

EMBALMERS AND FUNERAL DIRECTORS  
BOARD

ANNUAL ACTIVITY REPORT 2012

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## 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 2012. 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 cursive script that reads "D. Rideout".

Donna Rideout  
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 2012: Donna Rideout--Chairperson, Francis Coombs--Vice Chairperson, Connie White, Donald Green, Paul Hoskins, Wilfred Carey and Pleaman Menchenton and the position of Administrator/Registrar is held by Bert Twyne.

In the fiscal year of 2012, the Embalmers and Funeral Directors Board had revenues of \$52,632.00 and expenditures of \$33,763.00 as indicated in the 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 2012, the Embalmers and Funeral Directors Board licensed 118 embalmers, 80 funeral directors and 90 funeral homes.

## **Highlights and Accomplishments**

With the election of a new Board in 2010, most of the year included familiarizing the new members with Board practices such as the Act and Regulations, policies, etc.

## **Activities**

In the fiscal year 2012, the Board met twice, focusing upon legislation and continuing education. Special emphasis will be placed on funeral home inspections in the coming year.

In 2012, the Board decided that due to everyone's busy schedule, it would be advisable to conduct some of our meetings via computer. Although we have not done this the Board anticipates using this in the near future. If this proves to be a viable option, it may involve the purchase of some new hardware.

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.

In 2012, the Board received 1 new application for a Funeral Home Licence, 1 new application for a Directors Licence, and 6 new applications for Embalmers Licences. It licensed 118 embalmers, 80 funeral directors and 90 funeral homes. The Board received no complaints this year, nor did it undertake any disciplinary action.

## **Financial Statements**

Audited financial statements are attached to this report.

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

Financial Statements

December 31, 2012

Maxwell C. Porter  
CERTIFIED GENERAL ACCOUNTANT

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Maxwell C. Porter  
CERTIFIED GENERAL ACCOUNTANT

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**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 balance sheet as at December 31, 2012 and the statements of revenue, expenses and surplus, and 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, 2012, 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 12, 2013

Maxwell C. Porter, FCGA

Grand Falls-Windsor, NL



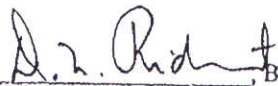
**Embalmers and Funeral Directors Board of Newfoundland and Labrador**  
**BALANCE SHEET**  
 As at December 31, 2012

**STATEMENT 1**

	2012		2011
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents (Note 2)	\$ 290,109	\$	263,691
Accounts receivable (Note 3)	37,500		45,275
Prepaid expenses	1,120		1,120
	328,729		310,086
	\$ 328,729	\$	310,086
<b>LIABILITIES AND MEMBERS' SURPLUS</b>			
<b>Current liabilities</b>			
Accrued liabilities	\$ 2,960	\$	2,286
Deferred revenue (Note 5)	51,575		52,475
	54,535		54,761
<b>Members' Surplus</b>			
Surplus	274,194		255,325
	\$ 328,729	\$	310,086

ON BEHALF OF THE BOARD:

 Board Member

 Board Member

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

Maxwell C. Porter  
 CERTIFIED GENERAL ACCOUNTANT

Embalmers and Funeral Directors Board of Newfoundland and Labrador  
**STATEMENT OF REVENUE, EXPENSES AND SURPLUS**  
 For the year ended December 31, 2012

**STATEMENT 2**

	2012	2011
<b>REVENUE</b>		
Fees	\$ 51,520	\$ 53,683
Interest	1,112	913
	\$ 52,632	\$ 54,596
<b>EXPENSES</b>		
Administrator fees	15,000	7,000
Bank charges	75	20
Board meetings	6,353	7,219
Honorariums	3,059	2,002
Inspections	1,489	1,791
Insurance	1,566	1,566
Miscellaneous	137	234
Office	2,820	2,326
Professional fees	2,260	2,260
Telephone	1,004	666
	33,763	25,084
<b>Excess (deficiency) of revenue over expenses</b>	<b>\$ 18,869</b>	<b>\$ 29,512</b>
<b>Surplus, beginning of year</b>		
	<b>\$ 255,325</b>	<b>\$ 225,813</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>18,869</b>	<b>29,512</b>
<b>Surplus, end of year</b>	<b>\$ 274,194</b>	<b>\$ 255,325</b>

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

Maxwell C. Porter  
 CERTIFIED GENERAL ACCOUNTANT

Embalmers and Funeral Directors Board of Newfoundland and Labrador  
**STATEMENT OF CASH FLOWS**  
 For the year ended December 31, 2012

STATEMENT 3

	2012	2011
<b>Operating activities:</b>		
Excess of revenues over expenditures	\$ 18,869	\$ 29,512
Changes in non-cash working capital		
Accounts receivable	7,775	(5,400)
Prepaid expenses	-	-
Accrued liabilities	674	(938)
Deferred revenue	(900)	(725)
	<u>26,418</u>	<u>22,449</u>
Cash and cash equivalents, beginning of year	263,691	241,242
<b>Cash and cash equivalents, end of year</b>	<b>\$ 290,109</b>	<b>\$ 263,691</b>
Cash and cash equivalents consists of:		
Cash	\$ 121,308	\$ 97,202
Money master	58,839	57,494
Term deposits	109,962	108,995
	<u>\$ 290,109</u>	<u>\$ 263,691</u>

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

Maxwell C. Porter  
 CERTIFIED GENERAL ACCOUNTANT

**Embalmers and Funeral Directors Board of Newfoundland and Labrador**  
**NOTES TO FINANCIAL STATEMENTS**  
 December 31, 2012

**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.

	2012	2011
Cash	\$ 121,308	\$ 97,202
Money master	58,839	57,494
Investments	109,962	108,995
	<u>\$ 290,109</u>	<u>\$ 263,691</u>

Money Master activity for the year;

Money master for business, Bank of Nova Scotia, interest at prime;	
Opening balance:	\$ 57,494
Deposits	1,200
Interest earned	145
Ending balance:	<u>\$ 58,839</u>

Investments activity for the year;

Guaranteed Investment Certificates, Bank of Nova Scotia, interest at 0.9000% maturing February 9, 2013.

Opening balance:	\$ 108,995
Deposits	-----
Interest earned	967
Ending balance:	<u>\$ 109,962</u>

Embalmers and Funeral Directors Board of Newfoundland and Labrador  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2012

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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.