



Council District Funds Report and Data

Delivery via Internet

September 27, 2018

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Director, Department of Information Technology

Original Contact – Email - August 6, 2018

“Set a meeting with Mr. Addison to have the discussion about placing the Council District funds online and logistics of posting it in a prominent place and format for residents to access.”

Meeting - August 23, 2018

Charles Todd met with Mr. Addison, Joyce Davis, Nicole Williams. Two options discussed:

1. Using web to distribute existing report.
2. Using OpenData portal to publish the data in the report.

OPTION 1 – PUBLISHING THE CURRENT FILES

- Current report samples provided by Council staff to DIT on September 6.
- These are Excel files: one per district.
- Publishing these could be accomplished by placing into the Richmondgov site either as Excel files or PDF files.
- **DIT Effort: minimal.**
- **Ongoing process:** Council staff submits files to DIT each time posting of new or replacement files is needed. *(Self-load in new Richmond Web Site)*

OPTION 2 – PUBLISHING THE DATA VIA OPENDATA PORTAL

We analyzed the Excel files and identified 11 data columns

1. Date to Finance
2. Invoice Number
3. Organization
4. Justification
5. Funding Request Date
6. Debit
7. Credit
8. Net (= Credit – Debit)
9. Council District
10. Fiscal Year
11. Period

OPTION 2 (CONTINUED)

- **DIT Effort: minimal.**

After DIT sets up the initial data load, it becomes self-service.

- **Ongoing Process:**

1. Council staff updates data file (monthly?).
2. Council then uses Socrata import function to import the new/revised data.

KEY ITEM!

- The goal of Open Data is to make data available in **machine readable** format.
This allows the public to access the data to perform their own analysis, queries, reports, etc.
- Our cloud software (Socrata) also allows users to perform some visualizations without downloading or extracting the data.

SOCRATA: BASIC VIEW OF DATA

Council Expense Reports

Data used for Council District Expense reports

Find in this Dataset

Manage More Views Filter Visualize Export Discuss Embed About

Date To Fl...	Invoice N...	Organizat...	Justificatl...	Funding R...	Debit	Credit	Net	Council DI...	Fiscal Year	Period
07/01/2017			Balance Forwa...			\$12,177.34	\$12,177.34	1	FY2018	01 Jul
07/10/2017	D001	Friends Helpin...	Donation for b...	07/05/2017	\$100	\$0	-\$100	1	FY2018	01 Jul
08/01/2017	F002	James Hull	Stipend for su...	07/05/2017	\$500	\$0	-\$500	1	FY2018	02 Aug
08/11/2017	F001	Mac Ukrop	Stipend for su...	07/05/2017	\$250	\$0	-\$250	1	FY2018	02 Aug
09/27/2017	ICE001	Imperial Cateri...	End of summe...	08/24/2017	\$545.98	\$0	-\$545.98	1	FY2018	03 Sep
09/06/2017	FDS01	Chelsi Bennett	Reim items for...	08/21/2017	\$71.05	\$0	-\$71.05	1	FY2018	03 Sep
10/04/2017	474	Richmond Pub...	Custodial servi...	09/27/2017	\$70	\$0	-\$70	1	FY2018	04 Oct
10/10/2017	AA001/FD4927...	Andreas Addis...	Freskdesk serv...	09/29/2017	\$400	\$0	-\$400	1	FY2018	04 Oct
10/13/2017	F522E23E653	Andreas Addis...	Website hosti...	10/10/2017	\$200	\$0	-\$200	1	FY2018	04 Oct
11/30/2017	88933	Andreas Addis...	Gather RVA di...	11/13/2017	\$889.33	\$0	-\$889.33	1	FY2018	05 Nov
01/18/2018	2017	Children's Ho...	Support and ti...	12/11/2017	\$335	\$0	-\$335	1	FY2018	07 Jan
01/22/2018	515	RPS	Use of Mary M...	01/17/2018	\$60	\$0	-\$60	1	FY2018	07 Jan
01/22/2018	516	RPS	Use of Mary M...	01/17/2018	\$60	\$0	-\$60	1	FY2018	07 Jan
01/24/2018	1448	Andreas Addis...	Constant Cont...	01/24/2018	\$1,448	\$0	-\$1,448	1	FY2018	07 Jan
03/14/2018	1203	Andreas Addis...	Constant Cont...	03/14/2018	\$1,203	\$0	-\$1,203	1	FY2018	09 Mar
04/03/2018	N/A	Finance Dept	Overpayment...		\$-79.41	\$0	\$79.41	1	FY2018	10 Apr
05/03/2018	516	RPS	Mary Munford...	05/03/2018	\$60	\$0	-\$60	1	FY2018	11 May

SOCRATA: FILTER TOOL

Users can filter the data. In this case, we've chosen to filter on District 2.

District 2 - FY18

Based on [Council Expense Reports](#)

(No description provided)

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[Filter](#)
[Visualize](#)
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Date To ↑	Invoice N...	Organizat...	Justificat...	Funding R...	Debit	Credit	Net	Council DI...	Fiscal Year	Period
07/01/2017			Balance Forwa...			\$12,177.34	\$12,177.34	2	FY2018	01 Jul
04/25/2018	1057	enrichmond fo...	Support to pla...	04/23/2018	\$100	\$0	-\$100	2	FY2018	10 Apr
05/04/2018	1CACIL	Carver Area Ci...	Support for Ea...	04/30/2018	\$500	\$0	-\$500	2	FY2018	11 May
06/04/2018	WF1	RPS/William F...	Support for da...	06/04/2018	\$1,000	\$0	-\$1,000	2	FY2018	12 Jun
06/04/2018	0000001	RPS/Franklin...	Financial assis...	05/16/2018	\$1,505	\$0	-\$1,505	2	FY2018	12 Jun
06/05/2018	6012018	RPS/Open Hig...	Support for ta...	06/01/2018	\$1,682.76	\$0	-\$1,682.76	2	FY2018	12 Jun
06/08/2018	BMS2	RPS/Binford M...	Support New...	06/07/2018	\$500	\$0	-\$500	2	FY2018	12 Jun
06/11/2018	5404-0608	Outreach Invol...	Instruction su...	06/08/2018	\$300	\$0	-\$300	2	FY2018	12 Jun
06/11/2018	001TJV	RPS/Thomas J...	Support for th...	06/07/2018	\$1,070	\$0	-\$1,070	2	FY2018	12 Jun
06/11/2018	LHW60730	RPS/Linwood...	One piece rec...	06/08/2018	\$607.3	\$0	-\$607.3	2	FY2018	12 Jun
06/13/2018	NHS1	Neighborhood...	Support for an...	05/16/2018	\$2,000	\$0	-\$2,000	2	FY2018	12 Jun
06/14/2018	CAC2	Carver Area Ci...	Support to up...	06/07/2018	\$500	\$0	-\$500	2	FY2018	12 Jun
	Q12343	DIT Printing Se...	Business Cards	04/23/2018	\$330.23	\$0	-\$330.23	2	FY2018	04 Oct
	Q12104	DIT Printing Se...	Autumn 2017...	04/23/2018	\$2,068.41	\$0	-\$2,068.41	2	FY2018	04 Oct

SOCRATA: SHARED VIEWS

Users can save their preferred filters for others to use.











District 2 - FY18
 Based on [Council Expense Reports](#)
 (No description provided)

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Date T	Invoice...	Organiz...	Justifica...	Funding...	Debit	Credit	Net
07/01/2017			Balance Forw...			\$12,177.34	\$12,177.34
04/25/2018	1057	enrichmond f...	Support to pl...	04/23/2018	\$100	\$0	\$-100
05/04/2018	1CACIL	Carver Area...	Support for E...	04/30/2018	\$500	\$0	\$-500
06/04/2018	WF1	RPS/William...	Support for d...	06/04/2018	\$1,000	\$0	\$-1,000
06/04/2018	0000001	RPS/Franklin...	Financial assi...	05/16/2018	\$1,505	\$0	\$-1,505
06/05/2018	6012018	RPS/Open Hi...	Support for t...	06/01/2018	\$1,682.76	\$0	\$-1,682.76
06/08/2018	BMS2	RPS/Binford...	Support New...	06/07/2018	\$500	\$0	\$-500
06/11/2018	5404-0608	Outreach Inv...	Instruction s...	06/08/2018	\$300	\$0	\$-300
06/11/2018	001TJV	RPS/Thomas...	Support for t...	06/07/2018	\$1,070	\$0	\$-1,070
06/11/2018	LHW60730	RPS/Linwood...	One piece re...	06/08/2018	\$607.3	\$0	\$-607.3
06/13/2018	NHS1	Neighborhood...	Support for a...	05/16/2018	\$2,000	\$0	\$-2,000
06/14/2018	CAC2	Carver Area...	Support to u...	06/07/2018	\$500	\$0	\$-500
	Q12343	DIT Printing S...	Business Cards	04/23/2018	\$330.23	\$0	\$-330.23
	Q12104	DIT Printing S...	Autumn 201...	04/23/2018	\$2,068.41	\$0	\$-2,068.41

Showing all rows

More Views

-  District 2 - FY18
 Updated September 10, 2018
-  District 3 - FY18
 Updated September 10, 2018
-  District 4 - FY18
 Updated September 10, 2018
-  District 5 - FY18
 Updated September 10, 2018
-  District 6 - FY18
 Updated September 10, 2018
-  District 7 - FY18
 Updated September 10, 2018
-  District 8 - FY18
 Updated September 10, 2018
-  District 9 - FY18
 Updated September 10, 2018
-  District 1 - FY18
 Updated September 10, 2018
-  Balances - FY18
 Updated September 10, 2018

SOCRATA: ROLL UP AND GROUPING TOOL

Users can perform grouping and roll ups.

In this example, we've grouped by (a) Fiscal Year then (b) District

Balances - FY18

Based on [Council Expense Reports](#)

(No description provided)

Find in this Dataset

Edit Manage More Views Filter Visualize Export Discuss Embed About

Fiscal Year	Council District	Net	Debit	Credit
FY2018	1	\$2,293.5	\$9,883.84	\$12,177.34
FY2018	2	\$13.64	\$12,163.7	\$12,177.34
FY2018	3	\$263.75	\$11,913.59	\$12,177.34
FY2018	4	\$770.17	\$11,407.17	\$12,177.34
FY2018	5	\$90.87	\$12,086.47	\$12,177.34
FY2018	6	\$5,372.61	\$6,804.73	\$12,177.34
FY2018	7	\$-9.28	\$12,186.62	\$12,177.34
FY2018	8	\$8,022.82	\$4,154.52	\$12,177.34
FY2018	9	\$2,180.78	\$9,996.56	\$12,177.34

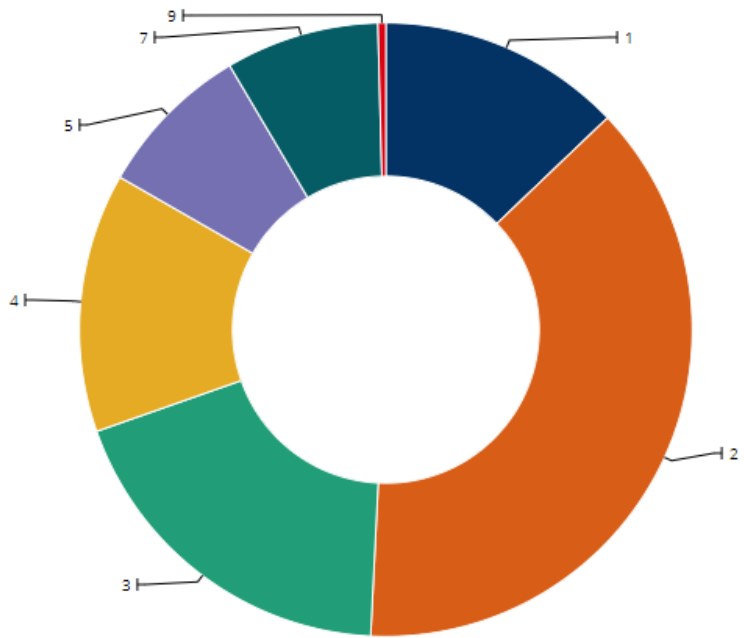
SOCRATA: CHARTS

Chart of Debits

Based on [Chart of Debits](#)

Data used for Council District Expense reports

- Edit
- Manage
- More Views
- Filter
- Visualize
- Export
- Embed
- About



SOCRATA: EXPORTS

Council Expense Reports ✓ Published Edit ... Manage Collaborators

Council Expense Reports Find in this Dataset

Data used for Council District Expense reports Manage More Views Filter Visualize Export Embed About

Date To ...	Invoice ...	Organiz...	Justifica...	Funding ...	D
7/01/2017			Balance Forw...		
7/10/2017	D001	Friends Helpi...	Donation for ...	07/05/2017	
8/01/2017	F002	James Hull	Stipend for s...	07/05/2017	
8/11/2017	F001	Mac Ukrop	Stipend for s...	07/05/2017	
9/27/2017	ICE001	Imperial Cate...	End of summ...	08/24/2017	
9/06/2017	FDS01	Chelsi Bennett	Reim items f...	08/21/2017	
0/04/2017	474	Richmond Pu...	Custodial ser...	09/27/2017	
0/10/2017	AA001/FD49...	Andreas Addi...	Freskdesk se...	09/29/2017	
0/13/2017	F522E23E653	Andreas Addi...	Website host...	10/10/2017	
1/30/2017	88933	Andreas Addi...	Gather RVA d...	11/13/2017	
1/18/2018	2017	Children's Ho...	Support and ...	12/11/2017	
1/22/2018	515	RPS	Use of Mary ...	01/17/2018	
1/22/2018	516	RPS	Use of Mary ...	01/17/2018	
1/24/2018	1448	Andreas Addi...	Constant Co...	01/24/2018	
3/14/2018	1203	Andreas Addi...	Constant Co...	03/14/2018	
4/03/2018	N/A	Finance Dept	Overpaymen...		
5/03/2018	516	RPS	Mary Munfor...	05/03/2018	

Export

- SODA API
- OData
- Print
- Download
 - Download a copy of this dataset in a static format
 - CSV
 - CSV for Excel
 - CSV for Excel (Europe)
 - JSON
 - RDF
 - RSS
 - TSV for Excel
 - XML

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SOCRATA: EXCEL DATA LINKS

- Socrata can be accessed via Excel.
- For my example, I used link of <https://data.richmondgov.com/api/odata/v4/5y7q-kfkf>
- The data is dynamic. Whenever you refresh the Excel file, you get the latest data from Socrata.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	id	date_to_finance	invoice_number	organization	justification	funding_request_date	debit	credit	net	council_district	fiscal_year	period	
2	926	7/1/2017			Balance Forward			12177.34	12177.34		1 FY2018	01 Jul	
3	927	7/10/2017	D001	Friends Helping Frie	Donation for basketball camp	7/5/2017 0:00	100	0	-100		1 FY2018	01 Jul	
4	928	8/1/2017	F002	James Hull	Stipend for summer fellowship	7/5/2017 0:00	500	0	-500		1 FY2018	02 Aug	
5	929	8/11/2017	F001	Mac Ukrop	Stipend for summer fellowship	7/5/2017 0:00	250	0	-250		1 FY2018	02 Aug	
6	930	9/27/2017	ICE001	Imperial Catering &	End of summer district event	8/24/2017 0:00	545.98	0	-545.98		1 FY2018	03 Sep	
7	931	9/6/2017	FDS01	Chelsi Bennett	Reim items for district event	8/21/2017 0:00	71.05	0	-71.05		1 FY2018	03 Sep	
8	932	10/4/2017	474	Richmond Public Sch	Custodial services and rental spa	9/27/2017 0:00	70	0	-70		1 FY2018	04 Oct	
9	933	10/10/2017	AA001/FD492786	Andreas Addison	Freskdesk services and rental spa	9/29/2017 0:00	400	0	-400		1 FY2018	04 Oct	
0	934	10/13/2017	F522E23E653	Andreas Addison	Website hosting and support	10/10/2017 0:00	200	0	-200		1 FY2018	04 Oct	
1	935	11/30/2017	88933	Andreas Addison	Gather RVA district office rental	11/13/2017 0:00	889.33	0	-889.33		1 FY2018	05 Nov	
2	936	1/18/2018	2017	Children's Home Soc	Support and ticket purchase for f	12/11/2017 0:00	335	0	-335		1 FY2018	07 Jan	
3	937	1/22/2018	515	RPS	Use of Mary Munford auditorium	1/17/2018 0:00	60	0	-60		1 FY2018	07 Jan	
4	938	1/22/2018	516	RPS	Use of Mary Munford auditorium	1/17/2018 0:00	60	0	-60		1 FY2018	07 Jan	
5	939	1/24/2018	1448	Andreas Addison	Constant Contact, Left/Right, Gat	1/24/2018 0:00	1448	0	-1448		1 FY2018	07 Jan	
6	940	3/14/2018	1203	Andreas Addison	Constant Contact, Gather Scotts A	3/14/2018 0:00	1203	0	-1203		1 FY2018	09 Mar	
7	941	4/3/2018	N/A	Finance Dept	Overpayment on reim for invoice #1203		-79.41	0	79.41		1 FY2018	10 Apr	
8	942	5/3/2018	516	RPS	Mary Munford Auditorium - Cust	5/3/2018 0:00	60	0	-60		1 FY2018	11 May	

SOCRATA: EXCEL REPORTS

- User can then create Pivot Tables (reports) against the data.

Council Expense Reports									
fiscal_year	FY2018								
council_district	1								
period	date_to_finance	invoice_number	organization	justification	funding_request_date	Sum of debit	Sum of credit	Sum of net	
01 Jul	7/1/2017	(blank)	(blank)	Balance Forward	(blank)		12,177.34	12,177.34	
	7/10/2017	D001	Friends Helping Friends	Donation for basketball camp	7/5/2017	100.00	-	(100.00)	
01 Jul Total						100.00	12,177.34	12,077.34	
02 Aug	8/1/2017	F002	James Hull	Stipend for summer fellowship	7/5/2017	500.00	-	(500.00)	
	8/11/2017	F001	Mac Ukrop	Stipend for summer fellowship	7/5/2017	250.00	-	(250.00)	
02 Aug Total						750.00	-	(750.00)	
03 Sep	9/6/2017	FDS01	Chelsi Bennett	Reim items for district event	8/21/2017	71.05	-	(71.05)	
	9/27/2017	ICE001	Imperial Catering & Events	End of summer district event	8/24/2017	545.98	-	(545.98)	
03 Sep Total						617.03	-	(617.03)	
04 Oct	10/4/2017	474	Richmond Public Schools	Custodial services and rental space at Albert Hill Middle	9/27/2017	70.00	-	(70.00)	
	10/10/2017	AA001/FD492786	Andreas Addison	Freskdesk services and rental space at GatherRVA	9/29/2017	400.00	-	(400.00)	
	10/13/2017	F522E23E653	Andreas Addison	Website hosting and support	10/10/2017	200.00	-	(200.00)	
04 Oct Total						670.00	-	(670.00)	
05 Nov	11/30/2017	88933	Andreas Addison	Gather RVA district office rental	11/13/2017	889.33	-	(889.33)	
05 Nov Total						889.33	-	(889.33)	
07 Jan	1/18/2018	2017	Children's Home Society	Support and ticket purchase for fundraiser	12/11/2017	335.00	-	(335.00)	
	1/22/2018	515	RPS	Use of Mary Munford auditorium on 1.31.18	1/17/2018	60.00	-	(60.00)	
		516	RPS	Use of Mary Munford auditorium on 2.28.18	1/17/2018	60.00	-	(60.00)	

So Council Staff could share 1 Excel File. Simply hit "refresh" and change filter to get report.

- Another report example

Council Expense Reports				
fiscal_year	FY2018			
council_district	1			
period	Sum of debit	Sum of credit	Sum of net	
01 Jul	100.00	12,177.34	12,077.34	
02 Aug	750.00	-	(750.00)	
03 Sep	617.03	-	(617.03)	
04 Oct	670.00	-	(670.00)	
05 Nov	889.33	-	(889.33)	
07 Jan	1,903.00	-	(1,903.00)	
09 Mar	1,203.00	-	(1,203.00)	
10 Apr	(79.41)	-	79.41	
11 May	719.89	-	(719.89)	
12 Jun	3,111.00	-	(3,111.00)	
Grand Total	9,883.84	12,177.34	2,293.50	