

Processing gravedigging invoices

PROCEDURE 4.3.3(I)

POLICY NO AND TITLE	4.3.3	Cemeteries policy
PROCEDURE	4.3.3(I)	Processing grave digging invoices
VERSION AND DATE ADOPTED	1	30/11/07
RESPONSIBLE OFFICER		Customer Service & Administration

Introduction

The following steps should be followed for the processing of weekly grave digging invoices:

1. Invoice from gravedigger for payment of burials can be obtained from Microsoft Office Outlook, Cemeteries-Inbox on each Monday of the week.
2. Invoice needs to be presented to creditors no later than 10.00 am on Tuesday if the invoice is to be paid within the week as required by the agreement with the grave digger. Close of business on Monday is the preferred deadline for Invoice.
3. Costing of burials from the grave digger need to be checked on Corporate and Community Services fees and charges list to make sure the invoiced amounts are correct.
4. These costs are then double checked against the burial fees noted on the individual application for burial forms.
5. Copy of the grave diggers invoice is then stamped with allocation number 4756/001 and is given to the Creditors Clerk by COB Monday.
6. Copy of the invoice with the application for burial form for each burial is then to be given to the Revenue Clerk by COB Wednesday stamped with allocation number 4756/001.
7. Application for burial forms confirming burial fees need to be sent to the Funeral Directors, only when fees on the grave diggers invoice have been checked.
8. Copy of the invoice should also be kept for reference.
9. Information from Application for Burial can now be entered on Fujitsu.