

---

## **Appendix E**

---

# **GLOSSARY**

---



---

## GLOSSARY

---

<b>Adaptation, adapt (in facilities):</b>	Changes to the interior arrangements or other physical characteristics of a facility or permanently installed equipment so it can be better used for its current purpose or adapted to a new one. Can include code compliance.
<b>Agency Request Budget:</b>	A state agency's proposed budget for staffing, revenue, and expenditures for the next biennium. By law, it is given to the Governor to approve or change. The result goes in the Governor's Recommended Budget for the legislature to approve or change.
<b>Allocation:</b>	Lottery funds and Criminal Fines and Assessment (CFAA) funds are allocated to an agency by the legislature. An allocation is a cash transfer of either Lottery or CFAA funds. Allocated funds cannot be spent without expenditure limitation.
<b>Allotment:</b>	Allotment is used to monitor quarterly spending of an agency. Agencies must submit spending plans to the Department of Administrative Services each quarter for approval. Upon approval, the requested funds are made available for expenditure through an allotment.
<b>Analyst:</b>	The Department of Administrative Services Budget and Management Division analyst assigned to an agency.
<b>Appropriated Funds:</b>	A coding structure that reflects revenues and expenditures by funding source and purpose.
<b>Appropriation:</b>	An amount of money from the General Fund approved by the legislature for a certain purpose.
<b>Authorization:</b>	Authorization is the substantive legislation that establishes the purpose and guidelines for a given activity and usually sets a limit on the amount that can be appropriated or spent. The authorization does not provide actual dollars for a program.
<b>Base Budget:</b>	The starting point for budgeting. To budget for the 2011-2013 biennium, the base budget begins with the 2009-2011 Legislatively Adopted Budget. The "LAB" is adjusted for Emergency Board, special session, and Nonlimited administrative actions through April 2010 and personal services changes from the Position Information Control System (PICS). The result is the base budget.
<b>Biennium:</b>	A period of two fiscal years. A state government biennium runs from July 1 of an odd-numbered year through June 30 of the next odd-numbered year. July 1, 2011 through June 30, 2013 is the next biennium.
<b>Budget Document:</b>	The detailed material prepared under these budget instructions for all phases of budget development.
<b>Budget Report:</b>	Official report of the Joint Committee on Ways and Means for a bill that appropriates money or limits expenditures. Includes the Committee's recommendations to the legislature on levels of revenues and expenditures.

---

## GLOSSARY

---

<b>Capital Outlay:</b>	An expenditure category limited to items that: (i) are not consumed in the usual course of agency operations; (ii) can normally be used more than once; (iii) have a useful life of more than two years; and, (iv) have an initial value of \$5,000 or more.
<b>Certificates of Participation (COP's):</b>	Tax-exempt government securities used to raise funds to improve and construct buildings or purchase equipment.
<b>Cross Reference Numbers:</b>	<b>A computerized table in ORBITS that specifies the organizational structure under which an agency builds and presents its budget. A Summary Cross Reference (SCR) is a program unit, and is composed of two or more Detail Cross References (DCR's)</b>
<b>Construction:</b>	Building, installing, or assembling a new structure. Adding to, expanding, altering, converting, or replacing a structure. Moving a structure to a new location. Includes site preparation and equipment installed and made part of the structure.
<b>Construction Costs:</b>	Direct costs, including labor, materials, and equipment rental. For total related costs, see Project Costs.
<b>Current Service Level:</b>	The calculated cost of continuing only current legislatively-approved programs into future biennia. For the 2011-2013 biennium, Current Service Level begins with the 2009-2011 Legislatively Adopted Budget. Added to it are Emergency Board actions through April 2010, programs phased in, mandatory caseload increases, and other cost increases such as inflation. Subtracted are one-time costs, programs phased-out, and pilot programs.
<b>Debt Service:</b>	Expenditures for principal, interest, discounts, and premiums related to payment of state debt.
<b>Deferred Maintenance:</b>	Facilities Maintenance that was not performed when it should been. It may also include maintenance needs resulting from unforeseen circumstances such as wind storms, premature failure of facilities components, etc.
<b>Emergency Board:</b>	The legislative committee with constitutional and statutory authority to make fiscal decisions for the legislature when the legislature is not in session.
<b>Emergency Fund:</b>	A fund from which the Emergency Board can provide General Fund appropriations to agencies for needs that arise after their budget is approved, or for programs approved but not funded during the legislative session.
<b>Essential Package:</b>	A package to adjust the base budget, not to request new programs or expansions. Essential Packages may adjust for one-time costs, programs phased in or out, vacancy factors, non-PICS Personal Services costs, inflation, price list cost changes, fund shifts, and mandated caseload changes. An agency's base budget, plus essential packages, is its current service level.
<b>Executive Branch:</b>	In common use, refers to all of state government outside the Legislative Branch

---

## GLOSSARY

---

and the Judicial Branch. Sometimes refers only to the governor and agencies that answer directly to the governor. Rarely used in statute. The state constitution actually names four “departments”: the Executive, Administrative, Judicial, and Legislative.

<b>Executive Service:</b>	Commonly used for certain unclassified or exempt employees. Most are department heads, administrators, and deputies; their executive assistants; and certain principal assistants named by the Director of the Department of Administrative Services designates.
<b>Expenditure Limitation:</b>	The maximum amount of Lottery Funds, Other Funds, or Federal Funds an agency may spend. Defined in an agency’s budget.
<b>Facility:</b>	A building or structure, including utility and other support systems. A real property improvement. A campus or group of structures. See Real Property Improvements.
<b>Federal Funds:</b>	Money a state agency receives directly from the federal government. It is spent under a Federal Funds expenditure limitation or as Nonlimited Federal Funds.
<b>Financing Agreement:</b>	Any agreement to finance real or personal property, which is or will be owned and operated by an agency. Includes lease-purchase, installment sale, or loan agreements and Certificates of Participation.
<b>Fiscal Year:</b>	The state government fiscal year runs from July 1 of one calendar year to June 30 of the next. See Biennium.
<b>Full-Time Equivalent (FTE):</b>	The standard unit for budgeting positions. An FTE is the number of months in the biennium for which the position is budgeted, divided by 24. One FTE equals one full-time position budgeted for the entire biennium. A permanent, part-time position budgeted for 12 months is 0.50 FTE. A full-time, limited duration position phased in 6 months after the start of the biennium (or budgeted for 18 months) is 0.75 FTE.
<b>General Fund:</b>	Money the legislature can decide to apply to virtually any governmental purpose, agency, or program. See Appropriation. Taxes and earnings on invested moneys are the main sources of revenues for the fund.
<b>Governor's Recommended Budget:</b>	The constitutionally required budget recommended to the legislature by the governor. The governor first reviews and decides on agency requests. The governor’s budget must be submitted by December 1 of even-numbered years. A newly elected governor has until the following February 1.
<b>Interagency Transfers:</b>	A transfer of funds, such as Other Funds, between agencies. Agencies must balance all interagency transfers before requesting an ORBITS audit.
<b>Joint Committee on Ways and Means:</b>	A standing committee of senators and representatives appointed by their presiding officers. The Committee reviews the management and recommended budgets of

---

## GLOSSARY

---

entities that receive or administer state funds. It recommends the amounts of revenues and expenditures for the legislatures approved budget.

- Judicial Branch:** The branch of state government that interprets all state laws. Includes state courts. The Chief Justice of the Supreme Court is the chief executive of the branch.
- Legislative Branch:** The Legislative Assembly and its staff. The branch of state government that enacts state laws, grants agencies statutory powers and duties, and adopts the state budget. Thirty senators and sixty representatives are elected.
- Legislative Fiscal Office:** Analyzes and presents a wide range of budget and related data on state programs to the legislature. Staff to the Joint Ways and Means Committee and the state Emergency Board.
- Legislative Concept:** Relating to an agency or statute. Major or minor policy and program changes and non-policy technical adjustments or corrections to the current Oregon Revised Statutes. Approved concepts are sent to Legislative Counsel for bill drafting.
- Legislative Session:** The Legislative Assembly convenes in regular session on the second Monday in January of each odd-numbered year. It is in session until it adjourns, usually around mid-year. Special sessions can occur at other times.
- Legislatively Adopted Budget:** The budget approved by the legislature during the regular legislative session. It sets maximum spending and staffing levels. It can be modified by actions of the Emergency Board or special sessions.
- Legislatively Approved Budget:** The legislatively adopted budget as modified by Emergency Board or other legislative action.
- Lottery Funds:** Money received by a state agency from lottery proceeds. The Legislature decides how much to provide and for what purpose. The state constitution restricts use of these funds. Lottery Funds include any of the following: (1) funds allocated to an agency by the legislature as Lottery Funds; (2) Lottery Funds revenue transfers between agencies, i.e., Lottery Funds transferred by an agency must be receipted by the receiving agency as Lottery Funds; (3) all interest earned on Lottery Funds while held by an agency. Lottery Funds lose their identity, for budget purposes, when expended. Ballot Measure 66 requires that certain Lottery Funded agencies track and report Lottery Funds expenditures at a more detailed level.
- Maintenance:** Keeping property in good operating condition. Does not add value to or extend the economic life of a property. Commonly includes inspecting, calibrating, lubricating, and cleaning. Maintenance costs are categorized as Services and Supplies expenditures.
- Management Service:** Supervisory, confidential, or managerial employees excluded from collective bargaining.
- Modified Current Service Level:** Current service level less adjustment for revenue reductions.

---

## GLOSSARY

---

<b>Nonlimited Expenditures:</b>	Expenditures for which the legislature defines purposes, but sets no dollar limits. They are subject to allotment control. The budget document describes them. The appropriation bill defines their allowed purposes. Revenue may be continuously appropriated for them. Their nature may be that they cannot be avoided, stopped, or reduced by agency action. Other factors often limit their ultimate costs.
<b>Other Payroll Expenses (OPE):</b>	Expenses other than salaries paid for state employees. These include retirement payments, Social Security taxes, and health insurance costs.
<b>ORBITS:</b>	Oregon's Budget Information Tracking System (ORBITS) is a system used to prepare budget requests. It compiles, maintains, and reports revenue, expenditure, and position data for budget preparation and execution.
<b>Other Funds:</b>	Money received by an agency other than General Fund or Federal Funds. It is restricted by law to defined purposes. The agency may be allowed to spend it directly under its Other Funds expenditure limitation. Examples include lottery revenues, gasoline taxes, driver's licenses, hunting licenses, and many fees for service.
<b>Packages:</b>	Packages are components of a program unit that present proposed budget, policy, and program changes for an agency. The two types are essential and policy packages.
<b>Personal Services:</b>	Employee gross compensation (salary, pay differentials, other payroll expenses). Includes state temporary personnel services.
<b>PICS - Position Information Control System:</b>	A computerized statewide database of authorized position details for budget preparation and execution.
<b>Planning Study (in capital budgeting):</b>	Provides enough data for full project development. Normally includes siting, feasibility, and preliminary design studies. Includes cost estimates and all else that is needed to do a capital project budget request.
<b>Policy Package:</b>	A package that presents policy and program changes above or below the agency's current service level budget. An agency's total budget is the sum of its base budget, essential packages, and policy packages.
<b>Price List of Goods and Services:</b>	Lists projected state service charges and user fees. Compiled for budgeting by the Department of Administrative Services (DAS). Includes fees of DAS, Department of Justice, Correction Industries, Secretary of State, Treasurer of State, and Central Government Services.
<b>Program Unit:</b>	A program unit is a budget structure containing similar services or functions for deliberation of major policy issues and budget information. Agency activities may be grouped into one or more program units.
<b>Project Cost (in capital budgeting):</b>	The total of all necessary costs to construct the complete facility. Includes site acquisition, direct construction costs, furnishings, equipment, and contingencies allowance. Includes all indirect costs, such as design consultants, material testing

---

## GLOSSARY

---

	services, special inspection services, project management, One Percent for Art, and others.
<b>Real Property Improvements:</b>	Buildings, structures, and the like meant to be permanently attached. Includes sidewalks, landscaping, drives, tunnels, drains and sewers.
<b>Reclassification:</b>	A change in position classification because duties, authority, and responsibilities are significantly changed, but the required knowledge and skills remain similar.
<b>Repairs:</b>	Work done to restore worn or damaged property to normal operating condition. Repairs are usually Services and Supplies expenditures.
<b>Replacement (in capital budgeting):</b>	Putting one facility component in place of another to gain equal or greater performance or economy or to comply with codes. It performs the same function. Usually required by wear or by accidental damage.
<b>Salary Adjustment Allocations:</b>	Money or limitation allocated by the Emergency Board to fund approved compensation plan increases.
<b>Services and Supplies:</b>	Expenditures for business operations. Examples include personal service contracts, consumable materials, publishing, office supplies, travel, utilities, rent, and maintenance and repair of equipment and buildings.
<b>Space Planning:</b>	Analyzing workflow, space, and equipment needs of work units to plan efficient equipment, furnishings, and support systems.
<b>Special Payments:</b>	Budgeted transfers and payments where goods and services are not received in return. Paying out contributions, loans, deposits, or collections. Also, paying federal or state funds to eligible people, cities, counties, quasi-public agencies, and others.
<b>Special Session:</b>	Meeting of the Legislature between regularly scheduled sessions. May be called by the Governor or the legislature. For the past two biennia, the Legislature has met for one month during February in the interim. They refer to this as a Supplemental Session.
<b>State Agency or Agency:</b>	Variouly defined in state statutes. Commonly, a department, office, board, or commission created by state law to carry out duties assigned by law. Agencies range in size from thousands of employees with billion dollar budgets to one employee with a tiny budget. They are funded by license and user fees, state and federal taxes, fines, and fees for service. Some agencies report to a board or commission.
<b>Unfunded Mandates:</b>	Under the Oregon Constitution, the state is responsible to pay the costs of new work or programs that the state requires of local governments.
<b>Vacancy Factor:</b>	A calculation to project budget savings expected from staff turnover during the 2011-2013 biennium.