

# ORLAND CEMETERY DISTRICT

December 12, 2023

9:00 A.M.

I.O.O.F Cemetery

District Office / 3900 County Road "P" Orland, California 95963

## **AGENDA**

*This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Trustees in accordance with the Ralph M. Brown Act. The public may be heard on an item before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Trustees, and not on the posted agenda, provided that no action shall be taken on any item not appearing on the agenda. The Board cannot act on any unscheduled items unless it is declared by a vote of a least two-thirds (2/3) of the Board that there is a need to take immediate action, and the need for action came to the attention of the District after the agenda was posted. Agenda items are numbered for public identification purposes only and will not necessarily be considered in indicated order. Details concerning agenda items are available for public reference during normal business hours at the District Office.*

**A. Call to order:**

**B. Pledge of Allegiance:**

**C. Roll call:**

**D. Public comment on any agenda item – Open or Closed:**

*The Board of Trustees of the Orland Cemetery District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Members of the public desiring to address the Board are requested to first be recognized by the presiding Chairman and identify themselves for record. The presiding Chairman may, in the interest of time and good order, limit the length of public comments and presentations.*

**E. Information Items:**

**A. Managers Monthly Report:**

1. Sales, Burials, Safety Report, Major Purchases:  
October Burial Report: (2) Full Burials and (2) Cremation Burials.
2. Incidents/Safety Report:
3. Correspondence:
4. Grounds & Maintenance Report:
5. Old Business Updates:

**F. New Business:**

- A. Adopt Orland Cemetery District 2024 Board Meeting Dates:
- B. Orland Cemetery District December Office Closures: Friday, December 22, 2023, Monday, December 25, 2023, and Tuesday, December 26, 2023.
- C. Letter of Recommendation – Dottie Tefelski:
- D. Approve Thank You Letter to – G.S.R.M.A.
- E. Orland Cemetery District – 100 Year Anniversary: August 9, 2027.

**G. Old Business:**

- A. Orland Cemetery District Indigent Burial Program Update.
- B. Orland Cemetery District 06/30/2022 & 06/30/2023 Audit Update/Discussion:
- C. New Masonic Building Proposal: Discussion.
- D. Graves Cemetery Expansion Update:
- E. Wreaths Across America: Planning for December 16, 2023, Ceremony.

**H. Consent Calendar:**

- A. Approval of the November 14, 2023, Board Meeting Minutes:
- B. Approval of September 2023 & October 2023 Monthly Expenditures/Claims:

**I. Close session:**

- A. None Scheduled.

**J. Return to open session:**

- A. None Scheduled.

**K. Trustee Discussion and Comments/Future Agenda Items:**

**L. Staff Reports:**

- A. Office Managers Report:

**M. Adjournment:**

This Agenda was posted this 5<sup>th</sup> day of December 2023 by Staci K. Buttermore, Office Manager.

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# **Manager's Report November 2023**

Burials for the Month of November are enclosed with packet

## **Monument Settings**

( )2X2 (5)2X4 ( ) 2X8 ( ) Glue on Plaque (1) Repour 2X8

**11/7** Jeff from baker Supply picked up our weed eater for repair.

**11/10** Baker Supply brought back our weed eater. The carburetor needed to be replaced.

**11/13** We cut down the Diadora tree at the monument, clean-up is under way for the monument Beautification project.

**11/15-11/25** Manager was on vacation. Nothing to report.

**11/22** The carts for Wreaths Across America were delivered.

**11/28** Clean-up of headstones in all the Cemeteries has started, in preparation for Wreaths Across America. Carts are all assembled ready to use.

**11/29** Clean-up of headstones throughout our Cemeteries was completed.

**11/30** Two dump runs were made from all the cleaning of headstones and public garbage.

Orland Cemetery District  
November 2023 Burials

Last	First	DOB	DOD	Cemetery	Grave(s)	Lot(s)	Sec.	Burial Date	Vet Status	Authorizer	Address	City	State	Zip	Relationship
Parker	David	03/28/1965	10/21/2023	Catholic	3	225	10	11/04/2023	Yes US Army	Trisha Parker	4170 Co. Rd. M	Orland	CA	95963	Wife
Llamas	Tomas	09/28/1935	11/04/2023	Catholic	2	108	10	11/14/2023	Unknown	Carmen Llamas	P.O. Box 761	Hamilton C	CA	95951	Daughter
Bensor	Lynette	03/29/1945	10/31/2023	Masonic	8	167	7	11/20/2023	No	Martin Cloyd	63 South Street	Orland	CA	95963	Son
Wells	Dorothy	06/04/1942	11/09/2023	Odd Fellows	3	65	1	11/29/2023	No	Gale Marvin Wells	710 Trinity Street	Orland	CA	95963	Husband

**Orland Cemetery District  
3900 County Road P, Orland, CA 9596  
9:00 a.m.**

**2024 – Board Meeting Schedule**

1. January 9, 2024
2. February 13, 2024
3. March 12, 2024
4. April 9, 2024
5. May 14, 2024
6. June 11, 2024
7. July 9, 2024
8. August 13, 2024
9. August 15, 2024 – PCA Annual Meeting, Grass Valley, CA.
10. September 10, 2024
11. October 8, 2024
12. October 17-18, 2024 – GSRMA Annual Training, Corning, CA.
13. November 12, 2024
14. December 10, 2024



**ORLAND CEMETERY DISTRICT**

P.O. Box 424

Orland, CA. 95963

Phone: 530-865-3880

Fax: 530-865-8831

E-mail: [orlandcemdist@gmail.com](mailto:orlandcemdist@gmail.com)

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December 12, 2023

Golden State Risk Management Authority  
P.O. Box 706  
Willows, CA 95988

Re: Board District Compensation

Dear Golden State Risk Management Authority,

On behalf of the Orland Cemetery District Board of Trustees and staff, we are writing to express our sincere gratitude for the generous \$5,000 Board District Compensation provided by the Golden State Risk Management Authority. Your ongoing support is instrumental in helping us fulfill our mission of maintaining a dignified and respectful final resting place for the members of our community.

Your commitment to the well-being of our organization is evident, and we are deeply appreciative of the financial support you have extended to us. The \$5,000 Board District Compensation will play a crucial role in supplementing our District's training budget. With these funds, we can enhance our training programs, invest in professional development opportunities, and ensure that our team stays well-equipped with the latest knowledge and skills necessary for effective cemetery management.

It is through partnerships like yours that we are able to continue providing exceptional service to the families and community members we serve. Your contribution enables us to maintain the high standards of care and professionalism that our community has come to expect from the Orland Cemetery District.

Once again, we extend our heartfelt thanks to the Golden State Risk Management Authority for your unwavering support. Your generosity has a significant impact on our ability to fulfill our responsibilities and uphold the values of our organization.

We look forward to the continued success of our partnership and appreciate the shared commitment to the well-being of our community.

Thank you for your ongoing support.

Sincerely,

\_\_\_\_\_  
Rick Beale, Chairman

\_\_\_\_\_  
Kevin Donnelley, Trustee

\_\_\_\_\_  
Dottie Tefelski

\_\_\_\_\_  
Steve Thomas, Manager

\_\_\_\_\_  
Staci Buttermore, Office Manager

# ORLAND CEMETERY DISTRICT

## Board of Trustees Meeting Minutes

November 14, 2023

I.O.O.F Cemetery District Office  
3900 County Road "P" Orland, California 95963

The meeting was called to order at 9:03 a.m. by Chairperson Rick Beale followed by the Pledge of Allegiance.

**Members Roll Call:** Members present, Chairperson Rick Beale, Trustee Kevin Donnelley, Trustee Dottie Tefelski, Manager Steve Thomas, and Office Manager Staci Buttermore. Steve Woods from Golden State Risk Management was Public member present.

### INFORMATION ITEMS:

#### **A. Managers Monthly Report:**

Manager Steve Thomas reviewed the following topics:

1. **Sales, Burials, Deposit, Major Purchases:** October 2023: (2) Full Burials and (1) Cremation Burials.
2. **Incidents/Safety Report:** None for the month of October 2023.
3. **Correspondence:** None for the month of October 2023.
4. **Grounds & Maintenance Report:** Manager Steve Thomas reported that the monument staging area concrete pad has been completed. NorCal Pumping completed a septic cleaning and inspection. Inspection did not reveal any areas of concern.
5. **Old Business Updates:** The power poles for Graves parking lot have been acquired. Grounds crew will place the poles at a later date.

### **NEW BUSINESS/FUTURE AGENDA ITEMS:**

#### **A. Steve Woods, G.S.R.M.A. – RMAP Program:**

Steve Woods reported to the Orland Cemetery District Trustee's the GSRMA's Annual Report. He also reviewed GSRMA training programs and reviewed the District's loss report.

#### **B. Electing Workers Compensation Coverage for Unpaid Volunteers Resolution No. 2023-14-01:**

Steve Woods reported that the Orland Cemetery District did not have an Unpaid Volunteer Resolution. He explained that to receive this coverage the District would have to make a resolution and he stated that there would be no additional fees for the District. A motion was made by Kevin Donnelley to approve Resolution No. 2023-14-01 – Electing Workers Compensation Coverage for Unpaid Volunteers, motion was seconded by Dottie Tefelski. The vote was held 3-0 in favor, the motion **PASSED unanimously**.

**NEW BUSINESS/FUTURE AGENDA ITEMS: (Continued from previous page):**

**C. Ruiz Memorial Bench Proposal:**

Manager Steve Thomas presented the Memorial Bench Proposal submitted by Bertha Ruiz. A discussion was held in regard to the scope of this request. The Trustees had concerns that placing memorial benches in grave (plot) areas would impact the solemnity and visual coherence of the designated burial plots. The Trustees recognized the significance of memorial benches and acknowledged their value in providing a space for reflection and remembrance. The Trustees felt that the District would continue to review future submittals and adhere to District policy. A motion was made by Kevin Donnelley to deny the Ruiz Memorial Bench proposal based on the placement of the proposed benches; memorial benches need to be approved for placement in "non-plot" areas, motion was seconded by Dottie Tefelski. The vote was held 3-0 in favor, the motion **PASSED unanimously**.

**OLD BUSINESS:**

**A. Orland Cemetery District Indigent Burial Program Update:**

Chairman Beale reported that this has been placed back onto the Board of Supervisors agenda and will be discussed on November 7, 2023. Staff will continue to prepare beautification plans to present to the Trustees at a later date.

**B. Orland Cemetery District 06/30/2022 & 06/30/2023 Audit Update/Discussion:**

Office Manager Staci Buttermore reported that the 06/30/2022 is scheduled to begin in January 2024.

**C. New Masonic Building Proposal: Discussion.**

Manager Steve Thomas stated that this is still an ongoing project and there was nothing new to report for this month.

**D. Graves Cemetery Expansion:**

Trustee Kevin Donnelley reported that he is still working on a possible land donation to the Orland Cemetery District and will work with Staff in preparing a proposal.

**E. Wreaths Across America: Planning for December 16, 2023, Ceremony.**

Trustee Dottie Tefelski reported that plans for the December 16, 2023, Ceremony are progressing. Staff will order the garden carts and have them ready for placing the wreaths. Wreath sales will continue until November 26, 2023.

**CONSENT CALENDAR:**

**A. Approval of the October 10, 2023, Board Meeting Minutes:**

Trustee Dottie Tefelski made a motion to approve the October 10, 2023, Board Meeting Minutes as presented, Trustee Kevin Donnelley seconded the motion. A vote was 3-0 in favor, the motion **PASSED unanimously**.



**CONSENT CALENDAR:** (Continued from previous page)

**B. Approval of September 2023 Monthly/Expenditures/Claims:**

Office Manager Staci Buttermore reported that Glenn County's Department of Finance did not deliver the District's financial reports until November 9, 2023, and have not yet been reconciled. Office Manager recommended this item be tabled and placed on the December 12, 2023, Board Meeting. This item was tabled **unanimously**.

**CLOSED SESSION:** Meeting was adjourned to closed session.

**A. Employee Evaluation Review:**

**RETURN TO OPEN SESSION:** Chairperson Rick Beale returned the meeting to open session.

**A. Employee Evaluation Review:**

Trustees reviewed the employee evaluation review. The Trustees did approve a performance raise for Theron Martin based on his respective merit and performance review.

**TRUSTEE DISCUSSION AND COMMENTS:**

None.

**STAFF REPORTS:**


**A. Office Manager:**

Office Manager reported that she had attended the Clerk's Conference that was held in Monterey the week of November 6, 2023. She stated that this conference was formative, and she obtained valuable training and information regarding Special Districts.

**ADJOURNMENT:**

Chairperson Rick Beale adjourned the meeting at 10:58 a.m.

Respectfully submitted by:

  
Staci Buttermore, Office Manager

Approved by the Board of Trustees on: \_\_\_\_\_

9:41 AM

11/21/23

**Orland Cemetery District**  
**Payment summary by Vendor**  
**August 31 through September 29, 2023**

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	<u>Aug 31 - Sep 29, 23</u>
Kampshmidt Payroll Services	-18,743.58
Golden State Risk Management Authority	-8,680.00
Justus and Wilks	-2,860.00
Pacific Gas & Electric	-2,153.72
Hunt & Sons, Inc.	-1,329.46
U.S. Bank	-653.66
Orland Hardware	-344.82
Staci Buttermore	-316.66
County of Glenn A-87 Cost Allocation	-312.24
Simplot Soilbuilders	-258.93
Corning Lumber	-206.79
Eagle Security Systems	-188.29
Baker Supplies and Repairs	-125.48
Orland Auto Parts	-124.17
Streamline/ DBA Digital Development, Inc.	-120.00
Cintas Corporation	-116.46
Dorothy Tefelski	-100.00
Kevin Donnelley	-100.00
Rick Beale	-100.00
AT & T Calnet 3	-71.58
PBM Supply and MFG.	-25.33
<b>TOTAL</b>	<u><u>-36,931.17</u></u> ✓

reconciled  
11/21/23 SOB

## Orland Cemetery District Income / Expense Monthly Report August 31 through September 29, 2023

Aug 31 - Sep 29, 23

Ordinary Income/Expense

Income

**USE OF MONEY & PROPERTY**

44300 · Interest

1,716.36

**Total USE OF MONEY & PROPERTY**

1,716.36

**66400 · Sales & Service**

2X4 Monument - Non-Resident

330.00

2x4 Monument - Resident

550.00

2x8 Monument - Resident

800.00

Liner - Resident

480.00

Opening - Resident

1,200.00

Vault - Resident

1,890.00

Zinc Vases

55.00

66400 · Sales & Service - Other

4,045.00

**Total 66400 · Sales & Service**

9,350.00

**Total Income**

11,066.36

**Gross Profit**

11,066.36

Expense

**SALARIES & BENEFITS**

01010 · Salaries & Wages

16,240.00

01018 · Commission & Director Salaries

300.00

01030 · Social Security

1,006.88

01031 · Medicare Coverage

235.48

01034 · Retirement-ER Portion

1,247.22

01040 · Group Health Insurance

8,680.00

**Total SALARIES & BENEFITS**

27,709.58

**SERVICES & SUPPLIES**

**03100 · Agricultural**

03100-1 · Chemicals - Weed Control

258.93

**Total 03100 · Agricultural**

258.93

**03110 · Clothing & Personal Supplies**

116.46

**03120 · Communications**

03120-2 · Phone Bills

161.34

03120-4 · WIFI/Internet

183.99

03120-5 · Security

188.29

**Total 03120 · Communications**

533.62

**03140 · Household Expenses**

03140-4 · Water

69.89

**Total 03140 · Household Expenses**

69.89

**03170 · Maintenance-Equipment**

152.51

**03180 · Maint-Structures & Improvement**

03180-3 · Sprinkler Repairs

121.04

03180 · Maint-Structures & Improvement - Other

146.71

**Total 03180 · Maint-Structures & Improvement**

267.75

**03220 · Office Supplies**

03220-2 · Office Binders

63.09

03220-5 · Postage

134.30

03220-6 · Printer Ink

50.40

**Total 03220 · Office Supplies**

247.79

**03230 · Professional Services**

14.00

11/21/23 SCP

reconciled  
11/21/23 SCS

**Orland Cemetery District**  
**Income / Expense Monthly Report**  
**August 31 through September 29, 2023**

	Aug 31 - Sep 29, 23
<b>03270 · Small Tools &amp; Instruments</b>	
03270-2 · Bits & Drills	6.45
03270-4 · Tie-Downs	58.16
03270 · Small Tools & Instruments - Other	97.32
<b>Total 03270 · Small Tools &amp; Instruments</b>	161.93
<b>03280 · Special Dept. Expenses</b>	
03280-4 · Liner/Vault	2,860.00
03280-5 · Cement	206.79
03280 · Special Dept. Expenses - Other	94.36
<b>Total 03280 · Special Dept. Expenses</b>	3,161.15
<b>03281 · Special Department Training</b>	190.90
<b>04292 · Gas &amp; Oil</b>	
04292-1 · Red Dyed Diesel Fuel	1,329.46
04292 · Gas & Oil - Other	125.48
<b>Total 04292 · Gas &amp; Oil</b>	1,454.94
<b>04294 · Mileage</b>	125.76
<b>04300 · Utilities</b>	
04300-1 · 2592303259-0 - RD 200 at Graves	214.61
04300-2 · 3545176844-0 - RD P ES/S RD 24	13.22
04300-3 · 8181241056-1 Road P (Pump)	1,154.01
04300-4 · 3503510180-3 RD P ES S RD 24	13.22
04300-5 · 8139574392-5 - Office/Shop	132.63
04300-6 · 5838593031-6 RD 9 SS/E HWY 99W	606.65
04300-7 · 8722869097-7 3900 Road P	19.38
<b>Total 04300 · Utilities</b>	2,153.72
<b>Total SERVICES &amp; SUPPLIES</b>	8,909.35
<b>Total Expense</b>	36,618.93
<b>Net Ordinary Income</b>	-25,552.57
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
<b>OTHER CHARGES</b>	
05730 · A-87 Cost Allocation	312.24
<b>Total OTHER CHARGES</b>	312.24
<b>Total Other Expense</b>	312.24
<b>Net Other Income</b>	-312.24
<b>Net Income</b>	-25,864.81

*reconciled*  
*11/21/23*  
*SCB*

## Orland Cemetery District Grave Sales Monthly Report August 31 through September 29, 2023

Type	Date	Num	Name	Memo	Amount
<b>66450 - Endowment Services</b>					
<b>Endowment - Resident</b>					
Sales Receipt	09/15/2023	2324043	Olivar-Villasenor, Na...	Endowment - ...	-150.00
Credit Memo	09/18/2023	2324043	Olivar-Villasenor, Na...	Endowment - ...	0.00
Sales Receipt	09/18/2023	2324044	Robles, Juvenal	Endowment - ...	-450.00
Sales Receipt	09/18/2023	2324045	Walker, Una (Snow)	Endowment - ...	-50.21
Sales Receipt	09/18/2023	2324046	Shockley, Kortni & J...	Endowment - ...	-200.00
Credit Memo	09/18/2023	2324046	Shockley, Kortni & J...	E-Care (IOOF...	0.00
Sales Receipt	09/22/2023	2324049	Tracy, Randy	Endowment - ...	-108.74
Sales Receipt	09/27/2023	2324055	Guzman De Puente,...	Endowment - ...	-450.00
Total Endowment - Resident					-1,408.95
Total 66450 - Endowment Services					-1,408.95 ✓
<b>66400 - Sales &amp; Service</b>					
<b>2X4 Monument - Non-Resident</b>					
Sales Receipt	09/22/2023	2324047	Allen, Brenda (GIBS...	(Graves G-3, ...	-330.00
Total 2X4 Monument - Non-Resident					-330.00
<b>2x4 Monument - Resident</b>					
Invoice	08/31/2023	0004	Vaz, Elaine	2X4 Monume...	-275.00
Sales Receipt	09/22/2023	2324051	Valdez-Perez, Vidal ...	2X4 Monume...	-275.00
Total 2x4 Monument - Resident					-550.00
<b>2x8 Monument - Resident</b>					
Sales Receipt	09/22/2023	2324048	Edmondson, Jack & ...	2x8 Monumen...	-400.00
Sales Receipt	09/25/2023	2324053	Kendrick, Charles & ...	2x8 Monumen...	-400.00
Total 2x8 Monument - Resident					-800.00
<b>Liner - Resident</b>					
Sales Receipt	09/12/2023	2324041	Kendrick, Charles & ...	Grave Liner - ...	-630.00
Sales Receipt	09/12/2023	2324041	Kendrick, Charles & ...	(Subtracted fr...	150.00
Total Liner - Resident					-480.00
<b>Opening - Resident</b>					
Sales Receipt	09/05/2023	2324039	Hood, Mike	Opening (Full ...	-600.00
Sales Receipt	09/12/2023	2324041	Kendrick, Charles & ...	Opening (Full ...	-600.00
Sales Receipt	09/12/2023	2324041	Kendrick, Charles & ...	(Subtracted fr...	600.00
Sales Receipt	09/27/2023	2324055	Guzman De Puente,...	Opening (Full ...	-600.00
Total Opening - Resident					-1,200.00
<b>Vault - Resident</b>					
Sales Receipt	09/05/2023	2324039	Hood, Mike	Vault - Reside...	-945.00
Sales Receipt	09/27/2023	2324055	Guzman De Puente,...	Vault - Resident	-945.00
Total Vault - Resident					-1,890.00
<b>Zinc Vases</b>					
Sales Receipt	09/26/2023	2324054	Edmondson, Jack & ...	Zinc Vases	-55.00
Total Zinc Vases					-55.00
<b>66400 - Sales &amp; Service - Other</b>					
General Journal	09/29/2023	JE240...		Burial of Mike ...	-300.00
General Journal	09/29/2023	JE240...		Burial of Charl...	-750.00
General Journal	09/29/2023	JE240...		Burial of Rosa...	-750.00
General Journal	09/29/2023	JE240...		Burial of Silvin...	-2,245.00
Total 66400 - Sales & Service - Other					-4,045.00
Total 66400 - Sales & Service					-9,350.00 ✓
<b>TOTAL</b>					<b>-10,758.95</b>

reconciled  
11/21/23 JCS

10:26 AM

11/21/23

Accrual Basis

### Orland Cemetery District

## Monthly Sales Tax

As of September 29, 2023

Type	Date	Num	Name	Memo	Amount	Balance
<b>00784 · SALES TAX PAYABLE</b>						384.79
Sales Receipt	09/05/2023	2324039	Hood, Mike	Sale Tax Purc...	68.51	453.30
Sales Receipt	09/12/2023	2324041	Kendrick, Charles & ...	Sale Tax Purc...	45.68	498.98
Sales Receipt	09/18/2023	2324044	Robles, Juvenal	Sale Tax Purc...	47.85	546.83
Credit Memo	09/18/2023	2324044	Robles, Juvenal	Sale Tax Purc...	0.00	546.83
Sales Receipt	09/26/2023	2324054	Edmondson, Jack & ...	Sale Tax Purc...	3.99	550.82
Sales Receipt	09/27/2023	2324055	Guzman De Puente,...	Sale Tax Purc...	68.51	619.33
<b>Total 00784 · SALES TAX PAYABLE</b>					<b>234.54</b>	<b>619.33</b>
<b>TOTAL</b>					<b>234.54</b> ✓	<b>619.33</b> ✓

reconciled 11/21/23  
 SCS

10:42 AM

11/21/23

Accrual Basis

**Orland Cemetery District**  
**Monthly Un-Earned Revenue Deposits**  
**As of September 30, 2023**

Type	Date	Num	Name	Memo	Split	Amount
<b>00763 · UN- EARNED REVENUE</b>						
<b>UR - Break Out Fee - Resident</b>						
Total UR - Break Out Fee - Resident						
<b>UR - Crowne Double - Non Res</b>						
Total UR - Crowne Double - Non Res						
<b>UR - Crowne Double - Resident</b>						
Total UR - Crowne Double - Resident						
<b>UR - Crowne Single Non-Resident</b>						
Total UR - Crowne Single Non-Resident						
<b>UR - Crowne Sinlge - Resident</b>						
Total UR - Crowne Sinlge - Resident						
<b>UR - Crowne Small - Non Residen</b>						
Total UR - Crowne Small - Non Residen						
<b>UR - Disinterment Fee</b>						
Total UR - Disinterment Fee						
<b>UR - Estate Grave Sale -Residen</b>						
Total UR - Estate Grave Sale -Residen						
<b>UR - Gazebo</b>						
Total UR - Gazebo						
<b>UR - Grave Sale - Sell Back</b>						
Total UR - Grave Sale - Sell Back						
<b>UR - Grave Sales - Non-Resident</b>						
Sales Receipt	09/22/2023	2324050	Irvin, John & Marilyn	UR Grave Sal...	12000 · Undep...	98.33
Total UR - Grave Sales - Non-Resident						98.33
<b>UR - Grave Sales - Resident</b>						
Sales Receipt	09/15/2023	2324043	Olivar-Villasenor, Na...	Unearned Re...	12000 · Undep...	350.00
Sales Receipt	09/18/2023	2324044	Robles, Juvenal	Unearned Re...	12000 · Undep...	800.00
Sales Receipt	09/18/2023	2324045	Walker, Una (Snow)	Unearned Re...	12000 · Undep...	49.79
Total UR - Grave Sales - Resident						1,199.79
<b>UR - Liner - Non-Resident</b>						
Total UR - Liner - Non-Resident						
<b>UR - Liner - Resident</b>						
Sales Receipt	09/18/2023	2324044	Robles, Juvenal	Unearned Re...	12000 · Undep...	630.00
Total UR - Liner - Resident						630.00
<b>UR - Monument Purchases</b>						
Sales Receipt	09/15/2023	2324042	Gonzalez, Josefina	Unearned Mo...	12000 · Undep...	249.13
Sales Receipt	09/18/2023	2324044	Robles, Juvenal	Unearned - M...	12000 · Undep...	275.00
Total UR - Monument Purchases						524.13
<b>UR - Non Resident Fee</b>						
Total UR - Non Resident Fee						
<b>UR - Opening - Non Resident</b>						
Sales Receipt	09/22/2023	2324047	Allen, Brenda (GIBS...	UR Opening (...)	12000 · Undep...	40.23
Total UR - Opening - Non Resident						40.23
<b>UR - Opening - Resident</b>						
Sales Receipt	09/11/2023	2324040	Flores, Alfredo & Ma...	UR - Opening...	12000 · Undep...	300.00
Sales Receipt	09/15/2023	2324042	Gonzalez, Josefina	Unearned.Op...	12000 · Undep...	186.46
Sales Receipt	09/18/2023	2324044	Robles, Juvenal	Unearned Op...	12000 · Undep...	600.00
Total UR - Opening - Resident						1,086.46

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Accrual Basis

**Orland Cemetery District**  
**Monthly Un-Earned Revenue Deposits**  
 As of September 30, 2023

Type	Date	Num	Name	Memo	Split	Amount
<b>UR - Overtime</b>						
Total UR - Overtime						
<b>UR - Vault</b>						
Total UR - Vault						
<b>UR Zinc Vases</b>						
Sales Receipt	09/18/2023	2324044	Robles, Juvenal	UR Galvanize...	12000 · Undep...	29.95
Total UR Zinc Vases						29.95
<b>00763 · UN- EARNED REVENUE - Other</b>						
General Journal	09/29/2023	JE240...		Burial of Mike ...	-SPLIT-	-300.00
General Journal	09/29/2023	JE240...		Burial of Charl...	00763 · UN- E...	-750.00
General Journal	09/29/2023	JE240...		Burial of Rosa...	00763 · UN- E...	-750.00
General Journal	09/29/2023	JE240...		Burial of Silvin...	00763 · UN- E...	-2,245.00
Total 00763 · UN- EARNED REVENUE - Other						-4,045.00
Total 00763 · UN- EARNED REVENUE						-436.11
<b>TOTAL</b>						<b>-436.11</b>

11/21/23 SCB  
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## Orland Cemetery District Profit & Loss Budget vs. Actual July through September 2023

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
INTERGOVERNMENTAL REVENUE	0.00	610.41	0.0%
MISCELLANEOUS REVENUES	1,870.00	2,160.09	86.6%
ORLAND CEM ENDOWMENT PRINCIPAL	0.00	11,344.97	0.0%
OTHER FINANCING SOURCES	5,368.00	250.03	2,146.9%
USE OF MONEY & PROPERTY	1,716.36	3,250.03	52.8%
66400 · Sales & Service	36,367.79	32,500.03	111.9%
66551 · Administration Fees	300.00	199.97	150.0%
TAXES · TAXES REVENUE	0.00	91,909.88	0.0%
<b>Total Income</b>	<u>45,622.15</u>	<u>142,225.41</u>	<u>32.1%</u>
<b>Gross Profit</b>	45,622.15	142,225.41	32.1%
<b>Expense</b>			
SALARIES & BENEFITS	112,464.47	93,289.97	120.6%
SERVICES & SUPPLIES	28,270.66	30,237.29	93.5%
<b>Total Expense</b>	<u>140,735.13</u>	<u>123,527.26</u>	<u>113.9%</u>
<b>Net Ordinary Income</b>	-95,112.98	18,698.15	-508.7%
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
CONTGENCY	0.00	4,999.97	0.0%
FIXED ASSETS	0.00	43,750.03	0.0%
OTHER CHARGES	312.24	3,637.31	8.6%
<b>Total Other Expense</b>	<u>312.24</u>	<u>52,387.31</u>	<u>0.6%</u>
<b>Net Other Income</b>	-312.24	-52,387.31	0.6%
<b>Net Income</b>	<u><u>-95,425.22</u></u>	<u><u>-33,689.16</u></u>	<u><u>283.3%</u></u>

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**Orland Cemetery District**  
**Payment summary by Vendor**  
**September 30 through October 24, 2023**

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	<u>Sep 30 - Oct 24, 23</u>
Kampshmidt Payroll Services	-18,743.58
Horton McNulty & Sataurn, LLP	-4,800.00
U.S. Bank	-1,968.76
Pacific Gas & Electric	-1,911.47
Hunt & Sons, Inc.	-541.63
Simplet Soilbuilders	-368.00
Orland Hardware	-203.49
Rick Beale	-200.00
Baker Supplies and Repairs	-193.05
Orland Saw & Motor	-138.51
Streamline/ DBA Digital Development, Inc.	-120.00
County of Glenn A-87 Cost Allocation	-104.08
Dorothy Tefolski	-100.00
Kevin Donnelley	-100.00
North Valley Portable Toilets & Service	-86.00
AT & T Calnet 3	-69.05
Orland Auto Parts	-63.11
Golden State Risk Management Authority	-30.00
Glenn County Solid Waste Land Fill	-30.00
Corning Lumber	-3.10
<b>TOTAL</b>	<u><u>-29,783.83</u></u> ✓

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Accrual Basis

# Orland Cemetery District

## Income / Expense Monthly Report

September 30 through October 24, 2023

	Sep 30 - Oct 24, 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>USE OF MONEY &amp; PROPERTY</b>	
44300 · Interest	7.37
<b>Total USE OF MONEY &amp; PROPERTY</b>	7.37
66400 · Sales & Service	
2x4 Monument - Non-Resident	330.00
2x4 Monument - Resident	275.00
Crowns Single - Resident	118.65
Gazebo Rental - Resident	300.00
Grave Sale - Non Resident	950.00
Linar Non Resident	756.00
Non Resident Fee	750.00
Opening - Cremation-Resident	250.00
Opening - Non-Resident	710.00
Overtime Resident	840.00
66400 · Sales & Service - Other	550.00
<b>Total 66400 · Sales &amp; Service</b>	5,829.65
<b>TAXES - TAXES REVENUE</b>	
14020 · Current Unsecured	14,430.71
14046 · SB 813 Current Unsecured	959.81
14048 · SB 813 Prior Secured	1,341.81
<b>Total TAXES · TAXES REVENUE</b>	16,732.33
<b>Total Income</b>	22,569.35
<b>Gross Profit</b>	22,569.35
<b>Expense</b>	
<b>SALARIES &amp; BENEFITS</b>	
01010 · Salaries & Wages	16,240.00
01018 · Commission & Director Salaries	400.00
01030 · Social Security	1,006.88
01031 · Medicare Coverage	235.48
01034 · Retirement-ER Portion	1,247.22
01040 · Group Health Insurance	30.00
<b>Total SALARIES &amp; BENEFITS</b>	19,159.58
<b>SERVICES &amp; SUPPLIES</b>	
03100 · Agricultural	
03100-1 · Chemicals - Weed Control	388.00
03100 · Agricultural - Other	10.75
<b>Total 03100 · Agricultural</b>	378.75
03120 · Communications	
03120-2 · Phone Bills	69.05
03120-4 · WiFi/Internet	120.00
03120 · Communications - Other	213.75
<b>Total 03120 · Communications</b>	402.80
03140 · Household Expenses	
03140-4 · Water	40.40
<b>Total 03140 · Household Expenses</b>	40.40
03170 · Maintenance-Equipment	
03170-4 · Grasshopper Repairs	193.05
<b>Total 03170 · Maintenance-Equipment</b>	193.05
03180 · Maint-Structures & Improvement	223.06

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Accrual Basis

# Orland Cemetery District

## Income / Expense Monthly Report

September 30 through October 24, 2023

	Sep 30 - Oct 24, 23	
<b>03220 · Office Supplies</b>		
03220-7 · Quickbook Financial Software	69.99	
<b>Total 03220 · Office Supplies</b>	69.99	
<b>03230 · Professional Services</b>	4,814.00	
<b>03270 · Small Tools &amp; Instruments</b>		
03270-5 · Weed Eater Supplies	138.51	
03270 · Small Tools & Instruments - Other	381.99	
<b>Total 03270 · Small Tools &amp; Instruments</b>	520.50	
<b>03280 · Special Dept. Expenses</b>		
03280-7 · Garbage Disposal	30.00	
03280 · Special Dept. Expenses - Other	21.41	
<b>Total 03280 · Special Dept. Expenses</b>	51.41	
<b>03281 · Special Department Training</b>	1,310.00	
<b>04292 · Gas &amp; Oil</b>		
04292-1 · Red Dyed Diesel Fuel	541.63	
04292 · Gas & Oil - Other	83.11	
<b>Total 04292 · Gas &amp; Oil</b>	604.74	
<b>04300 · Utilities</b>		
04300-1 · 2592303259-0 - RD 200 at Graves	199.70	
04300-2 · 3545176844-0 - RD P ES/S RD 24	13.36	
04300-3 · 8181241056-1 Road P (Pump)	1,143.33	
04300-4 · 3503510180-3 RD P ES S RD 24	13.36	
04300-5 · 8139574392-5 - Office/Shop	72.66	
04300-6 · 5838593031-6 RD 9 SS/E HWY 99W	469.06	
04300-7 · 8722869097-7 3900 Road P	0.00	
<b>Total 04300 · Utilities</b>	1,911.47	
<b>Total SERVICES &amp; SUPPLIES</b>	10,520.17	
<b>Total Expense</b>	29,679.75	✓ reconciled 11/30/23 SCA
<b>Net Ordinary Income</b>	-7,110.40	
<b>Other Income/Expense</b>		
<b>Other Expense</b>		
<b>OTHER CHARGES</b>		
05730 · A-87 Cost Allocation	104.08	
<b>Total OTHER CHARGES</b>	104.08	
<b>Total Other Expense</b>	104.08	
<b>Net Other Income</b>	-104.08	
<b>Net Income</b>	-7,214.48	✓ reconciled 11/30/23 SCA

## Orland Cemetery District Grave Sales Monthly Report September 30 through October 24, 2023

Type	Date	Num	Name	Memo	Amount
<b>66460 · Endowment Services</b>					
<b>Endowment - Non Resident</b>					
Sales Receipt	10/12/2023	2324061	Rodgers, Charleen	Endowment - ...	-530.00
Sales Receipt	10/13/2023	2324063	Gonzalez, Jose	Endowment - ...	-530.00
<b>Total Endowment - Non Resident</b>					<b>-1,060.00</b>
<b>Endowment - Resident</b>					
Sales Receipt	10/09/2023	2324060	Martinez, Rogelio & ...	Endowment - ...	-900.00
Sales Receipt	10/12/2023	2324061	Duerr, Mark	Endowment - ...	-450.00
Sales Receipt	10/13/2023	2324062	Walker, Una (Snow)	Endowment - ...	-100.00
<b>Total Endowment - Resident</b>					<b>-1,450.00</b>
<b>Total 66460 · Endowment Services</b>					
					<i>reconciled 11/30/23 SCS</i>
<b>66400 · Sales &amp; Service</b>					
<b>2X4 Monument - Non-Resident</b>					
Sales Receipt	10/13/2023	2324063	Gonzalez, Jose	2x4 Monumen...	-330.00
<b>Total 2X4 Monument - Non-Resident</b>					<b>-330.00</b>
<b>2x4 Monument - Resident</b>					
Sales Receipt	10/09/2023	2324059	Gillisple, Richard	2X4 Monume...	-275.00
<b>Total 2x4 Monument - Resident</b>					<b>-275.00</b>
<b>Crowne Single - Resident</b>					
Sales Receipt	10/09/2023	2324059	Gillisple, Richard	Crowne Singl...	-118.65
<b>Total Crowne Single - Resident</b>					<b>-118.65</b>
<b>Gazebo Rental - Resident</b>					
Sales Receipt	10/09/2023	2324059	Gillisple, Richard	Gazebo Rent...	-150.00
Sales Receipt	10/24/2023	2324085	Pastor of St. Domini...	Gazebo Rent...	-150.00
<b>Total Gazebo Rental - Resident</b>					<b>-300.00</b>
<b>Grave Sale - Non Resident</b>					
Sales Receipt	10/13/2023	2324063	Gonzalez, Jose	Grave Sale - ...	-950.00
<b>Total Grave Sale - Non Resident</b>					<b>-950.00</b>
<b>Liner Non Resident</b>					
Sales Receipt	10/13/2023	2324063	Gonzalez, Jose	Grave Liner - ...	-756.00
<b>Total Liner Non Resident</b>					<b>-756.00</b>
<b>Non Resident Fee</b>					
Sales Receipt	10/13/2023	2324063	Gonzalez, Jose	Non Resident ...	-750.00
<b>Total Non Resident Fee</b>					<b>-750.00</b>
<b>Opening - Cremation-Resident</b>					
Sales Receipt	10/09/2023	2324059	Gillisple, Richard	Opening (Cre...	-250.00
<b>Total Opening - Cremation-Resident</b>					<b>-250.00</b>
<b>Opening - Non-Resident</b>					
Sales Receipt	10/13/2023	2324063	Gonzalez, Jose	Opening Full ...	-710.00
<b>Total Opening - Non-Resident</b>					<b>-710.00</b>
<b>Overtime Resident</b>					
Sales Receipt	10/13/2023	2324063	Gonzalez, Jose	Overtime (Sat...	-840.00
<b>Total Overtime Resident</b>					<b>-840.00</b>

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Accrual Basis

**Orland Cemetery District**  
**Grave Sales Monthly Report**  
**September 30 through October 24, 2023**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
66400 · Sales & Service - Other					
General Journal	10/24/2023	JE		Burial of Rich...	-550.00
Total 66400 · Sales & Service - Other					-550.00
Total 66400 · Sales & Service					-5,829.65
<b>TOTAL</b>					<b>-8,339.65</b>

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Accrual Basis

**Orland Cemetery District  
 Monthly Sales Tax  
 As of October 24, 2023**

Type	Date	Num	Name	Memo	Amount	Balance
<b>00784 · SALES TAX PAYABLE</b>						<b>618.33</b>
Sales Receipt	10/05/2023	2324056	Flores, Alfredo & Ma...	Sale Tax Purc...	91.35	710.68
Sales Receipt	10/06/2023	2324057	Sherril, Carol	Sale Tax Purc...	45.68	756.36
Sales Receipt	10/09/2023	2324059	Gillispie, Richard	Sale Tax Purc...	8.60	764.96
Sales Receipt	10/09/2023	2324060	Martínez, Rogelio & ...	Sale Tax Puro...	99.33	864.29
Sales Receipt	10/12/2023	2324061	Rodgers, Charleen	Sale Tax Purc...	59.60	923.89
Sales Receipt	10/12/2023	2324061	Duerr, Mark	Sale Tax Purc...	49.66	973.55
Sales Receipt	10/13/2023	2324063	Gonzalez, Jose	Sale Tax Purc...	54.81	1,028.36
<b>Total 00784 · SALES TAX PAYABLE</b>					<b>409.03</b>	<b>1,028.36</b>
<b>TOTAL</b>					<b>409.03</b> ✓	<b>1,028.36</b>

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 11/30/23  
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## Orland Cemetery District Monthly Un-Earned Revenue Deposits As of October 24, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>00763 - UN- EARNED REVENUE</b>							<b>42,607.17</b>
UR - Break Out Fee - Resident						50.00	50.00
Total UR - Break Out Fee - Resident							50.00
UR - Crowna Double - Non Res						207.00	207.00
Total UR - Crowna Double - Non Res							207.00
UR - Crowna Double - Resident						357.00	357.00
Total UR - Crowna Double - Resident							357.00
UR - Crowna Single Non-Resident						711.60	711.60
Total UR - Crowna Single Non-Resident							711.60
UR - Crowna Single - Resident						1,258.65	1,258.65
Total UR - Crowna Single - Resident							1,258.65
UR - Crowna Small - Non Resident						321.30	321.30
Total UR - Crowna Small - Non Resident							321.30
UR - Disinterment Fee						300.00	300.00
Total UR - Disinterment Fee							300.00
UR - Estate Grave Sale -Residen						650.00	650.00
Total UR - Estate Grave Sale -Residen							650.00
UR - Gazebo						100.00	100.00
Total UR - Gazebo							100.00
UR - Grave Sale - Sell Back						-250.00	-250.00
Total UR - Grave Sale - Sell Back							-250.00
UR - Grave Sales - Non-Resident						7,755.38	7,755.38
Total UR - Grave Sales - Non-Resident							7,755.38
UR - Grave Sales - Resident						30,749.84	30,749.84
Sales Receipt	10/09/2023	2324060	Martinez, Rogelio & J...	Unearned Rev...	12000 - Undep...	1,600.00	32,349.84
Total UR - Grave Sales - Resident						1,600.00	32,349.84
UR - Liner - Non-Resident						2,288.00	2,288.00
Sales Receipt	10/12/2023	2324061	Rodgers, Charleen	UR Liner - No...	12000 - Undep...	756.00	3,024.00
Total UR - Liner - Non-Resident						756.00	3,024.00
UR - Liner - Resident						4,530.00	4,530.00
Sales Receipt	10/05/2023	2324056	Flores, Alfredo & Maria	Unearned Rev...	12000 - Undep...	108.65	4,638.65
Sales Receipt	10/08/2023	2324057	Sherrill, Carol	Unearned Rev...	12000 - Undep...	630.00	5,268.65
Sales Receipt	10/09/2023	2324060	Martinez, Rogelio & J...	Unearned Rev...	12000 - Undep...	1,260.00	6,528.65
Sales Receipt	10/12/2023	2324061	Duerr, Mark	Unearned Rev...	12000 - Undep...	630.00	7,158.65
Sales Receipt	10/13/2023	2324064	Gonzalez, Josefina	Unearned Rev...	12000 - Undep...	284.72	7,443.37
Total UR - Liner - Resident						2,913.37	7,443.37
UR - Monument Purchases						7,388.13	7,388.13
Sales Receipt	10/09/2023	2324060	Martinez, Rogelio & J...	UR - Monume...	12000 - Undep...	400.00	7,788.13
Sales Receipt	10/12/2023	2324061	Rodgers, Charleen	UR - Monume...	12000 - Undep...	330.00	8,118.13
Sales Receipt	10/12/2023	2324061	Duerr, Mark	UR - Monume...	12000 - Undep...	275.00	8,391.13
Sales Receipt	10/13/2023	2324064	Gonzalez, Josefina	UR - Monume...	12000 - Undep...	150.87	8,542.00
Total UR - Monument Purchases						1,155.87	8,542.00
UR - Non Resident Fee						13,702.71	13,702.71
Sales Receipt	10/12/2023	2324061	Rodgers, Charleen	UR - Non Resi...	12000 - Undep...	750.00	14,452.71
Total UR - Non Resident Fee						750.00	14,452.71
UR - Opening - Non Resident						7,177.83	7,177.83
Sales Receipt	10/12/2023	2324061	Rodgers, Charleen	UR Opening (...)	12000 - Undep...	710.00	7,887.83
Total UR - Opening - Non Resident						710.00	7,887.83
UR - Opening - Resident						10,942.52	10,942.52
Sales Receipt	10/05/2023	2324056	Flores, Alfredo & Maria	Unearned Ope...	12000 - Undep...	100.00	11,042.52
Sales Receipt	10/08/2023	2324057	Sherrill, Carol	Unearned Ope...	12000 - Undep...	600.00	11,642.52
Sales Receipt	10/08/2023	2324058	Gomez, Daniel	Pre Need Ope...	12000 - Undep...	400.00	12,042.52
Sales Receipt	10/09/2023	2324060	Martinez, Rogelio & J...	Unearned Ope...	12000 - Undep...	1,200.00	13,242.52
Sales Receipt	10/12/2023	2324061	Duerr, Mark	Unearned Ope...	12000 - Undep...	600.00	13,842.52
Total UR - Opening - Resident						2,800.00	13,842.52
UR - Overtime						350.00	350.00
Total UR - Overtime							350.00



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Accrual Basis

**Orland Cemetery District**  
**Monthly Un-Earned Revenue Deposits**  
 As of October 24, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
UR - Vault							4,609.78
Total UR - Vault							4,609.78
UR Zinc Vases							84.95
Sales Receipt	10/09/2023	2324060	Martinez, Rogelio & J...	Zinc Vases	12000 · Undep...	110.00	194.95
Sales Receipt	10/12/2023	2324061	Rodgers, Charleen	Zinc Vases	12000 · Undep...	88.00	280.95
Sales Receipt	10/12/2023	2324061	Duerr, Mark	Zinc Vases	12000 · Undep...	55.00	315.95
Total UR Zinc Vases						231.00	315.95
00763 · UN- EARNED REVENUE - Other							-50,654.02
General Journal	10/24/2023	JE	Burial of Richa...	68400 · Sales &...		-550.00	-51,204.02
Total 00763 · UN- EARNED REVENUE - Other						-550.00	-51,204.02
Total 00763 · UN- EARNED REVENUE						10,488.24	53,073.41
<b>TOTAL</b>						✓ 10,488.24	53,073.41

**Orland Cemetery District**  
**Profit & Loss Budget vs. Actual**  
 July 1 through October 24, 2023

	<u>Jul 1 - Oct 24, 23</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
INTERGOVERNMENTAL REVENUE	0.00	767.96	0.0%
MISCELLANEOUS REVENUES	✓ 1,870.00	2,717.50	68.8%
ORLAND CEM ENDOWMENT PRINCIPAL	0.00	14,272.71	0.0%
OTHER FINANCING SOURCES	✓ 5,368.00	314.54	1,708.6%
USE OF MONEY & PROPERTY	✓ 1,723.73	4,088.74	42.2%
08600 · GC Finance Dept Account Number	0.00	0.00	0.0%
66400 · Sales & Service	✓ 42,197.44	40,887.12	103.2%
66450-1 · Endowment Account Corrections	0.00	0.00	0.0%
66551 · Administration Fees	✓ 300.00	251.59	119.2%
TAXES · TAXES REVENUE	✓ 16,732.33	115,628.59	14.5%
<b>Total Income</b>	✓ 68,191.50	178,928.75	38.1%
<b>Cost of Goods Sold</b>			
50000 · Cost of Goods Sold	0.00	0.00	0.0%
<b>Total COGS</b>	0.00	0.00	0.0%
<b>Gross Profit</b>	68,191.50	178,928.75	38.1%
<b>Expense</b>			
SALARIES & BENEFITS	✓ 131,624.05	117,364.79	112.1%
SERVICES & SUPPLIES	✓ 38,790.83	38,040.51	102.0%
86550 · Dept of Finance - Account Numb	0.00	0.00	0.0%
<b>Total Expense</b>	170,414.88	155,405.30	109.7%
<b>Net Ordinary Income</b>	-102,223.38	23,523.45	-434.6%
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
CONTGENCY	0.00	6,290.30	0.0%
FIXED ASSETS	0.00	55,040.35	0.0%
OTHER CHARGES	✓ 416.32	4,575.95	9.1%
<b>Total Other Expense</b>	416.32	65,906.60	0.6%
<b>Net Other Income</b>	-416.32	-65,906.60	0.6%
<b>Net Income</b>	✓ -102,639.70	-42,383.15	242.2%

11/30/23.  
 reconciled  
 JCD



**ORLAND CEMETERY DISTRICT**  
P.O. Box 424  
Orland, Ca. 95963

Phone: 530-865-3880  
Fax: 530-865-8831  
E-mail: [orlandcemdist@gmail.com](mailto:orlandcemdist@gmail.com)

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## November 2023

### Orland Cemetery District's Office Manager Monthly Report

- 11.01.2023 – Processed Contract Payments. (Olivar Contract #2900)  
Processed Monument Payment. Martinez  
Prepare Deposit Report for Department of Finance.  
Burial Worksheet for Dolores Bartholomew.  
Permission to use plot form: Lynette Benson.  
Research plot for Heather – Enorley Erickson.
- 11.02.2023 – Contact Department of Finance about September Financials, they have not been received as of this date.  
Compiled November Board Meeting Agenda Items.  
Processed Department of Finance Journal Entry Correction.
- 11.03.2023 - Processed Grave Payment for Rodriguez.  
Friendly Reminder prepared/mailed to Randy Tracy.  
Employee Evaluation – Complete Forms.  
Prepare/Post November 14, 2023 Board Meeting Agenda.  
Prepared Agenda Packet for Trustee's Binders.
- 11.05.2023 - Travel Day to Monterey for Conference.  
11.06.2023 – Special District – Secretary/Clerk Training (Monterey).  
11.07.2023 – Special District - Secretary/Clerk Training (Monterey).  
11.08.2023 – Special District - Secretary/Clerk Training (Monterey).  
11.09.2023 – Travel Day from Monterey Conference.  
11.10.2023 - Veterans Day – Office Closed.
- 11.13.2023 - Processed Payroll PPE 11/11/2023.  
Processed October Warrants for November Board Meeting.  
Sold Grave Site and Pre-Needs to Smith/Overton.  
Burial Worksheet for Dorothy Wells – Scheduled for 11/29/2023.  
Burial Worksheet for Peter Kasak. – Sweet Olsen.  
Referred Public Records Request to -Kampshmidt Payroll Services for Orland Cemetery District Public Records Request – CY 2022 Employee Compensation Reports.  
Processed Parker Funeral Service Payment.

Processed Alfredo Flores Contract Payment.

11-14-2023 - Attend/Take Notes Trustee Monthly Board Meeting.  
Processed Parker Gazebo Payment.  
Processed Rodriguez Grave Sale Payment.  
Processed Walker Contract Payment.  
Post Approved October 2023 Minutes on Website.  
Processed Employee Action Form (Martin) emailed to Kampschmidt Payroll Services.

11.15.2023 – Out Sick

11.16.2023 – Burial Worksheet for Dale Standridge.  
Post Cemetery Clean Up in Preparation of Wreaths Across America on Website.  
Processed Warrants for November 2023 – and delivered to Glenn County Department of Finance.  
Checked Mail.  
Processed Deposit and delivered to Glenn County Department of Finance.  
Processed Marcy Kendrick Contract Payment.  
Letter to Bertha Ruiz - Memorial Bench Denial Letter.  
Started November 14, 2023, Board Meeting Minutes.

11.17.2023 - Completed November 14, 2023, Board Meeting Minutes.  
Posted Office Closure for Thanksgiving Holiday.  
Set up Direct Burial for Lynette Benson – 11/20/2023.  
Set up Plaque placement for Deidre Thornton – 11/20/2023 @11:00 a.m.  
Schedule Service for Dale Standridge – 12/11/2023 @ 10:00 a.m.  
Burial Worksheet for Manuel Gonzalez - TBD  
GSRMA Training Reimbursement Forms Completed – Emailed to Steve Woods.

11.18.2023 - Weekend Stand By.

11.19.2023 - Weekend Stand By.

11.20.2023 – Processed Gonzales Contract Payment.  
Processed Irvin Contract Payment.  
By-Law review.

11.21.2023 - Reconciliation of September Financials.  
Wreaths Across American – Dottie.  
By-law review.

11.22.2023 – Finish reconciliation of September Financials.

## Process Payroll for PPE 11/25/2023

- 11.23.2023 – Holiday Stand By – (1) Phone Call – Raigoza
- 11.24.2023 – Holiday Stand By – Wendy – (3) Cremations - Graves
- 11.25.2023 - Weekend Standy By
- 11.26.2023 – Weekend Standy By
- 11.27.2023 - Process burial arrangements for Juventino Raigoza – Dec. 1, 2023.  
Process burial arrangements for August Alexis – Dec. 8, 2023.  
Grave Sale Purchase for Jacinta Santo. Currently in Hospice.  
Burial Worksheets (3) for Vic, Wanda and Dale Graves.  
Burial Worksheets (3) for Julissa Chavez.  
Process burial arrangements for William Kasak – December 5, 2023.  
Headstone processing for Salvador Alvarez Ramirez.  
Burial Worksheet for Sally Megorden.  
Process PG & E Warrant.
- 11.28.2023 - Processed Burial Payment for Jacinta Santos.  
Processed Burial Payment for Juventino Raigoza.  
Processed Burial Payment for Lynette Benson.  
Processed Board District Compensation from G.S.R.M.A.  
Prepared Thank you letter to G.S.R.M.A. for Compensation Check.  
Processed Deposit Report for 11.28.2023 – Steve took to DOF.  
Processed Burial Worksheet for Virgil Nelson – Dec. 9, 2023.  
Processed Burial Worksheet for Josephine Nordel – Dec. 6, 2023.  
Prepared Un-Earned Journal Entry for 11/2023- Steve took to DOF.  
Burial Worksheet (2) for Daniel Hendrix.  
Letter of Recommendation for Dottie Tefelski.  
Press Release for Action News for Wreaths Across America.  
Monument sale for Rosa Garza.
- 11.29.2023 Research Carmen Llamas – Pre-payment.  
Submit Holiday schedule to local Mortuaries.  
File Maker – Form Improvements.  
Start organizing past Payrolls – From Fiscal Year to Calendar Year.  
Monument and Headstone: Create new form.  
Updated Burial Worksheet for Daniel Hendrix.
- 11.30.2023 Reconciliation of October Financials.  
Distribute Payroll to employees.  
Special District Payroll Report for 2022 – Corrected by Kampshmidt and resent.  
Prepared Burial worksheet for Bob and Marg Rudolph, emailed to their daughter.