

**RIO VISTA-MONTEZUMA CEMETERY DISTRICT**  
**A SOLANO COUNTY SPECIAL DISTRICT**  
**P.O. BOX 385, RIO VISTA, CA 94571**  
**PHONE: 916-687-4687**

RICHARD K. DANA, CHAIRPERSON  
JIM MONAHAN, TRUSTEE  
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JEAN RUBIER, TRUSTEE  
PATRICIA GATES, TRUSTEE  
ROSANNE D'AMICO, SECRETARY

June 7, 2012

Wayne Goodman  
Solano County Grand Jury  
600 Union Ave.  
Fairfield, CA 94533

Dear Mr. Goodman:

Thank you for your time, hard work and findings. The District has been working on many of your suggestions prior to the draft report.

We now are in possession of the "Boards" and have begun the task of updating and copying them. We will soon be inputting the information onto the computer and backing up all information regularly. Along the same line, we have copied all minutes from 1965 to present and have them on a flash drive. We are also backing up all cemetery documents on the computer.

Regarding the revolving fund, we use it to pay our semi-monthly payroll expenditures. District employees are paid on the 15<sup>th</sup>, and 30<sup>th</sup> (31<sup>st</sup>) of each month. The account balance will vary each month-end based on the number of issued checks that are still outstanding and the timing of the deposit in transit (reimbursement to the account from the general fund) posting to the bank account. This usually occurs during the first week of the subsequent month. The account then is fully funded to cover the upcoming two payroll cycles for the month. To avoid any confusion, in the future the District Manager will include the monthly bank reconciliation performed with the vendor claim that reimburses the bank account, in order to readily show the month-end bank account balance does true-up to the District's Imprest Cash account balance maintained in the general ledger.

The Statement of Facts Roster of Public Agencies had been updated and sent to the State and County Clerk. This will be updated after any change of facts.

We will continue to work on your findings in areas that need changes. We have reviewed the report and find the facts and figures are reported accurately.

Sincerely,

Rosanne D'Amico  
Secretary