

Cemetery ID Number:

Cemetery:

SACRED HEART, ST. MARY'S & ST. JOHN'S

Parish:

HOLY FAMILY PARISH

Address of Parish:

509 CALDWELL AVE., PORTAGE, PA 15946

DIOCESE OF ALTOONA-JOHNSTOWN ANNUAL REPORT OF CEMETERY OPERATIONS

FROM JULY 1, 2022 TO JUNE 30, 2023

INSTRUCTIONS

- Use mail or e-mail (finance@dioceseaj.org) all completed reports by September 30 to the Finance Office, 2713 West Chestnut Avenue, Altoona, PA 16601
- Multiple cemeteries in one parish may be consolidated in one report if separate records are not kept for individual cemeteries.
- Records & plot plans must be on file at the Diocesan Administration Center.
- Cemetery bank accounts must be separate from parish accounts.
- Retirement Care Funds are to be kept in Trust that allows only investment earnings to be used for operations.
- Expenditures of \$25,000.00 or more must be approved by the Bishop.
- Each year the Cemetery Committee is to prepare a budget for review by the Parish Finance Council.
- Please attach list of Cemetery Committee members.

8/21/2023 Signed L. Thomas J. Habel, T.D.R. Pastor or
 8/21/2023 Signed Greg Pelyato Parish Administrator
 Chairman
 of the Finance Council

Due Date: September 30, 2023
Mail To: Diocesan Finance Office
2713 West Chestnut Avenue, Altoona PA 16601
finance@dioceseaj.org

ANNUAL RECEIPTS & EXPENDITURES
for the year ended June 30, 2023

<u>CASH RECEIPTS:</u>	ORDINARY FUND	PERPETUAL CARE FUND
1. Investment Income - Perpetual Care Fund		\$ <u>1362.5</u>
2. Other Perpetual Care Funds Received		<u> </u>
3. Sales of Graves and Plots	\$ <u>4250</u>	<u> </u>
4. Foundation/Permit Fees	<u>562</u>	<u> </u>
5. Investment Income - Ordinary	<u>19632.47</u>	
6. Annual Care Charges	<u> </u>	
7. Grave Opening Charges	<u>4500</u>	
8. Misc Receipts:		
Description: (attach schedule if necessary)		
Grave Payments	1030	
Donations	<u>1200</u>	
Vases	<u>195</u>	
Maintenance	<u>972</u>	
Engraving (Wyse)	<u>1330</u>	
	<u>4727</u>	
TOTAL CASH RECEIPTS	\$ <u>33671.47</u>	\$ <u>1362.5</u>

CASH EXPENDITURES:

1. Salaries & Payroll Taxes/Benefits	\$ <u>2380</u>
2. Fees to Open/Close Graves	<u> </u>
3. General Maintenance	<u>1847.65</u>
4. Lawn Maintenance	<u>7375</u>
5. Machine Maintenance	<u> </u>
6. Office Expenses	<u> </u>
7. Returned Graves	<u>0</u>
8. Cemetery Improvements and Development	<u>1200</u>
9. Misc Expenditures:	
Description: (attach schedule if necessary)	
Wyse Monuments	1330
ICF	<u>1362.5</u>
	<u> </u>
	<u>2692.5</u>
TOTAL CASH EXPENDITURES	\$ <u>15495.15</u>

Excess (Deficit) for Ordinary Fund	\$ <u>18176.32</u>
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ASSETS & LIABILITIES
As of June 30, 2023

CURRENT ASSETS OF CEMETERY:

Cash in Bank:

Ordinary Fund \$ 45666.74
 Perpetual Care Fund _____

TOTAL

\$ 45666.74

Investments (attach schedule):

Ordinary Fund _____
 Perpetual Care Fund _____

TOTAL

Loans Receivable:

Parish _____
 Others (attach schedule) _____

TOTAL

Other Assets: (attach schedule) _____

TOTAL ASSETS OF CEMETERY

\$ 45666.74

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, 2022	\$ 27490.42	\$ 1362.5
Add: Receipts for the Year, per Annual Report	33671.47	
Deduct: Expenditures for the Year, per Annual Report	(15495.15)	
Add or (Deduct): Bank Transfers between Ordinary/Perpetual Bank Transfers to/from Parish accounts		
Ending Balance, June 30 0, 2023	\$ 45666.74	\$ 1362.5

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	\$	0

GENERAL STATISTICS

1. Number of Internments during this Fiscal Year	30
2. Purchase Price per Grave	
a) perpetual care amount	\$ 112.50/137.50
b) plot sale amount	\$ 450 / 550
3. Is there an Operating Budget for the <u>next</u> Fiscal Year?	YES
4. Number of Acres in Cemetery	7.1
5. Is the Cemetery at or near full capacity?	NO
Do you have a plan to expand the cemetery?	YES
If yes, please attach a brief explanation	
6. How is maintenance provided? (Circle all that apply)	
<u>Contractor</u> <u>Volunteers</u> <u>Full Time Employee</u> <u>Part Time Employee</u>	
7. Is there a Mausoleum?	YES
a) age of building (in years)	33
b) number of crypts	116
c) is it at or near capacity?	YES
d) average sale price per crypt?	
(I) perpetual care amount	\$
(II) crypt amount	\$
8. Do you plan to withdrawal any savings from the MAP Trust in the next 12 months?	NO
If so, how much?	\$

Diocese of Altoona-Johnstown
 Attachment to Cemetery Report for June 30, 2023

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)? 116

2 How many crypts are not yet sold? 0

3 Does your mausoleum feature an inside chapel or meditation room? NO

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 \$ 1,200.00
 (B) Repair to the structure \$ Power Wash
 (C) Improvements \$ _____

6 What repairs or improvements to your Mausoleum/Cemetery do you foresee?:
 (A) This coming year: Fix headstones that are deteriorated
 Estimated cost: \$ 15,000.00
 (B) In the next five years: Possibly add a Columbarian
 Estimated cost: \$ Unknown at this time