

ADDRESS: **Rio Alto Water District**

Enterprise System Catalog:

DECEMBER 2, 2021

 VENDOR AND PRODUCT: **Microsoft, Excel**

SYSTEM PURPOSE: Spreadsheets

CATEGORIES/TYPES OF DATA: Spreadsheets for conservation, spreadsheets for internal accounting, spreadsheets for tracking projects.

DEPT./PRIMARY CUSTODIAN: Bookkeeping/Secretarial

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

 VENDOR AND PRODUCT: **CYMA, CYMA**

SYSTEM PURPOSE: Financial Reporting of the District

CATEGORIES/TYPES OF DATA: General ledger, A/P, PR, Financial Statements

DEPT./PRIMARY CUSTODIAN: Bookkeeping

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

 VENDOR AND PRODUCT: **Microsoft, Word**

SYSTEM PURPOSE: Correspondence

CATEGORIES/TYPES OF DATA: Correspondence

DEPT./PRIMARY CUSTODIAN: Administrative/Secretarial

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

 VENDOR AND PRODUCT: **Continental Utility Solutions, Inc., UMS Billing Software**

SYSTEM PURPOSE: Utility billing package

CATEGORIES/TYPES OF DATA: Customer contact information and usage and billing information

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

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