

City of Edmonds
Edmonds Memorial Cemetery Board Meeting Minutes
January 21, 2016
Frances Anderson Center, Rm. 113

Call to Order

Chairperson Jerry Janacek called the meeting to order at 4:01 pm

Members Present

Peggy Irwin
 Jerry Janacek
 Melissa Johnson
 Dale Hoggins
 Joan Longstaff

Staff Present

Rich Lindsay

Members Absent

Patrick Kelly

Guests

Approval of Minutes

November meeting minutes were approved with the addition of financials

Finance Report

| | |
|--------------------------------|---------------|
| Beginning Cash Balance----- | \$ 128,478.91 |
| Receipts----- | \$ 1,458.00 |
| Investments and Transfers----- | \$ 52.92 |
| Disbursements----- | \$ 11,591.95 |
| Vouchers Payable----- | \$ (361.72) |
| Ending Cash Balance----- | \$ 118,036.16 |
| Memorial Gift Fund----- | \$ 2,898.44 |
| Grand Total----- | \$ 118,036.16 |

Jerry Janacek: The Board to report to the City Council in February as required.

Sales Report -

Sales and Services

| | Month | Year to Date | Goal |
|-------------|--------------|---------------------|-------------|
| Grave sales | 1 | 19 | 40 |
| Burials | 6 | 38 | 55 |
| Niche Sales | 2 | 15 | 25 |
| Inurnments | 0 | 19 | 25 |

Staff Report

Rich: Rich reports that he has received authorization for additional funds for a seasonal employee.

Old Business: Jerry reviewed Rules and Regulations. Renee McRae was very helpful in preparing the Rules and Regulations. Robert Biznett is attempting to repair the Cook monument by Memorial Day, 2016.

New Business: The 2016 Memorial Day remembrance personality will be Frank Freese. The Civil War will be the theme for the Walk Back in Time.

Announcements: Rich announced that we need to be more active in marketing the Cemetery. Consultant to be hired for mapping.

Adjournment

The meeting was adjourned at 5:30 pm

Next Meeting

Thursday February 18, 2016 at 4pm; Frances Anderson Center, Rm.113

**CITY OF EDMONDS
CEMETERY FUNDS
TRANSACTION SUMMARY
MONTH ENDING: December 31, 2015**

| | <u>Total</u> | <u>Cemetery Fund 130</u> | <u>Trust Fund 137</u> |
|--|----------------------------|------------------------------|---------------------------|
| Beginning Cash Balance | \$ 996,814.88 | \$ 115,137.72 | \$ 881,677.16 |
| Beginning Memorial/Gift Program Balance | \$ 2,898.44 | \$ 2,898.44 | \$ - |
| Total | 999,713.32 | 118,036.16 | 881,677.16 |
| <u>Receipts</u> | | | |
| 141183 Virginia J Kurlinski | 1,600.00 | 1,440.00 | 160.00 |
| 141184 Olga S Zolotova | 2,400.00 | 2,160.00 | 240.00 |
| 141185 Terry Ostlund | 1,874.00 | 1,686.60 | 187.40 |
| 141186 Deborah Williamson | 766.00 | 689.40 | 76.60 |
| 141187 Carolyn N Henry | 5,490.00 | 4,941.00 | 549.00 |
| 141188 Virginia J Kurlinski | 500.00 | 450.00 | 50.00 |
| 141189 Leslie Lamoreux Hames | 1,026.00 | 923.40 | 102.60 |
| 141190 Margaret Jean Hoffer | 100.00 | 90.00 | 10.00 |
| 141191 | | | |
| Total | \$ 13,756.00 | \$ 12,380.40 | \$ 1,375.60 |
| <u>Investments and Transfers</u> | | | |
| Interfund Transfer In | 20,000.00 | 20,000.00 | 0.00 |
| Bank Interest | 772.60 | 95.93 | 676.67 |
| Total | \$ 20,772.60 | \$ 32,476.33 | \$ 2,052.27 |
| <u>Disbursements</u> | | | |
| Salaries & Benefits | 8,934.32 | 8,934.32 | 0.00 |
| Quiring Monuments | 758.00 | 758.00 | 0.00 |
| Frontier | 82.59 | 82.59 | 0.00 |
| Dex Media West Inc | 72.68 | 72.68 | 0.00 |
| Issaquah Honda Kubota | 1,789.23 | 1,789.23 | 0.00 |
| Edmonds Auto Parts | 220.49 | 220.49 | 0.00 |
| Home Depot | 109.32 | 109.32 | 0.00 |
| Office Max | 66.79 | 66.79 | 0.00 |
| Miller's Equip & Rental All | 59.08 | 59.08 | 0.00 |
| US Bank | 270.49 | 270.49 | 0.00 |
| Vehicle Rental | 832.00 | 832.00 | 0.00 |
| December Merchant Services | 61.56 | 61.56 | 0.00 |
| Total | \$ 13,256.55 | \$ 13,256.55 | \$ - |
| Vouchers Payable | \$ - | | \$ - |
| Ending Cash Balance | \$ 1,020,985.37 | \$ 137,255.94 | \$ 883,729.43 |
| Beginning Memorial / Gift Program Balance | \$ 2,441.45 | 2,441.45 | 0.00 |
| Ending Memorial / Gift Program Balance | \$ 2,441.45 | \$ 2,441.45 | \$ - |
| Grand Total | \$ 1,023,426.82 | \$ 139,697.39 | \$ 883,729.43 |
| Interfund Loan Payable/Receivable | | \$ - | \$ - |