

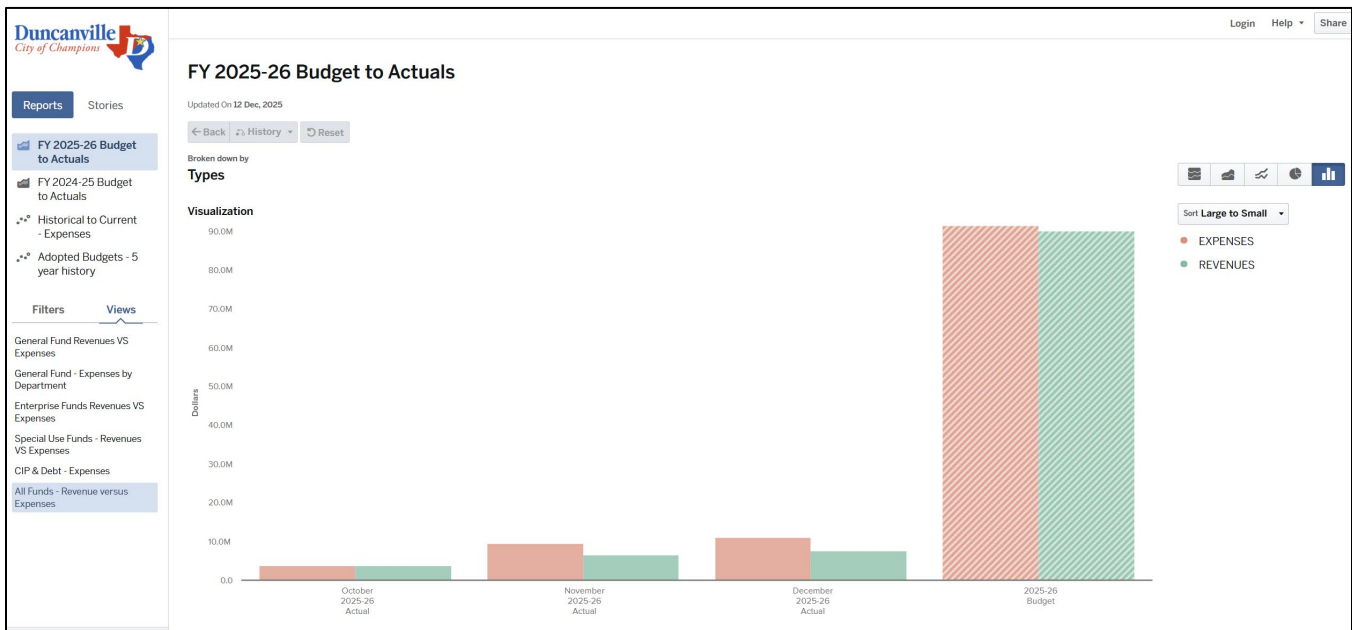


## Navigating the City of Duncanville Financial Transparency Portal

For many years, to provide the public with access to the City’s historic financial data, the City has produced and distributed the annual City Budgets, audited financial statements, and monthly financial reports electronically, via the City’s website. To expand the public’s access to current financial information the City, through OpenGov’s transparency platform, has made available revenue and expense data in a format that can analyze, share and compare the financial data.

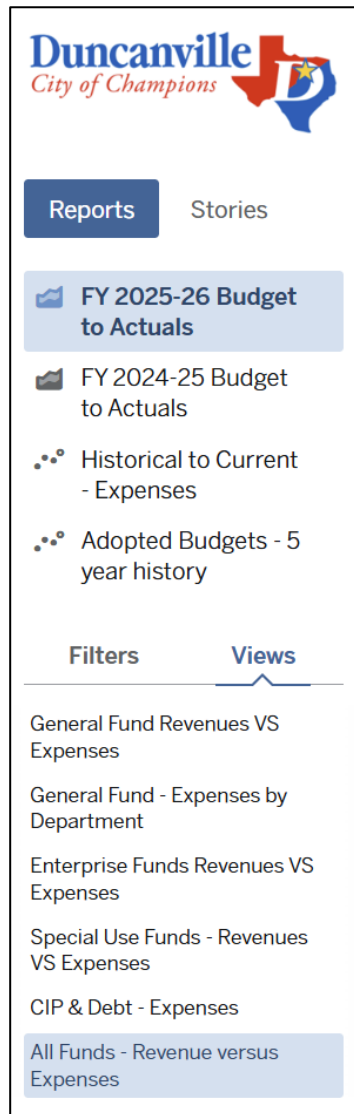
The Transparency Portal contains multiple datasets, including the current fiscal year revenues and expenses month to date; the previous fiscal year by month, and historical data from FY 2021 to current.

### [City of Duncanville – Financial Transparency Portal](#)



## Navigation Tips

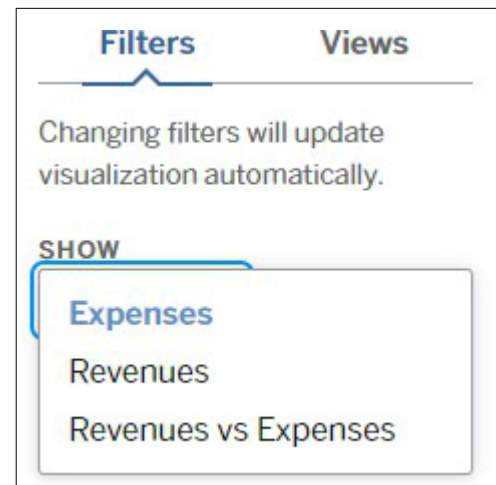
- The Report title (***FY 2025-26 Budget to Actuals***) is in the top left-hand corner and the specific chart or graph, called a **View**, is described under the view. These are preset views. For example, the view highlighted below is the ***All Funds View of Revenues versus Expenses***. This view will show the cumulative totals of revenues and expenses, side by side, of all funds together.



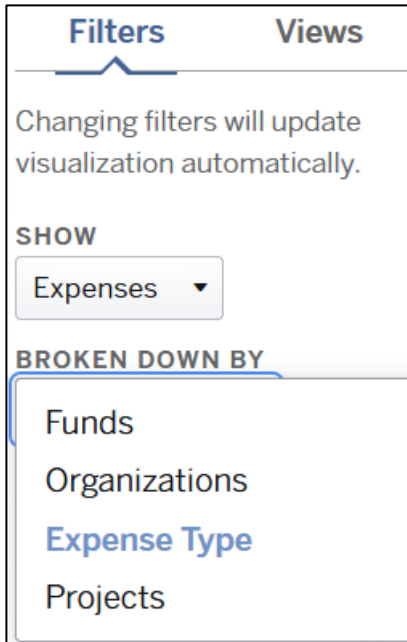
- You can move from View to View by clicking the name of the view or question in the column on the left-hand side of the screen.

- If you would like to select your own data, you can click **Filter**- just to the left of **Views** near the top lefthand side of the screen.

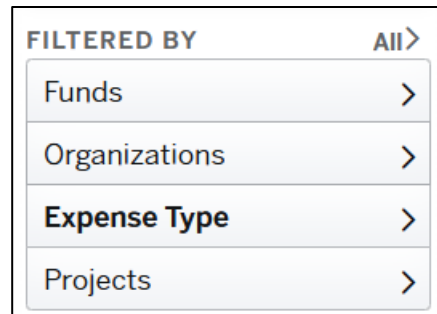
- You can use the **SHOW** drop-down menu to select the data that is of most interest to you.



- Use the **BROKEN DOWN BY** drop-down menu to select the category you would like to use to organize your chart or graph.



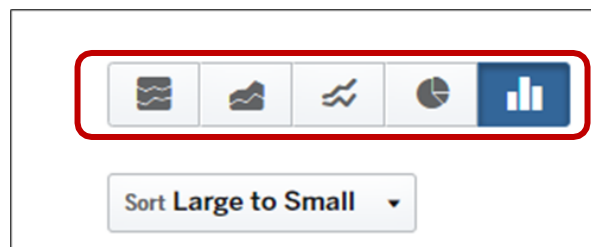
- To refine your data, select the **FILTERED BY** to include or exclude data from your view.



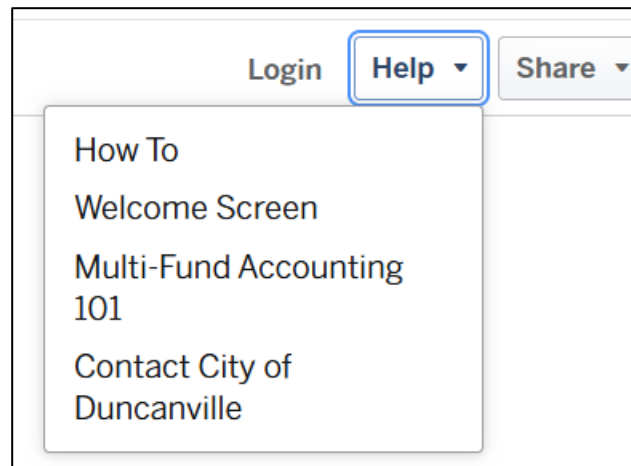
- There are preset filters and views. If you choose to view the data in a different way by changing the “Show”, “Broken Down By”, or “Filtered By” options, under the report title, there is a Reset button to reset back to the default filter.



- Near the top on the right-side of the page, you can select from five different types of visual representations or graphs (hover over to see the title).



- A stacked **Percent Graph** shows percentage changes over time.
- A **Stacked** line **Graph** shows overall trends over time.
- A **Line Graph** shows overlaying trends over time.
- **Pie Chart** shows the annual percentage breakdown.
- A **Bar Chart** compares trends and percentages over time.
- A data table detailing the financial information in the graph or chart is located below the visualization.
- The **Help** drop-down menu in the top right corner of the screen provides additional resources:



- **How-To** Guide with additional tips for navigating
- Return to the **Welcome Screen**
- Short **Multi-Fund Accounting 101** primer with basic information on multi-fund accounting.
- Contact form to email the City of Duncanville Fiscal Services Department with questions or feedback.
- For more information on the City of Duncanville's Fund Structure and descriptions of Funds, Organizations, Expense Type, see the end of this document.
- To the right of the **Help** drop-down menu, you can select the **Share** dropdown menu to select from several ways to share a view or chart with others or download the information to your own device.

## **FILTER OPTIONS - DESCRIPTIONS:**

1. **Funds** are the individual “buckets” that account for and group specific transactions by their intended purpose. For example, the General Fund is the City’s main operating fund, that houses departments such as Police and Fire, and is primarily funded by property tax and sales tax revenue. Funds in the OpenGov platform are grouped by type.
  2. **Organizations** are department groupings or functional areas.
  3. **Expense Type** are the expense categories, such as salary and benefits, contractual services, capital, etc.
  4. **Projects** are expenses grouped by a specific project. If a project is assigned on the general ledger in the Tyler ERP financial system, then it will appear as a filter option in this category. However, projects in Tyler are primarily tracked in a different way and therefore this category is limited.
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## **FUND TYPES:**

1. General Fund – the main operating fund of the City.
2. Enterprise Fund – business-like funds, also known as Proprietary Funds. Customers pay charges for services. Funds in this category include Fieldhouse, Utility, and Sanitation Funds.
3. Special Revenue – funds that track specific uses and the revenue is restricted for that specific use. For example, Hotel/Motel tax, Drainage, Police Asset Forfeiture.
4. Capital Improvement Funds – funds to track capital projects.
5. Internal Service Funds – contributions from operational funds that support an internal function, such as Fleet Replacement, IT Equipment Replacement, and premiums and claims cost for property, liability, and workers compensation claims.
6. Grant – funds that track grants.
7. Debt Service – the fund that accounts for debt repayment. Mainly the debt repayment of property tax supported debt.

## **ORGANIZATIONS:**

1. **Administration and Support Services** is the general government department that includes City Administration, Human Resources, Information Technology, etc. This department is housed in the General Fund.
2. **ARPA Funds** is the functional area of tracking the ARPA Grant.
3. **Arts** is the Arts Fund.
4. **Donations** is the functional area that tracks donations received for Police, Fire, Library, and Tree Replacements.
5. **Drainage** is the functional area, overseen by Public Works department, that tracks all operational and capital improvement expenditures for drainage and stormwater.
6. **Economic Development** is the Duncanville, Community, and Economic Development Corporation department. It tracks all the revenue and expenditures for this fund.
7. **Fieldhouse** is the Duncanville Fieldhouse fund.
8. **Fire** is the fire department paid from the General Fund.
9. **Fiscal Services** is the finance department paid for by the General Fund.
10. **Grants Fund** is the functional area to track revenue and expenses from awarded grants.
11. **Hotel/Motel Tax** is the functional area, overseen by City Administration, that tracks the hotel/motel tax received and eligible expenses.
12. **Non-Departmental (Other Funds)** is a grouping of mainly Capital Improvement Accounts that are overseen by various departments. Also, there are some minor funds that are not categorized in any other department or grouping.
13. **Non-Departmental – General Fund** this functional area does not have an assigned department but is housed within the General Fund to track expenses such as city attorney and transfers out to other funds, that are not department specific.
14. **Non-Organization (Fund Level)** are expenses and revenue recorded at the fund level that are not specific to a department or functional area. For example, internal transfers.
15. **One-Time Projects** – track expenses for one-time projects, that are not otherwise captured in a Capital Improvement or replacement fund.
16. **Parks and Recreation** is the department paid from the General Fund.
17. **Planning** is the Planning and Inspections divisions paid for by the General Fund.
18. **Police** is the department paid from the General Fund.
19. **Police Asset Forfeiture** is the fund that tracks court awarded seized funds and property and eligible expenses.

**20.Public Works** is the department paid by the General Fund. This department includes Streets, Traffic, Code, Building Maintenance, and Fleet.

**21.Sanitation** includes Administration, garbage collection, and litter control, paid for by garbage fees.

**22.Utility Billing** is under the direction of Fiscal Services but paid for by the Utilities Fund.

**23.Utility Operations** include Administration and Water/Wastewater field operations paid from the Utilities Fund.