



**DEPARTMENT OF FINANCIAL SERVICES**  
*Division of Funeral, Cemetery & Consumer Services*  
200 East Gaines Street  
Tallahassee, FL 32399- 0361

**PRENEED LICENSE ANNUAL FINANCIAL STATEMENT**

**for**

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d/b/a: \_\_\_\_\_

PNL NUMBER: \_\_\_\_\_

**AS OF FISCAL YEAR END** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month / Day / Year

**LICENSE PERIOD JULY 1 – JUNE 30**

**MAIL TO:**

**DEPARTMENT OF FINANCIAL SERVICES  
BOARD OF FUNERAL, CEMETERY AND CONSUMER SERVICES  
200 EAST GAINES STREET  
TALLAHASSEE, FL 32399-0361**

## General Instructions and Information:

- 1) Financial Statements must be in the **name of the licensed entity** as of the most recent fiscal year end and must be submitted to the **Board** within **3 months of the fiscal year end**.
- 2) Financial Statements (Balance Sheet and Income Statement) must be prepared in accordance with generally accepted accounting principals (GAAP), as those principals have been defined by the Florida Board of Accountancy in Chapter 61H1-20, F.A.C. In accordance with GAAP, financial statements must be prepared on the **accrual basis**. Financial Statements prepared on any other basis (including tax and cash basis with a schedule of departure from GAAP) will not be accepted. Income tax forms are also unacceptable.
- 3) Financial Statements prepared by an independent Certified Public Accountant are preferred but not required. If prepared by an independent Certified Public Accountant, the accountant's compilation letter must be included.
- 4) For ease of reporting, financial statements may be submitted on the attached forms. **Please note: Attached forms are provided as guidelines only. It is acceptable, and may be necessary, to add accounts or descriptions in order to maintain conformance with GAAP.** Be sure to include all assets, liabilities, net worth, revenues and expenses of the company.
- 5) Assets and Liabilities must show both current/short-term and non-current/long term portions separately. **Trust account assets and liabilities must be recorded (see p. 6 for further details).**
- 6) **Current Assets:** Assets included in this category are those that can be converted into cash within a period of less than one year. Current assets include such items as unrestricted cash, trade accounts receivable, and short-term investments. Conversion of various assets may occur over a period of several years, but only the portion that will be realized within one year should be shown in this category. The remaining balance of such asset items should be shown under the "Non-Current" category.
- 7) **Current Liabilities:** Liabilities included in this category are those accounts which are to be paid out of current assets or which will be converted into income within a period of less than one year (i.e. deferred revenue.) Current liabilities include such items as income collected but not yet earned, accrued expenses payable, short-term debts, and the current portion of "Long-Term" liabilities. All trade accounts payable and accrued expenses should be included in the Current Liabilities.
- 8) The Board must receive the **Annual PNL Financial Statement Certification (p. 3)** with the financial statements.
- 9) The net worth requirements for the PNL are based on the **Total Gross Sales Amount for Preneed Contracts Outstanding (trust, insurance & bonded) as of December 31**, as reported on **DFS-PNL-R3, Preneed License Annual Renewal Statement**. The net worth requirements are as follows:
  - a) Total Outstanding Contract Gross Sales of \$100,000 or less -- **\$10,000** net worth
  - b) Total Outstanding Contract Gross Sales of \$100,001 to \$200,000 -- **\$20,000** net worth
  - c) Total Outstanding Contract Gross Sales of \$200,001 to \$400,000 -- **\$40,000** net worth
  - d) Total Outstanding Contract Gross Sales of \$400,001 to \$600,000 -- **\$60,000** net worth
  - e) Total Outstanding Contract Gross Sales of \$600,001 to \$800,000 -- **\$80,000** net worth
  - f) Total Outstanding Contract Gross Sales of \$800,001 or over -- **\$100,000** net worth

**Annual PNL Financial Statement Certification**

The enclosed financial statements were prepared by \_\_\_\_\_  
in accordance with generally accepted accounting principals (GAAP) as those principals have  
been defined by the Florida Board of Accountancy in Chapter 61H1-20, F.A.C. Please contact  
\_\_\_\_\_ at phone number \_\_\_\_\_ for any  
questions concerning the attached financial statements.

The enclosed financial statements are submitted in compliance with Section 497.453, Florida  
Statutes, in conjunction with the application for renewal of the preneed license to engage in  
business as a preneed seller of services and merchandise. I hereby affirm that the information  
contained in said financial statements is true and correct and acknowledge that any misstatement  
may cause the Department of Financial Services and/or Board of Funeral, Cemetery and  
Consumer Services to initiate administrative action against the license holder.

STATE OF \_\_\_\_\_  
(To be completed by Notary)

\_\_\_\_\_  
Print Name of Principal (Owner, Officer,  
Director or Representative Agent)

COUNTY OF \_\_\_\_\_  
(To be completed by Notary)

\_\_\_\_\_  
Print Title of Principal

\_\_\_\_\_  
Signature of Principal

Subscribed and Sworn Before Me This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)  
SEAL



**Balance Sheet**

As of \_\_\_\_\_, \_\_\_\_\_  
 Month Day Year

**LIABILITIES AND NET WORTH**

**LIABILITIES:**

Current Liabilities:

Accounts Payable:

Trade	\$ _____		
_____	_____	\$ _____	
_____	_____	_____	

Commission Payable

Taxes Payable:

Payroll	_____		
Real Property	_____		
Federal and State	_____		
_____	_____		

Notes Payable: (Current Portion of  
 Long Term Debt)

To Financial Institutions	_____		
Real Estate Mortgages	_____		
To Officers and Stockholders	_____		
_____	_____		
_____	_____		

Accrued Interest Payable

Due to Trust Fund for Withdrawal of  
 Appreciation

<b>TOTAL CURRENT LIABILITIES</b>			\$ _____
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Long-Term Liabilities:

Notes and Loans Payable:

To Financial Institutions	\$ _____		
Real Estate Mortgages	_____		
To Officers and Stockholders	_____		
_____	_____		
_____	_____		

Less: Current portion of long-term debt	( _____ )	\$ _____	
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<b>TOTAL LONG-TERM LIABILITIES</b>			_____
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Other Liabilities:

Preneed Trust\*\*

_____	_____		
_____	_____		

<b>TOTAL OTHER LIABILITIES</b>			_____
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<b>TOTAL LIABILITIES</b>			\$ _____
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## Income Statement

For the Year Ended \_\_\_\_\_, \_\_\_\_\_  
Month      Day      Year

**INCOME:**

Preneed Merchandise and Services Fulfilled	\$ _____	
At-Need Merchandise and Services	_____	
Interest Income	_____	
_____	_____	
_____	_____	
<b>TOTAL INCOME</b>		<b>\$ _____</b>

**EXPENSES:**

Cost of Sales		\$ _____
<b>Selling, General, and Administrative Expenses:</b>		
Admin Fees – Trust	\$ _____	
Advertising	_____	
Commissions	_____	
Dues & Subscriptions	_____	
Depreciation & Amortization	_____	
Insurance	_____	
Interest	_____	
Office Supplies	_____	
Outside Services	_____	
Printing and Supplies	_____	
Professional Fees	_____	
Rent	_____	
Sales	_____	
Salaries	_____	
Taxes & Licenses	_____	
Telephone	_____	
Travel	_____	
Repairs and Maintenance	_____	
Utilities	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

