

# GLOSSARY OF TERMS IN BUDGET DOCUMENT

**A-87** - This alpha/numeric designation refers to those costs allocated to county departments under the Countywide Cost Plan to cover central administrative and overhead expenses.

**ACCOUNT** - A classification of expenditure or revenue. Example: "Mail/Postage Charges" is an account in "Services & Supplies".

**ACCRUAL BASIS** - The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

**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: "Protective Inspection" is an activity performed in discharging the "Public Protection" function.

**ACTUAL** - Amounts actually expended or received.

**ACTUARIALLY** - Relating to statistical calculation especially of life expectancy.

**ADOPTED** - Amounts adopted by the Board of Supervisors.

**APPROPRIATION** - An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. Note: An appropriation usually is time limited and must be expended before that deadline.

**APPROPRIATION LIMITS** - Refers to the Gann Initiative (Proposition 4 on the November 1979 ballot), which imposed limits on the allowable annual appropriations of the State, schools, and most local agencies; limit is generally prior-year appropriations factored by per capita cost increases and population changes.

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

**ASSESSMENT (Real Property)** - The discovery, valuation and enrollment of all taxable real property. Personal property includes activities related to the valuation of business property, aircraft and other miscellaneous taxable personal property.

**ASSESSMENT APPEALS (Real Property)** - Reviewing the assessment, contacting the property owner, preparing a stipulation or rebuttal, and defending the assessor's opinion of value at Assessment Appeal Board Hearings.

**AVAILABLE FINANCING** - All the means of financing a budget (current property taxes, miscellaneous revenues, and fund balance—except for encumbered reserves).

**AVAILABLE FUND BALANCE** - The amount of fund balance available to finance the budget after deducting encumbrances and reserves.

**BALANCED BUDGET** - A budget in which the expenditures incurred during a given period are matched by revenues and/or current expenditures are equal to receipts.

**BOND** - A long-term IOU or promise to pay. It is a promise to repay a specified amount of money (the face amount of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects.

**BUDGET** - The planning and controlling document for financial operation with estimates of proposed expenditures and revenues for a given period of time, usually one year.

**BUDGET CALENDAR** - The schedule of key dates that the County follows in the preparation and adoption of the budget.

## GLOSSARY OF TERMS IN BUDGET DOCUMENT

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

**BUDGET SUMMARY SCHEDULES** - The schedules provide summary and detailed information on financing requirements/uses, and available financing.

**BUDGET UNIT** - The lowest entity in the budget hierarchy including all accounts for which a legal appropriation is approved by the Board of Supervisors. A department or agency may have one or more budget units assigned to it. Each budget unit is a collection of account numbers necessary to fund a certain division or set of goal-related functions.

**BUDGETARY ACCOUNTS** - Accounts used to enter the formally adopted annual operating budget into the general ledger as part of the management control technique of formal budgetary integration.

**BUDGETARY BASIS** - This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

**BUDGETARY CONTROL** - The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

**BUDGETED POSITIONS** - A unit of measure used to standardize positions with different bases (e.g., hours, months). All items are converted to full-time equivalent positions, which are represented as budgeted positions in departmental operations. A full-time equivalent represents one individual working full-time for one year. This provides the ability to make analytical comparisons.

**CAPITAL BUDGET** - A plan of proposed capital outlays and the means of financing them.

**CAPITAL CONSTRUCTION FUND** - Used to account for expenditures on buildings, construction, and land acquisition.

**CAPITAL EXPENDITURES** - Expenditures resulting in the acquisition of or addition to the government's general fixed assets.

**CAPITAL IMPROVEMENTS** - Expenditures related to the acquisition, expansion or rehabilitation of major fixed assets (e.g., land, building, and equipment related to construction).

**CAPITAL IMPROVEMENTS PLAN (CIP)** - A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

**CAPITAL LEASE** - An agreement that conveys the right to use property, plant or equipment, usually for a stated period of time.

**CAPITAL PROJECT** - Any project having assets of significant value and a useful life of five years or more. Capital projects include the purchase of land, designs, engineering, and construction of buildings and infrastructure such as streets, bridges, drainage, street lighting, water systems, etc. Capital projects may include the acquisition of heavy equipment and machinery or rolling stock using capital funding sources.

**CAPITAL PROJECTS FUND** - A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

**CAPITALIZATION POLICY** - The criteria used by a government to determine which outlays should be reported as fixed assets.

**CASH BASIS** - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

**CASH WITH FISCAL AGENT** - An asset account reflecting deposits with fiscal agents, such as commercial banks, for the payment of bond principal and interest.

## GLOSSARY OF TERMS IN BUDGET DOCUMENT

**CONSUMER PRICE INDEX (CPI)** - Statistical measure of change, over time, in the prices of goods and services in major expenditure groups--such as food, housing, apparel, transportation, and health and recreation--typically purchased by urban consumers. Essentially it measures the purchasing power of consumers' dollars by comparing what a sample "market basket" of goods and services costs today with what the same sample market basket cost at an earlier date.

**CONTINGENCY** - An amount of money appropriated for unforeseen expenditures. It is limited to not more than 15.0 percent of the appropriations in any fund.

**COST** - The estimated expenditure for a particular resource.

**COST ACCOUNTING** - The method of accounting that provides for assembling and recording of all the elements of cost incurred to accomplish a purpose, to carry on an activity or operation, or to complete a unit of work or a specific job.

**COST ALLOCATION** - Methodology for identifying and allocating overhead (indirect) costs incurred by central services departments to direct cost programs.

**COST ALLOCATION PLAN** - This plan, established under federal guidelines, identifies, distributes, and allows the County to be reimbursed for the costs of services by support groups (such as Purchasing, Personnel, CAO, County Counsel) to those departments performing functions supported by federal/state funds.

**COST OF GOODS SOLD** - Items purchased for resale or reissue. Examples: aviation gasoline; paper; and other supplies.

**COST-OF-LIVING ADJUSTMENT (COLA)** - An increase in salaries to offset the adverse effect of inflation on compensation.

**COUNTYWIDE FUNDS** - Operating funds of the County accounting for expenditures and revenues or countywide activities.

**COUNTYWIDE PROGRAMS** - Programs that benefit all areas of the County, both within city limits and outside city limits. (Examples are: Health Care, Social Services, and the County Jail.)

**CURRENT REVENUE** - Revenues of a governmental unit that are available to meet expenditures of the current fiscal year.

**DEBT SERVICE FUND** - Established to finance and account for the payment of interest and principal on bonds or other long-term borrowing.

**DEFICIT** - (1) The excess of the liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period or, in the case of proprietary funds, the excess of expenses over revenues during an accounting period.

**DELINQUENT TAXES** - Taxes remaining unpaid on and after the date on which a penalty for nonpayment is attached.

**DEPARTMENT** - An organizational device used by county management to group programs of a like nature.

**DEPRECIATION** - (1) Expiration in the service life of fixed assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. (2) The portion of the cost of a fixed asset, other than a wasting asset, charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.

## GLOSSARY OF TERMS IN BUDGET DOCUMENT

**DESIGNATED FUND BALANCE** - portion of an unreserved fund balance that has been “earmarked” by the chief executive officer or the legislative body for specified purposes.

**DESIGNATION** - An account containing money set aside by the Board of Supervisors for a specific future use. Money in a designation is earmarked for a specific use, but may not be legally restricted to that use.

**DISAGREED ITEM** - Difference in estimates for the following fiscal year between the submitting department’s request and the County Executive’s recommendations must be submitted in writing by law. Unless the department withdraws such requests, they are shown in the budget document as “Disagreed Items”.

**DISCRETIONARY REVENUE** - Monies that are not legally earmarked by the State or Federal government for a specified program or use. Included in this category are a part of motor vehicle fees, sales and use taxes, business license and utility user taxes, and property taxes.

**DIVISION** - Activities within a department grouped together on the basis of common objectives. The basic unit of the program budget is organized as follows: Functional Area, Department, Division, and Section or Index.

**EARMARKED** - Revenues designated by statute or Constitution for a specified purpose.

**EMPLOYEE BENEFITS** - Amounts paid on behalf of employees; these amounts are not included in the gross salary. They are fringe benefit payments, and while not paid directly to employees, they are nevertheless a part of the cost of salaries and benefits. Examples are group health or life insurance payments, contributions to employee retirement, Social Security taxes, workers’ compensation payments, and unemployment insurance payments.

**ENCUMBRANCES** - 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** - (1) A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g., water, gas and electric utilities; airports; parking garages; or transit systems). In this case, the governing body intends that costs (i.e., expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

**EQUIPMENT** - Tangible property of a more or less permanent nature, other than land or buildings and improvements thereon. Examples are machinery, tools, trucks, cars, furniture and furnishings.

**EX** - Exempt

**EXPENDITURE** - Use of an appropriation to purchase goods and services (including services of employees) necessary to carry out the responsibilities of a department or organization.

**EXPENDITURES** - Decreases in net financial resources. Expenditures include current operating expenses that require the current or future use of net current assets, debt service and capital outlays.

**EXPENSES** - Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity’s ongoing major or central operations.

**EXTRA HELP POSITION** - A non-regular, temporary position created to meet a peak workload or other unusual work situation; can include seasonal or recurrent intermittent employment.

## GLOSSARY OF TERMS IN BUDGET DOCUMENT

**FIDUCIARY FUND TYPE** - The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds.

**FINAL BUDGET** - Approved legal spending plan for a fiscal year. In Sacramento County, the Board of Supervisors is responsible for approving, by resolution, a final budget each year following the close of public budget hearings. The Board must approve a Final Budget by October 2 each year. State law allows for the extension of this date.

**FINANCING REQUIREMENTS** - Total needs requiring financing for the fiscal year.

**FINANCING USES CLASSIFICATION** - Major categories of expenditures as classified by law. These categories are defined by the State Controller.

**FISCAL YEAR** - Twelve-month period for which a budget is prepared. In Sacramento County, the fiscal year is July 1 to June 30.

**FISH AND GAME FUND** - Accounts for all the fish and game fines collected by the courts. Expenditures from this fund must be for game and wildlife propagation and education.

**FIXED ASSETS** - Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, improvements other than buildings and land. In the private sector, these assets are referred to most often as property, plant and equipment.

**FULL TIME EQUIVALENT (FTE) POSITION** - A full or part-time position converted to a decimal equivalent of a full-time position based on 2,080 hours per year (a 40 hour week). For example, an extra-help laborer working for four months or 690 hours, would be equivalent to .33 of a full-time position.

**FUNCTION** - A group of related activities aimed at accomplishing a major service for which a governmental unit is responsible. These designations are specified by the State Controller. Example: "Public Protection" is a function.

**FUND** - Independent fiscal and accounting entity with a self-balancing set of accounts. Examples are the General Fund, Special Revenue Funds, Capital Projects, Enterprise, and Internal Service Funds.

**FUND BALANCE** - In accounting terms, it is the net of fund assets minus fund liabilities. In simple non-accounting terms, ignoring such things as loans, designations, and reserves, and considering that what we are often after is the amount of money available at the end of the year, fund balance can be considered the beginning fund balance + actual revenues – actual expenditures.

**FUND EQUITY** - It is the net of accumulated revenue and expenses from previous years. Entries to this series of General Ledger (G/L) accounts are made only at year-end by the General Ledger System when the revenue and expenses of the current year are closed out into one of these G/L accounts.

**FUND TYPE** - Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

**GENERAL LEDGER** - A book of final entry summarizing all of the entity's financial transactions, through offsetting debit and credit amounts.

**GENERAL FUND** - The major countywide fund. The fund used to account for all financial resources, except those required to be accounted for in another fund.

## GLOSSARY OF TERMS IN BUDGET DOCUMENT

**GENERAL OBLIGATION BOND** - A bond whose repayment is guaranteed by pledging all the assets and revenues of a governmental agency.

**GENERAL RESERVE** - A separate fund or equity restriction within a fund to provide for dry period financing.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)** - Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the GASB.

**GOVERNMENTAL ACCOUNTING** - The composite activity of analyzing, recording, summarizing, reporting and interpreting the financial transactions of governments.

**GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)** - The authoritative accounting and financial reporting standard-setting body for government entities.

**GOVERNMENTAL FUND TYPES** - Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except those accounted for in proprietary funds and fiduciary funds. In essence, these funds are accounting segregation of financial resources. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

**GRANT** - A contribution from one governmental unit to another, usually made for a specific purpose and time period. Example: “Nutrition Programs for the Elderly” are financed by the Federal Government and administered by the County.

**IMPROVEMENTS** - Buildings, other structures, and other attachments or annexations to land which are intended to remain so attached or annexed, such as sidewalks, trees, drives, tunnels, drains and sewers.

**INDIRECT COST** - A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service. Includes support services like Budget Preparation, Accounting, Payroll Preparation, Treasury Management, Legal Services, and Human Resources (Personnel). See Cost Allocation Plan for further discussion.

**INFRASTRUCTURE** - The physical assets of the County (e.g., street, water, sewer, public buildings and parks).

**INTERFUND CHARGES** - A transfer of costs from departments in other funds.

**INTERFUND REIMBURSEMENTS** - Payment received for services rendered to departments in other funds.

**INTER-GOVERNMENTAL REVENUE** - Funds received from Federal, State and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

**INTERNAL SERVICE FUND** - A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.

**INTRAFUND CHARGES** - A transfer of costs to the operating units within the same fund.

## GLOSSARY OF TERMS IN BUDGET DOCUMENT

**INTRAFUND REIMBURSEMENTS** - Payment received for services rendered to other operating units within the same fund.

**LAND** - A fixed asset account which reflects the cost of land owned by a government.

**LEGAL LEVEL OF BUDGETARY CONTROL** - The level at which spending in excess of budgeted amounts would be a violation of law.

**LEVEL OF BUDGETARY CONTROL** - One of the three possible levels of budgetary control and authority to which organizations, programs, activities and functions may be subject. These levels of budgetary control are (a) appropriated budget, (b) legally authorized nonappropriated budget review and approval process, which is outside the appropriated budget process or (c) nonbudgeted financial activities, which are not subject to the appropriated budget and the appropriation process or to any legally authorized nonappropriated budget review and approval process, but still are relevant for sound financial management and oversight.

**LIBRARY FUND** - Accounts for revenues to and expenditures by the Libraries in the unincorporated areas of the County.

**LOCAL TAX REVENUES (USE OF)** - Discretionary, general purpose revenues received by the General Fund. The largest components of local tax revenue are property tax revenue, sales tax revenue, and motor vehicle fees collected by the State and distributed to counties in lieu of local property taxes.

**LONG-TERM DEBT** - Debt with a maturity of more than one year after the date of issuance.

**MAINTENANCE OF EFFORT** - A federal and/or state requirement that the County provide a certain level of financial support for a program from local tax revenues. The amount of support is referred to as the Maintenance of Effort (MOE) level.

**MANDATED PROGRAMS** - Mandated programs are those programs and services that the County is required to provide by specific state and/or federal law.

**MATCH** - The term "match" refers to the percentage of local discretionary county monies in the General Fund, which, by law, must be used to match a certain amount of state and/or federal funds. For example, for the majority of welfare aid payments, the County must match every \$95 state dollars they receive, with \$5 dollars from the County's General Fund.

**MISSION STATEMENT** - A succinct description of the scope and purpose of a county department.

**MODIFIED ACCRUAL** - The County's basis of accounting for governmental and expendable trust funds. The accrual basis of accounting adapted to the government fund-type measurement focus. Under it, revenues and other financial resource increments (e.g., bond issue proceeds) are recognized when they become susceptible to accrual, that is when they become both "measurable" and "available to finance expenditures of the current period." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Generally, expenditures are recognized when the fund liability is incurred. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting.

**NET COUNTY COST** - The difference, for General Fund budgets, between budgeted appropriations and departmental revenue. The dollar difference is funded by local tax revenues. The amount of the operation financed by discretionary sources, principally property taxes.

**OBJECT** - A major category of appropriation. Example: "Salaries and Employee Benefits" (Object 10) and "Services & Supplies" (Object 20).

**OBLIGATIONS** - Amounts that the County may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

## GLOSSARY OF TERMS IN BUDGET DOCUMENT

**OPERATING EXPENDITURE FUNDS** - Resources derived from recurring revenue sources to finance operating expenditures and pay as you go capital expenditures.

**OPERATING TRANSFERS** - Interfund and Intrafund transfers other than residual equity transfers (e.g., legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended).

**OTHER CHARGES** - A payment to an agency, institution, or person outside the County Government. Example: "Medi-Cal contributions".

**OTHER FINANCING SOURCES** - Governmental fund general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases, proceeds from the sale of general fixed assets, and operating transfers in. Such amounts are classified separately from revenues on the governmental operating statement.

**OTHER FINANCING USES** - Governmental fund operating transfers out and the amount of refunding bond proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental operating statement.

**PER CAPITA** - Amount per individual.

**PERMANENT POSITION** - Any permanent position in the classified service that is required to be filled through certification, or by provisional appointment.

**POSITION ALLOCATION** - Documentation depicting the number and classification of regular full-time, regular part-time and limited term positions in the County, by department, as authorized by the Board of Supervisors.

**PRE BASELINE** - Before a known measurement or position used for performance measures.

**PRIOR-YEAR ENCUMBRANCES** - Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminate.

**PRIORITY** - A ranking from most important to least important according to established criteria that may take into account the number of persons served, health and safety impacts, etc.

**PROGRAM** - Desired output-oriented accomplishments which can be measured and achieved within a given time frame. Achievement of the programs advance the project and organization toward a corresponding solution to a need or problem.

**PROGRAM REALIGNMENT** - Transfer of program funding between the State and the counties to more accurately reflect responsibilities. Realigned programs include mental health, indigent health, foster care, welfare services, In-Home Supportive Services, certain juvenile justice programs and other miscellaneous programs. Revenue from increased vehicle license fees and sales taxes finances the increased county program shares.

**PROPERTY TAX EXEMPTION** - The processing of all homeowner, church and other types of tax exemptions.

**PROPOSED BUDGET** - The working county budget/document for the fiscal year as proposed by the County Executive to the Board of Supervisors based on county department requests. Approval of this document does not generally allow expenditures for new programs or fixed assets.

**PROPOSITION 13** - A tax limitation initiative approved by the voters in 1978. Proposition 13 provided for (1) a 1.0 percent tax limit exclusive of tax rates to repay existing voter-approved bonded indebtedness; (2) assessment restrictions establishing 1975 level values for all property with

## GLOSSARY OF TERMS IN BUDGET DOCUMENT

allowable increase of 2.0 percent annually and reappraisal to current value upon change in ownership and new construction; (3) a two-thirds vote requirement to increase state taxes; and (4) a two-thirds vote of the electorate for local agencies to impose "special taxes".

**PROPRIETARY FUND TYPES** - Sometimes referred to as income determination or commercial type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the GASB has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

**REAL PROPERTY** - Land and the structures attached to it.

**RECOMMENDED/ADOPTED** - Amounts recommended by the County Executive.

**REIMBURSEMENT** - Reimbursements are used to reimburse expenditures initially made by one agency/budget unit that are properly applicable to another agency/budget unit within or between certain government funds.

**RENDERING DEPARTMENT** - A department that provides services, for a fee, to another county department and is reimbursed through Intrafund or Interfund transfers.

**REQUESTED** - Amounts requested by departments.

**REQUIREMENTS** - Finance uses plus changes in reserves.

**RESERVE** - An amount in a fund used to meet cash requirements, emergency expenditures, or future defined requirements. A reserve is not an appropriation, and there is no limitation on the amount of reserve that can be established. An account that contains money set aside for a legally restricted specific future use.

**RESERVED FUND BALANCE** - Those portions of fund balance that are not appropriable for expenditure or that are legally segregated for a specific future use.

**RESIDUAL EQUITY TRANSFERS** - Nonrecurring or non-routine transfers of equity between funds (e.g., contributions of Enterprise or Internal Service Fund capital by the General Fund), subsequent return of all or part of such contributions to the General Fund, and transfers of residual balances of discontinued funds to the General Fund or other fund.

**RESOLUTION** - An order by the Board of Supervisors requiring less legal formality than an ordinance of statute.

**RETAIL SALES TAX** - A tax levied on the sale of goods or services to the consumer.

**RETAINED EARNINGS** - The accumulated earnings of an enterprise or internal service fund.

**RETIRED ANNUITANT** - A retired annuitant, as defined by Government Code Section 20012, is a former employee of either the State or public agency that contracts with the Public Employees Retirement System and who is receiving a retirement allowance.

**REVENUE** - Income from taxes, fees, and other charges, Federal or State government, excluding Interfund transfers, fund balance, or debt issuance proceeds.

**ROAD FUND** - Accounts for expenditures on road, street, and bridge construction and improvements.

**SALARIES AND EMPLOYEE BENEFITS** - Accounts which establish expenditures for employee-related costs.

## GLOSSARY OF TERMS IN BUDGET DOCUMENT

**SALARY SAVINGS** - The dollar amount of salaries that can be expected to be saved due to vacancies and turnover of employees.

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

**SECURED ROLL** - Assessed value of real property, such as land, buildings, secured personal property, or anything permanently attached to land as determined by each County Assessor.

**SECURED TAXES** - Taxes levied on real properties in the County which must be "secured" by lien on the properties.

**SELF-INSURANCE FUND** - A term often used to describe the retention by an entity of a risk of loss arising out of the ownership of property or from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. It is sometimes accompanied by the setting aside of assets to fund any related losses.

**SERVICES AND SUPPLIES** - Accounts which establish expenditures for most of the operating expenses of county departments and programs.

**SINGLE AUDIT** - An audit performed in accordance with the Single Audit Act of 1984 and Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments. The Single Audit Act allows or requires governments (depending on the amount of federal assistance received) to have one audit performed to meet the needs of all federal agencies.

**SOURCE OF REVENUE** - Revenues are classified according to their source or point of origin.

**SPECIAL ASSESSMENTS** - Fees that are charged to property owners in certain geographical areas for public improvements. A fee is levied only to those property owners who receive a direct benefit.

**SPECIAL DISTRICT** - An independent unit of local government organized to perform a single government function or a restricted number of related functions. Special districts usually have the power to incur debt and levy taxes; however, certain types of special districts are entirely dependent upon enterprise earnings and cannot impose taxes. Examples of special districts are water districts, drainage districts, flood control districts, hospital districts, fire protection districts, transit authorities, port authorities and electric power authorities.

**SPECIAL REVENUE FUND** - A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only require the use of special revenue funds when legally mandated.

**SUBJECT** - A subcategory of appropriations, sometimes referred to as a "line item".

**SUBVENTION** - Payments by an outside agency (usually from a higher governmental unit) for costs that originate in the County. Example: most of the county welfare programs are financed by state and federal income taxes. The County expends the money and is reimbursed by state and federal subventions.

**SUPPLEMENTAL TAX ROLL** - A result of legislation enacted in 1983 and requires an assessment of property when change to the status of the property occurs, rather than once a year, as was previously the case.

**TAX LEVY** - The amount of tax dollars billed to taxpayers based on the imposition of the property tax rate on the assessed valuation.

**TAX RELIEF SUBVENTIONS** - Funds ordinarily paid to compensate for taxes lost because of tax relief measures, such as homeowners' exemption.

**TAXES** - Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit.

## GLOSSARY OF TERMS IN BUDGET DOCUMENT

**TEETER PLAN** - Also known as the Alternate Method of Tax Apportionment. A plan whereby one hundred percent of the secured property taxes levied are apportioned to eligible agencies instead of the historical practice of apportioning one hundred percent of taxes that have been collected. This allows the County to finance all delinquent property taxes.

**TRANSFERS IN/OUT** - Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

**TRANSIENT-OCCUPANCY TAX (TOT)** - A tax collected by a motel/hotel operator for a percentage of the room rent paid by each transient, which is then due the County.

**TRUST AND AGENCY FUND** - One of the seven fund types in governmental accounting.

**TRUST FUNDS** - Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

**UNANTICIPATED REVENUE** - The amount of revenues which had not been estimated in the budget and which are appropriated for expenditure or applied to the increase of specific reserves during the fiscal period.

**UNDESIGNATED FUND BALANCE** - That portion of a fund balance that is available for spending or appropriation and has not been "earmarked" for specified purposes by the Chief Executive Officer or the legislative body.

**UNENCUMBERED BALANCE** - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

**UNINCORPORATED AREA** - Geographic portions of Sacramento County which are not within incorporated cities.

**UNIT** - Budget unit number and name.

**UNRESERVED FUND BALANCE** - That portion of a fund's balance that is not restricted for a specific purpose and is available for spending or general appropriation.

**UNSECURED TAX** - A tax on properties such as office furniture, equipment, and boats which are not located on property owned by the assessee.

**USER DEPARTMENT** - A department that receives services, which it pays for, from another county department, with payment made through Intrafund or Interfund transfers.