

# Glossary of Terms

---

## **ADOPTED BUDGET**

Approved legal spending plan for a fiscal year, which, pursuant to Government Code Section 29088, must be approved by the Board of Supervisors by October 2 of each year.

## **APPROPRIATION**

An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes (an appropriation usually is time limited and must be expended or obligated before that deadline).

## **ASSESSED VALUATION**

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

## **AUDIT**

An examination of financial statements and related documents, records, and accounts for the purpose of determining the propriety of transactions, whether transactions are recorded properly and statements drawn from accounts reflect an accurate picture of financial operations and financial status. Audits may also include reviews of compliance with applicable laws and regulations, economy and efficiency of operations and effectiveness in achieving program results.

## **AUTHORIZED POSITIONS**

The number of permanent full-time and permanent part-time positions authorized by the Board of Supervisors (excludes extra-help), which represents the maximum number of permanent positions that may be filled at any one time.

## **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.

## **CAPITAL PROJECTS**

The County's acquisitions, additions, and improvements to fixed assets; e.g., buildings, building improvements, and land purchases.

## **CONTINGENCY**

A budgetary provision representing that portion of the financing requirement set aside to meet unforeseen expenditure requirements.

## **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.

## **COUNTY FUNDS**

Operating or governmental funds of the County that account for expenditures and revenues in accordance with the funds' purpose. Operating funds of the County and Board-governed special districts are accounted for in the County Budget.

# Glossary of Terms

---

## **COUNTYWIDE GOALS**

Community and organizational goals derived from the County's mission statement and approved by the Board of Supervisors to identify the most important priorities for the County.

## **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.

## **EXPENDITURE**

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

## **EXTRA HELP**

Temporary employees of the County who are not included in the Salary Ordinance and do not receive benefits (i.e., medical, dental, life insurance and paid vacation time).

## **FINAL BUDGET**

Adopted budget adjusted by all revisions throughout the fiscal year as of June 30.

## **FISCAL YEAR**

Twelve-month period for which a budget is prepared, which for El Dorado County is July 1 through June 30.

## **FIXED ASSET**

An asset of long-term character such as land, buildings and equipment exceeding a \$5,000 value, also referred to as "capital asset".

## **FULL TIME EQUIVALENT**

This represents the budgeted number of full time equivalent staffing. A full time equivalent position is equal to 2,080 or 1,950 hours a year (40/37.5 hours/week x 52 weeks). For example: two half-time positions at 20 hours per week equal 1.0 FTE and a position allocated for 32 hours per week in a 40-hour job class equals 0.8 FTE.

## **FUNCTIONAL GROUP**

A categorizing of departments and services by general purpose, including Health and Human Services; Law and Justice; Land Use and Development Services; and General Government.

## **FUND**

An independent fiscal and accounting entity with a self-balancing set of asset, liability, and (usually) budgetary accounts.

# Glossary of Terms

---

## **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.

## **GRANT**

A contribution from one governmental unit to another, usually made for a specific purpose and time period.

## **INTERFUND REIMBURSEMENTS**

Payment received for services rendered to departments in other funds.

## **INTERNAL SERVICE CHARGE**

Annual budgetary charges from servicing departments (such as Auditor-Controller, County Counsel, Facilities), reimbursing costs incurred in the provision of internal County services to the departments receiving the services. For servicing organizations, the reimbursement is reflected as Intrafund Transfers offsetting their Gross Appropriation (from General Fund departments) or as Revenue (from non-General Fund departments). Services provided by these departments include computer support, telephone services and insurance.

## **INTRAFUND CHARGES**

A transfer of costs to the operating units within the same fund.

## **MISSION**

A clear, concise statement of purpose for the entire organization that 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. El Dorado 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**

Total requirements less total sources. This figure represents the part of a budget unit's appropriation that is financed by general purpose revenues, such as property taxes, sales taxes and interest earnings.

## **NON-DEPARTMENTAL**

Expenses, revenues, services, programs or resources that cannot be specifically tied to a single department.

# Glossary of Terms

---

## **ONE-TIME EXPENDITURES**

Used to describe and differentiate non-recurring expenditures from routine ongoing costs within a given budget. Typically, fixed assets are one-time expenditures. This category may also include single-year appropriations for special purposes.

## **OTHER CHARGES**

A payment to an agency, institution or person outside the County government. Example: "Aid to Indigents".

## **PROGRAM**

A defined set of activities that have a common purpose, intended result or target population.

## **REAL PROPERTY**

Land and the structures attached to it.

## **RECOMMENDED BUDGET**

The final working document containing departmental requests and County Administrative Office recommendations for revenues and expenditures for the upcoming fiscal year, presented to the Board of Supervisors for consideration and approval prior to June 30 of each year.

## **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.

## **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 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.

## **SPECIAL FUNDS**

Funds used to account for proceeds from specific revenue sources that are legally restricted as to how the revenues may be spent.

## **STRATEGIC PLAN**

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

# Glossary of Terms

---

## **SUPPLEMENTAL TAX ROLL**

The Supplemental Property Tax Roll is a result of legislation enacted in 1983 and requires an assessment of property when a 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 tax rate on the assessed valuation.

## **UNALLOCATED REVENUES**

Revenues which are for general purposes. Also known as discretionary, unrestricted, or local-purpose revenues.

## **UNFUNDED POSITION**

A vacant, allocated position for which funding is not included in the budget.

## **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.

