

EVERGREEN MEMORIAL CEMETERY
MEETING NOTICE AND AGENDA

Meeting: Board of Trustees, Evergreen Memorial Cemetery
Date: 05/09/2022
Place: Evergreen Memorial Cemetery Maintenance Building
302 E. Miller St., Bloomington, IL 61701
Time: 6:00 P.M.

- 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 April 11, 2022, Board Meeting as submitted by Cemetery staff. (Recommend that the Minutes of the April 11, 2022, Meeting be approved as presented.)
 - B. Approval of anticipated expenditures as presented for the month of May 2022. (Recommend that the Anticipated Expenditures be approved as presented.)
- IV. Approval by the Board on Monthly Cemetery Audit of April 2022. (Recommend that the Audit be approved as presented and forwarded on to Township Board for action and approval at their May 23, 2022, meeting.)
- V. 2022 Year to Date Burials: Evergreen Memorial Cemetery - 32
East Lawn Memorial Gardens Cemetery - 47
Park Hill Cemetery - 35
Evergreen Memorial Pet Cemetery - 0
- VI. Comment
- VII. Public Comment
- VIII. Adjournment

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Town of the City of Bloomington--Cemetery Fund

Month of: **APRIL**

Funds at Commencement

Cash: Heartland Bank 7774 (Checking)	\$ 132,606	
Cash: Heartland Bank 7782 (Reserve)	\$ 599,524	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$ 245,020	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 12/31/2021	\$ 269,073	
		<u>\$ 1,246,223</u>

Public Funds Received This Month

Real Estate Tax Levy		
Personal Property Replacement Tax		\$ 22,397

Other Funds Received This Month

Opening/Closing Fees	\$ 16,665	
Sale of Lots	\$ 6,810	
Sale of Crypts	\$ 30	
Sale of Niches	\$ 2,965	
Sales - Other	\$ 300	
Interest: Checking/Reserve	\$ 43	
Income from Trusts	\$ 17	
Other Income & Special Events	\$ 2,585	
Inspection Fees	\$ 675	
Heartland Bank Trust 3189 Activity	\$ (15,301)	\$ 14,790

Total Funds Received This Month	\$ 37,187
Total Funds Available	\$ 1,283,409

Funds Expended This Month

TOTAL Funds at Month End	\$ 1,237,599
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Funds at Month End

Cash: Heartland Bank 7774 (Checking)	\$ 134,535	
Cash: Heartland Bank 7782 (Reserve)	\$ 599,565	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$ 249,727	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 03/31/2022	\$ 253,772	
		<u>\$ 1,237,599</u>

Checking Account Activity

Checkbook Balance at Commencement		\$ 132,606
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Deposits			
Personal Property Replacement Tax	\$ 22,397		
Opening/Closing Fees	\$ 16,665		
Sale of Lots	\$ 6,810		
Sale of Crypts	\$ 30		
Sale of Niches	\$ 2,965		
Sales - Other	\$ 300		
Interest: Checking	\$ 2		
Inspection Fees	\$ 675		
Other Income & Special Events	\$ 2,585		
Prepaid O/C Deposits transferred (to)/from Trust Acct 7114	\$ (4,690)		
Total Deposits for Month		\$ 47,739	

Total Funds Available	\$ 180,345
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Checks Written			
Compensation & Benefits	\$ 34,959		
Administrative Expenses	\$ 3,746		
Cemetery Improvements, Maintenance & Repair	\$ 3,654		
Cemetery Operations	\$ 3,452		
Total Checks Written		\$ 45,810	

Total Checks Written	\$ 45,810
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Checkbook Balance at Month End	\$ 134,535
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Bank Reconciliation at Month End

Balance per Bank Statement	\$ 140,704	
Less Outstanding Checks	\$ (6,169)	
Checkbook Balance per Reconciliation	\$ 134,535	

Town of the City of Bloomington--Cemetery Fund

Statement of Receipts and Disbursements

		<u>Apr-22</u>	
Revenue			
41000 Personal Property Replacement Tax		\$ 22,397	
42000 Opening/Closing Fee		\$ 16,665	
42500 Sale of Lots		\$ 6,810	
43000 Sale of Crypts		\$ 30	
43100 Sale of Niches		\$ 2,965	
44900 Sales - Other		\$ 300	
43500 Interest: Checking/Reserve		\$ 43	
49000 Income from Trusts		\$ 17	
49020 Other Income & Special Events		\$ 2,585	
49021 Inspection Fees		\$ 675	
	Total Revenue	<u>\$</u>	<u>52,487</u>
	Total Income	<u>\$</u>	<u>52,487</u>
Expense			
Compensation & Benefits			
50101 Wages: Administrative Staff		\$ 5,692	
50102 Wages: Cemetery Staff		\$ 21,368	
50201 Payroll Taxes		\$ 1,954	
50202 IMRF/Employer (2022 = 9.38%)		\$ 2,433	
50204 Employee Health Insurance		\$ 3,479	
50205 Direct Deposit Transmittal Fees		\$ 32	
	Total Compensation & Benefits	<u>\$</u>	<u>34,959</u>
Administrative Expenses			
51500 Contractual Services		\$ 2,528	
52500 Utilities		\$ 807	
55450 Other Admin Expenses		\$ 411	
	Total Administrative Expenses	<u>\$</u>	<u>3,746</u>
Cemetery Improvements, Maintenance & Repair			
57601 Flags & Flag Poles		\$ 3,654	
	Total Cemetery Improvements, Maintenance & Repair	<u>\$</u>	<u>3,654</u>
Cemetery Operations			
56800 Disposal of Leaves/Branches		\$ 100	
57602 Grounds Maintenance/Repair		\$ 2,059	
58100 Grave Markers		\$ 1,293	
	Total Cemetery Operations	<u>\$</u>	<u>3,452</u>
	Total Expense	<u>\$</u>	<u>45,810</u>
Net Income		<u>\$</u>	<u>6,677</u>

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison

Income		<u>Apr-22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue					
40100 Real Estate Tax Levy	\$	-	\$ 506,600	\$ (506,600)	0.0%
41000 Personal Property Replacement Tax	\$	22,397	\$ 60,000	\$ (37,603)	37.3%
42000 Opening/Closing Fee	\$	16,665	\$ 90,000	\$ (73,335)	18.5%
42100 Marker Commission	\$	-	\$ 9,000	\$ (9,000)	0.0%
42500 Sale of Lots	\$	6,810	\$ 70,000	\$ (63,190)	9.7%
43000 Sale of Crypts	\$	30	\$ 10,500	\$ (10,470)	0.3%
43100 Sale of Niches	\$	2,965	\$ 47,000	\$ (44,035)	6.3%
44700 Sale of Burial Supplies	\$	-	\$ 500	\$ (500)	0.0%
42400 Sales - Other	\$	300	\$ 1,700	\$ (1,400)	17.6%
43500 Interest	\$	43	\$ 600	\$ (557)	7.2%
49000 Income from Trusts	\$	17	\$ 3,000	\$ (2,983)	0.6%
49020 Other Income & Special Events	\$	2,585	\$ 10,000	\$ (7,415)	25.9%
49021 Inspection Fees	\$	675	\$ 4,000	\$ (3,325)	16.9%
Total Revenue	\$	<u>52,487</u>	\$ <u>812,900</u>	\$ <u>(760,413)</u>	<u>6.5%</u>
Total Income	\$	52,487	\$ 812,900	\$ (760,413)	6.5%
Expense					
Compensation & Benefits					
50101 Wages: Administrative Staff	\$	5,692	\$ 73,000	\$ (67,308)	7.8%
50102 Wages: Cemetery Staff	\$	21,368	\$ 255,000	\$ (233,632)	8.4%
50201 Payroll Taxes - FICA	\$	1,954	\$ 26,000	\$ (24,046)	7.5%
50202 IMRF/Employer (2022 = 9.38%)	\$	2,433	\$ 40,000	\$ (37,567)	6.1%
50203 IDES - Unemployment Insurance	\$	-	\$ 15,000	\$ (15,000)	0.0%
50204 Employee Health Insurance	\$	3,479	\$ 60,000	\$ (56,521)	5.8%
50205/50206 Other Payroll Expenses	\$	32	\$ 500	\$ (469)	6.3%
Total Compensation & Benefits	\$	<u>34,959</u>	\$ <u>469,500</u>	\$ <u>(434,541)</u>	<u>7.4%</u>
Administrative Expenses					
51100 Casualty Insurance	\$	-	\$ 21,500	\$ (21,500)	0.0%
51500 Contractual Services	\$	2,528	\$ 15,000	\$ (12,472)	16.9%
52000 Office Supplies	\$	-	\$ 4,000	\$ (4,000)	0.0%
52500 Utilities	\$	807	\$ 17,500	\$ (16,693)	4.6%
54000 Advertising	\$	-	\$ 3,000	\$ (3,000)	0.0%
54500 Dues/Seminars	\$	-	\$ 600	\$ (600)	0.0%
55500 Legal Expense	\$	-	\$ 600	\$ (600)	0.0%
55100 Audit Expense	\$	-	\$ 7,500	\$ (7,500)	0.0%
55200 Financial Administration	\$	-	\$ 12,200	\$ (12,200)	0.0%
55400 Special Event Expenses	\$	-	\$ 8,000	\$ (8,000)	0.0%
55450 Other Admin Expenses	\$	411	\$ 5,000	\$ (4,589)	8.2%
57900 Office Equipment	\$	-	\$ 1,000	\$ (1,000)	0.0%
Total Administrative Expenses	\$	<u>3,746</u>	\$ <u>95,900</u>	\$ <u>(92,154)</u>	<u>3.9%</u>
Cemetery Improvements, Maintenance & Repairs					
57601 Flags & Flag Poles	\$	3,654	\$ 10,000	\$ (6,347)	36.5%
57800 Operating Equipment	\$	-	\$ 78,000	\$ (78,000)	0.0%
58400 Scattering Grounds/Ossuary	\$	-	\$ 2,000	\$ (2,000)	0.0%
Total Cemetery Improvements, Maintenance & Repairs	\$	<u>3,654</u>	\$ <u>90,000</u>	\$ <u>(86,347)</u>	<u>4.1%</u>

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison (cont.)

	<u>Apr-22</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	\$ -	\$ 24,000	\$ (24,000)	0.0%
56500 Equipment Repairs	\$ -	\$ 6,000	\$ (6,000)	0.0%
56600 Cemetery Supplies & Maintenance	\$ -	\$ 20,000	\$ (20,000)	0.0%
56700 Rental Equipment & Leasing	\$ -	\$ 4,000	\$ (4,000)	0.0%
56800 Removal of Leaves/Branches	\$ 100	\$ 4,000	\$ (3,900)	2.5%
57000 Office Repairs & Maintenance	\$ -	\$ 1,000	\$ (1,000)	0.0%
57602 Grounds Maintenance/Repairs	\$ 2,059	\$ 25,000	\$ (22,941)	8.2%
57603 Road, Fence, Lot, Drains	\$ -	\$ 40,000	\$ (40,000)	0.0%
57700 Equipment Building	\$ -	\$ 2,000	\$ (2,000)	0.0%
58100 Grave Markers	\$ 1,293	\$ 15,000	\$ (13,707)	8.6%
59900 Other Cemetery Expenses	\$ -	\$ 1,000	\$ (1,000)	0.0%
Total Cemetery Operations	\$ 3,452	\$ 152,000	\$ (148,548)	2.3%
 Total Expense	\$ 45,810	\$ 807,400	\$ (761,590)	5.7%
 Net Income	\$ 6,677	\$ 5,500	\$ 1,177	

Town of the City of Bloomington--Cemetery Fund

<u>Date</u>	<u>Number</u>	<u>Checking Account Activity</u> <u>Name</u>	<u>Amount</u>
10500 Heartland (7774)			
04/04/2022	Deposit	HBT - Heartland Bank & Trust	1,328.55
04/04/2022	Deposit	HBT - Heartland Bank & Trust	1,790.00
04/04/2022	Deposit	HBT - Heartland Bank & Trust	9.50
04/05/2022	Deposit	HBT - Heartland Bank & Trust	675.35
04/11/2022	Deposit	HBT - Heartland Bank & Trust	4,941.43
04/12/2022	Deposit	HBT - Heartland Bank & Trust	250.45
04/12/2022	0412221863	Mikesell, Cleo & Newton	400.00
04/12/2022	0412221869	Cole, Betsy	-600.00
04/12/2022	0412221869	Carroll, Deanne	-1,300.00
04/12/2022	0412221869	Hendricks, Pamela & Gerald	-1,890.00
04/12/2022	0412221869	Gerst. Wayne	-1,300.00
04/12/2022	42255	Triple H Company	-37.42
04/12/2022	42256	ColdSpring Memorial Group	-815.40
04/12/2022	42257	ADT Security Services	-823.18
04/12/2022	42258	Pontiac Granite Co Inc	-440.00
04/12/2022	42259	Dave Capodice Excavating Inc	-2,159.45
04/12/2022	42260	Cybernautic, Inc	-1,705.00
04/12/2022	42261	Peoria Flag & Decorating Company	-3,653.50
04/13/2022	Deposit	HBT - Heartland Bank & Trust	29,206.93
04/13/2022	Deposit	HBT - Heartland Bank & Trust	23.97
04/14/2022	20220415	Payroll Direct Deposit	-10,122.52
04/14/2022	40993462	EFTPS - IRS	-2,218.62
04/14/2022	1353503632	IL Dept of Revenue	-576.27
04/18/2022	Deposit	HBT - Heartland Bank & Trust	23.97
04/19/2022	Deposit	HBT - Heartland Bank & Trust	702.65
04/19/2022	42262	City of Bloomington Water Dept	-486.49
04/20/2022	Deposit	HBT - Heartland Bank & Trust	340.80
04/21/2022	Deposit	HBT - Heartland Bank & Trust	9.50
04/22/2022	Deposit	HBT - Heartland Bank & Trust	4,205.00
04/26/2022	Deposit	HBT - Heartland Bank & Trust	2,045.30
04/26/2022	42263	City of Bloomington TWP - Reimburse	-8,591.19
04/26/2022	42264	NICOR Gas	-320.17
04/27/2022	Deposit	HBT - Heartland Bank & Trust	3,701.10
04/28/2022	Deposit	HBT - Heartland Bank & Trust	361.72
04/29/2022	Deposit	HBT - Heartland Bank & Trust	2,400.00
04/29/2022	20220430	Payroll Direct Deposit	-10,517.16
04/29/2022	75170733	EFTPS - IRS	-2,332.34
04/29/2022	1392379792	IL Dept of Revenue	-600.60
04/29/2022	Credit	Interest	2.49
		Total	<u><u>1,929.40</u></u>

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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

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.

Misty Porter, 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 **April 12, 2022 through May 9, 2022.**

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 **9th day of May 2022.**

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

Notary Public

This **9th day of May 2022.**

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 Thalgott

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: May 9, 2022 Meeting

ACCT	COMPENSATION & BENEFITS	DESCRIPTION	Date Due	Amount
50101	Wages: Administrative			
50101	Wages: Administrative BONUS	M Porter (Net Check Amount, Paper Check, Hand Deliver)	5/27/22	\$250.00
50102	Wages: Cemetery			
50102	Wages: Cemetery BONUS	A Anderson (Net Check Amount, Paper Check, Hand Deliver)	5/27/22	\$250.00
50102	Wages: Cemetery BONUS	A Madison (Net Check Amount, Paper Check, Hand Deliver)	5/27/22	\$250.00
50102	Wages: Cemetery BONUS	C Anderson (Net Check Amount, Paper Check, Hand Deliver)	5/27/22	\$250.00
50102	Wages: Cemetery BONUS	K Durlinger (Net Check Amount, Paper Check, Hand Deliver)	5/27/22	\$250.00
50102	Wages: Cemetery BONUS	N Armstrong (Net Check Amount, Paper Check, Hand Deliver)	5/27/22	\$250.00
50102	Wages: Cemetery BONUS	T Meredith (Net Check Amount, Paper Check, Hand Deliver)	5/27/22	\$250.00
50102	Wages: Cemetery BONUS	**W Novy (Net Check Amount, Paper Check, Hand Deliver)	5/27/22	\$250.00
SubTotal: Compensation & Benefits				\$2,000.00
ACCT	VENDORS	DESCRIPTION	Date Due	Amount
57602	AB Hatchery & Garden Center/VISA/Others	flower seed (estimated)	5/31/22	\$300.00
56500	Amazon/VISA/Others	equipment repairs (estimated)	5/31/22	\$40.00
56600	Amazon/VISA/Others	laminating paper	5/31/22	\$100.00
56600	Amazon/VISA/Others	cemetery supplies & maintenance	5/31/22	\$1,100.00
42400	Cagley, Paula	Customer Refund	5/31/22	\$441.00
57603	Dave Capodice Excavating	drain inspection section 21 (estimated)	5/31/22	\$3,000.00
57602	Dave Capodice Excavating	Probasco Enclosure repair (estimated)	5/31/22	\$5,000.00
56500	Farm & Fleet/Others/VISA	equipment repairs (estimated)	5/31/22	\$190.00
57602	Farm & Fleet/Others/VISA	weed n feed (estimated)	5/31/22	\$120.00
56600	Fastenal/Others/VISA	Safety supplies (estimated)	5/31/22	\$200.00
55600	Fastenal/Others/VISA	cemetery supplies & maintenance (estimated)	5/31/22	\$400.00
56600	Hobby Lobby/Others/VISA	Mausoleum Flowers (estimated)	5/31/22	\$200.00
55400	Illinois Route 66 Scenic Byway	Annual Membership Dues (estimated)	5/31/22	\$100.00
57602	Lowe's/Menards/Amazon/Others/VISA	grounds maintenance (estimated)	5/31/22	\$320.00
58100	Pontiac Granite	markers & granite vases (estimated)	5/31/22	\$500.00
52000	Ron Smith Printing Co/Others/VISA	business cards & brochures (estimated)	5/31/22	\$157.00
56600	Ron Smith Printing Co/Others/VISA	Ave of Flags supplies (estimated)	5/31/22	\$200.00
55450	Sam's Club/VISA	Annual Membership Dues	5/31/22	\$45.00
52000	Township Officials of Illinois	Revised 2022 TOI Laws & Duties Handbook	5/31/22	\$30.00
51100	TOIRMA	Insurance	5/31/22	\$630.00
SubTotal: VENDOR Payments				\$13,073.00
TOTAL: Requests for Payments				\$15,073.00

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