

Georgia Cemetery Association

Workshop Wednesdays Series

February 7th, 2018 ~ 9:00am – 11:00am

Secretary of State Topics - Proposed Schedule

Topic 1 – Trusting

- Trusting amounts associated with merchandise
 - Memorial Bench vs. Cremation Bench
- Trusting amounts associated with per care
- Preneed Merchandise Report
- Perpetual Care Report (Pre and Post)
- Date Trust Reports Are Due
- Release of funds
 - State will not provide letter to release funds

Topic 2 – Reports/Forms/Guidelines Maintained at Cemetery Office

- Sales Journal
 - Minimum Perpetual Care
- Cancellation/Deliveries
- Deed Log
 - Transfer of ownership
 - Importance of backup documentation
- Rules and Regulations
- Price Lists
- HIPPA

Topic 3 - Licensure/Registrations/ Maximum Fees Charged on Contracts

- Renewing Cemetery License
- Corporation License Renewal
- PN Sales Agent License/Renewal
 - Background Check
 - Importance of Arrest record box on application
 - Importance of registering all who meet with PN families
- Maximum allowed for Fees Charged

Topic 4 - To Be Submitted to Secretary of State

- Price Lists
 - Changes to Pricing
- Rules and Regulations
- Plats
 - What can and cannot be used as collateral for a loan
- Contracts
 - Rules/Laws