

Glossary

Accrual Basis of Accounting	Accounting method where revenues are recorded when earned (regardless of when cash is received) and expenses are recorded when liabilities are incurred (regardless of when payment is made). Method of budgeting used for Enterprise and Internal Service funds. Also, see Modified Accrual Basis of Accounting.
Ad Valorem Tax	A tax levied on the assessed value of real and personal property. This tax is also known as property tax.
Adopted Budget	A financial plan presented, reviewed, and approved by a governing body for the upcoming or current fiscal year beginning October 1.
Annexation	The process by which an unincorporated area is brought into a city. Rules governing annexation are established by Florida Statute.
Appropriation	A specific amount of money authorized by city council for the purpose of providing or acquiring goods and services.
Arbitrage	Borrowing money under a jurisdiction's tax exempt status and relending it at higher interest rates, then keeping the earnings for discretionary use.
Assessed Property Value	The value set upon real estate or other property by the County Property Appraiser and the State as a basis for levying taxes.
Assets	Resources that have monetary value and are owned or held by a government.
Balanced Budget	A budget in which planned funds available equal planned expenditures as required by Florida State Statute 166.241.
Bond	A certificate of debt issued by an entity, guaranteeing payment of the original investment plus interest, by a specified future date.
Budget	An annual financial plan that identifies revenues, specifies the type and level of services to be provided and establishes the amount of money which can be spent.
Budget Allocation	The distribution of a sum of money for a particular purpose according to a specific plan.
Budget Amendment	Legal means by which an adopted revenue or expenditure authorization limit is increased or decreased.
Capital Equipment	Equipment, costing more than \$5,000, with an expected life of more than two years such as automobiles, computers and furniture.
Capital Improvement Program	A statement of the City of Tampa's policy regarding long-range physical development, and is the principal planning tool designed to achieve urban growth and development for a five year period.
Capital Improvement Project (CIP) Expenditure	Major construction, acquisition, or renovation activities which add value to the City's physical assets or significantly increase their useful life.
Capital Improvement Project Budget	A financial plan for construction of physical assets such as buildings, streets, sewers and recreation facilities. It comes from the first year of the Capital Improvement Project.
Capital Outlay	The purchase, acquisition, or construction of any item having a unit cost of \$5,000 or more, or a useful life of two or more years. Typical capital outlay items include vehicles, construction equipment, photocopiers, computers, and office furniture.
Chief Financial Officer	Senior financial advisor to the Mayor. Supervises the Revenue and Finance Department which oversees the City's centralized Accounting and Budget Offices.
City Charter	Document setting forth the principles, functions, and organization of a city's government.
Communications Services Tax	A tax levied by the State on telecommunication and cable services.

Comprehensive Annual Financial Report (CAFR)	A complete set of financial statements published each year in accordance with state law. It is presented in conformity with accounting principles and audited by a certified public accounting firm. It contains information regarding all general purpose financial statements for revenue and expenditures, selected financial and demographic information, and amortization of long-term debt and selected investment portfolio data.
Conduit Debt	Debt payable by third parties for which the state or government is not providing credit or security.
Consumer Price Index (CPI)	A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of cost of living and economic inflation.
Contingency	An appropriation of funds to cover unanticipated expenditures that occur during the fiscal year.
Cost Allocation	A method used to charge enterprise, internal service, federal funds, and other governmental funds for their share of central administration costs.
Current Operations	The existing processes, functions, or procedures used by the City to carry out its vision, mission, and goals.
Debt Service	The payment of principal and interest on borrowed funds such as bonds, bank loans, and/or short-term commercial paper.
Department	An organizational unit responsible for carrying out a major governmental function, such as police, fire rescue, parks and recreation, water, solid waste, etc.
Depreciation	The decrease in value of physical assets due to use and the passage of time.
Employee (or Fringe) Benefits	Contributions made by the City to meet commitments or obligations for employees beyond base pay, such as the City's share of costs for social security, worker's compensation, and the various pension, medical, and life insurance plans.
Encumbrance	An amount of money committed for the payment of goods and services not yet paid for.
Enterprise Fund	A self-supporting fund designed to account for activities supported by user charges. Examples include wastewater, water, solid waste, and parking funds.
Entitlement	Payments guaranteed by Congress and/or state legislatures to eligible recipients for a certain period of time. These payments are provided outside of the discretionary part of the state or federal budget.
Fiduciary Fund	A set of interrelated accounts to record revenues and expenditures associated with a specific purpose held by the government for other parties. In the case of the City of Tampa, an example is the General Employee's Pension Fund.
Financial Statement	A written report of the financial condition of an organization which shows revenues, expenses, and income (the difference between revenues and expenses) of the organization over a period of time.
Fiscal Year (FY)	Any period of 12 consecutive months designated as the budget year. The City's fiscal year begins October 1 and ends September 30, which is the same for Hillsborough County and the federal government. The State of Florida's fiscal year runs from July 1 through June 30.
Franchise Fee	A fee assessed on a business, usually a public utility, in return for the right to operate inside the city limits. The City of Tampa has granted franchises for electric and natural gas services.
Full-Time Equivalent (FTE)	A position which works a 40-hour week on an ongoing basis and is specifically authorized for ongoing funding by classification in the annual budget. Two half-time positions equal one FTE.
Fund	A set of interrelated accounts to record revenues and expenditures associated with a specific purpose such as the General Fund or an enterprise fund.
Fund Balance	The balance remaining in a fund after expenditures have been subtracted from revenues.
General Fund	A fund supported by revenues, such as property taxes, not designated by law for a special purpose. Some of the departments funded by the General Fund typically include fire rescue, police, and parks and recreation.

General Obligation Bond	Bonds that finance public projects such as streets, municipal facilities ,and park improvements. The repayment of these bonds is made from property taxes and is backed by the full faith and credit of the issuing government.
Generally Accepted Accounting Principles (GAAP)	The uniform set of authoritative standards and procedures adopted by the accounting profession.
Goals	Broad statements the organization works towards to accomplish identified strategies. Usually accomplished in 1-3 years.
Government Accounting Standards Board (GASB)	A seven-member board organized in 1984 to establish standards of financial accounting and reporting for state and local governmental entities. Government Finance Officers Association (GFOA) The professional association of state/provincial and local finance officers in the United States and Canada which has served the public finance profession since 1906. The GFOA administers the Distinguished Budget Presentation Awards Program, a voluntary awards program which encourages governments to prepare effective budget documents.
Governmental Funds	Funds generally used to account for tax-supported activities that rely mostly on current assets and current liabilities. There are four different types of governmental funds: general, special revenue, debt service, and capital projects.
Grants	Financial assistance in the form of money, property or technical assistance in lieu of money, awarded by a government agency or private organization to an eligible applicant to accomplish public purposes. Grants obligate the grantee to meet specified objectives and hold the grantee financially liable if funds are not spent in accordance with applicable laws, rules, and regulations of the funding agency.
Homestead Exemption	A deduction of up to \$50,000 (The homestead exemption for school districts is \$25,000) from the total assessed value of a primary residence for qualified property owners in the State of Florida. Other exemptions such as Senior Citizen, Blind isability, etc. are available with varying amounts of deductions.
Impact Fees/Multi-Modal Fees	A charge for services which is assessed on new construction in order to support specific new demands on a given type of service such as transportation, schools, parks, libraries, wastewater and water supply systems, fire and police protection, and other government agencies and services. Local governments generally implement impact fees so existing residents and businesses do not have to pay for needs caused by new development.
Infrastructure	The basic facilities, services and installations needed for the functioning of a community or society, such as: public transportation, road repair and maintenance, communications systems, and water and sewer line repair and replacement.
Initiatives	Specific programs, activities, projects, or actions an organization will undertake in an effort to meet performance targets.
Interfund Transfers	Payments from one fund to another fund, primarily for work or services provided.
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 for a specific purpose.
Internal Service Fund	A fund to account for activities associated with providing services to customers within the government on a cost-reimbursement basis. In the case of the City of Tampa, an example is the Fleet Maintenance Fund.
Local Option Gas Tax	The local option gas tax is a 30-year tax, renewed in 2013, to fund transportation related improvements.
Millage	The tax rate on real property, based on 1 mill, equals \$1 per \$1,000 of assessed property value. See Questions and Answers section for further explanation.
Mission	The mission statement clearly states the purpose of the organization. It is the reason the organization exists.
Modified Accrual Basis of Accounting	Revenues are being recognized in the period when they become available and measurable (known). The term "available" means collectible within the current period or soon enough thereafter to be used to pay the liabilities of the current period. Expenditures, if measurable, are recognized in the accounting period in which the liabilities are incurred, regardless of when the receipt or payment of cash takes place. Also, see Accrual Basis of Accounting.

Non-Recurring Expense	Non-recurring expenses comprise those that exist only for a limited period or whose amounts vary considerably from one year to the next. Examples of non-recurring expenses include grants to private organizations or other governments, and one-time expenses for special projects.
Non-Recurring Revenue	Non-recurring revenues are sources that exist only for a limited period of time or amounts which vary considerably from one year to the next. Examples of non-recurring revenue include proceeds from grants and the sale of land.
Objectives	Specific concrete and measurable statements of what will be done to make progress toward a specific goal. Generally, they are attainable within 6-12 months out and have associated performance measures.
Operating Budget	A budget for general expenditures such as salaries, utilities, and supplies.
Operating Expenses	The cost for personnel, materials, and equipment required for a department to function. They are expenses directly related to service activities.
Ordinance	A formal legislative enactment by the legislative body which, if not in conflict with any higher form of law, has the full force and effect of law within the boundaries of the municipality to which it applies. An ordinance requires more legal formality and has a higher legal status than a resolution. Revenue raising measures, such as the imposition of taxes, special assessments, and service charges, universally require ordinances.
Payment in Lieu of Franchise Fees (PILOF)	Payments by enterprise departments for use and maintenance of city rights-of-way similar to payments made by private sector entities.
Payment in Lieu of Taxes (PILOT)	Payments by enterprise departments for compensation of tax supported services similar to payments made by private sector entities.
Performance Measures	Indicators of the work performed and the results achieved in an activity, process, or organizational unit. Performance measures may be financial or non-financial.
Personnel Expenses	Salaries, wages, and fringe benefit costs such as pensions and insurance.
Property Tax	A tax levied on the assessed value of real property. This tax is also known as ad valorem tax.
Proprietary Funds	One of the three classifications of funds in governmental accounting. Proprietary funds consist of enterprise funds and internal service funds, and are used to account for business type activities.
Reclaimed Water	Treated wastewater that is used for irrigation.
Recommended Annual Budget	Presented to City Council in August to be adopted by the end of the current fiscal year (September 30). The Mayor shall prepare an annual budget for the operation of the municipality, which budget shall be presented to the City Council not less than forty-five (45) days before the expiration of each fiscal year.
Recurring Expense	Expenses which continue from year to year, where a similar amount can be expected annually. Examples include personnel expenses and charges for utilities.
Recurring Revenue	Revenue sources which continue from year to year, where a similar amount can be expected annually. Examples include property taxes, utility taxes, and license fees.
Reserve	An unappropriated source of funding not required for expenditures in the current budget year that is set aside to meet unexpected budgetary needs such as emergencies or unforeseen requirements.
Reserve for Vacancies	Anticipated savings resulting from authorized positions being temporarily vacant. Estimated vacancies are subtracted from the amount budgeted for salaries.
Resolution	A special or temporary order of a legislative body that requires less legal formality and has a lower legal status than an ordinance or statute.
Revenue	Increases in the net current assets of a government fund type from sources other than expenditure refunds, operating transfers, and other financial sources.

Sales Tax	A 6% tax levied by the State of Florida on most goods and services. The City of Tampa currently receives a percentage of the state sales tax collected in Hillsborough County. Hillsborough County also has a 1/2 cent local option sales tax for indigent healthcare, a 1/2 cent sales tax for school capital outlay, a 1 cent sales tax for transportation improvements, and a 1/2 cent community investment tax.
Self Insurance	A city program that administers workers' compensation, benefit and claims programs, general liability, property damage, health coverage and long-term disability insurance, life and accidental death and dismemberment insurance programs.
Special Revenue Fund	A fund that is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.
Tax Increment Financing (TIF)	TIF is a mechanism for using property taxes to stimulate investment in economically depressed areas. Property taxes generated as a result of new construction are reinvested in projects designed to further enhance the area's economic vitality.
Tax Operating Fund	A tax operating fund receives its money from the City's general revenues, such as property taxes. Police and fire protection are examples of services provided through a tax operating fund.
Tax Year	The calendar year in which tax bills are sent to property owners. The 2021 tax bills are reflected as revenue receipts to the City in FY22.
Taxing Authority	A government body, such as a city, county, or school board, with authority to levy property taxes.
Trust and Agency Funds	Funds used to account for resources received and held by the government in the capacity of trustee, custodian, or agent. As the name implies, these funds include both resources to be held over a long period (trust funds) and those resources that can be used currently (agency funds).
Truth in Millage (TRIM) Notice	A notice sent annually to property taxpayers which explains any changes in the millage rate of each taxing authority from the prior year. The notice also shows changes in a property's value and includes the time and place of public hearings on proposed millage rates.
User Charges	The payment of a fee for direct receipt of a public service by the party benefiting from the service. Examples are wastewater and water services.
Utilities Services Tax	A tax levied by cities on the consumers of various utilities such as electricity, water, or natural gas.
Vision	A statement that provides an inspiring picture of a preferred future state, "the dream" of an organization.