



KAY IVEY
GOVERNOR

ALABAMA BOARD OF FUNERAL SERVICES

4276 LOMAC STREET | MONTGOMERY, ALABAMA 36106
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CHARLES PERINE
DIRECTOR

November 13, 2024

To: Preneed Certificate of Authority Holders

Re: Preneed Mini Examination

The Alabama Board of Funeral Services is implementing a new procedure for the examination of preneed records. Previously, records for both active and inactive Certificate of Authority holders or former holders were periodically reviewed, often with examiners onsite for multiple days. Moving forward, the Board will conduct annual Mini Examinations of preneed records. A base examination fee of \$335 will apply to each Mini Examination. Should the Mini Examination uncover significant issues, a Full Examination will be scheduled, with fees of \$335 per day plus associated expenses.

This notice serves to inform you of an anticipated visit to your funeral home to conduct a Mini Examination, in accordance with the Code of Alabama 1975, Title 34, Chapter 13, and the Administrative Code 395, Alabama Preneed Funeral and Cemetery Act of 2023. Our records indicate that you are, or have previously been, a preneed funeral provider.

Within the next 12 months, if you are actively selling or have previously sold preneed funeral and cemetery services and/or merchandise (and still have unfulfilled contracts), you can expect **an examiner(s)** to conduct a Mini Examination of your preneed records. These examinations are intended to ensure compliance with state rules and regulations. If the Mini Examination reveals any deficiencies or non-compliance, the examiner may proceed to schedule a Full Examination accordingly.

Please have the following records and documentation available for review upon our arrival:

- Price list(s) since the last examination
- Preneed Sales Log (funeral and/or cemetery)
- Current license/registration information for establishments and sales agent
- Copies of all annual reports issued to Burial Services since last examination
- Access to all preneed and at-need contracts/files for contracts written since the last examination
- Records of all preneed funds received and deposits made since the last examination
- A list of accounts closed since the last examination



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- Trust Agreements
- Contract Forms
- M&S Trust Funds
- Trust Statements
- Trust Transmittals
- Insurance Policy Reports
- Cemetery Sales Log

Thank you for your cooperation. We look forward to our visit.

Sincerely,
Alabama Board of Funeral Services
Preneed Division