

Cemetery ID 18-\_\_\_\_\_

EIN # \_\_\_\_\_

Diocese of Allentown

**CEMETERY FINANCIAL REPORT**

**(Long Form for Active Cemetery)**

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*Cemetery Name -- Location*

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*Name of Parish / Parish Location that Manages Cemetery*

July 1, 2025 – June 30, 2026

DIOCESE OF ALLENTOWN

CEMETERY FINANCIAL REPORT

LONG FORM – ACTIVE CEMETERY

ID 18- \_\_\_\_\_

In completing your Active Cemetery Financial Report, kindly follow these instructions as indicated.

Actual, Budget, and Budget

- **Actual** - for Previous Fiscal Year
- **Budget** - for Current Fiscal Year
- **Actual** - for Current Fiscal Year

A. Submit the signed original Financial Report to Support Services c/o Temporal Services by July 31<sup>st</sup> following the end of the fiscal year (June 30<sup>th</sup>) as follows:

o **Mailing Address:**

Support Services Department  
Diocese of Allentown  
1515 Martin Luther King, Jr. Drive  
P. O. Box F  
Allentown, PA 18105-1538

o **Fax:** Support Services @ 610-871-5211

o **E-mail:** Leslie Shirock – [LShirock@allentowndiocese.org](mailto:LShirock@allentowndiocese.org)

B. Retain one copy on file in the Cemetery / Parish office.

C. Please supply the following information:

Cemetery Computer System

a) Do you have your own computer?

Please Check    Type of Computer / Service  
Yes \_\_\_ No \_\_\_ \_\_\_\_\_

b) Do you use an Outside Computer Service?

Yes \_\_\_ No \_\_\_ \_\_\_\_\_

c) Applications

o Burial Information

Yes \_\_\_ No \_\_\_ \_\_\_\_\_

o Accounting

Yes \_\_\_ No \_\_\_ \_\_\_\_\_

o Payroll

Yes \_\_\_ No \_\_\_ \_\_\_\_\_

DIOCESE of ALLENTOWN  
CEMETERY FINANCIAL  
\_\_\_\_\_ Cemetery

EIN # \_\_\_\_\_

ID # \_\_\_\_\_ - \_\_\_\_\_

Date \_\_\_ / \_\_\_ / \_\_\_\_\_

**RECOMMENDATIONS**

We, the undersigned members of the Finance Council / Committee of \_\_\_\_\_  
Parish Cemetery, in conjunction with the Financial Department of the Cemetery, attest that this Financial Report has been  
properly prepared for the upcoming fiscal year.

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Finance Council Member

\_\_\_\_\_  
Accountant / Bookkeeper

\_\_\_\_\_  
Finance Council Member

\_\_\_\_\_  
Finance Council Member

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Finance Council Member

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Finance Council Member

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Finance Council Member

\_\_\_\_\_  
Finance Council Member

DIOCESE OF ALLENTOWN  
CEMETERY FINANCIAL  
\_\_\_\_\_CEMETERY

<b>1. Cemetery Land</b>	<u>Surveyed</u>		<u>Unsurveyed</u>		<u>Total</u>
a) Undeveloped Acres	_____	+	_____	=	_____
b) Developed Acres	_____	+	_____	=	_____
<b>Total</b>	_____	+	_____	=	_____

<b>2. Cemetery Lots -- Developed Acres</b>					
	<u>Sold Lots</u>		<u>Unsold Lots</u>		<u>Free Lots</u>
	_____	+	_____	+	_____
				=	_____

**3. What is the total selling price of lots? The amounts must include the price of Endowed Care. Indicate the charge for the lot, for endowed care and the total selling price.**

	<u>Unrestricted Lot Price</u>		<u>Restricted / Endowed Care Price</u>		<u>Total Selling Price</u>
1 Grave Lot:	\$ _____	+	\$ _____	=	\$ _____
2 Grave Lot:	\$ _____	+	\$ _____	=	\$ _____
3 Grave Lot:	\$ _____	+	\$ _____	=	\$ _____
4 Grave Lot:	\$ _____	+	\$ _____	=	\$ _____
5 or Greater Grave Lot:	\$ _____	+	\$ _____	=	\$ _____
Child Grave Lot:	\$ _____	+	\$ _____	=	\$ _____
Cremains Grave Lot:	\$ _____	+	\$ _____	=	\$ _____

- 4. Lots/Graves Sales**
- a) Are lots and graves sold pre-need? \_\_\_\_\_
  - b) Are payments permitted in installments? \_\_\_\_\_
  - c) Are payments less than 12 months? \_\_\_\_\_ and/or more than 12 months? \_\_\_\_\_
  - d) Is interest charged if payments are made over time? \_\_\_\_\_
  - e) What percentage of interest is charged? \_\_\_\_\_

- 5. What is the charge for opening a grave/crypt?**
- a) single depth grave \$ \_\_\_\_\_
  - b) double depth grave \$ \_\_\_\_\_
  - c) burial of child/fetus \$ \_\_\_\_\_
  - d) burial of cremains \$ \_\_\_\_\_
  - e) disinterment/reinterment \$ \_\_\_\_\_
  - f) entombments \$ \_\_\_\_\_
  - g) disentombment/reintombment \$ \_\_\_\_\_

**6. Do you sell vaults? \_\_\_\_\_ What is the charge? From \$ \_\_\_\_\_ to \$ \_\_\_\_\_**

7. Do you own a tent? \_\_\_\_\_ If Yes, what is the charge for the tent rental? \$ \_\_\_\_\_

8. What is the charge for approving all inscriptions on a memorial? \$ \_\_\_\_\_

9. What is the charge for foundations? From \$ \_\_\_\_\_ to \$ \_\_\_\_\_

**10. Crypts / Niches in a Masoleum / Columbarium:**

a) Sold Crypts	_____	a) Sold Niches	_____
b) Unsold Crypts	_____	b) Unsold Niches	_____
<b>Total</b>	_____	<b>Total</b>	_____

11. What are the selling prices of crypts and niches? Give the range of charges from the least expensive to the most expensive.

	<u>Minimum</u>	<u>Maximum</u>
Single crypt	\$ _____	\$ _____
Double crypt	\$ _____	\$ _____
Triple crypt	\$ _____	\$ _____
Couch crypts	\$ _____	\$ _____
Other	\$ _____	\$ _____
Niches/Cremation	\$ _____	\$ _____

12. What standard percentage of each masoleum/columbarium sale is placed in Endowment Care? \_\_\_\_\_ %

**13. Crypts/Niches Sales**

- a) Are crypts and niches sold pre-need? \_\_\_\_\_
- b) Are payments permitted in installments? \_\_\_\_\_
- c) Are payments less than 12 months? \_\_\_\_\_ and/or more than 12 months? \_\_\_\_\_
- d) Is interest charged if payments are made over time? \_\_\_\_\_
- e) What percentage of interest is charged? \_\_\_\_\_ %

**Fiscal Year Burial Information - Number**

**Internments**

- a) Single Depth \_\_\_\_\_
- b) Double Depth \_\_\_\_\_
- c) Cremains \_\_\_\_\_
- d) Child / Fetus \_\_\_\_\_

**Total** \_\_\_\_\_

**Disinternments**

- a) Single Depth \_\_\_\_\_
- b) Double Depth \_\_\_\_\_

**Total** \_\_\_\_\_

**Reinternments**

- a) Single Depth \_\_\_\_\_
- b) Double Depth \_\_\_\_\_

**Total** \_\_\_\_\_

**Masoleum / Columbarium Entoments:**

- |                   |                      |                      |
|-------------------|----------------------|----------------------|
| a) Caskets _____  | Disentombments _____ | Reentombements _____ |
| b) Cremains _____ |                      |                      |

**Total** \_\_\_\_\_

**Total** \_\_\_\_\_

**Total** \_\_\_\_\_

DIOCESE OF ALLENTOWN  
CEMETERY FINANCIAL  
\_\_\_\_\_CEMETERY

**INCOME**

<u>Acct No.</u>		<u>2024-2025</u>	<u>2025-2026</u>	<u>2025-2026</u>
		<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
	<b><u>Regular</u></b>			
300	Lots	\$ _____	\$ _____	\$ _____
301	Crypts/Niches	\$ _____	\$ _____	\$ _____
302	Foundations	\$ _____	\$ _____	\$ _____
303	Inscriptions	\$ _____	\$ _____	\$ _____
304	Tents	\$ _____	\$ _____	\$ _____
305	Vaults	\$ _____	\$ _____	\$ _____
306	Interment/Entombment	\$ _____	\$ _____	\$ _____
307	Interest	\$ _____	\$ _____	\$ _____
308	Dividends	\$ _____	\$ _____	\$ _____
309	Parish Subsidy	\$ _____	\$ _____	\$ _____
311	Cemetery Care Collection	\$ _____	\$ _____	\$ _____
312	Capital Improvements	\$ _____	\$ _____	\$ _____
313	Gain or Loss on Sale of Investments	\$ _____	\$ _____	\$ _____
314	Gain or Loss on Sale /Disposal of Fixed Assets	\$ _____	\$ _____	\$ _____
319	Other Regular	\$ _____	\$ _____	\$ _____
	<b>Total Regular Income</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
	 <b>Endowed Care</b>			
	<b><u>Restricted</u></b>			
350	Burial Site Sales	\$ _____	\$ _____	\$ _____
351	Interest	\$ _____	\$ _____	\$ _____
352	Dividends	\$ _____	\$ _____	\$ _____
353	Gain or Loss on Sale of Investments	\$ _____	\$ _____	\$ _____
359	Other Endowed Care	\$ _____	\$ _____	\$ _____
	<b>Total Endowed Care</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
	 <b>TOTAL CEMETERY INCOME (A)</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

DIOCESE OF ALLENTOWN  
CEMETERY FINANCIAL  
\_\_\_\_\_CEMETERY

**EXPENSES**

<u>Acct No.</u>		<u>2024-2025</u> <u>Actual</u>	<u>2025-2026</u> <u>Budget</u>	<u>2025-2026</u> <u>Actual</u>
	<b><u>Administration</u></b>			
402	Salaries - Lay Employees	\$ _____	\$ _____	\$ _____
410	Health Care Benefit	\$ _____	\$ _____	\$ _____
411	Dental Benefit	\$ _____	\$ _____	\$ _____
412	Pension Benefit	\$ _____	\$ _____	\$ _____
413	Other Employee Benefits	\$ _____	\$ _____	\$ _____
417	Social Security Tax	\$ _____	\$ _____	\$ _____
418	Medicare Tax	\$ _____	\$ _____	\$ _____
420	Office Supplies	\$ _____	\$ _____	\$ _____
421	Legal and Accounting	\$ _____	\$ _____	\$ _____
429	Other Administration	\$ _____	\$ _____	\$ _____
	<b>Total Administration</b>	\$ _____	\$ _____	\$ _____
	<b><u>Endowed Care</u></b>			
	<b><u>Restricted</u></b>			
600	Refund on Lots/Crypts/Niches	\$ _____	\$ _____	\$ _____
	<b>Total Endowed Care</b>	\$ _____	\$ _____	\$ _____
	<b><u>Maintenance</u></b>			
820	Heat	\$ _____	\$ _____	\$ _____
821	Light	\$ _____	\$ _____	\$ _____
822	Water & Sewage	\$ _____	\$ _____	\$ _____
823	Gasoline and Oil	\$ _____	\$ _____	\$ _____
824	Real Estate Taxes	\$ _____	\$ _____	\$ _____
825	Maint/Rep/Repl-Bldgs/Grnds	\$ _____	\$ _____	\$ _____
826	Maint/Rep/Repl-Furn/Fix/Equip	\$ _____	\$ _____	\$ _____
827	Burial Services	\$ _____	\$ _____	\$ _____
828	Foundations	\$ _____	\$ _____	\$ _____
829	Vaults	\$ _____	\$ _____	\$ _____
830	Refund on Lots/Crypts/Niches	\$ _____	\$ _____	\$ _____
831	Contract Services	\$ _____	\$ _____	\$ _____
839	Other Maintenance	\$ _____	\$ _____	\$ _____
	<b>Total Maintenance</b>	\$ _____	\$ _____	\$ _____
	<b><u>Special &amp; Fixed Charges</u></b>			
1300	Insurance	\$ _____	\$ _____	\$ _____
1302	Interest on Loans	\$ _____	\$ _____	\$ _____
	<b>Total Special &amp; Fixed Charges</b>	\$ _____	\$ _____	\$ _____
	<b>TOTAL CEMETERY EXPENSES (B)</b>	\$ _____	\$ _____	\$ _____