EVERGREEN MEMORIAL CEMETERY MEETING NOTICE AND AGENDA

Meeting:	Board of Trustees, Evergreen Memorial Cemetery
Date:	09/11/2023
Place:	Evergreen Memorial Cemetery Office 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 August 14, 2023, Board Meeting as submitted by Cemetery staff. (Recommend that the Minutes of the August 14, 2023, Meeting be approved as presented.)
- B. Approval of anticipated expenditures as presented for the month of September 2023. (Recommend that the Anticipated Expenditures be approved as presented.)
- IV. Approval by the Board on Monthly Cemetery Audit of August 2023. (Recommend that the Audit be approved as presented and forwarded on to Township Board for action and approval at their September 25, 2023, meeting.)
- V. Accept the Annual Financial Report for the Fiscal Year Ended March 31, 2022, as presented by Richard W. Phillips, CPA (Recommended Motion: The Fiscal Year 2023 Audit be accepted and placed on file with the State Comptroller's office and County Clerk.)

VI.	2023 Year to Date Burials:	Evergreen Memorial Cemetery - 42
		East Lawn Memorial Gardens Cemetery - 59
		Park Hill Cemetery - 32
		Evergreen Memorial Pet Cemetery - 0

VII. Comment

- VIII. Public Comment
- IX. Adjournment

STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

COUNTY OF McLEAN)

Town of the City of Bloomington

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 August 2023**, 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 11th day of September 2023.

)SS

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

This 11th day of September 2023.

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 \$405,156.32 in ILLINOIS FUNDS (0905) in SPRINGFIELD, ILLINOIS, \$75,824.37 at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS and a balance of \$723,652.60 at HEARTLAND BANK (7782), BLOOMINGTON, MCLEAN COUNTY, ILLINOIS, constituting the EVERGREEN MEMORIAL CEMETERY FUND of said TOWN.

Cemetery Board President:	Secretary/Treasurer for Cemetery Board:
Joseph B Gibson	Brad A Williams
Cemetery Board Vice President:	Board of Trustees of the Evergreen Memorial Cemetery, Town of the City of
Supervisor of the Town of the City of Bloomington, McLean County, Illinois.	Bloomington, McLean County, Illinois

This 25th day of September 2023.

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: Jenna L Kearns	WARD 6: Cody Hendricks
WARD 2: Donna Boelen	WARD 7: Mary "Mollie" Ward
WARD 3: Sheila Montney	WARD 8: Kent Lee
WARD 4: John W Danenberger	WARD 9: Tom Crumpler
WARD 4. John W Banchberger	WARD 3. For orangies
WARD 5: Nick Becker	Trustee Mboka Mwilambwe
	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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Month of: AUGUST

1	.ess Outstandi	ng Chacks				\$	(7,980)		
E	Balance per Ba	nk Statement				\$	83,804		
Bank Reconcilia									
			Checkbook Balance at Month E					\$	75,824
			n Total Checks Writt	en		φ	41,370	\$	41,370
		Cemetery Operations Total Checks Writte	an	\$	5,302	\$	41,370		
		Cemetery Improvements,	Maintenance & Repair	\$	-				
		Administrative Expenses		\$	1,637				
		Compensation & Benefits		\$	34,431				
C	Checks Written								
			Total Funds Availab	ole		Ŧ	0,200	\$	117,195
		Total Deposits for Mo		Ψ	(0,000)	\$	9,200		
		Other Income & Special E Prenaid O/C Deposits tra	vents nsferred (to)/from Trust Acct 7114	\$ \$	300 (6,000)				
		Inspection Fees		\$	150				
		Interest: Checking		\$	2				
		Sales - Other		\$	20				
		Sale of Niches		\$	3,030				
		Sale of Crypts		\$	30				
		Sale of Lots		\$	4,117				
L	repusits	Opening/Closing Fees	כוווכוונ דמא	\$ \$	3,497 4,055				
	Deposits	Personal Property Replac	ement Tax	\$	3,497			Ψ	101,004
Checking Accou		ance at Commencement						\$	107,994
			TOTAL Funds at Month E	าต				\$	1,733,337
			vocable Trust) ~ as of 06/30/2023			\$	239,795	~	4 700 007
		Illinois Fund 0905 (O/C Tru				\$	202,578		
		Heartland Bank 7114 (O/C	Trust & GB/S/Mc Trust)			\$	86,331		
		und 0905 (Reserve)				Ψ \$	405,156		
		d Bank 7774 (Checking) d Bank 7782 (Reserve)				\$ \$	75,824 723,653		
Funds at Month		d Bank 7774 (Chacking)				¢	75 001		
-			TOTAL Funds at Month E	nd				\$	1,733,337
Funds Expended	d This Month			70 0				φ \$	41,370
			Total Funds Received This Mor Total Funds Availab					э \$	1,774,708
11			Total Funds Received This Mor	ith	•	ψ	100	э \$	122,461
	nspection Fees	•				ծ \$	300 150	\$	14,597
	ncome from Tr	usts Special Events				\$ \$	945 300		
	nterest: Check					\$ ¢	1,950 945		
	Sales - Other					\$	20		
	Sale of Niches					\$	3,030		
	Sale of Crypts					\$	30		
	Sale of Lots					\$	4,117		
	Opening/Closin	g Fees				\$	4,055		
Other Funds Red	ceived This M	onth							
		rty Replacement Tax						\$	3,497
	Real Estate Tax							\$	104,367
Public Funds Re	coived This N	lonth	Funds at Commenceme	ent				\$	1,652,247
Т	rust Account:	Heartland Bank 3189 (Irre	vocable Trust) ~ as of 06/30/2023			\$	239,795	•	4 050 047
		Illinois Fund 0905 (O/C Tru				\$	201,644		
		Heartland Bank 7114 (O/C				\$	80,321		
		und 0905 (Reserve)				\$	403,288		
(Cash: Heartlan	d Bank 7782 (Reserve)				\$	619,205		
		d Bank 7774 (Checking)				\$	107,994		

Statement of Receipts and Disbursements			
Revenue		g-23	
40100 Real Estate Tax Levy	\$ 104,367		
41000 Personal Property Replacement Tax	\$ 3,497		
42000 Opening/Closing Fee	\$ 4,055		
42500 Sale of Lots	\$ 4,117		
43000 Sale of Crypts	\$ 30		
43100 Sale of Niches	\$ 3,030		
44900 Sales - Other	\$ 20		
43500 Interest: Checking/Reserve	\$ 1,950		
49000 Income from Trusts	\$ 945		
49020 Other Income & Special Events	\$ 300		
49021 Inspection Fees	\$ 150	_	
Total Revenue		\$	122,461
Total Income		\$	122,461
Expense			
Compensation & Benefits			
50101 Wages: Administrative Staff	\$ 4,957		
50102 Wages: Cemetery Staff	\$ 22,629		
50201 Payroll Taxes	\$ 1,991		
50202 IMRF/Employer (2023 = 5.43%)	\$ 1,498		
50204 Employee Health Insurance	\$ 3,357	-	
Total Compensation & Benefits		\$	34,431
Administrative Expenses			
52500 Utilities	\$ 1,460		
55450 Other Admin Expenses	\$ 177	-	
Total Administrative Expenses		\$	1,637
Cemetery Operations			
55500 Fuel, Oil and Equipment	\$ 702		
56500 Equipment Repairs	\$ 2		
56600 Cemetery Supplies & Maintenance	\$ 180		
56800 Disposal of Leaves/Branches	\$ 635		
57602 Grounds Maintenance/Repair	\$ 623		
58100 Grave Markers	\$ 3,161	_	
Total Cemetery Operations		\$	5,302
Total Expense		\$	41,370
Net Income		\$	81,090

Year to Date Budget Comparison

Income		<u>Aug-23</u>	<u>F</u> Y	24 Budget	<u>\$</u> (<u>Over Budget</u>	% of Budget
Revenue							
40100 Real Estate Tax Levy	\$	366,065	\$	506,600	\$	(140,535)	72.3%
41000 Personal Property Replacement Tax	\$	68,546	\$	80,000	\$	(11,454)	85.7%
42000 Opening/Closing Fee	\$	41,695	\$	90,000	\$	(48,305)	46.3%
42100 Marker Commission	\$	4,790	\$	9,000	\$	(4,210)	53.2%
42500 Sale of Lots	\$	31,302	\$	70,000	\$	(38,698)	44.7%
43000 Sale of Crypts	\$	2,800	\$	11,000	\$	(8,200)	25.5%
43100 Sale of Niches	\$	15,945	\$	48,000	\$	(32,055)	33.2%
44700 Sale of Burial Supplies	\$	-	\$	500	\$	(500)	0.0%
44850 Sale of Pet Cemetery Spaces	\$	-	\$	700	\$	(700)	0.0%
42400 Sales - Other	\$	40	\$	1,500	\$	(1,460)	2.7%
43500 Interest	\$	5,600	\$	600	\$	5,000	933.3%
49000 Income from Trusts	\$	4,370	\$	4,000	\$	370	109.3%
49020 Other Income & Special Events	\$	4,358	\$	10,000	\$	(5,642)	43.6%
49021 Inspection Fees	\$	1,950	\$	4,000	\$	(2,050)	48.8%
Total Revenue	\$	547,461	\$	835,900	\$	(288,439)	65.5%
Total Income	\$	547,461	\$	835,900	\$	(288,439)	65.5%
Expense							
Compensation & Benefits							
50101 Wages: Administrative Staff	\$	25,123	\$	76,600	\$	(51,477)	32.8%
50102 Wages: Cemetery Staff	\$	112,278	\$	292,500	\$	(180,222)	38.4%
50201 Payroll Taxes - FICA	\$	9,913	\$	24,000	\$	(14,087)	41.3%
50202 IMRF/Employer (2023 = 5.43%)	\$	7,461	\$	39,000	\$	(31,539)	19.1%
50203 IDES - Unemployment Insurance	\$	2,040	\$	15,000	\$	(12,960)	13.6%
50204 Employee Health Insurance	\$	16,783	\$	60,000	\$	(43,217)	28.0%
50205/50206 Other Payroll Expenses	\$	-	\$	500	\$	(500)	0.0%
Total Compensation & Benefits	\$	173,599	\$	507,600	\$	(334,001)	34.2%
Administrative Expenses	Ŧ	,	Ŧ	,	Ŧ	(,)	
51100 Casualty Insurance	\$	21,297	\$	24,000	\$	(2,703)	88.7%
51500 Contractual Services	\$	7,837	\$	14,000	\$	(6,163)	56.0%
52000 Office Supplies	\$	1,178	\$	4,000	\$	(2,822)	29.4%
52500 Utilities	\$	5,741	\$	18,500	\$	(12,759)	31.0%
54000 Advertising	\$	146	\$	4,000	\$	(3,854)	3.7%
55400 Special Event Expenses	\$	5,181	\$	9,000	\$	(3,819)	57.6%
55450 Other Admin Expenses	\$	3,628	\$	5,000	\$	(1,372)	72.6%
Total Administrative Expenses	\$	45,008		100,400	\$	(55,392)	44.8%
Cemetery Improvements, Maintenance & Repairs	Ŧ	,	Ŧ	,	Ŧ	(00,002)	11.070
57601 Flags & Flag Poles	\$	8,567	\$	15,000	\$	(6,433)	57.1%
57800 Operating Equipment	\$	4,892	\$	8,000	\$	(3,108)	61.2%
58260 Columbariums	\$	-,002	\$	200,000	\$	(200,000)	0.0%
58300 Veterans Memorial	Ψ \$	_	Ψ \$	10,000	Ψ \$	(10,000)	0.0%
58400 Scattering Grounds/Ossuary	φ \$	-	φ \$	2,000	φ \$	(10,000)	0.0%
Total Cemetery Improvements, Maintenance & Repairs	\$	- 13,459	φ \$	235,000	ֆ \$	(221,541)	5.7%
Total Genetery Improvements, Maintenance & Repairs	φ	13,439	φ	235,000	φ	(221,041)	5.7%

Year to Date Budget Comparison (cont.)

	<u>Aug-23</u>	<u>Budget</u>	<u>\$ C</u>	<u>)ver Budget</u>	<u>% of Budget</u>
Cemetery Operations					
55500 Fuel, Oil & Equipment	\$ 3,241	\$ 15,000	\$	(11,759)	21.6%
56000 Tree Removal/Monument Repair	\$ 3,700	\$ 19,000	\$	(15,300)	19.5%
56500 Equipment Repairs	\$ 2,158	\$ 12,000	\$	(9,842)	18.0%
56600 Cemetery Supplies & Maintenance	\$ 2,355	\$ 15,000	\$	(12,645)	15.7%
56700 Rental Equipment & Leasing	\$ -	\$ 12,000	\$	(12,000)	0.0%
56800 Removal of Leaves/Branches	\$ 1,650	\$ 4,000	\$	(2,350)	41.3%
57000 Office Repairs & Maintenance	\$ -	\$ 2,000	\$	(2,000)	0.0%
57602 Grounds Maintenance/Repairs	\$ 1,488	\$ 25,000	\$	(23,512)	6.0%
57603 Road, Fence, Lot, Drains	\$ 2,560	\$ 20,000	\$	(17,440)	12.8%
57700 Equipment Building	\$ -	\$ 1,500	\$	(1,500)	0.0%
58100 Grave Markers	\$ 4,539	\$ 15,000	\$	(10,461)	30.3%
59900 Other Cemetery Expenses	\$ 23	\$ 1,000	\$	(977)	2.3%
Total Cemetery Operations	\$ 21,714	\$ 141,500	\$	(119,786)	15.3%
Total Expense	\$ 253,780	\$ 984,500	\$	(730,720)	25.8%
Net Income	\$ 293,680	\$ (148,600)	\$	442,280	

Link Link Link Link 1863/06/1214 (177.4) Deposit HT - Hearland Bark & Trust 28.83 0860/1203 Deposit HT - Hearland Bark & Trust 28.83 0860/1203 42516 NICOR Gas -116.50 0860/1203 42516 NICOR Gas -223.25 0860/1203 42517 Ameral Illiola -223.25 0860/1203 42518 COMCAST Business -223.25 0860/1203 Deposit HT - Hearland Bark & Trust 1275.31 08604/2023 Deposit HT - Hearland Bark & Trust 223.55 08604/2023 Deposit HT - Hearland Bark & Trust 2.655.00 08606/2023 42519 Evergreen FS Inc -7.71.82 08606/2023 Deposit HT - Hearland Bark & Trust 2.892.65 0811/2023 Deposit HT - Hearland Bark & Trust 2.892.65 0811/2023 Deposit HT - Hearland Bark & Trust 2.892.65 0811/2023 Deposit HT - Hearland Bark & Trust 2.892.65 08115/2023	Data	Number	Checking Account Activity	Amount
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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.

Misty Po	orter, Cer	netery N	/lanager
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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 August 15, 2023 through September 11, 2023.

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 11th day of September 2023.

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

Notary Public

This 11th day of September 2023.

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

CEMETERY FUND: Exhibit "A" - REQUEST FOR PAYMENT: September 11, 2023 Meeting

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
56500	VISA/CIT Trucking/Others	Truck repair & equipment parts (estimated)	9/30/23	\$1,000.00
52500		Equipment Updates (estimated)	9/30/23	\$130.00
55400	Illinois Portable Toilets/VISA	Special Event:Cemetery Walk/Portable restrooms (estimated)	9/30/23	\$500.00
59900	Interstate ALL-Battery Center/VISA/Others	Battery: ADT Panel <mark>(estimated)</mark>	9/30/23	\$32.00
56600	Lowe's/Menards/Others/VISA	loppers, shears, stain supplies, drill bits (estimated)	9/30/23	\$450.00
56600	Lowe's/Others/VISA	push mower <mark>(estimated)</mark>	9/30/23	\$450.00
56500	Nord Outdoor Power Equipment/Others/VISA	Equipment repairs & maintenance (estimated)	9/30/23	\$600.00
55450	Ron Smith Printing Co/Others/VISA	plot book print outs (estimated)	9/30/23	\$100.00
56600	RP Lumber Company Inc/VISA/Others	keys (estimated)	9/30/23	\$20.00
55400	Schooners/VISA/Others	Cemetery Walk employee lunch (estimated)	9/30/23	\$150.00
		TOTAL: Requests for Payments		\$3,432.00

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