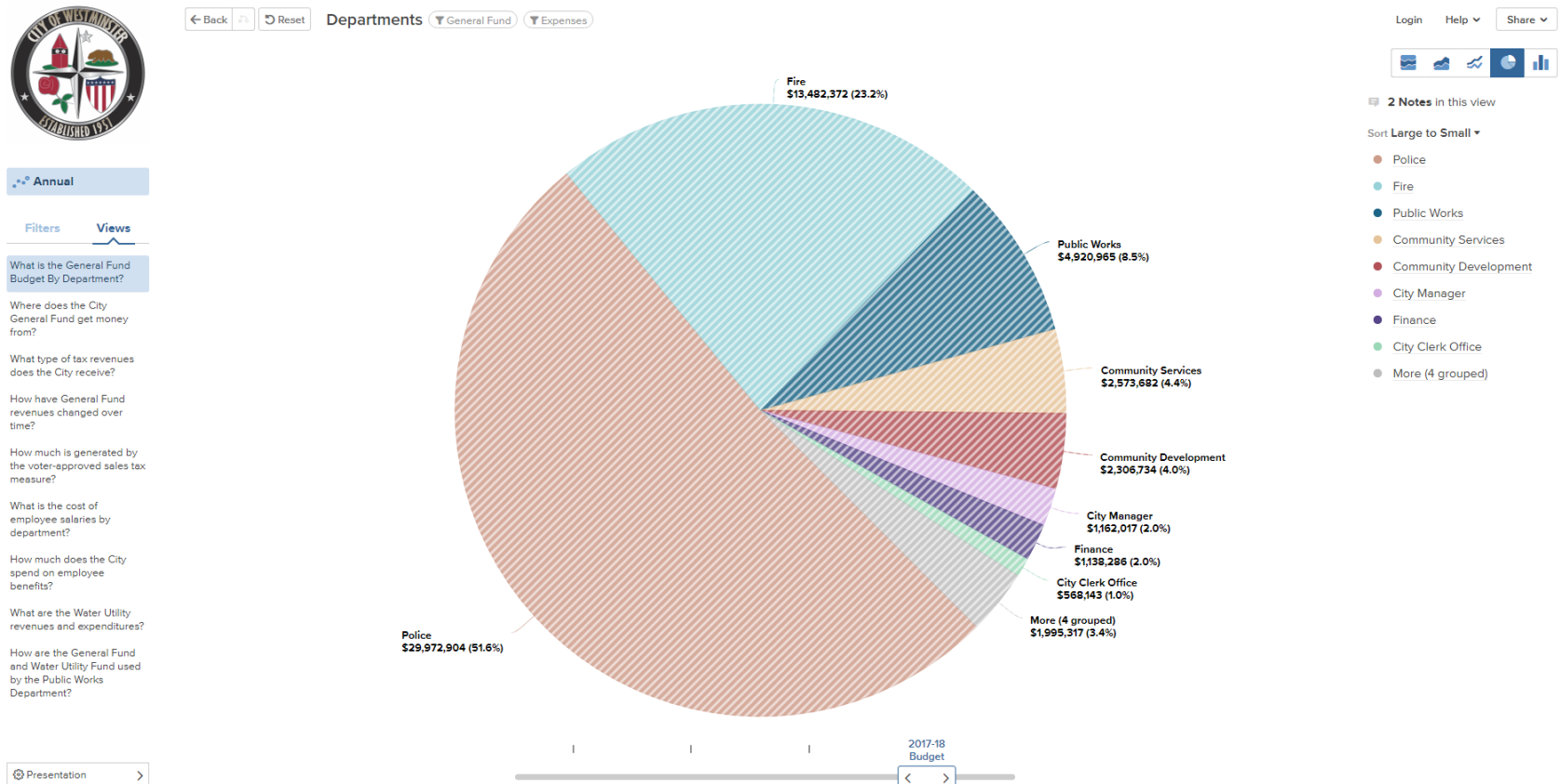


# Westminster's Financial Transparency Portal User Guide



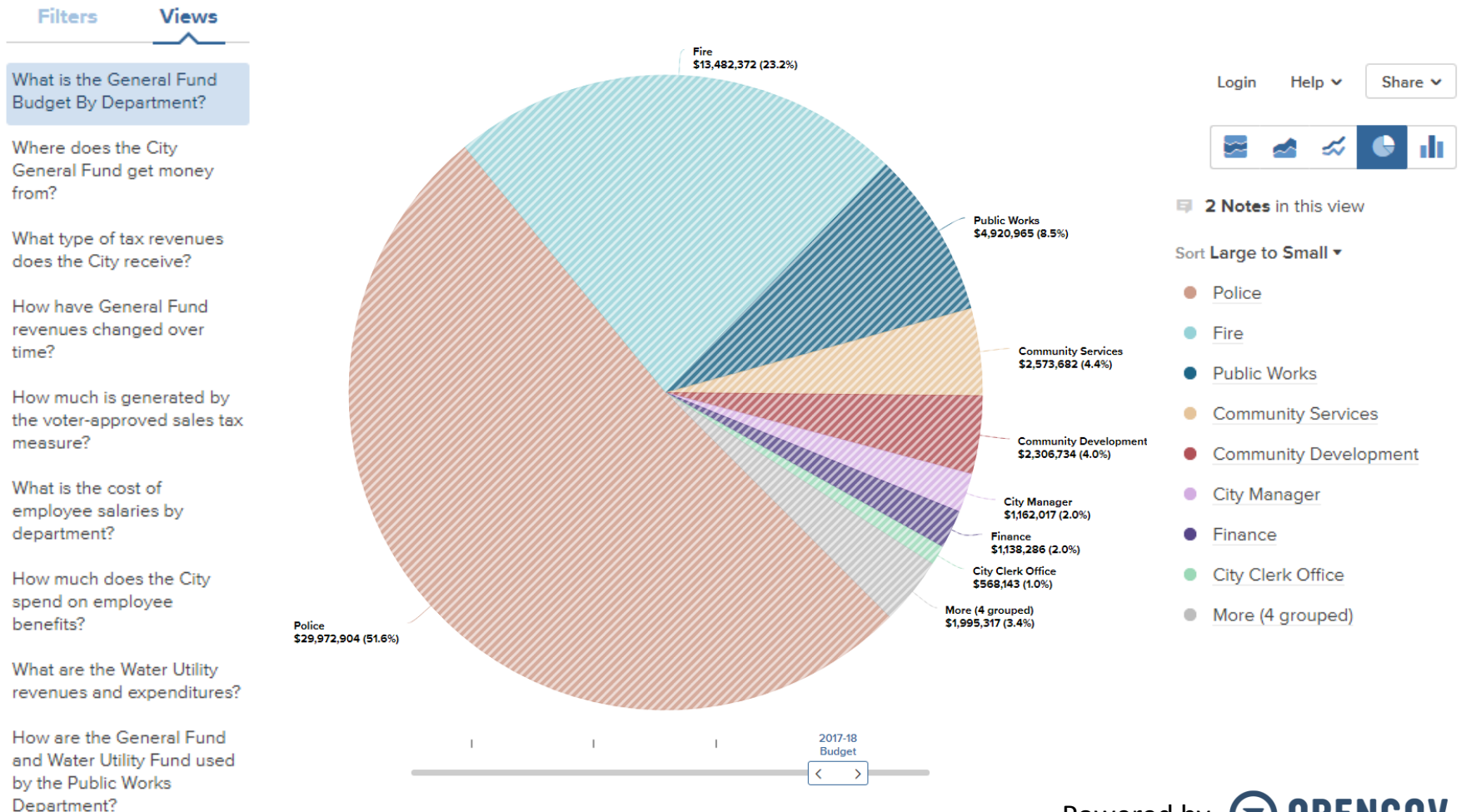
# Westminster's Financial Transparency Portal: User Guide

The Transparency Portal allows you to access financial data through easy-to-understand charts and graphs, in just a few clicks.



# Westminster's Financial Transparency Portal: User Guide

For example: This chart is answering the highlighted question on the left and showing the General Fund budget, by department.



# Westminster's Financial Transparency Portal: User Guide

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

**Filters** **Views**

What is the General Fund Budget By Department?

Where does the City General Fund get money from?

What type of tax revenues does the City receive?

How have General Fund revenues changed over time?

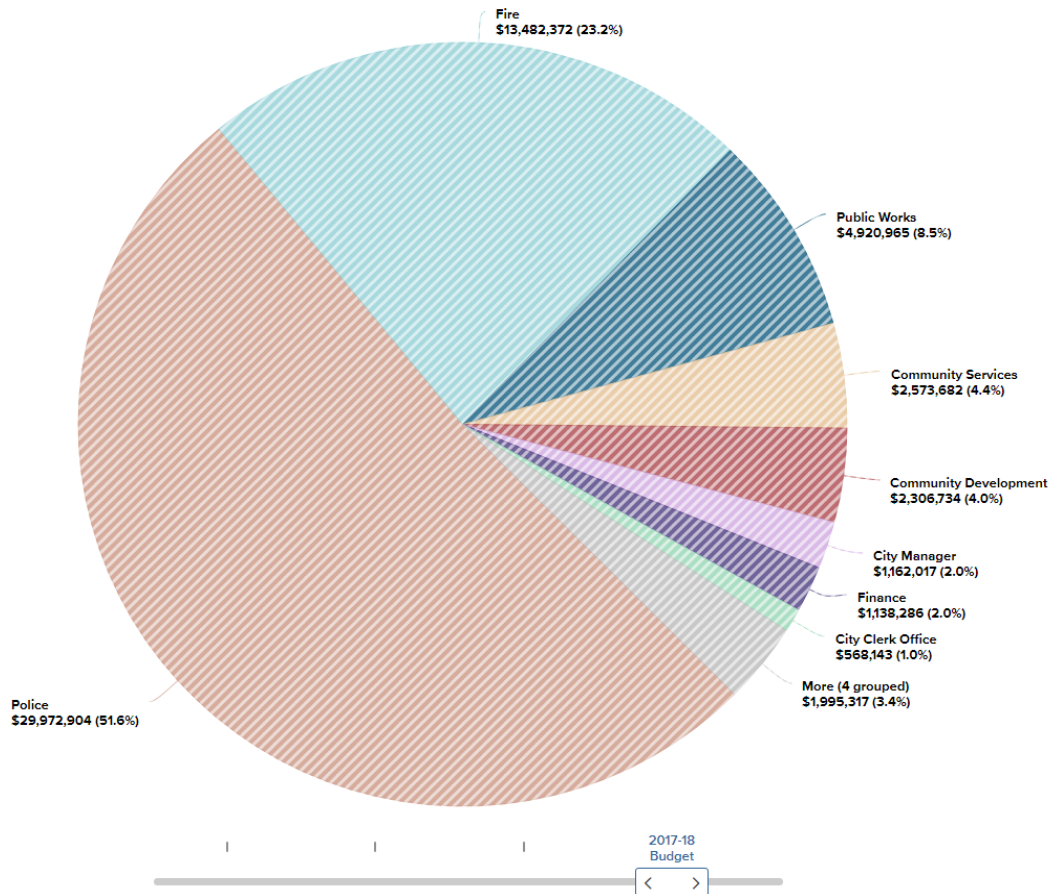
How much is generated by the voter-approved sales tax measure?

What is the cost of employee salaries by department?

How much does the City spend on employee benefits?

What are the Water Utility revenues and expenditures?

How are the General Fund and Water Utility Fund used by the Public Works Department?



Login Help Share



2 Notes in this view

Sort Large to Small

- Police
- Fire
- Public Works
- Community Services
- Community Development
- City Manager
- Finance
- City Clerk Office
- More (4 grouped)

# Westminster's Financial Transparency Portal: User Guide

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

Annual

Filters Views

SHOW  
Expenses

BROKEN DOWN BY  
Departments

FILTERED BY All >

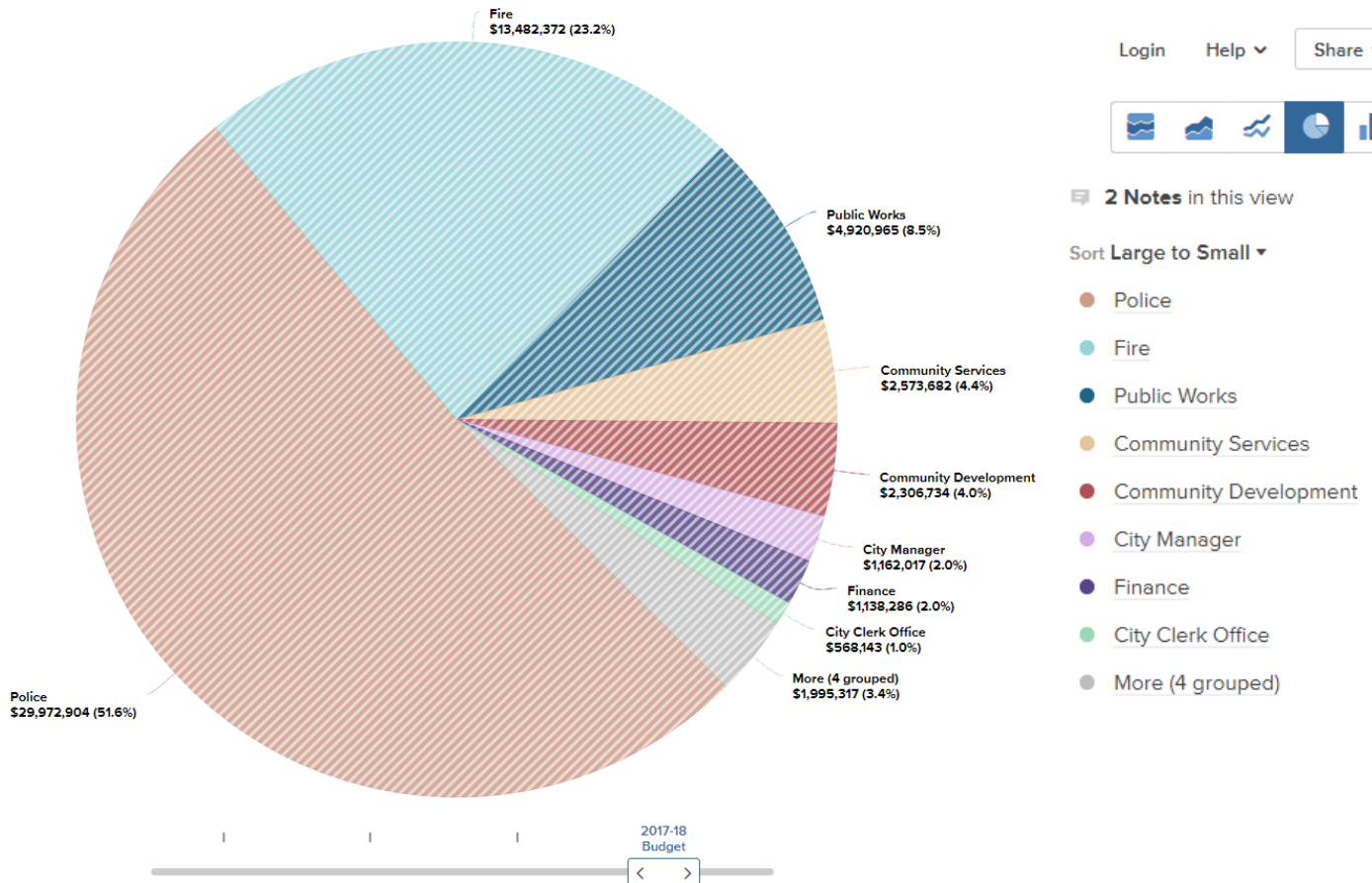
- Funds >
- Departments >
- Program >
- Expense Type >

FISCAL YEAR  
2015 — 2018

DOCUMENTS

- 2016\_CAFR.pdf
- 2017-19\_Adopted\_Budget

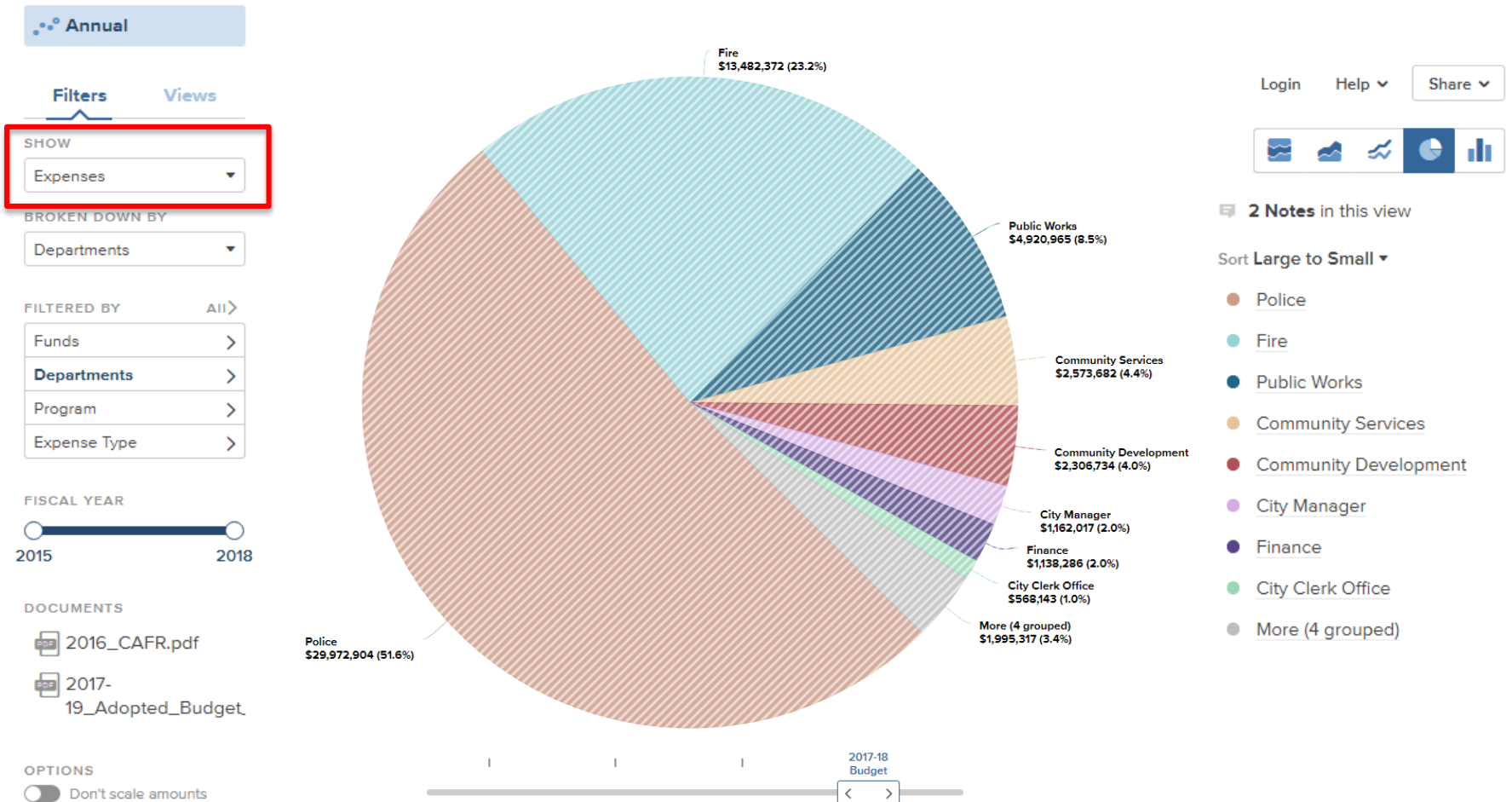
OPTIONS  
 Don't scale amounts





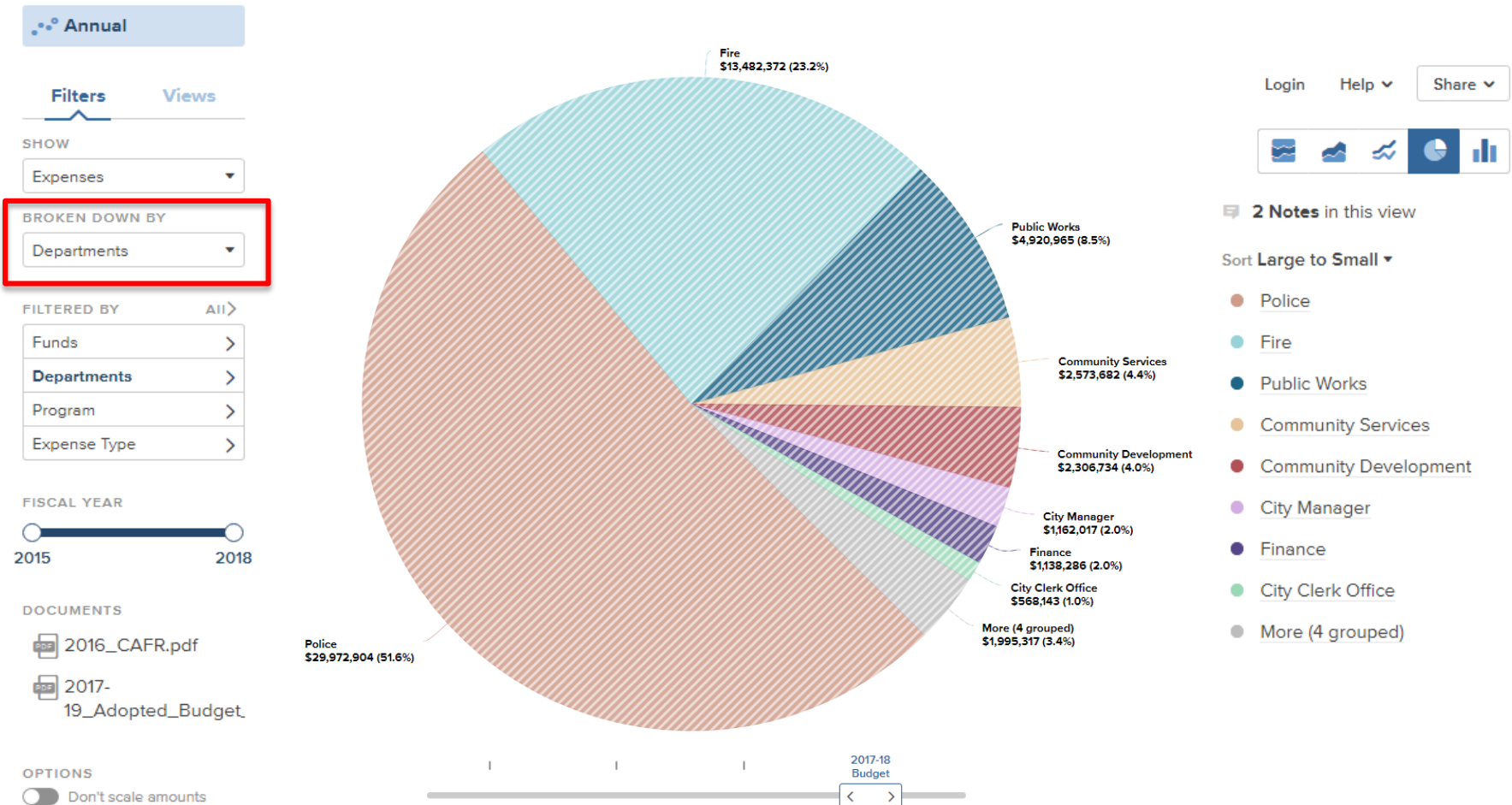
# Westminster's Financial Transparency Portal: User Guide

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



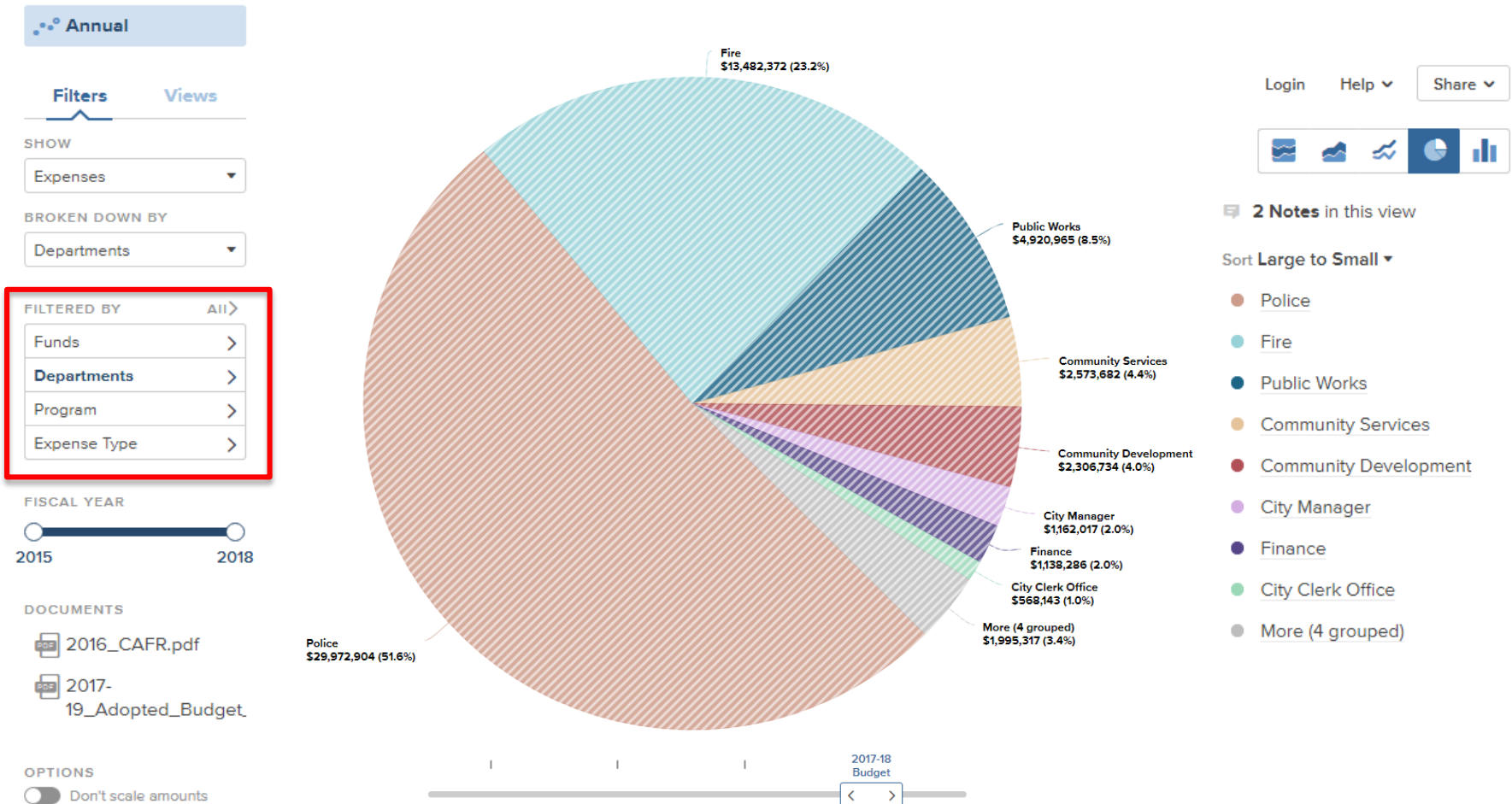
# Westminster's Financial Transparency Portal: User Guide

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



# Westminster's Financial Transparency Portal: User Guide

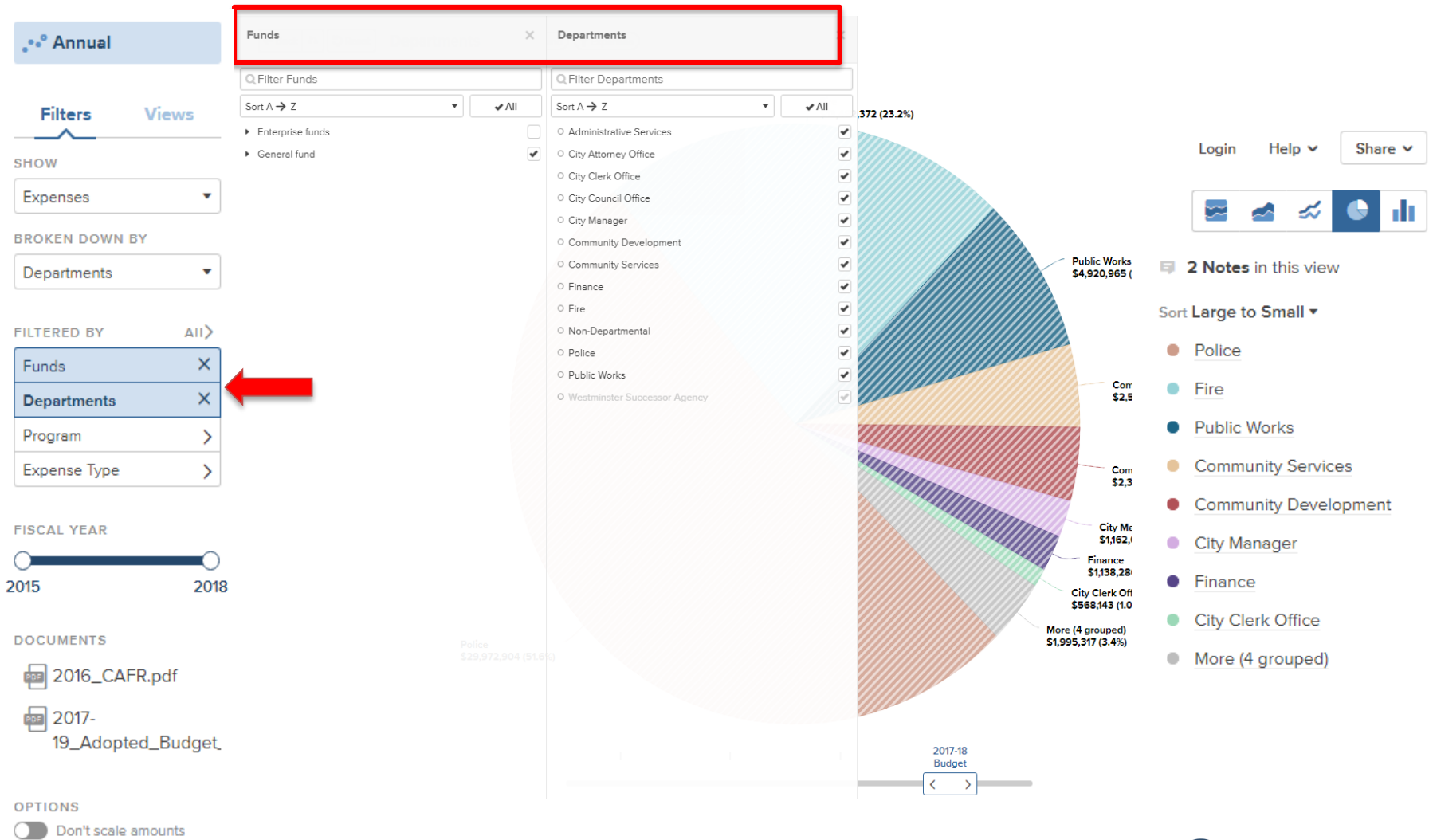
Use the **Filtered By** option to view the data filters. These filters allow you to select exactly which data you want to include and exclude in your graph.





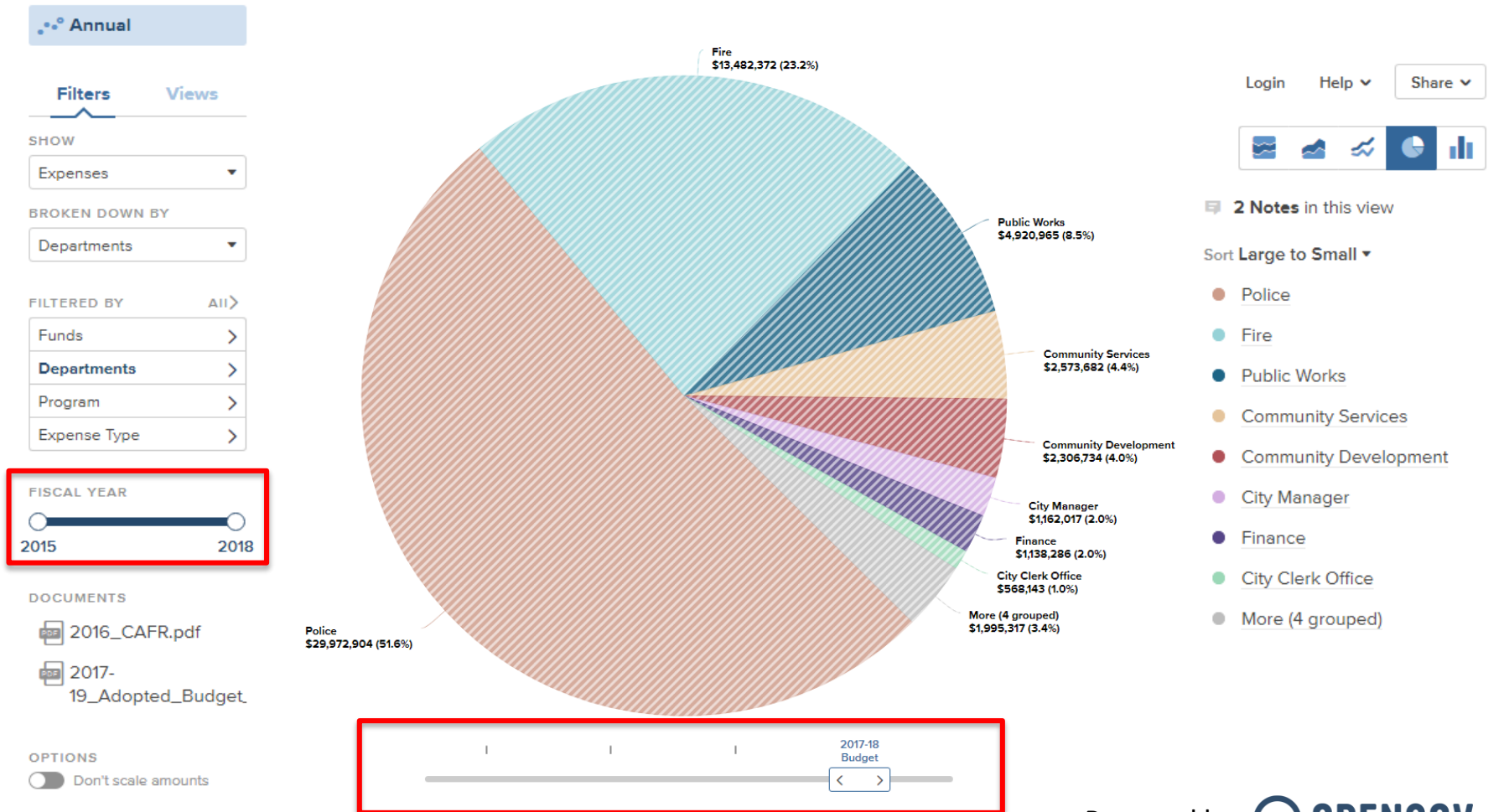
# Westminster's Financial Transparency Portal: User Guide

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



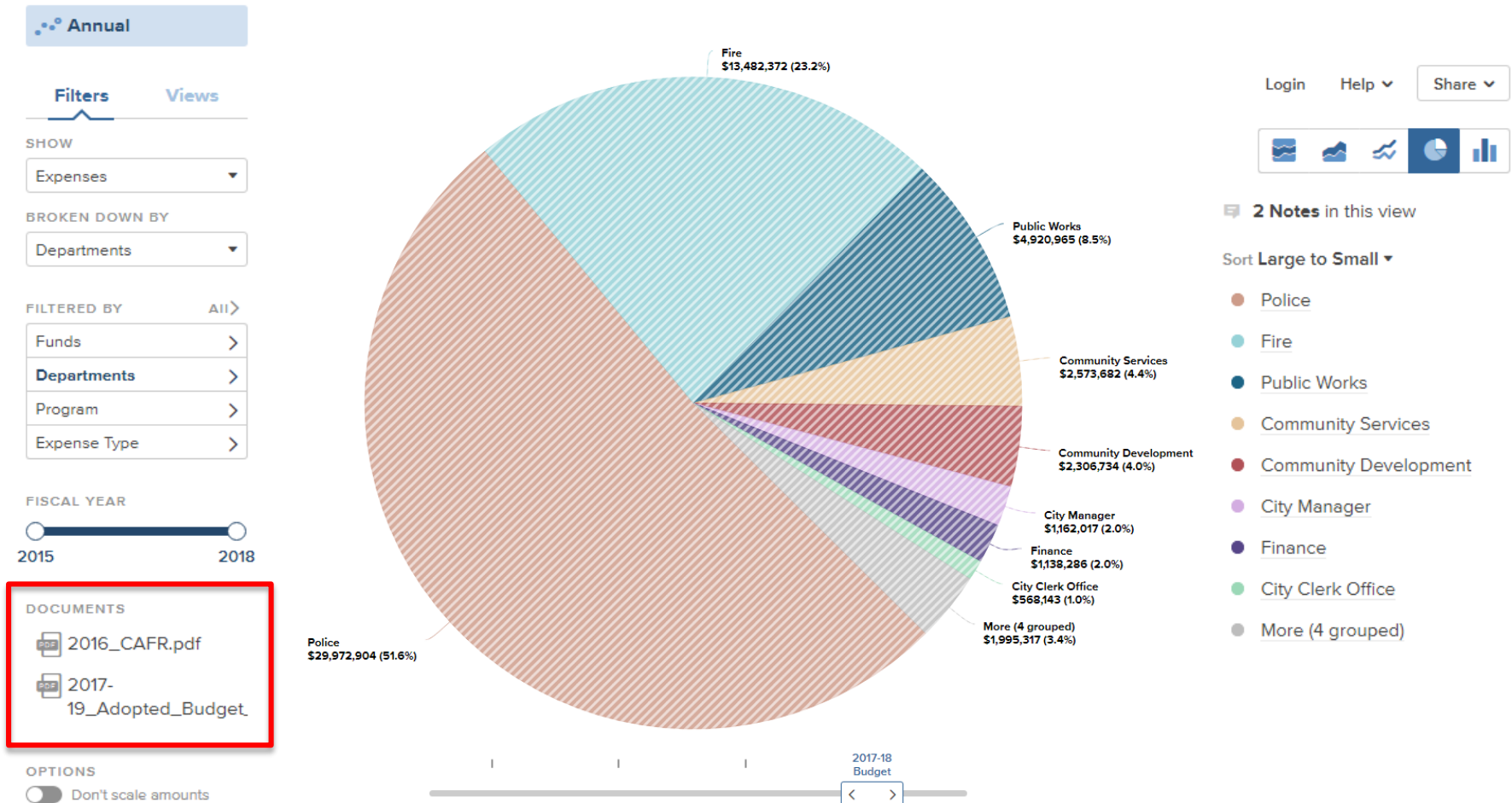
# Westminster's Financial Transparency Portal: User Guide

The **Fiscal Year** slide bars allow you to view the range of years that you want to see.



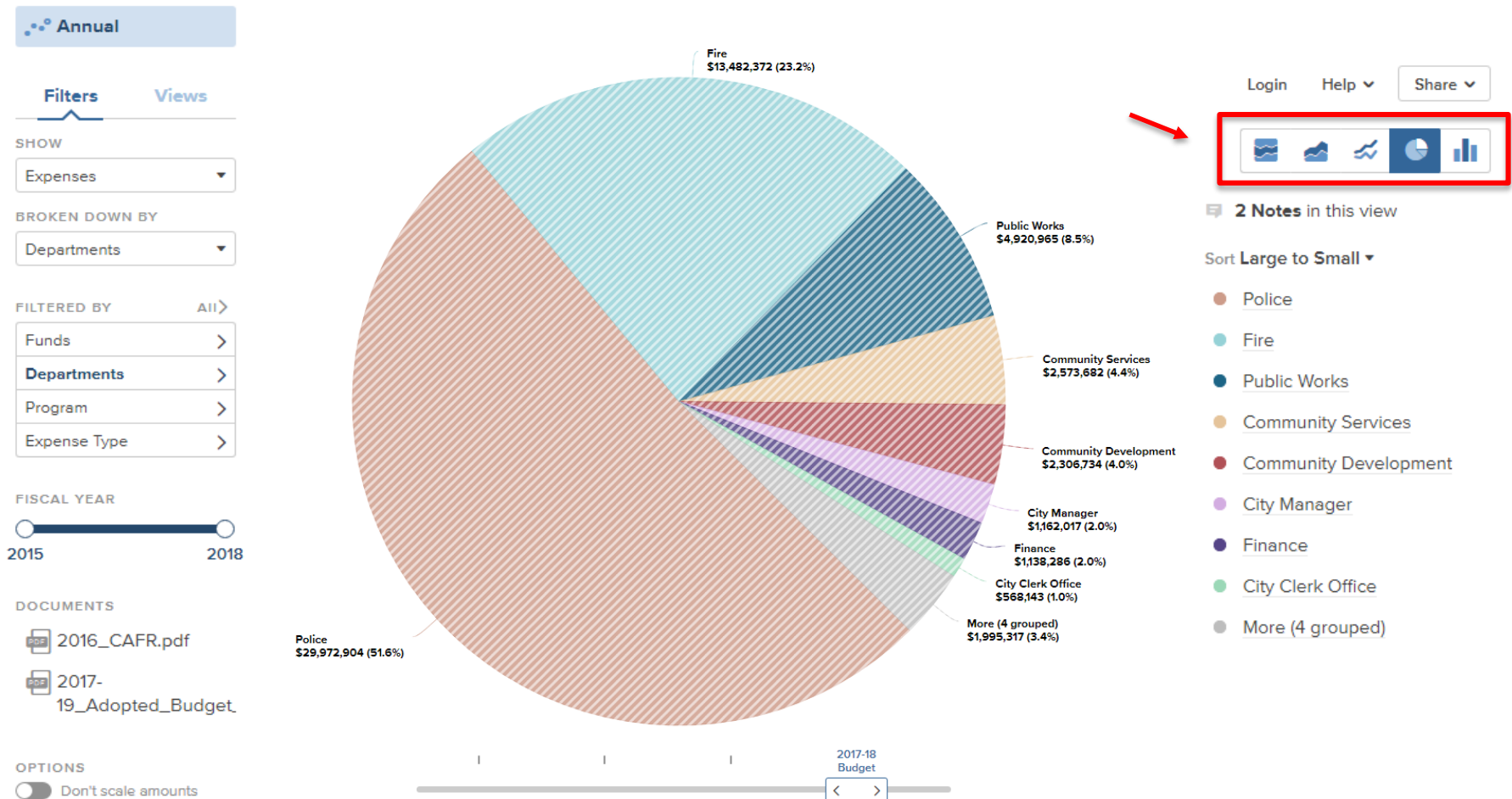
# Westminster's Financial Transparency Portal: User Guide

Current published documents are also linked through the Portal



# Westminster's Financial Transparency Portal: 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



# Westminster's Financial Transparency Portal: User Guide

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

**Annual**

**Filters** Views

SHOW  
Expenses

BROKEN DOWN BY  
Departments

FILTERED BY All >

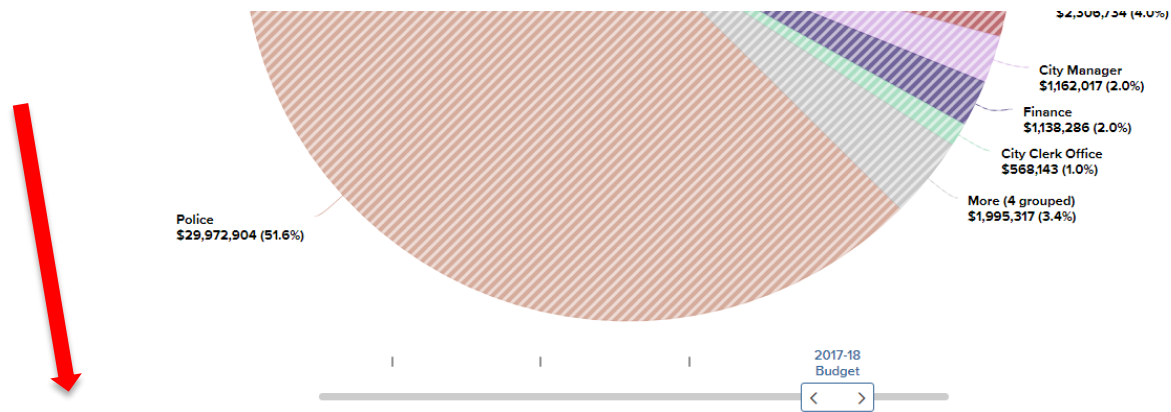
- Funds >
- Departments >
- Program >
- Expense Type >

FISCAL YEAR  
2015 — 2018

DOCUMENTS

- 2016\_CAFR.pdf
- 2017-19\_Adopted\_Budget

OPTIONS  
 Don't scale amounts

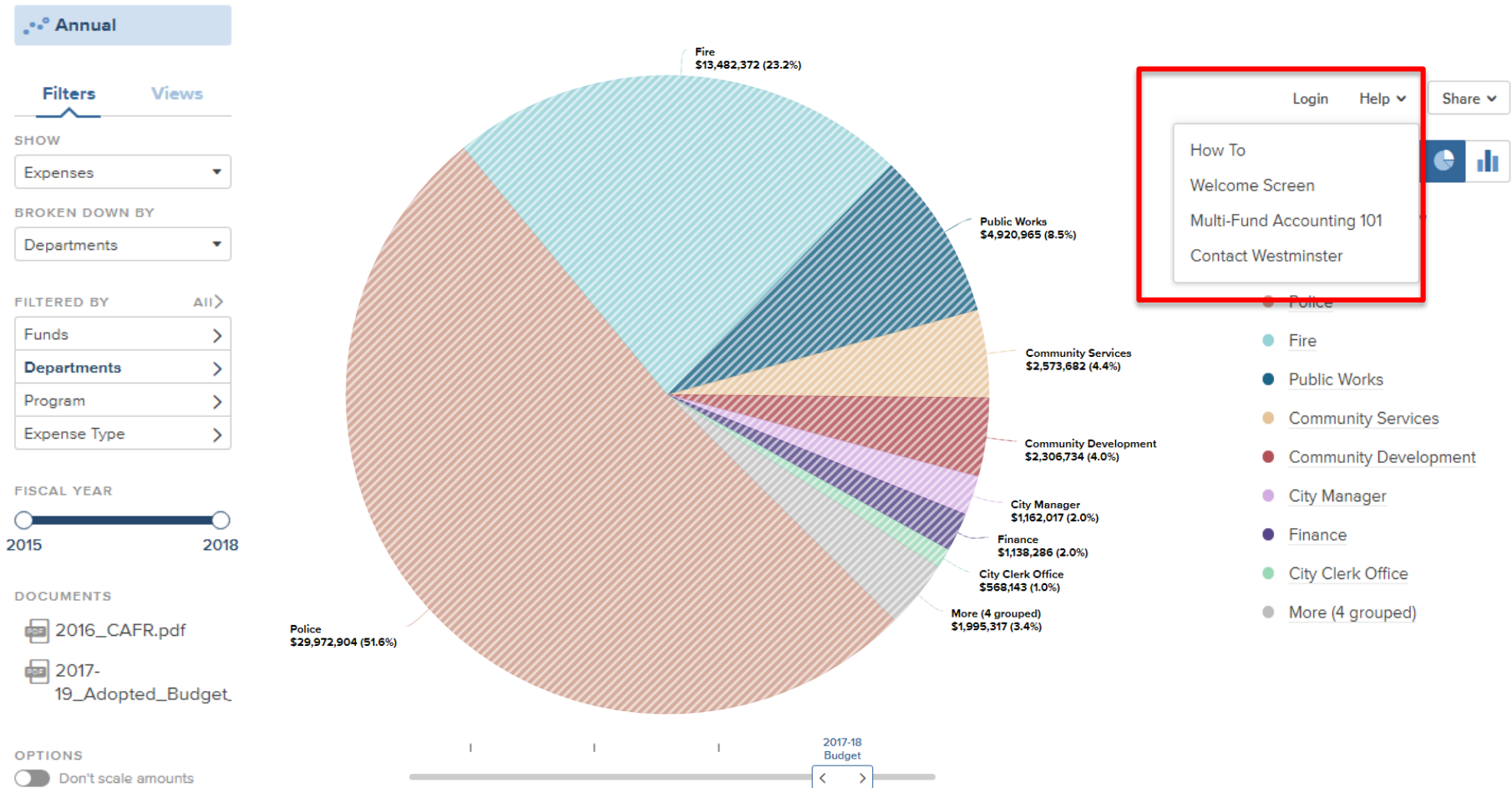


	2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Budget
Police	\$ 26,599,995	\$ 27,074,868	\$ 29,013,145	\$ 29,972,904
Fire	11,300,230	12,156,108	12,669,511	13,482,372
Public Works	4,059,709	4,120,634	4,476,073	4,920,965
Community Services	2,085,968	2,213,296	2,365,648	2,573,682
Community Development	1,903,931	2,045,058	2,076,313	2,306,734
City Manager	905,316	952,389	1,011,473	1,162,017
Finance	761,629	725,817	810,474	1,138,286
City Clerk Office	555,782	422,879	618,806	568,143
City Council Office	366,462	349,787	371,807	402,164
Administrative Services	95,166	182,641	161,339	919,486
Non-Departmental	3,069	333,428	58,350	430,991
City Attorney Office	110,183	39,322	116,676	242,676
<b>Total</b>	<b>\$ 48,747,441</b>	<b>\$ 50,616,225</b>	<b>\$ 53,739,615</b>	<b>\$ 58,120,420</b>



# Westminster's Financial Transparency Portal: 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.



# Westminster's Financial Transparency Portal: User Guide

Use the **Share** drop-down to share your customized graph through social media or through email; or the **Download** option allows you to download the customized graph or table directly to your computer.

