

**TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING**

**41911 C STREET
TEMECULA, CALIFORNIA 92592**

January 17, 2019

8:00 a.m.

AGENDA

1. **Call To Order** :
2. **Pledge of Allegiance**: Led by Trustee Reese
3. **Roll Call**
Chair Vanderhaak, Trustee Qualm, Trustee Davis, Trustee Reese, Trustee Dugan General Manager, Cindi Beaudet Legal Counsel, Steve Quintanilla

Motions To Excuse:

Visitors:

Public Comments:

At this time, members of the public are invited to address the Board concerning any items on the Agenda, or on any other matters that are not on the Agenda but are within the subject matter jurisdiction of the District. Request must be submitted in person prior to the start of the meeting. Each individual will be allowed 5 minutes to address the Board of Trustees; in accordance with State Law, (Brown Act) all items to be acted on must be posted 72 hours in advance.

4. CLOSED SESSION ITEMS:

- A. Existing Litigation (Paragraph (1) of Subdivision (d) of Section 54956.9) Case name unspecified: (Disclosure of Case Name May Jeopardize Existing Settlement Negotiations)

B. Closed Session Announcement

5. Consent Calendar

All matters on the Consent Calendar are considered routine and may all be approved by one motion. Any member of the Board or the public may request an item be removed from the Consent Calendar for discussion or separate action. Unless otherwise specified in the request to remove an item from the Consent Calendar, all items shall be considered immediately following action on the remaining items on the Consent Calendar.

A. Approval of Minutes

Recommendation: That the Board approve the minutes of the Regular Board Meeting of November 15, 2018.

B. Approval of Check Registers

Recommendation: That the Board approves the November through December 2018 Check Register Nos. 101100, 101200 and 101300.

C. Approval of Bookkeeper Report

Recommendation: That the Board receive and file the December 2018 and January 2019 Bookkeeper Reports.

6. Action Items

A. Dennis Cooper and Associates- Annual Financial Report

Recommendation: That the BOT to receive the financial report for June 30, 2019 after Mr. Dennis presents the findings.

B. Linda S Glau CPA, engagement letter

Recommendation: That the BOT review the letter, discuss and proceed with accepting her services.

C. CAPC Conference , March 07-06,2019-Seaside, Monterey Bay

Recommendation: That the BOT lets the manager know who will be attending.

7. Financial Report

- A. November and December 2018 Balance Sheet
- B. November and December 2018 Profit and Loss
- C. November and December 2018 Wells Fargo Investments; principle and interest

8. General Managers Reports

- A. November and December 2018 Revenues
- B. November and December 2018 Plot Inventories
- C. November and December Depletion
- D. November and December Calendar
- E. CAPC-golf and nominations
- F. Correspondence from Jeff Stone

9. General Counsel Reports

10. Fiscal Year 2018-2019 Subcommittee's

- A. 52 acre Cemetery Property (Dugan, Qualm)
- B. Landscape Plan (Vanderhaak, Reese)
- C. Cenotaph/ Ossuary (Reese, Davis)
- D. Investment (Vanderhaak, Dugan)
- E. Conference Liaison (Vanderhaak, Qualm)
- F. Policies (Dugan, Reese)
- G. Trustee Dugan to review with BOT approved policy # 1020, Rules of Decorum
- H. General Price List (Vanderhaak, Davis)

11. Future Trustee Agenda Items:

12. Board Comment:

13. Announcements:

14. Adjournment Time:

1st Motion

2nd Motion

Next Regular Board Meeting – February 21, 2019

In compliance with the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the District Secretary at (951) 699-1630. Notification 72-hours prior to the meeting will generally enable District staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

All supporting documentation is available for public review at the Temecula Public Cemetery District Office located at 41911 C Street, Temecula, California during regular business hours, 8:00 a.m. – 4:30 p.m., Monday through Friday. Request agendas at cindi@temeculacemetery.org Posted January 14, 2018

TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

41911 C STREET
TEMECULA, CALIFORNIA 92592

November 15, 2018

8:00 a.m.

MINUTES

1. Call To Order : 8:00 a.m.

2. Pledge of Allegiance: Led by Trustee Davis

3. Roll Call

Chair Vanderhaak, Trustee Qualm, Trustee Davis, Trustee Reese, Trustee Dugan
General Manager, Cindi Beaudet Legal Counsel, Steve Quintanilla

Motions To Excuse: None

Visitors: None

Public Comments: Closed at 8:04 a.m. with no one present.

At this time, members of the public are invited to address the Board concerning any items on the Agenda, or on any other matters that are not on the Agenda but are within the subject matter jurisdiction of the District. Request must be submitted in person prior to the start of the meeting. Each individual will be allowed 5 minutes to address the Board of Trustees; in accordance with State Law, (Brown Act) all items to be acted on must be posted 72 hours in advance.

4. CLOSED SESSION ITEMS:

A. Conference with Legal Counsel

Existing Litigation (Paragraph (1) of Subdivision (d) of Section 54956.9) Case name unspecified: (Disclosure of Case Name May Jeopardize Existing Settlement Negotiations)

B. Public Employee Performance Evaluation

Public Employee Performance Evaluation -- Title: District Manager (Pursuant to Section 54957 of the Government Code)

C. Conference with Labor Negotiator

Pursuant to Government Code Section 54957.6
District's Designated Representative: Steven B. Quintanilla, General Counsel
Unrepresented Employee: District Manager

D. Closed Session Announcement: Chair Vanderhaak announced there was no reportable action taken in closed session.

5. **Consent Calendar:** Motion was made by Trustee Reese to accept the consent Calendar as presented, seconded by Trustee Davis and passed 5/0.

All matters on the Consent Calendar are considered routine and may all be approved by one motion. Any member of the Board or the public may request an item be removed from the Consent Calendar for discussion or separate action. Unless otherwise specified in the request to remove an item from the Consent Calendar, all items shall be considered immediately following action on the remaining items on the Consent Calendar.

A. Approval of Minutes

Recommendation: That the Board approve the minutes of the Regular Board Meeting of October 18, 2018.

B. Approval of Check Registers

Recommendation: That the Board approves the October 2018 Check Register Nos. 101100, 101200 and 101300.

C. Approval of Bookkeeper Report

Recommendation: That the Board receive and file the October 2018 Bookkeeper Report.

Chair Vanderhaak stated that the agenda needed to be revised to include an urgency item since there will be no December Board meeting and the tax year will expire prior to the next regular schedule Board meeting and the Board must act on any proposed revisions to the General Manager's taxable compensation prior to the close of the 2018 tax year.

The Board voted 5-0 to add an urgency item that will replace item 6 A with "General Manager Employment Agreement Regarding Proposed Adjustment to Annual Compensation, the

District's contribution to General Manager's 457(b) retirement plan and Retroactive Incentive Pay, commencing July 1, 2018," since the Board of Trustees regularly scheduled Board Meeting has been canceled and the Board must take action on this item prior to the closed of the 2018~~X~~ Tax Year.

Action Items : After discussion of the General Manager's performance review, the Board approved 5-0, commencing July 1, 2018, to: (a) increase the General Managers annual compensation by six (6) percent; (b) increase the District's contribution toward the General Manager's 457(b) an additional 2.5 percent; and (c) provide \$2,000 to the General Manager in retroactive incentive pay.

6.

~~A. Managers year-end Bonus~~

B. Policy # 1005 Board of Trustees Expense and Reimbursement: The Board voted 5/0 to accept the changes to Policy # 1005. Motion was made by Trustee Davis, seconded by Trustee Qualm and passed.

Recommendation: That the BOT review changes to the already approved policy.

7. Financial Report: The Board voted 5/0 to receive and file the October 2018 financials, Motion was made by Trustee Davis, seconded by Trustee Reese and passed.

- A. October 2018 Balance Sheet
- B. October 2018 Profit and Loss
- C. October 2018 Wells Fargo Investments; principle and interest

8. General Managers Reports

- A. October 2018 Revenues
- B. October 2018 Plot Inventories
- C. October Depletion
- D. October Calendar
- E. Securitas report
- F. California Bank & Trust Communication

9. General Counsel Reports

10. Fiscal Year 2018-2019 Subcommittee's

- A. 52 acre Cemetery Property (Dugan, Qualm) Looking into a construction loan
- B. Landscape Plan (Vanderhaak, Reese)
- C. Cenotaph/ Ossuary (Reese, Davis)
- D. Investment (Vanderhaak, Dugan)
- E. Conference Liaison (Vanderhaak, Qualm)
- F. Policies (Dugan, Reese)
- ✓ **Trustee Dugan to review with BOT approved policy # 1015, Purchasing and Contracting policy**
- G. General Price List (Vanderhaak, Davis)

11. Future Trustee Agenda Items:

General Contractors

12. Board Comment:

13. Announcements:

- Christmas Dinner December 22, 2018@ Lukes on Front @ 4:00 pm

- City News Chamber Events
- Wreaths Across America

14. Motion to go dark in December Motion was made by Trustee Qualm to go dark in December, seconded by Trustee Davis and passed 5/0.

Next Regular Board Meeting – January 17, 2019

15. Adjournment Time: 10:03 a.m. Passed 5/0

1st Motion: Trustee Dugan 2nd Motion: Trustee Reese

Temecula Public Cemetery District

1/8/2019 2:25 PM

Register: 101100 · US Bank Checking

From 11/01/2018 through 12/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/05/2018	7261	Cindi Beaudet	201100 · Accounts Pay...		134.45	X		33,202.63
11/08/2018	AJE505		515100 · Life Insuranc...	Automatic with...	35.64	X		33,166.99
11/09/2018	0011	CalPers 457 Plan	201100 · Accounts Pay...	10/11/18-10/24...	840.36	X		32,326.63
11/09/2018			101200 · US Bank Pay...	Funds Transfer	9,311.71	X	payroll	23,014.92
11/11/2018	AJE506		101200 · US Bank Pay...	Monthly autom...	411.30	X		22,603.62
11/12/2018			523290 · Bank Charges	Service Charge	21.00	X		22,582.62
11/13/2018			101100G · Cash - Gen...	Deposit		X	65,590.45	88,173.07
11/13/2018	7262	Arborquest Tree Serv...	201100 · Accounts Pay...		9,700.00	X	trees	78,473.07
11/20/2018	01031	Downs Energy	201100 · Accounts Pay...	CL36973	220.58	X		78,252.49
11/20/2018	7263	CR&R Incorporated	201100 · Accounts Pay...	1078425	258.12	X		77,994.37
11/20/2018	7264	Crowne Hill Consulti...	201100 · Accounts Pay...	11264/11265/1...	1,721.19	X	computers	76,273.18
11/20/2018	7265	Cully Repair	201100 · Accounts Pay...		450.49	X		75,822.69
11/20/2018	7266	EcoFert Inc	201100 · Accounts Pay...	2776	465.00	X		75,357.69
11/20/2018	7267	Ewing Irrigation Pro...	201100 · Accounts Pay...	6496073	153.76	X		75,203.93
11/20/2018	7268	Josefina Escalante	201100 · Accounts Pay...	06	65.00	X		75,138.93
11/20/2018	7269	Linda Glau CPA	201100 · Accounts Pay...		736.25	X		74,402.68
11/20/2018	7270	Securitas	201100 · Accounts Pay...	W6260073	200.00	X		74,202.68
11/20/2018	7271	South County Pest C...	201100 · Accounts Pay...	0226556	46.00	X		74,156.68
11/20/2018	7272	Southern California ...	201100 · Accounts Pay...	2-03-325-4707	296.24	X		73,860.44
11/20/2018	7273	Sparkletts	201100 · Accounts Pay...		120.27	X		73,740.17
11/20/2018	7274	Standard Insurance C...	201100 · Accounts Pay...	160-513170-00...	413.28	X		73,326.89
11/20/2018	7275	State Water Resource...	201100 · Accounts Pay...	52 acre constru...	526.00	X		72,800.89
11/20/2018	7276	Streamline	201100 · Accounts Pay...	98775	50.00	X		72,750.89
11/20/2018	7277	Sun City Granite	201100 · Accounts Pay...	10789	95.00	X		72,655.89
11/20/2018	7278	Wildlife Control Ser...	201100 · Accounts Pay...	WL2823	450.00	X		72,205.89
11/21/2018	001121	CalPers 457 Plan	201100 · Accounts Pay...	11/08/2018-11/...	1,149.46	X	457	71,056.43
11/27/2018			101200 · US Bank Pay...	Funds Transfer	15,330.19	X	money	55,726.24
11/27/2018			101200 · US Bank Pay...	Funds Transfer	821.64	X	ret. to county	54,904.60
12/03/2018	001130	Downs Energy	201100 · Accounts Pay...	CL78327	124.51	X		54,780.09
12/03/2018	7279	California Public Em...	201100 · Accounts Pay...	7490021932 ...	5,108.57	X	Health	49,671.52
12/03/2018	7280	County of Riverside L...	201100 · Accounts Pay...		191.15	X		49,480.37
12/03/2018	7281	Crowne Hill Consulti...	201100 · Accounts Pay...	11264/11265/1...	266.77	X		49,213.60
12/03/2018	7282	EcoFert Inc	201100 · Accounts Pay...	2828- Past due	465.00	X		48,748.60
12/03/2018	7283	Eternal Memorials &...	201100 · Accounts Pay...	location granite...	3,189.50	X	granite	45,559.10
12/03/2018	7284	Garcia's Lowering D...	201100 · Accounts Pay...		295.00	X	post	45,264.10
12/03/2018	7285	Hank's Hardware & ...	201100 · Accounts Pay...	M38466	129.15	X		45,134.95
12/03/2018	7286	Honor Life Inc	201100 · Accounts Pay...		27,093.50	X	Niche	18,041.45
12/03/2018	7287	Law Offices Of Quin...	201100 · Accounts Pay...		1,490.00	X	Wall	16,551.45
12/03/2018	7288	Metlife	201100 · Accounts Pay...	KMO5754030-...	62.77	X		16,488.68
12/03/2018	7289	Prudential Overall Su...	201100 · Accounts Pay...	130864152/13...	222.34	X		16,266.34

Temecula Public Cemetery District

1/8/2019 2:25 PM

Register: 101100 - US Bank Checking

From 11/01/2018 through 12/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/03/2018	7290	Verizon Wireless	201100	Accounts Pay...	9144699983	208.00	X	16,058.34
12/03/2018	7291	Protection One (corp)	201100	Accounts Pay...	125955893	296.74	X	15,761.60
12/03/2018	7292	US Bank	201100	Accounts Pay...		<u>2,825.00</u>	X C.C.	12,936.60
12/03/2018	7293	Cindi Beaudet	201100	Accounts Pay...		85.12	X	12,851.48
12/05/2018	7294	Joe Sands.	201100	Accounts Pay...		35.56	X	12,815.92
12/08/2018	AJE518		515100	Life Insuranc...	Automatic with...	35.64	X	12,780.28
12/10/2018	001122	CalPers 457 Plan	201100	Accounts Pay...	11/22/2018*12...	1,065.38	X	11,714.90
12/10/2018	7295	Josefina Escalante	201100	Accounts Pay...	invoices 07 and...	130.00	X	11,584.90
12/10/2018	7296	2 Gun Productions	201100	Accounts Pay...	Video for Wrea...	850.00	X	10,734.90
12/10/2018			101200	US Bank Pay...	Funds Transfer	<u>8,036.38</u>	X payroll	2,698.52
12/10/2018			101200	US Bank Pay...	Funds Transfer	100.00	X	2,598.52
12/11/2018	AJE520		101200	US Bank Pay...	Monthly autom...	411.30	X	2,187.22
12/12/2018			523290	Bank Charges	Service Charge	21.00	X	2,166.22
12/14/2018			101100G	Cash - Gen...	Deposit		X 86,114.46	88,280.68
12/14/2018	001205	CalPers 457 Plan	201100	Accounts Pay...	11/22/2018*12...	87.20	X	88,193.48
12/14/2018	7297	Joe Sands.	201100	Accounts Pay...		752.98	X	87,440.50
12/18/2018	7298	County of Riverside L...	201100	Accounts Pay...		191.15		87,249.35
12/18/2018	7299	CR&R Incorporated	201100	Accounts Pay...	1083892	258.12	X	86,991.23
12/18/2018	7300	Crowne Hill Consulti...	201100	Accounts Pay...	11499/11500/1...	313.74	X	86,677.49
12/18/2018	7301	Linda Glau CPA	201100	Accounts Pay...		403.75	X	86,273.74
12/18/2018	7302	Nutrien Ag Solutions	201100	Accounts Pay...	37744826/377...	88.32	X	86,185.42
12/18/2018	7303	Southern California ...	201100	Accounts Pay...	2-03-325-4707	302.38	X	85,883.04
12/18/2018	7304	Sparkletts	201100	Accounts Pay...		156.29	X	85,726.75
12/18/2018	7305	Standard Insurance C...	201100	Accounts Pay...	160-513170-00...	413.28		85,313.47
12/18/2018	7306	Temecula Valley Pip...	201100	Accounts Pay...		193.78	X	85,119.69
12/18/2018	7307	Wildlife Control Ser...	201100	Accounts Pay...	WL2836	450.00	X	84,669.69
12/19/2018	001206	CalPers 457 Plan	-split-			1,154.68		83,515.01
12/26/2018			101200	US Bank Pay...	Funds Transfer	<u>9,419.72</u>	X payroll	74,095.29
12/31/2018	AJE524		116137	Miscellaneous...	Debit withdraw...	1.00	X	74,094.29

Temecula Public Cemetery District

1/8/2019 2:25 PM

Register: 101200 - US Bank Payroll
 From 11/01/2018 through 12/31/2018
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/02/2018	AJE496		510040 - Regular Salar...	Green Cash Re...	6,586.49	X		2,954.01
11/02/2018	AJE496		510040 - Regular Salar...	Green Cash Re...	2,474.53	X		479.48
11/02/2018	AJE496		510040 - Regular Salar...	Monthly charg...	148.89	X		330.59
11/09/2018			101100 - US Bank Che...	Funds Transfer		X	9,311.71	9,642.30
11/11/2018	AJE506		101100 - US Bank Che...	Monthly autom...		X	411.30	10,053.60
11/15/2018	AJE507		525030 - Paychex HR ...		414.15	X		9,639.45
11/16/2018	AJE504		510040 - Regular Salar...	Green Cash Re...	6,657.80	X		2,981.65
11/16/2018	AJE504		510040 - Regular Salar...	Green Cash Re...	2,505.02	X		476.63
11/16/2018	AJE504		510040 - Regular Salar...	Monthly charg...	148.89	X		327.74
11/27/2018			101100 - US Bank Che...	Funds Transfer		X	15,330.19	15,657.93
11/27/2018			101100 - US Bank Che...	Funds Transfer		X	821.64	16,479.57
11/30/2018	AJE508		510040 - Regular Salar...	Green Cash Re...	11,523.39	X		4,956.18
11/30/2018	AJE508		510040 - Regular Salar...	Green Cash Re...	4,433.31	X		522.87
11/30/2018	AJE508		510040 - Regular Salar...	Monthly charg...	195.13	X		327.74
12/10/2018			101100 - US Bank Che...	Funds Transfer		X	8,036.38	8,364.12
12/10/2018			101100 - US Bank Che...	Funds Transfer		X	100.00	8,464.12
12/11/2018	AJE520		101100 - US Bank Che...	Monthly autom...		X	411.30	8,875.42
12/14/2018	AJE519		510040 - Regular Salar...	Green Cash Re...	5,657.71	X		3,217.71
12/14/2018	AJE519		510040 - Regular Salar...	Green Cash Re...	2,254.30	X		963.41
12/14/2018	AJE519		510040 - Regular Salar...	Monthly charg...	124.37	X		839.04
12/15/2018	AJE512		525030 - Paychex HR ...		414.15	X		424.89
12/26/2018			101100 - US Bank Che...	Funds Transfer		X	9,419.72	9,844.61
12/28/2018	AJE528		510040 - Regular Salar...	Green Cash Re...	6,582.78	X		3,261.83
12/28/2018	AJE528		510040 - Regular Salar...	Green Cash Re...	2,678.05	X		583.78
12/28/2018	AJE528		510040 - Regular Salar...	Monthly charg...	158.89	X		424.89

Temecula Public Cemetery District

1/8/2019 2:26 PM

Register: 101300 - US Wash Account

From 11/01/2018 through 12/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/03/2018			-split-	Deposit		X	15,515.00	34,660.69
12/03/2018			-split-	Deposit		X	86.24	34,746.93
12/03/2018	2215	County of Riverside	-split-		15,515.00	X		19,231.93
12/17/2018	2216	County of Riverside	-split-		15,002.59	X		4,229.34

Date: 12/06/2018

56

On-Site Tasks Performed:

- X Reconcile three US Bank Cash Accounts
- X Reconcile four County Cash Accounts --Two Months

X Journal activity and Reconcile two Wells Fargo Advisors Accounts using WFA Balancing spreadsheet. --Two Months

- X Save the WFA Account Statements for the auditor -- Two Months
- X Reconcile two WFA interest receivable accounts- Two months
- X Print WFA Snapshot -- two accounts -- for Board Packets

X Verify check sequence is intact.
7261-7295

X Verify each check over \$2500 from the US Bank General account has two signatures. Note: US Bank Wash account checks to the county are exempt from this requirement.

- X US Bank Credit Card 7292 12/03/18 \$2825.00
- X Honor Life Remainder due on Niches 7286 12/03/18 \$27093.50
- X Eternal Memorials & Monuments Posts and Engraving 7283 12/03/18 \$3189.50
- X Cal Pers Medical Insurance 7279 12/03/18 \$5108.57
- X Arborquest Tree Service Inc. 7262 11/13/18 \$9700.00

- X Verify all checks to the GM have two signatures.
- X Check 7293 Dated 12/03/18 \$85.12 Mileage
- X Check 7261 Dated 11/05/18 \$134.45 Mileage
- X Balance Voucher to County

X Check monthly credit card statements for receipts and reasonableness. Initial credit card. Note that receipts are attached and expenses are reasonable.

X Discuss Management Use Only financial statements with the GM - Profit and loss two month, Balance sheet with prior year figures, and Profit and Loss Budget Performance.

X For the GM -- Add Difference to Balance Sheet. In Excel, change the difference column text to white. Then for all reasonable totals/subtotals, change it to black *not done.

X Update Endowment Allocation Schedule.

X Update Wash Account Analysis. Cash Subledgers not yet available


X Update Prepaid subledger and validate QB information.

X Read Agenda and Minutes of the previous Board Meeting.

Items to note:

- Transfer from General to ACO has been confirmed.
- Transfer from Endowment to WFA --allocation has been corrected at WFA.

Open items:

Date: 01/03/2019 

On-Site Tasks Performed:

- X Reconcile three US Bank Cash Accounts
- X Reconcile four County Cash Accounts –Two Months

X Journal activity and Reconcile two Wells Fargo Advisors Accounts using WFA Balancing spreadsheet. –Two Months

- X Save the WFA Account Statements for the auditor – Two Months
- X Reconcile two WFA interest receivable accounts- Two months
- X Print WFA Snapshot – two accounts – for Board Packets

X Verify check sequence is intact.
7296-7317

X Verify each check over \$2500 from the US Bank General account has two signatures. Note: US Bank Wash account checks to the county are exempt from this requirement.

- X 7317 Dated 01/02/19 USBank Credit Card \$2739.85
- X 7309 Dated 01/02/19 Cal Pers Medical Insurance \$4920.29

X Verify all checks to the GM have two signatures.
None this period.

X Balance Voucher to County

X Check monthly credit card statements for receipts and reasonableness. Initial credit card. Note that receipts are attached and expenses are reasonable.

X Discuss Management Use Only financial statements with the GM - Profit and loss two month, Balance sheet with prior year figures, and Profit and Loss Budget Performance.

X For the GM – Add Difference to Balance Sheet. In Excel, change the difference column text to white. Then for all reasonable totals/subtotals, change it to black *not done.

X Update Endowment Allocation Schedule.

X Update Wash Account Analysis. Cash Subledgers not yet available

X Update Prepaid subledger and validate QB information.

NA Read Agenda and Minutes of the previous Board Meeting.
No Meeting in December.

Items to note:

1099s – Prepare to Print and File

Open items:

**TEMECULA PUBLIC CEMETERY
DISTRICT**

ANNUAL FINANCIAL REPORT

JUNE 30, 2018

TEMECULA PUBLIC CEMETERY DISTRICT

TEMECULA, CALIFORNIA

JUNE 30, 2018

<u>MEMBER</u>	<u>OFFICE</u>	<u>TERM EXPIRES</u>
Rosie Vanderhaak	Chair	June 2021
Dale Qualm	Vice Chair	June 2019
Mike Dugan	Trustee	June 2021
Craig Davis	Trustee	December 2020
David Reese	Trustee	December 2018

ADMINISTRATION

Cindi Beaudet

General Manager

TEMECULA PUBLIC CEMETERY DISTRICT

TABLE OF CONTENTS
JUNE 30, 2018

FINANCIAL SECTION

Independent Auditor's Report..... 1 -
Management's Discussion and Analysis..... 5 -
Basic Financial Statements
 Governmental Funds Balance Sheet/Statement of Net Position 10 -
 Statement of Revenues, Expenditures, and Changes in Fund Balances/Statement of Activities..... 12 -
Notes to the Financial Statements 14 -

REQUIRED SUPPLEMENTARY INFORMATION

General Fund – Budgetary Comparison Schedule 33 -
Schedule of Changes in the Total OPEB Liability and Related Ratios..... 34 -

COMMUNICATION WITH ENTITY

Communication with the Entity..... 37 -

DATE: 10/10/2001
TIME: 10:00

TO: [REDACTED] FROM: [REDACTED]

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FINANCIAL SECTION

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Temecula Public Cemetery District
Temecula, California

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the governmental activities and each major fund of Temecula Public Cemetery District, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise Temecula Public Cemetery District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Temecula Public Cemetery District's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

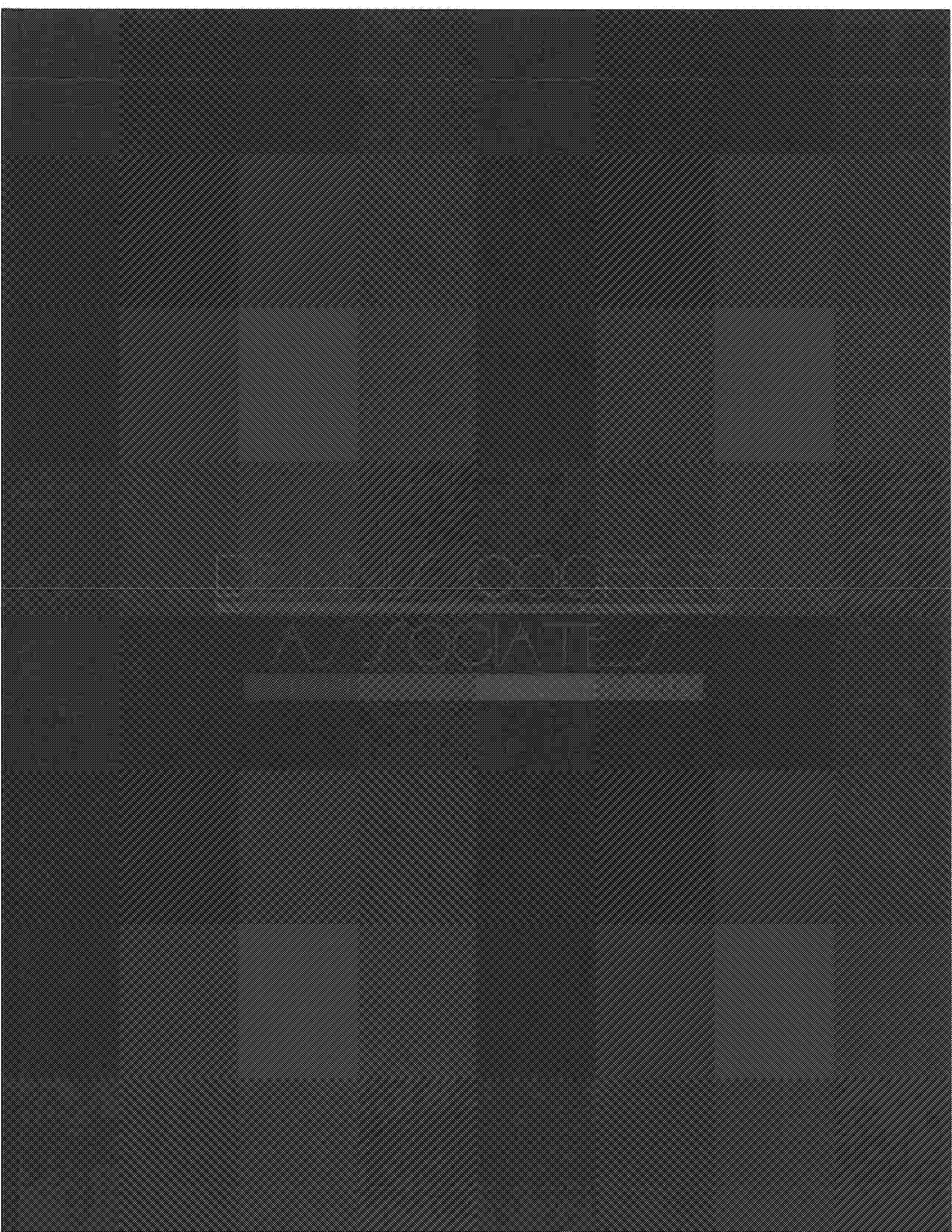
Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Temecula Public Cemetery District, as of June 30, 2018, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.



Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the budgetary comparison schedule, and schedule of changes in OPEB on pages 5-9 and 33-34, respectively, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Dennis Cooper - Associate C.P.A.s

October 31, 2018

TEMECULA PUBLIC CEMETERY DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Temecula Public Cemetery District (District), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities and performance of the District for the fiscal year ended June 30, 2018. Please read it in conjunction with additional information that we have furnished in the accompanying basic financial statements, which follow this section.

Financial Highlights

- The District's net position increased \$488,000 to \$8.7 million. This is similar to the increase in net assets for the past few years.
- The District's property tax revenues increased by 7%, or \$47k in 2018 due to the increase of property values within the District's boundaries.
- Total revenues from all sources increased by almost 10% or \$102k to \$1.1 million in 2018 due to an increase in service revenue and property taxes.
- Total expenses increased 5% or \$28k in 2018 due to an increase in employee wages and benefits due to an increase in staff.

Using This Financial Report

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities and performance of the District using accounting methods similar to those used by private sector companies. The Statement of Net Position includes all of the District's investments in resources (assets) and the obligations to creditors (liabilities). It also provides the basis for computing a rate of return, evaluating the capital structure of the District and assessing the liquidity and financial flexibility of the District. All of the current year's revenue and expenses are accounted for in the Statement of Activities. This statement measures the success of the District's operations over the past year and can be used to determine the District's profitability and credit worthiness.

Temecula Public Cemetery District
Management's Discussion and Analysis
For the Year Ended June 30, 2018

Government-wide Financial Statements

Statement of Net Position and Statement of Activities

One of the most important questions asked about the District's finances is, "Is the District better off or worse off as a result of this year's activities?" The Statement of Net Position and the Statement of Activities and Changes in Net Assets report information about the District in a way that helps answer this question. These statements include all assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private sector companies. All of the current year's revenues and expenses are taken into account regardless of when the cash is received or paid.

Governmental Funds Financial Statements

Balance Sheet and Statement of Revenue, Expenditures and Changes in Fund Balance

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balance of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near term financing requirements.

Because the focus on governmental funds is narrower than that of a government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balance provide a reconciliation to facilitate this comparison between government funds and governmental activities.

Notes to the Basic Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the District's budgetary information and compliance.

Temecula Public Cemetery District
Management's Discussion and Analysis
For the Year Ended June 30, 2018

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets of the District exceeded liabilities by \$8.7 million as of June 30, 2018.

A portion of the District's net position, \$3.2 million, reflects its investment in capital assets (net of accumulated depreciation), less any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to operate the cemetery; consequently, these assets are not available for future spending. At the end of fiscal year 2018, the District shows a positive balance in its unrestricted net position of \$3.5 million that may be utilized in future years.

Net position was restated in 2018 due to a new accounting pronouncement which changed the accounting/reporting for other postemployment benefits ("OPEB"). The table below reflects the new liability and restated net position.

Table 1 - Net Position

<i>(Amounts in thousands)</i>	Restated		\$ Change	% Change
	2018	2017		
Current and other assets	\$ 3,578	\$ 3,115	\$ 463	15%
Capital assets	5,178	5,144	34	1%
Total Assets	8,756	8,259	497	6%
Current liabilities	43	47	(4)	-9%
Non-current liabilities	51	38	13	34%
Total Liabilities	94	85	9	11%
Net position				
Net investment in capital assets	3,181	3,200	(19)	-1%
Restricted	2,016	1,853	163	9%
Unrestricted	3,465	3,121	344	11%
Total Net Position	\$ 8,662	\$ 8,174	\$ 488	6%

Temecula Public Cemetery District
Management's Discussion and Analysis
For the Year Ended June 30, 2018

The statement of activities shows how the government's net position changes during the fiscal year. In the case of the District, net position increased by \$488k for the fiscal year ended June 30, 2018.

Table 2 - Changes in Net Position

<i>(Amounts in thousands)</i>	2018	2017	\$ Change	% Change
Program revenue	\$ 351	\$ 285	\$ 66	23%
General revenue	739	703	36	5%
Total Revenue	1,090	988	102	10%
Salaries and benefits	330	262	68	26%
Supplies and services	214	252	(38)	-15%
Other charges	49	51	(2)	-4%
Total Expenses	593	565	28	5%
Excess before special items and transfers	497	423	74	17%
Special items	(9)	-		n/a
Increase in net position	\$ 488	\$ 423	\$ 74	17%

Governmental Funds Financial Analysis

The focus of the District's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, the unreserved fund balance may serve as a useful measure of the government's net resources for spending at the end of the fiscal year.

As of June 30, 2018, the District's General Fund reports a fund balance of \$1.3 million. An amount of \$1.2 million constitutes the District's unassigned fund balance, which is available for future cemetery expansion expenditures.

General Fund Budgetary Highlights

While the District budgets each fiscal year for a zero net increase, the General Manager works to minimize costs. Total expense for the year ended June 30, 2018, was almost \$532k under budget due to salaries and administrative costs being held substantially below the budgeted levels, and to capital outlays for which the District had budgeted but did not utilize.

Temecula Public Cemetery District
Management's Discussion and Analysis
For the Year Ended June 30, 2018

Capital asset administration

At the end of fiscal year 2018, the District's investment in capital assets amount to \$3.2 million (net of depreciation). This investment in capital assets includes structures and improvements, equipment and construction-in-process.

Table 3 - Capital Assets, Net of Depreciation

<i>(Amounts in thousands)</i>	2018	2017	\$ Change	% Change
Land	\$ 78	\$ 78	\$ -	0%
Construction in progress	2,603	2,584	19	1%
Intangible	6	9	(3)	-33%
Buildings and improvements	455	498	(43)	-9%
Equipment	19	31	(12)	-39%
Total	\$ 3,161	\$ 3,200	\$ (39)	-1%

Conditions Affecting Current Financial Position

Management is unaware of any conditions which could have a significant impact on the District's current financial position, net assets or operating results in terms of past, present and future.

Requests for Information

The District's basic financial statements are designed to present users with a general overview of the District's finances and to demonstrate the District's accountability. If you have any questions about the report or need additional information, please contact the District's Cemetery Manager, Cindi Beaudet, at the Temecula Public Cemetery District, 41911 "C" Street, Temecula, CA 92592

TEMECULA PUBLIC CEMETERY DISTRICT

GOVERNMENTAL FUNDS BALANCE SHEET/STATEMENT OF NET POSITION
 JUNE 30, 2018

	General Fund	ACO Fund	Endowment Care Fund
ASSETS			
Cash and cash equivalents	\$ 1,233,753	\$ 1,588,438	\$ 656,108
Accrued receivables	20,020	1,099	12,053
Prepaid expenditures	24,932	-	-
Inventory	30,961	-	-
Investments	-	-	1,996,947
Nondepreciable capital assets	-	-	-
Depreciable capital assets, net	-	-	-
TOTAL ASSETS	\$ 1,309,666	\$ 1,589,537	\$ 2,665,108
LIABILITIES			
Accrued payables	\$ 42,555	\$ -	\$ -
Long-term liabilities, non-current	-	-	-
Total Liabilities	42,555	-	-
FUND BALANCE / NET POSITION			
Fund Balance			
Non-spendable	55,893	-	2,016,295
Assigned	-	1,589,537	809,969
Unassigned	1,211,218	-	(161,156)
Net Position			
Net investment in capital assets	-	-	-
Restricted	-	-	-
Unrestricted	-	-	-
Total Fund Balance / Net Position	1,267,111	1,589,537	2,665,108
TOTAL LIABILITIES AND FUND BALANCE / NET POSITION	\$ 1,309,666	\$ 1,589,537	\$ 2,665,108

The accompanying notes are an integral part of these financial statements

Total Governmental Funds	Adjustments (Note 2-A.)	Statement of Net Position
\$ 3,478,299	\$ -	\$ 3,478,299
33,172	10,231	43,403
24,932	-	24,932
30,961	-	30,961
1,996,947	-	1,996,947
-	2,706,864	2,706,864
-	474,481	474,481
<u>\$ 5,564,311</u>	<u>\$ 3,191,576</u>	<u>\$ 8,755,887</u>
\$ 42,555	\$ -	\$ 42,555
-	51,000	51,000
<u>42,555</u>	<u>51,000</u>	<u>93,555</u>
2,072,188	(2,072,188)	-
2,399,506	(2,399,506)	-
1,050,062	(1,050,062)	-
-	3,181,345	3,181,345
-	2,016,295	2,016,295
-	3,464,692	3,464,692
<u>5,521,756</u>	<u>3,140,576</u>	<u>8,662,332</u>
<u>\$ 5,564,311</u>	<u>\$ 3,191,576</u>	<u>\$ 8,755,887</u>

TEMECULA PUBLIC CEMETERY DISTRICT

GOVERNMENTAL FUNDS STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN
 FUND BALANCE/STATEMENT OF ACTIVITIES
 FOR THE YEAR ENDED JUNE 30, 2018

	General Fund	ACO Fund	Endowment Care Fund
REVENUE			
Program Revenue:			
Charges for services	\$ 158,061	\$ -	\$ 192,614
Property taxes, general purpose	695,450	-	-
Grants and contributions not restricted to specific programs	6,589	-	-
Revenue from use of money	8,472	19,066	2,405
Other revenues	7,170	-	-
Total Revenue	875,742	19,066	195,019
EXPENDITURES / EXPENSES			
Current:			
Salaries and wages	216,239	-	-
Benefits	100,418	-	-
Supplies	32,258	-	-
Services	181,575	-	-
Depreciation	-	-	-
Capital Outlay	39,153	-	-
Total Expenditures / Expenses	569,643	-	-
Excess (Deficiency) of Revenue over Expenditures/Expenses	306,099	19,066	195,019
OTHER FINANCING SOURCES/USES			
Loss on disposal of capital assets			
NET CHANGE IN FUND BALANCE / NET POSITION	306,099	19,066	195,019
Fund Balance / Net Position - Beginning (Restated)	961,012	1,570,471	2,470,089
Fund Balance / Net Position - Ending	\$ 1,267,111	\$ 1,589,537	\$ 2,665,108

The accompanying notes are an integral part of these financial statements

Total Governmental Funds	Adjustments (Note 2-B.)	Statement of Activities
\$ 350,675	\$ -	\$ 350,675
695,450	(187)	695,263
6,589	-	6,589
29,943	-	29,943
7,170	-	7,170
<u>1,089,827</u>	<u>(187)</u>	<u>1,089,640</u>
216,239	-	216,239
100,418	13,000	113,418
32,258	-	32,258
181,575	-	181,575
-	49,403	49,403
39,153	(39,153)	-
<u>569,643</u>	<u>23,250</u>	<u>592,893</u>
520,184	(23,437)	496,747
-	(8,549)	(8,549)
520,184	(31,986)	488,198
5,001,572	3,172,562	8,174,134
<u>\$ 5,521,756</u>	<u>\$ 3,140,576</u>	<u>\$ 8,662,332</u>

TEMECULA PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1 - A. Financial Reporting Entity

The accompanying financial statements present the activities of the Temecula Public Cemetery District (“the District”). The District is a public cemetery was formed on June 27, 1927 in the County of Riverside, under Health and Safety Code § 9010.

The District's financial operation is governed by a Board of Trustees consisting of five members, including the chair who is selected by the Board. The members of the Board are appointed by the Riverside County Board of Supervisors to serve for a term of four (4) years.

The accounting and reporting policies of the District are pursuant to Government Code § 53891, the provisions of this accounting system are prescribed for all districts engaged in activities other than recognized enterprise activities. The purpose of the accounts and procedures is to furnish a common accounting and reporting framework which is flexible enough to prepare financial statements in accordance with generally accepted accounting principles and prepare the Annual Report of Financial Transactions for Special Districts as required by the State Controller's Office.

1 - B. Other Related Entities

Joint Powers Authority (“JPA”). The District is associated with one JPA, the Special District Risk Management Authority (“SDRMA”). This organization does not meet the criteria for inclusion as a component unit of the District. Additional information is presented in Note 11 to the financial statements.

1 - C. Basis of Presentation

Government-wide Statements. The statement of net position and the statement of activities display information about the District. These statements include the financial activities of the overall government. Eliminations have been made to minimize the double-counting of internal activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange transactions.

Program revenues include fees, fines, and charges paid by the recipients of goods or services offered by the cemetery. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Combined Fund and Government-Wide Statements. Governments engaged in a single governmental program may combine their fund financial statements with their government-wide statements by using a columnar format that reconciles individual line items of fund financial data to government-wide data in a separate column.

The District presents the combined governmental fund balance sheet/statement of net position, and combined statement of governmental fund revenues, expenditures, and changes in fund balances/statement of activities. The explanations for the reconciliation items in the “Adjustments” column are not provided on the face of the statement, but instead are disclosed in the notes. The District realigns the statement of activities to be compatible with the fund financial statement format.

TEMECULA PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued JUNE 30, 2018

Major Governmental Funds

General Fund. This is the District's primary operating fund. It accounts for all financial resources of the general government, except those accounted for in other funds.

Accumulated Capital Outlay ("ACO") Fund. To account for financial resources to be used for the acquisition or construction of major capital facilities.

Endowment Care Fund. Per Health and Safety Code §9065, the board of trustees shall create an endowment care fund, and require a payment into the endowment care fund for each interment right sold. The Board of Trustees shall not spend the principal of the fund. The Board of Trustees shall cause the income from the fund to be deposited in an endowment income fund and spent solely for the care of the cemeteries owned by the District.

1 - D. Basis of Accounting – Measurement Focus

Government-wide Financial Statements. The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Non-exchange transactions, in which the District gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied.

Governmental Fund Financial Statements. Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The District considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Property taxes, franchise taxes, licenses, and interest are considered to be susceptible to accrual. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. Capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and financing from capital leases are reported as other financing sources.

1 - E. Assets, Liabilities, and Net Position

Fair Value. The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The District has the following recurring fair value measurements as of June 30, 2018:

- ❖ Cash in county of \$3,025,449 are valued using quoted market prices (Level 1 inputs)
- ❖ Mutual fund/money market funds of \$357,097; Level 1 inputs
- ❖ All investments of \$1,996,947; Level 1 inputs

Acquisition Value. The price that would be paid to acquire an asset with equivalent service potential in an orderly market transaction at the acquisition date, or the amount at which a liability could be liquidated with the counterparty at the acquisition date.

TEMECULA PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued JUNE 30, 2018

Inventories and Prepaid Items.

Inventories are valued at cost using the first-in/first-out (FIFO) method. The costs of governmental fund-type inventories are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

Accrued Receivables

All trade and property tax receivables are shown as fully collectible. The District considers receivables collected within sixty days after year-end to be available and recognizes them as revenues of the current year.

Capital Assets

Purchased or constructed capital assets are reported at cost or estimated historical cost. Donated capital assets are recorded at acquisition value. The District maintains a capitalization threshold of \$2,500. The District does not possess any infrastructure. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not. Interest incurred during the construction of capital assets utilized by the enterprise fund is also capitalized. Depreciation of capital assets is computed and recorded by the straight-line method over the following estimated useful life:

<u>Asset Class</u>	<u>Estimated Useful Life</u>
Buildings and improvements	10 – 50
Equipment	5 – 20

Accrued Liabilities

All payables and accrued liabilities are reported in the government-wide financial statements.

In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources are reported as obligations of the funds.

However, claims and judgments and special termination benefits that will be paid from governmental funds are reported as a liability in the fund financial statements only to the extent that they are due for payment during the current year. Bonds, capital leases, and long-term loans (such as any may occur) are recognized as liabilities in the governmental fund financial statements when due.

Fund Balances

The fund balance for governmental funds is reported in classifications based on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

Nonspendable. The resources cannot be spent because they are either in a nonspendable form or legally or contractually required to be maintained intact. Resources in nonspendable form include Endowment Care corpus, inventories, and prepaid assets.

Assigned. Resources that are constrained by the government's intent to use them for a specific purpose but are neither restricted nor committed, are reported as assigned fund balance. Intent may be expressed by either the Board, committees (such as budget or finance), or officials to which the Board has delegated authority.

TEMECULA PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued JUNE 30, 2018

Unassigned fund balance represents fund balance that has not been restricted, committed, or assigned and may be utilized by the District for any purpose. When expenditures are incurred and both restricted and unrestricted resources are available, it is the District's policy to use restricted resources first, then unrestricted resources in the order of committed, assigned, and then unassigned, as they are needed.

1 - F. Revenue and Expenditures/Expenses

Revenues – Exchange Transactions (Program Revenue).

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, available means expected to be received within 60 days of fiscal year-end.

Property Tax Calendar

Jul. 1	Beginning of the fiscal year and delinquent Secured property taxes DEFAULT and begin accruing additional penalties of 1 ½% per month and a redemption fee.
Jul.	Treasurer-Tax Collector mails out Unsecured property tax bills.
Aug./Sep.	Treasurer-Tax Collector mails out Prior Year Secured property tax bills.
Aug. 31	Unsecured property tax delinquent date. A 10% penalty is added after 5:00 p.m.
Oct	Treasurer-Tax Collector mails out Current Year Secured property tax bills.
Nov. 1	First installment is due (Current Secured property tax) and delinquent Current Year Unsecured taxes begin accruing additional penalties of 1½% per month.
Dec.10	First installment payment delinquent date (Current Secured property tax). A 10% penalty is added after 5:00 p.m.
Jan. 1	Lien date for the establishment of ownership, value and unsecured taxes for the ensuing fiscal year.
Feb. 1	Second installment is due (Current Secured property tax).
Apr. 10	Second installment payment delinquent date (Current Secured property tax). A 10% penalty and cost is added after 5:00 p.m.
May	Treasurer-Tax Collector mails delinquent notices for any unpaid, Current Year Secured property taxes.
Jun. 30	End of fiscal year.

Expenses/Expenditures.

On the accrual basis of accounting, expenses are recognized at the time they are incurred. The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Principal and interest on long-term obligations, which has not matured, are recognized when paid in the governmental funds. Allocations of costs, such as depreciation and amortization, are not recognized in the governmental funds.

TEMECULA PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued
JUNE 30, 2018

Compensated Absences

Accumulated unpaid employee vacation benefits are accrued as a liability as the benefits are earned. The entire compensated absence liability is reported on the General Fund and government-wide financial statements. For governmental funds, the entire portion of unpaid compensated absences is the amount that is recognized upon the occurrence of relevant events such as employee resignations and retirements that occur prior to year-end that have not yet been paid with expendable available financial resources. These amounts are reported in the fund from which the employees who have accumulated leave are paid.

Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Budgetary Data

Per Health and Safety Code §9070(a), on or before August 30 of each year, the board of trustees shall adopt a final budget, which shall conform to the accounting and budgeting procedures for special districts contained in Subchapter 3 (commencing with § 1031.1) of, and Article 1 (commencing with § 1121) of Subchapter 4 of Division 2 of Title 2 of the California Code of Regulations. The board of trustees may divide the annual budget into categories, including, but not limited to maintenance and operation, employee compensation, interest and redemption for indebtedness, as well as reserves (for endowment income fund, capital outlay, pre-need, contingencies, and unallocated general reserve).

The board of trustees shall forward a copy of the final budget to the auditor of each county in which the district is located.

The amounts reported as the original budgeted amounts in the budgetary statements reflect the amounts when the original appropriations were adopted. The amounts reported as the final budgeted amounts in the budgetary statements reflect the amounts after all budget amendments have been accounted for.

TEMECULA PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued JUNE 30, 2018

1 - G. New Accounting Pronouncements

The Governmental Accounting Standards Board ("GASB") has issued the following standards:

- ❖ Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The provisions in Statement 75 are effective for fiscal years beginning after June 15, 2017. Earlier application is encouraged.
- ❖ GASB Statement No. 82, *Pension Issues—an amendment of GASB Statements No. 67, No. 68, and No. 73*. The requirements of this Statement are effective for reporting periods beginning after June 15, 2016, except for the requirements of paragraph 7 in a circumstance in which an employer's pension liability is measured as of a date other than the employer's most recent fiscal year-end. In that circumstance, the requirements of paragraph 7 are effective for that employer in the first reporting period in which the measurement date of the pension liability is on or after June 15, 2017. Earlier application is encouraged.
- ❖ GASB Statement No. 84, *Fiduciary Activities*. The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged.
- ❖ GASB Statement No. 85, *Omnibus 2017*. The provisions of this Statement are effective for periods beginning after June 15, 2017. Earlier application is encouraged.
- ❖ GASB Statement No. 87, *Leases*. Effective Date: For reporting periods beginning after December 15, 2019.

For specific details about the standards, please see www.gasb.org.

1 - H. Stewardship, Compliance, and Accountability – Violations of Investment Policy

Per the investment policy, the maximum maturity for U.S. Agency Obligations and mortgage pass-through securities, also known as derivatives, is five years. As of June 30, 2018, some of the District's U. S. Agency Obligations, \$165,326, and the derivatives (CMOs), \$10,008, have maturities in excess of the allowable five year maturity maximum.

Per the investment policy, the minimum rating allowed for medium term notes is "A" and derivatives are "AA." As of June 30, 2018, the District has a total of \$19,854 in corporate bonds rated "BBB+" by Standard & Poor's, and the CMOs are not rated.

See Investment footnote disclosure for more detail.

TEMECULA PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued
 JUNE 30, 2018

NOTE 2 – EXPLANATION OF DIFFERENCES BETWEEN THE FUND FINANCIAL STATEMENTS AND DISTRICT-WIDE FINANCIAL STATEMENTS

2 - A. Governmental Funds Balance Sheet and Statement of Net Position

Total Fund Balance - Governmental Funds \$ 5,521,756

Amounts reported for assets, deferred outflows of resources, liabilities, and deferred inflows of resources for governmental activities in the statement of net position are different from amounts reported in governmental funds because:

Capital assets:

In governmental funds, only current assets are reported. In the statement of net position, all assets are reported, including capital assets and accumulated depreciation:

Capital assets relating to governmental activities, at historical cost:	\$ 3,644,779	
Accumulated depreciation:	(463,434)	3,181,345

Deferred recognition of earned but unavailable revenues:

In governmental funds, revenue is recognized only to the extent that it is "available," meaning it will be collected soon enough after the end of the period to finance expenditures of that period. Receivables for revenues that are earned but unavailable are deferred until the period in which the revenues become available. In the government-wide statements, revenue is recognized when earned, regardless of availability. The amount of unavailable revenues that were deferred in governmental funds, but are recognized in the government-wide statements, is:

10,231

Long-term liabilities:

In governmental funds, only current liabilities are reported. In the statement of net position, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of:

Net OPEB Obligation	(51,000)
---------------------	----------

Total Net Position - Governmental Activities: \$ 8,662,332

TEMECULA PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued
 JUNE 30, 2018

2 - B. Governmental Funds Operating Statements and the Statement of Activities

Net Changes in Fund Balances - Total Governmental Funds \$ 520,184

Amounts reported for governmental activities in the statement of activities are different from amounts reported in governmental funds because:

Capital outlay:

In governmental funds, the costs of capital assets are reported as expenditures in the period when the assets are acquired. In the statement of activities, costs of capital assets are allocated over their estimated useful lives as depreciation expense. The difference between capital outlay expenditures and depreciation expense for the period is:

	Expenditures for capital outlay: \$	39,153	
	Depreciation expense:	<u>(49,403)</u>	(10,250)

Gain or loss from disposal of capital assets:

In governmental funds, the entire proceeds from disposal of capital assets are reported as revenue. In the statement of activities, only the resulting gain or loss is reported. The difference between the proceeds from disposal of capital assets and the resulting gain or loss is:

(8,549)

Earned but unavailable revenues:

In governmental funds, revenues are recognized only to the extent that they are "available," meaning they will be collected soon enough after the end of the period to finance expenditures of that period. In the government-wide statements, revenue is recognized when earned, regardless of availability. The amount of earned but unavailable revenues relating to the current period, less revenues that became available in the current period but related to a prior period, is:

(187)

Postemployment benefits other than pensions ("OPEB"):

In governmental funds, OPEB costs are recognized when employer contributions are made. In the statement of activities, OPEB costs are recognized on the accrual basis. This year, the difference between OPEB costs and actual employer contributions was:

(13,000)

Change in Net Position of Governmental Activities: **\$ 488,198**

TEMECULA PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued
JUNE 30, 2018

NOTE 3 – DEPOSITS AND INVESTMENTS

3 - A. Summary of Deposit and Investment Balances

	Governmental Activities
Cash on hand	\$ 20,655
Deposits in financial institutions	75,098
Cash in county	3,025,449
Money market/Mutual funds	357,097
<u>Total Cash and Cash Equivalents</u>	\$ 3,478,299
<u>Investments</u>	<u>\$ 1,996,947</u>

3 - B. Cash Deposits

Credit Risk. As of June 30, 2018, the District's Cash in County pool (as maintained by the Riverside County Treasurer) consisted of debt securities and the ratings ranged from AAA to AA- by Standard & Poor's.

Custodial Credit Risk. There is a risk that, in the event of a bank failure, the District's deposits may not be returned. The District's deposit policy requires that all deposits are covered by the Federal Depository Insurance Corporation ("FDIC") or are collateralized as required by Statutes of the State. As of June 30, 2018, the carrying amount of the District's bank deposits was \$74,918, and the respective bank balances totaled \$76,256, all of which was insured through the FDIC.

TEMECULA PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued
 JUNE 30, 2018

3 - C. Policies and Practices

Allowable investment instruments per Government Code §§ 16340, 16429.1, 53601, 53601.8, 53635, 53635.2, 53635.8, and 53638.

INVESTMENT TYPE	MAXIMUM MATURITY	MAXIMUM SPECIFIED % OF PORTFOLIO	MINIMUM QUALITY REQUIREMENTS
Local Agency Bonds	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
State Obligations— CA And Others	5 years	None	None
CA Local Agency Obligations	5 years	None	None
U.S. Agency Obligations	5 years	None	None
Bankers' Acceptances	180 days	40%	None
Commercial Paper— Pooled Funds	270 days	40% of the agency's money	Highest letter and number rating by an NRSROH
Commercial Paper— Non-Pooled Funds	270 days	25% of the agency's money	Highest letter and number rating by an NRSROH
Negotiable Certificates of Deposit	5 years	30%	None
Non-negotiable Certificates of Deposit	5 years	None	None
Placement Service Deposits	5 years	30%	None
Placement Service Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements and Securities Lending Agreements	92 days	20% of the base value of the portfolio	None
Medium-Term Notes	5 years	30%	"A" rating category or its equivalent or better
Mutual Funds And Money Market Mutual Funds	N/A	20%	Multiple
Collateralized Bank Deposits	5 years	None	None
Mortgage Pass-through Securities	5 years	20%	"AA" rating category or its equivalent or better R
County Pooled Investment Funds	N/A	None	None
Joint Powers Authority Pool	N/A	None	Multiple
Local Agency Investment Fund (LAIF)	N/A	None	None
Voluntary Investment Program Fund	N/A	None	None
Supranational Obligations	5 years	30%	"AA" rating category or its equivalent or better

TEMECULA PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued
 JUNE 30, 2018

3 - D. Investments

Portfolio	Standard & Poor's Rating	Percentage	Fair Market Value	Maturities in years			
				< 1	1 - 5	6 - 10	> 10
Cash in county	NA	56%	\$ 3,025,449	\$ 3,025,449	\$ -	\$ -	\$ -
Money market/ Mutual funds	NA	7%	357,097	357,097	-	-	-
Cash equivalents			3,382,546	3,382,546	-	-	-
U.S. Agency Obligations ¹	AA+	14%	727,645	-	524,578	203,067	-
	BBB+						
	through						
Corporate bonds ²	AA-	9%	506,127	69,814	436,313	-	-
Foreign bonds	A	1%	49,612	-	49,612	-	-
Certificates of participation	FDIC	13%	703,555	154,658	548,897	-	-
Collateralized Mortgage Obligations ("CMOs") ^{1 & 2}	Not Rated	0%	10,008	-	-	-	10,008
Investments			1,996,947	224,472	1,559,400	203,067	10,008
Total Portfolio		100%	\$ 5,379,493	\$ 3,607,018	\$ 1,559,400	\$ 203,067	\$ 10,008

^{1 & 2} Violations of investment policy, see page 19.

Custodial Credit Risk. For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party.

As of June 30, 2018, \$1,996,947 of the underlying securities are held by the investment's counterparty. There is a risk that, in the event of a counterparty failure, the District's investments may not be returned. Of the total counterparty balance, \$500,000 was insured through the Securities Investor Protection Corporation ("SIPC"). The remaining \$1,596,947 was collateralized with pooled securities held by the financial institutions' trust departments. These securities are held in the name of the financial institution and not that of the District.

TEMECULA PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued
 JUNE 30, 2018

NOTE 4 – ACCRUED RECEIVABLES

Receivables at June 30, 2018, were as follows:

	Capital		Endowment	Total	
	General Fund	Projects Fund	Care Fund	Entity-Wide	Governmental Activities
Taxes	\$ 19,277	\$ -	\$ -	\$ 10,231	\$ 29,508
Interest	738	1,099	12,053	-	13,890
Other receivable	5	-	-	-	5
Total Accrued Receivables	\$ 20,020	\$ 1,099	\$ 12,053	\$ 10,231	\$ 43,403

NOTE 5 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2018

	Balance			Balance	
	Jul. 01, 2017	Additions	Deletions	Jun. 30, 2018	
Capital Assets Not Being Depreciated					
Land	\$ 77,561	\$ -	\$ -	\$ 77,561	
Construction in progress	2,584,258	30,095	-	2,614,353	
Intangible assets	8,970	5,980	-	14,950	
Total Capital Assets Not Being Depreciated	\$ 2,670,789	\$ 36,075	\$ -	\$ 2,706,864	
Capital Assets Being Depreciated					
Buildings and improvements	\$ 779,789	\$ 3,079	\$ 18,335	\$ 764,533	
Equipment	178,031	-	4,649	173,382	
Total assets being depreciated	957,820	3,079	22,984	937,915	
Less Accumulated Depreciation					
Buildings and improvements	281,365	37,643	9,787	309,221	
Equipment	147,102	11,760	4,649	154,213	
Total accumulated depreciation	428,467	49,403	14,436	463,434	
Total Capital Assets Being Depreciated, Net	\$ 529,353	\$ (46,324)	\$ 8,548	\$ 474,481	

TEMECULA PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued
JUNE 30, 2018

NOTE 6 – INTERFUND ACTIVITY

During the year ended June 30, 2018, the General Fund transferred \$545,500 to the ACO Fund, for the development of the new cemetery site.

NOTE 7 – ACCRUED PAYABLES

Payables at June 30, 2018, were as follows:

	<u>General Fund</u>
Vendors	\$ 23,593
Payroll	6,842
Vacation balance	10,951
Other	1,169
Total Accrued Payables	\$ 42,555

NOTE 8 - POSTEMPLOYMENT HEALTHCARE PLAN ("OPEB")

Plan Description

The District provides employees and retirees and their surviving family members the health benefits plan provided pursuant to the Public Employees' Medical And Hospital Care Act ("PEMHCA"), as set forth in Government Code §22750 – 22948. The plan is a single-employer, defined benefit OPEB plan administered by the District. Government Code §22777 provides that "health benefit plan" means any program or entity that provides, arranges, pays for, or reimburses the cost of health benefits for employees and retirees and their surviving family members with health benefits provided through the California Public Employee's Pension System ("CalPERS"). *No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.*

Benefits Provided

The plan provides healthcare benefits for retirees and their dependents. The benefit terms provide for payment of the statutory minimum, \$133 per month as of June 30, 2018, of health insurance premiums for retirees.

Employees Covered by Benefit Terms

At June 30, 2018, there were NO retirees covered by the benefit terms, and seven active employees.

Total OPEB Liability

The District's total OPEB liability of \$51,000 was measured in conformity with the requirements in GASB No. 75, paragraphs 225 and 226 for the alternative measurement method, which was measured as of June 30, 2017.

TEMECULA PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued
JUNE 30, 2018

Measurement Assumptions and Other Inputs

The total OPEB liability in the June 30, 2018 valuation was determined using the following assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation Rate:	1.70%, based on https://my.spindices.com/indices/fixed-income/sp-municipal-bond-20-year-high-grade-rate-index
Discount Rate:	1.38%, https://data.bls.gov/timeseries/CUUR0000SA0L1E?output_view=pct_12mths
Turnover:	CalPERS Terminated and Vested Rates, Miscellaneous
Mortality:	CalPERS Mortality Rate, Miscellaneous

The CalPERS Miscellaneous assumptions can be downloaded at:
<https://www.calpers.ca.gov/docs/public-agencies-schools-assumption-methods.xlsx>

Changes in the Total OPEB Liability

Balances at July 01, 2017	\$ 37,998
Changes for the year:	
Service cost	13,002
Balances at June 30, 2018	\$ 51,000

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current discount rate:

	1% Decrease (0.38%)	Discount Rate (1.38%)	1% Increase (2.38%)
District's proportionate share of the net OPEB liability	\$ 73,000	\$ 51,000	\$ 37,000

OPEB Expense

For the year ended June 30, 2018, the District recognized an OPEB expense of \$13,000.

TEMECULA PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued
 JUNE 30, 2018

NOTE 9 – CalPERS 457 DEFERRED COMPENSATION SAVINGS PLAN

For the benefit of its employees, the District participates in the California Public Employees' Retirement System ("CalPERS") 457 Deferred Compensation Program (Program). The purpose of this Program is to provide deferred compensation for California public employees that elect to participate in the Program. This Program is established pursuant to sections 21670 through 21685 of the Government Code of the State of California and is intended to constitute an "eligible deferred compensation plan" within the meaning of Section 457 of the Federal Internal Revenue Code. Eligible employees may defer receipt of a portion of their pay until termination, retirement, death or unforeseeable emergency. These funds are not reported as taxable income until paid to the employee for income tax purposes.

The Program was created under the administrative and investment control of the CalPERS Board, which requires the Board to act in the interest of Program participants. Federal law requires deferred compensation assets to be held in trust for the exclusive benefit of participants.

The District established a matching contribution program on behalf of each participating employee in the Program. The matching contribution for each participating employee is subject to a maximum of 0.5% of the employee's total cash compensation. The District's matching contribution was \$9,514 for the fiscal year ended June 30, 2018. The District negotiated a contract with General Manager, starting July 1, 2015, the matching contribution on her behalf was increased to 7%.

NOTE 10 – FUND BALANCE

Fund balance components at June 30, 2018, were as follows:

	General Fund	ACO Fund	Endowment Care Fund	Total Governmental Funds
Nonspendable				
Inventory	\$ 24,932	\$ -	\$ -	\$ 24,932
Prepaid expenditure	30,961	-	-	30,961
Endowment care corpus	-	-	2,016,295	2,016,295
Total Nonspendable	55,893	-	2,016,295	2,072,188
Assigned				
Capital projects	-	1,589,537	-	1,589,537
Endowment care earnings	-	-	648,813	648,813
Total Assigned	-	1,589,537	648,813	2,238,350
Unassigned	1,211,218	-	-	1,211,218
Total Fund Balances	\$ 1,267,111	\$ 1,589,537	\$ 2,665,108	\$ 5,521,756

TEMECULA PUBLIC CEMETERY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS, Continued
JUNE 30, 2018

NOTE 11 – PARTICIPATION IN A JOINT POWERS AUTHORITY

The District is a member of SDRMA, to provide liability and property insurance, as well as workers' compensation insurance. The relationship is such that the JPAs are not component units of the District for financial reporting purposes.

This entity has budgeting and financial reporting requirements independent of member units and their financial statements are not presented in these financial statements; however, fund transactions between the entities and the District are included in these financial statements. Audited financial statements are available from SDRMA.

During the year ended June 30, 2018, the District made payments of \$9,196 and \$13,769 for liability and property and workers' compensation coverages, respectively.

NOTE 12 – RESTATEMENT

There were changes in management's perspective on how OPEB is to be accounted for, as of the year ended June 30, 2018, the change is as follows:

	<u>Conversion Entries</u>
Net Position, June 30, 2017	\$ 3,210,560
Increase In:	
OPEB	37,998
Restated Fund Balance/Net Position	\$ 3,248,558

Subject: [REDACTED]

[REDACTED]

[REDACTED]

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REQUIRED SUPPLEMENTARY INFORMATION

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TEMECULA PUBLIC CEMETERY DISTRICT

GENERAL FUND – BUDGETARY COMPARISON SCHEDULE
FOR THE YEAR ENDED JUNE 30, 2018

	Budgeted Amounts		Actual	Variance with
	Original	Final		Final Budget - Positive / (Negative)
REVENUE				
Program Revenue:				
Charges for services	\$ 128,700	\$ 128,700	\$ 158,061	\$ 29,361
Property taxes, general purpose	621,000	621,000	695,450	74,450
Grants and contributions not restricted to specific programs	9,000	9,000	6,589	(2,411)
Revenue from use of money	75,000	75,000	8,472	(66,528)
Other revenues	-	-	7,170	7,170
Total Revenue	833,700	833,700	875,742	42,042
EXPENDITURES				
Current:				
Salaries and wages	235,450	235,450	216,239	19,211
Benefits	120,000	120,000	100,418	19,582
Supplies	36,800	36,800	32,258	4,542
Services	251,900	251,900	181,575	70,325
Capital Outlay	457,000	457,000	39,153	417,847
Total Expenditures	1,101,150	1,101,150	569,643	531,507
NET CHANGE IN FUND BALANCE	(267,450)	(267,450)	306,099	573,549
Fund Balance - Beginning (Restated)	961,012	961,012	961,012	
Fund Balance - Ending	\$ 693,562	\$ 693,562	\$ 1,267,111	\$ 573,549

TEMECULA PUBLIC CEMETERY DISTRICT

**SCHEDULE OF CHANGES IN THE TOTAL OPEB LIABILITY AND RELATED RATIOS
FOR THE YEAR ENDED JUNE 30, 2018**

	<u>2018</u>
Changes for the year:	
Service cost	\$ 13,000
Total OPEB Liability - Beginning	<u>38,000</u>
Total OPEB Liability - Ending	<u>\$ 51,000</u>
Covered Payroll	216,000
Total OPEB liability as a percentage of covered payroll	24%

AUDITOR COMMUNICATION WITH ENTITY

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DENNIS COOPER
ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS

COMMUNICATION WITH THE ENTITY

Management and Board of Directors
Temecula Public Cemetery District
Temecula, California

In planning and performing our audit of the basic financial statements of the Temecula Public Cemetery District as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered Temecula Public Cemetery District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the Temecula Public Cemetery District's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

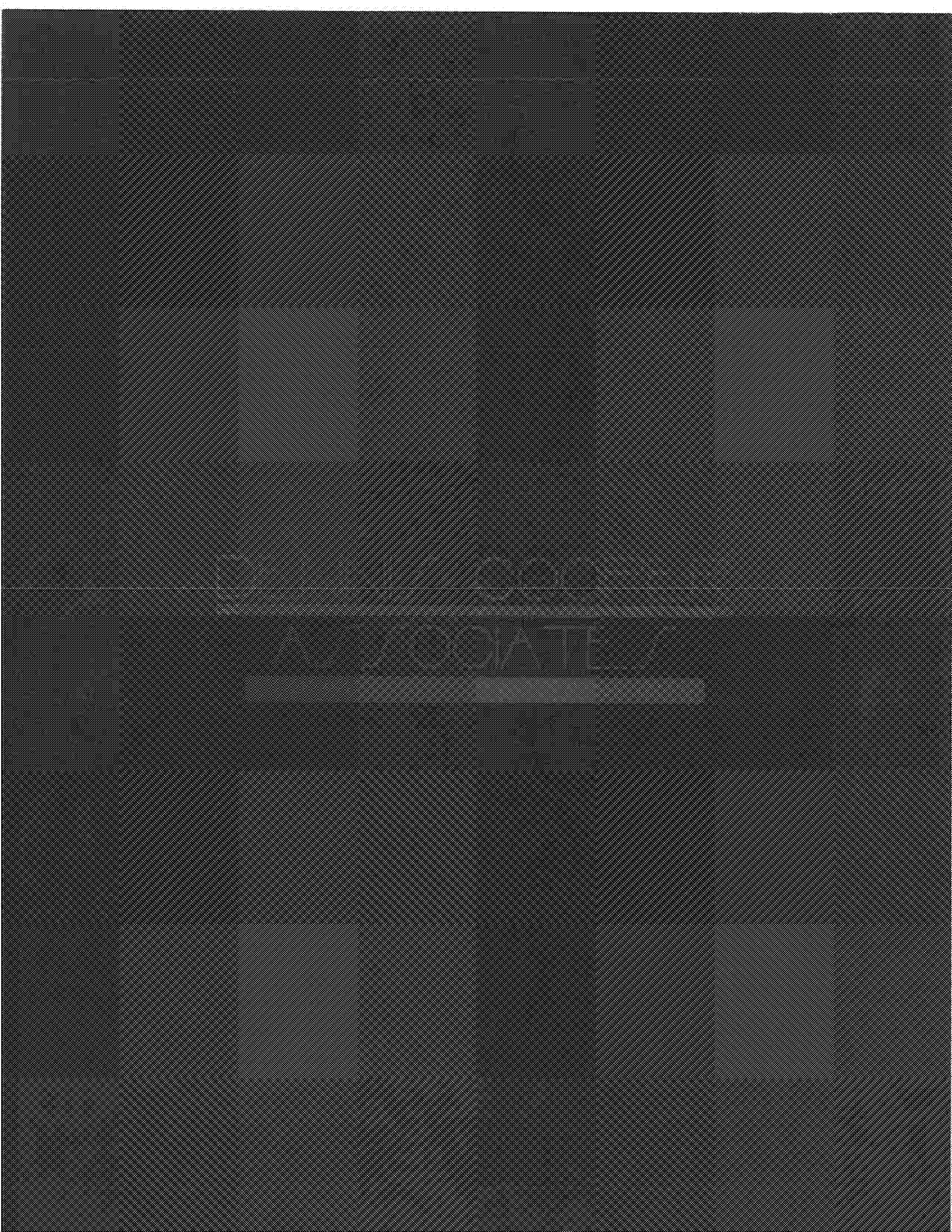
- ❖ *Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.
- ❖ *Probable.* The future event or events are likely to occur.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management and the board of directors; and is not intended to be and should not be used by anyone other than these specified parties.

Dennis Cooper - Associates C.P.A.s

October 31, 2018



Linda S. Glau, CPA
Accounting and Tax Services

1672 Main Street, Ste E 261
Ramona, CA 92065
License 46583

LindaSGlauCPA@outlook.com
Telephone 951-526-2063
Fax 760-896-6997

December 28, 2018

Cindi Beaudet
Temecula Cemetery District
41911 C Street
Temecula, CA 92592

Dear Cindi,

This letter is to confirm our understanding of the terms and conditions of our engagement and the nature of the limitations of the services I will provide.

I will perform the following services:

I will assist you in preparing the books of accounts in order to prepare a working trial balance.

It is understood that my assignment is limited to bookkeeping services and does not include a compilation, review, or audit of your financial statements in accordance with prescribed authoritative literature. This assignment also does not include tax planning or tax preparation services.

You will provide me, as required, access to backup of accounting, banking, and sales records in order that I may assist you in properly classifying items of income and expense.

I will work with to create accurate financial statements for the fiscal year ending June 30, 2019.

Based on my discussions with you, these financial statements are for management's use only and are not intended for third-party use. Material departures from generally accepted accounting principles (GAAP) or other comprehensive basis of accounting (OCBOA) may exist and the effects of those departures, if any, on the financial statements may not be disclosed. In addition, substantially all disclosures required by GAAP or OCBOA may be omitted. Because of the extent of material departures that may exist in, or required disclosures that may be omitted from, the financial statements, I make no representations regarding the appropriateness of such statements for your intended use or for any other purpose. Moreover, because of the nature of this engagement, I am not responsible for communicating any such departures or omissions to you.

In addition, I am not independent with regard to Temecula Public Cemetery District.

My engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. However, I will inform you of any material errors that come to my attention or any fraud or illegal acts that come to my attention, unless they are clearly inconsequential. In addition, I have no responsibility to identify and communicate significant deficiencies or material weaknesses in your internal control as part of this engagement.

G-B

We have agreed that my fees for the above services will be charged at a rate of \$100 per hour. We estimate the total cost to be approximately \$6500 per year. My invoices for these fees will be submitted to you on an 'as worked' basis and are payable upon presentation. I may suspend work if your account becomes 30 days or more overdue and work will not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, you will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket expenditures through the date of completion.

This agreement is terminable at will by either party. At termination of this agreement, all moneys due me shall be paid immediately.

If the forgoing is in accordance with your understanding, please sign the copy of this letter in the space provided and return it to me.

Sincerely,

Linda S. Glau

Linda S. Glau, CPA

Accepted and agreed to:

Temecula Public Cemetery District

Date

Conference Agenda

Thursday, March 7, 2019

- 6:00-9:00 a.m. Cooked-to-Order breakfast for registered Hotel Guests
- 8:00 a.m. Exhibitors set-up displays
- 8:00 a.m. Annual Golf Tournament - Pacific Grove Golf Links
- 3:00-5:00 p.m. Board of Directors Meeting - Observers Welcome
- 4:30-6:30 p.m. Registration Desk Open
- 5:30-7:00 p.m. Hospitality in Exhibitors Showroom

Friday, March 8, 2019

- 6:00-9:00 a.m. Cooked-to-Order breakfast for registered Hotel Guests
- 7:15 a.m. Registration Desk Opens
- 8:00 a.m. Call To Order—Pledge of Allegiance
- Welcome/Program Introductions
- 8:15 a.m. Featured Cemetery: Galt-Arno Cemetery District
- Presented by Belinda Ellis, Administrator
- 8:30 a.m. Avoiding Employee Lawsuits: Presented by Mark Velasquez of Best Best & Krieger
- 10:30 a.m. Break - Visit Exhibits
- 11:00 a.m. Work Place Violence, What to Look for and Having a plan of Action: Presented by Damon Wasson, Deputy Chief of Police, City of Soledad Police Department
- Lunch: Exhibitors Introduction
- Noon "Donation Drawing"
- 1:20 p.m. Harassment Prevention Training:
- 1:30 p.m. Presented by Dennis Timoney, Chief Risk Officer, SDRMA
- 3:30 p.m. Adjourn - Visit Exhibits - Cash Door Prize
- 6:00 p.m. Dinner and Door Prizes

Saturday, March 9, 2019

- 7:00-10:30 a.m. Cooked-to-Order breakfast for registered Hotel Guests
- 7:30 a.m. Registration Desk Opens
- 8:00 a.m. Breakout Discussion Sessions: Trustees-Managers/Secretaries
- 10:00 a.m. Break: Visit Exhibits
- 10:30 a.m. Recap - Discussion Sessions
- 10:40 a.m. Governing the Unruly - How to Respond to Complaints from the Public: Presented by Karen O'Neil of Kirk & Simas
- Noon Lunch
- 1:20 p.m. "Donation Drawing"
- 1:30 p.m. Annual Meeting - Board of Directors Election
- 2:30 p.m. Legislative Update: Presented by CAPC's Legislative Committee
- 3:30 p.m. Adjourn "Grand Prize Drawing"
- 4:00 p.m. Board of Directors Meeting-Election of Officers
- 6:00 p.m. Annual Awards Dinner: "Honorary Membership" "Presidents' Award" "Manager of the Year" / "Trustee of the Year" "Ruben Siemens-Wayne Byington Memorial Award" "Cemeterian of the Year"

Special Events:

Thursday, March 7, 2019:

- **CAPC Annual Golf Tournament - Pacific Grove Golf Links**
- **Hospitality:** Don't miss the Thursday evening hospitality from 5:30 p.m. - 7:00 p.m. Co-Sponsored by CAPC, Participating Districts and Exhibitors. There will be a tempting variety of hors d'oeuvres, and fellowship with other cemeterians from districts throughout the state.
- Districts and Exhibitors are encouraged to help make this another successful event. All co-sponsors funds collected will be used for the Thursday evening hospitality.

• Recognition for Hospitality Co-Sponsors:

- \$ 50.00 to \$ 99.00 Silver
- \$ 100.00 to \$ 199.00 Gold
- Over \$ 199.00 Platinum

Friday, March 8, 2019:

Join us for a relaxing Dinner

Saturday, March 9, 2019:

Saturday evening will be our annual awards dinner which will include announcing the selection of the Honorary Membership, President's Award, Trustee & Manager of the Year, Cemeterian of the Year and Ruben Siemens-Wayne Byington Memorial Awards.

"Donated Door Prizes are encouraged and appreciated"

Drawings for door prizes donated by Districts and Exhibitors will be held at Friday and Saturday evening events.

Temecula Public Cemetery District
Balance Sheet
As of December 31, 2018

	Dec 31, 18	Dec 31, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
101100 · US Bank Checking	74,094.29	48,686.67	
101200 · US Bank Payroll	424.89	665.80	
101300 · US Wash Account	4,229.34	18,144.90	
101100C · Cash -Accumulative Outlay Fund	1,925,824.21	1,578,190.05	
101100E · Cash - Endowment Fund	39,016.14	177,784.88	
1011004 · Cash - Retirement	180.00	180.00	
101100G · Cash - General	786,183.77	858,022.18	
Total Checking/Savings	2,829,952.64	2,681,674.48	148,278.16
Accounts Receivable			
201125 · Accounts Receivable	1,825.00	0.00	
Total Accounts Receivable	1,825.00	0.00	
Other Current Assets			
102000 · Wells Fargo Investments			
102010 · Wells Fargo Endowment Care	2,051,456.20	1,752,918.43	
102020 · Wells Fargo Endowment Interest	677,040.75	634,182.54	
Total 102000 · Wells Fargo Investments	2,728,496.95	2,387,100.97	341,395.98
112011 · Inventory Asset	33,999.00	36,755.00	
102100 · Taxes Receivable	10,231.21	0.00	
100499 · Revenues to Deposit with County	42,450.00	0.00	
116100 · Interest Receivable			
116100P · Interest Receivable - End Prin	10,320.69	8,968.55	
116100I · Interest Receivable - End Int	3,052.90	3,114.41	
Total 116100 · Interest Receivable	13,373.59	12,082.96	
116137 · Miscellaneous Receivable	1.00	3,561.95	
117000 · PrePaid Expenses	15,612.67	14,951.88	
Total Other Current Assets	2,844,164.42	2,454,452.76	389,711.66
Total Current Assets	5,675,942.06	5,136,127.24	539,814.82
Fixed Assets			
191650 · Intangible Assets	8,970.00	8,970.00	
191000 · Future Cemetery Property	2,603,672.20	2,596,941.20	
191100 · Buildings and Improvements	285,226.07	265,726.07	
191400 · Structures and Improvements	382,158.03	382,158.03	

Temecula Public Cemetery District
Balance Sheet
As of December 31, 2018

	Dec 31, 18	Dec 31, 17	\$ Change
191500 · Equipment	178,031.48	178,031.48	
191600 · Construction in Process	48,300.00	0.00	
191700 · Non-Depreciable Assets	77,561.02	77,561.02	
191800 · Grounds Improvements	12,379.50	9,190.00	
191900 · Paving 2015	143,560.00	143,560.00	
198100 · Accumulated Depreciation - Bldg	-100,577.10	-87,179.99	
198400 · Accumulated Depr - Struct/Imp	-195,727.62	-177,687.85	
198500 · Accum Depr - Equipment	-158,862.47	-147,102.12	
198800 · Accum Depr- Grnd Imp	-1,608.25	-1,148.75	
198900 · Accum Depr-Pav 15	-22,526.02	-15,348.02	
Total Fixed Assets	3,260,556.84	3,233,671.07	26,885.77
TOTAL ASSETS	8,936,498.90	8,369,798.31	566,700.59
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
201100 · Accounts Payable	5,926.06	19,957.63	
Total Accounts Payable	5,926.06	19,957.63	
Other Current Liabilities			
212200 · Accrued Vacation Pay	10,950.70	12,155.92	
Total Other Current Liabilities	10,950.70	12,155.92	
Total Current Liabilities	16,876.76	32,113.55	-15,236.79
Total Liabilities	16,876.76	32,113.55	-15,236.79
Equity			
308100 · General Reserve	180.00	180.00	
308135 · Reserve for Endowments	1,706,833.63	1,706,833.63	
325100E · Unreserved Fund Balance - End	605,632.04	605,632.04	
325100G · Unreserved Fund Balance - Gen	662,188.92	662,188.92	
325100O · Unreserved Fund Balance - ACo	993,886.59	993,886.59	
350000 · Investment in Capital Assets	3,627,912.57	3,627,912.57	
350001 · Investment in Cap Assets - GASB	-379,361.69	-379,361.69	
390000 · Retained Earnings	1,522,582.75	1,010,845.86	
Net Income	179,767.33	109,566.84	
Total Equity	8,919,622.14	8,337,684.76	581,937.38
TOTAL LIABILITIES & EQUITY	8,936,498.90	8,369,798.31	566,700.59

Temecula Public Cemetery District
Profit & Loss Budget Performance
 December 2018

Jul - Dec 18 YTD Budget Annual Budget

Ordinary Income/Expense

Income

700001 · Property Taxes

700020 · Prop Tax Current Secured	217,036.52	170,000.00	583,000.00
701020 · Prop Tax Current Unsecured	0.00	0.00	23,000.00
703000 · Prop Tax Prior Unsecured	0.00	0.00	1,000.00
704000 · Prop Tax Curr Supplemental	0.00	0.00	3,500.00
705000 · Prop Tax Prior Supplemental	0.00	0.00	500.00
706000 · Teeter Settlement	0.00	0.00	10,000.00
752800 · CA-Homeowners Tax Relief	0.00	0.00	4,500.00
770100 · Property Tax - SBE	0.00	0.00	4,500.00

Total 700001 · Property Taxes 217,036.52 170,000.00 630,000.00

740020 · Interest and Dividend Income

740020G · Interest on General Fnd at Cnty	3,976.11	5,000.00	10,000.00
740020E · Interest on Endow Fnd at County	966.14	250.00	500.00
740020O · Interest on ACO at County	5,907.69	4,800.00	9,000.00
740021 · Interest - Wells Fargo Advisors	26,408.44	17,502.00	35,000.00
740022 · Dividend Income - WFA	4,448.90	2,748.00	5,500.00

Total 740020 · Interest and Dividend Income 41,707.28 30,300.00 60,000.00

770001 · Other Revenue

770100E · Endowment	88,225.00	75,000.00	150,000.00
777030 · Marker Setting	6,360.00	4,998.00	10,000.00
777040 · Open, Close Fees	18,550.00	18,000.00	36,000.00
777520 · Sale of Lots	29,725.00	30,000.00	60,000.00
777530 · Cremation	8,900.00	5,502.00	11,000.00
777600 · Cenotaph	0.00	252.00	500.00
780160 · Vaults, Flower Vases, etc.	6,955.00	5,502.00	11,000.00
781360 · Other Misc. Revenue	25,458.91	102.00	200.00

Total 770001 · Other Revenue 184,173.91 139,356.00 278,700.00

Total Income 442,917.71 339,656.00 968,700.00

Gross Profit 442,917.71 339,656.00 968,700.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 December 2018

Expense	Jul - Dec 18	YTD Budget	Annual Budget
510000 · Salaries and Employee Benefits			
510040T · Regular Salaries.			
510040 · Regular Salaries	106,670.77	115,002.00	230,000.00
510330 · Year End Bonuses	4,212.17	2,502.00	5,000.00
515100 · Life Insurance Policy	213.84	228.00	450.00
518080 · Auto Allowance	0.00	0.00	0.00
Total 510040T · Regular Salaries.	111,096.78	117,732.00	235,450.00
513000T · Retirement - Miscellaneous			
518000 · Employer Contributions-457	5,916.33	7,500.00	15,000.00
551000 · Employee Contributions	2.92	0.00	0.00
Total 513000T · Retirement - Miscellaneous	5,919.25	7,500.00	15,000.00
513120T · Retirement - Social Security			
513120 · Social Security	7,132.01	7,500.00	15,000.00
513140 · Medicare Tax	1,668.03	1,752.00	3,500.00
Total 513120T · Retirement - Social Security	8,800.04	9,252.00	18,500.00
515080T · Health Insurance (eer share)			
515081 · Health Insurance	31,131.48	31,002.00	62,000.00
515082 · Vision Insurance	393.74	552.00	1,100.00
515083 · Dental Insurance	2,479.68	2,202.00	4,400.00
Total 515080T · Health Insurance (eer share)	34,004.90	33,756.00	67,500.00
515260T · Unemployment Insurance			
517000 · Workers Comp insurance	7,495.75	7,998.00	16,000.00
515060 · State Unemployment Ins EDD	0.00	498.00	1,000.00
513130 · CA SUI	283.65	1,500.00	3,000.00
Total 515260T · Unemployment Insurance	7,779.40	9,996.00	20,000.00
Total 510000 · Salaries and Employee Benefits	167,600.37	178,236.00	356,450.00
520000 · Services and Supplies			
529540T · Utilities			
520320 · Telephone Service	95.28	1,698.00	3,400.00
520845 · Trash	1,548.72	1,650.00	3,300.00
529500 · Electricity	2,172.18	2,502.00	5,000.00
Total 529540T · Utilities	3,816.18	5,850.00	11,700.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 December 2018

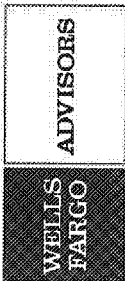
	Jul - Dec 18	YTD Budget	Annual Budget
524520T - Administrative Expenses			
518160 - Board Stipend	4,000.00	7,500.00	15,000.00
520115 - Uniforms - Replacement Clothing	1,242.08	900.00	1,800.00
520230 - Cellular Phone	1,571.52	2,250.00	4,500.00
520240 - Answering Service	443.30	1,398.00	2,800.00
520705 - Food	390.12	600.00	1,200.00
520930 - Insurance - Liability	4,597.98	4,602.00	9,200.00
523100 - Memberships	1,968.00	1,098.00	2,200.00
523290 - Bank Charges	140.00	174.00	350.00
523621 - Subscriptions	0.00	198.00	400.00
523660 - Computer Service	3,366.52	3,750.00	7,500.00
523700 - Office Supplies	0.00	1,302.00	2,600.00
523720 - Photocopies	776.91	1,350.00	2,700.00
523760 - Postage/Mailing	100.00	552.00	1,100.00
523840 - Computer Equip/Software/T1	1,933.50	1,998.00	4,000.00
524520 - County Journal Recording	197.37	1,200.00	2,400.00
524530 - Storage Fees	0.00	0.00	0.00
524540 - Payroll Processing Services	1,980.25	1,902.00	3,800.00
524560 - Auditing	9,270.00	6,000.00	12,000.00
524561 - Accounting	4,203.75	3,702.00	7,400.00
524566 - Temp for e-File	0.00	4,998.00	10,000.00
524800 - Drug Testing/Pre-Employment	0.00	300.00	600.00
525025 - Legal - General Counsel	5,865.00	25,002.00	50,000.00
525030 - Paychex HR Support	2,484.90	2,502.00	5,000.00
526420 - Advertising	850.00	750.00	1,500.00
527280 - Awards/Recognition	0.00	450.00	900.00
527880 - Training/ Staff	247.50	1,752.00	3,500.00
528140 - Conferences and Meetings	14,475.19	21,000.00	42,000.00
528980 - Meals	451.66	1,002.00	2,000.00
528990 - Semi-Annual Team Dinner	603.64	1,800.00	3,600.00
529040 - Private Mileage Reimbursement	859.05	1,248.00	2,500.00
529050 - Website	300.00	498.00	1,000.00
529550 - Water	733.42	798.00	1,600.00
Total 524520T - Administrative Expenses	63,051.66	102,576.00	205,150.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
December 2018

	Jul - Dec 18	YTD Budget	Annual Budget
524500T - Operational Expenses.			
521420 - Maint-Field Equipment	2,687.33	4,998.00	10,000.00
522310 - Maint-Building Improvements	155.37	1,248.00	2,500.00
522320 - Maint - Grounds	3,286.87	7,002.00	14,000.00
522360 - Maintenance-Extermination	2,838.00	3,000.00	6,000.00
523250 - Repurchase	400.00	1,752.00	3,500.00
523800 - Engraving Expense	475.00	750.00	1,500.00
525320 - Security Guard Services	200.00	126.00	250.00
525600 - Security	1,772.42	1,800.00	3,600.00
527100 - Fuel	1,092.93	1,248.00	2,500.00
527180 - Operational Supplies	5,364.11	7,002.00	14,000.00
528020 - Inventory	2,275.37	4,998.00	10,000.00
Total 524500T - Operational Expenses.	20,547.40	33,924.00	67,850.00
Total 520000 - Services and Supplies	87,415.24	142,350.00	284,700.00
530000 - Other Charges			
530100 - Miscellaneous non-operating exp	1,429.26	1,998.00	4,000.00
Total 530000 - Other Charges	1,429.26	1,998.00	4,000.00
540000 - Capital Assets			
542060T - Cemetery Grounds			
542040 - Buildings, Capital Projects	0.00	67,500.00	135,000.00
542060 - Improvements -Building	0.00	3,000.00	6,000.00
542065 - Tree Renovaton	9,700.00	2,502.00	5,000.00
542075 - Grounds Improvements	0.00	3,000.00	6,000.00
548300 - Office Renovation	0.00	3,000.00	6,000.00
Total 542060T - Cemetery Grounds	9,700.00	79,002.00	158,000.00
540040T - Land, Purchase of Land			
540042 - Future Cemetery Property	0.00	100,002.00	200,000.00
Total 540040T - Land, Purchase of Land	0.00	100,002.00	200,000.00
546020T - Equipment, etc			
542070 - Well Motor	0.00	37,500.00	75,000.00
546020 - Equipment - Automitive	0.00	8,502.00	17,000.00
546240 - Mapping Software	2,510.00	3,498.00	7,000.00
Total 546020T - Equipment, etc	2,510.00	49,500.00	99,000.00
Total 540000 - Capital Assets	12,210.00	228,504.00	457,000.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 December 2018

	Jul - Dec 18	YTD Budget	Annual Budget
551100G · Contrib to Other Funds - Gen	0.00	86,778.00	173,550.00
551100E · Contrib to Other Funds - Endow	0.00	75,000.00	150,000.00
Total Expense	268,654.87	712,866.00	1,425,700.00
Net Ordinary Income	174,262.84	-373,210.00	-457,000.00
Other Income/Expense			
Other Income			
731000 · Realized Gain (Loss) on Invest	0.00	0.00	0.00
731100 · Unrealized Gain (Loss) on Invest	5,504.49	0.00	0.00
Total Other Income	5,504.49	0.00	0.00
Net Other Income	5,504.49	0.00	0.00
Net Income	179,767.33	-373,210.00	-457,000.00



SNAPSHOT

**TEMECULA PUBLIC CEMETERY DIST
ENDOWMENT PRINCIPAL**

NOVEMBER 1, 2018 - NOVEMBER 30, 2018
ACCOUNT NUMBER: 5397-7799

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$2,037,819.33	\$1,752,918.43
Cash deposited	0.00	318,046.12
Securities deposited	0.00	0.00
Cash withdrawn	-4,273.76	-31,602.96
Securities withdrawn	0.00	0.00
Change in value	8,426.13	2,610.11
Closing value	\$2,041,971.70	\$2,041,971.70

As a Wells Fargo Advisors client, you can upgrade your investment account to add Brokerage Cash Services at no additional cost. Brokerage Cash Services provides access to convenient money movement options including mobile deposit services. It also includes teller deposit services at Wells Fargo branch locations which are provided through a limited purpose Bank account. You'll have access to many more features and benefits to help you manage your finances. It's as simple as talking with Your Financial Advisor. Ask them today about Brokerage Cash Services.

Portfolio summary

ASSETS	ASSET TYPE	PREVIOUS VALUE ON OCT 31	%	CURRENT VALUE ON NOV 30	%	ESTIMATED ANN. INCOME
Cash and sweep balances		4,885.30	0.24	5,989.65	0.29	15
Stocks, options & ETFs		0.00	0.00	0.00	0.00	0
Fixed income securities		1,790,145.68	87.85	1,791,953.58	87.76	44,018
Mutual funds		242,788.35	11.91	244,028.47	11.95	5,421
Asset value		\$2,037,819.33	100%	\$2,041,971.70	100%	\$49,454

7-c



SNAPSHOT

TEMECULA PUBLIC CEMETERY DIST ENDOWMENT INTEREST

NOVEMBER 1, 2018 - NOVEMBER 30, 2018
ACCOUNT NUMBER: 5559-0516

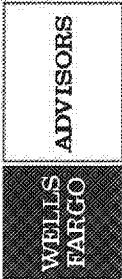
Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$660,226.83	\$634,182.54
Cash deposited	4,273.76	31,602.96
Securities deposited	0.00	0.00
Cash withdrawn	0.00	0.00
Securities withdrawn	0.00	0.00
Change in value	2,616.47	1,331.56
Closing value	\$667,117.06	\$667,117.06

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Portfolio summary

ASSETS	ASSET TYPE	PREVIOUS VALUE ON OCT 31	%	CURRENT VALUE ON NOV 30	%	ESTIMATED ANN. INCOME
Cash and sweep balances		56,238.83	8.52	62,238.84	9.33	156
Stocks, options & ETFs		0.00	0.00	0.00	0.00	0
Fixed income securities		491,571.85	74.45	491,863.00	73.73	11,677
Mutual funds		112,416.15	17.03	113,015.22	16.94	2,527
Asset value		\$660,226.83	100%	\$667,117.06	100%	\$14,360



WELLS FARGO ADVISORS
SNAPSHOT
TEMECULA PUBLIC CEMETERY DIST
ENDOWMENT PRINCIPAL

DECEMBER 1, 2018 - DECEMBER 31, 2018
 ACCOUNT NUMBER: 5397-7799

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$2,041,971.70	\$1,752,918.43
Cash deposited	0.00	318,046.12
Securities deposited	0.00	0.00
Cash withdrawn	-5,036.39	-36,639.35
Securities withdrawn	0.00	0.00
Change in value	14,520.89	17,131.00

Closing value **\$2,051,456.20**

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Portfolio summary

ASSETS	PREVIOUS VALUE ON NOV 30	%	CURRENT VALUE ON DEC 31	%	ESTIMATED ANN. INCOME
Cash and sweep balances	5,989.65	0.29	53,129.74	2.59	133
Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
Fixed income securities	1,791,953.58	87.76	1,751,197.79	85.36	43,010
Mutual funds	244,028.47	11.95	247,128.67	12.05	5,596
Asset value	\$2,041,971.70	100%	\$2,051,456.20	100%	\$48,739



SNAPSHOT

**TEMECULA PUBLIC CEMETERY DIST
ENDOWMENT INTEREST**

DECEMBER 31, 2018 - DECEMBER 31, 2018
ACCOUNT NUMBER: 5559-0516

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$667,117.06	\$634,182.54
Cash deposited	5,036.39	36,639.35
Securities deposited	0.00	0.00
Cash withdrawn	0.00	0.00
Securities withdrawn	0.00	0.00
Change in value	4,887.30	6,218.86

Closing value \$677,040.75

As a Wells Fargo Advisors client, you can upgrade your investment account to add Brokerage Cash Services at no additional cost. Brokerage Cash Services provides access to convenient money movement options including mobile deposit services. It also includes teller deposit services at Wells Fargo branch locations which are provided through a limited purpose Bank account. You'll have access to many more features and benefits to help you manage your finances. It's as simple as talking with Your Financial Advisor. Ask them today about Brokerage Cash Services.

Portfolio summary

ASSETS	ASSET TYPE	PREVIOUS VALUE ON NOV 30	%	CURRENT VALUE ON DEC 31	%	ESTIMATED ANN. INCOME
Cash and sweep balances		62,238.84	9.33	68,172.32	10.07	170
Stocks, options & ETFs		0.00	0.00	0.00	0.00	0
Fixed income securities		491,863.00	73.73	494,214.25	73.00	11,677
Mutual funds		113,015.22	16.94	114,654.18	16.93	2,612
Asset value		\$667,117.06	100%	\$677,040.75	100%	\$14,459

A1 Monthly Revenues
July 2018-June 2019

FYE_06/30/19	July	August	September	October	November	December
Single	2,000.00	2,000.00	1,000.00	2,000.00	-	5,000.00
Single/End	1,500.00	1,500.00	1,500.00	1,500.00	-	7,000.00
Single/Dual	-	-	-	-	-	-
SP/End	-	-	-	-	-	-
Dual	6,500.00	3,000.00	5,500.00	2,500.00	2,500.00	5,500.00
Dual/End	11,500.00	5,000.00	7,500.00	4,500.00	2,500.00	8,000.00
Collum	500.00	700.00	-	-	400.00	700.00
Collum/End	1,200.00	1,500.00	-	-	1,200.00	1,000.00
collaph	-	-	-	-	-	-
Ground Crem	-	-	600.00	-	-	-
G Crem/End	-	-	3,900.00	-	-	-
O/C-B	2,600.00	1,100.00	1,850.00	2,400.00	1,850.00	4,650.00
O/C/C	300.00	600.00	800.00	1,000.00	700.00	400.00
Vault	182.00	-	182.00	182.00	182.00	728.00
Crem Vase	246.08	246.08	-	123.04	123.04	-
Grave Vase	64.50	43.00	107.50	64.50	107.50	129.00
Set Fee	750.00	350.00	1,200.00	1,000.00	1,550.00	1,500.00
Niche	-	25.00	-	-	-	-
Non-Res	1,500.00	-	1,500.00	6,000.00	1,500.00	4,500.00
Disinter	-	-	-	-	-	-
Graveside	2,000.00	1,500.00	-	2,500.00	1,500.00	3,500.00
Engraving	225.00	225.00	-	225.00	225.00	225.00
2nd End	-	50.00	-	1,500.00	500.00	-
Handling	250.00	-	-	-	-	-
Taxes	41.24	25.63	25.32	31.40	35.16	74.96
Labor	521.18	250.29	610.18	489.06	642.30	1,368.04
Total	31,880.00	18,115.00	26,275.00	26,015.00	15,515.00	44,275.00

A2Cemetery Property
Fiscal Year 2018-2019

FYE 06/30/19

18-19

	Jul	Aug	Sep	Oct	Nov	Dec
Dual Lower	263	263	262	262	262	261
Dual Upper	376	374	372	371	370	368
Dual/ Single	61	61	61	61	61	61
Singles	153	152	151	150	150	149
Dual Manager	34	34	34	33	33	33
Grd Crem	34	34	31	31	31	31
Hexagon Wall	1	0	0	0	0	0
Tier 1	0	0	0	0	0	0
Tier 2	0	0	0	0	0	0
Tier 3	5	5	5	5	5	5
Tier 4	16	15	15	15	14	14
Tier 5	17	17	17	17	17	16
Tier F-1						
Tier F-2						
Tier F-3						
Tier F-4						
Tier F-5						
Cenotaph	48	48	48	48	48	48
Ossuary	334	334	334	334	334	334
Cremation Benches	9	9	9	9	9	9

November 2018 Burial Depletion Sales

Pre-Need

Single Lots	
Dual Lots	1
Wall	
Cremation Ground	

At Need

Single Lots	
Dual Lots	1
Wall	
Cremation Ground	

December 2018 Burial Depletion Sales

Pre-Need

Single Lots	
Dual Lots	1
Wall	1
Cremation Ground	

At Need

Single Lots	3
Dual Lots	2
Wall	
Cremation Ground	

November 2018

November 2018

December 2018

Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 28	29	30	31	Nov 1	2	3
4	5	6	7	8	9	10
			8:00am 9:30am Special Board Meeting		Michelle Off 12:00pm 12:30pm Malkowski Csk Burial	
11	12	13	14	15	16	17
	Closed for Veterans D			8:00am 10:30am Board Meeting	Kyle Off 10:00am 10:30am Gunther Cr Burial	
18	19	20	21	22	23	24
		Kyle out Sick 11:00am 12:00pm Gomez Csk Burial	12:30pm 1:30pm Morgan Csk Burial		Closed for Thanksgiving	
25	26	27	28	29	30	Dec 1
			Cindi On Vacation Joe Off			

4-8

December 2018

December 2018							January 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	1	2	3	4	5	6	7
9	10	11	12	13	14	15	8	9	10	11	12	13	14
16	17	18	19	20	21	22	15	16	17	18	19	20	21
23	24	25	26	27	28	29	22	23	24	25	26	27	28
30	31						29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 25	26	27	28	29	30	Dec 1
2	3	4	5	6	7	8
	11:00am 11:30am Siliceo Cr Burial		5:30pm 7:30pm TVCC Member Appreciation Night (Pechanga)	Linda In		
9	10	11	12	13	14	15
	10:00am 11:00am Kelly Burial 1:00pm 2:00pm Caranto Burial	12:00pm 1:00pm Lunch at Lukes			10:00am 11:00am Perez Burial 4:00pm 4:30pm Diaz Cr Interment	
16	17	18	19	20	21	22
	11:30am 12:30pm Breen Burial	10:30am 12:00pm Jore Burial 1:00pm 2:00pm Haas-Miller Cr burial	Michelle out sick		11:30am 12:30pm Eaton Burial	4:00pm 7:00pm TCPD Christmas Party (Luke's on Front)
23	24	25	26	27	28	29
		Closed for Christmas		Cinci on Vacation		
30	31	Jan 1, 19	2	3	4	5
		Closed For New Years				
12/30 - 1/4						
					11:00am 11:30am Appt-Jon	

California Association of Public Cemeteries Annual Golf Tournament

Pacific Grove Golf Links
77 Asilomar Blvd.
Pacific Grove, CA 93950
(831) 648-5775

Thursday, March 7, 2019
8:00 AM (1st Tee Time)

It is time for all CAPC golfers to get ready for your yearly golfing outing. We will be playing in a beautiful course in Pacific Grove known as the Pacific Grove Golf Links.

The cost for green fees and a shared cart is \$ 90.00 per person. All money must be received by Friday, February 8, 2019.

Please fill out the registration form and make checks payable and sent to:

California Association of Public Cemeteries

P.O. Box 119

San Jacinto, CA 92581

(888) 344-9858

Fax: (951) 652-3643

Notes:

This course is very busy and is adamant about an accurate head count. We will not be able to add players at the last minute, so if you are interested in playing please be prompt with your registration. This course requires proper golf attire – collared shirt and no short shorts. Also please note that soft spikes are required.

(Please cut and enclose with check)

CAPC Golf Tournament -- March 7, 2019 Pacific Grove Golf Links

Golfers Name (s)

Cemetery District or Vendor

Please note any golfers you would like to have included in your foursome (no guarantees).

California Association of Public Cemeteries

Trustee of the Year Award

Manager of the Year Award

Nominations are being accepted by the CAPC Awards Committee for selection of the "Trustee and Manager of the Year" for 2019.

Trustee of the Year

This award will be given to a trustee who has been nominated by his/her district for exceptional performance on behalf of the cemetery district. A committee appointed by the president will select the winning recipient.

Areas to be considered for the award are:

- Commitment of time and energy to working with others to improve and enhance their district.
- Developed new approaches, methods and systems to improve organizational effectiveness.
- Demonstrated imagination and creativity in finding solutions to problems and fostered changes that have benefitted their district.
- Developed a plan to achieve excellence within their district.

The nominee shall have served on a board of a public cemetery district for not less than four (4) years or one (1) full term, and is currently serving as a Trustee or recently retired within the past 12 months.

Any CAPC member district may submit a nominee from their district for consideration by the Awards Committee.

Manager of the Year

This award will be given to a manager who has been nominated by his/her district for innovative costs savings, beautification of the cemetery, etc.... A committee appointed by the president will select the winning recipient.

Areas to be considered for the award are:

- A manager who has gone above their job description to understand and meet the immediate as well as underlying needs of their district.
- Act as role model, displaying a positive and professional image at all times.
- Does whatever it takes to accomplish a task.
- Demonstrates a commitment to providing a positive, supportive and welcoming environment, bringing out the best in other individuals recognizing the potential in every employee.
- An individual that understands the financial concerns of their cemetery district and continually has ideas to keep expenses down, and at the same time allow their district to continue to improve, grow and expand.

The nominee shall have served as a district manager for not less than two (2) years, and is currently serving as a Manager or recently retired within the past 12 month.

Any CAPC member district may submit a nominee from their district for consideration by the Awards Committee.

Nominations and supporting material must be received by the CAPC office no later than January 31, 2019.


Hello Cindi,

We wanted to check in with you to see if our office can ever be of help to you or your Board. The Senator wanted to make sure that our office is here to help if need be. Have a great holiday season.



SENATOR JEFF STONE, PHARM.D.

28TH SENATE DISTRICT
CALIFORNIA LEGISLATURE

Best regards,


TEMECULA PUBLIC CEMETERY DISTRICT

POLICY TITLE: Rules of Decorum –Board of Trustees
POLICY NUMBER: 1020

PURPOSE

To insure that Temecula Public Cemetery District Board of Trustees meetings are conducted in an orderly, fair and open way, and that the rights of the people to speak and be heard on matters of public interest are protected.

ROLE OF

THE CHAIR

The Chair is the presiding officer at all Board of Trustee meetings. The Chair shall require that all comments be directed to the Chair and cross talk between Trustees or with the public shall be ruled out of order. In the Chair's absence, the Vice Chair shall be the presiding officer at Board of Trustees meetings.

I. RULES OF DECORUM FOR TRUSTEES

- A. While the Board of Trustees is in session, all Trustees shall preserve order and decorum. No Trustee shall delay or interrupt the proceedings of the Board or disturb any member while he or she is speaking.
- B. Discussion by Trustees must relate to the subject matter at hand and shall be relevant and pertinent to allow for the expeditious disposition and resolution of the business before the Board.
- C. Trustees shall not engage in any indecorous, abusive or vulgar language and shall avoid personal attacks on any other member of the Board, staff or the public; nor shall they publicly impugn the integrity, honesty or motive of such individuals.
- D. Once recognized by the Chair, a Trustee shall not be interrupted when speaking unless called to order by the Chair, unless a point of order or personal privilege is raised by another Trustee, or unless the speaker chooses to yield to a question by another member of the Board. If a Trustee is called to order, that Trustee shall cease speaking immediately until the question of order is determined; and, if determined to be in order, he or she shall proceed.

- E. Any Trustee may move to require the Chair to enforce the rules of decorum and order, and the affirmative vote of a majority of the Board shall require the Chair to do so.

II: RULES OF DECORUM FOR THE PUBLIC

- A. Members of the Audience: Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, clapping, whistling, and stamping of feet or other acts which disturb, disrupt, impede or otherwise render the orderly conduct of the Board meeting infeasible. A member of the audience engaging in any such conduct, shall, at the discretion of the presiding officer or a majority of the Board, be subject to ejection from that meeting.
- B. Persons Addressing the Board of Trustees:
 - 1. Member of the public may address the Board during the Public Comment Period and prior to the consideration of any agenda item by the Board. Any person wishing to speak, whether during the Public Comment Period or on an agenda item, shall complete a "request" to speak " form and submit the form to the Board Secretary prior to the calling of that item on the Agenda by the Chair.
 - 2. No person shall address the Board without first being recognized by the Chair. Impromptu personal points of order, comments or questions shall not be recognized. If they persist, after the presiding officer has warned of the offense, a member of the public engaging in said conduct shall be subject to ejection from the meeting.
 - 3. The purpose of addressing the Board is to formally communicate to the Trustees about matters relating to District business or citizen concerns. Persons addressing the Board on an agenda item shall confine the subject matter of their remarks to the particular matter before the Board.
 - 4. Each person addressing the Board shall do so in an orderly manner and shall not engage in any conduct that disrupts, disturbs or otherwise impedes the orderly conduct of the Board meeting. Any person who so disrupts the meeting shall be subject to ejection from that meeting by the Chair or a majority of the members of the Board of Trustees.
 - 5. Persons addressing the Board shall address the Board as a whole and shall not engage in a dialogue with individual Trustees, District staff or members of the audience.
 - 6. Trustee participation during the presentation of public testimony shall be limited to questions asked at the conclusion of the testimony. Trustee comment not relevant to the

motion should be reserved for the Board Member Comment portion of the agenda. Comments inconsistent with this subsection should be ruled out of order by the Chair.

III. RULES OF ORDER FOR BOARD OF TRUSTEE MEETINGS

The Board shall conduct business by motion in accordance with the following rules of order.

- A. Obtaining the Floor: Any Trustee wishing to speak must first obtain the floor by being recognized by the Chair. The Chair must recognize any Trustee who seeks the floor when appropriately entitled to do so. Trustees shall confine remarks to the question under debate.
- B. Time Limits: Time limits on motions, agenda items and items added on a subsequent need basis are as follows: Any member of the public who wishes to address the Board and has submitted a "request to speak" form to the Chair before that item is called by the Chair shall be given five (5) minutes to speak. The Chair, without objection from the Board, may extend the five (5) minute time limit at his or her discretion.

Members of the Board shall be given ten (10) minutes to speak on any item. The Chair, without objection from the Board, may extend this limit at his or her discretion.

- C. Motions: The Chair or any member of the Board may commence an action on any matter before the Board by making a motion. Before the motion can be considered or debated, it must be seconded. Once the motion has been properly made and seconded, the Chair shall open the matter for debate offering the first opportunity to debate to the moving party and, thereafter, to any Trustee properly recognized by the Chair. Once the motion has been fully debated and the Chair calls for a vote, no further debate will be allowed. Trustees may be allowed to briefly explain their vote, either just prior to or after the vote.
- D. Voting. All Trustees present at a meeting when a motion comes up for a vote shall vote for or against the motion or abstain. The results of all "aye" and "no" votes, must be clearly set forth for the record. In order to be adopted, a motion requires the "aye" vote for a majority by statute, ordinance or resolution or unless a super-majority of four votes is required by statute, ordinance or resolution. No Trustee can be compelled to vote on any matter, but if a Trustee abstains for any reason, that Trustee shall give a short explanation for the abstention. A tie vote means no action has been taken.
- E. Reconsideration of Items Acted Upon at a Prior Meeting. Items on which the Board has taken action, shall not be agenzized for a least twelve (12) months, unless:

1. Subsidiary Motions

- a) Motion to Lay on the Table/or Postpone. Any Trustee may move to lay the matter under discussion of the pending motion without setting a time certain to resume debate. In order to bring the matter back before the Board, a motion must be adopted that the matter be taken from the table at the same meeting at which it was placed on the table. Otherwise the motion that was tabled dies, although it can be raised later as a new motion, if the matter is properly noticed on the agenda. The motion requires a second and a majority of the quorum present to pass.
- b) Motion on Previous Question. Any Trustee may move to immediately bring the question being debated by the Board to a vote, suspending any further debate. The motion must be made and seconded without interrupting one who already has the floor. A majority vote of the quorum present is required for passage.
- c) Motion to limit or Extend Debate. Any Trustee may move to put limits on the Length of debate. The motion requires a second and a majority vote of the quorum present to pass.
- d) Motion to Continue (or Postpone) to a Time Certain. Any Trustee may move to continue debate and action on the motion to a date and time certain. The motion requires a second and majority vote of the quorum present to pass.
- e) Motion to Refer. Any Trustee may move that the matter being discussed by referred to staff, or a committee for further study. The motion requires a second and a majority vote of the quorum present to pass. The motion may contain directions for the staff or committee, as well as a date upon which the matter will be returned to the Board's agenda. If no date is set for returning the item to the Board agenda, it may be agenized by the General Manager or any Trustee may move at any time to require that the item be returned to the agenda.
- f) Motion to Amend. Any Trustee may amend the main motion or any amendment made to the main motion. Before the main motion may be acted upon, all amendments and amendments to the amendments must first be acted upon. An amendment must be related to the main motion or amendment to which it is directed. An amendment may substitute a new motion for the existing motion. The motion requires a second and a majority vote of the quorum present to pass.

2. Motions of Privilege, Order and Convenience. The following actions by the Board are to ensure orderly conduct of meetings and for the convenience of the Chair and Trustees. These motions take precedence over any pending main or subsidiary motion and may be debated except as noted.

- a) Call for Orders of the Day. Any Trustee may demand that the agenda be followed in the order stated therein. No second is required and the Chair must comply unless the Board, by majority vote, sets aside the agenda order of the day. This motion is not debatable.
- b) Question of Personal Privilege. The right of a Trustee to address the Board on a question of personal privilege shall be limited to cases in which that Trustee's integrity, character or motives are questioned, or where the welfare of the Board of Trustees is concerned. Any Trustee raising a point of personal privilege may interrupt another Trustee who has the floor only if the Chair recognizes the privilege. The validity of specific question of privilege is ruled on by the Chair.
- c) Recess. Any Trustee may move for a recess. No second is required and the Chair must comply unless the Board by majority vote sets aside the motion.
- d) Adjourn. Any Trustee may move to adjourn at any time even if there is business pending. The motion requires a second and a majority vote of the quorum present is required to pass. The motion is not debatable.
- e) Point of Order. Any Trustee may require the Chair to enforce the rules of the Board by raising a point of order. The point of order shall be rules upon by the Chair.
- f) Appeal. Should any Trustee be dissatisfied with a ruling from the Chair, that Trustee may move to appeal the ruling to the full Board. The motion requires a second, and the ruling of the Chair may be overturned by a vote of the majority of the quorum present.
- g) Suspend the Rules. Any Trustee may move to suspend the rules if necessary to accomplish a matter that would otherwise violate the rules. The motion requires a second and a majority vote of the quorum present to pass.
- h) Division of the Question. Any Trustee may move to divide the subject matter of a motion that is made up of several parts in order to vote separately on each part. The motion requires a second and a majority vote of the quorum present to pass. This motion may also be applied to complex actions or resolutions.

- i) Reconsider. Except for votes regarding matters that are quasi-judicial in nature, matters where rights have vested by law, or matters that require a noticed public hearing, the Board may reconsider any vote taken at the same meeting to consider new information not available at the time of the vote. The motion to reconsider must be made by a Trustee who voted on the prevailing side, and may be seconded by any other Trustee; it requires a majority vote of the quorum present to pass.
- j) Rescind. Repeal or Annul. The Board may rescind, repeal or annul any prior action taken with reference to any legislative matter so long as the action to rescind, repeal or annul complies with all the rules applicable to the initial adoption, including any special voting or notice requirements or unless otherwise specified by law.
- k) Point of Clarification. Any Trustee may request clarification of the action taken or to be taken on a matter.
- l) Rosenberg's Rules of Order. These Rules of Decorum and Rules of Order for the Conduct of Board of Trustees Meetings are intended to be the rules under which the Board operates on a regular basis. Any issue that arises that by the most current versions of Rosenberg's Rules of Order or by such other protocols and rules of order as the Board may adopt.

IV. ENFORCEMENT

- A. Upon a violation of rules of decorum established herein the procedure to enforce the rules is as follows:
 - 1. Warning. The Chair shall first request that a person who is violating the rules cease such conduct. If, after receiving a request from the Chair, the person persists in violating these rules, the Chair shall have the authority to order the person ejected from the meeting and/or cited in violation of Penal Code Section 403.
 - 2. Clearing the Room. If any meeting is willfully interrupted by a group or groups of persons so that orderly conduct of such meeting is unfeasible and order cannot be restored by the removal of the individuals who are willfully interrupting the meeting, the meeting room may be ordered cleared by the Chair or a majority of the members of the Board of Trustees, and the meeting shall continue in session. Only matters appearing on the agenda may be

considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend.

V. BOARD AUTHORITY

The Board of Trustees shall have the authority to waive provisions of the procedures established by this policy unless the procedure is otherwise required by laws, statutes, ordinances or resolutions. Failure of the Board to follow the procedures established by this policy shall not invalidate or otherwise affect any action of the Board that is otherwise in conformance with the law.