

**EVERGREEN MEMORIAL CEMETERY**  
**MEETING NOTICE AND AGENDA**

Meeting: Board of Trustees, Evergreen Memorial Cemetery  
Date: 05/14/2018  
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 comments by the Cemetery Board, Township Supervisor, or staff.)*

- A. Approval of Minutes of the April 9, 2018 Board Meeting as submitted by Cemetery staff. (Recommend that the Minutes of the April 9, 2018 Meeting be approved as presented.)
  - B. Approval of anticipated expenditures as presented for the month of May 2018. (Recommend that the Anticipated Expenditures be approved as presented.)
- IV. Approval by the Board on Monthly Cemetery Audit of April 2018. (Recommend that the Audit be approved as presented and forwarded on to Township Board for action and approval at their May 29, 2018 meeting.)
- V. Approval by Board to transfer \$100,000 from Reserve Account (7782) to Business Checking Account (7774). (Recommend the transfer of \$100,000 from the Reserve Account (7782) to Business Checking Account (7774) be approved.)
- VI. Approval by Board to transfer \$50,000 from Reserve Account (7782) to Business Checking account (7774) to make the additional \$50,000 Mausoleum payment to Heartland Bank & Trust that was approved at the April 9, 2018 Board of Trustees meeting. (Recommend the transfer of \$50,000 from Reserve Account (7782) to Business Checking account (7774) to make the additional \$50,000 Mausoleum payment to Heartland Bank & Trust be approved.)
- VII. Discussion and approval to cancel credit card machine account with Merchants Choice. (Recommend that canceling the credit card machine account with Merchants Choice be approved.)
- VIII. Discussion and approval to use the Square Card Reader System to process credit card payments to the Cemetery. (Recommend that the Square Card Reader be used as the Cemetery's credit card processing system be approved.)

- IX. Discussion regarding 1210 Wright Street.
- X. Discussion regarding investment of prepay funds.
- XI. Discussion regarding Request for Proposal (RFP) for payroll services.
- XII. 2018 Year to Date Burials:           Evergreen Memorial Cemetery -  
  East Lawn Memorial Gardens Cemetery -  
  Park Hill Cemetery -  
  Evergreen Memorial Pet Cemetery – 0
- XIII. Comment
- XIV. Public Comment
- XV. Adjournment

STATEMENT OF FUNDS--SUPERVISOR

ALL 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

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 April 2018, 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 14th day of May 2018.

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

Notary Public

This 14th day of May 2018.

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 \$50.00 in Petty Cash held at Evergreen Memorial Cemetery Office, \$24,891.75 at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, \$180,722.25 at HEARTLAND BANK (7782), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, a balance of \$122,922.00 at HEARTLAND BANK (7114), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of \$205,277.19 in STATE FARM BANK (0441), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the EVERGREEN MEMORIAL CEMETERY FUND of said TOWN.

Cemetery Board President:

Cemetery Board Vice President:

Eugene C Lorch

Gregory E Fraley

Secretary/Treasurer for Cemetery Board:

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

Joseph B Gibson

This 29th day of May 2018.

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: Jamie Mathy

WARD 6: Karen Schmidt

WARD 2: David Sage

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Diana DeSio Hauman

WARD 4: Amelia Buragas

WARD 9: Kimberly Bray

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 Town Supervisor.

Town Clerk

**Town of the City of Bloomington--Cemetery Fund**

Month of: **APRIL 2018**

**Funds at Commencement**

Cash: Petty Cash	\$	50	
Cash: Heartland Bank 7774 (Checking)	\$	65,999	
Cash: Heartland Bank 7782 (Reserve)	\$	180,634	
CD: State Farm Bank 0441 (36 month @ 1.49%, matures 06/16/2019) ~ as of 03/31/2018	\$	205,277	
Trust Account: Heartland Bank 7114 (O/C Trust)	\$	122,898	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 03/31/2018	\$	201,731	
		<hr/>	
Funds at Commencement	\$		776,589

**Public Funds Received This Month**

Real Estate Tax Levy			
Personal Property Replacement Tax	\$	8,133	\$ 8,133

**Other Funds Received This Month**

Opening/Closing Fees	\$	6,655	
Sale of Lots	\$	5,640	
Sale of Crypts	\$	100	
Sale of Niches	\$	50	
Sale of Burial Supplies	\$	500	
Sales - Other	\$	262	
Interest: Reserve/Checking/Back Taxes	\$	99	
Income from Trusts	\$	24	\$ 13,330
		<hr/>	
Total Funds Received This Month			\$ 21,464
Total Funds Available			\$ 798,053

**Funds Expended This Month**

**TOTAL Funds at Month End** \$ 735,594

**Funds at Month End**

Cash: Petty Cash	\$	50	
Cash: Heartland Bank 7774 (Checking)	\$	24,892	
Cash: Heartland Bank 7782 (Reserve)	\$	180,722	
CD: State Farm Bank 0441 (36 month @ 1.49%, matures 06/16/2019) ~ as of 03/31/2018	\$	205,277	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	122,922	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 03/31/2018	\$	201,731	
		<hr/>	
TOTAL Funds at Month End			<u><u>\$ 735,594</u></u>

**Checking Account Activity**

Checkbook Balance at Commencement			\$ 65,999
Deposits			
Personal Property Replacement Tax	\$	8,133	
Opening/Closing Fees	\$	6,655	
Sale of Lots	\$	5,640	
Sale of Crypts	\$	100	
Sale of Niches	\$	50	
Sale of Burial Supplies	\$	500	
Interest: Savings & Reserve	\$	11	
Other Income	\$	262	
		<hr/>	
Total Deposits for Month			\$ 21,351
Total Funds Available			\$ 87,350
Checks Written			
Compensation & Benefits	\$	34,156	
Administrative Expenses	\$	8,407	
Cemetery Improvements, Maintenance & Repair	\$	18,162	
Cemetery Operations	\$	1,734	
		<hr/>	
Total Checks Written			\$ 62,459
Total Checks Written			\$ 62,459
<b>Checkbook Balance at Month End</b>			<u><u>\$ 24,892</u></u>

**Bank Reconciliation at Month End**

Balance per Bank Statement	\$	36,743	
Less Outstanding Checks	\$	(11,851)	
		<hr/>	
<b>Checkbook Balance per Reconciliation</b>			<u><u>\$ 24,892</u></u>

**Town of the City of Bloomington--Cemetery Fund**

Statement of Receipts and Disbursements

Apr-18

Revenue			
41000	Personal Property Replacement Tax	\$	8,133
42000	Opening/Closing Fee	\$	6,655
42500	Sale of Lots	\$	5,640
43000	Sale of Crypts	\$	100
43100	Sale of Niches	\$	50
44700	Sale of Burial Supplies	\$	500
44900	Other Sales	\$	262
43500	Interest: Savings/Checking/Back Taxes	\$	11
49000	Income from Trusts	\$	24
	<b>Total Revenue</b>		<u>\$ 21,376</u>
	<b>Total Income</b>		<u>\$ 21,376</u>
Expense			
Compensation & Benefits			
50101	Wages: Administrative Staff	\$	7,402
50102	Wages: Cemetery Staff	\$	16,521
50103	Trustee Compensation	\$	750
50201	Payroll Taxes	\$	1,710
50202	IMRF	\$	3,017
50204	Employee Health Insurance	\$	4,720
50205	Direct Deposit Transmittal Fees	\$	37
	<b>Total Compensation &amp; Benefits</b>		<u>\$ 34,156</u>
Administrative Expenses			
51500	Contractual Services	\$	7,124
52500	Utilities	\$	906
54000	Advertising	\$	144
55400	Special Event Expenses	\$	45
55450	Other Admin Expenses	\$	189
	<b>Total Administrative Expenses</b>		<u>\$ 8,407</u>
Cemetery Improvements, Maintenance & Repair			
57601	Flags & Flag Poles	\$	5,720
57800	Operating Equipment	\$	7,354
58000	Mausoleum (including debt service)	\$	5,066
58400	Scattering Grounds/Ossuary	\$	22
	<b>Total Cemetery Improvements, Maintenance &amp; Repair</b>		<u>\$ 18,162</u>
Cemetery Operations			
56500	Equipment Repairs	\$	420
56600	Cemetery Supplies & Maintenance	\$	219
57602	Grounds Maintenance/Repair	\$	734
58100	Grave Markers	\$	360
	<b>Total Cemetery Operations</b>		<u>\$ 1,734</u>
	<b>Total Expense</b>		<u>\$ 62,459</u>
Net Income			<u>\$ (41,083)</u>

## Town of the City of Bloomington--Cemetery Fund

### Year to Date Budget Comparison

Income	<u>Apr-18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Revenue</b>				
40100 Real Estate Tax Levy	\$ -	\$ 506,600	\$ (506,600)	0.0%
41000 Personal Property Replacement Tax	\$ 8,133	\$ 40,000	\$ (31,867)	20.3%
42000 Opening/Closing Fee	\$ 6,655	\$ 60,000	\$ (53,345)	11.1%
42100 Marker Commission	\$ -	\$ 8,000	\$ (8,000)	0.0%
42500 Sale of Lots	\$ 5,640	\$ 75,000	\$ (69,360)	7.5%
43000 Sale of Crypts	\$ 100	\$ 16,000	\$ (15,900)	0.6%
43100 Sale of Niches	\$ 50	\$ 15,000	\$ (14,950)	0.3%
44700 Sale of Burial Supplies	\$ 500	\$ 1,000	\$ (500)	50.0%
44800 Chapel Fee	\$ -	\$ 500	\$ (500)	0.0%
44850 Pet Cemetery Spaces	\$ -	\$ 1,000	\$ (1,000)	0.0%
42400 Sales - Other	\$ 262	\$ 2,400	\$ (2,138)	10.9%
43500 Interest	\$ 99	\$ 6,000	\$ (5,901)	1.7%
49000 Income from Trusts	\$ 24	\$ 2,500	\$ (2,476)	1.0%
49020 Other Income & Special Events	\$ -	\$ 2,500	\$ (2,500)	0.0%
49021 Inspection Fees	\$ -	\$ 5,000	\$ (5,000)	0.0%
Total Revenue	<u>\$ 21,464</u>	<u>\$ 741,500</u>	<u>\$ (720,036)</u>	<u>2.9%</u>
<b>Total Income</b>	<b>\$ 21,464</b>	<b>\$ 741,500</b>	<b>\$ (720,036)</b>	<b>2.9%</b>
<b>Expense</b>				
<b>Compensation &amp; Benefits</b>				
50101 Wages: Administrative Staff	\$ 7,402	\$ 100,370	\$ (92,968)	7.4%
50102 Wages: Cemetery Staff	\$ 16,521	\$ 210,000	\$ (193,479)	7.9%
50103 Trustee Compensation	\$ 750	\$ 3,000	\$ (2,250)	25.0%
50201 Payroll Taxes	\$ 1,710	\$ 23,945	\$ (22,235)	7.1%
50202 IMRF	\$ 3,017	\$ 39,215	\$ (36,198)	7.7%
50203 IDES - Unemployment Insurance	\$ -	\$ 20,000	\$ (20,000)	0.0%
50204 Employee Health Insurance	\$ 4,720	\$ 60,000	\$ (55,280)	7.9%
50205 Direct Deposit Transmittal Fees	\$ 37	\$ 500	\$ (463)	7.4%
50206 TASC Annual Fees	\$ (0)	\$ 300	\$ (300)	0.0%
Total Compensation & Benefits	<u>\$ 34,156</u>	<u>\$ 457,330</u>	<u>\$ (423,174)</u>	<u>7.5%</u>
<b>Administrative Expenses</b>				
51100 Casualty Insurance	\$ -	\$ 22,000	\$ (22,000)	0.0%
51500 Contractual Services	\$ 7,124	\$ 10,000	\$ (2,877)	71.2%
52000 Office Supplies	\$ -	\$ 4,000	\$ (4,000)	0.0%
52500 Utilities	\$ 906	\$ 18,500	\$ (17,594)	4.9%
54000 Advertising	\$ 144	\$ 5,000	\$ (4,856)	2.9%
54500 Dues/Seminars	\$ -	\$ 600	\$ (600)	0.0%
55500 Legal Expense	\$ -	\$ 3,000	\$ (3,000)	0.0%
55100 Audit Expense	\$ -	\$ 9,000	\$ (9,000)	0.0%
55200 Financial Administration	\$ -	\$ 18,000	\$ (18,000)	0.0%
55400 Special Event Expenses	\$ 45	\$ 10,000	\$ (9,955)	0.5%
55450 Other Admin Expenses	\$ 189	\$ 4,500	\$ (4,311)	4.2%
57900 Office Equipment	\$ -	\$ 1,000	\$ (1,000)	0.0%
Total Administrative Expenses	<u>\$ 8,407</u>	<u>\$ 105,600</u>	<u>\$ (97,193)</u>	<u>8.0%</u>
<b>Cemetery Improvements, Maintenance &amp; Repairs</b>				
57601 Flags & Flag Poles	\$ 5,720	\$ 8,500	\$ (2,780)	67.3%
57800 Operating Equipment	\$ 7,354	\$ 30,000	\$ (22,646)	24.5%
58000 Mausoleum (including debt service)	\$ 5,066	\$ 110,792	\$ (105,726)	4.6%
58150 Real Estate for Parking Lot	\$ -	\$ 40,000	\$ (40,000)	0.0%
58250 Real Estate--repurchase lots	\$ -	\$ 42,000	\$ (42,000)	0.0%
58300 Veterans Memorial	\$ -	\$ 10,000	\$ (10,000)	0.0%
58400 Scattering Grounds/Ossuary	\$ 22	\$ 4,000	\$ (3,978)	0.0%
Total Cemetery Improvements, Maintenance & Repairs	<u>\$ 18,162</u>	<u>\$ 245,292</u>	<u>\$ (227,130)</u>	<u>7.4%</u>

## Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison (cont.)

	<u>Apr-18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ -	\$ 10,000	\$ (10,000)	0.0%
56000 Tree Removal/Monument Repair	\$ -	\$ 12,000	\$ (12,000)	0.0%
56500 Equipment Repairs	\$ 420	\$ 4,000	\$ (3,580)	10.5%
56600 Cemetery Supplies & Maintenance	\$ 219	\$ 2,500	\$ (2,281)	8.8%
56700 Rental Equipment & Short-term Leases	\$ -	\$ 1,000	\$ (1,000)	0.0%
56800 IGA for Leaves/Branches	\$ -	\$ 6,000	\$ (6,000)	0.0%
56900 Abandoned Lot Reclamation	\$ -	\$ 5,000	\$ (5,000)	0.0%
57000 Office Building	\$ -	\$ 500	\$ (500)	0.0%
57602 Grounds Maintenance/Repairs	\$ 734	\$ 16,000	\$ (15,266)	4.6%
57603 Road, Fence, Lot, Drains	\$ -	\$ 19,000	\$ (19,000)	0.0%
57700 Equipment Building	\$ -	\$ 1,000	\$ (1,000)	0.0%
58100 Grave Markers	\$ 360	\$ 9,000	\$ (8,640)	4.0%
59900 Other Cemetery Expenses	\$ -	\$ 5,000	\$ (5,000)	0.0%
Total Cemetery Operations	\$ 1,734	\$ 91,000	\$ (89,266)	1.9%
Total Expense	\$ 62,459	\$ 899,222	\$ (836,763)	6.9%
Net Income	\$ (40,995)	\$ (157,722)	\$ 116,727	

## Town of the City of Bloomington--Cemetery Fund

### Checking Account Activity

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
10500 Heartland (7774)			
04/02/2018	Deposit	HBT - Heartland Bank & Trust	235.00
04/02/2018	EFT	Woodforest National Bank	-49.55
04/03/2018	Deposit	HBT - Heartland Bank & Trust	30.00
04/04/2018	Deposit	HBT - Heartland Bank & Trust	10.00
04/06/2018	Deposit	HBT - Heartland Bank & Trust	1,500.00
04/09/2018	Deposit	HBT - Heartland Bank & Trust	2,100.00
04/10/2018	41206	AT&T Mobility	-156.79
04/10/2018	41207	Heartland Bank & Trust - mausoleum	-5,066.00
04/10/2018	41208	Chief City Mechanical, Inc.	-346.00
04/10/2018	41209	Midwest Equipment	-350.54
04/10/2018	41210	Pontiac Granite Co Inc	-360.00
04/10/2018	41211	Anderson Electric	-205.00
04/10/2018	41212	BL Pest Control	-35.00
04/10/2018	41213	Cybernautic, Inc	-4,712.50
04/10/2018	41214	Cybernautic, Inc	-1,705.00
04/10/2018	41215	Dave Capodice Excavating Inc	-734.40
04/10/2018	41216	Pantagraph; Lee Industries - Central IL	-144.00
04/10/2018	41217	PC Guy	-120.00
04/10/2018	41218	Prairie Signs Incorporated	-77.20
04/10/2018	41219	RP Lumber Company Inc	-4.50
04/10/2018	41220	VISA BMCU...1484	-440.37
04/10/2018	41221	Peoria Flag & Decorating Company	-5,720.40
04/13/2018	Deposit	HBT - Heartland Bank & Trust	2,512.00
04/13/2018	Deposit	HBT - Heartland Bank & Trust	100.00
04/13/2018	20180415	Payroll Direct Deposit	-7,476.21
04/13/2018	41583452	EFTPS - IRS	-2,057.08
04/13/2018	41222	TX Child Support SDU	-85.00
04/13/2018	41223	IL State Disbursement Unit	-144.30
04/17/2018	41224	Midwest Equipment	-7,326.86
04/17/2018	41225	City of Bloomington Water Dept	-315.35
04/17/2018	Deposit	HBT - Heartland Bank & Trust	50.00
04/20/2018	Deposit	HBT - Heartland Bank & Trust	3,690.00
04/24/2018	41226	NICOR Gas	-199.81
04/24/2018	41227	Frontier Communications	-233.57
04/27/2018	Deposit	HBT - Heartland Bank & Trust	8,293.38
04/27/2018	Deposit	HBT - Heartland Bank & Trust	2,820.00
04/30/2018	20180430	Payroll Direct Deposit	-9,434.71
04/30/2018	21447821	EFTPS - IRS	-2,612.08
04/30/2018	1528530208	IL Dept of Revenue	-978.69
04/30/2018	41228	City of Bloomington TWP - Reimburse	-11,138.36
04/30/2018	41229	TX Child Support SDU	-85.00
04/30/2018	41230	IL State Disbursement Unit	-144.30
04/30/2018	Credi	Interest	10.74
		Total	<u><u>-41,107.45</u></u>

**CERTIFICATE FOR PAYMENT OF ACCOUNTS**

CEMETERY FUND ACCOUNTS  
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)  
COUNTY OF McLEAN)

)SS

Town of the City of Bloomington

**OFFICE OF THE TOWN SUPERVISOR--CEMETERY FUND ACCOUNTS**

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 **April 11, 2018 through May 14, 2018.**

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 **14th day of May 2018.**

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

\_\_\_\_\_  
Notary Public

This **14th day of May 2018.**

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 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 of the CEMETERY BOARD OF TRUSTEES and by Motion agreed to by majority of the members of the CEMETERY BOARD, said amounts shall be paid in accordance with 60 ILCS 1/80-50.

Cemetery Board President:  
Eugene C Lorch  
\_\_\_\_\_

Cemetery Board Vice President:  
Gregory E Fraley  
\_\_\_\_\_

Secretary/Treasurer for Cemetery Board:  
Joseph B Gibson  
\_\_\_\_\_

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

I, the CEMETERY MANAGER of EVERGREEN MEMORIAL CEMETERY, a component unit of the Town of the City of Bloomington, McLean County, Illinois, do hereby certify that the above actions taken by 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 TOWNSHIP BOARD. I shall retain a copy of this documentation and shall forward the same to the Supervisor for payment within twenty (20) days after presentation of this Certificate to the Town Supervisor.

\_\_\_\_\_  
Cemetery Manager

**Evergreen Memorial Cemetery: Exhibit "A"**

REQUEST FOR PAYMENT: **May 14, 2018** Meeting

ACCT	COMPENSATION & BENEFITS	DESCRIPTION	Date Due	Amount
50101	Wages: Administrative			
50101	Wages: Administrative BONUS	G Nichols	5/31/18	\$250.00 NET
50101	Wages: Administrative BONUS	T Crow	5/31/18	\$250.00 NET
50102	Wages: Cemetery			
50102	Wages: Cemetery BONUS	A Anderson	5/31/18	\$250.00 NET
50102	Wages: Cemetery BONUS	C Anderson	5/31/18	\$250.00 NET
50102	Wages: Cemetery BONUS	B Crow	5/31/18	\$250.00 NET
50102	Wages: Cemetery BONUS	K Durlinger	5/31/18	\$250.00 NET
50102	Wages: Cemetery BONUS	T Hansen	5/31/18	\$250.00 NET
50102	Wages: Cemetery BONUS	R Rusher	5/31/18	\$250.00 NET
50102	Wages: Cemetery BONUS	D Tucker	5/31/18	\$250.00 NET
<b>SubTotal: Compensation &amp; Benefits</b>				<b>\$2,250.00 NET</b>

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
57602	AB Hatchery & Garden Center	Grass Seed	5/31/18	\$150.00
52500	Ameren Illinois	Utility (estimated)	5/31/18	\$1,000.00
52500	AT&T Mobility/VISA	Utility (estimated)	5/31/18	\$400.00
55450	Audiology Innovations	Industrial Audio Testing	5/31/18	\$363.00
51500	BL Pest Control	Contractual Service: Pest Control	5/31/18	\$35.00
52500	City of Bloomington (water)	Utility (estimated)	5/31/18	\$800.00
56500	CNH Capital/Birkey's	Birkey's: Equipment Repair	5/31/18	\$188.10
58100	Cold Spring Memorial Group	Grave Markers: Hotz	5/31/18	\$223.20
57602	Dave Capodice Excavating	Dirt	5/31/18	\$569.70
55500	Evergreen FS Inc	Fuel (estimated)	5/31/18	\$1,216.12
54000	Facebook/VISA	Advertising Boost	5/31/18	\$20.00
55450	Farm & Fleet/VISA	Powerade	5/31/18	\$36.00
55450	Farm & Fleet/VISA	Uniforms	5/31/18	\$1,924.38
56600	Farm & Fleet/VISA	Light bulbs for shop, drum liner bags	5/31/18	\$62.35
57601	Farm & Fleet/VISA	flag pole rope	5/31/18	\$7.99
56500	Farm & Fleet/VISA	tire patch	5/31/18	\$8.99
57601	Farm & Fleet/VISA	cable ties for flags on avenue	5/31/18	\$49.95
52500	Frontier Communications	Utility (estimated)	5/31/18	\$500.00
57602	Growing Grounds/VISA	plants	5/31/18	\$116.40
58000	Heartland Bank & Trust (mausoleum note)	Mausoleum Note: principal & interest	5/31/18	\$10,132.00
55400	Illinois Route 66 Scenic Byway	Annual Membership Dues	5/31/18	\$100.00
57800	John Deere Financial	Tractor	5/31/18	\$12,750.00
56600	Lowe's/VISA	supplies	5/31/18	\$139.76
57602	Lowe's/VISA	mulch	5/31/18	\$145.68
52000	Microsoft Office/VISA	MSoftware 365	5/31/18	\$99.99
56500	Midwest Equipment/VISA	equipment repairs	5/31/18	\$193.01
57900	NewEgg	computers for office	5/31/18	\$1,853.76
51500	Newspapers.com/VISA	Subscription Renewal	5/31/18	\$74.90
52500	NICOR Gas	Utility (estimated)	5/31/18	\$600.00
57602	Owen Nursery And Florist/VISA	Grounds Maintenance (boxwoods)	5/31/18	\$86.82
55450	Pantagraph - Lee Industries - Central IL	E-edition Subscription	5/31/18	\$18.00
51500	PC Guy	office computer installation & repairs	5/31/18	\$355.98
58100	Pontiac Granite	Infant & Pet Markers	5/31/18	\$150.00
52000	Pyramid Time Systems/VISA	Time Cards	5/31/18	\$65.75
54000	Ron Smith Printing Co/VISA	Brochures	5/31/18	\$250.00
58400	RP Lumber Company Inc/VISA	rail for ossuary	5/31/18	\$20.01
52000	Sams Club/VISA	supplies	5/31/18	\$268.76
55400	Sams Club/VISA	Memorial Day Event supplies	5/31/18	\$24.94
56600	Sams Club/VISA	light bulbs	5/31/18	\$53.94
51100	TOIRMA	Insurance	5/31/18	
52000	US Postmaster/VISA	Office Supplies: Postage	5/31/18	\$100.00
55400	WhoFish Media/VISA	Special Event: Memorial Day event advertising	5/31/18	\$35.00
55450	Woodforest National Bank/Merchant's Choice	Monthly CC Fees (estimated)	5/31/18	\$500.00
<b>SubTotal: VENDOR Payments</b>				<b>\$35,840.01</b>
<b>TOTAL: Requests for Payments</b>				<b>\$38,090.01</b>

Trustee Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Trustee Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Trustee Approval: \_\_\_\_\_

Date: \_\_\_\_\_