

EVERGREEN MEMORIAL CEMETERY

MEETING NOTICE AND AGENDA

Meeting: Board of Trustees, Evergreen Memorial Cemetery

Date: 10/13/2015

Place: Evergreen Memorial Cemetery Office
302 E. Miller St. Bloomington, IL 61701

Time: 6:00 P.M.

- I. Call to order: Eugene Lorch
- II. Approval of Minutes of the September 8th, 2015 Board Meeting.
- III. Approval of financials as presented for the month of September, 2015.
- IV. Approval of the finances for the month of August 2015, which were unavailable for presentation at the September 9th, 2015 board meeting.
- V. Board approval of additional pay request for the month of September approved by Gene Lorch on September 14th, 2015.
- VI. Approval of anticipated expenditures as presented for the month of October, 2015.
- VII. Update on Rules and Regulations sign.
- VIII. Update of cabinet with vandal cover for office porch.
- IX. Update on the AVTT Vietnam Wall.
- X. Discussion on dedication ceremony for plane sculpture, November 7th, 2015 at 11:00 am.
- XI. 2015 Year to Date Burials:
 - Evergreen Memorial Cemetery:
 - Evergreen Memorial Pet Cemetery:
 - East Lawn Memorial Gardens Cemetery:
 - Park Hill Cemetery:
- XII. Comments
- XIII. Public Comments
- XIV. Adjournment

EVERGREEN MEMORIAL CEMETERY

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Date: 10/13/2015
Place: Evergreen Memorial Cemetery Office
302 E. Miller St. Bloomington, IL 61701
Time: 6:00 P.M.

ADENDUM:

Approval of proposed Cemetery Tax Levy for fiscal year 2017.

Approval to raise Petty Cash from \$50.00 per month to \$250.00 per month while planning for the AVTT Vietnam Wall.

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)
COUNTY OF McLEAN)

)SS

Town of the City of Bloomington

OFFICE OF THE TOWN SUPERVISOR--EVERGREEN MEMORIAL CEMETERY

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, 2015**, 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 **13th day of October, 2015**.

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

Notary Public

This **13th day of October, 2015**.

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** Petty Cash held at Evergreen Memorial Cemetery Office, **\$304,459.60** at HEARTLAND BANK 7774, BLOOMINGTON, McLEAN COUNTY, ILLINOIS, **\$268,160.16** at HEARTLAND BANK 7782, BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$98,249.33** at HEARTLAND BANK 7114, 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 **26th day of October, 2015**.

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

City of Bloomington Township--EVERGREEN MEMORIAL CEMETERY FUND

Month of: **SEPTEMBER 2015**

Funds at Commencement

Petty Cash	\$	50	
Cash: Heartland Bank 7774 (Checking)	\$	252,171	
Cash: Heartland Bank 7782 (Reserve)	\$	268,129	
Trust Account: Heartland Bank 7114 (O/C Trust)	\$	98,238	
Trust Account: Heartland Bank 3189 (Irrevocable Trust)	\$	177,966	
		<u> </u>	
Public Funds at Commencement			\$ 796,555

Funds Received This Month

Real Estate Tax Levy	\$	125,754	
Opening/Closing Fee	\$	3,350	
Sale of Lots	\$	3,480	
Sale of Crypts	\$	405	
Sale of Niches	\$	2,162	
Interest: Reserve/Checking	\$	31	
Income from Trusts	\$	11	
Other Income	\$	1,135	
Inspection Fees	\$	450	
		<u> </u>	
Public Funds Received This Month			\$ 136,778
Public Funds Available			\$ 933,332

Funds Expended This Month

Change in Payroll Liabilities 09/30/2015	\$	82,167	
		<u> </u>	
TOTAL Public Funds at Month End			\$ 848,885

Funds at Month End

Petty Cash	\$	50	
Cash: Heartland Bank 7774 (Checking)	\$	304,460	
Cash: Heartland Bank 7782 (Reserve)	\$	268,160	
Trust Account: Heartland Bank 7114 (O/C Trust)	\$	98,249	
Trust Account: Heartland Bank 3189 (Irrevocable Trust)	\$	177,966	
		<u> </u>	
TOTAL Public Funds at Month End			\$ 848,885

Checking Account Activity

Checkbook Balance at Commencement			\$ 252,171
Deposits			
Real Estate Tax Levy	\$	125,754	
Opening/Closing Fee	\$	3,350	
Sale of Lots	\$	3,480	
Sale of Crypts	\$	405	
Sale of Niches	\$	2,162	
Other Income	\$	1,135	
Inspection Fee	\$	450	
Total Deposits for Month		<u> </u>	
			\$ 136,736
Total Funds Available			\$ 388,907
Checks Written			
Compensation & Benefits	\$	34,623	
Administrative Expenses	\$	5,671	
Cemetery Improvements, Maintenance & Repair	\$	10,648	
Cemetery Operations	\$	31,225	
Total Checks Written		<u> </u>	
			\$ 82,167
Change in Payroll Liabilities 09/30/2015		<u> </u>	
			\$ 2,281
Total Checks Written			\$ 84,447
Checkbook Balance at Month End			\$ 304,460

Bank Reconciliation at Month End

Balance per Bank Statement	\$	322,093	
Less Outstanding Checks	\$	(17,634)	
		<u> </u>	
Checkbook Balance per Reconciliation			\$ 304,460

City of Bloomington Township--EVERGREEN MEMORIAL CEMETERY FUND

Statement of Receipts and Disbursements

Income			<u>Sep-15</u>
Revenue			
40100 Real Estate Tax Levy		\$ 125,754	
42000 Opening/Closing Fee		\$ 3,350	
42500 Sale of Lots		\$ 3,480	
43000 Sale of Crypts		\$ 405	
43100 Sale of Niches		\$ 2,162	
43500 Interest: Savings/Checking		\$ 31	
49000 Income from Trusts		\$ 11	
49020 Other Income		\$ 1,135	
49021 Inspection Fees		\$ 450	
	Total Revenue		<u>\$ 136,778</u>
	Total Income		<u>\$ 136,778</u>
Expense			
Compensation & Benefits			
50101 Wages: Administrative Staff		\$ 5,728	
50102 Wages: Cemetery Staff		\$ 19,512	
50201 Payroll Taxes: FICA		\$ 1,797	
50202 IMRF		\$ 2,712	
50203 Unemployment Insurance		\$ 707	
50204 Health Insurance		\$ 4,166	
	Total Compensation & Benefits		\$ 34,623
Administrative Expenses			
51500 Contractual Services		\$ 397	
52000 Office Supplies		\$ 196	
52500 Utilities		\$ 2,102	
54000 Advertising		\$ 1,524	
55400 Special Event Expenses		\$ 95	
55450 Other Admin Expenses		\$ 1,356	
	Total Administrative Expenses		\$ 5,671
Cemetery Improvements, Maintenance & Repair			
57602 Grounds Maintenance/Repair		\$ 4,822	
57800 Operating Equipment		\$ 460	
58000 Mausoleum (including debt service)		\$ 5,066	
58100 Grave Markers		\$ 300	
	Total Cemetery Improvements, Maint & Repair		\$ 10,648
Cemetery Operations			
55500 Fuel, Oil and Equipment		\$ 1,127	
56000 Tree Removal/Monument Repair		\$ 27,825	
56500 Equipment Repairs		\$ 466	
56600 Cemetery Supplies & Maintenance		\$ 56	
59900 Other Cemetery Expenses		\$ 1,752	
	Total Cemetery Operations		\$ 31,225
	Total Expense		<u>\$ 82,167</u>
Net Income			<u><u>\$ 54,611</u></u>

City of Bloomington Township--EVERGREEN MEMORIAL CEMETERY FUND

Year to Date Budget Comparison

Income	<u>Sep-15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue				
40100 Real Estate Tax Levy	\$ 493,792	\$ 506,600	\$ (12,809)	97.5%
41000 Personal Property Replacement Tax	\$ 28,674	\$ 40,000	\$ (11,326)	71.7%
42000 Opening/Closing Fee	\$ 22,633	\$ 50,000	\$ (27,367)	45.3%
42100 Marker Commission	\$ 1,919	\$ 7,000	\$ (5,081)	27.4%
42500 Sale of Lots	\$ 41,960	\$ 50,000	\$ (8,040)	83.9%
43000 Sale of Crypts	\$ 1,980	\$ 20,000	\$ (18,020)	9.9%
43100 Sale of Niches	\$ 4,963	\$ 20,000	\$ (15,037)	24.8%
44700 Sale of Burial Supplies	\$ 400	\$ 5,000	\$ (4,600)	8.0%
44800 Chapel Fee	\$ -	\$ 1,000	\$ (1,000)	0.0%
43500 Interest: Savings/Checking	\$ 169	\$ 100	\$ 69	169.0%
49000 Income from Trusts	\$ 1,196	\$ 1,500	\$ (304)	79.8%
49020 Other Income	\$ 11,969	\$ 2,490	\$ 9,479	480.7%
49021 Inspection Fees	\$ 2,400	\$ 3,000	\$ (600)	80.0%
Total Revenue	<u>\$ 612,055</u>	<u>\$ 706,690</u>	<u>\$ (94,635)</u>	<u>86.6%</u>
Total Income	\$ 612,055	\$ 706,690	\$ (94,635)	86.6%
Expense				
Compensation & Benefits				
50101 Wages: Administrative Staff	\$ 43,283	\$ 81,000	\$ (37,717)	53.4%
50102 Wages: Cemetery Staff	\$ 119,484	\$ 233,000	\$ (113,516)	51.3%
50103 Trustee Compensation	\$ 1,333	\$ 3,000	\$ (1,667)	44.4%
50201 Payroll Taxes: FICA	\$ 11,753	\$ 22,800	\$ (11,047)	51.5%
50202 IMRF	\$ 16,662	\$ 34,000	\$ (17,338)	49.0%
50203 Unemployment Insurance	\$ 6,727	\$ 16,000	\$ (9,273)	42.0%
50204 Health Insurance	\$ 24,999	\$ 60,000	\$ (35,001)	41.7%
Total Compensation & Benefits	<u>\$ 224,242</u>	<u>\$ 449,800</u>	<u>\$ (225,558)</u>	<u>49.9%</u>
Administrative Expenses				
51100 Casualty Insurance	\$ 19,734	\$ 21,000	\$ (1,266)	94.0%
51500 Contractual Services	\$ 1,743	\$ 10,000	\$ (8,257)	17.4%
52000 Office Supplies	\$ 814	\$ 2,500	\$ (1,686)	32.6%
52500 Utilities	\$ 7,490	\$ 18,000	\$ (10,510)	41.6%
54000 Advertising	\$ 9,128	\$ 10,500	\$ (1,372)	86.9%
54500 Dues/Seminars	\$ -	\$ 500	\$ (500)	0.0%
55500 Legal Expense	\$ -	\$ 3,000	\$ (3,000)	0.0%
55100 Audit Expense	\$ -	\$ 6,700	\$ (6,700)	0.0%
55200 COBT (financial)	\$ -	\$ 12,200	\$ (12,200)	0.0%
55400 Special Event Expenses	\$ 5,912	\$ 4,600	\$ 1,312	128.5%
55450 Other Admin Expenses	\$ 3,223	\$ 4,595	\$ (1,372)	70.1%
Total Administrative Expenses	<u>\$ 48,043</u>	<u>\$ 93,595</u>	<u>\$ (45,552)</u>	<u>51.3%</u>
Cemetery Improvements, Maintenance & Repairs				
57000 Office Building	\$ 45	\$ 1,500	\$ (1,455)	3.0%
57601 Flags & Flag Poles	\$ 9,776	\$ 10,000	\$ (224)	97.8%
57602 Grounds Maintenance/Repairs	\$ 7,101	\$ 13,700	\$ (6,599)	51.8%
57603 Road, Fence, Lot, Drains	\$ 827	\$ 15,000	\$ (14,173)	5.5%
57700 Equipment Building	\$ 19	\$ 1,810	\$ (1,791)	1.0%
57800 Operating Equipment	\$ 14,854	\$ 20,270	\$ (5,416)	73.3%
57900 Office Equipment	\$ 449	\$ 1,000	\$ (551)	44.9%
58000 Mausoleum (including debt service)	\$ 30,396	\$ 60,792	\$ (30,396)	50.0%
58100 Grave Markers	\$ 1,868	\$ 4,000	\$ (2,132)	46.7%
58300 Veterans Memorial	\$ -	\$ 5,000	\$ (5,000)	0.0%
58400 Scattering Grounds	\$ -	\$ 2,500	\$ (2,500)	0.0%
Total Cemetery Improvements, Maintenance & Repairs	<u>\$ 65,334</u>	<u>\$ 135,572</u>	<u>\$ (70,238)</u>	<u>48.2%</u>

City of Bloomington Township--EVERGREEN MEMORIAL CEMETERY FUND

Year to Date Budget Comparison (cont.)

	<u>Sep-15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ 5,602	\$ 17,000	\$ (11,398)	33.0%
56000 Tree Removal/Monument Repair	\$ 27,841	\$ 26,000	\$ 1,841	107.1%
56500 Equipment Repairs	\$ 2,177	\$ 4,000	\$ (1,823)	54.4%
56600 Cemetery Supplies & Maintenance	\$ 752	\$ 4,000	\$ (3,248)	18.8%
56700 Rental Equipment & Short-term Leases	\$ -	\$ 1,000	\$ (1,000)	0.0%
56800 IGA w/COB for leaves & branches disposal	\$ 2,200	\$ 2,200	\$ -	100.0%
59900 Other Cemetery Expenses	\$ 2,465	\$ 21,000	\$ (18,535)	11.7%
Total Cemetery Operations	<hr/> \$ 41,038	<hr/> \$ 75,200	<hr/> \$ (34,162)	<hr/> 54.6%
Total Expense	<hr/> \$ 378,657	<hr/> \$ 754,167	<hr/> \$ (375,510)	<hr/> 50.2%
Net Income	\$ 233,398	\$ (47,477)	\$ 280,875	

City of Bloomington Township--EVERGREEN MEMORIAL CEMETERY FUND

Checks Issued			
<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10500 Heartland 7774 (Checking)			
09/01/2015	40396	Fryman Tree Service	-25,000.00
09/01/2015	40397	Ameren Illinois	-381.08
09/01/2015	40398	City of Bloomington Water Dept	-5.80
09/01/2015	40399	Frontier Communications	-227.22
09/01/2015	40400	AT&T Mobility	-165.32
09/01/2015	40401	Supermedia/DexMedia (FrontierDirectories)	-117.15
09/01/2015	40395VOID	Agent Orange Victims & Widows Support Net	300.00
09/01/2015	40402	Agent Orange Victims & Widows Support Net	-300.00
09/01/2015	Debit	Woodforest National Bank	-142.60
09/04/2015	Deposit	Heartland Bank & Trust	3,365.00
09/04/2015	Credit	Heartland Bank & Trust	30.00
09/08/2015	Deposit	Heartland Bank & Trust	2,000.00
09/09/2015	Deposit	Heartland Bank & Trust	180.00
09/10/2015	Deposit	Heartland Bank & Trust	91,905.58
09/11/2015	40403	Sam's Club	-39.99
09/15/2015	20150915	Payroll Direct Deposit	-9,136.77
09/15/2015	71957040	EFTPS - IRS	-2,779.90
09/15/2015	40405	BL Pest Control	-35.00
09/15/2015	40406	LimeLight Communications Inc	-240.00
09/15/2015	40407	George Alarm Co., Inc.	-361.74
09/15/2015	40408	Bellas Landscaping	-3,265.00
09/15/2015	40409	McLean County Asphalt Co Inc	-85.87
09/15/2015	40410	Dave Capodice Excavating Inc	-1,471.60
09/15/2015	40411	Pontiac Granite Co Inc	-300.00
09/15/2015	40412	Fryman Tree Service	-2,825.00
09/15/2015	40413	Nord Outdoor Power	-101.85
09/15/2015	40414	Interstate ALL Battery Center	-48.80
09/15/2015	40415	Don Owen Tire Service Inc	-41.00
09/15/2015	40416	Visa Elan...6929	-1,834.48
09/15/2015	40417	John Deere Financial	-460.01
09/15/2015	40418	Heartland Bank & Trust - mausoleum	-5,066.00
09/15/2015	40419	Lewis, Yockey & Brown Inc	-1,050.00
09/15/2015	40420	RP Lumber Company Inc	-38.97
09/15/2015	40421	Prairie Signs Incorporated	-1,668.00
09/18/2015	Deposit	Heartland Bank & Trust	625.00
09/21/2015	Deposit	Heartland Bank & Trust	25.00
09/22/2015	40422	NICOR Gas	-148.00
09/22/2015	40423	Frontier Communications	-227.82
09/22/2015	40424	City of Bloomington Water Dept	-372.30
09/23/2015	Deposit	Heartland Bank & Trust	80.00
09/24/2015	20150930	Payroll Direct Deposit	-8,854.00
09/24/2015	52562603	EFTPS - IRS	-2,650.90
09/24/2015	000296733	IL Dept of Revenue	-820.17
09/25/2015	Deposit	Heartland Bank & Trust	34,580.04
09/25/2015	Deposit	Heartland Bank & Trust	3,880.00
09/28/2015	Deposit	Heartland Bank & Trust	30.00
09/29/2015	40425	Supermedia/DexMedia (FrontierDirectories)	-117.15
09/29/2015	40426	AT&T Mobility	-165.32
09/29/2015	40427	Ameren Illinois	-409.11
09/30/2015	Deposit	Heartland Bank & Trust	65.00
09/30/2015	40428	City of Bloomington TWP - Reimburse	-9,709.48
09/30/2015	40429	IDES - IL Dept of Emp Sec	-2,987.37
09/30/2015	40430	Evergreen FS Inc	-1,126.66
		Total	<u>52,288.19</u>