GLOSSARY OF TERMS

AB - Assembly Bill

Account Number - A system of numbering or otherwise designating accounts, entries, invoices, etc. in such a manner that the symbol used quickly reveals certain required information.

Accrual Basis of Accounting - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

ADA - Americans with Disabilities Act

Adopted Expenditure - The amount of expenditures approved by the City Council to be spent during the fiscal year.

Adopted Revenue - The amount of revenues approved by the City Council to be collected during the fiscal year.

Agency - Community Redevelopment Agency of Atascadero

Allocation - A distribution of calculated amounts for specific purposes.

Appropriation - An authorization made by the City Council that permits the City to incur obligations and to make expenditures of resources.

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

Bonded Debt - That portion of indebtedness represented by outstanding bonds.

Budget - A financial plan, for a specified period, of operations that matches all planned revenues and expenditures with the services provided the residents of the City of Atascadero.

Budget Calendar - The schedule of key dates that the City follows in the preparation and adoption of the budget.

Budget Document - The instrument used by the City to present a comprehensive financial plan of operations to the City Council.
**Budget Message**- The opening section of the budget from the City Manager, which provides the City Council and the public with a general summary of the most important aspects of the budget.

**Budget Resolution**- The official enactment by the City Council to legally authorize City staff to obligate and expend City resources.

**Capital Projects Fund**- A fund created to account for financial resources to be used for the acquisition or the construction of major capital facilities or equipment.

**CDBG**- Community Development Block Grant. These are funds granted by the US Department of Housing and Urban Development for the purpose of developing viable urban communities by providing, principally for persons of low and moderate incomes, decent housing, suitable living environments, and expanded economic opportunities.

**Charges for Service**- Revenue from charges for all service activities of the City of Atascadero.

**City Council**- Made up of five elected officials, one of which holds the position of Mayor, collectively acting as the legislative and policy-making body of the City of Atascadero.

**CJPIA**- California Joint Powers Insurance Authority

**Community Facilities District**- A special district formed to mitigate the impact to the City of providing police services, fire protection and suppression services, and park services to new developments in various areas of the City.

**Contract Services**- The costs related to services performed for the City by individuals or businesses.

**DARE**- Drug Abuse Resistance Education

**Debt Service Fund**- A fund established to account for the accumulation of resources for, and the payment of, long-term debt principal and interest.

**Department**- A major administrative organizational unit of the City that indicates overall management responsibility for one or more divisions.
GLOSSARY OF TERMS

**Depreciation** - The decrease in value of physical assets due to use and the passage of time. In accounting for depreciation the cost of a fixed asset is prorated over the estimated service life of such an asset and each year is charged with a portion of such cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.

**Division** - A major administrative organizational unit of the City that indicates overall management responsibility for one or more activities.

**DUI** - Driving Under the Influence

**Encumbrance** - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expense.

**Enterprise Fund** - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises.

**Expenditures** - A decrease in the net financial resources of the City due to the acquisition of goods and services.

**FEMA** - Federal Emergency Management Agency

**Fines and Forfeitures** - Revenues earned from fines or penalties imposed for misdemeanor crimes and infractions committed within City boundaries or other Municipal Code penalties.

**Fiscal Year** - A 12-month period to which the annual operating budget applies. The City of Atascadero has specified July 1 through June 30 as its fiscal year.

**FMLA** - Family Medical Leave Act

**Franchise Fee** - A fee paid by public service utilities for use of public property in providing their services to the citizens of a community, including cable television, electricity, and garbage disposal, among others.

**Fund** - An accounting entity with a self-balancing set of account that record financial transactions for specific activities or government function.

**Fund Balance** - The excess of assets over liabilities.
**Gas Tax**- A portion of gasoline taxes collected by the State and allocated to the City on a per capita basis; it must be used exclusively to maintain or improve the City’s streets and roads.

**GASB 34**- Governmental Accounting Standards Board Statement 34

**General Fund**- The fund used to account for all financial resources except those required to be accounted for in another fund.

**GIS**- Geographic Implementation System

**Goals**- Broad, general statements of each division’s desired social or organizational outcomes.

**Grant**- A contribution by a government or other organization to support a particular function; grants may be classified as either categorical or block, depending on the amount of discretion allowed the grantee.

**HBRR**- Highway Bridge Replacement and Rehabilitation

**Infrastructure**- The underlying permanent foundation or basic framework; examples include streets, storm drain systems and sidewalks.

**Interest Earnings**- The earnings from available funds invested during the year in LAIF, government agencies, and Certificates of Deposit.

**Intergovernmental Revenues**- Revenue from other governments, primarily federal, state, and county grants, but also payments from other agencies.

**Internal Service Fund**- This fund is used to account for the financing of goods and services provided by one department of the City to other departments of the City.

**LLD**- Landscape and Lighting District

**LLEBG**- Local Law Enforcement Block Grant

**LTF**- Local Transportation Fund
**GLOSSARY OF TERMS**

*Maintenance*- All materials or contract expenditures covering repair and upkeep of City buildings, machinery and equipment, systems and land.

*Modified Accrual Accounting*- A basis of accounting in which revenues are recognized in the accounting period when they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred.

*NPDES*- National Pollutant Discharge Elimination System

*Objectives*- Specific statements of desired ends which can be measured.

*OES*- State of California Governor’s Office of Emergency Services

*Operating Transfer*- A transfer of revenues from one fund to another fund.

*Ordinance*- A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law such as a state statute or constitutional provision, it has full force and effect of law within the boundaries of the municipality 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. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

*OSHA*- Occupational Safety and Health Administration

*Payments-in-Lieu of VLF*- Payments from the County of San Luis Obispo in an amount equal to the City’s estimated lost VLF revenue.

*Permits and Fees*- Revenues collected by a governmental unit from individuals or business concerns for various rights or privileges granted by the government.

*PERS*- Public Employees Retirement System

*POST*- Peace Officer Standards and Training

*Program*- An activity or set of activities that provides a particular service to the citizens.
Property Tax-in-Lieu of VLF- Beginning in fiscal year 2006, the Payments-in-Lieu of VLF became part of the City’s property tax base and grow at the same rate as property taxes. As of July 1, 2005, these revenues had no connection to VLF.

Property Tax- Used to describe all revenues received in a period from current taxes, delinquent taxes, penalties and interest on delinquent taxes. Property taxes are levied on both real and personal properties according to the property’s valuation and tax rate.

Proprietary Funds- Sometimes referred to as “commercial-type” funds. They are used to account for a government’s ongoing organizations and activities that are similar to those often found in the private sector (enterprise and internal service funds). Revenues and expenses (not expenditures) are accounted for on the full-accrual basis.

RDA- Atascadero Community Redevelopment Agency

Resolution- An order of a legislative body requiring less formality than an ordinance or statute.

Restricted Funds- These funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes.

Revenue- Funds that the government receives as income.

RSHA- Regional State Highway Account

RSTP- Rural State Transit Assistance

Sales Tax- The tax placed on the value of goods sold within the City. The California State Legislature and a majority vote of the people of the state set the rate. The tax is collected by the state and is distributed to local taxing authorities.

SLESF- Supplemental Law Enforcement Services Fund

SLOCOG- San Luis Obispo Council of Governments

SLORTA- San Luis Obispo Regional Transit Authority

SSD- Street and Storm Drain Maintenance District
**GLOSSARY OF TERMS**

**STA-** State Transit Authority

**STIP-** State Transportation Improvement Program

**STP-** Surface Transportation Program

**SWOT-** Strengths, Weaknesses, Opportunities, and Threats analysis. An annual planning session/analysis/document performed by the City management team.

**TCSP-** Transportation Community and System Preservation

**TDA-** Transportation Development Act

**TEA-** Transportation Enhancement Activity

**UPRR-** Union Pacific Rail Road

**USHA-** Urban State Highway Account

**USTP-** Urban State Transit Assistance

**VIN-** Vehicle Identification Number

**VIPS-** Volunteers in Police Service

**VLF-** Motor Vehicle License Fee, also called “Motor Vehicle in Lieu Tax”; a tax on the ownership of a registered vehicle.