Appendix

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JOSEPHINE COUNTY, OREGON
Glossary of Budget Terms

Adopted Budget: The annual budget document as approved by the budget committee and then adopted by the Board of County Commissioners.

Appropriation: An act (ordinance or resolution) of a governing body (such as the Board of County Commissioners) authorizing the expenditure of money for specific purposes. Also, the money so authorized.

Assessed Valuation: A valuation set upon real estate or other property by the County Assessor and the state as a basis for levying taxes. This amount is multiplied by the tax rate to determine the total amount of property taxes to be collected.

Beginning Fund Balance: Resources received by the County during previous fiscal years which are being included in the resources applied to meet the estimated operating costs of the current fiscal year

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

Budget: A policy statement detailing an entity's plan for the attainment of stated goals during a specified period. This includes estimates of required expenditures and anticipated revenues necessary to carry out stated goals.

Budget Committee: The budget planning board of an entity. It is comprised of the Board of County Commissioners and three appointed Josephine County Residents.

CAFR: Comprehensive Annual Financial Report. This is the County's annual report containing audited financial statements, comparison of actual to budget information and statistical data.

Capital Outlay: The expenditure category incorporating all property and equipment expenditures in excess of $5,000 with a useful life of more than one year. This includes, but is not limited to, land purchases, the purchase, improvement, or renovations of county facilities, and the acquisition of county equipment.

Capital Projects: Activities resulting in the acquisition of or improvement of major capital items such as land, buildings and county facilities.

Capital Project Funds: Funds used to account for the financial resources to be used for the acquisition of or construction of major capital items.

Charges for Services: A charge imposed by a County department for services rendered to the public. Charges are imposed in order to insure that those citizens receiving the service pay at least a portion of the cost of providing the service.

Contingency: An expenditure classification for those funds reserved to meet unanticipated demands and expenses.

Debt Service: Payment of principal and interest on a long-term obligation.

Debt Service Funds: Funds used to account for the accumulation of resources for, and payment of long-term obligations.

Department Generated Revenues: Monies directly generated by departments as a result of the services provided by the department in the form of charges for services, sale of licenses and permits, fines, intergovernmental grants and shared revenues, or donations and other miscellaneous revenues.

Enterprise Funds: Funds used to account for the operations that are financed and operated in a manner similar to those of private business enterprises. The intent is that the costs of providing goods and/or services to the general public on a continuing basis be financed or recovered primarily through user charges.

JOSEPHINE COUNTY, OREGON
Glossary of Budget Terms

Expendable Trust Fund: A fund used to account for resources received and held by the County in a fiduciary capacity. It is permitted to expend, or spend, the trust corpus, or body. Due to the nature of the purpose of the funds they are accounted for in essentially the same manner as governmental funds.

Expenditure: In fund accounting, a disbursement of cash or a liability incurred for operations, capital outlay, or other requirement during a budget period.

Fines & Forfeitures: Revenues collected as fines for the violation of laws, rules or regulations, and revenues received due to the forfeiture by an individual of an asset to the County.

Fiscal Year: The twelve-month period from July 1 to June 30 for which the annual budget of the County is prepared and adopted.

Fixed Asset: Assets with a life expectancy in excess of one year, such as land, buildings, furniture and other equipment.

FTE (Full-time Equivalent): This term is used in the budget to designate the equivalent of one full-time employee. One FTE is equivalent to one full-time employee or any combination of part-time employees whose employment percentages total 100%.

Fund: A fiscal entity consisting of a self-balancing set of accounts that are segregated from other funds for the purpose of fulfilling specific activities or attaining specific objectives in accordance with regulations, restrictions, or limitations. A fund is also an available quantity of financial resources.

GAAP: Generally Accepted Accounting Principles.

General Fund: A fund established for the purpose of accounting for all financial resources and liabilities of the County except those required to be accounted for in other funds by special regulations, restrictions, or limitations.

Interfund Transfers: An expenditure and revenue classification for those expenses charged to one fund by another fund for materials or services rendered or for receipt of monies for specific programs or services.

Intergovernmental Revenues: A revenue category to record the receipt of grants and shared revenues received from another governmental entity.

Internal Service Funds: Funds used to account for the operations of departments or programs that provide services and products primarily to other County departments or programs.

Internal Service Fund Charges: An expenditure classification for those expenses charged by an Internal Service Fund to a department or program for services.

Licenses & Permits: A revenue classification used to record the monies received from the sales of licenses and permits.

Materials and Services: An expenditure classification including major non-capital, non-personnel expenditures. These include expenses for travel and training, operations, data processing, property, equipment, and contracted services.

Miscellaneous Revenues: A revenue classification used to record revenues that do not meet the definition of other revenue classifications. These include interest earned on fund balances.

Non-Expendable Trust Fund: A fund used to account for resources received by the County in a fiduciary capacity. The only amount that may be expended is the interest earned on the principal. The body of the trust, or the corpus, must remain intact.

JOSEPHINE COUNTY, OREGON
Glossary of Budget Terms

O & C Revenues: Revenues received by the county from the federal government for timber harvested on federal government land formerly belonging to the Oregon and California Railroad. This is the primary source of revenue for Josephine County's public safety programs. Beginning in 1994-95, O & C Funds were no longer linked to the timber harvest, and were guaranteed by the federal government in a federal safety net program for five years. In October 2000, Congress passed PL 106-393 which guaranteed payment of the safety net money through the County's fiscal year 2006-07. In May 2007, the funding was extended for one more year, through the County's fiscal year 2007-08. See budget message for a more detailed explanation.

Operating Budget: The portion of the Josephine County annual budget that applies to expenditures other than capital outlays, debt service, transfers, contingency, and ending fund balance.

Personal Services: An expenditure classification used to account for the costs of employees. This classification includes salaries and wages and employer paid benefits.

Program: A group of related activities performed by one or more organized units for the purpose of accomplishing a function for which the county is responsible.

Requirements: A budget term used for all budgeted uses of monies in a fund during a fiscal period. It includes budgeted expenditures, interfund transfers, contingencies and balances budgeted to be carried over to the next fiscal period. Requirements must be equal to Resources (see next definition) in order for a fund's budget to be in balance.

Resources: Total monies available during a budget period. This includes the estimated balances on hand at the beginning of the budgetary period plus all revenues anticipated being collected.

Revenue: Monies received during the budgetary period to finance County services.

Special Revenue Funds: Funds established for the purpose of accounting for all financial resources and liabilities which, because of special regulations, restrictions, or limitations, must be segregated from other funds.

Supplemental Budget: An amendment, made by the governing body, to the adopted budget to meet unexpected needs or to authorize the expenditure of revenues, which were not anticipated at the time the regular budget, was adopted.

Tax Levy: The total amount eligible to be raised by general property taxes.

Tax Rate: The amount of tax levied for each $1,000 of assessed valuation. The assessed valuation is multiplied by the tax rate to determine the total tax dollars levied.

Unappropriated Ending Fund Balance: A budget classification for those funds not appropriated for any purpose and reserved for subsequent fiscal years. This may include specific reserves for buildings or equipment or may be generally reserved funds for no specific purpose.

JOSEPHINE COUNTY, OREGON
Glossary of Acronyms

BCC	Board of County Commissioners
BFB	Beginning Fund Balance
BLM	Bureau of Land Management
BOM	Building Operations & Maintenance
BoPTA	Board of Property Tax Appeals
CAMI	Child Abuse Multidisciplinary Intervention
CAFFA	County Assessment Function Funding Assistance
CASA	Court Appointed Special Advocate
CDBG	Community Development Block Grant
COLA	Cost of Living Adjustment
CS	Casual & Seasonal Employees
DEA	Drug Enforcement Administration
DEQ	Department of Environmental Quality
DOC	Department of Corrections
DOE	Department of Education
DOR	Department of Revenue
FAA	Federal Aviation Administration
FTE	Full Time Equivalent
GIS	Geographic Information System
HR	Human Resources
ISF	Administrative Internal Service Fund
IT	Information Technology
LID	Local Improvement District
MCU	Major Crimes Unit
NVIP	North Valley Industrial Park
O&C	Oregon and California Railroad
ODOT	Oregon Department of Transportation
ORMAP	Oregon Map
ORS	Oregon Revised Statutes
OSP	Oregon State Police
OTIA	Oregon Transportation Investment Act
OYA	Oregon Youth Authority
PEG	Public, Educational and Government
PERS	Public Employees Retirement System
SAMHSA	Substance Abuse and Mental Health Services Administration
USFS	United States Forest Service
VSO	Veterans Service Office