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.

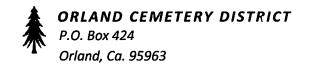
5/23 Finished setting out Flags for Memorial Day at Odd Fellows, Graves, and Masonic Cemeteries.

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 Payro'l Warrant for PPE 05/25/2024. Update District Website – Scheduled Services.

05.31.2024 - Scheduled Day Off – Birthday!!!