



IDAHO
DEPARTMENT OF FINANCE

C.L. "BUTCH" OTTER
Governor

GAVIN M. GEE
Director

TO: The Cemetery Authority Addressed

FROM: Kristen Butler - Idaho Securities Bureau (208) 332-8073
kristen.butler@finance.idaho.gov

DATE:

SUBJECT: Cemetery Renewal

Please find enclosed the necessary form to update your cemetery license for the current fiscal year.

As a reminder, your Annual Registration Statement and fee of \$150.00 are **due within 30 days after the fiscal year end date of the cemetery** each year.

Where funds of the cemetery authority are held by a trustee, other than the authority itself, the annual statement shall also contain a certificate signed by the trustee, certifying to the truthfulness of the statement. Please provide a copy of the trustees' annual statement of the trust account. Please note that we require a copy of the statement covering the **entire fiscal year**.

Also, all reports, other than the trustees' certificate, shall be prepared by an independent certified public accountant licensed in the State of Idaho. Please provide verification (such as a letter from your C.P.A.) that you have complied with this requirement of the Act.

Thank you for your continued cooperation. If you have any questions regarding these matters, please telephone me at the number listed above.

Note: If for some reason you are unable to submit the required documents by the deadline, please send in the \$150.00 renewal fee along with a letter of explanation; asking for a 30 day extension. Thank you.

SECURITIES BUREAU
Bureau Chief – James A. Burns
800 Park Boulevard, Suite 200, Boise, ID 83712
Mail To: P.O. Box 83720, Boise ID 83720-0031
Phone: (208) 332-8004 Fax: (208) 332-8099
<http://www.finance.idaho.gov>