



RESORT IMPROVEMENT DISTRICT NO. 1
SHELTER COVE – HUMBOLDT COUNTY – CA
9126 Shelter Cove Road, Whitethorn CA 95589-9079
707-986-7447, Fax: 707-986-7435
info@sheltercove-ca.gov, www.sheltercove-ca.gov

ENTERPRISE SYSTEM CATALOG

Vendor: **Intuit**
Product: **Quickbooks**
Enterprise System Purpose: Payroll, Accounts Payable/Receivable, Budget, Financials
Types of Data: Customer and vendor contact information, billing information, personnel information, financial information
Custodian: Administration
Collection Frequency: Continual
Update Frequency: Continual

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Vendor: **Microsoft**
Product: **Office**
Enterprise System Purpose: Reports, board meeting agendas and minutes, public notices
Types of Data: Reports, correspondence, board meeting agendas and minutes, public notices and personnel forms
Custodian: Administration
Collection Frequency: Continual
Update Frequency: Continual

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Vendor: **Microsoft**
Product: **Excel**
Enterprise System Purpose: Customer invoicing, Employee time tracking, Accounts Payable/Receivable, Budget, Financials, Grant time tracking and accounts payable and receivable tracking
Types of Data: Customer and vendor contact information, billing information, personnel information, financial information
Custodian: Administration
Collection Frequency: Continual
Update Frequency: Continual

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Vendor: **Board Meetings Audio**
Product: **Board meetings Audio**
Enterprise System Purpose: Board discussion, actions and public comment
Types of Data: Customer and vendor contact information, billing information, personnel information, financial information
Custodian: Administration
Collection Frequency: As needed
Update Frequency: As needed

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Vendor: **Adobe**
Product: **Acrobat**
Enterprise System Purpose: Administrative documents
Types of Data: Website documents, email documents
Custodian: Administration
Collection Frequency: As needed
Update Frequency: As needed

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Vendor: **Microsoft**
Product: **Office Front Page**
Enterprise System Purpose: Website
Types of Data: Public information, contact information, agendas and minutes
Custodian: Administration
Collection Frequency: As needed
Update Frequency: As needed

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