

ADDRESS: **Heather Glen Community Services District**

P.O. Box 715

Applegate, CA 95703

PHONE: (530) 492 - 0577

## Enterprise System Catalog:

JUNE 5, 2026

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VENDOR AND PRODUCT: **Google, Workspace**

SYSTEM PURPOSE: Google Workspace is used as the District's primary administrative and records system for official email, document drafting, file storage, meeting preparation, agendas and minutes, forms, spreadsheets, correspondence, customer/service records, and other general District administrative materials. The system helps organize District business records and supports communication, documentation, and public agency operations.

CATEGORIES/TYPES OF DATA: Google Workspace serves as the District's primary repository for digitized administrative records and supporting operational files. It may contain official email correspondence, resident and property owner contact information, service-related communications, meeting materials, agendas and minutes, forms, policies, spreadsheets, public records request materials, vendor communications, project files, customer statements, vendor invoices, attachments, and other digitized District records maintained for administrative reference, public agency operations, and recordkeeping.

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

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**VENDOR AND PRODUCT: Intuit, Quickbooks**

**SYSTEM PURPOSE:** QuickBooks is used as the District's billing and accounting system for managing customer accounts, preparing and sending invoices and statements, recording payments, tracking account balances, managing vendor bills and expenses, maintaining financial records, and generating financial reports for District operations.

**CATEGORIES/TYPES OF DATA:** QuickBooks contains District billing and accounting records, including customer account information, resident and property owner contact information, service addresses, invoices, customer statements, payment records, account balances, delinquency information, vendor information, vendor bills, expenses, deposits, financial transactions, account classifications, reports, and other records related to District billing, accounting, and financial administration.

**DEPT./PRIMARY CUSTODIAN:** Not applicable

**FREQUENCY OF COLLECTION:** Every 30 days

**FREQUENCY OF UPDATE:** As needed

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**VENDOR AND PRODUCT: California Bank of Commerce, BankCBC Business / CBC Online Banking Portal**

**SYSTEM PURPOSE:** CBC Online Banking Portal is used for District banking administration, including reviewing checking, savings, and money market account activity, confirming deposits and electronic payments, accessing statements, monitoring transactions, and supporting payment reconciliation and financial recordkeeping, including Zelle payments received through the District's bank account.

**CATEGORIES/TYPES OF DATA:** CBC Online Banking Portal may contain District banking and transaction records, including checking, savings, and money market account activity, deposit records, electronic payment information, Zelle payment details, payer names, transaction dates, payment amounts, memo or reference notes, invoice numbers or service addresses provided by customers, bank statements, vendor payment information, transfers, and other financial transaction records used for payment confirmation, reconciliation, and District financial administration.

**DEPT./PRIMARY CUSTODIAN:** Not applicable

**FREQUENCY OF COLLECTION:** Every 30 days

**FREQUENCY OF UPDATE:** As needed

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