

EVERGREEN MEMORIAL CEMETERY

AMENDED MEETING NOTICE AND AGENDA

Staff has been informed that a quorum would not be possible on Monday, July 11, 2016. Therefore the Meeting has been rescheduled to Friday, July 22, 2016

Meeting: Board of Trustees, Evergreen Memorial Cemetery
Date: ~~07/11/2016~~ 07/22/2016
Place: Evergreen Memorial Cemetery Office
302 E. Miller St., Bloomington, IL 61701
Time: 6:00 P.M.

- I. Call to order: Gene Lorch
- II. Roll Call of Attendance
- III. "Consent Agenda"

(All items under the Consent Agenda are considered to be 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 Updates by the Township Supervisor, Cemetery Board or staff.)

- A. Approval of Minutes of the June 14, 2016 Board Meeting, as submitted by Cemetery staff. (Recommend that the Minutes of the June 14, 2016 Meeting be approved as presented.)
- B. Approval by Board on Monthly Cemetery Audit of June 2016. (Recommend that the Audit be approved as presented and forwarded on to Township Board for action and approval at their July 25, 2016 meeting.)
- C. Approval of anticipated expenditures as presented for the month of July 2016. (Recommend that the Anticipated Expenditures be approved as presented.)
- IV. Amendment to the Annual List of Meetings. (Recommend to amend the Annual List of Meetings from the second Tuesday of the month at 6:00 p.m. prevailing time to the second Monday of the month at 6:00 p.m. prevailing time.)
- V. Doug Nord from Nord Outdoor power in attendance to discuss issues with equipment.
- VI. Update regarding the AVTT Vietnam Wall.
- VII. 2016 Year to Date Burials: Evergreen Memorial Cemetery
East Lawn Memorial Gardens Cemetery
Park Hill Cemetery
Evergreen Memorial Pet Cemetery
- VIII. Comments
- IX. Public Comment
- IX. Adjournment

STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS

McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)
)SS
COUNTY OF McLEAN)

Town of the City of Bloomington

OFFICE OF THE TOWN SUPERVISOR--EVERGREEN MEMORIAL 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 June 2016**, 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 **11th day of July 2016**.

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

Notary Public

This **11th day of July 2016**.

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 **\$250.00** in Petty Cash held at Evergreen Memorial Cemetery Office, **\$157,301.10** at HEARTLAND BANK 7774, BLOOMINGTON, McLEAN COUNTY, ILLINOIS, **\$179,788.01** at HEARTLAND BANK 7782, BLOOMINGTON, McLEAN COUNTY, ILLINOIS, a balance of **\$101,483.63** at HEARTLAND BANK 7114, BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$200,000.00** in STATE FARM BANK 0441, BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the EVERGREEN MEMORIAL CEMETERY FUND of said TOWN.

Cemetery Board President:
Eugene C Lorch

Secretary/Treasurer for Cemetery Board:
Pamala J Eaton

Cemetery Board Vice President:
Gregory E Fraley

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

This **25th day of July 2016**.

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 EVERGREEN MEMORIAL CEMETERY FUND, and find the same in all respects true and correct.

WARD 1: Kevin Lower

WARD 6: Karen A Schmidt

WARD 2: David M Sage

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Diana Hauman

WARD 4: Amelia S Buragas

WARD 9: James A Fruin

WARD 5: Joni Painter

Trustee Tari Renner

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 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 Supervisor.

Town Clerk

Town of the City of Bloomington--Evergreen Memorial Cemetery Fund

Month of: JUNE 2016

Funds at Commencement

Cash: Petty Cash	\$	250	
Cash: Heartland Bank 7774 (Checking)	\$	43,204	
Cash: Heartland Bank 7782 (Reserve)	\$	370,967	
Trust Account: Heartland Bank 7114 (O/C Trust)	\$	102,072	
Trust Account: Heartland Bank 3189 (Irrevocable Trust)	\$	172,270	
		<u>\$</u>	<u>688,763</u>

Funds Received This Month

Real Estate Tax Levy	\$	158,790	
Opening/Closing Fees	\$	5,100	
Marker Commission	\$	2,416	
Sale of Lots	\$	4,205	
Sale of Crypts	\$	4,035	
Sale of Niches	\$	2,087	
Sale of Burial Supplies	\$	500	
Sales - Chapel Fee	\$	100	
Interest: Reserve/Checking	\$	39	
Income from Trusts	\$	12	
Other Income	\$	1,135	
Inspection Fees	\$	450	
		<u>\$</u>	<u>178,868</u>

Funds at Commencement	\$	688,763
Funds Received This Month	\$	178,868
Funds Available	\$	867,631

Funds Expended This Month

TOTAL Funds at Month End	\$	811,093
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Funds at Month End

Cash: Petty Cash	\$	250	
Cash: Heartland Bank 7774 (Checking)	\$	157,301	
Cash: Heartland Bank 7782 (Reserve)	\$	179,788	
CD: State Farm Bank 0441 (36 month @ 1.49%, matures 06/16/2019)	\$	200,000	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	101,484	
Trust Account: Heartland Bank 3189 (Irrevocable Trust)	\$	172,270	
		<u>\$</u>	<u>811,093</u>

Checking Account Activity

Checkbook Balance at Commencement		\$	43,204
Deposits			
Opening/Closing Fees	\$	5,100	
Marker Commission	\$	2,416	
Sale of Lots	\$	4,205	
Sale of Crypts	\$	4,035	
Sale of Niches	\$	2,087	
Sale of Burial Supplies	\$	500	
Chapel Fee	\$	100	
Other Income	\$	1,135	
Inspection Fee	\$	450	
Transfer to checking from 7782 Reserve	\$	150,000	
Prepaid O/C Deposits transferred to/from Acct 7114	\$	600	
Total Deposits for Month		<u>\$</u>	<u>170,628</u>
Total Funds Available		\$	213,832
Checks Written			
Compensation & Benefits	\$	42,948	
Administrative Expenses	\$	3,472	
Cemetery Improvements, Maintenance & Repair	\$	6,703	
Cemetery Operations	\$	3,407	
Total Checks Written		<u>\$</u>	<u>56,530</u>
Total Checks Written		\$	56,530
Checkbook Balance at Month End		<u>\$</u>	<u>157,301</u>

Bank Reconciliation at Month End

Balance per Bank Statement	\$	176,106	
Less Outstanding Checks	\$	(18,805)	
Checkbook Balance per Reconciliation		<u>\$</u>	<u>157,301</u>

Town of the City of Bloomington--Evergreen Memorial Cemetery Fund

Statement of Receipts and Disbursements

Income			<u>Jun-16</u>
Revenue			
40100 Real Estate Tax Levy		\$ 158,790	
42000 Opening/Closing Fee		\$ 5,100	
42100 Marker Commission		\$ 2,416	
42500 Sale of Lots		\$ 4,205	
43000 Sale of Crypts		\$ 4,035	
43100 Sale of Niches		\$ 2,087	
44700 Sale of Burial Supplies		\$ 500	
44800 Chapel Fee		\$ 100	
43500 Interest: Savings/Checking		\$ 39	
49000 Income from Trusts		\$ 12	
49020 Other Income		\$ 1,135	
49021 Inspection Fees		\$ 450	
	Total Revenue		<u>\$ 178,868</u>
	Total Income		<u>\$ 178,868</u>
Expense			
Compensation & Benefits			
50101 Wages: Administrative Staff		\$ 6,750	
50102 Wages: Cemetery Staff		\$ 22,956	
50201 Payroll Taxes: FICA		\$ 2,164	
50202 IMRF		\$ 4,097	
50203 Unemployment Insurance		\$ 3,526	
50204 Health Insurance		\$ 3,424	
50205 Direct Deposit Transmittal Fees		\$ 32	
	Total Compensation & Benefits		\$ 42,948
Administrative Expenses			
51500 Contractual Services		\$ 397	
52000 Office Supplies		\$ 167	
52500 Utilities		\$ 1,484	
54000 Advertising		\$ 753	
55400 Special Event Expenses		\$ 591	
55450 Other Admin Expenses		\$ 87	
	Total Administrative Expenses		\$ 3,480
Cemetery Improvements, Maintenance & Repair			
57602 Grounds Maintenance/Repair		\$ 379	
57700 Equipment Building		\$ 36	
57800 Operating Equipment		\$ 802	
58000 Mausoleum (including debt service)		\$ 5,066	
58100 Grave Markers		\$ 420	
	Total Cemetery Improvements, Maintenance & Repair		\$ 6,703
Cemetery Operations			
55500 Fuel, Oil and Equipment		\$ 677	
56500 Equipment Repairs		\$ 377	
56600 Cemetery Supplies & Maintenance		\$ 153	
56800 IGA for Leaves/Brush		\$ 2,200	
	Total Cemetery Operations		\$ 3,407
	Total Expense		<u>\$ 56,538</u>
Net Income			<u>\$ 122,330</u>

Town of the City of Bloomington--Evergreen Memorial Cemetery Fund

Year to Date Budget Comparison

Income	<u>Jun-16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue				
40100 Real Estate Tax Levy	\$ 261,344	\$ 506,600	\$ (245,256)	51.6%
41000 Personal Property Replacement Tax	\$ 17,878	\$ 45,000	\$ (27,122)	39.7%
42000 Opening/Closing Fee	\$ 14,652	\$ 50,000	\$ (35,348)	29.3%
42100 Marker Commission	\$ 2,416	\$ 7,000	\$ (4,584)	34.5%
42500 Sale of Lots	\$ 10,420	\$ 65,000	\$ (54,580)	16.0%
43000 Sale of Crypts	\$ 4,335	\$ 8,000	\$ (3,665)	54.2%
43100 Sale of Niches	\$ 3,392	\$ 15,000	\$ (11,608)	22.6%
44700 Sale of Burial Supplies	\$ 1,700	\$ 2,000	\$ (300)	85.0%
44800 Chapel Fee	\$ 300	\$ 1,000	\$ (700)	30.0%
42400 Sales - Other	\$ -	\$ 2,500	\$ (2,500)	0.0%
43500 Interest: Savings/Checking	\$ 104	\$ 6,000	\$ (5,896)	1.7%
49000 Income from Trusts	\$ 36	\$ 3,000	\$ (2,964)	1.2%
49020 Other Income	\$ 26,570	\$ 48,690	\$ (22,120)	54.6%
49021 Inspection Fees	\$ 1,350	\$ 3,000	\$ (1,650)	45.0%
Total Revenue	<u>\$ 344,496</u>	<u>\$ 762,790</u>	<u>\$ (418,294)</u>	<u>45.2%</u>
Total Income	\$ 344,496	\$ 762,790	\$ (418,294)	45.2%
Expense				
Compensation & Benefits				
50101 Wages: Administrative Staff	\$ 18,361	\$ 81,000	\$ (62,639)	22.7%
50102 Wages: Cemetery Staff	\$ 64,492	\$ 233,000	\$ (168,508)	27.7%
50103 Trustee Compensation	\$ 750	\$ 3,000	\$ (2,250)	25.0%
50201 Payroll Taxes: FICA	\$ 6,071	\$ 24,000	\$ (17,929)	25.3%
50202 IMRF	\$ 11,398	\$ 45,000	\$ (33,602)	25.3%
50203 Unemployment Insurance	\$ 3,526	\$ 18,000	\$ (14,474)	19.6%
50204 Health Insurance	\$ 10,273	\$ 50,000	\$ (39,727)	20.5%
50205 Direct Deposit Transmittal Fees	\$ 107	\$ 450	\$ (343)	23.7%
50206 TASC Annual Fees	\$ -	\$ 400	\$ (400)	0.0%
Total Compensation & Benefits	<u>\$ 114,977</u>	<u>\$ 454,850</u>	<u>\$ (339,873)</u>	<u>25.3%</u>
Administrative Expenses				
51100 Casualty Insurance	\$ 20,033	\$ 21,000	\$ (967)	95.4%
51500 Contractual Services	\$ 467	\$ 5,100	\$ (4,633)	9.2%
52000 Office Supplies	\$ 1,048	\$ 3,000	\$ (1,952)	34.9%
52500 Utilities	\$ 4,357	\$ 14,500	\$ (10,143)	30.0%
54000 Advertising	\$ 1,126	\$ 13,570	\$ (12,444)	8.3%
54500 Dues/Seminars	\$ -	\$ 600	\$ (600)	0.0%
55500 Legal Expense	\$ -	\$ 1,000	\$ (1,000)	0.0%
55100 Audit Expense	\$ -	\$ 6,800	\$ (6,800)	0.0%
55200 COBT (financial)	\$ -	\$ 12,200	\$ (12,200)	0.0%
55400 Special Event Expenses	\$ 11,251	\$ 49,450	\$ (38,199)	22.8%
55450 Other Admin Expenses	\$ 1,896	\$ 3,700	\$ (1,804)	51.2%
Total Administrative Expenses	<u>\$ 40,178</u>	<u>\$ 130,920</u>	<u>\$ (90,742)</u>	<u>30.7%</u>
Cemetery Improvements, Maintenance & Repairs				
57000 Office Building	\$ -	\$ 500	\$ (500)	0.0%
57601 Flags & Flag Poles	\$ 5,756	\$ 6,000	\$ (244)	95.9%
57602 Grounds Maintenance/Repairs	\$ 3,028	\$ 13,700	\$ (10,672)	22.1%
57603 Road, Fence, Lot, Drains	\$ 105	\$ 7,000	\$ (6,895)	1.5%
57700 Equipment Building	\$ 1,866	\$ 9,000	\$ (7,134)	20.7%
57800 Operating Equipment	\$ 11,782	\$ 17,321	\$ (5,539)	68.0%
57900 Office Equipment	\$ -	\$ 508	\$ (508)	0.0%
58000 Mausoleum (including debt service)	\$ 15,198	\$ 60,792	\$ (45,594)	25.0%
58100 Grave Markers	\$ 2,586	\$ 5,500	\$ (2,914)	47.0%
58400 Scattering Grounds	\$ -	\$ 2,500	\$ (2,500)	0.0%
Total Cemetery Improvements, Maintenance & Repairs	<u>\$ 40,320</u>	<u>\$ 122,821</u>	<u>\$ (82,501)</u>	<u>32.8%</u>

Town of the City of Bloomington--Evergreen Memorial Cemetery Fund

Year to Date Budget Comparison (cont.)

	<u>Jun-16</u>		<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations					
55500 Fuel, Oil & Equipment	\$ 1,868	\$	\$ 13,000	\$ (11,132)	14.4%
56000 Tree Removal/Monument Repair	\$ 1,200	\$	\$ 19,999	\$ (18,799)	6.0%
56500 Equipment Repairs	\$ 481	\$	\$ 6,000	\$ (5,519)	8.0%
56600 Cemetery Supplies & Maintenance	\$ 356	\$	\$ 2,500	\$ (2,144)	14.3%
56700 Rental Equipment & Short-term Leases	\$ -	\$	\$ 500	\$ (500)	0.0%
56800 IGA w/COB for leaves & branches disposal	\$ 2,200	\$	\$ 2,200	\$ -	100.0%
59900 Other Cemetery Expenses	\$ -	\$	\$ 10,000	\$ (10,000)	0.0%
Total Cemetery Operations	\$ 6,106	\$	\$ 54,199	\$ (48,093)	11.3%
 Total Expense	\$ 201,582	\$	\$ 762,790	\$ (561,208)	26.4%
 Net Income	\$ 142,915	\$	\$ -	\$ 142,915	

Town of the City of Bloomington--Evergreen Memorial Cemetery Fund

Checking Account Activity			
<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
10500 Heartland 7774			
06/01/2016	Debit	Woodforest National Bank	-47.28
06/01/2016	Deposit	Heartland Bank & Trust	160.00
06/02/2016	Deposit	Heartland Bank & Trust	100.00
06/03/2016	Deposit	Heartland Bank & Trust	1,265.00
06/03/2016	Deposit	Heartland Bank & Trust	3,800.00
06/07/2016	40637	AT&T Mobility	-169.22
06/14/2016	Deposit	Heartland Bank & Trust	2,815.00
06/14/2016	Deposit	Heartland Bank & Trust	1,900.00
06/14/2016	40638	City of Bloomington - Finance Dept	-2,200.00
06/15/2016	20160615	Payroll Direct Deposit	-13,520.03
06/15/2016	00967991	EFTPS - IRS	-4,597.28
06/15/2016	40639	John Deere Financial	-460.01
06/15/2016	40611VOID	Pantagraph; Lee Industries - Central IL	1,267.00
06/15/2016	40640	Pantagraph; Lee Industries - Central IL	-1,903.00
06/15/2016	40641	Sam's Club	-115.58
06/21/2016	40642	Heartland Bank & Trust - mausoleum	-5,066.00
06/21/2016	40643	AlphaGraphics	-31.00
06/21/2016	40644	Audiology Innovations	-32.00
06/21/2016	40645	BL Pest Control	-35.00
06/21/2016	40646	Cold Spring Memorial Group	-295.00
06/21/2016	40647	Dave Capodice Excavating Inc	-379.26
06/21/2016	40648	Evergreen FS Inc	-676.96
06/21/2016	40649	George Alarm Co., Inc.	-361.74
06/21/2016	40650	Pontiac Granite Co Inc	-60.00
06/21/2016	40651	RP Lumber Company Inc	-20.78
06/21/2016	40652	Ruch Quality Homes, Inc., Jack	-36.00
06/21/2016	40653	Visa Elan...6929	-1,228.21
06/23/2016	Deposit	Heartland Bank & Trust	25.00
06/23/2016	Deposit	Heartland Bank & Trust	4,847.50
06/28/2016	Transfer	Transfer	150,000.00
06/28/2016	Transfer	Transfer	300.00
06/28/2016	Transfer	Transfer	300.00
06/28/2016	40654	Frontier Communications	-224.52
06/28/2016	40655	NICOR Gas	-138.00
06/28/2016	40656	City of Bloomington Water Dept	-354.16
06/28/2016	40657	Illinois Route 66 Scenic Byway	-100.00
06/28/2016	40658	Pontiac Granite Co Inc	-125.00
06/28/2016	40659	Morris Avenue Garage	-75.00
06/28/2016	40660	Supermedia/DexMedia (FrontierDirectories)	-117.15
06/28/2016	40661	AT&T Mobility	-169.58
06/28/2016	40662	Ameren Illinois	-428.68
06/30/2016	Deposit	Heartland Bank & Trust	5,090.00
06/30/2016	Deposit	Heartland Bank & Trust	25.00
06/30/2016	20160616	Payroll Direct Deposit	-7,219.20
06/30/2016	94343930	EFTPS - IRS	-2,349.06
06/30/2016	0552045888	IL Dept of Revenue	-978.81
06/30/2016	40663	City of Bloomington TWP - Reimburse	-10,218.60
06/30/2016	40664	Richard A Rusher	-539.11
06/30/2016	40665	IDES - IL Dept of Emp Sec	-3,526.22
		Total	<u><u>114,097.06</u></u>