EVERGREEN MEMORIAL CEMETERY MEETING NOTICE AND AGENDA

Meeting:	Board of Trustees, Evergreen Memorial Cemetery
Date:	10/09/2023
Place:	Evergreen Memorial Cemetery Office Building
	302 E. Miller St., Bloomington, IL 61701
Time:	6:00 P.M.

- I. Call to order: Joe Gibson
- II. Roll Call of Attendance
- III. "Consent Agenda

(All Items under the Consent Agenda are routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board Member or Township Supervisor so requests, in which event, the item will be removed from the Consent Agenda and considered separately and prior to comments by the Cemetery Board, Township Supervisor, or staff.)

- A. Approval of Minutes of the September 11, 2023, Board Meeting as submitted by Cemetery staff. (Recommend that the Minutes of the September 11, 2023, Meeting be approved as presented.)
- B. Approval of anticipated expenditures as presented for the month of October 2023. (Recommend that the Anticipated Expenditures be approved as presented.)
- IV. Approval by the Board on Monthly Cemetery Audit of September 2023. (Recommend that the Audit be approved as presented and forwarded on to Township Board for action and approval at their October 23, 2023, meeting.)
- V. Discussion and approval of dates for Cemetery Board of Trustees meeting for the 2024 calendar year. (Recommend that the dates for the Cemetery Board meetings for 2024 calendar year be approved.)
- VI. Discussion and approval of Holiday dates for the Cemetery for the 2024 calendar year. (Recommend that the Holiday dates for the Cemetery for 2024 calendar year be approved.)
- VII. Discussion and approval of the Preliminary Fiscal Year 2025 Tax Levy for Tax Year 2024. (Recommend that the Preliminary FY 2025 Tax Levy in the amount of \$600,000.00 be approved and forwarded on to the Township Board for action and approval at their October 23, 2023, meeting.

VIII.	2023 Year to Date Burials:	Evergreen Memorial Cemetery - 48
		East Lawn Memorial Gardens Cemetery - 64
		Park Hill Cemetery - 36
		Evergreen Memorial Pet Cemetery - 0

IX. Comment

- X. Public Comment
- XI. Adjournment

STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--CEMETERY FUND

The following is a statement by DEBORAH L. SKILLRUD, SUPERVISOR of the TOWN OF THE CITY OF BLOOMINGTON in the County and State aforesaid, of the amount of public funds received and expended by her during the period just closed, ending on the **30th day of September 2023**, showing the amount of public funds on hand at the commencement of said period, the amount of public funds received and from what source received, and the amount of public funds expended and for what purpose expended during said period ending as aforesaid.

The said DEBORAH L. SKILLRUD, being duly sworn, doth depose and say that the following statement by her subscribed is a correct statement of the amount of public funds on hand at the commencement of the period above stated, the amount of public funds received and the sources from which received, and the amount expended and the purpose for which expended as set forth in said statement.

Subscribed and sworn to before me this 9th day of October 2023.

)SS

Supervisor of the Town of the City of Bloomington, McLean County, Illinois.

Notary Public

Town of the City of Bloomington

This 9th day of October 2023.

WE, the undersigned BOARD OF TRUSTEES of EVERGREEN MEMORIAL CEMETERY, TOWN OF THE CITY OF BLOOMINGTON, do hereby certify that we have this day examined the foregoing and annexed account of DEBORAH L. SKILLRUD, SUPERVISOR of EVERGREEN MEMORIAL CEMETERY FUND, and find the same in all respects true and correct and that there appears to be a balance of \$406,991.73 in ILLINOIS FUNDS (0905) in SPRINGFIELD, ILLINOIS, \$42,944.43 at HEARTLAND BANK (7774), BLOOMINGTON, MCLEAN COUNTY, ILLINOIS and a balance of \$850,303.63 at HEARTLAND BANK (7782), BLOOMINGTON, MCLEAN COUNTY, ILLINOIS, constituting the EVERGREEN MEMORIAL CEMETERY FUND of said TOWN.

Cemetery Board President:	Secretary/Treasurer for Cemetery Board:
Joseph B Gibson	Brad A Williams
Cemetery Board Vice President:	Board of Trustees of the Evergreen Memorial Cemetery, Town of the City of
Supervisor of the Town of the City of Bloomington, McLean County, Illinois.	Bloomington, McLean County, Illinois

This 23rd day of October 2023.

WE, the undersigned BOARD OF TRUSTEES of the TOWN OF THE CITY OF BLOOMINGTON, do hereby certify that we have this day examined the foregoing and annexed account of DEBORAH L. SKILLRUD, SUPERVISOR of CEMETERY FUND, and find the same in all respects true and correct.

WARD 1: Jenna L Kearns	WARD 6: Cody Hendricks
WARD 2: Donna Boelen	WARD 7: Mary "Mollie" Ward
WARD 3: Sheila Montney	WARD 8: Kent Lee
WARD 4: John W Danenberger	WARD 9: Tom Crumpler
WARD 5: Nick Becker	Trustee Mboka Mwilambwe
	Board of Trustees of the Town of the City of Bloomington, McLean County, Illinois

I, the TOWN CLERK of the Town of the City of Bloomington, McLean County, Illinois, do hereby attest that the payouts certified and submitted by the TOWNSHIP SUPERVISOR have been (or will be) made from the Township Treasury AND do hereby certify that the above actions taken by the BOARD OF TRUSTEES of the Town of the City of Bloomington, have approved the Statement of Funds at a regularly constituted meeting of the TOWNSHIP BOARD. I shall retain a copy of this documentation and shall forward the same to the TOWNSHIP SUPERVISOR. This page was intentionally left blank.

Month of: SEPTEMBER

Finds at Osman and the second						
Funds at Commencement			¢	75 004		
Cash: Heartland Bank 7774 (Checking)			\$	75,824		
Cash: Heartland Bank 7782 (Reserve)			\$	723,653		
Cash: Illinois Fund 0905 (Reserve)			\$	405,156		
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)			\$	86,331		
Trust Account: Illinois Fund 0904 (O/C Trust)			\$	202,578		
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 06/30/2023			\$	239,795		
Funds at Commenceme	nt				\$	1,733,337
Public Funds Received This Month						
Real Estate Tax Levy					\$	126,651
Other Funds Received This Month						
Opening/Closing Fees			\$	8,135		
Sale of Lots			\$	7,291		
Sale of Crypts			\$	70		
Sale of Niches			\$	115		
Sales - Other				600		
			\$			
Interest: Checking/Reserve			\$	1,835		
Income from Trusts			\$	946	-	
Inspection Fees			\$	150	\$	19,142
Total Funds Received This Mon	th				\$	145,793
Total Funds Availab	le				\$	1,879,130
Funds Expended This Month					\$	49,841
TOTAL Funds at Month Er	nd				\$	1,829,289
Funds at Month End						
Cash: Heartland Bank 7774 (Checking)			\$	42,944		
Cash: Heartland Bank 7782 (Reserve)			\$	850,304		
Cash: Illinois Fund 0905 (Reserve)			\$	406,992		
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)			\$	85,759		
Trust Account: Illinois Fund 0904 (O/C Trust)			\$	203,496		
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 06/30/2023			\$	239,795		
TOTAL Funds at Month Er	nd		Ψ	200,100	- \$	1,829,289
Checking Account Activity						
Checkbook Balance at Commencement					\$	75,824
Opening/Closing Fees	\$	8,135				
Sale of Lots	\$	7,291				
Sale of Crypts	\$	70				
Sale of Niches	\$	115				
Sales - Other	\$	600				
Inspection Fees	\$	150				
Prepaid O/C Deposits transferred (to)/from Trust Acct 7114	φ \$	600				
	φ	000	¢	16 061		
Total Deposits for Month			\$	16,961	- ¢	00 705
Checke Written	ne				\$	92,785
Checks Written	۴	24 407				
Compensation & Benefits	\$	34,437				
Administrative Expenses	\$	2,470				
Cemetery Improvements, Maintenance & Repair	\$	770				
Cemetery Operations	\$	12,164				
Total Checks Written			\$	49,841	-	
Total Checks Writte					\$	49,841
Checkbook Balance at Month Er	nd				\$	42,944
Bank Reconciliation at Month End						
Balance per Bank Statement			\$	45,393		
Plus Outstanding Deposits			\$	97		
Less Outstanding Checks			\$	(2,546)		
Checkbook Balance per Reconciliation	on			. ,	\$	42,944

Statement of Receipts and Disbursements				
Revenue		Ser	<u>)-23</u>	
40100 Real Estate Tax Levy	\$	126,651		
42000 Opening/Closing Fee	\$	8,135		
42500 Sale of Lots	\$	7,291		
43000 Sale of Crypts	\$	70		
43100 Sale of Niches	\$	115		
44900 Sales - Other	\$	600		
43500 Interest: Checking/Reserve	\$	1,835		
49000 Income from Trusts	\$	946		
49021 Inspection Fees	\$	150		
Total Revenue			\$	145,793
Total Income			\$	145,793
Expense				
Compensation & Benefits	•			
50101 Wages: Administrative Staff	\$	4,540		
50102 Wages: Cemetery Staff	\$	22,267		
50201 Payroll Taxes	\$	1,931		
50202 IMRF/Employer (2023 = 5.43%)	\$	1,456		
50203 IDES - Unemployment Insurance	\$	887		
50204 Employee Health Insurance	\$	3,357		
Total Compensation & Benefits			\$	34,437
Administrative Expenses	•	. ==0		
52500 Utilities	\$	1,752		
55400 Special Event Expenses	\$	440		
55450 Other Admin Expenses	\$	278		0.470
Total Administrative Expenses			\$	2,470
Cemetery Improvements, Maintenance & Repair	•			
57800 Operating Equipment	\$	770	^	770
Total Cemetery Improvements, Maintenance & Repair			\$	770
Cemetery Operations	¢	4 000		
55500 Fuel, Oil and Equipment	\$	1,886		
56600 Cemetery Supplies & Maintenance	\$	104		
56800 Disposal of Leaves/Branches	\$	240		
57602 Grounds Maintenance/Repair	\$	8,222		
58100 Grave Markers	\$	1,680		
59900 Other Cemetery Expenses	\$	32	^	40.404
Total Cemetery Operations			\$	12,164
Total Expense			\$	49,841
Net Income			\$	95,952

Year to Date Budget Comparison

Income		<u>Sep-23</u>	<u>FY2</u>	4 Budget	<u>\$ C</u>	<u>Over Budget</u>	% of Budget
Revenue	۴	400 740	¢	500 000	۴	(40.004)	07.00/
40100 Real Estate Tax Levy	\$	492,716		506,600		(13,884)	97.3%
41000 Personal Property Replacement Tax	\$	68,546		80,000		(11,454)	85.7%
42000 Opening/Closing Fee	\$	49,830		90,000		(40,170)	55.4%
42100 Marker Commission	\$	4,790		9,000	\$	(4,210)	53.2%
42500 Sale of Lots	\$	38,593	\$	70,000	\$	(31,407)	55.1%
43000 Sale of Crypts	\$	2,870		11,000	\$	(8,130)	26.1%
43100 Sale of Niches	\$	16,060	\$	48,000	\$	(31,940)	33.5%
44700 Sale of Burial Supplies	\$	-	\$	500	\$	(500)	0.0%
44850 Sale of Pet Cemetery Spaces	\$	-	\$	700	\$	(700)	0.0%
42400 Sales - Other	\$	640	\$	1,500	\$	(860)	42.7%
43500 Interest	\$	7,435	\$	600	\$	6,835	1239.2%
49000 Income from Trusts	\$	5,316	\$	4,000	\$	1,316	132.9%
49020 Other Income & Special Events	\$	4,358	\$	10,000	\$	(5,642)	43.6%
49021 Inspection Fees	\$	2,100	\$	4,000	\$	(1,900)	52.5%
Total Revenue	\$ \$ \$	693,254	\$	835,900	\$	(142,646)	82.9%
Total Income	\$	693,254	\$	835,900	\$	(142,646)	82.9%
Expense							
Compensation & Benefits	¢	20.662	¢	76 600	¢	(46.027)	20.70/
50101 Wages: Administrative Staff	\$	29,663		76,600		(46,937)	38.7%
50102 Wages: Cemetery Staff	\$	134,546		292,500		(157,954)	46.0%
50201 Payroll Taxes - FICA	\$	11,845		24,000		(12,155)	49.4%
50202 IMRF/Employer (2023 = 5.43%)	\$	8,916		39,000	\$	(30,084)	22.9%
50203 IDES - Unemployment Insurance	\$	2,927		15,000	\$	(12,073)	19.5%
50204 Employee Health Insurance	\$	20,140	\$	60,000	\$	(39,860)	33.6%
50205/50206 Other Payroll Expenses	\$	-	\$	500	\$	(500)	0.0%
Total Compensation & Benefits	\$	208,036	\$	507,600	\$	(299,564)	41.0%
Administrative Expenses						<i>(</i>)	
51100 Casualty Insurance	\$	21,297		24,000	\$	(2,703)	88.7%
51500 Contractual Services	\$	7,837		14,000	\$	(6,163)	56.0%
52000 Office Supplies	\$	1,178	\$	4,000	\$	(2,822)	29.4%
52500 Utilities	\$	7,493	\$	18,500	\$	(11,007)	40.5%
54000 Advertising	\$	146	\$	4,000	\$	(3,854)	3.7%
54500 Dues/Seminars	\$	-	\$	600	\$	(600)	0.0%
55500 Legal Expense	\$	-	\$	600	\$	(600)	0.0%
55100 Audit Expense	\$	-	\$	7,500	\$	(7,500)	0.0%
55200 Financial Administration	\$	-	\$	12,200	\$	(12,200)	0.0%
55400 Special Event Expenses	\$	5,621	\$	9,000	\$	(3,379)	62.5%
55450 Other Admin Expenses	\$	3,907	\$	5,000	\$	(1,093)	78.1%
57900 Office Equipment	\$	-	\$	1,000	\$	(1,000)	0.0%
Total Administrative Expenses	\$	47,478	\$	100,400	\$	(52,922)	47.3%
Cemetery Improvements, Maintenance & Repairs							
57601 Flags & Flag Poles	\$	8,567	\$	15,000	\$	(6,433)	57.1%
57800 Operating Equipment	\$	5,662	\$	8,000		(2,338)	70.8%
58260 Columbariums	\$		\$	200,000	\$	(200,000)	0.0%
58300 Veterans Memorial	\$	-	\$	10,000	\$	(10,000)	0.0%
58400 Scattering Grounds/Ossuary	\$	-	\$	2,000	\$	(2,000)	0.0%
Total Cemetery Improvements, Maintenance & Repairs	\$	14,229	\$	235,000		(220,771)	6.1%
						/	

Year to Date Budget Comparison (cont.)

	<u>Sep-23</u>	Budget	<u>\$ C</u>	ver Budget	% of Budget
Cemetery Operations					
55500 Fuel, Oil & Equipment	\$ 5,126	\$ 15,000	\$	(9,874)	34.2%
56000 Tree Removal/Monument Repair	\$ 3,700	\$ 19,000	\$	(15,300)	19.5%
56500 Equipment Repairs	\$ 2,158	\$ 12,000	\$	(9,842)	18.0%
56600 Cemetery Supplies & Maintenance	\$ 2,459	\$ 15,000	\$	(12,541)	16.4%
56700 Rental Equipment & Leasing	\$ -	\$ 12,000	\$	(12,000)	0.0%
56800 Removal of Leaves/Branches	\$ 1,890	\$ 4,000	\$	(2,110)	47.3%
57000 Office Repairs & Maintenance	\$ -	\$ 2,000	\$	(2,000)	0.0%
57602 Grounds Maintenance/Repairs	\$ 9,710	\$ 25,000	\$	(15,290)	38.8%
57603 Road, Fence, Lot, Drains	\$ 2,560	\$ 20,000	\$	(17,440)	12.8%
57700 Equipment Building	\$ -	\$ 1,500	\$	(1,500)	0.0%
58100 Grave Markers	\$ 6,220	\$ 15,000	\$	(8,780)	41.5%
59900 Other Cemetery Expenses	\$ 55	\$ 1,000	\$	(945)	5.5%
Total Cemetery Operations	\$ 33,878	\$ 141,500	\$	(107,622)	23.9%
Total Expense	\$ 303,621	\$ 984,500	\$	(680,879)	30.8%
Net Income	\$ 389,632	\$ (148,600)	\$	538,232	

		Checking Account Activity		
Date	<u>Number</u>	Name		<u>Amount</u>
10500 Heartland (7774)				
09/04/2023	Deposit	HBT - Heartland Bank & Trust		96.80
09/05/2023	Deposit	HBT - Heartland Bank & Trust		245.17
09/06/2023	42529	ColdSpring Memorial Group		-775.80
09/06/2023	42530	Evergreen FS Inc		-1,178.56
09/06/2023	42531	Ameren Illinois		-411.35
09/06/2023	42532	RP Lumber Company Inc		-19.95
09/06/2023	42533	Interstate ALL Battery Center		-31.50
09/08/2023	Deposit	HBT - Heartland Bank & Trust		2,850.00
09/12/2023	42534	COMCAST Business		-233.79
09/12/2023	42535	Dave Capodice Excavating Inc		-347.10
09/12/2023	42536	Evergreen FS Inc		-706.95
09/12/2023	42537	Illinois Portable Toilets		-440.00
09/12/2023	42538	Growing Grounds		-39.94
09/13/2023	Transfer	Ring, Rhoda		600.00
09/13/2023	Deposit	HBT - Heartland Bank & Trust		135.66
09/14/2023	Deposit	HBT - Heartland Bank & Trust		28.83
09/15/2023	Deposit	HBT - Heartland Bank & Trust		246.00
09/15/2023	2023915	Payroll Direct Deposit		-10,292.13
09/15/2023	92106660	EFTPS - IRS		-3,080.80
09/15/2023	1966558672	IL Dept of Revenue		-634.75
09/17/2023	Deposit	HBT - Heartland Bank & Trust		23.97
09/18/2023	Deposit	HBT - Heartland Bank & Trust		5,064.70
09/19/2023	Deposit	HBT - Heartland Bank & Trust		19.15
09/19/2023	42539	VISA BMCU1484		-114.40
09/19/2023	42540	Dave Capodice Excavating Inc		-8,075.00
09/20/2023	Deposit	HBT - Heartland Bank & Trust		751.62
09/21/2023	Deposit	HBT - Heartland Bank & Trust		19.12
09/22/2023	Deposit	HBT - Heartland Bank & Trust		2,434.90
09/22/2023	Deposit	HBT - Heartland Bank & Trust		4,100.00
09/26/2023	42541	ColdSpring Memorial Group		-904.50
09/26/2023	42542	City of Bloomington Water Dept		-594.22
09/26/2023	42543	NICOR Gas		-104.32
09/26/2023	42544	Nord Outdoor Power		-769.99
09/26/2023	42545	City of Bloomington TWP - Reimburse		-7,672.17
09/26/2023	42546	Ameren Illinois		-408.13
09/29/2023	2023930	Payroll Direct Deposit		-8,795.38
09/29/2023	54426844	EFTPS - IRS		-2,538.62
09/29/2023	0470156240	IL Dept of Revenue		-536.77
09/30/2023	0817832912	IDES - IL Dept of Emp Sec		-886.54
09/30/2023	Deposit	HBT - Heartland Bank & Trust		96.80
			Total	-32,879.94

This page was intentionally left blank.

CERTIFICATE FOR PAYMENT OF ACCOUNTS

CEMETERY FUND ACCOUNTS McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

)SS

Town of the City of Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--CEMETERY FUND ACCOUNTS

I, the CEMETERY MANAGER of EVERGREEN MEMORIAL CEMETERY, a component unit of the Town of the City of Bloomington, McLean County, Illinois, do hereby attest that the payouts certified and submitted to the CEMETERY BOARD OF TRUSTEES of EVERGREEN MEMORIAL CEMETERY, a component unit of the Town of the City of Bloomington, have passed this Motion at a regularly constituted Meeting of the CEMETERY BOARD. I shall retain a copy of this documentation and shall forward the same to the Township Supervisor for payment within twenty (20) days after presentation of this Certificate to the Town Supervisor.

Misty Porter,	Cemetery	Manager
---------------	----------	---------

That attached hereto as Exhibit "A" are requests for payment of various bills that have become due since the last meeting of the Cemetery Board of Trustees. These amounts include billings that have been received from **September 12**, 2023 through October 9, 2023.

That said DEBORAH L. SKILLRUD, being duly sworn, doth depose and say that the following bills are correct, reasonable and unpaid and should receive the approval of the Cemetery Board of Trustees.

Subscribed and sworn to before me this 9th day of October 2023.

Supervisor of the Town of the City of Bloomington, McLean County, Illinois.

This 9th day of October 2023.

WE, the undersigned CEMETERY BOARD OF TRUSTEES, do hereby authorize payment of the bills attached hereto as Exhibit "A". We have examined the foregoing proposed claims and find the same in all respects true and correct and that there is a verified statement from the Township Supervisor indicating that these amounts should be paid and that the CEMETERY BOARD OF TRUSTEES of the Town of the City of Bloomington, at a regularly constituted Meeting and by Motion agreed to by majority of the members of the CEMETERY BOARD OF TRUSTEES, said amounts shall be paid in accordance with 60 ILCS 1/80-50.

Cemetery Board President: Joseph B Gibson Secretary/Treasurer for Cemetery Board: Brad A Williams

Notary Public

Cemetery Board Vice President:

Garrett Thalgott

Board of Trustees of the Evergreen Memorial Cemetery, Town of the City of Bloomington, McLean County, Illinois

CEMETERY FUND: Exhibit "A" - REQUEST FOR PAYMENT: October 9, 2023 Meeting

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
52000	Amazon/VISA/Others	office supplies (estimated)	10/31/23	\$500.00
56600	Amazon/VISA/Others	wheelchairs (estimated)	10/31/23	\$1,500.00
55200	City of Bloomington Township	annual financials (estimated)	10/31/23	\$12,200.00
55400	Dollar General/Others/VISA	Ice & complimentary candies, drinks (estimated) (Cem Walk)	10/31/23	\$100.00
56600	Growing Grounds/Lowe's/VISA/Others	rakes, sod cutter, shovels (estimated)	10/31/23	\$500.00
56600	Lowe's/Menards/Others/VISA	hose nozzle & batteries (estimated)	10/31/23	\$100.00
56700	Midwest Construction Rental/Others/VISA	equipment rental (estimated)	10/31/23	\$50.00
		TOTAL: Requests for Payments		\$14,950.00

This page was intentionally left blank.