



**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  
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## ENTERPRISE SYSTEM CATALOG

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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:	<b>Board Meetings Audio</b>
Product:	<b>Board meetings Audio</b>
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:	<b>Adobe</b>
Product:	<b>Acrobat</b>
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:	<b>Earthlink</b>
Product:	<b>Online Presence Builder</b>
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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