

SANTA FE COUNTY

FISCAL YEAR 2011 BUDGET



ACRONYMS

AAA	Area Agency on Aging
ADF	Adult Detention Facility (County Jail)
ARRA	American Recovery and Reinvestment Act
ASD	Administrative Services Department
BAR	Budget Adjustment Request
BCC	Board of County Commissioners
BDD	Buckman Direct Diversion Water Project
CAMA	Computer Assisted Mass Appraisal
CFR	Code of Federal Regulations
CMO	County Manager's Office
CSD	Community Services Department
DFA	Department of Finance and Administration (State)
DOC	Department of Corrections (State)
DOJ	Department of Justice (Federal)
EM	Electronic Monitoring Program
EMS	Emergency Medical Services
EZ	Extraterritorial Zoning
FY	Fiscal Year (July 1 through June 30)
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GOB	General Obligation Bond
GPS	Global Position System
GRT	Gross Receipts Tax
HIDTA	High Intensity Drug Traffic Area
HUD	Housing and Urban Development
ICIP	Infrastructure Capital Improvement Plan
IFB	Invitation for Bid
IRC	Internal Revenue Code
JPA	Joint Powers Agreement
LEPF	Law Enforcement Protection Fund (grant)
LGD	Local Government Division of the Dept. of Finance and Admin. (State)
MCH	Maternal and Child Health (grant)
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NMAC	New Mexico Association of Counties
NMED	New Mexico Environment Department
NOI	Notice of Intent
PTD	Property Tax Division of the Taxation and Revenue Department (State)
RECC	Regional Emergency Communication Center
RFP	Request for Proposal
RPA	Regional Planning Authority
RTD	Regional Transit District
SAVE	Santa Fe County Accountability, Value & Efficiency Initiative
SLDP	Sustainable Land Development Plan
SCP	Sole Community Provider
SFC	Santa Fe County
YDP	Youth Development Programs (Juvenile Facility)

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GLOSSARY

A

Annual Operating Budget Plan of current expenditures and the proposed means of financing them. The annual operating budget (Fiscal Year budget) is the primary means by which most of the financing, spending and services delivery activities of a County organization are controlled.

Account A cost collection code in the County's financial system that contains references to a County organization or cost center and an accounting line-item (labor, materials, services, capital).

Adult Detention Facility (ADF) Santa Fe County facility for detaining adult offenders awaiting trial and sentenced convicted offenders. This facility, through agreements with the State of New Mexico and the Federal Government, may also house state and federal offenders. Known to the public as the County Jail.

Accrual Basis A method of accounting wherein financial transactions are recorded in the period(s) in which those transactions occur, rather than only in the period in which cash is received or expended by the government.

Anti-donation Clause N.M. Constitution, Article VIII. "No appropriation shall be made for charitable, educational or other benevolent purposes to any person, corporation, association, institution or community, not under the absolute control of the state."

Appropriated Budget The expenditure authority created by actions of the Board of County Commissioners or by budget amendments (BARs) administratively approved, and the corresponding estimated revenues. The appropriated budget would include all reserves, transfers, allocations, supplemental appropriations and other legally authorized legislative and executive changes.

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

Assessed Valuation A valuation set upon real estate or other property by the County as a basis for levying taxes.

B

Balance Sheet The basic financial statement that discloses the assets, liabilities, and fund balances of an entity on a specific date in conformity with Generally Accepted Accounting Principles (GAAP).

BCC The Board of County Commissioners, consisting of five persons elected as the legislative body of Santa Fe County.

Bond A debt instrument or written promise to pay a specified sum of money (called the face value or principal amount) at a specified date or dates in the future (called the maturity dates), together with periodic interest of a specified rate. Sometimes, however, all or a substantial portion of the interest is included in the face value of the security.

Budget A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. More broadly, a budget also contains a description of the organizations, services or programs of the County along with accomplishments and goals for the future. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

Budget Adjustment Request (BAR) An administrative document requesting a transfer of budget authority between line items within a cost center (organization), or between cost centers within a fund. These require executive approval. Budget Resolutions on the other hand, increase or decrease the total budget or transfer budget between funds and require Board of County Commissioner approval.



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B

Budget Document The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating governing body. The budget document usually consists of three parts. The first part contains a message from the County Manager with a summary of the proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the past years actual revenues, expenditures and other data used in making a budget estimate. The third part is composed of drafts of the appropriation and revenue necessary to put the budget into effect.

Budget Message A general discussion of the proposed budget as presented in writing by the County Manager to the County Board of Commissioners and the Public. The budget message contains an explanation of the principal budget items, an outline of past year accomplishments and the County's financial status at the time of the message, and recommendations regarding financial policy for the coming period.

Budget Transfer Movement of budget authority to expend funds from one account or set of accounts to another account or set of accounts. Budget Transfers fall into two categories:

Resolution Transfers or transfers between funds or those involving increased or decreased revenues. These require Board of County Commissioner approval in the form of a Resolution.

BAR Transfer or transfers within a fund in which the total budget is not changed. These include line-item transfers within a cost center or transfers between cost centers within the same fund. These may be actuated by means of a Budget Adjustment Request (BAR) approved executively.

Budgetary Accounts Accounts used to enter approved annual operating budgets into the accounting system as part of the management control technique of the budget. Accounts contain a reference to a cost center or organization, and to a line-item (expenditure item).

Budgeted Cash A fund source from carryover cash or cash reserves, usually for the budget of a continuing project or non-recurring expense. Budgeted Cash is considered to be a non-recurring revenue.

C

Capital Budget A plan of proposed capital outlays (purchases which produce assets; e.g. buildings, land, vehicles and equipment over a specific value) and the means of financing them.

Capital Package The aggregation of capital purchases budgeted within a specific fund in a special cost center. The Capital Package lists the purchasing organizations and the items budgeted to be purchased. When an item is about to be purchased, budget is transferred from the Capital Package to the purchasing organization. There are no expenses directly from the Capital Package cost center.

Capital Projects Fund A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities, roads, water or wastewater system.

Cash An asset account reflecting currency, coin, checks, postal and express money orders, and banker's drafts or securities on hand or on deposit with the County Treasurer or an official agency designated as custodian of cash and bank deposits. All cash must be accounted for as a part of the fund to which it belongs. In some cases, books are kept for cash carryovers from particular grants and appropriations within a fund.

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Cash Basis A method of accounting wherein transactions are recognized in the period that cash changes hands.

Cost Center A County organization or non-organizational cost collection code, utilized in the financial system for determining budget and expenditures associated with the organization or area of interest.

Current A term which, applied to budgeting and accounting, designates the operations of the present fiscal period as opposed to past or future periods. It usually connotes items likely to be used up or converted into cash within one year.

D

Deposit Money placed with the State Treasurer's Office, banking or other institution, or with a person either as a general deposit or as a special deposit made for some specified purpose.

Depreciation (1) Expiration of the useful life of a fixed asset attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence, (2) The portion of the cost of a fixed asset, which is charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over a set period and each period recognizes an expense for its pro rata share. Through this process the total cost of the asset is expensed over a set period of time known as the "useful life."

DFA-LGD *State Department of Finance and Administration – Local Government Division.* State of New Mexico agency that approves and monitors budgets and finances of counties, municipalities, and other local public bodies and political subdivisions within the state.

Disbursement Payment, using an authorized and appropriately signed check from the County to an external party (vendor) or to another governmental agency, for goods or services rendered. The disbursement generally triggers the recording of an expenditure in the originating cost center's accounts.

Disposition of Property Sale, exchange, or disposal by a County organization of a capital item recognized as being under that organization's authority.

DOC *State Department of Corrections* Santa Fe County contracts with the DOC for the care of state prisoners.

DOH *State Department of Health and Human Services.* Health program grants originating with the Federal Government usually are disbursed through the DOH. The DOH also originates State health grants.

DOJ *United States Department of Justice.* A federal agency which monitors conditions at the Santa Fe County Adult Detention Facility, usually in conjunction with maintaining federal prisoners at that facility.

E

EMS *Emergency Medical Services,* usually associated with first responses to emergency medical needs and to ambulance services.

Emergency Appropriation An appropriation measure that goes into effect immediately, instead of at the beginning of the next calendar or fiscal year.

Emergency Purchase The procurement of services or items of tangible property that cannot be met by normal procurement methods and requiring immediate action to preserve the health, peace, or safety of people and property.



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E

Encumbrance The process that establishes a reserve in an account in order to cover a current or anticipated expenditure. An encumbrance is recorded prior to actual delivery of goods or performance of a service, so it constitutes an obligation, but not a liability to the County.

Enterprise Fund A fund established to account for operations:

- (1) that are financed and operated in a manner similar to a private business enterprise where the intent of the County is that the costs (expenses including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; and
- (2) where the County has decided that periodic determination of revenues earned, expenses incurred, and net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Exempt Purchase A purchase that is specifically exempted from the requirements of the State Procurement Code. This includes Emergency Purchases, as defined by statute.

Expenditures Decreases in net financial resources. Expenditures include operating expenses, which require the current or future use of net assets, debt service, and capital outlays.

Expenses Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

F

Federal Funds Financial resources provided from Federal Government sources, usually in the form of grants, to support programs of certain County organizations. Federal Funds may come directly from the Federal Government or through a pass through entity such as the State of New Mexico.

Financial Document (or Financial Record) Any form, source document, financial instrument, or report that provides information directly pertaining to the financial status of the County, or documents financial transactions of organizations and cost centers.

Fiscal Agent The financial institution designated by the County as the depository of the County's monies, and as the primary provider of banking services to the County.

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. Santa Fe County's fiscal year begins on July 1 and ends on June 30.

Fixed Assets Assets of a durable nature which are intended to be held or used for a long period of time, such as land, buildings, improvements other than to buildings, machinery, and equipment.

Function (or Program Area) A group of related activities aimed at accomplishing a major service for which a government is responsible. For example, Public Safety is a County Function or Program Area.

Fund In GAAP usage, a fiscal and accounting entity with a self-balancing set of accounts which records its own assets, liabilities, revenues, expenses and equity therein, and which are segregated for the purpose of performing specific activities or attaining certain objectives.

Fund Balance The fund equity of governmental funds and Trust Funds.

Fund Type In governmental accounting, all funds are classified into eight generic fund types: General, Special Revenue, Capital Projects, Debt Service, Enterprise, Special Assessment, Internal Service, and Trust and Agency. Santa Fe County utilizes the first five of these fund types as well as Trust and Agency funds.



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G

GAAP *Generally Accepted Accounting Principles* Uniform minimum standards of and guidelines to financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations.

General Fixed Assets Fixed assets used in operations accounted for in governmental funds. General fixed assets include all fixed assets not accounted for in proprietary funds or In Trust and Agency Funds. A self-balancing group of accounts called the **General Fund Assets Account Group (GFAAG)** are set up to account for the general fixed assets of a government.

General Fund The fund used to account for all financial resources except those required to be accounted for in another fund. From the standpoint of Santa Fe County, the General Fund is the repository of non-dedicated revenue (75% property taxes, 15% gross receipts taxes) budgeted for the general operation of government and county services.

General Ledger A book, data system, file or other device which contains the accounts needed to reflect the financial position and the results of operations of an entity. In double-entry accounting, the debits and credits in the general ledger are equal.

General Obligation Bond (GOB) Bonds the payment of which is backed by the full faith and credit of the issuing government. For Santa Fe County, General Obligation Bonds are funded from additional property taxes approved by the electorate of the County.

Generic Budget A non-planned expense budget equal to revenue or carryover in a fund. Generic budgets usually are associated with remaining bond proceeds, capital outlay GRT receipts or cash carried over in capital projects. They are not attached to specific projects at the beginning of the fiscal year, and expense is not permitted from a generic budget cost code. During the fiscal year projects are planned and budgets are established through transfers from the generic cost code to the project cost codes.

GIS *Geographic Information Systems* Pictorial and informational databases that exactly locate all property and County physical infrastructure. These databases are utilized for a wide variety of purposes, from property assessment and taxation to the delivery of emergency services to any point in the county.

Gross Receipts Tax (GRT) A sales tax on the purchase of non-food items, imposed either on the entire County or the unincorporated portion of the County. There is a 1/4 cent GRT for general purposes, but most GRT is in increments broadly dedicated to specific purposes, such as for health services, roads, open space, or water projects. The State of New Mexico enables the Board of County Commissioners to enact a Gross Receipts Tax, either through voter approval, or by means of a "negative referendum" wherein the GRT goes into effect unless petitioned by a percent of the voters to be placed on the ballot.

H

Housing Authority The County organization responsible for the operation of housing programs including the construction, maintenance and remodeling of County public housing; the rental of public housing, and the issuance of vouchers to low-income renters of private-sector housing.

HUD *U.S. Department of Housing and Urban Development.* The Federal source of funding for public housing and rent assistance in Santa Fe County.



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I

Independent Audit An audit performed by an independent (outside) auditing firm. The State of New Mexico requires Counties, municipalities, and other local public bodies and political subdivisions to contract for an annual independent audit.

Inter-fund Transfers Transactions between funds of the same government. These include reimbursements, residual equity transfers and operating transfers. Budgets for inter-fund transfers require Board of County Commissioner and State Department of Finance and Administration approval.

Intergovernmental Revenues Revenue received from other governments in the form of grants, entitlements, joint powers agreements, shared revenues, or payments in lieu of taxes.

Interim Budget A budget for the next Fiscal Year prepared, submitted to DFA and approved before the end of the current Fiscal Year. The purpose of the Interim Budget is to give budget authority to the entity so that it can continue operations in the next Fiscal Year until such time as a final budget, including total actual revenue and expenses for the previous Fiscal Year, can be submitted.

Internal Audit An independent audit activity within an organization to review specific activities or operations as a service to management. It is a managerial control that functions by measuring and evaluating the effectiveness of internal financial and management controls. An internal audit may be conducted by an employee of the entity or by an outside auditing firm.

Internal Control A plan within an organization wherein an employee's duties are arranged and records and procedures are designed in such a way as to ensure effective accounting control over assets, liabilities, revenues, and expenditures. Under such a system, the work of employees is subdivided so that no single employee performs a complete cycle of operations. Thus, for example, an employee handling cash would not post the accounts receivable records. Moreover, under such a system, the procedures to be followed are clearly defined and require proper authorization by designated officials for all actions to be taken.

J

Joint Powers Agreement (JPA) A written contractual agreement between two or more public agencies subject to any constitutional or legislative restriction imposed upon any of the contracting public agencies. JPAs are written for instance, between the County and the City of Santa Fe wherein the city provides services to outside-the-city residents of the County and the County reimburses the City for these services.

Journal Entry The standard form for entering corrections to previously posted data in the automated financial system.

K-L

Ledger A group of accounts in which the financial transactions of an entity are recorded.

Liabilities Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. This term does not include Encumbrances.

Line item A cost element describing a resource such as labor, materials, services, and capital.

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GLOSSARY

M

Mileage and Per Diem Rates established by the legislature for vehicular travel and daily expenses incurred in the course of travel for government purposes.

Modified Accrual Basis The accrual basis of accounting adapted to governmental fund types, which has spending measurement focus. Under modified accrual accounting, revenues are recognized when they become both "measurable" and "available to finance expenditures of the current period" Expenditures are recognized when the related fund liability is recognized, except for (1) inventories of materials and supplies, which may be considered expenditures either when purchased or when used, (2) prepaid insurance and similar items, which would not be reported, (3) accumulated unpaid vacation, sick pay, and other employee benefit amounts that need not be recognized in the current period but for which larger-than-normal accumulations must be disclosed in the notes to the financial statements; (4) interest on special assessment indebtedness, which may be recorded when due rather than accrued, if approximately offset by interest earnings or special assessment levies; and (5) principal and interest on long-term debt, which are generally recognized when due. All governmental funds and Expendable Trust Funds are accounted for using the modified accrual basis of accounting.

Multi-Year Budget A budget prepared for a period longer than a fiscal year, or in the case of some state governments, a budget prepared for a period longer than a biennium. Multi-Year budgets concerned with capital outlay plans and capital improvement plans are referred to as capital budgets.

N

Net Income Proprietary fund excess of operating revenues, non-operating revenues, and operating transfers-in over operating expenses, non-operating expenses, and operating transfers out.

Non-Recurring Expense Expense of a nature that does not create expectations of similar future expense. One-time-only expense. In Santa Fe County, in the General Fund, Capital Package expense is defined as non-recurring.

Non-Recurring Revenue New revenue or increased revenue received by the county without expectation of further receipts or increases. One-time-only receipts. Cash carryover is considered by Santa Fe County to be non-recurring in nature.

Non-Revenue Receipt Any receipt that does not represent operating revenue to an agency or to the County as a whole.

O

Obligation An amount that a government may be required legally to meet out of its resources. Such obligations include not only actual liabilities, but also un-liquidated encumbrances.

Operating Transfer An accounting document that authorizes the transfer of cash between two or more funds, either within a cost center or between cost centers.

Organizational Unit A responsibility unit within a government. A cost center is tied to this unit in the budget and financial records.

Out-of-State Travel Travel beyond the New Mexico state border.



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GLOSSARY

P

Payroll Register The report issued with each payroll cycle that lists, by employee ID and name, hourly wage or monthly salary, gross income, amount of FICA, state and federal income taxes and all other deductions and benefits. The final page of the report provides totals for each category.

Personnel Action (PA) Request The term used to approve and document all personnel actions, including new hires, changes in basic employee information, changes in employee pay rate, personnel status or position classification, and employee transfers, separations, retirements, or reinstatements.

Petty Cash A sum of money set aside for the purpose of making change or paying small obligations for which the issuance of a check would be too expensive and time-consuming. Petty cash accounts are sometimes referred to as petty cash "funds," however, they are not "funds" in the sense of governmental accounting's eight fund types. Petty cash accounts are reported as assets in the fund of ownership.

Post-Audit An examination of financial transactions that have been consummated or those in various stages of completion at the end of an accounting period.

Price Agreement A legal document that is binding to the vendor to supply specified goods and services at certain charges and levels of quality.

Prior Year Budget A budget sourced from cash, for the purchase of items encumbered in prior years. Cash utilized for prior year budgets is subtracted from the beginning-of-fiscal year cash balance.

Professional Services Services to the County, of architects, archaeologist, engineers, land surveyors, landscape architects, medical practitioners, scientists, management and systems analysts, lawyers, psychologists, planners, researchers, and persons or businesses providing similar services. A **Professional Services Contract** is an agreement for the procurement of such services.

R

Recurring Revenue Revenue received by the County each year in payment of taxes or fees from revenue sources that are expected to be ongoing in nature.

Refund An amount paid back or credit allowed because of an over-collection or because of the return of the object sold.

Reimbursements (1) Repayments of amounts remitted on behalf of another party; (2) Inter-fund transactions that constitute repayment of one fund for expenditures or expenses initially made on behalf of a different fund. These are recorded as expenditures or expenses in the reimbursing fund and as reductions of the expenditure or expense in the fund that is reimbursed.

Reserve for Encumbrance An account used to segregate a portion of fund balance for expenditure upon vendor performance.

Revenue Bonds Bonds which principal and interest are payable exclusively from a specific revenue source (e.g. Gross Receipts Tax) or the earnings of an Enterprise Fund. In addition to a pledge of revenues, such bonds may contain a mortgage on the Enterprise Fund property.

Revenue Receipt Any receipt that constitutes operating revenue to an agency, or to the County as a whole.

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S – Z

S.A.V.E. Initiative The Santa Fe County Accountability, Value and Efficiency Initiative consists of a 51-person focus group of County employees, broken down into four subcommittees each tasked with various aspects of addressing recession concerns. The four subcommittees are: Revenue Generation, Cost-Savings, Employee Information, and Implementation.

Taxable Fringe Benefits Various employee benefits determined by Internal Revenue Service guidelines to be taxable as income to the recipient of the benefit. Some examples of taxable fringe benefits are: take-home vehicles, certain uniform items, domestic partner benefits, certain education benefits, certain life insurance benefits.

Trial Balance A list of the balances of the accounts in a ledger kept by double entry, with the debit and credit balances shown in separate columns. If the totals of the debit and credit columns are equal or their net balance agrees with a control account, the ledger from which the fixtures are taken is said to be "in balance"

Trust Funds Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments, and other funds. These are not utilized by the County. An example of this type of Fund is the Regional Gross Receipts Tax Fund which passes all receipts through to the Regional Transit District.

Unliquidated Encumbrance Encumbrances outstanding – not resolved by actual expense.

Zero-Based Budgeting A budget process wherein each item requested must be fully explained and justified to be approved for the budget, rather than assumed to be justified for the budget from current and past year budgets and expenditures. Santa Fe County currently utilizes zero-based budgeting for professional services and capital budgets, but relies on a baseline for other line-items.



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