

## Summary of all Funds

BEGINNING FUND BALANCE, RESERVES & CONTINGENCIES	10,291,896
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Revenues:	
Taxes	17,455,081
Fees & Service Charges	3,650,000
Intergovernmental Revenue	5,481,568
Fines & Forfeits	312,000
Charges for Utility Services	6,837,269
Miscellaneous	1,849,500
Assessments	410,000
Investment Revenue	605,731
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TOTAL REVENUES	36,601,149
Other Sources:	
Loans/Sale of Bonds	13,000,000
Other External Sources	3,500,000
From Other Funds & Sub-Funds	3,881,000
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<b>TOTAL RESOURCES</b>	<b>67,274,045</b>
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Expenditures:	
Salaries	10,649,377
Benefits	3,607,500
Supplies	993,003
Professional Services	5,054,124
Other Services & Charges	4,895,491
Intergovernmental	1,550,660
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TOTAL OPERATING EXPENDITURES	26,750,155
Non-Operating Expenditures:	
Capital Equipment	574,031
Capital Projects	23,199,838
Debt Service	3,749,532
Other Non-Operating Expenditures	-
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TOTAL EXPENDITURES	54,273,556
Other Uses:	
Interfund Loan Repayment/Impact Fees	-
To Other Funds & Sub-Funds	3,881,000
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ENDING FUND BALANCE, RESERVES & CONTINGENCIES	9,119,489
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<b>TOTAL USES</b>	<b>67,274,045</b>
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## General Fund by Department

	Legislative	Municipal Court	Executive	Finance & Administrative Services	Police
Salaries	84,000	327,674	532,990	619,510	2,020,512
Benefits	3,955	107,153	155,215	194,444	701,551
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>87,955</b>	<b>434,827</b>	<b>688,205</b>	<b>813,954</b>	<b>2,722,063</b>
Supplies	2,500	6,000	34,000	11,821	121,257
Computer Equipment & Software	-	-	-	-	8,000
<b>TOTAL SUPPLIES</b>	<b>2,500</b>	<b>6,000</b>	<b>34,000</b>	<b>11,821</b>	<b>129,257</b>
Professional Services	-	44,500	941,650	68,312	10,000
Community Services	-	-	913,572	-	-
Communication	2,000	6,000	9,000	17,181	30,500
Travel	-	1,500	4,000	350	2,000
Training	2,000	2,000	50,000	6,196	15,500
Advertising	2,000	1,500	30,000	14,722	-
Operating Leases	-	10,433	6,500	3,808	12,000
Insurance	-	-	-	-	-
Utilities	-	-	-	-	-
Repair & Maintenance	-	2,100	11,000	8,871	53,106
All Other Miscellaneous	834,000	2,000	13,750	3,796	12,225
<b>TOTAL SERVICES &amp; CHARGES</b>	<b>840,000</b>	<b>70,033</b>	<b>1,979,472</b>	<b>123,236</b>	<b>135,331</b>
Intergovernmental - Professional Services	-	9,000	-	-	319,979
Intergovernmental - Taxes & Assessments	-	-	-	-	-
<b>TOTAL INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>-</b>	<b>9,000</b>	<b>-</b>	<b>-</b>	<b>319,979</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>930,455</b>	<b>519,860</b>	<b>2,701,677</b>	<b>949,011</b>	<b>3,306,630</b>
Capital Equipment	-	-	-	-	160,621
Capital Projects	-	-	-	-	829,000
Debt Service	-	-	-	-	173,000
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,162,621</b>
<b>TOTAL EXPENDITURES</b>	<b>930,455</b>	<b>519,860</b>	<b>2,701,677</b>	<b>949,011</b>	<b>4,469,251</b>

<b>Planning &amp; Community Development</b>	<b>Public Works</b>	<b>Information Technology</b>	<b>General Government</b>	<b>Total for 2008</b>
765,886	1,174,492	382,897	40,000	5,947,961
196,938	327,514	126,972	40,000	1,853,742
962,824	1,502,006	509,869	80,000	7,801,703
97,350	125,535	1,800	-	400,263
22,800	27,000	23,600	-	81,400
120,150	152,535	25,400	-	481,663
620,375	42,481	5,000	686,000	2,418,318
-	-	-	135,000	1,048,572
39,400	6,698	1,800	-	112,579
4,850	1,100	1,350	-	15,150
49,500	12,250	9,000	-	146,446
25,000	1,762	450	-	75,434
39,000	14,526	22,500	41,567	150,334
-	-	-	168,046	168,046
-	-	-	247,000	247,000
23,100	88,100	130,500	-	316,777
21,050	25,414	-	-	912,235
822,275	192,331	170,600	1,277,613	5,610,891
78,000	-	-	308,000	714,979
-	-	-	24,000	24,000
78,000	-	-	332,000	738,979
<b>1,983,249</b>	<b>1,846,872</b>	<b>705,869</b>	<b>1,689,613</b>	<b>14,633,236</b>
-	53,410	-	-	214,031
13,100	2,393,022	75,000	-	3,310,122
-	-	-	602,632	775,632
13,100	2,446,432	75,000	602,632	4,299,785
<b>1,996,349</b>	<b>4,293,304</b>	<b>780,869</b>	<b>2,292,245</b>	<b>18,933,021</b>

# General Fund

BEGINNING FUND BALANCE, RESERVES & CONTINGENCIES	3,225,556
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Revenues:	
Taxes	13,720,081
Fees & Service Charges	1,465,000
Intergovernmental Revenue	619,000
Fines & Forfeits	312,000
Charges for Utility Services	-
Miscellaneous	475,000
Investment Revenue	250,000
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TOTAL REVENUES	16,841,081
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Other Sources:	
Loans/Sale of Bonds	2,200,000
Other External Sources	3,500,000
From Other Funds & Sub-Funds	-
<hr/>	
<b>TOTAL RESOURCES</b>	<b>25,766,637</b>
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Expenditures:	
Salaries	5,947,961
Benefits	1,853,742
Supplies	481,663
Professional Services	346,890
Other Services & Charges	2,144,001
Intergovernmental	738,979
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TOTAL OPERATING EXPENDITURES	14,633,236
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Non-Operating Expenditures:	
Capital Equipment	214,031
Capital Projects	3,310,122
Debt Service	775,632
Other Non-Operating Expenditures	-
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TOTAL EXPENDITURES	18,933,021
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Other Uses:	
Interfund Loan Repayment/Impact Fees	-
To Other Funds & Sub-Funds	1,381,000
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ENDING FUND BALANCE, RESERVES & CONTINGENCIES	5,452,616
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<b>TOTAL USES</b>	<b>25,766,637</b>
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# Street Fund

BEGINNING FUND BALANCE, RESERVES & CONTINGENCIES	56,162
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Revenues:	
Taxes	575,000
Fees & Service Charges	30,000
Intergovernmental Revenue	580,000
Fines & Forfeits	-
Charges for Utility Services	-
Miscellaneous	470,000
Investment Revenue	5,000
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TOTAL REVENUES	1,660,000
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Other Sources:	
Loans/Sale of Bonds	-
Other External Sources	-
From Other Funds & Sub-Funds	1,325,000
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<b>TOTAL RESOURCES</b>	<b>3,041,162</b>
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Expenditures:	
Salaries	937,648
Benefits	380,826
Supplies	133,943
Professional Services	238,000
Other Services & Charges	1,218,168
Intergovernmental	2,000
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TOTAL OPERATING EXPENDITURES	2,910,585
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Non-Operating Expenditures:	
Capital Equipment	130,000
Capital Projects	-
Other Non-Operating Expenditures	-
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TOTAL EXPENDITURES	3,040,585
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Other Uses:	
Interfund Loan Repayment/Impact Fees	-
To Other Funds & Sub-Funds	-
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ENDING FUND BALANCE, RESERVES & CONTINGENCIES	577
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<b>TOTAL USES</b>	<b>3,041,162</b>
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## Real Estate Excise Tax Fund

BEGINNING FUND BALANCE, RESERVES & CONTINGENCIES	(54,274)
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Revenues:	
Taxes	2,500,000
Miscellaneous	-
Investment Revenue	45,000
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TOTAL REVENUES	2,545,000
Other Sources:	
Other External Sources	-
From Other Funds & Sub-Funds	-
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<b>TOTAL RESOURCES</b>	<b>2,490,726</b>
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Expenditures:	
Other Services & Charges	-
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TOTAL OPERATING EXPENDITURES	-
<hr/>	
TOTAL EXPENDITURES	-
Other Uses:	
Interfund Loan Repayment/Impact Fees	-
To Other Funds & Sub-Funds	2,500,000
<hr/>	
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	(9,274)
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<b>TOTAL USES</b>	<b>2,490,726</b>
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# Civic Improvement Fund

BEGINNING FUND BALANCE, RESERVES & CONTINGENCIES	98,003
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Revenues:	
Taxes	100,000
Miscellaneous	-
Investment Revenue	2,000
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TOTAL REVENUES	102,000
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Other Sources:	
Other External Sources	-
From Other Funds & Sub-Funds	-
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<b>TOTAL RESOURCES</b>	<b>200,003</b>
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Expenditures:	
Supplies	-
Professional Services	94,775
Other Services & Charges	-
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TOTAL OPERATING EXPENDITURES	94,775
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Non-Operating Expenditures:	
Capital Projects	-
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TOTAL EXPENDITURES	94,775
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Other Uses:	
To Other Funds & Sub-Funds	-
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ENDING FUND BALANCE, RESERVES & CONTINGENCIES	105,228
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<b>TOTAL USES</b>	<b>200,003</b>
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# Affordable Housing Fund

BEGINNING FUND BALANCE, RESERVES & CONTINGENCIES	414,742
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Revenues:	
Fees & Service Charges	70,000
Miscellaneous	15,000
Investment Revenue	75,000
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TOTAL REVENUES	160,000
Other Sources:	
Loans/Sale of Bonds	1,600,000
Other External Sources	-
From Other Funds & Sub-Funds	-
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<b>TOTAL RESOURCES</b>	<b>2,174,742</b>
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Expenditures:	
Salaries	-
Benefits	-
Professional Services	242,890
Other Services & Charges	-
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TOTAL OPERATING EXPENDITURES	242,890
Non-Operating Expenditures:	
Capital Projects	1,600,000
Debt Service	-
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TOTAL EXPENDITURES	1,842,890
Other Uses:	
To Other Funds & Sub-Funds	-
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ENDING FUND BALANCE, RESERVES & CONTINGENCIES	331,852
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<b>TOTAL USES</b>	<b>2,174,742</b>
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## General Obligation Bond Fund

BEGINNING FUND BALANCE, RESERVES & CONTINGENCIES	(1,249)
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Revenues:	
Taxes	560,000
Investment Revenue	-
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TOTAL REVENUES	560,000
Other Sources:	
Loans/Sale of Bonds	-
Other External Sources	-
From Other Funds & Sub-Funds	1,525,000
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<b>TOTAL RESOURCES</b>	<b>2,083,751</b>
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Expenditures:	
Other Services & Charges	-
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TOTAL OPERATING EXPENDITURES	-
Non-Operating Expenditures:	
Debt Service	2,092,500
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TOTAL EXPENDITURES	2,092,500
Other Uses:	
To Other Funds & Sub-Funds	-
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ENDING FUND BALANCE, RESERVES & CONTINGENCIES	(8,749)
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<b>TOTAL USES</b>	<b>2,083,751</b>
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## Local Improvement District Bond Fund

BEGINNING FUND BALANCE, RESERVES & CONTINGENCIES	1,286
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Revenues:	
Assessments	10,000
Investment Revenue	-
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TOTAL REVENUES	10,000
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Other Sources:	
Other External Sources	-
From Other Funds & Sub-Funds	-
<hr/>	
<b>TOTAL RESOURCES</b>	<b>11,286</b>
<hr/>	
Expenditures:	
Other Services & Charges	-
<hr/>	
TOTAL OPERATING EXPENDITURES	-
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Non-Operating Expenditures:	
Debt Service	-
<hr/>	
TOTAL EXPENDITURES	-
<hr/>	
Other Uses:	
To Other Funds & Sub-Funds	-
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ENDING FUND BALANCE, RESERVES & CONTINGENCIES	11,286
<hr/>	
<b>TOTAL USES</b>	<b>11,286</b>
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# Capital Construction Fund

BEGINNING FUND BALANCE, RESERVES & CONTINGENCIES	1,097,173
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Revenues:	
Fees & Service Charges	-
Intergovernmental Revenue	4,092,068
Miscellaneous	100,000
Investment Revenue	-
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TOTAL REVENUES	4,192,068
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Other Sources:	
Loans/Sale of Bonds	200,000
Other External Sources	-
From Other Funds & Sub-Funds	-
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<b>TOTAL RESOURCES</b>	<b>5,489,241</b>
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Expenditures:	
Salaries	138,712
Benefits	37,453
Supplies	-
Professional Services	-
Other Services & Charges	-
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TOTAL OPERATING EXPENDITURES	176,165
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Non-Operating Expenditures:	
Capital Equipment	-
Capital Projects	5,331,591
Debt Service	-
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TOTAL EXPENDITURES	5,507,756
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Other Uses:	
Interfund Loan Repayment/Impact Fees	-
To Other Funds & Sub-Funds	-
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ENDING FUND BALANCE, RESERVES & CONTINGENCIES	(18,515)
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<b>TOTAL USES</b>	<b>5,489,241</b>
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## Local Improvement District Capital Construction Fund

BEGINNING FUND BALANCE, RESERVES & CONTINGENCIES	25,140
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Revenues:	
Fees & Service Charges	-
Miscellaneous	-
Investment Revenue	-
<hr/>	
TOTAL REVENUES	-
Other Sources:	
Loans/Sale of Bonds	-
Other External Sources	-
From Other Funds & Sub-Funds	-
<hr/>	
<b>TOTAL RESOURCES</b>	<b>25,140</b>
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Expenditures:	
Salaries	-
Benefits	-
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TOTAL OPERATING EXPENDITURES	-
Non-Operating Expenditures:	
Capital Projects	-
Debt Service	-
<hr/>	
TOTAL EXPENDITURES	-
Other Uses:	
To Other Funds & Sub-Funds	-
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ENDING FUND BALANCE, RESERVES & CONTINGENCIES	25,140
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<b>TOTAL USES</b>	<b>25,140</b>
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# Water Operating Fund

BEGINNING FUND BALANCE, RESERVES & CONTINGENCIES	2,784,582
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Revenues:	
Fees & Service Charges	-
Intergovernmental Revenue	60,500
Fines & Forfeits	-
Charges for Utility Services	2,338,000
Miscellaneous	364,500
Assessments	-
Investment Revenue	125,000
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TOTAL REVENUES	2,888,000
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Other Sources:	
Loans/Sale of Bonds	-
Other External Sources	-
From Other Funds & Sub-Funds	-
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<b>TOTAL RESOURCES</b>	<b>5,672,582</b>
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Expenditures:	
Salaries	536,480
Benefits	199,350
Supplies	150,395
Professional Services	356,125
Other Services & Charges	337,119
Intergovernmental	276,823
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TOTAL OPERATING EXPENDITURES	1,856,292
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Non-Operating Expenditures:	
Capital Equipment	110,000
Capital Projects	1,544,479
Debt Service	123,000
Other Non-Operating Expenditures	-
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TOTAL EXPENDITURES	3,633,771
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Other Uses:	
Interfund Loan Repayment/Impact Fees	-
To Other Funds and Sub-Funds	-
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ENDING FUND BALANCE, RESERVES & CONTINGENCIES	2,038,811
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<b>TOTAL USES</b>	<b>5,672,582</b>
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# Sewer Operating Fund

BEGINNING FUND BALANCE, RESERVES & CONTINGENCIES	2,253,201
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Revenues:	
Fees & Service Charges	-
Fines & Forfeits	-
Charges for Utility Services	2,594,269
Miscellaneous	425,000
Assessments	400,000
Investment Revenue	75,000
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TOTAL REVENUES	3,494,269
Other Sources:	
Loans/Sale of Bonds	8,000,000
Other External Sources	-
From Other Funds & Sub-Funds	-
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<b>TOTAL RESOURCES</b>	<b>13,747,470</b>
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Expenditures:	
Salaries	711,988
Benefits	283,951
Supplies	133,864
Professional Services	216,944
Other Services & Charges	340,175
Intergovernmental	379,984
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TOTAL OPERATING EXPENDITURES	2,066,906
Non-Operating Expenditures:	
Capital Equipment	15,000
Capital Projects	9,683,093
Debt Service	659,500
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TOTAL EXPENDITURES	12,424,499
Other Uses:	
To Other Funds & Sub-Funds	-
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ENDING FUND BALANCE, RESERVES & CONTINGENCIES	1,322,971
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<b>TOTAL USES</b>	<b>13,747,470</b>
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## Storm and Surface Water Fund

BEGINNING FUND BALANCE, RESERVES & CONTINGENCIES	388,160
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Revenues:	
Fees & Service Charges	-
Intergovernmental Revenue	130,000
Fines & Forfeits	-
Charges for Utility Services	1,905,000
Miscellaneous	-
Investment Revenue	21,231
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TOTAL REVENUES	2,056,231
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Other Sources:	
Loans/Sale of Bonds	1,000,000
Other External Sources	-
From Other Funds & Sub-Funds	-
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<b>TOTAL RESOURCES</b>	<b>3,444,391</b>
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Expenditures:	
Salaries	656,647
Benefits	217,746
Supplies	78,487
Professional Services	318,500
Other Services & Charges	228,818
Intergovernmental	148,374
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TOTAL OPERATING EXPENDITURES	1,648,572
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Non-Operating Expenditures:	
Capital Equipment	105,000
Capital Projects	1,730,553
Debt Service	98,900
Other Non-Operating Expenditures	-
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TOTAL EXPENDITURES	3,583,025
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Other Uses:	
Interfund Loan Repayment/Impact Fees	-
To Other Funds & Sub-Funds	-
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ENDING FUND BALANCE, RESERVES & CONTINGENCIES	(138,634)
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<b>TOTAL USES</b>	<b>3,444,391</b>
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## Building and Development Services Fund by Department

	Legislative	Municipal Court	Executive	Finance & Administrative Services	Police
Salaries	-	-	66,030	52,206	-
Benefits	-	-	16,900	21,058	-
<b>SALARIES &amp; BENEFITS</b>	-	-	82,930	73,264	-
Supplies	-	-	1,000	6,079	-
Computer Equipment & Software	-	-	-	972	-
<b>SUPPLIES</b>	-	-	1,000	7,051	-
Professional Services	-	-	120,000	-	-
Communication	-	-	1,000	3,091	-
Travel	-	-	-	114	-
Training	-	-	-	1,105	-
Advertising	-	-	3,500	126	-
Operating Leases	-	-	-	-	-
Insurance	-	-	-	-	-
Utilities	-	-	-	-	-
Repair & Maintenance	-	-	1,000	5,044	-
All Other Miscellaneous	-	-	500	4,000	-
<b>SERVICES &amp; CHARGES</b>	-	-	126,000	13,480	-
Intergovernmental - Professional Services	-	-	-	-	-
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	-	-	-	-	-
<b>TOTAL OPERATING EXPENDITURES</b>	-	-	<b>209,930</b>	<b>93,795</b>	-

<b>Planning &amp; Community Development</b>	<b>Public Works</b>	<b>Information Technology</b>	<b>General Government</b>	<b>Total for 2008</b>
1,261,384	295,307	45,014	-	1,719,941
473,312	108,556	14,606	-	634,432
1,734,696	403,863	59,620	-	2,354,373
-	-	200	-	7,279
-	-	6,400	-	7,372
-	-	6,600	-	14,651
-	-	-	-	120,000
-	-	200	-	4,291
-	-	150	-	264
6,000	6,193	1,000	-	14,298
-	-	50	-	3,676
-	-	2,500	420,000	422,500
-	-	-	145,937	145,937
-	-	-	10,000	10,000
-	-	14,500	-	20,544
1,200	-	-	-	5,700
7,200	6,193	18,400	575,937	747,210
-	-	-	4,500	4,500
-	-	-	4,500	4,500
<b>1,741,896</b>	<b>410,056</b>	<b>84,620</b>	<b>580,437</b>	<b>3,120,734</b>

# Building and Development Services Fund

BEGINNING FUND BALANCE, RESERVES & CONTINGENCIES	3,414
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Revenues:	
Fees & Service Charges	2,085,000
Intergovernmental Revenue	-
Fines & Forfeits	-
Charges for Utility Services	-
Miscellaneous	-
Investment Revenue	7,500
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TOTAL REVENUES	2,092,500
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Other Sources:	
Other External Sources	-
From Other Funds & Sub-Funds	1,031,000
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<b>TOTAL RESOURCES</b>	<b>3,126,914</b>
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Expenditures:	
Salaries	1,719,941
Benefits	634,432
Supplies	14,651
Professional Services	120,000
Other Services & Charges	627,210
Intergovernmental	4,500
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TOTAL OPERATING EXPENDITURES	3,120,734
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Non-Operating Expenditures:	
Capital Equipment	-
Capital Projects	-
Debt Service	-
Other Non-Operating Expenditures	-
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TOTAL EXPENDITURES	3,120,734
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Other Uses:	
To Other Funds & Sub-Funds	-
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ENDING FUND BALANCE, RESERVES & CONTINGENCIES	6,180
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<b>TOTAL USES</b>	<b>3,126,914</b>
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## Budget Policy Ordinances and Resolutions

The following ordinances and resolutions related to the 2008 budget have been passed by City Council. Specific details of the ordinances and resolutions are available on the City's website, [www.ci.bainbridge-isl.wa.us](http://www.ci.bainbridge-isl.wa.us) under the Public Records section:

**2007-14** Ordinance relating to the City Budget Process and Budget Content, Chapter 2.82 of the Bainbridge Island Municipal Code (BIMC), amending sections 2.82.010, 2.82.020, 2.82.070, 2.82.080, 2.82.090, 2.82.130, 2.82.140, 2.82.160, 2.82.200 and 2.82.10 of BIMC Chapter 2.82, repealing section 2.82.100 of BIMC Chapter 2.82 and adding section 2.82.220 to the Chapter. Effective 11/22/07

**2007-29** Ordinance relating to the City Budget Process and Budget Content, Chapter 2.82 of the BIMC; amending sections 2.82.010, 2.82.020, 2.82.070, 2.82.080, 2.82.090, 2.82.130, 2.82.140, 2.82.160, 2.82.200 and 2.82.210 of BIMC Chapter 2.82 and repealing section 2.82.100 of BIMC Chapter 2.82. Effective 09/26/07

**2007-37** Ordinance relating to the levy of property taxes for the City of Bainbridge Island for the fiscal year commencing January 1, 2008 on all real and personal property within the City that is subject to taxation; levying both general property taxes for the purpose of providing sufficient revenue to carry on the normal activities of the City as required by law and special levy taxes as authorized by the voters in the November 6, 2001 election. Effective 01/01/08

**2007-38** Ordinance adopting the final budget of the City for fiscal year ending December 31, 2008. Effective 01/01/08

**2008-01** Resolution establishing an Emergency Rainy Day Reserve and a Contingency Reserve within the General Fund of the City and amending Resolutions 2003-49 and 2004-04.

**2008-03** Ordinance adopting the 2008 update of the six-year Capital Facilities Plan; amending the Capital Facilities Element of the Bainbridge Island Comprehensive Plan. Effective 02/04/08

# Glossary

## Accrual Basis

The basis of accounting under which transactions are recognized when incurred regardless of the timing of related cash receipts and disbursements. This is the basis of accounting used by most large private corporations. Governments use accrual basis to account for Enterprise Funds such as the City's utility funds and for Government-wide Financial Statements required by GASB Statement No. 34.

## Appropriation

An authorization made by the City Council permitting City staff to spend money and/or incur obligations against City resources.

## Assessed Valuation

The valuation placed on real estate by the Kitsap County Assessor's Office as the basis for levying property taxes.

## Assessment

The valuation placed on property for the purpose of taxation. Also used as the charges made against properties included in a Local Improvement District (LID), generally called special assessments.

## Balanced Budget

Estimated expenditures for the fiscal year do not exceed the total of the estimated revenues for the fiscal year plus the expected fund balance at the close of the preceding fiscal year. Loan proceeds are not used to balance the budget.

## Basis of Accounting

The structure used to determine when financial transactions are recognized. The two primary methods are cash basis and accrual basis.

## Budgeting, Accounting & Reporting System (BARS)

The chart of accounts established by the State Auditor's Office and required to be used by all governments within the State.

## Benefits

Employee benefits including employer taxes (social security, medicare and worker's compensation) and City-paid benefits such as health insurance, life insurance, uniform cleaning/replacement and State-mandated retirement contributions.

## Bond

A written promise to pay a set sum of money at a specified date or dates in the future plus interest at a specific rate. Bonds terms are typically longer than notes payable terms.

## Budget

The City's plan for financial operations during the coming year as approved by ordinance of the City Council. Also refers to the published document containing that plan.

## Budget Amendment

A change to a budget adopted in accordance with State law. A budget may be amended by ordinance when unanticipated revenues or expenditures occur. The Mayor is authorized to amend budget expenditures within a single fund without City Council approval provided overall expenditures for the fund are not increased.

## Budgetary Basis

The basis of accounting under which the City's budget is prepared. The City budgets are prepared using the cash basis method of accounting and include the assumption that all budgeted activities will be completed within the budget year except where indicated otherwise. Some expenditures are not budgeted, such as the recognition of depreciation in the City's Utility Funds. Capital asset purchases are recognized for budget purposes as expenditures in the year the cash outlay occurs.

## Capital Expenditures

Expenditures for acquisition of or improvement to assets with a fixed or permanent character such as land and buildings.

## Cash Basis

The basis of accounting under which transactions are recognized when cash is received or disbursed.

## Comprehensive Plan (Comp Plan)

Plan required by the Growth Management Act to accommodate population growth anticipated over the next 20 years. The Plan must show what public facilities are needed and how the local government plans to pay for those facilities during the first six years of the period. Projects in the City's annual budget are required to conform to the City's plan.

## Core Services

Expected level of traditional and community-driven services delivered by the City to its citizens.

## Councilmanic Bonds

See Limited Tax General Obligation (LTGO) Bonds

## Glossary Continued

### Debt Service

The amount of money needed to pay interest and current principal payment on outstanding bonds or to accumulate money for the future payment of term bonds.

### Defeasance

The legal release of a debtor (the City) from being the primary obligor under a debt.

### Deficit

The excess of liabilities of a fund over its assets or the excess of expenditures over revenues during the accounting period. As used in State law relative to the budget, a deficit only occurs when expenditures exceed the sum of revenues and beginning fund balances.

### Encumbrance

The commitment of funds for a specific purchase of goods or services which reserves part of the appropriation (budget) of the department making the commitment. Used as a tool to prevent spending the same amount twice.

### Enterprise Fund

A fund established to account for operations financed in a manner similar to a private business enterprise. In an Enterprise Fund, the cost of providing goods or services is fully recovered through user charges. The City's Enterprise Funds are the Water, Sewer, Storm & Surface Water Management and Building & Development Services Funds.

### Expenditures

Decreases in net current assets. Expenditures include debt service, capital outlays and those current operating costs which require the use of current assets.

### Fiduciary Fund

Funds used to report assets held in a trustee or agency capacity for others and which cannot be used to support the government's own programs. The fiduciary fund category includes pension and other employee benefit trust funds, investment trust funds, private-purpose trust funds and agency funds.

### Financial Capacity Analysis

An analysis of the community's ability to pay for capital facilities (roads, schools, parks, utilities, etc.) which would be required to provide service to its expected population over the six year planning horizon required by the State of Washington as part of the Comprehensive Planning Process

### Fiscal Year

A twelve month period to which the annual budget applies. All cities in the State of Washington use a calendar year as their fiscal year.

### Fund

A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities, other financial uses and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

### Fund Balance

The difference between assets and liabilities reported in a governmental fund.

### GASB 34

Governmental Accounting Standards Board (GASB) Statement No. 34 dictates how governments structure their financial reporting. The standard requires that Government-wide financial statements be prepared using accrual basis accounting and incorporate all of a government's governmental and business-type activities, as well as its non-fiduciary component units.

### Generally Accepted Accounting Principles (GAAP)

Uniform minimum standards for financial accounting and reporting used to provide a consistent standard by which to measure financial presentations. The City of Bainbridge Island prepares its annual reports in accordance with GAAP (except as noted in the reports); however GAAP is not used in the preparation of the City's annual budgets.

### General Obligation (GO) Bonds

Bonds backed by the full faith, credit and taxing power of the government issuing them.

### Grants

Assets, usually cash, given by one organization to another. The recipient is the City and the grantor (donor) is usually the State or Federal government. It is illegal for Washington cities to make grants to private parties, including charities.

### Growth Management Act (GMA)

Legislation passed by the Washington State Legislature in 1990 which requires that certain cities and counties plan for population growth and to identify funding alternatives for the facilities needed by the increased population. The resulting plan is called the Comprehensive Plan.

## Glossary Continued

### Impact Fees

Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of a development (e.g., parks, sidewalks).

### Interfund Transactions

Transactions between funds including interfund loans, services provided and/or used, transfers and reimbursements.

### Levy

(Verb) To impose taxes, special assessments or service charges for the support of governmental activities.

(Noun) The total amount of taxes, special assessments or service charges imposed by a government.

### Levy Rate

The amount of taxes stated in terms of tax dollars per \$1,000 of assessed valuation of real or personal property for the determination of property taxes.

### Limited Tax General Obligation (LTGO) Bonds

A type of bonds, also called councilmanic bonds, which allow the City to issue bonds without a vote of the people. These bonds must be paid for by the City from existing revenues without increasing taxes.

### Local Improvement District (LID)

An area in which property owners are subject to compulsory special levies to pay for part or all of the cost of specific improvements deemed to benefit those specific properties.

### Level of Service (LOS)

A standard or goal specifying the amount and/or quality of service to be provided in a particular area.

### Modified Accrual Basis

The accrual basis of accounting adapted to the governmental fund spending measurement focus. Under this basis, revenues are recognized when they become both measurable and available to finance expenditures of the current period. The City uses this basis in accounting for all funds except its Utility and Agency funds.

### Municipal Research & Services Center

An organization funded by the State of Washington that provides advice to cities and counties at no cost. The advice includes legal advice, policy guidance and technical help. The organization also maintains a library of materials relevant to local governments.

### Operating Expenditures

Ongoing current expenditures to pay for the normal, recurring costs of the City.

### Ordinance

A law passed by a local government.

### Purchase of Development Rights (PDR)

Process by which the right to develop real estate is purchased by the City in order to preserve open space or agricultural property. See also Transfer of Development Rights (TDR).

### Revised Code of Washington (RCW)

Washington State law.

### State Environmental Policy Act (SEPA)

Washington law which requires a review of new development projects or master plans, including the City's Comprehensive Plan, for conformity with environmental protections.

### Special Revenue Fund

A fund used to account for money received from specific sources which restricts the spending of the money to specific purposes. GAAP only requires the use of special revenue funds when the restriction is a legal requirement.

### Status Quo

As used in this budget, status quo refers to a budget that provides the same level of service in the current year as was provided in the previous year.

### Transfer of Development Rights (TDR)

Process by which the right to develop real estate is split from the real estate itself and sold separately. Allows growth to be concentrated and open space to be preserved without down-zoning. See also Purchase of Development Rights (PDR).

## Acronyms

<b>ADA</b> . . . . .	Americans With Disabilities Act	<b>RCW</b> . . . . .	Revised Code of Washington
<b>AWC</b> . . . . .	Association of Washington Cities	<b>ROW</b> . . . . .	Right-of-Way
<b>BARS</b> . . . . .	Budgeting, Accounting & Reporting System	<b>SEPA</b> . . . . .	State of Washington Environmental Policy Act
<b>BIMC</b> . . . . .	Bainbridge Island Municipal Code	<b>SR</b> . . . . .	State Route
<b>CFE</b> . . . . .	Capital Facilities Element	<b>SRF</b> . . . . .	State Revolving Fund
<b>CFP</b> . . . . .	Capital Facilities Plan	<b>SSWM</b> . . . . .	Storm & Surface Water Management
<b>CLID</b> . . . . .	Consolidated Local Improvement District	<b>TIB</b> . . . . .	Transportation Improvement Board
<b>EIS</b> . . . . .	Environmental Impact Statement	<b>TDR</b> . . . . .	Transfer of Development Rights
<b>ESA</b> . . . . .	Endangered Species Act	<b>UATA</b> . . . . .	Urban Arterial Trust Account
<b>FAR</b> . . . . .	Floor Area Ratio	<b>WMP</b> . . . . .	Winslow Master Plan
<b>FTE</b> . . . . .	Full-Time Equivalent	<b>WSDOT</b> . . . . .	Washington State Department of Transportation
<b>GAAP</b> . . . . .	Generally Accepted Accounting Principles	<b>WWTP</b> . . . . .	Wastewater Treatment Plant
<b>GASB</b> . . . . .	Governmental Accounting Standards Board		
<b>GMA</b> . . . . .	Growth Management Act		
<b>GO</b> . . . . .	General Obligation		
<b>ISTEA</b> . . . . .	Intermodal Surface Transportation Efficiency Act		
<b>KRCC</b> . . . . .	Kitsap Regional Coordinating Council		
<b>LID</b> . . . . .	Local Improvement District		
<b>LOS</b> . . . . .	Level of Service		
<b>LTGO</b> . . . . .	Limited Tax General Obligation		
<b>MSRC</b> . . . . .	Municipal Research Services Center		
<b>NMTP</b> . . . . .	Non-Motorized Transportation Plan		
<b>NPDES</b> . . . . .	National Pollution Discharge Elimination System		
<b>PDR</b> . . . . .	Purchase of Development Rights		
<b>PEG</b> . . . . .	Public Education and Government		
<b>PSRC</b> . . . . .	Puget Sound Regional Council		
<b>PUD</b> . . . . .	Public Utilities District		
<b>PWTF</b> . . . . .	Public Works Trust Fund		