

GLOSSARY OF TERMS AND ACRONYMS

Account - The lowest level of expenditure or revenue found in the Chart of Accounts.

Accounting Methodologies – (Accrual Basis & Modified Accrual Basis) Under the accrual methodology, revenues are recognized when they are earned, and expenses are recognized when they are incurred. The budgets of the proprietary funds are presented using the accrual basis. Under the modified accrual methodology, revenues are recognized when they are measurable and available to finance expenditures. Expenditures, on the other hand, are generally recognized when incurred. (Exceptions to this policy are principal and interest expenditures on general long term debt which are budgeted either when due, or in period 12 (June), if the due date falls early in the subsequent fiscal year.) The budgets of the governmental funds are presented on a modified accrual basis.

Activity - An effort of a department that contributes to the achievement of a program objective. The smallest unit of a program budget, organized as follows:

- Functional Area
- Department
- Program
- Activity

Actual Full Cost Allocation Plan (AFCAP) – The plan that identifies the costs of support services provided by the central service departments of Pima County to its operating departments and special revenue, internal service, and enterprise fund departments. The AFCAP for a given fiscal year is based on the actual expenditures of the prior fiscal year. The plan is prepared annually by the Financial Control & Reporting Division of the Finance department.

ADA - Americans with Disabilities Act - An enactment to protect the employment and accessibility rights of disabled individuals.

Adopted Budget - Per ARS § 42-17105, the Board of Supervisors shall “....finally determine and adopt estimates of proposed expenditures and such adopted estimates shall constitute the budget of the County for the current fiscal year.” Per statute, this must be done on or before the seventh day before the day on which the Board levies taxes (which, in turn, must be done on or before the third Monday in August each year).

AHCCCS - Arizona Health Care Cost Containment System - The Arizona Medicaid alternative program that provides prepaid (capitation rate) health care for eligible citizens through health maintenance organizations or fee for service programs.

ALTCS - Arizona Long Term Care System - The Arizona Medicaid alternative program for long term care added to the AHCCCS program effective January 1, 1989.

Annualized Cost - Operating cost incurred at annual rates for a portion of the prior fiscal year and which must be incurred at similar rates for the entire twelve months of the succeeding fiscal year.

Antiracketeering Fund - A group of special revenue funds administered pursuant to ARS §13-2314.03. The County Attorney and the Sheriff administer their own Antiracketeering Fund. The County Attorney’s fund includes funds held for other local law enforcement agencies. Racketeering is defined as any illegal act committed for financial gain.

Appropriation - A legal authorization granted by the Board of Supervisors to make expenditures and to incur obligations for specific purposes during a fiscal year.

ARS - Arizona Revised Statutes - The revision and codification of the laws of the state of Arizona of a general or public nature and enacted into law as the Arizona Revised Statutes, Laws 1955, Third Special Session, Chapter 3.

Assessed Valuation - An annual determination of the just or fair value of real estate or other property by the County Assessor as a basis for levying taxes.

Assessment Ratio - The percentage factors that are associated with the various legal classes of a property. The ratios are set by the State Legislature. A history of the values is shown in the table "Assessment Ratios by Class 1999 - 2003" in this section.

Auto Lieu Tax - In the Chart of Accounts, account 44701 is titled auto lieu tax; it is used to account for the Vehicle License Tax revenue. (Also see VLT - Vehicle License Tax.)

Base Budget - The Financial Planning System contains packages A through Z. Package A refers to a department's Base Budget, or for non-General Fund departments, the level of operating expenses which can be supported by a department's current sources of revenue. The base budget is the prior year's budget adjusted for known financial changes, such as the annualization of approved prior year supplemental packages and prior year salary and benefit adjustments

Board of Deposit - The Board of Supervisors, sitting as the Board of Deposit, designates the servicing bank for the deposits of state and County monies. ARS § 35-325 specifies the requirements and procedures which govern the conduct of this board.

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

Bonds (General Obligation) - See General Obligation Bonds.

Bond Implementation Ordinances - Ordinances Nos. 1997-35, 1997-80, and 2004-18 that schedule the sale of bonds authorized by Pima County voters in the May and November 1997 bond elections and the May 2004 bond election. These ordinances also establish basic parameters as to how the County will program capital improvements funded with bond revenues. Compliance with these restrictions is governed by Truth in Bonding ordinances, which provide specific guidance on bonding disclosure, accountability, and implementation.

Bond Principal - The face value of a written promise to pay a specified sum of money at a specified date(s) in the future, called the maturity date(s).

Budget - A financial plan consisting of an estimate of proposed expenditures and their purposes for a given period and the proposed means of financing them.

Budget Amendment Process - Procedure a department must follow in order to request modification of its adopted budget. Budget amendments must be approved by the Board of Supervisors.

Budget Stabilization Fund - Prior to fiscal year 1999/2000, the only method of managing budget exceedences was to reserve funding for this purpose in the Board of Supervisors' Contingency fund. In fiscal year 1999/2000, this process was further developed and institutionalized through the establishment of the Budget Stabilization fund within the Contingency "department." Items which are funded in Budget Stabilization include approved department supplemental packages, where the requirement timing or need is not well enough defined.

Budget System - Financial Planning System (FPS). See Financial Planning System.

CAA - Community Action Agency - Refers to grants administered by the Community Services, Employment & Training Department to assist community agencies in providing services to families and individuals living at or below poverty level.

Carryover Appropriations - Amounts budgeted in the current fiscal year for an expenditure that was originally budgeted in the previous fiscal year and for which an obligation has been incurred that cannot be met by the end of the previous fiscal year. Carryover appropriations for General Fund departments are reserved in *allocated contingency* within the Contingency "department." All carryovers must be approved by the County Administrator.

Capital Project - Construction, remodeling, infrastructure or other projects costing \$100,000 or more that are part of the Capital Improvement Program (CIP).

Capital Project Expenditures – Expenditures for construction, remodeling, infrastructure or other projects costing \$100,000 or more that are part of the CIP.

Capital Projects Fund - A 4000 series fund used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary Funds).

CDBG - Community Development Block Grant - Housing and Urban Development block grant funds to be used for increasing available housing stock and to assist in the physical improvement of low and moderate income communities.

Charges for Services - Fees charged for performance of a service.

Chart of Accounts - A listing of the asset, liability, equity, expenditure, and revenue accounts that are used in the accounting, operations, and budgeting processes.

CIP - Capital Improvement Program - A program outlining all the construction projects costing \$100,000 or more, to be undertaken by Pima County during the current budget year and the following four fiscal years.

CJEF - Criminal Justice Enhancement Fund - A 40 percent surcharge on all traffic fines collected. The state treasurer administers the funds and allocates them among different agencies such as law enforcement, courts and health services.

Classification - A title and code assigned to a grouping of similar positions as described in the appropriate class specification (the official document defining the type and level of duties and responsibilities and the minimum qualifications of positions assigned to a particular classification).

COLA - Cost of Living Adjustment - An adjustment of the compensation rates of regular County employees who are not elected officials. The frequency of such adjustments is determined by the Board of Supervisors, as is the manner in which the COLA is applied.

Community & Economic Development - The organizational entity comprised of the departments of Community & Economic Development Administration; Community Development & Neighborhood Conservation; Community Resources; Community Services, Employment & Training; County Free Library; Economic Development & Tourism; School Superintendent; and the Stadium District. (Prior to July 1, 2004, this functional area was named Community Resources.)

Contingency - Funds reserved by the Board of Supervisors for services or programs which the Board may release for departments to use during the course of the fiscal year. The current reserve categories are Allocated Contingency (carryovers), General Contingency (unreserved), Budget Stabilization, and Tax Reduction/Debt Retirement.

Cost Allocation Plan - The documents identifying, accumulating, and allocating or developing billing rates based on the allowable cost of services provided by a governmental unit to its departments. Pima County uses an Internal Cost Allocation Plan to recover indirect costs from Enterprise Funds, Internal Service Funds, and some Special Revenue Funds. The County recovers indirect costs based on a combination of actual costs and usage information from prior fiscal years. Pima County uses a second Cost Allocation Plan to recover indirect costs from federal grant programs. This plan is prepared following federal guidelines specified in Circular A-87.

Cost Center - The lowest financial organization unit. With the exception of capital project centers and Wastewater Management, each center is identified by a unique seven-digit numeric identifier. The first three digits (numeric digits or a combination of alpha characters and numeric digits) identify the department to which the center is assigned. Financial transactions are recorded by fund/center/account.

County Administration - The organizational entity comprised of the departments of Assessor, Board of Supervisors, Clerk of the Board, County Administrator, Elections, Finance, Forensic Science Center, Human Resources, Information Technology (includes Communications, an internal service fund department), Non Departmental (Contingency, Debt Service, General Fund Debt Service, General Government Revenues, and Non Departmental), Procurement, Recorder, Risk Management, and Treasurer.

Debt Service Fund - Fund 3000 is used to account for the accumulation of resources for, and the payment of, general long term debt principal and interest.

Debt Service Requirement - The amount of money required to pay both the interest and principal on outstanding debt over a period of time.

Department - A grouping of cost centers that share a common purpose and funding source. In the accounting and budget systems cost centers are represented/denoted by a seven-digit alphanumeric code. Cost centers that are a component of a department have in common the first three digits of the numeric or alphanumeric identifier. For example, the aggregation of all cost centers beginning with the digits "160" is the County Attorney Department and the aggregation of all cost centers beginning with the digits "W00" is Wastewater Management. (Also see Super Department definition.)

Direct Cost - A cost that can be identified with a specific cost objective and not a common, joint or collective purpose.

Discretionary Programs - Programs that are not mandated by law or any other authority.

Disproportionate Share Funding - A bill passed by the State Legislature to provide monies to various hospitals, in order to pay for the disproportionate share of services provided to the indigent population. This share is combined with matching federal dollars.

Enterprise Fund - A 5000 series fund used to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Exemption from Property Taxes - The Arizona Constitution exempts property held by federal, state, or local governments and educational, charitable, and religious nonprofit organizations. The few remaining veterans of certain foreign wars, widows/widowers, and disabled persons are eligible for partial exemptions determined by income and value of their property. All household goods used in a residence and owned by the user are also exempt from a personal property tax.

Expenditure - Refers to the outflow of funds paid for assets, goods, or services obtained which are used for funds other than the Enterprise Fund and Internal Service Fund departments (the proprietary funds). A capital expenditure is an expenditure from a departmental operating budget for the acquisition of, or addition to, a fixed asset that costs more than \$1,000 and has a useful life of at least one year.

Expenditure Limitation - On June 3, 1980, Arizona voters approved Arizona Constitution, Article IX, §20 and §21, prescribing an expenditure limitation for each county, city, town and community college district. The purpose of the expenditure limitation is to control expenditures and limit future increases in spending to adjustments for inflation, deflation, and population growth.

Expense - Charges incurred (whether paid immediately or unpaid) for Proprietary Funds.

Fill The Gap - A funding mechanism enacted by the state in 1999 to provide counties with resources to improve criminal case processing. A state appropriation in addition to a 7 percent surcharge on court fines and forfeitures, as well as a 5 percent contribution of court collections by each county to its own Local Courts Assistance Fund, provides funding for this program.

Fire District Assistance Tax - Established by ARS §48-807, which requires, in part, that the Board of Supervisors shall “levy a County Fire District Assistance Tax on the taxable property in the County...” The funds raised by this secondary property tax supplement the operating budgets of the fire districts.

FMAP – The acronym for the Federal Medical Assistance Percentage, which is the percent of each state’s Medicaid program paid by the federal government. The percent runs from a minimum of 50% to a maximum of 83%, and is determined by each state’s per capita income.

FMS - Financial Management System - Computerized central data system that performs the County's accounting and financial reporting functions.

Forecast - An estimation of future expenditures and revenues based on economic, demographic and historical information.

FPS - Financial Planning System - Computerized PC-based budgetary planning system used by Pima County. The Financial Planning System is also known as the Budget System.

FTE - Full Time Equivalent - Decimal conversion of the number of hours authorized for a position into a full time position. One FTE is defined as 2,080 funded hours (26 pay periods/fiscal year X 80 hours per pay period = 2,080 hours/fiscal year).

Functional Area - Grouping of departments with similar programs and services. Groupings used by Pima County are: Community & Economic Development, County Administration, Justice & Law Enforcement, Medical Services, and Public Works.

Full Cash Value - The appraised value of a property approximating the “market value” of the property. The Full Cash Value is used to determine the Secondary Net Assessed Value which is then used to levy Secondary Property Taxes.

Fund - A system of accounts that records all financial transactions for specific activities in a government entity. The fund categories used by Pima County are the General Fund, Special Revenue Funds, Capital Projects Fund, Debt Service Fund, Enterprise Funds, and Internal Service Funds. (Also see individual fund definitions.) Note: For lack of a better term, some other budgeting categories are referred to as funds, e.g., the Budget Stabilization Fund which is part of Contingency; however, it is not really a fund in the usual, more inclusive definition of the term, as described above.

Fund Balance - The difference between fund assets and fund liabilities of governmental funds. Governmental funds include the General Fund, Special Revenue Funds, Capital Projects, and Debt Service.

FY - Fiscal Year - A 12 month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. For Pima County, the fiscal year is from July 1 through June 30.

General Fund - Fund 1000 is used to account for all financial resources except those accounted for in another fund. The General Fund is the County's principal financing vehicle for general government services and is funded largely by primary property tax revenue and state shared sales tax revenue.

General Obligation Bonds - Bonds backed by the full faith and credit of Pima County used to finance a variety of public projects. These bonds require voter approval. General Obligation Bonds are limited tax bonds that are secured by the County's secondary property tax.

Governmental Funds - Funds that are used to account for the County's expendable financial resources and related current liabilities, except those accounted for in proprietary funds. Governmental funds include the General Fund, Special Revenue Funds, Capital Projects, and Debt Service.

Grants - Contributions or gifts of cash or other assets from another government to be used or expended for a specified purpose, activity or facility.

HELP (Highway Extension/Expansion Loan Program) - A financing mechanism established by the state of Arizona under the provisions of the National Highway System Designation Act of 1995. Pima County uses this program to seek funding to expedite projects that would otherwise be delayed until federal grant money becomes available or the County has the capability to pay-as-you go.

HIDTA (High Density Drug Trafficking Area) - Investigation and enforcement efforts involving complex drug related activities in high drug trafficking areas. The HIDTA Program is supported by grant funding.

Home and Community Based Services (HCBS) - A variety of programs, such as foster care, home delivered meals, congregate meals and day care provided to clients in their homes or in a community setting as an alternative to institutional care.

HHW - Household Hazardous Waste (HHW) Program - A program to educate the public about the concerns and problems of household chemical disposal and to provide collection sites to divert household chemicals from the sewerage system and landfills.

Hotel/Motel Bed Tax - See Transient Lodging Excise Tax.

HURF Equity Legislation - Legislation passed by the 1997 State Legislature that resulted in a change in the formula to distribute Highway User Revenue Funds. The formula now includes the population of unincorporated areas in the calculation of distribution amounts. During FY1996/97, the change increased the distribution to Pima County by \$3.3 million, and the increase over a twenty year period was estimated to be \$370.3 million.

HURF (Highway User Revenue Funds) - Funds allocated by the state to fund the construction and maintenance of the County's highway and street system. This is the primary funding source for the Transportation Department and provides funds for the construction and maintenance of the County's roads and connecting infrastructures.

Incumbent - The current individual assigned to a particular Position Control Number (PCN).

Indirect Cost - A cost that is incurred for a common or joint purpose benefitting more than one cost objective that is not readily assignable to the individual cost objectives specifically benefitted.

Information Technology - Computer based systems which are used to acquire, store, and process information in various forms. This includes any hardware, whether primary equipment such as central processing units, personal computers, or ancillary equipment such as printers, scanners, video monitors, keyboards, etc. Information technology also includes the software and program applications which allow the equipment and systems to operate. (The department that manages the County's mainframe computer, network servers, wide area network, and telecommunications is named Information Technology.)

Intermittent Employee - A person who has been hired for seasonal, on-call, or as-needed employment that does not exceed 1,040 paid hours per fiscal year.

Internal Service Fund - A 6000 series fund used to account for the financing of goods or services provided by one County department to other County departments on a cost reimbursement basis.

Justice & Law Enforcement (JALE) - An organizational entity comprised of the departments of Clerk of the Superior Court, Constables, County Attorney, Indigent Defense, Justice Court Ajo, Justice Court Green Valley, Justice Courts Tucson, Juvenile Court, Public Fiduciary, Sheriff, Superior Court, and Superior Court Mandated Services.

Lease Purchase Agreement - An agreement providing that portions of a lease payment may be applied toward the purchase of the property under lease.

Legal Class - Is defined by the State Legislature and used to establish various Assessment Ratios to be applied to Full Cash Value and the Limited Value of a property to determine both the Primary Net Assessed Value and Secondary Net Assessed Value of taxable property. Legal Class is determined by the use of the property.

Levy - Imposition of taxes and/or special assessments for the support of government activities.

Levy Limitation - The annual growth rate of the Primary Levy is limited to two percent plus the percentage growth of the physical tax base. The levy limit applies to counties, cities and towns, and community college districts.

Limited Property Value - The basis for establishing the primary tax on a property. If there has not been a change of use or substantial change to the property, it is determined by either taking the previous year's Limited Value and adding ten percent of that value to it or by adding to the prior year's Limited Value the difference between the prior years limited value and the current year's Full Cash Value times 25 percent. If there has been a change in use or a substantial change in the use of the property, the Limited Value is determined by using the average percent that the Limited Value comprises of the Secondary Value of like properties in the area. The Limited Value can never be greater than the Secondary Value.

Line Item Budget - A budget that allocates funds to specific cost centers, accounts, or objects, e.g., salaries and office supplies.

Local Government Investment Pool - A pooled investment fund that is maintained by the state treasurer for the collective investment of state monies. The state treasurer deposits state monies in the pooled investment fund and such monies as any county, city or town may supply. When a depositor provides monies to the pooled investment fund, it specifies the date or dates on which it will require the monies. The pooled investment fund shall be invested by the state treasurer for such periods as will facilitate the return of the monies to the originating bodies in accordance with the instructions received at the time of deposit. Earned interest increments are to be credited promptly after calculation.

Mandated Programs - Programs that are imposed by law or another authority.

Medical Services - An organizational entity comprised of the departments of Institutional Health, Public Health, and Pima Health System & Services.

Municipal Property Corporation - A not-for-profit corporation created by the Pima County Board of Supervisors to assist in the development of the County. This corporation, among other things, acquires, constructs, and improves any facilities, including real and personal property or improvements, for use by the County. The corporation undertook its first bond issue in October 1992. The corporation is governed by a five member board elected by the Pima County Board of Supervisors to one year terms. All outstanding debt was paid off during fiscal year 2003/04.

Net Assessed Value (NAV) - The assessed value less the exceptions and exemptions allowed by the state constitution and statutes.

Net Fund Impact (NFI) - Total revenues for the fiscal year plus net operating transfers minus total expenditures. This calculation quantifies the difference between the fund balances at the beginning and end of the fiscal year. Used in developing and monitoring budgets of Special Revenue Funds, Debt Service Fund, and the Capital Projects Fund.

Net General Fund Impact (NGFI) - The same as NFI, applicable to the General Fund.

Net Assets Impact (NAI) - A term applicable to proprietary funds to describe a change in retained earnings. Prior to a GASB rule change the term Net Retained Earnings Impact (NREI) was used. The concept is similar to the philosophy of NFI, as applied to other funds.

Object - A collection of accounts grouped and assembled by general type. For budgeting purposes, expenditure objects are: Personal Services, Supplies & Services, Capital, Debt Service, and Other Financing Sources. Revenue objects are: General Property Taxes, Special Assessment, Licenses & Permits, Intergovernmental, Charges for Services, Fines & Forfeits, Interest, and Miscellaneous.

One Percent For Youth - A program that was established by the Board of Supervisors with the adoption of the fiscal year 1997/98 budget. At that time, the Board mandated a buildup of funding for various youth related programs, over the next four years, so that, by the fourth year (fiscal year 2000/01), one percent of the General Fund budget (excluding state mandated payments) would be so allocated.

Operating Budgets - Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most financing, acquisition, spending and service delivery activities of a government are controlled.

Operating Expenditures/Expenses - Expenditures/expenses charged in a fixed period of time to reflect the day to day operations.

Operating Revenues - Revenues earned in a fixed period of time from daily operations. Property taxes collected make up the bulk of operating revenues for the General Fund, Flood Control District, County Free Library District, and Debt Service. Grant revenues are not considered operating revenues.

Outside Agencies - A group of organizations that are not associated with nor allocated to any particular Pima County department. The outside agencies submit requests for funding to provide economic development, health, and social services for the County, and funds for approved service programs are distributed to the outside agencies via discretionary fund contracts. The Community Development & Neighborhood Department administers the Outside Agency Program.

Part Time Employee - A person who occupies a position that provides employment for less than 80 hours per pay period.

PAG (Pima Association of Governments) - A nonprofit council of governments serving as the regional planning agency for Pima County and the Tucson Metro Area. It is operated by a board of directors made up of elected executive officers from each of the six jurisdictions: Pima County, Tucson, Marana, Oro Valley, Sahuarita and South Tucson. PAG receives funds from federal, state, and local governments for planning programs in air quality, water quality, transportation and other regional programs.

PCN - Position Control Number - A unique seven digit numeric identifier used by the Position Control and Financial Planning systems to differentiate between specific positions within the County.

Performance Based Budget - A budget that allocates funds for programs and services based on their worth, performance effectiveness, and contribution to the organization's overall mission, goals, and objectives. Theoretically, the decision to appropriate more or fewer resources for programs and services from year to year is based on how well they achieve their stated goals and outcomes. In order to assess the work efficiency of operating units, different types of performance measures are used: input, output, outcome, and efficiency.

Performance Measure - A quantitative measure or qualitative assessment of how well a department has met or will meet its goals and objectives. Performance measures summarize the relationship between inputs and outputs in achieving outcomes with respect to effectiveness, efficiency, and quality. Performance measures demonstrate what the program service outputs are, what the expected quality levels are for these outputs, and what productivity is expected from expended man-hours and dollars.

Personal Property - Property of every kind, both tangible and intangible, not included in the definition of real estate. Generally, personal property is moveable property. In Arizona there are two types of personal property, secured and unsecured. The owner of secured personal property has to have gone through the process of having his property declared as secured property. Secured property is taxed at the same time and in the same way as real property. Much of the equipment and the buildings of mines and utilities are secured personal property. Unsecured personal property is usually moveable property that is not exempted by the Arizona Constitution. Business equipment and mobile homes are the most common types of unsecured personal property. The Assessor must include in the Abstract of Values an estimate of the value of the unsecured personal property.

Personal Services - All costs of compensating Pima County employees including employee benefit costs such as Pima County contributions for retirement, social security, health, and industrial insurance.

Pima County Integrated Health Care System (PCIHS) – PCIHS is a diverse set of payer and provider operations including: the Public Health Department, Pima Health System & Services (Pima County's acute care and long term care plans), provision of health care at the adult and juvenile detention centers and Posada del Sol Nursing Home, and provision of mandated behavioral health services and lease oversight of University Physicians Hospital at Kino (formerly Kino Community Hospital). The Department of Institutional Health serves as the administrative oversight structure of PCIHS, providing technical assistance/consultation for County administration regarding PCIHS functions and activities, including maintaining a library to serve as the "institutional memory" on health care issues and coordinating corporate compliance activities within the Pima County Integrated Health Care System.

Position Control System - Mainframe based position tracking system, sometimes referred to by the acronym PCON.

Primary Net Assessed Value (PNAV) - Determined by multiplying the Limited Value times the Assessment Ratio for the property and subtracting the value of any applicable property exemption. The Primary Net Assessed Value is used to determine the Primary Property Taxes due on a given property.

Primary Property Tax - All ad valorem taxes except for secondary property taxes. It is determined by dividing the PNAV by 100 and then multiplying the quotient times the Primary Tax Rate. The Primary Property Tax is used by the County, schools, towns, and cities to support ongoing operations of the jurisdiction as opposed to capital improvements or override amounts which must be approved by the voters. If the amount of primary taxes to be levied in a given year is more than the amount of natural growth in the tax base, there must be a public hearing before the increase is imposed. The amount of primary taxes that can be imposed is limited by statute.

Project MATCH - A model system to improve the care provided seriously emotionally disturbed children in Pima County, by integrating services provided by multiple agencies prior to July 1, 2002. The Arizona Department of Health Services was awarded a \$6.3 million five-year grant by the U.S. Substance Abuse & Mental Health Services Administration to conduct the program entitled Project MATCH (**M**ulti-**A**gency **T**eam for **C**hildren).

Program - A group of closely related activities or services provided by an organization within the County. Programs produce some type of measurable result. The activities or services can be mandatory or discretionary. The activities or services also can have different funding sources (e.g., General Fund support, grants, Special Revenue Funds, etc.).

Program Budget - A budget that allocates funds to a higher level of organizational need, perhaps crossing standard organizational lines (youth program, for example).

Program Budgeting - A budget methodology that relates appropriations to goals. Budget makers practicing this approach strive to appropriate funds for goal-oriented units. Program budgeting expresses official and citizen interest in planning and in the effective use of resources.

Proposition 204 - A state initiative passed in November 2000, that raised the income limits for Arizona residents to qualify for medical assistance, allowing a greater number to receive subsidized health care.

Proprietary Funds - Funds used to account for the County's ongoing activities that are similar to those found in the private sector. Proprietary funds include the County's Enterprise and Internal Service funds.

Public Works - The organizational entity comprised of the departments of Capital Projects; Development Services; Environmental Quality; Facilities Management (includes Parking Garages, an enterprise fund), Fleet Services; Flood Control District; Graphic Services; Natural Resources, Parks & Recreation; Public Works Administration; Solid Waste Management; Transportation; and Wastewater Management.

Real Property - Land and improvements attached to the land. Exceptions are some improvements in those legal classes that are primarily valued by the Arizona Department of Revenue. In many cases the improvements for these classes of property are defined as secured personal property.

Recommended Budget - The budget, as proposed by the County Administrator to the Board of Supervisors, during the annual budget process.

Recreational Vehicle Space Surcharge - A 50¢ per night per space surcharge on recreational vehicles and travel trailers that lease a space in a RV park or mobile home park for less than 12 months. Vehicles that are paying personal property taxes on their vehicle instead of a vehicle license tax and have a longer than 12 month lease are exempt. The tax was imposed by the Board of Supervisors sitting as the Board of Directors of the County Stadium District.

Regular Employee - An employee who is employed full time, part time, or variable time on a continuous and continuing basis.

Retained Earnings (now called Net Assets)- An equity account reflecting the accumulated earnings of an enterprise or internal service fund. Contributed capital is not included in net assets.

Revenues - Monies received as income. It includes such items as tax payments, fees for specific services, receipts from other governments, fines, interest income, etc.

Revised Budget - A department's authorized budget, as modified during the fiscal year, by the Board of Supervisors via the Budget Amendment Process.

Secondary Net Assessed Value (SNAV) - This value is determined by multiplying the Full Cash Value times the proper Assessment Ratio for the property and subtracting the value of any Exemption applicable to the property. The Secondary Net Assessed Value is used to determine the Secondary Property Taxes due on a given property.

Secondary Property Tax - Generally, a property tax approved by the voters. The Secondary Property Tax is used to retire the debt imposed to pay for capital improvements and approved budget overrides. Pima County has a number of Secondary Property Taxes. These taxes include the Flood Control District, Library District, Debt Service and a non-voluntary tax called the Fire District Assistance tax. Other jurisdictions may impose their own secondary property taxes.

Self Insurance Trust Fund - An internal service fund that accounts for the risk management function of the County. The fund is administered by an appointed Board of Trustees and provides self insurance coverage to the County for medical malpractice, workers compensation, unemployment, general liability, property damage, environmental damage, and employee dental benefits. It also acquires coverage for other risks. The fund is financed by the General Fund and specific user departments.

Sonoran Desert Conservation Plan - An initiative adopted in February 1998 by the Board of Supervisors to preserve and protect Pima County's desert environment. Led by a steering committee with the involvement of the public and multiple County departments, the plan will be developed with respect to critical and sensitive habitat conservation, historic and cultural preservation, and riparian protection. The goal of the Sonoran Desert Conservation Plan is to qualify for a Section 10(a) permit from the United States Department of the Interior. The permit will support a comprehensive conservation plan that guides the long term coexistence of Pima County's natural and urban environments, while upholding and giving the broadest application to the ecosystem protection goals of the Endangered Species Act.

Southwest Border Prosecution Initiative - An initiative (previously called the Southwest Border Local Assistance Initiative) that provides funds to Arizona, and three other border states, to reimburse county and municipal governments for selected costs in handling federal drug cases.

Special Revenue Funds - A fund category used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes. Special Revenue Funds include Transportation, Public Health, the Flood Control District, Employment & Training, the County Free Library, the Stadium District, Environmental Quality, and various departmental programs.

State Criminal Alien Assistance Program (SCAAP) - A federal program that provides reimbursement to states and other jurisdictions for the cost of detaining criminal illegal aliens.

State Shared Sales Taxes - A state sales tax collected by the state, which is distributed by the state to the state general fund and to Arizona counties and cities to supplement revenues.

Super Department - An aggregation of departments that share a *specific* common purpose and are administered by a single department director/manager or elected official. ("Super Department" should not be confused with "Functional Area" which is a grouping of departments sharing a *broad* common purpose. For example, the Sheriff and the County Attorney departments, which are administered by different elected officials and are entirely separate departments, belong to the Justice & Law Enforcement functional area.) All Super Departments, except Wastewater Management, are represented by a four-digit numeric or alphanumeric designator that usually, but not always, corresponds to the first four digits of the operating department designator. For example, "1600" represents the County Attorney Super Department which is comprised of the following departments:

1600000 - County Attorney (operating department)	5210000 - Victim Witness Comp
5110000 - Fill the Gap	5230000 - Bad Check
5160000 - Victim Restitution	5270000 - Consumer Protection
5200000 - County Law Enforcement Antiracketeering	8300000 - Grants

(The Super Departments and their component departments are presented in a listing within this Supplemental Information section.) Note: The four-digit code for Wastewater Management was 7400 until July 1, 2001, when it was changed to W000. The change was the result of a financial center restructuring intended to make Wastewater Management's financial structure conform more closely to the department's bond ordinances; the alphanumeric designator was chosen to eliminate any possible confusion with the previous Wastewater Management numeric designator.

Supplemental Package - The Financial Planning System contains packages A through Z. Packages B through Z refer to supplemental requests for funding in excess of the department Base Budget or expansion of the Operating Budget.

Tax Rate - As applied to property taxes, the tax rate is the rate per \$100 of net assessed value at which a property will be taxed. Both the Primary and Secondary Tax rates are set by the County Board of Supervisors or the governing boards of other taxing jurisdictions. The rate is determined by dividing the levy by the sum total of the Primary or Secondary Net Assessed Value (per \$100 of net assessed value) within the jurisdiction. The rate is then applied to the Primary or Secondary Net Assessed value (per \$100 of net assessed value of each individual property) to determine the amount of the taxes due on that property.

Tax Reduction/Debt Retirement Fund - The Tax Reduction/Debt Retirement Fund was established in fiscal year 1999/2000 for the purpose of pooling revenues from various activities in order to offset possible future tax increases. Fund sources include any new revenues derived from expense recoveries, such as federal or state reimbursements for criminal justice and law enforcement, sale of surplus property, and fee increases by General Fund departments, where General Fund support is reduced or the fees are not earmarked for a specific purpose.

Tax Year - The year in which a lien for property taxes is imposed. Liens are imposed on property on January 1st of the year in which the levy is set. The first half-year taxes are due on October 1st of the tax year, and the second half-year taxes are due on March 1st of the following calendar year. If taxes are not paid when due, the lien will be offered for sale.

Temporary Employee - An employee who has been appointed on a full-time, part-time, or variable-time basis for a limited period not to exceed eighteen months.

Tentative Budget - Per ARS § 42-17101, the Board of Supervisors ". . . on or before the third Monday in July each year, shall prepare . . . an estimate of the different amounts which will be required to meet the public expense . . . for the current fiscal year."

Transient Lodging Excise Tax - A special tax levied on individuals who secure accommodations in any hotel, motel, or other organization that offers accommodations located in any jurisdiction which does not levy a municipal occupational license tax. Pima County's share is distributed equally to the Stadium District and to the Tucson Convention and Visitors Bureau for tourism promotion.

Truth in Bonding Ordinance - Ordinance 1997-25 that added Pima County Code Chapter 3.06 "Bonding Disclosure, Accountability, and Implementation," requiring the Board of Supervisors to provide notification to voters prior to a bond election of what projects will be constructed with bond revenues and provide assurances that the County will carry out the bond programs as authorized.

VLT - Vehicle License Tax - An ad valorem tax imposed on cars, trucks, and trailers in the state of Arizona. This tax is usually collected by the counties, but some counties have opted to have the state collect the tax. In Pima County, this tax is collected by the Arizona Department of Motor Vehicles and then redistributed to the County. The VLT is a major revenue source for Pima County. (Note: The Chart of Accounts identifies the VLT revenue account as Auto Lieu Tax - 44701; however Arizona statutes and other legal sources identify the tax as the Vehicle License Tax.)

Workforce Investment Act (WIA) of 1998 – The act that requires states to streamline and consolidate their training systems by creating a "one stop" approach for the delivery of services. The WIA replaced the Job Training Partnership Act and established a new workforce development for the nation.

Zero Base Budget - This type of budget is generally used in conjunction with program budgeting (although it may be applied to line item budgeting). It is a budget for which the funding level must be justified without regard to prior year funding levels. Under a target base approach, the prior year's budget is adjusted for known financial changes, such as approved salary and benefit adjustments, and is then used as the starting point for the current year. Modifications to this base are requested in supplemental packages. Under a zero base approach, no specific target base is established. The department evaluates its current level of operations, programmatic structure, and staffing in the context of its function statement and mandates. Organizational revisions, if beneficial to the achievement of department goals, are made. Programs are then subdivided into services which define the department's product, or benefit, to the County. Each service is individually budgeted at its current level and can be individually evaluated for adoption. Each line item for each service is evaluated and justified. During the fiscal year, the actual costs of each service can be captured, and variances from budget monitored and analyzed.