

## Glossary of Terms

---

### A

---

**Account:** A code 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.

**ACHD:** Ada County Highway District

**Accrual Basis of Accounting:** The method of accounting under which debits and credits are recorded at the time when they are incurred as opposed to when cash is actually received or spent.

**ADA:** Americans with Disabilities Act

**Adjusted Budget:** Adjustments to the Original budget made through requests to reflect the operating needs of the departments.

**Ad Valorem Taxes:** Commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the tax rate.

**Asset:** Any owned physical object (tangible) or right (intangible) having a monetary value or an item or source of wealth, expressed in terms of any cost benefiting a future period.

**Audit:** A view of the District's accounts by an independent auditing firm to substantiate fiscal year-end funds, salaries, reserves, and cash on hand.

---

### B

---

**Balanced Budget:** A budget for which revenues and expenditures are equal.

**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 period interest at specific rate.

**Budget:** A financial plan of estimated expenditures and the means of financing them for a stated period of time (fiscal year).

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

**Budget Transfer:** A means of amending the budget during the course of the fiscal year.

---

### C

---

**Capital Assets:** Assets of significant value and having a minimum useful life of five years. Capital assets are also called fixed assets.

**Capital Outlay:** An item that costs \$5,000 or more and is expected to last one year or longer.

**Capital Project:** The largely one-time cost for acquisition, construction, improvement, replacement or renovation of infrastructures (roads, bridges, etc.). Capital projects often extend beyond the fiscal year in which the project is first approved.

**Cash Flow:** A projection of cash receipts and disbursements anticipated during a given time period.

**CCDC – Capital City Development Corporation:** An urban renewal agency for the city of Boise. It is an independent public agency serving as a catalyst for quality private development through urban design, economic development, and infrastructure investment.

**CDBG:** Community Development Block Grant

**CE:** Construction Engineering

**CICAC – Capital Investment Citizens Advisory Committee:** A recommending body for ACHD Commission and composed of citizens and planners from each of the cities and Ada County. Assist the District in reviewing the capital improvement portion of the annual budget, IFYWP, Development impact fee ordinance, CIP, and other major programs / projects.

**CIP - Capital Improvements Plan:** The plan adopted by the Commission pursuant to the Impact Fee Ordinance that identifies capital improvements (infrastructures) for which impact fees may be used as a funding source.

**CMAQ - Congestion Mitigation / Air Quality Improvement Program:** A program to fund transportation projects and programs in nonattainment and maintenance areas which reduce transportation-related emissions.

**CN:** Construction

**Committed Carryover:** Funds that are identified during the budgetary process and are allowed to be retained in the budget to be expended in the next fiscal year for the purposes designated.

**Communities in Motion (CIM):** COMPASS' metropolitan long-range transportation plan.

**COMPASS - Community Planning Association of Southwest Idaho:** The designated MPO for the Nampa urbanized area and the northern Ada county transportation management area.

**Concept Design:** A process intended to collect new data, evaluate alternative, identify project issues, challenges and strategies for resolution, and prepare a general high-level design.

**Contingency:** A budgetary reserve set aside for emergencies, specific or unforeseen expenditures not otherwise budgeted.

**Contractual Services:** Expenses that are usually incurred by entering into a formal agreement or contract with another party.

**Corridor:** A well traveled road that forms a passageway from one area to another.

**CS – Cost Share:** Cost sharing agreements with other entities / agencies.

---

## D

---

**Debt Service:** The annual payment of principal and interest on the District's bonded indebtedness. Bonds are issued to finance the construction of capital projects such as bridges, roads, and storm sewers.

**Department:** A sub-unit of a Division which furthers the objectives of the Division.

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

**Developer:** Any person or legal entity undertaking Development including a party that undertakes the subdivision of property pursuant to Idaho Code.

**Development Impact Fee:** A payment of money imposed as a condition of development approval to pay for a proportionate share of the cost of system improvements needed to serve development.

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

**DS:** Design

---

## E

---

**EPA:** Environmental Protection Agency

**Encumbrances:** Unperformed obligations on goods or services in the form of purchase orders or contracts which is reserved. Obligations cease to be encumbrances when paid.

**Enterprise Fund:** a type of fund established for the total costs of those governmental facilities and services which are operated in a manner similar to private enterprises. These programs are entirely or predominantly self-supporting.

**Expenditures:** Payments for goods or services that require the current or future use of net current assets, debt and capital outlays.

**Extraordinary Impact Fees:** An impact to the system which will result from the Development which is reasonably determined by the Commission to: (i) result in the need for system improvements, the cost of which will significantly exceed the sum of the Impact Fees to be generated; or (ii) result in the need for system improvements which are not identified in the CIP.

## F

---

**FA:** Federal Aid

**Fees:** A general term used for any charge of services.

**FHWA:** Federal Highway Administration

**FICA - Federal Insurance Contributions Act:** A compulsory payroll tax which funds Social Security.

**Fiduciary Fund:** A fund used to account for activity of the District as a trustee over funds allotted to meet a current or future financial obligation.

**Fixed Assets:** Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery and other equipment.

**FLSA:** Fair Labor Standards Act

**Fringe Benefits:** Contributions made by a government to meet commitments or obligations for employee benefits. This includes health / dental insurance, pension plan, workman compensation, and any other plan paid by the employer.

**FTA:** Federal Transit Administration

**FTE - Full Time Equivalent:** The hourly equivalent of a full-time employee. An FTE can be made up of either one full-time or two or more part-time employees. One (1.0) FTE equals 2,080 hours per year.

**Fund:** An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and changes in these assets and liabilities

**Fund Balance:** Excess of assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditure and other financing uses.

**FY - Fiscal Year:** A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The District's is from October 1 to September 30.

**IFYWP – Integrated Five Year Work Program:** A five-year plan identifying a programmed construction year for capital projects within Ada County.

## 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.

**GASB:** Governmental Accounting Standards Board

**GCUR:** Garden City Urban Renewal

**General Fund:** The fund that accounts for all revenues and expenditures, which are not accounted for in a specific purpose funds. It finances the ordinary operations of the District.

**GFOA:** Government Finance Officers Association

**GIS:** Geographic Information System

**Grant:** A contribution by a government or other organization to support a particular function.

**GL - General Ledger:** Official record of ACHD's budget and financial transactions. The GL includes budget transactions, revenue & expense transactions, encumbrances, assets, liabilities, and fund balances.

---

## H

---

**HB312:** House Bill 312 was passed by Idaho Legislature during 2015 that increased the fuel taxes by 7 cents. The additional revenue was specified to be used for road maintenance.

---

## I

---

**Impact Fee:** A payment of money imposed as a condition of Development approval to pay for a proportionate share of the cost of system improvements needed to serve development.

**Infrastructure:** The physical assets of a government (e.g., streets, bridges)

**Interest:** Income earned as the District invests its idle funds in various investment media.

**I/C:** Interchange

**IM:** Interstate Maintenance

**IS:** Intersection

**IT:** Information Technology

**ITD:** Idaho Transportation Department

**ITS:** Intelligent Transportation Systems

---

## L

---

**Levy:** The total amount to be raised by general property taxes for purposes specified in the Idaho

Code.

**Levy Rate:** The amount of tax levied for each \$1,000 of assessed valuation.

**Liability:** Indebtedness of a government entity.

**LID:** Local Improvement District

**Line Item Budget:** Anticipated operational expenditures budgeted by cost categories.

---

### M - O

---

**Materials & Supplies:** Expenditure category for consumable items such as office supplies.

**Miscellaneous Revenue:** Revenue category comprising non-categorized revenue sources.

**NPDES:** National Pollutant Discharge Elimination System

**Operating Budget:** The budget portion that provides basic governmental services that pertains to daily operations.

**Ordinance:** A formal enactment by the Commission.

**Original Budget:** The Commission approved budget for the ensuing fiscal year.

---

### P-Q

---

**PD:** Preliminary Development

**Performance Measure:** A public oriented measure which, whether stated in terms of effectiveness or efficiency, quantitatively describes how well a service is being performed.

**Professional Services:** Support Services provided through an agreement or contract.

**Projection:** Estimation of revenues and expenditures based upon past trends, current economic conditions and future financial forecasts.

**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.

**Property Tax:** Annual charge to owners of real property based on assessed valuation and the mil levy rate.

---

### R

---

**Reimbursement:** Payment of amount remitted on behalf of another party, department, or fund.

**Reserve:** Funds set aside in the current and past years for the purpose of paying for capital needs, providing for obligations and liabilities, and meeting emergency needs.

**Rescheduled Projects:** This refers to the funds remaining from the prior year which are available for expenditures in the current year.

**Resolution:** A special order of the Commission which has a lower legal standing than an ordinance.

**Revenues:** Funds that the government receives as income such as tax payments, user fees, grants or interest income to support the services provided.

**R/W:** Right of Way (also RW)

**RTF:** Road Trust Fund

---

### S

**Service Area:** A defined geographic area identified in which the System provides service to Development with the area defined.

**SW:** Stormwater

**SH:** State Highway

**STIP:** Statewide Transportation Improvement Program

**STPU:** Surface Transportation Program Urban

**Strategic Plan:** The key contextual document upon which the budget is based.

---

### T

**TIP:** Transportation Improvement Plan

**TM:** Traffic Materials

**Transfers:** Amounts distributed from one fund/account to another fund/account.

**Termini:** The end or conclusion.

---

### U-Z

**UF:** Unfunded

**Unreserved Fund Balance:** The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**VRT:** Valley Regional Transit