

# **Glossary**

## GLOSSARY OF TERMS AND ACRONYMS

**ADA** Americans with Disabilities Act.

**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** 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.

**BERC** Business/Employment Resource Center.

**BOE** Board of Education.

**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.

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

**CCC** Carroll Community College.

**CL** Carroll (Bridges portion of the CIP.)

**CCPN** Carroll County Public Network.

**COMMISSIONER DISTRICT** Project location based on the five Commissioner districts within Carroll County.

**COMMUNITY INVESTMENT PLAN (CIP)** A six-year plan showing anticipated capital projects and funding sources.

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

**DEPARTMENT** A County agency or office. Examples are the Department of Economic Development and the Department of Public Works.

**DMB** Department of Management and Budget.

**ENTERPRISE FUND** A fund established to account for the financing of self-supporting services provided by the County government. The services generate their own revenues from fees, charges, and other receipts. Carroll County has six enterprise funds: Airport, Fiber Network, Firearms Facility, Septage, Solid Waste, and Utilities (Water/Sewer).

**EXPENDITURE** The cost of goods delivered or services rendered.

**FISCAL YEAR** A 12 month period of time to which the annual operating and capital budgets apply. Carroll County's fiscal year runs from July 1st through June 30th.

**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 financed by a variety of taxes and other revenues.

**GENERAL GOVERNMENT** Capital projects that do not specifically fit in one of the other five categories: Recreation and Culture, Public Works, Public Schools, Conservation and Open Space, and Enterprise Funds. General Government projects are typically related to Board of Elections, Public Safety, Carroll Community College, Carroll County Public Library, State's Attorney's Office, Technology Services, Senior Centers, Farm Museum, and other County facilities.

**GENERAL OBLIGATION BOND** Common type of municipal bond secured by a state or local government's pledge to use legally available resources, including tax revenues, to repay bond holders.

**GF** General Fund.

**GIS** Geographic Information Systems.

**GRANT** A contribution of assets (usually cash) from one governmental entity (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.

**HVAC** Heating, ventilation, and air conditioning.

**IMPACT FEES** One-time charges assessed against new development to recover a portion of the capital cost of the additional public facilities of parks and schools needed to serve that development.

**IPA** Installment Purchase Agreements.

**LOCAL INCOME TAX (LIT)** Counties in Maryland have the authority to levy a Local Income Tax rate, which is expressed as a percentage of State taxable income. A portion of Local Income Tax is devoted to the Capital Fund for Public School projects.

**LPPRP** Land Preservation, Parks and Recreation Plan.

**MALPF** Maryland Agricultural Land Preservation Foundation.

**MOA** Memorandum of Agreement.

**MUNICIPALITY** City or town incorporated for local self-government.

**NPDES** National Pollutant Discharge Elimination System.

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

**OPERATING IMPACTS** Costs associated with implementation of projects in the capital budget. Examples include utility, maintenance, and personnel costs.

**OVERLAY** Consists of milling and patching of failed areas, and the application of hot mix asphalt over the existing road or parking lots.

**PAYGO** A fiscal policy by which capital projects are funded with current revenue. In Carroll County, in addition to Transfer to Capital Fund, other sources of current revenue are appropriated directly to the Capital Budget.

**PRIOR ALLOCATION** Legal authorization to spend a specific amount of money for a particular purpose that occurred during a previous fiscal period.

**PROGRAM OPEN SPACE (POS)** Funding provided as a portion of the State Real Estate Transfer Tax for the acquisition and development of park facilities.

**PROPERTY TAX** Tax on the value of real and personal property is levied almost exclusively by local governments. In Maryland, the State Department of Assessments and Taxation is responsible for the valuation and assessment of all property in the State. The local government is responsible for setting the tax rate to be applied to the property assessments to generate revenues in support of the local budget. A portion of Property Tax is devoted to the Capital Fund for the Agriculture Land Preservation project.

**REAPPROPRIATION** A transfer of funds that may occur when there are unspent budgeted funds from a completed or cancelled project, or when there is an unallocated project that holds funds for future use.

**RESOLUTION** Formal statement presented to Commissioners for decision.

**REVENUES** Monies received by the County to provide services 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.

**SEQUENTIAL BATCH REACTORS (SBR)** A type of sludge process for the treatment of wastewater.

**TMDL** Total Maximum Daily Load.

**WTP** Water Treatment Plant.

**WWTP** Wastewater Treatment Plant.

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