

Cemetery Name: Maplewood Cemetery	
Cemetery #: 28-018	
Review Period: 1/1/2016 – 12/31/2023	Date of Review: 2/7/2024

Please respond to the questions below and provide additional feedback on overall practices, effective procedures implemented, noted challenges, and requests for assistance on any other Cemetery matters.

Feel free to attach additional documentation as needed.

- 1. Lot Sales Records:** Do trustees feel the lot records maintained effectively allow for determining who has burial rights?

Trustee Response:

- 2. Burial Records:** Do trustees feel burial records effectively allow for determining who is buried and where are they buried?

Trustee Response:

- 3. Board Meeting Minutes:** Explain how and how often trustees review Cemetery financial records to ensure accuracy.

Trustee Response:

- 4. Summary of Other Revenues Sources:** Provide an explanation of any current fundraising activities (e.g., mailings or other outreach).

Trustee Response:

5. **Expense Invoices:** Indicate if any of your vendors could be considered related parties to board members. *Note: these transactions are not prohibited but do need to be disclosed.

Trustee Response:

Describe how mowing and grounds maintenance services are conducted including whether they are performed by an employee, contractor, or volunteer and the frequency and acreage mowed.

Trustee Response:

Provide an explanation of services for full and cremation burials, including the cost to the cemetery for each service.

Trustee Response:

6. **Bank Statements – Checkbook:** Provide a list of all authorized signors and explain process of bank reconciliation and review by trustee independent of the check signing process.

Trustee Response:

7. **Bank Statements-CD's savings account:** Explain if interest earnings are transferred to the checking account or if they are reinvested.

Trustee Response:

8. **Brokerage Statements:** Explain if dividend earnings are transferred to the checking account or if they are reinvested. Provide frequency of Permanent Maintenance allocations for lot sales (eg % of lot sale) and burials (\$35 per burial).

Trustee Response:

9. **Cemetery assistance:** Provide a list of assistance received or working towards (fundraising, town assistance, volunteerism, cost savings).

Trustee Response:

10. **Trustee Concerns:** Summarize Trustee's most pressing concerns and challenges (e.g. limited funding or limited trustee participation).

Trustee Response:

11. **Requests for assistance on cemetery matters not included above.**

Trustee Response: