

GLOSSARY OF TERMS

ACTUAL

Indicates the budget amount actually expended (in the case of an appropriation) or received (in the case of a revenue) for the entire year, two years prior to the year for which the budget is presented.

ADJUSTED

Represents the amount from the year prior to the year for which the budget is presented (the latest figure for that budget appropriation or revenue line item), including any budget adjustments up to the printing of the budget, but not including end-of-year figures. Adjustments are made to the Adopted Budget throughout the year.

ADOPTED BUDGET

Represents the final agreed upon budget amount at the beginning of the current budget year. These numbers are finalized when they are adopted by the County Legislature.

AMENDMENT

A change made by correction, addition, or deletion

ANCILLARY ACCOUNTS

Accounts in the County budget for funding purposes only, there are no personnel or daily expenses included in these accounts.

**APPROPRIATED
UNDESIGNATED FUND
BALANCE**

The amount of fund balance estimated to be available from previous years and appropriated for use in the current year.

APPROPRIATION

A statutory authorization against which expenditures may be made during a specific fiscal year. Appropriations represent the maximum spending authority, rather than mandates to spend. Expenditures need not, and generally do not, equal the amount of the appropriation from which they are made.

ASSETS

Items or resources owned by a person, business, or government, as cash, notes and accounts receivable, securities, inventories, goodwill, fixtures, machinery, or real estate

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, the maturity date(s), together with periodic interest at a specified rate.

**BOND ANTICIPATION NOTE
(BAN)**

Short-term interest-bearing notes issued by a government in anticipation of bonds to be issued at a later date.

BUDGET

A plan of all proposed appropriations and expenditures necessary to carry out programs and estimates of revenues expected to be available to support those expenditures.

BUDGET PROCESS

The steps in the development of the coming year's budget. The budget process, which begins in May and ends in December, includes receipt of department requests, development of the County Executive's recommendations and adoption of the final budget by the County Legislature. The requirements for this process are found in Article 6, Financial Procedures, Sections 603 and 604, of the Albany County Charter.

CAPITAL PROGRAM

The planned undertaking during the next five years of projects which cost more than \$250,000 each and have a useful life of at least six years. Examples of such projects include large equipment purchases and highway projects.

CONSTITUTIONAL DEBT LIMIT

In accordance with article VIII of the State Constitution and Title 9 of Article 2 of the Local Finance Law, this limits the amount of debt which can be incurred to 7 percent of the five-year average full value of taxable real property.

**CONSUMER CONFIDENCE
INDEX**

A short-term economic indicator reflecting consumers' opinions about their current financial situations and future spending. The Index calculation is based on a survey of people asked to respond to questions regarding their current and future financial situations and buying plans.

CONTINGENCY

Funding put in place for unforeseen circumstance that may present itself.

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CONTRACTUAL EXPENSES Day-to-day operating and maintenance expenses, such as utilities, supplies, rentals, and insurance, but not including personal service expenditures.

COUNTY SHARE The difference between appropriations and attributable revenue which must be raised through the property tax levy or non-attributable revenue.

DEBT An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds and notes.

DEBT LIMIT The legal maximum authority of a municipality to incur debt.

DEBT SERVICE Required payments of principal and interest on bonds and notes issued.

ELECTED DEPARTMENTS County departments that are under the oversight of an elected official.

ENCUMBRANCE Commitments related to unperformed contracts/purchase orders for goods or services. Encumbrances are not expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if the contracts/purchase orders are completed.

EQUIPMENT Expenses for any type of equipment, including but not limited to, office, computer, and safety equipment.

EXECUTIVE DEPARTMENTS The departments that are under the oversight of the County Executive.

EXECUTIVE BUDGET The County Executive's annual submission to the Legislature, which contains the recommended program for the forthcoming fiscal year. The Executive Budget is an overall plan of recommended appropriations.

EXEMPTION The circumstances of a taxpayer, such as their age or number of dependents, that allow them to make certain deductions from taxable income.

FISCAL YEAR For the County of Albany, the same as the calendar year — from January 1st through December 31st.

FRINGE BENEFITS Expenses for employees, Social Security, Hospital and Medical insurance and New York State Retirement.

FUND A self-balancing group of related accounts.

FUND BALANCE In fund accounting, Fund Balance = Assets—Liabilities. It is analogous to Retained Earnings in a business enterprise.

GENERAL FUND The General Fund is the County's principal operating fund, accounting for all financial resources not required to be recorded in other funds. Other types of funds consist of Debt Service, the County Road Fund, Road Machinery Fund, Sewer District Fund, Risk Retention Fund, and Nursing Home Fund.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) For state and local governments, refers to uniform minimum standards of and guidelines for financial accounting and reporting prescribed by the Governmental Accounting Standards Board. GAAP requires fund accounting for all government resources and the accrual basis of accounting recognizes revenues when they become measurable and available to finance expenditures, and expenditures when a liability to pay for goods or services is incurred or a commitment to make aid payments is made, regardless of when actually paid.

GRANT Funding from sources outside the County—federal, state, or private—to conduct a specific program to achieve a specific purpose.

GROSS REVENUES Revenues prior to the payment of expenses for operation, maintenance, and debt service.

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| INDEX OF CURRENT ECONOMIC CONDITION | A short-term economic indicator reflecting consumers' opinions of their current situations. The Index calculation is based on a survey of people asked to respond to questions regarding their current financial situations. These survey questions are a subset of the questions asked in the Consumer Confidence Index. |
| INDEX OF FUTURE EXPECTATIONS | A short-term economic indicator reflecting consumer's opinions about their future spending. The Index calculation is based on a survey of people asked to respond to questions regarding their future financial situations and buying plans. These survey questions are also a subset of the questions asked in the Consumer Confidence Index. |
| INTERFUND TRANSFERS | One of the nine major object classes used to categorize appropriations. The Interfund Transfer appropriation represents the expense to one County department of government for services or supplies provided by another County department. Under GAAP, each fund is treated as a separate fiscal and accounting unit with limitations on the kinds of disbursements to be made. To comply with these limitations, monies are moved from one fund to another to make them available for use in the proper fund, and are accounted for as "interfund transfers." |
| LIABILITIES | Moneys owed; debts or financial obligations. |
| MUNICIPAL BOND | Bonds issued by any of the 50 states; U.S. territories and their subdivisions; counties, cities, towns, villages, and school districts; agencies, such as authorities and special districts created by the states; and certain federally sponsored agencies, such as local housing authorities. The interest paid on these bonds is exempt from federal income taxes and generally exempt from state and local taxes in the state of issuance. |
| MUNICIPAL NOTE | Short-term municipal obligations, generally maturing in three years or less. The most common types are Bond Anticipation Notes, Revenue Anticipation Notes, Tax Anticipation Notes, Grant Anticipation Notes, Project Notes, and Construction Loan Notes. |
| NET REVENUES | Gross revenues less operating and maintenance expenses. |
| OVERRIDE | To disregard, set aside, or nullify; countermand. |
| PERSONNEL SERVICES | Expenses in support of the County workforce, including but not limited to, salaries, wages, overtime, and longevity payments. |
| PROPERTY TAX CAP | The tax cap law establishes a limit on the annual growth of property taxes levied by local governments and school districts to two percent or the rate of inflation, whichever is less. |
| PROPOSED | Describes the budget amount requested by the County Executive and submitted to the Legislature. |
| REAL GROSS DOMESTIC PRODUCT | A measure of the value of all goods and services produced within a nation's borders regardless of the nationality of the producer. |
| REAL PROPERTY | Property that is permanent, fixed immovable. This includes land, structures annexed to the land, property affixed to the structures and sometimes trees etc., growing on the land. |
| REQUESTED | Describes the budget amount requested of the County Executive by the department. |
| RESERVE FUND | Reserve funds provide a mechanism for legally saving money to finance all or part of future infrastructure, equipment and other requirements. Reserve funds can also provide a degree of financial stability by reducing reliance on indebtedness to finance capital projects and acquisitions. |
| RESOLUTION | A formal expression of opinion or intention made, usually after voting, by a formal organization, a legislature, a club, or other group. |

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REVENUE Estimates of every and all types of income received by County departments and programs, including funds from fees, charges, surcharges, rents, reimbursements, grants, fines, interest, and earnings.

SHARED SERVICES Some departments serve the other departments of the County and these charges and revenues are the funding provided by the other departments to help cover the costs of these departments operating costs.

TAX ANTICIPATION NOTE (TAN) Notes issued by states or municipalities to finance current operations before tax revenues are received. When the issuer collects the taxes, the proceeds are then used to retire debt. Tax anticipation notes serve to smooth out the cash flow needs throughout the fiscal year.

TAX LEVY The total amount to be raised by the general real estate or property tax.

UNCLASSIFIED Used to reference short-term and long-term assets and liabilities: Balance sheet accounts document your business assets, current liabilities and accounts payable at any period of time

UNDISTRIBUTED The Undistributed Expenses budget records allocations associated with, but not included in, departmental budgets or those that cannot reasonably be distributed to departmental budgets. This budget includes costs for both current and non-current (including retiree) employee benefits, general risk management, payments to other agencies, and other miscellaneous expenditures.