

ACRONYMS

ADA	Americans with Disabilities Act
AED	Automated External Defibrillator
ALOP	Alternative Learning Opportunities Program
AOIC	Administrative Office of the Illinois Courts
ARRA	American Recovery & Reinvestment Act of 2009
ATM	Automated Teller Machine
AV	Assessed Valuation
BABS	Build America Bonds
BMP	Best Management Practices
BNSF	Burlington Northern Santa-Fe Railway
CAD	Computer Aided Design
CAFR	Comprehensive Annual Financial Report
CC	Convalescent Center
CCC	Clerk of the Circuit Court
CD	Compact Disc
CDC	Community Development Commission
CLE	Continuing Legal Education
CIP	Capital Improvement Program
CMAP	Chicago Metropolitan Agency for Planning
COD	College of DuPage
COLA	Cost of Living Adjustment
COOP	Continuity of Operations Plan
CPI	Consumer Price Index
CPR	Cardiovascular Pulmonary Resuscitation
CSBG	Community Service Block Grant
CST	County Sales Tax
CT	County Tax
DASA	Division of Alcoholism & Substance Abuse
DCACC	DuPage County Animal Care & Control
DCEO	Department of Commerce & Economic Opportunity
DCFS	Department of Children & Family Services
DHS	Illinois Department of Human Services
DOT	Department of Transportation
DPC	DuPage County, Illinois
DUI	Driving Under the Influence
DVD	Digital Video Disc
EOC	Emergency Operations Center
ERP	Enterprise Resource Planning
EAV	Estimated Assessed Value
EDP	Department of Economic Development & Planning
ETSB	Emergency Telephone Systems Board
FASB	Financial Accounting Standards Board
FCC	Federal Communication Commission
FEMA	Federal Emergency Management Agency
FOIA	Freedom of Information Act
FTE	Full Time Equivalent
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principals
GASB	Government Accounting Standards Board
GFOA	Government Finance Officer's Association
GIS	Geographic Information Systems
GO	General Obligation
GPS	Global Positioning Satellite

ACRONYMS (continued)

HFS.....	Illinois Department of Healthcare & Family Services
HOME.....	HOME Grant Program
HSGF.....	Human Services Grant Fund
HTHW.....	High Temperature Hot Water
HUD.....	Housing & Urban Development
HVAC.....	Heating, Ventilation, and Air Conditioning
I & R.....	Information & Referral
IDOL.....	Illinois Department of Labor
IEMA.....	Illinois Emergency Management Agency
IEPA.....	Illinois Environmental Protection Agency
ILCS.....	Illinois Compiled Statutes
IMRF.....	Illinois Municipal Retirement Fund
JOF.....	Judicial Office Facility
JTK.....	Jack T. Knuepfer
IDPH.....	Illinois Department of Public Health
IL-DOR.....	Illinois Department of Revenue
IPS.....	Intensive Probation Services
IT.....	Information Technology
KNL.....	Knollwood Wastewater Treatment Plan
LAN.....	Local Area Network
LEED.....	Leadership in Energy and Environmental Design
LIHEAP.....	Low-Income Home Energy Assistance Program
MFT.....	Motor Fuel Tax
MICAP.....	Mental Illness Court Alternative Program
MST.....	Multi-Systemic Treatment Services
NIGP.....	National Institute of Governmental Purchasing
NOAA.....	National Oceanic & Atmospheric Administration
O&M.....	Operations & Maintenance
OHSEM.....	Office of Homeland Security and Emergency Management
PTELL.....	Property Tax Extension Law Limit
PO.....	Purchase Order
PW.....	Public Works
RETD.....	Real Estate Transfer Declaration
RFP.....	Request for Proposal
ROW.....	Right of Way
RTA.....	Regional Transportation Authority
RZDB.....	Recovery Zone Development Bonds
TIF.....	Tax Increment Financing
ROE.....	Regional Office of Education
RZ.....	Recovery Zone
SAO.....	State's Attorney's Office
SCAAP.....	State Criminal Alien Assistance Program
SOA.....	Supervisor of Assessments
SSA.....	Special Service Area
SWAP.....	Sheriff's Work Alternative Program
TQM.....	Total Quality Management
TRAC.....	The Real Answer to the Canadian National
VAC.....	Veteran's Assistance Commission
WGV.....	Woodridge Green Valley Wastewater Treatment Plan
WOCIT.....	West O'Hare Corridor Implementation Team
ZBA.....	Zoning Board of Appeals

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.

Activity Measures - A measurement of departmental activity, such as the number of traffic tickets written within a specified time period. Also may be referred to as workload measures.

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

Ad Valorem tax – A tax based on the value of real estate or personal property.

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

Appropriation Category – Six 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.

Cash Transfers – Transfers made by the Treasurer from a fund's cash balance.

A.R.R.A. – American Recovery and Reinvestment Act of 2009. A.R.R.A. is an economic stimulus package enacted by Congress in February 2009 intended to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and to stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

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. Authorized headcount may or may not be budgeted or projected to be filled in a given fiscal year.

Balanced Budget – The instance where total resources in a fund equal the total of expenditures and requirements for that fund. A budget can be balanced on either a cash or accrual basis.

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 to achieve the County's goals and identifying budget impacts and changes. According to County Board Rules, the Chairman must deliver the budget message to the County Board no later than September 15th.

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.

Build America Bonds – a.k.a. BABS - A federal bond program, similar to the Recovery Zone DB, but offers a reduced federal subsidy of 35% credit and does not have a bond amount cap. See Recovery Zone Bonds for more details.

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 – see **General 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 County Board is DuPage 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. The ending fund balance 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. An example of enterprise funds in DuPage County is the Public Works Fund.

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.

ERP – Enterprise Resource Planning - is an integrated computer-based system used to manage internal and external resources, including tangible assets, financial resources, materials, and human resources. Its purpose is to facilitate the flow of information between all business functions inside the boundaries of the organization and manage the connections to outside stakeholders. Built on a centralized database and normally utilizing a common computing platform, ERP systems consolidate all business operations into a uniform and enterprise-wide system environment.

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.

Function – A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible. DuPage County categorizes its budget and expenditures into several categories, including: Public Safety, Transportation & Economic Development, Environmental & Land Management, Health & Human Services, Education, General Government and Agency Support.

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

PTELL (Property Tax Extension Law Limit) – This law was effective for the 1991 levy year (taxes collected in 1992). The law was designed to limit increases in property tax extensions (total taxes billed) for non-home rule taxing districts in Illinois. Increases in property tax extensions are limited to the lesser of 5% or the increase in the national Consumer Price Index (CPI) for the year preceding the levy year. The limitation can be increased for a taxing body with voter approval.

Recovery Zone Bonds (a.k.a. R.Z. Bonds) - The American Recovery & Reinvestment Act of 2009 (ARRA) created several new types of tax-exempt bonds and tax credit bonds under the

Internal Revenue Code. Of particular note, the ARRA created new tax incentives for certain taxable governmental bonds called Build America Bonds (BABS) and Recovery Zone Economic Development Bonds whereby the governmental issuer of such bonds may elect (in lieu of issuing tax-exempt bonds) to receive a direct refundable credit payment from the Federal government equal to a percentage of the interest payments on these bonds.

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.

Strategic Plan - An organization's process of defining its strategy or direction, and making decisions on allocating its resources to pursue this strategy, including its capital and people.

Tax Increment Financing (TIF) – Financing secured by the anticipated incremental increase in tax revenues, resulting from the redevelopment of an area.

TIF – See tax increment financing

Workload Measures – A measurement of departmental activity, such as the number of traffic tickets written within a specified time period. Also may be referred to as activity measures.