



## 2013 ENDOWMENT CARE FUND AND SPECIAL CARE FUND REPORT

CERTIFICATE OF AUTHORITY (LICENSE) NUMBER: COA \_\_\_\_\_

CORPORATION NAME: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
 [For written correspondence]

CEMETERY NAME: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

CEMETERY ADDRESS: \_\_\_\_\_  
 [Cemetery's physical address]

Certification Use Only

Reporting Period: (check one)

- Calendar Year – Beginning January 1, 2013 and ending December 31, 2013**
- Fiscal Year – Beginning \_\_\_\_\_ and ending \_\_\_\_\_**

### IMPORTANT REPORTING INFORMATION

1. **FILING DATE** – If the reporting period is a calendar year, Business and Professions Code Section 9650(a) requires that this report be filed with the Cemetery and Funeral Bureau on or before June 1, 2014.
2. **FISCAL YEAR FILING DATE** – If prior approval has been received to file this report on a fiscal year basis, Business and Professions Code Section 9650(a) requires that this report be filed with the Cemetery and Funeral Bureau within five months after the close of the fiscal year end.
3. **AUDIT REPORT** – Business and Professions Code Section 9650(b) requires that an audit report upon the general purpose financial statements of the endowment care fund and special care fund accompany this report and be signed by the certified public accountant or public accountant that performed the audit.
4. **VERIFICATION** – Business and Professions Code Section 9650(b) requires that the president or vice president and at least one other officer of the cemetery corporation verify this report.
5. **LATE FILING PENALTY** – Any report postmarked after June 1, 2014 or more than five months after the close of the fiscal year end is considered late. **Reports filed late are subject to the late filing fine pursuant to Business and Professions Code Section 9650.4. Failure to file the report may result in disciplinary action by the Bureau.**
6. **PUBLIC RECORD** – Business and Professions Code Section 9650.3 requires that a copy of each annual audit report shall be transmitted to the bureau and shall be a public record. It shall also be open for public inspection at the offices of the cemetery authority during normal business hours. If the cemetery authority does not maintain offices in the county in which its cemetery is located, it shall file a copy of the annual audit report with the county clerk of the county, which shall be subject to public inspection.

## 2013 ENDOWMENT CARE FUND AND SPECIAL CARE FUND REPORT

1. List all members of the board of trustees over the endowment care fund and special care fund(s). **Attach additional pages if necessary.** (Business and Professions Code Section 9650.2)

If the trustee over the trust fund(s) is a state or national bank authorized to engage in trust business, please provide the name, address, and telephone number of the bank and a contact person at the bank for any questions regarding the trust fund(s).

	Name, Business Address and Telephone #	Relationship to Cemetery	Trustee Over:	
			ECF	SCF
a.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
	_____	_____		
	_____			
	_____			
b.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
	_____	_____		
	_____			
	_____			
c.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
	_____	_____		
	_____			
	_____			
d.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
	_____	_____		
	_____			
	_____			
e.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
	_____	_____		
	_____			
	_____			
f.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
	_____	_____		
	_____			
	_____			

## 2013 ENDOWMENT CARE FUND AND SPECIAL CARE FUND REPORT

2. Does the cemetery authority have fidelity bond coverage executed by an admitted surety insurer in the amount of \$50,000 guaranteeing payment to each endowment care fund and special care fund for any monetary loss incurred by the trust funds for acts of fraud or dishonesty by the trustee or trustees? (Health & Safety Code Section 8734) Yes  No

(a) If 7 is YES – Give evidence of the fidelity bond coverage. Evidence should include:

- Bond Number or Policy Number: \_\_\_\_\_
- Name of Insurance Carrier: \_\_\_\_\_
- Effective dates for the Insurance Policy: \_\_\_\_\_
- Maximum Amount of Coverage per Loss: \_\_\_\_\_

(b) If 7 is NO – Is the trustee over the endowment care fund and/or special care fund(s) a state or national bank authorized to engage in trust business pursuant to the California Financial Code? Yes  No

3. List the authorized contact person for any questions regarding this report.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

4. Has the income earned from the investment of the endowment care funds been used solely for the general care, maintenance, and embellishment of the cemetery, reserve for losses and other expenses authorized by law? (Health & Safety Code Section 8726) Yes  No

5. Are any trust fund investments in default? Yes  No

If YES – Identify the investments that are in default.

6. Has the corporation or any officer, employee or stockholder thereof and the trustees of the endowment care funds or special care funds entered into any transaction with respect to those endowment care funds or special care funds?

Yes  No

If YES – Attach a statement showing the transactions entered into between the corporation or any officer, employee or stockholder thereof and the trustees of the endowment care funds with respect to those endowment care funds. The statement shall show the dates, amounts of the transactions, and a statement of the reasons for those transactions. (Business and Professions Code Section 9650 (a)(5))

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7. List the contribution rate(s) to the endowment care fund for the sale of interment space in the cemetery during the reporting period for this report. (Business and Professions Code Section 9650 (a)(1))

**Attach additional pages if necessary.**

Type of Interment Space	Deposit Rate
-------------------------	--------------

*Grave Space:* (List for each type i.e., standard grave, child grave, cremated remains burial, etc.)

.....	.....	_____ per square foot
.....	.....	_____ per square foot
.....	.....	_____ per square foot

*Crypts:*

.....	.....	_____ per crypt
.....	.....	_____ per crypt

*Companion crypts:*

First crypt.....	.....	_____ per crypt
Additional crypts .....	.....	_____ per additional crypt

*Niches*..... \_\_\_\_\_ per niche

*Scatterings*..... \_\_\_\_\_ per service

*Other* (list reason for other contributions):

.....	.....	_____ per _____
.....	.....	_____ per _____

## SCHEDULE OF INTERMENT SPACE SOLD FOR THE YEAR ENDED \_\_\_\_\_

Total number of ground burial spaces sold \_\_\_\_\_

Total number of square feet of ground burial spaces sold \_\_\_\_\_ square feet

Total number of crypts sold \_\_\_\_\_

Total number of niches sold \_\_\_\_\_

Total number of scatterings sold \_\_\_\_\_

# 2013 ENDOWMENT CARE FUND AND SPECIAL CARE FUND REPORT

## SCHEDULE A ENDOWMENT CARE FUND CORPUS FISCAL YEAR ENDED \_\_\_\_\_

LINE NO.	DESCRIPTION		
1	Initial deposit		
	<u>Grave space contributions deposited:</u>		
2	Accumulated balance forward from prior year		
3	Current year deposits		
4	Total deposits for grave spaces		
	<u>Crypt space contributions deposited:</u>		
5	Accumulated balance forward from prior year		
6	Current year deposit		
7	Total deposits for crypt spaces		
	<u>Niche space contributions deposited:</u>		
8	Accumulated balance forward from prior year		
9	Current year deposits		
10	Total deposits for niche spaces		
	<u>Scattering contributions deposited:</u>		
11	Accumulated balance forward from prior year		
12	Current year deposits		
13	Total deposits for scatterings		
	<u>Other contributions deposited:</u>		
14	Accumulated balance forward from prior year		
15	Current year deposits		
16	Total deposits for other contributions		
17	<b>Total corpus from initial deposit and contributions</b>		
	<u>Accumulated Capital Gains Realized:</u>		
	Total net capital gains/(losses) since the establishment of the fund through 12/31/12 or previous fiscal year end that has been added to the fund corpus. (This amount should be net of any capital gains previously set aside in the reserve for future maintenance and net of any losses applied against the reserve for losses.)		
18			
	<u>Current Year Capital Gains/(Losses) Realized:</u>		
19	Capital gains/(losses) for the year, Sch. G, line #9		
20	If line #19 is a loss: enter amount from, Sch. C1, line #4		
21	Total Current year Capital Gains/(Losses) Realized		
22	Less: Amount of current year capital gains set aside in the Reserve for future maintenance		
23	Total current year net capital gains/(losses) added to fund Corpus		
24	<b>Total fund corpus from net capital gains/(losses) add lines #18 &amp; #23</b>		
25	<b>Total corpus</b> (initial deposit, contributions and capital gains) lines #17 & #24		
26	Reserve for losses—Sch. C1, line #5		
27	Reserve for future maintenance—Sch. C2, line #5		
28	Unexpended trust income—Sch. C3, line #12		
29	<b>Total endowment care fund corpus, reserves, and unexpended income</b>		

# 2013 ENDOWMENT CARE FUND AND SPECIAL CARE FUND REPORT

## SCHEDULE B RECONCILIATION OF THE ENDOWMENT CARE FUND PER THIS REPORT TO THE AUDITED ENDOWMENT CARE FUND BALANCE FISCAL YEAR ENDED \_\_\_\_\_

Line No.		
1	Total endowment care fund corpus, reserves, and unexpended income (Schedule A, Line 29)	
	<u>Add (Subtract) Reconciling Items:</u>	
2a	Unrealized capital gains (losses)	
2b		
2c		
2d		
2e		
2f		
2g		
2h		
2i		
2j		
2k		
3	Endowment Care Fund balance per audited financial statements	

**Attach additional pages if necessary.**

# 2013 ENDOWMENT CARE FUND AND SPECIAL CARE FUND REPORT

## SCHEDULE C1 ENDOWMENT CARE FUND RESERVE FOR LOSSES

Line No.		
1	Beginning balance	
2	Additions to the reserve for the current year	
3	Total available reserve for losses	
4	Less: Amount applied to current year's capital losses realized	
5	<b>Total ending balance reserve for losses</b>	

Explain the basis of the current year additions to the reserve for losses. If losses are applied to the reserve, give a detailed description of the losses. **Attach additional pages if necessary.**

## SCHEDULE C2 ENDOWMENT CARE FUND RESERVE FOR FUTURE MAINTENANCE

Line No.		
1	Beginning balance	
2	Additions to the reserve for the current year	
3	Total available reserve for future maintenance	
4	Less: Current year reserve expended for maintenance	
5	<b>Total ending balance reserve for future maintenance</b>	

## SCHEDULE C3 ENDOWMENT CARE FUND INVESTMENT INCOME

Line No.		
1	Beginning balance Unexpended Income	
	Additions:	
2	Interest, Dividends, and Rental Income	
3	Other	
4	Total Investment Income (add lines #2 & #3)	
	Subtractions:	
5	Administrative Expenses	
6	Compensation paid to the board of trustees	
7	Allocation to Reserve for Losses (Schedule C1, line #2)	
8	Allocation of Investment Income to Reserve for Maintenance	
9	Expenditures for Cemetery Maintenance (Schedule H, line #3a)	
10	Other	
11	Total Expenditures and Distributions (add lines #5 through #10)	
12	<b>Total ending balance Unexpended Income (line #1 + line #4 – line #11)</b>	

# 2013 ENDOWMENT CARE FUND AND SPECIAL CARE FUND REPORT

## SCHEDULE D SPECIAL CARE FUND CORPUS (for preneed services and merchandise, or for non-burial purposes) FISCAL YEAR ENDED \_\_\_\_\_

Line No.	Description	Additions / Deductions	Total
1	<b>Beginning Balance</b>		
	Additions:		
2	Corpus Received this Period		
3	Income Earned, and Capital Gains/ (Losses) Realized This Period		
4	<b>Total Additions</b> (add lines #2 & 3)		
	Subtractions:		
5	Serviced Preneed Accounts		
6	Refunds for, Canceled or Revoked Preneed Accounts		
7	Revocation Fees		
8	Non-Burial Services Provided		
9	<b>Total Subtractions</b> (Add lines #5, 6, 7 & 8)		
	Expenses:		
10	Administration Fees (H&S 8778.5 (b))		
11	Maintenance Expenses (Schedule H, line #3b)		
12	Income Taxes		
13	Other Expenses		
14	<b>Total Expenses</b> (Add lines # 10, 11, 12 & 13)		
15	<b>Ending Balance, Cost Basis</b> (line #1 + line #4 – line #9 – line #14)		

Note: For non-burial SCF, leave lines #5, #6 and #7 blank.

# 2013 ENDOWMENT CARE FUND AND SPECIAL CARE FUND REPORT

## SCHEDULE E \_\_\_\_\_ CARE FUND

*(endowment care fund, special care fund, or commingled trust fund investments)*

### INVESTMENTS

Complete a separate schedule for each trust maintained by the cemetery authority. If the cemetery authority has commingled the endowment care and special care funds for investment, only one schedule is needed. **Attach additional pages if necessary.**

Line No.	Description	Market Value	Cost Basis
1			
2			
3			
4			
5			
6			
7			
8			
9	Total Investments		

Net unrealized gain (loss):

Line No.		
10	Total market value	
11	Less: Total cost basis	(            )
12	Net unrealized gain (loss)	

If any trust funds are commingled for investment, complete the following:

Line No.		
13	Amount of total net unrealized gain (loss) allocated to the Endowment Care Fund	
14	Amount of total net unrealized gain (loss) allocated to the Special Care Fund(s)	

Describe the allocation basis:

# 2013 ENDOWMENT CARE FUND AND SPECIAL CARE FUND REPORT

## SCHEDULE F

### CORPUS AND INVESTMENT RECONCILIATION

Line No.		
1	Total endowment care fund corpus, reserves, and unexpended income (Schedule A, line 29)	
2	Total special care trust fund(s) corpus (Schedule D, line 15)	
3	Total trust fund(s) corpus	
4	Less: Total investments at cost (Schedule E, line 11)	
5	Difference	

If there is a difference, please explain.

# 2013 ENDOWMENT CARE FUND AND SPECIAL CARE FUND REPORT

## SCHEDULE G

### \_\_\_\_\_ CARE FUND

*(endowment care fund, special care fund, or commingled trust fund investments)*

### SCHEDULE OF REALIZED CAPITAL GAINS AND LOSSES

Complete a separate schedule for each trust fund. If the cemetery authority has commingled the endowment care and special care funds for investment, only one schedule is needed. **Attach additional pages if necessary.**

LINE NO.		Date of Disposition	Amt. From Disposition	Cost Basis	Gain (Loss)
1					
2					
3					
4					
5					
6					
7	Total net realized gain (loss)				
8	Income tax effect				
9	Total net realized gain (loss) after income tax				

If any trust funds are commingled for investment, complete the following:

LINE NO.		
10	Amount of total net realized gain (loss) allocated to the endowment care fund	
11	Amount of total net realized gain (loss) allocated to the special care fund(s)	

Describe the allocation basis:

# 2013 ENDOWMENT CARE FUND AND SPECIAL CARE FUND REPORT

## SCHEDULE H SCHEDULE OF CEMETERY MAINTENANCE EXPENSES FISCAL YEAR ENDED \_\_\_\_\_

### Maintenance Expenses

LINE NO.	Descriptive Title of Maintenance Expense	Amount
1a		
1b		
1c		
1d		
1e		
1f		
1g		
1h		
1i		
1j		
1k		
1l		
1m		
1n		
<b>2</b>	<b>Total Maintenance Expenses</b>	

### Funding of Maintenance Expenses

LINE NO.	Revenue Allocation by Source	Amount
3a	Endowment Care Fund Income	
3b	Special Care Fund Income	
3c	Income from Cemetery Operations	
3d	Other Sources (Please Specify)	
<b>4</b>	<b>Total Revenue Allocated to Maintenance Expenses</b>	

**Attach Additional Pages if Necessary**

# 2013 ENDOWMENT CARE FUND AND SPECIAL CARE FUND REPORT

## VERIFICATION of 2013 ENDOWMENT CARE FUND and SPECIAL CARE FUND REPORT

I certify under penalty of perjury, under the laws of the State of California that I am a duly appointed, qualified and acting officer of the cemetery corporation and that the statements contained and answers given in this report, including all attachments thereto, are complete, true and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_  
(President or Vice President)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_  
(Other Corporate Officer)

Date: \_\_\_\_\_

### FILING THE REPORT

- The report must be postmarked on or before June 1, 2014 (fiscal year filers must file within five months after the close of the fiscal year).
- The report is not considered filed if it is not accompanied by the required audit report.
- The report is not considered filed if it is not verified above by the president or vice president and one other officer of the cemetery corporation.
- If the report is not filed by the required date, the cemetery authority is subject to a fine of \$400 per month. **Failure to file the report may result in disciplinary action by the Bureau.**

Mail the completed *2013 Endowment Care Fund and Special Care Fund Report* along with the required audit report to:

**Cemetery and Funeral Bureau  
Annual Cemetery Trust Fund Reports  
1625 North Market Blvd., Suite S-208  
Sacramento, CA 95834**



## NOTICE ON COLLECTION OF PERSONAL INFORMATION

### Collection and Use of Personal Information

The Cemetery and Funeral Bureau of the Department of Consumer Affairs collects the personal information requested on this form as authorized by Business and Professions Code Sections 30, 144, 7617.1, 7618, 7619, 7620, 7628, 7642, 7643, 7661, 7662, 7665, 7667, 9650, 9650.2, 9650.3, 9700, 9701, 9702.1, 9704, 9715, 9715.1, 9716, 9723, 9723.1, 9741, 9745, 9746, 9781, 9787.3 and the Information Practices Act. The Cemetery and Funeral Bureau uses this information principally to identify and evaluate applicants for licensure, issue and renew licenses, and enforce licensing standards set by law and regulation.

### Mandatory Submission

Submission of the requested information is mandatory unless otherwise noted on the form. The Cemetery and Funeral Bureau cannot consider your application for licensure or renewal unless you provide all of the requested information.

### Access to Personal Information

You may review the records maintained by the Cemetery and Funeral Bureau that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

### Possible Disclosure of Personal Information

We make every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code Section 6250 and following), as allowed by the Information Practices Act (Civil Code Section 1798 and following);
- To another government agency as required by State or Federal law; or,
- In response to a court or administrative order, a subpoena, or a search warrant.

### Contact Information

For questions about this notice or access to your records, you may contact the Custodian of Records, Cemetery and Funeral Bureau at 1625 North Market Boulevard, Suite S-208, Sacramento, CA 95834, by phone at (916) 574-7870, or by e-mail at [emailcfb@dca.ca.gov](mailto:emailcfb@dca.ca.gov). For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by e-mail at [dca@dca.ca.gov](mailto:dca@dca.ca.gov).