



FY 2011-2012  
APPENDIX

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Detail of Revenues  
Sales Tax Narration  
Glossary

*Ensuring that room for growth always means room for improvement.*



# DETAIL OF REVENUES

All Funds

	Actual FY 08   09	Actual FY 09   10	Projected Actual FY 10   11	Proposed FY 11   12	Percent Change
<b>General Fund</b>					
Taxes					
Sales Tax	17,343,313	17,266,691	17,582,505	17,964,000	2.17%
Use Taxes	726,094	580,128	536,062	580,000	8.20%
Electric Utility (PSO)	409,603	299,296	394,134	406,000	3.01%
Electric Utility (VVEC)	20,900	28,045	32,610	34,000	4.26%
Natural Gas Utility (ONG)	184,415	186,111	165,235	190,000	14.99%
Natural Gas Utility (Other)	-	-	3,400	3,500	2.94%
Telephone Untility (AT&T)	53,870	47,007	41,634	38,000	-8.73%
Video Service (AT&T)	15,126	45,802	67,872	80,000	17.87%
Telephone (Other)	16,040	17,277	15,668	15,600	-0.43%
CATV (Cox)	278,490	287,004	319,076	320,800	0.54%
Total Taxes	19,047,851	18,757,361	19,158,196	19,631,900	2.47%
Licenses & Permits					
Alcohol/Beer License	823	735	800	800	0.00%
Solicitor License	278	920	1,000	1,000	0.00%
Other License	9,310	9,560	7,000	7,500	7.14%
Building Permits (Residential)	73,934	68,705	34,923	45,000	28.85%
Building Permits (Commercial)	-	6,219	17,956	15,000	-16.46%
Building Permits Surcharge	55,107	57,970	38,623	48,000	24.28%
Mechanical Permit	29,868	30,312	21,000	25,000	19.05%
Electrical Permit	31,908	31,507	22,000	26,000	18.18%
Plumbing Permit	31,762	32,501	23,000	27,000	17.39%
Sign Permit	3,830	2,400	5,000	6,000	20.00%
Other Permits	200	1,000	-	100	-
Total Licenses & Permits	237,020	241,829	171,302	201,400	17.57%
Intergovernmental					
Bureau of Justice Assistance	4,517	2,604	-	-	-
EP&R/FEMA Grant	288,420	24,556	-	-	-
OJP Grant	-	38,459	-	-	-
Cherokee Nation Grant	3,970	5,350	-	-	-
OK Highway Safety Office	120,227	62,751	62,000	70,000	12.90%
OK Homeland Security Grant	-	43,426	-	-	-
ODOT Grant	40	-	-	-	-
ODCEM Grant	20,800	-	-	-	-
Alcoholic Beverage Tax	30,834	30,272	31,172	40,900	31.21%
State Gasoline Tax	49,542	51,766	55,335	73,000	31.92%
Motor Vehicle Licenses	132,031	132,031	131,536	132,000	0.35%
Cigarette/Tobacco Tax	236,587	238,003	253,283	326,400	28.87%
SEP ARRA CNG Grant	-	-	1,450,000	-	-100.00%
Total Intergovernmental	886,968	629,218	1,983,326	642,300	-67.62%
Charges for Service					
Zoning & BOA Fees	5,500	5,540	7,000	8,000	14.29%
Mowing Fees	1,050	2,650	3,200	3,200	0.00%
Engineering Review Service Fees	11,150	13,385	10,000	10,000	0.00%
Early Intervention Panel	3,840	3,800	4,000	4,400	10.00%
Cemetery Lots	-	300	200	-	-100.00%
Cemetery Interments	10,350	11,150	12,000	13,600	13.33%
Surcharge for Economic Development	7,631	7,494	7,721	7,800	1.02%
Surcharge for Street Repairs	126,838	128,426	130,202	130,500	0.23%
Administrative Overhead	150,000	150,000	150,000	150,000	0.00%

	Actual		Projected		Percent Change
	FY 08   09	FY 09   10	FY 10   11	Proposed FY 11   12	
Other General Government Fees	3,447	1,240	1,500	1,500	0.00%
Returned Check Fees	135	135	150	-	-100.00%
K9 Services	12,000	10,000	10,000	10,000	0.00%
Prisoner Housing	9,630	4,500	5,850	-	-100.00%
School Resource Officer	31,000	78,000	62,500	62,500	0.00%
Animal Sterilization Fee	14,805	7,710	8,000	10,000	25.00%
Rural Fire Service	1,500	2,000	2,500	3,000	20.00%
Police/Fire Reports	5,194	5,919	5,800	5,800	0.00%
Monthly Building Rent	21,893	26,620	32,321	34,500	6.74%
Incubator Building Rent	1,800	3,300	5,500	6,600	20.00%
Building User Fees	4,624	12,413	9,470	9,600	1.37%
Economic Summit	2,675	3,415	2,550	3,000	17.65%
Lease/Rent Other	9,600	9,600	9,600	9,600	0.00%
Community Center User Fees	6,875	10,528	24,129	25,000	3.61%
Community Center Classes	-	2,051	-	500	-
Park User Fees	8,000	8,105	8,500	8,500	0.00%
Total Charges for Service	<u>449,537</u>	<u>508,281</u>	<u>512,693</u>	<u>517,600</u>	<u>0.96%</u>
Fines & Forfeitures					
Municipal Court Fines	546,800	641,160	710,123	744,000	4.77%
District Court Fines	4,471	3,721	5,700	5,700	0.00%
Court Fines (Restricted)	19,070	18,515	17,000	17,000	0.00%
Court Costs	87,170	107,531	126,997	135,600	6.77%
Animal Impound Fines	8,715	6,101	8,000	8,000	0.00%
Deposits Forfeited	50	65	500	-	-100.00%
Other Forfeitures (Criminal)	2,671	1,702	750	-	-100.00%
Total Fines & Forfeitures	<u>668,947</u>	<u>778,795</u>	<u>869,070</u>	<u>910,300</u>	<u>4.74%</u>
Miscellaneous					
Interest	80,433	46,584	29,000	29,000	0.00%
Reimbursements & Refunds	16,054	5,061	7,000	4,500	-35.71%
JP Morgan Rebate	51,047	50,233	23,000	25,000	8.70%
Reimbursement (OGA)	5,105	7,940	6,300	6,300	0.00%
Restitution	-	345	-	-	-
Property Damage	5,373	1,233	20,000	30,000	50.00%
Sale of Fixed Assets	3,274	17,435	4,000	4,000	0.00%
Sale of Materials	804	4,585	3,100	3,100	0.00%
Sale of Books	66	119	10	-	-100.00%
Other	4,396	28,492	40,500	30,000	-25.93%
Contributions & Donations	2,581	28,633	318,843	5,000	-98.43%
Public Art Donations	2,257	-	-	-	-
Overage/Shortage	(32)	(8)	32	-	-
Total Miscellaneous	<u>171,358</u>	<u>190,652</u>	<u>451,785</u>	<u>136,900</u>	<u>-69.70%</u>
Interfund Transfers					
Transfer from OPWA	-	-	500,000	300,000	-40.00%
Transfer from OPWA Sales Tax Account	11,000,018	10,810,978	11,100,000	11,234,000	1.21%
Transfer from Workers' Comp	-	-	-	67,600	
Total Interfund Transfers	<u>11,000,018</u>	<u>10,810,978</u>	<u>11,600,000</u>	<u>11,601,600</u>	<u>0.01%</u>
Total General Fund Revenues	<u><u>32,461,699</u></u>	<u><u>31,917,114</u></u>	<u><u>34,746,372</u></u>	<u><u>33,642,000</u></u>	<u><u>-3.18%</u></u>

	Actual FY 08   09	Actual FY 09   10	Projected Actual FY 10   11	Proposed FY 11   12	Percent Change
<b>OPWA Fund</b>					
Charges for Services					
Water	3,841,283	3,960,845	4,343,725	4,613,000	6.20%
Wastewater Treatment	2,894,034	3,075,586	3,181,850	3,241,000	1.86%
Industrial User Surcharge	64,285	60,123	54,305	45,600	-16.03%
Refuse - Residential Polycart	1,271,844	1,357,662	1,397,278	1,414,000	1.20%
Refuse - Commercial Polycart	25,972	26,570	27,361	28,000	2.34%
Yardwaste Polycart	110,753	132,060	132,184	154,000	16.50%
Yardwaste Bag Sales	11,263	10,966	10,467	11,500	9.87%
Convenience Station-Open Container	82,440	79,422	79,409	85,000	7.04%
Recycle Sales-Aluminum	32,363	35,196	36,000	36,000	0.00%
Recycle Sales-Batteries	161	159	100	100	0.00%
Recycle Sales-Glass	2,240	2,629	1,700	2,000	17.65%
Recycle Sales-Plastics	2,459	3,706	3,500	3,500	0.00%
Recycle Sales-Newspaper	7,625	10,720	19,000	19,000	0.00%
Recycle Sales-Other	115	-	-	-	-
Total Charges for Services	8,346,837	8,755,644	9,286,879	9,652,700	3.94%
Other Revenues & Fees					
Water Connections Fee	106,550	66,274	29,000	52,500	81.03%
Wastewater Connections Fee	148,465	134,436	61,000	88,000	44.26%
Assessment Fees	-	-	22,000	100,000	354.55%
Reconnect Fees	24,075	18,900	29,000	34,000	17.24%
Late Fees	148,882	177,022	188,000	188,000	0.00%
Returned Check Fees	2,284	1,998	2,000	2,000	0.00%
Interest	44,379	31,625	31,600	31,600	0.00%
Restricted Interest	15,955	835	330	100	-69.70%
Reimbursements & Refunds	19,062	69,209	2,700	-	-100.00%
Other	-	6,386	8,600	13,200	53.49%
Overage/Shortage	(1)	(5)	2	-	-100.00%
Promissory Note Revenue (Afor)	199,295	199,193	198,894	198,400	-0.25%
Total Other Revenues & Fees	708,946	705,873	573,126	707,800	23.50%
Proceeds of Debt					
Proceeds Of Debt - Sales Tax Note	7,462,000	-	-	-	-
Proceeds Of Debt - OWRB Note	-	5,271,945	10,822,745	6,600,000	-39.02%
Total Proceeds of Debt	7,462,000	5,271,945	10,822,745	6,600,000	-39.02%
Transfers In					
Transfer From General (Sales Tax)	17,343,313	17,266,692	17,582,505	17,964,000	2.17%
Transfer from Capital Improvements	-	3	-	-	-
Transfer From Sales Tax Payback	562,191	700,150	736,000	742,000	0.82%
Transfer From Stormwater (RAN)	63,594	228,101	234,801	235,900	0.47%
Transfer From Workers Comp	-	-	-	14,000	-
Total Transfers In	17,969,098	18,194,946	18,553,306	18,955,900	2.17%
Total OPWA Fund Revenues	34,486,881	32,928,408	39,236,056	35,916,400	-8.46%

	Actual FY 08   09	Actual FY 09   10	Projected Actual FY 10   11	Proposed FY 11   12	Percent Change
<b>OPGA Fund</b>					
Golf Operation					
Green Fees	180,855	177,462	152,341	240,000	57.54%
Memberships & Patron Card	125,292	123,791	103,866	150,000	44.42%
Tournament Fees	104,164	71,537	43,626	130,000	197.99%
Cart Rentals	79,736	85,213	73,789	95,000	28.75%
Driving Range Fees	21,117	24,268	23,843	28,500	19.53%
Marketing/Advertising	29,500	82,500	20,000	-	-100.00%
Overage/Shortage-Golf	372	1,172	-	-	-
Total Golf Operation	541,036	565,942	417,465	643,500	54.14%
Merchandise (net of cost)					
Merchandise Sales	171,131	143,830	139,987	185,000	32.16%
Cos-Merchandise	(143,386)	(115,426)	(113,157)	(140,000)	23.72%
Total Merchandise (net of cost)	27,746	28,404	26,830	45,000	67.72%
Food (net of cost)					
Food Sales	71,936	55,767	43,633	85,000	94.81%
Food Tournament Sales	17,977	14,286	9,334	25,000	167.84%
Banquet Sales-Food	7,189	-	4,973	20,000	302.17%
Banquet Room Fee	5,928	10,264	8,000	15,000	87.50%
Beer Sales	52,943	36,281	29,122	60,000	106.03%
Cos-Food & Soft Drinks	(49,227)	(51,717)	(40,126)	(48,000)	19.62%
Cos-Beer	(20,340)	(15,560)	(12,480)	(24,000)	92.31%
Total Food (net of cost)	86,407	49,322	42,456	133,000	213.27%
Miscellaneous					
Reimbursements & Refunds	299	-	1,500	-	-100.00%
Other	10,186	3,624	1,000	1,800	80.00%
Gratuities	-	-	449	3,000	568.15%
Contributions & Donations	-	-	-	35,000	-
Total Miscellaneous	10,484	3,624	2,949	39,800	1249.61%
Transfers					
Transfer from Workers' Compensation	-	-	-	3,600	-
Total OPGA Fund Revenues	665,673	647,292	489,700	864,900	76.62%

	Actual FY 08   09	Actual FY 09   10	Projected Actual FY 10   11	Proposed FY 11   12	Percent Change
<b>Ambulance Service Fund</b>					
Ambulance Billings	722,742	773,392	816,720	840,000	2.85%
Ambulance Subscriptions	9,329	13,798	12,740	15,200	19.31%
UB Amb Fee	341,645	481,982	434,746	542,200	24.72%
Interest & Other	2,290	2,740	3,052	3,000	-1.70%
Total Amb. Service Fund Revenues	1,076,006	1,271,912	1,267,258	1,400,400	10.51%
<b>Ambulance Capital Fund</b>					
UB Amb/Fire Fee	59,112	60,098	60,871	61,200	0.54%
Interest	3,991	2,817	2,500	2,500	0.00%
Transfer From Ambulance	126,056	138,558	139,400	143,320	2.81%
Total Ambulance Capital Fund Rev.	189,159	201,473	202,771	207,020	2.10%
<b>Public Safety Capital Fund</b>					
UB Amb/Fire Fee	187,192	190,350	192,498	294,800	53.14%
Interest	8,215	4,104	2,400	2,400	0.00%
Transfer From Ambulance	55,874	49,344	52,700	83,380	58.22%
Total P.S. Capital Fund Revenues	251,281	243,798	247,598	380,580	53.71%
<b>E-911 Fund</b>					
E911 Phone Fees (Wired)	103,081	89,270	83,454	90,000	7.84%
E911 Wireless Phone Fees	108,697	101,384	105,498	106,000	0.48%
E911 Prepaid Wireless Fees	-	-	2,520	15,120	500.00%
Interest	3,636	1,827	1,000	1,000	0.00%
Total E-911 Fund Revenues	215,414	192,481	192,472	212,120	10.21%
<b>Cemetery Care Fund</b>					
Interest	330	188	120	100	-16.67%
Contributions & Donations	105	-	100	-	-100.00%
Transfer From General	1,294	1,431	1,700	1,700	0.00%
Total Cemetery Care Fund Revenues	1,729	1,619	1,920	1,800	-6.25%
<b>Emergency Siren Fund</b>					
Emergency Siren Fees	3,179	1,369	3,000	3,000	0.00%
Interest	815	268	180	200	11.11%
Total Emergency Siren Fund Revenues	3,994	1,637	3,180	3,200	0.63%
<b>Juvenile Court Fund</b>					
Juvenile Court Fines	2,565	2,330	3,700	3,700	0.00%
Interest	882	140	60	100	66.67%
Total Juvenile Court Fund Revenues	3,447	2,470	3,760	3,800	1.06%
<b>Hotel Tax Fund</b>					
Hotel Tax 3%	119,852	130,562	152,973	153,800	0.54%
Hotel Tax 2%	52,068	87,041	100,516	102,600	2.07%
Interest & Other	5,353	3,835	3,365	3,300	-1.93%
Transfer From Workers' Compensation	-	-	-	400	-
Total Hotel Tax Fund Revenues	177,273	221,438	256,854	260,100	1.26%

	Actual FY 08   09	Actual FY 09   10	Projected Actual FY 10   11	Proposed FY 11   12	Percent Change
<b>Stormwater Management Fund</b>					
Stormwater Service Fee - Residential	310,533	326,636	375,668	399,700	6.40%
Stormwater Service Fee - Commercial	158,731	193,914	195,870	196,400	0.27%
Stormwater Assessment Fee	-	-	25,000	150,000	500.00%
Interest	7,870	9,150	9,400	9,400	0.00%
Transfer From OPWA (RAN)	11,678	-	-	-	-
Transfer From OPWA - OWRB Loan	-	745,992	925,018	-	-100.00%
Total Strmwtr Mgmt Fund Revenues	488,812	1,275,692	1,530,956	755,500	-50.65%
<b>Capital Improvements Fund</b>					
Restricted Interest	35,469	655	300	300	0.00%
Other	-	-	16,900	-	-100.00%
Transfer From OPWA - Debt Proceeds	7,462,000	-	-	-	-
Transfer From OPWA - Sales Tax	575,000	400,000	420,000	1,000,000	138.10%
Total Cap. Imp. Fund Revenues	8,072,469	400,655	437,200	1,000,300	128.80%
<b>Park Development Fund</b>					
Park Development Fees	86,100	93,600	61,800	88,000	42.39%
Interest	2,869	2,553	1,800	1,800	0.00%
Total Park Dev. Fund Revenues	88,969	96,153	63,600	89,800	41.19%
<b>CDBG Fund</b>					
CDBG - Urban County Grant	-	-	416,436	108,000	-74.07%
CDBG - Small Cities Grant	83,066	-	-	-	-
Total CDBG Fund Revenues	83,066	-	416,436	108,000	-74.07%
<b>City Garage Fund</b>					
Sales Of Parts & Services	158,628	137,567	148,000	157,525	6.44%
City Garage Overhead	255,666	191,666	189,000	201,300	6.51%
Sale Of Fixed Assets & Materials	-	619	-	-	-
Reimbursements & Refunds	-	188	200	-	-100.00%
Transfer From Workers' Compensation	-	-	-	800	-
Total City Garage Fund Revenues	414,293	330,040	337,200	359,625	6.65%
<b>Worker's Comp Self-Insurance Fund</b>					
Self-Ins Fees	437,850	652,793	608,000	400,000	-34.21%
Interest	8,876	5,578	5,900	6,000	1.69%
Reimbursements & Refunds	7,048	11,119	9,994	-	-100.00%
Total Worker's Comp Self-Insurance Fund Revenues	453,774	669,490	623,894	406,000	-34.92%
<b>Gen Liab/Prop Self-Insurance Fund</b>					
Self-Ins Fees	100,000	300,000	200,000	200,000	0.00%
Interest	4,904	762	40	100	150.00%
Reimbursements & Refunds	6,750	2,640	16,482	8,000	-51.46%
Total Gen Liab/Prop Self Insurance Fund Revenues	111,654	303,402	216,522	208,100	-3.89%

	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Percent</b>
	<b>FY 08   09</b>	<b>FY 09   10</b>	<b>Actual</b>	<b>FY 11   12</b>	<b>Change</b>
			<b>FY 10   11</b>		
<b>Healthcare Self-Insurance Fund</b>					
Healthcare Self-Ins Fees	2,352,849	2,757,817	3,110,000	3,650,000	17.36%
Dental Self-Ins Fees	168,938	189,002	162,000	200,000	23.46%
Vision Self-Ins Fees	44,730	46,017	40,000	48,000	20.00%
Interest	3,044	1,130	200	200	0.00%
Total Health Care Self-Insurance	<u>2,569,561</u>	<u>2,993,966</u>	<u>3,312,200</u>	<u>3,898,200</u>	<u>17.69%</u>
<b>Sinking Fund</b>					
Ad Valorem Taxes	-	-	47,500	119,001	150.53%
Total	<u>-</u>	<u>-</u>	<u>47,500</u>	<u>119,001</u>	<u>150.53%</u>
<b>Total Revenues - All Funds</b>	<b><u>81,815,154</u></b>	<b><u>73,699,040</u></b>	<b><u>83,633,449</u></b>	<b><u>79,836,846</u></b>	<b><u>-4.54%</u></b>

# SALES TAX NARRATION

## USE OF SALES TAX

The City of Owasso receives three cents in sales tax for the funding of municipal government activities. One cent of the sales tax is restricted to funding capital projects or debt service for capital projects. The remaining two cents of sales tax funds City operations and is pledged to the OPWA for debt service. The following narration provides an accounting of how the one cent and two cent funds break down, and how the revenue is expended.

### Use of Restricted One-Cent Sales Tax

Three cents sales tax	17,964,000
Restricted one cent sales tax	<u>5,988,000</u>
Debt service - Sales tax notes	<u>(4,986,800)</u>
Balance of restricted one cent	1,001,200
Transfer surplus to Capital Improvements	<u>(1,000,000)</u>
Ending balance in OPWA - Sales Tax	1,200

### Use of Two-Cents Sales Tax

Three cents sales tax	17,964,000
Two cents sales tax	<u>11,976,000</u>
Debt service - Payback Agreements	<u>(742,000)</u>
Balance of two cents	11,234,000
Transfer balance to General Fund	<u>(11,234,000)</u>
Ending balance in OPWA - Sales Tax	-

<b>Sales Tax Budget - Revenues, Expenditures and Transfers</b>		<b>Proposed FY 2012</b>
<b>General Fund (01)</b>		
Sales Tax - 3 cents	Revenue - 3 cents sales tax in General Fund (01)	17,964,000
Sales Tax - 3 cents	Transfer out - 3 cents sales tax from General Fund (01) to OPWA Sales Tax Fund (67)	(17,964,000)
Sales Tax - 2 cents less Paybacks	Transfer out - balance of 2 cents to General Fund (01) from OPWA Sales Tax Fund (67)	11,234,000
<b>OPWA Fund (67)</b>		
Sales Tax - 3 cents	Transfer in - 3 cents sales tax from General Fund (01) to OPWA Sales Tax Fund (67)	17,964,000
Sales Tax - 1 cent Debt Service	Expenditure - Sales Tax Notes Payable (includes fiscal agent fees) Note Series 2004, 2005, 2007 and 2008	(4,986,800)
Sales Tax - 1 cent	Transfer out - from OPWA Sales Tax (67) to Capital Improvements (40)	(1,000,000)
Sales Tax - 2 cents	Transfer out - from OPWA Sales Tax (67) to OPWA Sub-Acct (69)	(742,000)
Debt Service - Payback Agreements	Expenditure - Payback Agreements	(742,000)
Sales Tax - 2 cents less Paybacks	Transfer out - balance of 2 cents from Sales Tax Fund (67) to General Fund (01)	(11,234,000)

## / A /

### ACCOUNT

An entity for recording specific revenues or expenditures, or for grouping related or similar classes of revenues and expenditures and recording them within a fund or department.

### ACCOUNTING SYSTEM

The total set of records and procedures that are used to record, classify, and report information on the financial status and operations of the entity. (See also Accrual Basis, Modified Accrual Basis, and Cash Basis).

### ACCRUAL BASIS

The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at the time), and expenditures are recorded when goods and services are received (whether cash disbursements are made at the time or not).

### APPROPRIATION

An authorization or allocation made by the legislative body that permits officials to incur obligations against, and to make expenditures of, governmental resources (revenues).

### APPROPRIATION BALANCE

The available appropriation remaining after expenditures, encumbrances, and commitments have been subtracted from the appropriation.

### ASSET

Resources owned or held by a government which have monetary value.

### AUTHORIZED PERSONNEL

Employee positions, which are authorized in the adopted budget, to be filled during the year.

## / B /

### BOND

A long-term IOU or promise to pay. It is a promise to repay a specified amount of money (the face amount of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects.

#### *GENERAL OBLIGATION BOND*

A type of bond that is backed by the full faith, credit, and taxing power of the government.

#### *REVENUE BOND*

A type of bond that is backed only by the revenues from a specific enterprise or project, such as a utility system.

### BOND REFINANCING

The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

## **BUDGET**

A plan of financial activity for a fiscal year indicating all planned revenues and expenditures or expenses for the budget period. The City of Owasso's fiscal year is July 1 through June 30.

## **BUDGET CALENDAR**

The schedule of key dates which a government follows in preparation and adoption of the budget.

## **BUDGET RESOLUTION**

The legal means by which the budget is adopted.

## **BUDGET SUPPLEMENT**

The legal means by which an adopted estimated revenue or expenditure appropriation is increased or decreased.

## **BUDGET TRANSFER**

Allows for the movement of appropriation funds between accounts within the same department or between departments. This action only requires City Manager approval.

## **BUDGETARY BASIS**

This refers to the basis of accounting used to estimate financing sources and uses in the budget. It is different from GAAP basis of accounting.

## **BUDGETARY CONTROL**

The control or management of a governmental expenditures in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.



## **CAPITAL ASSETS**

Assets of significant value and having a useful life of ten years. Capital assets are also called fixed assets.

## **CAPITAL IMPROVEMENT FUND**

The appropriation of other revenue for improvements to facilities and other infrastructure. The City budgets for Capital projects or new capital projects. Approval of capital projects is granted through the Capital Improvements Committee and the City Council. The Third Penny Sales Tax accounts for the majority of financing resources of capital projects.

## **CAPITAL IMPROVEMENT**

Any significant physical acquisition, construction, replacement, or improvement to a City.

## **CAPITAL IMPROVEMENT PROGRAM (CIP)**

The process of planning, monitoring, programming, and budgeting over a multi-year period used to allocate the City's capital moneys, undertaken by the City's Capital Improvement Committee.

## **CAPITAL OUTLAY**

One of five expenditure account categories used to account for the purchase of any item with a useful life greater than one year. Included are vehicles, heavy equipment, other equipment, personal computers, and some office furniture.

## **CAPITAL PROJECT**

Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful lives. Also called capital improvements.

## **CARRYOVER**

Appropriated funds that are encumbered during the fiscal year and are allowed to be retained in the budget of the next fiscal year for the purpose designated.

## **CASH BASIS**

A basis of accounting in which transactions are recognized only when cash is increased or decreased.

## **CHARGES FOR SERVICES**

Revenues received for services performed or delivered by the City.

## **COMMODITIES**

Expendable items that are consumable or have a short life span. Examples include office supplies, gasoline, minor tools, and road salt.

## **CONTINGENCY**

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

## **CONTRACTUAL SERVICES**

Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

## **COST-OF-LIVING ADJUSTMENT (COLA)**

An increase in salaries to offset the adverse effect of inflation or rising prices.

## **CURRENT BUDGET**

The original budget as approved by the City Council, along with any carryover encumbrances from the prior fiscal year, and any transfers or amendments that have been made since July 1.

# **/ D /**

## **DEBT SERVICE**

The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

## **DEFICIT**

The excess of an entity's liabilities over its assets or the excess of expenses over revenues during a single accounting period.

## **DEPARTMENT**

The basic organizational unit of government which is functionally unique in its delivery of services.

## **DEPRECIATION**

Expiration in the service life of capital assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence.

## **DEVELOPMENT-RELATED FEES**

Those fees and charges generated by building, development, and growth in the community. Included are building permits, development review fees, and zoning, platting, and subdivision fees.

## **DISBURSEMENT**

The expenditure of monies from an account.

## **DIVISION**

A sub-unit of a department which encompasses a substantial portion of the duties assigned to a department. May consist of several activities.

# **/ E /**

## **EMPLOYEE BENEFITS**

Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pensions, medical, and life insurance plans.

## **ENCUMBRANCE**

Obligations made by a government to meet commitments or obligations.

## **ENTERPRISE (PROPRIETARY) FUNDS**

Established to account for revenues and expenditures generated by City functions for which customers are charged a fee. (For example: Owasso Public Works Authority)

## **EXPENDITURE**

The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service, or settling a loss.

Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered are recognized whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

## **EXPENSE**

Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest, or other charges.

# **/ F /**

## **FINES AND FORFEITURES**

A revenue source that consists primarily of fines from the Municipal Court.

## **FISCAL POLICY**

A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

## **FISCAL YEAR**

A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City of Owasso's fiscal year is July 1 through June 30.

## **FIXED ASSETS**

Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment. Capital assets are also called fixed assets.

## **FULL FAITH AND CREDIT**

A pledge of a government's taxing power to repay debt obligations.

## **FULL-TIME EQUIVALENT POSITION**

A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year.

## **FUNCTION**

A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g. - public safety).

## **FUND**

An independent accounting entity with a self-balancing set of accounts for recording all revenues and all related liabilities and residual equities or balances, along with any changes to the above. In other words, each fund is separate from every other fund and maintains records of all income and expenditures for the fund. By law, expenditures cannot exceed the revenues. As an example, a fund is like an individual checking account. Income is recorded in, expenditures are recorded out, and one cannot spend more than one has available in the account.

## **FUND BALANCE**

The excess of assets of a fund over its liabilities, reserves, and carryover. The following fund balance distinctions are in accordance with Governmental Accounting Standards Board (GASB) #54 guidelines:

### **ASSIGNED FUND BALANCE**

This refers to the fund's intended use of resources. Such intent would have to be established by the governing body itself or by a body or official delegated by the governing body.

### **COMMITTED FUND BALANCE**

Reflects the amount of the fund balance that is constrained by limitations that the government imposes upon itself at its highest level of decision making and that remain binding unless removed in the same manner.

### **NON-SPENDABLE FUND BALANCE**

Represents resources that are not in spendable form or are legally or contractually required to be maintained intact. Non-spendable form may include, but is not limited to, supplies inventories and prepaid items, the long-term portion of loans receivable, and non-financial assets held for resale. Legal or contractual requirements may include but are not limited to the principal of an endowment or a revolving loan fund.

## **RESTRICTED FUND BALANCE**

Resources of a fund that are subject to externally enforceable legal restrictions. Such restrictions can be externally imposed by creditors, grantors, contributors, or laws of other governments, or imposed by law through constitutional provisions or enabling legislation.

## **UNASSIGNED FUND BALANCE**

The total fund balance in the general fund in excess of the non-spendable, restricted, committed, and assigned fund balance.

# **/ G /**

## **GAAP**

Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

## **GENERAL FUND**

Serves as the primary operating fund for the City of Owasso. All general operations that are not accounted for otherwise are financed from this primary operating fund.

## **GOAL**

A statement of broad direction, purpose, or intent based on the needs of the community. A goal is general and timeless.

## **GRANTS**

A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

# **/ H /**

## **HOURLY EMPLOYEE**

An employee who is paid on a per-hour basis.

# **/ I /**

## **INFRASTRUCTURE**

The physical assets of a government (streets, waterlines, sewers, public buildings, parks, etc.).

## **INTERFUND TRANSFERS**

The movement of monies between funds of the same governmental entity.

## **INTERGOVERNMENTAL REVENUE**

Funds received from federal, state, and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

## **INTERNAL SERVICE CHARGES**

The charges to user departments for internal services provided by another department of the city.

## **INTERNAL SERVICE FUNDS**

Funds used to account for Internal Service charges and expenditures (e.g. - Workers' Compensation, General Liability/Property, and Healthcare Self-Insurance Funds).

# **/ L /**

## **LEVY**

To impose taxes for the support of government activities.

## **LICENSES AND PERMITS**

Revenues that come from the City's efforts to provide licenses to business and inspection services to enforce compliance with minimum requirements for building and operating safety.

## **LONGEVITY**

Employee compensation payments made in recognition of a certain minimum number of years employed full-time with the same entity.

## **LONG-TERM DEBT**

Debt with a maturity of more than one year after the date of issuance.

# **/ M /**

## **MATCHING FUNDS**

Requirement that a grant recipient contribute resources to a program that equal or exceed a pre-determined percentage of amounts provided by the grantor.

## **MATERIALS AND SUPPLIES**

May include articles and commodities which are consumed or materially altered when used, such as office supplies, operating supplies, and repair and maintenance supplies, as well as all items of expense to any person, firm, or corporation rendering a service in connection with repair, sale, or trade of such articles or commodities.

## **MILL**

The property tax rate which is based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each \$1,000 of net assessed property valuation.

## **MISCELLANEOUS REVENUE**

A revenue category that is comprised of revenue sources that do not fit the other categories of Taxes, Licenses and Permits, Intergovernmental Revenue, Charges for Services, and Fines and Forfeitures.

## **MODIFIED ACCRUAL BASIS**

The method of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred, and revenues are recorded when received in cash, except for material and/or available revenues, which should be accrued to reflect properly the taxes levied and the revenue earned.

## **/ N /**

### **NET BUDGET**

The legally adopted budget, less all interfund transfers and inter-departmental charges.

## **/ O /**

### **OBJECT OF EXPENDITURE**

An expenditure classification, referring to the lowest and most detailed level of classification, such as utilities, office supplies, chemicals, or furniture.

### **OBJECTIVE**

Something to be accomplished in specific, well-defined, and measurable terms, and that is achievable within a specific time frame.

### **OBLIGATIONS**

Amounts which a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

### **OPERATING BUDGET**

This sets the plan for the day-to-day operations of the City. The City budgets operating funds annually, based on historical expenditures, priorities set forth by the elected officials, and economic conditions. Sales Tax Revenues and Utility Billing Charges provide the majority of the resources available for use within the operating budget.

### **OPERATING EXPENSES**

The cost of personnel, materials, and equipment required for a department to function.

### **OPERATING REVENUE**

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

### **ORIGINAL BUDGET**

The adopted budget, as approved by the City Council before the start of a new fiscal year.

### **OTHER SERVICES AND CHARGES**

One of five expenditure account categories used to account for the purchase of contractual services and other intangible products such as security, temporary employment, professional and landscaping services, leases, utilities and communications, and employee education and travel.

## **/ P /**

### **PART-TIME EMPLOYEE/POSITION**

An employee who works less than forty (40) hours per week and, generally, does not receive benefits.

## **PERSONAL SERVICES**

One of five expenditure account categories used to account for all costs related to compensating employees, including employee benefits such as pension, social security, uniform allowance, health insurance, workers' compensation, etc.

## **PRIOR-YEAR ENCUMBRANCES**

Obligations from previous fiscal years in the form of purchase orders or contracts, which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

## **PROJECT NUMBER**

Used to identify any special activity, especially where specific reporting requirements exist regarding the activity. These numbers are always used with capital projects and grants.

# **/ R /**

## **RESERVE**

A portion of fund equity legally restricted for a specific purpose, or not available for appropriation and subsequent spending. It is normally a set aside of funds for emergencies or unforeseen expenditures not otherwise budgeted.

## **RESOURCES**

Total amounts available for appropriation, including estimated revenues, fund transfers, and beginning balances.

## **REVENUE**

The yield from sources of income (such as taxes, licenses, fines, etc.) that the City collects and receives for public use. Revenue increases the assets of a fund, while not increasing a liability, or representing a repayment of expenditure, a cancellation of a liability, or an increase in contributed capital.

## **REVENUE ESTIMATES**

Projected revenue using both time series analyses and deterministic methods.

# **/ S /**

## **SEASONAL EMPLOYEE/POSITION**

An employee hired during a peak period at an hourly rate (e.g. - Bailey Ranch Food & Beverage workers, Stormwater & Drainage Control workers).

## **SHARED REVENUE**

Taxes collected by the state are distributed, in part, back to the cities within the state in proportion to their population. This apportionment is determined by the census conducted every ten years. Includes revenues such as the Alcoholic Beverage Tax, Gasoline Tax, and Tobacco Tax.

## **SINKING FUND**

A fund established to pay for General Obligation Bond debt and judgments against the City.

## **SITE-BASED BUDGETING**

A decentralized budget process, whereby budget preparation and development are based on individual departmental sites.

## **SOURCES OF REVENUE**

Revenues are classified according to their source or point of origin.

## **SUPPLEMENTAL APPROPRIATION**

An additional appropriation made by the governing body after the budget year has started.

# **/ T /**

## **TAXES**

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments. Examples of tax revenues to the City of Owasso are franchise, sales, and use taxes.

## **TRANSFERS IN/OUT**

Amounts transferred from one fund to another to comply with legal requirements or to assist in financing the services for the recipient fund.

# **/ U /**

## **UNENCUMBERED BALANCE**

The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

## **USER CHARGES**

The payment of a fee for direct receipt of a public service by the party who benefits from the service.

# **/ V /**

## **VARIABLE COST**

A cost that increases/decreases with increases/decreases in the amount of service provided.