CATALOG OF SYSTEM USED BY MURRIETA VALLEY CEMETERY DISTRICT:
June 29, 2016

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:	Sage 50
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