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.
ADOPTED BUDGET	Adopted legal spending plan for the fiscal year.
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.
ASSIGNED FUND BALANCE	Amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.
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 ASSET	An asset of a long-term character such as land, buildings, equipment and intangible assets such as computer software.
CAPITAL PROJECTS	A program itemizing the County's acquisitions, additions and improvements to capital assets. Examples: buildings, building improvements and land purchases.
COMMITTED FUND BALANCE	Amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.
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.
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.
FISCAL YEAR	Year running from July 1 to June 30 and designated by the calendar year in which it ends.

GLOSSARY

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.
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: OC Printing & Graphics Internal Service Fund.
INTRAFUND TRANSFER	A transfer of costs from one department to another within the General Fund.
NONSPENDABLE FUND BALANCE	Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).
OBLIGATED FUND BALANCES	All amounts that are unavailable for financing budgetary requirements in the budget year. This would include nonspendable, restricted, committed, and assigned fund balances.
OTHER CHARGES	Accounts established for expenditures other than salaries and benefits, services and supplies, and capital assets. Example: "Support and Care of Persons."
RECOMMENDED BUDGET	The County Executive Office's recommended level of funding before it is adopted by the Board of Supervisors.
RESTRICTED FUND BALANCE	Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
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.
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.