

## CATALOG OF SYSTEM USED BY MURRIETA VALLEY CEMETERY DISTRICT:

May 14, 2024

Vendor and Product: Microsoft Outlook, Word & Excel

System Purpose: Board Meeting Agendas & Minutes, Correspondence, Administrative Documents, Annual Audit Reports, Financials Reports, Budget Report, Administrative Documents, emails

Types of Data: Information such as Accounts Receivable, Budget, Correspondence, Agendas, Documents, Reports

Department: Administrative

Frequency: As needed

Vendor and Product: QuickBooks

System Purpose: Maintain and operate all Financials aspects of the District, such as payments, writing checks, collecting monies

Types of Data: Payments made by the public for burial, pre-need, benches, etc. Used for all Accounting purposes, deposits, writing checks, reports, statements

Department: Administrative

Frequency: As needed

Vendor and Product: Pontem Cemetery Management

System Purpose: To maintain, as best possible, accurate burial locations and to aid with interested parties in finding their loved ones. An additional back-up system for all burial records

Types of Data: Information necessary and relevant to good record keeping and frequently requested information including but not limited to, name of decedent, date of birth, date of death and burial date, mortuary used, place of death and location of deceased.

Department: Administrative

Frequency: Daily

Vendor and Product: Carbonite

System Purpose: To maintain back-up of all information on our computer system.

Types of Data: All files and records on our system

Department: Administrative

Frequency: Daily

Vendor and Product: Osiris

System Purpose: System Purpose: To maintain, as best possible, accurate burial locations and to aid with interested parties in finding their loved ones. An additional back-up system for all burial records

Types of Data: Payments made by the public for burial, pre-need, benches, etc.  
Used for all Accounting purposes, deposits, writing checks, reports, statements

Department: Administration

Frequency: Daily