

**NOVA SCOTIA CEMETERY AND FUNERAL SERVICES ACT**

# Review Engagement Report – Discrepancies

**(Must be completed by a Licensed Public Accountant)**

Re: \_\_\_\_\_ Name of Seller (Funeral Home or Cemetery Operator)

I have reviewed the seller’s compliance during the fiscal year ending \_\_\_\_\_ (fiscal year end) with criteria prescribed by Sections 15, 16A(6)(a) to (e), and 16B of the Cemetery and Funeral Services Regulations (N.S. Reg. 16/84) (and the requirement to maintain a trust account referred to in Note 1 below), and, if a cemetery, Section 24 of the Cemetery and Funeral Services Act (R.S.N.S 1989, c62) and Sections 28 to 33, of the Cemetery and Funeral Services Regulations (N.S. Reg. 16/84), [and the interpretation of certain criteria as described in Note 2, if applicable]. My review was made in accordance with generally accepted standards for review engagements and, accordingly, consisted of inquiry, analytical procedures and discussion related to information supplied to me by the company.

A review does not constitute an audit and, consequently, I do not express an audit opinion on this matter.

Based on my review, the attached Schedule “A” documents items that have come to my attention that cause me to believe that the company is not in compliance with the criteria prescribed by Sections 15, 16A(6)(a) to(e), and 16B of the Regulations (and the requirement to maintain a trust account as set out in Note 1 below), and, if a cemetery, Section 24 of the Act and Sections 28 to 33 of the Regulations, [and the interpretation as described in Note 2].

\_\_\_\_\_  
City

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Accountant

The undersigned is the seller referred to in this report.

\_\_\_\_\_  
Name of Seller (Funeral Home or Cemetery Operator)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Seller

**NOTE 1 – TRUST ACCOUNT REQUIREMENT (to be completed by the licensed public accountant)**

During the seller’s fiscal year, the seller is required to maintain an account designated as a trust account in a chartered bank, loan or trust company in the Province, in which was deposited all money received from the sale of trust-funded plans (less any allowable administrative expenses permitted by subsection 15(3) of the Cemetery and Funeral Services Act).

\_\_\_\_\_  
Name of Chartered Bank, Loan or Trust Company holding Trust Account

\_\_\_\_\_  
Balance in Trust Account at fiscal year end

\_\_\_\_\_  
Name of Chartered Bank, Loan or Trust Company holding Cemetery Perpetual Care Fund (if applicable)

\_\_\_\_\_  
Balance in Trust Account at fiscal year end

**NOTE 2 – DESCRIPTION OF INTERPRETATION (if applicable)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL INFORMATION (to be provided by the licensed public accountant)**

\_\_\_\_\_  
Name of Accounting Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Person to whom any inquiry should be directed

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

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**SCHEDULE "A"**

When the licensed public accountant concludes the seller is not in compliance with the specified criteria as identified in the report, please complete the following: (Identify/Select all applicable discrepancies and provide explanation)

- Money received for the trust-funded plans not disbursed in accordance with Section 15 of the Cemetery and Funeral Services Act and subsections 15(1) and (2) of the Regulations.

Explanation: \_\_\_\_\_  
\_\_\_\_\_

- The seller has not maintained a monthly trust ledger in accordance with subsection 15(2) of the Regulations.

Explanation: \_\_\_\_\_  
\_\_\_\_\_

- The seller has not reconciled the trust ledger to the bank records on a monthly basis in accordance with subsection 15(4) of the Regulations.

Explanation: \_\_\_\_\_  
\_\_\_\_\_

- The seller has not retained the documents in relation to their trust accounts as required under subsection 15(5) of the Regulations.

Explanation: \_\_\_\_\_  
\_\_\_\_\_

- Deposits of money received from the sale of trust funded plans (funeral services and/or cemetery goods and services) have not been made to the appropriate trust account no later than 10 business days after the money was received, in accordance with subsection 15(6) of the Regulations.

Explanation: \_\_\_\_\_  
\_\_\_\_\_

- The seller has not ensured the purchaser has been provided with proof of deposit to the trust account within the required 21 days after the seller received the money, in accordance with subsection 15(7) of the Regulations.

Explanation: \_\_\_\_\_  
\_\_\_\_\_

- Purchasers who are paying by instalments have not been provided with their semi-annual proof of deposits in accordance with subsection 15(9) of the Regulations.

Explanation: \_\_\_\_\_  
\_\_\_\_\_

- The seller is not maintaining an inventory of merchandise showing assignment of merchandise to individual purchase agreements, in accordance with Section 16B of the Regulations.

Explanation: \_\_\_\_\_  
\_\_\_\_\_

- The seller has not retained the documents required under clauses 16A(6)(a) to (e) of the Regulations.

Explanation: \_\_\_\_\_  
\_\_\_\_\_

- The cemetery operator has not made deposits to the care fund and made all withdrawals from the income of care fund in accordance with Section 24 of the Act and Sections 28 to 33 of the Regulations.

Explanation: \_\_\_\_\_  
\_\_\_\_\_

- Other

Explanation: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Accountant