

Cemetery ID Number: _____
Name of Cemetery: SACRED HEART, ST. MARY'S & ST. JOHN'S
Name of Parish: HOLY FAMILY
Location of Parish: 509 CALDWELL AVE., PORTAGE, PA 15946

DIOCESE OF ALTOONA-JOHNSTOWN
ANNUAL REPORT OF CEMETERY OPERATIONS

FROM JULY 1, 2023 TO JUNE 30, 2024

INSTRUCTIONS

1. Please mail or e-mail (finance@dioceseaj.org) all completed reports by **September 30** to the Finance Office, 2713 West Chestnut Avenue, Altoona, PA 16601
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 8/13/2024 Signed J. Thomas J. Stabile, J.D.R. Pastor or
Date 8/13/2024 Signed Greg Telysk Parish Administrator
Chairman
of the Finance Council

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

ANNUAL RECEIPTS & EXPENDITURES

for the year ended June 30, 2024

<u>CASH RECEIPTS:</u>	ORDINARY FUND	PERPETUAL CARE FUND
1. Investment Income - Perpetual Care Fund		\$ 2025
2. Other Perpetual Care Funds Received		
3. Sales of Graves and Plots	\$ 6400	
4. Foundation/Permit Fees	170	
5. Investment Income - Ordinary	21388.24	
6. Annual Care Charges		
7. Grave Opening Charges	2650	
8. Misc Receipts:		
Description: (attach schedule if necessary)		
Plot Payments 950		
Vases/Inserts 10		
Donations 200		
Maintenance 1104		
Engraving 215	2479	
TOTAL CASH RECEIPTS	\$ 33087.24	\$ 2025

CASH EXPENDITURES:

1. Salaries & Payroll Taxes/Benefits	\$ 2310
2. Fees to Open/Close Graves	
3. General Maintenance	958.1
4. Lawn Maintenance	6890
5. Machine Maintenance	
6. Office Expenses	
7. Returned Graves	
8. Cemetery Improvements and Development	1200
9. Misc Expenditures:	
Description: (attach schedule if necessary)	
Wyse/Shoemaker (Teno) 215	
ICF 2025	
	2240
TOTAL CASH EXPENDITURES	\$ 13598.1

Excess (Deficit) for Ordinary Fund \$ 19489.14

ASSETS & LIABILITIES
As of June 30, 2024

CURRENT ASSETS OF CEMETERY:

Cash in Bank:

Ordinary Fund \$ 65155.88

Perpetual Care Fund _____

TOTAL

\$ 65155.88

Investments (attach schedule):

Ordinary Fund _____

Perpetual Care Fund _____

TOTAL

Loans Receivable:

Parish _____

Others (attach schedule) _____

TOTAL

Other Assets: (attach schedule)

TOTAL ASSETS OF CEMETERY

\$ 65155.88

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, 2023	\$ 45666.74	\$
Add:		
Receipts for the Year, per Annual Report	33087.24	
Deduct:		
Expenditures for the Year, per Annual Report	(13598.1)	
Add or (Deduct):		
Bank Transfers between Ordinary/Perpetual		
Bank Transfers to/from Parish accounts		
Ending Balance, June 30, 2024	\$ 65155.88	\$

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 26
2. Purchase Price per Grave 112.50/137.50
 - a) perpetual care amount \$ 450/550
 - b) plot sale amount \$
3. Is there an Operating Budget for the next 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? NO

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>
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7. Is there a Mausoleum? YES
 - a) age of building (in years) 34
 - 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, 2024

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)? | <u>116</u> |
| 2 | How many crypts are not yet sold? | <u>0</u> |
| 3 | Does your mausoleum feature an inside chapel or meditation room? | <u>No</u> |
| 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? | |

Attaching items with command hooks and wire.

- 5 Please report here the amount of money spent this past year on your mausoleum:

(A) Maintenance	\$ <u>1,200.00</u>
(B) Repair to the structure	\$ <u>POWER WASH</u>
(C) Improvements	\$ _____

- 6 What repairs or improvements to your mausoleum do you foresee?:

(A) This coming year:	<u>POWER WASH STRUCTURE AND SIDEWALKS</u>
Estimated cost:	\$ <u>1,500.00</u>
(B) In the next five years:	_____
Estimated cost:	\$ _____

MAP Balance as of June 30, 2024	\$ 94,314.25
Independent Catholic Foundation as of June 30, 2024	\$ 437,731.23

Cemetery Committee Members:

John Bandzuh

Matthew Decort, Decort Funeral Home

Earnest Eneidy

Francis Grecek

Ed Myers, Myers Cemetery Care

Julia Myers

Jordan Rodgers

Ronald Rodgers, Chairperson

Adam Skomra

Nancy Sherbine

Pamela A. Ellis, Director

Very Rev. Thomas Stabile, T.O.R., Pastor



Independent Catholic Foundation
3618 5th Avenue, Suite 1
Altoona, PA 16602

Statement of Activity

Our Lady of the Sacred Heart Parish (Portage) Cemetery Fund
For the Period from July 01, 2023 through June 30, 2024

Beginning Balance	410,483.10
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Receipts

Contributions	1,237.50
Dividends - WT	3,938.30
Interest - WT	4,959.51
Realized Gains (Losses) Fdn Invest - WT	-945.76
Unrealized Gains (Losses) Fdn Invest - WT	42,902.35
Period Total Receipts	52,091.90

Distributions

Admin Fee Expense (ICF)	(4,735.39)
Custody Fees (WT)	(183.41)
Grant Expense - External	(19,612.72)
Invest Mgmt Fees (Cornerstone/Breckinridge)	(312.25)
Period Total Distributions	(24,843.77)

Ending Balance	437,731.23
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Spendable Balance	0.00
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Donations

Date	Donor	Amount
2023-09-11	Holy Family Catholic Church (Portage)	675.00
2024-02-01	Holy Family Catholic Church (Portage)	562.50

Grants

Date	Grantee	Amount
2023-07-24	Holy Family Catholic Church (Portage)	(19,612.72)