

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

REGULAR MEETING of BOARD OF FINANCE

AGENDA – January 9, 2019 – Town Hall

(All items on this agenda are subject to possible action.)

1. CALL TO ORDER
2. ADDITIONS TO THE AGENDA
3. APPROVAL OF MINUTES: December 5, Regular Meeting
4. CITIZENS COMMENTS
5. CORRESPONDENCE
6. DEPARTMENT REPORTS
 - a. Tax Collector
 - b. Finance
7. FIRST SELECTMAN
 - a. Transfer requests
 - b. First Selectman's report
8. OLD BUSINESS –
 - a. Paramedic Program – update
 - b. Opengov.com – update
 - c. Budget - update
9. NEW BUSINESS
 - a. Open Colchester (opengov) - subcommittee appointee
10. LIAISONS' REPORTS
11. CITIZENS COMMENTS
12. ADJOURNMENT

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JANUARY 10
2019 JAN -7 AM 9:54

Tax Collector's Report for the Month of

December 2018

Collection Rate: **66.94%**

Current Taxes Collected: **\$3,933,817.89**

Interest on Current Taxes Collected: **\$4,324.13**

Delinquent Taxes Collected: **\$34,878.09**

Interest on Delinquent Taxes Collected: **\$22,603.92**

Lexis Nexis Summary:

Money Collected: **\$23,662.87**

Notes:

Supplemental Tax Bills were sent out December 19, 2018. Taxpayers will have until Feb 1, 2019 to pay without interest and penalties.

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Colchester Board of Education and Town
TOWN OF COLCHESTER
FY 2018-2019 EXPENDITURES THRU 11/30/18

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FOR 2019 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>11105 BOARDS & COMMISSIONS</u>							
11105 40103 OVERTIME	5,356	0	5,356	1,044.99	.00	4,311.01	19.5%
11105 40105 CONTR TEMP OCCAS	2,040	0	2,040	300.00	.00	1,740.00	14.7%
11105 41230 FICA & RETIREMENT	409	0	409	75.95	.00	333.05	18.6%
11105 42301 OFFICE SUPPLIES	50	0	50	.00	.00	50.00	.0%
11105 43213 MILEAGE, TRAINING & ME	200	0	200	.00	.00	200.00	.0%
11105 44202 FINANCIAL & ACCOUNTING	12,311	0	12,311	3,770.00	8,540.50	.50	100.0%
11105 44208 PROFESSIONAL SERVICES	18,010	0	18,010	6,325.00	.00	11,685.00	35.1%
11105 44217 POSTAGE	50	0	50	.00	.00	50.00	.0%
11105 44230 LEGAL NOTICES	100	0	100	20.00	.00	80.00	20.0%
11105 44232 PRINTING & PUBLICATION	1,100	0	1,100	1,112.73	.00	-12.73	101.2%
TOTAL BOARDS & COMMISSIONS	39,626	0	39,626	12,648.67	8,540.50	18,436.83	53.5%
TOTAL EXPENSES	39,626	0	39,626	12,648.67	8,540.50	18,436.83	
<u>11110 CONTINGENCY</u>							
11110 50900 CONTINGENCY	58,378	0	58,378	.00	.00	58,378.00	.0%
TOTAL CONTINGENCY	58,378	0	58,378	.00	.00	58,378.00	.0%
TOTAL EXPENSES	58,378	0	58,378	.00	.00	58,378.00	
<u>11201 FIRST SELECTMEN</u>							
11201 40101 REGULAR PAYROLL	154,983	0	154,983	59,163.54	95,692.46	127.00	99.9%
11201 40103 OVERTIME	0	0	0	79.56	.00	-79.56	100.0%
11201 40105 CONTR TEMP OCCAS	1,000	0	1,000	126.00	.00	874.00	12.6%
11201 41210 EMPLOYEE RELATED INSUR	505	0	505	231.30	.00	273.70	45.8%
11201 41230 FICA & RETIREMENT	20,287	0	20,287	7,655.69	.00	12,631.31	37.7%
11201 42233 COPIER	4,681	0	4,681	2,308.05	2,104.00	268.95	94.3%
11201 42301 OFFICE SUPPLIES	1,900	0	1,900	436.48	.00	1,463.52	23.0%
11201 43213 MILEAGE, TRAINING & ME	500	0	500	173.98	.00	326.02	34.8%
11201 43258 PROFESSIONAL MEMBERSHI	18,605	0	18,605	18,515.00	.00	90.00	99.5%
11201 44203 LEGAL	40,000	0	40,000	7,911.09	.00	32,088.91	19.8%
11201 44208 PROFESSIONAL SERVICES	1,300	0	1,300	708.08	.00	591.92	54.5%
11201 44217 POSTAGE	4,108	0	4,108	70.65	.00	4,037.35	1.7%
11201 44232 PRINTING & PUBLICATION	280	0	280	103.02	.00	176.98	36.8%

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FOR 2019 05

11201	FIRST SELECTMEN	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11201 45250	PROPERTY TAX	175	0	175	166.98	.00	8.02	95.4%
11201 46224	EQUIPMENT REPAIRS	150	0	150	.00	.00	150.00	.0%
11201 47242	PARADES & CELEBRATIONS	2,354	0	2,354	.00	.00	2,354.00	.0%
TOTAL FIRST SELECTMEN		250,828	0	250,828	97,649.42	97,796.46	55,382.12	77.9%
TOTAL EXPENSES		250,828	0	250,828	97,649.42	97,796.46	55,382.12	
11205 HUMAN RESOURCES								
11205 42340	OPERATING SUPPLIES	100	0	100	.00	.00	100.00	.0%
11205 43213	MILEAGE, TRAINING & ME	700	0	700	75.00	.00	625.00	10.7%
11205 44203	LEGAL	25,000	0	25,000	1,125.00	.00	23,875.00	4.5%
11205 44208	PROFESSIONAL SERVICES	3,600	0	3,600	2,685.00	525.00	390.00	89.2%
11205 44231	ADVERTISING	2,500	0	2,500	652.00	.00	1,848.00	26.1%
11205 44232	PRINTING & PUBLICATION	80	0	80	.00	.00	80.00	.0%
11205 50950	CONTRACT SETTLEMENTS	8,908	0	8,908	.00	.00	8,908.00	.0%
TOTAL HUMAN RESOURCES		40,888	0	40,888	4,537.00	525.00	35,826.00	12.4%
TOTAL EXPENSES		40,888	0	40,888	4,537.00	525.00	35,826.00	
11301 FINANCE								
11301 40101	REGULAR PAYROLL	213,363	0	213,363	82,773.13	130,588.60	1.27	100.0%
11301 40105	CONTR TEMP OCCAS	5,055	0	5,055	1,943.90	3,110.28	.82	100.0%
11301 41210	EMPLOYEE RELATED INSUR	853	0	853	369.88	.00	483.12	43.4%
11301 41230	FICA & RETIREMENT	31,266	0	31,266	11,776.24	.00	19,489.76	37.7%
11301 42233	COPIER	1,866	0	1,866	777.37	710.36	378.27	79.7%
11301 42301	OFFICE SUPPLIES	1,000	0	1,000	286.99	.00	713.01	28.7%
11301 42343	TECHNICAL REFERENCE MA	100	0	100	.00	.00	100.00	.0%
11301 43213	MILEAGE, TRAINING & ME	1,850	0	1,850	160.60	.00	1,689.40	8.7%
11301 43258	PROFESSIONAL MEMBERSHI	580	0	580	392.50	.00	187.50	67.7%
11301 44205	DATA PROCESSING	25,995	0	25,995	26,894.30	.00	-899.30	103.5%
11301 44208	PROFESSIONAL SERVICES	15,700	0	15,700	.00	.00	15,700.00	.0%
11301 44217	POSTAGE	2,500	0	2,500	848.45	.00	1,651.55	33.9%
TOTAL FINANCE		300,128	0	300,128	126,223.36	134,409.24	39,495.40	86.8%
TOTAL EXPENSES		300,128	0	300,128	126,223.36	134,409.24	39,495.40	
11303 TAX COLLECTOR								
11303 40101	REGULAR PAYROLL	108,977	0	108,977	41,914.10	67,062.44	.46	100.0%

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11303	TAX COLLECTOR	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11303 40105	CONTR TEMP OCCAS	5,000	0	5,000	1,287.00	.00	3,713.00	25.7%
11303 41210	EMPLOYEE RELATED INSUR	505	0	505	231.30	.00	273.70	45.8%
11303 41230	FICA & RETIREMENT	15,893	0	15,893	5,845.44	.00	10,047.56	36.8%
11303 42301	OFFICE SUPPLIES	2,400	0	2,400	598.47	.00	1,801.53	24.9%
11303 43213	MILEAGE, TRAINING & ME	2,000	0	2,000	575.06	.00	1,424.94	28.8%
11303 43258	PROFESSIONAL MEMBERSHI	175	0	175	.00	.00	175.00	.0%
11303 44205	DATA PROCESSING	13,500	0	13,500	11,261.26	.00	2,238.74	83.4%
11303 44217	POSTAGE	12,500	0	12,500	5,397.92	.00	7,102.08	43.2%
11303 44223	SERVICE CONTRACTS	1,700	0	1,700	220.20	.00	1,479.80	13.0%
11303 44230	LEGAL NOTICES	600	0	600	220.00	.00	380.00	36.7%
TOTAL TAX COLLECTOR		163,250	0	163,250	67,550.75	67,062.44	28,636.81	82.5%
TOTAL EXPENSES		163,250	0	163,250	67,550.75	67,062.44	28,636.81	
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11304 ASSESSOR								
11304 40101	REGULAR PAYROLL	227,992	0	227,992	88,150.65	139,840.94	.41	100.0%
11304 40103	OVERTIME	3,741	0	3,741	103.91	.00	3,637.09	2.8%
11304 41210	EMPLOYEE RELATED INSUR	843	0	843	390.15	.00	452.85	46.3%
11304 41230	FICA & RETIREMENT	35,250	0	35,250	12,981.80	.00	22,268.20	36.8%
11304 42233	COPIER	2,346	0	2,346	1,157.89	969.50	218.61	90.7%
11304 42301	OFFICE SUPPLIES	2,200	0	2,200	129.27	.00	2,070.73	5.9%
11304 42340	OTHER PURCHASED SUPPLI	50	0	50	.00	.00	50.00	.0%
11304 42343	TECHNICAL REFERENCE MA	500	0	500	.00	.00	500.00	.0%
11304 43213	MILEAGE, TRAINING & ME	7,500	0	7,500	650.01	.00	6,849.99	8.7%
11304 43258	PROFESSIONAL MEMBERSHI	515	0	515	.00	.00	515.00	.0%
11304 44205	DATA PROCESSING	16,027	0	16,027	15,217.22	.00	809.78	94.9%
11304 44208	PROFESSIONAL SERVICES	2,000	0	2,000	.00	.00	2,000.00	.0%
11304 44217	POSTAGE	1,950	0	1,950	710.14	.00	1,239.86	36.4%
TOTAL ASSESSOR		300,914	0	300,914	119,491.04	140,810.44	40,612.52	86.5%
TOTAL EXPENSES		300,914	0	300,914	119,491.04	140,810.44	40,612.52	
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11411 PLANNING CODE ADMINISTRA								
11411 40101	REGULAR PAYROLL	339,359	0	339,359	130,694.19	208,065.65	599.16	99.8%
11411 40103	OVERTIME	3,184	0	3,184	1,551.42	.00	1,632.58	48.7%
11411 40105	CONTR TEMP OCCAS	1,000	0	1,000	210.00	.00	790.00	21.0%
11411 41210	EMPLOYEE RELATED INSUR	1,519	0	1,519	657.00	.00	862.00	43.3%
11411 41230	FICA & RETIREMENT	51,429	0	51,429	19,057.64	.00	32,371.36	37.1%

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11411	PLANNING CODE ADMINISTRA	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
11411	42233	COPIER	3,804	0	3,804	1,505.76	1,890.00	408.24	89.3%
11411	42301	OFFICE SUPPLIES	2,500	0	2,500	908.40	.00	1,591.60	36.3%
11411	42323	PROT CLOTHING& SAFETY	300	0	300	.00	.00	300.00	.0%
11411	42340	OTHER PURCHASED SUPPLI	50	0	50	.00	.00	50.00	.0%
11411	42343	TECHNICAL REFERENCE MA	1,215	0	1,215	139.00	.00	1,076.00	11.4%
11411	43213	MILEAGE, TRAINING & ME	2,700	0	2,700	743.71	.00	1,956.29	27.5%
11411	43258	PROFESSIONAL MEMBERSHI	5,710	0	5,710	.00	.00	5,710.00	.0%
11411	44203	LEGAL	45,000	0	45,000	916.41	.00	44,083.59	2.0%
11411	44208	PROFESSIONAL SERVICES	8,000	0	8,000	.00	.00	8,000.00	.0%
11411	44217	POSTAGE	1,250	0	1,250	215.17	.00	1,034.83	17.2%
11411	44223	SERVICE CONTRACTS	11,000	0	11,000	1,620.00	.00	9,380.00	14.7%
11411	44230	LEGAL NOTICES	3,000	0	3,000	120.00	.00	2,880.00	4.0%
11411	44232	PRINTING & PUBLICATION	1,250	0	1,250	155.50	.00	1,094.50	12.4%
11411	45216	TELEPHONE	240	0	240	94.44	.00	145.56	39.4%
11411	46224	EQUIPMENT REPAIRS	150	0	150	.00	.00	150.00	.0%
11411	46390	VEHICLE MAINTENANCE &	5,231	0	5,231	1,650.51	.00	3,580.49	31.6%
	TOTAL PLANNING CODE ADMINISTRA	487,891	0	487,891	160,239.15	209,955.65	117,696.20	75.9%	
	TOTAL EXPENSES	487,891	0	487,891	160,239.15	209,955.65	117,696.20		
11501	TOWN CLERK								
11501	40101	REGULAR PAYROLL	114,748	0	114,748	44,133.60	70,613.64	.76	100.0%
11501	40105	CONTR TEMP OCCAS	1,500	0	1,500	961.50	.00	538.50	64.1%
11501	41210	EMPLOYEE RELATED INSUR	505	0	505	231.30	.00	273.70	45.8%
11501	41230	FICA & RETIREMENT	16,502	0	16,502	6,317.52	.00	10,184.48	38.3%
11501	42233	COPIER	3,400	0	3,400	1,698.01	1,244.11	457.88	86.5%
11501	42301	OFFICE SUPPLIES	1,500	0	1,500	515.10	.00	984.90	34.3%
11501	42343	TECHNICAL REFERENCE MA	1,195	0	1,195	.00	.00	1,195.00	.0%
11501	43213	MILEAGE, TRAINING & ME	1,000	0	1,000	260.00	.00	740.00	26.0%
11501	43258	PROFESSIONAL MEMBERSHI	420	0	420	130.00	.00	290.00	31.0%
11501	44207	INDEXING & RECORDING	22,000	0	22,000	7,022.42	14,032.50	945.08	95.7%
11501	44208	PROFESSIONAL SERVICES	200	0	200	200.00	.00	.00	100.0%
11501	44217	POSTAGE	1,900	0	1,900	491.27	.00	1,408.73	25.9%
11501	44230	LEGAL NOTICES	3,200	0	3,200	289.13	.00	2,910.87	9.0%
11501	44232	PRINTING & PUBLICATION	1,800	0	1,800	.00	.00	1,800.00	.0%
11501	44271	MICRO FILM REPAIRS	750	0	750	52.62	.00	697.38	7.0%
11501	46224	EQUIPMENT REPAIRS	300	0	300	185.14	.00	114.86	61.7%
	TOTAL TOWN CLERK	170,920	0	170,920	62,487.61	85,890.25	22,542.14	86.8%	
	TOTAL EXPENSES	170,920	0	170,920	62,487.61	85,890.25	22,542.14		
11601	ELECTIONS								
11601	40101	REGULAR PAYROLL	27,800	0	27,800	10,692.00	17,107.08	.92	100.0%

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11601	ELECTIONS	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11601 40105	CONTR TEMP OCCAS	22,622	0	22,622	13,636.39	.00	8,985.61	60.3%
11601 41230	FICA	2,356	0	2,356	818.00	.00	1,538.00	34.7%
11601 42301	OFFICE SUPPLIES	600	0	600	370.75	.00	229.25	61.8%
11601 42340	OTHER PURCHASED SUPPLI	2,000	0	2,000	1,120.99	.00	879.01	56.0%
11601 43213	MILEAGE, TRAINING & ME	2,400	0	2,400	341.81	.00	2,058.19	14.2%
11601 43258	PROFESSIONAL MEMBERSHI	130	0	130	130.00	.00	.00	100.0%
11601 44208	PROFESSIONAL SERVICES	1,800	0	1,800	886.00	.00	914.00	49.2%
11601 44217	POSTAGE	1,500	0	1,500	447.30	.00	1,052.70	29.8%
11601 44223	SERVICE CONTRACTS	3,280	0	3,280	3,280.00	.00	.00	100.0%
11601 44232	PRINTING & PUBLICATION	5,500	0	5,500	4,909.72	.00	590.28	89.3%
	TOTAL ELECTIONS	69,988	0	69,988	36,632.96	17,107.08	16,247.96	76.8%
	TOTAL EXPENSES	69,988	0	69,988	36,632.96	17,107.08	16,247.96	
<hr/> 11701 LEGAL & INSURANCES								
11701 41211	HEALTH INSURANCE	874,951	0	874,951	364,341.72	508,531.00	2,078.28	99.8%
11701 41260	WORKERS' COMPENSATION	542,622	0	542,622	258,926.08	259,255.30	24,440.62	95.5%
11701 44206	MUNICIPAL INSURANCE	222,260	0	222,260	121,377.27	95,508.50	5,374.23	97.6%
11701 44243	UNEMPLOYMENT COMPENSAT	2,500	0	2,500	1,223.00	550.00	727.00	70.9%
	TOTAL LEGAL & INSURANCES	1,642,333	0	1,642,333	745,868.07	863,844.80	32,620.13	98.0%
	TOTAL EXPENSES	1,642,333	0	1,642,333	745,868.07	863,844.80	32,620.13	
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11702 47250	WINDHAM-COLCHESTER PRO	5,258	0	5,258	5,258.00	.00	.00	100.0%
	TOTAL PROBATE	5,258	0	5,258	5,258.00	.00	.00	100.0%
	TOTAL EXPENSES	5,258	0	5,258	5,258.00	.00	.00	
<hr/> 11801 INFORMATION TECHNOLOGY								
11801 40101	REGULAR PAYROLL	49,816	0	49,816	19,160.01	30,655.99	.00	100.0%
11801 41210	EMPLOYEE RELATED INSUR	253	0	253	114.93	.00	138.07	45.4%
11801 41230	FICA & RETIREMENT	6,800	0	6,800	2,615.30	.00	4,184.70	38.5%
11801 42315	OTHER SUPPLIES	5,000	0	5,000	2,450.68	.00	2,549.32	49.0%
11801 44208	PROFESSIONAL SERVICES	53,186	0	53,186	36,185.50	.00	17,000.50	68.0%

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11801	INFORMATION TECHNOLOGY	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	TOTAL INFORMATION TECHNOLOGY	115,055	0	115,055	60,526.42	30,655.99	23,872.59	79.3%
	TOTAL EXPENSES	115,055	0	115,055	60,526.42	30,655.99	23,872.59	
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12101	POLICE							
12101 40101	REGULAR PAYROLL	857,601	0	857,601	327,698.62	525,589.00	4,313.38	99.5%
12101 40103	OVERTIME	145,000	0	145,000	55,121.21	.00	89,878.79	38.0%
12101 41210	EMPLOYEE RELATED INSUR	5,293	0	5,293	2,305.62	.00	2,987.38	43.6%
12101 41230	FICA & RETIREMENT	250,039	0	250,039	90,552.68	.00	159,486.32	36.2%
12101 42233	COPIER	2,524	0	2,524	964.32	889.00	670.68	73.4%
12101 42301	OFFICE SUPPLIES	1,500	0	1,500	190.99	.00	1,309.01	12.7%
12101 42324	UNIFORM PURCHASES	7,790	0	7,790	631.20	.00	7,158.80	8.1%
12101 42338	POLICE EQUIPMENT & SUP	3,580	0	3,580	1,814.70	.00	1,765.30	50.7%
12101 43213	MILEAGE, TRAINING & ME	16,500	0	16,500	2,597.14	.00	13,902.86	15.7%
12101 43258	PROFESSIONAL MEMBERSHI	3,581	0	3,581	3,581.00	.00	.00	100.0%
12101 44200	RESIDENT TROOPER	243,789	0	243,789	.00	.00	243,789.00	.0%
12101 44204	RESIDENT TROOPER OT	15,000	0	15,000	17,137.19	.00	-2,137.19	114.2%
12101 44208	PROFESSIONAL SERVICES	12,650	0	12,650	4,248.00	.00	8,402.00	33.6%
12101 44217	POSTAGE	300	0	300	23.52	.00	276.48	7.8%
12101 44232	PRINTING & PUBLICATION	600	0	600	167.99	.00	432.01	28.0%
12101 45216	TELEPHONE	5,160	0	5,160	1,669.00	.00	3,491.00	32.3%
12101 46224	EQUIPMENT REPAIRS	2,935	0	2,935	.00	.00	2,935.00	.0%
12101 46390	VEHICLE MAINTENANCE &	32,076	0	32,076	8,232.51	.00	23,843.49	25.7%
	TOTAL POLICE	1,605,918	0	1,605,918	516,935.69	526,478.00	562,504.31	65.0%
	TOTAL EXPENSES	1,605,918	0	1,605,918	516,935.69	526,478.00	562,504.31	
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12202	FIRE							
12202 40101	REGULAR PAYROLL	552,579	0	552,579	211,328.95	313,010.90	28,239.15	94.9%
12202 40103	OVERTIME	30,000	0	30,000	12,930.80	.00	17,069.20	43.1%
12202 40105	CONTR TEMP OCCAS	125,389	0	125,389	37,897.50	.00	87,491.50	30.2%
12202 41210	EMPLOYEE RELATED INSUR	2,871	0	2,871	1,174.23	.00	1,696.77	40.9%
12202 41230	FICA & RETIREMENT	92,782	0	92,782	33,209.95	.00	59,572.05	35.8%
12202 42233	COPIER	2,380	0	2,380	858.24	805.00	716.76	69.9%
12202 42301	OFFICE SUPPLIES	3,000	0	3,000	1,063.61	.00	1,936.39	35.5%
12202 42323	PROT CLOTHING& SAFETY	43,375	0	43,375	1,292.88	.00	42,082.12	3.0%
12202 42331	CUSTODIAL/MAINTENANCE	4,000	0	4,000	1,819.01	.00	2,180.99	45.5%
12202 42340	OTHER PURCHASED SUPPLI	400	0	400	.00	.00	400.00	.0%

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12202	FIRE	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
12202	42343	TECHNICAL REFERENCE MA	350	0	350	46.00	.00	304.00	13.1%
12202	42345	EMERGENCY MEDICAL SUPP	24,400	0	24,400	7,172.84	.00	17,227.16	29.4%
12202	42346	FIRE EQUIP SUPPLIES	31,680	0	31,680	2,047.71	.00	29,632.29	6.5%
12202	42347	FIRE FIGHTING FOAM	1,700	0	1,700	1,740.00	.00	-40.00	102.4%
12202	43213	MILEAGE, TRAINING & ME	37,925	0	37,925	15,986.30	.00	21,938.70	42.2%
12202	43258	PROFESSIONAL MEMBERSHI	1,800	0	1,800	529.00	.00	1,271.00	29.4%
12202	44208	PROFESSIONAL SERVICES	39,375	0	39,375	16,065.70	.00	23,309.30	40.8%
12202	44217	POSTAGE	400	0	400	77.13	.00	322.87	19.3%
12202	44223	SERVICE CONTRACTS	89,441	0	89,441	46,141.61	.00	43,299.39	51.6%
12202	44231	ADVERTISING	1,250	0	1,250	.00	.00	1,250.00	.0%
12202	44232	PRINTING & PUBLICATION	2,500	0	2,500	259.00	.00	2,241.00	10.4%
12202	44243	COMPENSATION	45,000	0	45,000	.00	.00	45,000.00	.0%
12202	44286	PHYSICALS & TESTING	7,500	0	7,500	1,958.20	.00	5,541.80	26.1%
12202	45216	TELEPHONE	10,048	0	10,048	3,840.04	.00	6,207.96	38.2%
12202	45221	FUEL/HEATING	13,958	0	13,958	6,356.42	.00	7,601.58	45.5%
12202	45350	WATER	1,000	0	1,000	.00	.00	1,000.00	.0%
12202	45622	ELECTRICITY	22,600	0	22,600	9,943.24	.00	12,656.76	44.0%
12202	46224	EQUIPMENT REPAIRS	16,060	0	16,060	4,475.90	.00	11,584.10	27.9%
12202	46226	BUILDING REPAIRS	8,750	0	8,750	3,025.00	.00	5,725.00	34.6%
12202	46390	VEHICLE MAINTENANCE &	87,288	0	87,288	36,488.67	.00	50,799.33	41.8%
12202	48417	BLDG & GROUNDS IMPROVE	2,500	0	2,500	1,009.95	.00	1,490.05	40.4%
TOTAL FIRE		1,302,301	0	1,302,301	458,737.88	313,815.90	529,747.22	59.3%	
TOTAL EXPENSES		1,302,301	0	1,302,301	458,737.88	313,815.90	529,747.22		
12301 EMERGENCY MANAGEMENT									
12301	40101	REGULAR PAYROLL	2,617	0	2,617	654.23	1,962.67	.10	100.0%
12301	41230	FICA	200	0	200	50.05	.00	149.95	25.0%
12301	42301	OFFICE SUPPLIES	200	0	200	.00	.00	200.00	.0%
12301	42340	OTHER PURCHASED SUPPLI	3,500	0	3,500	2,675.57	.00	824.43	76.4%
12301	42345	EMERGENCY MEDICAL SUPP	250	0	250	.00	.00	250.00	.0%
12301	43213	MILEAGE, TRAINING & ME	250	0	250	.00	.00	250.00	.0%
12301	44217	POSTAGE	25	0	25	21.00	.00	4.00	84.0%
12301	44223	SERVICE CONTRACTS	1,500	0	1,500	763.65	.00	736.35	50.9%
12301	44232	PRINTING & PUBLICATION	250	0	250	.00	.00	250.00	.0%
12301	45216	TELEPHONE	5,520	0	5,520	1,685.69	.00	3,834.31	30.5%
12301	46224	EQUIPMENT REPAIRS	3,000	0	3,000	850.25	.00	2,149.75	28.3%
TOTAL EMERGENCY MANAGEMENT		17,312	0	17,312	6,700.44	1,962.67	8,648.89	50.0%	
TOTAL EXPENSES		17,312	0	17,312	6,700.44	1,962.67	8,648.89		
13200 PUBLIC WORKS ADMINISTRATION									
13200	40101	REGULAR PAYROLL	147,850	0	147,850	57,112.65	90,692.36	44.99	100.0%

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13200	PUBLIC WORKS ADMINISTRATION	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13200 41210	EMPLOYEE RELATED INSUR	565	0	565	262.92	.00	302.08	46.5%
13200 41230	FICA & RETIREMENT	22,061	0	22,061	8,335.16	.00	13,725.84	37.8%
13200 42233	COPIER	316	0	316	90.30	115.92	109.78	65.3%
13200 42301	OFFICE SUPPLIES	300	0	300	120.90	.00	179.10	40.3%
13200 42323	PROT CLOTHING& SAFETY	605	0	605	.00	.00	605.00	.0%
13200 43258	PROFESSIONAL MEMBERSHI	500	0	500	.00	.00	500.00	.0%
13200 44217	POSTAGE	100	0	100	.00	.00	100.00	.0%
13200 44231	ADVERTISING	200	0	200	.00	.00	200.00	.0%
13200 45216	TELEPHONE	780	0	780	287.30	.00	492.70	36.8%
TOTAL PUBLIC WORKS ADMINISTRATION		173,277	0	173,277	66,209.23	90,808.28	16,259.49	90.6%
TOTAL EXPENSES		173,277	0	173,277	66,209.23	90,808.28	16,259.49	
13201 HIGHWAY								
13201 40101	REGULAR PAYROLL	430,455	0	430,455	162,601.91	266,152.50	1,700.59	99.6%
13201 40103	OVERTIME	12,500	0	12,500	10,440.95	.00	2,059.05	83.5%
13201 40105	CONTR TEMP OCCAS	100	0	100	.00	.00	100.00	.0%
13201 41210	EMPLOYEE RELATED INSUR	1,841	0	1,841	791.45	.00	1,049.55	43.0%
13201 41230	FICA & RETIREMENT	61,589	0	61,589	22,624.44	.00	38,964.56	36.7%
13201 42323	PROT CLOTHING& SAFETY	4,174	0	4,174	1,040.68	.00	3,133.32	24.9%
13201 42340	OTHER PURCHASED SUPPLI	151,140	0	151,140	75,408.11	.00	75,731.89	49.9%
13201 43213	MILEAGE, TRAINING & ME	2,800	0	2,800	170.00	.00	2,630.00	6.1%
13201 44208	PROFESSIONAL SERVICES	42,700	0	42,700	27,760.00	.00	14,940.00	65.0%
13201 44237	EQUIPMENT RENTAL	10,350	0	10,350	3,550.96	.00	6,799.04	34.3%
13201 44238	UNIFORM RENTALS	4,600	0	4,600	1,104.30	.00	3,495.70	24.0%
13201 45389	TRAFFIC CONTROL LIGHTS	70,000	0	70,000	17,780.70	.00	52,219.30	25.4%
13201 46224	EQUIPMENT REPAIRS	200	0	200	230.46	.00	-30.46	115.2%
13201 46390	VEHICLE MAINTENANCE &	146,674	0	146,674	61,846.11	.00	84,827.89	42.2%
13201 48439	ROAD IMPROVEMENT	600,000	0	600,000	600,000.00	.00	.00	100.0%
TOTAL HIGHWAY		1,539,123	0	1,539,123	985,350.07	266,152.50	287,620.43	81.3%
TOTAL EXPENSES		1,539,123	0	1,539,123	985,350.07	266,152.50	287,620.43	
13202 FLEET MAINTENANCE								
13202 40101	REGULAR PAYROLL	250,316	0	250,316	88,204.20	123,311.61	38,800.19	84.5%
13202 40103	OVERTIME	4,000	0	4,000	5,798.05	.00	-1,798.05	145.0%
13202 40105	CONTR TEMP OCCAS	1,800	0	1,800	600.00	.00	1,200.00	33.3%
13202 41210	EMPLOYEE RELATED INSUR	1,029	0	1,029	415.89	.00	613.11	40.4%

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13202	FLEET MAINTENANCE	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13202	41230 FICA & RETIREMENT	37,106	0	37,106	12,368.19	.00	24,737.81	33.3%
13202	42301 OFFICE SUPPLIES	464	0	464	122.50	.00	341.50	26.4%
13202	42323 PROT CLOTHING& SAFETY	1,400	0	1,400	350.70	.00	1,049.30	25.1%
13202	42331 CUSTODIAL/MAINTENANCE	1,300	0	1,300	84.75	.00	1,215.25	6.5%
13202	42341 FLEET REPAIR & MAINT S	25,000	0	25,000	7,007.38	.00	17,992.62	28.0%
13202	43213 MILEAGE, TRAINING & ME	270	0	270	.00	.00	270.00	.0%
13202	43258 PROFESSIONAL MEMBERSHI	200	0	200	200.00	.00	.00	100.0%
13202	44208 PROFESSIONAL SERVICES	705	0	705	150.00	.00	555.00	21.3%
13202	44223 SERVICE CONTRACTS	15,371	0	15,371	2,427.25	.00	12,943.75	15.8%
13202	44238 UNIFORM RENTALS	2,200	0	2,200	689.23	.00	1,510.77	31.3%
13202	45221 FUEL/HEATING	5,440	0	5,440	555.20	.00	4,884.80	10.2%
13202	45622 ELECTRICITY	11,000	0	11,000	5,344.90	.00	5,655.10	48.6%
13202	46224 EQUIPMENT REPAIRS	1,500	0	1,500	1,468.82	.00	31.18	97.9%
13202	46226 BUILDING REPAIRS	9,000	0	9,000	2,756.15	.00	6,243.85	30.6%
13202	46390 VEHICLE MAINTENANCE &	9,060	0	9,060	2,767.07	.00	6,292.93	30.5%
	TOTAL FLEET MAINTENANCE	377,161	0	377,161	131,310.28	123,311.61	122,539.11	67.5%
	TOTAL EXPENSES	377,161	0	377,161	131,310.28	123,311.61	122,539.11	
13203	GROUPS MAINTENANCE							
13203	40101 REGULAR PAYROLL	268,647	0	268,647	103,290.44	164,492.77	863.79	99.7%
13203	40103 OVERTIME	8,600	0	8,600	19,991.73	.00	-11,391.73	232.5%
13203	41210 EMPLOYEE RELATED INSUR	1,369	0	1,369	498.48	.00	870.52	36.4%
13203	41230 FICA & RETIREMENT	38,593	0	38,593	14,943.03	.00	23,649.97	38.7%
13203	42323 PROT CLOTHING& SAFETY	2,200	0	2,200	445.69	.00	1,754.31	20.3%
13203	42331 CUSTODIAL/MAINTENANCE	3,000	0	3,000	1,066.90	.00	1,933.10	35.6%
13203	42334 GROUNDS MAINTENANCE SU	28,000	0	28,000	1,906.50	.00	26,093.50	6.8%
13203	42340 OPERATING SUPPLIES	5,000	0	5,000	1,268.34	.00	3,731.66	25.4%
13203	43213 MILEAGE, TRAINING & ME	450	0	450	.00	.00	450.00	.0%
13203	44208 PROFESSIONAL SERVICES	5,500	0	5,500	13,092.85	.00	-7,592.85	238.1%
13203	44223 SERVICE CONTRACTS	5,780	0	5,780	2,283.00	.00	3,497.00	39.5%
13203	44237 EQUIPMENT RENTAL	500	0	500	.00	.00	500.00	.0%
13203	44238 UNIFORM RENTALS	2,400	0	2,400	810.31	.00	1,589.69	33.8%
13203	45216 TELEPHONE	360	0	360	242.73	.00	117.27	67.4%
13203	45221 FUEL/HEATING	1,760	0	1,760	.00	.00	1,760.00	.0%
13203	45622 ELECTRICITY	29,000	0	29,000	15,130.04	.00	13,869.96	52.2%
13203	46224 EQUIPMENT REPAIRS	1,200	0	1,200	615.00	.00	585.00	51.3%
13203	46226 BUILDING REPAIRS	1,800	0	1,800	761.23	.00	1,038.77	42.3%
13203	46229 OTHER REPAIR SERVICES	2,000	0	2,000	.00	.00	2,000.00	.0%
13203	46390 VEHICLE MAINTENANCE &	38,770	0	38,770	11,567.01	.00	27,202.99	29.8%
	TOTAL GROUNDS MAINTENANCE	444,929	0	444,929	187,913.28	164,492.77	92,522.95	79.2%
	TOTAL EXPENSES	444,929	0	444,929	187,913.28	164,492.77	92,522.95	

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13204	SNOW REMOVAL	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13204 SNOW REMOVAL								
<u>13204 40103</u>	<u>OVERTIME</u>	110,000	0	110,000	11,387.81	.00	98,612.19	10.4%
<u>13204 41230</u>	<u>FICA</u>	8,415	0	8,415	828.41	.00	7,586.59	9.8%
<u>13204 42333</u>	<u>SAND SALT GRAVEL</u>	161,700	0	161,700	37,530.51	.00	124,169.49	23.2%
<u>13204 42340</u>	<u>OTHER PURCHASED SUPPLI</u>	25,050	0	25,050	1,559.26	.00	23,490.74	6.2%
<u>13204 44208</u>	<u>PROFESSIONAL SERVICES</u>	178,000	0	178,000	6,700.00	.00	171,300.00	3.8%
	TOTAL SNOW REMOVAL	483,165	0	483,165	58,005.99	.00	425,159.01	12.0%
	TOTAL EXPENSES	483,165	0	483,165	58,005.99	.00	425,159.01	
13205 PUBLIC WORKS FACILITIES								
<u>13205 40101</u>	<u>REGULAR PAYROLL</u>	12,624	0	12,624	2,908.81	.00	9,715.19	23.0%
<u>13205 41230</u>	<u>FICA & RETIREMENT</u>	965	0	965	.00	.00	965.00	.0%
<u>13205 42323</u>	<u>PROT CLOTHING & SAFETY</u>	100	0	100	.00	.00	100.00	.0%
<u>13205 42331</u>	<u>CUSTODIAL/MAINTENANCE</u>	5,300	0	5,300	2,599.53	561.92	2,138.55	59.7%
<u>13205 42332</u>	<u>PAINT & PAINT SUPPLIES</u>	1,000	0	1,000	500.43	.00	499.57	50.0%
<u>13205 44223</u>	<u>SERVICE CONTRACTS</u>	18,408	0	18,408	4,646.61	.00	13,761.39	25.2%
<u>13205 45216</u>	<u>TELEPHONE</u>	6,787	0	6,787	6,101.07	.00	685.93	89.9%
<u>13205 45221</u>	<u>FUEL/HEATING</u>	8,246	0	8,246	.00	.00	8,246.00	.0%
<u>13205 45622</u>	<u>ELECTRICITY</u>	45,000	0	45,000	21,344.75	.00	23,655.25	47.4%
<u>13205 46226</u>	<u>BUILDING REPAIRS</u>	25,000	0	25,000	7,787.88	.00	17,212.12	31.2%
	TOTAL PUBLIC WORKS FACILITIES	123,430	0	123,430	45,889.08	561.92	76,979.00	37.6%
	TOTAL EXPENSES	123,430	0	123,430	45,889.08	561.92	76,979.00	
13301 ENGINEERING								
<u>13301 40101</u>	<u>REGULAR PAYROLL</u>	98,192	0	98,192	38,227.41	59,963.88	.71	100.0%
<u>13301 41210</u>	<u>EMPLOYEE RELATED INSUR</u>	339	0	339	158.85	.00	180.15	46.9%
<u>13301 41230</u>	<u>FICA & RETIREMENT</u>	15,306	0	15,306	5,716.86	.00	9,589.14	37.4%
<u>13301 42233</u>	<u>COPIER</u>	792	0	792	.00	.00	792.00	.0%
<u>13301 42301</u>	<u>OFFICE SUPPLIES</u>	445	0	445	.00	.00	445.00	.0%
<u>13301 43213</u>	<u>MILEAGE, TRAINING & ME</u>	500	0	500	14.72	.00	485.28	2.9%
<u>13301 43258</u>	<u>PROFESSIONAL MEMBERSHI</u>	650	0	650	325.00	.00	325.00	50.0%
	TOTAL ENGINEERING	116,224	0	116,224	44,442.84	59,963.88	11,817.28	89.8%
	TOTAL EXPENSES	116,224	0	116,224	44,442.84	59,963.88	11,817.28	

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13601	TRANSFER STATION	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13601 TRANSFER STATION								
13601	40101	REGULAR PAYROLL	93,473	0	93,473	35,251.89	57,301.39	919.72 99.0%
13601	40103	OVERTIME	6,000	0	6,000	1,544.71	.00	4,455.29 25.7%
13601	41210	EMPLOYEE RELATED INSUR	461	0	461	189.21	.00	271.79 41.0%
13601	41230	FICA & RETIREMENT	13,648	0	13,648	3,925.32	.00	9,722.68 28.8%
13601	42301	OFFICE SUPPLIES	250	0	250	.00	.00	250.00 .0%
13601	42323	PROT CLOTHING& SAFETY	600	0	600	.00	.00	600.00 .0%
13601	42340	OTHER PURCHASED SUPPLI	1,196	0	1,196	471.24	.00	724.76 39.4%
13601	43212	TRANSPORTATION	120,000	0	120,000	51,747.08	.00	68,252.92 43.1%
13601	43213	MILEAGE, TRAINING & ME	630	0	630	283.06	.00	346.94 44.9%
13601	44208	PROFESSIONAL SERVICES	27,600	0	27,600	5,400.00	.00	22,200.00 19.6%
13601	44223	SERVICE CONTRACTS	1,170	0	1,170	287.20	.00	882.80 24.5%
13601	44238	UNIFORM RENTALS	780	0	780	233.78	.00	546.22 30.0%
13601	44259	LANDFILL OPERATION	1,000	0	1,000	.00	.00	1,000.00 .0%
13601	45216	TELEPHONE	480	0	480	203.24	.00	276.76 42.3%
13601	45622	ELECTRICITY	1,800	0	1,800	351.35	.00	1,448.65 19.5%
13601	46226	BUILDING REPAIRS	1,000	0	1,000	.00	.00	1,000.00 .0%
13601	46228	HOUSEHOLD HAZARD DISPO	15,000	0	15,000	208.72	.00	14,791.28 1.4%
13601	46390	VEHICLE MAINTENANCE &	5,962	0	5,962	1,182.39	.00	4,779.61 19.8%
TOTAL TRANSFER STATION			291,050	0	291,050	101,279.19	57,301.39	132,469.42 54.5%
TOTAL EXPENSES			291,050	0	291,050	101,279.19	57,301.39	132,469.42
14102 YOUTH & SOCIAL SERVICES								
14102	40101	REGULAR PAYROLL	261,388	0	261,388	100,337.84	160,527.03	523.13 99.8%
14102	40105	CONTR TEMP OCCAS	12,545	0	12,545	3,677.24	.00	8,867.76 29.3%
14102	41210	EMPLOYEE RELATED INSUR	1,094	0	1,094	484.80	.00	609.20 44.3%
14102	41230	FICA & RETIREMENT	38,085	0	38,085	13,632.42	.00	24,452.58 35.8%
14102	42233	COPIER	1,920	0	1,920	814.52	665.00	440.48 77.1%
14102	42301	OFFICE SUPPLIES	1,800	0	1,800	49.96	.00	1,750.04 2.8%
14102	42331	CUSTODIAL/MAINTENANCE	750	0	750	177.13	80.27	492.60 34.3%
14102	43213	MILEAGE, TRAINING & ME	2,000	0	2,000	408.82	.00	1,591.18 20.4%
14102	43258	PROFESSIONAL MEMBERSHI	680	0	680	654.75	.00	25.25 96.3%
14102	44208	PROFESSIONAL SERVICES	20,460	0	20,460	3,872.00	.00	16,588.00 18.9%
14102	44217	POSTAGE	600	0	600	156.20	.00	443.80 26.0%
14102	44223	SERVICE CONTRACTS	1,874	0	1,874	204.00	.00	1,670.00 10.9%
14102	44232	PRINTING & PUBLICATION	300	0	300	.00	.00	300.00 .0%
14102	45216	TELEPHONE	2,040	0	2,040	763.62	.00	1,276.38 37.4%

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14102	YOUTH & SOCIAL SERVICES	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14102 45221	FUEL/HEATING	2,604	0	2,604	323.27	.00	2,280.73	12.4%
14102 45622	ELECTRICITY	2,400	0	2,400	1,027.36	.00	1,372.64	42.8%
14102 46226	BUILDING REPAIRS	2,000	0	2,000	1,810.00	.00	190.00	90.5%
14102 46390	VEHICLE MAINTENANCE &	4,231	0	4,231	690.65	.00	3,540.35	16.3%
14102 47282	PROGRAMS	14,000	0	14,000	3,501.33	.00	10,498.67	25.0%
	TOTAL YOUTH & SOCIAL SERVICES	370,771	0	370,771	132,585.91	161,272.30	76,912.79	79.3%
	TOTAL EXPENSES	370,771	0	370,771	132,585.91	161,272.30	76,912.79	
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14201	HEALTH SERVICES							
14201 47260	CHATHAM HEALTH DISTRIC	179,205	0	179,205	89,602.16	89,602.16	.68	100.0%
	TOTAL HEALTH SERVICES	179,205	0	179,205	89,602.16	89,602.16	.68	100.0%
	TOTAL EXPENSES	179,205	0	179,205	89,602.16	89,602.16	.68	
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14301	COMMUNITY AGENCIES							
14301 47270	COLCHESTER C3	25,000	0	25,000	25,000.00	.00	.00	100.0%
	TOTAL COMMUNITY AGENCIES	25,000	0	25,000	25,000.00	.00	.00	100.0%
	TOTAL EXPENSES	25,000	0	25,000	25,000.00	.00	.00	
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15101	CRAGIN LIBRARY							
15101 40101	REGULAR PAYROLL	377,261	0	377,261	147,574.57	194,706.76	34,979.67	90.7%
15101 41210	EMPLOYEE RELATED INSUR	1,464	0	1,464	720.95	.00	743.05	49.2%
15101 41230	FICA & RETIREMENT	49,638	0	49,638	19,064.60	.00	30,573.40	38.4%
15101 42233	COPIER	2,580	0	2,580	1,151.11	.00	1,428.89	44.6%
15101 42301	OFFICE SUPPLIES	3,900	0	3,900	907.18	.00	2,992.82	23.3%
15101 42331	CUSTODIAL/MAINTENANCE	4,000	0	4,000	424.16	1,594.20	1,981.64	50.5%
15101 42342	BOOKS,MAGAZINES & PERI	53,000	0	53,000	21,104.62	.00	31,895.38	39.8%
15101 42344	LIBRARY MEDIA SUPPLIES	4,000	0	4,000	693.92	.00	3,306.08	17.3%
15101 43213	MILEAGE, TRAINING & ME	1,000	0	1,000	300.00	.00	700.00	30.0%
15101 43258	PROFESSIONAL MEMBERSHI	1,490	0	1,490	1,235.00	.00	255.00	82.9%
15101 44205	DATA PROCESSING	32,056	0	32,056	32,056.00	.00	.00	100.0%
15101 44217	POSTAGE	150	0	150	6.32	.00	143.68	4.2%
15101 44223	SERVICE CONTRACTS	10,035	0	10,035	2,563.21	.00	7,471.79	25.5%

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15101	CRAGIN LIBRARY	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15101	44232 PRINTING & PUBLICATION	1,000	0	1,000	326.94	.00	673.06	32.7%
15101	45216 TELEPHONE	3,636	0	3,636	1,621.87	.00	2,014.13	44.6%
15101	45221 FUEL/HEATING	8,680	0	8,680	1,802.12	.00	6,877.88	20.8%
15101	45222 WATER & SEWER	3,030	0	3,030	720.06	.00	2,309.94	23.8%
15101	45622 ELECTRICITY	33,000	0	33,000	15,912.94	.00	17,087.06	48.2%
15101	46224 EQUIPMENT REPAIRS	600	0	600	.00	.00	600.00	.0%
15101	46226 BUILDING REPAIRS	1,800	0	1,800	2,675.71	.00	-875.71	148.7%
15101	47282 PROGRAMS	750	0	750	30.99	.00	719.01	4.1%
	TOTAL CRAGIN LIBRARY	593,070	0	593,070	250,892.27	196,300.96	145,876.77	75.4%
	TOTAL EXPENSES	593,070	0	593,070	250,892.27	196,300.96	145,876.77	
15201	PARKS & RECREATION							
15201	40101 REGULAR PAYROLL	121,624	0	121,624	46,778.39	74,845.55	.06	100.0%
15201	40103 OVERTIME	1,433	0	1,433	318.24	.00	1,114.76	22.2%
15201	41210 EMPLOYEE RELATED INSUR	505	0	505	341.81	.00	163.19	67.7%
15201	41230 FICA & RETIREMENT	17,586	0	17,586	6,383.46	.00	11,202.54	36.3%
15201	42233 COPIER	3,046	0	3,046	1,117.67	843.36	1,084.97	64.4%
15201	42301 OFFICE SUPPLIES	1,900	0	1,900	78.17	.00	1,821.83	4.1%
15201	43213 MILEAGE, TRAINING & ME	3,000	0	3,000	825.00	.00	2,175.00	27.5%
15201	43258 PROFESSIONAL MEMBERSHI	905	0	905	65.00	.00	840.00	7.2%
15201	44208 PROFESSIONAL SERVICES	350	0	350	.00	.00	350.00	.0%
15201	44217 POSTAGE	700	0	700	85.15	.00	614.85	12.2%
15201	45216 TELEPHONE	1,140	0	1,140	.00	.00	1,140.00	.0%
	TOTAL PARKS & RECREATION	152,189	0	152,189	55,992.89	75,688.91	20,507.20	86.5%
	TOTAL EXPENSES	152,189	0	152,189	55,992.89	75,688.91	20,507.20	
15401	SENIOR SERVICES							
15401	40101 REGULAR PAYROLL	198,501	0	198,501	72,094.14	109,169.02	17,237.84	91.3%
15401	40105 CONTR TEMP OCCAS	3,000	0	3,000	1,106.25	.00	1,893.75	36.9%
15401	41210 EMPLOYEE RELATED INSUR	1,062	0	1,062	428.41	.00	633.59	40.3%
15401	41230 FICA & RETIREMENT	27,989	0	27,989	9,160.72	.00	18,828.28	32.7%
15401	42233 COPIER	2,788	0	2,788	967.76	868.00	952.24	65.8%
15401	42301 OFFICE SUPPLIES	1,000	0	1,000	442.49	557.51	.00	100.0%
15401	42331 CUSTODIAL/MAINTENANCE	1,500	0	1,500	354.24	160.55	985.21	34.3%
15401	43213 MILEAGE, TRAINING & ME	250	0	250	27.00	.00	223.00	10.8%
15401	43258 PROFESSIONAL MEMBERSHI	295	0	295	100.00	.00	195.00	33.9%

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15401	SENIOR SERVICES	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>15401 44208</u>	<u>PROFESSIONAL SERVICES</u>	17,900	0	17,900	3,973.78	.00	13,926.22	22.2%
<u>15401 44217</u>	<u>POSTAGE</u>	500	0	500	.00	.00	500.00	.0%
<u>15401 44223</u>	<u>SERVICE CONTRACTS</u>	4,445	0	4,445	2,893.83	.00	1,551.17	65.1%
<u>15401 44232</u>	<u>PRINTING & PUBLICATION</u>	1,000	0	1,000	204.15	.00	795.85	20.4%
<u>15401 45216</u>	<u>TELEPHONE</u>	3,600	0	3,600	1,006.23	.00	2,593.77	28.0%
<u>15401 45221</u>	<u>FUEL/HEATING</u>	7,595	0	7,595	.00	.00	7,595.00	.0%
<u>15401 45622</u>	<u>ELECTRICITY</u>	6,000	0	6,000	2,771.74	.00	3,228.26	46.2%
<u>15401 46224</u>	<u>EQUIPMENT REPAIRS</u>	500	0	500	.00	.00	500.00	.0%
<u>15401 46226</u>	<u>BUILDING REPAIRS</u>	1,500	0	1,500	629.46	.00	870.54	42.0%
<u>15401 46390</u>	<u>VEHICLE MAINTENANCE &</u>	15,038	0	15,038	6,069.16	.00	8,968.84	40.4%
	TOTAL SENIOR SERVICES	294,463	0	294,463	102,229.36	110,755.08	81,478.56	72.3%
	TOTAL EXPENSES	294,463	0	294,463	102,229.36	110,755.08	81,478.56	
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18101	DEBT SERVICE							
<u>18101 49245</u>	<u>BOND PRINCIPAL</u>	1,495,000	0	1,495,000	.00	.00	1,495,000.00	.0%
<u>18101 49246</u>	<u>BOND INTEREST</u>	215,415	0	215,415	107,707.50	.00	107,707.50	50.0%
	TOTAL DEBT SERVICE	1,710,415	0	1,710,415	107,707.50	.00	1,602,707.50	6.3%
	TOTAL EXPENSES	1,710,415	0	1,710,415	107,707.50	.00	1,602,707.50	
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18501	TRANSFERS							
<u>18501 50474</u>	<u>TRANSFER TO CAPITAL RE</u>	419,300	0	419,300	419,300.00	.00	.00	100.0%
<u>18501 50496</u>	<u>ACO - TOWN FUNDING</u>	35,830	0	35,830	35,830.00	.00	.00	100.0%
<u>18501 50500</u>	<u>TRANSFER TO CAPITAL</u>	479,700	163,015	642,715	642,715.00	.00	.00	100.0%
<u>18501 50700</u>	<u>TRANSFER TO DEBT SERVI</u>	442,020	0	442,020	442,020.00	.00	.00	100.0%
	TOTAL TRANSFERS	1,376,850	163,015	1,539,865	1,539,865.00	.00	.00	100.0%
	TOTAL EXPENSES	1,376,850	163,015	1,539,865	1,539,865.00	.00	.00	
	GRAND TOTAL	14,821,310	163,015	14,984,325	6,405,761.51	3,895,066.18	4,683,497.31	68.7%

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FOR 2019 05

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
30 PROPERTY TAXES						
<u>11303 30111 CURRENT TAXES</u>	39,298,198	0	39,298,198	22,547,743.84	16,750,454.16	57.4%
<u>11303 30112 DELINQUENT TAXES</u>	425,000	0	425,000	230,545.52	194,454.48	54.2%
<u>11303 30113 INTEREST & PENALTIES</u>	250,000	0	250,000	139,492.93	110,507.07	55.8%
TOTAL PROPERTY TAXES	39,973,198	0	39,973,198	22,917,782.29	17,055,415.71	57.3%
TOTAL REVENUES	39,973,198	0	39,973,198	22,917,782.29	17,055,415.71	
31 INTERGOVERNMENTAL						
<u>11301 31326 MUNI STABILIZATION GRA</u>	134,167	0	134,167	134,167.00	.00	100.0%
<u>11301 31403 IN LIEU OF TAXES-PILOT</u>	74,928	0	74,928	74,928.00	.00	100.0%
<u>11301 31406 MASHANTUCKET PEQUOT FU</u>	23,167	0	23,167	.00	23,167.00	.0%
<u>11301 31423 51-56A DISTR. TO TOWNS</u>	5,000	0	5,000	1,220.00	3,780.00	24.4%
<u>11304 31415 DISABILITY EXEMPTIONS</u>	1,974	0	1,974	.00	1,974.00	.0%
<u>11304 31420 ADDITIONAL VETS EXEMPT</u>	7,714	0	7,714	.00	7,714.00	.0%
<u>12301 31320 EMERGENCY MANAGEMENT</u>	8,000	0	8,000	.00	8,000.00	.0%
<u>13201 31424 LOCAL CAPITAL IMPROVEM</u>	136,865	0	136,865	.00	136,865.00	.0%
<u>14102 31402 ST/CT YOUTH SERVICES G</u>	17,000	0	17,000	.00	17,000.00	.0%
TOTAL INTERGOVERNMENTAL	408,815	0	408,815	210,315.00	198,500.00	51.4%
TOTAL REVENUES	408,815	0	408,815	210,315.00	198,500.00	
32 INTERGOVT-EDUCATION						
<u>19001 32302 EDUC. COST SHARING (EC</u>	12,670,601	0	12,670,601	3,167,650.00	9,502,951.00	25.0%
<u>19001 32307 SPECIAL EDUCATION</u>	450,000	0	450,000	.00	450,000.00	.0%
TOTAL INTERGOVT-EDUCATION	13,120,601	0	13,120,601	3,167,650.00	9,952,951.00	24.1%
TOTAL REVENUES	13,120,601	0	13,120,601	3,167,650.00	9,952,951.00	
33 CHARGES FOR SERVICES						
<u>12202 33704 AMBULANCE FEES</u>	525,000	0	525,000	272,775.27	252,224.73	52.0%
<u>15201 33701 RECREATION FEES</u>	9,600	0	9,600	3,119.73	6,480.27	32.5%

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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
TOTAL CHARGES FOR SERVICES	534,600	0	534,600	275,895.00	258,705.00	51.6%
TOTAL REVENUES	534,600	0	534,600	275,895.00	258,705.00	
<u>34 LICENSES/PERMITS/FEE</u>						
11201 34613 VENDOR PERMITS	1,000	0	1,000	330.00	670.00	33.0%
11303 34621 COPIER FEES	200	0	200	40.00	160.00	20.0%
11304 34621 COPIER FEES	750	0	750	386.00	364.00	51.5%
11402 34641 ZONING BOARD OF APPEAL	700	0	700	350.00	350.00	50.0%
11403 34642 CONSERVATION COMMISSIO	5,500	0	5,500	2,020.00	3,480.00	36.7%
11411 34621 COPIER FEES	150	0	150	38.50	111.50	25.7%
11411 34640 ZONING & PLANNING FEES	12,000	0	12,000	9,690.00	2,310.00	80.8%
11411 34660 BUILDING FEES	225,000	0	225,000	147,194.00	77,806.00	65.4%
11411 34661 FIRE MARSHAL INSPEC. F	240	0	240	.00	240.00	.0%
11501 34019 LAND RECORDS-TOWN	2,000	0	2,000	860.00	1,140.00	43.0%
11501 34620 CONVEYANCE TAX	192,000	0	192,000	87,839.69	104,160.31	45.7%
11501 34621 COPIER FEES	15,000	0	15,000	6,638.25	8,361.75	44.3%
11501 34622 TOWN CLERK FEES	92,000	0	92,000	40,605.00	51,395.00	44.1%
11501 34623 SPORTS LICENSES	400	0	400	85.00	315.00	21.3%
12101 34613 PISTOL PERMITS	5,000	0	5,000	2,706.00	2,294.00	54.1%
13301 34614 ROAD INSPECTION FEES	5,400	0	5,400	3,220.00	2,180.00	59.6%
13601 34624 TRANSFER STATION FEES	120,000	0	120,000	56,413.71	63,586.29	47.0%
15101 34705 LIBRARY FINES & FEES	7,500	0	7,500	3,150.50	4,349.50	42.0%
15401 34625 DIAL-A-RIDE	3,250	0	3,250	1,501.76	1,748.24	46.2%
TOTAL LICENSES/PERMITS/FEE	688,090	0	688,090	363,068.41	325,021.59	52.8%
TOTAL REVENUES	688,090	0	688,090	363,068.41	325,021.59	
<u>35 OTHER REVENUES</u>						
11301 35422 TELECOMMUNICATION PROP	29,000	0	29,000	.00	29,000.00	.0%
11301 35611 INVESTMENT INTEREST EA	144,000	0	144,000	158,865.98	-14,865.98	110.3%
11301 35616 ELDERLY HOUSING / DUBL	14,350	0	14,350	5,112.84	9,237.16	35.6%
11301 35617 INSURANCE REIMBURSEMEN	0	0	0	338.45	-338.45	100.0%
11301 35618 MISCELLANEOUS	6,000	0	6,000	1,528.85	4,471.15	25.5%
11411 35644 STATE FUND FOR BLDG IN	800	0	800	4,492.00	-3,692.00	561.5%
11701 35605 CIRMA MEMBER EQUITY	0	0	0	46,727.00	-46,727.00	100.0%
19001 35652 TUITION	451,200	0	451,200	165,440.00	285,760.00	36.7%
TOTAL OTHER REVENUES	645,350	0	645,350	382,505.12	262,844.88	59.3%
TOTAL REVENUES	645,350	0	645,350	382,505.12	262,844.88	

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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
36 OTHER FINANCING SOUR						
<u>18501 36250 USE OF G/F FUND BALANC</u>	0	163,015	163,015	163,015.00	.00	100.0%
TOTAL OTHER FINANCING SOUR	0	163,015	163,015	163,015.00	.00	100.0%
TOTAL REVENUES	0	163,015	163,015	163,015.00	.00	
GRAND TOTAL	55,370,654	163,015	55,533,669	27,480,230.82	28,053,438.18	49.5%

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Town of Colchester				
General Fund Revenue Comparison - FY 18-19 to FY 17-18				
	FY 18-19	FY 17-18	Increase	
	July-Nov	July-Nov	(Decrease)	Notes
REVENUES:				
Property Taxes:				
Current taxes	22,547,744	21,352,842	1,194,902	Increase in Current list tax collection rate from 55.21% in FY 17-18 to 57.88% in FY 18-19. Final tax collection rate for FY 17-18 was 98.90%. Budget for FY 18-19 assumed a 98.8% collection rate. In FY 17-18, Motor vehicle tax bills were not issued until October 2017.
Delinquent taxes	230,545	255,094	(24,549)	Same amount budgeted in FY 18-19 and FY 17-18
Interest & lien fees	139,493	169,168	(29,675)	Budget in FY 18-19 increased by \$50,000 from budget in FY 17-18. Actual in FY 17-18 exceeded budget by \$157,284
Total property taxes	22,917,782	21,777,104	1,140,678	
Intergovernmental:				
Municipal Stabilization Grant	134,167	0	134,167	FY 17-18 grant received in December 2017
Payment in lieu of taxes	74,928	0	74,928	PILOT reinstated in FY 18-19 State budget
Mashantucket Pequot/Mohegan Fund	0	0	0	
Distribution to Towns	1,220	1,480	(260)	
Disability Exemptions	0	0	0	
Elderly Homeowners	0	0	0	
Additional Veterans Exemptions	0	0	0	
Local Capital Improvement	0	0	0	
Youth Services Grant	0	0	0	
Emergency Management	0	0	0	
Total	210,315	1,480	208,835	

Town of Colchester				
General Fund Revenue Comparison - FY 18-19 to FY 17-18				
	FY 18-19	FY 17-18	Increase	
	July-Nov	July-Nov	(Decrease)	Notes
Intergovernmental - Education:				
ECS	3,167,650	2,931,391	236,259	FY 17-18 - October payment reduced by Governor's Executive order
Special Education	0	0	0	Same amount budgeted in FY 18-19 and FY 17-18
Total	3,167,650	2,931,391	236,259	
Total intergovernmental	3,377,965	2,932,871	445,094	
Charges for Services:				
Ambulance Fees	272,775	242,948	29,827	Budget in FY 18-19 increased by \$25,000 from budget in FY 17-18. Actual in FY 17-18 exceeded budget by \$82,728
Recreation Fees	3,120	3,659	(539)	
Total charges for services	275,895	246,607	29,288	
Revenues from use of money:				
Investment interest earnings	158,866	83,560	75,306	Budget in FY 18-19 increased by \$84,000 from budget in FY 17-18. Additional interest earnings from BAN proceeds

Town of Colchester				
General Fund Revenue Comparison - FY 18-19 to FY 17-18				
	FY 18-19	FY 17-18	Increase	
	July-Nov	July-Nov	(Decrease)	Notes
Licenses/permits/fees:				
Vendor permits	330	240	90	
Copier fees	7,102	7,209	(107)	
ZBA fees	350	1,250	(900)	
Conservation Commission fees	2,020	2,823	(803)	
Zoning and Planning fees	9,690	4,620	5,070	
Building fees	147,194	130,573	16,621	Budget in FY 18-19 decreased by \$25,000 from budget in FY 17-18.
Fire marshal inspection fees	0	240	(240)	
Conveyance tax	87,840	86,225	1,615	Budget in FY 18-19 decreased by \$5,000 from budget in FY 17-18.
Town Clerk fees	40,605	36,298	4,307	Budget in FY 18-19 decreased by \$26,500 from budget in FY 17-18.
Sports licenses	85	101	(16)	
Land Records - Town	860	807	53	
Pistol permits	2,706	4,060	(1,354)	
Road inspection fees	3,220	5,358	(2,138)	
Transfer Station fees	56,414	57,409	(995)	Same amount budgeted in FY 18-19 and FY 17-18
Library fines & fees	3,151	4,461	(1,310)	
Dial-A-Ride	1,502	1,650	(148)	
Total licenses/permits/fees	363,069	343,324	19,745	

Town of Colchester				
General Fund Revenue Comparison - FY 18-19 to FY 17-18				
	FY 18-19	FY 17-18	Increase	
	July-Nov	July-Nov	(Decrease)	Notes
Other revenues:				
Telecommunication property tax	0	0	0	
Elderly Housing/Dublin Village	5,113	4,866	247	
Insurance reimbursement	338	2,837	(2,499)	
Miscellaneous	1,529	10,084	(8,555)	
State Fund for Building Inspection fees	4,492	2,129	2,363	
CIRMA Member Equity Distribution	46,727	44,723	2,004	Funds not included in budgets - Equity distributions were announced by CIRMA subsequent to budget adoption
Tuition - Reg. From other Towns	165,440	88,469	76,971	Tuition from Norwich students - Second quarterly payment received in January for FY 17-18
Total other revenues	223,639	153,108	70,531	
Other financing sources:				
Use of fund balance	163,015	0	163,015	FY 18-19 - Appropriation of funds for ambulance replacement
Total other financing sources	163,015	0	163,015	
Total revenues	27,480,231	25,536,574	1,943,657	

The best way to foster engagement with your OpenGov platform with your OpenGov Citizen Engagement solution is to proactively engage with your community via local press, social media and public meetings. Use this worksheet to plan your engagement strategy around your community's milestones or things important to the community.

MONTH / YEAR	MILESTONE	ENGAGEMENT PLAN
Jan /	Ex. CAFR Published	Ex. Add CAFR as a supporting document on the Citizen Engagement portal Ex. Announce the CAFR with a link to the Annual Report & call out the CAFR attachment
Feb /	Ex. Budget Hearings	Ex. Share budget reports via social media and announce hearing dates/times
Mar /	Ex. Budget Hearings	Ex. Share updated budget reports via social media and announce hearing dates/times Ex. Inform press about strategic initiatives that will be supported with the new budget.
Apr /	Ex. Spring (Cleaning!)	Ex. "We're doing some Spring cleaning too!" Share Public Works reports via social media
May /	Ex. Safer Streets Initiative	Ex. Promote your Safer Streets Initiative by sharing public safety reports Ex. Use graphics & links from the community's OpenGov page and a blog from the City Manager on the Safer Streets initiative.
Jun /	Ex. Recreation Camps/ Pools/Facilities Opening for the Summer	Ex. Share Recreation data (enrollment, attendance, fees collected) via social media Ex. Publicize the opening of your public pools and splash parks leveraging recreation department data

MONTH / YEAR	MILESTONE	ENGAGEMENT PLAN
Jul /	Ex. Budget Adopted	Ex. Share latest budget (and budget book!) with the community via social media
Aug /	Ex. Fiscal Year Close/Start	Ex. Share last year's Budget to Actuals via social media and call out improvements/wins or what the plan is to improve
Sep /	Ex. School Year Start	Ex. Share this year's School budget or other school related data via social media Ex. Share year on year enrollment or test score data in a local press article or Superintendent blog
Oct /	Ex. Strategic Initiative	Ex. Share data related to a specific strategic initiative or town hot topic Highlight citizen input/data aligning with anniversary/major milestones/centennial celebration
Nov /	Ex. Preparing for Winter	Ex. Share Department of Public Works data related to last year's winter season (snow, ice melt etc) and remind community members of community expectations/by-laws (snow removal, parking restrictions etc)
Dec /	Ex. Halfway Point	Ex. Share Budget to Actuals report via social media

PRO-TIP: Leverage national awareness months to show your community how its making an impact.
[Check out this list to help direct your strategy!](#)

OVERVIEW

You are preparing to launch OpenGov to your citizens, and we're very excited! To help you along the milestones, we've put together a list of OpenGov best practices to ensure your public debut is nothing short of a success. Our key recommendations are categorized in three milestones: platform customizations, strategy workshop, and public debut.

PLATFORM CUSTOMIZATION

Communities customize their public-facing portal with resources and views to easily and effectively engage their citizens relevant community data and information.

- To add context to the graphs, tables, and overall reports, customers leverage [report descriptions](#)
- Many communities use [supporting documents](#) to make their CAFR's, Budget Books, or explanations of their Chart of Accounts more accessible to citizens and provide greater detail to the information they're sharing.
- Setting a compelling [platform or report default state](#) will help you determine the most effective way citizens can intake your financial/non-financial data.
- [Saved views](#) allows you to bookmark the [most frequently asked questions](#) from your citizens. (Tip: Ask your PIO or clerk for the most common FOIA requests!)

STRATEGY WORKSHOP

- Build your plan (Hint: leverage the OpenGov checklist!)
- Branding your launch is an extremely effective way to get recognition and overall excitement from your community
- Our most successful communities create engaging [landing pages](#) that help their citizens understand the community's transparency initiative, available resources, and frequently asked questions

PUBLIC RELATIONS

- OpenGov's public relations team helps customers with develop and execute their public relations plans. If you'd like their help, or would simply like to learn about best practices by other governments, please contact our Head of Communications **Joe Roualdes** at 415-823-2136 or jroualdes@opengov.com.
- The start of any good public relations plan is is the launch. Many of our customers publish a press release, promote the release via social media (Twitter, Facebook, Instagram, and LinkedIn), local press, their e-newsletter, a video from the Mayor or City Manager (which they promote on their press release, social media, and local press), public meetings, and even utility bills.
- But public relations doesn't end with the launch. To maintain awareness and engagement, governments must regularly communicate about the transparency site, performance, or budget. To do that, many communities [leverage milestones](#) throughout the year - like budget adoption or the publication of their budget book, the end or beginning of the school year, annual local events or programs, and upcoming ballot measures or levies to conduct a public presentation.

OpenGov is dedicated to supporting our customers in launching their OpenGov platform. With 1,800 customers, we've learned a thing or two! Please visit our [Resource Center](#) for quick "How To" articles and deep dives into platform customization, strategy workshop, and public debut tips. Remember, engaging with your community is now a gold standard for how your agency operates and it'll be key to stay engaged throughout the year. That's why we've gone ahead and developed our Engagement Checklist, which you can print and keep top of mind.

OpenGov Communications Guide

The biggest mistake governments make is focusing purely on their launches. When governments do that, they often see a spike in awareness and engagement with their performance dashboards and transparency sites, followed by sharp declines.

It's important governments develop phased communications plans, with Pre-Launch, Launch, and Post-Launch phases. The Pre-Launch phase includes communications activities that provide high-level details on the announcement to begin build awareness and interest. The Launch phase introduces the performance dashboard or transparency site. The Post-Launch phase includes a long tail of activities designed to maintain awareness and engagement.

Here are some best practices from our customers for each phase of the communications plan:

Pre-Launch:

- Some governments worry about the information they're disclosing in their dashboards and sites -- Is it the right data? Will it lead to more criticism? Does it tell the right story? That's why we recommend customers share the dashboard or site under embargo with trusted people or groups (like a local journalist or community group) prior to the launch to get their feedback. It often leads to valuable feedback that improves the dashboard and site, and builds goodwill since you give them a sneak peek and opportunity to provide input.
- Governments often ask what types of data they should include on their dashboards and sites. That depends on the kinds of info community members (like local journalists, community groups, and residents) ask for most. The easiest way to identify those questions is to review your FOIA requests, or to ask your finance analysts what data they're asked for most. You can also ask local journalists, community groups, and residents what data they're most interested in.
- Some of our customers do an interview or two with local journalists prior to the launch of their dashboards and sites. The goals are to manage the story from the get-go, and begin building awareness and interest. [Here's an example of West Virginia Auditor JB McCuskey doing](#) an interview with the state's most influential policy journalist prior to the launch of West Virginia's site. [And here's an example of Sandpoint, Idaho's, Mayor](#) publishing an op-ed in the local newspaper about the city using Open Town Hall to get more feedback from residents.
- It's also key to give department heads and other senior leaders a heads up prior to launch. Holding an in-person meeting or sending an email often work well. Highlight when you're launching the transparency site, why you're launching it, and how you're hoping the community uses it. That way, when they get asked about the site at cocktail parties, farmers markets, etc., their responses are consistent.

Launch:

- There are typically two kinds of launches: a soft launch and a hard launch.
 - The goals of soft launches are to make an announcement, and get the facts out, without building too much hype. Our customers typically publish a press release and offer one local journalist they trust an exclusive. The upside is you set lower expectations and don't build too much hype. The downside is you typically don't build as much awareness or engagement with your dashboard or site.
 - The goals of hard launches are to generate as much awareness and engagement as possible. Our customers leverage every distribution channel at their disposal: press releases, newsletters, e-newsletters, social media, local journalists, events, and even utility bills and videos. [Here's an example of a video Coral Gables, Florida, produced.](#) The upside is you typically generate a lot of awareness and engagement. The downside is you can create high expectations.
- There are a number of things we do to help customers develop and execute their communications plans:
 - We meet with our customers to share best practices, explain how we can help them achieve their objectives, and develop their communications plans.
 - We provide copy for press releases and social media. And we promote their press release and social media posts across our social channels.
 - We provide spokespeople for launch events, press releases, and local press interviews.
 - We host OpenGov For Journalists Training, where we show local journalists how to use OpenGov to surface insights for articles. Several customers have also asked us to provide that training as part of a launch event for local press, community and group leaders, and residents.
 - We produce videos and stories that showcase our customers' success stories. [Here's an example of a video we produced for California Health and Human Services.](#) Most of our customers share the videos internally and with local journalists to promote their work.
 - We feature customer success stories in national press. [Here is an example of a WIRED story that features the City of San Rafael, California.](#)

Post-Launch:

- This is arguably the most important phase of the communications plan because if you don't conduct a steady stream of communications activities pointing back to your dashboard or site, awareness and traffic will decline. The question I ask customers is "What do you have coming up in the next six months that you can use to highlight the dashboard or site?" Here are a few recent examples:
 - The City of Coral Gables, Florida, recently renovated and reopened its main street. So we're helping the city draft a series of social media posts that show

taxpayers how the main street renovation was funded. The key is taxpayer dollars didn't fund the entire renovation.

- You can also leverage holidays, like Earth Day. We've worked with several customers to place stories and draft social media posts that showcase how they've progressed against their Parks and Recreation goals, and how the department uses taxpayer dollars.
- Lots of governments do "Money Mondays" or "Finance Fridays" where they highlight an interesting point from their transparency site on social media. The goal is to keep the site top-of-mind and drive traffic back to it.
- [Here's an example of Thurston County, Washington, using story builder](#) to inform and educate residents on the County's budget crisis, and ask how residents would spend \$500. We're working with Thurston County to use feedback from residents for a story in local press.
- And many of our customers publish annual press releases highlighting the top data searched for on their sites, and explaining how they've progressed against the goals on their dashboards.

OpenGov PR Content

Sample Introductory Language:

Example 1:

In an effort to provide a more inclusive and transparent budget, the **[Insert Organization Name]** is pleased to present our Financial Transparency portal. The **[Insert Organization Name]** partnered with OpenGov to provide a new web-based financial transparency and intelligence tool that dynamically presents the county's revenues and expenses, from historical trends to line item level details.

By using the OpenGov platform, residents and staff have around-the-clock access and a better presentation of the **[Insert Organization Name]** budget and actuals. **[Insert Organization Name]** is one of the first **[Town, City, County, District]** in the State of **[Insert Home State]** to publicly release its financial data on the OpenGov platform.

Explore **[Insert Organization Name]** to get a feel for a new standard of transparency. For additional context and descriptions of the county's departments and programs, please refer to our Budget Overview online.

Example 2:

There's nothing quite like being able to examine financial data by yourself by viewing charts and graphs or downloading the information into an excel spreadsheet. That's why the **[Insert Organization Name]** has engaged with OpenGov to assist with providing the public an interactive way to learn more about the City's finances. This resource is a part of the **[Insert Organization Name]**'s ongoing effort to enhance transparency and public engagement in city government.

Example 3:

While the **[Insert Organization Name]** has shown its commitment to financial transparency by posting financial documents on our city's website, including the **[Insert Organization Name]** operating budgets, sometimes additional information may be sought out by citizens. Oftentimes that information is most easily understood through interactive charts and graphs.

In an effort to enhance transparency in financial reporting, the **[Insert Organization Name]** is offering an interactive reporting tool that allows citizens to explore **[Insert Organization Name]** budget data online in various graphical formats selected by the user. OpenGov, a California-based company specializing in financial transparency, pioneered this online application.

The **[Insert Organization Name]** is providing actual historical budget data from **[Timeframe]** for public review. We hope to strengthen the connection between our local government and our community members.

Example 4:

The **[Insert Organization Name]** is committed to honest budgeting, responsible spending, and financial transparency. In this spirit, the city has partnered with OpenGov to provide its citizens and stakeholders with the Financial Transparency Portal. The portal is designed to bring visibility, openness, and accountability to our operations.

This site provides you the opportunity to view, filter, and analyze revenue, expense, and balance sheet financial data for **[Insert Organization Name]**. You can analyze financial trends from **[Date]** to **[Date]** (i.e. {Include examples of questions you'll be answering in your reports}). Also, you are not limited to viewing

your city's financial data online. You can download the data (i.e. in Excel) for offline analysis and even share it on social media.

Example Quote: "We strive to be open and transparent about how we spend our resources. The more informed our residents are about what we do, the better off we are."- City Official

OpenGov How-to Guide:

OpenGov allows you to explore budget and historical finances in a simple graphical user interface.

- You'll notice the title of the Report you are viewing in the top left corner.
- Click on Saved on the left-hand side to view a list of common or favorite views on each report.
- Select Filter to display key menus.
- You can use the Show drop-down to select the data that is of most interest to you.
- Use the Broken Down By drop-down to specify the category you would like the data organized by in your chart or graph.
- Select the Filtered By option to view the data filters. These filters will allow you to select exactly which data you want to include, or exclude, from your graph or chart.
- Use the Search function within each filter to find exactly what you are looking for.
- If your organization has uploaded multiple years of data, a Fiscal Year slider will be present below the Filtered By menu. Move the sliders to choose the fiscal year(s) of data you would like to see.
- There are five different types of visual representations of the data:
 - A stacked percentage graph to see percentage changes over time.
 - A stacked line graph to visualize overall trends over time.
 - A line graph overlaying each trend over time.
 - A pie chart to view percentage breakdowns by year. To view data for other years, move the slider below the pie chart.
 - A bar chart comparing trends and percentage breakdowns over time.
- Below any chart or graph, you can view a Table detailing the financial information in the visualization above.
- Use the Help drop-down in the top right corner to:
 - View a short How-To Guide with tips on navigating the platform.
 - Recall the **Welcome Screen**.
 - View a short **Multi-Fund Accounting 101** primer with basic information on multi-fund accounting.
 - **Contact** the administrators of the account.
- Use the **Share** drop-down in the top right corner to:
 - Share your customized graph or chart through social media.
 - Send a link to your customized graph or chart through email.
- Use the **Download** drop-down in the top right corner to:

- Download an image of the graph or table as a .png file.
- Download a spreadsheet as a .csv file.

For additional information on OpenGov and to access education materials, please visit:
www.opengov.com/resources

OpenGov Company Overview:

OpenGov transforms the way the world analyzes and allocates public money. With more than 1600 government customers across 48 states in a rapidly expanding network, OpenGov is the market leader in cloud-based financial intelligence, budgeting, and transparency for government. The OpenGov platform transforms government financial data into intuitive, interactive visualizations for both internal government users and citizens. OpenGov technology empowers administrators to make better policy decisions by measuring budget to actual expenditures, comparing data across departments and other governments and streamlining the budgeting process. Founded in 2012 with headquarters in Silicon Valley, OpenGov works with leading governments of all sizes including Minneapolis, New Haven, and Beaufort, SC. Learn more at www.opengov.com.

Frequently Asked Questions

Q: What is OpenGov?

A: OpenGov is a technology company based in Silicon Valley focused on building the most powerful financial intelligence and transparency platform ever created for governments. We are transforming how state and local governments analyze, share and compare their financial data.

Q: How do I select the data I want to see?

A: To focus on specific data — like a fund, department, expense type, or any combination — use the menu on the left side panel. The “Broken Down By” drop-down allows you to specify which breakdown you want the graphs and table rows to represent on the graph. You can analyze the expense and revenues data by fund, department, or type.

Q: Can I select more than fund or departments?

A: Yes. Use the Data Filter on the left side panel to make specific selections within the data. The Data Filter shows you the hierarchical relationships of Funds, Departments, and Account Types. You'll notice the title of the graph you are viewing on top along with the account type selector. You can use the filter to see the data of most interest to you.

Q: How do I see the actual numbers within the graph?

A: Hover over any area of the graph to see the actual or budgeted amounts for that period. Or, just scroll down to see a table with detailed information below the graph.

Q: Can I see the data in a different graph?

A: In the upper right hand corner, you will see options for the different graphs and tables. There are five graph types: an area graph, an area graph by percentage, a line graph, a pie graph, and a bar

chart. Additionally, there is always a table view below any graph. The table allows you to zoom-in on the detailed financial data selected in the chart or graph above.

Q: Why are there sometimes spikes in one year?

A: In reviewing multiple years of data, you may see "spikes" in the individual years; this can be due to unexpected expenses, such as a hard winter, equipment failure, a capital project, or a specific event that required additional funds. You can drill-down into our OpenGov platform to learn more about where exactly those expense or revenues are categorized.

Q: Can I save the data I am looking at?

A: Yes, there are Share and Download buttons in the upper right corner. You can share any view on a social network or by email. There are also options to download the displayed data in .csv spreadsheet and .png image formats. Additionally, you can copy and paste the url at the top of the page you are viewing.

Q: How do I learn more about government accounting?

A: Use the Help menu on the top right corner to navigate to the "Budget 101" primer to learn more about multi-fund accounting.

Q: I have a question. How do I contact my organization?

A: Use the Help menu on the top right corner to navigate to the "Contact" option to send a message to your organization.

Social Media Tips

Remember to include our handle @opengovinc on Twitter, or tag us on Facebook so we can retweet and share. Use relevant hashtags including #transparency #[yourcity] and #LocalGov to connect with other governments and thought leaders on the topic and stimulate discussion.

Connect with us! We're always on the lookout for posts from our partners to amplify and support. Below are the OpenGov social channels.

- Blog: <http://opengov.com/blog/>
- Twitter: [@OpenGovInc](https://twitter.com/OpenGovInc)
- Facebook: <https://www.facebook.com/opengovinc>
- LinkedIn: <https://www.linkedin.com/company/opengov-inc>

FACEBOOK:

Use your Facebook page to inform the public of your new OpenGov platform. Tag (or @) OpenGovInc in your post (so we can share). If you also use G+, the same content you post on Facebook may also be applicable for your G+ page. Photos increase visibility and engagement, so remember to include an image.

Examples:

- "We've launched a budget #transparency platform powered by @OpenGovInc that makes it easy to explore how your tax dollars are collected and spent <link to your press release, news post or your OpenGov portal URL> <photo>
- "Dive into [City Name]'s finances and [X] years of spending and revenue detail with our new financial #transparency platform" <link to your press release, news post or your OpenGov portal URL> <photo>

- *On a regular basis, you may consider posts highlighting frequently asked questions (“Saved Views”) from your constituents or interesting observations from the budget.*
- “The 2017-18 Budget is now available online in an interactive, digital format. Visit [link] to view the city’s plan for the year”
- “Curious about how much we’re spending to improve and maintain the city’s parks? Visit <your OpenGov platform URL> to find out.

TWITTER:

Tweet about the launch of your OpenGov platform and include relevant hashtags when appropriate. A best-practices tweet that uses your handle, our handle (@OpenGovInc) (so we can re-tweet) and a link (either to your blog post or OpenGov portal) to urge people to visit would look like this:

- “Explore X years of [Name] finances with the launch of our @opengovinc financial #transparency platform>> [LINK]”
- “We’ve teamed up with @OpenGovInc to provide instant access to #[Name]’s finances <link to your press release, news post or your OpenGov portal URL> <photo>”
- “Curious how your tax dollars are collected and spent? Visit our new @opengovinc platform [OpenGov portal URL] for instant access and visualizations” <photo>”

If you have any questions regarding maximizing your social media outreach, feel free to contact us.



Press

Most cities develop a press release to share their OpenGov platform launch with external audiences. Whether or not you are planning to hold a full press conference or simply share the news via email with your local paper and citizen listserv, we have a template to get you started. Remember to distribute the news with a screenshot of your platform.

PRESS: Press Release Example Template

Sample Press Release

[Insert date]

[Insert local government contact]

OpenGov Contact: Joe Roualdes, 415-823-2136, jroualdes@opengov.com

[Insert government name] Introduces New Site To Further Increase Its Transparency

The New Site Shows Community Members How the [city OR county] Spends Their Taxpayer Dollars

[INSERT GOVERNMENT LOCATION] & REDWOOD CITY, CA – Today, [Insert government name] announced that it's partnering with [OpenGov](#) - the leading Budgeting and Performance company powering more effective and accountable government – to introduce a new site that offers insight into the [City's OR County's] finances.

Commented [JR1]: Insert the link to the site.

[Insert quote from government official]

The [OpenGov Cloud™](#) is an easy-to-use, cloud-based solution for [budgeting](#), [performance](#), and [citizen engagement](#). OpenGov's transparency site aggregates, organizes, and visualizes various data sets (like budgets, building permits and 311 requests). It's powered by CKAN - the open-source standard that the U.S. federal government, the European Union, and hundreds of other agencies around the world use for open data. It also includes tools like APIs that developers can use to build applications.

The new site serves two purposes: it gives community members more insight into how their taxpayer dollars are spent, and gives [City OR County] officials across numerous departments easier access to data so they can make more informed decisions that drive better outcomes.

"Our open data portal is a win-win for [Insert government name] and the community," said OpenGov CEO Zac Bookman. "On average, governments receive 20 percent less requests for information after they launch their OpenGov open data portals. That means citizens are getting the information they need, and it saves governments time and energy that can be spent elsewhere."

[Insert government name] joins over 1,900 city, county, and state governments, special districts and schools that rely on OpenGov to be more effective and accountable.

[Insert government boilerplate]

About OpenGov

[OpenGov](#) is the leading Budgeting and Performance company powering more effective and accountable government. Over 1,900 public agencies in 48 states use OpenGov -- including the State of Ohio; the City of Richmond, VA; the City of Flagstaff, AZ; and Washington, DC. OpenGov was founded in 2012, and is backed by Andreessen Horowitz, JC2 Ventures, Emerson Collective, 8VC, and Thrive Capital.

###

Sample Tweets & Facebook Posts

Remember to mention @OpenGovInc on Twitter so that we can respond and amplify your message to all of our followers. Also be sure to use hashtags like #OpenData and #GovTech to connect with other governments and thought leaders to stimulate conversation.

OpenGov's Facebook page is <https://www.facebook.com/opengovinc>. Remember to tag or mention @OpenGov Inc so we can respond and amplify your message to all of our followers.

With Twitter and Facebook, be sure to include a photo with each of your posts!

- *#Transparency is a priority in [\[Insert government handle\]](#). That's why we're excited to introduce our new transparency site! It shows exactly how the [\[City OR County\]](#) spends your taxpayer dollars. Check it out! [\[Insert site link\]](#) @OpenGovInc #OpenData*
- *The budget is now available online in an interactive, digital format. Visit [\[Insert site link\]](#) to view our plan for the year #OpenData @OpenGovInc*
- *Ever wonder how the [\[City OR County\]](#) spends your taxpayer dollars? Well you're in luck! Check out our new transparency site to see the services your taxpayer dollars fund! [\[Insert site link\]](#) @OpenGovInc #OpenData*

PRESS: Draft Media Advisory Template [Use this template to invite media to your launch]

City to Unveil Budget Transparency Platform on [Day]

[DATE], 2018 — On [date], Mayor [Name] and Councilmember [Name] will announce a new financial transparency platform giving the public unprecedented access to city budget data.

WHAT: Press Conference [or council demonstration] announcing new [Name] Financial Transparency Platform and platform demo

WHEN: Date
Time AM

WHERE: [Insert location]

WHO: Mayor [Name]
Controller [Name]
Councilmember [Name]

For further information or to RSVP, please contact [\[contact details\]](#)

-###-

PRESS: External Launch Scenarios

There are many ways you can choose to hold a public launch. Here are three examples to guide you:

Launch Scenario 1: Presenting at a council, commission or budget meeting

Tactics:

- Alert the media in advance of the presentation
- Demonstrate how to use the platform (remember to highlight saved views, navigation tips and share features)
- Provide a 1-pager for council members. (We have a template for this)
- Distribute your press release following the meeting and amplify on social
- Include the press release in the news section on your website
- Resources needed:
 - o Council one-pager
 - o Press Release
 - o Media Alert

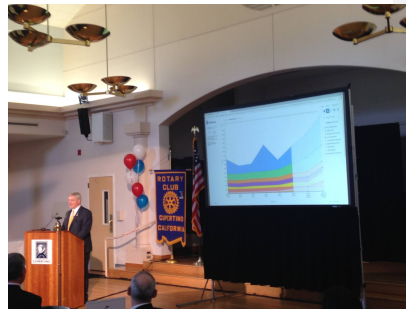
LAUNCH STORY: City of Miami rolls out OpenGov platform

- > Debuted at a commission meeting in early January.
- > Alerted the media in advance
- > Launch attended by local and broadcast reporters
- > Coverage in the local public radio affiliate, Miami Herald, and several other publications
- > Local govttech community celebrated launch on social

Launch Scenario 2: Press Conference or Media-only event

Tactics:

- Confirm the logistics. Choose a location, speakers, timing and run-of-show.
- Invite media in advance of the event, and remember to include local TV and radio.
- Demonstrate the platform, highlighting saved views and address any questions.
- Distribute your press release and amplify on social. Remember to include a photo or the platform!
- Include the press release in the news section on your website
- Resources needed:
 - o Press release
 - o Media alert/advisory
 - o Press conference logistics and run of show



Cupertino OpenGov launch press conference

Launch Scenario 3: Web & E-Mail press release distribution

Tactics:

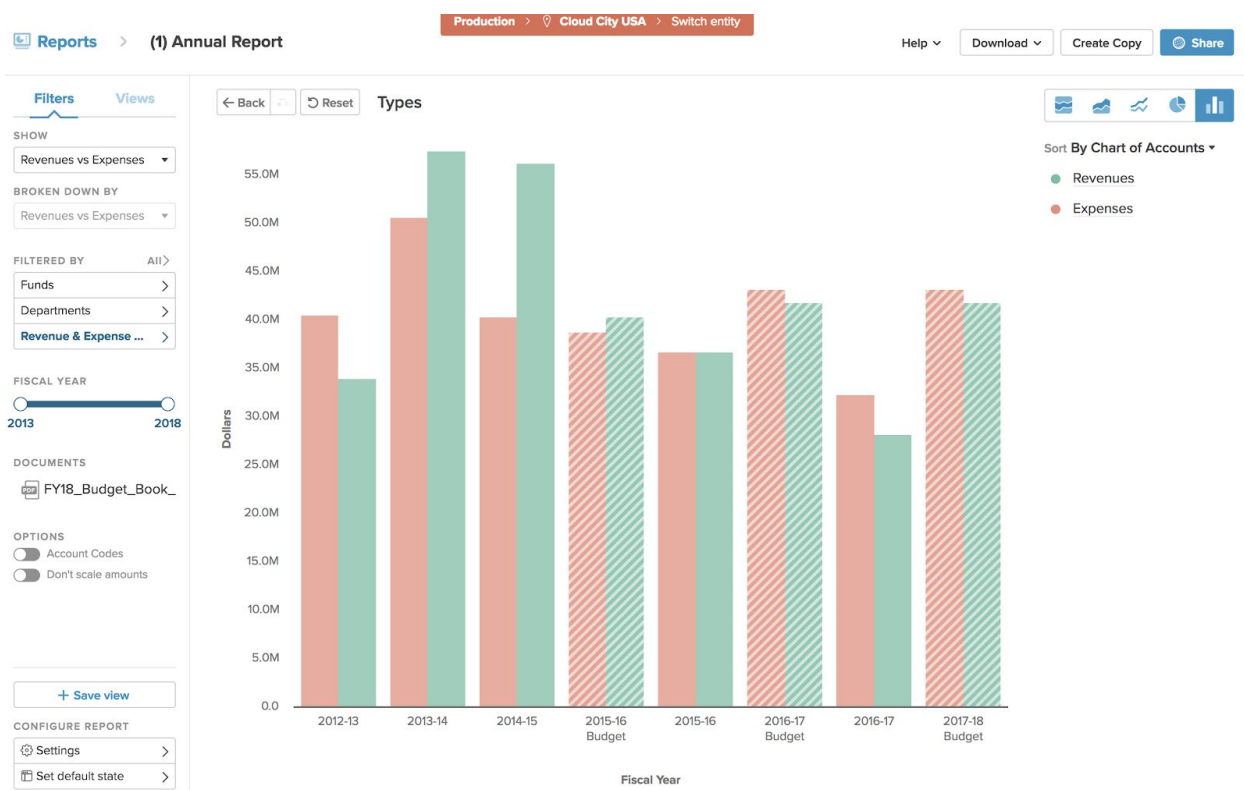
- Develop a press release, highlight your saved views and strategic priorities
- Pitch the press release, including a photo to your local media
- Post the release on your website news section
- Amplify on social media channels
- Coordinate media interviews or questions reactively
- Resources needed:
 - o Press release

OpenGov: Navigating your Reports

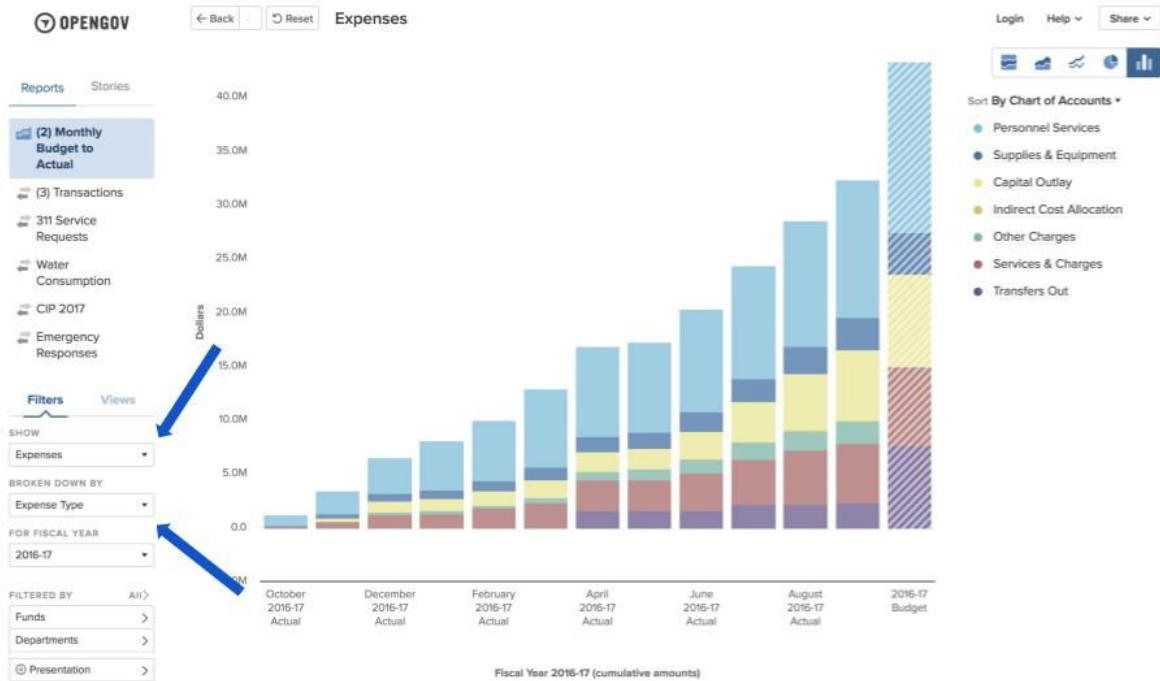
There are four types of financial reports in OpenGov. Additional department statistical information will be added as it is available. The four report types are in the upper left corner under the City logo.

1. Annual Financial Report

This report shows historical totals by fiscal year from 2012 - the most current month closed. Each bar on the graph represents a different year of data. The bars that have a solid gradient represent actual data whereas the shaded bars represent budget data. Use the fiscal year bar slider to show additional years of data.



OpenGov: Navigating your Reports



Every OpenGov report has a **Filter Panel** that allows you to compare expenses and revenues. Also, you can use the filter panel to view expenses or revenues across different departments or by specific account types.

Use the “Show” and “Broken Down By” filters to view the financial data in different ways. You can click into the graph or use the legend on the right to isolate a specific department or account type. There are also several pre-selected views in each report type.

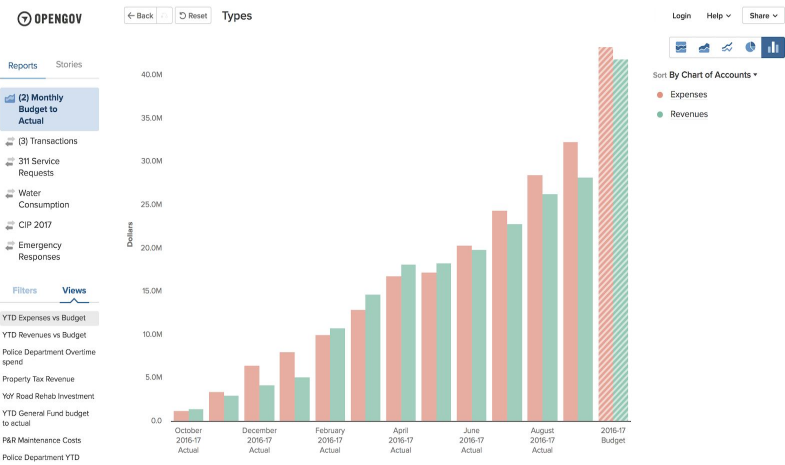
Every OpenGov report also has a Summary Table of data. This summary table sits below the graph and contains the raw data that is driving the numbers seen in the graph. You can expand the different sections of the table to see exact totals.

Collapse All	2016 Actual	2016 Actual	2018 Budget v3	2018 Budgetv4	2018 Budget v7	2018 Budget Intro
Personnel	\$ 17,835,672	\$ 19,089,978	\$ 22,129,100	\$ 22,133,548	\$ 21,419,110	\$ 21,419,110
▶ Salary	12,434,230	13,259,934	14,329,328	14,332,520	13,852,945	13,852,945
▶ Health & Dental	1,948,718	2,163,170	3,784,815	3,784,815	3,592,830	3,592,830
▶ PEPF	1,905,371	2,010,539	2,087,282	2,085,508	2,081,935	2,081,935
▶ FICA & Medicare	907,309	969,673	1,076,740	1,078,770	1,059,735	1,059,735
▶ 401a Match	351,510	387,456	485,660	485,660	474,770	474,770
▶ Workers' Comp	288,532	299,206	365,275	365,275	356,895	356,895
Services	11,529,736	16,332,133	16,115,709	16,034,729	14,945,041	14,945,041
Capital	20,896,438	28,072,974	8,414,770	8,247,770	9,847,770	9,847,770
Debt	3,855,971	24,029,774	6,080,479	6,080,479	6,361,313	6,580,479
Transfer	10,954,032	20,550,523	0	0	0	0
Operating	871,127	1,045,311	1,566,130	1,499,830	1,453,690	1,453,690

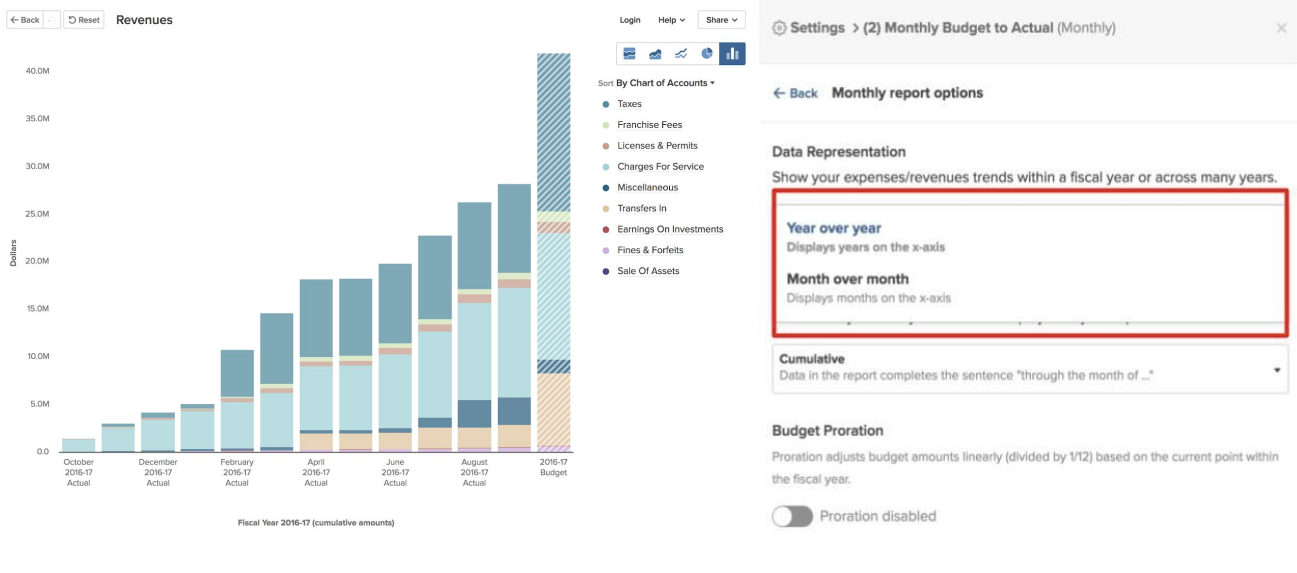
OpenGov: Navigating your Reports

2. Monthly Revenue & Expenses

This report shows actual data broken down by month. Also included in this report is the annual budget information. In a monthly report, you have the option to show data in both cumulative and incremental amounts. Additionally, you can view the data month-over-month or year-over-year. Along the x-axis will be a description of how the data is being shown (cumulative vs. incremental)



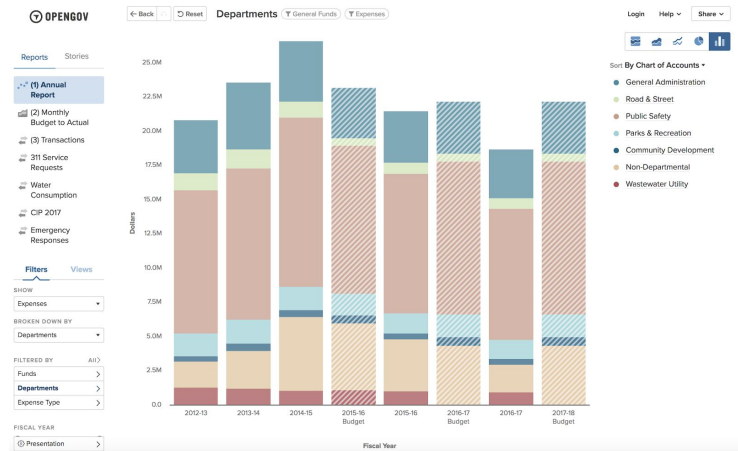
To switch between viewing the data as month over month vs. year over year, click into **Settings** then navigate to **Monthly Report Options**. From here, you can also view the data in cumulative amounts or incremental amounts.



OpenGov: Navigating your Reports

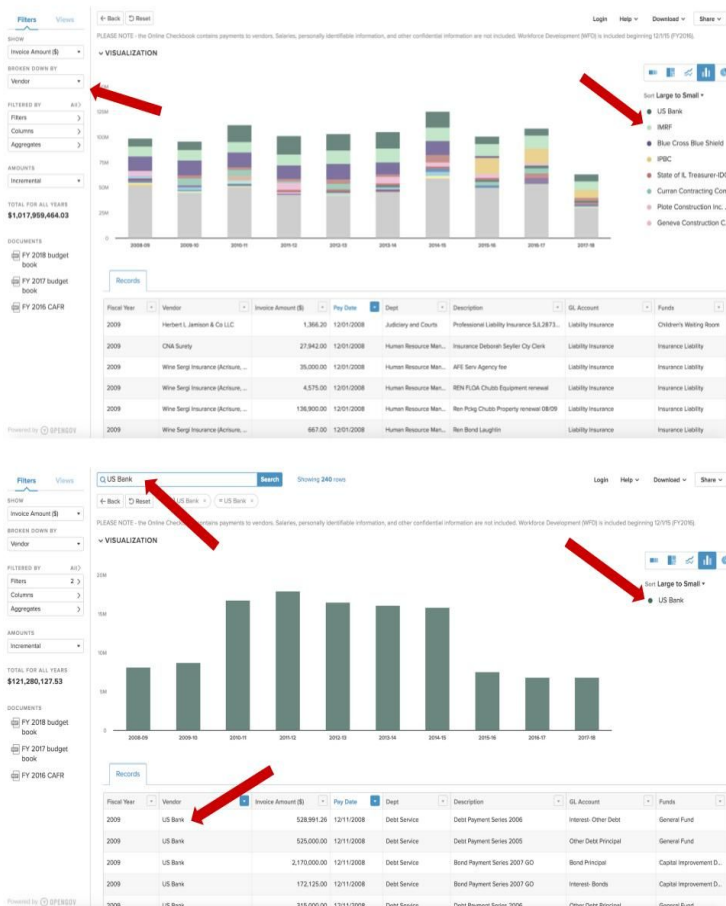
3. General Fund Expenses by Function

This report shows General Fund spending by top government functions. Displayed on this report is annual actual data from FY12-13. The report is setup to only display expense data for the General Fund. You can use the graph, legend or filter panel to drill into the department information further.



4. Transactions

This report shows the transactions from fiscal year year 2011/2012 through the most recent month of the current fiscal year. Use the filter and aggregate menu or the Google-style search bar to filter the data by a specific date or vendor. Search for keywords by simply clicking on the term - one of the most popular ways to explore the data. To see data broken down by month, click into the fiscal year on the x-axis.

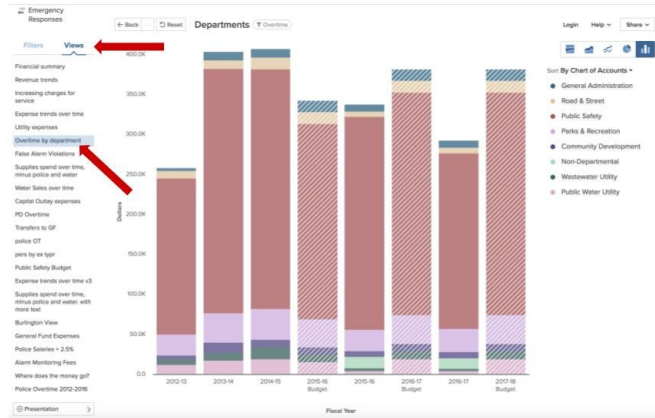


OpenGov: Navigating your Reports

OpenGov Tips:

Saved Views

Saved views are built into reports to allow you to easily navigate the data in a report. Saved views are available on all reports and are located next to the filter panel.



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Download the Data!

You can download the graph or the table of data by navigating to the **Share** button in the top right-hand corner of any report. You can also share the link to a report here.

Switch Graph Types

You can switch between a bar graph, pie graph, line graph, stacked graph or percentage graph depending on your preference. The different graph type options are located in the top right of a report.

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Filters Views

SHOW

Expenses ▾

BROKEN DOWN BY

Expense Type ▾

FILTERED BY All >

Funds >

Departments >

Expense Type >

FISCAL YEAR

← Back
↺ Reset

Expen:

Back/Reset Button

The **Back** button allows you to return to the previous state of the report. You can continue to hit **Back** until you return to the default state of the report. The **Reset** button will return the report to the original, default state.