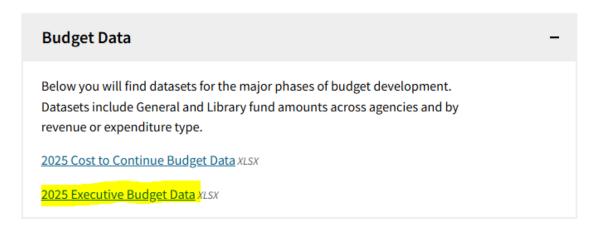# Notes on Budget Data File for CCEC (10/29/24)

Where to find the data file

- Executive Data File can be found online:
  https://www.cityofmadison.com/finance/budget/2025/outlook
- Scroll down to "Budget Data" section and click "2025 Executive Budget Data" to download the excel file.

Budget Data −

Below you will find datasets for the major phases of budget development. Datasets include General and Library fund amounts across agencies and by revenue or expenditure type.

2025 Cost to Continue Budget Data *XLSX*

2025 Executive Budget Data *XLSX*

Reviewing the Excel File

How to use the data file

- Ultimately, it's the same as the data presented in the budget book
- The Excel format allows you to quickly review agency budgets without flipping through the budget book. You can also create unique comparisons and tables based on your interests.

There are three tabs in the Excel File:

- Info Tab: explains each of the data fields
- 2025 Executive Data: Each row represents a unique account
- General Fund Expenses: pre-populated pivot table that shows GF/Library budgets

If you are familiar with Excel, you can create your own tables and graphs directly from the raw data in the "2025 Executive Data" tab. You can also use the pre-populated "General Fund Expenses" pivot table as a starting point. The following goes through different views/ uses of the "General Fund Expenses" pivot.

- **Default View:**
  - Default show general fund budget, including library. It shows all agency expenses by major category.
  - Rows are major revenue and expenditure categories ("Majors"). You can expand the majors to view individual "Objects," or line items, that roll up into the major. All revenues start with the number "4"; all expenses start with the number "5."

- o The pivot filters out general purpose revenues, like the property tax levy and state aid. Revenue that are shown are "agency revenues," such as charges for service specific to an agency.

- **Total By Agency:**
  - o Use the slicer to select the agency
  - o If you compare this to the agency budget (available [here](#)), you'll see the numbers are the same
  - o Why use the Excel Data File instead of the book? The information is the same, but the Excel file allows you to quickly see agency totals without flipping through hundreds of pages in the book

- **Add Fields: Service**
  - o The Pivot Table Field List has all of the available data fields. You can drag and drop fields into the pivot table for more details
  - o For example, you can add "Service Name" to the rows. You can add this below or above the Major for different views.
  - o You can use pivot table formatting tools to add subtotals and calculations
  - o Why use the Excel Data File instead of the book? You can create unique views of the data depending on what fields you add in the table.

- **Additional Analysis: Comparing Agencies**
  - o Make sure the "Multi-Select" option in the slicer is on. Select the agencies you want to view
  - o Pivot table will total the budgets
  - o You will have to add the "Agency Name" as a row or column
  - o Why use the Excel Data File instead of the book? You can create unique views of the data depending on what fields you add in the table.

- **Changing filters to viewing non-GF budgets**
  - o Pivot table is set up to filter for GF/ Lib
  - o If you want to view other sources, you can unhide these filters or set up your own pivot table
  - o Rows 10-11 are hidden; Unhide these rows and move the explanatory text box out of the way
  - o Select all funds or specific funds you want to view. This will automatically add agencies to the slicer

- **Notes on viewing Enterprise Budgets**
  - o Total budget nets to zero because enterprise revenues equal expenses
  - o To understand the total budget, look at total revenues or total expenses, but not both together.
  - o Public Health and Metro have transfers in from General Fund; Monona Terrace from Restricted fund, which is Room Tax

- **Advanced Views: Multi-Fund Agencies**
  - Some budgets have multiple funds – for example, CDD has General, CDBG, and Grant funds; Police and Fire have general and grant funds; Streets and Parks have general and "restricted funds" for special charges and impact fees
  - The budget book presentation is limited – for multi fund agencies, we only show the detailed line items for the primary fund.
  - To view multi-fund agencies:
    - Select the agency you want to view
    - Move the "Fund" object from filters to rows
    - Keep the "Major-Object" in the rows
    - If an agency has multiple funds, you will see them listed in the table. You can expand the majors to view line-item details for other funds.
  - Why use the Excel Data File instead of the book? This is one of the only views we do not include in the budget book. This allows you to dig deeper into grant funds and other funds within certain agencies