



ABINGTON TOWNSHIP ONLINE BUDGET BOOK INSTRUCTIONAL GUIDE

ACCESSING THE ONLINE BUDGET BOOK

To access the online budget book:

- Open a web browser on your computer, tablet, or mobile device
- Go to www.abingtonpa.gov/2022budget or <https://stories.opengov.com/abingtonpa/published/bO3Q3bhQH>
 - This page is the Table of Contents and includes a link to every page that comprises our budget book.
 - Click on a link to explore the information in the “story.” A story is the webpage associated with a particular topic, fund, or program.
- [Click here to watch our “How to Navigate the Online Budget Book” video](#)

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webpage.



TOWNSHIP OF ABINGTON
FY 2022 Preliminary Proposed Budget
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Welcome to the FY 2022 Preliminary Proposed Budget

This FY 2022 Proposed Preliminary Budget introduces the Township's electronic, interactive budget platform, that will also serve as interactive tool to all citizens and visitors for greater transparency throughout the calendar year.

The video to the right of this message, and the PDF below, provide instructions on how to navigate the budget book and its components.

Should you need any further assistance navigating this budget book or have any questions, please email onlinebudgetbook@abingtonpa.gov.

How to Navigate the Online Budget Book

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TOWNSHIP MANAGER'S BUDGET MESSAGE

Township Manager Budget Message

This message includes the Cover, Acknowledgement, Vision, Mission, Transmittal, Introduction, General Fund Summary, Real Estate Tax, Complement, Strategic Plan, Governance and Organizational Charts, and Department Descriptive Narratives.

Governance and Organizational Charts

Strategic Plan

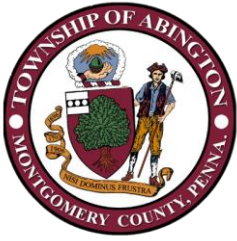
Department Narratives

- Police
- Public Works
- Fire and Emergency Services
- Park and Recreation (Culture - Recreation)

BUDGET BY FUND

General Fund (01)

- General Government Overview
 - Legislative (400)
 - Executive (401)
 - Financial Administration (402)
 - Tax Collection (403)
 - Solicitor/Legal Services (404)
 - Other Government Administration (405)
 - IT/Networking Services (407)
 - Engineering Services (408)
 - General Government Buildings and Plant (409)
 - All Other General Government Expenses (412-381 486 497 492)
- Police Department Overview



VIEWING BUDGET STORIES

To view a budget story, once on the Table of Contents webpage, simply click an underlined title. The underline indicates that there is a link to webpage.

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TOWNSHIP MANAGER'S BUDGET MESSAGE

BUDGET BY FUND

[Township Manager Budget Message](#)

This message includes the Cover, Acknowledgement, Vision, Mission, Transmittal, Introduction, General Fund Summary, Real Estate Tax, Complement, Strategic Plan, Governance and Organizational Charts, and Department Descriptive Narratives.

[Governance and Organizational Charts](#)

[Strategic Plan](#)

Department Narratives

- [Police](#)
- [Public Works](#)
- [Fire and Emergency Services](#)
- [Park and Recreation \(Culture - Recreation\)](#)
- [Finance](#)
- [Engineering](#)
- [Community Development](#)
- [Library](#)
- [Information Technology](#)
- [Wastewater \(Sewer\)](#)

[General Fund \(01\)](#)

- [General Government Overview](#)
 - [Legislative \(400\)](#)
 - [Executive \(401\)](#)
 - [Financial Administration \(402\)](#)
 - [Tax Collection \(403\)](#)
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 - [Other Government Administration \(406\)](#)
 - [IT/Networking Services \(407\)](#)
 - [Engineering Services \(408\)](#)
 - [General Government Buildings and Plant \(409\)](#)
 - [All Other General Government expenses \(412,381,486,497,492\)](#)
- [Police Department Overview](#)
 - [Police \(410\)](#)
 - [Traffic Safety \(419\)](#)
 - [Animal Control \(422\)](#)
- [Community Development Overview](#)
 - [Code Enforcement \(413\)](#)
 - [Community Development and Housing \(462\)](#)
- [Public Works Overview](#)
 - [General Services - Administration \(430\)](#)
 - [Street Lighting \(434\)](#)
 - [Repair of Vehicles \(437\)](#)
- [Library Overview](#)

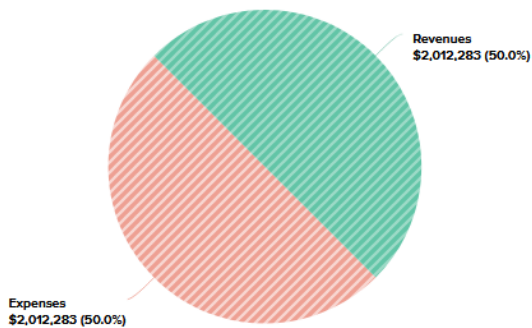


USING AN INTERACTIVE GRAPH

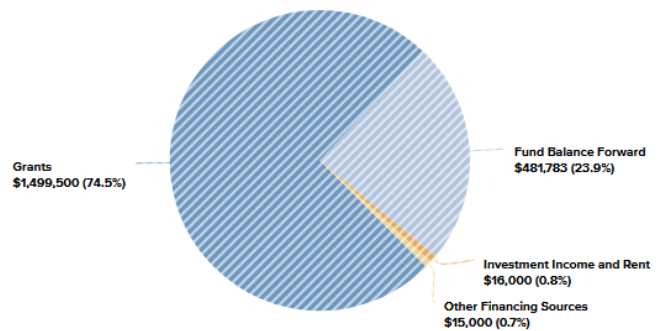
Before using an interactive graph, we first recommend watching our [“How to Use an Interactive Graph” video](#).

Interactive graphs enable a user to visualize information in a graph format by clicking on the components of the graph. To begin, click on one of the components of the graph to expand more information. A user can continue to click on the categories until the graph no longer changes.

Regular View with No Expansion



Expanded View After Clicking on Revenue Component



To return to a previous view, you can use the back button found in the top left corner above the chart. You can also change the graph type by clicking on the various graph buttons found on the right-hand side of the page.

Back Button

Updated on 20 Oct, 2021

← Back History Reset

Broken down by

Revenues Highway Aid Fund

Visualization

Graph Views

Sort Large to Small

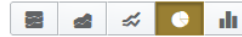
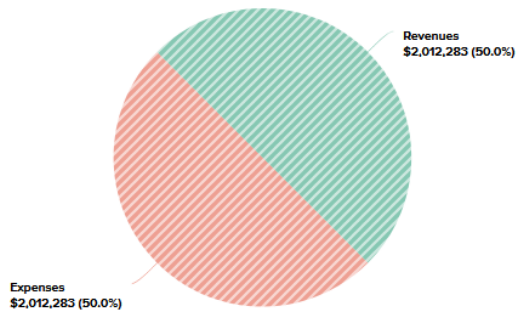
- Grants
- Fund Balance Forward
- Investment Income and Rent
- Other Financing Sources



Another option to explore the data is by using the list of chart components on the right-hand side. By clicking on an item of interest, you can expand information you are interested in.

Reset

ghway Aid Fund



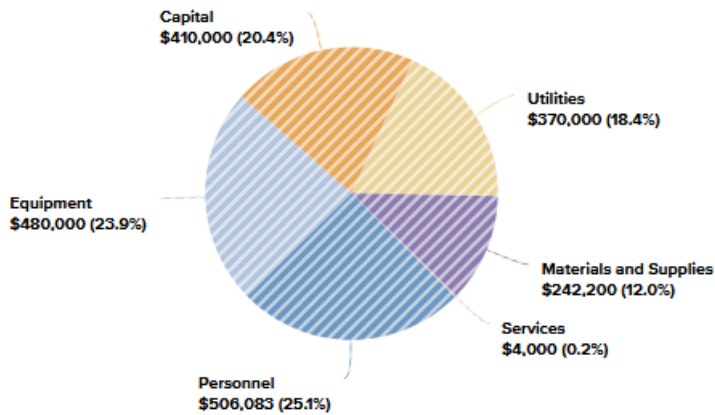
Sort Large to Small

- Expenses
- Revenues



Click to expand more information

und



Sort Large to Small

- Personnel
- Equipment
- Capital
- Utilities
- Materials and Supplies
- Services



Expansion after clicking on "Expenses"



USING AN INTERACTIVE TABLE

Before using an interactive table, we first recommend watching our [“How to Use an Interactive Table” video](#).

Interactive tables enable a user to view information in a table format. To begin, click on the “carrot” shape on the left-hand side of the information you would like to expand. Information can be expanded until there is no longer a visible carrot shape to the left-hand side of the text.

To collapse information, simply click on the carrot you expanded or click on the “collapse all” text at the top left-hand corner of the table.

Interactive Table

Expand All	2022 Budget - Department Submissions
▶ Revenues	\$ 2,012,283
▶ Expenses	2,012,283
Revenues Less Expenses	\$ 0

Click on the “carrot” to expand more information →

Expand All	
▶ Revenues	
▶ Expenses	
Revenues Less Expenses	

→ Collapse all button

Expanded information →

Collapse All	2022 Budget - Department Submissions
▼ Revenues	\$ 2,012,283
▼ Grants	1,499,500
LIQUID FUELS TAX	1,499,500
▶ Fund Balance Forward	481,783
▶ Investment Income and Rent	16,000
▶ Other Financing Sources	15,000
▶ Expenses	2,012,283
Revenues Less Expenses	\$ 0



USING AN ITEMIZATION TABLE


The itemization tables enable a user to view the details associated with particular expense items. To watch a tutorial regarding the information below, watch our [“How to Use an Itemization Table” video](#).

To begin, click on the “Click to explore data” pop up in the bottom right-hand corner of the table. This will open a new tab called “Budget Detail.” On this page, you will find an interactive graph. If you have not already, please view the interactive graph instructions above or video for more information on how to use this tool. This portion will focus on the itemization table only.

By Itemization Detail

The following table provides information for those budget expenses items which have accompanying details. To explore the information in greater detail, click on the table to open a new window.

Highway Aid Fund Itemization	Category	2022
Click on the table to open the itemization table in a new window. Data Updated 2 days ago	Equipment	\$480,000.00
	Capital	\$410,000.00
	Utilities	\$370,000.00
	Materials and Supplies	\$242,200.00
	Services	\$4,000.00

[Click here to explore the data in a new window.](#)  [Click to explore data](#) →

At the top of the page, you will see a search bar that can be used to search a particular item you are interested in. However, it is important that the item you are searching for is within the budget you are in. To determine what fund you are in, you can use the icons next to “Broken down by New Level”. When hovered over, the icons indicate the fund type and other filters that are set. By default, each view will be set to only show items that are within the proposal and have a value of a \$.01 or more.



2022 Budget

Budget Detail

Budget Detail

Updated On 20 Oct, 2021

Search bar

Search in table Search Showing 9 rows

Back Reset

Broken down by

New Level { } 35 x ≠ Not in Proposal x ≥ 0.01 x

Information about filters currently set

The itemization table displays the information for those expenses which have an accompanying description. Using the drop-down carrot in each column, we can sort the columns to particular order or hide the data. To view the descriptions, go to the "line item description." In some scenarios, there may be additional descriptions, which can be viewed by scrolling to the right and seeing "itemization description" column. It is important to note that the itemization table does not include all of the expenses for a particular fund or program. To view all expenses, please visit the program or budget story or webpage and use the interactive graph or table to view the information. [To find the budget story visit the Table of Contents webpage by clicking here.](#)

Data

Records

Press the drop-down arrow to sort the information to your preference.

Departments	Object	Amount (\$)	Line Item Description
Traffic Control Devices	ELECTRIC AND GAS	370,000.00	Electric charges for the operation of traffic signals, etc.
Cleaning of Streets/Gutters	HIGHWAY SUPPLIES	2,200.00	This account is used for the purchase of tools and any other equipme
Traffic Control Devices	PAYMENT TO OTHER G...	4,000.00	This covers payments to other municipalities for maintenance on sha
Winter Maint - Snow Removal	HIGHWAY SUPPLIES	170,000.00	This account is for the purchase rock salt and calcium that will be use
Traffic Control Devices	ACCIDENT REPAIRS	50,000.00	This expenditure is to cover Township signals in the event of a knockd
Traffic Control Devices	HIGHWAY SUPPLIES	70,000.00	This expenditure is used for the purchase of traffic paint, thermo plas
General Services-Admin.	SMALL TOOLS AND MI...	30,000.00	Tire chains and snow plow parts.

Use the scroll bar to see the full description and/or additional itemizations



USING A “SNAPSHOT” GRAPH

Many of the budget stories have “snapshots” of data in a pie chart format to provide an overview of the expenses and/or revenues associated with a fund or program. Watch our [“How to use a snapshot pie chart or table tile” video](#) for a tutorial of the information below.

To use a snapshot pie chart, please follow the instructions below:

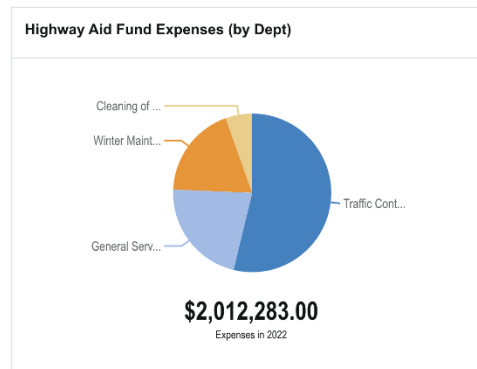
- Choose a fund or program from the Table of Contents and click on the page.
 - For this example, we’ll be using the “Highway Aid Fund (35).”
<https://stories.opengov.com/abingtonpa/published/W3fFY7zrw>
- Scroll down the page until you see a pie chart, as shown in the image below.

EXPENSES

By Department

The following chart and table provide an overview of the Highway Aid Fund expenses by department. To explore the information in greater detail, click on the chart or table of interest.

This is a “snapshot” pie chart.

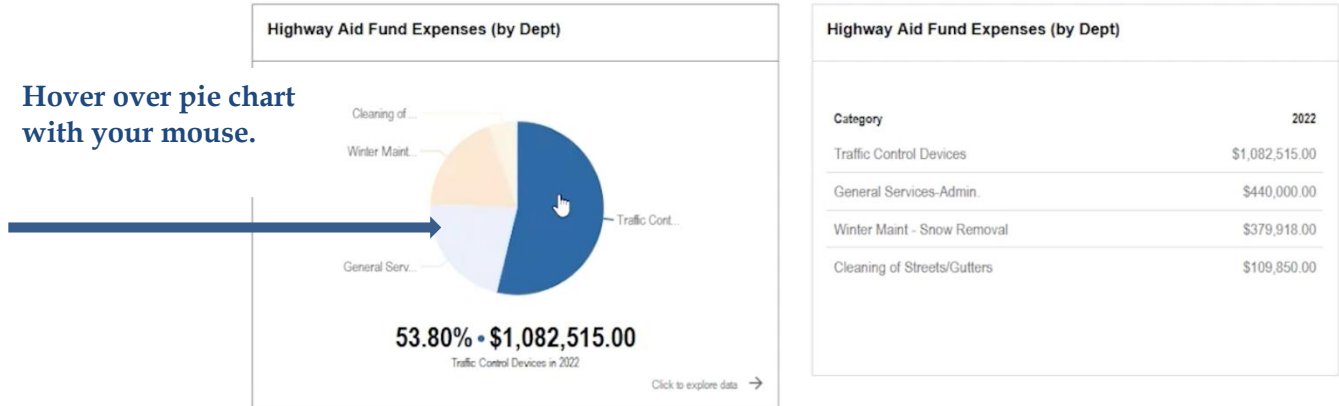


Category	2022
Traffic Control Devices	\$1,082,515.00
General Services-Admin.	\$440,000.00
Winter Maint. - Snow Removal	\$379,918.00
Cleaning of Streets/Gutters	\$109,850.00

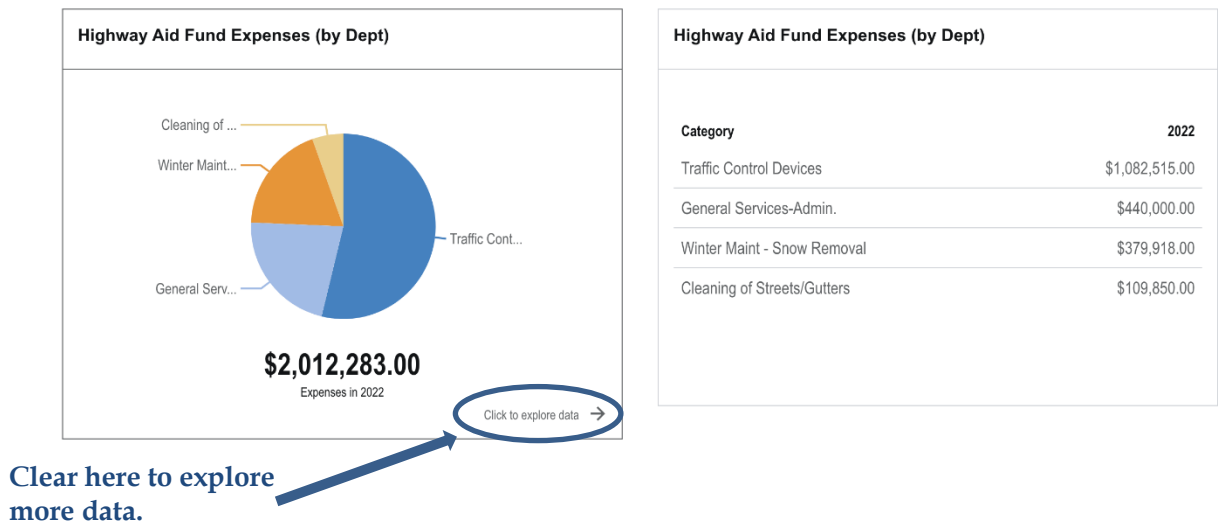
- If you hover over the title (ex. Highway Aid Fund Expenses), you can see the date when the data was last updated.
- If you hover over the pie chart components, information is prompted about each piece, such as cost, expense item and percentage of total expenses for each category.
 - Ex. If you hover over Traffic Control Devices with your mouse, and you’ll see that it comprises 53.8% of the requested budget expenses.



The following chart and table provide an overview of the Highway Aid Fund expenses by department. To explore the information in greater detail, click on the chart or table of interest.



- To explore the data further, click on the “Click to explore data” on the bottom right hand corner of the pie chart. This will open a new window.





New Window



2022 Budget

Budget Detail

Filters Views

- General Fund - Revenues and Expenses
- General Fund - Expenses (by Dept)
- General Fund - Expenses (by Activity)
- General Fund - Revenues (by Program)
- General Fund - Revenues (by Activity)
- General Government Revenue and Expense Overview
- General Government Expenses - Legislative 400
- General Government Expenses - Executive 401
- General Government Expenses - Finance 402
- General Government Expenses - Tax Collection 403
- General Government Expenses - Solicitor/Legal Services 404
- General Government Expenses - Other Gov Admin 405
- General Government Expenses - IT/Network Services 407
- General Government Expenses - Engineering 408
- General Government Expenses - General Government Buildings 409
- General Government Expenses - All Other 412/481/485/487/492

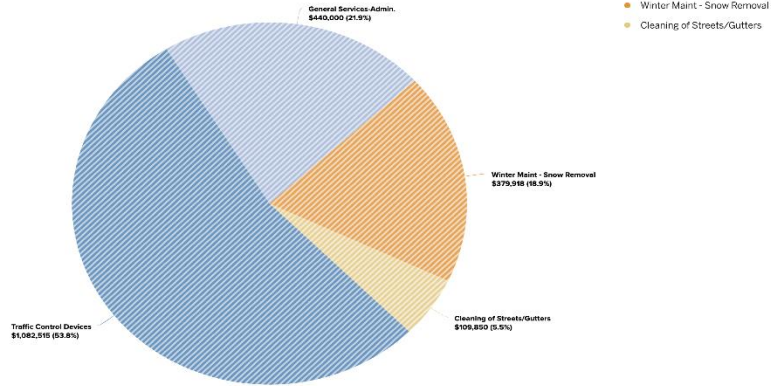
2022 Budget

Updated On 20 Oct. 2021

Back History Reset

Public Works - Highways, Roads, and Streets* Highway And Fund Expenses

Visualization



- Once the new window opens, you can explore the data further in the pie chart/graph.
 - To learn how to use the interactive graphs, please view the instructions above on "Using an Interactive Graph," or watch the "How to use an interactive graph" video.
- If you'd like to explore other pie charts/graphs, go to the left hand side of the page.
 - Click on the "Views" tab to view all of the tables available.
 - Click on the table you're interested in.
 - To refine your view, click the "Filters" tab next to the "Views" tab.
- To return to the Table of Contents page, click on "Abington's homepage" at the bottom of the screen.

Click "View" to explore other tables. Click "Filters" to further refine your search.

Click "Abington's homepage" to return to the Table of Contents.

2022 Budget - Department Submissions	
Traffic Control Devices	\$ 1,082,515
General Services-Admin	440,000
Winter Maint - Snow Removal	379,918
Cleaning of Streets/Gutters	109,850
Total	\$ 2,012,283



USING A “SNAPSHOT” TABLE

Many of the budget stories have “snapshots” of data in table format to provide an overview of the expenses and/or revenues associated with a fund or program. Watch our [“How to use a snapshot pie chart or table tile” video](#) for a tutorial of the information below.

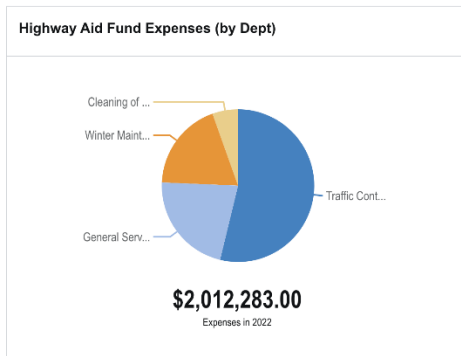
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 - For this example, we’ll be using the “Highway Aid Fund (35).
<https://stories.opengov.com/abingtonpa/published/W3fFY7zrw>
- Scroll down the page until you see a pie chart with a table next to it, as shown in the image below.

EXPENSES

By Department

The following chart and table provide an overview of the Highway Aid Fund expenses by department. To explore the information in greater detail, click on the chart or table of interest.



Category	2022
Traffic Control Devices	\$1,082,515.00
General Services-Admin.	\$440,000.00
Winter Maint - Snow Removal	\$379,918.00
Cleaning of Streets/Gutters	\$109,850.00

This is a “snapshot” table.

- If you hover over the title (ex. Highway Aid Fund Expenses), you can see the date when the data was last updated.
- To explore the data further, click on the “Click to explore data” on the bottom right hand corner of the table. This will open a new window.



The following chart and table provide an overview of the Highway Aid Fund expenses by department. To explore the information in greater detail, click on the chart or table of interest.



Highway Aid Fund Expenses (by Dept)

Category	2022
Traffic Control Devices	\$1,082,515.00
General Services-Admin.	\$440,000.00
Winter Maint - Snow Removal	\$379,918.00
Cleaning of Streets/Gutters	\$109,850.00

[Click to explore data](#)

Click here to explore more data.



2022 Budget

Updated On 20 Oct, 2021

← Back History ↻ Reset

Broken down by
Public Works - Highways, Roads, and Streets* Highway Aid Fund Expenses

Visualization

Sort Large to Small

- Traffic Control Devices
- General Services-Admin.
- Winter Maint - Snow Removal
- Cleaning of Streets/Gutters

Category	Amount	Percentage
Traffic Control Devices	\$1,082,515	53.8%
General Services-Admin.	\$440,000	21.9%
Winter Maint - Snow Removal	\$379,918	18.9%
Cleaning of Streets/Gutters	\$109,850	5.5%

Ⓜ Presentation

New Window





- Once the new window opens, you can explore the data further by scrolling to the bottom of the page where you'll find the table.
 - To learn how to use interactive tables, please view the instructions on "Using an Interactive Table".
- If you'd like to explore other tables, go the left hand side of the page.
 - Click on the "Views" tab to view all of the tables available.
 - Click on the table you're interested in.
 - To refine your view, click the "Filters" tab next to the "Views" tab.
- To return to the Table of Contents page, click on "Abington's Homepage" at the bottom of the screen.

Click "View" to explore other tables. Click "Filters" to further refine your search.

2022 Budget - Department Submissions	
Traffic Control Devices	\$1,082,515 (53.8%)
General Services-Admin.	440,000
Winter Maint - Snow Removal	379,918 (18.9%)
Cleaning of Streets/Gutters	109,850 (5.5%)
Total	\$2,012,283

Abington's homepage

Click "Abington's homepage" to return to the Table of Contents.