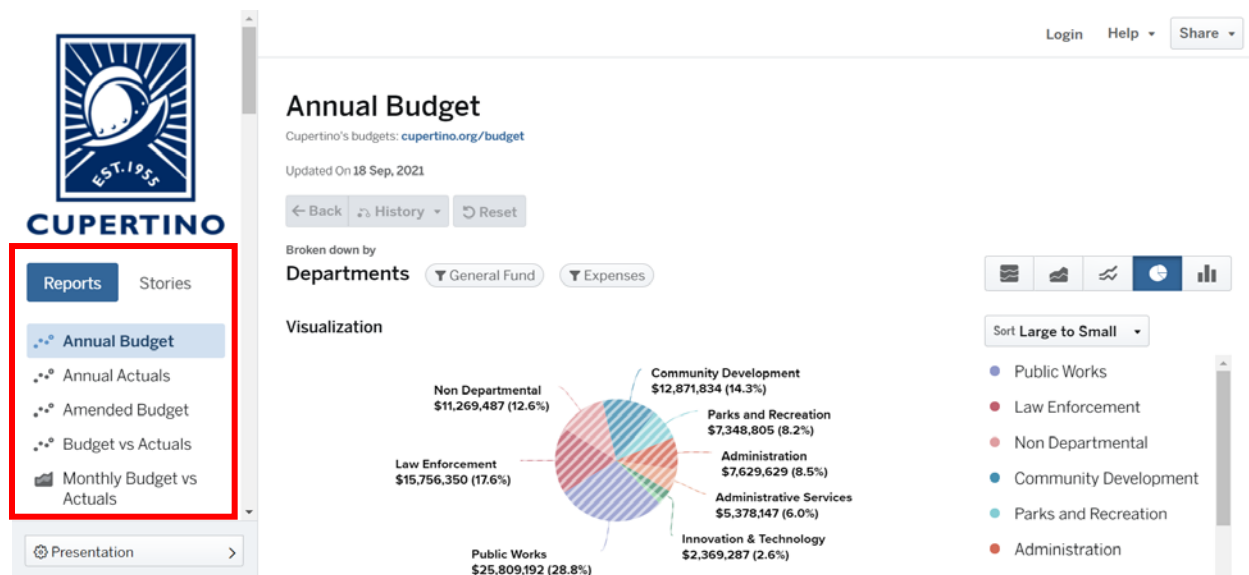


OpenGov: Navigating Reports and Stories

[OpenGov](#) is the City of Cupertino's financial transparency platform. It allows you to explore the City's current and historical financial data so you can see what is most interesting to you. You can drill down to a specific account or scale up to the big picture.

Reports

In the panel on the left, you'll see a list of reports. On the top left of a report, you'll see the title of the current report.



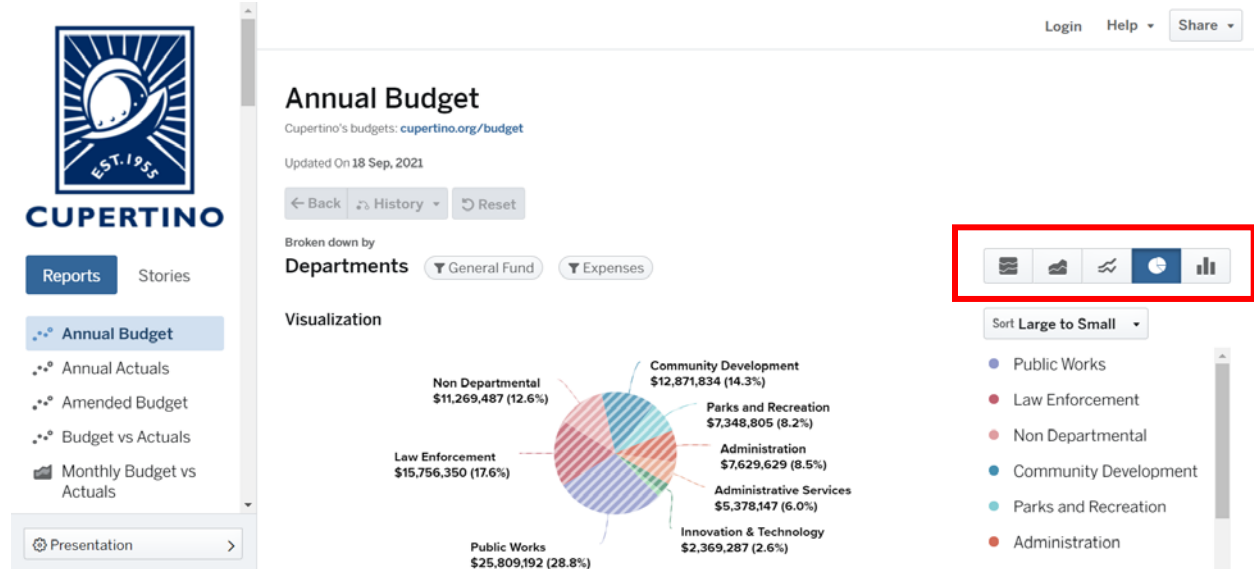
Important reports are described below:

- Annual Budget
 - Shows the Adopted Budget by fiscal year.
- Annual Actuals
 - Shows actual data by fiscal year.
- Amended Budget
 - Shows development of the budget from Adopted Budget to Amended Budget due to carryovers, encumbrances, and amendments.
- Budget vs Actuals
 - Shows budget to actual data. Shaded bars represent budget data and solid bars represent actual data.
- Monthly Budget vs Actuals
 - Shows actual data broken down by month. Also included is the annual budget.
- Staffing
 - Shows budgeted positions by fiscal year.

Visualization

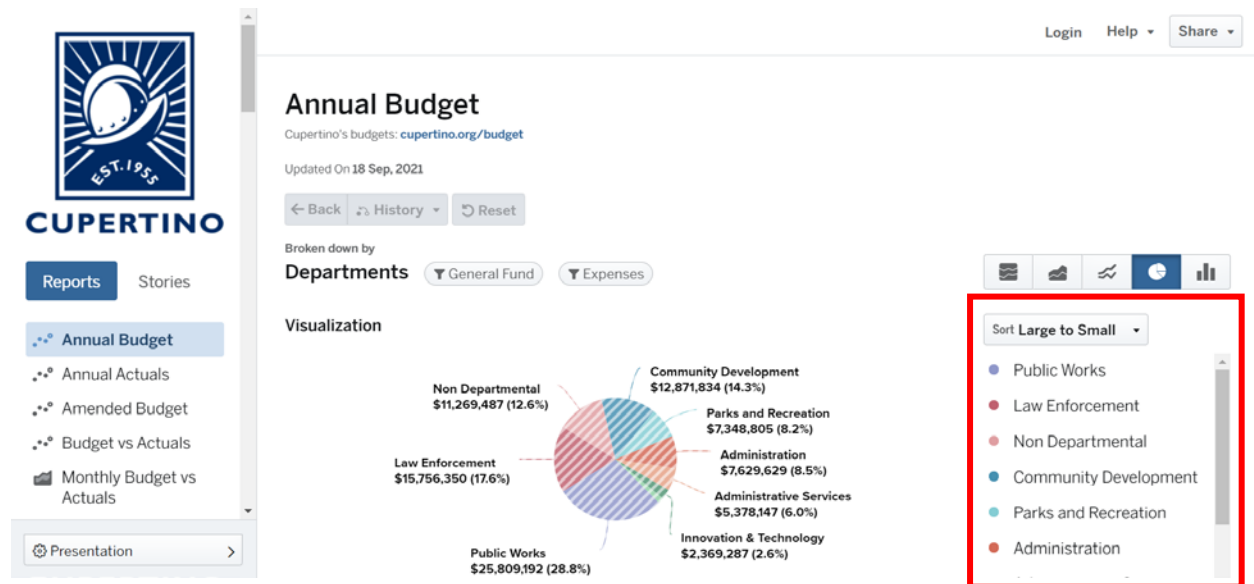
Each report has a visualization.

On the top right of the visualization, you can switch between graph types. The options include percentage graph, stacked graph, line graph, pie graph, and bar graph.

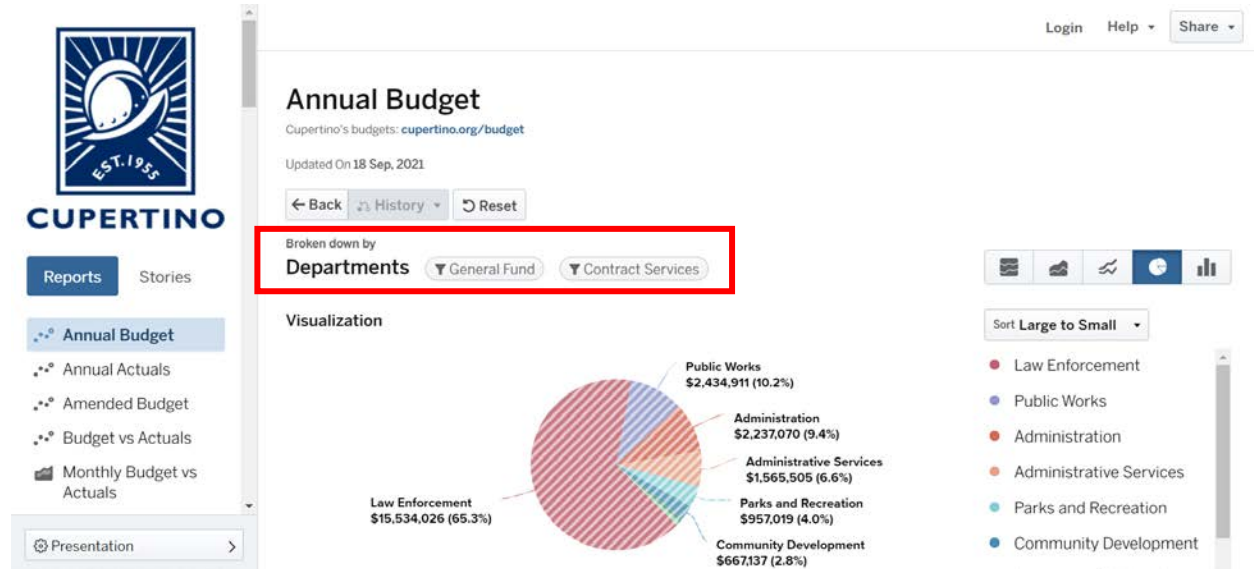


Legend

Each visualization has a legend on the right. Click on a category to filter the visualization.



At the top of the visualization, you can see how the report is broken down and filtered. For example, the report below is broken down by Departments and is filtered to General Fund and Contract Services. Click on the filters to see more or make changes.



Data

Below the visualization, each report has a data table. The data table contains the raw data behind the graph. Click on a category to drill down and see more detailed information.

Data

Collapse All	2015-16 Adopted Budget	2016-17 Adopted Budget	2017-18 Adopted Budget	2018-19 Adopted Budget
▶ Public Works	\$ 16,427,167	\$ 19,343,167	\$ 19,335,776	\$ 19,095,725
▶ Law Enforcement	10,994,684	11,884,384	12,344,307	12,988,353
▶ Non Departmental	11,610,985	12,971,373	15,767,734	11,358,912
▼ Community Development	13,371,463	10,273,323	7,519,292	8,332,883
▶ Planning	6,920,993	5,625,620	3,395,284	3,826,263
▶ Building	6,136,080	4,365,248	3,736,495	3,616,855
▶ Community Development	274,390	240,545	345,677	786,755
▶ Code Enforcement	0	0	0	0

Below the list of reports in the panel on the left, you'll see the Filters and Views.

Views

Saved views are built into reports to allow you to navigate the data easily. Saved views are like bookmarks. The City has created saved views based on common questions it has received.

The screenshot shows the 'Annual Budget' report for Cupertino. The left sidebar is titled 'Filters Views' and contains a list of saved views. The main content area shows the report title, update date, and a pie chart visualization of the budget broken down by departments. The 'Broken down by' section is set to 'Departments' with 'General Fund' and 'Expenses' selected. The pie chart shows the following data:

Department	Amount	Percentage
Non Departmental	\$11,269,487	12.6%
Law Enforcement	\$15,756,350	17.6%
Public Works	\$15,800,407	18.0%
Community Development	\$12,871,834	14.3%
Parks and Recreation	\$7,348,805	8.2%
Administration	\$7,629,629	8.5%
Administrative Services	\$5,378,147	6.0%
Innovation & Technology	\$2,369,287	2.6%

Filters

If the saved views don't answer your question, you can customize the filters yourself. You can choose whether you want to show revenues or expenses, how you want to break down the data, and how you want to filter the data.

The screenshot shows the 'Annual Budget' report for Cupertino with the 'Filters' panel active. The 'SHOW' dropdown is set to 'Expenses'. The 'BROKEN DOWN BY' dropdown is set to 'Departments'. The 'FILTERED BY' section shows 'Funds', 'Departments', and 'Expense Type' with expandable options. The 'FISCAL YEAR' is set to 2015. The main content area is identical to the previous screenshot, showing the 'Annual Budget' report with the pie chart visualization.

Adding or Removing Filters

To add a fund, department, or revenue/expense type to the filter, check the box. To remove a fund, department, or revenue/expense type, uncheck the box. Click on a fund, department, or revenue/expense type to drill down to a lower level.

The screenshot shows a dashboard interface with a sidebar on the left and a main content area on the right. The sidebar contains several filter sections: 'SHOW' (Expenses), 'BROKEN DOWN BY' (Departments), 'FILTERED BY' (Funds, Departments, Expense Type), 'FISCAL YEAR' (2018-2022), and 'DOCUMENTS' (FY_2021- Presentation). The main content area features a 'Departments' filter panel with a search bar, a 'Sort A → Z' dropdown, and a list of departments with checkboxes. The 'City Manager' department is selected and highlighted with a red box. Below the list is a bar chart showing data for fiscal years 2019-20, 2020-21, and 2021-22. The chart has three bars, each with multiple colored segments. To the right of the chart is a legend with several items, including '(12-120) City Manager'.

Search

If you can't find what you're looking for, you can use the search bar. In the example below, we search for "library expansion" under Departments. We can then check/uncheck "All" and check/uncheck "Library Expansion."

The screenshot shows a dashboard interface similar to the previous one, but with the search bar in the 'Departments' filter panel containing the text 'library expansion'. The search results show 'Library Expansion' selected. The sidebar and main content area are the same as in the previous screenshot. The bar chart shows data for fiscal years 2019-20, 2020-21, and 2021-22. The legend on the right shows '(99-077) Library Expansion'.

Back Button

The Back button allows you to return to the previous state of the report.

Reset Button

The Reset button returns the report to the original default state.

Share

The Share button allows you to share the report via Facebook, Twitter, or Email. You can also download the visualization as a .png image or download the data as a .csv spreadsheet.

Stories

In the panel on the left, you'll see a list of stories. Stories combine narrative with interactive charts. In a story, click on a graph to explore the linked report.

Below is a description of recent stories:

- Budget at a Glance
 - Brief overview of the City's budget.
- Quarterly Report
 - Update on the City's financial status at the end of each quarter.
- Forecast Transparency Tool
 - Allows residents to build their own forecast and gain a better understanding of the factors to consider and the decisions to be made.
- Resident Tax Calculator
 - Enables residents to estimate the amount of sales and property tax they contribute to the City, as well as how those revenues are spent.