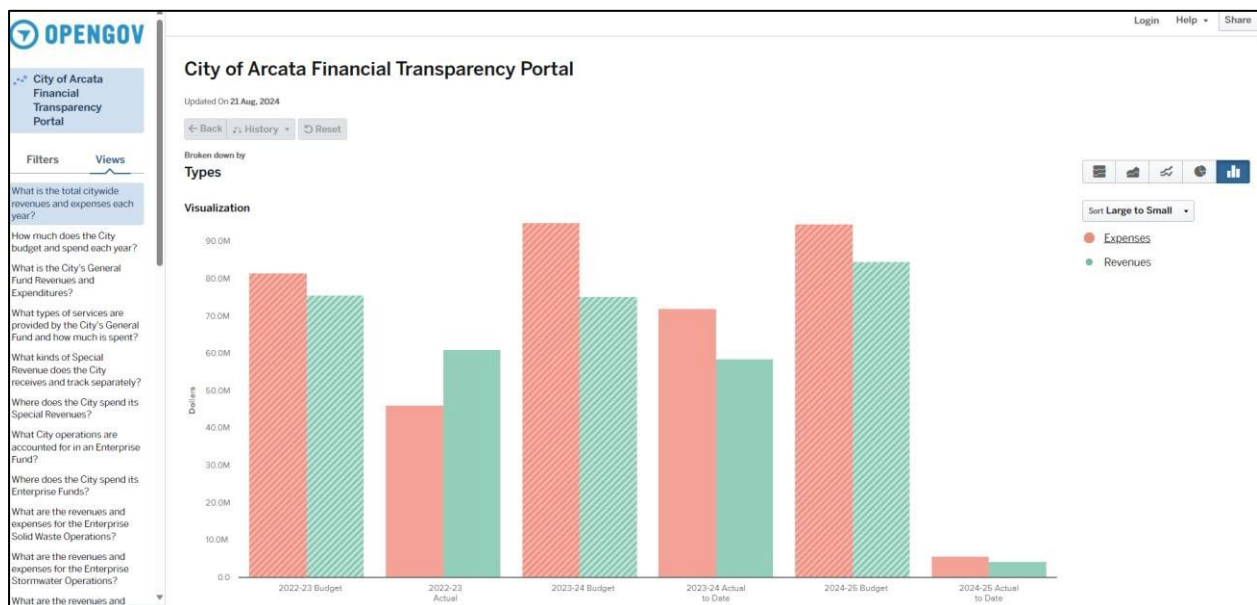![OPENGOV]

**Navigating the City of Arcata 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 and audited financial statements 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.
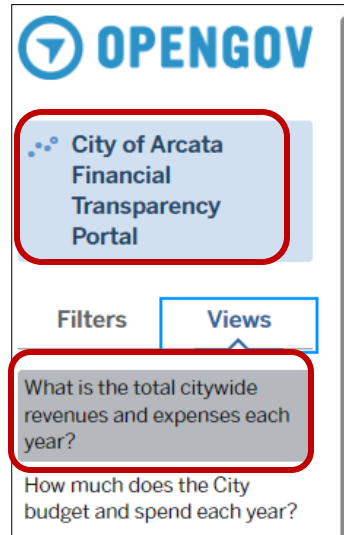
The Transparency Portal contains budget and actual financial data from fiscal year ending June 30, 2023, to date. The portal is updated each night, so data is current with the prior day's financial transactions.
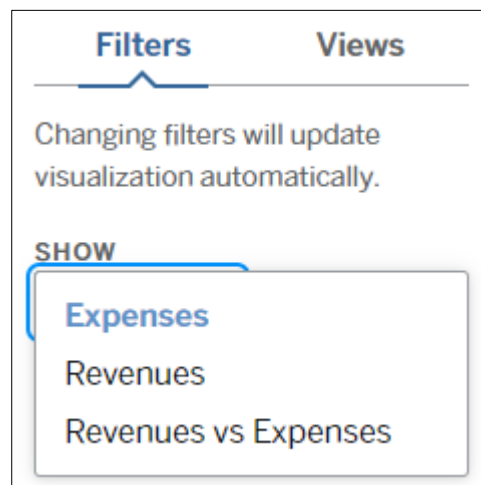
**Click to access Arcata's Transparency Portal**

**Navigation Tips**

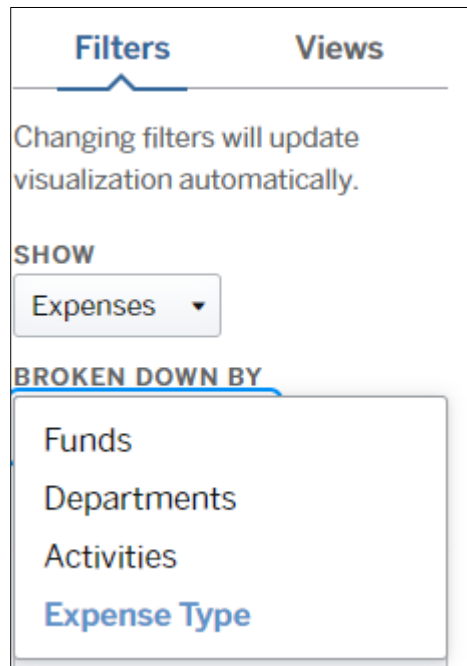- The Report title (*City of Arcata Financial Transparency Portal*) is in the top left-hand corner and the specific chart or graph, called a **View**, is described in the top left-hand corner just below the report name in the form a question *(What is the total citywide revenues and expenses each year?)*.
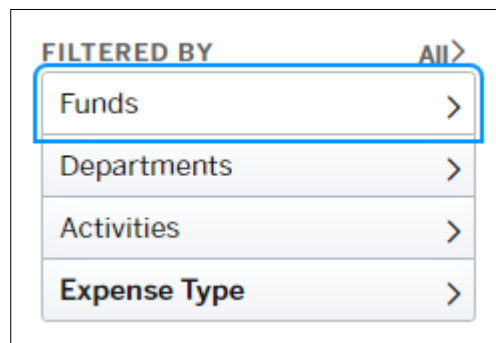


- You can move from View to View by clicking the name of the view or question in the column on the left-hand side of the screen.

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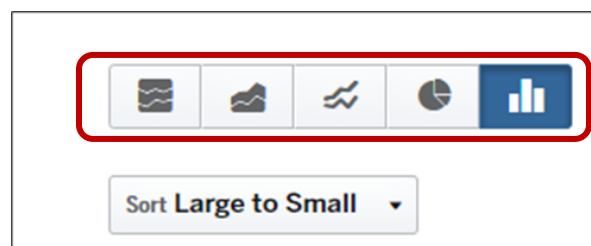
o Use the **BROKEN DOWN BY** drop-down menu to select the category you would like to use to organize your chart or graph.
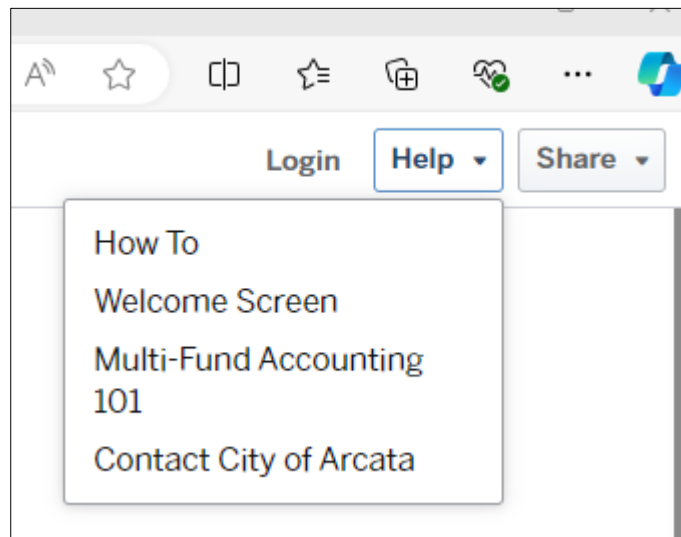
**Filters**      **Views**

Changing filters will update visualization automatically.

SHOW

Expenses ▾

BROKEN DOWN BY

Funds

Departments

Activities

Expense Type

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

FILTERED BY      All >

| Funds | > |
| Departments | > |
| Activities | > |
| Expense Type | > |

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

Sort **Large to Small** ▾

○ 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 ○ A **Pie Chart** shows the annual percentage breakdown ○ A **Bar Chart** compares trends and percentages over time.

- A 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 Arcata Finance Department.  You can also email Tmiller@cityofarcata.org with questions or feedback.

- For more information on the City of Arcata Fund Structure, please refer to the **City of Arcata Fund Description**.

- 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.