

GLOSSARY OF TERMS

Accrual basis of Accounting – A method of accounting that recognizes the financial effect of transactions, events and interfund activities when they occur, regardless of the timing of related cash flows.

Adopted Budget – The financial plan adopted by the County Board, which forms the basis for appropriations.

Appropriation – A legal authorization granted by a legislative body (County Board) to make expenditures and incur obligations for designated purposes.

Appropriation Category – Five summary classifications of expenditures made by the County.

Personnel Services – Includes costs relating to employees or temporary help, including fringe benefits.

Commodities – Consists of costs relating to articles of a non-durable nature, such as office supplies.

Contractual Services – Costs for work performed by vendors for the County.

Capital Outlay - Expenditures which result in the acquisition of or addition to fixed assets which are individually priced more than \$5,000.00.

Bond & Debt Services – The amount of money required to pay principal and interest on outstanding bond issues.

Assessed Valuation (A.V.) – A valuation set upon real estate or other property by a government as a basis for levying taxes.

Authorized Headcount – The total inventory of department positions. Authorized headcount is adopted via resolution.

Balanced Budget – The instance where total resources in a fund equal the total of expenditures and requirements for that fund.

Beginning Fund Balance – As shown in the budget, an amount representing the balance remaining at the end of the previous fiscal year; the total of resources received less the amount spent.

Bond – A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

Budget – A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

Budget message – A message prepared by the DuPage County Board Chairman explaining the annual proposed budget, articulating the strategies and budget packages to achieve the County's goals and identifying budget impacts and changes. Typically, the Chairman delivers the budget message at the first meeting of the County Board in October.

Budget Process – The process of translating planning and programming decisions into specific financial plans.

Budget Transfer – A change of appropriation level for a line item account within a fund or department. Budget transfers increase one line item while decreasing another. Transfers between appropriation categories or in excess of \$10,000.00 require County Board approval.

Budgeted Positions – The number of positions actually funded by appropriation. The number of budgeted positions may be lower than authorized headcount.

Capital Budget – A plan of proposed capital expenditures and the means of financing them. The capital budget is enacted as part of the Adopted Budget, which includes both operating and capital outlays.

Capital Project Fund – Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities.

Cash Basis of Accounting – Basis of accounting that recognizes transactions or events when related cash amounts are received or disbursed.

Committees – The County has 13 standing committees. Each conducts the business of assigned department(s).

Contingency – Budget for expenditures, which cannot be placed in departmental budgets, primarily due to uncertainty about the level or timing of expenditures when the budget is adopted. Some funds are earmarked for specific projects and the balance is unearmarked for unanticipated expenditures.

Corporate Fund – The chief operating fund which is used to account for revenues and expenditures necessary to carry out basic governmental activities such as administration, legal and judicial, public health and safety, property assessment and tax collection. The Corporate Fund is used to account for all financial resources except those required to be accounted for in another fund.

Cost Allocation – The assignment of a share of a cost to one or more operating funds in the County to account for actual costs to operate.

County Board – The DuPage County Board is the County's governing body. It is composed of 18 members from 6 districts elected to staggered four-year terms and 1 Chairman elected County-wide for a four-year term.

Current Budget – See Modified Budget.

Debt Service Fund – Governmental fund type, used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Delinquent Taxes – Taxes remaining unpaid on or after the date on which a penalty for nonpayment is attached.

Department – The basic organizational unit of county government charged with the responsibility for carrying out a specific function.

Effectiveness Indicators – Measurements of the impact and quality of a service.

Encumbrances – Commitments related to unperformed contracts for goods or services used in budgeting. Encumbrances are not expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

Ending Fund Balance – As shown in the budget, an amount representing the difference between the resources received by the fund compared to the amount spent in the fund. Becomes the subsequent year's beginning balance.

Enterprise Fund – A type of proprietary fund used to account for activities that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or where the governing body has decided that periodic determination of net income is appropriate for accountability purposes. Examples of enterprise funds in DuPage County are the Convalescent Center and Public Works.

Equalized Assessed Value – The assessed value multiplied by the State equalization factor to yield the value of property from which the property tax rate is calculated after deducting exemptions and the value of tax increment financing districts.

Expenditure – The outflow of funds paid or to be paid for an asset or goods and services.

Fiscal Year – A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and results of operations. The County of DuPage's fiscal year begins each December 1st and ends the following November 30th. The term FY2005 denotes the fiscal year beginning December 1, 2004 and ending November 30, 2005.

FTE – Acronym for full time equivalent, a measurement of staffing. One FTE is a 37.5 hour per week position. A part-time position working 20 hours per week would be ½ FTE.

Fixed Asset – Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

Full Accrual Basis – The basis of accounting under which transactions and events are recognized as revenues or expenses when they occur, regardless of the timing of related cash flows.

Fund – A fiscal and accounting entity with a self-balancing set of accounts. These accounts record cash and other financial resources, together with all related liabilities and residual equities or balances, and changes. The entity is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. In DuPage County, funds are classified into six types: Corporate, Special Revenue, Enterprise, Grants, Capital Projects and Debt Service.

Fund Balance – The excess of the assets of a fund over its liabilities and reserves. In the case of budgetary accounting it represents the excess of the fund's assets and estimated revenues over its liabilities, reserves and appropriations for the budgetary period.

Fund Transfer – The movement of monies from one fund to another. Fund transfers must have County Board approval, generally via resolution. Fund transfers are not necessarily appropriated.

GAAP – Generally Accepted Accounting Principles. Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of the County.

GASB – Acronym for Government Accounting Standards Board, an independent, non-profit agency responsible for the promulgation of accounting and financial reporting procedures for governmental entities.

General (Corporate) Fund – The general fund is one of five governmental fund types and typically serves as the chief operating fund of a government. The general fund is used to account for all financial resources except those required to be account for in another fund.

General Obligation (GO) Bonds – Bonds that are to be repaid from taxes and other general revenues.

Goal – A broadly defined, central aim of an organization. Goals state long-term objectives. Specifying and prioritizing goals are important steps in setting an organizational strategy.

Governmental Funds – funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general or corporate fund, special revenue funds, debt service funds, capital project funds and permanent funds.

Impact Fees – Fees charges to developers to cover the cost of improvements borne by the County that will result from the development.

Interfund Transfer – The movement of money between funds of the same government entity. The transfer will be a resource in the receiving fund and an operating requirement in the transmitting fund.

Internal Service Fund – Proprietary fund type that may be used to report any activity that provides goods or services to other funds, departments or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis.

Mission – A short description of the scope and purpose of the County and/or a County department.

Modified Accrual Accounting – The basis of accounting under which revenues are recorded when they become both measurable and available to finance expenditures of the current period. Expenditures are recorded when the related fund liability is incurred, except for compensated absences that are not expected to be liquidated with expendable available resources, and debt-service on long term debt.

Modified Budget – The difference between the County Board approved budget plus or minus any authorized budget transfers. Also referred to as Current Budget.

Object – A term used in connection with the classification of expenditures. The article purchased or the service obtained, rather than the purpose for which the article or service was purchased or obtained.

Objective – Describes something to be accomplished in specific, well-defined and measurable terms and achievable within a specific time-frame.

Operating Budget – Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of the County are controlled.

Ordinance – A formal legislative enactment by the governing board of a municipality or county. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality or county to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status.

Organization – Major department division.

Performance Measurement – A quantification of the effectiveness and efficiency with which program objectives have been accomplished.

Projections – Estimates of outlay, receipts, or other amounts that extend several years into the future. Projections generally are intended to indicate the budgetary implications of continuing or proposing programs and policy for an indefinite period of time.

Proprietary Fund – Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

Revenues – Funds received from various sources and treated as income, used to fund authorized expenditures.

Special Revenue Fund – A governmental fund type used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.