

The Cemeteries Act – Perpetual Care Funds **Passing of Accounts**

Minimum Filing Requirements for Each Year under Review

1. Annual financial statements;
2. Continuity schedule of the Perpetual Care Funds for each cemetery, including opening balance, amounts received by cemetery, income earned by the fund, the amount paid to the cemetery by the Trustee, Trustee fees, and Perpetual Care Funds at end of period;
3. Schedule of allotments to the Perpetual Care Fund for the period under examination including calculation of funds withheld in accordance with *The Cemeteries Act*;
4. Continuity schedule of plots available for sale at the beginning of the period, plots sold during the period, additional plots acquired and plots available for sale at the end of the period;
5. A confirmation from the Trustee of fund assets held (fair market value and book value) as well as amounts received and distributed during the period under examination;
6. Schedule detailing the allocation of total expenses between perpetual care and the other business interest of the cemetery;
7. Budget for the next two or three years of future operations related to perpetual care;
8. Comparisons of actual versus budgeted operations for year under review, with explanations for significant variances from budget and prior year; and
9. An affidavit, signed by an officer of the cemetery, stating that the information included in the filing is, to the best of their knowledge, complete and truthful.

Note:

Supporting documentation for perpetual care expenses should be available for examination by the Consumer Protection Office upon request.