

## GLOSSARY

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| <b><u>ACCOUNT</u></b>                | A classification of expenditure or revenue. Example: "Office Expense" is an account in "Services & Supplies."  |
| <b><u>ACTIVITY</u></b>               | 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.                          |
| <b><u>ADOPTED BUDGET</u></b>         | Adopted legal spending plan for the fiscal year.   |
| <b><u>APPROPRIATION</u></b>          | 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.  |
| <b><u>ASSIGNED FUND BALANCE</u></b>  | 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.   |
| <b><u>AVAILABLE FINANCING</u></b>    | All the means of financing a budget (fund balance plus revenues) except for encumbered, general, and other reserves.   |
| <b><u>BUDGET</u></b>                 | The plan of financial operation with estimates of proposed expenditures and revenues for a given period of time, usually one year.   |
| <b><u>BUDGET DOCUMENT</u></b>        | Written instrument used by the budget-making authority to present a comprehensive financial program.   |
| <b><u>CAPITAL ASSET</u></b>          | An asset of a long term character such as land, buildings, equipment and intangible assets such as computer software.  |
| <b><u>CAPITAL PROJECTS</u></b>       | A program itemizing the County's acquisitions, additions and improvements to capital assets. Examples: buildings, building improvements and land purchases.  |
| <b><u>COMMITTED FUND BALANCE</u></b> | 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. |
| <b><u>CONTINGENCY</u></b>            | An amount not to exceed fifteen percent of the fund in which it is allocated, appropriated for unforeseen expenditure requirements.  |
| <b><u>DEBT SERVICE FUND</u></b>      | A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.  |
| <b><u>DEPARTMENT</u></b>             | An organizational device used by County management to group programs of a like nature.   |
| <b><u>ENCUMBRANCE</u></b>            | 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.   |
| <b><u>ENTERPRISE FUND</u></b>        | 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.  |
| <b><u>EXPENDITURE</u></b>            | 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.   |
| <b><u>EXPENSE</u></b>                | Designates the cost of goods delivered or services rendered whether paid or unpaid, for proprietary funds.   |
| <b><u>FISCAL YEAR</u></b>            | Year running from July 1 to June 30 and designated by the calendar year in which it ends.  |

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| <b><u>FUNCTION</u></b>                       | 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." |
| <b><u>FUND</u></b>                           | Independent fiscal and accounting entity which includes all accounts for which a legal appropriation is approved by the Board of Supervisors. Example: Library.   |
| <b><u>FUND BALANCE</u></b>                   | 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.                              |
| <b><u>GENERAL FUND</u></b>                   | The main operating fund of the County, which is used to account for expenditures and revenues for countywide activities.  |
| <b><u>INTERNAL SERVICE FUND</u></b>          | 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.           |
| <b><u>INTRAFUND TRANSFER</u></b>             | A transfer of costs from one department to another within the General Fund.   |
| <b><u>NONSPENDABLE FUND BALANCE</u></b>      | 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).   |
| <b><u>OBLIGATED FUND BALANCES</u></b>        | All amounts that are unavailable for financing budgetary requirements in the budget year. This would include nonspendable, restricted, committed, and assigned fund balances.                           |
| <b><u>OTHER CHARGES</u></b>                  | Accounts established for expenditures other than salaries and benefits, services and supplies, and capital assets. Example: "Support and Care of Persons."  |
| <b><u>RECOMMENDED BUDGET</u></b>             | The County Executive Office's recommended level of funding before it is adopted by the Board of Supervisors.  |
| <b><u>RESTRICTED FUND BALANCE</u></b>        | Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.            |
| <b><u>REVENUE</u></b>                        | Money received to finance ongoing County governmental services. Examples: Property taxes, interest, fines, fees, state revenues, federal revenues, charges for services, etc.                           |
| <b><u>SALARIES AND EMPLOYEE BENEFITS</u></b> | Accounts established for all expenditures for employee-related costs.   |
| <b><u>SCHEDULE</u></b>                       | A listing of financial data in a form and manner prescribed by the State.   |
| <b><u>SERVICES AND SUPPLIES</u></b>          | Accounts established for the non-salary operating expenditures of County departments and programs.  |
| <b><u>SPECIAL DISTRICT</u></b>               | Separate unit of local government organized to perform a single function. Examples: Street Lighting, Flood Control.   |