

EMBALMERS AND FUNERAL DIRECTORS
BOARD

ANNUAL ACTIVITY REPORT 2013

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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 2013. 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 "D. Rideout". The signature is fluid and cursive, with a small dot at the end.

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 2013: Donna Rideout--Chairperson, Francis Coombs--Vice Chairperson, Connie White, Donald Green, Paul Hoskins, Wilfred Carey and Pleman Menchenton and the position of Administrator/Registrar is held by Bert Twyne.

In the fiscal year of 2013, the Embalmers and Funeral Directors Board had revenues of \$54,184.00 and expenditures of \$33,656.00 as indicated in the audited 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 2013, the Embalmers and Funeral Directors Board licensed 118 embalmers, 80 funeral directors and 88 funeral homes.

Highlights and Accomplishments

Emphasis was placed on the establishment of sub-committees. A Complaints and Disciplinary Committee, consisting of thirteen members, was approved. Continuing education remains a priority of the Board. Board Elections are anticipated in early 2014. The National Regulators Meeting is scheduled for St. John's, NL in May 2014 and our local Board will host. This will be an opportunity to showcase our province and activities.

Activities

In the fiscal year 2013, the Board met once and had one conference call, focusing upon legislation and continuing education. The establishment of sub-committees was a priority. The board approved a thirteen member Complaints and Disciplinary Committee, and finalization of the Education and Governance Committee will take place in the new year.

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, one complaint was brought to the Board. Upon investigation, it was deemed to be invalid and was subsequently withdrawn by the complainant.

In 2013, the Board received 3 new applications for a Directors Licence, and 2 new applications for Embalmers Licences. It licensed 118 embalmers, 80 funeral directors and 88 funeral homes.

Financial Statements

Attached

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

Financial Statements

December 31, 2013

Leonard W. Harvey
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 the statement of financial position as at December 31, 2013, 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, 2013, 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 20, 2014


Leonard W. Harvey, CGA

Springdale, NL

Embalmers and Funeral Directors Board of Newfoundland and Labrador
STATEMENT OF FINANCIAL POSITION
 As at December 31, 2013

	2013	2012
ASSETS		
Current assets		
Cash and cash equivalents (Note 2)	\$ 312,087	\$ 290,109
Accounts receivable (Note 3)	37,050	37,500
Prepaid expenses	1,120	1,120
	<u>350,257</u>	<u>328,729</u>
	\$ 350,257	\$ 328,729
LIABILITIES AND MEMBERS' SURPLUS		
Current liabilities		
Accrued liabilities	\$ 2,710	\$ 2,960
Deferred revenue (Note 5)	52,825	51,575
	<u>55,535</u>	<u>54,535</u>
Members' Surplus		
Surplus	<u>294,722</u>	<u>274,194</u>
	\$ 350,257	\$ 328,729

ON BEHALF OF THE BOARD:

Norma Lee Hill, Board Member
 Beammell

D. J. Redmond, 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, 2013

	2013	2012
REVENUE		
Fees	\$ 51,440	\$ 51,520
Interest	2,744	1,112
	\$ 54,184	\$ 52,632
EXPENSES		
Administrator fees	15,000	15,000
Bank charges	78	75
Board meetings	4,820	6,353
Conferences	650	-
Honorariums	3,606	3,059
Inspections	316	1,489
Insurance	1,566	1,566
Miscellaneous	-	137
Office	4,471	2,820
Professional fees	2,260	2,260
Telephone	889	1,004
	33,656	33,763
Excess (deficiency) of revenue over expenses	\$ 20,528	\$ 18,869
Surplus, beginning of year	\$ 274,194	\$ 255,325
Excess (deficiency) of revenue over expenses	20,528	18,869
Surplus, end of year	\$ 294,722	\$ 274,194

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, 2013

	2013	2012
Operating activities:		
Excess of revenues over expenditures	\$ 20,528	\$ 18,869
Changes in non-cash working capital		
Accounts receivable	450	7,775
Prepaid expenses	-	-
Accrued liabilities	(250)	674
Deferred revenue	1,250	(900)
	<u>21,978</u>	<u>26,418</u>
Cash and cash equivalents, beginning of year	290,109	263,691
Cash and cash equivalents, end of year	\$ 312,087	\$ 290,109
Cash and cash equivalents consists of:		
Cash	\$ 39,345	\$ 121,308
Money master	161,427	58,839
Term deposits	111,315	109,962
	<u>\$ 312,087</u>	<u>\$ 290,109</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, 2013

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.

	2013	2012
Cash	\$ 39,345	\$ 121,308
Money master	161,427	58,839
Investments	111,315	109,962
	\$ 312,087	\$ 290,109

Money Master activity for the year;

Money master for business, Bank of Nova Scotia, interest at prime;	
Opening balance:	\$ 58,839
Deposits	101,200
Interest earned	1,388
Ending balance:	\$ 161,427

Investments activity for the year;

Guaranteed Investment Certificates, Bank of Nova Scotia, interest at 1.3500% maturing March 4, 2014.

Opening balance:	\$ 109,962
Deposits	-----
Interest earned	1,353
Ending balance:	\$ 111,315

Embalmers and Funeral Directors Board of Newfoundland and Labrador
NOTES TO FINANCIAL STATEMENTS
December 31, 2013

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.