

Glossary

Accrual Basis of Accounting: The “basis of accounting” in which revenues are recorded when earned and expenses are recorded at the time they are incurred; instead of when cash is actually received or disbursed.

Actuarial: An adjective that describes statistical elements, assumptions, and techniques used by actuaries. An "actuary" is an expert who computes insurance or pension risks and plans costs based upon plan membership, experience, and other factors. Actuaries determine the level of funding required to provide the benefits.

Adopted Budget: Revenues and appropriations approved by the Board of Trustees for the next fiscal year.

Advisory Committee: A committee of home owners and /or residents appointed by the Board of Trustees (BOT) to provide recommendations back to the BOT regarding specific issues. Currently, there are no advisory committees in use. Previously, BBRD had the following advisory committees: Finance, Facilities Planning, Security, DOR & Charter Review, Recreation, Ballot, and Landscaping.

Amended Budget: The Adopted Budget that has been formally amended by the Board of Trustees.

Appropriated Fund Balance: A budgetary use of prior year cash reserves.

Appropriation: A legal authorization granted by the Board of Trustees to make expenditures and to incur obligations for specific purposes.

ARCC: The Architectural Review Control Committee is a quasi-judicial committee appointed by the BOT and BFBHOA which is responsible for issuing, inspecting and approving work done on residential homes that are regulated by the DOR. Additionally, the ARCC has sole authority to interpret the DOR.

Assessment: The assessment levied by Barefoot Bay Recreation District is a non-ad valorem assessment (not based on property value). The basis for this charge is per residential lot.

Asset: Resources owned or held by a government which has monetary value.

Assigned Fund Balance: Amounts that are subject to a purpose constraint that represents an intended use established by the Board of Trustees or by their designated body or official.

Authorized Positions: Number of positions authorized by the Board of Trustees in the annual operating budget.

Available Fund Balance: Funds remaining from the prior year and available for appropriation and expenditure in the current year.

Balance Budget: A budget in which estimated revenues and other receipts are equal to appropriations. Florida Statutes require that budgets be balanced including balances brought forward from prior fiscal years.

Barefoot Bay Home Owners’ Association: An advocacy group within BBRD that provides information and social events to residents. The BFBHOA is not a formal homeowners’ association as defined by Florida Statutes nor does it have any control over common areas or the DOR within BBRD.

Barefoot Bay Recreation District: A Special District comprising the boundaries of Barefoot Bay as created by the Florida Legislature and governed by an elected five-member Board of Trustees.

Base Budget: The amount programmed in the budget year for conducting the same program and performing the same services as are planned for the current year. Normally, the only differences between the current-year budget and the base budget are costs that cannot be avoided such as salary increases for existing personnel. All other costs are budgeted as Service Level Adjustments.

BBRD: An acronym commonly used as a shorter version of Barefoot Bay Recreation District.

Board of Trustees: The governing legislative body of Barefoot Bay Recreation District.

Bond: A written promise to pay a sum of money on a specific date at a specified interest rate. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large capital projects, such as buildings, streets, and water and sewer systems.

Budget Amendment: The process by which unanticipated changes in revenue or expenditures are made as part of the budget, thereby amending it. These changes may be between funds or departments and require the Board of Trustees approval.

Budget Calendar: The schedule of key dates or milestones the District follows in the preparation, adoption and administration of the budget.

Budget Document: The official written statement prepared in order to present a comprehensive financial program of an organization. A budget document serves as 1) a policy document; 2) an operations guide; 3) a financial plan; and 4) as a communications device.

Budget Hearing: As required by law, the Board of Trustees conducts a public hearing to receive and consider input from the public and to propose and adopt an assessment rate and the annual budget.

Budget Transfer: The process, by which approved budgeted dollars may be reallocated between line item expenditures within the same fund and department to cover unforeseen expenses, requiring Finance Manager and Community Manager approval. Transfers between departments or funds require Board of Trustees authorization.

Budget: A plan of financial activity for a specified period of time that indicates all planned revenues and expenditures for the specified period.

Budgetary Control: The control mechanism used by a government or enterprise to keep expenditures, in accordance with an approved budget, within the limitations of available appropriations and available revenues.

CAFR: Comprehensive Annual Financial Report – A complete set of financial statements published soon after the close of each fiscal year by each general-purpose local government in conformity with GAAP and audited in accordance with generally accepted auditing standards.

Capital Expenditure: A category of budgetary appropriation that includes expenses related to buildings, machinery and equipment and results in additions to a fixed asset inventory.

Capital Improvement Program: A five-year plan for capital expenditures to be incurred each year to meet capital needs. These expenditures are related to the acquisition, expansion or rehabilitation of District's assets.

Capital Outlay: Expenditures resulting in the acquisition or addition of fixed assets. The District's threshold for capital purchases is \$1,000.

Cash Basis of Accounting: Method that recognizes revenues when cash is received and recognizes expenses when cash is paid out. In contrast, the Accrual method recognizes revenues when goods or services are sold and recognizes expenses when obligations are incurred.

Charter: The legal document outlining the powers, rights and responsibility of a form of local government.

Charges for Service: Revenue derived from charging fees for providing certain government services. These revenues can be received from residents, guests, entities, or other governmental units.

CIP: Capital Improvement Program: A five-year financial plan for construction of physical assets such as buildings, streets, sewers and recreation facilities. The plan extends over several future years indicating the beginning and ending date of each project, the amount to be expended in each year and the method of financing those expenditures.

CitizenServe: A web-based field support system used by Resident Relations: DOR Enforcement staff to process DOR violations and ARCC permits.

COLA: Cost Of Living Adjustment: An upward adjustment in salary levels to offset the adverse effect of inflation on employee compensation.

Committed Fund Balance: Amounts can be used only for the specific purposes determined by a formal action of the Board of Trustees, and that require the same level of formal action to remove the constraint. The Board of Trustees can establish, modify or rescind committed fund balance through the formal approval of a resolution.

Community Manager: The Chief appointed official of Barefoot Bay Recreation District. The Community Manager reports directly to the Board of Trustees and is responsible for all aspects of the administrative and operational functions of Barefoot Bay Recreation District.

Contingency: A budgetary reserve set aside for emergencies, unforeseen expenditures, or as directed by the Board of Trustees.

CPI: Consumer Price Index: A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

District: Another term commonly used as a shorter version of Barefoot Bay Recreation District.

Debt Service: The payment of principal and interest on borrowed funds such as bonds.

Deed of Restrictions: Property owner voted limitations on the use of private property. In Barefoot Bay, the Deed of Restrictions requires a vote of property owners for an amendment and is enforced by the Barefoot Bay Recreation District.

Deficit: The excess of the liabilities of a fund over its assets or the amount by which expenditures exceed revenues in an accounting period.

DEP: Florida Department of Environmental Protection. The state governmental agency with oversight responsibility for regulations of environmental issues, including storm water, wastewater, beaches, wetlands, and hazardous materials. The DEP is the result of a merger of the old Department of Natural Resources and the Department of Environmental Regulations.

Department: A major unit of organization in the District which indicates overall an operation or group of related operations within a functional area.

Depreciation: The periodic expiration of an asset's useful life.

Effectiveness (Performance Measure): Typically a ratio that measures the manner in which service is provided as it influences the degree of satisfaction with a good or service.

Efficiency (Performance Measure): Is a ratio of output measures to resources (typically either budgeted funds or personnel).

Encumbrance: The commitment of budgeted funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditures.

Enterprise Funds: The funds established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. Barefoot Bay Recreation District currently does not use any enterprises funds.

Expenditure: Decrease in net financial resources. Expenditures include operating expenses, capital expenditures and debt service payments that require current or future use of current assets.

FacilityDude: A proprietary web-based work order system currently used by Barefoot Bay Recreation District Property Services Department.

FEMA: Federal Emergency Management Agency. The federal agency providing assistance during emergencies, and provides grant funding for emergencies, including emergency food and shelter.

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. Per Florida Statute, a fiscal year runs from October 1 to September 30.

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

Florida Recreation Development Assistance Program (FRDAP): A Florida Department of Environmental Protection competitive grant program that provides financial assistance to local governments to develop and/or acquire land for public outdoor recreation.

Fringe Benefits: For budgeting purposes, fringe benefits are employer payments for social security, retirement, group health and life insurance.

Full-Time Equivalent (FTE): The total scheduled work hours of the District employees divided by the total work hours available annually provides number of FTE employees. A full-time employee working 40 hours/week equals one FTE, where a part-time employee working 20 hours/week equals 0.5 FTE.

Fund Balance: The difference between the assets and liabilities of a governmental fund and is the cumulative difference between all revenues and expenditures.

Fund Type: Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

Fund: An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. Examples are the General Fund and Debt Service Fund.

GAAP: Generally Accepted Accounting Principles: The Uniform standards and guidelines used for financial accounting and reporting. These standards govern the form and content of the basic financial statements of an entity. These acceptable practices are modified from time to time. GAAP guidance is provided from various sources. The Governmental Accounting Standards Board issues authoritative statements, interpretations of statements, technical bulletins, implementation guides and concept statements of position. The American Institute of CPA's issues the audit and accounting guides and statements of position.

GASB: Governmental Accounting Standards Board: Organized in 1984 by the Financial Accounting Foundation, the Board was created to establish standards of financial accounting and reporting for state and local governmental entities. Its standards guide the preparation of external financial reports of those entities.

General Fund: Used to account for all governmental functions not required to be separately recorded by laws or governmental policy. All Barefoot Bay Recreation District services are accounted for within the General Fund.

GFOA: Government Finance Officers Association. GFOA is the professional association of state/provincial and local finance officers in the United States and Canada; and has served the public finance profession since 1906.

Goal: A broad statement of intended accomplishments or a description of a general condition deemed desirable.

Governmental Fund: A generic classification used by the Governmental Accounting Standards Board to refer to all funds other than proprietary and fiduciary funds. The General Fund, special revenue funds, capital projects funds and debt service funds are the types of funds referred to as governmental funds.

Grant: A contribution by the Federal, County, or State government to subsidize specific projects, either partially or entirely

H.R. Consultant: An individual retained by Barefoot Bay Recreation District for consultation and services based on her/his expertise in the field of human resources.

Infrastructure: The basic installations and facilities on which the continuance of Barefoot Bay Recreation District depends, such as sidewalks, parking lots, wiring, in-ground piping, etc.

Interest Earnings: Revenue earned on invested and idle funds. The District pools its cash and invests it in accordance with its adopted investment policy.

Interfund Transfer: Transfer of resources from one fund to another fund in the same governmental entity. Transfers are not repayable and do not constitute payment or reimbursement of goods provided or services performed.

Land Water Conservation Fund (LWCF): A federal competitive program, administered by the Florida Department of Environmental Protection, which provides grants for acquisition or development of land for public outdoor recreation use.

Line Item Budget: A budget that lists each expenditure category separately, such as salaries, office supplies, uniforms, etc., along with the dollar amount budgeted for each specific category.

Long-Term Debt: Debt with a maturity of more than one year after the date of issuance.

Mail Chimp: A web-based bulk e-mail service used by BBRD to notify residents of items of specific concern.

Minimum Fund Balance: Typically, a percentage of the total operating budget (excluding the total capital project budget) which is designated by the legislative body as the minimum level of reserves the entity will maintain in case of emergencies.

Modified Accrual Basis of Accounting: Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or within 60 days of the end of the current fiscal period for the District. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Neighborhood Revitalization Program (NPR): A line item project within the R&M/Capital Department to acquire distressed properties, remove structures if necessary, and sell the vacant land so new homes can be constructed thereby increasing the property values and quality of the neighborhood. The NPR was first funded in FY16 and is projected to be funded over the next 5 years.

Non-Recurring Revenues: One-time or intermittent revenues received, often from short-term grants, insurance recoveries, donations, etc.

Object of Expenditures: Expenditures are classified based upon the type of goods or services incurred. Such classifications include: Personnel Services, Supplies, Other General & Administrative Expenses, etc.

Objective: Desired output-oriented accomplishments that usually can be measured and achieved within a given time frame.

One-Time Cost: Non-recurring costs budgeted for one year and then removed.

Operating Budget: The portion of the budget that pertains to daily operations which provide basic governmental services. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

Operating Costs: Expenses for such items as expendable supplies, contractual services, and utilities.

Output (Performance Measure): Is the direct products and/or services delivered by a unit of government.

Percent Change: The percentage change between two consecutive fiscal years. If there is no sign at the beginning of the number, this indicates an increase, whereas a minus sign indicates a decrease.

Performance Measurement: A managerial process for determining how a program is accomplishing its mission, goals, and objectives through the delivery of products, services, or processes. Performance measurement is a systematic process of evaluating outcomes of specific government programs and services that are delivered to customers with respect to efficiency and effectiveness.

Personnel Services (Formally referred to as Personal Services): Expenditures related solely to staffing, i.e., wages, salaries, overtime, taxes, and employee benefits.

Prior Year Encumbrance: Obligation from a previous year in the form of a purchase order or contract which is chargeable to an appropriation, and for which a part of the current year appropriation is reserved. It ceases to be an encumbrance when the obligation is paid or otherwise terminated.

Recurring Costs: Costs incurred on a recurring and generally regular basis throughout a facility's economic life, typically for operation, normal maintenance, and anticipated repair or replacement of components or subsystems.

Recurring Revenues: Revenues that can be expected to be received each year unless specific action is taken to eliminate the source.

Referendum: A vote by the registered voters or property owners. A change to the BBRD Charter requires an affirmative vote of registered voters, while a referendum of the property owners is required to amend the deed of restrictions.

Repair & Maintenance: An expenditure account used by Barefoot Bay Recreation District to account for expenses related to the maintenance of existing infrastructure and/or equipment.

Resolution: A formal decision made by the Barefoot Bay Recreation District that is recorded at the Clerk of Court's Office and can only be reversed by another resolution.

Resources: Total amounts available for appropriation, including estimated revenue, fund transfers and beginning fund balances.

Restricted Fund Balance: A portion of fund balance that reflects resources that are subject to externally enforceable legal restrictions. Such restrictions typically are imposed by parties altogether outside the government such as creditors (through debt covenants), grantors, contributors, and other governments (through laws and regulations).

Revenues: Monies that the government receives as income.

SBA – State Board of Administration: The agency responsible for investing, managing and safeguarding the assets of the Florida Retirement System Trust Fund as well as the assets of a variety of other funds, including a portion of Barefoot Bay Recreation District's General Fund balance.

Decision Point: Any new budgeted expenditure above the Base Budget that changes or maintains a specific service level (excluding minor cost adjustments).

Source: Monies received by an organization that is not revenue, such as grants.

Special District Services (SDS): A private management company specializing in the administration and support of special districts within the state of Florida. SDS currently is contracted by Barefoot Bay Recreation District for the provision of a full-time community manager and related support.

Sub-Department: A unit of organization that is comprised of a specific operation within a functional area. BBRD departments may contain one or more sub-departments.

TIPS: The Preferred Training Incentive Program is a reimbursement program with matching training/safety incentives that can be applied for by any current member of Preferred Government Insurance Trust (PGIT). BBRD is a current PGIT member for multiple lines of insurance and is eligible to apply for a matching incentive of up to \$5,000 per coverage year. Recipients are notified on a quarterly basis of award of reimbursement based on submitted applications.

Transfers In/Out: Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Transmittal Letter: The opening section of the budget that provides the Board of Trustees and residents with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and recommendations regarding the financial policy for the upcoming period.

Unassigned Fund Balance: The general fund, as the principal operating fund of the government, often will have net resources in excess of what can properly be classified in one of the four fund balance categories. If so, that surplus is presented as unassigned fund balance. If resources were not at least assigned, they could not properly be reported in a fund other than the general fund, therefore, only the general fund can report a positive amount of unassigned fund balance. Any governmental fund in a deficit position could report a negative amount of unassigned fund balance.

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.

Use: The consumption of budgeted funds that is not an expenditure.

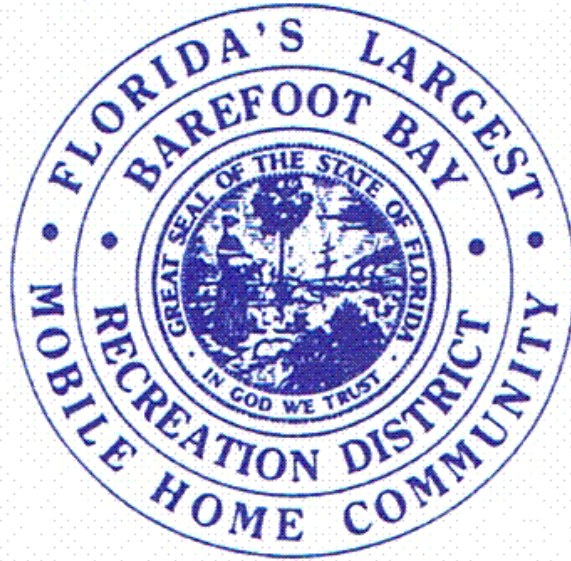
User Fees: Charges for specific services rendered only to those using such services, i.e., greens fees, food and beverage service, guest passes, etc.

Violations Committee: A quasi-judicial committee appointed by the BOT to hear DOR enforcement cases and render decisions regarding alleged DOR violations.

Vision: A description of the desired future, providing a basis for formulating strategies and objectives.

Working Capital: Current assets minus current liabilities. Working capital indicates whether the government has enough short term assets to cover its short term debt. It is a measure of both the government's efficiency and its short-term financial health.

Working Draft Proposed Budget: The budget proposed by the Community Manager to the Board of Trustees, as required by the BBRD Policy Manual, which must be provided to Trustees no later than the first of April each year.



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