

*Submitted by the Member
of Sewickley NL*

2012-11-26

Bennis

**EMBALMERS AND FUNERAL DIRECTORS
BOARD**

ANNUAL ACTIVITY REPORT 2011

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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 2011. 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, appearing to read 'Connie White', written over a circular scribble.

Connie White
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 Services 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 2011: Connie White, Chairperson, Donald Green, Paul Hoskins, Francis Coombs, Donna Rideout, Vice Chairperson, Wilfred Carey and Pleaman Menchenton and the position of Administrator is held by Bert Twyne.

In the fiscal year of 2011, the Embalmers and Funeral Directors Board had revenues of \$54596.00 and expenditures of \$25,059.00 as indicated in the unaudited financial statements. Audited financial statements to follow.

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 2011, the Embalmers and Funeral Directors Board licensed 117 embalmers, 83 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 2011, the Board met once, plus two meetings via conference call, focusing upon legislation and continuing education. Special emphasis will be placed on funeral home inspections in the coming year.

As 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 Activity Report will detail related activities in the 2011 fiscal year.

The Board was represented at the Annual Regulators meeting held at Saint John, NB. This is beneficial relative to labour mobility within the industry.

In 2011, the Board received 1 new application for Directors Licence, 3 new applications for Embalmers Licences and 10 new applications for apprentices. It licensed 117 embalmers, 83 funeral directors and 90 funeral homes. The Board received no complaints this year, nor did it undertake any disciplinary action.

Financial Statements

To follow.

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

Financial Statements

December 31, 2011



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Auditor's Report

To the Board of Directors of:

The Embalmers and Funeral Directors Board of Newfoundland and Labrador

I have audited the balance sheet of The Embalmers and Funeral Directors Board of Newfoundland and Labrador as at December 31, 2011 and the statements of revenue, expenses and surplus, and cash flows for the year then ended. These financial statements are the responsibility of the Board of Directors. 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 plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2011 and the results of its operations, and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

June 15, 2012

Grand Falls-Windsor, NL

Maxwell C. Porter

MAXWELL C. PORTER, FCGA

Embalmers and Funeral Directors Board of Newfoundland and Labrador
BALANCE SHEET
As at December 31, 2011

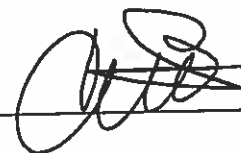
STATEMENT 1

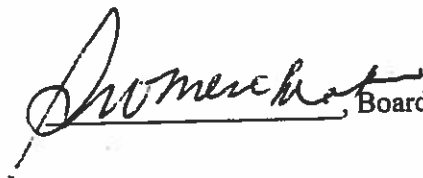
	2011	2010
ASSETS		
Current assets		
Cash and cash equivalents (Note 2)	\$ 263,691	\$ 241,242
Accounts receivable (Note 3)	45,275	39,875
Prepaid expenses	1,120	1,120
	<u>310,086</u>	<u>282,237</u>
	\$ 310,086	\$ 282,237

LIABILITIES AND MEMBERS' SURPLUS

Current liabilities		
Accrued liabilities	\$ 2,286	\$ 3,224
Deferred revenue (Note 5)	52,475	53,200
	<u>54,761</u>	<u>56,424</u>
Members' Surplus		
Surplus	255,325	225,813
	<u>\$ 310,086</u>	<u>\$ 282,237</u>

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, 2011

STATEMENT 2

	2011	2010
REVENUE		
Fees	\$ 53,683	\$ 52,760
Interest	913	638
	\$ 54,596	\$ 53,398
EXPENSES		
Administrator fees	7,000	7,000
Bank charges	20	62
Board meetings	7,219	3,948
Honorariums	2,002	2,500
Inspections	1,791	2,694
Insurance	1,566	1,566
Miscellaneous	234	364
Office	2,326	4,111
Professional fees	2,260	2,317
Seminars	-	1,968
Telephone	666	1,019
	25,084	27,549
Excess (deficiency) of revenue over expenses	\$ 29,512	\$ 25,849
Surplus, beginning of year		
	\$ 225,813	\$ 199,964
Excess (deficiency) of revenue over expenses	29,512	25,849
Surplus, end of year	\$ 255,325	\$ 225,813

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

Embalmers and Funeral Directors Board of Newfoundland and Labrador
STATEMENT OF CASH FLOWS
For the year ended December 31, 2011

STATEMENT 3

	2011	2010
Operating activities:		
Excess of revenues over expenditures	\$ 29,512	\$ 25,849
Changes in non-cash working capital		
Accounts receivable	(5,400)	(6,125)
Prepaid expenses	-	-
Accrued liabilities	(938)	1,133
Deferred revenue	(725)	(375)
	<u>22,449</u>	<u>20,482</u>
Cash and cash equivalents, beginning of year	241,242	220,760
	<u>\$ 263,691</u>	<u>\$ 241,242</u>
Cash and cash equivalents consists of:		
Cash	\$ 97,202	\$ 76,866
Money master	57,494	56,152
Term deposits	108,995	108,224
	<u>\$ 263,691</u>	<u>\$ 241,242</u>

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

Embalmers and Funeral Directors Board of Newfoundland and Labrador
NOTES TO FINANCIAL STATEMENTS
 December 31, 2011

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared within the framework of Canadian generally accepted accounting principles, the more significant of which are as follows:

Use of estimates

In preparing the Board's financial statements in conformity with Canadian generally accepted accounting principles, 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.

	2011	2010
Cash	\$ 97,202	\$ 76,866
Money master	57,494	56,152
Investments	108,995	108,224
	\$ 263,691	\$ 241,242

Money Master activity for the year;

Money master for business, Bank of Nova Scotia, interest at prime;	
Opening balance:	\$ 56,152
Deposits	1,200
Interest earned	142
Ending balance:	\$ 57,494

Investments activity for the year;

Guaranteed Investment Certificates, Bank of Nova Scotia, interest at 0.7500% maturing February 9, 2012.

Opening balance:	\$ 108,224
Deposits	-----
Interest earned	771
Ending balance:	\$ 108,995

Embalmers and Funeral Directors Board of Newfoundland and Labrador
NOTES TO FINANCIAL STATEMENTS
December 31, 2011

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.