

Catalog of systems used for Elsinore Valley Cemetery

	System Vendor	Product	Purpose	Data Collected	Dept	Frequency
1	Pontem Software	Pontem Cemetery Manager	To maintain, as best as possible, an accurate location of the decedents location within the Cemetery. And to publish such records to interested parties such as visiting family members and friends who wish to locate their loved ones.	Information that is necessary and relevant to good record keeping and frequently requested information. Including but not limited to full name of decedent, dates of birth death & burial, mortuary used, place of death, and location of decedent.	Administration	Data is collected and updated as the District performs burials and as needed.
2	Sage Software Inc.	Sage 50	To maintain & operate all financial aspects of the District such as payments made, monies collected, current financials standings, & writing checks.	The information collected, in regards to the public, is payments made for burials, pre-needs, sales of benches etc.	Administration	Data is collected frequently throughout the operating month as money is received.
3	eFileCabinet Inc.	eFileCabinet 2015	To maintain a back-up of important District information.	The information collected, in regards to the public, is burial locations, payments made, addresses, next of kin, and interment rights.	Administration	Data is entered on an annual basis

4	Microsoft	Excel	To maintain District financial and logistical information.	Information such as accounts receivable budgetary comparisons & monthly expenses, location of decedents & catalog of various graves	Administration	Data is collected & entered on a monthly basis and as needed.
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