

Effective dates of your audit will be January 1, 2013 through December 31, 2019. Below is a list of items/documents needed in order to properly perform our audit.

1. Property Sales

Please provide a list of grave space, lawn crypt, mausoleum crypt and columbarium niche sales:

The list should include:

- Contract Number (or other identifying number)
- Customer Name
- Contract Date
- Retail Cost of the property sold
- The number of property items sold
- The endowed care liability

If it is possible to provide this information in an excel spreadsheet, this would be very helpful.

2. Endowed Care Deposits

For deposits listed in the endowed trust statements provide an itemized listing of the contracts included in that deposit and the amount of the deposit that pertains to each contract.

3. Trust Fund Bank Statements

Please provide annual statements for 2013, 2014, 2015, 2016, 2017, 2018, 2019 and January of 2020. It is often easier to email the trustee and request to email the statements to me directly.

4. The Endowed Care Trust Fund Agreement

5. Cemetery Annual Endowed Care Trust Fund Reports

Filed with the State for 2013, 2014, 2015, 2016, 2017, 2018 and 2019. Please provide the signature page also.

6. Map(s) of Cemetery

7. State of Missouri Endowed Care license

We only need to have a copy of the current license.

(However, If you just so happen to have these for the other years of the audit period, it would be good to get a copy of these too, but I realize that these might not be available.)

8. Cemetery rules and regulations

9. A blank Cemetery Contract

10. Any Brochures, Cemetery Deeds (Blank), etc. that have endowed care representations included in them

Please provide the documentation requested above by ____, 2020.