

POLICY NO AND TITLE	4.3.3	Cemeteries policy
PROCEDURE	4.3.3(k)	Quarterly reconciliations
VERSION AND DATE ADOPTED	1	29/11/07
RESPONSIBLE OFFICER		Melvyn Tarpey

Introduction

(1) Starting the first of January each year, we reconcile quarterly the fees payable to our cemetery committees for plots and interments. This is usually done no later than one month into the next quarter.

(2) All application for burials from funeral directors will already be costed in the section 'Burial Fees' on the application for burial form. This is where the fees are costed with GST, however, we pay the committees less the GST, eg interment charged on application for burial is always \$66.00. We only pass on \$60.00 to the committees.

(3) Data from the burial fees is stored on N:\Corporate Services\Administration\CEMETERY\Cemetery Invoices.

(4) The Excel Spreadsheet has all the Cemetery Committees listed at the bottom of sheet.

(5) Once a cemetery committee has had an invoice raised the screen should be saved and printed before moving on to the next committee.

(6) All invoices are then given to the Creditors Clerk in creditors section.

(7) Quaama and Cobargo cemeteries do not have committees, so monies go to the Asset Management section with the cost centre number available from the relevant Asset Coordinator.