

Address: Santa Ynez Community Services District  
PO Box 667  
Santa Ynez, Ca 93460

Phone: 805-688-3008

# Enterprise System Catalog:

October 23, 2017

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Vendor and Product: **Microsoft, Excel**

System Purpose: To track all Accessor Parcel number (APN's) and charges for the property tax roll for the sewer benefit fee, sewer service charge fees and sewer extension fee

Categories/Types of Data: APN #'s, amounts of charges for each parcel

Dept./Primary Custodian: Finance

Frequency of Collection: As needed

Frequency of Update: As needed

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Vendor and Product: **Microsoft, Outlook 2016**

Categories/Types of Data: Emails, calendars, contacts

Dept./Primary Custodian: Administration

Frequency of Collection: Every day

Frequency of Update: Every Day

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Vendor and Product: **Civic Plus, Civic Plus**

System Purpose: Agendas and minutes for public meetings, website content, calendars and documents for posting, web applications

Categories/Types of Data: Agendas and minutes, board packets, public record requests, employment opportunities, bid requests

Dept./Primary Custodian: Administration

Frequency of Collection: As needed

Frequency of Update: As needed

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Vendor and Product: **Intuit, QuickBooks Pro**

System Purpose: Accounts Payable/Receivable, Budget, HR/Payroll, Purchasing, General Ledger, Fixed Assets

Categories/Types of Data: Customer contact information, billing information, employee information, general ledger information, fixed asset information

Dept./Primary Custodian: Finance

Frequency of Collection: Every day

Frequency of Update: Every day

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Vendor and Product: **Microsoft Office**

System Purpose: Word processing, spreadsheet, and database

Categories/Types of Data: System of records for agenda, minutes, ordinances, resolutions and contracts

Dept./Primary Custodian: Administration

Frequency of Collection: Every day

Frequency of Update: Every day

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