GLOSSARY OF TERMS

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 or obligated before that deadline. See also "Budget Unit".
ASSESSED VALUATION	A valuation set upon real estate or other property for government as a basis for levying taxes. In California, all property is assessed at a base market value.
AVAILABLE FINANCING	The means of financing a budget: revenues, available fund balance carryover, and cancelled reserves.
AVAILABLE FUND BALANCE	The amounts of fund balance available to finance the budget after deducting carryover encumbrances and reserves.
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.
CONTINGENCIES	A budgetary provision representing that portion of the financing requirement set aside to meet unforeseen expenditure requirements.
COUNTY FUNDS	Operating or governmental funds of the County that account for expenditures and revenues in accordance with the fund's purpose. Operating funds of the County and Board-governed special districts are accounted for in the County Budget and use modified accrual accounting.
CORE FUNCTION	A group of related programs and activities aimed at accomplishing a major service, or line of business, for which a government entity is responsible.
COUNTYWIDE PROGRAMS	Programs that benefit all areas of the county, both within city limits and in the unincorporated area. Example: Welfare Assistance.
DEPARTMENT	An organizational device used by county management to group programs of a like nature under the direction of an elected or appointed county official.
ENCUMBRANCE	An obligation in the form of a purchase order, contract or other commitment that is chargeable to an appropriation and for which part of the appropriation is reserved. In some cases encumbrances are carried over into succeeding fiscal years.
ENTERPRISE FUND	Established to finance and account for the operation and maintenance of facilities and services, which are predominantly self-supporting by user charges. Example: Placer County Transit Fund. Enterprise funds use proprietary accounting (full accrual).
EXPENDITURE	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.
EXPENDITURE TRANSFER	A transfer of costs from or to departments in other operating funds or to units within the same fund.
FINAL BUDGET	Approved legal spending plan for a fiscal year. In Placer County, the Board of Supervisors is responsible for approving a final budget by September 30 each year.
FISCAL YEAR	Twelve-month period for which a budget is prepared. In Placer County the fiscal year is July 1 to June 30.
FIXED ASSET	An asset of long-term character such as land, buildings and equipment of over a $5,000 unit value.
CORE FUNCTION	A group of related activities aimed at accomplishing a major service, or line of business, for which a governmental unit is responsible.
FUND	An independent fiscal and accounting entity with a self-balancing set of asset, liability, and (usually) budgetary accounts. Example: Library Fund.
FUND BALANCE	The excess of assets and estimated revenues of a fund over its liability and appropriations at the end of a fiscal year. A portion of this balance may be available to finance the next fiscal year's budget.
GENERAL FUND	The major countywide fund that directly funds unreimbursed costs of most programs and departments in County government.
GOVERNING FOR RESULTS	A Placer County Initiative launched in 2002, is a framework for six separate but related efforts designed to strengthen the County's linkages between planning, performance and cost information, and results achieved for constituents.

GLOSSARY OF TERMS
(Continued)

INTERNAL SERVICE FUND	Organizations created to perform specified services for other county departments, and costs are charged to the using department. Example: Central Services and the Auto Fleet. Internal Service funds use proprietary (full accrual) accounting.
KEY INTENDED OUTCOME/RESULT	A statement that explains the primary impact or benefit the program has on its customers.
MASTER FIXED ASSET LIST	A summary list of all new fixed assets and their costs approved in the budget for the upcoming fiscal year.
MISSION	The mission statement is a clear, concise statement of purpose for the entire organization and focuses on the broad, yet distinct outcomes/results the organization achieves for its customers.
MODIFIED ACCRUAL	The modified accrual basis of accounting is used by all Governmental Funds. Revenues are recognized in the accounting period in which they become available and measurable. The primary revenue sources susceptible to (modified) accrual are property taxes, sales tax, intergovernmental revenues, rent, investment income and charges for services. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. One exception to this general rule is that principal and interest on general long-term debt is recognized when due. **Placer County uses the modified accrual basis for budgeting in governmental funds and full accrual in proprietary funds; i.e. budgets are not constructed on a cash basis of accounting.**
NET COUNTY COST	The portion of an appropriation that is funded from general purpose (tax) revenues or available fund balance rather than direct revenues, such as fees, grants, or reimbursements.
OBJECT LEVEL 1,2,3	Expense or revenue classifications prescribed by the State Controller's Office. The highest level of classification is the Object Level 1. Example: "Salaries and Employee Benefits". The most detailed level of classification is the Object Level 3. Example "Postage".
OTHER CHARGES	A payment to an agency, institution, or person outside the county government. Example: "Aid to Indigents."
PERFORMANCE BUDGETING	A method of budgeting that relates appropriations to program performance and expected outcomes.
PERFORMANCE MEASURES	Describes the information managers and other decision-makers need in order to make good decisions. Placer County will be developing a Family of Measures that include Input, Output, Efficiency, Effectiveness and Outcomes/Results.
PROGRAM	A defined set of activities that have a common purpose, intended result or target population.
PROPOSED BUDGET	The working document of department requests and County Executive Office recommendations for revenues and expenditures for the upcoming fiscal year. After receiving final tax estimates and available fund balances, along with other adjustments and items for reconsideration, the Board of Supervisors adopts the annual Final Budget for each fiscal year.
PUBLIC SAFETY FUND	Accounts for revenues and expenditures that support the operations of the "Public Safety" departments of District Attorney, Probation and Sheriff.
REAL PROPERTY	Land and the structures attached to it.
RESERVE	An amount in a fund used to meet certain 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.
REVENUE	Funds received to finance ongoing county governmental services.
SCHEDULE	A non-narrative, summary presentation of various budgetary data such as expenditures, revenues, reserves, and available fund balance. Schedules contain information and are in formats as prescribed by the County Budget Act (Government Code Sections 29000 et seq.) and the State Controller.
SCHEDULE 1	A fund-level summary of all the operating funds which comprise the whole of the county budget, showing total available financing sources and total financing requirements for each fund.
SCHEDULE 2	A summary analysis of each fund's balance at the end of the prior fiscal year, less encumbrances, reserves and designations: fund balance available for use in the next fiscal year. This schedule is included with Final Budget.
SCHEDULE 3	A detailed listing for each operating fund of its existing reserves and designations, as well as recommendations to cancel or

add to those reserves.

SCHEDULE 3A — A detailed listing for each internal service and enterprise funds, of existing reserves and designations as well as recommendations to cancel or add to those reserves. (NOTE: Although not required by State Controller's Office regulations, this schedule is included for informational purposes.)

SCHEDULE 4 — A general summary of all revenues in the budget by source (e.g., taxes, intergovernmental revenues, charges for services, etc.) and by fund, for the budget fiscal year and two previous fiscal years.

SCHEDULE 5 — A detailed listing of all revenues in the budget, by individual object level 3, general source description and fund, for the budget fiscal year and two previous fiscal years.

SCHEDULE 6 — A summary analysis of current County property taxes and assessed valuation by major type. This schedule is usually included only in the Final Budget.

SCHEDULE 7 — A general summary of all financing requirements (expenditures, appropriations for contingencies, and new or additional reserves and designations) in the budget, by function (e.g. public protection, health and sanitation, public assistance, etc.) and by fund, for the budget fiscal year and two previous fiscal years.

SCHEDULE 8 — Another general summary of financing requirements in the budget, showing in more detail amounts appropriated for contingencies and added to reserves and designations, by fund.

SCHEDULE 8A — A detailed summary of expenditures by budget appropriation, grouped together and subtotaled by function and activity.

SCHEDULE 9 — A detailed listing of expenditure and revenue object level 3's for each appropriation in the operating funds.

SCHEDULE 10/11 — A detailed listing of expenditure and revenue object level 3's for each Internal Service Fund (Schedule 10) and Enterprise Fund (Schedule 11), similar to a Schedule 9 for operating fund appropriations.

SCHEDULE 13 — A summary of the total available financing sources and financing requirements for all Special District funds, similar to a Schedule 1 for the operating funds.

SCHEDULE 15 — A detailed listing, for each Special District fund, of its existing reserves and designations, as well as recommendations to cancel or add to those reserves, similar to a Schedule 3 for operating funds.

SCHEDULE 16 — A detailed listing of revenue and expenditure object level 3's for each Special District fund and appropriation, similar to a Schedule 9 for operating fund appropriations.

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

SPECIAL DISTRICT — A unit of local government generally organized to perform a single function such as street lighting; waterworks; landscape maintenance; and fire departments. Special districts are governed either by the Board of Supervisors or locally elected or appointed boards, and their operations are accounted for in separate funds.

STRATEGIC PLAN — Sets forth the purpose, goals, plans, and performance expectations for an organization for a certain period of time.

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

UNINCORPORATED — The areas of the county outside city limits. Some county services are provided only in unincorporated areas or within AREA: cities only on a cost-reimbursement basis. Example: Sheriff's patrol and building inspection.

UNSECURED TAX — A tax on properties such as office furniture, equipment and boats that are not affixed to property.

VISION STATEMENT — Serves to inspire action by describing what the future would look like if the organization were successful in achieving its stated mission and goals.