

ST. LUCIE COUNTY - BASIC DEBT SCHEDULE

FUND	Obligation	Year Issued	Maturity	Original Amount	Interest Rate	Estimated Principal Outstanding On 09/30/11	Payments Due in FY 12		
							Principal	Interest	Total
<u>BONDS - GENERAL OBLIGATIONS & LIMITED AD VALOREM:</u>									
242	PORT I&S (Cotton Property), GO AD VALOREM Bond for purchasing land in the Port of Fort Pierce.	1997	2017	\$3,500,000	4%-5.37%	\$1,225,000	\$215,000	\$59,816	\$274,816
282	ENVIRONMENTAL LAND BOND Limited Ad valorem tax bonds for land acquisition	1999	2011	15,300,000	4%-4.28%	0	\$0	\$0	\$0
TOTAL:				18,800,000		1,225,000	215,000	59,816	274,816
<u>BONDS - GOVERNMENT FUNDS:</u>									
204	800 MHZ RADIO SYSTEM Refunding of Public Improvement Revenue Bonds Series 2000A	2004	2023	8,070,000	4.2% - 5.5%	3,405,000	\$230,000	\$141,419	371,419
218	TRANSPORTATION REVENUE NOTE Acquisition, construction, and reconstruction of Roads and bridges and other transportation improvements (The 2007 Project)	2007	2027	29,685,000	4.44%	21,580,000	\$2,230,000	\$1,000,713	3,230,713
215	5 BLDG BOND Refunding 1994 Sales Tax Rev Bonds and \$26,834,735 new funds	2003	2033	64,230,000	2.00%-4.625%	52,865,000	\$1,695,000	\$2,480,269	4,175,269
215	HALF-CENTS SALES TAX REFUNDING BONDS Research Park/Harbour Branch Acquisition	2005	2025	11,930,000	3.00%-3.500%	10,150,000	\$335,000	\$493,350	828,350
217	STATE REVENUE SHARING BONDS Courthouse Imp./ESL Acquisition	2005	2020	12,715,000	4.1%	9,825,000	\$535,000	\$410,250	945,250
295	RIVER BRANCH ESTATES MSBU Special Assessment Improvement Bonds	2003	2017	127,000	5.720%	72,819	\$8,741	\$4,165	12,906
TOTAL:				126,757,000		97,897,819	5,033,741	4,530,165	9,563,906
<u>BONDS - ENTERPRISE FUNDS:</u>									
471	N HUTCHINSON W&S 1997 Revenue refunding bonds for acquisition of N Hutch system	1997	2022	5,560,000	3.65%-5.5%	3,515,000	\$240,000	\$193,325	433,325
471	N HUTCHINSON W&S 2002 Revenue bonds for additional N. Hutch projects	2002	2031	1,710,000	3%-5%	1,370,000	\$40,000	\$67,465	107,465
471	HOLIDAY PINES WATER AND WASTEWATER SYSTEM Revenue bonds, Series 1999	1999	2029	5,840,000	3.4%-5%	4,445,000	\$155,000	\$234,844	389,844
479	NORTH COUNTY UTILITIES Improvement Refunding Revenue Note, Series 2009A Refinancing of the two 2004 LOC	2009	2014	10,035,000	3.57%	10,035,000	\$0	\$358,250	358,250
TOTAL:				23,145,000		19,365,000	435,000	853,883	1,288,883
<u>BONDS - SPECIAL ASSESSMENT FUNDS:</u>									
673	S HUTCH W&S SPECIAL ASSESSMENT BONDS Refinancing of Bond for SHI Water & Sewer improvements.	1998	2025	14,920,000	4.2%-5%	7,325,000	\$0	\$366,250	366,250
673	SOUTH HUTCH - NORTH DISTRICT SERIES 1998A Construct a wastewater/reuse water collection & transmission system.	1998	2025	910,000	7%	310,000	\$0	\$21,700	21,700
TOTAL:				15,830,000		7,635,000	0	387,950	387,950

FUND	Obligation	Year Issued	Maturity	Original Amount	Interest Rate	Estimated Principal Outstanding On 09/30/11	Payments Due in FY 12		
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	<u>NOTES PAYABLE - GOVERNMENT FUNDS:</u>								
Various PR# 15012	ENERGY PERFORMANCE PROJECT Improvement Revenue Note Series 2001 First Union	2001	2012	3,010,595	4.13%	730,582	\$357,900	\$30,173	388,073
107-1940 PR# 1542	WATER CONSERVATION PROJECT Rock Road Jail (Citimortgage Lease/purchase) Obligation begins 2008	2007	2017	1,400,000	4.03%	896,730	\$146,827	\$34,674	181,501
129	PARKS MSTU (Refunding of Imp Rev Note 2003 & 2004B) CAPITAL IMPROVEMENT REFUNDING REVENUE NOTE 2008	2008	2023	12,485,000	4.23%	10,958,000	\$720,000	\$448,295	1,168,295
216	CAPITAL IMPROVEMENT REVENUE NOTE Seacoast (LOC) \$10 Million; Sam's Acquisition, Façade , & imp, Admin Complex cooling, EOC, Clerk's Bldg	2007	2019	5,245,030	4.79%	7,397,174	\$857,892	\$160,186	1,018,078
262	TOURIST DEV TAX REVENUE BOND For improvement of the Thomas J. White Stadium.	2003	2018	6,055,000	4.605%	3,396,000	\$421,000	\$151,597	572,597
262	TOURIST DEV TAX REVENUE NOTE For improvement of the Thomas J. White Stadium.	2003	2018	2,627,500	5.562%	1,522,000	\$183,000	\$83,007	266,007
210	ROCK ROAD JAIL SECURITY SYSTEM Improvement Revenue Note Series 2002A	2002	2012	2,190,000	3.46%	253,397	\$253,397	\$8,768	262,164
210	SOUTH COUNTY REGIONAL STADIUM Improvement Revenue Note Series 2008A	2009	2023	1,700,000	3.46%	1,455,000	\$95,000	\$71,004	166,004
216 PR#7655	FAIRGROUNDS CAPITAL IMPROVEMENT Improvement Revenue Bond, Series 2002B Const & Imp	2002	2017	1,510,000	3.80%	703,308	\$106,566	\$26,726	133,292
216 PR#76550	EQUESTRIAN CENTER AT FAIRGROUNDS Series 2004A - to be repaid from donations from Adams Ranch, Ltd.	2004	2019	350,000	3.9%	65,876	\$28,744	\$2,296	31,040
	<i>10 million dollar Line of Credit for MSBUs from SunTrust 2006:</i>								
250	No Interim Loans currently outstanding on the LOC								
	TOTAL:			36,573,125		27,378,067	3,170,326	1,016,725	4,187,052
	<u>NOTES PAYABLE - ENTERPRISE FUNDS:</u>								
479	UTILITIES - FL ST DEP CLEAN WATER State Revolving Loan \$470,167, Cap Int \$16,000	2007	2031	470,167	3.57%	439,289	\$30,878	\$926	31,804
	TOTAL:			470,167		439,289	30,878	926	31,804
	<u>OTHER LONG-TERM OBLIGATIONS:</u>								
140001/ 142	PORT DEEPENING LOAN/US ARMY CORP OF ENG County pays 48% and Port MSBU pays 52%	1998	2027	797,960	6.125%	556,674	\$21,384	\$33,973	55,358
216 PR#79502	FP&L SOUTH COUNTY REGIONAL STADIUM Lights Contract	2001	2021	134,966	8.82%	93,232	\$6,434	\$7,990	14,424
	TOTAL:			932,926		649,906	27,818	41,964	69,782

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	<u>SPECIAL ASSESSMENTS:</u> An MSBU is a Municipal Services Benefit Unit. The debt service is paid by assessments on benefiting property, and unless guaranteed by the Board, is not an obligation of county government.								
250	NAVAJO AVENUE MSBU (38021)	2007	2017	64,000	tbd	42,027	\$6,184	\$2,081	8,265
250	GREY TWIG LANE MSBU (38005)	2005	2015	143,067	5.41%	66,675	\$15,375	\$3,607	18,983
250	SMALLWOOD (38011) Payable to the County Revolving 370001 Fund	2003	2013	34,105	3.440%	7,709	\$3,789	\$265	4,055
250	WEST FIRST STREET MSBU (38006)	2002	2012	52,400	3.09%	5,907	\$5,907	\$183	6,089
669	LAKE DRIVE MSBU	2008	2022	150,000	4.561%	135,600	\$8,750	\$5,985	14,735
681	KING ORANGE MSBU	2005	2018	98,000	5.24%	60,813	\$6,862	\$2,970	9,832
682	SKYLARK MSBU	2005	2018	74,000	5.24%	45,920	\$5,181	\$2,243	7,424
683	REVELS LANE I	2005	2018	124,000	5.24%	76,948	\$8,682	\$3,758	12,441
685	SUNLAND GARDENS	2006	2019	370,000	5.107%	284,000	\$26,000	\$13,840	39,840
686	GREENACRES	2006	2019	168,000	5.107%	132,000	\$10,000	\$6,486	16,486
687	INDIAN RIVER ESTATES (Pending transfer of debt to Perm. fund; lower balance & P&I adjust. anticipated before 9/30)	2009	2028	16,000,000	4.561%	10,652,688	\$626,629	\$354,037	980,666
689	ROUSE ROAD MSBU	2002	2017	140,000	5.63%	46,326	\$10,648	\$3,848	14,496
690	TREASURE COVE	2004	2017	258,000	4.81%	150,713	\$18,522	\$7,212	25,734
684	SUNLAND GARDENS Phase II (#3815)	2009B	2024	3,130,000	3.40%	2,985,000	\$170,000	\$98,600	268,600
668	HARMONY HEIGHTS (FPUA UTIL) (#38015)	2009A	2022	1,250,000	3.40%	1,180,000	\$80,000	\$38,760	118,760
296	N. LENNARD RD. 1 MSBU (#4502) #296	2010	2025	4,355,000	3.70%	4,140,000	\$230,000	\$153,180	383,180
297	N. LENNARD RD.2 MSBU (#38003) #297	2010	2025	860,000	3.70%	815,000	\$45,000	\$30,155	75,155
298	N. LENNARD RD. 3 MSBU (#38004) #298	2010	2025	260,000	3.70%	245,000	\$15,000	\$9,065	24,065
			TOTAL:	27,530,572		21,072,326	1,292,530	736,275	2,028,805
	ST. LUCIE COUNTY - OTHER DEBT								
	<u>CAPITAL LEASES:</u>								
001	SERVERS, LEASE/PURCHASE AGREEMENT	2009	2014	430,000	5.12%	223,422	\$87,344	\$6,618	93,962
001	COMPUTERS, LEASE/PURCHASE AGREEMENT	2009	2012	640,000	4.24%	109,577	\$109,577	\$1,490	111,068
			TOTAL:	1,070,000		332,999	196,921	8,108	205,029
	TOTAL COUNTY DEBT OBLIGATIONS:			\$251,108,790		\$175,995,407	\$10,402,215	\$7,635,813	\$18,038,028

FINANCIAL POLICY

FINANCIAL POLICY STATEMENT

St. Lucie County has an important responsibility to its citizens to correctly account for public funds, to manage county finances wisely and to plan for adequate funding of services desired by the public. With the rapid growth in the county, St. Lucie County needs to ensure that it is capable of adequately funding and providing local government services needed by the community.

Sound fiscal policies that are realistic and consistent provide useful guidance for the long-term programming of services and facilities. They also provide a set of assumptions under which budget and tax decisions should be made. While established for the best management of government resources, generally accepted fiscal policy also helps set the parameters for government's role in the broader economy of the community. The following fiscal policies set as a framework to guide the operations of the County.

FINANCIAL STRUCTURE

All operations of St. Lucie County are accounted for by the use of fund accounting, in order to provide proper accountability for the different kinds of resources. Various funds have been established to track transactions. Funds with similar objectives, activities and legal restrictions are placed in one the following three groups:

Governmental Funds - These funds account for general governmental functions, such as the court system and law enforcement. They use a spending measurement focus; which means that only current assets and liabilities are generally included on the fund types' balance sheets, and the difference between these assets and liabilities is classified as fund balance. Governmental Funds types are classified into five generic fund types as follow:

- X **General Fund** is used to account for all financial resources except those required to be accounted for in a specific fund. Most countywide activities are accounted for in this fund.
- X **Special Revenue Funds** account for proceeds of specific revenue sources that legally restricted to expenditures for specified purposes.
- X **Debt Service Funds** are used to account for the accumulation of resources for and the payment of general long-term debt principal, interest and other costs associated with long-term debt.
- X **Capital Project Funds** are used to account for the purchase or construction of major capital facilities, such as buildings, infrastructure and lands.

Proprietary Funds - These funds are used to account for governments' ongoing activities that are similar to those of private enterprise. They are accounted for on a cost of service. There are two types of Proprietary Funds:

- X **Enterprise Funds** are used to account for the provision of public services that are similar to services provided by business enterprises. Operating costs of such funds are paid from user charges or other non-governmental revenue.

- X **Internal Service Funds** is the financing of goods or services provided by one department to other departments within the same government on a cost reimbursement basis.

Fiduciary Funds - These funds account for assets belonging to others, held by a government in a trustee capacity or as an agent. Agency and expendable trust funds are accounted for like governmental funds. Non-expendable trusts are accounted for in the same manner as proprietary funds. Fiduciary Funds consists of two groups:

- X **Expendable Trust Funds** account for assets held by the County in trust for administration and disbursement for specific purposes.

- X **Agency Funds** account for assets belonging to others, which are held pending disposition.

BUDGETARY BASIS

Modified Accrual Basis for Governmental Funds - All Governmental Funds (General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds), Expendable Trust Funds and Agency Funds are maintained on the modified accrual basis of accounting. Modified accrual is essentially accrual accounting, modified to recognize the governmental environment and unique accounting measurement objectives. Revenues are generally recognized during the fiscal year when they are quantifiable, measurable and there is a reasonable expectation that they will be collected during that period. In most cases, expenditures are recorded when the good or service is actually delivered, regardless of when the funds are disbursed. As a budgetary control measure, the funds will be encumbered or "reserved" when the good or service is ordered.

Accrual Basis for Proprietary Funds- Proprietary Funds include the Internal Service Funds and the Enterprise Funds. Under the Accrual basis revenues are budgeted based on the measurable amount expected to be "earned" during the fiscal year. Expenditure estimates are developed for all expenses anticipated to be "incurred" during the fiscal year. Revenue is recognized when earned and expenditures are recognized when incurred. Transactions are recorded when they occur - regardless of when cash is received or disbursed. This is essentially the same method used in the private sector, however there are a few differences:

1. Capital expenditures and debt principal are budgeted as appropriations
2. Compensated absence accruals are not budgeted

Fund Balance - Fund balance is the result of the previous fiscal year's beginning cash balance plus revenues received minus actual expenditures. It includes unallocated resources that may be used to fund new projects/programs as well as unspent allocated funds, which will be carried forward to fund those existing projects/programs. Fund balance is adjusted for inventory and other non-cash assets and liabilities.

Depreciation - For budget purposes, depreciation is recognized in a designated reserve only to the extent that it is funded.

GRANTS BUDGETING

Grants are funds awarded to St. Lucie County by the federal government, state agencies, or other organizations to finance projects such as capital improvement, cultural and educational activities, environmental projects, economic development, planning and research, etc. Grant revenues are received into governmental or proprietary funds related to the project. Each grant is individually budgeted as a sub-fund subordinate to its hierarchy governmental or proprietary fund. Transfers of grant local matches, interest monies and residual cash between a grant and its hierarchy fund are permitted without Board approval.

CAPITAL BUDGETING

St. Lucie County maintains a Capital Improvements Plan (CIP), which covers a five-year period and is updated annually. The Office of Management and Budget determines the amount of funds available for capital projects. Proposed projects are prioritized and the available funds are allocated accordingly. A separate section of this document is designated for the CIP projects detail. Projects in the CIP this fiscal year are funded; however out years are estimated needs and may exceed future available revenues.

The capitalization threshold is \$25,000 for buildings or infrastructure with a life span of more than one year. Budgets for buildings and infrastructure under \$25,000 are reflected in the County's operating budget instead of the Capital Improvement Program.

GENERAL BUDGET POLICY

1. The operating budget authorizing expenditure of county money will be adopted annually by the Board at the fund level.
2. The budget shall reflect the estimated beginning balances of all funds and all planned revenues or receipts for each fund for which the county must maintain accounts. Once the annual audit is completed, staff may prepare a Budget Resolution to adjust the beginning balances from the estimated to the actual.

3. No monies shall be expended or disbursed from accounts of the Board of County Commissioners except pursuant to authorization reflected in the adopted budget. The Clerk of Courts shall advise the Board of any exceptions to this policy required by law or generally accepted accounting practice.
4. Florida law states that a county must have a balanced budget. Therefore, the budgeted expenditures and reserves of each fund (including reserves for contingencies, cash flow and all other purposes) will equal the sum of projected fund balance at the beginning of the fiscal year and all revenues and receipts which reasonably can be expected to be received during the fiscal year.
5. Reserves:
 - a. A reserve for contingency may be budgeted in each of the funds. At the Board's discretion, these funds may be allocated as needed during the year to fund unexpected operations or events.
 - b. The Board will also maintain a designated Emergency Reserve of 5% of the total operating budget excluding funds that have a minimum of 10% or \$2 million in reserves (whichever is greater). By majority vote, the Board may use all or a portion of this designated Emergency Reserve, however, the use is normally reserved for natural or manmade disasters.
 - c. The Board will also maintain a fund balance reserve in the general fund equal to 5% of the general fund operating budget. By a majority vote, the Board may use all or a portion of this fund balance reserve to address unanticipated revenue shortfalls or any unforeseen expenditures not necessarily resulting from a natural disaster.
6. Transfers:
 - a. Transfers to reserve accounts may be made during the fiscal year by the County Administrator or the Management & Budget Director as required for proper management of the budget.
 - b. Transfers among expenditure or revenue accounts may be made during the fiscal year by County Administration and/or the Office of Management & Budget, if re-allocations within a fund are determined to be needed. Additional procedures will be established by the County Administrator. No transfers having an impact on capital facility improvement will be made without Board authority.
 - c. No transfer affecting the total allocations to a Constitutional Officer may be made without Board approval.
 - d. No transfer may be made between funds if the result of such transfer will be to change the adopted total budget of a fund, except pursuant to a public hearing and Board action to amend the adopted budget.

- e. Transfers from reserves for contingency will require approval of the Board.
7. Changes in the adopted total budget of a fund will be made only with Board approval of a budget amendment resolution.
8. To provide information to the Board on budget and financial operations the Office of Management & Budget will prepare quarterly analyses of financial condition, and not less than semi-annual analyses of debt service and grants administration.
9. The operating budget will reflect programmatic expectations of the Board and County Administrator for each department. The budget will emphasize the relationship between financial and managerial (operations) planning.
10. For purposes of budget preparation, in the event policies or stated desires of the Board regarding appropriations or service levels prove to be incompatible with forecasted revenues or revenue policies, these conflicts will be resolved in favor of the revenue policy.
11. The Capital Improvement Budget showing estimated annualized costs of capital projects will be updated on an annual basis.

REVENUE POLICY

1. The use of general ad valorem tax revenues will be limited to the General, Law Enforcement & Courts (Fine & Forfeiture), MSTU Funds, and dependent special districts, unless required in other funds by bond indenture agreements or by the terms of municipal service taxing units ordinance.
2. The use of ad valorem tax revenues based on millage levied for the Mosquito Control, and Erosion Control Special Districts will be limited to those districts.
3. The use of gas tax revenues will be limited to the Transportation Trust and Transportation Projects Funds, unless required in other funds by bond indenture agreements.
4. The use of sales tax revenues will be limited to the General and Law Enforcement & Courts (Fine & Forfeiture) funds except when allocated to debt service funds to meet non-ad valorem debt service requirements.
5. Pursuant to Ordinance, Tourist Development Tax proceeds will be appropriated as follows:
 - a. 20% for tourist advertising and promotion within St. Lucie County.
 - b. 40% for stadium expenses.
 - c. 33.40% debt service for stadium renovations.
 - d. 6.60% for capital facilities that promote tourism in the Fairgrounds and the area north of Midway Road.

6. The use of revenues pledged to bondholders will conform in every respect to the bond covenants committing those revenues.
7. Periodic cost studies of all County services for which user fees are imposed will be prepared, and proposed fee adjustments will be presented for Board consideration. Fee revenues will be anticipated for purposes of budget preparation using fee schedules, which have been adopted by the Board.
8. County staff will continue to aggressively pursue grant funds. For purposes of preparing the annual budget, revenues will be budgeted at actual award levels when known, and at anticipated grant award levels for continuing grants. Other grants will be budgeted upon notice of award.
9. Ad valorem taxes will be anticipated for purposes of operating budget preparation at 95% of the final assessed taxable value as determined by the Property Appraiser.
10. Millages for Debt Service will be established at the amounts, which will generate sufficient revenue, to make all required payments plus any reserve amount deemed prudent by the Office of Management and Budget or prescribed by covenant or ordinance.
11. All revenues, which are reasonably expected to be unexpended and unencumbered at the end of the fiscal year, will be anticipated as "fund balance" in the budget of the following fiscal year. Funds budgeted but unexpended in salary and benefit line items shall lapse to fund balance.

DEBT POLICY

1. Neither the Florida Constitution, Florida Statutes, nor the Board of County Commissioners place a limit on the amount of debt the voters may approve by referendum. However, as a practical matter, debt is limited by the availability of revenue streams to pay debt service, by market factors, and by Board/voter discretion.
2. In concert with the County Administrator and the County Finance Team, and to facilitate better short-term decisions, the Office of Management and Budget creates an annual report to the Board, which lists current debt and projects debt requirements.
3. The County will not fund operations or normal maintenance from the proceeds of long-term financing and will confine long-term borrowing and capital leases to capital improvements, projects, or equipment that cannot be financed from current or projected financial resources. To conserve debt capacity as well as maintain a high bond rating the County will utilize pay-as-you-go financing to the maximum extent possible.
4. Notwithstanding extenuating circumstances, the County's debt capacity will be maintained within the following generally accepted benchmarks:
 - Direct debt per capita shall remain below four hundred dollars (\$400.00). Direct debt

includes general obligations and governmental fund bond debt.

- Direct debt per capita as a percentage of income per capita should not exceed 2%.
 - Direct debt as a percentage of the final assessment value of taxable property as provided by the Office of the Property Appraiser shall not exceed 1%.
 - The ratio of direct debt service expenditures as a percentage of general governmental expenditures will not exceed 10%. General governmental expenditures are considered General Fund expenditures, Fine and Forfeitures Fund expenditures plus transfers to the Constitutional Officers, the Airport, the Port and all transfers to Internal Service Funds.
5. The County strives to maintain a minimum underlying bond rating equivalent to ‘Upper Medium Grade’ (Moody Rating Service A or Standard & Poor’s A). The County shall request an evaluation of their underlying rating every five years or as deemed necessary by the Board.

Comment: Moody’s and S&P evaluated St. Lucie County’s underlying creditworthiness in June of 2005. Moody’s rated the county at A2. S&P gave the county a rating of A. Both ratings indicate the County is in the ‘Upper Medium Grade’ of investment quality.

On March 18, 2011, Standard and Poor’s confirmed the assigned “A+” rating and stable outlook for Issuer Credit Rating for St. Lucie County and the SLC Gas tax Revenue Bonds and confirmed the “A” Rating for SLC Sales Tax Revenue Bonds. S&P also upgraded the rating to “A+” from “A” while affirming the stable outlook for the SLC State Revenue Sharing Improvement Revenue Bonds.

Comment: Calculation of current debt ratios, as well as current debt balances are included in the Debt Service section of this book.

6. The County shall strive to keep the average maturity of general obligation bonds at or below fifteen (15) years.
7. When financing capital projects or equipment by issuing bonds, the County will amortize the debt over a term not to exceed the useful life of the project or piece of equipment.
8. Each year the County will review its outstanding debt for the purpose of determining the feasibility of refunding an issue. Candidates for refunding are those issues that may realize a present value savings of 3% over the life of the issue.
9. To the maximum extent possible, the County will use special assessment (i.e. Municipal Services Benefit Unit) or self-supporting bonds (i.e. Revenue Bonds) in lieu of general

obligation bonds so that those benefiting from the improvements will absorb all or part of the project costs.

APPROPRIATION POLICY

1. Fund appropriations of the Board will be allocated to departments, divisions, programs, cost centers, projects, and line item object codes as deemed appropriate by the Management & Budget Director, with the approval of the County Administrator, to facilitate managerial control and reporting of financial operations.
2. Each year, before Department Directors and Division Managers begin to prepare operating budget requests, the Office of Management & Budget will issue budget preparation instructions. These instructions will take into consideration: 1) County financial policies; 2) The expressed desires of the Board and County Administrator for changes in service or service levels; 3) Projected costs of authorized services; 4) Forecasted revenues. County managers will prepare annual budget consistent with these instructions.
3. The County, in conjunction with an independent consultant, will prepare and maintain an indirect cost allocation plan, which conforms to federal guidelines for grant reimbursement of administrative costs. Managers will bill and collect indirect cost charges to eligible grant projects, enterprise funds, and other funds as appropriate.
4. The budget requests of County agencies will include itemized lists of all desired operating equipment, and of any equipment in inventory for which replacement is being requested. Purchase of equipment valued in excess of \$1,000 not on the approved budget list will require approval by the Board on a case-by-case basis.
5. Each year the County will prepare a comprehensive five-year capital improvement program identifying needed public facilities by service type and geographic area for approval by the Board.
6. The annual budget will contain appropriations to fund capital projects identified by Departments for the purpose of completing the first year of the five-year capital improvement program. Operating budget implications of these capital projects will be identified; such expenses for the first (budgeted) year of the capital plan shall be funded.

CATEGORIES OF REVENUES & EXPENDITURES

REVENUES ARE DIVIDED INTO THE FOLLOWING CATEGORIES:

A. Taxes - The State of Florida does not have a state or local income tax. Specific types of taxes levied by local government include ad valorem (real and personal property), and sales and use taxes (imposed upon sale or consumption of goods and services levied locally). Sales and use taxes imposed by county government include the tourist development taxes, and local option gas taxes. Property tax revenue estimates are based on certified property valuations. Sales and use tax revenues are based on history and state provided estimates.

Franchise fees are also accounted for in this category. These fees may be levied on a corporation or individual by the local government in return for granting a privilege or permitting the use of public property subject to regulations. The State collects fees imposed under the Telecommunications Act and disperses them to participating counties. The County also collects electrical and solid waste franchise fees. Revenue estimates are based on history and customer base projections.

B. Licenses and Permits - These revenues are derived from the issuance of local licenses and permits. Within this category are professional and occupational licenses, building permits and any other licenses and permits (e.g., building, roofing, plumbing permits; occupational license fees). Revenue estimates are based on prior year collections.

C. Intergovernmental Revenues - Included are revenues received from federal, state and other local governmental sources in the form of grants, shared revenues and payments in lieu of taxes. The state shared revenues that are of most importance to county government are revenue sharing, mobile home licenses, alcoholic beverage licenses, racing tax, local government half-cent sales tax, constitutional gas tax, and county gas tax. The state provides revenue estimates, except for grants; grant revenues are estimated based on information provided by grantors.

D. Charges for Services - These revenues include all charges for current services such as recording of legal documents, zoning fees, county officer fees (fees remitted to county from officers whose operations are budgeted by the Board of County Commissioners), county court fees, circuit court fees, water utility, garbage/solid waste, sewer fees, park, library and recreation fees. Revenue estimates are based on revenue history and operating agency projections.

E. Fines and Forfeitures - This group of revenues includes moneys received from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations or for neglect of official duty. Some examples include court fines, library fines, and pollution control violations. Revenue estimates are based on revenue history.

F. Miscellaneous Revenues - Monies in this category are primarily interest earnings. Types of interest earnings include moneys on investments, contracts and notes, interest earnings of the Clerk of Court, Tax Collector, Sheriff, Property Appraiser and Supervisor of Elections. Also included would be rents and proceeds for use of public property. Revenue estimates are based on history and analysis of fund balances.

G. Internal Service Charges - The Risk Management program generates revenue to fund the program by billing the departments for services provided. Revenues are determined by agency requirements, which are determined in the budget review process. The expenditure to the department is an example of an Internal Service Charge. The use of an internal service fund enhances cost accounting and accountability for this in-house service; however, since expenditures are counted in both the originating department and in the internal service fund, this results in a double count of the expenditures.

H. Non-Revenues - Non-revenues are categories of monies that are not generated by traditional activities such as taxes, fees for services, or intergovernmental transfers from State to County. Included are such groupings as transfers, bond proceeds, insurance proceeds and unspent budgets and interest earned by Constitutional Officers which must, by State law, be returned to the County. Estimates are based on history or on anticipated transactions such as bond issuances.

I. Less 5% Anticipated Revenues - State law requires that budgeted collections for ad valorem (property tax) revenues be set at not less than 95% of estimates projected by the Tax Collector, and that receipts generally, except for fund balances brought forward, be budgeted at 95% of anticipated levels.

EXPENDITURES ARE DIVIDED INTO THE FOLLOWING CATEGORIES:

A. General Government Services - Includes the costs of providing representation of the citizenry by the governing body (Board of County Commissioners) as well as executive management and administration of the affairs of local government (County Administrator's Office). Also included in this category are the financial and administrative costs of government (budgeting, accounting, auditing, property appraisal, tax collecting, personnel, purchasing, communication, printing, stores, property control, grants development and any other support services).

In addition, General Government includes legal services (County Attorney), comprehensive planning (County Planning Department), costs of providing a court system (Court Administrator, County Court, State Attorney, Public Defender, Law Library), court reporting, and Information Technology.

B. Public Safety - Security of persons and property is the major focus of this category.

Included are law enforcement (Sheriff, Public Safety), detention and/or correction (county jail), protective inspections (building and zoning inspections), emergency and disaster relief services (emergency management, communications system), and medical examiner.

C. Physical Environment - Costs of services provided to achieve a satisfactory living environment are assigned to this group. Categories include utility services, garbage/solid waste control, sewer services, conservation and resource management, flood control and other physical environmental needs.

D. Transportation - Costs incurred for the safe and adequate flow of vehicles, travelers and pedestrians are included. Specific subcategories include road and street facilities, traffic engineering, street lighting (County Department of Public Works), airports (Port & Airport), water transportation systems (canals, terminals, dock and ports), and transit systems.

E. Economic Environment - Costs of providing services to develop and improve the economic conditions of the community, including tourist development, are allocated to this category. Not included are welfare functions, which are included in human services.

F. Human Services - Costs of providing services for care, treatment and control of human illness and injury are included. Expenditures in this function include mental health, physical health, welfare programs, special needs and interrelated programs such as the provision of health care for indigent persons. Specific health care activities related to the County included the Health Unit, New Horizons, Mosquito Control, Abbie Jean Russell Center, and the Council on Aging.

G. Culture and Recreation - Costs incurred in providing and maintaining cultural and recreational facilities and activities for citizens and visitors are included in this function. Separate categories include all library costs, recreational programs, golf courses, swimming pools, tennis courts, public parks, community centers, camping areas and bicycle paths. Any expenses for special events such as county fairs, civic events, historical celebrations etc. are assigned here.

H. Internal Services - Expenditures incurred by one County department for services requested by another County department. Risk Management (Insurance Fees) is an example of an internal service expenditure.

I. Non-Expenditure Disbursements - Included in this category are transfers, reserves and transfer to constitutional officers. Interfund transfers represent amounts transferred from one fund to another to assist in financing the services of the recipient fund. Transfers do not constitute additional revenues or expenditures of the governmental unit, but reflect the movement of cash from one fund to another. Transfers to constitutional officers are disbursements to the constitutional officers (Sheriff, Supervisor of Elections and Clerk of the Circuit Court).

EXPENDITURES ARE ALSO DIVIDED INTO THE FOLLOWING ACCOUNT TYPES:

A. Personnel - Expense for salaries, wages, and related employee benefits provided for all persons employed whether on full-time, part-time, temporary, or seasonal basis. Employee benefits include employer contributions to a retirement system, social security, insurance, sick leave, terminal pay, and similar direct benefits as well as other costs such as Other Post Employment Benefits (OPEB) expense accrual, Worker's Compensation and Unemployment Compensation Insurance.

B. Operating - Includes expenditures for goods and services, which are not defined as personal services or capital outlays.

C. Capital Plan - Outlays for the acquisition of or addition to land, buildings and infrastructure.

D. Capital - Other - Outlays for the acquisition of or addition to fixed assets other than land, building and infrastructure. This category includes machinery and equipment, library books and materials, and software.

E. Debt Service - Outlays for debt service purposes.

F. Grants & Aids - Grants and Aids include all grants, subsidies, and contributions to other government entities/reporting units and private organizations.

G. Other Uses - Expenses for intragovernmental transfers, reserves, emergency reserves, contingency, project reserves and transfers to Constitutional Officers.

GLOSSARY

– A –

ABBREVIATIONS / ACRONYMS – A list of abbreviations and acronyms follow the Glossary.

ACCRUAL BASIS – In accrual-basis accounting, income is realized in the accounting period in which it is earned, regardless of when the cash from these revenues is received. Expenses are recorded, as they are owed, instead of when they are paid.

AD VALOREM – A tax levied in proportion to the value of the property against which it is levied.

ADOPTED BUDGET – The budget as approved by the Board of County Commissioners after two public hearings prior to the beginning of each fiscal year.

AGENCY FUNDS – Agency funds are used to account for the assets held as an agent for individuals, private organizations, other governments, and/or other funds or accounts. Agency funds are purely custodial in nature.

AGGREGATE MILLAGE RATE – A rate obtained by dividing the sum of all ad valorem taxes levied by the governing body (Board of County Commissioners for County Government) by the taxable value of the county or municipality. Expresses an average tax rate.

AMENDMENT – A change to an adopted budget, which may increase or decrease a fund total. The Board of County Commissioners must approve the change.

APPROPRIATION – A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

ARTICLE V – Article V of the Florida Constitution. Revision 7 of this article shifts the responsibility for many court-related items from the County to the State.

ASSESSED VALUATION – A valuation set upon real estate or other property by a government as a basis for levying taxes. Taxable valuation is calculated from an assessed valuation. Assessed value is required to approach 100% of market value in Florida.

ASSETS – Physical items or rights that have value and are owned by the reporting entity.

– B –

BALANCED BUDGET – A budget in which the estimated revenues equal the estimated expenditures.

BASIS OF ACCOUNTING – The methodology and timing of when revenues and expenditures are recognized in the accounts and reported in the financial statements.

BOARD OF COUNTY COMMISSIONERS (BOCC) – Five (5) County officials elected by districts whose responsibility includes establishing County policy, adopting a County-wide budget and establishing a County millage rate.

BOND – A long-term promise to repay a specified amount (the face amount of the bond) on a particular date (the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to finance capital projects.

BOND REFINANCING – The issuance of bonds to obtain better interest rates and / or bond conditions by paying off older bonds.

BUDGET – A plan of financial operation, embodying an estimate of proposed expenditures for a given period and the proposed means of financing. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan finally approved by that body. It is usually necessary to specify whether the budget under consideration is proposed and tentative or whether the appropriating body has approved it. The budget,

once adopted, is the legal authorization to expend county funds during the fiscal year. The budget may be amended during the fiscal year by the governing body and/or management in accordance with procedures specified by law and/or administrative rules and regulations.

BUDGET AMENEDMENT – The process, by which unanticipated changes in revenue or expenditures are made a part of the budget, thereby amends the budget. These changes may be between funds or departments and require BOCC approval.

BUDGET CALENDAR – The schedule of key dates or milestones that the County follows in preparation, adoption, and administration of the budget.

BUDGET HEARING – A public hearing conducted by the Board of County Commissioners to consider and adopt the annual budget.

BUDGET DOCUMENT – Is the official written statement prepared in order to present a comprehensive financial program of an organization. A budget document serves as 1.) a policy document; 2.) an operations guide; 3.) a financial plan; and 4.) as a communications device.

BUDGET MESSAGE – The opening section of the budget that provides the BOCC and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and recommendations regarding the financial policy for the upcoming period.

BUDGET TRANSFER – The process by which approved budgeted dollars may be reallocated between line item expenditures within the same fund and department to cover unforeseen expenses. Transfers between departments or funds required BOCC approval.

– C –

CAPITAL ASSET – Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

CAPITAL EXPENDITURES – Capital expenditures generally create assets or increase the value and extend the useful lives of existing capital assets, and can be made with regard to tangible and

intangible assets. The work product results in a long-term benefit greater than 1 year and involves an expenditure of County resources \$25,000 or greater for land, buildings, or infrastructure / improvements other than buildings. For software, machinery and equipment, the expenditures are \$1,000 or greater. The general categories of capital expenditures are: construction, improvements, major repairs and upgrades, replacements, expansions, additions, land, easements, buildings, building improvements, infrastructure / improvements other than buildings, vehicles, software, and machinery and equipment.

CAPITAL IMPROVEMENT PROGRAM – A plan for capital expenditures incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

CASH BASIS – Method that recognizes revenues when cash is received and recognizes expenses when cash is paid out. In contrast, the ACCRUAL METHOD recognizes revenues when goods or services are sold and recognizes expenses when obligations are incurred

CHARGES FOR SERVICES – These revenues include all charges for current services such as recording of legal documents, zoning fees, county officer fees (fees remitted to county from officers whose operations are budgeted by the Board of County Commissioners), county court fees, circuit court fees, water utility, garbage/solid waste, sewer fees, library, parks and recreation, and etc. fees. Revenue estimates are based on revenue history and operating agency projections.

CHARRETTE – A public input and design workshop used by planners in project design and formulation. The charrette provides a forum for ideas and offers the unique advantage of giving immediate feedback to the planners while giving mutual authorship to the plan by all those participate.

CHARGEBACKS – A mechanism by which services performed by one City Department for another is charged and paid across funds.

CHART OF ACCOUNTS – A system of accounting records developed by every organization to be

compatible with its particular financial structure, and in agreement with the amount of detail required in its financial statements. It consists of a list of ledger account names and numbers showing classifications and sub-classifications, and serves as an index to locate a given account within the ledger.

COMPREHENSIVE ANNUAL FINANCIAL REPORT – The official financial report of a government. It includes the Auditor’s audit opinion as well as basic financial statements and supporting schedules necessary to demonstrate compliance with finance related legal and contractual provisions.

COMPREHENSIVE DEVELOPMENT MASTERPLAN – The State of Florida requires all municipal and county jurisdictions to develop a Comprehensive Plan for future growth and development within three years of incorporation. This plan should address virtually every aspect of County life and development and should reflect the local community’s vision for future development. Some of the required elements of this plan include: Land Use; Parks and Recreation; Stormwater; Transportation; Intergovernmental Coordination; Housing, and etc.

CONSTITUTIONAL OFFICERS – The Property Appraiser, Tax Collector, Supervisor of Elections, Sheriff and Clerk of Court are all independently elected County officials as per State Constitution.

CONTINGENCY – A budgetary reserve to provide for emergency or unanticipated expenditures during the fiscal year.

CULTURE AND RECREATION – Costs incurred in providing and maintaining cultural and recreational facilities and activities for citizens and visitors are included in this function. Separate categories include library costs, recreational programs, golf courses, swimming pools, tennis courts, public parks, community centers, camping areas and bicycle paths. Any expenses for special events such as county fairs, civic events, historical celebrations etc. are assigned here.

– D –

DEBT MILLAGE – The portion of the millage required to pay principal and interest on voter

approved bonds. This millage fluctuates annually based on the property values and debt payable.

DEBT SERVICE – Payment of interest and repayment of principal to holders of a government’s debt instruments (bonds and loans).

DEPARTMENT – A major unit of organization in the County which indicates overall an operation or group or related operations within a functional area.

DEPENDENT SPECIAL DISTRICT – A special district, whose governing body or whose budget is established by the governing body of the County or municipality to which it is dependent.

DEPRECIATION – 1.) Expiration in the service life of fixed assets, other than wasting assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and obsolescence. 2.) The portion of the cost of a fixed asset other than a wasting asset, which is charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is pro-rated over the estimated service life of such an asset, and each period is charged with a portion of such cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.

DISTINGUISHED BUDGET PRESENTATION AWARD – A voluntary awards program administered by the Government Finance Officers Association (GFOA) to encourage governments to prepare effective budget documents.

DIVISION – A unit of organization that is comprised of a specific operation within a functional area. County departments may contain one or more divisions.

– E –

ECONOMIC ENVIRONMENT – Costs of providing services to develop and improve the economic conditions of the community, including tourist development, are allocated to this category. Not included are welfare functions, which are included in human services.

ENCUMBRANCE – An obligation in the form of a purchase order, contract, or other commitment, which

is chargeable to an appropriation and for which a part of the appropriation is reserved. In some cases reserves are carried over into succeeding fiscal years.

ENHANCED 911 (E911) – Allows the citizens the ability to dial 911 in the event of an emergency. The system provides the caller’s name, address, phone number, and emergency responder information that are automatically displayed on a computer screen in the Emergency Communication Center.

ENHANCEMENT – An improvement to a programmatic service level.

ENTERPRISE FUND – A fund established to account for operations financed and operated in a manner similar to private business enterprises. The governing body intends that the full cost of providing the goods or services be financed primarily through charges and fees, thus removing the expense from the tax rate. Examples of Enterprise Funds are airports, utilities, or transit systems.

EXPENDITURES – Decreases in net financial resources. Expenditures include current operating expenses, which require the current or future use of net current assets, debt service and capital outlays.

EXPENSES – Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

– F –

FIDUCIARY FUNDS – A type of fund in which the government acts as a trustee or agent on behalf of another party.

FINAL BUDGET – Term used to describe the revenues and expenditures for the upcoming fiscal year beginning October 1st and ending September 30th as adopted by the Board of County Commissioners.

FINES AND FORFEITURES – This group of revenues includes moneys received from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations or for neglect of official duty. Some examples include court fines, library fines, and

pollution control violations. Revenue estimates are based on revenue history.

FISCAL AGENT – A bank or other corporate fiduciary that performs the function of paying, on behalf of the governmental unit, or other debtor, interest on debt or principal of debt when due.

FISCAL YEAR – A 12-month period of which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The County fiscal year is October 1 to September 30.

FIXED ASSETS – Assets of a long-term character, which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

FRANCHISE FEE – Fees levied on a corporation in return for granting a privilege, sanctioning a monopoly, or permitting the use of public property, usually subject to regulation.

FULL-TIME EQUIVALENT POSITION (FTE) – The unit of accounting for employee positions where part-time positions are converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time person working 20 hours per week would be equivalent to an FTE of 0.5.

FUNCTIONS – Expenditure classification according to the principal purposes for which expenditures are made. Examples are public safety, public health, public welfare, etc.

FUND – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND ACCOUNTING – The accounts of the County are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities,

fund equity, revenues and expenditures, or expenses as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

FUND BALANCE – A term used to express the equity (assets minus liabilities and other uses) of governmental fund types and trust funds. These funds may be designated for a particular purpose.

FUND TYPE – Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

– G –

GASB 34 – Refers to the changes in the Governmental Accounting Standards Board regulations whereby the County has taken measures to simplify accounting as the first step towards compliance.

GENERAL FUND – A fund containing the revenues, such as property taxes not designed by law for any one specific purpose. It is the general operating fund of the County.

GENERAL GOVERNMENT SERVICES – Includes the costs of providing representation of the citizenry by the governing body (BOCC) as well as executive management and administration of the affairs of local government (County Administrator's Office). Also included in this category are the financial and administrative costs of government (budgeting, accounting, auditing, property appraisal, tax collecting, personnel, purchasing, communication, printing, stores, property control, grants development and any other support services).

In addition, General Government includes legal services (County Attorney), comprehensive planning (County Planning Department), costs of providing a court system (Court Administrator, County Court, State Attorney, Public Defender, and Law Library), court reporting, and Information Technology.

GENERAL OBLIGATION (GO) – When a government pledges its full faith and credit to the repayment of bonds it issues. The term is usually

used to refer to bonds, which will be repaid, from taxes and other general revenue sources.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) – Uniform minimum standards of and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations.

GOAL – A long, or short-term, attainable target for an organization. A vision of the future.

GOVERNMENTAL FUNDS – Funds used to account for the acquisition, use and balances of financial resources and the related current liabilities. Does not include proprietary funds and fiduciary funds. The measurement focus is on the determination of financial position and changes in financial position, rather than on net income determination. Under current GAAP, there are four government fund types: general, special revenue, debt service and capital projects.

GRANT – A contribution of assets (usually cash) by a governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. They are usually designated for specific purposes.

– H –

HOMESTEAD EXEMPTION – A \$25,000.00 deduction from the total assessed value of owner occupied property. The taxable value of such a home is \$25,000.00 less than the assessed value.

HUMAN SERVICES – Costs of providing services for care; treatment and control of human illness and injury are included. Expenditures in this function include mental health, physical health, welfare programs, special needs and interrelated programs such as the provision of health care for indigent persons. Specific health care activities related to the County included the Health Unit, New Horizons, Mosquito Control, Abbie Jean Russell Center, and the Council on Aging.

- I -

IMPACT FEES – Monetary payments made by builders or developers to jurisdictions in order to defray the public costs of providing infrastructure services to the development.

INDIRECT COST – A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service. These are usually costs incurred by other departments in the support of operating departments. Includes support services like Budget Preparation, Accounting, or Payroll Preparation.

INFRASTRUCTURE – Facilities on which the continuance and growth of a community depend such as roads, water, sewer, public buildings, and parks.

INTERGOVERNMENTAL REVENUE – Revenue collected by one government and distributed (usually through some predetermined formula) to another level of government(s).

INTERLOCAL AGREEMENT – A written agreement between the County and other units of government to share similar services, projects, emergency assistance, support, funding, etc., to the mutual benefit of all parties.

INTERNAL SERVICE CHARGES – The Risk Management program generates revenue to fund the program by billing the departments for services provided. Revenues are determined by agency requirements, which are determined in the budget review process. The expenditure to the department is an example of an Internal Service Charge. The use of an internal service fund enhances cost accounting and accountability for this in-house service; however, since expenditures are counted in both the originating department and in the internal service fund, this results in a double count of the expenditures.

INTERNAL SERVICE FUND – A fund used to account for the financing of goods or services provided by one department to other departments on a reimbursement basis.

INVESTMENTS – Most commonly, securities are held for the production of revenues in the form of

interest and dividends. The term does not include fixed assets used in government operations.

- L -

LEGALLY ADOPTED BUDGET – The total of the budgets of each County fund including budgeted transactions between funds.

LESS 5% ANTICIPATED REVENUES – State law requires that budgeted collections for ad valorem (property tax) revenues be set at not less than 95% of estimates projected by the Tax Collector, and that receipts generally, except for fund balances brought forward, be budgeted at 95% of anticipated levels.

LEVY – To impose taxes, special assessments or service charges for the support of County activities.

LICENSES AND PERMITS – Revenues derived from the issuance of local licenses and permits. Within this category are professional and occupational licenses, building permits and any other licenses and permits (e.g., building, roofing, plumbing permits; occupational license fees). Revenue estimates are based on prior year collections.

LIFT STATION – Part of the sanitary sewer collection system that pumps wasteflow from the gravity sewer system to the wastewater treatment plant. It can be installed above or below ground and is an integral part of the sanitary sewer system.

LINE ITEM BUDGET – A budget that lists each expenditure category separately, such as salaries, professional services, grounds maintenance, office supplies, uniforms, machinery & equipment, and etc. along with the dollar amount budgeted for each specific category .

- M -

MANDATE – Any responsibility, action or procedure that is imposed by one sphere of government on another through constitutional, legislative, administrative, executive or judicial action as a direct order or that is required as a condition of aid.

MEASUREMENT FOCUS – The accounting convention which determined 1.) Which assets and liabilities are included on an entity's balance sheet; 2.) Whether its operating statement presents "financial flow" information (revenues and expenditures) or "capital maintenance" information (revenues and expenses).

MILLAGE RATE – A rate expressed in thousands. As used with ad valorem (property) taxes, the rate expresses the amount of tax per one thousand dollars of taxable values.

MISCELLANEOUS REVENUES – Monies in this category are primarily interest earnings. Types of interest earnings include monies on investments, contracts and notes, interest earnings of the Clerk of Court, Tax Collector, Sheriff, Property Appraiser and Supervisor of Elections. Also included would be rents and proceeds for use of public property. Revenue estimates are based on history and analysis of fund balances.

MODIFIED ACCRUAL BASIS – The accrual basis of accounting adapted to the governmental fund type Spending Measurement Focus. Under it, revenues are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred except for: 1.) Inventories of materials and supplies which may be considered expenditures either when purchased or when used; 2.) Prepaid insurance and similar items which need not be reported; 3.) Accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger-than-normal accumulations must be disclosed in the notes to the financial statements; 4.) Interest on special assessment indebtedness which may be recorded when due rather than accrued, if approximately offset by interest earnings on special assessment levies; and 5.) Principal and interest on long-term debt which are generally recognized when due. All governmental funds and Expendable Trust Funds are accounted for using the modified accrual basis of accounting.

MUNICIPAL SERVICES BENEFIT UNIT (MSBU) – An MSBU is a special benefit district created to provide for projects and/or services to a specifically defined area of the County and financed by a special assessment to only those citizens receiving the benefits of those projects or services.

MUNICIPAL SERVICES TAXING UNIT (MSTU) – An MSTU is a special taxing district authorized by the State Constitution Article VII and the Florida Statutes 125.01. The MSTU is a legal and financial mechanism for providing specific services and/or improvements to a defined geographical area. An MSTU may levy ad valorem taxes without a referendum. An MSTU may also use assessments, service charges or other revenue to provide resources. The MSTU is one type of dependent special district.

– N –

NATIONAL COUNCIL ON GOVERNMENT ACCOUNTING (NCGA) – Established the use of fund accounting and of the accounting and reporting standards.

NET ASSETS – The GASB defines net assets as “the residual of all other elements presented in a statement of financial position.” Net Assets = assets + deferred outflows of resources – liabilities – deferred inflows of resources.

NET BUDGET – The legally adopted budget less all inter-fund transactions. Those amounts in the budget representing transfers and inter-fund reimbursements that in effect are double counted in from the perspective of the entire budget are subtracted from the legally adopted budget amount.

NON-EXPENDITURES – Included in this category are transfers, reserves and transfer to constitutional officers. Interfund transfers represent amounts transferred from one fund to another to assist in financing the services of the recipient fund. Transfers do not constitute additional revenues or expenditures of the governmental unit, but reflect the movement of cash from one fund to another. Transfers to constitutional officers are disbursements to the constitutional officers (Sheriff, Supervisor of Elections and Clerk of the Circuit Court).

NON-RECURRING REVENUES – One time or intermittent revenues received, often from short-term grants, insurance recoveries, donations, etc.

NON-REVENUES – Non-revenues are categories of monies that are not generated by traditional activities such as taxes, fees for services, or intergovernmental transfers from State to County. Included are such groupings as transfers, bond proceeds, insurance

proceeds and unspent budgets and interest earned by Constitutional Officers which must, by State law, be returned to the County. Estimates are based on history or on anticipated transactions such as bond issuances.

– O –

OBJECTIVE – A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objectives should imply a specific standard of performance for a given program: 1.) An operational objective focuses on service delivery; 2.) A managerial objective focuses on those aspects of management that help staff achieve operational objectives, i.e., staff training, work plan development, etc.

ONE-TIME-COST – Non-recurring costs budgeted for one year and then removed.

OPERATING BUDGET – A plan of financial operation, which encompasses an estimate of proposed expenditures for the calendar year and the proposed means of financing them (revenues).

OPERATING TRANSFERS – Legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended.

ORDINANCE – A formal legislative enactment by the governing body of a county or municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the county or municipality to which it applies. The statutes will specify or imply those legislative actions that must be by ordinance and those that may be by resolution. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, usually require ordinances.

– P –

PERFORMANCE BUDGET – A budget, which relates expenditures to measures of activity and performance.

PERSONNEL SERVICES – Expenditures related solely to staffing, i.e., wages, salaries, overtime,, taxes, and employee benefits.

PHYSICAL ENVIRONMENT – Costs of services provided to achieve a satisfactory living environment are assigned to this group. Categories include utility services, garbage/solid waste control, sewer services, conservation and resource management, flood control and other physical environmental needs.

PLEGGED RESERVES – That portion of a fund's assets that are set aside for guaranteeing payment of bonded debt.

PRODUCTIVITY – Maximizing the use of resources (personnel and dollars) to achieve an effective result at the least possible cost.

PROGRAM BUDGET – A budget organized by programs. A program used in this application is a grouping of related activities, projects and services that are similar in purpose. The expenditure focus of a program budget is related to the nature of work and services performed.

PROGRAM PERFORMANCE BUDGET – Combines performance measures with a program budget structure.

PROPERTY APPRAISER – The elected county official responsible for setting property valuations for tax purposes and for preparing the annual tax roll.

PROPERTY TAX – A tax levied on the assessed value of real property. Also referred to as Ad Valorem Taxes.

PROPRIETARY FUNDS – Funds operated like a business and charging user fees. Enterprise and Internal Service Funds fall within this classification.

PUBLIC SAFETY – Security of persons and property is the major focus of this category. Included are law enforcement (Sheriff, Public Safety), detention and/or correction (county jail), protective inspections (building and zoning inspections), emergency and disaster relief services (emergency management, communications system), and medical examiner.

– R –

RECURRING COSTS – Costs incurred on a recurring and generally regular basis throughout a facility's economic life, typically for operation, normal maintenance, and anticipated repair or replacement of components or subsystems.

RECURRING REVENUES – Revenues that can be expected to be received each year unless specific action is taken to eliminate the source.

REFERENDUM – Presenting an issue to the voters of the County where a majority of voters decide on the issue.

REFUNDING BOND – A bond issued to pay off another bond to obtain better interest rates and/or bond conditions. This is allowed one time only per bond issue.

RESERVE FOR CONTINGENCIES – An amount set aside, consistent with statutory authority that can subsequently be appropriated to meet unexpected needs.

RESOLUTION – A special or temporary order of a legislative body that requires less legal formality than an ordinance or statute.

RESOURCES – Total dollars available for appropriations including estimated revenues, fund transfers and beginning fund balances.

REUSE – Reclaimed treated wastewater effluent that is suitable and usable for direct beneficial use by the public.

REVENUE BONDS – When a government issues bonds, which do not pledge the full faith and credit of the jurisdiction, it issues limited liability revenue bonds. Typically, pledges are made to dedicate one specific revenue source to repay these bonds. Revenue bonds do not require voter approval under state law.

REVENUE ESTIMATES – A formal estimate of how much revenue will be earned from a specific revenue source from some future period.

REVENUES – 1.) Increases in governmental fund type net current assets from other than expenditure refunds and residual equity transfers. Under NCGA

Statement 1, general long-term debt proceeds and operating transfers-in are classified as "other financing sources" rather than revenues. 2.) Increases in proprietary fund type net total assets from other than expense refunds, capital contributions, and residual equity transfers. Under NCGA Statement 1, operating transfers-in is classified separately from revenues.

REVERSE OSMOSIS – A method of water treatment to produce potable water.

ROLLED-BACK RATE – The millage rate that would generate the same ad-valorem tax revenue as was generated the previous year excluding changes in taxable valuation resulting from new construction, annexation or de-annexation. If the proposed aggregate millage rate exceeds the aggregate rolled-back rate, then by law, the advertisement for the public hearings to adopt the millage must advertise a tax increase. The advertisement must also state the amount of tax that the rolled-back rate would generate, as well as the amount of revenue to be generated by the proposed tax increase.

– S –

SERVICE LEVEL – Service(s) or product(s) which comprise actual or expected output of a given program. Focus is on results, not measures of workload.

SHARED REVENUES – Revenues levied by one government but shared on a predetermined basis, often in proportion to the amount collected at the local level, with another government or class of governments.

SPECIAL ASSESSMENTS – Collections resulting from compulsory levies against certain properties to defray all or part of the cost of specific improvements or services presumed to be of general benefit to the public and of special benefit to the assessed property.

SPECIAL REVENUE FUNDS – To account for specific sources of revenue that is legally restricted for expenditures of specific purposes.

STATUE – A written law enacted by a duly organized and constituted legislative body.

- T -

TAX LEVY – The total amount to be raised by general property taxes.

TAX RATE – The amount of tax stated in terms of a unit of the tax base; for example, 5 mills equal 5 dollars for each thousand of taxable value.

TAX ROLL – The certification of assessed/taxable values prepared by the Property Appraiser and presented to the taxing authority by July 1 of each year.

TAXABLE VALUATION – The value used for computing the ad-valorem taxes levied against property. The taxable value is the assessed value less any exemptions allowed by law. The most common exemption is the \$25,000 homestead exemption allowed if the owner uses the property as the principle residence. There are also exemptions for disability, government owned and non-profit owned property.

TAXES – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.

TENTATIVE BUDGET – The preliminary budget approved by the Board of County Commissions for the purpose of establishing a millage rate to be mailed to property owners prior to final adoption of a millage rate and budget.

TRANSFER – A budget revenue or appropriation to reflect the transfer of dollars from one County fund to another County fund. Revenue transfers reflect transfers from other funds while appropriation transfers reflect transfers to other funds.

TRANSFERS IN/OUT – Amounts transferred from one fund to another to assist in financing the services of the recipient fund. Transfers do not constitute revenues or expenditures of the governmental unit but only of the individual funds. Thus, they are budgeted and accounted for separately from other revenues and expenditures.

TRANSPORTATION – Costs incurred for the safe and adequate flow of vehicles, travelers and pedestrians are included. Specific subcategories include road and street facilities, traffic engineering, street lighting (County Department of Public Works), airports (Port & Airport), water transportation systems (canals, terminals, dock and ports), and transit systems.

TRIM NOTICE – "True rate in Millage," a tentative tax notice sent to all property owners in August to provide information reflecting tentatively adopted millage rates.

TRUST FUNDS – A trust fund is an account for cash set-aside in a trustee capacity such as donations for certain programs.

- U -

UNIFORM ACCOUNTING SYSTEM – The chart of accounts prescribed by the Office of the State Comptroller designed to standardize financial information to facilitate comparison and evaluation of reports.

UNINCORPORATED AREA – That portion of the County that is not within the boundaries of any municipality.

USER FEES – Charges for specific services rendered only to those using such services, i.e., summer camp fees or aquatics pool fees.

- V -

VALUATION – The dollar value of property assigned by the County Property Appraiser.

ABBREVIATIONS / ACRONYMS

ADA: Americans with Disabilities Act

BMP: Best Management Practice

BOCC: Board of County Commissioners

CAD: Computer Aided Dispatch System

CADD: Computer Aided Design and Drafting

CAFR: Comprehensive Annual Financial Report

CCE: Community Care for the Elderly

CDBG: Community Development Block Grant

CDMP: Comprehensive Development Master Plan

CERT: Community Emergency Response Team

CIP: Capital Improvement Program, or Construction In Progress

COBRA: Consolidated Omnibus Budget Reconciliation Act

COLA: Cost of Living Adjustment

CPI: Consumer Price Index

CRA's: Community Redevelopment Agencies

DCA: Department of Community Affairs

DEP: Department of Environmental Protection

DOR: Department of Revenue

DR 420/422: Department of Revenue forms certifying taxable assessed value

EDC: Economic Development Council

EOC: Emergency Operations Center

EQ: Equipment

EXP: Expenditures

F & F: Fines and Forfeitures

FAA: Federal Aviation Administration

FASB: Financial Accounting Standards Board

FCT: Florida Community Trust Fund

FDEP: Florida Department of Environmental Protection

FDOT: Florida Department of Transportation

FEMA: Federal Emergency Management Agency

FFA: Future Farmers of America

FICA: Federal Insurance Contributions Act (Medicare and Social Security taxes)

FIND: Florida Inland Navigation District

FLMP: Florida Land Management Program

FMLA: Family Medical Leave Act

FP&L: Florida Power & Light

FPUA: Fort Pierce Utility Authority

FRDAP: Florida Recreational Development Assistance Program

FS: Florida Statute

FSTED: Florida Seaport and Economic Development

FTE: Full-time Equivalents

FY: Fiscal Year

GAAP: Generally Accepted Accounting Principles

GASB: Governmental Accounting Standards Board

GFOA: Government Finance Officers Association

GIS: Geographic Information System

GOB: General Obligation Bond

GPS: Global Positioning System

HIPAA: Health Insurance Portability and Accountability Act

HMO: Health Maintenance Organization

HRS: Health and Rehabilitative Services

HUD: Housing and Urban Development

HVAC: Heating, Ventilation and Air Conditioning

IRSC: Indian River State College (formally IRCC - Indian River Community College)

IT: Information Technology

JPA: Joint Participation Agreement

LAN: Local Area Network

LETF: Law Enforcement Trust Fund

LOGT: Local Option Gas Tax

MHz: Megahertz

MPO: Metropolitan Planning Organization

MSBU: Municipal Service Benefit Unit

MSTU: Municipal Service Taxing Unit

OAA: Older Americans Act

OMB: Office of Management & Budget

OSHA: Occupational Safety and Health Administration

NPDES: National Pollutant Discharge Elimination System

NRCS: National Resource Conservation Service

PC: Personal Computer

PCARD: Purchase Card

PPO: Preferred Provider Organization

PUD: Planned Unit Development

R&B: Road and Bridge

R&R: Renewal and Replacement

RAD: Radiological

REP: Radiological Emergency Preparedness

REV: Revenues

RFI: Request for Information

RFP: Request for Proposal

RFQ: Request for Quote

ROW: Right-of-Way

SFWMD: South Florida Water Management District

SHIP: State Housing Initiative Partnership

SLCTV: St. Lucie County Television

SRO: School Resource Officer

TCCLG: Treasure Coast Council of Local Governments

TCERDA: Treasure Coast Education, Research and Development Authority

TCRPC: Treasure Coast Regional Planning Council

TCREP: Treasure Coast Research and Education Park

TDC: Tourist Development Council

TIC: True Interest Cost

TPL: Trust for Public Land

TRIM: Truth in Millage

WAN: Wide Area Network

WTP: Water Treatment Plant

WW: Wastewater

WWTP: Wastewater Treatment Plant

VA: Veterans Administration

VAB: Value Adjustment Board