

### OPEN BOOK USER GUIDE

### Open Book User Guide October 8, 2019



## **Open Book:** What is it?

- Open Book is an online Web site created by the Clark County School District (CCSD) to provide transparency to the public.
- The site welcomes our community to view different types of data and information that shows what it takes to run the nation's fifthlargest school district.
- The site provides handy links to useful information and reporting, interactive dashboard tools with budget details, and helpful graphics to highlight how the budget is spent.







## **Open Book:** Where to find it.

- The Web site can be opened directly by using the following link:
  - <u>http://openbook.ccsd.net/index-data.php</u>
- You can also find a link to Open Book on the CCSD main Web site:
  - https://ccsd.net/





## **Open Book: Information Presented**

### Welcome Statement

Overview of the Open Book Web site

### **Useful Links**

Click on the links to view related documents and reports

### **Tools**

Click on the Tool Names to view Reporting Dashboards

### Suggestion Box

Click on the link to submit recommendations or suggestions to enhance the Web site

### **Budget Transparency**

View graphical detail of the CCSD Annual Budget

### Additional Information Sources

Clink on the links to view other sources of information from CCSD



## **Open Book: Navigation Bar**



- The Navigation Bar is a quick way to find and view a specific part of the Open Book Web site
- The Navigation Bar can be found at the very top of the Open Book Web site and will remain there as you scroll through the Web page.
- Clicking on the link will immediately take you to view the linked section of Open Book
- The Home link allows you to return to the main ccsd.net Web site



## **Open Book: Welcome**

• The Welcome section is a short introduction of Open Book. As part of the Open Book philosophy, CCSD is committed to both transparency and accountability to our community by providing budget information directly to you, the taxpayer. We invite you to explore the different resources available on the site. We also encourage you to provide any ideas on improving the content to best suit the needs of you - the consumers of this Web site.

## WELCOME

Useful Links

<u>Tools</u>

Open Book

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CCSD is proud to be an Open Book! We welcome our community to take a look at what it takes to keep the nation's fifth-largest school district running. Change is underway at CCSD. We've asked everyone to be more accountable - from teachers, to facility workers and administrators. We've asked all of our employees to do more with less and eliminate waste. Accountability starts at the top.

Disclaimer

Infographie

Making our budget information easily accessible to the public tells the taxpayers: we are accountable to you. Funds are dwindling at the same time that expectations are rising. The challenge is to do more with less and we are up to that challenge. Smarter investing means resources can target serious challenges like overcrowding. Come on in and take a look around, visit the "suggestion book" to submit your ideas. We look forward to hearing from you.

This site complements the preexisting <u>annual budget reports</u>, <u>comprehensive annual</u> <u>financial reports (CAFR)</u>, and <u>state budget forms</u>.



## **Open Book: Useful Links**

- The Useful Links section provides you with direct links to important reports and documents, which you may find beneficial to increase your understanding of the CCSD budget. The available links include:
  - **Pocket Guide**: A quick reference guide that covers a broad range of CCSD facts, such as enrollment, employees, operating budget, and transportation.
  - **Comprehensive Annual Financial Report** (CAFR): The link will open the audited financial report and contains the complete and all-inclusive Financial Statement for CCSD.
  - **Popular Annual Financial Report** (PAFR): This is the condensed version of the CAFR. It is designed to showcase information from the CARF that is both readily accessible and easily understandable to the general public.
  - Amended Final Budget Presentation: The link will open the Amended Final Budget presentation that was given to the Clark County School District Board of Trustees. The presentation is a review of the CCSD Budget for the prior fiscal year.
  - Nevada Report Card: The link will direct you to the Nevada Department of Education's Web site. Once there, you can use the Nevada Accountability Portal to view information at the school, district, or state level.
  - **Finance Fridays**: This link will direct you to YouTube, where you can select and watch various videos that are produced by CCSD.





## **Open Book: Tools**

- The Tools section provides you with access to CCSD's dashboards that cover a wide range of information to assist in meeting performance transparency. Click on the Tool name to open the dashboard.
- We are continuing to make improvements to how these dashboards are presented for use by our community. Operating instructions for each Tool is provided in this guide. Below is a brief description of each of the dashboard tools:
  - **Budget Comparison**: This interactive tool displays CCSD's budgeted amounts and staff positions by departmental areas.
  - **Food Services Analysis**: This interactive tool displays CCSD's budgeted amounts and staff positions within the Food Services department.
  - Actual Salaries & Benefits by Function: This interactive tool displays the salaries and benefits for CCSD's general operating fund.
  - **Strategic Budget by School**: This interactive tool displays the strategic budget by school.
  - **AB469 Reporting**: These two tools display the CCSD financial reports as required by Assembly Bill (AB) 469 for the two-year biennium.
  - **AP Payments:** This interactive tool displays all CCSD payments made to vendors.





## **Open Book: Tools** Budget Comparison

- The Budget Comparison tool compares the last three available budgets for CCSD.
- The budget figures are captured in the Appropriation columns, while the number of employees within each Budget Type is found in the Position columns.
- The data is refreshed three times per fiscal year.
- The top chart is broken out by Budget Type (such as Salaries, Benefits, Services, etc.).
- The bottom chart is broken out by amount and number of positions or description types related to the budget types from the top chart.
- To navigate the Dashboard Tool:
  - 1. Click on the Type field to filter the bottom chart. This allows you to drill into the CCSD budget amounts for the selected Budget Type.
  - 2. The name of the selected Budget Type will appear above the top chart.
  - 3. When a field is selected in the top chart, the bottom chart will automatically update to display only the details related to the selected Budget Type.
  - 4. Use the Scroll Bar (if visible) to view the fields in the bottom chart.
  - 5. To clear any selected fields, click the Reset button.

#### Budget Comparison dashboard example with the following selection: Budget Type: **Salaries: Admin - School Based**

#### Budget Comparison

Comparison of 2019 Amended Final Budget (AFB), 2020 Tentative Budget (TB) & 2020 Final Budget (FB,

Selected Type: Salaries: Admin - Scho	ol Based		5. Reset
Select type to drill into data Type	2019 AFB Appropriation	2020 TB Appropriation	2020 FE Appropriatior
Benefits	\$ 622,624,324	\$ 670,955,847	\$ 666,470,97
1 Equipment	\$ 42,771,121	\$ 31,443,203	\$ 31,443,20
Other	\$ 4,311,332	\$ 4,166,872	\$ 4,166,87
Salaries: Admin - Non School Based	\$ 41,953,004	\$ 40,547,765	\$ 39,791,32
Salaries: Admin - School Based	\$ 91,298,416	\$ 85,192,715	\$ 90,642,08
Salaries: Licensed	\$ 974,485,076	\$ 1,012,337,689	\$ 995,647,59
Salaries: Support	\$ 368,006,634	\$ 368,665,935	\$ 370,018,94
Services	\$ 98,750,777	\$ 105,032,550	\$ 105,020,55
Supplies	\$ 158,177,729	\$ 162,093,424	\$ 172,610,45
Total	\$ 2,402,378,413	\$ 2,480,436,000	\$ 2.475.812.00

	2019 AFB	2020 TB	2020 FB	2019 AFB	2020 TB	2020 FB
Account Description	Appropriation	Appropriation	Appropriation	Positions	Positions	Positions
Dean of Students	\$ 11,416,423	\$ 13,265,104	\$ 11,831,214	142.18	173.00	156.18
Elementary Assistant Principal	\$ 19,691,824	\$ 16,451,529	\$ 18,747,194	212.74	191.00	215.00
Elementary Principal	\$ 22,737,258	\$ 23,019,255	\$ 23,159,968	210.00	221.00	216.00
Junior High Assistant Principal	\$ 9,151,028	\$ 5,880,544	\$ 8,478,047	85.00	66.00	89.00
Junior High Principal	\$ 5,980,523	\$ 6,171,969	\$ 6,119,485	54.00	57.00	55.00
S Reduction/Attrition	\$ (1,102,484)	\$ 800,756	\$ (1,102,484)	(10.11)	(10.11)	(10.11)
Senior High Assistant Principal	\$ 15,226,171	\$ 12,161,696	\$ 15,526,940	151.00	127.00	155.00
Senior High Principal	\$ 6,256,352	\$ 5,547,739	\$ 5,987,602	48.29	46.00	47.84
ite Principal - Alternative Program	\$ 1,191,321	\$ 1,144,123	\$ 1,144,123	11.20	11.20	11.20
Total	\$ 91,298,416	\$ 85,192,715	\$ 90,642,089	904.30	882.09	935.11



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### **Open Book: Tools** Food Services Analysis

- The Food Services Analysis tool compares the last two budgets for CCSD's Food Services department.
- The budget figures are captured in the Appropriation columns, while the number of employees within each Budget Type is found in the Position columns.
- The data is refreshed three times per fiscal year.
- The top left chart is broken out by the Food Services Fund Center. The top right chart is broken out by Budget Type (such as Salaries, Benefits, Services, etc.).
- The bottom chart is broken out by amount and number of positions or description types related to the fund centers and budget types from the top charts.
- To navigate the Dashboard Tool:
  - 1. Click on the Fund Center field to filter the remaining charts. This allows you to drill into the CCSD Food Services department budget amounts by the selected Fund Center.
  - 2. The name of the selected Fund Center and/or Budget Type will appear above the top left chart.
  - 3. A brief description of the selected Fund Center will appear in the Description Box.
  - 4. Click on the Type field to filter the bottom chart. This allows you to drill into the CCSD Food Services department budget amounts for the selected Fund Center or Budget Type.
  - 5. When a field is selected in the top charts, the bottom chart will automatically update to display only the details related to the selected field.
  - 6. Use the Scroll Bar (if visible) to view the fields in the bottom chart.
  - 7. To clear any selected fields, click the Reset button.

Food Services Analysis dashboard example with the following selections: Fund Center: **ADMIN - FS** Budget Type: **Salaries: Admin** 

#### Food Services Analysis

Comparison of 2020 Tentative Budget (TB)& 2020 Final Budget (FB)

Select a Department to drill into data	2020 TB	2020 FB			ith providing adminis		
Funds Center	Appropriation	Appropriation	of the Food Service		ning, directing, orgar	nizing and budgeting	on the behalf
WAREHOUSE - FS	\$ 81,313,419	\$ 82,991,127					
SITE SUPER - FS	\$ 32,084,636	\$ 32,414,318					
ADMIN - FS	\$ 11,064,851	\$ 11,064,851	*Select a Type to drill into data	2020 TB	2020 FB	2020 TB	2020 FB
CENTRAL KITCHEN - FS	\$ 7,143,012	\$ 7,305,843	Туре	Appropriation	Appropriation	Positions	Positions
INDUSTRIAL ARTS - FS	\$ 3,352,276	\$ 3,352,276	Other	\$ 3,475,000	\$ 3,475,000		
TECH SUPPORT - FS	\$ 1,319,853	\$ 1,298,853	4. Supplies	\$ 3,303,000	\$ 3,303,000		
			Equipment	\$ 1,950,000	\$ 1,950,000		
Total	\$ 136,278,047	\$ 138,427,268	Salaries: Support	\$ 900,313	\$ 900,313	17.00	17.00
			Benefits	\$ 606,292	\$ 606,292		
			Salaries: Admin	\$ 491,246	\$ 491,246	6.00	6.00
			Services	\$ 339,000	\$ 339,000		
			Total	\$ 11,064,851	\$ 11,064,851	23.00	23.00
			:	2020 TB	2020 FB	2020 TB	2020 FB
	Туре	Des	cription Appro	priation A	propriation	Positions	Positions
		Coord	linator II \$ 21	5,557.00	\$ 215,557.00	3.00	3.00
5. Salaries	s: Admin		Director \$19	5,249.00	\$ 195,249.00	2.00	2.00
		Coo	rdinator \$80	0,440.00	\$ 80,440.00	1.00	1.00



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### **Open Book: Tools** Actual Salaries & Benefits by Function

- The Actual Salaries & Benefits by Function tool provides the General Operating Fund amounts for all employees across CCSD.
- The Salary figures are captured in the Amount columns, while the number of employees within each Budget Type is found in the Positions columns.
- The data is updated monthly during the fiscal year.
- The top left chart is broken out by Function type description (Instruction, School Administrators, Central Services, etc.). The top right chart is broken out by General Ledger (G/L) account type.
- The bottom chart is broken out by job description names, amounts, and number of positions related to the Function types in the top chart.
- To navigate the Dashboard Tool:
  - Click on the Function field to filter the remaining charts. This allows you to drill into the CCSD budget amounts for the selected Function.
  - A brief description of the selected Function type will appear in 2. the Description Box
  - When a field is selected in the top left chart, the remaining chart 3. will automatically update to display only the details related to the selected Function Type.
  - Use the Scroll Bar (if visible) to view the fields in the bottom 4. chart.
  - 5. To clear any selected fields, click the Reset button.

Actual Salaries & Benefits by Function dashboard example with the following selection:

Function Type: School Administrators

#### Actual Salaries & Benefits by Function

General Operating Fund - FY 2019 July - May

	Function	Amount	Positions
4	Instruction	\$ 1,004,502,259	15,810.32
1.	School administration	\$ 174,470,792	2,222.47
Operation and r	maintenance of plant services	\$ 146,294,589	2,449.22
	Student transportation	\$ 93,325,161	1,433.29
	Student support	\$ 82,203,446	1,250.61
	Instructional staff support	\$ 69,690,660	884.24
	Central services	\$ 39,486,962	446.30
	General administration	\$ 11,487,876	89.46
	Total	\$ 1,621,461,746	24,585.91

Function Description				
School administration administrative responsib				
assistant principals, and at a school. These activ	deans inv	volved in the	e supervisior	n of operations

5.

Reset

support of the	leaching and admin	<b>2</b> .	
	GL Account Type	Amount	Positions
3.	Salaries: Support	\$ 47,064,480	1,311.97
	Salaries: Admin	\$ 75,227,459	910.50
	Benefits	\$ 52,178,853	-

port of the teaching and administrative duties

	Positions	Amount	GL Account Description	GL Account Type
*	291.16	\$ 9,573,254	School Clerical - SHS	Salaries: Support
	199.80	\$ 8,603,820	Secretarial and Clerical - Elementary	Salaries: Support
	203.42	\$ 7,000,666	School Clerical - ELEMENTARY	Salaries: Support
	180.62	\$ 6,046,504	School Clerical - MS	Salaries: Support
4	122.48	\$ 3,139,137	School Aide - Elementary	Salaries: Support
	50.62	\$ 2,310,938	Secretarial and Clerical - Senior HS	Salaries: Support
	51.60	\$ 2,209,477	Secretarial and Clerical - Junior HS	Salaries: Support
	45.97	\$ 1,673,380	Registrar - SHS	Salaries: Support
-	47.84	\$ 1,575,250	Registrar - MS	Salaries: Support
	2,222.47	\$ 174,470,792	Total	

Function Descrip





### **Open Book: Tools** Strategic Budget by School

- The Strategic Budget by School tool provides the current strategic budget amounts for each of CCSD's schools.
- The budget figures are captured in the Appropriation columns, while the number of school employees is found in the Positions columns. The number of students per school is located in the Enrollment columns.
- The data is refreshed three times per fiscal year.
- The top left chart is broken out by School Name, Budget Amount, and Enrollment. The top right chart is broken out by Budget Type (such as Salaries, Benefits, Services, etc.).
- The bottom chart is broken out by job description names, amounts, and number of positions related to the School Names in the top left chart.
- To navigate the Dashboard Tool:
  - 1. Use the dropdown filter to select either Elementary, Middle, or High School. This option will display the selected school type in all of the related charts.
  - 2. Click on the School Name field to filter the remaining charts. This allows you to drill into the CCSD strategic budget amounts for the selected school.
  - 3. The School Name will appear in the Description Box
  - 4. Use the Scroll Bar (if visible) to view the fields in the bottom chart.
  - 5. To clear any selected fields, click the Reset button.

Strategic Budget by School dashboard example with the following selection:

Dropdown Filter: **High School** School Name: **Coronado HS** 

			5		-						
_				Reset							
	20 FB Appropriation	20 FB Posi	itions	Enrollment				3.			
CLARK HS	\$13,799,48	4 1	57.80	3,256			co	RONADO	HS		
RANCHO HS	\$13,497,23	1 1	52.18	3,315		Туре		2020 F	в	2020 FB	
OR VIEW HS	\$13,032,92	3 1	50.78	3,439			Appropri		ation	Positions	
RONADO HS	\$13,020,07	8 1	52.28	3,465		Salaries: Lie	censec	\$7,05	1,898	119.0	
T OASIS HS	\$12,498,29	6 1	45.93	3,278		Salaries: Su	ipport	\$92	3,497	25.2	
W RIDGE HS	\$12,403,52	2 1	42.38	3,271		Salaries: Admin		nin \$843,046		8.0	
T PINES HS	\$12,171,58	8 1	39.54	2,918		Benefits		its \$3,898,			
PALO VERDE HS		9 1	40.33	3,181		Services			\$-		
VALLEY HS	\$11,716,18	3 1	40.74	2,761		Supplies		\$30	3,574		
VALLEY HS	\$11,636,72	8 1	30.13	3,041		Equipment			\$-		
VALLEY HS	\$11,553,72	1 1	31.16	2,679		Other			\$-		
	\$410,491,64	4,7	39.93	98,174		τοται		\$13,02	0,078	152.2	
Cost Center	Expense Type	GL Account		GL Descri	ption		Appro	priation	Pos	itions	
9300000573	3 Salaries: Licensed	5116505000		Art	Teache	r - Itinerant		\$177,779		3.00	
9300000573	3 Salaries: Licensed	5116005000				Librarian				1.00	
9300000573	3 Salaries: Licensed	5116932000	Secondary			ry Counselor		\$474,077		8.00	
9300000573	3 Salaries: Licensed	5116600000		Teacher -	Itinerar	it - Fine Arts		\$59,260		1.00	
9300000573	3 Salaries: Licensed	5116565000		Teacher	- Physic	al Education		\$296,298		5.00	
9300000573	3 Salaries: Licensed	5116615000	,			lar 6th-12th	\$	5,985,225		101.00	
9300000573	3 Salaries: Support	5117730000			Build	ing Manager		\$57,430	1.00		
9300000573	3 Salaries: Support	5117783000	(	Campus Security	Monitor	- Secondary		\$65,947		2.03	
9300000573	3 Salaries: Support	5117499000		c	ompute	r Technician		\$42,097		0.92	
9300000573	3 Salaries: Support	5117739000			Cust	odial Leader	al Leader \$39,698			1.00	
	RANCHO HS OR VIEW HS RONADO HS IT OASIS HS W RIDGE HS IT OLES HS VALLEY	CLARK HS         \$13,799,48           RANCHO HS         \$13,497,23           OR VIEW HS         \$13,032,92           RONADO HS         \$13,02,007           RONADO HS         \$13,02,007           RONADO HS         \$112,498,29           W RIDGE HS         \$112,403,52           RONADO HS         \$112,403,52           RT PINES HS         \$112,171,58           O VERDE HS         \$11,143,77           VALLEY HS         \$11,163,672           VALLEY HS         \$11,553,72           VALLEY HS         \$11,553,72           VALLEY HS         \$11,553,72           VALLEY HS         \$11,636,72           \$300000573         Salaries: Licensed           9300000573         Salaries: Licensed           9300000573         Salaries: Licensed           9300000573         Salaries: Licensed           9300000573         Salaries: Support           9300000573         Salaries: Support           9300000573         Salaries: Support           9300000573         Salaries: Support	CLARK HS         \$13,799,484         1           RANCHO HS         \$13,497,231         1           RANCHO HS         \$13,497,231         1           RANCHO HS         \$13,032,923         1           RONADO HS         \$13,020,078         1           RONADO HS         \$12,498,296         1           RT OASIS HS         \$12,403,522         1           VAIDGE HS         \$12,171,586         1           O VERDE HS         \$11,716,183         1           VALLEY HS         \$11,716,183         1           VALLEY HS         \$11,716,183         1           VALLEY HS         \$11,636,728         1           SVALLEY HS         \$11,636,728         1           SVALLEY HS         \$11,636,728         1           SVALLEY HS         \$116,753,721         1           SVALLEY HS         \$116,036,028         1           S00000573         Salaries: Licensed         \$116050000           S00000573         Salaries: Licensed         \$11600000           S00000573         Salaries: Licensed         \$116615000           S00000573         Salaries: Licensed         \$116615000           S00000573         Salaries: Licensed         \$11661500	CLARK HS         \$13,799,484         157.80           RANCHO HS         \$13,497,231         152.18           RANCHO HS         \$13,020,078         152.20           RONADO HS         \$13,020,078         152.20           RONADO HS         \$13,020,078         152.20           RONADO HS         \$13,020,078         152.20           RONADO HS         \$12,498,296         145.93           W RIDGE HS         \$12,413,779         140.33           VALEY HS         \$11,71,588         130.13           VALEY HS         \$11,636,728         130.13           VALEY HS         \$11,636,728         130.13           VALEY HS         \$11,636,728         130.13           VALEY HS         \$11,636,728         130.13           930000573         Salaries: Licensed         51605000           930000573         Salaries: Licensed         51605000           930000573         Salaries: Licensed         516050000           9300000573         Salaries: Licensed         516050000           9300000573         Salaries: Licensed         516050000           9300000573         Salaries: Licensed         516050000           9300000573         Salaries: Licensed         51650000	20 FB Appropriation         20 FB Point         Enrollment           CLARK HS         \$13,799,484         157.80         3,256           RANCHO HS         \$13,497,231         152.18         3,315           OR VIEW HS         \$13,032,923         150.78         3,439           RONADO HS         \$13,020,078         152.28         3,439           RONADO HS         \$12,498,296         145.03         3,276           W RIDGE HS         \$12,493,522         142.38         3,271           NTOATS HS         \$12,493,522         142.38         3,271           VALLEY HS         \$112,171,588         139.54         2,918           O VERDE HS         \$11,716,183         140.74         2,761           VALLEY HS         \$11,753,721         131.16         2,679           VALLEY HS         \$11,753,721         131.16         2,679           Sodoo00573         Salaries: Licensed         511605000	20 FB Appropriation         20 FB Positions         Enrollment         I           CLARK HS         \$13,799,484         157.80         3,256           RANCHO HS         \$13,497,231         152.18         3,315           OR VIEW HS         \$13,032,923         150.78         3,433           RONADO HS         \$13,020,078         152.28         3,465           RONADO HS         \$12,498,929         145.93         3,278           W RIDGE HS         \$12,403,522         142.38         3,271           RTO ASIS HS         \$12,413,779         140.33         3,181           VALLEY HS         \$11,716,183         140.74         2,761           VALLEY HS         \$11,553,721         131.16         2,679           VALLEY HS         \$11,553,721         131.16         2,679           VALLEY HS         \$11,636,728         130.13         3,041           930000573         Salaries: Licensed	20 FB Appropriation         20 FB Positions         Enrollment $\bullet$ CLARK H5         \$13,799,444         157.80         3,256           RANCH H5         \$13,3497,231         152.18         3,315           OR VIEW H5         \$13,320,923         150.78         3,439           RONADD H5         \$13,020,078         152.28         3,465           IV TOASIS H5         \$12,498,296         145.93         3,278           W RIDGE H5         \$12,171,588         139.54         2,918           O VERDE H5         \$12,143,779         140.33         3,181           VALLEY H5         \$11,636,728         130.13         3,041           VALLEY H5         \$116,537,721         131.16         2,679           9300000573         Salaries: Licensed         \$11605000	20 FB Appropriation         20 FB Poistions         Enrollment         Image: Constraint of the state of the s	Z0 FB Appropriation         Z0 FB Positions         Enrollment         Image: Compute State S	20 FB Appropriation         20 FB Point         Enrollment         A           CLARK HS         \$13,799,484         157.80         3,256           RANCHO HS         \$13,497,231         152.18         3,315           OR VIEW HS         \$13,032,923         150.78         3,439           RONADO HS         \$13,020,078         152.28         3,439           NR TOGE HS         \$12,498,296         145.93         3,276           NR TOGE HS         \$12,493,522         142.38         3,271           NR TOGE HS         \$12,493,522         142.38         3,276           NR TOGE HS         \$12,493,522         142.38         3,276           NULLEY HS         \$11,716,183         140.74         2,761           NALLEY HS         \$11,753,721         131.16         2,679           VALLEY HS         \$11,636,728         130.13         3,041           NALLEY HS         \$11,636,728         130.13         3,041           NALLEY HS         \$11,753,721         131.16         2,679           Stalaries: Licensed         \$11603000         Art Teacher - Itinerat         \$177,779           9300000573         Salaries: Licensed         \$11605000         Art Teacher - Itinerat         \$177,779 </td	



### **Open Book: Tools** AB469 - Reporting

- The AB469 Reporting tool provides the strategic budget and actuals (expense) amounts for each of CCSD's schools by Fiscal Year.
- The budget figures are captured in the Appropriation columns, while the expenses are found in the Actual columns.
- The data is refreshed each biennium (two years) by November 1.
- The left chart displays the breakdown of Budget and Actual Amounts by School.
- The middle top chart displays the breakdown of Budget and Actuals by Budget Type (such as Salaries & Benefits, Services, etc.).
- The right top chart displays the breakdown of Budget and Actuals by Salaries and Benefits by Budget Type
- The bottom chart displays the breakdown of Budget and Actuals by the GL (General Ledger) Account and Description
- To navigate the Dashboard Tool:
  - 1. Click to select a view format: Elementary, Middle, or High Schools
  - 2. Click on the School Name field to filter the remaining charts. This allows you to view the CCSD strategic budget and expense amounts for the selected school.
  - 3. The selected school name will appear at the top of the chart.
  - 4. Use the Scroll Bar (if visible) to view the fields in the bottom chart.
  - 5. To clear any selected fields, click the Overview button.

Strategic Budget by School dashboard example with the following selection:

#### Menu Selection: **High School** School Name: **Chaparral HS**

<b>5.</b> Overview Elementar	FY 20	General and Cla 018 Amended Fil	nd Expens ss Size Reduction hal Budget and Ex High Schools	Funds	School		C	CSD	Clark County Scho	ol District
School Name	FY 2018 Appropriation	FY 2018 Actual	CHAPARRAL H				CHAPAR			
ADVANCED TECH ACADEMY	\$ 6,536,021.10	\$ 6,606,563.72	Expense Type		2018 priation	FY 2018 Actual	Expense Ty	pe	FY 2018 Appropriation	FY 2018 Actual
ARBOR VIEW HS	\$ 11,791,786.84	\$ 12,466,479.17	Licensed		,049,677.60	\$ 6,298,158.17	Salaries: Lic	ensed	\$ 4,995,164.74	\$ 4,476,092.9
BASIC HS	\$ 11,245,622.92	\$ 10,615,151.04	Salaries & Benefits Support				Benefits: Lie	ensed	\$ 2,054,512.86	\$ 1,822,065.2
BONANZA HS	\$ 8,021,797.07	\$ 8,087,262.92	Salaries & Benefits	Ş	911,744.83	\$ 847,468.00	Total: Licen	sed	\$ 7,049,677.60	\$ 6,298,158.1
BOULDER CITY HS	\$ 3,483,161.73	\$ 3,835,811.78	Admin Salaries & Benefits	\$	819,287.74	\$ 895,380.67	Salaries: Su	pport	\$ 593,283.37	\$ 566,345.5
CANYON SPRINGS HS	\$ 10,934,253.12	\$ 9,268,474.88	Services		0.00	\$ 88,826.14	Benefits: Su	pport	\$ 318,461.46	\$ 281,122.4
CENTENNIAL HS	\$ 11,695,173.08	\$ 12,350,091.01	Supplies	\$	535,147.00	\$ 266,742.76	Total: Supp	ort	\$ 911,744.83	\$ 847,468.0
CHAPARRAL HS	\$ 9,315,857.17	\$ 8,437,816.77	Equipment		0.00	\$ 25,869.43	Salaries: Ad	min	\$ 590,218.39	\$ 647,756.1
CHEYENNE HS	\$ 7,712,855.74	\$ 7,029,383.32	Other		0.00	\$ 15,371.60	Benefits: Ac	lmin	\$ 229,069.35	\$ 247,624.5
CIMARRON-MEMORIAL HS	\$ 9,726,174.47	\$ 9,533,621.40	Total	\$ 9	,315,857.17	\$ 8,437,816.77	Total: Admi	'n	\$ 819,287.74	\$ 895,380.6
CLARK, E. W. HS	\$ 13,120,168.22	\$ 12,844,484.88								
CORONADO HS	\$ 12,521,661.26	\$ 12,451,226.53	Expense Type	GL Account	GL Account E	Description		FY 2018 Appropriation	FY 2018 Actual	
DEL SOL HS	\$ 9,881,497.09	\$ 8,677,058.37		5116000000	Licensed			0.00	\$ 1,686.94	
DESERT OASIS HS	\$ 11,422,515.01	\$ 11,363,525.15		5116154000	Project Facili	tator		0.00	\$ 105,762.88	
DESERT PINES HS	\$ 11,854,644.92	\$ 10,052,294.25		5116505000	Art Teacher -			0.00	\$ 147,007.33	
DURANGO HS	\$ 8,803,793.26	\$ 9,145,507.90		5116540000	Extra Duty Lie			0.00	\$ 175.942.08	
EAST CAREER & TECH ACADEMY	\$ 8,683,882.03	\$ 8,153,661.07		5116565000	Teacher - Phy	vsical Education		0.00	\$ 252.030.83	
ELDORADO HS	\$ 8,093,463.17	\$ 6,886,335.11		5116600000		erant - Fine Arts		0.00	\$ 62,462.42	
FOOTHILL HS	\$ 10,482,915.45	\$ 10,618,418.45	Salaries: Licensed	5116615000	Teacher - Rep			\$ 4,605,621.79	\$ 3,317,131.83	
GLOBAL COMMUNITY HS	\$ 1,955,882.59	\$ 1,713,197.79		5116647000	Teacher Subs			0.00	\$ (630.00)	
GREEN VALLEY HS	\$ 11,328,816.32	\$ 11,705,149.61		5116810000	Preparation F			0.00	\$ 41.770.67	
INDIAN SPRINGS HS	\$ 1,443,008.65	\$ 1,532,378.98		5116932000	Secondary Co			\$ 349,794.06	\$ 370.592.96	
LAS VEGAS ACADEMY OF THE ARTS	\$ 8,729,687.43	\$ 8,780,556.84		5126647000	Teacher Subs			0.00	\$ 2.335.00	
LAS VEGAS HS	\$ 11,047,672.53	\$ 11,135,311.62		5126810000	Preparation F			\$ 39,748.89	0.00	
LAUGHLIN HS	\$ 2,856,807.05	\$ 2,701,244.79		5210000000	Health Insura			\$ 549,610.00	\$ 525,398.25	
LEGACY HS	\$ 10,364,776.55	\$ 9,971,481.52		5220100000	FICA			0.00	\$ 314.92	
LIBERTY HS	\$ 10,963,755.83	\$ 10,714,878.44		5221000000	Medicare			\$ 72,430.26	\$ 63,582.41	
MOAPA VALLEY HS	\$ 3,107,401.26	\$ 3,552,092.72	Benefits: Licensed	5230000000	Retirement P	lan		\$ 1,387,516.20	\$ 1,192,486.55	
MOJAVE HS	\$ 9,182,128.07	\$ 7,938,089.97		5260000000		loyment Insurance		\$ 2,497.63	\$ 2,237.83	
NW CAREER & TECH ACADEMY	\$ 8,679,993.40	\$ 9,016,224.23		5270000000		pensation Insurance		\$ 42,458.77	\$ 38,045.27	
PALO VERDE HS	\$ 11,760,935.59	\$ 12,368,403.34		5117140000	First Aid Safe			\$ 18,782.61	\$ 20,694.88	
RANCHO HS	\$ 12,523,864.74	\$ 11,949,533.91		5117145000				\$ 21.886.05	\$ 8.029.62	



4.

### **Open Book: Tools** AB469 - Reporting: Additional Links

- As required by Assembly Bill (AB) 469, CCSD provides reporting on the General Fund and the Class-Size Reduction Fund.
- Click the <u>View 21.1 a,b,d</u> link to view the AB469 Section 21.1 a, b, d General Fund and Class-Size Reduction Fund for Fiscal Year 2018 Amended Final Budget and Expenditures Report.
- Click the <u>View 21.1 c</u> link to view the Clark County School District Fiscal Year 2018 General Fund and Class-Size Reduction Fund Licensed GL Accounts AB469-Section 21-C Report
  - AB 469 REPORTING
- Click the <u>FY 2020</u> link to view the Clark County School District Assembly Bill 469 Section 18 Reporting Requirements Report
- Click the <u>View 18.1(d)</u> link to view the AB469 Section 18.1(d) Estimated Budget Allocations to Each Local School Precinct Report



Amount<sup>4</sup>

\$2,530,672,900

(\$99.375.507

(\$4,000,000)

(\$480,011,687)

(\$30.000.000)

\$50,726,210

\$1,968,011,916

Clark County School District Assembly Bill 469 Section 18 Reporting Requirements

Assembly Bill 469 requires that certain information be established by January 15 of each year and that, subsequently that information is posted online and made available to the public:

(restricted funds to purchase bu

(restricted - encumbered per CCSD Regulation 3110) Estimated FY20 Total Unrestricted

vehicles and technology) Estimated FY20 Contribution from Beginning Fund Balance

Resources

Sec. 18, 1, On or before January 15 of each year, the superintendent shall establish for the next school year (a) The estimated total amount of money Estimated FY20 Total Amount of be received by the large school district from Money Received from All Sources all sources, including any year-end balance that is carried forward, and shall identify the Estimated EY20 Beginning Euro sources of such a year-end balance and Balance (restricted – encumbered whether the year-end balance is restricted. It the year-end balance is restricted, the superintendent shall identify the source of the Estimated FY20 Beginning Fund estriction and the total of amount of money Balance (restricted – non-spendabl to be received by the large school district that is unrestricted. Money may only be identified Estimated EY20 Special Education as restricted if it is required by state or Funds federal law, if it is proscribed by the Department or if it has been otherwise Maintenance of Effort requireme encumbered Estimated FY20 Bond Funds

AB469 Section 18.1(d)												
stimated	d Budget Allo	ocations to Ea	ich Local S	chool Preci	nct*							
ASE FUNDS	SUPPLIES FUNDS	PROGRAM FUNDS	SLA FUNDS	HOPE2 FUNDS	SB 178 FUNDS							



BASE FUNDS	S	UPPLIES FUNDS	PF	OGRAM FUNDS		SLA FUNDS	H	DPE2 FUNDS	S	B 178 FUNDS	N	AGNET FUNDS		TOTAL
2,778,288.35	\$	58,680.00	\$	-	\$	183,905.06	\$	-	\$	92,400.00	\$		\$	3,113,273.41
3,130,811.37	\$	70,200.00	\$	-	\$	278,801.19	\$	-	\$	135,600.00	\$		\$	3,615,412.56
4,599,310.73	\$	122,160.00	\$	-	\$	317,983.41	\$	-	\$	-	\$	-	\$	5,039,454.14
2,454,995.91	\$	54,840.00	\$	-	\$	331,169.97	\$	-	\$	-	\$	-	\$	2,841,005.88
2,454,995.91	\$	58,320.00	\$	-	\$	226,389.39	\$	-	\$	-	\$	-	\$	2,739,705.30
3,885,674.63	\$	86,280.00	\$	-	\$	373,076.26	\$	-	\$	310,800.00	\$		\$	4,655,830.89
3,790,763.87	\$	96,000.00	\$	-	\$	243,704.96	\$	-	\$		\$		\$	4,130,468.83
3,140,891.17	\$	77,520.00	\$	-	\$	365,571.57	\$	-	\$	-	\$	-	\$	3,583,982.74
3,883,616.17	\$	97,080.00	\$	-	\$	334,266.25	\$	-	\$	-	\$	-	\$	4,314,962.42
3,133,770.43	\$	73,800.00	\$	-	\$	219,181.18	\$	-	\$	-	\$		\$	3,426,751.61
4,497,304.11	\$	102,000.00	\$	-	\$	276,300.18	\$	-	\$	-	\$		\$	4,875,604.29
4,692,071.80	\$	105,960.00	\$	-	\$	348,069.81	\$	-	\$	315,600.00	\$		\$	5,461,701.61
3,294,517.91	\$	80,160.00	\$	-	\$	275,710.30	\$	-	\$	-	\$	-	\$	3,650,388.21
3 330 000 00	*	40 200 00	*	00 550 50	*	200 000 02	*		*	04 000 00	*		*	0.004.000.00



Open Book User Guide

## Open Book: Tools AP Payments

- The AP Payments tool provides a detailed list of all payments that have been paid to vendors of CCSD.
- The data is refreshed weekly.
- For beginners, you can search by specific Vendor Name (if known), or use the Payment Date filter to see a list of all vendor payments that were paid in the specified date range.
- Other advanced searchable options include the GL (General Ledger) Account type, Functional Area, and CO (Cost Center) Object.
- You can also use the Fund dropdown menu to select a specific Fund name to use as a searchable field.
- You must enter detail into at least one filter type
- To navigate the Dashboard Tool:
  - 1. If known, enter the vendor's name into the Vendor field (or leave blank)
  - 2. Search by the default **Any Fund**, or use the dropdown menu to select a particular fund name.
  - 3. For advanced users, enter either the GL Account, Functional Area, or CO Object detail, or leave blank.
  - 4. In the Payment Date filter, enter a date range (month, day, year). It is recommended to always enter a date range to use this tool.
  - 5. Use the Scroll Bar (if visible) to view the fields in the chart.

### 4 Open Book User Guide

AP Payments dashboard example with the following selections:

Vendor Name: NV Energy

Payment Date: Start Date 7/1/2018 and End Date 6/30/2019 CLARK COUNTY SCHOOL DISTRICT

#### ACCOUNTS PAYABLE PAYMENTS TO VENDORS



Payment Amount: \$45,244,026.69

VENDOR	FUND	CO OBJECT	FUNCTIONAL AREA	GENERAL LEDGER ACCOUNT	PAYMENT DATE	AMOUNT	VOIDED CHECK
NV Energy	General Fund	1010002021	UND-Operation of Building	Electricity	07/13/2018	1,719,179.89	
NV Energy	Bond Fund-2015 CapPg	C0001621.1.660	UND-Land Improvement	Dues and Fees	07/13/2018	13,370.00	5
NV Energy	Bond Fund-2015 CapPg	C0013505.1.680	UND-Land Improvement	Dues and Fees	07/20/2018	14,472.00	CCSE
				1			CLARK COU

SCHOOL DISTRICT

## **Open Book: Suggestion Book**

- CCSD wants to hear from you! Tell us what you like, or tell us what you think we should change. The Suggestion Book is a way for you to submit your ideas directly to CCSD, and you can do so anonymously.
- To send us your suggestions or ideas, click the link to the Suggestion Book. Enter your idea or recommendation, and click the Submit button to send it to us for review.
- Your feedback is greatly appreciated!





## **Open Book: Budget Transparency**

- The Budget Transparency section provides graphical details on how the budget is spent within CCSD and how CCSD compares with other Nevada counties, as well as the Top-Five school districts in the nation.
- By providing this information in graphical form, we hope to cast a light on how CCSD spends its budget while adding perspective to how expenditures impact the budget.
- To provide budget transparency, CCSD has created the graphics listed below. Please take a look, and provide any feedback to our Suggestion Box.
  - Breaking Down the Budget
  - Breaking Down the Budget Per Student Per Day
  - Comparing the Big Five School Districts
  - Students Per Administrator
  - General Operating Funds: Funds Coming In
  - General Operating Funds: Funds Going Out
  - The Facts







## **Open Book: Budget Transparency** Breaking Down the Budget

- The Breaking Down the Budget graphic shows the dollar amount of the budget at the student level.
- The Total Per Student Per Day amount is updated three times per fiscal year.
- The formula used to calculate the Per Student Per Day amount is:

Total Budget for the Fiscal Year

### divided by

Estimated Number of Students Enrolled in Schools Across CCSD

divided by

Total Number of Calendar Days in the School Year

#### **BREAKING DOWN THE BUDGET**

The District's annual general operating budget is \$2.4 billion. If that seems like a large number consider this: we spend less than half of what other school districts close in size and demographics spend. Our \$2.4 billion budget broken out per student, per day helps put spending on expenditures like employees and supplies into perspective.

### 2,475,812,000/318,700/182 Days =

\$42.68

PER STUDENT. PER DAY.





## **Open Book: Budget Transparency** Breaking Down the Budget Per Student Per Day

- CCSD created the Breaking Down the Budget Per Student Per Day graphic to show how the Per Student Per Day amount is spent within the school district.
- This detail shows the breakdown of the Per Student Per Day amount as it translates to the different areas of the budget, such as Teacher Salaries & Benefits, Student Transportation, School Supplies, and School Police.
- The graphic is updated three times per fiscal year.



CHOOL DISTRIC



## **Open Book: Budget Transparency** Spending: Comparing the Big Five School Districts

- We are the fifth-largest school district in the United States, so we wanted to see how CCSD compares to the other Top-Five School Districts in terms of spending. The Big Five are:
  - New York, NY
  - Los Angeles, CA
  - Chicago, IL
  - Miami-Dade, FL
  - Clark County, NV
- The amounts are taken from the U.S. Census Bureau Annual Survey of School System Finances.
- This graphic is updated once per year as new numbers are published by the U.S. Census Bureau





### **Open Book: Budget Transparency** Students Per Administrator

- The Students Per Administrator graphic shows how CCSD compares to other Nevada counties in terms of the number of students per school district administrator.
- While CCSD has the most enrolled students compared to other counties in Nevada, we rank near the bottom of the comparison between the number of students and school district administrators.
- These figures are taken from the Nevada Education Data Book by the Nevada Legislative Council Bureau.
- The graphic is updated once per year as new numbers are published by the Nevada Legislative Council Bureau.







## **Open Book: Budget Transparency** General Operating Funds: Funds Coming In

- The Funds Coming into the General Operating Budget showcases all the monies distributed to CCSD, excluding federal grants and bond funds. The graphic detail is a breakout of the types of revenue that comes into the Clark County School District:
  - Distributive School Account
  - Local Support Sales Tax
  - Property Tax
  - Transfers In
  - Fund Balance
  - Government Service Tax
  - Federal or Other Sources
- The graphic is updated three times per fiscal year.

#### GENERAL OPERATING FUNDS neral operating budget consists of all funds allocated to the District other tha unds and bond funds. A general operating budget is much like a hous ents someone in the house abold mig ere you can easily see what revenues come into the District and where they are in FUNDS COMING IN GOVERNMENT SERVICES TAX (GST) 2.66% FUND BALANCE FEDERAL/OTHER SOURCES 3.61% 1.95% TRANSFERS IN 11.85% LOCAL SUPPORT SALES TAX 38.37% PROPERTY TAX 18.17% DISTRIBUTIVE SCHOOL ACCOUNT (DSA) 23.40%



### Open Book User Guide

## **Open Book: Budget Transparency** General Operating Funds: Funds Going Out

- The Funds Going Out from the General Operating Budget showcases how the monies are spent by CCSD. The graphic detail is a breakout of the types of budget spending by the Clark County School District:
  - Salaries: Licensed
  - Salaries: Support
  - Supplies
  - Salaries: Admin
  - Services
  - Property
  - Police Support Salaries
  - Other Expenses
- The graphic is updated three times per fiscal year.

### **Open Book User Guide**





### **Open Book: Budget Transparency** The Facts

- The last graphic is a quick reference guide of CCSD budget facts:
  - The Per Student Per Day budget amount
  - The number of students per school district administrators
  - The annual amount spent per pupil
- The facts are updated as the source data publishes their latest figures.
  - Nevada Legislative Council Bureau
  - U.S. Census Bureau







## **Open Book: Additional Information Sources**

- Inquiries can be made at our CCSD address or business phone number.
- Additional CCSD information can be found on our social media accounts or our Web site.
- You can also click on the links in the Information section to view specific details about CCSD.







# CCSD CLARK COUNTY SCHOOL DISTRICT

### BOARD OF SCHOOL TRUSTEES

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