

Function	Superintendent	Secretary	Treasurer	IT	Grounds
Sales	x		x		
Records		x	x		
Deeds		x			
Meeting Minutes		X			
Statements			x		
Monetary Transactions			x		
Financials			x		
Audits			x		
Payroll - Taxes			x		
Insurance			x		
Operations:	x				
Mowing Management	x				
Burials	x		x		
Foundations	x		x		
Equipment	x		x		
Communications:					
Voice Mail				x	
Email				x	
IT management				x	
Website Management		x		x	
Data Management		x	x	x	
Maps		x		x	
Vendors:					
Vendor Management	x		x		
Landscaping					x
Garden Maintenance					x
Facilities Maintenance	x				x