

141.10 SUBJECT: CEMETERY RECORDS AND RECEIPTS FOR SALES AND REPURCHASING

:1 OBJECTIVE:

Establish operating procedures for Greenwood Cemetery lot sales and receipts.

:2 AUTHORITY:

This procedure amended by City Council September 15, 2003.

:3 DIRECTION:

The City Clerk/General Administration Director, as an appointed official, serves at the pleasure of the.

:4 METHOD OF OPERATION:

A. Cemetery Administration

The records indicated herein will be maintained by the Cemetery Office.

1. *Official Map* - A current map of all Cemetery property, showing lots and/or spaces sold or available for sale.
2. *File Records* - A cross-reference file of all spaces sold or occupied. Files will be kept alphabetically by name of property owner, by person interred, and legal description.
3. *Sale of Lots* - A pre-numbered Agreement will be completed in duplicate on the sale of all Cemetery spaces, containing legal description of property, name and address of purchaser, sales prices, terms and other pertinent information.
4. *Sales Agreement* - Copies of the sales Agreement will be distributed after preparation and acceptance by the Cemetery Office as follows:
 - Original to purchaser
 - Copy retained by Cemetery Office.
5. *Payments* - Payments will be made to the Revenue Collection Section, Administrative Services Department.

B. Accounting and Control Bureau

1. The Cemetery staff will enter the Agreement into the centralized billing system, setting up a customer account for 12-month, 24-month, or 36-month terms at a rate of interest prescribed by the Comptroller.
2. The Accounting and Control Bureau will issue monthly invoices for those Agreements set up for a 12, 24, or 36-month term. Payments are made by the purchaser to the Revenue Collection Section, who provides the Accounting Bureau with a copy of the receipt.
3. Upon receipt of final payment, the Accounting and Control Bureau will verify the general receipt and notify the Cemetery Office in writing of the closed account.
4. The Cemetery Office will prepare a Cemetery Deed, serially numbered, including legal description and sales Agreement number. The Cemetery Office will record the Deed Number in a separate log and on the sales Agreement, and forward the Deed to the City Clerk's Office for signature by the Mayor or Mayor Pro tem.
5. The City Clerk/General Administration Director will attest the Mayor's signature on the original Deed, affix the City Seal, obtain Notary acknowledgment, and forward to the Cemetery Office the original Deed for mailing to the purchaser.
6. The Accounting and Control Bureau will be responsible for the collection of all payments due under the terms of the sales Agreement.

7. The purchase of a space for an immediate need or any opening and closing charges will be paid by cashier's check, certified check, local bank check, cash, or credit card.
8. The Greenwood Cemetery Sexton will be responsible for compliance by the purchaser with the terms and conditions of the Agreement and Cemetery Rules and Regulations.
9. Interment, or the placing of a marker or a memorial, shall not be permitted in a space until the purchase price has been paid in full.

:5 FORMS:
None.

:6 COMMITTEE RESPONSIBILITIES:
None.

:7 REFERENCE:
City Code Chapter 15. Procedure adopted by City Council, August 11, 1969, Item 37; amended June 2, 1975, Item 40; amended October 10, 1977, Item 10. Consolidation effective July 1, 1979, approved by City Council on May 21, 1979, Item 27. Procedure amended August 20, 1979, Item 14; amended August 13, 1984, #12 (A-10); amended June 14, Item 4-Q; amended July 11, 1994, Item YY; amended October 23, 2000, Item 2-HH; amended September 15, 2003.

:8 EFFECTIVE DATE:
This procedure effective September 15, 2003.