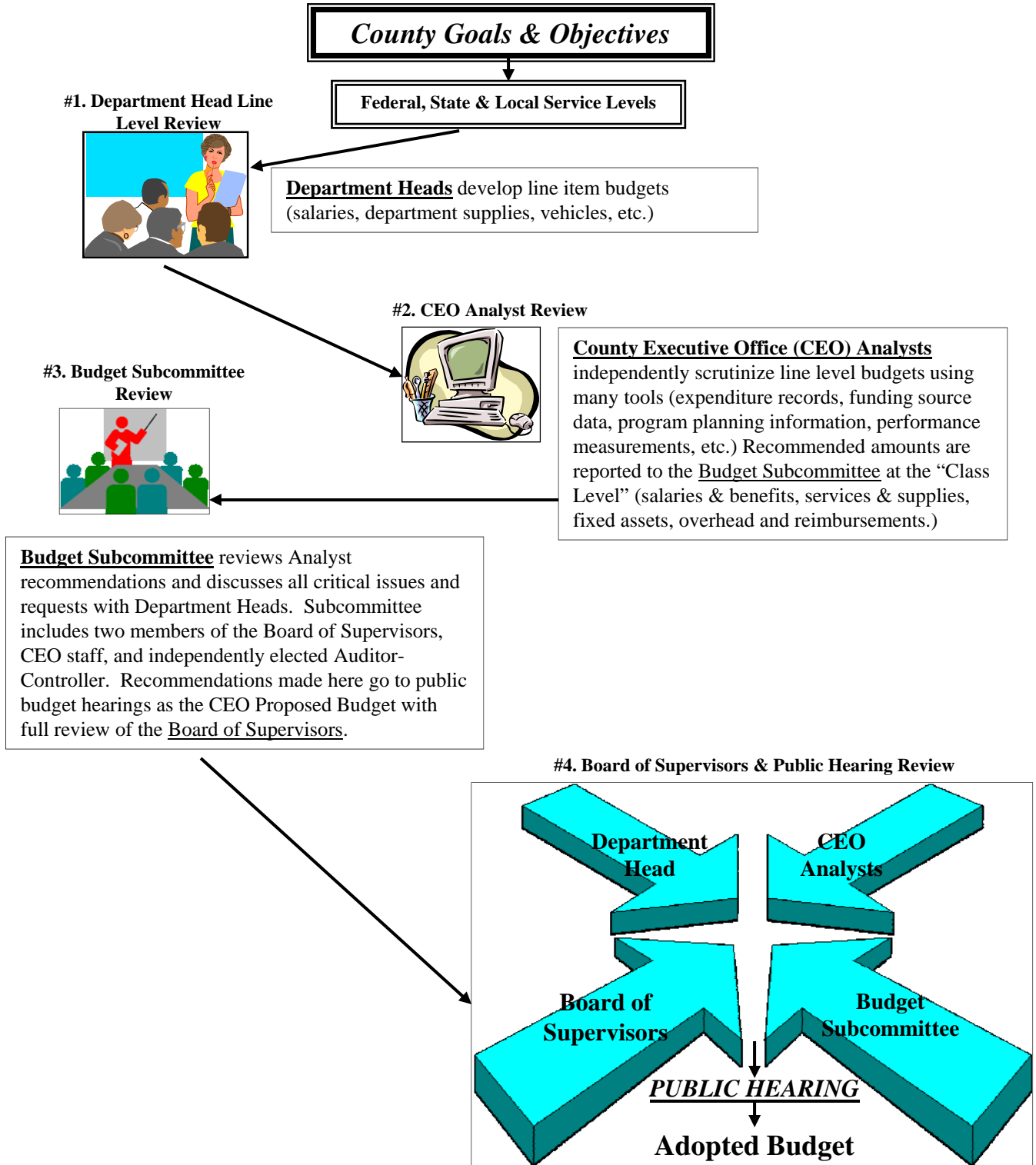


# Budget Development Process

## *Four Levels of Review*



**Schedule of Revenue and Expenditure Budget Detail by Service Budget Unit and Fund  
Fiscal Year 14-15 Budget**

<b>Service Budget Unit Title</b>	<b>SBU #</b>	<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>
Clerk of the Board	10101	0101	3,075	1,127,336
Annual Audit Services	10102	0101	-	37,153
County Executive Office	10103	0101	-	1,186,807
Assessment & Valuation	10201	0101	17,000	2,460,997
Auditor-Controller	10202	0101	40,400	1,544,364
Tax Collection & Treasury	10203	0101	92,400	1,083,144
Purchasing	10204	0101	3,200	299,840
Collections	10205	0101	214,638	263,808
Other Financing Sources & Uses	10206	0101	43,609,451	(548,966)
Trial Court Funding	10207	0101	1,211,625	1,432,261
Wildwood Estates Escrow	10209	0101	-	3,060
Wildwood Estates Escrow	10209	1268	200	-
Comm Fac Dist N0. 1190-1 WWE	10210	1186	5,000	205
Provision for Contingency	10212	0101	-	100,000
Building Debt Financing	10214	0101	-	1,915,726
Legal Counsel	10301	0101	45,000	904,844
Personnel Services	10401	0101	60	906,411
Elections	10501	0101	267,170	1,089,345
Facilities Management	10702	0101	453,929	2,308,707
Capital Facilities Projects	10801	0101	-	(1,993)
Criminal Justice Temp Fac Contruction	10803	1304	194,980	139,888
Economic Development	10902	0101	-	125,000
Economic Development	10902	1645	26,660	115,212
Assessment Appeals Board	11001	0101	-	7,425
IGS Administration	11003	0101	-	23,331
Insurance-Property & Casualty	11004	0101	-	101,414
Risk Management Administration	11005	0101	-	-
Historical Landmarks	11006	0101	-	1,203
Information Systems	11007	0101	71,094	1,611,652
Geographic Information Systems	11008	0101	274,874	427,794
Surveyor	11009	0101	105,370	106,425
Cable TV	11010	0101	-	71,306
Cable TV	11010	1190	61,300	58,050
Transit Self-Insurance	11012	1785	27,670	27,670
Insurance - Worker's Compensation	11015	1350	155,653	155,653
Other Debt Financing	11016	3150	419,221	419,221
Court Security	20101	0101	854,880	1,250,301
Grand Jury	20102	0101	-	92,523
District Attorney	20103	0101	827,079	3,523,664
District Attorney	20103	1369	33,000	33,000

<b>Service Budget Unit Title</b>	<b>SBU #</b>	<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>
District Attorney	20103	1454	80	-
District Attorney	20103	1457	70	-
Public Defender	20107	0101	305,992	2,088,964
Child Support Services	20109	1125	4,351,883	4,351,883
Conflict Indigent Defense	20111	0101	175	520,388
Dispute Resolution	20112	1486	15,820	20,000
2011 Realignment-Low Level Offender/Parole	20113	1482	1,216,947	1,216,947
2011 Realignment-Adult PRCS	20114	1482	1,048,845	1,217,101
2011 Realignment-Trial Court Security	20115	1482	854,880	854,880
2011 Realignment-District Attorney PRCS/Parole	20116	1482	12,868	12,868
2011 Realignment-Public Defender PRCS/Parole	20117	1482	12,868	12,868
2011 Realignment-Juvenile Justice YOBG/Re-Entry	20118	1482	176,786	176,786
Sheriff Services	20201	0101	3,492,949	13,506,785
Sheriff Services	20201	1141	250	-
Sheriff Services	20201	1168	20,500	-
Sheriff Services	20201	1169	25,000	11,950
Sheriff Services	20201	1171	504,500	747,830
Sheriff Services	20201	1450	47,000	61,202
Sheriff Services	20201	1453	31,200	20,900
Sheriff Services	20201	1642	101,000	115,392
Sheriff Services	20201	1675	34,300	-
Sheriff Services	20201	1679	1,700	-
Sheriff Services	20201	1680	2,700	-
2011 Realignment-Law Enforcement Services	20202	1482	1,173,892	1,173,892
2011 Realignment-Juvenile Justice LLESS	20203	1482	458,645	458,645
Dispatch Services	20204	0101	861,334	1,736,257
Corrections	20301	0101	4,567,207	9,638,488
Corrections	20301	1324	40,000	40,000
Corrections	20301	1333	70,000	70,000
Corrections	20301	1339	132,600	111,700
Inmate Medical Services	20302	0101	194,000	2,119,715
Truckee Operations	20304	0101	526,402	1,813,430
Juvenile Hall	20310	0101	1,010,637	2,969,096
Juvenile Hall	20310	1359	3,500	3,500
Probation	20320	0101	3,123,417	4,391,229
Probation	20320	1322	362,692	208,806
Probation	20320	1323	27,225	27,225
Probation	20320	1452	-	-
Probation	20320	1639	177,786	228,162
Probation	20320	1640	284,253	284,724
Agriculture Services	20601	0101	331,983	637,338
Building Inspection	20602	1123	1,296,420	1,330,890
Weights & Measures	20603	0101	97,195	153,321
Recorder	20701	0101	619,312	619,312

<b>Service Budget Unit Title</b>	<b>SBU #</b>	<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>
Recorder	20701	1154	33,674	81,545
Recorder	20701	1155	33,677	27,872
Recorder	20701	1157	135,283	211,102
Recorder	20701	1336	6,129	6,100
Emergency Management	20702	0101	314,829	451,459
Animal Control	20704	0101	108,410	831,867
Animal Control	20704	1355	500	40,000
Animal Control	20704	1356	-	121
Animal Control	20704	1357	150	-
Animal Control	20704	1358	100	-
Fish & Wildlife	20705	1113	2,280	6,593
Community Development Agency Admin	20707	1123	10,000	10,000
Planning	20708	1120	400	-
Planning	20708	1123	1,640,608	1,773,764
Planning	20708	1630	4,000	275,000
Code Compliance	20709	1119	59,600	125,267
Code Compliance	20709	1123	534,728	534,728
Public Safety Augmentation	20710	1468	6,222,274	6,222,274
DPW Administration	30100	1114	-	-
Roads-Administration	30101	1114	1,462,488	1,462,488
Mitigation Funds	30102	1325	3,000	15,732
Mitigation Funds	30102	1400	610,000	1,485,849
Mitigation Funds	30102	1401	10,050	10,050
Mitigation Funds	30102	1419	16,500	35,705
Mitigation Funds	30102	1672	5,000	772
CSA/PRD	30103	3151	29,444	29,775
CSA/PRD	30103	3152	27,270	27,270
CSA/PRD	30103	3154	2,655	3,115
CSA/PRD	30103	3175	14,384	15,966
CSA/PRD	30103	3197	15,315	7,458
CSA/PRD	30103	3213	4,250	7,733
CSA/PRD	30103	3214	2,384	2,158
CSA/PRD	30103	3215	74,458	73,648
CSA/PRD	30103	3216	3,407	5,300
CSA/PRD	30103	3220	16,940	2,120
CSA/PRD	30103	3221	4,840	4,996
CSA/PRD	30103	3230	6,351	5,973
CSA/PRD	30103	3231	522	609
CSA/PRD	30103	3232	15,960	18,608
CSA/PRD	30103	3233	22,384	9,296
CSA/PRD	30103	3234	70	1,355
CSA/PRD	30103	3237	6,514	10,100
CSA/PRD	30103	3252	16,762	20,715
CSA/PRD	30103	3253	998	4,509

<b>Service Budget Unit Title</b>	<b>SBU #</b>	<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>
CSA/PRD	30103	3254	26,280	32,385
CSA/PRD	30103	3258	1,618	1,929
CSA/PRD	30103	3260	4,128	2,473
CSA/PRD	30103	3261	11,764	13,812
CSA/PRD	30103	3263	7,310	1,976
CSA/PRD	30103	3264	8,020	6,351
CSA/PRD	30103	3282	12,500	3,714
CSA/PRD	30103	3283	14,750	2,249
CSA/PRD	30103	3284	3,295	994
CSA/PRD	30103	3285	6,083	6,567
CSA/PRD	30103	3286	52,260	152,898
CSA/PRD	30103	3289	13,980	4,800
CSA/PRD	30103	3290	25,900	22,297
CSA/PRD	30103	3291	2,120	1,520
CSA/PRD	30103	3292	50	-
CSA/PRD	30103	3294	4,862	7,268
CSA/PRD	30103	3437	69,892	30,797
CSA/PRD	30103	3440	4,675	4,507
CSA/PRD	30103	3470	3,175	3,720
Roads Engineering	30104	1114	1,158,170	1,240,670
Roads Maintenance	30107	1114	5,060,762	6,056,562
Electrical Service Availability	30120	1629	3,816	3,816
Roads Capital Improvements	30154	1114	5,447,095	5,794,900
Public Health Administration	40101	1335	9,580	16,800
Public Health Administration	40101	1589	446,948	446,948
Health & Wellness	40102	1589	1,166,412	1,166,412
Health & Wellness	40102	1603	150,065	153,500
Behavioral Health Administration	40103	1512	522,631	528,529
Behavioral Health Administration	40103	1589	1,015,987	1,080,990
Children's Behavioral Health	40104	1156	10,000	10,000
Children's Behavioral Health	40104	1512	1,297,704	1,150,659
Children's Behavioral Health	40104	1589	6,290,206	6,290,191
Alcohol & Drug Programs	40105	1144	38,654	38,520
Alcohol & Drug Programs	40105	1145	1,733	1,602
Alcohol & Drug Programs	40105	1146	39,932	39,932
Alcohol & Drug Programs	40105	1589	1,512,699	1,466,018
Emergency Medical and Preparedness	40107	1147	195,611	195,611
Emergency Medical and Preparedness	40107	1150	262,281	261,431
Emergency Medical and Preparedness	40107	1589	146,018	146,018
Environmental Health	40108	1123	2,053,132	2,053,132
Environmental Health	40108	1124	9,200	28,500
County Medical Services Program	40109	1589	1,918,374	1,918,374
Adult Behavioral Health	40110	1512	1,965,094	2,853,446
Adult Behavioral Health	40110	1589	7,568,561	7,568,562

<b>Service Budget Unit Title</b>	<b>SBU #</b>	<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>
Public Health Client Services	40114	1589	2,897,692	2,897,692
Social Services Realignment	40118	1480	5,715,953	5,573,392
Behavioral Health Realignment	40119	1480	2,461,361	4,033,564
Environmental Health Realignment	40120	1480	236,058	157,407
Public Health Realignment	40121	1480	864,986	433,458
Juvenile Hall Realignment	40122	1480	216,000	167,151
Vector Control	40123	1123	190,000	190,000
Health CCS Realignment	40129	1480	186,962	230,745
Behavioral Health 2011 Realignment	40130	1481	3,219,712	3,219,713
SB 163 California Wraparound Program	40140	1589	230,000	186,206
Solid Waste - Oil	40401	1131	150	17,423
Solid Waste Administration	40402	0101	-	161,165
Health & Human Services Administration	50101	1589	89,009	89,009
Social Service Administration	50102	1589	500	500
Adult Services Administration	50103	1589	2,022,051	2,022,051
Child Welfare Services Administration	50104	1589	3,172,010	3,172,010
Eligibility Services Administration	50105	1589	9,967,690	9,967,690
Child Welfare Services Assistance	50204	1589	4,677,552	4,677,552
Eligibility Services Assistance	50205	1589	5,084,852	5,084,852
In-Home Supportive Services	50206	1589	2,332,706	2,332,706
Social Services 2011 Realignment	50207	1481	3,312,484	3,282,819
Veterans Services	50501	1589	223,516	203,623
Housing & Community Services Admin	50601	1607	58,570	(9,130)
Housing & Community Services Admin	50601	1645	-	54,465
Community Services	50602	0101	-	15,000
Community Services	50602	1711	215,928	215,928
Energy Assistance	50603	1618	-	-
Energy Assistance	50603	1653	-	-
Homebuyer Assistance	50604	1621	190,445	191,650
Housing Development/Rehabilitation	50605	1607	1,684,748	1,684,749
Housing Development/Rehabilitation	50605	1608	45,700	57,500
Housing Development/Rehabilitation	50605	1614	400,530	431,250
Housing Development/Rehabilitation	50605	1645	51,000	238,000
Housing Development/Rehabilitation	50605	1700	-	-
Victim/Witness	50608	0101	246,939	298,077
Victim/Witness	50608	1153	18,000	18,000
Library Services	60201	1165	2,460,885	2,548,376
Farm Advisor	60301	0101	-	43,471
Conservation	60401	1130	-	26,069
Recreation Mitigation Fees	70101	1626	900	83,106
Recreation Mitigation Fees	70101	1627	300	67,650
Recreation Mitigation Fees	70101	1628	150	45,150
Solid Waste -Western	91001	4117	1,597,973	1,011,380
Solid Waste -Eastern	91002	4118	197,955	201,541

<b>Service Budget Unit Title</b>	<b>SBU #</b>	<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>
Transit Services	91003	4281	4,257,584	4,257,584
Airport	91004	4116	1,435,740	1,421,131
Fleet Management	92001	4290	1,490,687	1,611,092
Insurance - General Liability	92002	4356	834,246	1,117,378
Insurance - Benefits	92003	4352	185,686	170,776
Insurance - Benefits	92003	4355	403,160	197,842
Insurance - Benefits	92003	4498	842,373	716,961
Central Services	92004	4332	589,335	589,335
Fleet Services	92005	4291	2,635,170	2,635,170
<b>Total</b>			<b>193,618,905</b>	<b>200,066,856</b>

<b>Fiscal Year 14-15 Budget</b>	<b>Revenues</b>	<b>Expenditures</b>
General Fund	63,892,026	65,450,244
Special Revenue Funds	114,837,749	120,267,201
Debt Service Funds	419,221	419,221
Enterprise Funds	7,489,252	6,891,636
Internal Service Funds	6,980,657	7,038,554
<b>Total</b>	<b>193,618,905</b>	<b>200,066,856</b>

<b>Independent County Authorities</b>	<b>SBU #</b>	<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>
Wastewater Admin	91005	4700	152,000	152,000
Lake Wildwood Zone 1	91005	4727	824,812	762,198
Lake Wildwood Zone 1 Operation & Maint.	91005	4728	3,166,763	2,996,783
Lake Wildwood Zone 1 LaSalle Project	91005	4729	84,634	84,595
Lake Wildwood Cap Imprv	91005	4730	100	0
Cascade Shores Debt Assessment	91005	4733	18,684	16,958
Cascade Shores Zone 8	91005	4734	226,317	301,040
North San Juan Zone 4	91005	4736	69,907	64,188
Lake of the Pines Zone 2	91005	4740	2,579,596	2,893,916
Lake of the Pines Zone 2 LaSalle Project	91005	4741	211,676	211,486
Lake of the Pines Capital Improvements	91005	4742	600	0
Lake of the Pines Debt Assessment	91005	4743	1,045,628	948,958
Gold Creek Zone 5	91005	4749	10,499	20,456
Mountain Lake Estates Zone 7	91005	4751	23,569	23,268
Penn Valley Zone 6	91005	4771	374,359	333,556
Valley Oaks Ct Zone 12	91005	4775	10,151	3,944
Higgins Village Zone 11	91005	4789	80,512	110,662
Eden Ranch Zone 9	91005	4796	31,905	23,587
NSJ Sewer Assessment	91006	4201	4,814	4,814
Finance Authority	93010	3631	1,656,338	1,656,338
<b>Total Independent County Authorities</b>			<b>10,572,864</b>	<b>10,608,747</b>



# Glossary of Budget Terms

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## **Account Level (of Appropriations/Expenditures)**

Major category of proposed or actual expenditure as defined by State regulations. Expenditure accounts are grouped into classes, which include Salaries and Benefits, Services and Supplies, Other Charges, Fixed Assets, Intra-Fund Transfers and Other Financing Uses. Budget appropriations are adopted at the class level.

**Accounting Standards** – The generally accepted accounting principles (GAAP) promulgated by the Governmental Accounting Standards Board (GASB) guide the recording and reporting of financial information by state and local governments. The standards establish such guidelines as when transactions are recognized, the types and purposes of funds, and the content and organization of the annual financial report.

**Accrual Basis of Accounting** – A method of accounting in which revenues (income) are recorded when *earned but not received*, and expenses are recognized when a *liability is incurred but not paid*.

**Adopted Budget** – An annual spending plan, adopted by the Board of Supervisors pursuant to California Government Code, that describes sources and uses of funds.

**Agency Fund** – A fund established by the County to receive money on behalf of individuals or other governments; the County has little or no discretion over these monies. Examples include Employees' Pension Fund and Property Tax Allocation Funds.

**Agency/Department** – The basic organizational structure of the County. Heads of Agencies and Departments, except elected officials, report directly to the County Executive Officer.

**Appropriation** – Legal authorization, established by adoption of the budget, to make expenditures or enter into obligations for specific purposes.

**Assessed Property Value** – The value of property for the purpose of levying property taxes.

**Assessed Valuation** – A valuation set on real estate as a basis for levying taxes. Real estate in Nevada

County is assessed at 100% of full market value.

**Authorized Positions (Salary Resolution)** – The number of permanent full-time and part-time positions authorized by the Board of Supervisors. This represents the maximum number of permanent positions that may be filled at any one time unless an over-hire is approved by the County Executive Officer for a short period of time.

**Balanced Budget Plan** – A budget plan in which fund sources equal uses. The legal requirements for a balanced annual budget are established by the State of California per Section 29000 et. seq. of the California Government Code.

**Bond** – A promise to repay borrowed money on a particular date, often ten or twenty years in the future. Most bonds also involve a promise to pay a specified dollar amount of interest at predetermined intervals. Bonds are a mechanism used to obtain long-term financing, commonly for specific purposes.

**Budget Amendment** – A revision of the adopted budget. An increase in appropriations requires a four-fifths vote by the Board of Supervisors. Budget amendments occur periodically throughout the fiscal year, as spending priorities shift. Amendments not increasing appropriations may be approved by the County Executive Officer.

**CAFR** – Comprehensive Annual Financial Report. An annual report compiled by the Auditor-Controller and sent to the State Controller.

**Capital Assets** – In the past, these were referred to as "Fixed Assets." They are long-lived tangible assets usually with a useful life of more than three years and a value of \$5,000 or more. Capital assets include buildings, equipment, vehicles or improvements, but do not include land. In the private sector, they are referred to most often as property, plant and equipment.

**Capital Budget** – A spending plan for improvements to or acquisition of land, facilities, and infrastructure. The capital budget balances revenues and expenditures, specifies the sources of



# Glossary of Budget Terms

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revenues, and lists each project or acquisition.

**Capital Improvements Plan (CIP)** – A list of capital projects for a five-year period.

**Capital Projects Funds** – Governmental funds established to account for resources used for the acquisition of large capital improvements other than those accounted for in operating budgets.

**Cash Basis Of Accounting** – A method of accounting in which revenues are recorded only when cash is *received* and expenditures are recorded only when *payment is made*. Since payments for goods and services can be delayed to the next fiscal year, cash on hand can result in an inaccurate picture of the financial condition of a fund. To be in conformance with generally accepted accounting principles; local governments must use the accrual basis, rather than the cash basis of accounting. See also “Accrual Basis of Accounting.”

**Cash Flow** – The net cash balance at any given point. The Treasurer of Nevada County, assisted by the Auditor-Controller, prepares cash flow reports that project the inflow, outflow, and net balance of cash on a monthly and quarterly basis.

**CEO** –County Executive Officer of the County of Nevada.

**CFO** – Chief Financial Officer of the County of Nevada.

**CIP** – See Capital Improvements Plan.

**COLA** – Cost Of Living Adjustment, usually calculated annually.

**Comprehensive Annual Financial Report (CAFR)** – The audited report of annual financial data for the County of Nevada, prepared by the Auditor-Controller. The CAFR summarizes financial data for the previous fiscal year in a standardized format. The CAFR is organized by fund and contains two basic types of information: a balance sheet that compares assets with liabilities and fund balance, and an operating statement that compares revenues with expenditures.

**Contingency** - An amount from the estimated

revenues for the current budget year that is set aside to meet unforeseen circumstances. Expenditures from contingency require a 4/5 affirmative vote of the Board of Supervisors.

**Debt Service** – Annual principal and interest payments that the local government owes on money that it has borrowed.

**Debt Service Funds** – One or more funds established to account for expenditures used to repay the principal and interest on debt.

**Direct Expenses** – Those expenses which can be charged directly as a part of the cost of a product or service, or of a department or operating unit, as distinguished from overhead and other indirect costs which must be prorated among several products or services, departments or operating units.

**Elected Official** – Members of the Board of Supervisors are elected by district. Officials elected countywide are the Treasurer-Tax Collector, Auditor-Controller, Assessor, Clerk-Recorder, Sheriff and District Attorney. The County Superintendent of Schools and Superior Court Judges are elected countywide but are not county government officers.

**Encumbrance** – Income that is set aside when a purchase order or contract is approved. The encumbrance assures suppliers that sufficient funds will be available once the order is filled. Encumbrances are also known as obligations.

**Enterprise Fund** – A separate fund used to account for services supported primarily by service charges. Examples include the Airport, Solid Waste, Transit, Fleet and Sanitation District Funds.

**Entitlement Program** – A program in which funding is allocated according to eligibility criteria. All persons or governments must meet the criteria specified by Federal or State laws in order to receive the benefit.

**Equipment Replacement Reserves** – Reserves designated for the purchase of new vehicles or operating equipment as existing equipment becomes obsolete or unusable.



# Glossary of Budget Terms

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**Estimated Revenue** – The amount of revenue expected to accrue or to be collected during a fiscal year.

**Expenditure** – An appropriation used for goods and services ordered and received whether paid or unpaid, including provisions for debt retirement (if not reported as a liability of the fund from which it is retired) and capital outlays.

**Extra-Help** – Temporary employees of the County who are not included in the Salary Resolution. These employees do not receive benefits (i.e. medical, dental, life insurance and paid vacation time).

**Fiduciary Funds** – Funds that account for resources that county government holds in trust for individuals or other governments.

**Fiscal Year (FY)** – The fiscal year is the period during which revenue is received, obligations are incurred, encumbrances are made and appropriations are expended. The County’s fiscal year is July 1 through June 30.

**FTE** – See Full-Time Equivalent.

**Full-Time Equivalent (FTE)/Staff Year** – The number of hours per year that a full-time employee is expected to work. If there are two workers, each of whom works half that number of hours per year, the two workers together equal one full-time equivalent or one staff year.

**Fund** – A self-balancing set of accounts. Governmental accounting information is organized into funds, each with separate revenues, expenditures, and fund balances.

**Fund Balance** – The difference between a fund’s assets and its liabilities. Fund balances may be *non-spendable*, *restricted*, *committed*, *assigned* or *unassigned*. Categories of Fund Balance require a four-fifths vote to appropriate funds for expenditure.

*Non-spendable Fund Balances* are inherently non-spendable.

*Restricted Fund Balances* have externally enforceable limitations on use.

*Committed Fund Balances* are self-imposed limitations set in place prior to the end of the period.

*Assigned Fund Balances* are limitations resulting from intended uses, such as for information technology infrastructure, certificates of participation (COP) lease payments, capital facilities projects, and vacation and leave liability.

*Unassigned Fund Balances* are residual net resources.

**Fund Balance Carryover** – The difference between fund assets and fund liabilities remaining at year-end. For budgetary purposes, this represents the sum of over-realized or unanticipated revenues and unspent commitments or assignments at the end of each fiscal year.

**FY** – Fiscal Year.

**GAAP** – See Generally Accepted Accounting Principles.

**GASB** – See Governmental Accounting Standards Board.

**General Fund** – The major fund in most governmental units, the General Fund accounts for all activities not accounted for in other funds.

**General Fund Allocation** – The difference between department-generated revenues and corresponding expenditures funded within the General Fund. This amount is shown to reflect the amount of General Fund support provided to a department required to operate their programs over and above the revenue they generate. The Board of Supervisors approves these amounts at Budget adoption.

**General Purpose Revenues** – Locally generated revenues derived from property taxes, sales taxes, vehicle license fees and fund balance. General Purpose Revenues may be used for any purpose, which is a legal expenditure of County funds. They generally reflect the degree of flexibility the County has to finance programs and projects. Since they are locally generated, General Purpose Revenues are also affected by local economic conditions. The Board of Supervisors controls their usage.



# Glossary of Budget Terms

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**Generally Accepted Accounting Principles (GAAP)** – Uniform minimum standards used by state and local governments for financial recording and reporting which have been established by the accounting profession through the Governmental Accounting Standards Board (GASB).

**Governmental Accounting Standards Board (GASB)** – The body that sets accounting standards specifically for governmental entities at the state and local levels.

**Grant** – A payment of money from one governmental unit to another, or from a governmental unit to a non-profit agency. Grants are often earmarked for a specific purpose or program. Generally, grants do not have to be repaid by the recipient.

**Indirect Expenses** – Those elements of expense necessary in the production of an article or the performance of a service but not an integral part of the finished product or service, such as rent, heat, light, supplies, management, supervision, etc.

**Inter-fund Transfers**– Transfers of costs between different funds. May be reflected as expenditures (fund receiving service) or revenues (fund providing service).

**Intergovernmental Revenue** – Revenues from other governmental jurisdictions in the form of grants, entitlements, shared revenues or payments *in lieu* of taxes. The County receives intergovernmental revenue from Federal, State and other local governmental agencies.

**Internal Service Charge** – Annual budgetary charges from servicing departments (such as Information Services, Fleet Services, Personnel, liability insurance), reimbursing costs incurred in the provision of internal County services to the departments receiving the services. For servicing organizations, the reimbursement is reflected as intrafund transfers offsetting their appropriation (from General Fund departments) or as revenue (from non-General Fund departments). Services provided by these departments include computer support, telephone/mail services, vehicles, personnel and insurance, etc.

**Internal Service Funds (ISF)** – One or more funds that account for the goods and services provided by one department to another within government on a cost reimbursement basis. Departments that use internal services (e.g., General Services – Fleet and Central Services, Information Systems) will budget for such services.

**Intrafund Transfers** – Accounting mechanism to show expenditure transfers or reimbursements between operations within the same fund (an example would be the General Fund). This mechanism is used to better reflect location of department costs.

**Line-Item Budget** – A budget format prescribed by the State Controller. The County’s line-item budget shows activities grouped by an organizational unit such as a department. The term “line-item” refers to account and sub-account detail typically provided for revenue by source (e.g., secured taxes, sales tax), and objects of expenditure (e.g., permanent salaries, utilities, office equipment, etc.).

**Mandate** – A requirement of the State or Federal government that the County perform a task in a particular way or perform a task to meet a particular standard, often without compensation from the higher level of government.

**Mandated Programs/Discretionary Service Level (MDSL)** – This is a category for programs that are required by law, but the level of service is optional. An example of a program in this category is the General Relief Program. The State mandates the program; the Board of Supervisors sets the aid payment rate and has discretion in deciding how this program is administered. Some programs have discretionary service levels because the minimum service level requirement is not expressly stated in the mandate.

**Mandated Programs/Mandated Service Level (MMSL)** – This is a category for programs over which the Board has no discretion. CalWORKs is an example: the County is required to operate this program, the service is targeted to a population meeting eligibility standards set by the State, time deadlines are imposed, and the aid payment schedule and County participation rate is set by the State.



# Glossary of Budget Terms

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**Measure F** – A Nevada County voter-approved initiative passed in March 1996 that required that one half or more of the tax revenues from the state Motor Vehicle In Lieu tax must be expended on public road, way and highway improvements in the unincorporated portion of the County without reducing other funding for roads. The Board of Supervisors may make findings that roads do not require these funds and thereupon re-allocate them to other purposes. Measure F does not contain a “sunset” clause so it remains in force until repealed by the voters of Nevada County.

**Mental Health Services Act (MHSA)** - Approved by California voters in November 2004 as Proposition 63. MHSA provides an ongoing funding stream based on a 1% tax on personal incomes in excess of \$1 million, to support new "system transforming" mental health services. The funds cannot be used to support pre-existing levels of service.

**Mentally Ill Offender Crime Reduction Program (MIOCR)** – Competitive grant from the California Correction Standards Authority pertaining to the treatment of mentally ill criminal adult and juvenile offenders.

**Mission** – The purpose or general assignment of the organization, i.e. what the organization is striving to do over a continuous period of time. See the “Executive Summary” for Nevada County’s Vision, Mission and Goals.

**Net County Cost (NCC)** – Total requirements less total sources. This figure represents the part of a budget unit’s appropriation that is financed by the General Fund’s non-departmental revenues, such as property taxes, sales taxes and interest earnings.

**One-Time Expenditures** – Used to describe and differentiate non-recurring expenditures from routine ongoing costs within a given budget. Typically, fixed assets are one-time expenditures. This category may also include single-year appropriations for special purposes.

**Other Financing Sources** – Non-operating revenue source such as funds moved from one fund to another.

**Overhead Cost Allocation (A-87)** – Office of Management and Budget (OMB) Circular A-87 sets forth principles and standards for determining costs applicable to county programs funded by the federal and state governments. Under A-87, the County is required to uniformly allocate its overhead costs in order to ensure that externally (state and federal) funded programs are charged an equitable share of those costs. Under the Countywide Cost Allocation Plan, the County uses A-87 guidelines to claim reimbursement for services provided by departments that do not charge directly for services rendered. For example, the Auditor-Controller’s Office does not charge departments for payroll services, nor does County Counsel for legal services. Rather, the cost of providing payroll and legal services is recovered through A-87 charges.

**Pentamation** – The financial management software used by the County for budget development, financial management, and payroll processing.

**Performance Measures** – Indicators used in the budget to show items such as: the amount of work accomplished; the efficiency with which tasks were completed; and the effectiveness of a program that is often expressed as the extent to which objectives were accomplished.

**Position** – A position is an approved job for a person or persons working full-time or part-time. A position is usually listed by the title of its classification.

**Program Revenues** – Revenues generated by programs and/or dedicated to offset the program’s costs.

**Proposition 172** – Common name for a half-cent Public Safety Sales Tax approved by the voters of California. Nevada County also has a voter approved one-eighth cent addition to the sales tax to support the county’s libraries, known as “Measure C.” The sales tax rate in Nevada County is 8.375%.

**Recommended Budget** – The Recommended Budget is submitted by the County Executive Officer and may be amended following public hearings and Board budget deliberations, which take place in June. The Recommended Budget may include reductions to meet budget targets or to



# Glossary of Budget Terms

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address revenue changes, as well as specific recommendations for additional funding for proposed projects, activities or purchases.

**Recommended Services** – Continuation or changes to service and staffing levels after budget recommendations have been adopted by the Board of Supervisors.

**Revenue** – Source of income to an operation from any funding source other than fund balance.

**Salaries and Benefits (also called Class 1)** – A class and object level of expenditure reflecting the County’s compensation costs for employees. Salaries includes all types of cost attributable to personnel services of full-time, part-time, temporary, and extra-help employees, including overtime, vacation pay, sick leave pay and various types of premium pay. Benefits include the County’s share of the costs for health, dental, life insurance, retirement, Social Security and Workers’ Compensation.

**Salary and Staffing Resolutions** – The master roster of all authorized positions in the County, delineated by department, and the salary ranges for each position. These Resolutions are maintained by the Human Resources Department Any amendments must be adopted by the Board of Supervisors.

**Service Budget Unit** – A distinct service entity within the County budget which has a mission and/or funding source sufficiently unique to require an object of expenditure and source of revenue description in the Budget.

**Special Districts** – 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 (NID), park districts (Western Gateway) sanitation and solid waste districts, fire protection districts, school districts and transit authorities. There are more than 20,000 special districts in California.

**Special Revenue Fund** – Funds used to account for

proceeds from specific revenue sources that are legally restricted as to how the revenues may be spent. The Road Fund is an example of this type of fund. See “Measure F.” In accordance with GASB34, a Special Revenue Fund must have a separate budget adopted annually.

**Staff Year/ FTE** – In concept, one person working fulltime for one year. In the County, salary and benefit costs are based on the number of staff-years of various classifications required to provide a certain level of service. A normal fiscal year is equal to 2,088 staff hours, although occasionally there are years with full time equivalent hours of 2,080 or 2,096.

**Tax and Revenue Anticipation Notes (TRANS)** – Notes sold by the County of Nevada that stabilize cash flow during the year. They are secured by anticipated tax and other revenue collections.

**Teeter Borrowing Program** – Short-term obligation notes, secured by future collections of delinquent property taxes, and used to provide taxing agencies the amount of their property taxes without regard to such delinquencies.

**Total Appropriations and Total Revenues** – The consolidation of all revenues and expenditures for all funds. The purpose is to report accurately the full amount of governmental revenues and expenditures for the budget period.

**Transient Occupancy Tax (TOT)** – A tax of 10% of the rental receipts charged for temporary lodging in a hotel, motel or other similar temporary lodging facility.

**Values** – A statement of the core beliefs of an organization reflecting its organizational culture and how it relates to its external environment.

**Vehicle License Fee (VLF)** – Annual registration fee imposed on vehicles.

**Vision** – The image of what an organization might be and want to become at some point in the future. A picture of future desired outcomes. See the Budget Executive Summary for the adopted Nevada County Vision, Mission and Values statements.

