

Tulare Public Cemetery District

This is an Endowment Care Interment

AUDIT MEETING AGENDA



Committee Members
Stephen Presant
Xavier Avila
Linda Maloy

Tulare Public Cemetery – Conference Room
900 E. Kern Avenue – Tulare, CA

Wednesday, February 21, 2024
1:00p.m. – Audit Meeting

Public Information about Meetings:

Attend meetings in person or access the meeting live via Facebook <https://www.facebook.com/profile.php?id=100076699464485>

Documents related to items on the agenda are accessible on District's website at www.tularecemetery.net and available for viewing in a single binder at the entrance of the conference room.

Public Comments – Any member of the public wishing to address the Board shall first identify himself or herself and shall be limited to three(3) minutes (six (6) minutes if a language interpreter is used) unless extended by the chairperson. It is the Board's intent to accommodate all persons who wish to attend open public meetings.

1. CALL TO ORDER
2. ROLL CALL
3. RECOGNITION OF VISITORS
4. OPEN SESSION - AUDIT REPORTS, ITEMS OF INTEREST & GENERAL BUSINESS
(All items are subject to discussion and possible action by the Committee Members.)
 - 4.1- Approve Minutes of January 18, 2024
 - 4.2- Approve December 2023 and January 2024 financials
 - 4.3- Compare 2nd quarter financials to budget
 - 4.4- Verify payroll reports against bank statements
 - 4.5- California Business Machine/ Leaf Contract
 - 4.6- District Manager's report

5. 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 - FRIDAY 8:00 AM – 4:00 PM AT THE CEMETERY DISTRICT OFFICE 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.

Tulare Public Cemetery District
Audit Committee Meeting Minutes
January 18, 2024

CALL TO ORDER:

The Tulare Public Cemetery Audit Committee meeting on January 18, 2024 was called to order at 1:00 P.M. at 900 E Kern Ave, Tulare, California by Committee Chair Steve Presant and Committee Member Linda Maloy. Committee Member Xavier Avila attended at 1:15 pm. Manager Clara Bernardo was in attendance.

RECOGNITION OF VISITORS: There was one visitor.

OPEN SESSION:

4.1 – Maloy moved, Presant 2nd to approve December 1, 2023 minutes with corrections. Vote (2-0)

4.2 – Maloy moved, Avila 2nd to approve October 2023 financials. Maloy moved, Avila 2nd to approve November 2023 financials. Vote (3-0)

4.3 – Reviewed Draft 2022-2023 Annual Audit. Maloy moved to recommend audit committee support of the audit, Avila 2nd. Vote (3-0)

4.4 – Reviewed Health & Safety Code 9075 & 9076 which details the process of withdrawing TPCD funds from Tulare County. The audit committee is by consensus supportive of removing only Fund 772 monies from Tulare County. Maloy moved, Avila 2nd on investigating with Tulare County the possibility of considering the Audit Committee Chair as Treasurer.

4.5 – Verified by hand counting the Petty Cash box that there is \$500 in it.

4.6 – Verified November Bank Statement matched November Financials 10500 Reconciliation cleared amounts. The Audit Committee will ask our District Manager to provide a transfer fee addition and subtraction explanation at the next meeting. Avila moved to recommend to the Board that a majority of the Fund 886 balance be invested to maximize return, Maloy 2nd. Vote (3-0)

4.7 – The District Manager had nothing to report.

ADJOURNMENT:

Committee Chair Presant adjourned the meeting at 2:12 P.M.

Respectfully Submitted,

Audit Committee Member