

ADDRESS: **Happy Camp Cemetery District**

Enterprise System Catalog:

Updated: November 2019

VENDOR AND PRODUCT:

Siskiyou County Auditors Office – All finances are held at the county level as required by California law

SYSTEM PURPOSE: Bookkeeping, Accounts Receivables, Accounts Payable, Invoices, Financial Reports

CATEGORIES/TYPES OF DATA: Sale of plots, burial service fees, miscellaneous fees

DEPT./PRIMARY CUSTODIAN: Board of Directors / Siskiyou County Auditors Office

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT:

Word, Word processing

SYSTEM PURPOSE: Business documents, correspondence

CATEGORIES/TYPES OF DATA: Board Agendas, Board Minutes, Documents, Correspondence, Fee Schedules

DEPT./PRIMARY CUSTODIAN: District Secretary's Office – 38 Park Way, Suite B, Happy Camp, CA 96039

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT:

Microsoft , Microsoft Excel

SYSTEM PURPOSE: Spreadsheets, reporting to State Controller's Office and Siskiyou County Auditors Office

CATEGORIES/TYPES OF DATA: Spreadsheets, reporting to State Controller's Office and Siskiyou County Auditors Office

DEPT./PRIMARY CUSTODIAN: District Secretary's Office – 38 Park Way, Suite B, Happy Camp, CA 96039

FREQUENCY OF COLLECTION: Every year

FREQUENCY OF UPDATE: Every year