

Tulare Public Cemetery District
900 EAST KERN AVENUETULARE, CALIFORNIA 93274**PHONE (559) 686-5544**

BOARD AGENDA

Regular Board Meeting
April 22, 2021
9:00 A.M.

DOORS WILL OPEN AT 9:00AM. DUE TO COVID-19 ALL ENTERING WILL BE REQUIRED TO KEEP A 6FT DISTANCE FROM OTHERS ATTENDING. FACE MASKS ARE RECOMMENDED.

**THIS MEETING WILL BE AVAILABLE VIA CONFERENCE CALL.
PLEASE CALL 1-978-990-5262. ACCESS CODE IS 8540315*.**

PRELIMINARIES:

- 1.1 Call to Order
- 1.2 Roll Call
- 1.3 Pledge of Allegiance
- 1.4 Moment of Silence in Memory of Those Who Have Passed
- 1.5 Recognition of Visitors
- 1.6 Public Comment (three (3) minutes per person)
- 1.7 Trustee's Comments (three (3) minutes per person)

**NOTICE TO THE PUBLIC
PUBLIC COMMENT PERIOD**

AT THIS TIME, MEMBERS OF THE PUBLIC MAY COMMENT ON ANY ITEM THAT IS NOT ON THE AGENDA THAT IS WITHIN THE JURISDICTION OF THE BOARD. Under state law, matters presented under this item cannot be discussed or acted upon by the board at this time. For items appearing on the agenda, the public is invited to make comments at the time the item comes up for board consideration. Any person addressing the board will be limited to a maximum of three (3) minutes so that all interested parties have an opportunity to speak

OPEN SESSION – AGENDA ITEMS: (All items are subject to discussion and possible action by the Board of Trustees.)

- 2.1 Cemeterians Report
- 2.2 Trustee Personal Comments to The Public
- 2.3 Approval of March 25, 2021 Regular Minutes & April 7, 2021, April 8, 2021 and April 16, 2021 Special Board Meeting
- 2.4 April 2021 Financials
- 2.5 Approval of 2019-2020 Annual Audit
- 2.6 Approval of Kern Cemetery Burial Rights for Competitive Bid
- 2.7 Future Projects Discussion
- 2.8 Ad Hoc Committee on Manager Search

CLOSED SESSION – ITEMS:

- 3.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation (Government Code Section 54956.9(d)(2))
Claims by Jesse Martin
- 3.2 Public Employee Appointment/Employment-Consideration and possible appointment (Government Code Section 54957) For the Position of: Manager. The Board may meet in a continuous closed session each business day on this topic beginning immediately upon recess of the open portion of this meeting through May 27, 2021 to deliberate on the possible appointment.
- 3.3 PUBLIC EMPLOYEE DISCIPLINE, DISMISSAL, OR RELEASE
(Government Code Section 54957)

OPEN SESSION – REPORT OUT OF CLOSED SESSION:
ADJOURNMENT:

OPEN SESSION AGENDA ITEMS
NOTICE TO THE PUBLIC

ALL WRITINGS, MATERIALS AND INFORMATION PROVIDED TO THE BOARD FOR THEIR CONSIDERATION RELATING TO ANY OPEN SESSION AGENDA ITEMS OF THE MEETING ARE AVAILABLE FOR PUBLIC INSPECTION DURING NORMAL BUSINESS HOURS MONDAY THROUGH FRIDAY 8:00 AM – 5:00 PM AT THE ADMINISTRATION OFFICE OF THE DISTRICT LOCATED AT 900 E. KERN AVE., TULARE, CA 93274

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU SHOULD NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE BOARD OFFICE AT (559) 686-5544 FORTY-EIGHT (48) HOURS PRIOR TO THIS MEETING.

Rules of Decorum

- Meetings of the Tulare Cemetery District shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and that the deliberative process of the Trustees is retained at all times.
- No person in the audience at a District meeting shall engage in disorderly, boisterous conduct or other acts which disturb, disrupt or otherwise impede the orderly conduct of any District meeting.
- The Chair shall request that a person who is breaching the rules of decorum be orderly and silent. If, after receiving a warning from the Chair, a person persists in disturbing the meeting, the Chair shall order him or her, to leave the District meeting.
- If such person does not remove himself or herself, the Penal Code provides that every person who, without authority of law, willfully disturbs or breaks up any meeting, not unlawful in its character, is guilty of a misdemeanor.

Addressing the Cemetery Board

- No person shall address the Trustees without first being recognized by the Chair.
- Each person shall confine his or her remarks to the agenda item.
- Each person shall limit his or her remarks for business items or oral communications to three minutes, with a total of 15 minutes allotted for the Public Comment Period unless further time is granted by the Chair.
- All remarks shall be addressed to the Trustees as a whole and not to any single member thereof, unless in response to a question from such member.
- No question may be asked of the Trustees without permission of the Chair.

Trustee Conduct

- The Tulare Public Cemetery Trustees agree to disagree.
- The Tulare Public Cemetery Trustees when desiring to speak shall address the Chair and confine their remarks to the questions under debate.
- The Tulare Public Cemetery Trustees will use respectful language, will not shout nor use aggressive behavior when communicating ideas, beliefs or comments.
- The Tulare Public Cemetery Trustees will not allow personal attacks on staff, each other, or the public.
- The Tulare Public Cemetery Trustees will not condone issues brought before the board that warrant public review without allowing the staff to review the situation and/or permission to add to the board agenda. Issues that warrant review, discussion and/or consideration of the legislative body shall be presented at an open and public meeting in a courteous and professional manner.
- The Tulare Public Cemetery Trustees will not condone grandstanding.
- The Tulare Public Cemetery Trustees will not belabor issues that have either been resolved or tabled to ensure continued productive discussions and decisions.
- The Tulare Public Cemetery Trustees will be proactive in addressing disagreements with fellow members or staff by directly addressing concerns with that member through meaningful and respectful dialogue.

Tulare Public Cemetery District
Regular Board Meeting Minutes
March 25, 2021

CALL TO ORDER:

The Tulare Public Cemetery board meeting was called to order at 11:01 a.m., at 469 N. Cherry Street, Tulare, California by Chairperson Xavier Avila. Other Trustees present were Vice Chairperson Jim Pennington, Secretary Steve Presant and Trustee Alberto Aguilar. Trustee Charlie Ramos arrived at 11:20 a.m.

RECOGNITION OF VISITORS:

PUBLIC COMMENTS:

Eight members of the public in attendance made comments.

TRUSTEE COMMENTS:

All five Trustees provided comments.

The meeting was recessed at 11:29 a.m. and back to open at 11:38 a.m.

2.1 The Cemeterians reported that they will be having a clean-up Saturday April 24 9-11 a.m. at Kern Cemetery.

2.2 Reviewed meeting minutes. Presant moved and Ramos seconded corrected minutes. Vote (4-1) with Aguilar opposed.

2.3 Reviewed financials. Presant motioned and Ramos seconded. Vote (4-1) with Aguilar opposed. Board approved motion to have Audit committee review Payroll Detail report. Vote (5-0)

2.4 Audit Committee Chair Presant reported on last meeting with last approved meeting minutes.

2.5 Approval of Resolution 2020/21-1. Presant moved to approve resolution with date correction. Pennington seconded. Vote (4-1) with Aguilar opposed.

2.6 Approval to amend existing 2020-21 annual budget. Presant moved to approve, Pennington seconded. Vote (4-1) with Aguilar opposed.

2.7 Report on progress of Ad Hoc Committee on Forensic Audit. Chair Avila tabled to next meeting agenda.

2.8 Chair Avila presented the names of the members of the new Ad Hoc Committee on Verification Protocol. They are Vicky Gordon, Sharon Allison-Crook , Xavier Avila and Charlie Ramos

2.9 Flower Policy. Chair Avila tabled to next meeting agenda.

Tulare Public Cemetery District
Regular Board Meeting Minutes
March 25, 2021

2.10 Update on Rules and Regulations. Ramos moved approval and Pennington seconded. Vote (4-1) with Aguilar opposed.

2.11 Complaint Form and Complaints. Chair Avila tabled to next meeting agenda.

2.12 Mower Bid. Presant moved to have the order placed through Calif Turf, Pennington seconded. Vote (4-1) with Aguilar opposed.

2.13 Server Bid. Chair Avila tabled.

2.14 Hiring of Foreman. No action taken.

ADJOURNED TO CLOSED SESSION

Went to Closed Session at 1:26 p.m.

OPEN SESSION FROM CLOSED SESSION:

A settlement with the Jacinto family in the amount of \$3,058 pending final execution. Vote (4-1) with Aguilar opposed.

ADJOURNMENT:

Chairperson Avila adjourned the meeting at 5.25 p.m.

Respectfully Submitted,

Board Secretary

Tulare Public Cemetery District
Special Board Meeting Minutes
April 7, 2021

CALL TO ORDER:

The Tulare Public Cemetery board meeting was called to order at 9:00 a.m. at 900 E Kern Ave, Tulare, California by Chairperson Xavier Avila Trustees also present were Vice Chairperson Jim Pennington, Secretary Steve Presant, Trustee Alberto Aguilar and Trustee Charlie Ramos

OPEN SESSION:

2.1 Agenda item cancelled

ADJOURNED TO CLOSED SESSION

OPEN SESSION FROM CLOSED SESSION:

Chair Avila reported a vote of 5-0 to suspend manager on paid leave until April 16.

ADJOURNMENT:

Chairperson Avila adjourned the meeting at 11:50 a.m.

Respectfully Submitted,

Board Secretary

Tulare Public Cemetery District
Special Board Meeting Minutes
April 8, 2021

CALL TO ORDER:

The Tulare Public Cemetery board meeting was called to order at 1:00 p.m., at 900 E Kern Ave, Tulare, California by Chairperson Xavier Avila. Trustees present were Chairperson Xavier Avila, Vice Chairperson Jim Pennington, Secretary Steve Present, Trustee Alberto Aguilar and Trustee Charlie Ramos

OPEN SESSION:

2.1 – Position of Interim Manager: Phyllis Schneider appointed interim manager. Motion by Jim Pennington to appoint Phyllis Snyder to interim manager and allow Steve Present to contact County Counsel pending bylaws and contractual issues, Second by Steve Present; Vote 4-1 Aguilar Opposed.

2.3 – Position of interim Clerk: Lydia Cervantes to be appointed as Clerk, discussion regarding duties of Clerk. Motion by Steve Present, Second by Jim Pennington, 5-0 approved.

2.4—M. Green & Company Contract. M. Green & Company will handle payroll, checks, training, and bookkeeping for the District. Ramos moved to approve the agreement and authorize chair to sign contract, Second by Pennington, vote 4-1, Aguilar opposed.

2.2—Position of new manager: Job description prepared, handed out to Board and public. Education and work background requirements discussed by Trustee Ramos, Empathy very important to position, echoed by all Trustees. Suggestion to use professional recruiter by Charlie Ramos; Motion by Aguilar to use outside agency to hire a new manager. No Second. Chair formed an ad hoc committee to find and present a recruiter to the Board, consisting of Pennington and Ramos.

ADJOURNED TO CLOSED SESSION: 2:30 PM

ADJOURNMENT:

With nothing to report out of Closed Session Chairperson Avila adjourned the meeting at 3:45 p.m.

Respectfully Submitted,

Board Secretary

Tulare Public Cemetery District
Special Board Meeting Minutes
April 16, 2021

CALL TO ORDER:

The Tulare Public Cemetery board meeting was called to order at 9:00 a.m. at 900 E Kern Ave, Tulare, California by Chairperson Xavier Avila Trustees also present were Vice Chairperson Jim Pennington and Charlie Ramos. Secretary Steve Presant called in and left the meeting at 9:50 a.m. Trustee Alberto Aguilar called into meeting and left the meeting at 9:20 a.m.

OPEN SESSION:

Opened at 9:00 a.m.

ADJOURNED TO CLOSED SESSION

OPEN SESSION FROM CLOSED SESSION:

ADJOURNMENT:

With nothing to report out of Closed Session Chairperson Avila adjourned the meeting at 11:55 a.m.

Respectfully Submitted,

Board Secretary

Tulare Public Cemetery District
Balance Sheet
As of March 31, 2021

	Mar 31, 21
ASSETS	
Current Assets	
Checking/Savings	
00 · Clearing Acct.	5.74
10100 · Petty Cash	310.51
10150 · Bank of The Sierra - CHK ACCT	46,034.65
10500 · Cash in Treasury (772)	345,480.51
10600 · Endowment - Reserved (773)	
1620 · Edowment Care 1620	316,017.92
10600 · Endowment - Reserved (773) - Other	1,255,144.60
Total 10600 · Endowment - Reserved (773)	1,571,162.52
10700 · Cash in Expansion Account (807)	95,166.23
10900 · Endowment - Unreserved (817)	353,004.61
Total Checking/Savings	2,411,164.77
Other Current Assets	
10 · Customer Balance Due	263.17
12001 · Undeposited Funds	35.00
Total Other Current Assets	298.17
Total Current Assets	2,411,462.94
TOTAL ASSETS	2,411,462.94
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	56,619.35
Total Accounts Payable	56,619.35
Other Current Liabilities	
24000 · Payroll Liabilities	62.20
24010 · Pension Payable	3,776.45
24020 · Health Insurance Payable	582.94
25500 · Sales Tax Payable	4,445.93
Total Other Current Liabilities	8,867.52
Total Current Liabilities	65,486.87
Total Liabilities	65,486.87
Equity	
30000 · Opening Balance Equity	2,282,733.86
31100 · Retain Earnings	-17,814.90
Net Income	81,057.11
Total Equity	2,345,976.07
TOTAL LIABILITIES & EQUITY	2,411,462.94

Tulare Public Cemetery District
Profit & Loss Budget Performance

March 2021

	Mar 21	Budget	Jul '20 - Mar 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
3999 · Total Beginning Cash Available	0	23,450	0	211,046	281,394
4000 · County Taxes	0	15,785	113,192	142,063	189,418
4801 · Interest Income - 772	1,097	250	3,763	2,250	3,000
5400 · Charges for Current Services	89,852	61,029	787,094	549,259	732,345
5805 · Misc. Revenue	6,403	167	24,193	1,500	2,000
5834 · Restitution	200	100	800	900	1,200
5835 · Other Revenue	0	667	3,912	6,000	8,000
Total Income	97,552	101,446	932,954	913,018	1,217,357
Expense					
101 · Returned Checks	0		0		
6000 · Payroll and Employee Benefits					
6001 · Regular Payroll	34,458	27,500	280,754	247,500	330,000
6002 · Overtime	786	250	10,351	2,250	3,000
6004 · Benefits	7,047	6,250	48,729	56,250	75,000
6005 · Extra Help	0	2,243	13,866	20,184	26,912
6008 · Directors Fees	0	333	2,625	3,000	4,000
6011 · Retirement-SD Portion	3,031	3,125	30,415	28,125	37,500
6012 · Social Security and Medicare	2,652	2,654	22,630	23,884	31,845
6015 · Workers Compensation Ins	916	2,083	7,328	18,750	25,000
6016 · Unemployment Ins.	136	167	1,972	1,500	2,000
6000 · Payroll and Employee Benefits - Other	0	0	7,007	0	0
Total 6000 · Payroll and Employee Benefits	49,026	44,605	425,677	401,443	535,257
7003 · Penalties	0	42	569	375	500
7004 · Clothing and Personal Supplies	0	583	3,319	5,250	7,000
7005 · Telecommunications	431	500	3,994	4,500	6,000
7006 · Vaults and Crypts	13,959	6,250	84,832	56,250	75,000
7009 · Household Supplies	0	125	1,708	1,125	1,500
7010 · Insurance	3,885	1,667	11,955	15,000	20,000
7030 · Maintenance and Repairs	42,066	9,167	159,593	82,500	110,000
7036 · Office Supplies and Expense	1,288	2,083	15,191	18,750	25,000
7039 · Miscellaneous	50	58	2,179	525	700
7043 · Professional Fees	2,214	3,333	34,661	30,000	40,000
7045 · Security	1,714	208	20,856	1,875	2,500
7059 · Publications and Legal Notices	0	250	3,354	2,250	3,000
7073 · Training / Education	0	833	3,764	7,500	10,000
7081 · Utilities	5,050	3,333	45,726	30,000	40,000

Tulare Public Cemetery District Profit & Loss Budget Performance

March 2021

	Mar 21	Budget	Jul '20 - Mar 21	YTD Budget	Annual Budget
7425 · Taxes	0	108	1,725	975	1,300
8001 · Graves Repurchase	600	417	9,800	3,750	5,000
8100 · Building and Improvements	17,791	20,833	28,584	187,500	250,000
8300 · Equipment	0	6,250	106,257	56,250	75,000
Total Expense	138,074	100,646	963,741	905,818	1,207,757
Net Ordinary Income	-40,522	800	-30,787	7,200	9,600
Other Income/Expense					
Other Income					
9100 · Endowment	9,523	5,000	70,765	45,000	60,000
9101 · Endowment Revenue	4,682	2,500	19,234	22,500	30,000
9102 · Interest Income - EC	0	0	0	0	0
9100 · Endowment - Other	0	0	0	0	0
Total 9100 · Endowment	14,205	7,500	89,999	67,500	90,000
9200 · Fund for Future Expansion - 807					
9201 · Rent and Concessions - 807	4,200	750	4,200	6,750	9,000
9203 · Interest Income - 807	272	117	995	1,050	1,400
9204 · Future Expansion Current Service	0	1,250	14,351	11,250	15,000
9200 · Fund for Future Expansion - 807 - Other	0	0	0	0	0
Total 9200 · Fund for Future Expansion - 807	4,472	2,117	19,546	19,050	25,400
9300 · Unreserved Funds - 817					
9301 · Interest Income - 817	1,062	417	4,379	3,750	5,000
9300 · Unreserved Funds - 817 - Other	0	0	0	0	0
Total 9300 · Unreserved Funds - 817	1,062	417	4,379	3,750	5,000
Total Other Income	19,739	10,033	113,924	90,300	120,400
Other Expense					
7432 · Appropriation for Contingencies	0	10,833	0	97,500	130,000
9999 · COVID 19 Expenses	0		2,080		
Total Other Expense	0	10,833	2,080	97,500	130,000
Net Other Income	19,739	-800	111,844	-7,200	-9,600
Net Income	-20,783	0	81,057	0	0

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04/19/21

Accrual Basis

Tulare Public Cemetery District
Check List Without Payroll
March 2021

Date	Num	Name	Amount	Balance
10150 - Bank of The Sierra - CHK ACCT				
03/01/2021		Intuit	-18.00	-18.00
03/01/2021	2649	AT & T Phone's	-186.28	-204.28
03/03/2021	2567	Alberto Aguilar	-100.00	-304.28
03/03/2021	2568	California Industrial ...	-59.10	-363.38
03/03/2021	2569	Carlos Ramos	-200.00	-563.38
03/03/2021	2570	CARQUEST AUTO ...	-23.73	-587.11
03/03/2021	2571	James E. Pennington	-100.00	-687.11
03/03/2021	2572	Kaweah Lift. Inc	-49,784.18	-50,471.29
03/03/2021	2573	Reed Shaffer	-223.19	-50,694.48
03/03/2021	2574	Res Com	-45.00	-50,739.48
03/03/2021	2575	Spraying Devices, Inc.	-152.41	-50,891.89
03/08/2021		Intuit	-2,178.00	-53,069.89
03/10/2021	2580	Sharon M Costa	-600.00	-53,669.89
03/16/2021	2581	Battery Pro	-964.07	-54,633.96
03/16/2021	2650	AT & T Mobility	-70.00	-54,703.96
03/16/2021	2651	Southern California ...	-811.46	-55,515.42
03/17/2021	2582	CA Turf Equipment ...	-46.07	-55,561.49
03/17/2021	2583	Ewing Irrigation & La...	-874.14	-56,435.63
03/17/2021	2584	Gary V. Burrows Inc.	-75.43	-56,511.06
03/17/2021	2585	Giotto's Alarm Tech,...	-321.73	-56,832.79
03/17/2021	2586	Home Depot Cedit S...	-436.07	-57,268.86
03/17/2021	2587	Illinois MidWest Insu...	-916.00	-58,184.86
03/17/2021	2588	Insurica	-3,885.00	-62,069.86
03/17/2021	2589	Office Depot	-474.95	-62,544.81
03/17/2021	2590	Reed Shaffer	-1,270.64	-63,815.45
03/17/2021	2591	Res Com	-45.00	-63,860.45
03/17/2021	2592	RTDennis Accounta...	-9,540.00	-73,400.45
03/17/2021	2593	Spence Fence Com...	-650.00	-74,050.45
03/17/2021	2594	Valley Industrial Med...	-50.00	-74,100.45
03/17/2021	2595	Waste Management/...	-814.98	-74,915.43
03/17/2021	2596	Wilbur - Ellis Compa...	-29.00	-74,944.43
03/17/2021	2597	Wizix	-171.99	-75,116.42
03/19/2021	2652	City of Tulare	-961.88	-76,078.30
03/25/2021	2653	AT & T Phone's	-174.36	-76,252.66
03/29/2021	25601	Battery Pro	-100.59	-76,353.25
03/29/2021	25602	Ewing Irrigation & La...	-413.07	-76,766.32
03/29/2021	25603	Gary V. Burrows Inc.	-370.89	-77,137.21
03/29/2021	25604	Lowe's	-844.59	-77,981.80
03/29/2021	25605	M. Green and Comp...	-350.00	-78,331.80
03/29/2021	25606	Morris Levin & Son	-77.66	-78,409.46
03/29/2021	25607	National Business F...	-452.83	-78,862.29
03/29/2021	25608	Reed Shaffer	-117.55	-78,979.84
03/29/2021	25609	SoCalGas	-117.54	-79,097.38
03/29/2021	25610	TF Tire & Service	-91.20	-79,188.58
03/29/2021	25611	The Carpet Shoppe I...	-14,268.00	-93,456.58
03/29/2021	25612	Tulare County Coun...	-479.00	-93,935.58
03/29/2021	25613	US Bank Equipment ...	-89.23	-94,024.81
03/29/2021	25614	Valley Expetec	-247.50	-94,272.31
03/29/2021	25615	Valley Industrial Med...	-50.00	-94,322.31
03/29/2021	25616	Zee Medical Service...	-84.87	-94,407.18
03/29/2021	2654	AT & T Phone's	-186.28	-94,593.46
03/29/2021	EFT	Intuit	-18.00	-94,611.46
03/31/2021	2599	Van Cleve Concrete ...	-5,980.00	-100,591.46

4:13 PM
04/19/21
Accrual Basis

Tulare Public Cemetery District
Check List Without Payroll
March 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>	<u>Balance</u>
Total 10150 · Bank of The Sierra - CHK ACCT			-100,591.46	-100,591.46
TOTAL			-100,591.46	-100,591.46

4:34 PM

04/14/21

Tulare Public Cemetery District
Reconciliation Summary
10500 - Cash in Treasury (772), Period Ending 03/31/2021

	<u>Mar 31, 21</u>
Beginning Balance	317,957.66
Cleared Transactions	
Checks and Payments - 9 items	-86,311.17
Deposits and Credits - 9 items	113,834.02
	<u>27,522.85</u>
Total Cleared Transactions	
Cleared Balance	<u>345,480.51</u>
Register Balance as of 03/31/2021	345,480.51
Ending Balance	345,480.51

4:36 PM

04/14/21

Tulare Public Cemetery District

Reconciliation Summary

10600 · Endowment - Reserved (773), Period Ending 03/31/2021

	Mar 31, 21
Beginning Balance	<u>1,556,032.16</u>
Cleared Transactions	
Deposits and Credits - 8 items	<u>15,130.36</u>
Total Cleared Transactions	<u>15,130.36</u>
Cleared Balance	<u>1,571,162.52</u>
Register Balance as of 03/31/2021	1,571,162.52
Ending Balance	1,571,162.52

4:39 PM
04/14/21

**Tulare Public Cemetery District
Reconciliation Summary**

10700 - Cash in Expansion Account (807), Period Ending 03/31/2021

	<u>Mar 31, 21</u>
Beginning Balance	90,694.70
Cleared Transactions	
Deposits and Credits - 2 items	<u>4,471.53</u>
Total Cleared Transactions	<u>4,471.53</u>
Cleared Balance	<u>95,166.23</u>
Register Balance as of 03/31/2021	95,166.23
Ending Balance	95,166.23

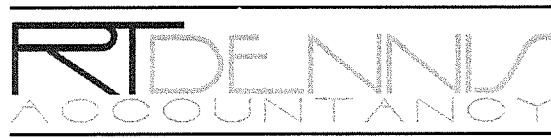
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04/14/21

Tulare Public Cemetery District
Reconciliation Summary
10900 - Endowment - Unreserved (817), Period Ending 03/31/2021

	<u>Mar 31, 21</u>
Beginning Balance	351,942.90
Cleared Transactions	
Deposits and Credits - 1 item	<u>1,061.71</u>
Total Cleared Transactions	<u>1,061.71</u>
Cleared Balance	<u>353,004.61</u>
Register Balance as of 03/31/2021	353,004.61
Ending Balance	353,004.61

Tulare Public Cemetery District
Payroll Summary
 March 2021

	<u>Hours</u>	<u>Mar 21</u>
Employee Wages, Taxes and Adjustments		
Gross Pay		
Salary	168	5,200
Holiday Pay	56	1,074
Hourly	1,275	23,892
Hourly Sick	40	781
Hourly Vacation	179	3,512
Overtime (x1.5) hourly	27	786
Total Gross Pay	1,746	35,244
Deductions from Gross Pay		
CALPERS Employee Share		-1,156
Pre Tax Health Insurance Deduct		-583
Total Deductions from Gross Pay		-1,739
Adjusted Gross Pay	1,746	33,505
Taxes Withheld		
Federal Withholding		-1,535
Medicare Employee		-503
Social Security Employee		-2,149
CA - Withholding		-329
CA - Disability		-427
Medicare Employee Addl Tax		0
Total Taxes Withheld		-4,943
Deductions from Net Pay		
Viera Wage Garnishment		-100
Wage Garnishment		-388
Total Deductions from Net Pay		-488
Net Pay	<u>1,746</u>	<u>28,074</u>
Employer Taxes and Contributions		
Medicare Company		503
Social Security Company		2,149
CA - Unemployment		136
CA - Employment Training Tax		8
Total Employer Taxes and Contributions		<u>2,796</u>



COMMUNICATION OF MATERIAL WEAKNESSES AND NON-COMPLIANCE

Tulare Public Cemetery District

In planning and performing our audits of the financial statements and internal control over financial reporting of Tulare Public Cemetery District as of and for the year ended June 30, 2020, in accordance with auditing standards generally accepted in the United States of America, we noted certain matters involving internal control and its operation that we consider to be significant deficiencies and/or material weaknesses as defined by the AICPA.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- ❖ *Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.
- ❖ *Probable.* The future event or events are likely to occur.

We consider the following deficiencies in the entity's internal control to be material weaknesses:

2020-01 Chart of Accounts:

The *Special District Uniform Accounting and Reporting Procedures* defines a funds as follows:
"A fiscal and accounting entity with a self-balancing set of accounts that record cash and other financial resources, together with all related liabilities and transfers or balances, and changes therein."

The current chart of accounts is not robust enough to have each fund (General Fund, Endowment Care Fund, and full accrual adjusting accounts (capital assets, and long-term liabilities)) as self-balancing sets of accounts. This would be were each account in the general ledger is identified to the fund they belong, including fund balance.

Recommendation:

Identify, in the account string, the fund which the object (salaries, benefits, supplies, services, etc.) belongs. For example, 01 for General Fund or 772 as was used by the County of Tulare. This would be done for all the accounts in the general ledger.

I consider the following an area of non-compliance:

2019-03 CalPERS PEPRA Retirement Contributions:

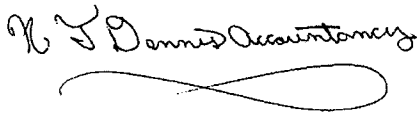
As was allowed by the board as a part of employee compensation, the District contributed to CalPERS the employer as well as employee required pension contribution. The practice of employers contributing on the employees' behalf, was known as "pick-ups." However, as of January 2017, CalPERS no longer allowed pick-ups for PEPRA members of CalPERS.

During the fiscal year, 2019-20, there were no employee withholdings for CalPERS contributions.

Recommendation:

District needs to start withholding CalPERS contributions from employee salaries.

This communication is intended solely for the information and use of management and Board of Trustees and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "K J Dennis", followed by a large, stylized loop or flourish.

April 13, 2021

TULARE PUBLIC CEMETERY DISTRICT

ANNUAL FINANCIAL REPORT

JUNE 30, 2020

TULARE PUBLIC CEMETERY DISTRICT

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JUNE 30, 2020

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FINANCIAL SECTION



INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Tulare Public Cemetery District
Tulare, California

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the governmental activities and each major fund of Tulare Public Cemetery District, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise Tulare Public Cemetery District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Tulare Public Cemetery District's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

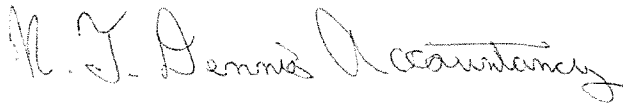
In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Tulare Public Cemetery District, as of June 30, 2020, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information and pension schedules on pages 23-24, respectively, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The management's discussion and analysis has been omitted which accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

A handwritten signature in cursive script that reads "N. J. Dennis" followed by the word "Accountancy" in a smaller, less distinct script.

April 13, 2021

TULARE PUBLIC CEMETERY DISTRICT

GOVERNMENTAL FUNDS BALANCE SHEET/STATEMENT OF NET POSITION
JUNE 30, 2020

	General Fund	Endowment Care Fund	Total Governmental Funds
ASSETS			
Cash and cash equivalents	\$ 411,943	\$ 1,871,549	\$ 2,283,492
Net pension asset	-	-	-
Nondepreciable capital assets	-	-	-
Depreciable capital assets, net	-	-	-
Total Assets	411,943	1,871,549	2,283,492
DEFERRED OUTFLOWS OF RESOURCES	-	-	-
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 411,943	\$ 1,871,549	2,283,492
LIABILITIES			
Accrued payables	\$ 56,742	\$ -	\$ 56,742
Long-term liabilities, non-current	-	-	-
Total Liabilities	56,742	-	56,742
DEFERRED INFLOWS OF RESOURCES	-	-	-
FUND BALANCE / NET POSITION			
Fund Balance			
Non-spendable	300	1,529,378	1,529,678
Assigned	-	342,171	342,171
Unassigned	354,901	-	354,901
Net Position			
Net investment in capital assets	-	-	-
Restricted	-	-	-
Unrestricted	-	-	-
Total Fund Balance / Net Position	355,201	1,871,549	2,226,750
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE / NET POSITION	\$ 411,943	\$ 1,871,549	\$ 2,283,492

The accompanying notes are an integral part of these financial statements

Adjustments (Note 2-A.)	Statement of Net Position
\$ -	\$ 2,283,492
602,000	602,000
129,465	129,465
589,086	589,086
1,320,551	3,604,043
150,000	150,000
\$ 1,470,551	\$ 3,754,043
\$ -	\$ 56,742
18,000	18,000
18,000	74,742
170,000	170,000
(1,529,678)	-
(342,171)	-
(354,901)	-
718,551	718,551
1,529,378	1,529,378
1,261,372	1,261,372
1,282,551	3,509,301
\$ 1,470,551	\$ 3,754,043

TULARE PUBLIC CEMETERY DISTRICT

**GOVERNMENTAL FUNDS STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES / STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2020**

	General Fund	Endowment Care Fund	Total Governmental Funds
REVENUE			
Program Revenue:			
Charges for services	\$ 703,460	\$ 60,547	\$ 764,007
Property taxes, general purpose	182,262	-	182,262
Grants and contributions not restricted to specific programs	1,306	-	1,306
Revenue from use of money	28,603	45,986	74,589
Other revenues	11,147	-	11,147
Total Revenue	926,778	106,533	1,033,311
EXPENDITURES / EXPENSES			
Current:			
Salaries and wages	342,122	-	342,122
Benefits	151,258	-	151,258
Supplies	92,253	-	92,253
Services	223,277	-	223,277
Depreciation	-	-	-
Capital Outlay	58,179	-	58,179
Total Expenditures / Expenses	867,089	-	867,089
Excess (Deficiency) of Revenue over Expenditures/Expenses	59,689	106,533	166,222
OTHER FINANCING SOURCES/USES			
Transfers - internal activity	51,209	(51,209)	-
NET CHANGE IN FUND BALANCE / NET POSITION	110,898	55,324	166,222
Fund Balance / Net Position - Beg.	244,303	1,816,225	2,060,528
Fund Balance / Net Position - End	\$ 355,201	\$ 1,871,549	\$ 2,226,750

The accompanying notes are an integral part of these financial statements

Adjustments (Note 2-B.)	Statement of Activities
\$ -	\$ 764,007
-	182,262
-	1,306
-	74,589
-	11,147
-	1,033,311
2,000	344,122
18,000	169,258
-	92,253
-	223,277
71,319	71,319
(58,179)	-
33,140	900,229
(33,140)	133,082
-	-
(33,140)	133,082
1,315,691	3,376,219
\$ 1,282,551	\$ 3,509,301

TULARE PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1 - A. Financial Reporting Entity

The Tulare Public Cemetery District, was established August 1, 1927, under the State Cemetery District Act of 1909 and as subsequently amended. It was later incorporated in the California Health and Safety Code of 1939. At the time of organization, the Tulare Public Cemetery District took over the then existing Tulare City Cemetery, which had been in operation for approximately fifty years. The District operates as a special district under California Law and is subject to applicable sections of the Health and Safety Code §9010. The District's Board of Trustees is appointed by the Tulare County Board of Supervisors.

1 - B. Basis of Presentation

Government-wide Statements. The statement of net position and the statement of activities display information about the District. These statements include the financial activities of the overall government. Eliminations have been made to minimize the double-counting of internal activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange transactions.

Program revenues include (a) fees, fines, and charges paid by the recipients of goods or services offered by the cemetery and (b) grants and contributions restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Combined Fund and Government-Wide Statements. Governments engaged in a single governmental program may combine their fund financial statements with their government-wide statements by using a columnar format that reconciles individual line items of fund financial data to government-wide data in a separate column.

The District presents the combined governmental fund balance sheet/statement of net position, and combined statement of governmental fund revenues, expenditures, and changes in fund balances/statement of activities. The explanations for the reconciliation items in the "Adjustments" column are not provided on the face of the statement, but instead are disclosed in the notes. The District realigns the statement of activities to be compatible with the fund financial statement format.

Major Governmental Funds

General Fund. This is the District's primary operating fund. It accounts for all financial resources of the general government, except those accounted for in other funds. The general fund is always a major fund and GASB has defined other major funds based on percentage thresholds. However, management has the discretion to include funds, which are of particular importance to financial statement users.

Endowment Care Fund. Per Health and Safety Code §9065, the board of trustees shall create an endowment care fund, and require a payment into the endowment care fund for each interment right sold. The board of trustees shall not spend the principal of the fund. The board of trustees shall cause the income from the fund to be deposited in an endowment income fund and spent solely for the care of the cemeteries owned by the District.

TULARE PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued JUNE 30, 2020

1 - C. Basis of Accounting – Measurement Focus

Government-wide Financial Statements. The government-wide and financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Non-exchange transactions, in which the District gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, entitlements, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental Fund Financial Statements. Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The District considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Property taxes, franchise taxes, licenses, and interest are considered to be susceptible to accrual. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. Capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and financing from capital leases are reported as other financing sources.

1 - D. Assets, Liabilities, and Net Position

Fair Value. The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

Acquisition Value. The price that would be paid to acquire an asset with equivalent service potential in an orderly market transaction at the acquisition date, or the amount at which a liability could be liquidated with the counterparty at the acquisition date.

Deposits and Investments. There are cash balances which are pooled and invested by the Tulare County Treasurer for the purpose of increasing earnings through investment activities. The pool's investments are reported at fair value at June 30, 2020, based on market prices. The individual funds' portions of the pool's fair value are presented as "Cash in County." Earnings on the pooled funds are apportioned and paid or credited to the funds quarterly based on the average daily balance of each participating fund.

Accrued Receivables. Interest receivables are fully collectible. The District considers receivables collected within sixty days after year-end to be available and recognizes them as revenues of the current year.

TULARE PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued JUNE 30, 2020

Capital Assets. Purchased or constructed capital assets are reported at cost or estimated historical cost. Donated capital assets are recorded at acquisition value. The District maintains a capitalization threshold of \$5,000. The District does not possess any infrastructure. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not. Interest incurred during the construction of capital assets utilized by the enterprise fund is also capitalized. Depreciation of capital assets is computed and recorded by the straight-line method over the following estimated useful life:

<u>Asset Class</u>	<u>Estimated Useful Life</u>
Buildings	10 – 40
Site/Land Improvements	5 – 40
Equipment	5 – 10

Accrued Liabilities and Long-Term Obligations. All payables, accrued liabilities, and long-term obligations are reported in the government-wide financial statements.

In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources are reported as obligations of the funds.

However, claims and judgments and special termination benefits that will be paid from governmental funds are reported as a liability in the fund financial statements only to the extent that they are due for payment during the current year. Long-term loans are recognized as liabilities in the governmental fund financial statements when due.

Pension. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the California Public Employee Retirement System (“Cal PERS”) and additions to/deductions from Cal PERS’ fiduciary net position have been determined on the same basis as they are reported by Cal PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Fund Balances. The fund balance for governmental funds is reported in classifications based on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

Nonspendable. The resources cannot be spent because they are either in a nonspendable form or legally or contractually required to be maintained intact. Resources in nonspendable form include Endowment Care corpus, inventories, and prepaid assets.

Assigned. Resources that are constrained by the government’s intent to use them for a specific purpose but are neither restricted nor committed, are reported as assigned fund balance. Intent may be expressed by either the Board, committees (such as budget or finance), or officials to which the Board has delegated authority.

Unassigned fund balance represents fund balance that has not been restricted, committed, or assigned and may be utilized by the County for any purpose. When expenditures are incurred and both restricted and unrestricted resources are available, it is the County’s policy to use restricted resources first, then unrestricted resources in the order of committed, assigned, and then unassigned, as they are needed.

TULARE PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued JUNE 30, 2020

1 - E. Revenue and Expenditures/Expenses

Revenues – Exchange Transactions (Program Revenue). Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, available means expected to be received within 60 days of fiscal year-end.

Property Tax Calendar. Property taxes are government mandated non-exchange transactions and are recognized when all eligibility requirements have been met. Secured property taxes are levied on or before the first business day of September of each year, and become a lien on real property on March 1 proceeding the fiscal year for which taxes are levied.

The first installment of secured taxes is due and payable November 1 and becomes delinquent December 12 at 5:00 p.m. The second installment is due and payable on February 1 and becomes delinquent on April 10 at 5:00 p.m. Unsecured taxes are due and payable on January 1 and become delinquent on August 31 at 5:00 p.m.

The County of Tulare bills and collects the taxes on behalf of the District. The District recognizes property tax revenues actually received as reported by the Tulare County Auditor-Controller.

Expenses/Expenditures. On the accrual basis of accounting, expenses are recognized at the time they are incurred. The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Principal and interest on long-term obligations, which has not matured, are recognized when paid in the governmental funds. Allocations of costs, such as depreciation and amortization, are not recognized in the governmental funds.

Compensated Absences. Accumulated unpaid employee vacation benefits are accrued as a liability as the benefits are earned. The entire compensated absence liability is reported on the government-wide financial statements.

For governmental funds, the current portion of unpaid compensated absences is the amount that is recognized upon the occurrence of relevant events such as employee resignations and retirements that occur prior to year-end that have not yet been paid with expendable available financial resources. These amounts are reported in the fund from which the employees who have accumulated leave are paid. The non-current portion of the liability is not reported in governmental funds.

Estimates. The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

TULARE PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued
JUNE 30, 2020

NOTE 2 – EXPLANATION OF DIFFERENCES BETWEEN THE FUND FINANCIAL STATEMENTS AND DISTRICT-WIDE FINANCIAL STATEMENTS

2 - A. Governmental Funds Balance Sheet and Statement of Net Position

Total Fund Balance - Governmental Funds	\$	2,226,750
---	----	-----------

Amounts reported for assets, deferred outflows of resources, liabilities, and deferred inflows of resources for governmental activities in the statement of net position are different from amounts reported in governmental funds because:

Capital assets:

In governmental funds, only current assets are reported. In the statement of net position, all assets are reported, including capital assets and accumulated depreciation:

	Capital assets relating to governmental activities, at historical cost: \$	2,004,604	
	Accumulated depreciation:	(1,286,053)	718,551

Long-term liabilities (assets):

In governmental funds, only current liabilities are reported. In the statement of net position, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of:

	Net Pension Liability (Asset)	(602,000)	
	Compensated absences payable	18,000	584,000

Deferred outflows and inflows of resources relating to pensions:

In governmental funds, deferred outflows and inflows of resources relating to pensions are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources relating to pensions are reported.

	Deferred outflows of resources relating to pensions	150,000	
	Deferred inflows of resources relating to pensions	(170,000)	
Total Net Position - Governmental Activities:		\$	3,509,301

TULARE PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued
JUNE 30, 2020

2 - B. Governmental Funds Operating Statements and the Statement of Activities

Net Changes in Fund Balances - Total Governmental Funds **\$ 166,222**

Amounts reported for governmental activities in the statement of activities are different from amounts reported in governmental funds because:

Capital outlay:

In governmental funds, the costs of capital assets are reported as expenditures in the period when the assets are acquired. In the statement of activities, costs of capital assets are allocated over their estimated useful lives as depreciation expense. The difference between capital outlay expenditures and depreciation expense for the period is:

Expenditures for capital outlay: \$	58,179	
Depreciation expense:	(71,319)	(13,140)

Compensated absences:

In governmental funds, compensated absences are measured by the amounts paid during the period. In the statement of activities, compensated absences are measured by the amounts earned. The difference between compensated absences paid and compensated absences earned was: (2,000)

Pensions:

In government funds, pension costs are recognized when employer contributions are made. In the statement of activities, pension costs are recognized on the accrual basis. This year, the difference between accrual-basis pension costs and actual employer contributions was: (18,000)

Change in Net Position of Governmental Activities: **\$ 133,082**

NOTE 3 – DEPOSITS AND INVESTMENTS

3 - A. Summary of Deposit and Investment Balances

	Governmental Activities
Cash on hand	\$ 13,033
Deposits in financial institutions	44,833
Cash in county	2,225,626
Total Cash and Cash Equivalents	\$ 2,283,492

TULARE PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued JUNE 30, 2020

3 - B. Policies and Practices

Allowable investment instruments per Government Code §§ 16340, 16429.1, 53601, 53601.8, 53635, 53635.2, 53635.8, and 53638.

INVESTMENT TYPE	MAX. MATURITY	MAX % OF PORTFOLIO	MIN QUALITY	GOV'T CODE §§
County Pooled Investment Funds	N/A	None	None	27133

3 - C. Cash Deposits

Credit Risk. As of June 30, 2020, the District's Cash in County pool consisted of debt securities and the ratings ranged from AAA to BBB by Standard & Poor's. The District's cash in county balances have a fair value measurement using other observable inputs (Level 2) as of June 30, 2020, in the amounts of \$2,285,955, respectively.

Custodial Credit Risk. There is a risk that, in the event of a bank failure, the District's deposits may not be returned. The District's deposit policy requires that all deposits are covered by the Federal Depository Insurance Corporation ("FDIC") or are collateralized as required by Statutes of the State. As of June 30, 2020, the carrying amount of the District's bank deposits was \$44,833, and the respective bank balances totaled \$67,242, all of which was insured through the FDIC.

NOTE 4 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2020

	Balance		Balance	
	Jul. 01, 2019	Additions	Deletions	Jun. 30, 2020
Capital Assets Not Being Depreciated				
Land	\$ 129,465	\$ -	\$ -	\$ 129,465
Capital Assets Being Depreciated				
Buildings and improvements	\$ 1,437,592	\$ 6,744	\$ -	\$ 1,444,336
Equipment	413,368	51,435	34,000	430,803
Total assets being depreciated	1,850,960	58,179	34,000	1,875,139
Less Accumulated Depreciation				
Buildings and improvements	1,001,369	42,542		1,043,911
Equipment	247,365	28,777	34,000	242,142
Total accumulated depreciation	1,248,734	71,319	34,000	1,286,053
Total Capital Assets Being Depreciated, Net	\$ 602,226	\$ (13,140)	\$ -	\$ 589,086

TULARE PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued
JUNE 30, 2020

NOTE 5 – ACCRUED PAYABLES

Payables at June 30, 2020, were as follows:

	<u>General Fund</u>
Vendors and sales tax	\$ 19,246
Payroll related	32,496
Compensated absence	5,000
Total Accrued Payables	\$ 56,742

NOTE 6 – INTERFUND ACTIVITIES

Transfers to/from other funds at June 30, 2020, consist of earnings in the Endowment Fund transferred to the General Fund in the amount of \$51,209 for a back-hoe purchase.

NOTE 7 – COMPENSATED ABSENCES

The long-term portion of unpaid employee compensated absences for the year ended June 30, 2020 is \$18,000, to be paid out of the General Fund.

NOTE 8 – DEFINED BENEFIT PENSION

Plan Description. The Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan (the Plan or PERF C) is administered by the CalPERS. The Plan consists of a miscellaneous risk pool and a safety risk pool, which are comprised of individual employer miscellaneous and safety rate plans, respectively. Individual employers may sponsor more than one miscellaneous and safety rate plan. Each individual employer rate plan generally has less than 100 active members.

The Plan was established to provide retirement, death and disability benefits to public agency rate plans with generally less than 100 active members. The benefit provisions for PERF C employees are established by statute. A full description regarding the number of employees covered, benefit provisions, assumptions (for funding, but not accounting purposes), and membership information for the respective rate plan is listed in the respective rate plan's June 30, 2018 Annual Valuation Report ("funding valuation"). Details of the benefits provided can be obtained in Appendix B of the funding valuation report. This report and CalPERS' audited financial statements are publicly available reports that can be found on CalPERS' website at <https://www.calpers.ca.gov/page/forms-publications>.

TULARE PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued JUNE 30, 2020

Benefit Provided and Contributions. Per the Tulare Public Cemetery District June 30, 2017 actuarial valuation report for the pension plan, the following are the benefits and employee and employer contribution requirements:

Member Category	Benefit Group	
	Misc. - Classic	Misc. – PEPR
Benefit Formula	2% @ 60	2% @ 62
Social Security (Full/Modified)	Yes Modified	Yes Full
Employee Contribution Rate	7.00%	6.25%
Final Avg. Comp Period	3 Yr.	3 Yr.
Sick Leave Credit	Yes	Yes
Non-Industrial Disability	Standard	Standard
Pre-Retirement Death Benefits		
Optional Settlement 2	Yes	Yes
Post-Retirement Death Benefits		
Lump Sum	\$500	\$500
COLA	2%	2%
Employer Contribution Rate	8.081%	6.985%
Total Employer Contributions:	\$9,689	\$8,441

Pension Asset, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2020, the District reported an asset of \$602,000 for its proportionate share of the net pension liability. The schedule of employer allocations for components of net pension liability provides allocation factors by employer for rate plans within the miscellaneous and safety risk pools based on the following allocation methodology:

The schedule of employer allocations for components of net pension liability includes two ratios:

- 1) Actuarial Accrued Liability – Determined based on the actuarial accrued liability from the most recent actuarial valuation report as of June 30, 2018 used for funding purposes.
- 2) Market Value of Assets – Determined based on the sum of the market value of assets from the most recent actuarial valuation report as of June 30, 2018 used for funding purposes plus supplemental payments made by employers during the current measurement period to reduce their unfunded actuarial accrued liabilities.

The schedule of employer allocations for components of net pension liability is based on actuarial valuation reports that are one year in arrears. As such, there will be a one-year lag between the time an employer enters the Plan and the fiscal year the employer is first included on the schedule of employer allocations for components of net pension liability. Employers joining the Plan during the fiscal year ended June 30, 2019, will be included in the schedule of employer allocations for components of net pension liability as of and for the fiscal year ended June 30, 2020.

The employers' proportionate share percentages of the miscellaneous and safety risk pools were first determined at the rate plan level. The employers' total proportion of the respective miscellaneous and safety risk pools reflects the sum of the proportions of the respective miscellaneous and safety rate plans.

TULARE PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued JUNE 30, 2020

When applying the allocation methodology to the collective miscellaneous or safety risk pool pension amounts, employers should determine proportionate shares using the employer allocation factors as follows:

- 1) Total Pension Liability (TPL) – Allocate based on the employer's share of the actuarial accrued liability.
- 2) Fiduciary Net Position (FNP) – Allocate based on the employer's share of the market value of assets plus additional payments.
- 3) Net Pension Liability (NPL) – After completing the above calculations, subtract FNP from TPL to calculate the employer's NPL.
- 4) Deferred Outflows of Resources, Deferred Inflows of Resources – Allocate based on the employer's share of the net pension liability as noted in 3) above.
- 5) Pension Expense – After completing the above calculations, calculate the employer's share of collective pension expense based on the employer's share of changes in net pension liability, changes in deferred outflows and deferred inflows of resources, and the employer's contributions for the fiscal year ended June 30, 2019. The schedule of collective pension amounts does not reflect employer-specific amounts such as changes in proportion and employer contributions to PERF C subsequent to the measurement date. Appropriate treatment of such amounts is the responsibility of the employers.

An employer's proportionate share of pension amounts for PERF C equals the sum of the employer's proportionate shares of pension amounts for the respective miscellaneous and safety risk pools. The District's proportion was calculated as follows:

	<u>Jun. 30, 2019</u>	<u>Jun. 30, 2018</u>	<u>Difference</u>
Miscellaneous Plan:			
Total Pension Liability Allocation Basis	0.0001017	0.0001060	-0.0000043
Fiduciary Net Position Allocation Basis	0.0001739	0.0001820	-0.0000081

For the year ended June 30, 2020, the District recognized pension expense of \$50,000. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Total
Changes of assumptions	\$ -	\$ (18,000)	\$ (18,000)
Differences between expected and actual experience	-	(39,000)	(39,000)
Net difference between projected and actual earnings on pension plan investments	11,000	-	11,000
Differences between Employer's Contributions and Proportionate Share of Contributions	-	(113,000)	(113,000)
Change in Employer's Proportion	121,000	-	121,000
District contributions subsequent to the measurement date	18,000	-	18,000
Total	\$ 150,000	\$ (170,000)	\$ (20,000)

TULARE PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued JUNE 30, 2020

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2021	\$	(21,000)
2022		19,000
2023		(16,000)
2024		(2,000)
Total	\$	(20,000)

Actuarial Assumptions and Discount Rate Information

Actuarial Methods and Assumptions. The collective total pension liability for the June 30, 2019 measurement period was determined by an actuarial valuation as of June 30, 2018, with update procedures used to roll forward the total pension liability to June 30, 2019.

The collective total pension liability was based on the following assumptions:

Investment rate of return	7.15%
Inflation	2.50%
Salary increases	Varies by Entry Age and Service
Mortality rate table ¹	Derived using CalPERS' Membership Data for all Funds Contract COLA up to 2.50% until Purchasing Power
Post-retirement benefit increase	Protection Allowance Floor on Purchasing Power applies

¹ The mortality table used was developed based on CalPERS-specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

Long-Term Expected Rate of Return. The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all of the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

TULARE PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued JUNE 30, 2020

The expected real rates of return by asset class are as followed:

Asset class ¹	Assumed Asset Allocation	Real Return Years 1 - 10 ²	Real Return Years 11 + ³
Global equity	50.00 %	4.80 %	5.98 %
Fixed income	28.00	1.00	2.62
Inflation assets	-	0.77	1.81
Private equity	8.00	6.30	7.23
Real assets	13.00	3.75	4.93
Liquidity	1.00	-	(0.92)

¹ In the System's CAFR, Fixed Income is included in Global Debt Securities; Liquidity is included in Short-Term Investments; Inflation Assets are included in both Global Equity Securities and Global Debt Securities.

² An expected inflation of 2.00% used for this period.

³ An expected inflation of 2.92% used for this period.

Discount Rate. The discount rate used to measure the total pension liability for PERF C was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the District's Proportionate Share of the Net Pension Asset to Changes in the Discount Rate.

The following presents the District's proportionate share of the net pension asset calculated using the current discount rate, as well as what the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (-100 basis points) or one percentage point higher (+100 basis points) than the current rate:

	1% Decrease (6.15%)	Current Discount Rate (7.15%)	1% Increase (8.15%)
District's proportionate share of the net pension asset:	\$ 356,000	\$ 602,000	\$ 805,000

Pension Plan Fiduciary Net Position. Detailed information about the pension plan's fiduciary net position is available in the separately issued CalPERS Comprehensive Annual Financial Report.

TULARE PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued
JUNE 30, 2020

NOTE 9 – FUND BALANCE

Fund balance components at June 30, 2020, were as follows:

	General Fund	Endowment Care Fund	Total Governmental Funds
Nonspendable			
Petty cash	\$ 300	\$ -	\$ 300
Endowment care corpus	-	1,529,378	1,529,378
Assigned			
Endowment Care	-	342,171	342,171
Unassigned	354,901	-	354,901
Total Fund Balances	\$ 355,201	\$ 1,871,549	\$ 2,226,750

NOTE 10 – SUBSEQUENT EVENTS

The COVID-19 outbreak in the United States has caused business disruption through mandated and voluntary closings of many entities. While the disruption is currently expected to be temporary, there is considerable uncertainty around the duration of the closings. Therefore, the District expects this matter to negatively impact its investments. However, the related financial impact and duration cannot be reasonably estimated at this time.

REQUIRED SUPPLEMENTARY INFORMATION

TULARE PUBLIC CEMETERY DISTRICT

GENERAL FUND – BUDGETARY COMPARISON SCHEDULE
FOR THE YEAR ENDED JUNE 30, 2020

	Budgeted Amounts			Variance with Final Budget - Positive / (Negative)
	Original	Final	Actual	
REVENUE				
Program Revenue:				
Charges for services	\$ 610,000	\$ 610,000	\$ 703,460	\$ 93,460
Property taxes, general purose	182,130	182,130	182,262	132
Grants and contributions not restricted to specific programs	1,230	1,230	1,306	76
Revenue from use of money	8,900	8,900	28,603	19,703
Other revenues	9,740	9,740	11,147	1,407
Total Revenue	812,000	812,000	926,778	114,778
EXPENDITURES				
Current:				
Salaries and wages	306,500	306,500	342,122	(35,622)
Benefits	108,000	108,000	151,258	(43,258)
Supplies	69,000	69,000	92,253	(23,253)
Services	249,000	249,000	223,277	25,723
Capital Outlay	78,000	78,000	58,179	19,821
Total Expenditures	810,500	810,500	867,089	(56,589)
Excess (Deficiency) of Revenue over Expenditures	1,500	1,500	59,689	58,189
OTHER FINANCING SOURCES/USES				
Transfers - internal activity	-	-	51,209	51,209
Other uses	(1,500)	(1,500)	-	1,500
Total Financing Sources/Uses	(1,500)	(1,500)	51,209	52,709
NET CHANGE IN FUND BALANCE	-	-	110,898	110,898
Fund Balance - Beginning	244,303	244,303	244,303	
Fund Balance - Ending	\$ 244,303	\$ 244,303	\$ 355,201	\$ 110,898

TULARE PUBLIC CEMETERY DISTRICT

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

	2020	2019	2018	2017	2016
Miscellaneous Plan:					
District's proportion of the net pension liability (asset)	-0.02%	-0.02%	-0.01%	-0.02%	-0.02%
District's proportionate share of the net pension (asset)	\$ (602,000)	\$ (598,000)	(504,000)	(605,000)	(475,000)
District's covered payroll	243,000	249,000	281,000	251,000	318,000
District's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	-248%	-240%	-179%	-241%	-149%
Plan fiduciary net position as a percentage of the total pension liability	133%	132%	131%	139%	133%

The amounts presented for each fiscal year were determined as of June 30 of the prior fiscal year

SCHEDULE OF CONTRIBUTIONS

	2020	2019	2018	2017	2016
Miscellaneous Plan:					
Contractually required contribution	\$ 18,130	\$ 20,155	\$ 15,345	\$ 17,583	\$ 18,779
Contributions in relation to the contractually required contribution	(18,130)	(20,155)	(15,345)	(17,583)	(18,779)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -
District's covered payroll	259,000	243,000	249,000	281,000	251,000
Contributions as a percentage of covered payroll	7%	8%	6%	6%	7%