

Cemetery ID 18-_____

EIN # _____

Diocese of Allentown

CEMETERY FINANCIAL REPORT

{Short Form for Inactive Cemetery}

Cemetery Name -- Location

Name of Parish / Parish Location that Manages Cemetery

July 1, 2025 – June 30, 2026

DIOCESE OF ALLENTOWN

CEMETERY FINANCIAL REPORT
SHORT FORM – INACTIVE CEMETERY

ID 18-_____

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

Actual, Budget, and Budget

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

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

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

C. *Please supply the following information:*

<u>Cemetery Computer System</u>	<u>Please Check</u>	<u>Type of Computer / Service</u>
a) Do you have your own computer?	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

Finance Council Member

Finance Council Member

Finance Council Member

Finance Council Member

Finance Council Member

Finance Council Member

Finance Council Member

DIOCESE OF ALLENTOWN
CEMETERY FINANCIAL
_____CEMETERY

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

2. Cemetery Lots -- Developed Acres

<u>Sold Lots</u>	+	<u>Unsold Lots</u>	+	<u>Free Lots</u>	=	<u>Total</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</u>		<u>Total Selling Price</u>
1 Grave Lot:	\$ _____	+	\$ _____	=	\$ _____
2 Grave Lot:	\$ _____	+	\$ _____	=	\$ _____
Child Grave Lot:	\$ _____	+	\$ _____	=	\$ _____
Cremains Grave Lot:	\$ _____	+	\$ _____	=	\$ _____

4. What is the charge for opening a grave?

a) single depth grave	\$ _____
b) double depth grave	\$ _____
c) burial of child/fetus	\$ _____
d) burial of cremains	\$ _____

Fiscal Year Burial Information- Number

<u>Internments</u>		<u>Disinternments</u>		<u>Reinternments</u>	
a) Single depth _____		a) Single depth _____		a) Single depth _____	
b) Double depth _____		b) Double depth _____		b) Double depth _____	
c) Cremains _____					
d) Child / Fetus _____					
Total _____		Total _____		Total _____	

DIOCESE OF ALLENTOWN
CEMETERY FINANCIAL
CEMETERY

INCOME

<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>
	<u>Regular</u>			
300	Lots	\$ _____	\$ _____	\$ _____
306	Interment/Entombment	\$ _____	\$ _____	\$ _____
307	Interest	\$ _____	\$ _____	\$ _____
308	Dividends	\$ _____	\$ _____	\$ _____
309	Parish Subsidy	\$ _____	\$ _____	\$ _____
311	Cemetery Care Collection	\$ _____	\$ _____	\$ _____
	Total Regular Income	\$ _____	\$ _____	\$ _____
	<u>Endowed Care/Restricted</u>			
350	Burial Site Sales	\$ _____	\$ _____	\$ _____
351	Interest	\$ _____	\$ _____	\$ _____
359	Other Endowed Care	\$ _____	\$ _____	\$ _____
	Total Endowed Care	\$ _____	\$ _____	\$ _____
	TOTAL CEMETERY INCOME (A)	\$ _____	\$ _____	\$ _____

EXPENSES

		<u>2024-2025</u> <u>Actual</u>	<u>2025-2026</u> <u>Budget</u>	<u>2025-2026</u> <u>Actual</u>
	<u>Administration</u>			
_____	_____	\$ _____	\$ _____	\$ _____
	Total Administration	\$ _____	\$ _____	\$ _____
	<u>Maintenance</u>			
821	Light	\$ _____	\$ _____	\$ _____
822	Water & Sewage	\$ _____	\$ _____	\$ _____
825	Maint/Rep/Repl-Bldgs/Grnds	\$ _____	\$ _____	\$ _____
827	Burial Services	\$ _____	\$ _____	\$ _____
831	Contract Services	\$ _____	\$ _____	\$ _____
1300	Insurance	\$ _____	\$ _____	\$ _____
	Total Maintenance	\$ _____	\$ _____	\$ _____
	TOTAL CEMETERY EXPENSES (B)	\$ _____	\$ _____	\$ _____
1611	Capital Add. & Imp. - Cemetery (C)	\$ _____	\$ _____	\$ _____
	TOTAL DISBURSEMENTS (B + C)	\$ _____	\$ _____	\$ _____

DIOCESE OF ALLENTOWN
CEMETERY FINANCIAL
CEMETERY

SUMMARY OF CURRENT FINANCIAL CONDITION

TOTAL CEMETERY INCOME (A) <i>{See Pg 5}</i>	\$ _____	(1)
Total Cemetery Disbursements (B) + (C) <i>{See Pg 5}</i>	\$ _____	(2)
Excess (Deficit) * {1} minus {2}	\$ _____	

STATEMENT OF ASSETS & LIABILITIES

<u>Acct No.</u>	<u>6/30/2025</u>	<u>6/30/2026</u>	<u>Increase</u>
	<u>Actual</u>	<u>Actual</u>	<u>(Decrease)</u>
<u>CURRENT ASSETS</u>			
<u>Unrestricted</u>			
100 Cash in Bank - Checking	\$ _____	\$ _____	\$ _____
110 Cash in Bank - Savings	\$ _____	\$ _____	\$ _____
115 Petty Cash	\$ _____	\$ _____	\$ _____
152 Diocesan Deposit & Loan	\$ _____	\$ _____	\$ _____
153 Certificates of Deposit	\$ _____	\$ _____	\$ _____
TOTAL CURRENT ASSETS (1)	\$ _____	\$ _____	\$ _____
<u>ENDOWED CARE</u>			
<u>Restricted</u>			
155 Cash in Bank - Savings	\$ _____	\$ _____	\$ _____
158 Diocesan Deposit & Loan	\$ _____	\$ _____	\$ _____
159 Certificates of Deposit	\$ _____	\$ _____	\$ _____
TOTAL ENDOWED CARE (2)	\$ _____	\$ _____	\$ _____
**TOTAL ASSETS (1) + (2)	\$ _____	\$ _____	\$ _____
<u>LIABILITIES (3)</u>			
_____	\$ _____	\$ _____	\$ _____
280 EQUITY (1) + (2) - (3)	\$ _____	\$ _____	\$ _____

The *Excess (Deficit) on this page should equal the increase / decrease of the **Total Assets {above} .

Please Note: If there is a need to use more categories than those provided, or if crypt, foundation, inscription, gain or loss on investments income or W-2 employees expense need to be recorded, the long form should be used.