



**ORLAND CEMETERY DISTRICT**

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**February 2024**

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

- 02.01.2024 – Process Streamline Monthly Warrant.**  
Process Burial Paperwork for Charles F. Rommel Jr.  
Process Burial Paperwork for Martin Rodarte.  
Spoke to Roger Penrose giving permission for Ione Kerr to use IOOF G-1, L-125, S-2.  
Burial Worksheet for Tammy Cueto. Will Need Ed Snodgrass Permission to use the grave.  
Spoke to Veronica Alvarez in regard to NSF Check. She will mail or bring by another payment to replace the NSF check.  
(10) Liners and (5) Vaults were delivered.  
Email to GC Dept of Finance requesting a new Vendor number for: Pettigrew & Sons.  
Process Nancy Olivar Contract Payment #2900.  
Hazard Identification Narrative – Broken Tree Branch.  
Spoke to Cindy Torres confirmed grave placement for Ceaser Torres. Grave #3.  
Update Orland Cemetery District Website to include “Scheduled Services”.
- 02.02.2024 - Prepare February 13, 2024 Board Meeting Agenda.**  
PrismTV Webinar – HR’s Critical Role in Managing Cyber Security.  
GSRMA Annual Questionnaire – Completed.  
Spoke to Issac Fairbanks in regard to NSF check. He will try to rectify this with us next week.  
Started Employee Payroll.  
Finishing up RMAP.
- 02.05.2024 - Process Payroll for 02/03/2024.**  
Process Burial Payment and Burial Paperwork for Jason Smith.  
Post February 13, 2024, Board Meeting Agenda.  
Email February 13, 2024, Board Meeting Agenda to Trustees.  
Update Office Maps with Grave Sale for Jason Smith.  
Process Contract Payment for Alfredo Flores.  
Ordered (3) cases of “Crowne Singles”.

Scheduled Ceasar Torres Burial Service. 02/08/24.  
Scheduled Raymond Sousa Burial Services 4/19/24.  
Burial Worksheet for Elveta Linholm.  
Burial Worksheet for Cheryl Jones.  
Burial Worksheet for Mari Wilkinson.

- 02.06.2024 – Process Contract \$300.00 Payment for Daniel Gomez.  
Process Contract \$500.00 Payment for Daniel Gomez.  
Prepare Crowne Vault Warrant.  
Reviewed return to work policy.  
Add headstone photos (Gilkinson/Stultz & Schrenk)  
Emailed Kahal and Kim about status of OCD Audits. 2-Request.  
Process Contract Payment for Cindy Torres.  
Process Burial Payment for Caesar Torres.  
Process Burial Payment for Ruth Garrison.  
Process Burial Paperwork for Ruth Garrison.
- 02.07.2024 - Prepare Sales Deposit.  
Complete Payroll Warrant.  
Distribute Payroll.  
Process Hunt & Sons Warrant.  
Burial Worksheet for Helen Hahn 04.29.2024.
- 02.08.2024 - Process monthly warrants in Quick Books.  
Process Burial Paperwork for Charles Lamb.  
Spoke to Susan Megorden, No vases for monument.  
Sent 2<sup>nd</sup> email to Scott De Moss regarding the Ossuary Beautification funds.  
Researching the bidding process for the Masonic Building.
- 02.09.2024 Re-send Burial Worksheets for Cheryl Jones.  
Prepare JE for Ossuary Beautification Payment.  
Process Burial Paperwork for Cesar Torress.  
Process Burial Paperwork for Burt Pontarolo. – (Unearned Revenue)
- 02.12.2024 Reconciliation of January 2024 Financials.  
Prepare JE for Warrant to Correct Deposit #242683 (01.23.2024)  
Burial Worksheet for LaFern Johnson.  
Sent E-mail to Veronica Alvarez regarding her NSF check.  
Final Notice Letter for Isaac Fairbanks regarding his NSF Check.  
Prepare Resolution No. 2024-03-12 – Ossuary Project.

- 02.13.2024 Prepare for Board Meeting.  
Attend/Take Notes for Board Meeting.  
Enter February Warrants into QuickBooks.  
Help customer find a grave. Section #1 IOOF.
- 02.14.2024 Prepare February 13, 2024 Board Meeting Minutes.  
Submit the 2023-2024 RMAP Application.  
Schedule LaFern Sousa's Burial. 04/23/2024 @ 12:00 noon.  
Post January 9, 2024 Board Meeting Minutes to Website.
- 02.15.2024 Update OCD Website "Scheduled Services".  
Prepare PBM Warrant  
Prepare Trustee's (March Warrants)  
Process Burial Paperwork/Payment for Judy Stimson.  
Process Contract Payment for Una Walker #2800.  
Process Burial Payment for Raymond Sousa.  
Spoke to Cindy Torres, another family member has passed. NON-Resident.  
Set-up appointment with Linday Limbaugh for 1:00 p.m. on 02.16.2024.  
Talk to Chris and Theron about monuments that need to be completed, Ramirez high priority.  
Compile/Complete/Submit Payroll for PPE 02.17.2024.  
Spoke to Veronica Alvarez regarding NSF Check. She will try to pay next week.
- 02.16.2024 Attended Glenn County RCD Informational meeting.  
Steve, Theron and Chris off.
- 02.19.2024 President's Day – Office Closed.
- 02.20.2024 Processed Irvin Contract Payment.  
Processed Josefina Gonzalez Payment.  
NSF Check from Isaac Fairbanks still has still not been taken care of.  
Monument will be pulled, and grave sale will be rescinded.
- 02.21.2024 Prepared PBM Warrant.  
Fairbanks monument pulled.  
2024-2025 – Budget Forms for Steve.  
Process burial paperwork/payment for Arvell Erickson.
- 02.22.2024 Out Sick.
- 02.23.2024 Out Sick  
Spoke to Haley about the Francis Luis Burial.

- 02.26.2024 Process LaFerne Sousa Burial Paperwork/Payment.  
Process Linda Limbaugh Pre-Need Payment.  
Schedule Francis Luis Burial.  
Met with Greg Jacobson for Pre-Need & Burial Estimates.  
Research Payroll Errors by Kampshmidt dating back to 2022.  
Steve out.
- 02.27.2024 Finished researching payroll errors, wrote a letter to Kampshmidt Payroll services letting them know that errors were made and need to be corrected. 2 Employees vacation/sick time was incorrect either because the payroll services didn't deduct it or it was deducted incorrectly.  
Beginning 2021-2022 Audit Process.  
Theron out.  
Steve out.
- 02.28.2024 Emailed Audit Letter to Humberto at Glenn County's DOF. This letter is in regards to items that the Auditor needs for the 2022 Audit.  
Process Grave Sale for George (Greg) Jacobson.  
Discussed with Theron that his CDL Physical is due by 10-10-24 and his driver's license is set to expire on 03/26/2024.  
Emailed Eddie to set up a time to deliver the Alvarez headstone.  
Prepare Month End Sales Deposit – Delivered to DOF.  
Prepare Month End Un-Earned Journal Entry - Delivered to DOF.  
Steve out.
- 02.29.2024 Prepare/Send letter to Geoffrey Baugher in regard to headstone. The headstone is larger than expected, this headstone was never pre-approved. Working with family on solution.  
Spoke to Veronica Alvarez, she is going to make payments for the NSF check. She has been in the hospital.  
Trip to Post Office.  
Process Burial paperwork for Francis James Luis.  
Steve out.