

POLICY FOR REPORTING/AUDITING BURIAL PLANS AND PLOTS

If a guardian/conservator purchases a burial plan for the individual, the cash value of that plan should be listed on the annual reporting form as an asset, and a copy of the plan with the invoice/receipt must be submitted along with the annual accounting that first year after the purchase.

For each subsequent annual report, the cash value of the burial plan should be listed as an asset, though the verifying information will not need to be submitted again. The value of the burial plan will thus be included in the beginning and ending total value of the estate each reporting period.

If for some reason the cash value of the burial plan increases or decreases during the year, that change should be noted on the annual report on the "adjustment" line and explained in the subsequent paragraph on the reporting form.

Similarly, if a burial plot is purchased, the value of the plot should be listed on the annual reporting form as an asset, and a copy of the purchase/ownership documents must be submitted with the annual report the first year.

For each subsequent annual report, the market value of the burial plot should be listed as an asset. Any document establishing the market value of the plot may be submitted. The value of the burial plot will be included in the beginning and ending total value of the estate each reporting period.

For each subsequent annual report, the value of the plot should be listed as an asset, and any increase or decrease in value that year must be noted on the "adjustment" line and explained in the subsequent paragraph on the reporting form.