

Cemetery ID Number: _____
 Name of Cemetery: _____
 Name of Parish: _____
 Location of Parish: _____

DIOCESE OF ALTOONA-JOHNSTOWN

ANNUAL REPORT OF CEMETERY OPERATIONS

FROM JULY 1, 2010 TO JUNE 30, 2011

INSTRUCTIONS

1. Please mail completed reports by **August 18th** to the Finance Office, 927 S. Logan Blvd. Hollidaysburg, PA 16648
2. Multiple cemeteries in one parish **may be** consolidated in one report if separate records are not kept for individual cemeteries.
3. All deeds & plot plans must be on file at the Diocesan Administration Center.
4. Cemetery bank accounts must be **separate** from parish accounts.
5. Perpetual Care Funds are to be kept in **Trust** that allows **only investment earnings** to be used for operations.
6. All expenditures of \$25,000.00 or more must be approved by the Bishop.
7. Each year the Cemetery Committee is to prepare a budget for review by the Parish Finance Council.
8. Please attach list of Cemetery Committee members.

Date _____ Signed _____ Pastor or
 Parish Administrator
 Date _____ Signed _____ Chairman
 of the Finance Council

Due Date: August 18, 2011
Mail To: Diocesan Finance Office
927 S. Logan Blvd, Hollidaysburg, PA 16648

ANNUAL RECEIPTS & EXPENDITURES
for the year ended June 30, 2011

<u>CASH RECEIPTS:</u>	ORDINARY FUND	PERPETUAL CARE FUND
1. Investment Income - Perpetual Care Fund		\$ _____
2. Other Perpetual Care Funds Received		_____
3. Sales of Graves and Plots	\$ _____	_____
4. Foundation/Permit Fees	_____	
5. Investment Income - Ordinary	_____	
6. Annual Care Charges	_____	
7. Grave Opening Charges	_____	
8. Misc Receipts: Description: (attach schedule if necessary)		

TOTAL CASH RECEIPTS	\$ _____	\$ _____

<u>CASH EXPENDITURES:</u>		
1. Salaries & Payroll Taxes/Benefits	\$ _____	
2. Fees to Open/Close Graves	_____	
3. General Maintenance	_____	
4. Lawn Maintenance	_____	
5. Machine Maintenance	_____	
6. Office Expenses	_____	
7. Returned Graves	_____	
8. Cemetery Improvements and Development	_____	
9. Misc Expenditures: Description: (attach schedule if necessary)		

TOTAL CASH EXPENDITURES	\$ _____	

Excess (Deficit) for Ordinary Fund	\$ _____	
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ASSETS & LIABILITIES
As of June 30, 2011

CURRENT ASSETS OF CEMETERY:

Cash in Bank:

Ordinary Fund \$ _____

Perpetual Care Fund _____

TOTAL \$ _____

Investments (attach schedule):

Ordinary Fund _____

Perpetual Care Fund _____

TOTAL _____

Loans Receivable:

Parish _____

Others (attach schedule) _____

TOTAL _____

Other Assets: (attach schedule) _____

TOTAL ASSETS OF CEMETERY \$ _____

LIABILITIES OF ORDINARY FUNDS:

Unpaid Bills \$ _____

Loans Payable:

To Parish _____

Others (attach schedule) _____

Other Short Term Debts _____

TOTAL LIABILITIES \$ _____

SUMMARY OF CASH BALANCE

	ORDINARY FUND	PERPETUAL CARE
Beginning Balance, July 1, 2010	\$ _____	\$ _____
<u>Add:</u> Receipts for the Year, per Annual Report	_____	_____
<u>Deduct:</u> Expenditures for the Year, per Annual Report	(_____)	
<u>Add or (Deduct):</u> Bank Transfers between Ordinary/Perpetual	_____	_____
Bank Transfers to/from Parish accounts	_____	_____
Ending Balance, June 30, 2011	\$ _____	\$ _____

If the information is available, please report the following data:

FIXED ASSETS: (Original Cost Less Depreciation)

Land (Original Cost)	\$ _____
Improvements (Roads, Buildings, Site Development, etc.)	_____
Vehicles	_____
Other Machines and Tools	_____
Office Equipment	_____
Other Assets _____	_____
TOTAL FIXED ASSETS	\$ _____

GENERAL STATISTICS

1. Number of Internments during this Fiscal Year _____
 2. Purchase Price per Grave _____
 - a) perpetual care amount \$ _____
 - b) plot sale amount \$ _____
 3. Is there an Operating Budget for the next Fiscal Year? Yes/No _____
 4. Number of Acres in Cemetery _____
 5. Is the Cemetery at or near full capacity? Yes/No _____

Do you have a plan to expand the cemetery? Yes/No _____

If yes, please attach a brief explanation
 6. How is maintenance provided? (Circle all that apply)
- Contractor Volunteers Full Time Employee Part Time Employee
7. Would you prefer that Diocesan Central Offices be responsible for the care of this cemetery? Yes/No _____
 8. Is there a Mausoleum? Yes/No _____
 - a) age of building (in years) _____
 - b) number of crypts _____
 - c) is it at or near capacity? Yes/No _____
 - d) average sale price per crypt?
 - (I) perpetual care amount \$ _____
 - (II) crypt amount \$ _____

Diocese of Altoona-Johnstown
Attachment to Cemetery Report for June 30, 2011

Questions regarding Mausoleums are being raised throughout Pennsylvania by Cemetery Commissions. These questions are serious enough to prompt a study in our Diocese. The Following questions are to be answered only by Pastors/Committees who presently have mausoleums:

1 What is the total number of crypts in your mausoleum(s)? _____

2 How many crypts are not yet sold? _____

3 Does your mausoleum feature an inside chapel or meditation room? _____

4 What complaints or concerns, if any, regarding your mausoleum have surfaced from either your cemetery staff or families who have purchased burial rights/crypts?

5 Please report here the amount of money spent this past year on your mausoleum:
(A) Maintenance \$ _____
(B) Repair to the structure \$ _____
(C) Improvements \$ _____

6 What repairs or improvements to your mausoleum do you foresee?:
(A) This coming year: _____
Estimated cost: \$ _____
(B) In the next five years: _____
Estimated cost: \$ _____