

September 26, 2012

The regular meeting of the Gonzales Cemetery District was called to order by President Yolanda Maturino at 6:15 p.m.

**Roll Call of Officers.** Present: Yolanda Maturino, John Pedevilla, Margot Turner, Suzanna Avalos, Diane Dossche. Absent: None. Guests: Javier Aguayo.

**Approval of Minutes.** Suzanna moves to approve July 23, 2012, minutes, Margot seconds, passed.

**Review of Financial Statement.** Margot moves to approve revised June 2012 financial statement, and July and August 2012 financial statements, Suzanna seconds, passed.

**Approval of Bills and Warrants.** Bills and warrants approved and checks signed.

**Secretary's Report.** Workers comp audit completed, there is a credit of \$1,311.00 to be applied to future billing. Renewal packet received for liability insurance-will complete and mail in. Last year we paid \$355.00 to Dana Guidotti Bookkeeping for completion of the State Controller's Report. Board authorizes same amount for this year's report. Letter to be sent to Alvin Villegas regarding conversation with Natalia Maturino about exchange of plots, approved and signed, copy attached.

**Management Report.** July 2012 – 2 burials  
August 2012 - 3 burials

**Old Business:**

- ❖ **Development of New Cemetery.** No new information to report.
- ❖ **Board Vacancy.** Tabled.
- ❖ **File Clean-up Day.** Yolanda has binders available if needed. Tabled.
- ❖ **Updates on Correspondences.** None.
- ❖ **Employee Report.** Javier needs a weed eater. Authorized to pick up at Valley Saw. There is a possible candidate, Francisco Saldana, with management experience for part-time employment. Board authorizes \$14.00 per hour starting wage, 90 day probationary period, Francisco to start work as of 10/01/12. Diane to send Yolanda W-4 and I-9 forms. Will work on job description and email to Yolanda.
- ❖ **Schedule of Fees/Policies/Budget/Conflict of Interest Code.** Revised Conflict of Interest Code adopted to reflect current regulations – copy attached.  
Budget for 2012-2013 approved as follows:

**Cash Receipts:**

County Taxes	\$40,000.00
Donations	0.00
Fundraiser Income	8,000.00
Headstone Setting	2,500.00
Interest	2,500.00
Miscellaneous	5,000.00
Open & Close Fees	15,000.00
Out of District	10,000.00
Sale/Grave Plot	60,000.00
Sale/Vaults	15,000.00
Sales Tax	1,500.00
Saturday/Monday/Holiday Fees	5,000.00
<b>Total</b>	<b>\$164,500.00</b>

**Cash Disbursements:**

Building & Maintenance	\$15,000.00
Capital Improvements	25,000.00
Contracted Services	20,000.00
Fundraiser Expenses	5,000.00
Gas/Tractor Expenses	1,500.00
Insurance	5,000.00
Interest	500.00
Misc. Expense	5,000.00
Payroll Taxes	5,500.00
Purchase of Liners	5,000.00
Salaries	70,000.00
Sales Tax	1,500.00
Secretarial Allowance	300.00
Supplies-Office	1,000.00
Utilities	10,000.00
Worker's Comp	8,500.00
<b>Total</b>	<b>\$178,800.00</b>

**New Business:**

- ❖ John would like to fence off the area around vaults in inventory – will obtain quotes.

**Good of the Organization**

- ❖ None.

The next meeting will be Wednesday, October 24, 2012, 6:00 p.m., at Rabobank, unless otherwise notified.

The meeting was adjourned at 7:10 p.m.