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| <b>Accrual Basis of Accounting</b>   | 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.  |
| <b>Ad Valorem Tax</b>                | A tax levied on the assessed value of real and personal property. Also referred to as a property tax.   |
| <b>Amortization</b>                  | The reduction of debt by regular payments of principal and interest sufficient to retire the debt by maturity.  |
| <b>Appraised Value</b>               | The market value of real property, personal property, and utilities as determined by the County Appraiser.  |
| <b>Appropriation</b>                 | Expenditure authority approved by the governing body with specific limitations as to the amount, purpose, and time.   |
| <b>Assessed Value</b>                | The official value placed on real estate, personal property, and utilities as a basis for levying taxes. The value is determined by applying a mathematical factor to the appraised value. The value is also determined by the property classification; residential real estate is assessed at 11.5 percent.  |
| <b>Balanced Budget</b>               | A budget in which total revenues are equal to or greater than total expenditures.   |
| <b>Bond</b>                          | Process for the long-term borrowing of funds. Sedgwick County uses bonds to finance large capital projects. Lenders, the purchasers of the bonds, are repaid the principal amount in annual installments and accrued interest semiannually. The most common types of bonds are general obligation (GO) and revenue bonds. These bonds are most frequently used for construction of large capital projects, such as buildings, streets, and storm water drainage facilities. |
| <b>Bond Rating</b>                   | An evaluation of credit worthiness performed by an independent rating service. The County's bonds have been rated "AAA" by Fitch Rating Service, "AAA" by Standard & Poor's, and "AAA" by Moody's Investment Service.   |
| <b>Budget</b>                        | A financial plan of operation which includes an estimate of proposed revenues and expenditures for a fiscal year. A formal budget constitutes a legal spending limit for local governments in Kansas and provides a level of control for most government activities.  |
| <b>Budget Adoption</b>               | A formal process by which the budget is approved by the governing body.   |
| <b>Budget Amendment</b>              | The legal means by which an adopted budget may be increased. The budget may only be increased with revenues other than ad valorem taxes. The amendment process follows similar steps as the budget adoption.  |
| <b>Budget Publication</b>            | A legal step toward formal budget adoption. To meet legal requirements, the public must be notified of budget proposals via local print media.  |
| <b>Budget Transfer</b>               | The process by which approved budgeted dollars may be reallocated between line item expenditures within the same fund and/or division to cover unforeseen expenses. Budget transfers greater than \$50,000 require the County Manager's approval, and those greater than \$250,000 require approval of the governing body.  |
| <b>Budgetary Basis of Accounting</b> | Basis of accounting used by Sedgwick County to prepare and carry out the budget. Generally recognizes revenue when the County receives cash and recognizes expenditures when the County commits itself to making a purchase through an encumbrance or purchase contract.  |

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| <b>Budgetary Control</b>        | The control or management of a government unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.  |
| <b>Capital Budget</b>           | A one-year budget approved by the County Commission, outlining the selection and timing of capital expenditure projects. It prioritizes projects and provides funding mechanisms.  |
| <b>Capital Improvement Plan</b> | A long-term plan of facility and infrastructure enhancement. Sedgwick County uses a five-year term for capital planning.   |
| <b>Cash Carry-Forward</b>       | An unspent appropriation at the end of the budget year that will be used in the next budget year. The term generally is used in conjunction with the capital projects fund or equipment reserve funds where the County can “carry forward” the authority to spend budget from one year to the next.                          |
| <b>Commitment Item</b>          | The most detailed unit of budgetary expenditures listed in the Sedgwick County budgets. Commitment items are tracked by five-digit object codes with the first two digits representing the expenditure category. For example, in the 41101-object code; 41 denotes personnel services, and the 101 denotes salaries & wages. |
| <b>Contingency</b>              | A budgetary reserve set aside for emergencies or unforeseen expenditures.  |
| <b>Contractual Services</b>     | Services provided by external entities.  |
| <b>Debt Service</b>             | Payments of interest and repayment of principal to holders of Sedgwick County bonds and other debt instruments.  |
| <b>Department</b>               | A functionally similar grouping of County divisions. Sedgwick County’s departments are led by directors with a designated Deputy County Manager or an Assistant County Manager who report directly to the County Manager.  |
| <b>Disbursement</b>             | The actual payout of funds; an expenditure.  |
| <b>Division</b>                 | An organizational unit which is functionally unique in delivery of services. A division may contain one or more programs, such as the Finance Division, which includes Accounting, Budget, and Purchasing.   |
| <b>Employee Benefits</b>        | Includes Social Security, retirement, unemployment compensation, and health/life/dental insurance for eligible employees and is paid for and provided by Sedgwick County through the payroll process.  |
| <b>Encumbrance</b>              | A commitment of funds, though actual disbursement has not yet occurred.  |
| <b>Enterprise Fund</b>          | An accounting entity for recording revenues and expenditures of government services that are mostly self-supporting.   |
| <b>Estimated Revenues</b>       | Projections of funds to be received during the fiscal year.  |
| <b>Expenditure</b>              | An outlay of cash for the purpose of acquiring an asset or providing a service.  |
| <b>Expenditure Category</b>     | A grouping of similar expenditures. Expenditure classes and their respective Sedgwick County commitment item code prefixes are as follows:   |

**Personnel (41)** - expenditures for direct personnel compensation and employee benefits. Examples include Salaries and Wages, Overtime Pay, and Health and Life Insurance.

**Contractual Services (42)** - expenditures for goods and services received from outside sources by contractual agreement, including fees and utilities.

**Debt Service (44)** – principle and interest costs on outstanding debt.

**Commodities (45)** - expenditures for consumable goods purchased on a regular basis, or minor operating equipment with unit costs less than \$10,000.

**Capital Improvements (46)** - expenditures for approved capital projects, including building design and construction, road and bridge construction, and land acquisition.

**Capital Outlay (47)** - expenditures related to the purchase of equipment and other fixed assets with a unit cost equal to or greater than \$10,000.

**Interfund Expenditures (48)** - expenditures for services provided by other County divisions.

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| <b>Fiscal Year</b>          | A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The fiscal year for Sedgwick County coincides with the calendar year.  |
| <b>Full-Time Equivalent</b> | A method of quantifying and allocating staffing levels, based on a Full-Time-Equivalent (FTE) work schedule. One worker may perform functions for several programs, and that person's salary would be divided among those programs for funding according to how much of the person's time is spent for each program. For example, a person who devoted three days of work per week to one program would be assessed against that program as 0.6 (24 hours divided by 40) FTE. |
| <b>Fund</b>                 | An accounting entity for recording expenditures and revenues, comparable to an individual bank account. Funds are established to account for specific activities and are subject to special limitations.  |
| <b>Fund Balance</b>         | Fund equity for governmental funds and trust funds which reflects the accumulated excess of revenues and other financial sources over expenditures and other uses for general governmental functions.   |
| <b>Fund Center</b>          | Individual programs, services, and projects in Sedgwick County.   |
| <b>GAAP Accounting</b>      | The maintenance of financial records according to Generally Accepted Accounting Principles (GAAP), which are promulgated by the Governmental Accounting Standards Board. Compliance with GAAP enables accurate intergovernmental comparisons of financial information.  |
| <b>General Fund</b>         | A fund which accounts for County services that are not otherwise specified. The General Fund includes most general government and law enforcement functions and receives the broadest variety of revenues of all funds.   |
| <b>General Fund Revenue</b> | Most of the County's revenue sources are channeled through the General Fund. Such revenues are commonly generated by fees, charges, taxes, and intergovernmental functions.   |
| <b>Governmental Fund</b>    | A fund which accounts for the most basic services provided by the County.   |
| <b>Grant</b>                | A monetary contribution by a government or an organization to financially support a particular function or purpose.   |

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| <b>Impact Fees</b>                          | Fees charged to developers to cover the anticipated cost of improvements that will be needed as a result of growth and development, i.e. water and sewer.  |
| <b>Infrastructure</b>                       | The basic installations and facilities on which the continuance and growth of the County depends, such as roads, bridges, drainage, water, and sewer systems.  |
| <b>Intergovernmental Revenue</b>            | Funds received from Federal, State, and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.  |
| <b>Internal Service Fund</b>                | An accounting entity used to account for services provided to internal organizational units rather than the general public.  |
| <b>Investment Income</b>                    | Interest earned on public funds being held until expended or distributed to other units of government in the County. Investments can only be made in instruments specified by State law and the County's investment policy.  |
| <b>Levy</b>                                 | A compulsory collection of monies or the imposition of taxes.  |
| <b>Long-Term Debt</b>                       | Debt with a maturity of more than one year after the date of issuance.   |
| <b>Mill</b>                                 | A monetary unit used to express the property tax rate. One mill is equivalent to one-thousandth of a dollar, or \$1 of tax per \$1,000 of assessed valuation.  |
| <b>Modified Accrual Basis of Accounting</b> | Basis of accounting according to which revenues are recognized in the accounting period in which they become available and measurable and expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due. |
| <b>National Disaster Medical System</b>     | A cooperative asset-sharing program that augments local medical care when an emergency exceeds the scope of a community's hospital and healthcare resources. The emergency resources – which include some 8,000 medical and support personnel – come from federal, state, and local governments; the private sector; and civilian volunteers.  |
| <b>Operating Budget</b>                     | The portion of the budget that pertains to daily operations that provide basic governmental services.  |
| <b>Performance Measure</b>                  | A quantitative means of assessing the efficiency and effectiveness of services performed by departments and divisions.   |
| <b>Program</b>                              | A functional budgetary subdivision, usually within divisions with a five-digit numeric code that is used to segregate specific programs or projects.   |
| <b>Reserved Fund Balance</b>                | The portion of fund balance that is legally restricted for a specific purpose, like inventory, prepaid expenses, or encumbrances.  |
| <b>Restricted Unencumbered Cash</b>         | Carryover cash from previous year that has been earmarked to fund services in the current year's budget.   |
| <b>Revenue</b>                              | A source of income which finances governmental operations.   |

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| <b>Revenue Category</b>        | <p>A grouping of similar revenues. Revenue classes found in the Sedgwick County budget system are listed below with their assigned object code prefixes:</p> <p><i>Taxes (31)</i> - ad valorem, motor vehicle, and other taxes. Penalties assessed on back taxes are also included.</p> <p><i>Licenses (32)</i> - receipts from licenses and permits.</p> <p><i>Intergovernmental Revenue (33)</i> - monies received from other governments including either the State or Federal government.</p> <p><i>Charges for Services (34)</i> - fees charged to users of a service to offset the incurred cost.</p> <p><i>Fines and Forfeitures (35)</i> - fines and other assessed financial penalties, not including tax payment penalties.</p> <p><i>Miscellaneous Revenue (36)</i> - monies received from canceled warrants, refunds, and other sources.</p> <p><i>Reimbursements (37)</i> - compensation for past expenditures.</p> <p><i>Use of Money and Property (38)</i> - primarily investment income on idle cash.</p> |
| <b>Risk Management</b>         | An organized attempt to protect a government's assets against accidental loss in the most economical method.  |
| <b>Short Message Service</b>   | A system for sending text messages from one mobile phone to another.  |
| <b>Special Assessments</b>     | Charges assessed against property in a special district formed to pay for specific capital improvements such as streets, sewers, curbs, and gutters. While charges are normally assessed on the basis of the square footage of the lot, charges alternatively may be assessed against the value of the lot, or on the basis of both lot square footage and value.   |
| <b>Special District</b>        | A designated geographic area in which a tax is levied to pay for specific capital improvements such as streets, sewers, curbs, and gutters.   |
| <b>Special Liability</b>       | Any municipality may establish a special fund for the payment of costs to cover the liability of governmental entities under the Kansas Tort Claims Act.  |
| <b>Special Revenue Fund</b>    | A fund in which revenues are limited to a specific activity.  |
| <b>Tax Year</b>                | The calendar year in which ad valorem taxes are levied to finance the following calendar year's budget. For example, taxes levied in 2017 finance the 2018 budget.  |
| <b>Unencumbered Balance</b>    | The amount of funds, which is neither expended nor reserved, but is still available for future purchases.   |
| <b>Unreserved Fund Balance</b> | The portion of fund balance that may be used for any purpose.   |

**Unrestricted  
Unencumbered  
Cash**

Carryover cash from the previous year that was not used for the current budget year, but will be used in the upcoming year.

**User Fees**

Charges for specific services rendered only to those using such services.