

GLOSSARY OF TERMS

ADJUSTED BUDGET The annual operating budget with up-to-date modifications resulting from operations of County agencies since the budget adoption.

AGRICULTURE TRANSFER TAX Tax on the sale of property located within an area zoned for agriculture; proceeds are used to help fund the Agricultural Land Preservation Program.

ANNUALIZE Taking changes that occurred during the year and calculating their cost or savings for a full year for comparison purposes in the preparation of the annual budget.

APPROPRIATION The County's legal authorization to spend a specific amount of money for a particular purpose during a fiscal period.

ASSESSABLE TAX BASE The total valuation placed upon real and personal property, minus certain exemptions, by the State Department of Assessments and Taxation for the purposes of levying property taxes. The Board of County Commissioners determines the tax rate to be applied against the tax base to generate tax revenues to support the annual budget. Tax-exempt property is excluded from the assessable base.

ASSESSED VALUATION The valuation established for individual real estate or other property by the State for purposes of taxation.

AUTHORIZED POSITION An employee position, approved in the adopted budget, to be filled during the fiscal year.

BALANCED BUDGET A budget in which total expenditures equal total revenues. By State Law, the County's budget must be balanced.

BOND An investment grade interest-bearing certificate of indebtedness sold by the County or another governmental agency to generate funds. The bond guarantees payment of the original investment plus interest by a specified date or dates in the future. Bonds typically involve long-term indebtedness to pay for capital projects.

BOND RATING Evaluation of the credit quality of bonds usually made by independent rating services. Ratings generally measure the probability of the timely repayment of principal and interest on municipal bonds. Before a bond issuance, rating agencies may require information on demographics, debt burden, economic base, finances and management structure. The information is evaluated and the bond issue is assigned a letter rating which reflects the credit worthiness of the bonds. The higher the credit rating, the more favorable the effect on the marketability of the bond.

BUDGET A comprehensive financial plan describing proposed expenditures and the means for financing those expenditures.

BUREAU A sub-unit within a department with its own budget. The Bureau of Accounting is a bureau within the Department of the Comptroller.

CAPITAL BUDGET The budget that funds major construction and improvement projects, such as schools, bridges, and roads.

DEBT SERVICE The annual payment of principal and interest on the County's bonded debt.

DEPARTMENT A County agency or office consisting of one or more bureaus. Examples are the Department of Public Works and the Department of Management and Budget.

ENTERPRISE FUND A fund established to account for the financing of certain self-supporting services provided by the County government. The services generate their own revenues from fees, charges and other receipts. Carroll County presently has six enterprise funds: one to operate sewer and/or water facilities, one to manage the Septage Facility, one that manages solid waste and recycling efforts, one for the operations of the Airport, one for the Firearms Facility, and one for the Fiber Network.

EXPENDITURE The cost of goods delivered or services rendered.

FISCAL YEAR A twelve-month period of time to which the annual operating and capital budgets apply. Carroll County's fiscal year commences July 1 and ends the following June 30th.

FRINGE BENEFITS Contributions made by the County government to meet its commitments or obligations for Social Security, and the various retirement, medical and insurance plans for employees.

FULL TIME EQUIVALENT POSITION (FTE) A position converted to the decimal equivalent based on 37.5 – 40 hours per week. Positions in the Circuit Court are considered full time at 35 hours per week. For example, a part-time employee working 20 hours per week would be equivalent to .5 of a full-time position and a person working 40 hours a week would be equivalent to 1.0 full-time position.

FUND A separate budget/accounting grouping with its own revenues and appropriations. The general fund, for example, covers most of the daily operations of the County agencies and is funded by a variety of taxes and other revenues.

FUND BALANCES These accounts serve as the function of the owner's equity account in for-profit entities. Available balances in these accounts are the cumulative result of actual revenues exceeding expenditures over time. Bond rating agencies use Fund Balance levels as a means of evaluating a government's ability to cover unanticipated shortfalls in revenue projections or emergency expenditures that arise during the year.

GAAP Generally Accepted Accounting Principles. A common set of accounting conventions, standards and procedures followed when preparing financial statements.

GASB 34 Governmental Accounting Standards Board Statement 34. Financial reporting requirements for state and local governments related to capital assets and depreciation accounting.

GENERAL GOVERNMENT The function of government comprised of the central administrative offices such as: Comptroller, Economic Development, Human Resources, Budget, and County Commissioners.

GOALS A broad statement of purpose. A goal represents a framework of outcomes to be achieved on behalf of the customers and reflects realistic constraints upon the unit providing the service.

GOVERNMENTAL PARTNERS These are agencies, such as Sheriff Services and State's Attorney, that are funded by the County, but not under the direct control of the Board of County Commissioners. Many of these agencies also receive State and other sources of funding.

GRANT A contribution of assets (usually cash) from one governmental unit (typically the State or Federal government) or other organization to another. The contribution is usually provided in support of a particular public function, project or program.

IMPACT FEES One-time charges assessed against new development that attempt to recover from the developer the capital cost of the additional public facilities needed to serve that development.

INCOME TAX Counties in Maryland have the authority to levy a local income tax rate, which is expressed as a percentage of State taxable income. The current local income tax rate is 3.03% of taxable income.

INDEPENDENT BOARDS/AGENCIES Agencies of the County which are not subject to full County appropriation authority due to State Law, such as Carroll Community College, Carroll County Public Library, Health Departments, the Board of Education and the Carroll County Volunteer Emergency Services Association.

INDEPENDENT BOARDS/STATE AGENCIES Certain organizational entities are either State agencies or legally independent boards and not directly responsible to the Board of County Commissioners. However, the County is responsible for providing partial or full funding support. Examples include the Board of Elections and the Board of Education.

INVESTMENT Securities purchased and held for the production of income in the form of interest and dividends. An investment instrument is the specific type of security that a government purchases and holds.

LEACHATE A liquid produced when rain water and other moisture travels through the waste.

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

MUNICIPALITY City or town incorporated for local self-government.

OPERATING BUDGET The annual budget that supports the day-to-day operations of County agencies.

ORDINANCE Regulation enacted by the government.

OVERLAY (Roads) Consists of deep milling and patching of failed areas then applying hot mix asphalt over the existing road.

PAYGO A fiscal policy by which capital projects are funded with current revenue rather than long-term or bonded debt. In Carroll County, in addition to transfer to capital, other sources of current revenue are appropriated directly to the capital budget: property tax devoted to capital, local income tax devoted to capital, enterprise funds, bond interest and impact fees.

PEG ACCESS television production equipment, training and airtime on a local cable system so members of the public, educational system, and the government can produce their own shows and televise them to a mass audience.

PROJECT An identified cost center within the County's accounting system. Costs are summarized as follows:

PERSONNEL Within a project's budget these are the costs associated with the payment of County personnel. Included are labor costs for salaries and wages, hourly, part-time, overtime, and seasonal employee expenses. It also includes payroll taxes, pension, 401K, and Other Post Employment Benefits (OPEB).

OPERATING Within a project's budget these are the non-labor, non-capital related costs associated with the day-to-day operations of County agencies. Included are expenses such as travel-business conferences, contractual services, rents and utilities, and supplies and materials.

CAPITAL OUTLAY Within a project's budget these are the expenses associated with the purchase of an asset. An asset is defined as any tangible material that is non-expendable.

PROPERTY TAX Tax on the value of real and personal property and is levied almost exclusively by local governments. In Maryland, the State Department of Assessments and Taxation is responsible for the valuation and assessment of all property in the State. The local government is responsible for setting the tax rate to be applied to the property assessments to generate revenues in support of the local budget. The property tax is the major revenue source in Maryland County governments. The current local property tax rate in Carroll County is \$1.018 per \$100 of assessed value. However, The Board of County Commissioners included a \$.01 tax credit in FY 15.

RECORDATION A fee calculated on the value of recorded mortgages, deeds and other documents conveying title or creating liens on real and personal property.

RESERVE FOR CONTINGENCIES Funds budgeted to provide for unforeseen expenses or emergencies that arise during the fiscal year.

RESOLUTION Formal statement presented to Commissioners for decision.

RETAINED EARNINGS Net earnings retained by the enterprise fund to be reinvested in its core business or to pay debt.

REVENUES Monies received by the County to support its budget and enable the employees to provide service needed by the public. Property taxes, building permits and receipts from State and Federal sources are examples. By law, revenues must meet or exceed appropriations.

TRUST FUND A special fund, administered by the County as trustee, consisting of resources to be expended or invested under the terms and conditions of the trust.

UNAPPROPRIATED RESERVE Revenue in excess of budget and unspent appropriated dollars.

Acronyms

ACRONYMS

ADA	American with Disabilities Act
AED	Automated External Defibrillator
APFO	Adequate Public Facilities Ordinance
BERC	Business Employment Resource Center
BGE	Baltimore Gas and Electric
BMC	Baltimore Metropolitan Council
BMP	Best Management Practice
BRCPC	Baltimore Regional Cooperative Purchasing Committee
CAA	Community Action Agency
CAD	Computer-Aided Design
CAFR	Comprehensive Annual Financial Report
CALEA	Commission on Accreditation for Law Enforcement Agencies, Inc.
CCAIC	Carroll County Advocacy and Investigation Center
CCFN	Carroll County Fiber Network
CCG24	Carroll County Governmental Cable Channel
CCPL	Carroll County Public Library
CCPN	Carroll County Public Network
CCPS	Carroll County Public Schools
CCSCD	Carroll County Soil Conservation District
CCYSB	Carroll County Youth Services Bureau
CDBG	Community Development Block Grant
CIP	Community Investment Plan
CMC	Community Media Center
COA	Council on Accreditation
COMAR	Code of Maryland Regulations
CORE	Carroll Outdoor Research and Extension Center
CRC	Cable Regulatory Commission
CREP	Conservation Reserve Enhancement Program
CSP	Community Service Point

CY	Calendar Year
DHMH	Department of Health and Mental Hygiene
DHR	Department of Human Resources
DJS	Department of Juvenile Services
DMB	Department of Management and Budget
DSS	Department of Social Services
DVP	Domestic Violence Program
ED	Economic Development
ENR	Enhanced Nutrient Removal
EOC	Emergency Operations Center
EMS	Emergency Medical Services
EVOD	Emergency Vehicle Operator Driver
FAA	Federal Aviation Administration
FBO	Fixed Base Operator (Airport)
FCS	Family and Children's Services
FEMA	Federal Emergency Management Agency
FPM	Forest Pest Management
FTE	Full-Time Equivalent
FY	Fiscal Year
GAAP	General Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information System
HAZ-MAT	Hazardous Materials
HMO	Health Maintenance Organization
HPP	Homeless Prevention Program
HSP	Human Services Programs
HUD	U.S. Department of Housing and Urban Development
HUR	Highway User Revenue
HVAC	Heating, Ventilation, and Air Conditioning
IDA	Industrial Development Authority

IPA	Installment Purchase Agreements
ISF	Internal Service Fund
LAP	Lethality Assessment Program
LEA	Local Emergency Assistance
LGIT	Local Government Insurance Trust
LMB	Local Management Board
LOSAP	Length of Service Award Program
LUPD	Land Use, Planning and Development
M	Million
MAA	Maryland Aviation Administration
MACS	Maryland Agricultural Cost Share Program
MALPF	Maryland Agricultural Land Preservation Foundation
MAP	Maryland Access Point
MASCD	Maryland Association of Soil Conservation Districts
MCES	Maryland Cooperative Extension Service
MDA	Maryland Department of Agriculture
MES	Maryland Environmental Services
MOE	Maintenance of Effort
MOU	Memorandum of Understanding
MPPA	Maryland Public Purchasing Association
MSDE	Maryland State Department of Education
MSA	Metropolitan Statistical Area
NACO	National Association of Counties
NIGP	National Institute of Governmental Purchasing
NIMS	National Incident Management System
NPDES	National Pollutant Discharge Elimination System
OPEB	Other Post Employment Benefits
PDS	Production Distribution Services
PEG	Public, Education, and Government
PILOT	Payment in Lieu of Taxes
POS	Program Open Space

PPO	Preferred Provider Organization
PT	Part-Time
RAP	Rental Allowance Program
RCIS	Rape Crisis Intervention Service
RR and PU	Railroad and Public Utilities
SATC	Sexual Abuse Treatment Center
SDAT	State Department of Assessments and Taxation
SSA	Social Services Administration
SSTAP	Statewide Special Transportation Assistance Program
TDP	Transportation Development Plan
TMDL	Total Maximum Daily Load
UME	University of Maryland Extension
UPWP	Unified Planning Work Program
USDA	United States Department of Agriculture
VAWA	Violence Against Women Act
VCSP	Volunteer Community Service Program
VESA	Volunteer Emergency Services Association
VOCA	Victim of Crime Assistance Program
VOIP	Voice Over Internet Protocol
WIA	Workforce Investment Act
WWTP	Waste Water Treatment Plant