

## Interactive Budget Portal User Guide

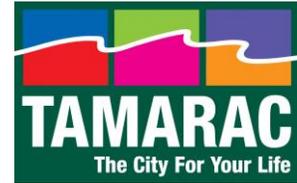
The Interactive Budget Portal is a new, user-friendly financial transparency website that provides the public an interactive way to learn about the City of Tamarac's finances. It enables visitors to create graphs and tables displaying the City's revenue and expense data over a multi-year period. This guide provides navigation tips, and an overview of the City's budget structure.

### Navigation Tips

- Visitors can use **Filters** to create custom graphs and tables of the data they wish to explore, or for quick reference, follow the links in the **Views** section to graphs for common data queries.
- To create a data graph, use the **Filters** located on the left side of the screen. Users can select the type of data (expense, revenue, or both expense and revenue), and then further break down their query by fund, department or type.
- Links to commonly requested data queries are listed in the **Views** section on the left side of the screen.
- There are five graph formats you can use to view the financial data you select: percentage graphs, stacked graphs, line graphs, pie graphs and bar graphs. Icons for these options are displayed in the upper right hand corner of the screen. Click the icon for the format you want.
- If you would like to focus on a specific data point while viewing a chart, click on it to pull up a graph for the individual item.
- To see the actual numbers with the graph, hover over any area of the graph to see the actual or budgeted amounts for that period. There is also a "table view" below each chart or graph. The table view allows you to zoom in on the detailed financial data selected in that chart or graph.
- **Download** and **Share** buttons are located in in the upper right corner. You can download and save the data as an image (.png file), or as a spreadsheet (.csv file). You can also use the **Share** button to share your customized graph or chart through social media, or to send a link to it through email.
- The portal's **Help** section is available via the menu in the upper right corner of the page. This section includes a **How to Guide** on navigating the site, and a **Multi-Fund Accounting 101** primer with basic information on multi-fund accounting. There is also a **Contact Us** option that you can use to send a message.

### Budget Overview

The City of Tamarac's primary operating fund is the General Fund. It accounts for all financial resources of the general government, except those that are required to be accounted for in separate funds.



The accounts included in the General Fund are: the City Commission, City Manager's Office, City Attorney's Office, City Clerk's Office, Financial Services, Human Resources, Community Development, Police Services, Public Services, Parks and Recreation, Information Technology and Non-Departmental.

The Non-Departmental account includes costs that are not department specific, such as transfers out, or costs that are shared among departments, such as administrative service charges.

In addition to the General Fund, the City has special Operating Funds including:

- The **Fire Rescue Special Revenue Fund** accounts for revenue sources that are legally restricted for fire rescue purposes, including but not limited to: Fire Assessment Fees, EMS fees, transfers from the General Fund and other miscellaneous revenues required to ensure the provision of fire rescue services.
- The **Building Department Fund** is used to account for the collection of permit fees, inspection fees, and other fees and charges, and for the operational expenditures related to the enforcement of the Florida Building Code.
- The **Utilities Fund** is used to account for the provision of water and sewer services within the boundaries of the City.
- The **Stormwater Management Fund** is used to account for the provision of stormwater maintenance and capital improvements within the City.
- The **Colony West Golf Course Fund** is used to account for the revenue and expenses associated with the operation of the golf course.
- There are also various other **Special Revenue Funds** that account for proceeds of revenue sources restricted to specific purposes, such as housing related grants.
- **Debt Services Funds** account for funds which are restricted to the payment of debt service. As an example, this would be used for the repayment of bonds issued to fund major improvements, such as park construction.
- **Capital Project Funds** account for funds associated with capital improvements, capital maintenance and vehicle replacement.

When viewing data about a specific fund, the departments or expenses that do not receive funding through that particular fund are grayed out. For example, the Building department will be grayed out if you select the Fire Rescue Fund.

It is important to note that some Capital Project Funds and Enterprise Funds vary from year to year depending on capital expenditures, including capital improvements, capital maintenance and equipment and vehicle replacement.