

## GLOSSARY OF TERMS

<u>A-87</u>	The cost allocation plan that identifies “central support” service costs and assigns them to the “direct service” departments that use them. For example, the cost of central payroll services are allocated to all departments with employees. A State-approved A-87 plan must be in place before the County can receive federal and state cost reimbursements.
<u>APPROPRIATION</u>	Spending authority to incur expenditures or obligations for specific purposes. Note: An appropriation is typically authorized on a fiscal year timeline when referring to a budget. See also “Budget Unit”.
<u>ASSESSED VALUATION</u>	A valuation set upon real estate or other property for government as a basis for levying taxes.
<u>AVAILABLE FINANCING</u>	The means of financing a budget: revenues, available fund balance carryover, and cancelled reserves.
<u>AVAILABLE FUND BALANCE</u>	The amount of assets and revenues at the end of a fiscal year that is not already designated for a specific appropriated purpose. See also “Fund Balance.”
<u>BUDGET</u>	An estimated spending and financing plan reflecting an organization's priorities for a given period of time, usually one year.
<u>CONTINGENCIES</u>	A set-aside of funds to meet unforeseen expenditures. See also “Reserve.”
<u>COUNTY FUNDS</u>	Operating or governmental funds of the County and Special Districts that account for expenditures and revenues consistent with the fund's purpose.
<u>COUNTYWIDE PROGRAMS</u>	Programs that benefit all areas of the County, both within city limits and in the unincorporated area, such as child protective services, assessor, treasurer – tax collector.
<u>DEPARTMENT</u>	A group of related programs and activities aimed at accomplishing a major service, or line of business, that are either under the direction of the Board of Supervisors or a public elected official.
<u>ENCUMBRANCE</u>	An obligation of committed funds that can only be used for a specified purpose, such as funds to pay for services rendered in a contract. Encumbrances can cross multiple fiscal years and impact available fund balance.
<u>ENTERPRISE FUND</u>	A fund to account specifically for services that are self-supported by charging its users for the operation and maintenance of the programs. Example: Placer County Transit Fund and Environmental Utilities.
<u>EXPENDITURE</u>	A charge incurred for the provision of services or operation of government that requires an offsetting funding mechanism.
<u>EXPENDITURE TRANSFER</u>	A transfer of cost from or to one department to another within the same or different fund.
<u>FINAL BUDGET</u>	The Board of Supervisors adopted 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.
<u>FISCAL YEAR</u>	Budgetary time frame identifying the period for which the County's spending plan is applicable. In Placer County the fiscal year is July 1 to June 30.
<u>FIXED ASSET</u>	A tangible long-term item such as land, buildings and equipment of over \$5,000 in value.
<u>FUND</u>	A fiscal mechanism to capture specific or similar expenditures and revenues in a common place for ease of accounting transactions. Example: Library Fund.
<u>FUND BALANCE</u>	The amount of assets and revenues that remain at the end of a fiscal year after offsetting all expenditures for that same period.
<u>GENERAL FUND</u>	The primary countywide fund that receives discretionary and restricted revenues for the general purpose or statutorily required operational expenditures of government.
<u>INTERNAL SERVICE FUND</u>	A fund to account specifically for services that are self-supported within the County by charging its own departments for the operation and maintenance of other department programs. Example: Central Services and the Auto Fleet.
<u>MASTER FIXED ASSET LIST</u>	A list of all new fixed assets and their costs approved in the budget for the upcoming fiscal year.
<u>MISSION</u>	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. Serves to inspire action by describing what the future would look like if the organization were successful in achieving its stated mission and goals.
<u>MODIFIED ACCRUAL</u>	The method of accounting used by all Governmental Funds to recognize revenues and expenditures in the accounting period in which they become available and measurable or when the liability is incurred. However, 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.

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<u>NET COUNTY COST</u>	The portion of spending authority that is funded from general purpose revenues or available fund balance rather than direct revenues, such as fees, grants, or reimbursements that directly offset expenditures.
<u>OBJECT LEVEL 1,2,3</u>	Expense or revenue classifications prescribed by the State Controller's Office to categorically capture similar types of accounting or budget activities.
<u>OTHER CHARGES</u>	A payment to an agency, institution, or person outside the county government. Example: "Aid to Indigents."
<u>PRIORITY-BASED BUDGETING</u>	A method of budgeting that links the distribution of resources to county priorities and programs.
<u>PROGRAM</u>	A defined set of activities that have a common purpose, intended result or target population.
<u>PROPOSED BUDGET</u>	The interim spending plan for County departments that guide the establishment of the Final Budget revenues and expenditures for the upcoming fiscal year.
<u>PUBLIC SAFETY FUND</u>	The fund that receives restricted and general funding specifically for the purposes of supporting programs and operational costs aimed at providing public safety for the County and surrounding communities. Departments include: Sheriff, District Attorney, and Probation.
<u>REAL PROPERTY</u>	Land and its affixed structures.
<u>RESERVE</u>	A set-aside amount of funds designated for specific future uses and easily liquidated when needed to meet expenditure requirements, emergency situations, or a series of planned financial events.
<u>REVENUE</u>	Funds received through various mechanisms to finance county expenditures, operations and services.
<u>SCHEDULE</u>	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 <u>et seq.</u> ) and the State Controller.
<u>SCHEDULE 1</u>	A fund-level summary of all funds which comprise the whole of the county budget, showing total available financing sources and total financing requirements for each type of fund.
<u>SCHEDULE 2</u>	A fund-level summary of all the <u>operating</u> funds which comprise the whole of the county budget, showing total available financing sources and total financing requirements for each fund.
<u>SCHEDULE 3</u>	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.
<u>SCHEDULE 4</u>	A detailed listing for each operating fund of its existing reserves and designations, as well as recommendations to cancel or add to those reserves.
<u>SCHEDULE 5</u>	A general summary of all revenues in the budget by <u>source</u> (e.g., taxes, intergovernmental revenues, charges for services, etc.) and by <u>fund</u> , for the budget fiscal year and two previous fiscal years.
<u>SCHEDULE 6</u>	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.
<u>SCHEDULE 7</u>	A general summary of all financing requirements (expenditures, appropriations for contingencies, and new or additional reserves and designations) in the budget, by <u>function</u> (e.g. public protection, health and sanitation, public assistance, etc.) and by <u>fund</u> , for the budget fiscal year and two previous fiscal years.
<u>SCHEDULE 8</u>	A detailed summary of expenditures by budget appropriation, grouped together and subtotaled by function and activity.
<u>SCHEDULE 9</u>	A detailed listing of expenditure and revenue object level 3's for each appropriation in the operating funds.
<u>SCHEDULE 10 / 11</u>	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.
<u>SCHEDULE 12</u>	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.
<u>SCHEDULE 13</u>	A summary analysis of each Special District funds' balance at the end of the prior fiscal year, less encumbrances, reserves and designations: fund balance available for use in the next fiscal year.
<u>SCHEDULE 14</u>	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.

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<u>SCHEDULE 15</u>	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.
<u>SECURED TAXES</u>	Taxes levied on real properties in the county which are "secured" by liens on the properties. Example: Residential Property Taxes.
<u>SPECIAL DISTRICT</u>	An entity of local government generally organized to perform a single function such as street lighting, waterworks, landscape maintenance, and fire departments. Governed either by the Board of Supervisors or locally elected or appointed boards, and their operations are accounted for in separate funds.
<u>STRATEGIC PLAN</u>	Sets forth the purpose, goals, plans, and performance expectations for an organization for a certain period of time.
<u>TAX LEVY</u>	The amount of tax dollars billed to taxpayers based on the tax rate applied to the assessed value.
<u>UNINCORPORATED AREA</u>	The areas of the county outside city limits. Some county services are provided only in unincorporated areas or within cities only on a cost-reimbursement basis. Example: Sheriff's patrol and building inspection.
<u>UNSECURED TAX</u>	Taxes levied on personal business or luxury properties in the county which are not secured by liens on the properties, such as equipment and boats that are not affixed to the property.