

**ACD 2022-23 Proposed Operating Budget
with Summary Explanation**

POTENTIAL SALES REVENUE:		Monthly	Last Budget	Difference	Annual	Summary Explanation
4100	At-Need Services (burials and/or cremains)	\$10,000	\$10,000	\$0	\$120,000	
4300	Pre-Need: Paid-in-Full	\$4,750	\$4,750	\$0	\$57,000	
4400	Pre-Need Payment Plans	\$8,250	\$8,250	\$0	\$99,000	
4500	Services (O/C, set marker, vase, vaults, etc.)	\$20,000	\$20,000	\$0	\$240,000	
TOTAL OPERATING REVENUE:		\$43,000	\$43,000	\$0	\$516,000	Increase in sales (both At-Need & Pre-Need) is due to COVID-19
EXPECTED REVENUE:		Monthly	Last Budget			
4600	Property Tax Revenue	\$19,835	\$19,835	\$0	\$238,020	
4700	County of Los Angeles	\$6,250	\$5,085	\$1,165	\$75,000	
4800	City of Cerritos Water Rights Lease	\$180	\$180	\$0	\$2,160	
4900	City of Cerritos Park Lease	\$0	\$0	\$0	\$0	
TOTAL NON-OPERATING REVENUE:		\$26,265	\$25,100	\$1,165	\$315,180	
TOTAL MONTHLY ANTICIPATED REVENUE:		\$69,265	\$68,100	\$1,165	\$831,180	

OPERATING EXPENSES:		Budget	Last Budget	Difference	Annual	Summary Explanation
			1/13/22	(+/-)		
EMPLOYEE COMPENSATION						
5010	Trustee Stipends	\$500	\$500	\$0	\$6,000	No Change;
5020	General Manager	\$7,605	\$7,200	\$405	\$91,260	5% increase;
5080	GM Tech & Auto Allowance	\$350	\$350	\$0	\$4,200	No Change;
5030	District Counsel	\$1,200	\$1,200	\$0	\$14,400	No Change;
5040	Staff: Grounds + Office	\$22,635	\$20,508	\$2,127	\$271,620	5% increases & Car Allowance for Operations Supervisor & New P/T Office Asst.
5042	Incentive Pay	\$600	\$458	\$142	\$7,200	\$1,200 per F/T employee per year; Distributed in 4 quarterly payments;
5050	Payroll Taxes	\$3,025	\$2,550	\$475	\$36,300	Raises and new P/T employee;
5065	Workers Comp Insurance	\$1,145	\$1,057	\$88	\$13,740	Slight Increase
5060	Health Insurance	\$6,630	\$6,630	\$0	\$79,560	No Change;
5070	403 (b) Retirement & In Lieu of Health Ins.	\$3,050	\$2,800	\$250	\$36,600	GM 403b + 1 Employee in-lieu of Medical Benefits
5481	Training / Conferences / Compliance	\$300	\$300	\$0	\$3,600	No Change;
5085	Professional Services	\$670	\$670	\$0	\$8,040	No Change;
OFFICE EXPENSES						
5110	Accounting Software QB Fees	\$180	\$180	\$0	\$2,160	No Change;
5115	QB Payroll	\$163	\$163	\$0	\$1,956	No Change;
5120	Advertising and Marketing (Ads & Booths)	\$550	\$550	\$0	\$6,600	No Change;
5130	Special Events: Open House, Day of Dead, Memorial Da	\$350	\$350	\$0	\$4,200	No Change;
5140	Association Fees (CSDA, CAPC, LAFCO, Chamber)	\$275	\$275	\$0	\$3,300	No Change;
5150	Auditor Fees	\$425	\$334	\$91	\$5,100	Yearly Audit vs Every 2 years;
5160	Office Supplies (Postage, Paper, Ink, etc.)	\$200	\$200	\$0	\$2,400	No Change;
5161	Consumables	\$150	\$150	\$0	\$1,800	No Change;
5180	Cemetery Insurance	\$920	\$967	-\$47	\$11,040	Slight Decrease;
5185	Cemetery Website & Email	\$200	\$200	\$0	\$2,400	No Change;
5190	Cemetery Database and Grave Mapping	\$155	\$110	\$45	\$1,860	New vendor;
GROUNDS EXPENSES						
5205	Costs of Goods Sold (e.g., vaults, vases, etc.)	\$5,000	\$7,000	-\$2,000	\$60,000	Lowering inventory;
5230	Equipment Fuel	\$230	\$150	\$80	\$2,760	Higher than usual gas prices;
5240	Landscape Services	\$4,375	\$4,245	\$130	\$52,500	3% COLA increase;
5250	Grounds Supplies (Cement, Gloves, Handsoap, Etc.)	\$400	\$500	-\$100	\$4,800	No Changes;
5260	Equipment Repairs	\$300	\$250	\$50	\$3,600	Minor Increase;
5270	Repairs/Maintenance: Indep. Contractors	\$800	\$750	\$50	\$9,600	Minor Increase;
5271	Improvements/New Projects	\$3,455	\$7,600	-\$4,145	\$41,460	Planning of Ossuary & Wall Niche; (Projects Cost tbd & adopted by BoT)
5280	Pest Control	\$300	\$400	-\$100	\$3,600	Decreased to every other week;
5285	Tree Maintenance	\$1,000	\$1,000	\$0	\$12,000	No Changes;
5290	Uniforms/Boots (Grounds Keepers)	\$500	\$400	\$100	\$6,000	Slight increase;
UTILITIES						
5310	Utilities - Alarm	\$30	\$30	\$0	\$360	No Changes;
5320	Utilities - Electricity	\$200	\$200	\$0	\$2,400	No Changes;
5330	Utilities - Reclaimed Water	\$620	\$620	\$0	\$7,440	No Changes;
5340	Utilities - Phone / Internet	\$105	\$193	-\$88	\$1,260	Changed Carriers for improved quality and savings;
5350	Utilities - Trash	\$500	\$500	\$0	\$6,000	Slight decrease;
5360	Utilities - Water	\$150	\$150	\$0	\$1,800	No Changes;
TOTAL MONTHLY OPERATING EXPENSES:		\$69,243	\$71,690	-\$2,447	\$830,916	

TOTAL MONTHLY ANTICIPATED REVENUES:	\$69,265				
TOTAL MONTHLY OPERATING EXPENSES:	\$69,243			\$302,000	Chase Bank Balance: Primary Checking & Savings & County Balance (as of 6/1/2022)
NET OPERATING INCOME or LOSS	\$22				

Unrestricted Reserves	2019-20	2020-21	2021-22	Total	Summary Explanation
Unallocated General Reserve / Rainy Day Fund Pre-2019: \$0	\$164,000	\$432,000	\$431,000	\$1,027,000	2021-22: Due to unanticipated increase in revenue related to COVID-19 interments and pre-need sales;
Restricted Reserves	Pre 2019	2019-21	2021-22	Total	
Endowment Care Fund	\$33,000	\$368,000	\$238,890	\$639,890	
Capital Outlay/ Improvements/ New Projects	\$0	\$140,000	\$45,600	\$185,600	Future Projects: Ossuary, Niche Wall, Perimeter Painting, Crypt Pre-Sets, Garden Estates, Outside Chapel, Overflow Parking, Monolith Rock, Pedestal Niches, etc.
ACD Indebtedness		2019-21	2021-22	2022-23	
Endowment Debt		<\$904,000>	<\$904,000>	<\$904,000>	Re-Payment of Endowment Debt will be determined by BoT after case is settled; Debt by previous BoT and/or Management (Pre 2019);