

# SCAVENGER HUNT

WORKSHEET

#3

BROUGHT TO YOU BY:

**JOSH MANDEL**

TREASURER OF OHIO

Ohio's Online Checkbook, otherwise known as OhioCheckbook.com, is a first-of-its-kind tool that empowers citizens with unprecedented direct access to Ohio's finances dating back to 2008.

## INSTRUCTIONS FOR STUDENTS

This exercise will walk you through step-by-step instructions on how to navigate OhioCheckbook.gov for the purposes of this lesson. Each bullet represents an instruction to follow on the website and will lead you to the answer of each scavenger hunt question below it.

1. OhioCheckbook.gov displays over \$473 billion in state spending dating back to Fiscal Year 2008. (In Ohio, expenses are tracked in fiscal years, meaning that spending for 2015 really includes from 7/1/14 – 6/30/15.)

- Go to: [www.OhioCheckbook.gov](http://www.OhioCheckbook.gov).
- Mouse over "Year to Year State Spending" bar graph on the right to see each year's total spend.

**Q: How much did the State of Ohio spend in 2010?**

**A:** \_\_\_\_\_

2. You can also see how the past year's spending is broken down by expense category, such as equipment or supplies.

- Mouse over "2015 State Spending" pie graph on the left to see each category's total spend in 2015.

**Q: How much did the State of Ohio spend on Supplies, Maintenance, & Travel in 2015?**

**A:** \_\_\_\_\_

3. The main feature of OhioCheckbook.gov is the Google-style search bar which features contextual search, meaning that you can start typing a word and it will predict what you might be looking for to offer suggestions you can choose to click. For instance, if you start typing "T-R-A-N-S" you will see agencies, expense types, Funds, appropriation (or, budget) line items, programs, and even vendors with "T-R-A-N-S" in their name.

- Type in "trans" into the search bar, and scroll through the search suggestions.

**Q: Name one of each of the following that includes TRANS in its name.**

**A:**                      **Agency:** \_\_\_\_\_

**Expense Type:** \_\_\_\_\_

**Fund:** \_\_\_\_\_

**Appropriation Line Item:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Vendor:** \_\_\_\_\_



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4. Let's search the Department of Transportation...

- Click on "Department of Transportation" in the list of search suggestions.

**Q: How much did the Department of Transportation spend in total in 2015?**

**A:** \_\_\_\_\_

5. And see how much they spent on equipment...

- Click on the word "Equipment."

**Q: How much did the Department of Transportation spend on equipment in 2015?**

**A:** \_\_\_\_\_

6. And even more specifically, office equipment.

- Click on the word "Office Equipment."

**Q: How much did the Department of Transportation spend on office equipment in 2015?**

**A:** \_\_\_\_\_

7. You can also scroll down to see specific office equipment expenditures and sort by date, vendor, and amount.

- Scroll down. Click up/down arrows to the right of "Date", "Paid To" and "Amount."

**Q: What was the most expensive payment made and to whom and when was it made?**

**A:** \_\_\_\_\_

8. For each expense, there is a corresponding check image. On each check, there are 35 pieces of information, including the name of the department paying, the vendor they paid, date, check number, amount, and memo. You can also see where the money is coming from and who to contact if you have questions about the specific expense.

- Click on the "3/20/2015" Pitney Bowes Inc expense. See the check image pop onto the screen.

**Q: What is written in the "memo" section of this check?**

**A:** \_\_\_\_\_

**Q: What is the contact email address for questions regarding this expense?**

**A:** \_\_\_\_\_



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9. At the bottom right-hand corner, there is a “share” function so you can post the check or graph you find interesting to your social network profile.

- Click “Share” at the bottom right-hand side of the window.

**Q: How many share options are available?**

**A:** \_\_\_\_\_

- Exit out of the check by clicking on the “x” in the top right-hand corner of the window.

10. OhioCheckbook.gov also places expenses in context. Is \$16,587.58 for office supplies a lot or a little? The blue “Compare” function (in the top right-hand corner) allows you to compare this agency’s expenses to other agencies’ expenses in 2015.

- Click “Compare.” Click “Agencies.” Go through the list and click “Department of Agriculture” and “Department of Public Safety” (“Department of Transportation” should already be clicked) so that all three have a blue checkmark beside their name. Then, click “Compare.”

**Q: How much did the Department of Public Safety spend on Office Equipment in 2015?**

**A:** \_\_\_\_\_

11. You can also compare this to the average amount that all state agencies spent on office equipment in 2015.

- Click “Vs. Average” at the bottom of the graph.

**Q: What was the average agency spending on office equipment in 2015?**

**A:** \_\_\_\_\_

12. You can also go back over time and compare office equipment spending year to year from 2008 to 2015.

- Click “Year to Year” at the bottom of the graph.

**Q: In what year did the Department of Transportation spend the highest amount on office equipment?**

**A:** \_\_\_\_\_

13. The “Year to Year” function lets you see if there are any outliers. Let’s see what we can find out about the office equipment expenses for the Department of Public Safety.

- Click on the Department of Public Safety bar for 2014. Sort the transactions at bottom of the page by “Amount,” high to low.

**Q: Which vendor was paid the largest amount?**

**A:** \_\_\_\_\_

