

Glossary

Accounting System - A system of financial record-keeping, which records, classifies, and reports information on the financial status and operation of an organization.

Accrual Basis - A method of accounting in which item is entered as it is earned or incurred regardless of when actual payments are received or made.

Adopted Budget - The budget approved by the City Council.

Ad Valorem Tax - A tax paid on the fair market value of real property (land and buildings) and personal property (business equipment). The property appraiser determines the value of all taxable real property.

Amortization - The reduction of the value of an asset by prorating its cost over a period of years.

Annual Budget - An estimate of expenditures for specific purposes during the fiscal year (October 1 - September 30) and the estimated revenues for financing those activities.

Assessed Valuation - A valuation set upon real estate or personal property by the County's Property Appraiser and the State as a basis for levying taxes.

Balanced Budget - This occurs when the total sum of money a government collects in a year is equal to the amount it spends on goods, services, and debt interest.

Budget Calendar - The schedule of key dates or milestones, which a government follows in the preparation and adoption of the budget.

Budget Message - A general discussion of the recommended budget as presented in writing by the City's Management.

Budget Transfer - A budgetary transaction, which modifies the adopted line item appropriations within a budget.

Capital Expenditures - Consistent with the CAFR: Property, plant and equipment with initial, individual costs that equal or exceed \$1,000 and have estimated useful lives of over one year. Roads, bridges, and sidewalks are capitalized when their initial costs equal or exceed \$25,000 and have estimated useful lives of more than one year.

Charges for Services - (Also called User Charges or Fees) The charge for goods or services provided by local government to those private individuals who receive the service. Such charges reduce the reliance on property tax funding.

Contingency - An appropriation of funds to cover unforeseen events that occur during the fiscal year.

Community Redevelopment Area (CRA) - The Community Redevelopment Act provides Florida cities with the ability to designate "community redevelopment areas". Through special funding tools, such as tax increment financing and grants, the CRA is able to complete special projects that include the development of recreation and open space and streetscape improvements. The CRA is also committed to assisting businesses and developers upgrade their buildings and design developments that capitalize on the city's historic assets.

Debt Policy - The City philosophy on handling and issuing debt.

Department - An organizational unit, comprised of one or more programs, responsible for carrying out a major governmental function.

Depreciation - The periodic cost assigned for the reduction in usefulness and value of a long-term tangible asset.

Designation - Monies designated for a specific use, however, not reserved (legally bound).

Effectiveness - A performance measure used to determine the extent to which the service has been achieved or customers are satisfied with the service.

Encumbrance - An obligation in the form of a purchase order, contract, or formal agreement, which is chargeable to an appropriation and for which a part of the appropriation is reserved. The obligation ceases to be an encumbrance when the obligation is paid.

Enterprise Fund - A fund established to account for operations in a manner similar to private business enterprise. The intent is that the full cost of providing the goods and services, is to be financed primarily through charges and fees, thus removing the expense from the tax rate.

Essential Priorities - Long-term and Short-term critical priorities that have been identified and approved by City Council.

Expenditure - The amount of money actually paid or obligated for payment from City funds.

Fiscal Year - The twelve-month financial period used by the City which begins October 1 and ends September 30 for the following calendar year. The year is represented by the date on which it ends. Example October 1, 1996 to September 30, 1997 would be Fiscal Year 1997 (FY 97).

FTE - *Full Time Equivalent* position, which is calculated on the basis of the number of hours that a position is budgeted.

Fund - An accounting entity that has a set of self-balancing accounts and that records all financial transactions or specific activities of government functions.

Fund Balance - Surplus of income over expenditures within a fund, which is carried over from prior years and appropriated in the budget to support anticipated expenditures.

Generally Accepted Accounting Principles (GAAP) – Widely accepted set of rules, conventions, standards, and procedures for reporting financial information, as established by the Financial Accounting Standards Board.

GO Bond - municipal bond backed by the credit and “taxing power” of the issuing jurisdiction rather than the revenue from a given project.

General Fund - The general operating fund of the City supported by taxes and fees. The General Fund is used to account for all financial resources, except those required to be account for in another fund.

License and Permit Fees - A charge for specific items as required and approved by local and state regulations.

Major Service(s) - A single activity or set of activities that contribute to the accomplishment of the program and its effectiveness.

Millage Rate - The rate at which real and personal property is taxed, with one mill equal to \$1.00 per \$1,000 of assessed taxable value. For example, a property tax rate of 3.55 would mean a tax of \$3.55 per \$1,000 of assessed value.

Mission Statement - The purpose or goal of the program or department.

Modified Accrual - A mixture of the cash and accrual basis of accounting. Revenues are recognized when they are susceptible to accrual, i.e., both measurable and available to finance expenditures of the current period. Expenditures are recorded on the accrual basis because they are measurable when incurred.

Operating Budget - The plan for revenues and expenditures necessary to support the administrative and service functions of the City.

Performance Measures - Indicators that are used to quantify the status or progress of each service provided.

Program - A "business" consisting of budgetary and personnel resources which produce a desired outcome for their internal and/or external customers.

Program Highlights - A brief description of the program, which may include service(s) provided to customers, suppliers, legal mandates, special features or accomplishments, and descriptions of upcoming capital projects.

Program Resources - The necessary expenditures required to accomplish the defined program. These costs include personal services, operating expenses, capital outlay, and contributions.

Personal Services Expense - Expense for salaries, wages, taxes, workers compensation, health/life insurance and retirement contributions provided to employees of the City

Proprietary Funds - Funds used to account for activities that are similar to those often found in the private sector, and are not meant to be exhausted within a specific time period. Examples are Enterprise funds, and Internal Service funds.

Rollback Millage Rate - The tax rate which produces the same amount of taxes as levied in the prior year when calculated against the current year's tax base exclusive of new construction

Scorecard - An evaluation tool utilized to communicate one's proficiency and effectiveness of their job performance. It outlines the critical priorities that must be achieved within the fiscal year, performance measures and other goals that have been identified.

TRIM - *Truth in Millage* a specific method of calculating the tax rate, form of notice to advise the public of proposed taxes for various taxing authorities, and public hearing and advertisement requirements to adopt final budgets and millage rates.

Unreserved Fund Balance - All funds within the fund balance, which may be legally used for future expenditures. These balances include both the designated and undesignated fund balances.

User (Fees) Charges - The payment of a fee for direct receipt of a public service by those individuals benefiting from the services.

Workload - The amount of work accomplished or services provided over a given period of time.

Workplan - Project listing, descriptions and corresponding timelines for planning, design, construction, starting and completing the projects.



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