

City of Ardmore Acronyms

AAC.....	Ardmore Animal Care Authority
ABC.....	Ardmore Beautification Council
ADA.....	Ardmore Development Authority
ALERT	Ardmore Law Enforcement Range
APWA	Ardmore Public Works Authority
ARPA.....	American Rescue Plan Act
ATA.....	Ardmore Tourism Authority
AWOS	Automated Weather Observation Station
CALEA	Commission of Accreditation for Law Enforcement Agencies
CARR.	Capital Asset Ready Reserve
CDBG	Community Development Block Grant
CIF.....	Capital Improvement Fund
COLA.....	Cost of Living Adjustment
CPI.....	Consumer Price Index
CIP.....	Capital Improvement Plan
EOC.....	Emergency Management Operations Center
ELP.....	Existing Lease Purchase
EPA.....	Environmental Protection Agency
FBI.....	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
GAPS	Giving Ardmore a Plan for Success
GIS.....	Geographic Information System
HRIS	Human Resource Information System
HUD	Home Urban Development
IT	Information Technology
JAG.....	Justice Assistance Grant
LEPC	Local Emergency Planning Committee
LLEB	Local Law Enforcement Block Grant
LP.....	Lease Purchase
OBN.....	Oklahoma Bureau of Narcotics
ODEQ	Oklahoma Department of Environmental Quality
ODOC.....	Oklahoma Department of Commerce
ODOT	Oklahoma Department of Transportation
OFHA	Oklahoma Finance Housing Agency
OHP	Oklahoma Highway Patrol
OWRB	Oklahoma Water Resources Board
ROW	Right-of-Way
RSP	Residential Sidewalk Participation
SCBA.....	Self-Contained Breathing Apparatus
SSES	Sanitary Sewer Evaluation Study
TIF	Tax Increment Financing (District)
UDC.....	Unified Development Code

GLOSSARY

AAC

Ardmore Animal Care, a public trust for the City of Ardmore

ABC

Ardmore Beautification Council

ARPA

Direct funding under the America Rescue Plan Act designated to metropolitan cities from the U.S. Department of Treasury may be used for payroll and benefits expenses for public safety to respond to the COVID-19 public health emergency. According to the U.S. Department of Treasury fund have no restriction for use by local government.

Account Number/Code

A system of numbering or otherwise designating accounts, entries, invoices, vouchers, etc. in such a manner that the symbol used reveals quickly certain required information.

Accounting System

The total structure of records and procedures which discover, record, classify, summarize and report information on the financial position and results of operations of a government or any of its funds, fund types, balanced account groups, or organizational components.

Accrual Accounting

See Modified Accrual Accounting

Activity Classification

A grouping of expenditures on the basis of specific lines of work performed by organization units.

ADA

Ardmore Development Authority, a public trust for the City of Ardmore

Ad Valorem Taxes

Commonly referred to as property taxes. These charges are levied on all real and certain personal property according to the property's assessed valuation and the tax rate.

A.L.E.R.T.

Ardmore Law Enforcement Range. A fund established as a cost center to expend monies for the improvement of the firing range.

Appropriation

A legal authorization granted by the City Commission to make expenditures and to incur obligations for specific purposes.

A.P.W.A.

Ardmore Public Works Authority, a public trust for the City of Ardmore

Assessed Valuation

A valuation set upon real or personal property by a government as a basis for levying taxes.

Assets

Property owned by a governmental unit which has monetary value.

A.T.A.

Ardmore Tourism Authority, a public trust of the City of Ardmore

Audit

The examination of documents, records, reports, systems of internal control, accounting and financial procedures.

Audit Report

The report prepared by an independent auditor.

Balance Sheet

A financial statement that discloses the assets, liabilities, reserves and balances of a fund as of a specific date.

Bond

A written promise to pay a sum of money on a specific date at a specified interest rate. The most common type of bonds are general obligation and revenue bonds which are most frequently used for construction of large capital projects.

Bond Fund

A fund used to account for the proceeds of general obligation bond issues.

Bonded Indebtedness

That portion of indebtedness represented by outstanding bonds.

Budget

A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. The term usually indicates a financial plan for a single fiscal year.

Budget Document

The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body.

Budget Message

A general discussion of the proposed budget as presented by the City Manager to the legislative body.

Budgetary Control

The control or management of a governmental unit in accordance with an approved budget for the purpose of keeping expenditures within the limitation of available appropriations and available revenues.

C.A.R.R.

Fund established (Capital Asset Replacement Reserve) for reserves from the General, Solid Waste, Wastewater and Water Funds

Capital Budget

A plan of proposed capital outlays for the current fiscal period.

Capital Improvement Fund

A fund designated for capital budget expenditures.

Capital Outlay

Expenditures which result in the acquisition of or addition to fixed assets, such as equipment, vehicles, building improvements or major repairs.

Chart of Accounts

The classification system used by the City to organize the accounting for various funds.

C.I.P.

Capital Improvement Plan

COLA

An abbreviation for a cost-of-living adjustment in payments bas on the change in cost-of-living.

CPI Consumer Price Index, Use Oklahoma price index

Coding

A system of numbering or otherwise designating accounts or entries in such a manner that reveals certain required information.

Contingency

The amount of a reasonable reserve in order that temporary losses in income or occasional expenditure emergencies may be met to avoid a cumulative deficit position.

C.O.P.S.

Community Oriented Policing Services.

Debt

An obligation resulting from the borrowing of money or from the purchase of goods and services.

Debt Limit

The maximum amount of gross or net debt which is permitted by law.

Debt Service Fund

A fund established to finance and account for the payment of interest and principal on all general obligation bonds, special assessments and revenue debt issued or serviced by another governmental entity. This fund was formerly called a sinking fund.

Department

A major administrative division of the City which indicates overall management responsibility for an operation or a group of related operations within a functional area.

Encumbrance

The commitment of appropriated funds to purchase an item or service. They cease to be an encumbrance when paid or when the actual liability is set up.

Ending Fund Balance

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

Enterprise Fund

A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. Examples of enterprise funds are those for water, sewer, solid waste or golf courses.

E.O.C. Capital Fund

Emergency Management Operations Center Capital fund.

E.P.A.

Environmental Protection Agency

Equipment

Tangible property of a more or less permanent nature which is useful in carrying on operations, i.e. machinery, tools, furniture.

Estimated Revenue

The amount of projected revenue to be collected during a fiscal year.

Expenditures

Decreases in net financial resources.

Fiscal Year

The time period designated by the City signifying the beginning and ending period for recording financial transactions.

Franchise

A special privilege granted by a government permitting the continuing use of public property usually involving the elements of monopoly and regulation.

Function

A group of related activities aimed at accomplishing a major service or regulatory program such as public safety.

Fund

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

Fund Balance

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

Fund Group

A group of funds which are similar in purpose and character.

General Fund

A fund used to account for all transactions of a governmental unit which are not accounted for in another fund.

General Obligation Bonds

Bonds for whose payments the full faith and credit of the issuing body are pledged.

G.I.S.

Geographic Information System

Goal

A statement of broad direction, purpose or intent based on the needs of the community.

Grant

A contribution by one governmental unit to another.

Infrastructure

Structure and equipment such as highways, bridges, building and public utilities such as water and sewer systems.

Interfund Transfers

Amounts transferred from one fund to another.

Intragovernmental Service Fund

A fund established to finance and account for services and commodities furnished by a designated department or agency to other departments within a single governmental unit.

Investments

Securities and real estate held for the production of income in the form of interest, dividends, or lease payments.

Judgement

An amount paid or collected by the City as a result of a court decision, including a condemnation award in payment for private property taken for public use.

Levy

The total amount of taxes, special assessments or service charges imposed by a governmental unit.

Liabilities

Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date.

Long-Term Debt

Debt with a maturity of more than one year after the date of issuance.

Maintenance

The upkeep of physical properties in condition for use or occupancy.

Mill

The property tax rate which is based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each \$1,000 of assessed property valuation.

Modified Accrual Accounting

The basis of accounting under which expenditures are recorded as soon as they result in liabilities for benefits received and revenue is recorded when received. The extent of modification varies in practice, depending upon the accountants judgement.

Municipal Corporation

A body politic and corporate established pursuant to state authorization for the purpose of providing governmental services and regulations for its inhabitants.

N.P.D.E.S.

National Pollutant Discharge Elimination System

Object

As used in expenditure classification, this term applies to the article purchased or the service obtained. Examples are: personnel services, materials and supplies.

Objective

Desired output oriented accomplishments which can be measured and achieved within a given time frame.

O.D.E.Q.

Oklahoma Department of Environmental Quality

O.D.O.C.

Oklahoma Department of Commerce

O.F.H.A.

Oklahoma Finance Housing Agency

O.H.P.

Oklahoma Highway Patrol

O.W.R.B.

Oklahoma Water Resources Board

Ordinance

A formal legislative enactment by the governing board of a municipality.

Purchase Order

A document which authorizes the delivery of specified merchandise or the rendering of specific services and the making of a charge for them.

Revenue Appropriation

A designated portion of a fund allocated and appropriated in order to meet potential liabilities during a fiscal year.

Resolution

A special or temporary order of the City Commission requiring less legal formality than an Ordinance or State Statute.

R.O.W.

Right-of-Way

Special Assessment

A compulsory levy made by a local government against certain properties to defray part or all of the cost of a specific improvement which is presumed to be of general benefit to such properties.

Special Assessment Fund

A fund set up to finance and account for the construction of improvements which are paid for in part from special assessments levied against the benefitted property.

Special Revenue Funds

Funds used to account for resources allocated for specific purposes.

Transfers In/Out

Amounts transferred from one fund to another to help in financing the services and expenditures of the recipient fund.

UDC

Unified Development Code