

GLOSSARY

<u>ACCOUNT</u>	A classification of expenditure or revenue. Example: "Office Expense" is an account in "Services & Supplies."
<u>ACTIVITY</u>	A specific line of work performed to accomplish a function for which a governmental unit is responsible. This designation is required by the State Controller. Example: "Police Protection" is an activity performed in discharging the "Public Protection" function.
<u>ADOPTED BUDGET</u>	Adopted legal spending plan for the fiscal year.
<u>APPROPRIATION</u>	An authorization granted by a legislative body to make expenditures and to incur obligations for a specific purpose. An appropriation is usually limited as to the time when it may be committed or expended.
<u>ASSESSED VALUATION</u>	A valuation set upon real estate or other property by government as a basis for levying taxes.
<u>AUGMENTATION FUNDING</u>	Property Tax revenue which is allocated by the Board of Supervisors to individual Special Districts.
<u>AVAILABLE FINANCING</u>	All the means of financing a budget (fund balance plus revenues) except for encumbered, general, and other reserves.
<u>BUDGET</u>	The plan of financial operation with estimates of proposed expenditures and revenues for a given period of time, usually one year.
<u>BUDGET DOCUMENT</u>	Written instrument used by the budget-making authority to present a comprehensive financial program.
<u>CAPITAL ASSET</u>	An asset of a long term character such as land, buildings, or furniture and other equipment.
<u>CAPITAL PROJECTS</u>	A program itemizing the County's acquisitions, additions and improvements to capital assets. Examples: buildings, building improvements and land purchases.
<u>CONTINGENCY</u>	An amount not to exceed fifteen percent of the fund in which it is allocated, appropriated for unforeseen expenditure requirements.
<u>DEBT SERVICE FUND</u>	A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.
<u>DEPARTMENT</u>	An organizational device used by County management to group programs of a like nature.
<u>DESIGNATIONS</u>	Restrictions on unreserved fund balance to indicate tentative plans for financial resource utilization in future periods.
<u>ENCUMBRANCE</u>	An obligation in the form of a purchase order, contract, or other commitment which is chargeable to an appropriation and for which a part of the appropriation is reserved. In some cases, reserves are carried over into succeeding fiscal years.
<u>ENTERPRISE FUND</u>	A fund established to finance and account for the operation and maintenance of facilities and services which are predominantly self-supporting by user charges. Example: Airport.
<u>EXPENDITURE</u>	Designates the cost of goods delivered or services rendered whether paid or unpaid, for governmental funds such as the General Fund and special revenue funds.
<u>EXPENSE</u>	Designates the cost of goods delivered or services rendered whether paid or unpaid, for proprietary funds such as enterprise funds.
<u>FISCAL YEAR</u>	Year running from July 1 to June 30 and designated by the calendar year in which it ends.

GLOSSARY

<u>FUNCTION</u>	A group of related activities aimed at accomplishing a major service for which a governmental unit is responsible. This designation is specified by the State Controller. Example: "Public Protection."
<u>FUND</u>	Independent fiscal and accounting entity which includes all accounts for which a legal appropriation is approved by the Board of Supervisors. Example: Library.
<u>FUND BALANCE</u>	The amount of assets either reserved or designated for specific purposes or available for financing the program of expenditures and other requirements of the budget year.
<u>FUND BALANCE AVAILABLE</u>	The amount of fund balance available to finance the budget after deducting all reserves and designations.
<u>GENERAL FUND</u>	The main operating fund of the County, which is used to account for expenditures and revenues for countywide activities.
<u>INTERNAL SERVICE FUND</u>	An organization created to perform specified services for other County departments. The services performed are charged to the user departments. Example: Reprographics Internal Service Fund.
<u>INTRAFUND TRANSFER</u>	A transfer of costs from one department to another within the General Fund.
<u>OTHER CHARGES</u>	Accounts established for expenditures other than salaries and benefits, services and supplies, and capital assets. Example: "Support and Care of Persons."
<u>PROVISION FOR RESERVES/DESIGNATIONS</u>	A financing requirement for an increase to an established reserve or designation of fund balance or the creation of a new reserve or designation of fund balance.
<u>RECOMMENDED BUDGET</u>	The County Executive Office's recommended level of funding before it is adopted by the Board of Supervisors.
<u>RESERVE</u>	An amount in a fund used to meet cash requirements or to meet emergency expenditures. A reserve is not an appropriation, and there is no limitation on the amount of reserve that can be established.
<u>REVENUE</u>	Money received to finance ongoing County governmental services. Examples: Property taxes, interest, fines, fees, state revenues, federal revenues, charges for services, etc.
<u>SALARIES AND EMPLOYEE BENEFITS</u>	Accounts established for all expenditures for employee-related costs.
<u>SCHEDULE</u>	A listing of financial data in a form and manner prescribed by the State.
<u>SECURED TAXES</u>	Taxes levied on real properties in the County which are "secured" by liens on the properties.
<u>SERVICES AND SUPPLIES</u>	Accounts established for the non-salary operating expenditures of County departments and programs.
<u>SPECIAL DISTRICT</u>	Separate unit of local government organized to perform a single function. Examples: Street Lighting, Flood Control.
<u>TAX LEVY</u>	Amount of tax dollars raised by the imposition of the tax rate on the assessed valuation.
<u>TAX RATE</u>	The rate applied to the assessed valuation base necessary to produce the tax levy.
<u>UNSECURED TAXES</u>	Taxes levied on properties such as office furniture, equipment, and boats.