Glossary

Several words or phrases in the budget document have technical, budgetary, or fiscal meanings. Definitions of commonly used terms for the Capital (CIP) and Operating (PSP) budgets are shown below.

ADEQUATE PUBLIC FACILITY (APF) - Any infrastructure improvement required by the Montgomery County Planning Board as a condition of approving a preliminary plan of a subdivision under the County's adequate public facilities ordinance.

AGENCY - One of the major organizational components of government in Montgomery County; namely, Montgomery County Government (Executive departments, Legislative offices and boards, Circuit Court and judicial offices); Montgomery County Public Schools (MCPS); Montgomery College (MC); Maryland-National Capital Park and Planning Commission (M-NCPPC); Washington Suburban Sanitary Commission (WSSC); Housing Opportunities Commission (HOC); Washington Metropolitan Area Transit Authority (WMATA); and Montgomery County Revenue Authority.

AGENCY FUND - A fiduciary fund which accounts for assets received by the County incidentally in connection with the discharge of its responsibilities. The County uses this type of fund for deferred compensation, MCPS and Montgomery College capital funding, and holding property tax payments.

AGGREGATE OPERATING BUDGET - The total Operating Budget, exclusive of enterprise funds, the budget of the WSSC, expenditures equal to tuition and tuition-related charges received by Montgomery College, and grants. As prescribed in the *Charter of Montgomery County, Maryland,* Section 305, an aggregate operating budget which exceeds the aggregate operating budget for the preceding fiscal year by a percentage increase greater than that of the Consumer Price Index for all urban consumers of the Washington metropolitan area for the 12 months preceding December first of each year requires the affirmative vote of six Councilmembers. See also, Spending Affordability Guideline.

AMENDMENTS TO THE CIP - Changes to project scope, schedule, or funding, which require County Council action. Proposals must meet strict criteria to be considered for amendment. Six Councilmember votes are required to approve an amendment.

APPROPRIATION - Authority to spend money within a specified dollar limit for an approved work program during the fiscal year. The County Council makes separate appropriations to each capital project and to Personnel Costs, Operating Expense, and Capital Outlay for each County operating department.

APPROPRIATION CATEGORY - One of the elements of the County Council's appropriation for each County department; i.e., Personnel Costs, Operating Expense, or Capital Outlay.

ASSESSABLE BASE - The value of all real and personal property in the County which is used as a basis for levying taxes. Tax-exempt property is excluded from the assessable base.

ASSESSED VALUATION - The valuation set upon real estate or other property by the State through its Department of Assessment and Taxation. This valuation is multiplied by the tax rates set annually by the Council to determine taxes due. Assessed value is less than market value.

AUTHORIZED POSITIONS - The number of positions authorized by the County Executive in the approved personnel complement.

BIENNIAL CIP - See Capital Improvements Program.

BOND RATING - An evaluation by investor advisory services indicating the probability of timely repayment of principal and interest on bonded indebtedness. These ratings significantly influence the interest rate that a borrowing government must pay on its bond issues. Montgomery County bonds are rated by three major advisory services: Moody's Investors Service, Standard and Poor's Corporation, and Fitch Investors Service. The County continues to have the highest possible rating from each of these services.

CAPITAL BUDGET - The annual request for capital project appropriations. Project appropriations are normally for only that amount necessary to enable the implementation of the first year of the capital program expenditure plan. However, if contracted work is scheduled that will extend beyond the upcoming fiscal year, the entire contract appropriation is required, even if the work and expenditures will be spread over two or more fiscal years.

CAPITAL IMPROVEMENTS PROGRAM (CIP) - The comprehensive presentation submitted in even-numbered calendar years, of capital project expenditure estimates; funding requirements; capital budget requests; and program data for the construction of all public buildings, roads, and other facilities planned by County agencies over a six-year period. The CIP constitutes both a fiscal plan for proposed project expenditures and funding, and includes the annual capital budget for appropriations to fund project activity during the first fiscal year of the plan.

CAPITAL LEASE - A long-term rental agreement which transfers substantial rights and obligations for the use of an asset to the lessee and, generally, ownership at the end of the

lease. Similar to an installment purchase, a Capital Lease may also represent the purchase of a fixed asset and the incurrence of a long-term liability.

CAPITAL OUTLAY - An appropriation and expenditure category for government assets with a value of $5,000 or more and a useful economic lifetime of more than one year.

CAPITAL PROJECT - Governmental effort involving expenditures and funding for the creation, expansion, renovation, or replacement of permanent facilities and other public assets having relatively long life. Expenditures within capital projects may include costs of planning, design, and construction management; land; site improvements; utilities; construction; and initial furnishings and equipment required to make a facility operational.

CAPITALIZATION, PARTIAL - See partial capitalization.

CARRYOVER - The process in which, at the end of one fiscal year, appropriation authority for previously-approved encumbrances and unexpended grant and capital funds are carried forward to the next fiscal year.

CHARGEBACKS/CHARGES TO OTHERS - In the budget presentation, costs of services or workyears which are chargeable to another agency or fund.

CHARTER LIMIT - Limitations on the Operating Budget and on tax levies prescribed in the *Charter of Montgomery County, Maryland,* Section 305. Both of these limits may be exceeded by the County Council with a sufficient number of votes. See also, Spending Affordability Guideline.

COLLECTIVE BARGAINING AGREEMENT - A legal contract between the County Government or an agency as employer and a certified representative of a recognized bargaining unit for specific terms and conditions of employment; e.g., hours, working conditions, salaries, or employee benefits.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) - Annual funding from the Federal government for use in capital projects or operating programs such as neighborhood or business area revitalization, housing rehabilitation, and activities on behalf of older and lower-income areas of the County.

COMPENSATION - Payment made to employees in return for services performed. Total compensation includes salaries, wages, employee benefits (Social Security, employer-paid insurance premiums, disability coverage, and retirement contributions), and other forms of remuneration when these have a stated value.

CONSTANT YIELD TAX RATE - A rate which, when applied to the coming year's assessable base, exclusive of the estimated assessed value of property appearing on the tax rolls for the first time (new construction), will produce tax revenue equal to that produced in the current tax year. State law prohibits local taxing authorities from levying a tax rate in excess of the Constant Yield Tax Rate unless they advertise and hold public hearings on their intent to levy a higher rate.

CONSUMER PRICE INDEX-URBAN (CPI-U) - A commonly accepted indicator of inflation as it applies to consumer goods, including the supplies, materials, and services required by the County. For projecting costs in the outyears, expenditures are estimated to grow at the rate of inflation as measured on a fiscal year (FY) basis using the CPI-U for the Washington-Baltimore Consolidated Metropolitan Statistical Area (CMSA). That rate of inflation is computed using the average of the indexes in one fiscal year compared to the average of the indexes in the prior fiscal year. For purposes of Charter limitation of property tax, the November to November CPI-U of the preceding year is used.

COUNCIL TRANSFER OF APPROPRIATION - A transfer of unencumbered appropriation balance by the County Council between agencies or departments or to any new account, or between agency capital projects. The total cumulative transfer from any one appropriation may not exceed ten percent of the original appropriation.

CURRENT REVENUE - A funding source for the Capital Budget which is provided for annually within the Operating Budget from general, special, or enterprise revenues. Current revenues are used for funding project appropriations not eligible for debt financing or to substitute for debt-eligible costs.

DEBT SERVICE - The annual payment of principal, interest, and issue costs of bonded indebtedness. Debt service is presented both in terms of specific bond allocations by category and fund and by sources of revenues used.

DEBT SERVICE FUND - A fund used to record fiscal activities related to the payment of principal, interest, and overhead costs of general obligation debt, capital leases, and equipment purchase agreements.

DEPARTMENT - A primary organizational unit within Montgomery County Government. For presentation purposes, "Department" includes the principal offices, boards, and commissions.

DEPRECIATION - The expiration of the useful life of a fixed asset over a determined period of time attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and obsolescence. Also, the portion of the cost of a fixed asset charged as an expense during a particular period.

DEVELOPMENT DISTRICT - A special taxing district created to finance the costs of infrastructure improvements necessary for the development of land in areas of the County of high priority for new development or redevelopment, especially in areas for which approved master plans recommend significant development.

DIVISION - A primary organizational unit within a government department or agency. Divisions are usually

responsible for administering basic functions or major programs of a department.

EMPLOYEE BENEFITS - For budgeting purposes, employee (fringe) benefits are payments by the employer for Social Security, retirement, and group insurance.

EMPLOYEE - MERIT SYSTEM - Any person employed by Montgomery County Government who is subject to the provisions of the Merit System.

EMPLOYEE - TEMPORARY - An individual occupying a position required for a specific task for a period not to exceed 12 months or a position that is used intermittently on an as-needed basis (seasonal, substitute, etc.).

EMPLOYEE - TERM - An individual occupying a position created for a special term, project, or program. Any person acting in a term position also receives County benefits.

ENCUMBRANCE - An accounting commitment that reserves appropriated funds for a future expenditure. The total of all expenditures and encumbrances for a department or agency in a fiscal year, or for a capital project, may not exceed its total appropriation. The commitments relate to unperformed contracts for goods or services.

ENTERPRISE FUND - A fund used to record the fiscal transactions of government activities financed and operated in a manner similar to private enterprise, with the intent that the costs of providing goods and services, including financing, are wholly recovered through charges to consumers or users. Examples are: Liquor Control and parking facilities.

EXECUTIVE TRANSFER OF APPROPRIATION - A transfer of unencumbered appropriation balance by the County Executive between appropriation categories (e.g., from Personnel Costs to Operating Expense) within the same department and fund, or between capital projects in the same category. The total cumulative transfers from any one appropriation may not exceed ten percent of the original appropriation (Charter, Section 309).

EXPEDITED DEVELOPMENT APPROVAL EXCISE TAX (EDAET) - A tax assessed on a development project based on the intended use of the building, the square footage of the building, and whether the building is in a moratorium policy area. The purpose of the EDAET is to act as a stimulus to residential and commercial construction within the County by making the development approval process more certain.

EXPENDABLE TRUST FUNDS - Accounting entities for assets the government does not own but must use for certain purposes, such as escrow deposits held by the County and retiree group insurance reserves.

EXPENDITURE - A decrease in the net financial resources of the County generally due to the purchase of goods and services, the payment of salaries and benefits, and the payment of debt service.

EXPENDITURE PRESSURE PROJECTIONS - Estimates of revenues and projections of possible expenditures for the functions of government, including analysis of the impact of tax and expenditure patterns on public programs and the economy of the County.

EXPENSES - Outflows or other uses of assets or incurrences of liabilities from delivering or producing goods, rendering services, or carrying out other activities that constitute an entity's operation.

FEE - A charge for service to the user or beneficiary of the service. According to State law, charges must be related to the cost of providing the service. See the Fiscal Policy section for Executive policy on user fees.

FIDUCIARY FUNDS - Assets held by the County in a trustee capacity or as an agent for individual private organizations, other governmental units, and/or other funds. In Montgomery County, these include Expendable Trust Funds, Agency Funds, Pension Trust Funds, and Nonexpendable Trust Funds.

FINES/PENALTIES - Charges levied for violation of laws, regulations, or codes. They are established through Executive Regulation as provided for in County law.

FISCAL PLAN - Estimates of revenues, based on recommended tax policy and moderate economic assumptions, and projections of currently known and recommended commitments for future uses of resources.

FISCAL POLICY - The County Government's policies with respect to revenues, expenditures, and debt management as these relate to County services, programs, and capital investments. Fiscal policy provides a set of principles for the planning and programming of budgets, uses of revenues, and financial management.

FISCAL YEAR - The 12-month period to which the annual operating and capital budgets and their appropriations apply. The Montgomery County fiscal year starts on July 1 and ends on June 30.

FIXED ASSETS - Assets of a long-term character which are intended to continue to be held or used. Examples of fixed assets include items such as land, buildings, machinery, furniture, and other equipment.

FRANCHISE FEE - A fee levied on a corporation in return for authorized conduct of business on or use of public property, or as otherwise provided for by County law.

FULL-TIME EQUIVALENT (FTE) - A standardized measurement of student enrollment at the community college to account for attendance on less than a full-time basis. An FTE is defined as a course load of 15 credit hours per semester.

FUND - Resources segregated for the purpose of implementing specific activities or achieving certain objectives in accordance with special regulations, restrictions, or limitations, and constituting an independent fiscal and accounting entity.

FUND BALANCE - Undesignated reserves in a fund, the amount by which resources exceed the obligations of the fund. Fund balance may be measured as a percentage of revenues or expenditures.

GENERAL OBLIGATION (G.O.) DEBT - Bonded debt incurred under the general obligation and backed by the full faith and credit of the County to pay its scheduled retirement of principal and interest.

GENERAL REVENUES - Money received which may be used to fund general County expenditures such as education, public safety, public welfare, debt service, etc. Funds received which are restricted as to use (such as recreation) are not general revenues and are accounted for in other funds.

GENERAL FUND - The principal operating fund for the County Government. It is used to account for all financial resources except those required by law, County policy, and generally accepted accounting principles to be accounted for in another fund.

GENERAL WAGE ADJUSTMENT (GWA) - An increase in salaries other than seniority-based merit increases (increments). GWA has been referred to as Cost-of-Living Adjustment (COLA) in the past.

GRANT - A payment from one level of government to another or from a private organization to a government. Grants are made for specified purposes and must be spent only for that purpose.

GRANTS TO OTHERS - A payment by the County to a public or private nonprofit organization for a specific purpose; generally, to provide services in support of, or compatible with, government program objectives.

GROSS BUDGET - The total cost of a department's operation (not appropriation), including those expenditures that are charged to (and paid by) other funds, departments, agencies, or CIP projects. See also, Net Budget.

IMPACT TAXES – A tax charged to developers that varies depending on land use. The revenues are used to pay for a specific set of master-planned transportation projects. The County has established Clarksburg, Germantown, and Eastern County as impact tax areas. A new impact tax area is proposed to cover the remainder of the County.

INDIRECT COSTS - That component of the total cost for a service which is provided by and budgeted within another agency (e.g., legal support, personnel). In Montgomery County, indirect costs are calculated as a percentage of Personnel Costs of the organization receiving the service, according to a formula approved by the Department for Housing and Urban Development for Federal grants. In the Special and Enterprise Funds, indirect costs are transferred to the General Fund.

INTERFUND TRANSFER - A transfer of resources from one fund to another as required by law or appropriation. The funds are considered revenues of the source fund, not the receiving fund.

INTERGOVERNMENTAL REVENUE - Funds received from Federal, State, and other local government sources in the form of grants, shared taxes, reimbursements, and payments in lieu of taxes.

INTERNAL SERVICE FUNDS - Separate financial accounts used to record transactions (primarily goods and services) provided by one department to other departments of the County government on a cost-reimbursable basis. Examples are: Motor Pool, Central Duplicating, Risk Management, and Printing and Mail.

LAPSE - The reduction of gross personnel costs by an amount believed unnecessary because of turnover, vacancies, and normal delays in filling positions. The amount of lapse will differ among departments, and from year to year.

LEASE-PURCHASE AGREEMENT - A contractual agreement which is termed "lease," but is in substance a purchase contract, with payments made over time.

LEVEL OF SERVICE - The existing or current services, programs, and facilities provided by a government to its citizens. The level of service may increase, decrease, or remain the same depending upon needs, alternatives, and available resources.

LICENSES AND PERMITS - Documents issued in order to regulate various kinds of businesses and other activities within the community. Inspection may accompany the issuance of a license or permit, as in the case of food vending licenses or building permits. In most instances, a fee is charged in conjunction with the issuance of a license or permit, generally to cover all or part of the related cost.

MASTER LEASE - A securitized package of leases, designed to reduce interest rates compared to standard commercial leases.

MISSION - The desirable end result of any activity. Missions are generally broad and long range in nature compared to goals which are more specific and immediate. An example of a mission is: "to provide safe, reliable, and cost-efficient public transportation to the residents of Montgomery County."

NET BUDGET - The legal appropriation requirement to finance a fund, department/account, agency, or CIP project. The net budget includes the funds required for charges from other funds, departments, agencies, or CIP projects for services rendered, but does not include charges made to other departments for services rendered. See also, Gross Budget.

NON-DEPARTMENTAL ACCOUNT - A budget category used to account for resources used for County-funded activities that do not fall within the functional assignment of any department, or for expenditures related to more than one department.

NON-EXPENDABLE TRUST FUNDS - Accounting entities for the principal portion of assets held by a government, such as endowments or matching funds, wherein the principal must be preserved intact and expenditures, if any, made from interest earned.

NON-TAX SUPPORTED FUND - A revenue fund supported by revenues other than taxes and not included in the Spending Affordability Guidelines. The exception is Parking Lot Districts which collect property taxes; but, as enterprise funds, are not considered tax supported.

OPERATING BUDGET - A comprehensive plan by which the County's operating programs are funded for a single fiscal year. The Operating Budget includes descriptions of programs, appropriation authority, and estimated revenue sources, as well as related program data and information on the fiscal management of the County.

OPERATING EXPENSE - Those costs, other than expenditures for Personnel Costs and Capital Outlay, which are necessary to support the operation of the organization, such as charges for contractual services, telephones, printing, motor pool, and office supplies. See also, Expenditure.

PARTIAL CAPITALIZATION - The process of either expensing or transferring to the fixed asset account group prior fiscal year expenditures for ongoing capital projects only.

PENSION TRUST FUNDS - Accounting entities for assets held by the County from which retirement annuities and other benefits are paid to former employees.

PERFORMANCE MEASUREMENT - The quantifying of results, or outcomes, in the community by the measurement of organizational or program performance through a family of measures (outputs, inputs, quality/effectiveness, and efficiency) in each department at the program level.

PERSONNEL COMPLEMENT - The full- and part-time positions, workyears, and costs related to employees of the departments and agencies of the County.

PERSONNEL COSTS - Expenditures made for salaries, wages, and benefits payable to County employees.

PLAR - Planned Lifecycle Asset Replacement.

POSITIONS - Identified jobs into which persons may be hired on either a part-time or full-time basis.

PRODUCTIVITY IMPROVEMENT - Increased quantity or improved quality of goods or services using the same or fewer resources. Productivity improvement may be achieved through cost efficiencies, alternative means of delivering services, streamlining organizational structures, making use of automation and other time- or labor-saving innovations, and eliminating unnecessary procedures or requirements.

PROGRAM - A primary service, function, or set of activities which address a specific responsibility or goal within an agency's mission. A program encompasses all associated activities directed toward the attainment of established objectives; for example, the School Health Program. A program will have clearly defined, attainable objectives, which may be short-term or long-term in nature, and will have measurable output or outcomes.

PROGRAM BUDGET - The identification and presentation of resource requirements and allocations by specific County programs.

PROGRAM CHANGE - A change in expenditures, revenues, or service delivery of a program. Program Change can involve a new initiative, service expansion or reduction, a change in workyears, or a change in policy.

PROGRAM DESCRIPTION - A statement of the purpose for a program, explaining how it contributes to a department's mission, and what it does. A program description identifies activities that will accomplish specific functions or meet service responsibilities.

PROGRAM INDICATOR - A particular value or characteristic used to measure workload, output, efficiency or effectiveness outcomes; specific information which permits an assessment of how well services are being delivered. Program indicators, such as the percentage of solid waste recycled, can be used to measure the efficiency and effectiveness of program activity.

PUBLIC HEARINGS - Opportunities for citizens and constituent groups to voice opinions and concerns to public officials. During the annual budget process, the County Charter requires that public hearings be conducted by the County Council not earlier than 21 days after receipt of the Executive's Recommended Budget. Public hearings are advertised in County newspapers. Speakers register to testify with the County Council. If it is not possible to testify in person at the hearings, written testimony is acceptable and encouraged.

PUBLIC SERVICES PROGRAM (PSP) - A forecast of public service requirements over the next six years, submitted annually by the Executive to the County Council. Its purpose is to provide guidance for the orderly planning of services with regard to population changes, socio-economic variables, potentially needed public facilities, and anticipated new or changing needs of County citizens. The PSP includes the County Executive's fiscal policy statements.

REALLOCATION OF APPROPRIATION - The transfer of unencumbered appropriations (expenditure authority) within the same appropriation category and within the same department and fund.

REAL PROPERTY - Real estate, including land and improvements (buildings, fences, pavements, etc.), classified for purposes of assessment.

RELATED REVENUE - Revenues earned by the operation of a program. Related revenues are generally not dedicated to the

program itself, but flow to a revenue fund. Revenues are related to a program in the sense that revenue will vary depending on the scope and level of services provided through program expenditures.

RESERVE - An account used either to set aside budgeted resources that are not required for expenditure in the current budget year or to earmark resources for a specific future purpose. See also, Fund Balance.

RESOURCES - Units of input such as workforce, funds, material, equipment, facilities, or other elements supplied to produce and deliver services required to meet program objectives. Examples are: librarians (workyears), numbers of libraries (facilities), book collections (material). From a fiscal point of view, resources include revenues, net transfers, and available fund balance.

REVENUE - All funds that the County receives, including tax payments, fees for specific services, receipts from other governments, fines, forfeitures, shared revenues, and interest income.

REVENUE BONDS - An obligation issued to finance a revenue-producing enterprise, with principal and interest payable exclusively from the earnings and other revenues of the enterprise. See also, Enterprise Fund.

RISK MANAGEMENT - A process used to identify and measure the risks of accidental loss, to develop and implement techniques for handling risk, and to monitor results. Techniques used may include self-insurance, commercial insurance, and loss control activities.

SALARIES AND WAGES - An expenditure category for monetary compensation to employees in the form of annual or hourly rates of pay for hours worked.

SALARY SCHEDULE - A listing of minimum and maximum salaries for each grade level in a classification plan for merit system positions.

SECTION - A significant element of work effort and responsibility within an organizational unit or program. Normally administered by a section supervisor or program manager, a section merits clear-cut identification, budgetary consideration, and performance measurement.

SELF-INSURANCE - The funding of liability, property, workers' compensation, unemployment, and life and health insurance needs through the County's financial resources rather than commercial insurance plans.

SET-ASIDE - See Unappropriated Reserves.

SOLID WASTE DISPOSAL FEE - See Tipping Fee.

SOLID WASTE (REFUSE) CHARGE - The annual charge, appearing on the County's Consolidated Tax Bill, applied to residences in the Solid Waste Collection District for the collection and disposal of solid waste for each household in the district. The charge includes a collection fee to cover hauling costs paid to collection contractors, a service charge which includes a charge based on the tipping fee, and a systems benefit charge.

SPECIAL APPROPRIATION - Additional spending authority approved by the County Council (Charter, Section 308). The appropriation must state that it is necessary to meet an unforeseen disaster or other emergency, or to act without delay in the public interest. There must be approval by not less than six members of the Council. The Council may make a special appropriation any time after public notice by news release.

SPECIAL REVENUE FUNDS - Financial accounts used to record the receipt and use of resources which, by law, generally accepted accounting principles, or County policy, must be kept distinct from the general revenues of the County. Revenues for Special Funds are generally either from a special tax on a specific geographical area or a user charge or fee from persons benefiting from special services or programs.

SPECIAL TAXING DISTRICT - A geographic area that is established by legislation within which a special tax is levied to provide for specific services to the area.

SPENDING AFFORDABILITY GUIDELINE (SAG) - An approach to budgeting that assigns expenditure ceilings for the forthcoming budget year, based on expected revenues and other factors. Under the County Charter (Section 305), the County Council is required to establish spending affordability guidelines for both the capital and operating budgets. Spending affordability limits are also set for WSSC by the Councils of Montgomery and Prince George's Counties.

SUPPLEMENTAL APPROPRIATION - An appropriation of funds above amounts originally appropriated, to authorize expenditures not anticipated in the adopted budget. A supplemental appropriation is required to enable expenditure of reserves or additional revenues received by the County through grants or other sources. See also, Special Appropriation.

SYSTEMS BENEFIT CHARGE - An annual service charge corresponding to all or a portion of the costs incurred by the County in providing solid waste management services.

SYSTEMS DEVELOPMENT CHARGE - A charge levied by the Washington Suburban Sanitary Commission on newly constructed buildings in the County to recover the costs of extending water and sewerage systems to new development.

TAX SUPPORTED FUND - A revenue fund, either the General Fund or a special revenue fund, supported in part by tax revenues and included in Spending Affordability Guidelines.

TIPPING FEE - A fee charged for each ton of solid waste disposed of, or "tipped," at the Solid Waste Transfer Station. Each year the County Executive recommends, and the County Council approves, a tipping fee based on a projection of costs

for solid waste disposal as well as the tonnage of solid waste generated. Also referred to as the Solid Waste Disposal Fee.

TRANSFER OF APPROPRIATIONS - See Council Transfer of Appropriation and Executive Transfer of Appropriation.

TRANSFER OF FUNDS - See Interfund Transfer.

UNAPPROPRIATED RESERVES - The planned-for excess of revenues over budgeted expenditures, within any of the various government funds, that provides funding for unexpected and unbudgeted expenditures that may be required during the fiscal year following budget approval. Use of this reserve requires County Council appropriation prior to its expenditure. The County Charter (Section 310) requires that unappropriated reserves within the General Fund may not exceed five percent of General Fund revenue. Also referred to as the Set-Aside for future projects in the capital program.

WATER QUALITY PROTECTION CHARGE – A charge imposed on each residential property and associated nonresidential property and used for construction, operation, maintenance of stormwater management facilities, and related expenses.

WORKYEAR - A standardized unit for measurement of government personnel effort and costs. A workyear is the equivalent of 2,080 workhours or 260 workdays. This term is roughly equal to "Full-Time Equivalents" used by other organizations.

YEAR END BALANCE - See Fund Balance.

Readers not finding a term in this glossary are invited to call the Office of Management and Budget at 240.777.2800.