

District Data and Public Accessibility

District Data

System Identifier	Current System Vendor	Current System Product	A Brief Statement of the System's purpose	A General Description of categories or types of data	The department that serves as the system's primary custodian	How Frequently system data is collected	How Frequently system data is updated
Rec Trac	Vermont Systems	Version 10.3t	Registration & Rental Software	Activity Registration facility, Rentals, Class registrations, League Management, Special Event registrations. Inquiries for Day camp at sites, for payment reconciliation	Customer Service	Daily when customer submits a request for a rental or registration. Inquires for Discovery Club at sites, for payment reconciliation	Daily when customer submits a request for a rental or registration
MS Great Plains	Altara	Version 10	Accounting Software for A/P, General & Payroll	Records revenue and expenses of the District. Creates Financial Reports, and compares budgets. Maintains purchasing Vendor information. Records detailed payroll information, taxes and benefits, employee information.	Administration	Daily as Accounting enters bills to be paid. Or, by-weekly for payroll	Daily for entering bills into system
Time Clock Plus	Time Clock	Version 7	Timekeeping software	Clock in and out capacities, tracks costs for individual park sites & projects. Keeps tract of pay rate changes, accruals of PTO and sick time. Holds employee information, review dates and hire dates. Maintains staff scheduling.	Administration	Employee's enter time when they arrive and clock out daily. Manager do scheduling and approvals for time off daily.	Daily for timekeeping purposes
MS Office	Dell	Word	Correspondence Letters	Used for Correspondence to customers, employees, vendors & contributors. Used for invoicing User groups. Employee Job Descriptions kept in Word.	Customer Service & Administration	As needed for letter writing	Weekly
MS Office	Dell	Excel	Spreadsheets	Spreadsheets kept on employee data, team data, volunteer information, sponsorships given and received. Used for Budgeting and Accts Receivable tracking. Auto insurance records kept here.	Administration & Recreation	When updating budgets twice a year. Acct Rec statements monthly, weekly entries for Youth Assistance & employee data	When updating budgets twice a year. Acct Rec statements monthly, weekly entries for Youth Assistance & employee data
MS Office	Dell	Power Point	Presentation Software	Visual aid for presentations	Customer Service & Administration	Monthly	As Presentations require
Auto Cad	Auto Desk	2012	Design software	Project Designs, Park Maps	Facilities & Grounds, Administration Office	Weekly	As Projects demand
Microsoft	Microsoft	Visual FoxPro	Special tax and special assessment administration	Text, numeric, logical	SCI Consulting Group	Biannually	Biannually
Microsoft	Microsoft	SQL Server	Phone inquiry collection	Text, numeric, logical	SCI Consulting Group	Daily	Daily
	ESRI	ArcGIS	Map preparation, spatial analysis	Text, numeric, logical, spatial	SCI Consulting Group	Annually	Annually

Public Accessibility

We adhere to WCAG 2.0 AA Standards for accessibility as well as Section 508 of the US Rehabilitation Act.