

**City of Edmonds  
Edmonds Memorial Cemetery Board  
Meeting Minutes  
November 19, 2015  
Frances Anderson Center, Room 113**

**Call to Order**

The meeting was called to order by Jerry Janacek at 4:03 pm

**Members Present**

Melissa Johnson, Jerry Janacek, Dale Hoggins, Patrick Kelly, Peggy Irwin. Joan Longstaff had an excused absence.

**Staff Present**

Cliff Edwards

**Guests**

**Approval of Minutes:**

October 15, 2015 minutes were approved with correction to attach the sales report.

**Financial Report**

- Cemetery fund has a beginning cash balance of \$128,199.11 and ending cash balance of \$128,478.91
- Receipts were reviewed and approved

**Chair's Report**

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**Staff Report**

		Month	Total	Goal
SALES:	GRAVE SITES	0	18	40
	NICHES	0	13	25
BURIALS:	IN GROUND	2	32	55
	INURNMENTS	1	19	25

- The Cemetery Board Monument names need to be re-highlighted at a cost of \$438. Cliff recommended it be done.

**Old Business**

- Cook Monument Repair: Quiring came and gave an estimate to repair the monument, \$1,204.50, but it has not yet been approved. It will be discussed with the family.

- Rules and Regulations: to be discussed further at the next meeting.

### **New Business:**

- Proposed Officers were voted in: Chair: Jerry Janacek, Vice-Chair: Melissa Johnson, Secretary: Peggy Irwin
- Georgia Wright called and wanted to know if the Cemetery wanted to be in the directory for the Chamber of Commerce for \$545 for a half page ad. Melissa motioned to approve, Pat seconded it and it was approved.

### **Announcements**

### **Adjournment**

A motion was made to adjourn by Patrick at 4 :58 pm, Dale seconded the motion and the meeting was adjourned.

### **Next Meeting:**

January 21, 2016

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

	<u>Total</u>	<u>Cemetery Fund 130</u>	<u>Trust Fund 137</u>
<b>Beginning Cash Balance</b>	<b>\$ 1,004,619.57</b>	<b>\$ 125,300.67</b>	<b>\$ 879,318.90</b>
<b>Beginning Memorial/Gift Program Balance</b>	<b>\$ 2,898.44</b>	<b>\$ 2,898.44</b>	<b>\$ -</b>
<b>Total</b>	<b>1,007,518.01</b>	<b>128,199.11</b>	<b>879,318.90</b>

**Receipts**

141170	Valerie Dailey	865.00	778.50	86.50
141171	Anette Ferrouge-Gaddis	1,506.00	1,355.40	150.60
141172	Masoub A Salehi	4,000.00	3,600.00	400.00
141173	Jonathan Chinn	2,000.00	1,800.00	200.00
141174	Bokhee An Cooper	500.00	450.00	50.00
141175	Bokhee An Cooper	3,346.00	3,011.40	334.60
141176	Beck's Funeral Home	1,774.00	1,596.60	177.40
141177	Timothy Leighton	300.00	270.00	30.00
141178	Randall E Libby	100.00	90.00	10.00
<b>Total</b>		<b>\$ 14,391.00</b>	<b>\$ 12,951.90</b>	<b>\$ 1,439.10</b>

**Investments and Transfers**

Interfund Transfer In	-		
Bank Interest	435.05	56.01	379.04
<b>Total</b>	<b>\$ 435.05</b>	<b>\$ 56.01</b>	<b>\$ 379.04</b>

**Disbursements**

Salaries & Benefits	10,925.83	10,925.83	0.00
Quiring Monuments	210.00	210.00	0.00
Automatic Wilbert Vault Co	-		0.00
American Cemetery & Cremation	45.00	45.00	0.00
Frontier	82.59	82.59	0.00
Melissa Johnson	-		0.00
Comcast	-		0.00
Dex Media West Inc	68.08	68.08	0.00
Issaquah Honda Kubota	-		0.00
Edmonds Auto Parts	-		0.00
Home Depot	-		0.00
Town & Country Fence Inc	-		0.00
Vehicle Rental	832.00	832.00	0.00
Edmonds Water Division	151.72	151.72	0.00
October Merchant Services	344.61	344.61	0.00
<b>Total</b>	<b>\$ 12,659.83</b>	<b>\$ 12,659.83</b>	<b>\$ -</b>

<b>Vouchers Payable</b>	<b>\$ (68.28)</b>	<b>\$ (68.28)</b>	<b>\$ -</b>
<b>Ending Cash Balance</b>	<b>\$ 1,006,717.51</b>	<b>\$ 125,580.47</b>	<b>\$ 881,137.04</b>

<b>Beginning Memorial / Gift Program Balance</b>	<b>\$ 2,898.44</b>	<b>2,898.44</b>	<b>0.00</b>
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<b>Ending Memorial / Gift Program Balance</b>	<b>\$ 2,898.44</b>	<b>\$ 2,898.44</b>	<b>\$ -</b>
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<b>Grand Total</b>	<b>\$ 1,009,615.95</b>	<b>\$ 128,478.91</b>	<b>\$ 881,137.04</b>
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<b>Interfund Loan Payable/Receivable</b>	<b>\$ -</b>	<b>\$ -</b>	
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