

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.

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

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.

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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.

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

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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.

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.

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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.

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.

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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.

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.

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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.

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.

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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.

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.

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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 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.

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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.

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.

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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.

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.

GLOSSARY OF ACRONYMS

ACRONYM	TITLE
AAP	Adoption Assistance Program
ADA	Americans with Disabilities Act or Anti-Drug Abuse
ADAM	Adult Data Automation Module
AEP	Excellence in Procurement
AFDC	Aid to Families with Dependent Children
AFS	Accounting and Fiscal Services
AIK	Aid-In-Kind Program
AIMS	Assessment Information Management System
AOC	Administrative Office of the Courts
AOD	Alcohol and Other Drug Program
APOSS	Automated Point of Sale Systems
APS	Adult Protective Services
ARC	Additional Retirement Credit
AST	Above-Ground Storage Tanks
BERC	Business Environmental Resource Center
BIA	Building Industry Association
BMP	Best Management Practices
BSA	Building Security Attendant
CAFM	Computer Assisted Facilities Management
CAFR	Comprehensive Annual Financial Report
CalMMET	California Multijurisdictional Methamphetamine Enforcement Team
CalWIN	CalWORKs Information Network
CalWORKs	California's Work Opportunity and Responsibilities to Kids
CAPI	Cash Assistance Program for Immigrants
CARB	California Air Resources Board
CBO	Community Based Organization
CCD	Conflict Criminal Defender
CCF	Capital Construction Fund
CCS	California Children's Services
CDFA	California Department of Food and Agriculture

GLOSSARY OF ACRONYMS

ACRONYM	TITLE
CEO	County Executive Office
CEQA	California Environmental Quality Act
CERT	Community Emergency Response Team
CFD	Community Facilities District
CFR	Code of Federal Regulations
CFRA	California Family Rights Act
CHS	Correctional Health Services
CHDP	Child Health and Disability Prevention
CJC	Criminal Justice Cabinet
CJIS	Criminal Justice Information System
CLETS	California Law Enforcement Telecommunications System
CMAQ	Congestion Mitigation and Air Quality
CMID	Construction Management and Inspection Division
CMISP	County Medically Indigent Services Program
CMO	Communications and Media Office
COBRA	Consolidated Omnibus Budget Reconciliation Act
COD	Court Ordered Debt
COLA	Cost of Living Adjustment
COMPASS	Comprehensive Online Management Personnel and Accounting System for Sacramento County
COP	Certificates of Participation
COPS	Citizen's Option for Public Safety or Community Oriented Policing Services
CORTAC	Committee on Reciprocal Tax Accounting in California
CPS	Child Protective Services
CPTP	Community Protection and Treatment Program
CSA	County Service Area or Countywide Services Agency or County Service Area
CSAC	California State Association of Counties
CSCDA	California Statewide Community Development Authority
CSD	County Sanitation District
CSPC	Community Services Planning Council

GLOSSARY OF ACRONYMS

CUBS	Consolidated Utilities Billing and Service
CUPCCAA	California Uniform Public Construction Cost Accounting Act
CVCGCB	California Victim Claims Government Control Board
CWA	Clean Water Act
DCM	Disability Case Management Program
DDC	Dependency Drug Court
DHA	Department of Human Assistance
DHHS	Department of Health and Human Services
DJF	Division of Juvenile Facilities
DJJ	Division of Juvenile Justice (formerly California Youth Authority)
DMA	Disaster Mitigation Act
DMACS	Debt Management and Collection System
DMV	Department of Motor Vehicles
DNA	Deoxyribonucleic Acid
DRA	Detention Risk Assessment Instrument
DOF	Department of Finance
DOT	Department of Transportation
DPS	Department of Personnel Services
DRAI	Detention Risk Assessment Instrument
DRPA	Dispute Resolution Program Act
DRR	Department of Revenue Recovery
DWR	Department of Waste Management and Recycling
EBP	Evidence Based Practices
EBT	Electronic Bank Transfer
ECT	Electro Convulsive Treatment
EDA	Economic Development Administration
EEMP	Environmental Enhancement and Mitigation Program
EHD	Environmental Health Division
EIFDC	Early Intervention Family Drug Court
EIR	Environmental Impact Report

GLOSSARY OF ACRONYMS

ACRONYM	TITLE
EIS	Environmental Impact Statement
EMD	Environmental Management Department
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERAF	Educational Revenue Augmentation Fund
ESS	Employee Self-Service
EVOC	Emergency Vehicle Operations Course
EX	Exempt
EZES	Enterprise Zone Employment System
FAA	Federal Aviation Administration
FAFP	Fixed Asset Financing Program
FC	Foster Care
FCCTP	Family and Children Community Treatment Program
FICA	Federal Insurance Contributions Act
FMLA	Family Medical Leave Act
FOCUS	Full On Line Customer Utility Solutions
FOG	Fats, Oils and Grease
FPARE	Department of Facility Planning, Architecture and Real Estate
FSET	Food Stamp Employment and Training
FTE	Full Time Equivalent
FTP	Failure to Pay
GA	General Assistance
GAAP	Generally Accepted Accounting Principles
GIS	Geographic Information System
GASB	Governmental Accounting Standards Board
GATE	General Assistance Training and Employment
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GPS	Gateway Psychiatric Services, Global Positioning System

GLOSSARY OF ACRONYMS

ACRONYM	TITLE
GWSS	Glassy Winged Sharpshooter (bird)
HAVA	Help American Vote Act
HIPAA	Health Insurance Portability and Accountability Act
HIV	Human Immune Deficiency Virus
HOPWA	Housing Opportunities for Persons with AIDS
HSA	Health Savings Account Plan
HSIS	Human Services Information System
HVAC	Heating, Ventilation, Air Conditioning
IDP	Indigent Defense Program
IFS	Infrastructure Finance Section
IHSS	In Home Supportive Services
IJIS	Integrated Justice Information System
IRSS	Investor Responsibility Support Services
ISA	Internal Services Agency
IT	Information Technology
ITPB	Information Technology Policy Board
JIMS	Jail Inmate Management System
JPA	Joint Powers Agreement
JWP	Juvenile Work Project
Kin-GAP	Kinship Guardian Assistance Payment
LAFCo	Local Agency Formation Commission
LAIF	Local Agency Investment Fund
LAN	Local Area Network
LDSIR	Land Division and Site Improvement Review
LHCF	Licensed Health Care Facilities
LRA	Legal Research Assistant
LT	Limited-Term
MA	Medical Assistance
MC	Medi-Cal
MCC	Mather Community Campus

GLOSSARY OF ACRONYMS

ACRONYM	TITLE
MHEOP	Multi-Hazard Emergency Operations Plan
MHSA	Mental Health Services Act
MI	Motivational Interviewing
MICR	Magnetic Ink Character Recognition
MIOCR	Mentally 3 Offenders Crime Reduction
MIS	Management Information System
MOE	Maintenance of Effort
MOU	Memorandum of Understanding
MSA	Municipal Services Agency
MST	Multi-System Therapy
NAB	Neighborhood Accountability Board
NEPA	National Environmental Policy Act
NIMS	National Incident Management System
OCIP	Owner Controlled Insurance Program
OCIT	Office of Communication & Information Technology
OCJJP	Office of Criminal Justice Juvenile Program
OPED	Other Post Employee Benefit
PACT	Positive Achievement Change Tool
PB	Pre Baseline
PBID	Property and Business Improvement District
PbS	Performance-based Standards
PERB	Public Employees' Relations Board
PFFP	Public Facilities Financing Plan
POB	Pension Obligation Bond
POP	Problem Oriented Policing
PPO	Preferred Provider Organization
PUC	Public Utility Commission
QGH	Quality Group Homes
QSC	Quality Steering Committee
RCA	Refugee Cash Assistance

GLOSSARY OF ACRONYMS

ACRONYM	TITLE
RCCC	Rio Cosumnes Correctional Center
REACH	Redwood Empire Air Care Helicopter
REIT	Real Estate Investment Trust
RFB	Request for Bid
RFI	Request for Information
RFP	Request For Proposal
RJUHSD	Roseville Joint Union High School District
RRAMP	Records Retention and Management Program
RSVP	Retired and Senior Volunteer Program
SACBO	Sacramento Association of Community Based Organizations
SACOG	Sacramento Area Council of Governments
SACRS	State Association of County Retirement Systems
SACTO	Sacramento Area Commerce and Trade Organization
SAFCA	Sacramento Area Flood Control Agency
SAP	Products in Data Processing
SAS	Senior and Adult Services
SCARPA	Sacramento County Agenda and Record Processing Application
SCBDA	Sacramento County Budget Development Application
SCBR	Sacramento County Boys Ranch
SCERS	Sacramento County Employees' Retirement System
SCMHTC	Sacramento County Mental Health Treatment Center
SDSS	State Department of Social Services
SED	Seriously Emotionally Disturbed
SEMS	Standardized Emergency Management Systems
SETA	Sacramento Employment and Training Agency
SHRA	Sacramento Housing and Redevelopment Agency
SMAC	Sacramento Metropolitan Arts Commission
SMAQMD	Sacramento Metropolitan Air Quality Management District
SMUD	Sacramento Municipal Utility District
SNS	Senior Nutrition Services Program also known as "Meals on Wheels"

GLOSSARY OF ACRONYMS

ACRONYM	TITLE
SOI	Spheres of Influence
SPA	Special Planning Area
SPLA	Sacramento Public Library Authority
SQL	Structured Query Language
SRA	Salary Resolution Amendment
SRCSD	Sacramento Regional County Sanitation District
SSD	Sacramento Sheriff Department
SSI/SSP	Supplemental Security Income / State Supplementary Payment
START	Students Today Achieving Results for Tomorrow or Sacramento Training and Response Team
STD	Sexually Transmitted Disease
SWA	Solid Waste Authority
SWIC	Services and Workplace Improvements Coalition
TANF	Temporary Assistance to Needy Families
TB	Tuberculosis
TEA-21	Transportation Equity Act of the 21 st Century
TEFRA	Tax Equity And Financial Responsibility Act
THP	Transitional Housing Program
TLS	Tobacco Litigation Settlement
TOT	Transient Occupancy Tax
TPA	Third Party Administrator
TPS	Teaching Pro-Social Skills
TQM	Total Quality Management
TR	Technical Resources
TRAN	Tax and Revenue Anticipation Note
TRG	Technical Review Group
UAAL	Unfunded Actuarial Accrued Liability
USDA	United States Department of Agriculture
VLF	Vehicle License Fees
VoIP	Voice Over Internet Protocol

GLOSSARY OF ACRONYMS

ACRONYM	TITLE
VOP	Voice Over Protocol or Violation of Parole/Probation
VRE	Voter Registration and Elections
WAN	Wide Area Network
WEAVE	Women Escaping a Violent Environment
WETYC	Warren E. Thornton Youth Center
WIC	Welfare and Institutions Code (state)
WTW	Welfare to Work
YDF	Youth Detention Facility