

## GLOSSARY OF TERMS

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

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

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

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

**BONDED DEBT** The total amount owed by the County as a result of the sale of general obligation or other bonds guaranteed by the County Government.

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

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

**CAPITAL IMPROVEMENT PROGRAM (CIP)** A six-year plan showing anticipated capital projects and required funding.

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

**DEPARTMENT** A County agency or office consisting of one or more bureaus. Examples are the Department of Human Resources and the Department of Public Works.

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

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

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

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

**IMPACT FEES** Charges imposed upon additional development for capital infrastructure improvements that must be provided by the local government to serve the new structures.

**INTERAGENCY COMMITTEE** A State agency that assists in determining how State funds will be used to aid localities in the construction of public schools.

**OPERATING BUDGET** The annual budget, which supports the day-to-day operations of County agencies.

**PAYGO** A fiscal policy by which capital projects are funded with current revenue rather than long-term or bonded debt. In Carroll County, in addition to transfer to capital, other sources of current revenue are appropriated directly to the capital budget: property tax devoted to capital, local income tax devoted to capital, fund balance appropriation, bond interest and impact fees. Current sources of Paygo represent approximately 40% of the total capital budget revenues.

**PROGRAM OPEN SPACE** A State program that helps finance investment in new facilities and parks.

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

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

**SEMI-AUTONOMOUS AGENCIES** Agencies of the County which are not subject to full County appropriation authority due to State Law, such as Carroll Community College, Carroll County Public Library, Health Department, the Board of Education and the Carroll County Volunteer Emergency Services Association, formerly the Carroll County Volunteer Firemen's Association.