

THE EMBALMERS AND FUNERAL DIRECTORS  
BOARD  
Of  
NEWFOUNDLAND AND LABRADOR

ANNUAL ACTIVITY REPORT 2016

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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 2016. 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 style with some capitalization.

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 comprises seven persons (four elected and three appointees): 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 2016: 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 2016, the Embalmers and Funeral Directors Board had revenues of \$58,513 and expenditures of \$57,875, as indicated in the unaudited financial statements. Although the Board appears to be in a healthy position financially, the funds will be significantly depleted as we progress through the proposed activities outlined in this report.

## **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.

## **Highlights and Accomplishments**

In April 2016, one of our Board members attended the Funeral Service Association of Canada Conference held in Montreal, Quebec.

The Oak Island Atlantic Funeral Service Convention was held in Nova Scotia in September and two of our Board members were able to attend. The Board sponsored a speaker at this convention.

The Board approved the Director Only Education Program. In the past, all students from Newfoundland and Labrador were required to complete the full Embalming and Directing Program. This change will suit our legislation better and is a step in the right direction to fit with the trends of the industry.

Preparations are ongoing for Board elections which will take place in 2017.

## **Activities**

In the fiscal year 2016, the Board met twice and conducted three conference calls, focusing upon legislation and continuing education. The Education Committee, the Complaints/Disciplinary Committee, the Governance Committee and the Occupational Health and Safety Committee were all actively pursuing improvements this year.

The Board, Education and Legislation Committees were actively engaged with BMT Enterprises, a consulting firm, relative to a new website, better monitoring of apprentices and administration. Changes are being made to the provincial exam process, reflecting the new Director Only Program. Practical Examiners have been put in place in the east, west and central regions.

The Governance Committee is working on new By-Laws and a Code of Ethics. Meetings have been held with other provinces, Nova Scotia and New Brunswick in particular, to study the templates which are in place there. This will allow the Board to better carry out inspections and enforce the regulations that are presently written in a broader form.

Although the Board is not responsible for Pre-Paid Funeral Legislation in this province, a joint seminar with Service NL was conducted and well attended by licencees in the province.

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 on-going complaint was settled by the Board.

In 2016, the Board received 6 new applications for Funeral Directors' Licences and 6 new applications for Embalmers' Licences along with 8 new registrations for Apprenticeship. It licensed 123 directors/embalmers, 65 funeral directors and 88 funeral homes.

## **Financial Statements**

Attached

**EMBALMERS AND FUNERAL DIRECTORS BOARD OF  
NEWFOUNDLAND AND LABRADOR**

Financial Statements

December 31, 2016

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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, 2016, 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, 2016, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

May 10, 2017  
Springdale, NL

A handwritten signature in black ink, appearing to read 'Leonard W. Harvey', is written over a horizontal line.

Leonard W. Harvey, CPA, CGA

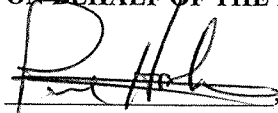


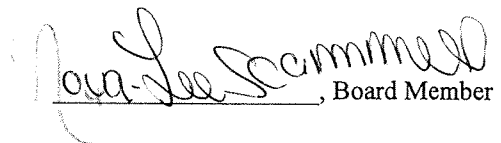
**EMBALMERS AND FUNERAL DIRECTORS BOARD OF NEWFOUNDLAND AND LABRADOR  
STATEMENT OF FINANCIAL POSITION**

As at December 31, 2016

	2016	2015
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents (Note 2)	\$ 343,615	\$ 322,777
Accounts receivable (Note 3)	26,800	46,800
Prepaid expenses	1,348	1,173
	371,763	370,750
	<b>\$ 371,763</b>	<b>\$ 370,750</b>
<b>LIABILITIES AND MEMBERS' SURPLUS</b>		
<b>Current liabilities</b>		
Accrued liabilities	\$ 3,450	\$ 3,390
Deferred revenue (Note 5)	52,575	52,200
	56,025	55,590
<b>Members' Surplus</b>		
Surplus	315,738	315,160
	<b>\$ 371,763</b>	<b>\$ 370,750</b>

ON BEHALF OF THE BOARD:

 Board Member

 Board Member

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

**Leonard W Harvey, CPA, CGA**  
Chartered Professional Accountant

**EMBALMERS AND FUNERAL DIRECTORS BOARD OF NEWFOUNDLAND AND LABRADOR  
STATEMENT OF OPERATIONS**

For the year ended December 31, 2016

	2016	2015
<b>REVENUE</b>		
Fees	\$ 51,090	\$ 51,885
OHS	-	30,000
Seminar	5,890	-
Interest	1,533	3,273
	<b>\$ 58,513</b>	<b>\$ 85,158</b>
<b>EXPENSES</b>		
Administrator fees	15,000	15,000
Bank charges	108	111
Board meetings	5,218	12,970
Conferences	2,212	1,221
Honorariums	4,868	3,732
Inspections	1,812	-
Insurance	1,710	1,586
Office	4,628	5,697
Professional fees	13,657	33,918
Seminars	7,632	-
Telephone	1,090	1,130
	<b>57,935</b>	<b>75,365</b>
<b>Excess of revenue over expenses</b>	<b>\$ 578</b>	<b>\$ 9,793</b>
<b>Surplus, beginning of year</b>		
	<b>\$ 315,160</b>	<b>\$ 305,367</b>
<b>Excess of revenue over expenses</b>	<b>578</b>	<b>9,793</b>
<b>Surplus, end of year</b>	<b>\$ 315,738</b>	<b>\$ 315,160</b>

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

Leonard W Harvey, CPA, CGA  
Chartered Professional Accountant

**EMBALMERS AND FUNERAL DIRECTORS BOARD OF NEWFOUNDLAND AND LABRADOR**  
**STATEMENT OF CASH FLOWS**

For the year ended December 31, 2016

	2016	2015
<b>Operating activities:</b>		
Excess of revenues over expenditures	\$ 578	\$ 9,793
Changes in non-cash working capital		
Accounts receivable	20,000	(10,675)
Prepaid expenses	(175)	(53)
Accrued liabilities	60	565
Deferred revenue	375	(625)
	<u>20,838</u>	<u>(995)</u>
Cash and cash equivalents, beginning of year	322,777	323,772
<b>Cash and cash equivalents, end of year</b>	<b>\$ 343,615</b>	<b>\$ 322,777</b>
Cash and cash equivalents consists of:		
Cash	\$ 192,819	\$ 25,898
Term deposits	150,796	296,879
	<u>\$ 343,615</u>	<u>\$ 322,777</u>

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

**Leonard W Harvey, CPA, CGA**  
Chartered Professional Accountant

**EMBALMERS AND FUNERAL DIRECTORS BOARD OF NEWFOUNDLAND AND LABRADOR**  
**NOTES TO FINANCIAL STATEMENTS**  
 December 31, 2016

**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.

	<b>2016</b>	<b>2015</b>
Cash	\$ 192,819	\$ 25,898
Investments	150,796	296,879
	<b>\$ 343,615</b>	<b>\$ 322,777</b>

Investments activity for the year;

Guaranteed Investment Certificates, Bank of Nova Scotia,  
 interest at 1.1000% maturing March 14, 2016.

Opening balance:	<b>\$ 296,879</b>
Deposits	----
Interest earned	<b>655</b>
Matured GIC transferred to cash	<b>297,534</b>
Ending balance:	<b>\$ -----</b>

Investments activity for the year;

Guaranteed Investment Certificates, Bank of Nova Scotia,  
 interest at 1.3000% maturing August 5, 2017.

Opening balance:	\$ -----
Deposits	<b>150,000</b>
Interest earned	<b>796</b>
Ending balance:	<b>\$ 150,796</b>

**EMBALMERS AND FUNERAL DIRECTORS BOARD OF NEWFOUNDLAND AND LABRADOR**  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2016

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**3. ACCOUNTS RECEIVABLE**

Accounts receivable consists of membership fees and licenses for the subsequent year that were invoiced from September 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 September-December of the current year which relates to fees that are collected in and are for the following year.