

Manager's Report May 2024

Burials for the Month of May are enclosed with packet

Monument Settings

()2X2 (2)2X4 () 2X8 (1) Glue on Plaque

5/6-5/8 Rented stump grinder from Guy Rents and ground 13 stumps including the two at the monument at the Odd Fellows Cemetery.

5/17 Went to Lowes Home Improvement and picked up some supplies for the monument beautification project as they did not have everything needed.

5/22 Started putting out Flags at the Odd Fellows for Memorial Day.

5/23 Finished setting out Flags for Memorial Day at Odd Fellows, Graves, and Masonic Cemeteries.

5/24 Picked up remaining supplies for monument beautification at Songbird Nursery. Started planting two trees and five bushes.

5/28 Planted remaining two trees and four bushes. Removed all Flags at the Odd Fellows and Graves Cemeteries.

5/29 Received partial shipment of liners and vaults and has told the rest of the shipment will arrive next week.

5/30 Removed all flags from Masonic Cemetery. Finished planters around trees and bushes for the monument beautification project.



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MAY 2024

Orland Cemetery District's Office Manager Monthly Report

- 05.01.2024 – Process Grave Sale – Patty Zimmerman.
Process Grave Sale – Jennifer Ponciano.
Process Burial Payment Ione Kerr.

- 05.02.2024 - Prepare May Board Agenda: Post to Website and Distribute to Trustees.
(2) Burial Worksheets for Sharon and Fred Moniz.
Re-email #3 for the Thomas Family. Fjell Thomas.

- 05.03.2024 - Scheduled Day Off - Farming.

- 05.06.2024 - Burial Worksheet (3) Sharon and Fred Moniz.
Burial Worksheet for Audra Wilcox.
Non-Resident Information emailed to Fjell Thomas.
Scheduling – Thomas and Sharon Field.
Audit Request – April 2024 Draft Board Meeting Minutes – Emailed.
Process Frank Melo burial payment.

- 05.07.2024 - Updated May 2024 Agenda – Rescind GSRMA Notice to Withdrawal for
2024-2025.
GSRMA Monthly Warrant.
2024-2025 Budget Preparation.
Update/Post May 2024 Board Meeting Agenda.

- 05.08.2024 - Hunt & Sons Monthly Warrant.
2024-2025 Budget Preparation.

- 05.09.2024 - Scheduled Day Off - Farming.

- 05.10.2024 - Process Olivar-Fuentes Contract Payment #2900.
Reconciliation of April Financials.
Email Financials to Trustees and Post on Website.
2024-2025 Budget Preparation.
Steve – Scheduled Day Off.
Prepared Burial paperwork for Pedro Martinez.

- 05.13.2024 - Process Payroll for PPE 05/11/2024.
Process Burial Payment for Maria Teresa Preciado.
Process Waiker/Snow Contract Payment #2800.
Process Journal Entry Correction for Sales/Endowment deposit entry.
Schedule Burial for Brian Smith – Grave Cemetery 11:00 am.
Schedule Burial Service for Bernard Plants – Direct Burial.
Update Website – Scheduled Services.
- 05.14.2024 - Monthly Board Meeting.
Prepared Warrants for DOF. Steve dropped them off at DOF.
Schedule and Process Burial Payment for Gaylan Ponciano.
Started May Board Meeting Minutes.
Update Website – Scheduled Services.
- 05.15.2024 - Process contract payment #2590 – Irvin.
Process contract payment #2800 – Walker/Snow.
Called Igna Skytte – Was unable to find any past purchase.
Went to Corning Cemetery District – Quickbooks help for Wendy.
Started May Board Meeting Minutes.
- 05.16.2024 - Draft May Board Meeting Minutes completed.
Trimmed office rose bushes.
Review items needed for the Ossuary Beautification project w/Steve.
3-Hour research on PRE-NEED Purchase- Bernard Plants.
Process Contract Payment #2875 – Marcy Kendrick.
- 05.17.2024 - Scheduled Day Off. – Farming.
- 05.20.2024 - Records request – Heather Williams – Breckenridge.
2024-2025 Budget Preparation.
Process Contract Payment #2910 – Randy Tracy.
- 05.21.2024 – Complete and submit credit application for Songbird Landscape Supply.
Forward – District Manager Evaluation forms to Trustees.
2024-2025 Budget Preparation.
- 05.22.2024 – Process Burial Payment – Vickie Cooper.
Update Website – Scheduled Services.
Orland Cemetery District – Policy Review (Compliance).
- 05.23.2024 - Prepare and Submit District Payroll.
Orland Cemetery District – Policy Review (Compliance).
- 05.24.2024 - Scheduled Day Off. - Farming

- 05.27.2024 - Memorial Day – Office Closed.**
- 05.28.2024 - Burial worksheet for Guadalupe Anaya – Sweet Olsen**
Process Burial Payment for Gail Jacobson.
Review burial permits for 2024 – Making sure that they have been entered correctly.
- 05.29.2024 - Prepare Monthly Warrants.**
Gilberto Casillas-Flores Family came in -choose new plot G-3, L-185, S-10 updated all paperwork, burial cards and ownership card. Steve updated maps.
Prepared Burial Cards for Vickie Cooper. (05/22/2024).
Process Contract Payment #2930 – Loewen.
Filled out a Hazard Identification Narrative for the tree in front of the office, it has several dead limbs that need to be removed. Referred to Steve.
Process Contract Payment #2920 – Rodriguez.
- 05.30.2024 - Prepare Monthly Warrants.**
Employee Evaluations.
Process Payroll Warrant for PPE 05/25/2024.
Update District Website – Scheduled Services.
- 05.31.2024 - Scheduled Day Off – Birthday!!!**