



# *Town of Mount Desert*

## *Treasurer's Office*

### MEMORANDUM

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TO: BOARD OF SELECTMEN

FROM: Kathryn A Mahar, Treasurer *KM*

SUBJECT: Citizen Transparency Link  
on the Town Website

DATE: March 05, 2018

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#### BACKGROUND:

One of the primary reasons for implementing Munis software was for the independent reporting capabilities available through its reporting functions.

No longer would the Finance Department have to print and distribute hard copy reports to the Board of Selectmen, Department Heads and Managers which were "stale" as soon as printed.

Rather, those same parties would have access to current data through their user profiles when accessing the Report options function in the Munis software.

This did not work out quite as projected because of security concerns and because the reporting function is very complex and has pretty static options within their "standard reports". These require a lot of time and effort to extract pertinent data consistently and/or to develop "Custom" reports.

#### SOLUTION:

However, at the Tyler Connect 2017 Convention last April, I was introduced to Citizen Transparency – a cloud based service that can seamlessly channel specific financial data to our website.

You can easily identify trends as it relates to year to date actuals vs budget forecasts as well as view expenditures and revenues by Function, Fund, Department, Vendor and Category and historically.

This data is automatically updated weekly and can be displayed in Summary and Detail, as well as in Graphic formats, and can be viewed, printed or exported.

I am attaching a handout from the Connect 2017 seminar that outlines Data Views that are available on the site. Also attached is a copy of my Town Report pages featuring an introduction to Citizen Transparency.

I foresee this as an excellent tool for our Board, Department Heads, Warrant Committee and to serve our Citizens in general.

# Data Views

- **Expenditures View**
  - Expenditures by Category, Department, Function, Fund
  - Year over year analysis with budget targets
  - Top Invoices by Department & FY
  - Fiscal Period Spending Analysis
  - Transactional Journal Details
  - Vendor Payment Details
- **Revenues View**
  - Revenues by Category, Department, Function, Fund, Source
  - Property Tax Revenue Analysis
  - MTD Monthly Revenues Analysis (LY vs CY)
  - Year over year analysis with budget targets
- **Payroll View**
  - Human Capital Analysis
  - Average Earnings by Gender and Ethnicity
  - Highest Paid Employees
  - Payroll Earnings Detail Analysis
  - Filtering by Pay Category, Fiscal Year, Job Title, Department
- **Custom Reporting**
  - Custom FAQ's
  - Uploaded PDF Annual Reports
  - Community per Capita Comparisons
  - Sample Custom Reports:
    - Project Accounting Overview with Funding Source and Expense
    - Net Cost Analysis
    - Inspections



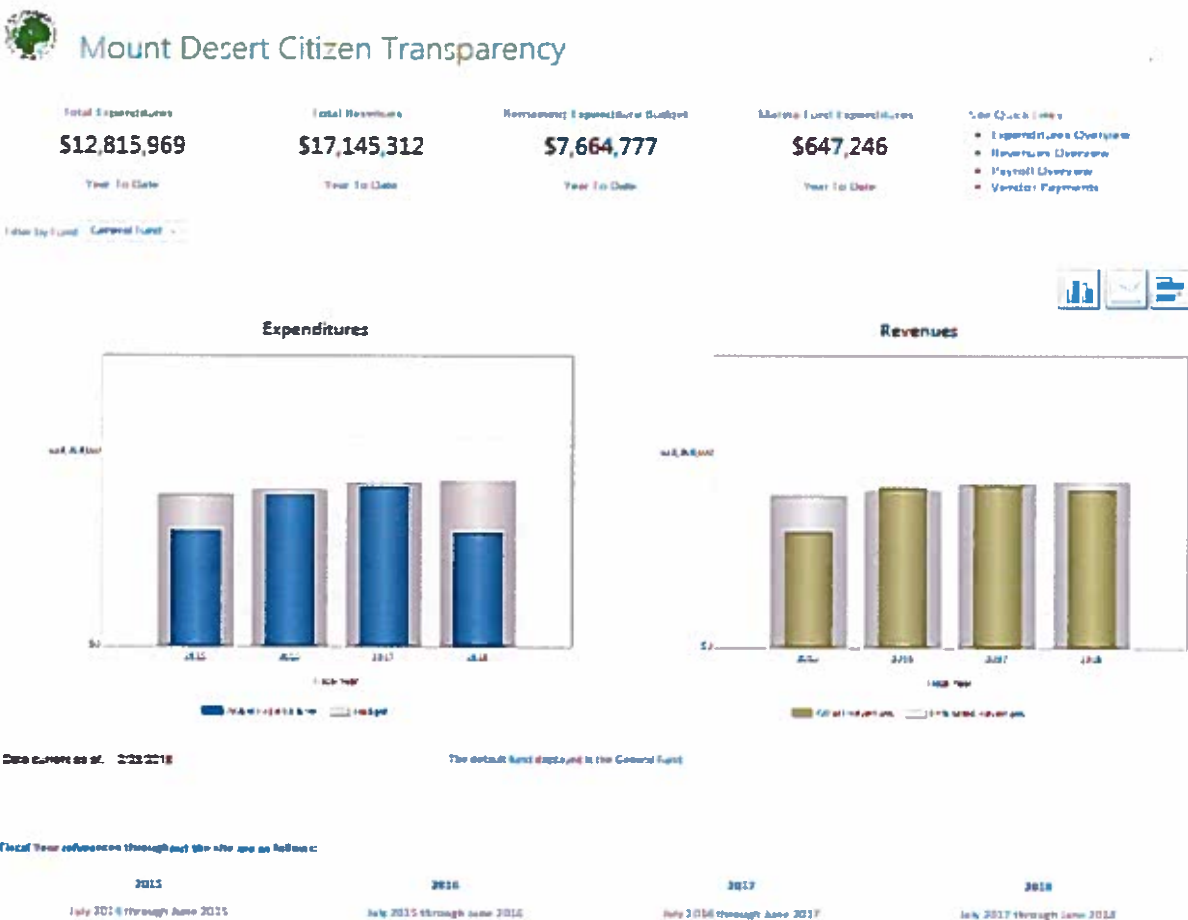
# ONLINE FINANCIAL DATA IS HERE!



This little Icon on our Website will open a new world of Citizen Transparency designed just for you – putting current financial information at your fingertips!

Click on it and take a tour through the finances of the Town of Mount Desert.

## From General Fund Budgets Comparisons.....



## to...Expenditure Analysis....

### Expenditures and Budget Analysis

Filter by Fund: **General Fund**

Actions: [Icons] [Filter] [Refresh] [Print] [Export]

Function	2015		2016		2017		2018	
	Actual Expenditures	Expenditure Budget Utilized	Actual Expenditures	Expenditure Budget Utilized	Actual Expenditures	Expenditure Budget Utilized	Actual Expenditures	Expenditure Budget Utilized
Assessments	\$3,541,732	97.76%	\$3,607,464	97.11%	\$3,759,490	96.37%	\$2,796,104	72.57%
Community Development	\$59,258	85.68%	\$114,285	80.52%	\$53,071	73.28%	\$27,792	39.99%
Culture & Recreation	\$6,674	88.99%	\$7,112	92.37%	\$4,012	70.39%	\$2,872	50.39%
Debt Service	\$1,439,557	103.64%	\$1,326,869	101.82%	\$1,374,263	98.90%	\$562,336	42.15%
Education	(\$203)	-0.01%	\$3,947,611	111.62%	\$4,086,213	111.39%	\$2,841,377	74.97%
General Government	\$1,084,648	97.89%	\$1,132,827	91.69%	\$1,157,749	85.57%	\$874,438	62.67%
Health & Welfare	\$222	3.70%	\$0	N/A	\$95	1.90%	\$693	13.86%
Operating Transfers	\$495,040	100.00%	\$504,532	100.00%	\$506,151	100.00%	\$566,226	100.00%
Public Safety	\$1,610,761	94.27%	\$1,566,961	88.97%	\$1,771,199	91.91%	\$1,200,493	61.06%
Public Works	\$3,285,856	96.82%	\$2,878,119	83.56%	\$3,164,460	88.91%	\$2,272,730	62.82%
Rural Wastewater Support	\$168,328	96.08%	\$172,733	96.98%	\$178,553	99.46%	\$169,599	92.17%
Unclassified	\$245,955	99.97%	\$244,947	99.99%	\$295,265	100.00%	\$310,611	100.00%
<b>Total</b>	<b>\$11,937,848</b>	<b>76.94%</b>	<b>\$19,303,521</b>	<b>96.38%</b>	<b>\$16,850,521</b>	<b>97.42%</b>	<b>\$11,629,272</b>	<b>67.95%</b>

● Expenditures less than 85% of Budget    
 ▲ Expenditures between 85% and 99% of Budget    
 ◆ Expenditures exceed Budget

Expenditure Budget Utilized: Item not budgeted equals N/A

The default fund displayed is the General Fund.

Data current as of: 2/25/2018

## to...Expenditure Detail....



## Expenditure Transactions

### Expenditure Transaction Details

Click the FILE button to export or print.

Press and hold the Ctrl button to select multiple filters. Click the Remove Filter button to clear filter selections.

Data current as of: 2/25/2018

Final Year	Function Group	Category	Department Group	Total Fund	Vendor Name
2015	Assessments	Debt Service	Assessment	Capital Project Fund	1ST RESPONDERS/EMER
2016	Community Development	Employee Benefits	Community Development	General Fund	AJAJAN FACILITY EMER
2017	Culture & Recreation	Miscellaneous Expen.	Debt Service	General Fund	AJAJAN RECREATION SWISS
2018	Debt Service	Miscellaneous Expen.	Education	Special Revenue Fund	AJAJAN THE MUSEUM
	Education	Miscellaneous Expen.	General Government		AJAJAN THE MUSEUM
	General Government	Other Education	Health		AJAJAN THE MUSEUM
	Health & Welfare	Other Public Services	Operating Transfers		AJAJAN THE MUSEUM
	Public Function	Other Purchased Serv.	Public Safety		AJAJAN THE MUSEUM
	Operating Transfers	Other Public Services	Public Works		AJAJAN THE MUSEUM
	Public Safety	Professional & Service	Unclassified		AJAJAN THE MUSEUM

Final Year	Function Group	Category	SubCategory	Department Group	Department	Fund Group	Fund
2018	Public Safety	Employee Benefits	HEALTH INSURANCE	Public Safety	FIRE DEPARTMENT	General Fund	GENERAL FUND
2018	General Government	Employee Benefits	UNALLOCATED-HRA MED DED	General Government	UNALLOCATED EXPENDITURES	General Fund	GENERAL FUND

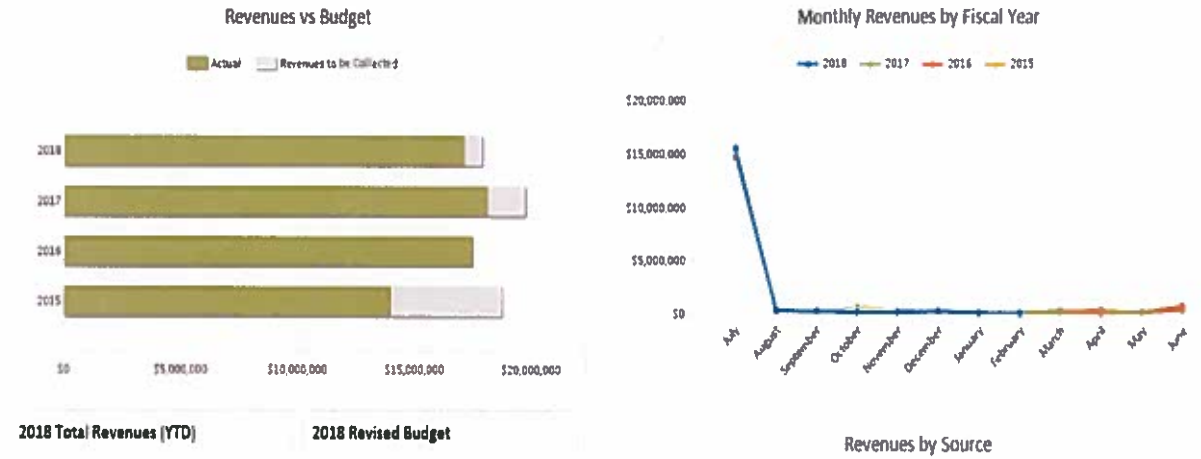
# to...Revenue Budget Comparisons....



## Revenues

<b>Total Revenues</b> <b>\$17,145,312</b> Year To Date	<b>Revenue Budget Collected</b> <b>95.91%</b> Year To Date	<b>General Fund Revenues Collected</b> <b>\$16,243,108</b> Year To Date	<b>Revenues to be Collected</b> <b>\$731,265</b> Year To Date	<b>Revenue Quick Links:</b> <ul style="list-style-type: none"> <li>Source Analysis</li> <li>Fund Analysis</li> <li>Transaction Details</li> <li>Function Analysis</li> <li>Monthly Analysis</li> </ul>
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Data current as of: 2/25/2018



2018 Total Revenues (YTD)	2018 Revised Budget	Revenues by Source
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# to...Revenue Transaction Details.....and more

## Revenue Transaction Details

Click the FILE button to export or print.

Press and hold the Ctrl button to select multiple filters. Click the Remove Filter button to clear filter selections.

Data current as of: 2/25/2018

Fiscal Year	Function Group	Department Group	Fund Group	Vendor Name	Transaction
2015	Education	Education	Capital Project Fund	NON-VENDOR TRANSACTIONS	TREASURER, STATE OF MAINE
2016	Non-Function	Public Safety	General Fund		AP Invoice
2017	Public Safety	Public Works	Marina Fund		General J
2018	Public Works	Unclassified	Special Revenue Fund		General J
					Journal Im
					Payroll Dr

Fiscal Year	Function Group	Department Group	Department	Fund Group	Fund	Transaction Source	Vendor Name	Check Number
2018	Non-Function	Unclassified	NON-DEPARTMENTAL	General Fund	GENERAL FUND	Payroll Distribution Journal	NON-VENDOR TRANSACTIONS	0
2018	Public Safety	Public Safety	POLICE DEPARTMENT	General Fund	GENERAL FUND	General Journal Import	NON-VENDOR TRANSACTIONS	0
2018	Non-Function	Unclassified	NON-DEPARTMENTAL	General Fund	GENERAL FUND	General Journal Import	NON-VENDOR TRANSACTIONS	0
2018	Non-Function	Unclassified	NON-DEPARTMENTAL	General Fund	GENERAL FUND	General Journal Import	NON-VENDOR TRANSACTIONS	0
2018	Non-Function	Unclassified	NON-DEPARTMENTAL	General Fund	GENERAL FUND	General Journal Import	NON-VENDOR TRANSACTIONS	0