Socrata Open Budget — Capital Budget / CIP Schema

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Introduction

Socrata's Open Budget allows you to visualize the revenues and expenses of your Operating Budget and Capital Budget / Capital Improvement Plan (CIP). The interface of Open Budget is automatically generated from your data.

Open Budget is flexible to the desires of your organization and the story you want to tell. The table below shows what data is needed to visualize the different aspects of your budget.

Open Budget Feature	Dataset(s) to Enable Feature
Operating Expenses	This is covered in a separate document.
Operating Revenues	
Capital Budget / CIP	- Capital Budget Dataset - Project Details Dataset - Project Phases List Dataset (optional – shows detail on project progress)

For your Open Budget to work, each dataset must be organized into a flat-file. You can think of this as having all your data on a single tab in Microsoft Excel. This document will explain each of these datasets in detail.

Open Budget has a series of rich visualizations for the Capital Budget that require more than just the finance data. This includes project details, status, and GIS information to show project information on maps throughout the experience.

Capital Budget Dataset

Capital Budget / Capital Improvement plans are generally structured differently than the Operating Budget. As such, Open Budget splits this into a separate experience powered by its own dataset.

Recommended Column Name	Type	Value	Notes
fiscal_year	**Required**	Number	Used to distinguish entries across multiple years.
Hierarchy / Chart of Accounts (up to 6 levels)			
priority / service / department / program / division / project / etc. (up to 6 levels)	**Required**	Text	1st level of detail presented. *(Ex. Public Safety, Safer Streets.)*
	Optional	Text	2nd level of detail presented. *(Ex. Police Department, Fire Department)*
Basic Project Information			
project_id	**Required**	Text	The ID number of the project. This is used to reference additional information from the required Project Details dataset.
Amounts			
approved_amount	**Required**	Number	The amount that has been approved to be spent in a given fiscal year.
Fund Details			
fund	**Required**	Text	The name of the fund that the money flows into our out from.
fund_type	Optional	Text	A high-level classification of funds, if needed. *(Ex. General, Intergovernmental, Enterprise)*

Flat-File Example

Period	Hierarchy / Chart of Accounts			Project Info	Fund Details		Amount
fiscal_ year	service	department	project	project_id	fund	fund_ type	approved_amount
2016	Public Safety	Fire	Fire Station Renovations	FI15514	Property Taxes	Local	25000
2017	Public Safety	Fire	Fire Station Renovations	FI15514	Property Taxes	Local	25000
2018	Public Safety	Fire	Fire Station Renovations	FI15514	Property Taxes	Local	25000

Hierarchy / Chart of Accounts

Open Budget guides constituents through the hierarchy of your operating revenues and expenses. This hierarchy will likely mirror your chart of accounts. Open Budget supports 1 to 6 levels of hierarchy.

Best Practices:
- Ensure the hierarchy chosen will be easily understood by constituents. This may mean showing less detail or more friendly naming conventions.
- Don't include the account numbers from your chart of accounts. "Public Safety" is better than "006 - Public Safety".

Recommended Column Name	Type	Value	Notes
priority / service / department / program / division / project etc.	**Required**	Text	1st level of detail presented. *(Ex. Public Safety, Safer Streets.)*
	Optional	Text	2nd level of detail presented. *(Ex. Police Department, Fire Department)*
	Optional	Text	3rd level of detail presented. *(Ex. Project)*
	Optional	Text	4th level of detail presented.
	Optional	Text	5th level of detail presented.
	Optional	Text	6th level of detail presented.

Basic Project Information

Open Budget shows constituents the details for each individual project in your CIP. Using the fields below, a separate dataset is reference for more details.

Amounts

Open Budget allows for the visualization of spending that span multiple years. If multiple years are of data are provided in the dataset, the total amount of spent across all years will be summed up for each project.

Fund Information

Open Budget shows customers the flow of money through the various funds used in your organization. In most cases, this information will come from the chart of accounts.

Optionally, for organizations with a granular fund structure, we recommend providing a "fund_type" to group funds into broader buckets better understood by constituents.

Project Details Dataset

Open Budgets will display detailed information about each project in the Capital Budget. The details below add color to line-items in the CIP and are also used to plot the location of projects on the homepage map.

Recommended Column Name	Type	Value	Notes
Project Details			
project_id	**Required**	Text	The ID number of the project. This is used as a reference from the Capital Budget.
project_name	**Required**	Text	The name of the project.
project_description	Recommended	Text	A textual description of the project for constituents to read.
address	Optional	Text	If the project has a specific location, it can be included here.
project_details_url	Optional	Text	This is a link to a webpage for further details.
project_image_url	Optional	Text	This is a link to an image to be displayed on the project page.
Project Status			
current_phase	Recommended	Text	The name of the current phase of the project. Must be an entry in the Phase list.
current_phase_type	Recommended	Text	This is the name of the phase type that applies to the project. If your organization has multiple phase workflows, this is how you would specify which workflow applies to this project. It must match a phase list from the Phases List below, and the Current Phase above must be one of the phases associated with this type.
Project Location			
latitude	Recommended	Number	The coordinates that allow this project to be plotted on the map.
longitude	Recommended	Number	The coordinates that allow this project to be plotted on the map.
regions	Recommended	Text	This is used on the "Where's it going" map and shows the regions which relevant to this project.

Flat File Example

Project Details					Project Status		Project Location		
project _id	project_name	project_description	address	project _details_url	current _phase	current _phase _type	regions	latitude	longitude
PW14724	Western Avenue Infrastructure Renewal	Western Avenue reconstruction began in Summer 2012...	Western Avenue, Cambridge MA 02139	http://...	Construction	default	Riverside	42.3653603	-71.1054482
PW14724	Western Avenue Infrastructure Renewal	Western Avenue reconstruction began in Summer 2012...	5 Western Avenue, Cambridge MA 02139	http://...	Construction	default	Riverside	42.3653603	-71.1054482
CD13813	Cambridge Common Enhancements	The Cambridge Common and Flagstaff Park project aims to...	1500 Massachusetts Avenue, Cambridge, MA 02138	http://...	Construction	default	Nines	42.3766725	-71.1196922

Project Status

Projects generally have a set of phases that indicate their progress. Open Budget displays this in an optional (but recommended) visualization below:

Phase

Planning > Design > Bid > **Construction** > Complete

Construction : Contractors work from the instructions contained in the design documents.

Different projects may have a different series of phases (defined in the Phase List Dataset below) and the current phase is indicated by the "current_phase".

Project Phases List Dataset

Recommended Column Name	Type	Value	Notes
Project Details			
phase_type	**Required**	Text	An overall name for the phase list. For instance, if your different departments have different phases, you might use that department's name. This name is used internally only; it is never shown to the user.
phase_step_number	**Required**	Number	Used to order the phases in the visualization, so the first phase should have a value of 1, the second phase should have a value of 2, and so on.
phase_step_name	**Required**	Text	A textual name of the phase for constituents to read. Should be short.
phase_step_description	**Required**	Text	A single-sentence description of the phase.

Flat-File Example

Phase Information			
phase_type	phase_step_number	phase_step_name	phase_step_description
default	1	Planning	Identify the needs, scope and goals of the project.
default	2	Design	Architects and engineers work from the defined scope and budget to develop the design, and produce construction drawings, etc.
default	3	Bid	Contractor is selected based on several procurement criteria.
default	4	Construction	Contractors work from the instructions contained in the design documents.
default	5	Complete	All project activities have been completed and paid for.