

EoFY Handover Duties for Janaza Admin Manager

USMAA 2.0

Document Versions

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Introduction

The Janaza Operations' Manager looks after the day-to-day burial related activities. The Janaza Administration Manager therefore is responsible for all accounts and clerical related activities including, but not limited to:

- Assisting the MC Treasurer balance and reconcile the Janaza account
- Providing the Treasurer with all receipts relating the Janaza account activities
- Updating all burial plot details in the Salesforce database including any new plots purchased and updating the status of plots used or sold to the membership
- Entering any member-owned plot details to the Salesforce database
- Obtaining the burial plot current market price* from the cemeteries and updating it in the Salesforce database
- The Janaza SC will also need to prepare the EoFY year report and onforward to the President to be presented at the AGM

*Note: The current market price of the plots will have to be sourced directly from the relevant cemeteries. Brochure price or cemetery website price will not suffice.