

Cemetery

- A. The Cemetery Board (or Finance Council) should meet and review the cemetery financial statements at least quarterly. Minutes of the meetings should be maintained.
- B. In addition to the annual cemetery report to the Diocese, financial reports should normally be prepared and reviewed on at least a quarterly basis.
- C. All employees receiving \$600 or more should be placed on a formal payroll with tax withholdings. Unincorporated independent contractors used for various services such as the opening of graves and for landscaping are to be issued IRS Form 1099-MISC if they are paid \$600 or more during the calendar year.
- D. The reserves and perpetual care fund of the cemetery should be periodically reviewed in terms of the adequacy of the amounts needed to provide for the future care and maintenance of the cemetery. The financial status of the cemetery should generally be increasing over time.
- E. An investment strategy should be adopted and reviewed at least annually.
- F. Duplicate cemetery records (e.g., maps, lot and burial records) should be maintained at another location or on-line.
- G. Prices charged for lots, crypts, niches and burials should be reviewed on an annual basis.
- H. At least 50 percent of the cemetery's liquid reserves should be deposited in the Catholic Deposit and Loan Fund of Northwest Pennsylvania. The Catholic Foundation of Northwest Pennsylvania should also be considered as an investment option.
- I. If the parish bookkeeper does the cemetery accounting, a reasonable portion of the salary and benefits should be reimbursed by the cemetery.
- J. The pastor should be approving all disbursements and signing all checks.
- K. All cemetery records should be maintained on cemetery or parish property.