

Glossary

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| Adopted Budget | The budget as formally approved by City Council for the upcoming fiscal year. |
| Appropriation | Legal authorization of funds approved by City Council for budget revenues and expenditures. |
| Budget | Plan of financial operation for the City. Includes estimated income (revenues) and expenses (expenditures) matched with various municipal services. |
| Capital Improvements Program (CIP) | A plan for future capital expenditures which identifies each capital project, its anticipated start and completion, and the cost per year. |
| Capital Outlay | Capital Budget category for office equipment, computer equipment, machinery, and computer hardware/software. |
| Debt Service | Payment of principal and interest related to the City's long-term borrowing, according to a predetermined payment schedule. |
| Enterprise Fund | A separate fund used to account for operations that are financed and operated in a manner similar to private business enterprises where it is the intent that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. For the City of Charlottesville the water, sewer, and gas funds comprise the enterprise funds. |
| Expenditures | The cost of goods delivered or services rendered by the City. |
| Fiscal Year (FY) | A twelve-month period during which the annual operating budget applies. In the City of Charlottesville, the fiscal year is July 1 through June 30. |
| Full Time Equivalent (FTE) | A means to determine the number of employees in the organization as measured by number of hours worked – 1 FTE = 40 hours per week, 0.5 FTE = 20 hours per week, etc. |
| Fund | An accounting term to describe the City's major financial accounts: general fund, utilities, and capital improvements fund. |
| Fund Balance | The accumulated revenues and other financing sources over expenditures and other uses. |
| Fund Balance Target Adjustment | An account created to help ensure that the City continues to meet the following financial policy: the City will maintain an unappropriated fund balance in the General Fund equal to 12% of the City's operating budget. |
| General Fund | A fund used to account for all revenue and expenditures applicable to general operations of City departments and other agencies, not properly accounted for in another fund. |

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| Intergovernmental Revenue | Revenue collected by one government and distributed in the form of grants, shared revenues, or payments in lieu of taxes. |
| Internal Service Fund | Funds which account for those activities supplied by one department to another on a cost-reimbursement basis. Fleet Maintenance, Risk Management and Information Technology are internal service funds. |
| Line-Item | A budgetary account representing a specific object of expenditure. The 40000 account codes represent the revenue line items and the 50000 account codes represent the expenditure line items. Examples include line item 51101 – Full-time salaries, line item 52101 – Office Supplies, and line item 55109 – Computer Hardware. |
| Operating Budget | A financial plan that represents proposed expenditures for a given period and estimates of revenue to finance them. Excludes expenditures for capital assets, such as capital improvements, equipment replacement, and facility repair. |
| Other Expenses | A category of recurring expenses other than salaries and capital equipment costs that are required for a department to function. Examples include office supplies, data processing charges, education and training, and contractual services. |
| Salaries and Benefits Expenses | A category of expenditures consisting primarily of the salaries, wages, and fringe benefits of the employees. |
| Proposed Budget | The budget formally submitted by the City Manager to the City Council for its consideration. |
| Revenue | The yield from various sources of income, such as taxes and permits, that the City collects and receives into the treasury for public use. |
| Revenue Sharing | The process by which one unit of government levies revenue and shares it with another unit of government. In this case, Albemarle County shares some of its revenue with the City of Charlottesville. |
| Transfers to Other Funds | An allocation of appropriations used to reimburse a fund for expenses it incurred on behalf of the transferring fund or to record the transfer of revenue from one fund to assist in funding the operation of another. In the recipient fund, a matching amount is reflected in estimated revenues under the title of "Transfer From Other Funds". |
| User-Fee | Payment of a fee for direct receipt of a public service by the party benefiting from the service. |