THE BOARD:**

*Nova-Dee Heel*, Board Member  
*Scammell*

*Paul Harvey*, Board Member

The accompanying notes form an integral part of these financial statements.

Leonard W. Harvey  
 Certified General Accountant

**Embalmers and Funeral Directors Board of Newfoundland and Labrador**  
**STATEMENT OF OPERATIONS**  
For the year ended December 31, 2014

	2014	2013
<b>REVENUE</b>		
Fees	\$ 52,110	\$ 51,440
Interest	3,303	2,744
	\$ 55,413	\$ 54,184
<b>EXPENSES</b>		
Administrator fees	15,000	15,000
Bank charges	128	78
Board meetings	4,825	4,820
Conferences	2,217	650
Honorariums	3,968	3,606
Inspections	-	316
Insurance	1,566	1,566
Office	4,543	4,471
Professional fees	2,825	2,260
Seminars	7,326	-
Telephone	2,370	889
	44,768	33,656
<b>Excess (deficiency) of revenue over expenses</b>	<b>\$ 10,645</b>	<b>\$ 20,528</b>
Surplus, beginning of year	\$ 294,722	\$ 274,194
Excess (deficiency) of revenue over expenses	10,645	20,528
Surplus, end of year	\$ 305,367	\$ 294,722

The accompanying notes form an integral part of these financial statements.

Leonard W. Harvey  
Certified General Accountant

**Embalmers and Funeral Directors Board of Newfoundland and Labrador**

**STATEMENT OF CASH FLOWS**

For the year ended December 31, 2014

	2014	2013
<b>Operating activities:</b>		
Excess of revenues over expenditures	\$ 10,645	\$ 20,528
Changes in non-cash working capital		
Accounts receivable	925	450
Prepaid expenses	-	-
Accrued liabilities	115	(250)
Deferred revenue	-	1,250
	<u>11,685</u>	<u>21,978</u>
Cash and cash equivalents, beginning of year	312,087	290,109
<b>Cash and cash equivalents, end of year</b>	<b>\$ 323,772</b>	<b>\$ 312,087</b>
Cash and cash equivalents consists of:		
Cash	\$ 31,372	\$ 39,345
Money master	-	161,427
Term deposits	292,400	111,315
	<u>\$ 323,772</u>	<u>\$ 312,087</u>

The accompanying notes form an integral part of these financial statements.

Leonard W. Harvey  
Certified General Accountant

**Embalmers and Funeral Directors Board of Newfoundland and Labrador**  
**NOTES TO FINANCIAL STATEMENTS**  
 December 31, 2014

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements have been prepared within the framework of Canadian accounting standards for not-for-profit organizations (ASNPO), the more significant of which are as follows:

**Use of estimates**

In preparing the Board's financial statements in conformity with Canadian accounting standards for not-for-profit organizations (ASNPO), management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosures of contingent assets and liabilities at the date of the financial statements, and reported amounts of revenue and expenditures during the year. Actual results could differ from these estimates.

**2. CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on hand, balance with bank and short term deposits with original maturities of one year or less. Bank borrowings are considered to be financing activities.

	2014	2013
Cash	\$ 31,372	\$ 39,345
Money master	-----	161,427
Investments	292,400	111,315
	<u>\$ 323,772</u>	<u>\$ 312,087</u>

Money Master activity for the year;

Money master for business, Bank of Nova Scotia, interest at prime;	
Opening balance:	\$ 161,427
Deposits	300
Interest earned	198
Withdrawals	(161,925)
Ending balance:	\$ -----

Investments activity for the year;

Guaranteed Investment Certificates, Bank of Nova Scotia, interest at 1.1800% maturing March 14, 2015.

Opening balance:	\$ 111,315
Deposits	178,085
Interest earned	3,000
Ending balance:	\$ 292,400

Leonard W. Harvey  
 Certified General Accountant

**Embalmers and Funeral Directors Board of Newfoundland and Labrador**  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2014

---

**3. ACCOUNTS RECEIVABLE**

Accounts receivable consists of membership fees and licenses for the subsequent year that were invoiced from October to December of the current year.

**4. FINANCIAL INSTRUMENTS**

Fair values of financial instruments are disclosed in the notes to the financial statements when they differ from the carrying amounts. Where amounts receivable and payable are subject to normal credit terms, their carrying amount is used as an approximation of their fair values.

**5. DEFERRED REVENUE**

Deferred revenue is calculated as the revenue recorded in October-December of the current year which relates to fees that are collected in and are for the following year.