



City of Flagstaff

 **OPENGOV**



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City of Flagstaff Fiscal & Budget Transparency Tool User Guide

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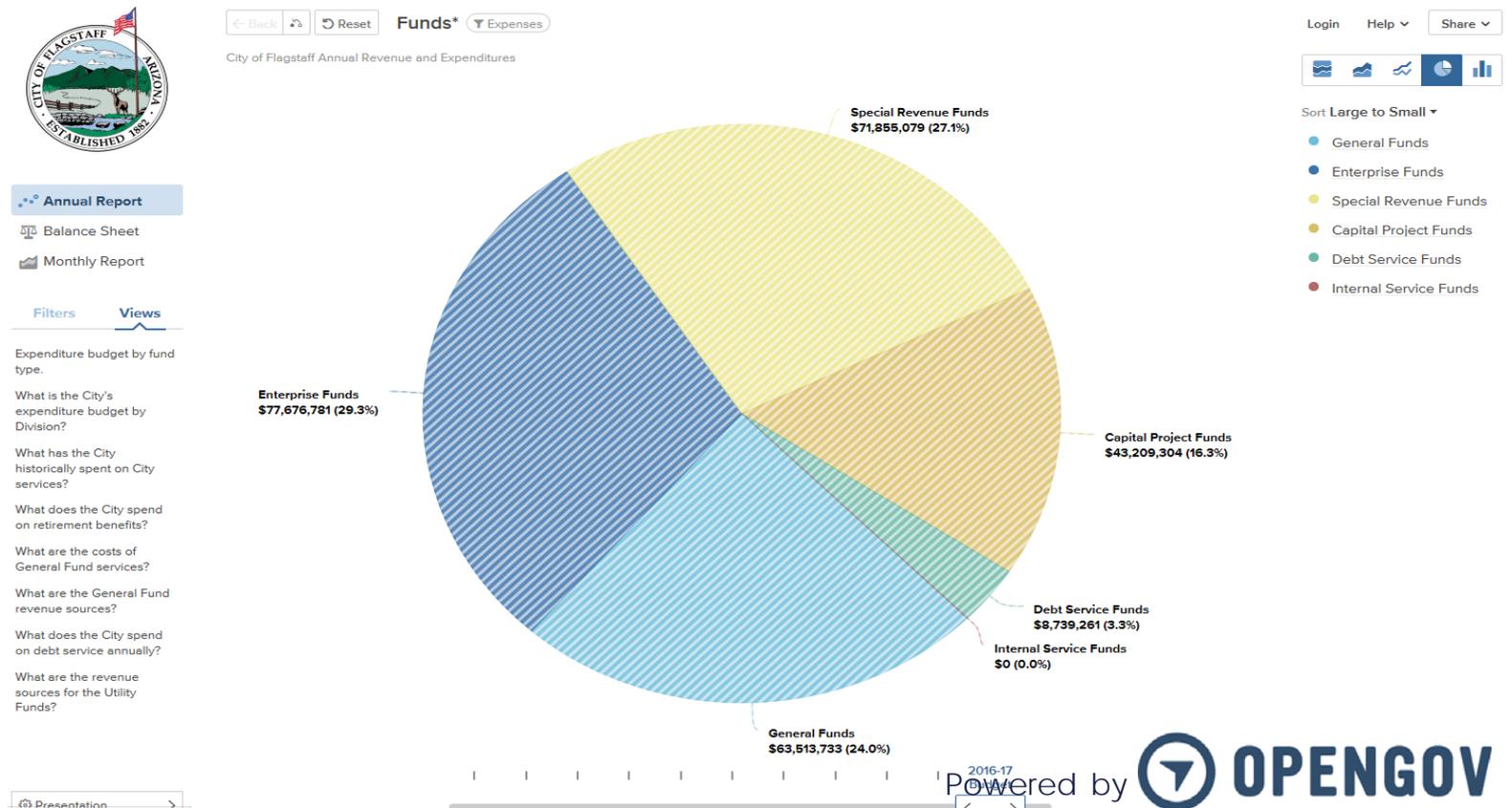
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City of Flagstaff Fiscal & Budget Transparency Tool: User Guide

Fiscal and Budget Transparency Tool allows you to access full financial data on easy-to-understand charts and graphs, in just a few clicks.



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City of Flagstaff Fiscal & Budget Transparency Tool: User Guide

The Annual report displays revenues & expenses by Fiscal Year



← Back Funds* Expenses

City of Flagstaff Annual Revenue and Expenditures

Login Help ▾ Share ▾



Sort Large to Small ▾

- General Funds
- Enterprise Funds
- Special Revenue Funds
- Capital Project Funds
- Debt Service Funds
- Internal Service Funds

- Annual Report**
- Balance Sheet
- Monthly Report

Filters Views

Expenditure budget by fund type.

What is the City's expenditure budget by Division?

What has the City historically spent on City services?

What does the City spend on retirement benefits?

What are the costs of General Fund services?

What are the General Fund revenue sources?

What does the City spend on debt service annually?

What are the revenue sources for the Utility Funds?

Enterprise Funds
\$77,676,781 (29.3%)

Special Revenue Funds
\$71,855,079 (27.1%)

Capital Project Funds
\$43,209,304 (16.3%)

Debt Service Funds
\$8,739,261 (3.3%)

Internal Service Funds
\$0 (0.0%)

General Funds
\$63,513,733 (24.0%)

2016-17
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Presentation



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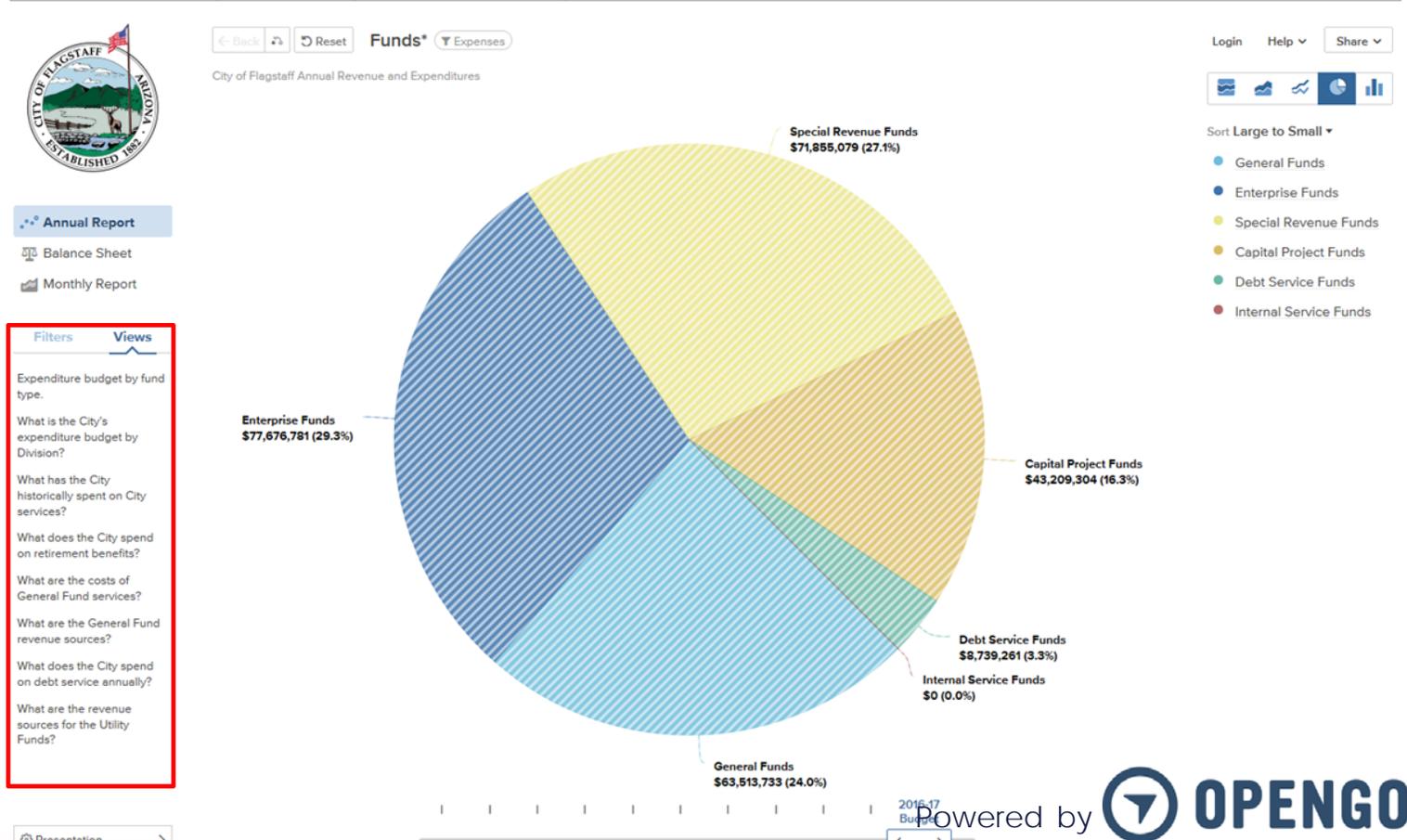
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City of Flagstaff Fiscal & Budget Transparency Tool: User Guide

Click on any of the **Saved Views** to see answers to your most frequently asked questions.



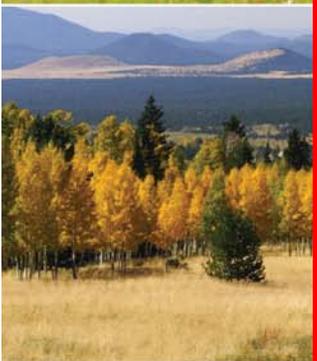
- Filters Views
- Expenditure budget by fund type.
 - What is the City's expenditure budget by Division?
 - What has the City historically spent on City services?
 - What does the City spend on retirement benefits?
 - What are the costs of General Fund services?
 - What are the General Fund revenue sources?
 - What does the City spend on debt service annually?
 - What are the revenue sources for the Utility Funds?



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City of Flagstaff Fiscal & Budget Transparency Tool: User Guide

Use the various **Filters** on the left panel to build the view you want and understand the data in different ways.



← Back ↻ Reset Funds* Expenses

City of Flagstaff Annual Revenue and Expenditures

Login Help ▾ Share ▾



Sort Large to Small ▾

- General Funds
- Enterprise Funds
- Special Revenue Funds
- Capital Project Funds
- Debt Service Funds
- Internal Service Funds

Annual Report

Balance Sheet

Monthly Report

Filters Views

SHOW

Expenses ▾

BROKEN DOWN BY

Funds ▾

FILTERED BY All ▾

Funds >

Function >

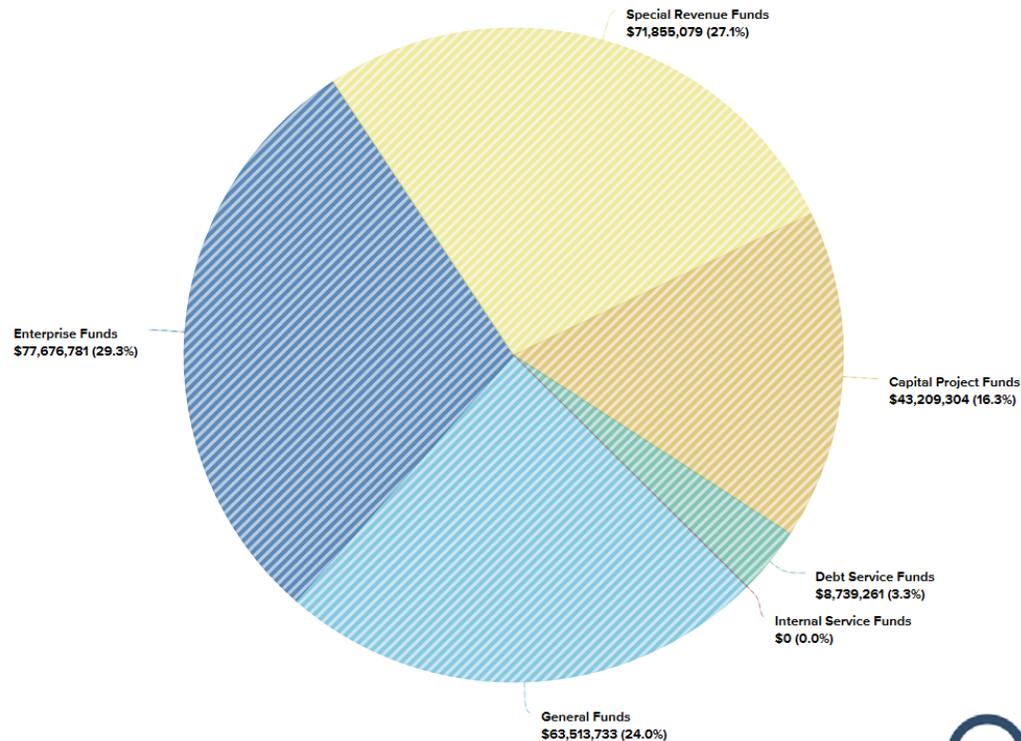
Project >

Divisions >

Expense Type >

FISCAL YEAR

2012 ————— 2017



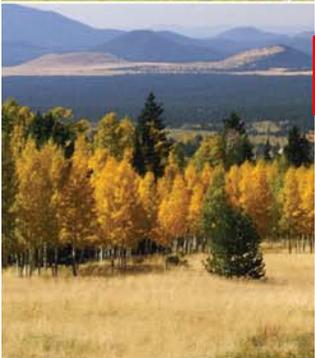
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City of Flagstaff Fiscal & Budget Transparency Tool: User Guide

The **Show drop-down** allows you to see the data that is of most interest to you.



← Back ↻ Reset Funds* Expenses

City of Flagstaff Annual Revenue and Expenditures

Login Help ▾ Share ▾



Sort Large to Small ▾

- General Funds
- Enterprise Funds
- Special Revenue Funds
- Capital Project Funds
- Debt Service Funds
- Internal Service Funds

Annual Report

Balance Sheet

Monthly Report

Filters Views

SHOW Expenses ▾

Funds ▾

FILTERED BY All ▾

Funds >

Function >

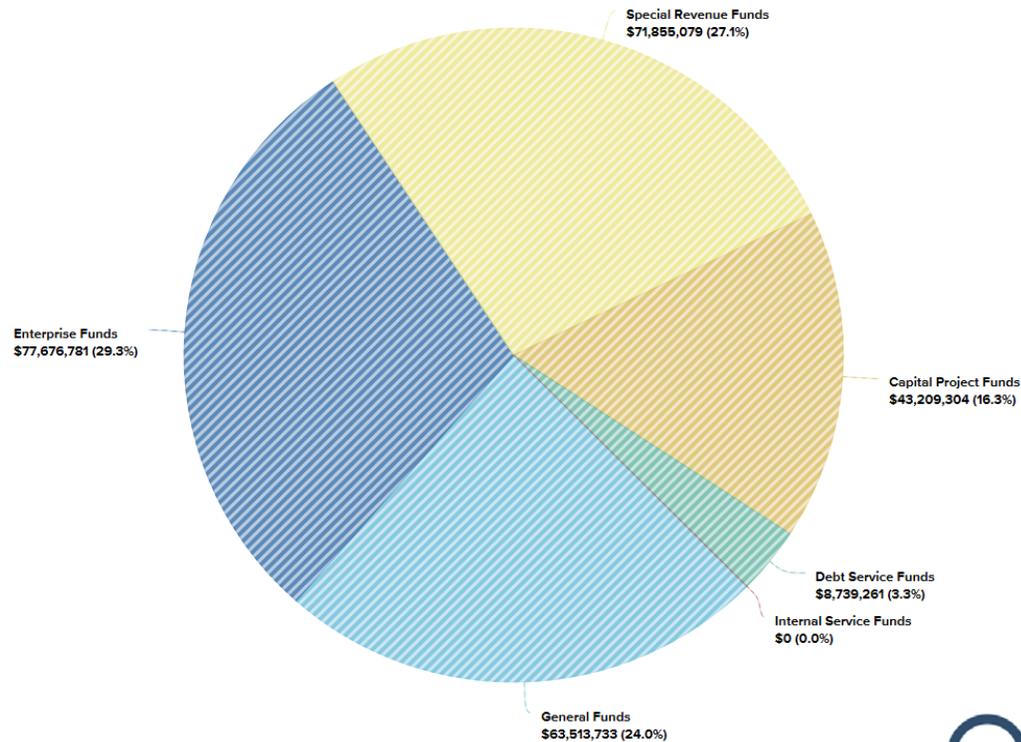
Project >

Divisions >

Expense Type >

FISCAL YEAR

2012 2017



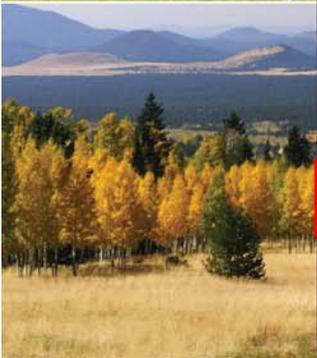
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City of Flagstaff Fiscal & Budget Transparency Tool: User Guide

The **Broken Down By drop-down** allows you to specify the category you would like the data to be organized by in your view.

City of Flagstaff Annual Revenue and Expenditures

City of Flagstaff ARIZONA ESTABLISHED 1882

Annual Report
Balance Sheet
Monthly Report

Filters Views

SHOW Expenses

BROKEN DOWN BY Funds

FILTERED BY All Funds Function Project Divisions Expense Type

FISCAL YEAR 2012 2017

Enterprise Funds \$77,676,781 (29.3%)

Special Revenue Funds \$71,855,079 (27.1%)

Capital Project Funds \$43,209,304 (16.3%)

Debt Service Funds \$8,739,261 (3.3%)

Internal Service Funds \$0 (0.0%)

General Funds \$63,513,733 (24.0%)

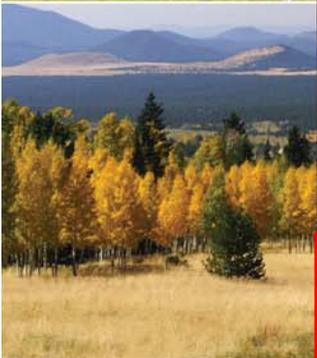
Legend:
 ● General Funds
 ● Enterprise Funds
 ● Special Revenue Funds
 ● Capital Project Funds
 ● Debt Service Funds
 ● Internal Service Funds

Powered by **OPENGOV** Budget



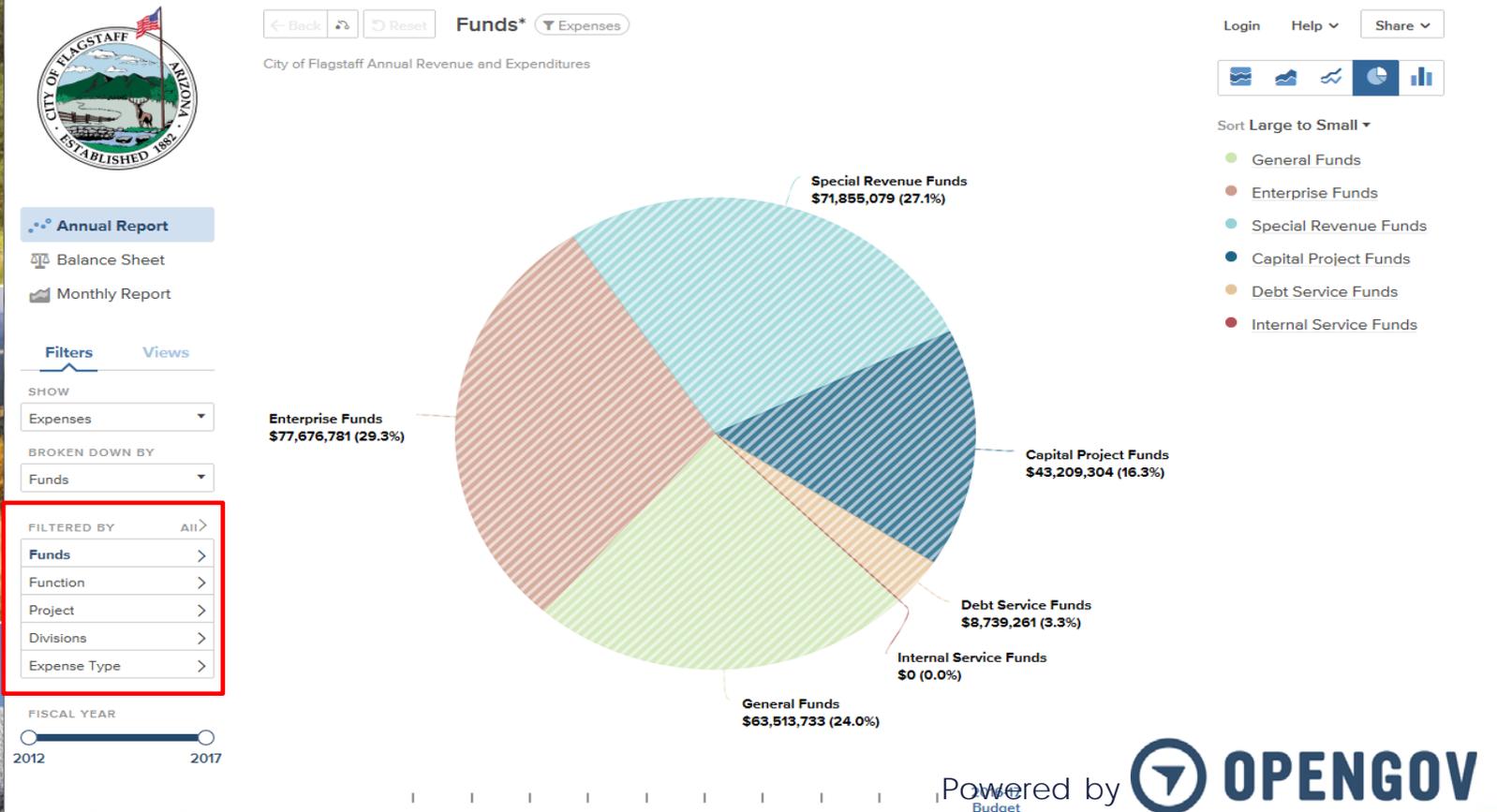
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City of Flagstaff Fiscal & Budget Transparency Tool: User Guide

Use the **Filtered By** option to view the data filters. These filters allow you to select exactly which data you want to include and exclude in your graph.



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City of Flagstaff Fiscal & Budget Transparency Tool: User Guide

Use the **Search** function within each filter to find something specific.

The screenshot displays the OpenGov interface for the City of Flagstaff. On the left, there are navigation links for 'Annual Report', 'Balance Sheet', and 'Monthly Report'. Below these are 'Filters' and 'Views' sections. The 'Filters' section includes a 'SHOW' dropdown set to 'Expenses', a 'BROKEN DOWN BY' dropdown set to 'Funds', and a 'FILTERED BY' list with 'Funds', 'Function', 'Project', 'Divisions', and 'Expense Type'. A 'FISCAL YEAR' slider is set between 2012 and 2017. The main content area features three filter tabs: 'Funds', 'Divisions', and 'Types', each with a search box and a 'Sort A → Z' dropdown. Below these are three columns of checkboxes for various fund categories. On the right, a pie chart shows the distribution of funds: Capital Project Funds (\$43,209,304, 16.3%), Debt Service Funds (\$8,739,261, 3.3%), and Internal Service Funds (\$0, 0.0%). A legend on the far right lists the fund types with corresponding colored circles. The interface is powered by OpenGov.

Funds	Divisions	Types
<input type="checkbox"/> Account Group Funds <input type="checkbox"/> Capital Project Funds <input type="checkbox"/> Debt Service Funds <input type="checkbox"/> Enterprise Funds <input type="checkbox"/> General Funds <input type="checkbox"/> Internal Service Funds <input type="checkbox"/> Permanent Funds <input type="checkbox"/> Special Revenue Funds	<input checked="" type="checkbox"/> Community Development <input checked="" type="checkbox"/> Contingency <input checked="" type="checkbox"/> Depreciation <input type="checkbox"/> Economic Vitality <input checked="" type="checkbox"/> Fire <input type="checkbox"/> General Administration <input checked="" type="checkbox"/> Management Services <input checked="" type="checkbox"/> Non-Department <input type="checkbox"/> Police <input type="checkbox"/> Public Works <input type="checkbox"/> Unassigned <input checked="" type="checkbox"/> Utilities	<input checked="" type="checkbox"/> Expenses



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City of Flagstaff Fiscal & Budget Transparency Tool: User Guide

The **Fiscal Year** slide bar allows you to view the range of years that you want to see from 2012 to 2017.

City of Flagstaff Annual Revenue and Expenditures

City of Flagstaff ARIZONA ESTABLISHED 1882

Annual Report

- Balance Sheet
- Monthly Report

Filters Views

SHOW Expenses

BROKEN DOWN BY Funds

FILTERED BY All

- Funds
- Function
- Project
- Divisions
- Expense Type

FISCAL YEAR

2012 2017

Enterprise Funds \$77,676,781 (29.3%)

Special Revenue Funds \$71,855,079 (27.1%)

Capital Project Funds \$43,209,304 (16.3%)

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Internal Service Funds \$0 (0.0%)

General Funds \$63,513,733 (24.0%)

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City of Flagstaff Fiscal & Budget Transparency Tool: User Guide

There are five different types of visual graphs you can view: Stacked percentage graph, Stacked line graph, Line graph, Pie chart and Bar chart

The screenshot shows the 'City of Flagstaff Annual Revenue and Expenditures' tool. It features a navigation menu on the left with options like 'Annual Report', 'Balance Sheet', and 'Monthly Report'. A 'Filters' section allows users to show 'Expenses' broken down by 'Funds'. A 'FISCAL YEAR' slider is set to 2012. The main content area displays a pie chart with the following data:

Fund Type	Amount	Percentage
Special Revenue Funds	\$71,855,079	27.1%
Enterprise Funds	\$77,676,781	29.3%
Capital Project Funds	\$43,209,304	16.3%
Debt Service Funds	\$8,739,261	3.3%
Internal Service Funds	\$0	0.0%
General Funds	\$63,513,733	24.0%

On the right side of the interface, there is a 'Login Help Share' menu and a set of graph type icons. A red arrow points to these icons, which include a pie chart, a stacked bar chart, a line graph, a stacked line graph, and a bar chart. Below the icons is a legend for the fund types: General Funds (green), Enterprise Funds (orange), Special Revenue Funds (light blue), Capital Project Funds (dark blue), Debt Service Funds (yellow), and Internal Service Funds (red).

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City of Flagstaff Fiscal & Budget Transparency Tool: User Guide

By scrolling down the page you will find the accompanying **Data Table**.



Annual Report

Balance Sheet

Monthly Report

Filters Views

SHOW

Expenses

BROKEN DOWN BY

Funds

FILTERED BY All

Funds

Function

Project

Divisions

Expense Type

FISCAL YEAR

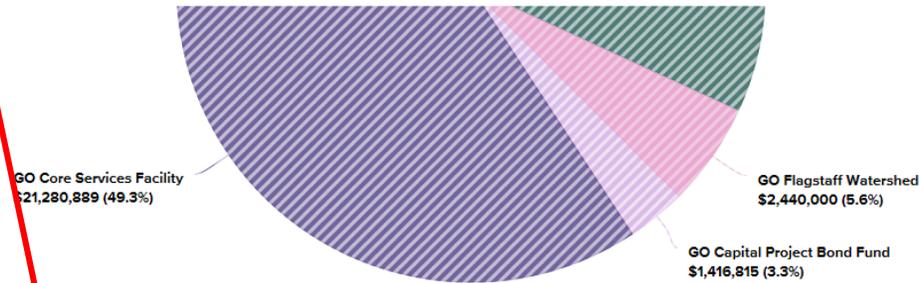
2012 2017

Presentation



Capital Project Funds Expenses

Login Help Share



	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual	2013-14 Budget	2013-14 Actual	2014-15 Budget	2014-15 Actual	2015-16 Budget
GO Capital Project Bond Fund	\$ 26,544,144	\$ 9,083,346	\$ 62,447,305	\$ 7,854,060	\$ 13,408,033	\$ 10,931,177	\$ 2,510,094	\$ 2,706,019	\$ 2,510,094
GO Core Services Facility	0	0	0	0	28,295,000	31,984	28,295,000	134,927	28,295,000
Capital Project Court Facility	0	0	0	5,866	11,400,000	0	7,250,000	51,634	7,250,000
MFC Bond Capital Project Fund	5,420,640	63,271	5,349,500	25,446	-2,925,750	217,727	7,228,509	6,333,476	7,228,509
GO Flagstaff Watershed	0	0	0	56,476	1,500,000	177,822	1,919,823	319,414	1,919,823
Total	\$ 31,964,784	\$ 9,146,617	\$ 67,796,805	\$ 7,941,847	\$ 51,677,283	\$ 11,357,708	\$ 20,323,426	\$ 10,354,840	\$ 20,323,426

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City of Flagstaff Fiscal & Budget Transparency Tool: User Guide

Use the help drop-down to either: view a short **How-To Guide** with further tips on navigating or **Contact** the administrators of our site to provide feedback and ask questions.



← Back ↻ Refresh Funds* Expenses

City of Flagstaff Annual Revenue and Expenditures

Annual Report

Balance Sheet

Monthly Report

Filters Views

SHOW

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BROKEN DOWN BY

Funds

FILTERED BY All

Funds

Function

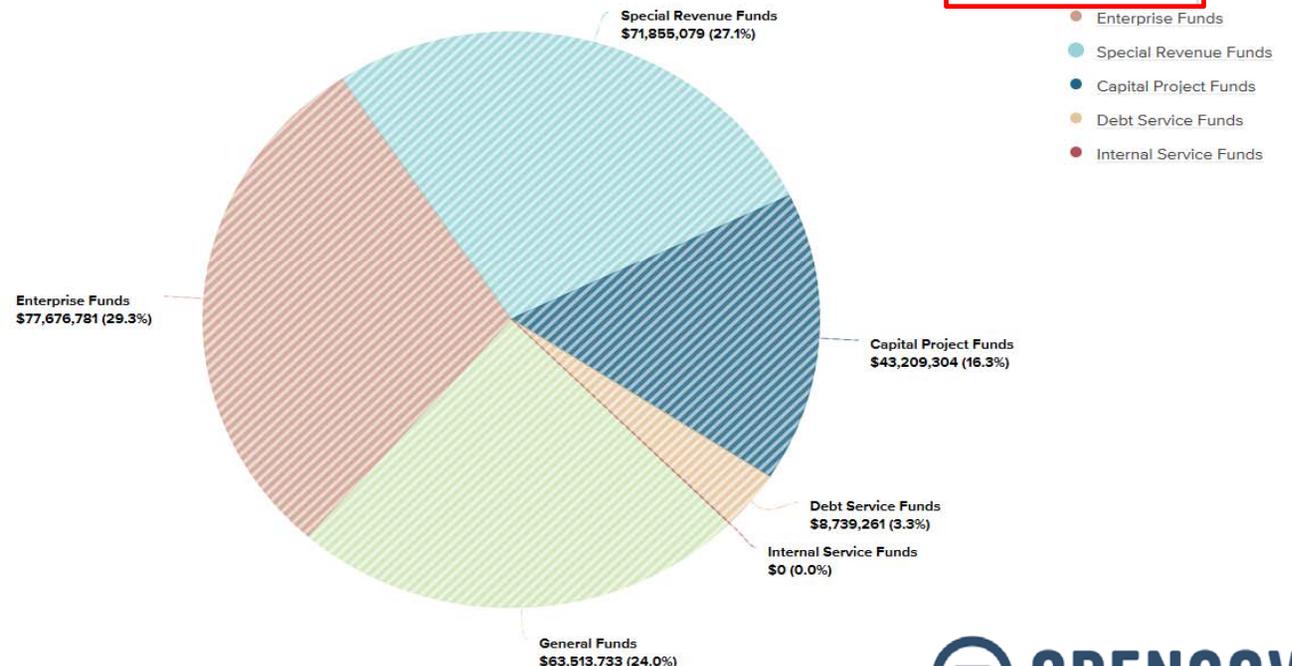
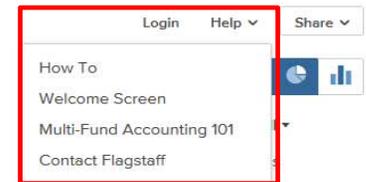
Project

Divisions

Expense Type

FISCAL YEAR

2012 2017



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City of Flagstaff Fiscal & Budget Transparency Tool: User Guide

Use the **Share** drop-down to share your customized graph through social media or through email as well as **download** the customized graph or table directly to your computer.



← Back ↻ Reset **Capital Project Funds** Expenses

City of Flagstaff Annual Revenue and Expenditures

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Funds

Function

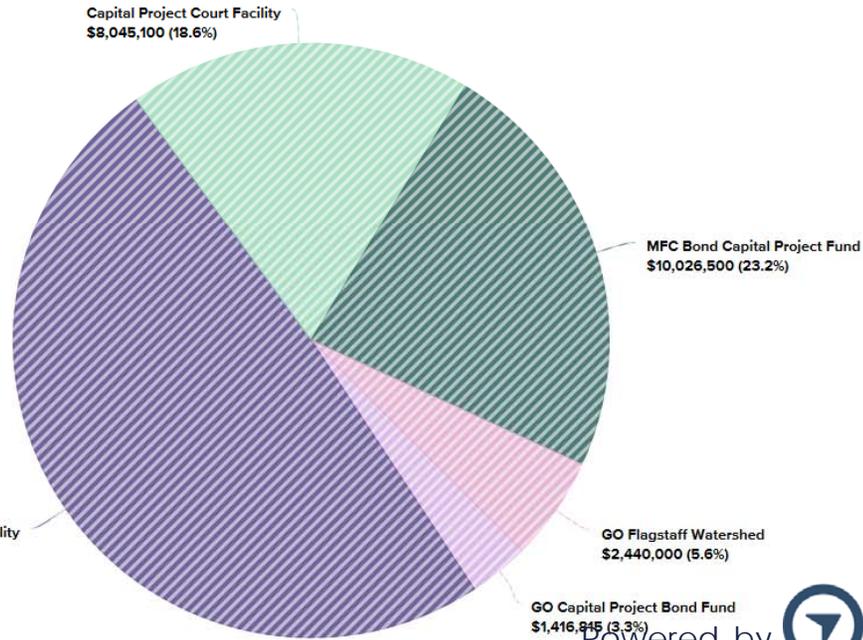
Project

Divisions

Expense Type

FISCAL YEAR

2012 2017



Login Help Share

Share

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- Google+
- Twitter
- Email

Download

- Image (.png)
- Table (.png)
- Spreadsheet (.csv)



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