

Memo

To: Cemetery Committee
From: Kate Wall, Town Clerk
Date: July 2, 2024
Re: Cemetery Committee

In accordance with the Town of Berlin's Cemetery Committee ordinance, I have attached a copy of copy of the accounting of the cemetery account.

The Finance Director has informed me that the negative balance in the secretary account will be cleared with a year-end BA from supplies. There may be some changes in the final accounting since there is two weeks before FY24 is officially closed.

The neglected cemetery grant was fully expended within this fiscal year.

Sec. 2-64. Management of funds.


"... The finance director shall annually on or before June 1st file an accounting of the cemetery account and all trust or perpetual funds including the balances, income earned, disbursements and the use of each disbursement. This report shall be forwarded to the committee for review and approval. Copies of the approved report shall go to the town council, the town clerk and the Berlin Probate Court as required by § 19a-301 of the state statutes no later than July 1st of each year."

Cemetery Report - FY24

Kevin Delaney <kdelaney@berlinct.gov>

Tue 7/2/2024 8:00 AM

To:Kate Wall <kwall@berlinct.gov>;Steve Wood <swood@berlinct.gov>

 1 attachments (18 KB)

FY24 Cemetery Report.xlsx

Hi Kate & Steve,

Attached is the YTTD Cemetery Report. The negative balance in the secretary account will be cleared with a year-end BA from supplies. There are two weeks of invoices left to be processed, so the amounts may change before FY24 is officially closed.

The neglected cemetery grant was fully expended in the fiscal year and the State reimbursed the TOB for the grant during the fiscal year.

Let me know if you have any questions.

Thanks,

Kevin Delaney

Director of Finance & Treasurer

Town of Berlin

240 Kensington Road

Berlin, CT 06037

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**Town of Berlin
Annual Cemetery Report
Fiscal Year 2023-24**

As of: Jul 02, 2024

	Beginning Budget	Receipts	Expenditures	Encumbrance	Ending Budget
General Fund (lapses at year-end)					
Commission Secretary	\$1,136.00		\$1,188.33	\$0.00	-\$52.33
Supplies	\$100.00		\$0.00	\$0.00	\$100.00
Contractual Services	\$24,500.00		\$22,900.00	\$1,600.00	\$0.00
Fencing	\$500.00		\$0.00	\$0.00	\$500.00
Maintenance & Repair	\$5,000.00		\$0.00	\$0.00	\$5,000.00
Operating Materials	\$2,500.00		\$0.00	\$0.00	\$2,500.00
	\$33,736.00	\$0.00	\$24,088.33	\$1,600.00	\$8,047.67

Special Revenue Fund (any balances do not lapse at year-end)					
Cemetery Account	\$5,000.00		\$5,000.00	\$0.00	\$0.00
Dunham Cemetery	\$9,627.18		\$0.00	\$0.00	\$9,627.18
	\$14,627.18	\$0.00	\$5,000.00	\$0.00	\$9,627.18

GRAND TOTAL \$48,363.18 \$0.00 \$29,088.33 \$1,600.00 \$17,674.85

Expenditure Details:

Commission Secretary	\$1,188.33	Contractual Services
Distinctive Gardens & Tree Care, LLC	\$4,000.00	Contractual Services
Beyond the Graves	\$18,900.00	Contractual Services
	<u>\$24,088.33</u>	

Encumbrance Details:

001.10.1013.0.53814.00000	\$1,600.00	Contractual Services
	<u>\$1,600.00</u>	