

## **CUMBERLAND CEMETERY ASSOCIATION**

**Valerie Currier, Treasurer**

April 20, 2022

To: Trustees of the Cumberland Cemetery Association

Copy: William Shane, Cumberland Town Manager

Re: Treasurer's Report for 2021: The Association enjoyed better financial performance in 2021 than anticipated. However, the association faces some major costs increases in 2022, which will affect its ability to fund special projects. Sales of rights of interment and returns on investment were much better than expected. Expenditures were slightly below forecast. Overall, the Association is in excellent financial condition.

- Burials (30) were much higher than 2020 (16), receipts of burial administrative fees were higher than 2020, up by \$3,150.00.
- Sales of rights of interment to 27 burial spaces were just above recent sales levels- compared to 26 in 2020 and 20 in 2019.
- Importantly, the Town continues to strongly support the Association with a steady annual appropriation of \$26,700.
- The total return on the Perpetual Care Fund (dividends and appreciation) for 2021 was \$32,829.56, a little lower than for 2020 of \$34,848.00.
- Total expenditures were under budget by 17.8%, mostly due to spending less than budgeted for special maintenance projects and unknown tree work, as well as money budgeted for Stilkey (out of contract).
- The Association's goal of growing its funds to beat annual inflation by at least one percent was achieved in 2022: 11.2% growth compared to annual inflation of 7.0%.
- The total value of Association net assets at yearend was \$468,831.21.

### **Potential Revenue and Expenditures for 2022**

See page 7 of the report that contains an analysis of 2021 budgeted and actual amounts, and the last column forecasts certain revenue and expense items for 2022. Contract terms for 202 for the Superintendent and maintenance contract are known as of this date and will be \$38,000.00 for 2022.

Potential special projects for 2022 are:

1. Road maintenance/upgrade for Farris and Universalist Cemeteries

### **Form 990 EZ**

Form 990 EZ for 2021 has been prepared and will be filed with board approval. It will be distributed to the Trustees for their reading. It needs to be filed with the IRS by May 15<sup>th</sup>.

### **Perpetual Care Fund**

The Spending Policy calls for transferring \$11,292.16 from the PCF to the Checking Account. See page 8 of the report. This should be voted on by the Trustees at the upcoming Annual Meeting. In conjunction with this transfer, the Association must deposit half of the 2021 sales proceeds (\$8,100.00) into the Perpetual Care Fund. The net transfer of funds, therefore, will be \$3192.46 from the PCF to the Checking Account.

**Transition of Duties of the Treasurer:** Valerie Currier voted treasurer in December 2020. Valerie has performed all banking transactions and they are up to date.

Attachments:

1. Balance Sheets, December 31, 2021 and 2020 (compared)
2. Profit and Loss Statements, January 1- December 31, 2021 and 2020 (compared)
3. Allocation of Revenue and Expenditures to Funds 2021
4. Budget Analysis and 2021 and 2022 forecast
5. Application of Spending Policy and 2021 special maintenance projects

Cumberland Cemetery Association  
Balance Sheet Previous Year Comparison  
As of December 31, 2021

	<u>Dec 31, 21</u>	<u>Dec 31, 20</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Atlantic Money MKT 66-Reserve	5,019.85	5,011.09	8.76	0.18%
Atlantic Money Market 68	48,750.63	23,967.13	24,783.50	103.41%
Atlantic Checking Account	6,677.98	5,302.23	1,375.75	25.95%
Atlantic Savings	<u>25.00</u>	<u>25.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total Checking/Savings</b>	<u>60,473.46</u>	<u>34,305.45</u>	<u>26,168.01</u>	<u>76.28%</u>
<b>Accounts Receivable</b>				
<b>Accounts Receivable</b>				
Account Receivable- Cumberland	<u>1,200.00</u>	<u>10,200.00</u>	<u>-9,000.00</u>	<u>-88.24%</u>
<b>Total Accounts Receivable</b>	<u>1,200.00</u>	<u>10,200.00</u>	<u>-9,000.00</u>	<u>-88.24%</u>
<b>Total Accounts Receivable</b>	<u>1,200.00</u>	<u>10,200.00</u>	<u>-9,000.00</u>	<u>-88.24%</u>
<b>Total Current Assets</b>	<u>61,673.46</u>	<u>44,505.45</u>	<u>17,168.01</u>	<u>38.58%</u>
<b>Other Assets</b>				
<b>Perpetual Care Assets</b>				
BOEING	30,872.70	0.00	30,872.70	100.0%
AT & T	21,008.00	0.00	21,008.00	100.0%
T Rowe Price	70,021.30	55,483.17	14,538.13	26.2%
Amazon	0.00	25,576.25	25,576.25	-100.0%
Ishares TIPS Bond ETF	11,770.89	11,629.68	141.21	1.21%
janus Triton Fund	24,376.68	27,501.18	-3,124.50	-11.36%
MFS International Value Fund	44,319.06	43,018.34	1,300.72	3.02%
First Eagle Overseas Class I	23,125.07	23,321.27	-196.20	-0.84%
Fidelity Advisor New Insights	70,462.37	56,466.41	13,995.96	24.79%
Fidelity Cash	83,797.77	109,982.96	26,185.19	-23.81%
JPMorgan Equity Income Select	<u>30,153.91</u>	<u>24,098.93</u>	<u>6,054.98</u>	<u>25.13%</u>
<b>Total Perpetual Care Assets</b>	<u>409,907.75</u>	<u>377,078.19</u>	<u>32,829.56</u>	<u>8.71%</u>
<b>Total Other Assets</b>	<u>409,907.75</u>	<u>377,078.19</u>	<u>32,829.56</u>	<u>8.71%</u>
<b>TOTAL ASSETS</b>	<u><b>471,581.21</b></u>	<u><b>421,583.64</b></u>	<u><b>49,997.57</b></u>	<u><b>11.86%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
Accounts Payable				
Accounts Payable- Stilkey	<u>2,750.00</u>	<u>0.00</u>	<u>2,750.00</u>	<u>100.0%</u>
<b>Total Accounts Payable</b>	<u>2,750.00</u>	<u>0.00</u>	<u>2,750.00</u>	<u>100.0%</u>
<b>Total Accounts Payable</b>	<u>2,750.00</u>	<u>0.00</u>	<u>2,750.00</u>	<u>100.0%</u>

<b>Total Current Liabilities</b>	<u>2,750.00</u>	<u>0.00</u>	<u>2,750.00</u>	<u>100.0%</u>
<b>Total Liabilities</b>	2,750.00	0.00	2,750.00	100.0%
<b>Equity</b>				
<b>PCF UNREALIZED GAINS/LOSSES</b>	0.00	34,848.28	34,848.28	-100.0%
<b>General Fund Balance</b>	50,032.26	6,886.45	43,145.81	626.53%
<b>Perpetual Care Fund</b>	409,907.75	377,078.19	32,829.56	8.71%
<b>Net Income</b>	<u>8,891.20</u>	<u>2,770.72</u>	<u>6,120.48</u>	<u>220.9%</u>
<b>Total Equity</b>	<u>468,831.21</u>	<u>421,583.64</u>	<u>47,247.57</u>	<u>11.21%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>471,581.21</b></u>	<u><b>421,583.64</b></u>	<u><b>49,997.57</b></u>	<u><b>11.86%</b></u>

Cumberland Cemetery Association  
Profit and Loss Previous Year Comparison  
As of December 31, 2021

	<u>Jan - Dec 21</u>	<u>Jan - Dec 20</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
Income				
Burial administrative fee	6,750.00	3,600.00	3,150.00	87.5%
Sales Proceeds	16,200.00	15,600.00	600.00	3.85%
Contributions Income				
Town of Cumberland	<u>26,700.00</u>	<u>26,700.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Contributions Income	26,700.00	26,700.00	0.00	0.0%
Other Income	<u>25.00</u>	<u>125.00</u>	<u>-100.00</u>	<u>-80.0%</u>
Total Income	49,675.00	46,025.00	3,650.00	7.93%
Expense				
Veteran Flags	322.56	383.50	-60.94	-15.89%
FLOWERS AND PLANTS	0.00	41.78	-41.78	-100.0%
Cemetery Maintenance				
Cemetery Superintendent Fees	1,800.00	1,800.00	0.00	0.0%
Other regular maintenance	0.00	1,050.00	-50.00	-100%
Special maintenance projects	10,431.00	12,369.00	-4,905.00	-15.7%
Cemetery Maintenance - Other	<u>27,200.00</u>	<u>26,700.00</u>	<u>-100.00</u>	<u>1.9%</u>
Total Cemetery Maintenance	39,431.00	41,919.00	-2,488.00	-5.90%
Dues and Subscriptions	130.00	50.00	80.00	160.0%
Miscellaneous	72.89	135.80	-62.91	-46.33%
Office Supplies & Expenses	72.99	474.73	-401.74	-84.63%
Professional Fees				
Secretary	200.00	400.00	-200.00	-50.0%
Management	750.00	750.00	0.00	0.0%
Accounting	1,000.00	750.00	250.00	33.33%
Professional Fees - Other	<u>2,860.64</u>	<u>2,514.15</u>	<u>346.49</u>	<u>13.78%</u>
Total Professional Fees	4,810.64	4,414.15	396.49	8.98%
Utilities				
Water	<u>354.82</u>	<u>468.32</u>	<u>-113.50</u>	<u>-24.24%</u>
Total Utilities	<u>354.82</u>	<u>468.32</u>	<u>-113.50</u>	<u>-24.24%</u>
Total Expense	<u>45,194.90</u>	<u>47,887.28</u>	<u>-2,692.38</u>	<u>-5.62%</u>
Net Ordinary Income	4,480.10	-1,862.28	6,342.38	340.60%
Other Income/Expense				
Other Income				
INTEREST ATLANTIC MM 68	83.50	83.92	-0.42	-0.5%
INTEREST ATLANTIC MM 66	8.76	6.57	2.19	33.33%
INTEREST PERPETUAL CARE FUNDS	697.30	2,341.79	-1,644.49	-70.22%
Dividends Perpetual Care Funds	3,655.87	1,751.22	1,904.65	108.76%
Realized gain/ (loss) PCF	-34.33	449.50	-483.83	-107.64%

<b>Total Other Income</b>	<u>4,411.10</u>	<u>4,633.00</u>	<u>-221.90</u>	<u>-4.80%</u>
<b>Net Other Income</b>	<u>4,411.10</u>	<u>4,633.00</u>	<u>-221.90</u>	<u>-4.80%</u>
<b>Net Income</b>	<u><b>8,891.20</b></u>	<u><b>2,770.72</b></u>	<u><b>6,120.48</b></u>	<u><b>220.9%</b></u>

Fund Accounting 2021

<b>Funds:</b>		General	Reserve	Perpetual Care	<b>Grand Totals</b>
<b>Balances 12/31/20</b>	Quick Book #s	\$46,479.37	\$5,011.09	\$374,680.77	\$426,171.23
<b>Revenue:</b>					
Interest and Dividend Income		\$83.50	\$8.76	\$4,318.84	\$4,411.10
Burial administration fees		\$6,750.00			\$6,750.00
Other fee income		\$25.00			\$25.00
Town appropriation		\$26,700.00			\$26,700.00
Sale of rights of interment		\$16,200.00			\$16,200.00
PCF Gains/(Losses)(Realized & Unrealized)				\$33,768.78	\$33,768.78
<b>Total revenue</b>		\$49,758.50	\$8.76	\$38,087.62	\$87,854.88
<b>Expenditures:</b>					
Officers' stipends		\$1,950.00			\$1,950.00
Superintendents' fees		\$1,800.00			\$1,800.00
Miscellaneous		\$395.45			\$395.45
Office expenses		\$72.99			\$72.99
Cemetery maintenance- routine		\$27,200.00			\$27,200.00
Special cemetery maintenance projects		\$10,431.00			\$10,431.00
Water		\$354.82			\$354.82
Investment management services				\$2,860.64	\$2,860.64
Conference					\$0.00
Dues and memberships		\$130.00			\$130.00
<b>Total Expenditures</b>		\$42,334.26	\$0.00	\$2,860.64	\$45,194.90
<b>Preliminary Balances 12/31/21</b>		\$53,903.61	\$5,019.85	\$409,907.75	\$468,831.21
					\$0.00
<b>New Balances before Routine Inter Fund Transfers</b>		\$53,903.61	\$5,019.85	\$409,907.75	\$468,831.21
<b>Inter Fund Transfers (to be implemented in 2022)</b>					
Transfer to Reserve fund		-\$2,500.00	\$2,500.00		
Account receivable from Town		\$1,200.00			
Account payable to Stilkey		-\$2,750.00			
Half of 2021 sales proceeds due to PCF from GF		-\$8,100.00		\$8,100.00	\$0.00
Allocation to GF from PCF (2021)		\$11,292.16		-\$11,292.16	\$0.00
<b>Total Transfers of Funds</b>		-\$857.84	\$2,500.00	-\$3,192.16	\$0.00
<b>Balances after 12/31/21</b>		\$53,045.77	\$7,519.85	\$406,715.59	\$468,831.21
Net Changes		\$6,566.40	\$2,508.76	\$32,034.82	\$42,659.98
Percentage changes		14.1%	50.1%	8.5%	10.0%

Cumberland Cemetery Association  
Budget Analysis 2021 and Forecast for 2022

	2021 Budget	2021 Actual	Variances	2022 Forecast	% of 2021 Actual
Burial Administrative Fees	\$4,500.00	\$6,750.00	\$2,250.00	\$4,500.00	67%
Interest and Dividend Income	\$100.00	\$92.26	-\$7.74	\$100.00	108%
Sales Proceeds	\$12,000.00	\$16,200.00	\$4,200.00	\$12,000.00	74%
Appropriation, Town of Cumberland	\$26,700.00	\$26,700.00	\$0.00	\$28,035.00	105%
Dividends & Interest, PCF's	\$6,000.00	\$4,318.84	-\$1,681.16	\$6,000.00	139%
Other Fee Income	\$250.00	\$25.00	-\$225.00	\$150.00	600%
Transfer from PC Fund	\$2,398.00	\$2,398.00	\$0.00	\$3,192.16	133%
<b>Income</b>	<b>\$51,948.00</b>	<b>\$56,484.10</b>	<b>\$4,536.10</b>	<b>\$53,977.16</b>	<b>96%</b>
Cemetery Superintendent Fees	\$1,800.00	\$1,800.00	\$0.00	\$7,000.00	389%
Special Maintenance Projects	\$15,300.00	\$10,431.00	-\$4,869.00	\$8,000.00	77%
Cemetery Maintenance- Other	\$27,200.00	\$27,200.00	\$0.00	\$31,000.00	114%
Stilkey minor work above regular maintenance	\$2,000.00	\$0.00	-\$2,000.00	\$1,500.00	
Unknown (possible tree contractor)	\$2,000.00	\$0.00	-\$2,000.00		
Conferences	\$100.00	\$0.00	-\$100.00	\$100.00	
Dues and Subscriptions	\$100.00	\$130.00	\$30.00	\$100.00	77%
Equipment	\$0.00	\$0.00	\$0.00	\$1,400.00	
Office Supplies & Expenses	\$200.00	\$72.99	-\$127.01	\$200.00	274%
Secretary Stipend	\$200.00	\$200.00	\$0.00	\$450.00	225%
Investment Management Services	\$3,000.00	\$2,860.64	-\$139.36	\$3,000.00	105%
Management	\$750.00	\$750.00	\$0.00	\$750.00	100%
Accounting	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	100%
Water	\$500.00	\$354.82	-\$145.18	\$500.00	141%
Misc/Sundries/Unknown	\$800.00	\$395.45	-\$404.55	\$1,000.00	253%
Transfer to Reserve			\$0.00	\$2,500.00	
<b>Expenses</b>	<b>\$54,950.00</b>	<b>\$45,194.90</b>	<b>-\$9,755.10</b>	<b>\$58,500.00</b>	<b>129%</b>
Net income/ (deficit)	<u>-\$3,002.00</u>	\$11,289.20	<u>\$14,291.20</u>	<u>-\$4,522.84</u>	
Less transfer from PC Fund (interfund transfer)		-\$2,398.00			
Net Income per Financial Statement, page 3		<u>\$8,891.20</u>			

Cumberland Cemetery Association

**Application of Spending Policy on 2022**

<b>Perpetual Care Fund Withdrawal Amount:</b>	<b>EOY PCF Balances</b>
2021	\$409,907.75
2020	\$377,078.00
2019	\$342,230.00
Average	\$376,405.25
<u>3% of Average</u>	<u>\$11,292.16</u>

**Sales of Rights of Interment**       $\$16,200.00/2 = \$8,100.00$  (1/2 of sales proceeds to PCF)

\$11,292.16 from PCF to Checking Account

\$8,100.00 from Checking Account to PCF

\$3,192.16 balance transfer from PCF to Checking Account

**2022 Special Maintenance Projects and Costs:**

Road Maintenance and Upgrade for Farris and Universalist Cemeteries