

EVERGREEN MEMORIAL CEMETERY

MEETING NOTICE AND AGENDA

Meeting: Board of Trustees, Evergreen Memorial Cemetery

Date: 07/14/2015

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 June 16th 2015 Board Meeting.
- III. Approval of financials as presented for the month of June, 2015.
- IV. Approval of anticipated expenditures as presented for the month of July, 2015.
- V. Tom Weir/ Merchants Choice Payment Solutions in attendance to discuss the cemetery switching to their company to get cheaper rates. Approval to make the change.
- VI. Update/Discussion on the Vietnam War Memorial The Wall That Heals.
- VII. Discussion on Cemetery Presentation to the Township Board of Trustees.
- VIII. Update on replacing Rules & Regulation sign.
- IX. Update on advertising on digital billboards.
- X. 2015 Year to Date Burials:
 - Evergreen Memorial Cemetery: 35
 - Evergreen Memorial Pet Cemetery: 0
 - East Lawn Memorial Gardens Cemetery: 99
 - Park Hill Cemetery: 72
- XI. Comments
- XII. Public Comments
- XIII. 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--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 June, 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 **14th day of July, 2015**.

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

Notary Public

This **14th day of July, 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, **\$266,707.86** at HEARTLAND BANK 7774, BLOOMINGTON, McLEAN COUNTY, ILLINOIS, **\$218,367.28** at HEARTLAND BANK 7782, BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$97,914.67** 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 **27th day of July, 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: **JUNE 2015**

Funds at Commencement

Petty Cash	\$	50	
Cash: Heartland Bank 7774 (Checking)	\$	138,871	
Cash: Heartland Bank 7782 (Reserve)	\$	218,042	
Trust Account: Heartland Bank 7114 (O/C Trust)	\$	97,904	
Trust Account: Heartland Bank 3189 (Irrevocable Trust)	\$	177,966	
		<u> </u>	
Public Funds at Commencement			\$ 632,833

Funds Received This Month

Real Estate Tax Levy	\$	155,703	
Opening/Closing Fee	\$	3,427	
Marker Commission	\$	1,919	
Sale of Lots	\$	19,165	
Sale of Crypts	\$	300	
Sale of Niches	\$	25	
Interest: Reserve/Checking	\$	25	
Income from Trusts	\$	11	
Other Income	\$	8,100	
Inspection Fees	\$	300	
		<u> </u>	
Public Funds Received This Month			\$ 188,975

Public Funds Available	\$ 821,808
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Funds Expended This Month

Change in Payroll Liabilities 06/30/2015	\$	2,983
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TOTAL Public Funds at Month End \$ 761,006

Funds at Month End

Petty Cash	\$	50	
Cash: Heartland Bank 7774 (Checking)	\$	266,708	
Cash: Heartland Bank 7782 (Reserve)	\$	218,367	
Trust Account: Heartland Bank 7114 (O/C Trust)	\$	97,915	
Trust Account: Heartland Bank 3189 (Irrevocable Trust)	\$	177,966	
		<u> </u>	
TOTAL Public Funds at Month End			\$ 761,006

Checking Account Activity

Checkbook Balance at Commencement	\$	138,871
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Deposits			
Real Estate Tax Levy	\$	155,703	
Opening/Closing Fee	\$	3,427	
Marker Commission	\$	1,919	
Sale of Lots	\$	19,165	
Sale of Crypts	\$	300	
Sale of Niches	\$	25	
Other Income	\$	8,100	
Inspection Fee	\$	300	
		<u> </u>	
Total Deposits for Month			\$ 188,939

Total Funds Available	\$ 327,810
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Checks Written			
Compensation & Benefits	\$	44,843	
Administrative Expenses	\$	3,962	
Capital Improvements	\$	7,644	
Cemetery Operations	\$	1,371	
		<u> </u>	
Total Checks Written			\$ 57,819
Prepaid O/C Deposits transferred to/from Acct 7782	\$	300	
Change in Payroll Liabilities 06/30/2015	\$	2,983	
		<u> </u>	
Total Checks Written			\$ 61,102

Checkbook Balance at Month End \$ 266,708

Bank Reconciliation at Month End

Balance per Bank Statement	\$	287,848	
Plus Outstanding Deposits	\$	-	
Less Outstanding Checks	\$	(21,140)	
		<u> </u>	
Checkbook Balance per Reconciliation			\$ 266,708

City of Bloomington Township--EVERGREEN MEMORIAL CEMETERY FUND

Statement of Receipts and Disbursements

Income			<u>Jun-15</u>
Revenue			
40100 Real Estate Tax Levy		\$ 155,703	
42000 Opening/Closing Fee		\$ 3,427	
42100 Marker Commission		\$ 1,919	
42500 Sale of Lots		\$ 19,165	
43000 Sale of Crypts		\$ 300	
43100 Sale of Niches		\$ 25	
43500 Interest: Savings/Checking		\$ 25	
49000 Income from Trusts		\$ 11	
49020 Other Income		\$ 8,100	
49021 Inspection Fees		\$ 300	
	Total Revenue		\$ 188,975
		Total Income	\$ 188,975
Expense			
Compensation & Benefits			
50101 Wages: Administrative Staff		\$ 9,121	
50102 Wages: Cemetery Staff		\$ 23,642	
50201 Payroll Taxes: FICA		\$ 2,373	
50202 IMRF		\$ 3,297	
50203 Unemployment Insurance		\$ 2,243	
50204 Health Insurance		\$ 4,166	
	Total Compensation & Benefits		\$ 44,843
Administrative Expenses			
51500 Contractual Services		\$ 397	
52000 Office Supplies		\$ 52	
52500 Utilities		\$ 1,708	
54000 Advertising		\$ 748	
55400 Special Event Expenses		\$ 488	
55450 Other Admin Expenses		\$ 570	
	Total Administrative Expenses		\$ 3,962
Cemetery Improvements, Maintenance & Repair			
57601 Flags & Flag Poles		\$ 303	
57602 Grounds Maintenance/Repair		\$ 1,120	
57800 Operating Equipment		\$ 460	
57900 Office Equipment		\$ 449	
58000 Mausoleum (including debt service)		\$ 5,066	
58100 Grave Markers		\$ 247	
	Total Cemetery Improvements, Maint & Repair		\$ 7,644
Cemetery Operations			
55500 Fuel, Oil and Equipment		\$ 983	
56000 Tree Removal/Monument Repair		\$ 16	
56500 Equipment Repairs		\$ 198	
56600 Cemetery Supplies & Maintenance		\$ 174	
	Total Cemetery Operations		\$ 1,371
		Total Expense	\$ 57,819
Net Income			<u>\$ 131,155</u>

City of Bloomington Township--EVERGREEN MEMORIAL CEMETERY FUND

Year to Date Budget Comparison

Income	<u>Jun-15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue				
40100 Real Estate Tax Levy	\$ 261,236	\$ 506,600	\$ (245,364)	51.6%
41000 Personal Property Replacement Tax	\$ 20,177	\$ 40,000	\$ (19,823)	50.4%
42000 Opening/Closing Fee	\$ 13,683	\$ 50,000	\$ (36,317)	27.4%
42100 Marker Commission	\$ 1,919	\$ 7,000	\$ (5,081)	27.4%
42500 Sale of Lots	\$ 26,720	\$ 50,000	\$ (23,280)	53.4%
43000 Sale of Crypts	\$ 900	\$ 20,000	\$ (19,100)	4.5%
43100 Sale of Niches	\$ 25	\$ 20,000	\$ (19,975)	0.1%
44700 Sale of Burial Supplies	\$ 100	\$ 5,000	\$ (4,900)	2.0%
44800 Chapel Fee	\$ -	\$ 1,000	\$ (1,000)	0.0%
43500 Interest: Savings/Checking	\$ 76	\$ 100	\$ (24)	76.1%
49000 Income from Trusts	\$ 34	\$ 1,500	\$ (1,466)	2.3%
49020 Other Income	\$ 10,700	\$ 2,490	\$ 8,210	429.7%
49021 Inspection Fees	\$ 1,275	\$ 3,000	\$ (1,725)	42.5%
Total Revenue	<u>\$ 336,845</u>	<u>\$ 706,690</u>	<u>\$ (369,845)</u>	<u>47.7%</u>
Total Income	\$ 336,845	\$ 706,690	\$ (369,845)	47.7%
Expense				
Compensation & Benefits				
50101 Wages: Administrative Staff	\$ 22,852	\$ 81,000	\$ (58,148)	28.2%
50102 Wages: Cemetery Staff	\$ 58,806	\$ 233,000	\$ (174,194)	25.2%
50103 Trustee Compensation	\$ 833	\$ 3,000	\$ (2,167)	27.8%
50201 Payroll Taxes: FICA	\$ 5,910	\$ 22,800	\$ (16,890)	25.9%
50202 IMRF	\$ 8,303	\$ 34,000	\$ (25,697)	24.4%
50203 Unemployment Insurance	\$ 3,740	\$ 16,000	\$ (12,260)	23.4%
50204 Health Insurance	\$ 12,499	\$ 60,000	\$ (47,501)	20.8%
Total Compensation & Benefits	<u>\$ 112,944</u>	<u>\$ 449,800</u>	<u>\$ (336,856)</u>	<u>25.1%</u>
Administrative Expenses				
51100 Casualty Insurance	\$ 19,734	\$ 21,000	\$ (1,266)	94.0%
51500 Contractual Services	\$ 814	\$ 10,000	\$ (9,186)	8.1%
52000 Office Supplies	\$ 192	\$ 2,500	\$ (2,308)	7.7%
52500 Utilities	\$ 3,440	\$ 18,000	\$ (14,560)	19.1%
54000 Advertising	\$ 6,828	\$ 10,500	\$ (3,672)	65.0%
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	\$ 563	\$ 4,600	\$ (4,037)	12.2%
55450 Other Admin Expenses	\$ 1,195	\$ 4,595	\$ (3,400)	26.0%
Total Administrative Expenses	<u>\$ 32,766</u>	<u>\$ 93,595</u>	<u>\$ (60,829)</u>	<u>35.0%</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	\$ 2,239	\$ 13,700	\$ (11,461)	16.3%
57603 Road, Fence, Lot, Drains	\$ 32	\$ 15,000	\$ (14,968)	0.2%
57700 Equipment Building	\$ 19	\$ 1,810	\$ (1,791)	1.0%
57800 Operating Equipment	\$ 13,234	\$ 20,270	\$ (7,036)	65.3%
57900 Office Equipment	\$ 449	\$ 1,000	\$ (551)	44.9%
58000 Mausoleum (including debt service)	\$ 15,198	\$ 60,792	\$ (45,594)	25.0%
58100 Grave Markers	\$ 372	\$ 4,000	\$ (3,628)	9.3%
58300 Veterans Memorial	\$ -	\$ 5,000	\$ (5,000)	0.0%
58400 Scattering Grounds	\$ -	\$ 2,500	\$ (2,500)	0.0%
Total Cemetery Improvements, Maintenance & Repairs	<u>\$ 41,363</u>	<u>\$ 135,572</u>	<u>\$ (94,209)</u>	<u>30.5%</u>

City of Bloomington Township--EVERGREEN MEMORIAL CEMETERY FUND

Year to Date Budget Comparison (cont.)

	<u>Jun-15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ 2,415	\$ 17,000	\$ (14,585)	14.2%
56000 Tree Removal/Monument Repair	\$ 16	\$ 26,000	\$ (25,984)	0.1%
56500 Equipment Repairs	\$ 483	\$ 4,000	\$ (3,517)	12.1%
56600 Cemetery Supplies & Maintenance	\$ 673	\$ 4,000	\$ (3,327)	16.8%
56700 Rental Equipment & Short-term Leases	\$ -	\$ 1,000	\$ (1,000)	0.0%
56800 IGA w/COB for leaves & branches disposal	\$ -	\$ 2,200	\$ (2,200)	0.0%
59900 Other Cemetery Expenses	\$ 666	\$ 21,000	\$ (20,334)	3.2%
Total Cemetery Operations	<u>\$ 4,253</u>	<u>\$ 75,200</u>	<u>\$ (70,948)</u>	<u>5.7%</u>
Total Expense	<u>\$ 191,326</u>	<u>\$ 754,167</u>	<u>\$ (562,841)</u>	<u>25.4%</u>
Net Income	\$ 145,519	\$ (47,477)	\$ 192,996	

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)		
06/01/2015	Deposit	Heartland Bank & Trust		73.56
06/02/2015	Deposit	Heartland Bank & Trust		48.37
06/02/2015	Debit	Heartland Bank & Trust		-20.58
06/04/2015	Deposit	US Merchant Systems		-6.06
06/04/2015	Deposit	Heartland Bank & Trust		58.00
06/09/2015	40329	NICOR Gas		-139.00
06/09/2015	40330	Ameren Illinois		-311.66
06/09/2015	40331	AT&T Mobility		-165.36
06/10/2015	Deposit	Heartland Bank & Trust		1,680.00
06/10/2015	Deposit	Heartland Bank & Trust		106,235.29
06/10/2015	Deposit	Heartland Bank & Trust		24.24
06/15/2015	20150615	Payroll Direct Deposit		-13,681.37
06/15/2015	33249644	EFTPS - IRS		-5,161.88
06/17/2015	40332	Bellas Landscaping		-275.00
06/17/2015	40333	Evergreen FS Inc		-545.00
06/17/2015	40334	BL Pest Control		-35.00
06/17/2015	40335	Visa Elan...6929		-2,214.32
06/17/2015	40336	John Deere Financial		-460.01
06/17/2015	40337	Heartland Bank & Trust - mausoleum		-5,066.00
06/17/2015	40338	Audiology Innovations		-329.00
06/17/2015	40339	George Alarm Co., Inc.		-361.74
06/17/2015	40340	Pantagraph; Lee Industries - Central IL		-631.00
06/17/2015	40341	Evergreen FS Inc		-982.81
06/17/2015	40342	Dave Capodice Excavating Inc		-103.20
06/17/2015	40343	AlphaGraphics		-27.50
06/18/2015	Deposit	Heartland Bank & Trust		54,896.44
06/18/2015	Deposit	Heartland Bank & Trust		48.97
06/18/2015	Debit	Heartland Bank & Trust		-7.95
06/19/2015	Deposit	Heartland Bank & Trust		245.77
06/22/2015	Deposit	Heartland Bank & Trust		291.95
06/23/2015	Deposit	Heartland Bank & Trust		11,737.00
06/26/2015	Deposit	Heartland Bank & Trust		8,150.00
06/29/2015	Transfer O/C	Hall, Ronald & Lois		-600.00
06/29/2015	Transfer O/C	McQueen, Phyllis		300.00
06/30/2015	40344	Skillrud, Deborah L		-1.25
06/30/2015	40345	Audiology Innovations		-34.00
06/30/2015	40346	Supermedia/DexMedia (FrontierDirectories)		-117.15
06/30/2015	40347	NICOR Gas		-148.00
06/30/2015	40348	Frontier Communications		-229.02
06/30/2015	40349	City of Bloomington Water Dept		-361.10
06/30/2015	40350VOID	VOID		0.00
06/30/2015	40351	City of Bloomington TWP - Reimburse		-10,529.82
06/30/2015	20150630	Payroll Direct Deposit		-9,118.63
06/30/2015	91057611	EFTPS - IRS		-3,046.94
06/30/2015	1029510016	IL Dept of Revenue		-2,578.84
06/30/2015	40352	IDES - IL Dept of Emp Sec		-3,740.02
06/30/2015	40353	Ameren Illinois		-353.76
06/30/2015	Deposit	Heartland Bank & Trust		5,430.00
				<u>127,836.62</u>