

EVERGREEN MEMORIAL CEMETERY
MEETING NOTICE AND AGENDA

Meeting: Board of Trustees, Evergreen Memorial Cemetery
Date: 04/13/2020
Place: ZOOM Virtual Meeting
Time: 6:00 P.M.

*In light of the COVID-19 pandemic, this Cemetery Board meeting will be conducted “virtually” through Zoom Meeting, which is accessible through computer or mobile phone. The Zoom Meeting information for this meeting is as follows: **Computer:** In a web browser go to: <https://us04web.zoom.us/j/869336182> Meeting ID: 869 336 182. **App:** If you are using the Zoom Meeting App on your smart phone or tablet, enter Meeting ID: 869 336 182.*

- I. Call to order: Joe Gibson
- II. Roll Call of Attendance
- III. “Consent Agenda

(All Items under the Consent Agenda are 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 March 09, 2020 Board Meeting as submitted by Cemetery staff. (Recommend that the Minutes of the March 09, 2020 Meeting be approved as presented.)
- B. Approval of anticipated expenditures, with estimated expenses for fiscal year 2020-2021 as presented for the month of April 2020. (Recommend that the Anticipated Expenditures with estimates be approved as presented.)
- IV. Approval by the Board on Monthly Cemetery Audit of March 2020. (Recommend that the Audit be approved as presented and forwarded on to Township Board for action and approval at their April 20, 2020 meeting.)
- V. Approval by Board to transfer \$150,000.00 from Reserve Account (7782) to Business Checking Account (7774). (Recommend the transfer of \$150,000.00 from the Reserve Account (7782) to Business Checking Account (7774) be approved.)
- VI. Comment
- VII. Public Comment
- VIII. Adjournment

Please note that the Executive session has been rescheduled. The Cemetery staff hopes that the Executive session will occur May 11, 2020.

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 31st day of March 2020, 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 April 2020.

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

Notary Public

This 13th day of April 2020.

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 \$18,700.96 at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, \$285,604.59 at HEARTLAND BANK (7782), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of \$185,888.48 at HEARTLAND BANK (7114), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the EVERGREEN MEMORIAL CEMETERY FUND of said TOWN.

Cemetery Board President:

Joseph B Gibson

Cemetery Board Vice President:

Garrett Thalgot

Secretary/Treasurer for Cemetery Board:

Brad A Williams

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

This 27th day of April 2020.

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: Jenn Carrillo

WARD 2: Donna Boelen

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Jeff Crabill

WARD 4: Julie Emig

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 attest that the payouts certified and submitted by the TOWNSHIP SUPERVISOR have been (or will be) made from the Township Treasury AND 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 TOWNSHIP SUPERVISOR.

Town Clerk

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Town of the City of Bloomington--Cemetery Fund

Month of: **MARCH 2020**

Funds at Commencement

Cash: Heartland Bank 7774 (Checking)	\$ 46,562	
Cash: Heartland Bank 7782 (Reserve)	\$ 285,491	
Trust Account: Heartland Bank 7114 (O/C Trust)	\$ 185,852	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 12/31/2019	\$ 218,162	
	<u>\$</u>	
Funds at Commencement		\$ 736,067

Public Funds Received This Month

Personal Property Replacement Tax		\$ 1,360
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Other Funds Received This Month

Opening/Closing Fees	\$ 1,020	
Sale of Lots	\$ 1,065	
Sale of Crypts	\$ 910	
Sale of Niches	\$ 100	
Interest: Checking/Reserve	\$ 134	
Income from Trusts	\$ 37	
Other Income - TOIRMA	\$ 2,915	
Inspection Fees	\$ 150	
	<u>\$</u>	
Total Funds Received This Month		\$ 7,690

Total Funds Available	\$ 743,757
	<u>\$</u>
	\$ 35,402

Funds Expended This Month

TOTAL Funds at Month End \$ 708,356

Funds at Month End

Cash: Heartland Bank 7774 (Checking)	\$ 18,701	
Cash: Heartland Bank 7782 (Reserve)	\$ 285,605	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$ 185,888	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 12/31/2019	\$ 218,162	
	<u>\$</u>	
TOTAL Funds at Month End		<u><u>\$ 708,356</u></u>

Checking Account Activity

Checkbook Balance at Commencement		\$ 46,562
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Deposits			
Personal Property Replacement Tax	\$ 1,360		
Opening/Closing Fees	\$ 1,020		
Sale of Lots	\$ 1,065		
Sale of Crypts	\$ 910		
Sale of Niches	\$ 100		
Other Income - TOIRMA	\$ 2,915		
Interest: Checking	\$ 21		
Inspection Fees	\$ 150		
	<u>\$</u>		
Total Deposits for Month		\$ 7,540	

Total Funds Available	\$ 54,103
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Checks Written			
Compensation & Benefits	\$ 27,391		
Administrative Expenses	\$ 1,564		
Cemetery Improvements, Maintenance & Repair	\$ 5,066		
Cemetery Operations	\$ 1,381		
	<u>\$</u>		
Total Checks Written		\$ 35,402	

Total Checks Written	\$ 35,402
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Checkbook Balance at Month End \$ 18,701

Bank Reconciliation at Month End

Balance per Bank Statement	\$ 23,106	
Less Outstanding Checks	\$ (4,405)	
	<u>\$</u>	
Checkbook Balance per Reconciliation		<u><u>\$ 18,701</u></u>

Town of the City of Bloomington--Cemetery Fund

Statement of Receipts and Disbursements

Mar-20

Revenue			
41000	Personal Property Replacement Tax	\$	1,360
42000	Opening/Closing Fee	\$	1,020
42500	Sale of Lots	\$	1,065
43000	Sale of Crypts	\$	910
43100	Sale of Niches	\$	100
44700	Other Income - TOIRMA	\$	2,915
43500	Interest: Checking/Reserve	\$	134
49000	Income from Trusts	\$	37
49021	Inspection Fees	\$	150
	Total Revenue		<u>\$ 7,690</u>
	Total Income		<u>\$ 7,690</u>
Expense			
Compensation & Benefits			
50101	Wages: Administrative Staff	\$	4,390
50102	Wages: Cemetery Staff	\$	13,649
50201	Payroll Taxes	\$	1,288
50202	IMRF	\$	2,009
50203	IDES - Unemployment Insurance	\$	3,543
50204	Employee Health Insurance	\$	2,482
50205	Direct Deposit Transmittal Fees	\$	30
	Total Compensation & Benefits		<u>\$ 27,391</u>
Administrative Expenses			
51500	Contractual Services	\$	142
52500	Utilities	\$	1,376
55450	Other Admin Expenses	\$	46
	Total Administrative Expenses		<u>\$ 1,564</u>
Cemetery Improvements, Maintenance & Repair			
58000	Mausoleum (including debt service)	\$	5,066
	Total Cemetery Improvements, Maintenance & Repair		<u>\$ 5,066</u>
Cemetery Operations			
56500	Equipment Repairs	\$	432
56600	Cemetery Supplies & Maintenance	\$	121
56800	Disposal of Leaves/Branches	\$	40
57602	Grounds Maintenance/Repair	\$	788
	Total Cemetery Operations		<u>\$ 1,381</u>
	Total Expense		<u>\$ 35,402</u>
Net Income			<u>\$ (27,712)</u>

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison

Income		<u>Mar-20</u>	<u>Revised Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue					
40100 Real Estate Tax Levy	\$	505,861	\$ 506,600	\$ (739)	99.9%
41000 Personal Property Replacement Tax	\$	48,552	\$ 41,000	\$ 7,552	118.4%
42000 Opening/Closing Fee	\$	81,150	\$ 70,000	\$ 11,150	115.9%
42100 Marker Commission	\$	12,295	\$ 13,000	\$ (705)	94.6%
42500 Sale of Lots	\$	46,827	\$ 50,000	\$ (3,173)	93.7%
43000 Sale of Crypts	\$	13,730	\$ 13,000	\$ 730	105.6%
43100 Sale of Niches	\$	31,729	\$ 35,000	\$ (3,271)	90.7%
44700 Sale of Burial Supplies	\$	500	\$ 500	\$ -	100.0%
44800 Chapel Fee	\$	-	\$ 50	\$ (50)	0.0%
44850 Sale of Pet Cemetery Spaces	\$	200	\$ 200	\$ -	100.0%
42400 Sales - Other	\$	4,816	\$ 5,000	\$ (184)	96.3%
43500 Interest	\$	1,904	\$ 2,000	\$ (96)	95.2%
49000 Income from Trusts	\$	5,091	\$ 5,000	\$ 91	101.8%
49020 Other Income & Special Events	\$	9,111	\$ 3,000	\$ 6,111	303.7%
49021 Inspection Fees	\$	2,025	\$ 2,000	\$ 25	101.3%
		<u>\$ 763,792</u>	<u>\$ 746,350</u>	<u>\$ 17,442</u>	<u>102.3%</u>
Total Revenue					
Total Income	\$	763,792	\$ 746,350	\$ 17,442	102.3%
Expense					
Compensation & Benefits					
50101 Wages: Administrative Staff	\$	73,867	\$ 104,000	\$ (30,133)	71.0%
50102 Wages: Cemetery Staff	\$	205,315	\$ 225,000	\$ (19,685)	91.3%
50103 Trustee Compensation	\$	917	\$ 3,000	\$ (2,083)	30.6%
50201 Payroll Taxes	\$	19,747	\$ 25,398	\$ (5,651)	77.7%
50202 IMRF	\$	27,043	\$ 32,900	\$ (5,857)	82.2%
50203 IDES - Unemployment Insurance	\$	8,566	\$ 20,000	\$ (11,434)	42.8%
50204 Employee Health Insurance	\$	52,325	\$ 70,000	\$ (17,675)	74.8%
50205/50206 Other Payroll Expenses	\$	711	\$ 1,000	\$ (289)	71.1%
		<u>\$ 388,490</u>	<u>\$ 481,298</u>	<u>\$ (92,808)</u>	<u>80.7%</u>
Total Compensation & Benefits					
Administrative Expenses					
51100 Casualty Insurance	\$	20,711	\$ 20,717	\$ (6)	100.0%
51500 Contractual Services	\$	6,301	\$ 9,600	\$ (3,299)	65.6%
52000 Office Supplies	\$	2,353	\$ 4,000	\$ (1,647)	58.8%
52500 Utilities	\$	16,526	\$ 18,500	\$ (1,974)	89.3%
54000 Advertising	\$	144	\$ 1,000	\$ (856)	14.4%
54500 Dues/Seminars	\$	350	\$ 600	\$ (250)	58.3%
55500 Legal Expense	\$	285	\$ 2,000	\$ (1,715)	14.3%
55100 Audit Expense	\$	6,950	\$ 7,100	\$ (150)	97.9%
55200 Financial Administration	\$	12,200	\$ 12,200	\$ -	100.0%
55400 Special Event Expenses	\$	9,720	\$ 10,000	\$ (280)	97.2%
55450 Other Admin Expenses	\$	5,103	\$ 6,500	\$ (1,397)	78.5%
57900 Office Equipment	\$	1,674	\$ 3,000	\$ (1,326)	55.8%
		<u>\$ 82,318</u>	<u>\$ 95,217</u>	<u>\$ (12,899)</u>	<u>86.5%</u>
Total Administrative Expenses					
Cemetery Improvements, Maintenance & Repairs					
57601 Flags & Flag Poles	\$	4,393	\$ 5,000	\$ (607)	87.9%
57800 Operating Equipment	\$	46,769	\$ 61,800	\$ (15,031)	75.7%
58000 Mausoleum (including debt service)	\$	62,292	\$ 62,500	\$ (208)	99.7%
58150 Real Estate for Parking Lot	\$	-	\$ 5,000	\$ (5,000)	0.0%
58300 Veterans Memorial	\$	42,850	\$ 43,000	\$ (150)	99.7%
58350 Dirt Shelter	\$	-	\$ 50	\$ (50)	0.0%
58400 Scattering Grounds/Ossuary	\$	-	\$ 50	\$ (50)	0.0%
		<u>\$ 156,304</u>	<u>\$ 177,400</u>	<u>\$ (21,096)</u>	<u>88.1%</u>
Total Cemetery Improvements, Maintenance & Repairs					

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison (cont.)

	<u>Mar-20</u>	<u>Revised Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ 7,860	\$ 9,000	\$ (1,140)	87.3%
56000 Tree Removal/Monument Repair	\$ 36,300	\$ 41,300	\$ (5,000)	87.9%
56500 Equipment Repairs	\$ 4,266	\$ 4,500	\$ (234)	94.8%
56600 Cemetery Supplies & Maintenance	\$ 3,483	\$ 5,000	\$ (1,517)	69.7%
56700 Rental Equipment & Leasing	\$ 132	\$ 1,000	\$ (868)	13.2%
56800 Removal of Leaves/Branches	\$ 1,600	\$ 3,000	\$ (1,400)	53.3%
56900 Abandoned Lot Reclamation	\$ -	\$ 50	\$ (50)	0.0%
57000 Office Repairs & Maintenance	\$ 24,356	\$ 24,500	\$ (144)	99.4%
57602 Grounds Maintenance/Repairs	\$ 12,816	\$ 13,000	\$ (184)	98.6%
57603 Road, Fence, Lot, Drains	\$ 38,379	\$ 40,000	\$ (1,621)	95.9%
57700 Equipment Building	\$ -	\$ 50	\$ (50)	0.0%
58100 Grave Markers	\$ 13,949	\$ 15,000	\$ (1,051)	93.0%
59900 Other Cemetery Expenses	\$ 7,572	\$ 10,500	\$ (2,928)	72.1%
Total Cemetery Operations	\$ 150,713	\$ 166,900	\$ (16,187)	90.3%
Total Expense	\$ 777,825	\$ 920,815	\$ (142,990)	84.5%
Net Income	\$ (14,032)	\$ (174,465)	\$ 160,433	

Town of the City of Bloomington--Cemetery Fund

<u>Date</u>	<u>Number</u>	<u>Checking Account Activity Name</u>	<u>Amount</u>
10500 Heartland (7774)			
03/01/2020	Credit	Interest	12.53
03/02/2020	Deposit	HBT - Heartland Bank & Trust	28.65
03/03/2020	Deposit	HBT - Heartland Bank & Trust	302.62
03/03/2020	41791	COMCAST Business	-227.05
03/03/2020	41792	Ameren Illinois	-288.23
03/05/2020	Deposit	HBT - Heartland Bank & Trust	337.45
03/06/2020	Deposit	HBT - Heartland Bank & Trust	1,030.00
03/10/2020	41793	Heartland Bank & Trust - mausoleum	-5,066.00
03/10/2020	41794	Cybernautic, Inc	-142.25
03/10/2020	41795	Dave Capodice Excavating Inc	-715.40
03/10/2020	41796	Evergreen FS Inc	-112.50
03/10/2020	41797	Fastenal Company	-120.94
03/10/2020	41798	Morris Avenue Garage	-56.00
03/13/2020	Deposit	HBT - Heartland Bank & Trust	770.00
03/13/2020	20200315	Payroll Direct Deposit	-5,112.49
03/13/2020	60069135	EFTPS - IRS	-1,456.92
03/13/2020	1680129888	IL Dept of Revenue	-302.08
03/13/2020	41799	Boston M C DiNardi	-36.57
03/16/2020	Deposit	HBT - Heartland Bank & Trust	1,359.80
03/24/2020	41800	City of Bloomington TWP - Reimburse	-6,477.70
03/24/2020	41801	VISA BMCU...1484	-395.92
03/24/2020	41802	VISA BMCU...0684	-34.80
03/25/2020	Deposit	HBT - Heartland Bank & Trust	2,964.69
03/27/2020	Deposit	HBT - Heartland Bank & Trust	700.00
03/31/2020	41803	City of Bloomington Water Dept	-474.28
03/31/2020	41804	NICOR Gas	-351.36
03/31/2020	20200331	Payroll Direct Deposit	-7,800.26
03/31/2020	73212804	EFTPS - IRS	-2,197.18
03/31/2020	0982400864	IL Dept of Revenue	-464.39
03/31/2020	1863262	IDES - IL Dept of Emp Sec	-3,542.98
03/31/2020	Credit	Interest	8.07
		Total	<u><u>-27,861.49</u></u>

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CERTIFICATE FOR PAYMENT OF ACCOUNTS

CEMETERY FUND 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 ACCOUNTS

I, the CEMETERY MANAGER of EVERGREEN MEMORIAL CEMETERY, a component unit of the Town of the City of Bloomington, McLean County, Illinois, do hereby attest that the payouts certified and submitted to 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 CEMETERY BOARD. I shall retain a copy of this documentation and shall forward the same to the Township Supervisor for payment within twenty (20) days after presentation of this Certificate to the Town Supervisor.

Cemetery Manager

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 **March 10, 2020 through April 13, 2020.**

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 **13th day of April 2020.**

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

Notary Public

This **13th day of April 2020.**

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

Cemetery Board President:

Joseph B Gibson

Secretary/Treasurer for Cemetery Board:

Brad A Williams

Cemetery Board Vice President:

Garrett Thalgot

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

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CEMETERY FUND: Exhibit "A" - REQUEST FOR PAYMENT: April 13, 2020 Meeting

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
51500	ADT Security/VISA	Annual service: 4026527689 & 402627683 (estimated)	4/30/20	\$1,400.00
52000	Amazon/VISA	Toner	4/30/20	\$427.50
52500	Ameren Illinois	Utility (estimated)	4/30/20	\$6,000.00
56600	American Cemetery Supplies/VISA	Mausoleum Crypt Supplies (estimated)	4/30/20	\$93.60
55450	Audiology Innovations	Industrial Audio Testing	4/30/20	\$400.00
55400	Calvert & Metzler/VISA	Senior Expo	4/30/20	\$425.00
52500	City of Bloomington (water)	Utility (estimated)	4/30/20	\$5,200.00
52500	COMCAST	Utility (estimated)	4/30/20	\$2,700.00
51500	Cyberonautics	Website Hosting 05/01/2020-03/31/2021	4/30/20	\$1,705.00
57602	Dave Capodice Excavating	Dirt (estimated)	4/30/20	\$8,000.00
56800	Dave Capodice Excavating	Shredding/Removal of Branches & Leaves (estimated)	4/30/20	\$4,000.00
55500	Evergreen FS Inc	Fuel (estimated)	4/30/20	\$12,000.00
58000	Heartland Bank & Trust (mausoleum note)	Mausoleum Note: principal & interest	4/30/20	\$60,792.00
52000	Kaeb Janitorial Supplies	Dispenser towels, gloves, sani-wipes, trash bags	4/30/20	\$241.58
51500	McLean County Glass	mausoleum door repair (onsite = prevailing wage)	4/30/20	\$320.00
52000	Microsoft Office/VISA	MSoftware 365	4/30/20	\$120.00
57800	Midwest Equipment/VISA	new mowers (w/trade in)	4/30/20	\$8,997.90
52500	NICOR Gas	Utility (estimated)	4/30/20	\$3,000.00
54000	Pantagraph-Lee Industries-Central IL/VISA	Honor Roll: Longest running businesses (estimated)	4/30/20	\$160.00
55450	Pantagraph-Lee Industries-Central IL/VISA	E-edition Subscription (estimated)	4/30/20	\$250.00
57601	Peoria Flag & Decorating Co.	Flags & Poles (deposit)	4/14/20	\$2,300.00
57601	Peoria Flag & Decorating Co.	Flags & Poles (balance)	4/30/20	\$2,300.00
58100	Pontiac Granite	vase	4/30/20	\$90.00
57603	RP Lumber Company Inc/VISA	Concrete & Fence Post	4/30/20	\$18.47
56600	RP Lumber Company Inc	Trash Bags	4/30/20	\$15.99
55450	Square/VISA	Credit Card Fees (estimated)	4/30/20	\$2,500.00
51100	TOIRMA	Insurance	4/30/20	\$21,000.00
52000	US Postmaster/VISA	Office Supplies: Postage	4/30/20	\$220.00
TOTAL: Requests for Payments				\$144,677.04

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