



Accrual Basis. A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

ACDI. Adolescent Chemical Dependency Inventory. A test used as an assessment instrument for delinquency cases.

ADA. Americans with Disabilities Act. A federal civil-rights law that, under certain circumstances, prohibits discrimination because of a disability.

ADSI. Application Data Systems, Inc. A public-safety software provider.

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

Advanced Refunded Bonds. A municipality may sell a second bond issue at a lower interest rate cost, placing the proceeds of the issue in an escrow account from which the first issue's principal and interest will be repaid when due.

AFIS. Automated Fingerprint Identification System.

Allotment, Personnel. The number and classifications of employee positions authorized for a given department, division, or agency.

Allotment, Quarterly. The part of an appropriation that may be encumbered or expended during a given quarter.

APA. American Planning Association.

Appropriation. Legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

Arbitrage. The simultaneous buying and selling of securities, currency, or commodities in different markets or in derivative forms in order to take advantage of different prices for the same assets.

ARFF. Aircraft Rescue and Fire Fighting. The division of the Airport whose personnel perform police and firefighting functions.

ARRA. American Recovery and Reinvestment Act. An economic stimulus package enacted by Congress in 2009.

ASLA. American Society of Landscape Architects.

Assessed Valuation. A monetary value set upon real estate or other property by a government as a basis for levying taxes.

Asset. Resources with present service capacity that the government presently controls.

Assigned Fund Balance. See **Fund Balance Classifications.**

ATM/EOC. Advanced Traffic Management/Emergency Operations Center.

Balanced Budget. A budget in which total appropriations do not exceed total anticipated revenues, taking into account the estimated surplus or deficit at the end of the previous fiscal year.

Basis. Timing of when accounting transactions are recognized.

Bond. Debt issued for a period of more than one year.

BRAC. Baton Rouge Area Chamber (of commerce).

BRCC. Baton Rouge Community College.

BREC. Baton Rouge Recreation and Parks Commission.

Brownfields. Real property the development of which may be complicated by the presence of contaminants or pollutants.

Budget. A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

Budget Message. A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. It should contain an explanation of the principal budget items, an outline of the government's experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

CAA. Companion Animal Alliance.

CAD. Computer–Aided Dispatch system.

Callable Bonds. A bond issue in which the issuer, under specified conditions, may redeem all or part of the bond before maturity.

Capital Assets. Long-lived tangible assets including land and land improvements, buildings, equipment with a unit cost of \$5,000 or more and a useful life of at least two years, and infrastructure assets (streets, roads, runways, bridges, canals, and sewer and drainage systems).

Capital Expenditures. Expenditures for the acquisition of capital assets.

Capital Lease. An agreement that conveys the right to use property, plant, or equipment, usually for a stated period of time, that meets certain criteria.

Capital Outlay. Expenditures for assets that have a value of \$5,000 or more and a useful economic life of more than two years.

Capital Projects Fund Type. Accounts for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary Funds). Funds of this type are generally not included in the Annual Operating Budget because of various timing and legal requirements of the bond issues that usually support capital projects. These budgets are submitted to the Metropolitan Council separately and are adopted on a project-length basis.



CATS. Capital Area Transit System (formerly Capital Transportation Corporation). Local bus system.

CBDO. Community Based Development Organization.

CHDO. Community Housing Development Organization.

Committed Fund Balance. See **Fund Balance Classifications.**

Component Units. Legally separate organizations for which the elected officials of the primary government are financially accountable. In addition, component units can be other organizations for which the nature and significance of their relationship with a primary government are such that exclusion would cause the reporting entity's financial statements to be misleading due to close relations and financial integration with the primary government.

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 the increase in the cost of living (i.e., economic inflation).

Contractual Services. Expenditures for services other than personal services that are required by the government in the administration of its assigned functions.

Contributed Capital. An equity account in a proprietary fund that shows assets contributed by a government or customer.

CPERS. City-Parish Employees' Retirement System.

CUR. Current budget amount or personnel allotment.

CWWTP. Central Wastewater Treatment Plant.

DBE. Disadvantaged Business Enterprise.

DDD. Downtown Development District.

Debt Service. Outlays in the form of debt principal payments, periodic interest payments, and related service charges for benefits received in part in prior fiscal periods as well as in current and future fiscal periods.

Depreciation. Expiration in the service life of a capital asset attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence.

DEQ. Department of Environmental Quality, a department in the executive branch of the government of the State of Louisiana.

DHDS. Department of Human Development and Services of the City-Parish government.

DOTD. State of Louisiana Department of Transportation and Development.

DPW. Department of Public Works of the City-Parish government.

DROP. Deferred Retirement Option Plan. Program in which employees may continue to work after officially retiring, during

which time their pension payments are paid into a special savings account for the benefit of the employee.

EBRP. East Baton Rouge Parish. One of the 64 parishes (counties) in the State of Louisiana.

EDD. Economic Development District.

EEO. Equal Employment Opportunity. Refers to federal anti-discrimination laws enforced by the Equal Employment Opportunity Commission.

Employee Benefits. Amounts paid by the government on behalf of employees.

EMT. Emergency Medical Technician.

Encumbrance. A commitment of funds against an appropriation, it may be in the form of a purchase order or a contract; until such time as the goods or service are received, the commitment is referred to as an encumbrance.

Enterprise Fund Type. Accounts 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 (expenses, including depreciation) 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.

EPA. Environmental Protection Agency. An agency of the federal government of the U.S. charged with protecting human health and safeguarding the natural environment.

Escrow Agent. A bank designated to manage a fund that contains monies that may be used only for a specified purpose.

Expenditure. A decrease in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service, capital outlays, and intergovernmental grants, entitlements, and shared revenues.

FAA. Federal Aviation Administration. An agency within the U.S. Department of Transportation.

Fiduciary Fund Type. Governments often hold or manage resources in an agent or fiduciary capacity. See the Budgetary Structure section of "Understanding the City-Parish Budget" for a description of the Pension Trust Fund.

FIN. Final budget amount or personnel allotment.

Financial Accounting Standards Board (FASB). A seven-member board organized in 1973 to establish standards of financial accounting and reporting for the private sector.

Fiscal Management Fees (Indirect Costs). Costs incurred by special funds and grants for services (financial, personnel, legal, etc.) provided by General Fund departments.



Fiscal Year. A twelve-month period of time to which the annual operating budget applies. At the end of this period the government determines its financial position and the results of its operations. The fiscal year for the EBR City-Parish is January 1 through December 31.

Fixed Asset. Long-lived tangible asset obtained or controlled as a result of past transactions, events, or circumstances. Fixed assets include buildings, equipment, improvements other than buildings, and land.

FTE. Full-Time Equivalent Positions. A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, an employee who works 20 hours per week would be the equivalent of 0.5 of a full-time employee, or .5 FTE.

Function. A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible. The major functions contained in the budget are as follows:

Conservation and Development. Activities designed to conserve and develop such natural resources as water, soil, forests, and minerals; activities related to the planning and provision of adequate housing and the redevelopment of substandard and blighted physical facilities; and activities involving economic development.

Culture-Recreation. All cultural and recreational activities maintained for the benefit of residents and visitors.

General Government. All expenditures for the legislative and judicial branch of a government. Also includes expenditures made by the Mayor-President and other top-level auxiliary and staff agencies in the administrative branch of the government.

Health and Welfare. All activities involved in the conservation and improvement of public assistance and institutional care for individuals economically unable to provide essential needs for themselves.

Public Safety. A major function of the government that has as its objective the protection of persons and property. The major subfunctions are police protection, fire protection, protective inspection, and corrections.

Sanitation. All activities involved in the removal and disposal of sewage and other types of waste.

Transportation. All activities involved in maintaining roadways, walkways, bridges, and canals.

Fund. A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, together with all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance. The excess of the assets of a fund over its liabilities and reserves, except in the case of funds subject to budgetary accounting, where, prior to the end of a fiscal period, it

represents the excess of the fund's assets and estimated revenues for the period over its liabilities, reserves, and available appropriations for the period.

Fund Balance Classifications. GASB Statement No. 54, issued February 2009, establishes the following fund balance classifications:

Assigned. Amounts that are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed.

Committed. Amounts that can be used only for the specific purposes determined by a formal action of the government's highest level or decision-making authority.

Nonspendable. Amounts that are either (1) not in spendable form (e.g., inventories) or (2) legally or contractually required to be maintained intact.

Restricted. Amounts on which constraints are either (1) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (2) imposed by law through constitutional provisions or enabling legislation.

Unassigned. The residual classification for the government's general fund, which includes all spendable amounts not contained in the other classifications.

FUTUREBR. Project to update the City-Parish land use and development plan.

GAAP. Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and reporting, encompassing the conventions, rules, and procedures that define accepted accounting principles.

GASB. Governmental Accounting Standards Board. See below.

GED. General Educational Development test, a generally-accepted high school equivalency test.

General Fund. The general operating fund of the city and parish. It is composed of a City Sub Fund and a Parish Sub Fund and accounts for all financial resources except those required to be accounted for in other funds.

GFOA. Government Finance Officers Association.

GIS. Geographic Information System. A digital mapping system.

Goals. Broad aims toward which programs are directed.

Governmental 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.

Governmental Fund Types. Four fund types are used to account for most tax-supported activities. These are the general fund, the special revenue fund, the debt service fund, and the capital projects fund.



G.P.S. Global Positioning System. A satellite-based navigation or tracking system.

Grant. Contribution or gift of cash or other assets from another government or other entity, to be used or expended for a specified purpose, activity, or facility.

HCVP. Housing Choice Voucher Program. A federally funded program that helps subsidize the rent of low-income families.

HDHP. High-Deductible Health Plan. Employee health insurance plan offered beginning in 2010.

Homestead Exemption. Value of residential property exempted from property tax assessment for owner-occupied property. The present exemption in Louisiana is \$7,500 of assessed valuation.

HUD. Department of Housing and Urban Development in the executive branch of the U. S. government.

HVAC. Heating, Ventilation, and Air Conditioning.

ILEAV. Inherently Low Emissions Airport Vehicle, which runs on compressed natural gas.

Indirect Costs. See Fiscal Management Fees.

Interfund Transfers. The movement of monies between funds of the same governmental entity.

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.

Internal Service Fund Type. Accounts for the financing of goods or services provided by one department or agency to other departments or agencies of the City-Parish on a cost-reimbursement basis.

IS. The Information Services Department of the City-Parish government. This department provides support for enterprise-wide networking, hardware, software and geographical information systems as well as programming services for the local government.

ISO. Insurance Services Office, an organization funded by the insurance industry to evaluate fire departments.

JDC. Judicial District Court. The trial level of the state court system of Louisiana.

LASM. Louisiana Art & Science Museum.

LCDA. Louisiana Local Government Environmental Facilities and Community Development Authority. A group of local governments created for the purpose of helping local governments with their financial needs.

LCLE. Louisiana Commission on Law Enforcement and Administration of Criminal Justice of the State of Louisiana.

LEED. Leadership in Energy and Environmental Design.

LEO. *Louisiana Economic Outlook.* Annual publication of the Division of Economic Development and Forecasting of the E. J. Ourso College of Business, Louisiana State University.

Liability. Present obligations to sacrifice resources that the government has little or no discretion to avoid.

LOI. Letter of Intent. Written intention to obligate funds from future budgetary authority for a particular project.

LPFA. Louisiana Public Finance Authority. The issuer of bonds for the State of Louisiana.

MetroNet. Intra-city computer communications network.

Mill/Millage. A mill is the thousandth part of a dollar used in calculating property taxes. The millage represents the total mills assessed for a given tax program. Further information can be found in the "Understanding the Budget – Property Tax" section. Based on the 2014 assessment roll, a parish-wide mill, net of commissions, generates approximately \$3.5 million. A city-wide mill, net of commissions, generates approximately \$1.64 million.

Mission Statement. Statement of what the agency does and why and for whom it does it; the agency's reason for existence.

Modified Accrual Basis. A basis of accounting in which revenues are recognized in the period in which they become available and measurable; and expenditures are reported when the liability is incurred, if measurable, except for the following: (1) principal and interest on long-term debt are recorded when due, and (2) claims and judgments, group health claims, net pension obligation, and compensated absences are recorded as expenditures when paid with expendable available financial resources.

MOHSEP. Mayor's Office of Homeland Security and Emergency Preparedness of the Parish of East Baton Rouge.

MPERS. Municipal Police Employees' Retirement System of Louisiana.

MSA. Metropolitan Statistical Area. Nine-parish area including East Baton Rouge Parish.

Net Position. Net position represents the difference between assets and liabilities. There are three categories of net position: invested in capital assets, net of related debt; restricted net position; and unrestricted net position. Net position invested in capital assets, net of related debt, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any debt proceeds used for the acquisition, construction, or improvements of those assets. Net position is reported as restricted when there are limitations imposed on their use by external parties such as creditors, grantors, laws, or regulations of other governments.

Nonspendable Fund Balance. See **Fund Balance Classifications.**

NWWTP. North Wastewater Treatment Plant.

Objectives. Specific productivity targets within a certain time frame, with results that are measurable. Narrower than goals.



Object Level. Each department's budget is divided into the following categories or groupings of expenditures: Personal Services, Employee Benefits, Supplies, Contractual Services, and Capital Outlay.

OCD. Office of Community Development. The City-Parish division that manages the Community Development Block Grant and certain other federal and state programs.

OPEB. Other Post-Employment Benefits. Benefits, such as health insurance, provided after retirement. A recent accounting standard requires that governments disclose this liability on their financial statements.

Operation Eiger. An intensive supervision program of the Juvenile Services Department.

Ordinance. A formal legislative enactment by the Metropolitan Council that has the full force and effect of law within the boundaries of the City-Parish.

Pay-As-You-Go Basis. A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

Pay Grade. Salary level or range for each personnel classification.

PEG. Public, Educational & Governmental Programming Access Fees. The PEG Fees are paid by all of the corporations engaged in the business of providing cable television services as required in their franchise agreements.

Pension Trust Fund Type. Accounts for transactions of the Original Employees' Retirement Trust and the Police Guarantee Trust under the Employees' Retirement System.

Performance Measures. Quantified indication of results obtained from budgeted activities.

Personal Services. Expenditures for gross salaries provided for all persons funded by the government.

Personnel Allotment. The number and classifications of positions authorized for a given department, division, or agency.

PIAL. Property Insurance Association of Louisiana.

Post-Employment Benefits. A contribution made by the government that is used to fund health and dental insurance costs for retired employees.

PRO. Proposed budget amount or personnel allotment.

Proprietary Fund Type. Two fund types are used to account for a government's business-type activities (e.g., activities that receive a significant portion of their funding through user charges). These are the enterprise fund and the internal service fund. See the Budgetary Structure section of "Understanding the City-Parish Budget" for a more detailed description of these fund types.

REQ. Requested budget amount or personnel allotment.

Resolution. An order of the Metropolitan Council requiring less legal formality than an ordinance; a special or temporary order.

Restricted Fund Balance. See **Fund Balance Classifications.**

Revenues. Increases in net current assets from sources other than expenditure refunds and residual equity transfers. Types of revenues include taxes, licenses and permits, intergovernmental revenues, charges for services, fines and forfeits, and miscellaneous revenues. General long-term debt proceeds and operating transfers in are classified as "other financing sources" rather than as revenues.

RFP. Request for Proposals.

RMAP. Remedial Measures Action Plan in the sewer program.

SBA. Federal Small Business Administration.

SCBA. Self-Contained Breathing Apparatus.

SIFMA. Securities Industry and Financial Markets Association.

SLU. Southeastern Louisiana University.

Special Revenue Fund Type. Accounts for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes or required for sound financial administration.

SSO. Sanitary Sewer Overflow program. A plan to rehabilitate the entire system to prevent overflows.

Strategic Initiative. An activity necessary to or important in the initiation, conduct, or completion of a strategic plan.

Strategic Planning. A continuous and systematic process in which decisions are made about intended future outcomes, how outcomes are to be accomplished, and how success is measured and evaluated.

STRB. Sales Tax Revenue Bonds. Bonds sold to fund various public improvements, to be repaid from sales tax revenues of the City-Parish.

Supplemental Appropriation. An additional appropriation made by the governing body after the budget year has started, or appropriations included in the annual budget that are funded from prior year-end fund balance and are non-recurring.

Supplemental Requests. Programs and services that departments would like to have added (in priority order) to their budget, if funding is available.

Supplies. All articles that are consumed or materially altered when used. Principal types are fuel, office supplies, operating supplies, repair and maintenance supplies, small tools, and minor equipment.

SWWTP. South Wastewater Treatment Plant.

Taxes. Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.



TIF. Tax Increment Financing. A tool to use future gains in taxes to finance the current improvements that will create those gains.

Trust Fund Type. Account for assets held under trust agreements.

Unassigned Fund Balance. See **Fund Balance Classifications.**

URISA. Urban and Regional Information Systems Association.

UPL. Upper Payment Limit Medicaid reimbursement program.

UPS. Uninterrupted Power Supply.

VCU. East Baton Rouge Parish Violent Crimes Unit.

Wet Well. The point at which sewage is collected for a pump station.

WIA. Workforce Investment Act.

WIC. The federal nutritional program that benefits Women, Infants, and Children.

Wye Fees. Amounts charged for connecting to City-Parish sewer lines.