

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

**41911 C STREET
TEMECULA, CA 92592**

September 19, 2019

8:00 a.m.

AGENDA- Estimated Time: 1.5 Hrs.

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

Motions To Excuse: Trustee Craig Davis from the October 17, 2019 board meeting.

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. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED INITIATION OF LITIGATION**
Pursuant to Government Code of Section 54956.9 (d) (One potential case)

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 August 15, 2019.

B. **Approval of Check Registers**

Recommendation: That the Board approves the August 2019 Check Register Nos. 101100, 101200 and 101300.

C. **Approval of Bookkeeper Report**

Recommendation: That the Board receive and file the August 2019 Bookkeeper Reports.

6. Action Items

A. Eligible Non-Residents

Recommendation: That the Trustees do not allow non tax paying residents (that belong to another District) into our District for burial, unless these residents in question do not pay property taxes to any District only then will they be allowed in by paying a non-resident fee.

7. Financial Report

- A. August 2019 Balance Sheet
- B. August 2019 Profit and Loss
- C. August 2019 Wells Fargo Investments; principle and interest

8. General Managers Reports

- A. August 2019 Revenues
- B. August 2019 Plot Inventories
- C. August Depletion
- D. August Calendar
- E. Toastmasters-Admin / Women in business
- F. Thank you card- Linda Glau
- G. Rain Bird recognition-Joe Sands

9. General Counsel Reports

10. Fiscal Year 2019-2020 Subcommittees

- A. 52 acre Cemetery Property (Dugan, Qualm) GM. to report
- B. Landscape Plan (Vanderhaak, Reese) Nothing to report
- C. Cenotaph/ Ossuary (Reese, Davis) Nothing to report
- D. Investment (Davis, Dugan)
- E. Conference Liaison (Vanderhaak, Reese) Report from Craig Davis-Tahoe
- F. Policies (Dugan, Reese)
- G. Trustee Qualm to review with BOT
Approved policy # 1055, Tickets and Passes
- H. General Price List (Vanderhaak, Davis)

11. Future Trustee Agenda Items: General Contractors

12. Board Comment:

13. Announcements:

CSDA, Anaheim, September 25-28, 2019

Christmas Dinner, December 07, 2019 @ Luke's on Front St

14. Adjournment Time:

1st Motion

2nd Motion

Time:

Next Regular Board Meeting – October 17, 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. Or at www.temeculacemetery.org posted September 16, 2019

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3. **Roll Call**
Chair Vanderhaak, Vice-Chair Qualm, Trustee Davis, Trustee Reese, Trustee
Dugan General Manager, Cindi Beaudet
Legal Counsel, Steve Quintanilla

Motions To Excuse: Trustee Craig Davis from the October 17, 2019
board meeting.

Visitors:

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- F. Thank you card- Linda Glau
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9. General Counsel Reports

10. Fiscal Year 2019-2020 Subcommittees

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- B. Landscape Plan (Vanderhaak, Reese) Nothing to report
- C. Cenotaph/ Ossuary (Reese, Davis) Nothing to report
- D. Investment (Davis, Dugan)
- E. Conference Liaison (Vanderhaak, Reese) Report from Craig Davis-Tahoe
- F. Policies (Dugan, Reese)
- G. Trustee Qualm to review with BOT
Approved policy # 1055, Tickets and Passes
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**TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING**

**41911 C STREET
TEMECULA, CA 92592**

August 15, 2019

8:00 a.m.

MINUTES

1. **Call To Order :**
2. **Pledge of Allegiance:** Led by Trustee Reese
3. **Roll Call**
Chair Vanderhaak, Vice-Chair Qualm, Trustee Davis, Trustee Reese, Trustee Dugan General Manager, Cindi Beaudet
Legal Counsel, Steve Quintanilla, (Robert Lee by phone if necessary)

Motions To Excuse: Motion was made by Trustee Dugan to excuse Trustee Qualm and Trustee Davis seconded by Trustee Reese and passed 3/0.

4. **Agenda approved item-** Motion was made by Trustee Reese to approve the urgency item # G seconded by Trustee Dugan and passed 3/0.

Visitors: None

Public Comments: None

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.

5. CLOSED SESSION ITEMS:

- A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED INITIATION OF LITIGATION**
Pursuant to Government Code of Section 54956.9 (d) (One potential case)

- B. Closed Session Announcement- No reportable action.**

6. **Consent Calendar-** Motion was made by Trustee Dugan to accept the consent calendar as presented seconded by Trustee Reese and passed 3/0.

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 July 18, 2019.

B. **Approval of Check Registers**

Recommendation: That the Board approves the July 2019 Check Register Nos. 101100, 101200 and 101300.

C. **Approval of Bookkeeper Report**

Recommendation: That the Board receive and file the July 2019 Bookkeeper Reports.

7. Action Items

- A. **General Managers Employment Agreement 2019-2020 –**
Motion was made by Trustee Dugan to accept the Managers employment agreement, seconded by Trustee Reese and passed 3/0.

Recommendation: That the Trustees report out in the open session

- B. **Draft Memorial Marker Policy #5030-**Motion was made by Trustee Reese to approve Policy 5030, seconded by Trustee Dugan and passed 3/0.

Recommendation: That the BOT reviews the draft policy approve if all agree

- C. **Draft Memorial Benches Policy #5020-** Motion was made by Trustee Reese to approve Policy 5020, seconded by Trustee Dugan and passed 3/0.

Recommendation: That the BOT reviews the draft policy approve if all agree

- D. **Draft Niche Cover Plate Engraving Policy #5025-** Motion was made by Trustee Reese to approve Policy 5025, seconded by Trustee Dugan and passed 3/0.

Recommendation: That the BOT reviews the draft policy approve if all agree

- E. **Resolution 2019- adopting Revised memorial marker and niche plate policies.** Motion was made by Trustee Reese to approve two resolutions 2019-1 Niche engraving and 2019-2 marker policy, seconded by Trustee Dugan and passed 3/0.

Recommendation: That the BOT approves Resolution number 2019-

- F. **Motion was made by Trustee Dugan to not attend the local area meeting, seconded by Trustee Reese and passed 3/0.**

Recommendation: That the BOT discusses their attendance. The Regular BOT meeting will need to be moved to accommodate the visit.

- G. **County Budget Resolution-** Motion was made by Trustee Reese to accept the county budget as presented, seconded by Trustee Dugan and passed 3/0.

Recommendation: That the BOT accepts the budget to be presented to the County.

7. Financial Report- Motion was made by Trustee Reese to receive and file the July financials, seconded by Trustee Dugan and passed 3/0.

- A. July 2019 Balance Sheet
- B. July 2019 Profit and Loss
- C. July 2019 Wells Fargo Investments; principle and interest

8. General Managers Reports- Motion was made by Trustee Reese to receive the managers' report, seconded by Trustee Dugan and passed 3/0.

- A. July 2019 Revenues
- B. July 2019 Plot Inventories
- C. July Depletion
- D. July Calendar
- E. Training Course-Foreman
- F. Toastmasters-Admin

9. General Counsel Reports- None

10. Fiscal Year 2019-2020 Subcommittees

- A. 52 acre Cemetery Property (Dugan, Qualm) G.M. to report out
- B. Landscape Plan (Vanderhaak, Reese) Nothing to report
- C. Cenotaph/ Ossuary (Reese, Davis) Nothing to report
- D. Investment (Davis, Dugan) Reinvestments
- E. Conference Liaison (Vanderhaak, Reese) Trustee Qualm- LAFCO meeting, 07/25/19
- F. Policies (Dugan, Reese)
- G. Trustee Qualm to review with BOT
- Approved policy # 1050, Copying Public Documents**
- H. General Price List (Vanderhaak, Davis) Nothing to report

11. Future Trustee Agenda Items:
General Contractors

12. Board Comment:

13. Announcements:

**Storm Game, August 22nd, dinner at Stadium Pizza prior
Christmas Dinner, December 07, 2019 @ Luke's on Front St**

14. Adjournment Time:

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

Time: 9:16 a.m. Passed 3/0.

Next Regular Board Meeting – September 19, 2019

Temecula Public Cemetery District

9/9/2019 11:51 AM

Register: 101100 · US Bank Checking

From 08/01/2019 through 08/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/05/2019	7535	Cindi Beaudet	201100 · Accounts Pay...		153.99			54,507.39
08/05/2019	7536	Crowne Hill Consulti...	201100 · Accounts Pay...	12357/12301/1...	336.53			54,170.86
08/05/2019	7537	EcoFert Inc	201100 · Accounts Pay...	4255	490.00			53,680.86
08/05/2019	7538	Elite Fire Protection	201100 · Accounts Pay...	49069	51.00			53,629.86
08/05/2019	7539	St Catherines Catholi...	201100 · Accounts Pay...	Womans Guild ...	15.00			53,614.86
08/05/2019	080919	CalPers 457 Plan	201100 · Accounts Pay...		1,267.54			52,347.32
08/05/2019			101200 · US Bank Pay...	Funds Transfer	9,891.39	✓		42,455.93
08/08/2019			101100G · Cash - Gen...	Deposit			43,381.17	85,837.10
08/08/2019	AJE616		515100 · Life Insuranc...	Automatic with...	35.64			85,801.46
08/11/2019	AJE617		101200 · US Bank Pay...	Monthly autom...	411.30			85,390.16
08/12/2019	7540	CR&R Incorporated	201100 · Accounts Pay...	1128607	265.28			85,124.88
08/12/2019	7541	Lawnscape Systems I...	201100 · Accounts Pay...		1,738.00			83,386.88
08/12/2019	7542	Linda Glau CPA	201100 · Accounts Pay...		350.00			83,036.88
08/12/2019	7543	Pauley Equipment C...	201100 · Accounts Pay...		330.00			82,706.88
08/12/2019	7544	Southern California ...	201100 · Accounts Pay...	2-03-325-4707	516.56			82,190.32
08/12/2019	7545	Standard Insurance C...	201100 · Accounts Pay...	160-513170-00...	429.76			81,760.56
08/12/2019	7546	Sun City Granite	201100 · Accounts Pay...	13347	125.00			81,635.56
08/12/2019	7547	United States Postal ...	201100 · Accounts Pay...	BRM 252-001	235.00			81,400.56
08/12/2019	7548	Wildlife Control Ser...	201100 · Accounts Pay...	WL2945	450.00			80,950.56
08/12/2019	7549	Michelle Hesselgeser	201100 · Accounts Pay...		22.27			80,928.29
08/16/2019	082319	CalPers 457 Plan	201100 · Accounts Pay...		1,369.46			79,558.83
08/16/2019	090119	California Public Em...	201100 · Accounts Pay...	7490021932 ...	4,922.25			74,636.58
08/16/2019			101200 · US Bank Pay...	Funds Transfer	9,249.81	✓		65,386.77
08/22/2019	7550	County of Riverside ...	201100 · Accounts Pay...	BGR 140157	5,000.00			60,386.77
08/28/2019	8/30/19	Downs Energy	201100 · Accounts Pay...	CL12393	144.64			60,242.13
08/28/2019	7551	Cem Sites	201100 · Accounts Pay...		1,850.00			58,392.13
08/28/2019	7552	County of Riverside I...	201100 · Accounts Pay...	IT 3290	192.82			58,199.31
08/28/2019	7553	Hank's Hardware & ...	201100 · Accounts Pay...		272.53			57,926.78
08/28/2019	7554	Metlife	201100 · Accounts Pay...	KMO5754030-...	62.77			57,864.01
08/28/2019	7555	Nutrien Ag Solutions	201100 · Accounts Pay...	386984	86.98			57,777.03
08/28/2019	7556	Prudential Overall Su...	201100 · Accounts Pay...		259.25			57,517.78
08/28/2019	7557	Sparkletts	201100 · Accounts Pay...	5728175071419	143.21			57,374.57
08/28/2019	7558	Streamline	201100 · Accounts Pay...	101111	50.00			57,324.57
08/28/2019	7559	Sun City Granite	201100 · Accounts Pay...	13507	125.00			57,199.57
08/28/2019	7560	US Bank	201100 · Accounts Pay...		5,741.04			51,458.53
08/28/2019	7561	Verizon Wireless	201100 · Accounts Pay...	9218768908	288.50			51,170.03

Temecula Public Cemetery District

9/9/2019 11:52 AM

Register: 101200 · US Bank Payroll
 From 08/01/2019 through 08/31/2019
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
08/05/2019			101100 · US Bank Che...	Funds Transfer		9,891.39	12,078.87
08/09/2019	AJE612		510040 · Regular Salar...	Green Cash Re...	6,939.65		5,139.22
08/09/2019	AJE612		510040 · Regular Salar...	Green Cash Re...	2,792.40		2,346.82
08/09/2019	AJE612		510040 · Regular Salar...	Monthly charg...	159.34		2,187.48
08/11/2019	AJE617		101100 · US Bank Che...	Monthly autom...		411.30	2,598.78
08/16/2019			101100 · US Bank Che...	Funds Transfer		9,249.81	11,848.59
08/23/2019	AJE618		510040 · Regular Salar...	Green Cash Re...	6,356.99		5,491.60
08/23/2019	AJE618		510040 · Regular Salar...	Green Cash Re...	2,754.88		2,736.72
08/23/2019	AJE618		510040 · Regular Salar...	Monthly charg...	137.94		2,598.78

Temecula Public Cemetery District

9/9/2019 11:53 AM

Register: 101300 · US Wash Account

From 08/01/2019 through 08/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
08/27/2019			-split-	Deposit		3,500.00	12,423.01
08/27/2019			-split-	Deposit		12,920.00	25,343.01
08/27/2019	2227	County of Riverside ...	-split-		16,420.00		8,923.01

Date: 09/12/2019

BSG
9/12/19

On-Site Tasks Performed:

- X Reconcile three US Bank Cash Accounts
- X Reconcile four County Cash Accounts
- X Enter Property Tax Deposits as Necessary
- X Balance Voucher to County

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

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

X Verify check sequence is intact.
7535-7569

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.

- Check 7550 08/22/19 County of Riverside Land Development \$5000.00 ok
- Check 7560 08/28/19 US Bank Credit Card \$5741.04 ok
- Check 7569 09/09/19 Whited Cemetery Service \$3174.50 ok

X Verify all checks to the GM have two signatures.

- Check 7535 08/05/19 Mileage July \$153.99 ok
- Check 7563 09/05/19 Mileage August \$81.84 ok

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.

X Update Endowment Allocation Schedule.

X Update Wash Account Analysis.

X Update Prepaid subledger and validate QB information.

- X Read Agenda and Minutes of the previous Board Meeting.
- X Continue Audit Support

Items to note:

Open items:

Temecula Public Cemetery District
Balance Sheet
As of August 31, 2019

	Aug 31, 19	Aug 31, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
101100 · US Bank Checking	51,149.03	50,250.94	
101200 · US Bank Payroll	2,184.63	336.29	
101300 · US Wash Account	8,923.01	37,125.98	
101100C · Cash -Accumulative Outlay Fund	1,955,363.74	1,614,536.93	
101100E · Cash - Endowment Fund	164,284.72	308,271.12	
1011004 · Cash - Retirement	180.00	180.00	
101100G · Cash - General	1,001,530.10	1,090,377.70	
Total Checking/Savings	3,183,615.23	3,101,078.96	82,536.27
Other Current Assets			
102000 · Wells Fargo Investments			
102010 · Wells Fargo Endowment Care	2,114,358.88	1,733,819.56	
102020 · Wells Fargo Endowment Interest	732,419.22	656,506.90	
Total 102000 · Wells Fargo Investments	2,846,778.10	2,390,326.46	456,451.64
112011 · Inventory Asset	34,680.00	33,999.00	
102100 · Taxes Receivable	11,639.16	10,231.21	
116100 · Interest Receivable			
116100P · Interest Receivable - End Prin	9,272.88	6,649.51	
116100I · Interest Receivable - End Int	2,630.95	1,965.95	
Total 116100 · Interest Receivable	11,903.83	8,615.46	3,288.37
116137 · Miscellaneous Receivable	0.00	5.40	
117000 · PrePaid Expenses	30,223.57	24,821.59	
Total Other Current Assets	2,935,224.66	2,467,999.12	467,225.54
Total Current Assets	6,118,839.89	5,569,078.08	549,761.81
Fixed Assets			
191650 · Intangible Assets	8,970.00	8,970.00	
191000 · Future Cemetery Property	2,631,168.20	2,603,146.20	
191100 · Buildings and Improvements	336,226.07	265,726.07	
191400 · Structures and Improvements	382,158.03	382,158.03	
191500 · Equipment	174,571.02	178,031.48	
191600 · Construction in Process	0.00	11,206.50	
191700 · Non-Depreciable Assets	77,561.02	77,561.02	
191800 · Grounds Improvements	12,379.50	9,190.00	

Temecula Public Cemetery District
Balance Sheet
 As of August 31, 2019

	Aug 31, 19	Aug 31, 18	\$ Change
191900 · Paving 2015	143,560.00	143,560.00	
198100 · Accumulated Depreciation - Bldg	-115,868.86	-100,577.10	
198400 · Accumulated Depr - Struct/Imp	-213,598.95	-195,727.62	
198500 · Accum Depr - Equipment	-163,008.57	-158,862.47	
198800 · Accum Depr- Grnd Imp	-2,160.78	-1,608.25	
198900 · Accum Depr-Pav 15	-29,704.02	-22,526.02	
Total Fixed Assets	3,242,252.66	3,200,247.84	42,004.82
TOTAL ASSETS	9,361,092.55	8,769,325.92	591,766.63
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
201100 · Accounts Payable	3,256.34	5,426.44	
Total Accounts Payable	3,256.34	5,426.44	-2,170.10
Other Current Liabilities			
212200 · Accrued Vacation Pay	14,834.36	10,950.70	
Total Other Current Liabilities	14,834.36	10,950.70	3,883.66
Total Current Liabilities	18,090.70	16,377.14	
Total Liabilities	18,090.70	16,377.14	1,713.56
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	2,140,398.27	1,522,208.15	
Net Income	-14,668.48	13,468.57	
Total Equity	9,343,001.85	8,752,948.78	590,053.07
TOTAL LIABILITIES & EQUITY	9,361,092.55	8,769,325.92	591,766.63

Temecula Public Cemetery District
Profit & Loss Budget Performance
 August 2019

	Jul - Aug 19 YTD Budget Annual Budget		
Ordinary Income/Expense			
Income			
700001 · Property Taxes			
700020 · Prop Tax Current Secured	0.00	100,084.00	600,500.00
701020 · Prop Tax Current Unsecured	0.00	4,166.00	25,000.00
703000 · Prop Tax Prior Unsecured	0.00	166.00	1,000.00
704000 · Prop Tax Curr Supplemental	0.00	1,666.00	10,000.00
705000 · Prop Tax Prior Supplemental	0.00	584.00	3,500.00
706000 · Teeter Settlement	0.00	1,666.00	10,000.00
752800 · CA-Homeowners Tax Relief	0.00	1,166.00	7,000.00
770100 · Property Tax - SBE	0.00	1,666.00	10,000.00
Total 700001 · Property Taxes	0.00	111,164.00	667,000.00
740020 · Interest and Dividend Income			
740020G · Interest on General Fnd at Cnty	0.00	2,416.00	14,500.00
740020E · Interest on Endow Fnd at County	0.00	500.00	3,000.00
740020O · Interest on ACO at County	0.00	3,666.00	22,000.00
740021 · Interest - Wells Fargo Advisors	9,958.55	8,334.00	50,000.00
740022 · Dividend Income - WFA	1,453.61	916.00	5,500.00
Total 740020 · Interest and Dividend Income	11,412.16	15,832.00	95,000.00
770001 · Other Revenue			
770100E · Endowment	21,675.00	29,166.00	175,000.00
777030 · Marker Setting	2,700.00	1,666.00	10,000.00
777040 · Open, Close Fees	4,150.00	6,334.00	38,000.00
777520 · Sale of Lots	2,000.00	11,666.00	70,000.00
777530 · Cremation	6,000.00	2,500.00	15,000.00
777600 · Cenotaph	0.00	50.00	300.00
780160 · Vaults, Flower Vases, etc.	1,745.00	2,000.00	12,000.00
781360 · Other Misc. Revenue	25.00	84.00	500.00
Total 770001 · Other Revenue	38,295.00	53,466.00	320,800.00
Total Income	49,707.16	180,462.00	1,082,800.00
Gross Profit	49,707.16	180,462.00	1,082,800.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 August 2019

	Jul - Aug 19 YTD Budget Annual Budget		
Expense			
510000 · Salaries and Employee Benefits			
510040T · Regular Salaries.			
510040 · Regular Salaries	29,271.17	41,050.00	246,300.00
510330 · Year End Bonuses	0.00	834.00	5,000.00
515100 · Life Insurance Policy	71.28	76.00	450.00
Total 510040T · Regular Salaries.	29,342.45	41,960.00	251,750.00
513000T · Retirement - Miscellaneous			
518000 · Employer Contributions-457	2,689.61	2,084.00	12,500.00
551000 · Employee Contributions	566.17	0.00	0.00
Total 513000T · Retirement - Miscellaneous	3,255.78	2,084.00	12,500.00
513120T · Retirement - Social Security			
513120 · Social Security	1,875.28	2,666.00	16,000.00
513140 · Medicare Tax	438.60	666.00	4,000.00
Total 513120T · Retirement - Social Security	2,313.88	3,332.00	20,000.00
515080T · Health Insurance (eer share)			
515081 · Health Insurance	14,764.79	11,166.00	67,000.00
515082 · Vision Insurance	125.54	184.00	1,100.00
515083 · Dental Insurance	859.52	734.00	4,400.00
Total 515080T · Health Insurance (eer share)	15,749.85	12,084.00	72,500.00
515260T · Unemployment Insurance			
517000 · Workers Comp Insurance	3,181.14	3,184.00	19,100.00
515060 · State Unemployment Ins EDD	0.00	166.00	1,000.00
513130 · CA SUI	42.90	500.00	3,000.00
Total 515260T · Unemployment Insurance	3,224.04	3,850.00	23,100.00
Total 510000 · Salaries and Employee Benefits	53,886.00	63,310.00	379,850.00
520000 · Services and Supplies			
529540T · Utilities			
520320 · Telephone Service	0.00	400.00	2,400.00
520845 · Trash	530.56	550.00	3,300.00
529500 · Electricity	685.38	834.00	5,000.00
Total 529540T · Utilities	1,215.94	1,784.00	10,700.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 August 2019

	Jul - Aug 19 YTD Budget Annual Budget		
524520T · Administrative Expenses			
518160 · Board Stipend	750.00	2,000.00	12,000.00
520115 · Uniforms - Replacement Clothing	466.65	516.00	3,100.00
520230 · Cellular Phone	560.82	516.00	3,100.00
520705 · Food	11.49	184.00	1,100.00
520930 · Insurance - Liability	1,781.02	1,784.00	10,700.00
523100 · Memberships	195.00	434.00	2,600.00
523290 · Bank Charges	56.00	58.00	350.00
523621 · Subscriptions	0.00	334.00	2,000.00
523660 · Computer Service	368.31	1,334.00	8,000.00
523700 · Office Supplies	161.10	334.00	2,000.00
523720 · Photocopies	775.92	400.00	2,400.00
523760 · Postage/Mailing	235.00	166.00	1,000.00
523840 · Computer Equip/Software/T1	0.00	584.00	3,500.00
524520 · County Journal Recording	18.64	334.00	2,000.00
524540 · Payroll Processing Services	606.56	700.00	4,200.00
524560 · Auditing	0.00	2,000.00	12,000.00
524561 · Accounting	1,400.00	1,250.00	7,500.00
524566 · Temp for e-File	0.00	1,500.00	9,000.00
524800 · Drug Testing/Pre-Employment	0.00	34.00	200.00
525025 · Legal - General Counsel	39.99	5,000.00	30,000.00
525030 · Paychex HR Support	828.30	900.00	5,400.00
526420 · Advertising	0.00	300.00	1,800.00
527880 · Training/ Staff	527.00	584.00	3,500.00
528140 · Conferences and Meetings	5,842.23	7,834.00	47,000.00
528980 · Meals	174.72	334.00	2,000.00
528990 · Semi-Annual Team Dinner	342.50	600.00	3,600.00
529040 · Private Mileage Reimbursement	258.10	416.00	2,500.00
529050 · Website	100.00	166.00	1,000.00
529550 · Water	229.81	266.00	1,600.00
Total 524520T · Administrative Expenses	15,729.16	30,862.00	185,150.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 August 2019

	<u>Jul - Aug 19 YTD</u>		<u>Budget</u>	<u>Annual Budget</u>
524500T · Operational Expenses.				
521420 · Maint-Field Equipment	330.00	1,666.00		10,000.00
522310 · Maint-Building Improvements	0.00	416.00		2,500.00
522320 · Maint - Grounds	2,279.00	2,834.00		17,000.00
522360 · Maintenance-Extermination	946.00	1,000.00		6,000.00
523250 · Repurchase	0.00	584.00		3,500.00
523800 · Engraving Expense	250.00	266.00		1,600.00
525320 · Security Guard Services	0.00	42.00		250.00
525600 · Security	296.74	600.00		3,600.00
527100 · Fuel	284.78	416.00		2,500.00
527180 · Operational Supplies	1,441.72	2,334.00		14,000.00
528020 · Inventory	0.00	1,750.00		10,500.00
Total 524500T · Operational Expenses.	5,828.24	11,908.00		71,450.00
Total 520000 · Services and Supplies	22,773.34	44,554.00		267,300.00
530000 · Other Charges				
530100 · Miscellaneous non-operating exp	615.96	666.00		4,000.00
Total 530000 · Other Charges	615.96	666.00		4,000.00
540000 · Capital Assets				
542060T · Cemetery Grounds				
542040 · - Buildings, Capital Projects	0.00	22,500.00		135,000.00
542060 · Improvements -Building	0.00	1,000.00		6,000.00
542065 · Tree Renovaton	0.00	2,876.00		17,250.00
548300 · Office Renovation	0.00	1,000.00		6,000.00
542060T · Cemetery Grounds - Other	0.00	1,000.00		6,000.00
Total 542060T · Cemetery Grounds	0.00	28,376.00		170,250.00
540040T · Land, Purchase of Land				
540042 · Future Cemetery Property	1,500.00	25,000.00		150,000.00
Total 540040T · Land, Purchase of Land	1,500.00	25,000.00		150,000.00
546020T · Equipment, etc				
542070 · Well Motor	0.00	12,500.00		75,000.00
546020 · Equipment - Automotive	0.00	2,834.00		17,000.00
546240 · Mapping Software	1,850.00	1,166.00		7,000.00
Total 546020T · Equipment, etc	1,850.00	16,500.00		99,000.00
Total 540000 · Capital Assets	3,350.00	69,876.00		419,250.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 August 2019

	<u>Jul - Aug 19 YTD Budget</u>	<u>Annual Budget</u>
551100G · Contrib to Other Funds - Gen	0.00	29,166.00
551100E · Contrib to Other Funds - Endow	0.00	42,776.00
Total Expense	80,625.30	250,348.00
Net Ordinary Income	-30,918.14	-69,886.00
Other Income/Expense		
Other Income		
731000 · Realized Gain (Loss) on Invest	0.00	0.00
731100 · Unrealized Gain (Loss) on Invst	16,249.66	0.00
Total Other Income	16,249.66	0.00
Net Other Income	16,249.66	0.00
Net Income	-14,668.48	-419,250.00



SNAPSHOT

**TEMECULA PUBLIC CEMETERY DIST
ENDOWMENT PRINCIPAL**

AUGUST 1, 2019 - AUGUST 31, 2019
ACCOUNT NUMBER: 5397-7799

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$2,098,496.15	\$2,051,456.20
Cash deposited	0.00	0.00
Securities deposited	0.00	0.00
Cash withdrawn	-3,275.81	-26,706.35
Securities withdrawn	0.00	0.00
Change in value	19,138.54	89,609.03
Closing value	\$2,114,358.88	\$2,114,358.88

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

	ASSET TYPE	PREVIOUS VALUE ON JUL 31	%	CURRENT VALUE ON AUG 31	%	ESTIMATED ANN. INCOME
ASSETS	Cash and sweep balances	4,546.65	0.22	8,845.06	0.42	19
	Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
	Fixed income securities	1,834,920.38	87.44	1,842,069.36	87.12	45,110
	Mutual funds	259,029.12	12.34	263,444.46	12.46	6,408
	Asset value	\$2,098,496.15	100%	\$2,114,358.88	100%	\$51,537



SNAPSHOT
TEMECULA PUBLIC CEMETERY DIST
ENDOWMENT INTEREST

AUGUST 1, 2019 - AUGUST 31, 2019
 ACCOUNT NUMBER: 5559-0516

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$722,242.51	\$677,040.75
Cash deposited	3,275.81	26,706.35
Securities deposited	0.00	0.00
Cash withdrawn	0.00	0.00
Securities withdrawn	0.00	0.00
Change in value	6,900.90	28,672.12
Closing value	\$732,419.22	\$732,419.22

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

	ASSET TYPE	PREVIOUS VALUE ON JUL 31	%	CURRENT VALUE ON AUG 31	%	ESTIMATED ANN. INCOME
ASSETS						
	Cash and sweep balances	47,981.90	6.64	47,458.28	6.48	104
	Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
	Fixed income securities	553,389.85	76.62	561,745.90	76.70	14,104
	Mutual funds	120,870.76	16.74	123,215.04	16.82	2,985
	Asset value	\$722,242.51	100%	\$732,419.22	100%	\$17,193

<u>FYE_06/30/20</u>	<u>July</u>	<u>August</u>
Single	1,000.00	3,200.00
Single End	1,500.00	3,000.00
Single/Dual	-	-
S/D End	-	-
Dual	1,500.00	-
Dual End	2,500.00	-
Collum	1,800.00	500.00
Colum End	4,800.00	1,200.00
cenotaph	-	-
Ground Crem	-	-
G Crem End	-	-
O/C -B	1,300.00	750.00
O/C-C	800.00	1,300.00
Vault	182.00	182.00
Crem Vase	-	369.12
Grave Vase	64.50	21.50
Set Fee	700.00	2,000.00
Niche	-	-
Non-Res	3,000.00	-
Disinter	-	-
Graveside	1,000.00	1,500.00
Engraving	225.00	450.00
2nd End	1,000.00	1,500.00
Handling	-	-
Taxes	21.56	47.32
Labor	456.94	400.06
Total	21,850.00	16,420.00

A2Cemetery Property.xls
 Fiscal Year 2019-2020

	19-20	
	Jul	Aug
Dual Lower	261	261
Dual Upper	356	356
Dual/ Single	58	58
Sale Backs-Single	11	9
Singles	144	144
Dual Manager	34	34
Sale Backs-Duals	34	34
Grd Crem		
Hexagon Wall	0	0
Tier 1	0	0
Tier 2	0	0
Tier 3	0	0
Tier 4	4	3
Tier 5	13	13
Tier F-1	28	28
Tier F-2	29	29
Tier F-3	29	29
Tier F-4	29	29
Tier F-5	10	10
Cenotaph	48	48
Ossuary	334	334
Cremation Benches	9	7

August 2019 Burial Depletion Sales

Pre-Need

Single Lots	1
Dual Lots	
Wall	
Cremation Ground	
Ossuary	
Hexagon	
Benches	2

At Need

Single Lots	1
Dual Lots	
Wall	1
Cremation Ground	
Ossuary	
Hexagon	

August 2019

September 2019

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

August 2019

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 28		29	30	31	Aug 1	2	3
4		5	6	7	8	9	10
Aug 4 - 10		Joe Off 10:00am 10:30am Cloud-CR		12:00pm 1:00pm Arreola-CR	1:00pm 2:00pm Fragozo-BU	10:00am 11:00am Dugger-BU	
11		12	13	14	15	16	17
Aug 11 - 17				Michelle Off 1:30pm 2:00pm Wilson-APPT 4:00pm 4:30pm Francisco-Apppt	8:00am 10:30am Board Meeting 10:00am 11:00am Rofulowitz-BU 3:30pm 4:00pm Francis		
18		19	20	21	22	23	24
Aug 18 - 24							
25		26	27	28	29	30	31
Aug 25 - 31		Michelle out					

Summary of Toastmasters' meetings for August/September 2019

8-05-2019 Katrina Johnson was the toastmaster for the meeting

First prepared speech, which was a 5 to 7 minute speech was given by Marianne Jeff and it was about leadership styles

Second prepared speech of 5 to 7 minutes was given by Barbara Matthews and it was about the elderly and the future impact they will have on our society.

I was the timer for this meeting

08-12-19 Did not attend as I was on vacation

08-19-19 Was unable to attend because I had no means of transportation.

08-26-19 Was unable to attend due to illness

09-02-19 No meeting due to Labor Day holiday.

09-09-19 Michelle Serna was the toastmaster for the meeting

First prepared speech of 5 to 7 minutes was given by Mary O'Dwyer about her taking on a leadership role and forgetting to accomplish her goals and how her mentor assisted her in still reaching them

Second prepared speech of 5 to 7 minute was given by Michelle Clement about how Toastmasters pathway on finding out what is her leadership style and how to grow other types of leadership styles

I gave an impromptu table topic speech of 1 to 2 minutes

On September 5, 2019, I attended the 13th annual Women in Business conference held in the Pechanga Ballroom

The conference began with the expo featuring many woman owned businesses here in the valley.

The first speaker was Lauren Farmer, who is the owner & Creative Director of Sip Dine Design, which is a marketing agency. Lauren grew up in Temecula and she has degrees in marketing and business. Her presentation was about using the various social media platforms to promote and grow your business. Which platform would work best for the age demographics of your business.

The second speaker was Alesia Amodio who is the co-founder and director of sales for California Realty Experts, her presentation was about how to develop your business integrity through all growth stages. Alesia coaches women from the perspective that they have a unique set of challenges and mindset which women need to overcome. She has met with hundreds of women and she has learned it comes down to these basics; Identifying your sense of purpose, reviving your senses to see a new outlook, listening to the right voices, speaking the truth and be intentional about having a renewed mind.

Kara Goldin who is the founder & CEO of Hint, Inc. – Hint, Inc is a flavored bottled water company that she developed for her personal need for a healthy alternative to Diet Coke which she was addicted to and which was having an adverse effect on her health. She is a business speaker, writer, mentor, podcast host and creator of the online platform “The Kara Network”. She previously worked doing marketing for the New Yorker and she worked at AOL

To the Trustees of the
Temecula Public Cemetery-

Thank You

Thank you so much for the beautiful
flowers you sent to cheer me during
my recovery. I really appreciate
it.

Warmly,

Inda Chan



August 2nd, 2019

Congratulations Joseph,

Thank you for attending a Rain Bird Academy training class (es). Rain Bird Academy classes offer both practical and technical information. These classes have been designed to provide irrigation industry knowledge that can be applied the moment you complete each class.

Your accomplishment demonstrates your commitment to providing the highest quality service to your customers by learning the industry's best practices.

Congratulations once again on your achievement. With this certificate, your commitment to the irrigation industry and your professional development are being recognized today and they will continue to be recognized long into the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Pfeil", is written over a faint, illegible printed name.

Robert Pfeil
Marketing Group Manager – Services
Rain Bird International, Inc. – Services Division

August 20, 2019

2019 Public Cemetery Alliance Conference August 15-18th.

I represented the Temecula Public Cemetery District at the 2019 Annual Conference & 25th Anniversary Celebration for the Public Cemetery Alliance at the Granlibakken in Tahoe City. Our district was one of two from Southern California, as Vicki Warren, the new District Manager for Lake Elsinore was in attendance as well.

I sat through four separate classes during the weekend..... Website Compliance under the California Public Records Act, Recent Development in Employee Litigation, Trustees Duties & Responsibilities, and Purchasing & Contracting.

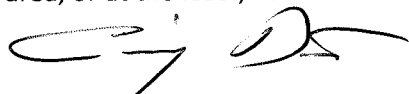
WEBSITE COMPLIANCE UNDER THE CALIFORNIA PUBLIC RECORDS ACT: Our Trustees will be happy to know that program presenter Sloane Dell-Orto from Streamline, actually used our website as an example of a district that 100% compliant. Several bills have been passed in the last couple years requiring government agencies to be transparent and accessible to Everyone.

RECENT DEVELOPMENT IN EMPLOYEE LITIGATION: Sexual Harassment is still prevalent, however, Wage & Hour Claims are number one when it comes to employee litigation. Determining the difference between an Independent Contractor (1099) and Employee have changed in the last year. The Crown Act (The Fair Employment & Housing Act) prohibits discrimination based on protective characteristics. For example: Race, Religion, Gender, Age, National Origin, Ancestry, Disability, Sexual Orientation, & Gender Identity. Lastly, all businesses with 5 plus employees must have Everyone full-time and part-time complete Harassment Prevention Training as of January 1, 2020.

TRUSTEES DUTIES & RESPONSIBILITIES: Disappointing Class. The presenter basically spoke about the Board being a Team and our Role working with the GM and Staff. 80 percent of the class was about the Brown Act, so IMHO, the class should have been The Ralph M. Brown Act Class.

PURCHASING AND CONTRACTING: Two major sections were covered (Contracts for Goods & Services AND Public Works Contracts). With our upcoming construction for our new cemetery in Wine Country and the impending bid process, this was a very educational and worthwhile class. The slide package from attorney Scott Huber is worth holding onto as we go through this process over the next couple of years.

Overall the PCA Conference was pretty good, and the other attendees and staff from Northern Calif. were pleasant and fun to be around. With that said, I wouldn't advise our district to attend another one of their conferences unless they're able to receive more support and engagement from districts in our area, or at the least, hold their conference in a central location.



Craig Davis, Temecula Public Cemetery District Board Trustee

TEMECULA PUBLIC CEMETERY DISTRICT

POLICY TITLE: Tickets and Passes

POLICY NUMBER: 1055

Section A. Purpose of Policy

The purpose of this Policy is to ensure that any ticket or pass provided to the District by any third party or purchased or obtained directly by the District shall be distributed to District Officials by the District Manager in a manner that serves or promotes a public purpose of the District of Temecula (the "District").

Section B. Definitions

For purposes of this Policy, the following words, terms and phrases shall have the following meanings:

1. "District Official" shall mean any member, officer, employee or consultant of the District.
2. "Gift" shall mean anything that is received by a District Official that the District Official did not provide consideration of equal or greater value for or that represents a rebate or discount that is not provided in the regular course of business to members of the public without regard to official status.
3. "Third party" shall mean the source of any ticket or pass, other than the District.
4. "Ticket" or "pass" shall mean any ticket, pass, etc. that provides admission to a facility, event, show, or performance for entertainment, amusement, recreation or other similar purpose.

Section C. Administration of Policy

The District Manager shall be responsible for administering this Policy.

Section D. Tickets and Passes Distribution Policy

All tickets and passes offered or provided to the District by a third party or purchased or otherwise obtained directly by the District shall be subject to the following provisions:

1. The District shall not accept from any third party any ticket or pass that is specifically earmarked for use by a particular District Official whether by name or position, unless:

- a. The ticket or pass is offered or provided to the District pursuant to the terms of a contract for use of District owned property.
 - b. The ticket or pass is offered or provided to the District as a result of an official District event that the District controls.
 - c. The ticket or pass is purchased by the District from the third party for full market value.
2. The District Manager or his or her designee shall document in writing the receipt of all tickets and passes provided to the District by a third party.
3. Tickets and passes shall only be provided to District officials by the District Manager or his or her designee for a legitimate public purpose of the District, as set forth in this Policy.
4. The District Manager or his or her designee shall decide, consistent with this Policy, which District Officials should be provided with a ticket or pass.
5. Within 30 days of distributing any ticket or pass pursuant to this Policy, the District Manager or his or her designee, shall complete and cause to be posted an FPPC Form 802 on the District's website, with such posting to remaining on the website for a period of at least 4 years and a hard-copy of said form shall be retained for a minimum of seven (7) years.

Section E. Legitimate Public Purposes

Any ticket or pass provided to a District Official by the District shall not constitute a gift if provided and used by the District Official for any of the following purposes:

1. Promotion of business activity, development, and/or redevelopment within the District.
2. Promotion of community resources and programs available to District residents including but not limited to those resources and programs involving charitable and non-profit organizations.
3. Promotion of District resources available to District residents.
4. Promotion of District-operated, sponsored or supported community programs.
5. Promotion of private facilities available for District residents' use including but not limited to those facilities involving charitable and non-profit organizations.
6. Promotion of District facilities available for District residents' use.

7. Promotion of District growth and development.
8. Promotion of District tourism on a local, state, national or worldwide scale.
9. Promotion of District recognition, visibility and/or profile on a local, state, national or worldwide scale.
10. Promotion of open government by District Official appearances, participation and/or availability at business and/or community events.
11. Promotion of the improvement of inter-governmental relations.
12. Attendance at events sponsored by other governmental agencies, industry groups and non-profit organizations for the purpose of meeting and conferring with other governmental officials or business representatives regarding issues of interest to, or affecting, the District.
13. Increasing public exposure to, and awareness of, the various recreational, cultural, and educational venues and facilities available to the public within the District.
14. Encouraging or rewarding significant academic, athletic, or public service achievements by District students, residents or businesses.
15. Recognizing contributions made to the District by former or current District Council members or other District employees.

Section F. Exemptions

The following tickets and passes shall be exempt from the provisions of this Policy:

1. A ticket or pass received by a District Official directly from a third party that the District Official uses to perform a ceremonial role or function on behalf of the District.
2. A ticket or pass received by a District Official from the District where both the District Official and the District treat and report the value of the ticket or pass as income consistent with applicable state and federal income tax laws and the ticket is reported as income pursuant to the provisions of this Policy.

Section F. Prohibition Against Transfer

A District Official who receives a ticket or pass pursuant to this Policy is prohibited from transferring or selling the ticket or pass to any other person, except to a member of the District Official's immediate family solely for their personal use.

Section G. Posting and Disclosure Requirements

This Policy shall be prominently posted on the District's website.

**Agency Report of:
Ceremonial Role Events and Ticket/Pass Distributions**

A Public Document

1. Agency Name		Date Stamp	California Form 802
Division, Department, or Region <i>(if applicable)</i>		For Official Use Only	
Designated Agency Contact <i>(Name, Title)</i>		<input type="checkbox"/> Amendment <i>(Must Provide Explanation in Part 3.)</i> Date of Original Filing: _____ <i>(month, day, year)</i>	
Area Code/Phone Number	E-mail		

2. Function or Event Information

Does the agency have a ticket policy? Yes No Face Value of Each Ticket/Pass \$ _____

Event Description: _____ Date(s) ____/____/____ ____/____/____
Provide Title/ Explanation

Ticket(s)/Pass(es) provided by agency? Yes No If no: _____
Name of Source

Was ticket distribution made at the behest of agency official? Yes No If yes: _____
Official's Name (Last, First)

3. Recipients

• Use Section A to identify the agency's department or unit. • Use Section B to identify an individual. • Use Section C to identify an outside organization.

A. Name of Agency, Department or Unit	Number of Ticket(s)/ Passes	Describe the public purpose made pursuant to the agency's policy
B. Name of Individual <i>(Last, First)</i>	Number of Ticket(s)/ Passes	Identify one of the following:
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
C. Name of Outside Organization <i>(include address and description)</i>	Number of Ticket(s)/ Passes	Describe the public purpose made pursuant to the agency's policy

4. Verification

I have read and understand FPPC Regulations 18944.1 and 18942. I have verified that the distribution set forth above, is in accordance with the requirements.

 Signature of Agency Head or Designee Print Name Title *(month, day, year)*

Comment: _____

Agency Report of: Ceremonial Role Events and Ticket/Pass Distributions

California **802**
Form

A Public Document

This form is for use by all state and local government agencies. The form identifies persons that receive admission tickets and passes and describes the public purpose for the distribution. This form was prepared by the Fair Political Practices Commission (FPPC) and is available at www.fppc.ca.gov.

General Information

FPPC Regulation 18944.1 sets out the circumstances under which an agency's distribution of tickets to entertainment events, sporting events, and like occasions would not result in a gift to individuals that attend the function. In general, the agency must adopt a policy which identifies the public purpose served in distributing the admissions. The Form 802 serves to detail each event and the public purpose of each ticket distribution. FPPC Regulation 18942 lists exceptions to reportable gifts, including ceremonial events, when listed on this form.

When the regulation procedures are followed, persons, organizations, or agencies who receive admissions are listed on a Form 802. Agency officials do not report the admissions on the official's Statement of Economic Interests, Form 700, and the value of the admission is not subject to the gift limit.

The Form 802 also informs the public as to whether the admissions were made at the behest of an agency official and whether the behested tickets were provided to an organization or to specific individuals.

Exception

FPPC This form is not required for admission provided to a school or university district official, coach, athletic director, or employee to attend an amateur event performed by students of that school or university.

Reporting and Public Posting

Ticket Distribution Policies: An agency must post its ticket policy on its website within 30 days of adoption or amendment and e-mail a link of the website location to FPPC at form802@fppc.ca.gov.

Form 802: The use of the ticket or pass under the policy must be reported on Form 802 and posted on the agency's website within 45 days of distribution. A link to the website location of the forms must be e-mailed to FPPC at form802@fppc.ca.gov.

The FPPC will post on its website the link to each agency's policy and completed forms. It is not necessary to send an e-mail each time a new Form 802 is posted. It is only necessary to submit the link if the posting location changes.

This form must be maintained as a public document.

Privacy Information Notice

Information requested by the FPPC is used to administer and enforce the Political Reform Act. Failure to provide information may be a violation subject to administrative, criminal, or civil penalties. All reports are public records available for inspection and reproduction. Direct questions to FPPC's General Counsel.

Instructions

Part 1. Agency Identification:

List the agency's name. Provide a designated agency contact person, their phone number, and e-mail address. Mark the amendment box if changing any information on a previously filed form and include the date of the original filing.

Part 2. Function or Event Information:

Confirm that your agency has a policy for ticket distribution. Unless the ceremonial role or income box in Part 3, Section B, is marked, this form is only applicable if your agency has a policy.

Complete all of the other required fields that identify the ticket value, description of event, date(s) and whether the ticket was provided by the agency or an outside source. If an agency official behests the tickets, the official's name is also required. Use the comment field or an attachment to explain in full.

Part 3. Ticket Recipients:

This part identifies who uses the tickets. The identification requirements vary depending upon who received the tickets and are categorized into three sections. Each section must list the number of tickets received. Use the comment field or an attachment to explain in full.

Section A. Report tickets distributed to agency staff, other than an elected official or governing board member, pursuant to the agency's policy. It is not necessary to list each employee's name, but identify the unit/department for which the employee works. The agency must describe the public purpose associated with the ticket distribution. A reference to the policy is permissible.

Section B. Report: 1) any agency official who performs a ceremonial role; 2) any agency official who reports the value as income; or 3) tickets used by elected officials and governing board members (including those distributed pursuant to the agency's policy).

Section C. Report tickets provided to an organization. The organization's name, an address (website url is permissible), and a brief description of the public purpose are required.

Agency Report of:
 Ceremonial Role Events and Ticket/Pass Distributions
 Continuation Sheet

Agency Name

3. Recipients

• Use Section A to identify the agency's department or unit. • Use Section B to identify an individual. • Use Section C to identify an outside organization.

A. Name of Agency, Department or Unit	Number of Ticket(s)/ Passes	Describe the public purpose made pursuant to the agency's policy
B. Name of Individual (Last, First)	Number of Ticket(s)/ Passes	Identify one of the following:
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
C. Name of Outside Organization (include address and description)	Number of Ticket(s)/ Passes	Describe the public purpose made pursuant to the agency's policy