GLOSSARY

ACCOUNT A classification of expenditure or revenue. Example: "Office Expense" is an account in "Services & Supplies."

ACTIVITY 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.

APPROPRIATION 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.

ASSESSED VALUATION A valuation set upon real estate or other property by government as a basis for levying taxes.

AUGMENTATION FUNDING Property Tax revenue which is allocated by the Board of Supervisors to individual Special Districts.

AVAILABLE FINANCING All the means of financing a budget (fund balance plus revenues) except for encumbered, general, and other reserves.

BUDGET The plan of financial operation with estimates of proposed expenditures and revenues for a given period of time, usually one year.

BUDGET DOCUMENT Written instrument used by the budget-making authority to present a comprehensive financial program.

CAPITAL PROJECTS A program itemizing the County's acquisitions, additions and improvements to fixed assets. Examples: buildings, building improvements and land purchases.

CONTINGENCY An amount not to exceed fifteen percent of the fund in which it is allocated, appropriated for unforeseen expenditure requirements.

DEBT SERVICE FUND A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

DEPARTMENT An organizational device used by County management to group programs of a like nature.

DESIGNATIONS Restrictions on unreserved fund balance to indicate tentative plans for financial resource utilization in future periods.

ENCUMBRANCE 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.

ENTERPRISE FUND 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.

EXPENDITURE 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.

EXPENSE Designates the cost of goods delivered or services rendered whether paid or unpaid, for proprietary funds such as enterprise funds.

FINAL BUDGET Adopted legal spending plan for the fiscal year.

FISCAL YEAR Year running from July 1 to June 30 and designated by the calendar year in which it ends.

FIXED ASSET An asset of a long term character such as land, buildings, or furniture and other equipment.

FUNCTION — 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."

FUND — Independent fiscal and accounting entity which includes all accounts for which a legal appropriation is approved by the Board of Supervisors. Example: Library.

FUND BALANCE — 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.

FUND BALANCE AVAILABLE — The amount of fund balance available to finance the budget after deducting all reserves and designations.

GENERAL FUND — The main operating fund of the County, which is used to account for expenditures and revenues for countywide activities.

INTERNAL SERVICE FUND — 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.

INTRAFUND TRANSFER — A transfer of costs from one department to another within the General Fund.

OTHER CHARGES — Accounts established for expenditures other than salaries and benefits, services and supplies, and fixed assets. Example: "Support and Care of Persons."

PROPOSED BUDGET — The working document for the fiscal year under discussion. Approval of this document does not allow expenditures for fixed assets and for new permanent employee positions, unless specifically approved by the Board of Supervisors.

PROVISION FOR RESERVES/DESIGNATIONS — 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.

RESERVE — 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.

REVENUE — Money received to finance ongoing County governmental services. Examples: Property taxes, interest, fines, fees, state revenues, federal revenues, charges for services, etc.

SALARIES AND EMPLOYEE BENEFITS — Accounts established for all expenditures for employee-related costs.

SCHEDULE — A listing of financial data in a form and manner prescribed by the State.

SECURED TAXES — Taxes levied on real properties in the County which are "secured" by liens on the properties.

SERVICES AND SUPPLIES — Accounts established for the non-salary operating expenditures of County departments and programs.

SPECIAL DISTRICT — Separate unit of local government organized to perform a single function. Examples: Street Lighting, Flood Control.

TAX LEVY — Amount of tax dollars raised by the imposition of the tax rate on the assessed valuation.

TAX RATE — The rate applied to the assessed valuation base necessary to produce the tax levy.

UNSECURED TAXES — Taxes levied on properties such as office furniture, equipment, and boats.