



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Perpetual Care Cemetery Board**

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 11329 • Columbia • SC 29211-1329

Phone: 803-896-4497 • [contact.cemetery@llr.sc.gov](mailto:contact.cemetery@llr.sc.gov) • Fax: 803-896-4554

[llr.sc.gov/cem](http://llr.sc.gov/cem)

## **MERCHANDISE ACCOUNT ANNUAL REPORT**

### **Instructions for Preparation**

1. This form should be completed from the official records of the cemetery and submitted to the Cemetery Board within ninety (90) days of the end of the calendar or fiscal year.
2. If the cemetery warehouses/inventories merchandise please attach an inventor list of merchandise.
3. An officer of the licensee should sign the certification of accuracy at the bottom of the form prior to submission.
4. All information requested should be supplied. If an item is not applicable to the licensee, an “N/A” should be placed in that space – no space should be left blank.
5. This Annual Report should be examined by a licensed CPA or PA annually and the Accountants Report should be furnished to the Board within one-hundred and fifty (150) days of the end of the licensee’s fiscal year.
6. FINANCIAL INFORMATION – instruction concerning the source of each line item requested is provided next to the item. The following additional information is provided to assist in the report preparation.
  - a) Line 1 – This amount should be the same as the ending balance on the prior year’s report.
  - b) Lines 2 – This amount should represent contracts that were COMPLETED or FULLY PAID during the fiscal year. Section 40-80-110(F) does not require deposit into the merchandise account until receipt of final payment on a contract. Because the licensee has up to sixty (60) days after final payment on a contract to make the required deposit, there may be deposits into the account at the beginning of the year which represent prior year completed sales. Likewise, there may be sales made at the end of the current fiscal year for which a deposit has not been made at year end. A reconciliation of sales records to merchandise account deposits should be provided to explain these differences.
  - c) Line 3 – Merchandise Account earnings for the year should be listed here. If investment losses exceed gains for the year, the net loss for the year should be shown.
  - d) Line 4-6 – These lines are self-explanatory.
  - e) Line 7 – This amount should be the actual amount in the Merchandise Account at the end of the fiscal year .



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MERCHANDISE ACCOUNT ANNUAL REPORT

Fiscal year covered by this report: Cemetery Board License no.:

Cemetery doesn't have a Merchandise Account Cemetery warehouses/inventories/merchandise

Name of cemetery:

Cemetery address:

City/State/ZIP:

Corporate or business name:

Mailing address (if different):

City/State/ZIP:

- 1. Amount in Merchandise Account at close of previous fiscal year (as shown on last report) \$
2. Deposits of 100% of actual cost of Merchandise sold on a pre-need basis, whose contract has been paid in full during this year, but which merchandise has otherwise not been provided. \$
3. Interest or other income earned, or (losses) incurred by the Account for the year \$
4. Payments made to Licensee of principal and interest for completed contracts during the year \$
5. Refunds to customers during the year \$
6. Account fees and other expenses \$
7. Amount in Merchandise Account at end of current fiscal year (Lines 1+2+3-4-5-6)\$

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CERTIFICATIONS

I, an officer of (licensee) certify that the above financial report of the Merchandise Account is accurate and without material error.

Date: Signature:

Title:

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NOTE: Section 40-8-110(L) - "If a report is not received within the required time, the board may levy and collect a penalty of not less than twenty-five dollars a day or more than one hundred dollars a day for each day of delinquency."