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Date: 12/31/2014 **Updated:** 12/31/2022 **Date To Be Reviewed:** Three Years -12/31/2025

Title of Document: 10.1.B LOPR_Division Reporting Procedures

Background:

The Lake Oswego Parks & Recreation Department (LOPR) has determined how both quarterly and annual reporting by the operating Divisions shall occur. Annual reports have been created since FY 14-15. A template (spreadsheet) is developed to contain all necessary reporting detail data and summarizes the data into information used for creation of the LOPR Annual Report document and presentation to Parks Board, City Council and the Budget Committee as needed.

Within LOPR, fiscal year quarters for activity reporting are defined by activities that have *start dates* that fall within the quarters listed below:

Q1 – July 1 through September 30

Q 3 – January 1 through March 31

Q2 – October 1 through December 31

Q4 – April 1 through June 30

Procedure:

The Divisions are responsible to determine key metrics to be measured in addition to those common to all Divisions (programs offered and held, participant numbers, participant hours, inclusion hours, and volunteer hours.)

As programs change and metrics change, it is the Divisions' responsibility to communicate with the Administrative Editor to ensure the appropriate changes are made to the reporting mechanisms.

Some metrics are retrieved from the Active Network system, and some metrics are manually tallied (Division dependent.)

Quarterly:

During the first two weeks following the close of a quarter, the Administrative Editor pulls activity data for all Divisions from the Active Network System using a pre-defined ad hoc report developed in the Insights Reporting Module. The Administrative Editor formats and includes the



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data in each Division-specific Quarterly Report spreadsheet. The Administrative Editor ensures the participant hours column is calculating correctly.

The Quarterly Report spreadsheet is created each fiscal year and provided to each Division to maintain, and is kept on the shared P Drive so the Administrative Editor may access as needed to insert Active quarterly data. The location of the spreadsheets is **P:\REPORTS\1_QUARTERLY REPORT SPREADSHEETS\FY xx-xx** and contains the folders with the Dept./Div. Fund Number and Name, i.e. 521 SPORTS, 523 CULTURAL, etc. Within a respective Division's Quarterly Report spreadsheet, there may be additional tabs as needed. For example, 523 CULTURAL has tabs for 523 Cultural, 523 Fitness, and 523 Teen, and Inclusion.

The Divisions are responsible to review and correct the data for activity hours, participant numbers and participant hours. If there are entries that need to be deleted because they are manually tracked or should be manually tracked, the Division may delete those entries and adjust the total Offers and Held summary data by program code entered by the Administrative Editor. Offers are the total Active reported activities and Held equals offered activities less the listed activities with 0 enrollment (not applicable to the manually tracked activities.)

Annually:

The Divisions are responsible for providing and completing all manually tallied data in their respective Quarterly Report spreadsheets no later than August 15 (for the previous fiscal year). Reasonably, Division data that is manually tracked should be completed in the Quarterly Report spreadsheet after each event, league, activity (not classes) etc. By mid-September, the Administrative Editor creates/copies the Annual Report spreadsheet and formats for the current fiscal year and completes the compilation of activity data within the annual report.

During the month (typically in October) following the close of the fiscal year by the Finance Department (typically in September) the Administrative Editor does the following:

Pulls revenue and expense data from Tyler and calculate as necessary to provide rollup data for the Divisions (revenues and expenses by program code, direct PS and M&S expenses by program code, activity summaries by Division/program code, and Deep Dive summary.)

Copies, formats cells, and pastes Division activity data from the respective Quarterly Report Spreadsheets and provides the rollup calculations to the summary sheets of the Annual Report Spreadsheet.

This data may also be used in the annual Fact Book document to be completed in January .



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PARKS & RECREATION

Timeline Grid:

	Dates	Administrative Editor	Divisions
	By July 15	Format and distribute new FY Quarterly Report Spreadsheet to Divisions	
Q1	Jul 1 – Sep 30	Active class data entered by Oct 15	Enter manual tracking by Oct 15
Q2	Oct 1 – Dec 31	Active class data entered by Jan 15	Enter manual tracking by Jan 15
Q3	Jan 1 – Mar 31	Active class data entered by Apr 15	Enter manual tracking by Apr 15
Q4	Apr 1 – Jun 30	Active class data entered by Jul 15	Enter manual tracking by Jul 15
End of FY Activities	Jun 30	Active class and activity data summarized and rolled up by Sep 15	All EOY manual tracking completed by Aug 15
End of FY Exp & Rev	Finance Done by Sep 15	Tyler E&R data entered, summarized and rolled up by Oct 15	NA

Responsibility/Contacts: Deputy Director Recreation, Division Managers and Supervisors, Administrative Editor.