

OPEN BOOK USER GUIDE

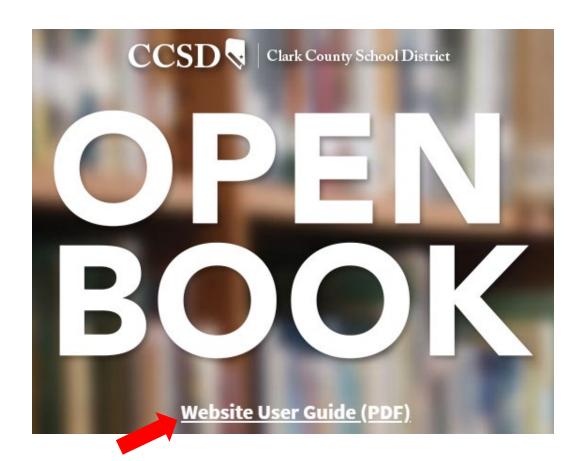
Open Book User Guide

Created on October 8, 2019 Last Updated: July 28, 2022



Open Book: What is it?

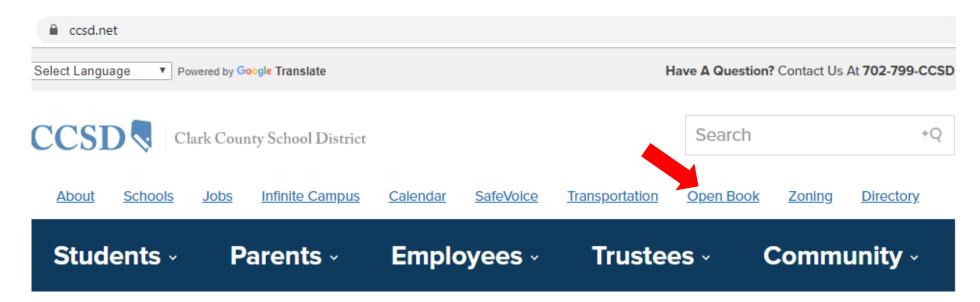
- Open Book is an online website created by the Clark County School District (CCSD) to provide transparency to the public.
- The site welcomes our community to view different types of data and information that shows what it takes to run the nation's fifth-largest school district.
- The site provides handy links to useful information and reporting, interactive dashboard tools with budget details, and helpful graphics to highlight how the budget is spent.
- The User Guide will help you find and view the information found on the Open Book website. You can download the guide to your computer by clicking on the Website User Guide link.





Open Book: Where to find it?

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





Open Book: Information Presented

Welcome Statement

Overview of the Open Book website

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 website

Budget Transparency

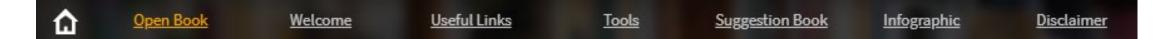
View graphical detail of the CCSD Annual Budget

Additional Information Sources

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



Open Book: Navigation Bar

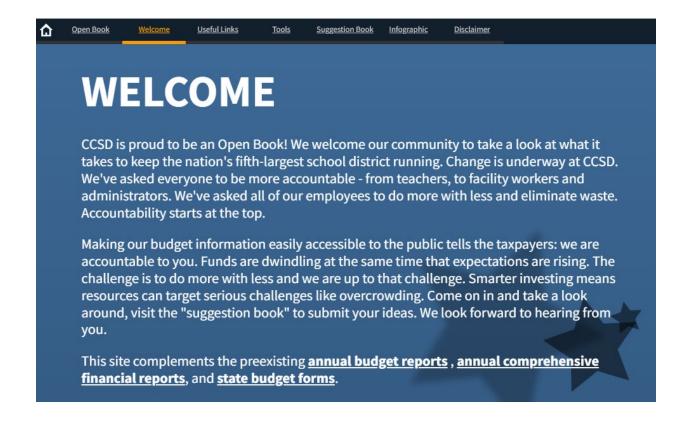


- The Navigation Bar is a quick way to find and view a specific part of the Open Book website.
- The Navigation Bar can be found at the very top of the Open Book website and will remain there as you scroll through the web page.
- Clicking on the link will immediately take you to view the linked section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



Open Book: Welcome

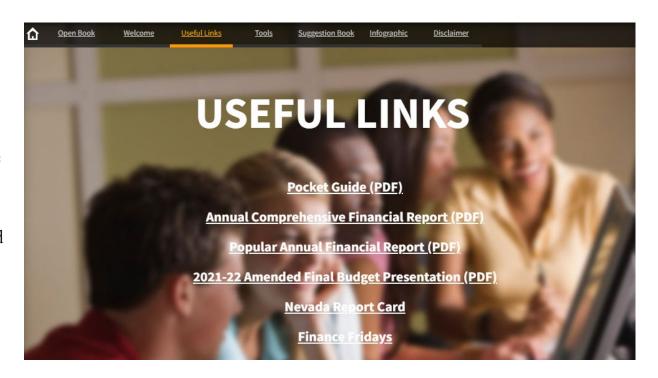
- The Welcome section is a short introduction of Open Book. As part of the Open Book philosophy, CCSD is committed to both transparency and accountability to our community by providing budget information directly to you, the taxpayer.
- We invite you to explore the different resources available on the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





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.
- Annual Comprehensive Financial Report (ACFR): 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 ACFR. It is designed to showcase information from the ACRF 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 CCSD 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 website. 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

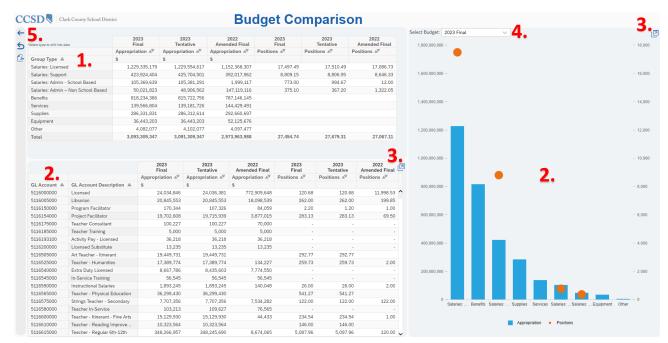
- The Tools section provides you with access to CCSD's dashboards that cover a wide range of information to assist in meeting performance transparency. Click on the Tool name to open the dashboard.
- We are continuing to make improvements to how these dashboards are presented for use by our community. 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.
 - **Department Analysis:** This interactive tool displays CCSD's budgeted amounts and positions for the General Operating Fund by department.
 - 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.
 - **AP Payments:** This interactive tool displays all CCSD payments made to vendors.
 - Strategic Budget by School: This interactive tool displays the strategic budget by school.
 - NRS 388G Reporting: These reporting tools display the CCSD financial reports as required by Nevada Revised Statute (NRS) 388G for the specified fiscal year.

NOTE: NRS 387.12468 Reporting is under development and will be published in 2022.



Budget Comparison Dashboard

- 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 top chart is broken out by Budget Type (such as Salaries, Benefits, Services, etc.).
- The bottom chart is broken out by General Ledger (GL) Account and provides the amounts and number of positions for the budget types listed in the top chart.
- The graphic chart represents the amounts and number of positions for a selected budget type.

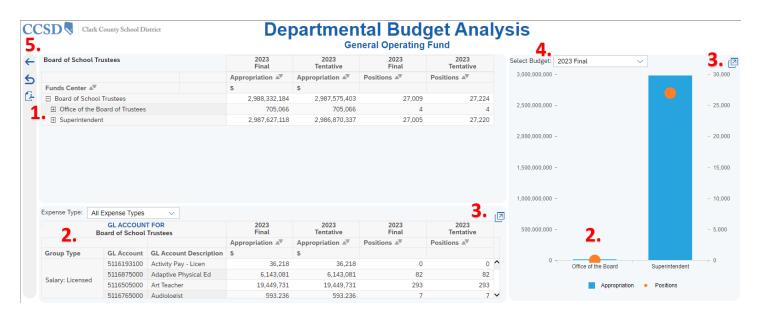


- 1. Click on the Group Type field to filter the dashboard charts. This allows you to drill into the CCSD budgeted amounts and positions for the selected Budget Type.
- 2. When a field is selected in the top chart, the bottom chart and graph will automatically update to display only the details related to the selected Group Type.
- 3. Click the Expand icon to enlarge either the bottom chart or the graphical chart.
- 4. Use the drop down menu to view the graphic details for a selected budget type.
- 5. Use the Navigation icons to reset, refresh, or export the data in PDF format.



Departmental Budget Analysis Dashboard

- The Departmental Budget Analysis tool compares the two most recent 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 top chart is broken out by Fund Center (such as Deputy Superintendent, Instructional Services Unit, etc.).
- The bottom chart includes GL Accounts by Group Type and provides the amounts and number of positions for the budget types listed in the top chart.
- The graphic chart represents the amounts and number of positions for a selected budget type.

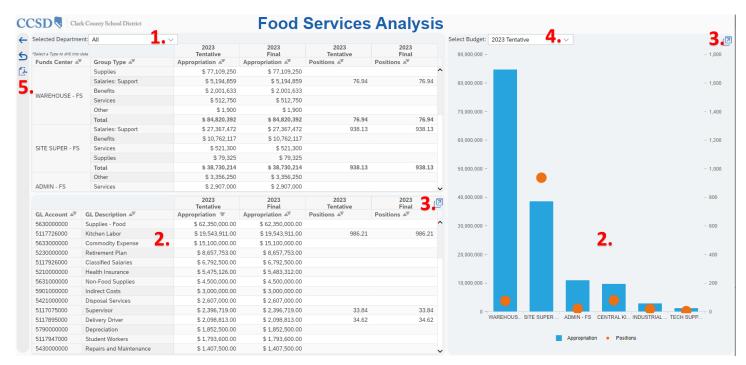


- 1. Click on the Fund Center field to expand into the Fund Center hierarchy details. This allows you to drill into the CCSD budgeted amounts and positions for the selected Fund Center.
- 2. When a field is selected in the top chart, the bottom chart and graph will automatically update to display only the details related to the selected Fund Center.
- 3. Click the Expand icon to enlarge either the bottom chart or the graphical chart.
- 4. Use the drop down menu to view the graphic details for a selected budget type.
- 5. Use the Navigation icons to reset, refresh, or export the data in PDF format.



Food Services Analysis Dashboard

- 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 top chart is broken out by the Food Services Fund Center (such as Central Kitchen, Warehouse, etc.).
- The bottom chart is broken out by GL Account and provides the amounts and number of positions for the budget types listed in the top chart.
- The graphic chart represents the amounts and number of positions for a selected budget type.



- 1. Use the drop down menu to select the Food Services Fund Center, and filter the dashboard charts. This allows you to drill into the CCSD budgeted amounts and positions for the selected Funds Center.
- 2. When a field is selected in the top chart, the bottom chart and graph will automatically update to display only the details related to the selected Food Services Fund Center.
- 3. Click the Expand icon to enlarge either the bottom chart or the graphical chart.
- 4. Use the drop down menu to view the graphic details for a selected budget type.
- . Use the Navigation icons to reset, refresh, or export the data in PDF format.



Actual Salaries & Benefits by Function Dashboard

- 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 the selected period is found in the Positions columns.
- The top chart includes GL Account Types by Function (Instruction, School Administrators, Central Services, etc.)
- The bottom chart is broken out by GL Account and provides the amounts and number of positions for the selected period listed in the top chart.
- The graphic chart represents the amounts and number of positions for a selected period range.

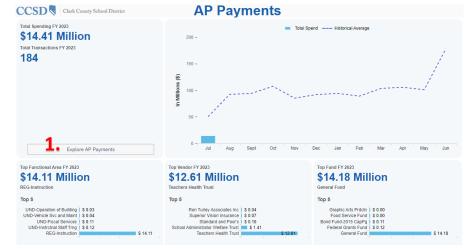


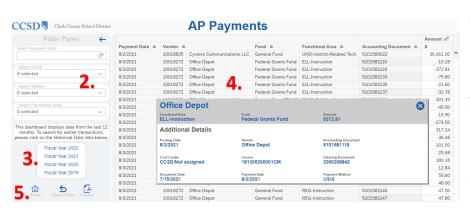
- Use the drop down menu to select the Function and filter the dashboard charts. This allows you to drill into the CCSD budgeted amounts and positions for the selected Function Type.
- When a Function is selected in the top chart, the bottom chart and graph will automatically update to display only the GL Account details related to the selected Function.
- Click the Expand icon to enlarge either the bottom chart or the graphical chart.
- Use the Navigation icons to reset, refresh, or export the data in PDF format.



AP Payments Dashboard

- The AP Payments tool provides graphical and detailed views of all payments that have been paid to venders of CCSD.
- The dashboard includes the year-to-date total payment amount and number of transactions.
- A graph depicts the monthly payment totals with a comparison of the historical average monthly totals for the current fiscal year.
- The top five total payments is broken out by Function, Vendor, and Fund,
- The detailed view includes Pay Date,
 Vendor details, Fund, Functional Area,
 Accounting Document, and Pay Amount.



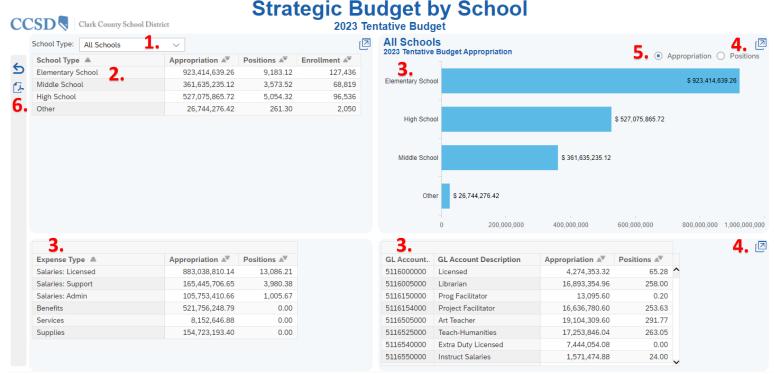


- To navigate AP Payments:
- 1. Click the Explore AP Payments button to view the detail page.
- 2. The following filters are available to search AP Payments:
 - Payment Date
 - Fund
 - Vendor
 - Functional Area
- To view historical AP Payments for prior years, click to select the Fiscal Year period.
- Click on a transaction row for a popup window with additional details related to the payment.
- Use the Navigation icons to reset, refresh, or export the data in PDF format.



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 employees within each Budget Type is found in the Position columns. The number of student per school is located in the Enrollment columns.
- The top chart is broken out by the School Type (Elementary, Middle, and High School).
- The bottom left chart is broken out by Expense Type (Salaries, Benefits, etc.).
- The bottom right chart is broken out by GL Account and provides the amounts and number of positions for the budget types listed in the top chart.
- The graphic chart represents the amounts and number of positions for a selected school.

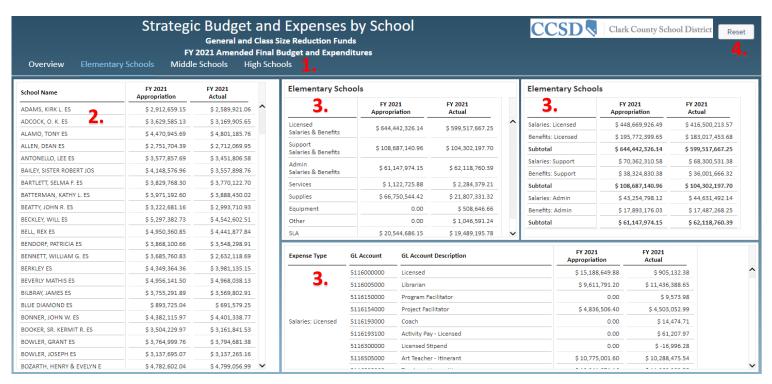


- Use the drop down menu to select the School Type and filter the dashboard charts. This allows you to drill into the CCSD budgeted amounts and positions for the selected School.
- In the list of school names, click to select the individual school.
- When a school name is selected in the top chart, the remaining charts and graph will automatically update to display the details related to the selected school.
- Click the Expand icon to enlarge either the bottom chart or the graphical chart.
- Select the Appropriation or Position view for graphic details.
- Use the Navigation icons to reset, refresh, or export the data in PDF format.



NRS 388G - Reporting

- The NRS 388G Reporting tool provides the Strategic Budget and Expenses (actual 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.
- **NOTE:** Select the school type (Elementary, Middle, or High School) to view additional charts.
- 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 and 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 Account and Description.
- The bottom right chart is broken out by GL Account and provides the amounts and number of positions for the budget types listed in the top chart.



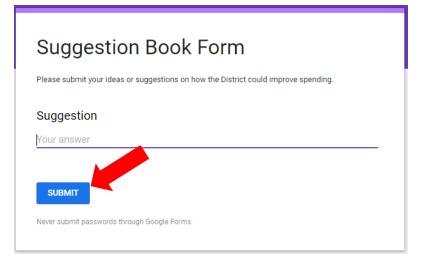
- 1. Click to select the School Type. This allows you to drill into the CCSD budgeted and actual amounts for the selected School.
- 2. In the list of school names, click to select the individual school.
- When a school name is selected in the top chart, the remaining charts will automatically update to display
 the details related to the selected school.
- 4. Click the Reset button to refresh the dashboard data.



Open Book: Suggestion Book

- CCSD wants to hear from you! Tell us what you like, or what you think we should change about Open Book. 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: Infographics

- The Infographics section provides Budget Transparency details on how funds are 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 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

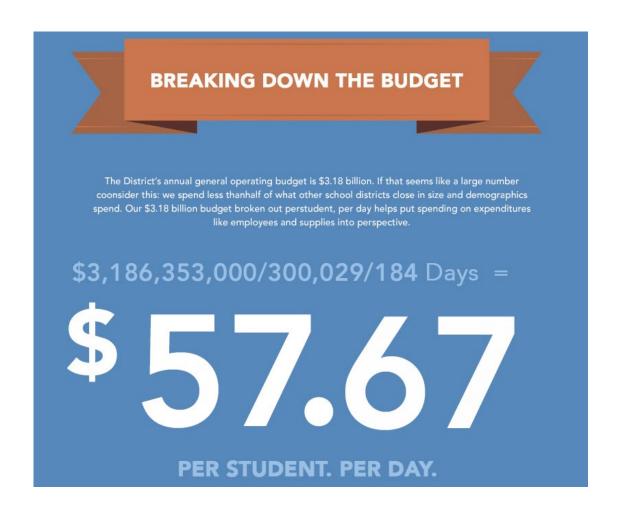




Breaking Down the Budget

- 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:

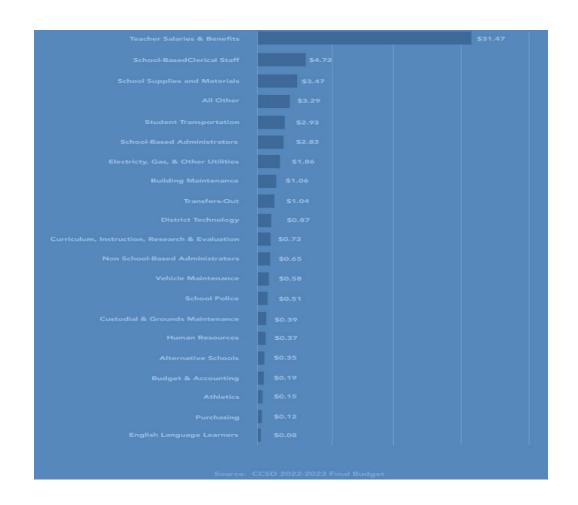
Total Budget for the Fiscal Year
divided by
Estimated Number of Students
Enrolled in Schools Across CCSD
divided by
Total Number of Calendar Days in the
School Year





Breaking Down the Budget Per Student Per Day

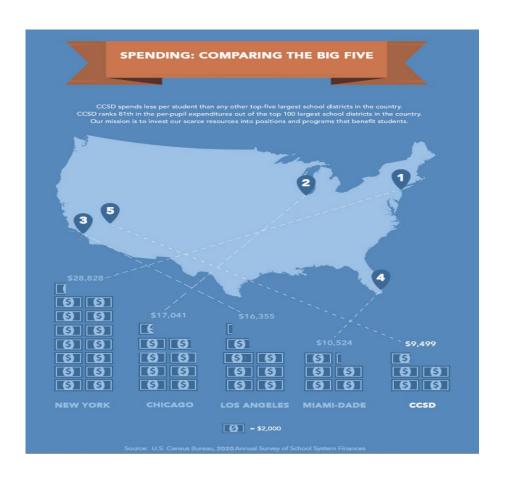
- CCSD created the Breaking Down the Budget Per Student Per Day graphic to show how the Per Student Per Day amount is spent within the school district.
- This detail shows the breakdown of the Per Student Per Day amount as it translates to the different areas of the budget, such as Teacher Salaries &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





Comparing the Big Five School Districts

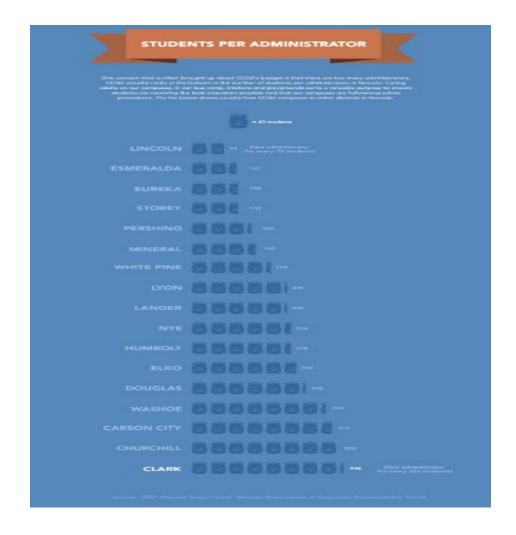
- We are the fifth-largest school district in the United States, so we wanted to see how CCSD compares to the other Top-Five School Districts in terms of spending. The Big Five are:
 - New York, NY
 - Chicago, IL
 - Los Angeles, CA
 - Miami-Dade, FL
 - Clark County, NV
- The amounts are taken from the 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





Students Per Administrator

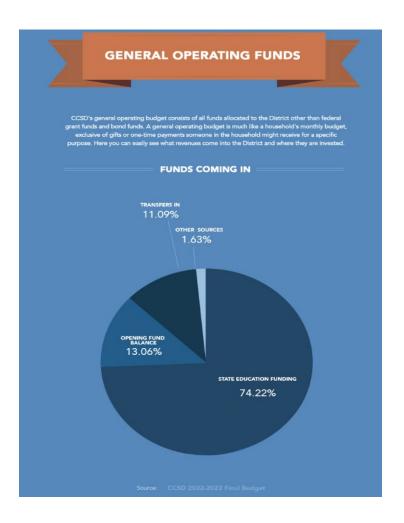
- The Students Per Administrator graphic shows how CCSD compares to other Nevada counties in terms of the number of students per school district administrator.
- While CCSD has the most enrolled students compared to other counties in Nevada, we rank near the bottom of the comparison between the number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





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 CCSD:
 - State Education Funding
 - Opening Fund Balance
 - Transfers In
 - Other Sources
- The graphic is updated three times per fiscal year.





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 Personnel

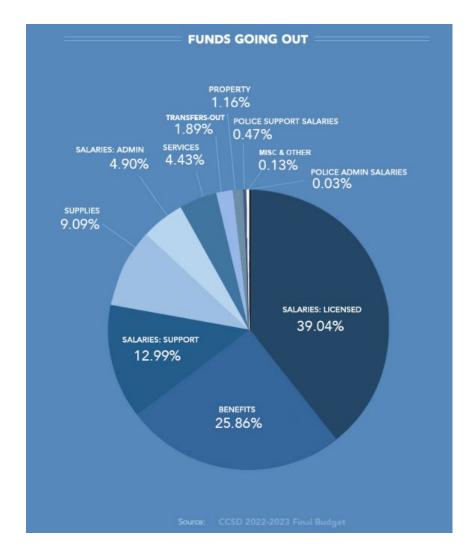
Salaries: Support Professionals

Salaries: Administrators

Police Support Salaries

Police Administrators Salaries

- Benefits
- Supplies
- Services
- Property
- Miscellaneous and Other
- The graphic is updated three times per fiscal year.





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:

Clark County School District 5100 West Sahara Avenue Las Vegas, NV 89146 (702) 799-CCSD

- Additional CCSD information can be found on our social media accounts or our website.
- You can also click on the links in the Information section to view specific details about CCSD.

