City of St. Petersburg, Florida
Fiscal & Budget Transparency Tool
User Guide

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Fiscal and Budget Transparency Tool – User Guide

St. Petersburg’s Fiscal and Budget Transparency Tool allows you to explore budget and historical finances in a simple graphical user interface.
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The **Annual** view presents revenues & expenses by Fiscal Year. The **Current Year** view details Budget-to-Actual reports for revenues & expenses.
You can click on and view any of the Saved Reports.
You can use **Filter** to customize the report you want to build.
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You can use the **Show drop-down** to see the data that is of most interest to you.
Use the **Broken Down By drop-down** to specify the category you would like the data organized by in your chart or graph.
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Select the **Filtered By** option to view the data filters. These filters will allow you to select exactly which data you want to include, or exclude, from your graph or chart.
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Use the **Search** function within each filter to find exactly what you are looking for.
You can use the slide bar to view any range of **Fiscal Year** that you want to see from 2010-2011 through the current budget’s fiscal year.
There are five different types of visual representations of the data:

1) A stacked percentage graph to see percentage changes over time;
2) A stacked line graph to visualize overall trends over time;
3) A line graph overlaying each trend over time;
4) A pie chart to view percentage breakdowns by year;
5) A bar chart comparing trends and percentage breakdowns over time.
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Below any chart or graph, you can view a **Table** detailing the financial information in the visualization above.
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You can download the City’s current adopted Budget.
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Use the **Help drop-down** in the top right corner to: View a short **How-To Guide** with tips on navigating the platform; or, **Contact** the administrators of the account.
Use the Share drop-down in the top right corner to: Share your customized graph or chart through social media; and, Send a link to your customized graph or chart through email.
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Use the Download drop-down in the top right corner to: Download an image of the graph or table as a .png file. Download a spreadsheet as a .csv file.
Q: What is the Fiscal and Budget Transparency Tool?
A: The City of St. Petersburg’s Fiscal & Budget Transparency Tool is an OpenGov financial transparency website which displays government finances over a multi year period.

Q: How do I select the data I want to see?
A: To focus on specific data like a fund, department, expense type, or any combination, use the menu on the left side panel. The “By” drop-down allows you to specify which breakdown you want the graphs and table rows to represent on the graph. You can analyze the expense and revenues data by fund, department, or type.

Q: Can I select more than fund or departments?
A: Yes. Use the Data Filter on the left side panel to make specific selections within the data. The Data Filter shows you the hierarchical relationships of Funds, Departments, and Account Types. You’ll notice the title of the graph you are viewing on top along with the account type selector. You can use the filter to see the data of most interest to you.

Q: How do I see the actual numbers within the graph?
A: Hover over any area of the graph to see the actual or budgeted amounts for that period. Or, scroll down to see a table with detailed information.
Q: Can I see the data in a different graph?
A: In the upper right hand corner, you will see options for the different graphs and tables. There are five graph types overall: an area graph, an area graph by percentage, a line graph, a pie graph, and a bar chart. There is also always a table view below any chart or graph. The table allows you to zoom in on the detailed financial data selected in the chart or graph above.

Q: Can I save the data?
A: Yes, there are Share and Download buttons in the upper right corner. You can share any view on a social network or by email. There are also options to download the displayed data in .csv spreadsheet and .png image formats.

Q: How do I contact the City of St. Petersburg?
A: Use the Help menu on the top right corner to navigate to the “Contact” option to send your message to the City of St. Petersburg.