

**NEWCASTLE, ROCKLIN, GOLD HILL
CEMETERY DISTRICT**

850 TAYLOR ROAD
NEWCASTLE, CA 95658
(916) 663-4660

ENTERPRISE SYSTEM CATALOG:

June 30, 2017

Vendor and Product: Microsoft Word

System Purpose: Board Meeting, Agendas & Minutes, Correspondence, Administrative Documents, Annual Audit Reports, Financial Reports, Budget.

Categories/Types of Data; Contact Information, Burial Information, Board Meeting Information, District Financial Information, Agenda & Minutes, Budget

Dept./Primary Custodian: Not Applicable

Frequency of collection: As Needed

Frequency of update: As Needed

Vendor and Product: Microsoft Excel

System Purpose: Administrative Documents, Financial Reports, State Controllers Report.

Categories/Types of Data: Board Meeting Information, District Financial Information, Special Reports

Dept./Primary Custodian: Not Applicable

Frequency of collection: As Needed

Frequency of update: As Needed

Vendor and Product: Quickbooks

System Purpose: Record of Monthly Financials and Statement, Bill Pay, Sales Receipts and Reconciliation

Categories/Types of Data; District's financial information, name of vendors and customers.

Dept./Primary Custodian: Not Applicable

Frequency of collection: As Needed

Frequency of update: As Needed

Vendor and Product: Web Cemeteries

System Purpose: Burial Search

Categories/Types of Data; Online burial search

Dept./Primary Custodian: Web Cemeteries

Frequency of collection: As Needed

Frequency of update: Daily

Vendor and Product:	Pontem
System Purpose:	Burial Records
Categories/Types of Data;	Decedent's name, address of record, date of birth, date of death, location of death, date of interment, type of interment, veteran status, gender, geniology, location of interment, name and address of mortuary, Interment Rights, preices and products purchased and paid.
Dept./Primary Custodian:	Not Applicable
Frequency of collection:	As Needed
Frequency of update:	As Needed
