

## Bureau of Development Services Budget Speak Dictionary

November 18, 2014

**Accounting Period or AP** – corresponds with calendar month. There are 12 accounting periods in a year.

**AU or Appropriation Unit** -- An organizational unit that you budget for. In our case, it's our bureau.

**BCD** – State Building Codes Division

**Bottom line** – The number or total at the bottom of the page. Or the point or conclusion.

**Budget** –

**Requested Budget** – The budget request that gets turned into OMF for the Mayor's consideration.

**Mayor's Proposed Budget** – The Mayor reviews the Requested Budgets, revises them, and presents his budget to the City Council.

**Adopted Budget** – The budget that Council adopts and that gets implemented.

**CBO** – City Budget Office

**Cost Center** – The lowest level that we budget at (usually a section or a program). (The same number that you use on your TAR and petty cash reimbursement requests.)

**Cost Recovery Rate** -- Comparison of revenues vs costs, usually expressed in a percentage. With the exception of LUS and Neighborhood Inspections which get some General Fund money, generally our goal is 100% cost recovery. "75% cost recovery" means that revenues covered 75% of costs (and that you should start looking at cutting costs or increasing revenue).

**Countercyclical Fund** – Money set aside in reserves to cushion the bureau from rapid decreases in revenue due to the local economy. Kind of like your personal savings account.

**EBS** - The Enterprise Business Solution (EBS) Project was the City's initiative to replace its current financial system, IBIS, with an integrated Enterprise Resource Planning (ERP) system using SAP software. This new system went live in November of 2008, and gradually incorporated the City's financial and human resource functions, simplified and standardized business processes, and created a single warehouse and source for data in order to improve service, compliance and productivity.

**Encumbrance** – Money set aside (but not yet spent) for certain expenditures, such as contracts.

**Estimate** – Our best educated guess.

**Expenditures** – What you spent.

**Fee Schedule** – List of fees (not a timetable)

**Financial Plan** – BDS’s 5 Year Financial Plan that projects revenues, expenditures, fee changes, and reserves for the next 5 years

**Fiscal Year** – The budget year from July 1 through June 30.

**General Fund** – The City’s general revenues, mostly generated from taxes, business license fees. We only get approximately \$1.8-\$2.0 million of this money. General Fund bureaus (like Police, Fire, Planning) get most of their money from the General Fund.

**Interagency Agreement** – Agreements between bureaus to provide service. Examples include Fleet, Printing and Distribution, etc.

**Line item** – The list of things that you budget for, such as overtime, training, travel, etc.

**Line item detail** – The most detailed list of budgeted line items.

**Major Object Code** – Subtotals of the line item budget. They include Personal Services, Internal Services, External Services, and Capital Outlay.

**O.M.F.** – City of Portland’s Office of Management and Finance.

**Operating Fund** – The kind of fund BDS is. We are responsible for generating most of our own revenue.

**Projection** – Estimate of future spending or revenues

**Reserves** – Money that is set aside as a cushion; the amount is based on the “countercyclical” fund plus money from work “paid for” but not yet done (like permit inspections).

**Revenues** – The money that we make

**SAP** - Systems, Applications, and Products; the company that manufactures the mainframe software or the software itself (in Data Processing). See also EBS.