

EVERGREEN MEMORIAL CEMETERY

NOTICE

Meeting: Board of Trustees, Evergreen Memorial Cemetery

Date: 04/07/2015

Place: Evergreen Memorial Cemetery Office

Time: 6:00 P.M.

AGENDA

- I. Meeting called to order.
- II. Approval of Minutes of the March 10th 2015 Board Meeting.
- III. Approval of financials as presented.
- IV. Approval of anticipated expenditures as presented.
- V. Discuss and recommend approval of policy for Low/No income for burial.
- VI. Recommend approval for tombstone setting policy.
- VII. Recommend approval of Contract for at need cemetery property, merchandise and services.
- VIII. Moving Wall presentation and discussion
- IX. Discussion regarding 501 (c), (3) endowment/bequest to enhance programs and historical preservation.
- X. Update on possibility of coming up with individuals that might interest people regarding Route 66 tours.
- XI. Comments
- XII. Public Comments
- XIII. Adjournment

2015 YTD: EL - 41 PH - 27 EVE - 16 Pet burials - 1

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 **31st day of March, 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 **7th day of April, 2015**.

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

Notary Public

This **7th day of April, 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, **\$124,799.71** at HEARTLAND BANK 7774, BLOOMINGTON, McLEAN COUNTY, ILLINOIS, **\$217,991.18** at HEARTLAND BANK 7782, BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$94,680.41** at HEARTLAND BANK 7114, BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the EVERGREEN MEMORIAL CEMETERY FUND of said TOWN.

Cemetery Board President:

Eugene C Lorch

Cemetery Board Vice President:

Amelia S Buragas

Secretary/Treasurer for Cemetery Board:

Pamala J Eaton

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

This **27th day of April, 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: Judith I Stearns

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: **MARCH 2015**

Funds at Commencement

Petty Cash	\$	50	
Cash: Heartland Bank 7774 (Checking)	\$	138,347	
Cash: Heartland Bank 7782 (Reserve)	\$	217,943	
Trust Account: Heartland Bank 7114 (O/C Trust)	\$	94,670	
Trust Account: Heartland Bank 3189 (Irrevocable Trust)	\$	168,547	
		<u>\$</u>	619,557
Public Funds at Commencement			

Funds Received This Month

Personal Property Replacement Tax	\$	1,887	
Opening/Closing	\$	4,982	
Sales - Lots	\$	14,505	
Sales - Crypts	\$	300	
Sales - Burial Supplies	\$	200	
Sales - Chapel Fee	\$	100	
Interest Savings/Checking	\$	48	
Income from Trusts	\$	10	
Miscellaneous Income: Other	\$	2,321	
Miscellaneous Income: Veteran Flags	\$	750	
Inspection Fee	\$	225	
		<u>\$</u>	25,328
Public Funds Received This Month			
Public Funds Available			\$ 644,886

Funds Expended This Month

Payroll Liabilities 03/31/2015	\$	36,238	
		<u>\$</u>	2,578
TOTAL Public Funds at Month End			<u><u>\$ 606,069</u></u>

Funds at Month End

Petty Cash	\$	50	
Cash: Heartland Bank 7774 (Checking)	\$	124,800	
Cash: Heartland Bank 7782 (Reserve)	\$	217,991	
Trust Account: Heartland Bank 7114 (O/C Trust)	\$	94,680	
Trust Account: Heartland Bank 3189 (Irrevocable Trust)	\$	168,547	
		<u>\$</u>	606,069
TOTAL Public Funds at Month End			<u><u>\$ 606,069</u></u>

Checking Account Activity

Checkbook Balance at Commencement			\$	138,347
Deposits				
Personal Property Replacement Tax	\$	1,887		
Opening/Closing	\$	4,982		
Sales	\$	15,105		
Miscellaneous Income	\$	3,071		
Inspection Fee	\$	225		
Total Deposits for Month		<u>\$</u>	25,270	
Total Funds Available				\$ 163,617
Checks Written				
Administrative Expenses	\$	27,951		
Capital Improvements	\$	8,288		
Total Checks Written		<u>\$</u>	36,238	
Payroll Liabilities 03/31/2015		<u>\$</u>	2,578	
Total Checks Written			<u>\$</u>	38,817
Checkbook Balance at Month End				<u><u>\$ 124,800</u></u>

Bank Reconciliation at Month End

Balance per Bank Statement	\$	140,448	
Plus Outstanding Deposits	\$	2,400	
Less Outstanding Checks	\$	(18,048)	
		<u>\$</u>	124,800
Checkbook Balance per Reconciliation			<u><u>\$ 124,800</u></u>

City of Bloomington Township--EVERGREEN MEMORIAL CEMETERY FUND

Statement of Receipts and Disbursements

Income			<u>Mar-15</u>
Revenue			
41000 Personal Property Replacement Tax		\$ 1,887	
42000 Opening/Closing		\$ 4,982	
42400 Sales		\$ 15,105	
43500 Interest Savings/Checking		\$ 48	
49000 Income from Trusts		\$ 10	
49020 Miscellaneous Income		\$ 3,071	
49021 Inspection Fee		\$ 225	
	Total Revenue		<u>\$ 25,328</u>
		Total Income	<u>\$ 25,328</u>
Expense			
Administrative Expenses			
50100 Wages		\$ 16,532	
50200 Payroll Expenses		\$ 2,834	
51000 Employee Insurance		\$ 4,111	
51500 Contractual Services		\$ 397	
52000 Office Supplies		\$ 647	
52500 Utilities		\$ 1,861	
54000 Advertising		\$ 984	
55400 Special Event Expenses		\$ 465	
55450 Misc Admin Expenses		\$ 119	
	Total Administrative Expenses		\$ 27,951
Capital Improvements			
57000 Office Building			
57600 Road, Fence, Lot, Drains		\$ 2,625	
57700 Equipment Building		\$ 137	
57800 Operating Equipment		\$ 460	
58000 Mausoleum (including debt service)		\$ 5,066	
	Total Capital Improvements		<u>\$ 8,288</u>
		Total Expense	<u>\$ 36,238</u>
Net Income			<u><u>\$ (10,910)</u></u>

City of Bloomington Township--EVERGREEN MEMORIAL CEMETERY FUND

Year to Date Budget Comparison

Income	<u>Mar-15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue				
40100 Real Estate Tax Levy	\$ 506,022	\$ 506,600	\$ (578)	99.9%
41000 Personal Property Replacement Tax	\$ 43,828	\$ 38,000	\$ 5,828	115.3%
42000 Opening/Closing	\$ 56,503	\$ 52,000	\$ 4,503	108.7%
42100 Marker Commission	\$ 6,267	\$ 7,000	\$ (733)	89.5%
42400 Sales	\$ 90,916	\$ 87,700	\$ 3,216	103.7%
43500 Interest Savings/Checking	\$ 317	\$ 116	\$ 201	273.1%
49000 Income from Trusts	\$ 2,389	\$ 2,400	\$ (11)	99.5%
49020 Miscellaneous Income	\$ 6,922	\$ 4,200	\$ 2,722	164.8%
49021 Inspection Fee	\$ 2,550	\$ 2,800	\$ (250)	91.1%
Total Revenue	<u>\$ 715,714</u>	<u>\$ 700,816</u>	<u>\$ 14,898</u>	<u>102.1%</u>
Total Income	\$ 715,714	\$ 700,816	\$ 14,898	102.1%
Expense				
Administrative Expenses				
50100 Wages	\$ 282,046	\$ 298,700	\$ (16,654)	94.4%
53500 Trustee Compensation	\$ 3,000	\$ 3,000	\$ -	100.0%
50200 Payroll Expenses	\$ 65,098	\$ 55,000	\$ 10,098	118.4%
51000 Employee Insurance	\$ 58,175	\$ 76,000	\$ (17,825)	76.5%
51100 Casualty Insurance	\$ 19,461	\$ 21,000	\$ (1,539)	92.7%
51500 Contractual Services	\$ 8,487	\$ 5,000	\$ 3,487	169.7%
52000 Office Supplies	\$ 3,252	\$ 2,500	\$ 752	130.1%
52500 Utilities	\$ 16,140	\$ 16,000	\$ 140	100.9%
54000 Advertising	\$ 7,837	\$ 8,000	\$ (163)	98.0%
54500 Dues/Seminars	\$ 320	\$ 500	\$ (180)	64.0%
55500 Legal Expense	\$ 5,514	\$ 1,000	\$ 4,514	551.4%
55100 Audit Expense	\$ 6,845	\$ 6,700	\$ 145	102.2%
55400 Special Event Expenses	\$ 11,257	\$ 8,000	\$ 3,257	140.7%
55450 Misc. Administrative Expenses	\$ 3,593	\$ 5,500	\$ (1,907)	65.3%
Total Administrative Expenses	<u>\$ 491,025</u>	<u>\$ 506,900</u>	<u>\$ (15,875)</u>	<u>96.9%</u>
Capital Improvements				
57000 Office Building	\$ 341	\$ 8,000	\$ (7,659)	4.3%
57600 Road, Fence, Lot, Drains	\$ 53,844	\$ 44,916	\$ 8,928	119.9%
57700 Equipment Building	\$ 17,406	\$ 4,000	\$ 13,406	435.2%
57800 Operating Equipment	\$ 16,181	\$ 15,000	\$ 1,181	107.9%
57900 Office Equipment	\$ -	\$ 3,000	\$ (3,000)	0.0%
58000 Mausoleum (including debt service)	\$ 60,996	\$ 63,000	\$ (2,004)	96.8%
58100 Grave Markers	\$ 9,149	\$ 4,000	\$ 5,149	228.7%
58150 Real Estate (future parking lot)	\$ 109,229	\$ 114,500	\$ (5,271)	95.4%
Total Capital Improvements	<u>\$ 267,146</u>	<u>\$ 256,416</u>	<u>\$ 10,730</u>	<u>104.2%</u>
Cemetery Operations				
55500 Fuel & Oil Equipment	\$ 12,157	\$ 17,000	\$ (4,843)	71.5%
56000 Tree Removal/Monument Repair	\$ 13,200	\$ 15,000	\$ (1,800)	88.0%
56500 Equipment Repairs	\$ 5,210	\$ 8,000	\$ (2,790)	65.1%
56600 Supplies & Maintenance	\$ 2,666	\$ 6,000	\$ (3,334)	44.4%
56700 Rental Equipment & Leasing	\$ -	\$ 1,000	\$ (1,000)	0.0%
59900 Other Expenses	\$ -	\$ 5,000	\$ (5,000)	0.0%
Total Cemetery Operations	<u>\$ 33,232</u>	<u>\$ 52,000</u>	<u>\$ (18,768)</u>	<u>63.9%</u>
Total Expense	\$ 791,403	\$ 815,316	\$ (23,913)	97.1%
Net Income	\$ (75,689)	\$ (114,500)	\$ 38,811	

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)				
03/02/2015	Deposit	Heartland Bank & Trust		49.07
03/03/2015	40258	Supermedia/DexMedia (FrontierDirectories)		-115.40
03/03/2015	40259	Frontier Communications		-228.93
03/03/2015	40260	AT&T Mobility		-179.24
03/03/2015	40261	Ameren Illinois		-299.57
03/03/2015	Deposit	Heartland Bank & Trust		0.00
03/03/2015	Deposit	Heartland Bank & Trust		48.27
03/03/2015	Debit	Heartland Bank & Trust		-5.10
03/05/2015	Deposit	Heartland Bank & Trust		24.04
03/11/2015	40262	BL Pest Control		-35.00
03/11/2015	40263	George Alarm Co., Inc.		-361.74
03/11/2015	40264	AlphaGraphics		-77.70
03/11/2015	40265	Original Niepagen Flower Shop		-71.00
03/11/2015	40266	Crow, Tina M, Petty Cash Custodian		-20.50
03/11/2015	40267	Visa Elan...6929		-1,073.89
03/12/2015	Deposit	Heartland Bank & Trust		778.70
03/12/2015	Deposit	Heartland Bank & Trust		634.62
03/13/2015	20150315	Payroll Direct Deposit		-4,932.76
03/13/2015	92097958	EFTPS - IRS		-1,538.60
03/16/2015	Deposit	Heartland Bank & Trust		1,112.00
03/17/2015	40268	Heartland Bank & Trust - mausoleum		-5,066.00
03/17/2015	40269	John Deere Financial		-460.01
03/18/2015	Debit	Heartland Bank & Trust		-7.95
03/20/2015	Deposit	Heartland Bank & Trust		7,122.74
03/27/2015	Deposit	Heartland Bank & Trust		2,190.00
03/27/2015	Deposit	Heartland Bank & Trust		245.87
03/27/2015	20150332VOID	State of Illinois		0.00
03/27/2015	Deposit	Heartland Bank & Trust		5,390.00
03/31/2015	Deposit	Heartland Bank & Trust		2,400.00
03/31/2015	Deposit	Heartland Bank & Trust		5,830.00
03/31/2015	Credit	Heartland Bank & Trust		21.52
03/31/2015	20150316STOP	State of Illinois		-552.00
03/31/2015	20141203VOID	Dillman, Bruce		-50.00
03/31/2015	20150331	Payroll Direct Deposit		-6,270.31
03/31/2015	35607496	EFTPS - IRS		-2,071.36
03/31/2015	96954	IL Dept of Revenue		-511.22
03/31/2015	40270	IDES - IL Dept of Emp Sec		-2,577.81
03/31/2015	40271	City of Bloomington TWP - Reimburse		-8,154.41
03/31/2015	40272	Visa Elan...6929		-964.73
03/31/2015	40273	City of Bloomington Water Dept		-326.67
03/31/2015	40274	NICOR Gas		-139.00
03/31/2015	40275	Supermedia/DexMedia (FrontierDirectories)		-115.40
03/31/2015	40276	Frontier Communications		-228.71
03/31/2015	40277	Lewis, Yockey & Brown Inc		-2,500.00
03/31/2015	40278	Ameren Illinois		-308.98
03/31/2015	40279	AT&T Mobility		-149.94
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				-13,547.10