

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>ASSIGNED FUND BALANCE</u>	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.
<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, equipment and intangible assets such as computer software.
<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>COMMITTED FUND BALANCE</u>	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.
<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>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.
<u>FISCAL YEAR</u>	Year running from July 1 to June 30 and designated by the calendar year in which it ends.

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<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>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>NONSPENDABLE FUND BALANCE</u>	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).
<u>OBLIGATED FUND BALANCES</u>	All amounts that are unavailable for financing budgetary requirements in the budget year. This would include nonspendable, restricted, committed, and assigned fund balances.
<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>RECOMMENDED BUDGET</u>	The County Executive Office's recommended level of funding before it is adopted by the Board of Supervisors.
<u>RESTRICTED FUND BALANCE</u>	Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
<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>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.