

Glossary



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Mission Statement:

Serving Orlando with innovation, responsiveness, knowledge, courtesy and professionalism.

ACCOUNT GROUP – A defined group of related accounts. Expenditures are budgeted at this level, while actual expenses are charged at the line item level (see “line item”).

ACCRUAL – The City of Orlando utilizes a modified accrual system of accounting whereas obligations are classified as expenditures if the goods or services are expected to be received during the fiscal year whether or not a cash payment is expected to be made within that fiscal year.

ACTIVITY - A significant element of a department's programmatic responsibilities performed for the purpose of accomplishing a function for which a department is responsible.

AD VALOREM TAX - A tax levied on the assessed value of real property (also known as "property tax").

AGENDA ITEM (Council)- Any item scheduled to be reviewed/approved by the City Council at a scheduled meeting.

APPROPRIATION - An amount of money set apart by City Council for a specific purpose; authority to incur obligations or make expenditures.

AS-BUILTS - Drawings, plans, surveys, etc. done after construction is complete indicating items as they were actually constructed, which may have differed from original plans.

ASSESSED VALUE - A valuation set upon real estate or other property by the County Property Appraiser as a basis for levying taxes.

BALANCED BUDGET - A budget in which estimated revenues equal estimated appropriations.

BOND - A written promise to pay a specified sum of money, (face value or principal), at a specified date in the future, (maturity date), together with interest at a specified rate.

BUDGET - A comprehensive financial plan of operations that attempts to rationalize the allocation of limited revenues among competing expenditure requirements for a given time period. Most local governments have two types of budgets -- the "Operating" budget and the "Capital Improvement" budget.

BUDGET AMENDMENT - Per City policy, any budgetary transaction that causes an increase or decrease in a fund's total.

BUDGET REVIEW COMMITTEE (BRC) - A seven-member staff committee which meets to approve interim budget requests prior to final approval by City Council. Committee responsibilities and guidelines are discussed in the City of Orlando section of this document.

BUDGETARY ACCOUNTS - Accounts used to record the formally adopted annual operating budget in the general ledger. This budgetary integration is the basis of the City's management control process. Also referred to as line items, budgetary accounts are grouped by similar items for uniformity of purchasing decisions.

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BUREAU – An operating level of government in the Police and Fire Departments that manages the resources of related program activities.

BUSINESS PLAN – An annual document that addresses the business or service that is to be delivered and also provides the indicators that measure results.

CAPITAL EQUIPMENT - Equipment with a value in excess of \$1,000 and an expected life of more than one year such as automobiles, computers and furniture.

CAPITAL IMPROVEMENT BUDGET - A budget including those approved capital improvement projects contained in the first year of the five-year Capital Improvement Program.

CAPITAL IMPROVEMENTS - Physical assets, constructed or purchased, that have a minimum cost of \$100,000 and a minimum useful life of three years.

CAPITAL IMPROVEMENTS ELEMENT (CIE) - That portion of the Capital Improvement Program which is necessary to meet the requirements of the Growth Management Act.

CAPITAL IMPROVEMENT PROGRAM (CIP) - A comprehensive long-range schedule of approved capital improvements indicating priority in terms of need and ability to finance. The program covers a five-year period, the first year of which is adopted as the Capital Improvement Budget.

CAPITAL PROJECT FUND - Used to account for financial resources allocated for the acquisition or construction of major capital facilities (other than those financed by proprietary or trust funds).

CHART OF ACCOUNTS - A systematic structure for classifying similar financial transactions of the City.

COMPONENT UNIT – A legally separate organization for which the elected officials of the primary government are financially accountable.

CONSUMER PRICE INDEX (CPI) – Measures the prices of consumer goods and is a measure of U.S. inflation. The U.S. Department of Labor publishes the Consumer Price Index every month.

CONTINGENCY - Money that has been set aside to cover unplanned expenditures.

CONTRACT ORDER SYSTEM - A purchasing procedure used for construction or professional services contracts which have a fixed fee or maximum dollar cap. This system encumbers the contract amount thereby reserving funds for future periodic payments to the contractor.

DEBT SERVICE - The expenditure of principal and interest on borrowed funds.

DEBT SERVICE FUND - Used to account for the accumulation of resources for, and the payment of, Debt Service.

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DEPARTMENT - An organizational unit responsible for carrying out a major governmental function, such as Police or Public Works.

DEPRECIATION - A decrease or loss of value of an item due to age, wear, or market conditions. The City of Orlando does not budget depreciation expense, but does budget for the related capital replacement during the year that the replacement or expenditure occurs.

DIVISION - An operating level of government within a department which manages the resources of related program activities.

ENCUMBRANCE - Commitments reserved for contracts to provide goods or services.

ENTERPRISE FUND - A type of fund used to account for operations that are financed and operated in a manner similar to private business enterprises; i.e., where charges for services cover the cost of providing the service.

FIDUCIARY FUND - A type of fund in which the government acts as a trustee or agent on behalf of another party. An example is pension funds.

FISCAL YEAR (FY) - Any consecutive 12-month period designated as a budget year. The City's budget year begins October 1, and ends September 30 of the following calendar year.

FRANCHISE FEE - A fee paid by public service businesses for use of City streets, rights-of-way and property in providing their services. Services requiring franchises include electric, telephone, natural gas, water, cable television and roll-off service.

FRINGE BENEFITS - Payments made by the City for retirement, social security, health insurance contribution, worker's compensation, general liability, life insurance, AD & D, and long term disability.

FUND - An accounting structure which isolates specific revenues and appropriations for a designated purpose such as the General Fund or the Capital Improvement Fund.

FUND BALANCE - The excess of assets over liabilities. A positive ending fund balance from one fiscal year can be utilized as a resource for the following year's activities. A negative fund balance is sometimes referred to as a deficit.

GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP) - The conventions, rules & procedures that serve as the norm for the fair presentation of financial statements. The various sources of GAAP are set forth by SAS No. 69, *The Meaning of "Present Fairly in Conformity with Generally Accepted Accounting Principals" in the Independent Auditor's Report*.

GENERAL FUND - The general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

GOALS - General aims of the organization, departments, and divisions (based on vision).

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GOVERNMENTAL FUNDS - Funds generally used to account for tax-supported activities.

GRANT - Contributions of cash or other assets to be used for a specified purpose, activity or facility. Grants may be classified as either categorical or block, depending on the amount of discretion allowed the grantee.

GROWTH MANAGEMENT PLAN - Serves as the primary guide for the future development of the City. This state required plan, which is adopted by the community, is a comprehensive statement of the long-range physical development goals, policies and required actions. As such, it provides the framework within which all development actions should occur.

HOMESTEAD EXEMPTION - A statewide exemption which is a deduction from the total taxable assessed value of owner occupied property. The current exemption is \$25,000.

IMPACT FEE - Fees charges to developers to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of the development.

INFRASTRUCTURE - Long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, drainage systems, water and sewer systems, and lighting systems.

INTERFUND TRANSFER - Payment from one fund to another fund primarily for services provided.

INTERGOVERNMENTAL REVENUE - Revenue from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

INTERNAL SERVICE FUND - Proprietary fund type that may be used to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, or a cost-reimbursement basis.

LINE ITEM - A specific item or group of similar items defined in a unique account in the financial records. Revenues are anticipated and appropriated at this level. This is the lowest level of detail at which justification is reviewed and decisions are made.

LOCAL OPTION - Voted by local referendum, e.g., Local Option Sales Tax.

MATCHING FUNDS - A type of grant that requires the government organization or agency receiving the grant to commit a certain amount of funds to a program before funding is made available by the granting authority.

METROPOLITAN STATISTICAL AREA (MSA) - A core geographical area containing a substantial population nucleus and adjacent communities having a high degree of economic and social integration with that core. The four county Orlando MSA includes the counties of Orange, Seminole, Lake, and Osceola.

MILL - A value equal to \$.001 or \$1.00 per \$1,000. The mill is used to determine property taxes by multiplying the mill rate times the assessed property value.

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MILLAGE RATE - The rate established each year by City Council action which is used in the calculation of property taxes.

MISSION STATEMENT - This statement establishes the basis for the goals of the department by describing in broad terms what the department intends to accomplish during the budget year.

MODIFIED ACCRUAL ACCOUNTING - A basis of accounting in which revenues are recorded when collectable within the current period, and expenditures are recognized when the related liability is incurred.

NON-OPERATING EXPENDITURE - The cost of government services that are not directly attributable to a specific City program or operation. Examples include debt service obligations and contributions to human service organizations.

NON-OPERATING REVENUE - The income received by the government that are not directly attributable to providing a service. An example would be interest on cash in banks or investments.

OBJECT CODE - A numerical suffix to an account number which represents a defined object or item within an account group. An example would be the use of an Object Code to differentiate between regular postage and express mail charges.

OBJECTIVE - Concise statement articulating a specific component of what a goal should achieve and what is critical to its success.

OPERATING BUDGET - A financial plan which presents proposed expenditures for the fiscal year and estimates of revenue to finance them.

OPERATING EXPENSES - Expenses which are directly related to service activities.

OPERATING REVENUES - Revenues which are directly related to service activities, e.g., user charges, fees or taxes.

PERFORMANCE BUDGET - A budget that focuses on activities rather than line items. Work load and unit cost data are collected in order to assess the efficiency of services. The City of Orlando monitors the progress of division managers in meeting their performance targets via Quarterly Performance Reports.

PLEDGEABLE REVENUE - Revenues which can be used as a pledge to pay off debt; a form of collateral.

PROGRAM - A set of related work activities within a division or bureau of a department that are directed toward a common purpose or goal, and represent a well-defined use of City resources.

PROGRAM BUDGET - A budget that structures choices and information in terms of programs and their related work activities, e.g., repairing roads, treating water, etc. A program budget provides information on what each program is committed to accomplish in the long run (goals) and in the short run (objectives), and measures the degree of achievement of program objectives (performance measures).

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PROPRIETARY ACCOUNT - An account that shows actual financial position and results of operations, such as actual assets, liabilities, fund equity balances, revenues and expenses.

PROPRIETARY FUND - Funds that focus on the determination of operating income, changes in net assets, financial position, and cash flows. Examples include enterprise funds and internal service funds.

PROPERTY TAX - A tax levied on the assessed value of real property, i.e., ad valorem tax.

QUARTERLY PERFORMANCE REPORT - At the end of each fiscal quarter, divisions report activities relative to their performance measures.

REQUIREMENT - A monetary obligation reflected in the financial accounts as an inter-fund transfer of cash from one fund to another.

RESERVES - An unappropriated source of funding that can be utilized to meet unexpected budgetary needs.

REVENUE - Money received by the City from external sources; income.

REVENUE BOND - A bond whose principal and interest are payable exclusively from earnings of an enterprise fund.

REVISED APPROPRIATION - The approved budget plus or minus any budget amendments or internal transfers.

ROLL-BACK MILLAGE RATE - The millage rate that would generate the same dollar amount of ad valorem tax revenue as was generated in the previous year, exclusive of new construction.

SERVICE EFFORT AND ACCOMPLISHMENT MEASURES (SEA's) - Specific quantitative and qualitative measures of work performed toward meeting the mission of the department.

STATE HOUSING INITIATIVE PROGRAM -SHIP - A state entitlement program designed to foster public/private partnerships to create and preserve affordable housing.

SPECIAL ASSESSMENTS - A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

SPECIAL REVENUE FUND - A type of fund used to account for the proceeds of a specific revenue source (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes. An example is revenue from the Community Development Block Grant.

STATUTE - A written law enacted by a duly organized and constituted legislative body.

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SURPLUS - The amount of remaining funding from a budget appropriation after all liabilities have been paid.

TAX INCREMENT FINANCING - Financing secured by the anticipated incremental increases in tax revenues, resulting from the redevelopment of an area.

TRANSFER (of appropriation) - A transaction which reallocates all or part of any item in an approved budget to another line item .

TRANSPORTATION IMPACT FEE - A charge based on projected trips that will be generated by development or redevelopment of a property.

TRUST AND AGENCY FUND - A type of fund used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds.

UTILITY TAX - A tax levied by the City on the customers of various utilities such as electric, telephone, gas and water. The average rate is 10.0 percent of the sales price of such utility service or commodity.

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ACRONYMS

ADA - Americans With Disabilities Act

BRC—Budget Review Committee

BZA - Board of Zoning Adjustment

CAFR - Comprehensive Annual Financial Report

CAD - Computer Aided Dispatch

CAO - Chief Administrative Officer

CDBG - Community Development Block Grant

CDD - Community Development District

CEB - Code Enforcement Board

CERT - Citizen's Emergency Response Team

CFA - Civic Facilities Authority

CFFA - Central Florida Fire Academy

CFO - Chief Financial Officer

CIE - Capital Improvements Element (of the Growth Management Plan)

CIP - Capital Improvement Program

CMS - Concurrency Management System

CNE - Office Of Communications/Neighborhood Enhancement

CNL - CNL Financial Group, Inc.

CNW - Citizens for Neighborhood Watch

COP - Community Oriented Policing

CPI - Consumer Price Index

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CRA - Community Redevelopment Agency

CSO - Community Service Officer (non-sworn)

CST - Communications Service Tax

DARE - Drug Awareness & Resistance Education

DDB - Downtown Development Board

DRC - Development Review Committee

DRI - Development of Regional Impact

EEOC - Equal Employment Opportunity Commission

ERT - Emergency Response Team

FAM - Federal Air Marshall

FAMU - Florida A&M University

FDER - Florida Department of Environmental Regulation

FDLE - Florida Department of Law Enforcement

FDOT - Florida Department of Transportation

FEMA - Federal Emergency Management Agency

FM - Facilities Management

FPR - Families, Parks and Recreation Department

FTE - Full Time Equivalent

GAAP - Generally Accepted Accounting Principals

GFOA - Government Finance Officers Association

GIS - Geographic Information System

GMP - Growth Management Plan

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- GOAA** - Greater Orlando Aviation Authority
- GPR** - Grantee Performance Report
- GREAT** - Gang Resistance Education & Training
- HOME** - Home Investment Partnership Act
- HOPWA** - Housing Opportunities for Persons with Aids
- HUD** - Housing and Urban Development, a federal agency
- ICMA** - International City/County Management Association and ICMA Retirement Corp.
- ISO** - Insurance Services Office (Nationally recognized fire service rating)
- JPA** - Joint Planning Area
- LCIR** - Legislative Committee on Intergovernmental Relations
- LDC** - Land Development Code
- LOS** - Level of Service
- LTD** - Long Term Disability
- M/WBE** - Minority and Women Business Enterprise
- MADS** - Maximum Annual Debt Service
- MB&A** - Management, Budget and Accounting Department
- M.E.R.I.T.S.** - My Efforts Result in Total Service (Employee Recognition Program)
- MF** - Multi Family
- MGD** - Million gallons per day
- MPB** - Municipal Planning Board
- MSA** - Metropolitan Statistical Area
- NACSLB** - National Advisory Council on State and Local Budgeting

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NCIC - National Crime Information Center

NPDES - National Pollution Discharge Elimination System

OCPS - Orange County Public Schools

OEM - Office of Emergency Management

OIA - Orlando International Airport

OFD - Orlando Fire Department

OMB - (Office of) Management and Budget

OPD - Orlando Police Department

OPH - Orlando Police Headquarters Building

OUC - Orlando Utilities Commission

OUSWMM - Orlando Urban Stormwater Management Manual

PACE - Paperless Automated Call Entry

PMD - Purchasing and Materials Management Division

R & R - Repair and Replacement

RFQ/RFP - Request for Qualifications/Request for Proposal

R-O-W - Right-of-way

SBA - State Board of Administration

SEA - Service Effort and Accomplishment

SHIP - State Housing Initiatives Partnership

SSGFC - Sunshine State Governmental Financing Commission

TCEA - Transportation Concurrency Exception Area

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TCEA - Transportation Concurrency Exception Area

TIF - Tax Increment Financing

TIS - Traffic Impact Study

TM - Technology Management

TSA - Transportation Safety Administration

TRIM - Truth in millage

TRN - Transportation Department

UCF - University of Central Florida

VCC - Valencia Community College

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Chart of Accounts

The following provides a detailed listing of the various account codes that are rolled together for the group total. These group totals are displayed in the department sections of the document.

Account #	Account Name
6010	Salary Group

The following account codes relate to those expenditures associated with employee salaries.

6011	Executive Salaries
6012	Salaries and Wages (Regular)
6013	Salaries and Wages (Contract)
6014	Police Management
6015	Salaries and Wages (Fire Management)
6016	Salaries and Wages (LIU)
6017	Salaries and Wages (Fire Bargaining)
6018	Salaries and Wages (Police Bargaining)
6019	Salaries and Wages (Police Temporary)
6020	Salaries and Wages (Police FTO)
6021	Salaries and Wages (Blue Shirt)
6022	Overtime (Regular)
6023	Overtime (Police and Fire)
6024	Stand By Pay
6025	Incentive Pay
6026	Incentive Bonus
6027	Performance Bonus
6028	Extra Help
6029	Extra Help (Events)
6036	Longevity
6037	Holiday Bonus
6039	Salary and Benefits Reimbursements

6100 **Benefits Group**

The following account codes relate to those expenditures associated with employee benefits.

6100 050	Pension (Regular)
6100 100	Pension (Police)
6100 150	Pension (Fire)
6100 300	Workers Compensation
6100 350	Medical
6100 450	Life Insurance
6100 500	AD & D Insurance
6100 550	LTD Insurance
6100 600	Social Security

6310 **Supply Group**

The following account codes relate to those expenditures associated with general supplies necessary to support City operations,

6311	Office Supplies
6312	Pro Card - Office Supplies
6314	Janitorial Supplies
6315	Medical, Agricultural and Chemical
6316	Food and Supplies
6317	Pro Card Food & Supplies
6318	Uniforms and Clothing
6319	Pro Card Uniforms and Clothing
6320	Recreational Supplies
6321	Other Materials and Supplies
6322	Computer Software and Accessories
6323	Pro Card Purchases
6324	Procard Support Program
6325	Gas, Lubricants and Grease
6326	Tires, Parts and Tools

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6350**Contractual Services Group**

The following account codes relate to those expenditures associated with vendors supplying contractual services to the City.

6351	Legal Services
6353	Professional Services
6363	Rents and Leases
6365	Repairs and Maintenance
6366	Repairs and Maintenance (Radios)
6367	Janitorial Services
6369	Printing
6370	Copier Rental
6372	Other Contractual Services
6373	Pro Card (Contractual Services)

6390**Utilities Group**

The following account codes relate to those expenditures associated with utilities.

6391	Electric
6393	Telephone
6395	Fuel for Heating

6410**Other Operating**

The following account codes relate to those expenditures associated with other operating expenses necessary to support City operations.

6411	Postage
6414	Advertising and Legal Notices
6415	Auto Allowance
6419	Subscriptions
6420	Licenses/Certifications
6421	Pro Card Subscriptions
6435	Special Deduction (Property Loss)
6436	Mayor's Fund
6437	Commissioner's Fund

6500**Travel Group**

The following account codes relate to those expenditures associated with travel and training for City employees.

6501	Travel
6502	Educational Reimbursement

6550**Internal Services Group**

The following account codes are used to account for the financing of goods or services provided by one department to another on a cost reimbursement basis.

6551	Motor Transport
6552	Fleet Vehicle Replacement
6554	General Liability
6555	Facilities Maintenance Charges
6556	Inspection Services (PM)
6557	Inspection Services (CM)
6558	Inspection Services (Design)

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The following account codes are for expenditures for equipment such as automobiles, computers, and furniture (as well as land & buildings) with a value in excess of \$1,000 and an expected life of more than one year.

6613	Land
6614	Buildings
6615.010	Equipment
6615.020	3 Year
6615.040	5 Year
6615.100	10 Year
6615.010	Equip Non Capital
6616	Improvements
6616.010	Improvements PO's
6617	Rights-of-Way
6618.010	Motor Vehicle 3 year
6618.020	Motor Vehicle 4 year
6618.025	Motor Vehicle 5 year
6618.030	Motor Vehicle 6 year
6618.035	Motor Vehicle 8 year
6618.040	Motor Vehicle 10 year

6810

Non-Operating

The following account codes relate to those expenditures associated with non-operating items including licenses, permits & taxes, administrative service fees, and reimbursements for employee purchases.

6821	Licenses, Permits and Taxes
6827	Administrative Service Fee
6862	Reimbursement (Employee Purchase)

6900

Contingencies

The following account codes relate to funding allocated for unforeseen budgetary requirements.

6901	Contingency
6902	Project Contingency
6904	Personal Service Contingency
6905	Administrative Contingency