

Cemetery ID Number:

Name of Cemetery:

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

Name of Parish:

HOLY FAMILY PARISH

Location of Parish:

509 CALDWELL AVE, PORTAGE, PA 15946

**DIOCESE OF ALTOONA-JOHNSTOWN
ANNUAL REPORT OF CEMETERY OPERATIONS**

FROM JULY 1, 2024 TO JUNE 30, 2025

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 9/19/2025 Signed *J. Thomas J. Stabile, T.O.R.* Pastor or
 Parish Administrator
 Date 9/19/2025 Signed *Aug J. Pelgato* 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, 2025

| <u>CASH RECEIPTS:</u> | ORDINARY FUND | PERPETUAL CARE FUND |
|---|----------------------|-----------------------------|
| 1. Investment Income - Perpetual Care Fund | | \$ <u>612.5</u> |
| 2. Other Perpetual Care Funds Received | | <u> </u> |
| 3. Sales of Graves and Plots | \$ <u>2,450.00</u> | <u> </u> |
| 4. Foundation/Permit Fees | <u>100</u> | |
| 5. Investment Income - Ordinary | <u>20,728.70</u> | |
| 6. Annual Care Charges | | |
| 7. Grave Opening Charges | <u>4,450.00</u> | |
| 8. Misc Receipts: | | |
| Description: (attach schedule if necessary) | | |
| <u>Plot Payments</u> 570 | | |
| <u>Vases/Inserts</u> 170.00 | | |
| <u>Donations</u> 825 | | |
| <u>Engraving/Lettering</u> 905 | | |
| <u>Cemetery Maintenance</u> 1,120.00 | <u>3590</u> | |
| TOTAL CASH RECEIPTS | \$ <u>31318.7</u> | \$ <u>612.5</u> |

CASH EXPENDITURES:

| | |
|---|-----------------------------|
| 1. Salaries & Payroll Taxes/Benefits | \$ <u>1950</u> |
| 2. Fees to Open/Close Graves | <u> </u> |
| 3. General Maintenance | <u>1101.46</u> |
| 4. Lawn Maintenance | <u>6705</u> |
| 5. Machine Maintenance | <u> </u> |
| 6. Office Expenses | <u>216.49</u> |
| 7. Returned Graves | <u>200</u> |
| 8. Cemetery Improvements and Development | <u>1200</u> |
| 9. Misc Expenditures: | |
| Description: (attach schedule if necessary) | |
| <u>ICF</u> 612.5 | |
| <u>Wyse/Shoemaker</u> 905 | |
| <u>Laurel Mt. Tree Removal</u> 6,000.00 | <u>7517.5</u> |
| TOTAL CASH EXPENDITURES | \$ <u>18890.45</u> |

| | |
|--|--------------------|
| Excess (Deficit) for Ordinary Fund | \$ <u>12428.25</u> |
|--|--------------------|

ASSETS & LIABILITIES
As of June 30, 2025

CURRENT ASSETS OF CEMETERY:

Cash in Bank:

Ordinary Fund \$ 77584.13

Perpetual Care Fund _____

TOTAL \$ 77584.13

Investments (attach schedule):

Ordinary Fund _____

Perpetual Care Fund _____

TOTAL _____

Loans Receivable:

Parish _____

Others (attach schedule) _____

TOTAL _____

Other Assets: (attach schedule) _____

TOTAL ASSETS OF CEMETERY \$ 77584.13

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, 2024 | \$ <u>65155.88</u> | \$ _____ |
| Add: | | |
| Receipts for the Year, per Annual Report | <u>31318.7</u> | _____ |
| Deduct: | | |
| Expenditures for the Year, per Annual Report | (<u>18890.45</u>) | _____ |
| Add or (Deduct): | | |
| Bank Transfers between Ordinary/Perpetual | _____ | _____ |
| Bank Transfers to/from Parish accounts | _____ | _____ |
| Ending Balance, June 30 0, 2025 | \$ <u>77584.13</u> | \$ _____ |

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 | _____ 25 |
| 2. Purchase Price per Grave | |
| a) perpetual care amount | \$ \$112.50/\$137.50 - \$125/\$150 |
| b) plot sale amount | \$ \$450//\$500 - \$500/\$600 |
| 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? | 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> | |
| 7. Is there a Mausoleum? | Yes |
| a) age of building (in years) | _____ 35 |
| b) number of cypts | _____ 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, 2025

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?

Attaching Command Hooks, Wire, Place Photos with Glue

- 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 do you foresee?:
 - (A) This coming year: Power Wash Structure and Sidewalks
Estimated cost: \$ 1,500.00
 - (B) In the next five years: Install a Columbarium
Estimated cost: \$ 50,000 Approx.



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, 2024 through June 30, 2025

| | |
|---|--------------------|
| Beginning Balance | 437,731.23 |
| Receipts | |
| Contributions | 1,150.00 |
| Dividends - WT | 4,074.74 |
| Interest - WT | 5,873.83 |
| Realized Gains (Losses) Fdn Invest - WT | 9,015.16 |
| Unrealized Gains (Losses) Fdn Invest - WT | 27,841.20 |
| Period Total Receipts | 47,954.93 |
| Distributions | |
| Admin Fee Expense - WT (ICF) | (4,393.32) |
| Custody Fees (WT) | (168.63) |
| Grant Expense - External | (20,132.26) |
| Invest Mgmt Fees (Cornerstone/Breckinridge) | (341.12) |
| Period Total Distributions | (25,035.33) |
| Ending Balance | 460,650.83 |
| Spendable Balance | 0.00 |

Donations

| <u>Date</u> | <u>Donor</u> | <u>Amount</u> |
|-------------|------------------------------|---------------|
| 2024-07-05 | Holy Family Parish (Portage) | 787.50 |
| 2025-03-21 | Holy Family Parish (Portage) | 362.50 |

Grants

| <u>Date</u> | <u>Grantee</u> | <u>Amount</u> |
|-------------|------------------------------|---------------|
| 2024-08-16 | Holy Family Parish (Portage) | (20,132.26) |