



**ORLAND CEMETERY DISTRICT**

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**JUNE 2024**

Orland Cemetery District's  
Office Manager Monthly Report

- 06.03.2024 – **Scheduled Day Off – Vacation**  
(Checked email)
- 06.04.2024 - Post June Board Agenda: Post to Website and Distribute to Trustees.  
Prepare Month End Warrants.  
Finish "Proposed 2024-2025 Budget.
- 06.05.2024 - **Scheduled Day Off – Vacation**  
(Checked email)
- 06.06.2024 - **Scheduled Day Off – Vacation**  
(Checked email)
- 06.07.2024 - **Scheduled Day Off – Vacation**  
(Checked email)
- 06.10.2024 - **Process Payroll for PPE 06/08/2024.**  
Ordered fuel for District equipment.  
Process Burial Paperwork for Guadalupe Anaya.  
**Process Burial Payment for Guadalupe Anaya.**  
**Process Pre-Need Payment for Erna Garton.**  
**Process Burial Payment for Ethel Zielesch.**  
**Process Burial Payment for Daniel Tuohy.**  
Plot research for Dana Smith – Archie Koenig (530) 370-5761.  
Plot research for Brenda Chittenden (954) 881-8231.  
**Process Burial Payment for Ladonna Criss.**
- 06.11.2024 - Process monthly warrants.  
Attend/Take Notes for Monthly Board Meeting.  
Create plaque ideas for the "Ossuary".
- 06.12.2024 - **Sick Day**

- 06.13.2024 - Process monthly warrants into Quickbooks. Steve dropped them off at the Department of Finance.  
 Prepare Final changes to the 2024-2024 Budget.  
 Prepare "Notice to Taxpayers" for publishing. Emailed to Valley Mirror.  
 Prepare J/E for Karen Jacobson's Un-Earned Revenue.
- 06.14.2024 - Post May 2024 Board Meeting Minutes to Website.  
 Completed draft June 11, 2024, Board meeting minutes.  
 Process additional monthly warrants. Steve to too DOF.
- 06.17.2024 - [Scheduled Day Off - Farming.](#)
- 06.18.2024 - [Process Pre-need payment for Carolyn \(Mudd\) Torrence.](#)  
[Process Contract Payment for #2590 John & Marilyn Irvin.](#)  
[Process Contract Payment #2790 for Kortni Shockley.](#)  
[Process Grave transfer for Maria Llamas.](#)  
[Process Grave transfer for Martin Diaz.](#)  
[Process Contract Payment #2930 for Caroline Loewen.](#)  
[Process Contract Payment #2800 for Una Walker Snow.](#)  
[Process Monument Payment for Martin Montalvo-Rodarte.](#)  
 Prepare June Un-Earned Revenue Journal Entry.  
 Order work shirts/Return work shirts.  
 Burial worksheet for Joyce Seefeldt. (Very confusing contract).
- 06.19.2024 - Spoke to Arlene Broadrick regarding her parents Gabbert and new stone.  
 Prepare Sales Deposit – Steve took to the DOF.
- 06.20.2024 - Met with the Mendoza Family – Pre Need Quote/Questions.  
 Prepare Burial Worksheet for John Erickson.  
 Order the "Ossuary" plaques.
- 06.21.2024 - Process Mendoza Grave Sale (Catholic G 4 & 5, L-106, S10).  
[Process Payroll PPE 06/22/2024.](#)
- 06.24.2024 - Reconciliation of 2023-2024 – Sales Tax.  
 Prepare Journal Entry – Sales Tax.  
 Prepare Burial Worksheet for Shirley Clark.  
 Met with John Erickson's family – Grave selection.  
 Create Resolution #2024-07-09-01 – Resolution Adopting 24/25 Budget.  
 Create Resolution #2024-07-09-02 – Resolution Authorization of  
 Signature on County Claim Forms.  
 Update District Website – Scheduled Services – John Erickson 7/2/2024.

- 06.25.2024 - **Process Contract Payment #2900 – Nancy Olivar.**  
Prepare Monthly & Year-End Warrants.  
Met with Jean Hiatt, Pre-Need Sale – Estate #16.  
**Process Jean Hiatt Pre-Need Sale. Update maps & cards.**  
Create Resolution #2024-07-09-03 – Resolution Authorizing Payroll.
- 06.26.2024 - End of Month Warrants – taken to K. Donnelley to sign.  
End of Month Warrants – taken to DOF – Willows. (Staci)  
Prepare burial worksheet for Leonel Vidal – 07.11.2024.  
Schedule burial for Joyce Seefeldt – 07.23.2024.  
Prepare month end sales deposit – taken to DOF – Willows. (Staci)  
Update District Website - Seefeldt, Vidal, and Clark.  
Met with Bautista Family for Alma – IOOF G-4, L-30, S-7. (Verified plot with Theron)
- 06.27.2024 - Prepare/draft July Board Meeting agenda.  
Year-End Binder – Reconciliation. (Sales)  
4<sup>th</sup> of July Office Closer signs created/posted.  
Process payroll warrant for PPE 06/22/2024.
- 06.28.2024 - **Process Bautista Grave Sale.**  
**Process Bautista Burial payment and schedule service.**  
Year-End Binder – Reconciliation. (Grave Sales)  
Prepare 2024-2025 Binders.