

# Town of Marana Quarterly Financial Update – User Guide

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## Overview

This document is designed to give users an overview and understanding to successfully navigate the quarterly financial brief. This user guide is not intended to cover all interactive aspects of the financial brief, instead it designed to show users where and how to access the data they are specifically interested in.

The financial brief is updated every quarter as soon as financial data is readily available. It is important to note that the information presented in the brief is preliminary, unaudited and subject to change based on adjusting entries, as necessary.

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## Navigating the Summary Tab

The first tab in the financial brief is the Summary Tab. This tab lists revenue and expenditure amounts through the respective quarter for each selected fund and compares the numbers to the budgeted amounts.

To access detailed information about any of the listed funds simply click on the next arrow located towards the bottom of the screen or click on the middle of the scroll bar to access any page instantly (Image 1).

Image 1

Fund	Actual	Budget	% Budget	Variance
BED TAX FUND	989,558	199,728	20 %	972,180
1/2 CENT SALES TAX FUND	5,579,676	1,320,179	2 %	372,075
WATER FUND	5,076,829	1,383,503	20 %	1,014,379
WATER RECLAMATION FUND	1,306,764	348,150	16 %	203,765
AIRPORT FUND	490,101	54,268	16 %	91,012

Click [HERE](#) for a User Guide and FAQ about this report

Click to access any page in the report 1 of 9 Click to access the next page

## Navigating a Fund Tab

Each fund listed in the Summary Tab will have a corresponding tab that provides greater detail for that fund. By clicking on a Fund Tab, you can access a multitude of data. The first step is to select whether to view revenues or expenses related to that fund. Selection buttons in the top right portion of the screen allow you to easily switch between revenues and expenditures (Image 2).

Image 2

**FY 2017 - 2018 FIRST QUARTER RESULTS: GENERAL FUND**

Select Revenues or Expenses  
Expenses Revenues

**Expenses**

Category	FY 2018 Budget	Amount	% Budget
Personnel & Benefits	28,563,104	5,569,771	19 %
Contracted Services	6,220,697	1,471,789	24 %
Operating Supplies & Equipment	9,775,258	945,931	10 %
Capital Outlay	1,982,867	299,609	15 %
<b>Total</b>	<b>46,541,926</b>	<b>8,287,100</b>	<b>18 %</b>

**General Fund Relevant Information**  
 General Fund Expenses through first quarter of FY2018 are trending as expected. All areas are expected to be at or near budgeted levels by the end of the fiscal year as one-time projects and programs occur.

**Visual Representation**

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**Year** ● 2016 ● 2017 ● 2018

Category	2016	2017	2018
Personnel & Benefits	5,376,083	5,554,521	5,569,771
Contracted Services	1,531,907	1,540,252	1,471,789
Operating Supplies & Equipment	791,203	931,119	945,931
Capital Outlay	97,480	83,415	299,609
<b>Total</b>	<b>7,796,673</b>	<b>8,109,307</b>	<b>8,287,100</b>

The Fund screen is broken into two areas. The first (top) chart gives us information on the current quarter and fiscal year, while the second (bottom) gives data on the past three fiscal years.

The top area displays relevant data and information for the current quarter and fiscal year. The chart on the left contains individual categories. Next to each category is the annual budget for the category, the amount raised/spent through the respective quarter, and the percentage of the total yearly budget for that quarter. The gauge to the right visually shows the amount raised/spent compared to the budgeted amount. Text will also populate towards the middle of the screen to describe any relevant information about the data on screen (Image 2).

The bottom box lists data for the past three fiscal years through the respective quarter (Image 3). By showing previous fiscal year data, it provides better context as to how the current fiscal year is trending.

Image 3

**FY 2017 - 2018 FIRST QUARTER RESULTS: GENERAL FUND**

Select Revenues or Expenses  
 Expenses  Revenues

Expenses			
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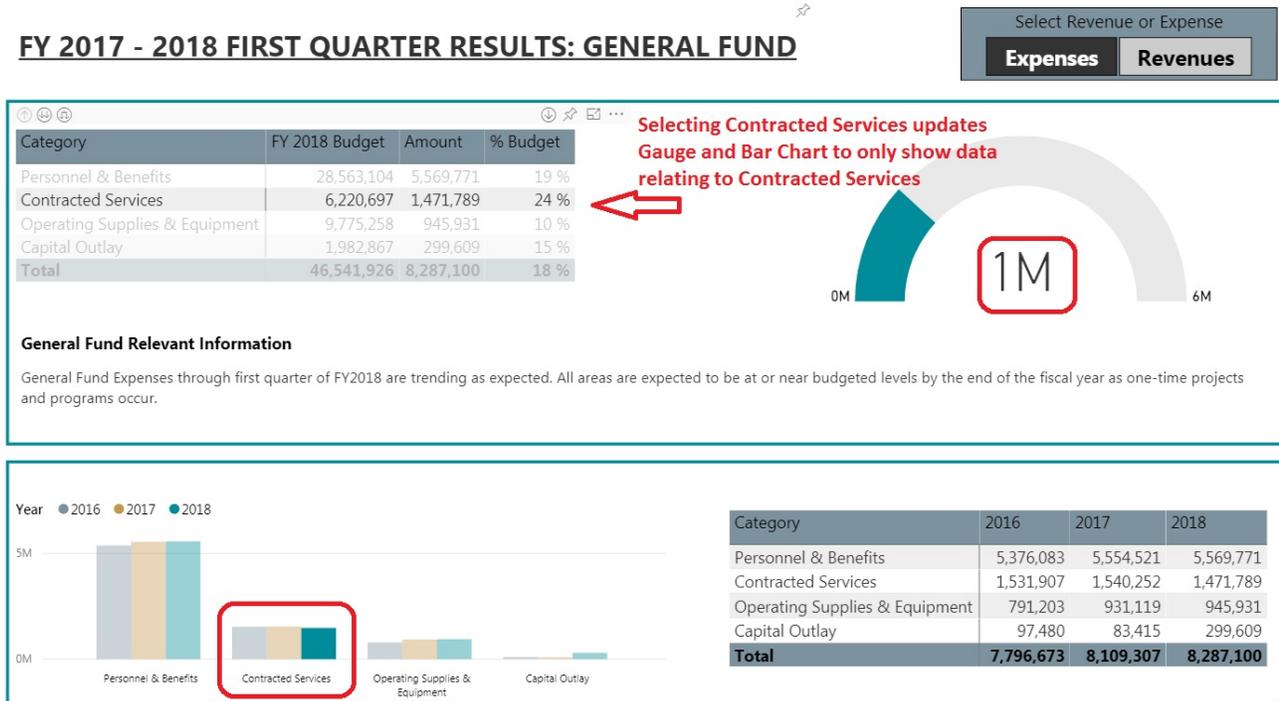
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## Drilling Down into Data

The financial brief allows the user to “Drill Down” into data and view specific datasets. There are two different types of data drill downs available. The first type is to simply click on a respective category in the top left table (Image 4). Doing this will highlight the data as well as update the gauge and bar chart visuals to show only data for the category selected. To return and view all data, simply click on the “Total” line at the bottom of the table.

Image 4



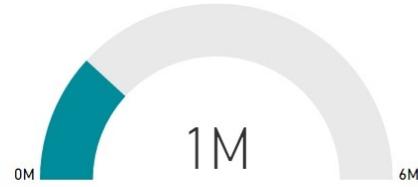
The second method for drilling down into the data is to right-click on a respective category in the top left table (Image 5). Doing this will then expand the category to show sub-categories. Selecting a sub-category will update the gauge and bar chart visuals to show only data for the sub-category selected. To return to the main dataset, simply click on the “Drill Up” arrow in the top left of the table (Image 5) (Note: all charts/visuals with Drill Down capability will have the same Drill Up arrow in the top left).

Image 5

## FY 2017 - 2018 FIRST QUARTER RESULTS: GENERAL FUND

Click Up Arrow to return to main data

Category	FY 2018 Budget	Amount	% Budget
Personnel & Benefits	28,563,104	5,569,771	19 %
Contracted Services	6,220,697	1,471,789	24 %
Operating Supplies & Equipment	1,588,588	945,931	10 %
Capital Outlay	1,667,667	299,609	15 %
<b>Total</b>	<b>26,827,100</b>	<b>8,287,100</b>	<b>18 %</b>



Drill Down shows sub-categories.  
Visuals update with each sub-category

Category	FY 2018 Budget	Amount	% Budget
Contracted Services	6,220,697	1,471,789	24 %
ADVERTISING	81,700	10,874	13 %
CERTIFICATIONS	9,099	602	7 %
COMPUTER HARDWARE	65,600	23,001	35 %
COMPUTER SOFTWARE	76,300	3,336	4 %
<b>Total</b>	<b>6,220,697</b>	<b>1,471,789</b>	<b>24 %</b>



The Drill Down ability works for most features in the financial brief. However, not all data has the ability to drill down or may yield no results. If the Drill Down feature is not yielding the desired results ensure that all visuals are returned to the highest level by using the Drill Up button on each table/visual (Image 5). Next, Drill Down into one dataset at a time until the desired data is displayed.