



Tulare Public Cemetery District

900 East Kern Avenue Tulare, Ca. 93274

Phone (559) 686-5544 Fax (559) 686-7484



BOARD AGENDA

Regular Board Meeting

March 24, 2022

1:00 P.M.

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 Public Comments (three (3) minutes per person)
- 1.6 Trustee 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 Approve Minutes of February 24, 2022 Regular Board Meeting
- 2.2 The Cemeterians report
- 2.3 District Manager's report
- 2.4 Audit Committee report
- 2.5 Approve January 2022 financial reports
- 2.6 Board training by counsel
- 2.7 New business
- 2.8 Board members use of DocuSign
- 2.9 Employees handbook-updated
- 2.10 Pre-Need of pre-payment contracts
- 2.11 Naming of cemeteries roads
- 2.12 Projection numbers for additional Kern plots
- 2.13 Fence quotes-updated
- 2.14 CAPC Monterey reports from attendees
- 2.15 Training, conferences, public appearance Board /Staff comments

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
February 24, 2022



CALL TO ORDER:

The Tulare Public Cemetery Regular Board Meeting was called to order at 1:05p.m., at 900 E. Kern Ave, Tulare, California by Chairperson Jim Pennington. Other trustees present were Vice Chairman Charlie Ramos, Secretary Steve Presant, Trustees Xavier Avila, Alberto Aguilar and District Manager Clara Bernardo.

RECONGNITION OF VISITORS:

One member of the public was attendance.

PUBLIC COMMENTS:

No public comments

TRUSTEE COMMENTS:

Four Trustees spoke

OPEN SESSION:

- 2.1 Avila moved to approve February 3, 2022 minutes as corrected. Vote (5-0)
- 2.2 Linda Maloy gave report on future Memorial Day Flag setup by The Cemeterian and summer Rose Garden Ossuary event
- 2.3
 - A) Bernardo reported on sprinklers repairs for the cemetery.
 - B) Bernardo went to a Kiwanis Meeting and spoke about the plots that will be available at the Kern Cemetery. Already getting a list of names of people to contact when the plots are available.
 - C) Trees and bushes are being better maintained.
 - D) Once a year possibly have a location to collect all remains in a double depth plot.
- 2.4 Presant reported on last Audit Committee meeting actions.
- 2.5 Avila moved to approve November 2021 and December 2021 financials Vote (4-1) Aguilar opposed.
- 2.6 County Counsel Aaron Zaheen gave Ethical Duties training. Discussion on Duty of accountability, Duty of care, Duty of loyalty, Duty of impartiality, and Duty to preserve public trust in government.
- 2.7 Chairperson Pennington wants to bring in someone from Auditor's Office to discuss possibly borrowing money from Tulare County as part of New Business
- 2.8 County Counsel Aaron Zaheen recommends separate emails account for each Trustee through Tulare Cemetery District.
- 2.9 Board discussion on information presented in the packet and decided to ask for a request for proposal (RFP) for new fencing on the south side of Kern Cemetery and the next board meeting. Pennington asked District Manager for information at the next board meeting.



Tulare Public Cemetery District
Regular Board Meeting Minutes
February 24, 2022



3.1 Item withdrawn

ADJOURNMENT TO CLOSE SESSION 3:27PM

OPEN SESSION FROM CLOSE SESSION AT 3:40PM

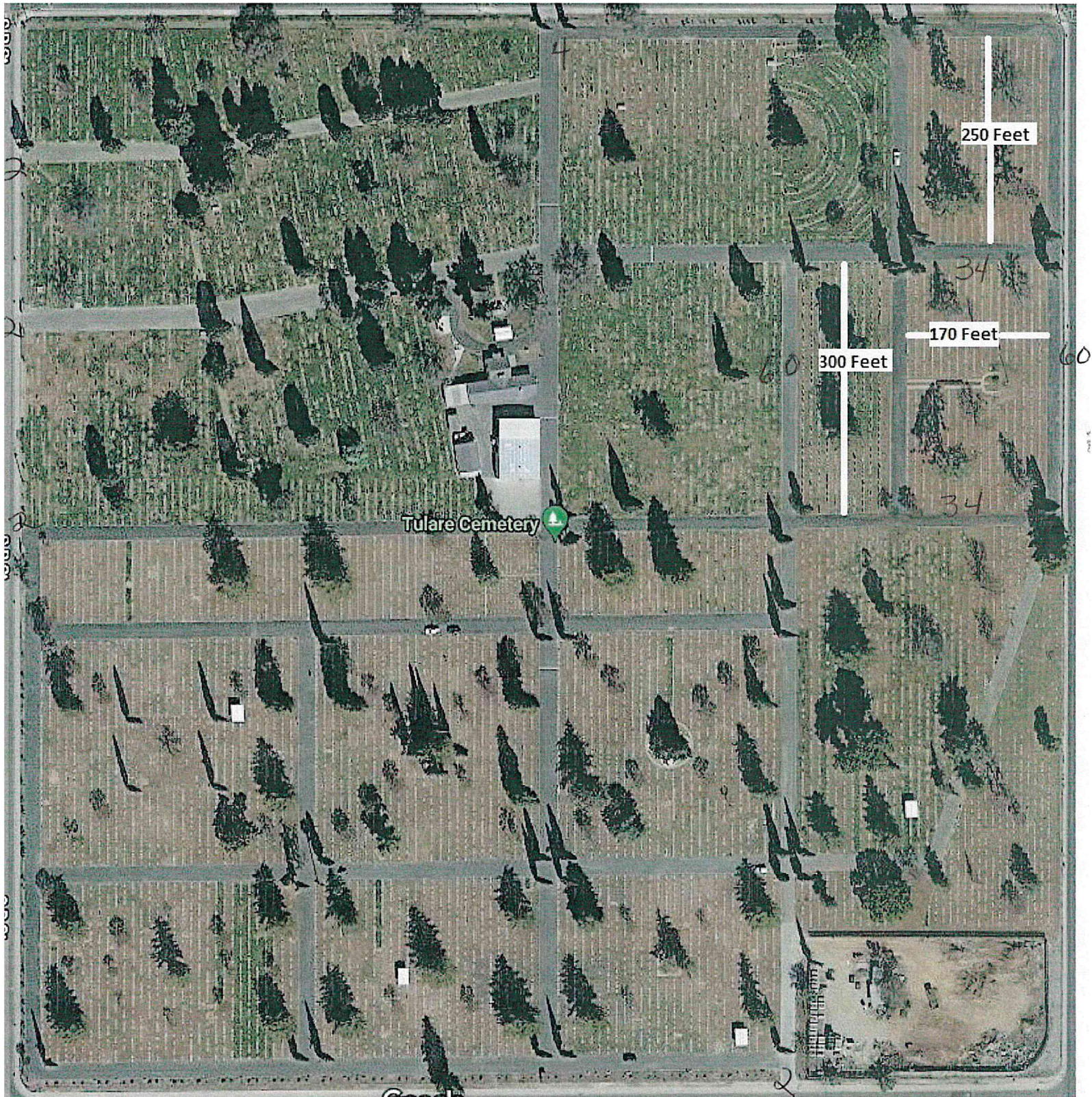
Nothing to report

Adjourned at 3:41pm

Respectfully Submitted,

Board Secretary

N



Tulare Cemetery

250 Feet

170 Feet

300 Feet

34

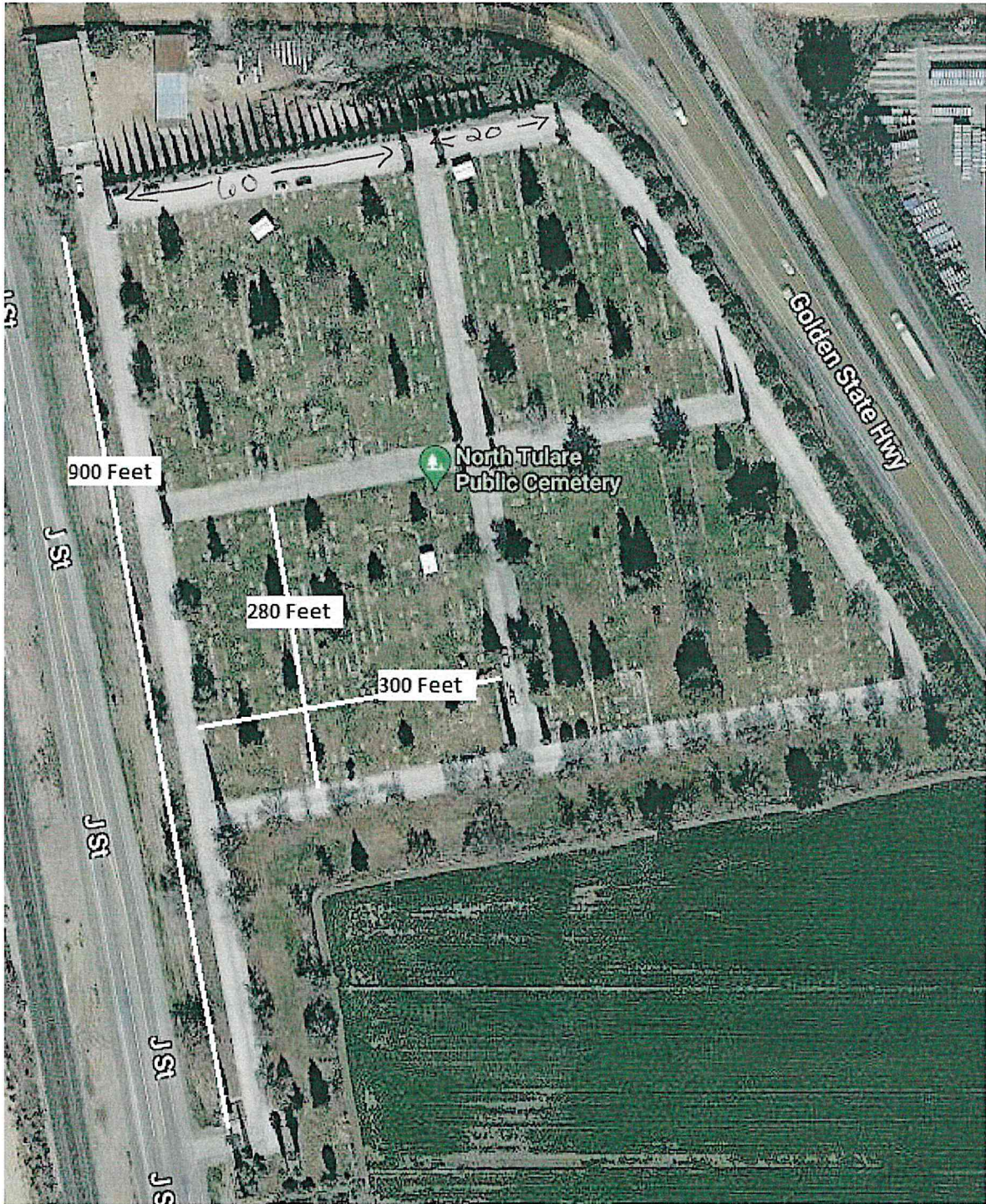
60

60

34

S

N



W

E

S

Kern

Front of walk to main flag pole:

$$300' \div 5' = 60 \text{ flags}$$

Back " " = 60 flags

Sides $170' \div 5' = 34 \text{ flags}$

" " = 34

188 flags

4 Flag @ main gate

(6) 2 flags @ ^{each} 3 west gates

2 flags @ south gate

12

188

12

200

North

North by Flag pole

$$300' \div 5 = 60 \text{ Flags}$$

$$\begin{array}{r} 20 \text{ Flags by bullpen} \\ \hline 80 \end{array}$$

IF we do:

$$900' \div 5' = 180 \text{ Flags}$$

$$900' \div 6' = 150 \text{ Flags}$$

$$900' \div 9' = 100 \text{ Flags}$$

$$900' \div 10' = 90 \text{ Flags}$$

4 @ Gate

60

20

4 in center

100

4 on outside corners

18

4 on inside corners

198 Flags

Tulare Public Cemetery District
Audit Committee Meeting Minutes
February 18, 2022

CALL TO ORDER:

The Tulare Public Cemetery Audit Committee meeting on February 18, 2022 was called to order at 10:05 A.M., at 900 E Kern Ave, Tulare, California by Committee Chair Steve Presant. Committee Members Linda Maloy and Xavier Avila were present. District Manager Clara Bernardo was in attendance.

RECOGNITION OF VISITORS: There was one visitor.

OPEN SESSION:

2.1 – Maloy moved to approve November 30, 2021 minutes. Vote (3-0)

2.2 A) Avila moved to approve November 2021 financials. Vote (3-0),

B) Avila moved to approve December 2021 financials. Vote (3-0).

2.3 – Reviewed Spending Projections form

2.4 – District Manager Bernardo updated the committee on sprinkler repairs, pruning/reviewing health of existing trees, and color plantings in Baby Sections.

ADJOURNMENT:

Committee Chair Presant adjourned the meeting at 11:50 A.M.

Respectfully Submitted,

Audit Committee Member

Tulare Public Cemetery District
Balance Sheet
As of January 31, 2022

	<u>Jan 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
00 · Clearing Acct.	38,033.59
10100 · Petty Cash	534.34
10150 · Bank of The Sierra - CHK ACCT	68,140.37
10500 · Cash in Treasury (772)	407,115.69
10600 · Endowment - Reserved (773)	
1620 · Edowment Care 1620	316,017.92
10600 · Endowment - Reserved (773) - Other	1,343,559.52
Total 10600 · Endowment - Reserved (773)	1,659,577.44
10700 · Cash in Expansion Account (807)	95,905.58
10900 · Endowment - Unreserved (817)	292,311.56
Total Checking/Savings	2,561,618.57
Other Current Assets	
12001 · Undeposited Funds	16,184.39
Total Other Current Assets	16,184.39
Total Current Assets	2,577,802.96
TOTAL ASSETS	<u>2,577,802.96</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	33,925.51
Total Accounts Payable	33,925.51
Other Current Liabilities	
24000 · Payroll Liabilities	3,088.45
24020 · Health Insurance Payable	538.99
25500 · Sales Tax Payable	4,756.38
Total Other Current Liabilities	8,383.82
Total Current Liabilities	42,309.33
Total Liabilities	42,309.33
Equity	
30000 · Fund Balance	2,431,865.30
Net Income	103,628.33
Total Equity	2,535,493.63
TOTAL LIABILITIES & EQUITY	<u>2,577,802.96</u>

**Tulare Public Cemetery District
Reconciliation Detail**

10150 - Bank of The Sierra - CHK ACCT, Period Ending 01/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						62,953.64
Cleared Transactions						
Checks and Payments - 58 items						
Bill Pmt -Check	12/09/2021	3035	Baker Supplies and Repairs - Hollister	√	-7.57	-7.57
Bill Pmt -Check	12/14/2021	3083	TULARE COUNTY ROLL-OFF	√	-790.00	-797.57
Bill Pmt -Check	12/14/2021	3109	Mid-Valley Pipe & Supply, Inc.	√	-497.30	-1,294.87
Bill Pmt -Check	12/14/2021	3076	Clara L Bernardo	√	-174.31	-1,469.18
Bill Pmt -Check	12/21/2021	EFT	AT & T Internet	√	-70.00	-1,539.18
Check	12/29/2021	EFT	Paychex of New York LLC	√	-3,000.00	-4,539.18
Check	12/29/2021	EFT	Paychex of New York LLC	√	-257.24	-4,796.42
Bill Pmt -Check	12/31/2021	3123	Barnes Memorials	√	-8,400.00	-13,196.42
Bill Pmt -Check	12/31/2021	3112	Andy Hinojosa III CPA	√	-2,770.00	-15,966.42
Bill Pmt -Check	12/31/2021	3115	California Business Machines	√	-382.73	-16,349.15
Bill Pmt -Check	12/31/2021	3094	Tulare Chamber of Commerce	√	-375.00	-16,724.15
Bill Pmt -Check	12/31/2021	3088	SoCalGas	√	-341.79	-17,065.94
Bill Pmt -Check	12/31/2021	3116	Lowe's	√	-308.78	-17,374.72
Bill Pmt -Check	12/31/2021	3117	Office Depot	√	-133.77	-17,508.49
Bill Pmt -Check	12/31/2021	3113	AT & T Mobility	√	-52.56	-17,561.05
Bill Pmt -Check	01/03/2022	3102	Health Benefits Unit	√	-9,859.98	-27,421.03
Bill Pmt -Check	01/03/2022	3108	United States Treasury	√	-1,223.87	-28,644.90
Bill Pmt -Check	01/03/2022	3104	Leaf	√	-462.80	-29,107.70
Bill Pmt -Check	01/03/2022	3105	Linder Equip CO.	√	-454.95	-29,562.65
Bill Pmt -Check	01/03/2022	3101	CARQUEST AUTO PARTS - CP PHELP	√	-211.01	-29,773.66
Bill Pmt -Check	01/03/2022	3106	Morris Levin & Son	√	-153.62	-29,927.28
Bill Pmt -Check	01/03/2022	3099	AGUILAR, ALBERTO	√	-125.00	-30,052.28
Bill Pmt -Check	01/03/2022	3100	Ramos, Carlos	√	-125.00	-30,177.28
Bill Pmt -Check	01/03/2022	3103	Home Depot Cedit Services	√	-57.19	-30,234.47
Bill Pmt -Check	01/03/2022	3107	Res Com Pest Control	√	-45.00	-30,279.47
Bill Pmt -Check	01/06/2022	3091	Uline, Inc.	√	-2,417.01	-32,696.48
Bill Pmt -Check	01/06/2022	3097	Uline, Inc.	√	-1,824.64	-34,521.12
Bill Pmt -Check	01/06/2022	3092	Roche Oil, Inc.	√	-402.16	-34,923.28
Bill Pmt -Check	01/06/2022	3095	Waste Management/USA Waste	√	-326.25	-35,249.53
Bill Pmt -Check	01/06/2022	3098	High Sierra Lumber & Supply Inc.	√	-166.66	-35,416.19
Bill Pmt -Check	01/06/2022	3096	Tulare Glass Co. Inc.	√	-148.01	-35,564.20
Bill Pmt -Check	01/06/2022	3119	Ramos, Carlos	√	-100.00	-35,664.20
Bill Pmt -Check	01/06/2022	3120	AGUILAR, ALBERTO	√	-100.00	-35,764.20
Bill Pmt -Check	01/12/2022	3124	Element Security Solutions, Inc.	√	-2,226.25	-37,990.45
Bill Pmt -Check	01/12/2022	3121	CAL Turf Equipment & Supply Inc.	√	-72.97	-38,063.42
Check	01/14/2022	EFT	Paychex of New York LLC	√	-14,958.86	-53,022.28
Check	01/14/2022	EFT	Paychex of New York LLC	√	-5,106.57	-58,128.85
Check	01/14/2022	EFT	Paychex of New York LLC	√	-621.08	-58,749.93
Check	01/14/2022	EFT	Paychex of New York LLC	√	-547.51	-59,297.44
Check	01/14/2022	EFT	Paychex of New York LLC	√	-496.69	-59,794.13
Check	01/14/2022	eft	Paychex of New York LLC	√	-114.60	-59,908.73
Check	01/18/2022	eft	Paychex of New York LLC	√	-223.64	-60,132.37
Bill Pmt -Check	01/19/2022	3134	Uline, Inc.	√	-2,000.14	-62,132.51
Bill Pmt -Check	01/19/2022	3131	Home Depot Cedit Services	√	-392.46	-62,524.97
Bill Pmt -Check	01/19/2022	3128	Office Depot	√	-359.17	-62,884.14
Bill Pmt -Check	01/19/2022	3129	CAL Turf Equipment & Supply Inc.	√	-149.35	-63,033.49
Bill Pmt -Check	01/19/2022	3130	CAMARA AUTO SEVICES, INC.	√	-78.60	-63,112.09
Bill Pmt -Check	01/19/2022	3132	Office Depot	√	-46.44	-63,158.53
Bill Pmt -Check	01/19/2022	3133	Res Com Pest Control	√	-45.00	-63,203.53
Bill Pmt -Check	01/20/2022	EFT	City of Tulare	√	-1,372.28	-64,575.81
Bill Pmt -Check	01/24/2022	EFT	AT & T Phone's	√	-297.77	-64,873.58
Bill Pmt -Check	01/24/2022	3135	AT & T Mobility	√	-52.20	-64,925.78
Bill Pmt -Check	01/26/2022	EFT	Southern California Edison	√	-416.58	-65,342.36
Bill Pmt -Check	01/26/2022	EFT	AT & T Phone's	√	-83.36	-65,425.72
Check	01/28/2022	EFT	Paychex of New York LLC	√	-16,081.71	-81,507.43

**Tulare Public Cemetery District
Reconciliation Detail**

10150 · Bank of The Sierra - CHK ACCT, Period Ending 01/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Check	01/28/2022	EFT	Paychex of New York LLC	√	-4,812.41	-86,319.84
Check	01/28/2022	EFT	Paychex of New York LLC	√	-603.04	-86,922.88
Check	01/28/2022	eft	Paychex of New York LLC	√	-270.44	-87,193.32
Total Checks and Payments					-87,193.32	-87,193.32
Deposits and Credits - 7 items						
Deposit	01/07/2022			√	21,390.29	21,390.29
Deposit	01/10/2022	Deposit	Paychex of New York LLC	√	500.00	21,890.29
Deposit	01/13/2022			√	39,675.17	61,565.46
Deposit	01/20/2022			√	18,657.17	80,222.63
Deposit	01/27/2022			√	43,351.33	123,573.96
Bill Pmt -Check	02/14/2022	3173	CARQUEST AUTO PARTS - CP PHELP	√	0.00	123,573.96
Bill Pmt -Check	02/16/2022		Lowe's	√	0.00	123,573.96
Total Deposits and Credits					123,573.96	123,573.96
Total Cleared Transactions					36,380.64	36,380.64
Cleared Balance					36,380.64	99,334.28
Uncleared Transactions						
Checks and Payments - 20 items						
Bill Pmt -Check	11/19/2021	3017	Joey Vieira		-393.00	-393.00
Bill Pmt -Check	01/28/2022	EFT	CALPERS		-6,229.41	-6,622.41
Bill Pmt -Check	01/31/2022	3145	Van Cleve Concrete Products, INC.		-5,808.00	-12,430.41
Bill Pmt -Check	01/31/2022	3152	California Department of Tax and Fee Admi		-3,835.00	-16,265.41
Bill Pmt -Check	01/31/2022	3136	CAPC - Calif Assoc of Public Cemeteries		-3,143.00	-19,408.41
Bill Pmt -Check	01/31/2022	3141	Battery Pro		-2,835.40	-22,243.81
Bill Pmt -Check	01/31/2022	3140	Andy Hinojosa III CPA		-2,625.00	-24,868.81
Bill Pmt -Check	01/31/2022	3148	Illinois MidWest Insurance Agency, LLC		-893.00	-25,761.81
Bill Pmt -Check	01/31/2022	3153	MARK BORGES		-720.72	-26,482.53
Bill Pmt -Check	01/31/2022	EFT	Affordable Funeral Supply.com		-668.90	-27,151.43
Bill Pmt -Check	01/31/2022	3139	David Faria		-665.74	-27,817.17
Bill Pmt -Check	01/31/2022	3137	Clara L Bernardo		-665.74	-28,482.91
Bill Pmt -Check	01/31/2022	3138	Phyllis A Schneider.		-665.74	-29,148.65
Bill Pmt -Check	01/31/2022	3149	SoCalGas		-470.63	-29,619.28
Bill Pmt -Check	01/31/2022	3151	Petty Cash		-452.76	-30,072.04
Bill Pmt -Check	01/31/2022	3143	California Busniness Machines		-437.52	-30,509.56
Bill Pmt -Check	01/31/2022	3155	Waste Management/USA Waste		-363.82	-30,873.38
Bill Pmt -Check	01/31/2022	3144	Home Depot Cedit Services		-157.54	-31,030.92
Bill Pmt -Check	01/31/2022	3142	CAL Turf Equipment & Supply Inc.		-133.52	-31,164.44
Bill Pmt -Check	01/31/2022	3157	CAL Turf Equipment & Supply Inc.		-29.47	-31,193.91
Total Checks and Payments					-31,193.91	-31,193.91
Total Uncleared Transactions					-31,193.91	-31,193.91
Register Balance as of 01/31/2022					5,186.73	68,140.37

Tulare Public Cemetery District
Reconciliation Detail

10500 - Cash in Treasury (772), Period Ending 01/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						428,541.86
Cleared Transactions						
Checks and Payments - 12 items						
Invoice	12/30/2021	14693	TULARE COUNTY PVQ	√	-14,484.83	-14,484.83
Invoice	12/30/2021	14694	TULARE COUNTY PVQ	√	-6,905.46	-21,390.29
Invoice	01/13/2022	14696	TULARE COUNTY PVQ	√	-13,497.98	-34,888.27
Invoice	01/13/2022	14697	TULARE COUNTY PVQ	√	-2,662.73	-37,551.00
Invoice	01/13/2022	14698	TULARE COUNTY PVQ	√	-2,496.46	-40,047.46
Invoice	01/20/2022	14699	TULARE COUNTY PVQ	√	-24,625.00	-64,672.46
Invoice	01/20/2022	14699	TULARE COUNTY PVQ	√	-10,159.81	-74,832.27
Invoice	01/20/2022	14700	TULARE COUNTY PVQ	√	-8,566.52	-83,398.79
Invoice	01/31/2022	14695	TULARE COUNTY PVQ	√	-26,300.00	-109,698.79
Invoice	01/31/2022	14695	TULARE COUNTY PVQ	√	-13,375.17	-123,073.96
Transfer	01/31/2022			√	-8,982.08	-132,056.04
Check	01/31/2022	Deposits	Tax Apportionment	√	-1.33	-132,057.37
Total Checks and Payments					-132,057.37	-132,057.37
Deposits and Credits - 8 items						
Transfer	01/04/2022			√	2,823.84	2,823.84
Transfer	01/04/2022			√	20,921.25	23,745.09
Transfer	01/06/2022			√	60.00	23,805.09
Transfer	01/06/2022			√	28,472.84	52,277.93
Transfer	01/12/2022			√	7,683.50	59,961.43
Transfer	01/20/2022			√	12.50	59,973.93
Transfer	01/20/2022			√	35,090.35	95,064.28
Deposit	01/31/2022	Deposits	Tax Apportionment	√	15,566.92	110,631.20
Total Deposits and Credits					110,631.20	110,631.20
Total Cleared Transactions					-21,426.17	-21,426.17
Cleared Balance					-21,426.17	407,115.69
Register Balance as of 01/31/2022					-21,426.17	407,115.69

Tulare Public Cemetery District Reconciliation Detail

10600 · Endowment - Reserved (773), Period Ending 01/31/2022

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance							1,640,994.36
Cleared Transactions							
Deposits and Credits - 2 items							
	Transfer	01/31/2022			√	8,982.08	8,982.08
	Transfer	01/31/2022			√	9,601.00	18,583.08
Total Deposits and Credits						<u>18,583.08</u>	<u>18,583.08</u>
Total Cleared Transactions						<u>18,583.08</u>	<u>18,583.08</u>
Cleared Balance						<u>18,583.08</u>	<u>1,659,577.44</u>
Register Balance as of 01/31/2022						18,583.08	1,659,577.44

Tulare Public Cemetery District
Reconciliation Detail

10700 · Cash in Expansion Account (807), Period Ending 01/31/2022

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance							95,905.58
Cleared Balance							95,905.58
Register Balance as of 01/31/2022							95,905.58

Tulare Public Cemetery District
Reconciliation Detail

10900 · Endowment - Unreserved (817), Period Ending 01/31/2022

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance							292,311.56
Cleared Balance							292,311.56
Register Balance as of 01/31/2022							292,311.56
Ending Balance							292,311.56

Tulare Public Cemetery District Profit & Loss Budget Performance

January 2022

	Jan 22	Budget	Jul 21 - Jan 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
3999 · Total Beginning Cash Available	0	32,618	0	228,327	391,418
4000 · County Taxes					
4001 · Current Secured	15,566	13,833	111,337	96,833	166,000
4006 · Current Unsecured	0	750	-0	5,250	9,000
4008 · Prior Secured	0	253	0	1,773	3,040
4009 · Prior Unsecured	0	11	0	76	130
4030 · Suppl Current Secured	0	233	0	1,633	2,800
4033 · Suppl Prior Secured	0	33	0	233	400
4060 · Residual Distributions	0	542	0	3,792	6,500
4069 · PT Facilities	0	492	0	3,442	5,900
5000 · Aid-Other Governmental Agencies	0	3	0	18	30
5050 · Homeowners Property Tax Relief	0	100	0	700	1,200
4000 · County Taxes - Other	0		0	0	0
Total 4000 · County Taxes	15,566	16,250	111,337	113,750	195,000
4801 · Interest Income - 772	0	250	2,390	1,750	3,000
5400 · Charges for Current Services	107,678	61,015	686,959	427,106	732,182
5450 · Concrete Base	6,800		24,000		2,000
5805 · Misc. Revenue	1,701	167	23,440	1,167	2,000
5834 · Restitution	100	100	1,489	700	1,200
5835 · Other Revenue	2	1,250	2	8,750	15,000
Total Income	131,847	111,650	849,617	781,550	1,339,800
Gross Profit	131,847	111,650	849,617	781,550	1,339,800
Expense					
6000 · Payroll and Employee Benefits					
6001 · Regular Payroll	40,634	43,750	289,632	306,250	525,000
6002 · Overtime	546	417	8,333	2,917	5,000
6004 · Health Insurance Benefits	9,860	6,250	84,273	43,750	75,000
6005 · Extra Help	0	333	0	2,333	4,000
6008 · Directors Fees	200	333	1,650	2,333	4,000
6011 · Retirement-SD Portion	6,229	3,750	24,154	26,250	45,000
6012 · Social Security and Medicare	3,144	3,333	22,700	23,335	40,000
6015 · Workers Compensation Ins	893	1,667	8,278	11,667	20,000
6016 · Unemployment Ins.	1,110	250	1,849	1,750	3,000
6020 · - Prior Year Payroll Taxes	0	0	7,648	0	0
6000 · Payroll and Employee Benefits - Other	0		0	0	0
Total 6000 · Payroll and Employee Benefits	62,617	60,083	448,517	420,585	721,000
7003 · Penalties	0	42	40	292	500

Tulare Public Cemetery District Profit & Loss Budget Performance

January 2022

	Jan 22	Budget	Jul 21 - Jan 22	YTD Budget	Annual Budget
7004 · Clothing and Personal Supplies					
70041 · Breakroom Supplies	0		30		
70042 · PPE - Personal Protective Equip	0		120		
70043 · First Aid Supplies	23		23		
7004 · Clothing and Personal Supplies - Other	150	583	2,572	4,083	7,000
Total 7004 · Clothing and Personal Supplies	173	583	2,745	4,083	7,000
7005 · Telecommunications					
70051 · Internet	150		150		
70052 · Phone Lines	301		301		
70053 · Tablet	52		52		
7005 · Telecommunications - Other	0	500	3,304	3,500	6,000
Total 7005 · Telecommunications	503	500	3,807	3,500	6,000
7006 · Vaults and Liners					
7008 · Freight/Delivery Fees	13,554	6,250	64,978	43,750	75,000
7009 · Household Supplies	241	125	241	875	1,500
7010 · Insurance	0	1,667	919	11,667	20,000
7011 · Concrete Base for Headstones	0		16,800		
7025 · Mileage Reimbursement Expense	0	17	35	117	200
7030 · Maintenance and Repairs					
70200 · Repair & Main. - Equipment	6,579	0	33,400	0	0
70201 · Equipment & Supplies for Servic	1,528		2,377		
70203 · Fuel/Diesel for Equipment	1,052		1,052		
70300 · Repair & Main. - Outside	542	0	79,455	0	0
70301 · Safety Supplies & Compliance	515		2,246		
70302 · Cleaning Supplies	0		712		
70400 · Repair & Main. - Building	1,684	0	16,266	0	0
70401 · Pest Control	135		135		
7030 · Maintenance and Repairs - Other	0	9,167	0	64,167	110,000
Total 7030 · Maintenance and Repairs	12,035	9,167	135,643	64,167	110,000
7036 · Office Supplies and Expense					
61000 · Copier/Equipment Lease	0	0	463	0	0
62000 · Office Supplies	468	0	5,184	0	0
63000 · Computer Repairs and Expense	0	0	3,299	0	0
7036 · Office Supplies and Expense - Other	1,073	1,667	8,271	11,667	20,000
Total 7036 · Office Supplies and Expense	1,541	1,667	17,217	11,667	20,000
7039 · Miscellaneous	0	58	8,250	408	700

Tulare Public Cemetery District Profit & Loss Budget Performance

January 2022

	Jan 22	Budget	Jul 21 - Jan 22	YTD Budget	Annual Budget
7043 · Professional Fees					
63500 · County Admin Fees	0	0	2,296	0	0
68100 · Accounting	1,671	0	19,545	0	0
68200 · Auditing	0	0	0	0	0
68300 · Legal	0	0	12,851	0	0
7043 · Professional Fees - Other	0	4,167	1,435	29,167	50,000
Total 7043 · Professional Fees	1,671	4,167	36,127	29,167	50,000
7045 · Security					
7059 · Publications and Legal Notices	4,080	2,083	16,307	14,583	25,000
70591 · Membership Dues	0	250	375	1,750	3,000
7059 · Publications and Legal Notices - Other	0	0	865	0	0
Total 7059 · Publications and Legal Notices	0	250	1,240	1,750	3,000
7073 · Training / Education					
7074 · Transportation and Travel	3,143	833	3,893	5,833	10,000
70741 · Lodging	1,997	0	1,997	0	0
Total 7074 · Transportation and Travel	1,997	0	1,997	0	0
7081 · Utilities					
77100 · SCE	417	0	8,646	0	0
77200 · SO Cal Gas	471	0	989	0	0
77300 · Water, Sewer and Disposal	1,132	0	26,297	0	0
79000 · Waste Disposal	4,848	0	9,564	0	0
7081 · Utilities - Other	0	4,167	0	29,167	50,000
Total 7081 · Utilities	6,867	4,167	45,496	29,167	50,000
7090 · Vehicle Expense					
70901 · Vehicle Repairs/Maintenance	0	0	79	0	0
Total 7090 · Vehicle Expense	0	0	79	0	0
7425 · Taxes					
74251 · Sales Tax on Purchases & Repair	134	0	143	0	0
7425 · Taxes - Other	3,835	108	5,134	758	1,300
Total 7425 · Taxes	3,969	108	5,277	758	1,300
8001 · Graves Repurchase					
8100 · Building and Improvements	0	417	1,800	2,917	5,000
8300 · Equipment	0	8,333	809	58,333	100,000
Total Expense	112,892	111,650	838,709	781,552	1,339,800
Net Ordinary Income	18,955	0	10,908	-2	0

Tulare Public Cemetery District Profit & Loss Budget Performance

January 2022

	Jan 22	Budget	Jul '21 - Jan 22	YTD Budget	Annual Budget
Other Income/Expense					
Other Income					
9100 · Endowment - 773	11,956	5,000	75,760	35,000	60,000
9101 · Endowment Revenue -Current Serv	0	2,083	8,209	14,583	25,000
9102 · Interest Income - Endowment 773	0	0	0	0	0
9100 · Endowment - 773 - Other	0	0	0	0	0
Total 9100 · Endowment - 773	11,956	7,083	83,969	49,583	85,000
9200 · Fund for Future Expansion - 807					
9201 · Rent and Concessions - 807	0	1,250	0	8,750	15,000
9203 · Interest Income - 807	0	117	484	817	1,400
9204 · Future Expansion Current Servic	0	1,250	6,521	8,750	15,000
9200 · Fund for Future Expansion - 807 - Other	0	0	0	0	0
Total 9200 · Fund for Future Expansion - 807	0	2,617	7,005	18,317	31,400
9300 · Unreserved Funds - 817					
9301 · Interest Income - 817	0	417	1,746	2,917	5,000
9300 · Unreserved Funds - 817 - Other	0	0	0	0	0
Total 9300 · Unreserved Funds - 817	0	417	1,746	2,917	5,000
Total Other Income	11,956	10,117	92,720	70,817	121,400
Other Expense					
7432 · Appropriation for Contingencies	0	10,117	0	70,817	121,400
Total Other Expense	0	10,117	0	70,817	121,400
Net Other Income	11,956	0	92,720	0	0
Net Income	30,911	0	103,628	-2	0

<https://www.docusign.com/>

Are Electronic Signatures Safe?

Yes, electronic signatures are safe, and in this post, we'll cover why an [e-signature](#) is more secure than a wet signature, how e-signatures work and the features that help keep them safe.

Why an e-signature is more secure than a wet signature

A common question people have is "Can my digital signature be forged, misused or copied?" The reality is, wet signatures can easily be forged and tampered with, while electronic signatures have many layers of security and authentication built into them, along with court-admissible proof of transaction.

Electronic record

Unlike wet signatures, e-signatures also come with an electronic record that serves as an audit trail and proof of the transaction. The audit trail includes the history of actions taken with the document, including the details of when it was opened, viewed and signed. Depending on the provider, and if the signer agreed to allow access to their location, the record will also show the geolocation where it was signed. If one of the signers disputes their signature, or if there's any question about the transaction, this audit trail is available to all participants in the transaction and can resolve such objections.

Certificates of completion

More detailed certificates of completion can include specific details about each signer on the document, including the consumer disclosure indicating the signer agreed to use e-signature, the signature image, key event timestamps and the signer's IP address and other identifying information.

Tamper-evident seal

Once the signing process is complete, all documents are digital sealed using Public Key Infrastructure (PKI), an industry-standard technology. This seal indicates the electronic signature is valid and that the document hasn't been tampered with or altered since the date of signing.

How electronic signatures work

The exact signing process varies depending on the e-signature provider that you use, but the underlying workflows of more robust solutions are similar.

Sending:

- Upload the document you need signed, such as a Word document or a PDF file
- Tag the sections that require initials, signatures, phone numbers, etc.
- Select the methods of signer authentication you want to use
- Send the file via the service to your designated recipient's email

Signing:

- Receive an email notification to review and sign a document
- Verify your identity before signing (if the sender selects that option)
- Read the disclosure documents and agree to use the electronic process
- Review the document and complete any necessary fields, including attaching any required documents
- Adopt the signature style you want to use (the first time you use a service)
- Sign the document

Once all recipients have signed a document, they're notified, and the document is stored electronically where it can be viewed and downloaded. All of this is done safely due to the built-in security features and the processes that e-signature providers follow.

Methods of verifying signer identity

E-signature technology offers multiple options for verifying a signer's identity before they can access the document and sign, including:

- **Email address:** signers enter their own email address, which is compared to the email address used in the invitation
- **Access code:** the sender supplies a one-time passcode that signers must enter
- **Phone call:** signers must call a phone number and enter their name and access code
- **SMS:** signers must enter a one-time passcode sent via SMS text message
- **Knowledge-based:** signers are asked questions about information, such as past addresses or vehicles owned
- **ID verification:** signers are verified using their [government-issued photo IDs](#) or European eID schemes

For situations where additional levels of signature validity are necessary, some providers offer two additional levels of e-signature that comply with the EU's eIDAS requirements:

- **Advanced:** Requires a higher level of security, identity verification and authentication to establish a link to the signatory; and includes a certificate-based digital ID (X.509 PKI) issued by a trusted service provider
- **Qualified:** An even more secure version of an advanced e-signature that utilizes a "secure signature creation device" and is deemed legally identical to a wet signature in the EU

The importance of a security-first approach to e-signatures

The level of e-signature security varies by provider, so it's important to choose an e-signature provider that has robust security and protection weaved into every area of their business. Those security measures should include:

- **Physical security:** protects the systems and buildings where the systems reside
- **Platform security:** safeguards the data and processes that are stored in the systems
- **Security certifications/processes:** help ensure the provider's employees and partners follow security and privacy best practices

Physical security

- Geo-dispersed data centers with active and redundant systems and physical and logically separated networks
- Commercial-grade firewalls and border routers to detect IP-based and denial-of-service attacks
- Malware protection
- Secure, near real-time data replication
- Around-the-clock onsite security
- Strict physical access control with monitored video surveillance

Platform security

- Data encryption in transit and at rest with TLS connections and AES 256-bit encryption
- Data access and transfer via HTTPS
- Use of Security Assertion Markup Language (SAML), giving users the latest capabilities for Web-based authentication and authorization
- PKI tamper-evident seal
- Certificate of completion
- Signature verification and unalterable capture of signing actions and completion status
- Multiple authentication options for signers

Security certifications/processes

- Compliance with applicable laws, regulations and industry standards, governing digital transactions and electronic signatures, including:
 - **ISO 27001:2013:** the highest level of global information security assurance available today
 - **SOC 1 Type 2 and SOC 2 Type 2:** both reports evaluate internal controls, policies and procedures, with the SOC 2 report focusing on those directly related to security, availability, processing integrity, confidentiality and privacy at a service organization

- **Payment Card Industry Data Security Standard (PCI DSS):** ensures safe and secure handling of credit card holder information
- **Cloud Security Alliance (CSA) Security Trust Assurance and Risk (STAR) program:** comprises key principles of transparency, rigorous auditing and harmonization of standards
- Ability to comply with specialized industry regulations, such as HIPAA, 21 CFR Part 11 and specified rules from the FTC, FDA, IRS and FINRA
- Security management processes and development practices, including business continuity and disaster recovery planning, employee training, secure coding practices, formal code reviews and regular code-base security audits

So, to answer the question, are electronic signatures safe? Yes, they are. For more information on the safety and security of DocuSign eSignature specifically, visit the [DocuSign Trust Center](#).

Are Electronic Signatures Legal?

Electronic signatures (e-signatures), which demonstrate an individual's consent to an agreement, aren't new. Their acceptance and use in many countries around the world have been widespread for years. Over a billion users worldwide are comfortable signing documents electronically. But, are electronic signatures legal?

The short answer is yes, electronic signatures are legal. But what this question is really getting at is whether an e-signature can create a binding and enforceable contract. And, again, the short answer is yes. Electronic signatures are widely recognized and accepted throughout the industrialized world, and they are also **more secure** than traditional paper-based signatures and thus less susceptible to forgery.

In this blog post, we'll cover what makes e-signatures legally binding, whether they're valid in the US, whether there are exceptions, what exactly is an e-signature and more.

What makes an electronic signature legally binding?

In 2000, the U.S. federal government passed the Electronic Signatures in Global and National Commerce Act (**ESIGN**), which in tandem with the Uniform Electronic Transactions Act (**UETA**) confirms that electronic signatures constitute legally binding documents if all parties choose to sign digitally.

E-signatures cover the full range of technologies and solutions to create signatures electronically, from simple images of a signature attached to an electronic document to PKI-based signatures. A variety of capture methods can be used, such as:

- Clicking "I Agree" on a website
- Signing with your finger on a mobile device
- Typing your name or PIN into an online form
- Using an e-signature solution like DocuSign eSignature

Are electronic signatures valid in all states?

Yes, electronic signatures are valid in all U.S. states and are granted the same legal status as handwritten signatures under state laws. In other industrialized countries, electronic signatures carry the same weight and legal efficiency as handwritten signatures and paper documents. Laws may differ, but you can learn more about legal requirements in your country from DocuSign's [eSignature Legality Guide](#).

An electronic signature, like those supported by [DocuSign eSignature](#), is typically all that is needed to create a legally enforceable document. For those instances where more authentication is required in the U.S. (e.g., certain transactions in regulated industries such as life sciences), tools like [DocuSign standards-based signatures](#), can be used to digitally sign a document. This also applies to regions like the European Union, where digital signatures are more common.

Are electronic signatures legally enforceable?

When e-signatures are combined with tamper sealing, strong authentication, world-class security and an audit trail, they provide stronger court admissible evidence than a simple wet signature or scanned image of a signature on a PDF.

Typically for wet signatures, validity and attribution are established by comparing copies of signatures and presenting testimony from handwriting experts or witnesses who were present at the signing. Not only is this expensive and time consuming, it's less reliable due to the human element. By removing the chance for human error and automating the entire data capturing process, audit trails make it easier to establish authenticity and address disputes over signatures both in state and federal courts.

Tyler Newby, Partner at Fenwick & West LLP does an excellent job outlining just how valuable audit trails are in authenticating e-signatures in court in his article, "[Using E-Signatures in Court—The Value of an Audit Trail](#)."

For each document, DocuSign eSignature automatically generates and stores a complete, time-stamped history of every send, view, print, sign or decline action. The information on the signer, the signing event and the documents are maintained by the system in what we call a Certificate of Completion. The Certificate of Completion contains a summary about the signing event or envelope that includes:

- A specific Envelope ID
- The identity of the sender
- The identity of the signer(s) of the documents
- A graphic representation of their signatures
- The date and time stamp of when the document was sent, when it was viewed and when it was signed
- The IP address where each of the above actions took place

Certificate Of Completion

Envelope Id: 452C6E1E462F4F3D846BF28EFD14AE35

Status: Completed

Subject: Please DocuSign: Tally Insurance Application

Source Envelope:

Document Pages: 2

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Ben Wilkins

AutoNav: Enabled

100 Main Street

EnvelopeId Stamping: Disabled

Nashville, TN 12345

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

benwilkins2021@gmail.com

IP Address: 12.148.184.130

Record Tracking

Status: Original

Holder: Ben Wilkins

Location: DocuSign

1/15/2021 5:53:55 PM

benwilkins2021@gmail.com

Signer Events

Signature

Timestamp

Michael Lopez

mikelopez8675309@gmail.com

Security Level: Email, Account Authentication
(None), Access Code

DocuSigned by:

Michael Lopez

115E1D80641A4DA..

Sent: 1/15/2021 5:54:06 PM

Viewed: 1/15/2021 5:54:28 PM

Signed: 1/15/2021 5:54:48 PM

Signature Adoption: Pre-selected Style

Using IP Address: 12.148.184.130

Electronic Record and Signature Disclosure:

Accepted: 1/15/2021 5:46:57 PM

ID: 540ab20d-2ded-4e4e-bcce-9e706393c6b7

The Certificates of Completion are available to all parties to any agreement and DocuSign maintains electronic copies of the Certificate of Completion in its secure data centers.

Pre-Need Pre-payment Contracts

Family will get vouchers/booklet so they have the responsibility to make monthly payment by a certain date. If a payment is missed we will send out a friendly reminder. If after 3 missed payments it will go to board if we should cancel contract or allow more time based on how much they have already paid on contract. If we cancel contract family is refunded everything except the administration fee, endowment fee and service fee.

CONTRACT PRICING FOR PRE-NEED - PRE-PAYMENT

Pricing Includes: Grave, Open/Close, Concrete Vault, Sales Tax for Vault, Administration Fee, Endowment Care, Installation fee for Vault. (Excludes Concrete Base)

Kern Flat Stone Single

1 year contract \$8797.25 x 1.5% Service Fee= \$131.96

Contract for \$8929.21 x 15% Down = \$1339.38

Remainder for Contract = \$7589.83 / 12 = \$632.49 per month

2 year contract \$8797.25 x 2.5% Service Fee = \$219.93

Contract for \$9017.18 x 15% Down = \$1352.58

Remainder for Contract = \$7664.60 / 24 = \$319.36 per month

3 year contract \$8797.25 x 3.5% Service Fee = \$307.90

Contract for \$9105.15 x 15% Down = \$1365.77

Remainder for Contract = \$7739.38 / 36 = \$214.98 per month

Kern Tall Stone Single

1 year contract \$10997.25 x 1.5% Service Fee= \$164.96

Contract for \$11162.21 x 15% Down = \$1674.33

Remainder for Contract = \$9487.88 / 12 = \$790.66 per month

2 year contract \$10997.25 x 2.5% Service Fee = \$274.93

Contract for \$11272.18 x 15% Down = \$1690.83

Remainder for Contract = \$9581.35 / 24 = \$399.22 per month

3 year contract \$10997.25 x 3.5% Service Fee = \$384.90

Contract for \$11382.15 x 15% Down = \$1707.32

Remainder for Contract = \$9674.83 / 36 = \$268.75 per month

Kern Flat Stone Single

Pricing Includes: Grave, Administration Fee, Endowment Care

1 year contract \$6693.00 x 1.5% Service Fee= \$100.40

Contract for \$6793.40 x 15% Down = \$1019.01

Remainder for Contract = \$5774.39 / 12 = \$481.20 per month

2 year contract \$6693.00 x 2.5% Service Fee = \$167.33

Contract for \$6860.33 x 15% Down = \$1029.05

Remainder for Contract = \$5831.28 / 24 = \$242.97 per month

3 year contract \$6693.00 x 3.5% Service Fee = \$234.26

Contract for \$6927.26 x 15% Down = \$1039.09

Remainder for Contract = \$5888.17 / 36 = \$163.56 per month

Kern Tall Stone Single

1 year contract \$8193.00 x 1.5% Service Fee= \$122.90

Contract for \$8315.90 x 15% Down = \$1247.38

Remainder for Contract = \$7068.51 / 12 = \$589.04 per month

2 year contract \$8193.00 x 2.5% Service Fee = \$204.83

Contract for \$8397.83 x 15% Down = \$1259.67

Remainder for Contract = \$7138.15 / 24 = \$297.42 per month

3 year contract \$8193.00 x 3.5% Service Fee = \$286.76

Contract for \$8479.86 x 15% Down = \$1271.96

Remainder for Contract = \$7207.80 / 36 = \$200.22 per month

North Flat Stone Single

Pricing Includes: Grave, Open/Close, Concrete Vault, Sales Tax for Vault, Administration Fee, Endowment Care, Installation fee for Vault. (Excludes Concrete Base)

1 year contract \$3797.25 x 1.5% Service Fee= \$56.96

Contract for \$3854.21 x 15% Down = \$578.13

Remainder for Contract = \$3276.08 / 12 = \$273.01 per month

2 year contract \$3797.25 x 2.5% Service Fee = \$94.93

Contract for \$3892.18 x 15% Down = \$583.83

Remainder for Contract = \$3308.35 / 24 = \$137.85 per month

3 year contract \$3797.25 x 3.5% Service Fee = \$132.90

Contract for \$3930.15 x 15% Down = \$589.52

Remainder for Contract = \$3340.63 / 36 = \$92.80 per month

North Tall Stone Single

1 year contract \$5297.25 x 1.5% Service Fee= \$79.46

Contract for \$5376.71 x 15% Down = \$806.51

Remainder for Contract = \$4570.20 / 12 = \$380.85 per month

2 year contract \$5297.25 x 2.5% Service Fee = \$132.43

Contract for \$5429.68 x 15% Down = \$814.45

Remainder for Contract = \$4615.23 / 24 = \$192.30 per month

3 year contract \$5297.25 x 3.5% Service Fee = \$185.40

Contract for \$5482.65 x 15% Down = \$822.40

Remainder for Contract = \$4660.26 / 36 = \$129.45 per month

North Flat Stone Single

Pricing Includes: Grave, Administration Fee, Endowment Care

1 year contract \$1693.00 x 1.5% Service Fee= \$25.40

Contract for \$1718.40 x 15% Down = \$257.76

Remainder for Contract = \$1460.64 / 12 = \$121.72 per month

2 year contract \$1693.00 x 2.5% Service Fee = \$42.33

Contract for \$1735.33 x 15% Down = \$260.30

Remainder for Contract = \$1475.03 / 24 = \$61.46 per month

3 year contract \$1693.00 x 3.5% Service Fee = \$59.26

Contract for \$1752.26 x 15% Down = \$262.84

Remainder for Contract = \$1489.42 / 36 = \$41.37 per month

North Tall Stone Single

1 year contract \$3193.00 x 1.5% Service Fee= \$47.90

Contract for \$3240.90 x 15% Down = \$486.13

Remainder for Contract = \$2754.76 / 12 = \$229.56 per month

2 year contract \$3193.00 x 2.5% Service Fee = \$79.83

Contract for \$3272.83 x 15% Down = \$490.92

Remainder for Contract = \$2781.90 / 24 = \$115.91 per month

3 year contract \$3193.00 x 3.5% Service Fee = \$111.76

Contract for \$3304.76 x 15% Down = \$495.71

Remainder for Contract = \$2809.04 / 36 = \$78.03 per month

**AGREEMENT TO PURCHASE
BURIAL RIGHTS, ENDOWMENT CARE,
MERCHANDISE AND SERVICES**

SAMPLE

Contract NO.

THIS CONTRACT is executed in triplicate this _____ day of _____, 20____, by and between MADERA CEMETERY DISTRICT, a political Subdivision of the State of California, doing business in the County of Madera, State of California, hereinafter called "SELLER", and

residing at _____, hereinafter called "BUYER"

SELLER agrees to sell, and BUYER (jointly and severally, if more than one) hereby agrees to buy, subject to the terms and conditions hereinafter set forth; the following described burial rights, endowment care, merchandise and services, to wit:

BLOCK _____, ROW _____, LOT _____, PLOT(S) _____,
CRYPT(S) _____, NICHE(S) _____
in _____ Cemetery

Cash Price for Burial - Plot, Crypt or Niche	\$	
Cash Price for Endowment Care (non-refundable)	\$	
Cash Prices for Garden Crypt, Vault; Companion Vault, Urn. including sales tax.	\$	
Cash Price for Handling Charge	\$	
Cash Price for Marker Deposit	\$	
Cash Price for At-Need Opening and Closing	\$	
Cash Price for Non-Resident Fee	\$	
(1) TOTAL CASH PRICE		\$

Less Down Payment:

(2) Cash Down Payment	\$	
(3) TOTAL DOWN PAYMENT		\$
(4) UNPAID BALANCE CASH PRICE (Subtract Item 3 from Item 1)		\$
(5) SERVICE CHARGE (non-refundable)		\$
(6) TOTAL UNPAID BALANCE (Add Item 4 and Item 5)		\$
(7) DEFERRED PAYMENT PRICE (Add Item 1 and Item 5)		\$

(8) TOTAL OF PAYMENTS shall be paid by Buyer in _____ monthly installments of \$ _____ each on the

day of each and every month beginning _____, 20____, and continuing thereafter until said contract balance, together with such others sums as are herein provided are fully paid. The service charge applies from _____, 20____.

All installments and amounts payable hereunder are payable at the office of the Seller. If any installment is in default for a period of not less than ten days, Buyer agrees to pay a delinquency charge on each of said delinquent installment in an amount of 5% of such installment or \$5.00, whichever is less, provided, however, that a minimum charge of \$2.00 shall be made for any such delinquency. Reasonable attorney's fees and costs shall be awarded by the court to the prevailing party in any such action on this contract. However, should the Buyer be ill, disabled, or unemployed through layoff, strike, or any similar cause beyond his control, the Seller agrees to suspend payments during the period of illness, disability, or unemployment, provided that such period shall not exceed one year, and provided, further, that the Buyer notify the Seller promptly of such illness, disability, or unemployment, and on giving such notice, and not less than monthly thereafter, supply the Seller which satisfactory proof of the continuance of such illness, disability, or unemployment.

BUYER AND SELLER further agree as follows:

1. Certificate of Burial Rights to said property shall not pass to Buyer until the, contract and other sums due hereunder are fully paid in cash. No interment in said property will be allowed until the contract balance and other sums due hereunder are fully paid in cash and the at need fees are paid in cash. Contracts in default for more than 6 months will be cancelled and all payments shall be forfeited upon action by District Board of Trustees.
2. The purchaser agrees that said spaces are purchased for use and not for speculation or investment.
3. The conveyance for said interment spaces shall be subject to all rules and regulations now existing and which may be hereafter adopted for the operations, care, and control of the Madera Cemetery District.
4. Buyer shall have the right any time unless in default hereunder to assign his interest in this agreement, provided such assignment is first recorded on the books of the Seller, and Seller agrees to furnish, on request, approved transfer forms. Buyer will be required to pay transfer fee.
5. No warranties, express or implied, representations, promises, or statements have been made by Seller unless endorsed hereon in writing. This agreement contains all the covenants and promises between the parties, and no agent or representative of either party has authority to modify, add to, or change any of the terms and conditions herein set forth, nor the terms or conditions of the receipt of payment.
6. This agreement shall become effective when signed by an authorized official of the Seller and thereafter it shall apply to and bind

Repeat
From
previous
page

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- 5. No warranties, express or implied, representations, promises, or statements have been made by Seller unless endorsed hereon in writing. This agreement contains all the covenants and promises between the parties, and no agent or representative of either party has authority to modify, add to, or change any of the terms and conditions herein set forth, nor the terms or conditions of the receipt of payment.
- 6. This agreement shall become effective when signed by an authorized official of the Seller and thereafter it shall apply to and bind and insure to the benefit of the Seller and the heirs, administrators, executors, and assigns of the Buyer, and whenever the Buyer is mentioned herein, it shall include the heirs and assigns of the buyer as if they were specifically set out.
- 7. NOTICE TO BUYER: (1) Do not sign this agreement before you read it, or if it contains any blank space. (2) You are entitled to a completely filed in copy of this agreement. BUYER DOES HEREBY ACKNOWLEDGE FULL DISCLOSURE OF THE CONTENTS OF THIS AGREEMENT AND RECEIPT OF A FULLY COMPLETED AND EXECUTED COPY THEREOF.
- 8. You, the purchaser, may cancel this transaction prior to midnight on the fifth calendar day after the date of this transaction, provided to interment or substantial service or merchandise has been provided hereunder. To cancel, deliver or mail written notice to your intent to MADERA CEMETERY DISTRICT, P.O. Box 477, Madera, CA 93639.

Seller: _____

BUYER _____

MADERA CEMETERY DISTRICT
P.O. Box 477
Madera, CA 93639

District Office:
Arbor Vitae Cemetery
1301 Roberts
Madera, California
(559) 674-8826
FAX (559) 674-3237

BUYER _____

Address: _____

City / St. / Zip: _____

Phone: _____

Sample



Naming of Kern Cemetery Roads

Family can Bid for Road to be named after Family Member etc.

(Name must be approved by Board before making it official)

Street: Usually runs East to West and are usually in a city.

Avenue: Usually runs North to South, sometimes has a median.

Drive: Not quite a driveway, but usually is a private, winding road that connects several residences

Way: Simply a small and thin out-of-the-way road.

13 Roads (excludes Main Drive)

Can set \$ amount at exactly \$5000 (as we do the benches at \$2500)

Total \$65,000

Or Auction and set reserve bid at \$5000 and it could possibly bring more.

This can be done in a few ways –

- Advertise and see who is interested in purchasing**
- Dinner Fundraiser Event at the Cemetery to Auction for Naming of Roads**
- Advertise a Day that the Auction will take place**

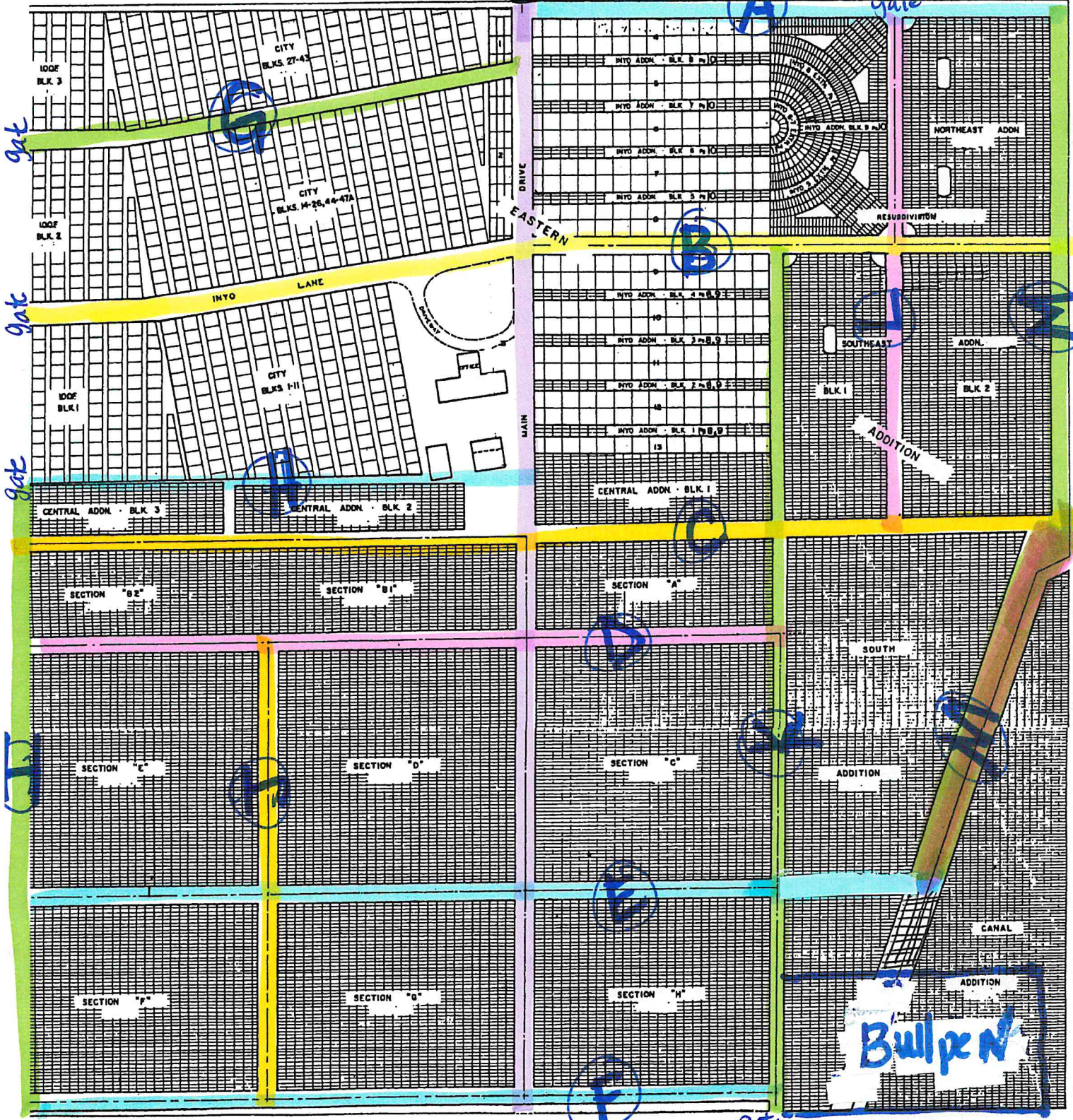
KERN Cemetery

900E. Kern
Tulare, CA

KERN STREET

Main Drive

MAIN GATE



SONORA STREET

THE TULARE PUBLIC CEMETERY DISTRICT



Google View of Kern

