



# GLOSSARY & ACRONYMS

## GLOSSARY

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**Appropriations** – An authorization by law for the expenditure of funds or to acquire obligations. Types of appropriations include:

*Biennial* – A biennial appropriation is an appropriation made in the first year of the biennium, where the appropriated amount can be spent in either year of the biennium. In HB 2, it can be split between years, but still be biennial if so indicated.

*Budget Amendment* – Temporary authority to spend unanticipated non-general fund revenue received after the legislature adjourns. The funds must be used to provide additional services and cannot make a commitment of general fund support for the present or future.

*Continuing* – An appropriation that continues beyond one biennium.

*Language* – An appropriation made in the language of the general appropriations act for a non-specific or limited dollar amount. Language appropriations are generally used when an agency knows that it will be receiving federal or state special revenue funds but is uncertain as to the amount. They also are used as a method of appropriation if a specific event occurs.

*Line Item* – An appropriation made for a specific purpose. A line item appropriation highlights certain appropriation and ensures that it can be separately tracked on the state accounting system.

*One-time* – Appropriations for a one-time purpose that are excluded from the base budget in the next biennium.

*Restricted* – An appropriation designated for a specific purpose or function.

*Statutory* – Funds appropriated in permanent law rather than a temporary bill. All statutory appropriations references must be listed in 17-7-502, MCA.

*Temporary* - An appropriation authorized by the legislature in the general appropriations act or in a “cat and dog” bill that is valid only for the biennium.

**Appropriation Transfers** (also see “Supplemental Appropriation”) – The transfer of appropriations for the second year of the biennium to the first year if the Governor or other approving authority determines that due to an unforeseen or unanticipated emergency there are insufficient funds in the first year for the operation of an agency.

**Approving Authority** – The entity designated in law as having the authority to approve certain budgetary changes during the interim:

- The Governor or his/her designated representative for executive branch agencies
- The Chief Justice of the Supreme Court or his/her designated representative for the judicial branch
- Agencies
- The Speaker of the House of Representatives for the House
- The President of the Senate for the Senate
- The appropriate standing legislative committees or designated representative for the legislative branch divisions
- The Board of Regents of Higher Education or their designated representative for the university system

**Average Daily Population (ADP)** – The population measure used to calculate population in a state facility. ADP is equivalent to one person served for one year.

**Average Number Belonging (ANB)** – The enrollment measure used for K-12 BASE Aid calculations. ANB is the equivalent of one full-time student enrolled in school for the full school year.

**BASE Aid** – Base amount for school equity. The components that make up BASE Aid are defined in statute.

**Base Budget** – The resources needed for the operation of state government that provide for expenses of an ongoing and non-extraordinary nature in the current biennium.

**Benefits** – An expenditure category used to account for the provision of payments or services by the government to individuals who qualify for receipt of those payments or services, such as Medicaid benefits. Personal services benefits for state employees are included in the personal services expenditure category.

**Benefits and Claims** – A category of expenditure that accounts for provision of direct financial assistance or provision of services to specific individuals. Persons must meet eligibility criteria such as income limits and end of disability to receive services.

**Biennial Appropriation** – An appropriation that can be expended in either or both years of the biennium.

**Biennium** – A two-year period. For the state, this period begins July 1 of the odd-numbered years and ends June 30 of the following odd-numbered year.

**Budget Amendments** – Temporary authority to spend unanticipated non-general fund revenue received after the legislature adjourns. The funds must be used to provide additional services and cannot make a commitment of general fund support for the present or future.

**Budget** - The total amount of appropriations for a given year and includes one-time only appropriations.

**Budget Analysis** – The statutorily required analysis provided by the Legislative Fiscal Division to the Legislature.

**Cat and Dog Appropriations** – One-time or on-going appropriations made in bills other than the general appropriations act.

**Change Package** – Change packages can be either present law adjustments or new proposals (see *decision package*).

**Debt Service** – The payment on outstanding bonds

**Decision Package** – Separate, specific adjustments to the base budget. Change packages can be either present law adjustments or new proposals.

**Earmarked Revenue** – Funds from a specific source that can be spent only for designated activities.

**Effective Tax Rate** – The tax that a taxpayer owes divided by their taxable income. For example, if a taxpayer had \$80,000 in taxable income and owed \$4,000 in Montana individual income taxes, then their effective tax rate would be  $\frac{\$4,000}{\$80,000} = 0.05 = 5.0\%$ .

In regards to property taxes, the property taxes owed are divided by the appraised value. Therefore, if a home with an appraised value of \$350,000 had a property tax bill of \$3,500 then the effective tax rate would be  $\frac{\$3,500}{\$350,000} = 0.01 = 1.0\%$ .

**Enterprise Funds** – A fund used to account for operations financed and operated similar to private business enterprises, where the intent of the legislature is to finance or recover costs, primarily through user charges.

**Executive Modified Base** – The operating budget after all program transfers, operating plan changes and reorganizations occur.

**Extrapolation** – The practice of estimating something by assuming that past or recent empirical trends continue. An example of extrapolation would be using historical trends in Montana's population to estimate what its population will be in 2030.

**Federal Special Revenue** – Accounts deposited in the state treasury from federal sources, to be used for the operation of state government.

**Fiduciary Funds** – Funds used to account for assets held by the state in a trustee capacity or as an agent for individuals, private organizations, other governments, or other funds.

**Fiscal Note** - An estimate, prepared by agencies and reviewed by the Governor's Office of Budget and Program Planning, of the probable revenues and costs that will be incurred as the result of a bill or joint resolution.

**Fiscal Year (FY) aka State Fiscal Year (SFY)** – A 12-month accounting period beginning July 1 and ending June 30. FY 2015 refers to the fiscal year ending June 30, 2015. (Note: The federal fiscal year (FFY) is October 1 through September 30.)

**Fixed Costs** – Fees (fixed costs) charged to agencies for a variety of services provided by other state agencies (e.g., payroll service fees, rent, warrant writing services, and data network services).

**FTE** – Full-time equivalent position, or the equivalent of one person working full-time for the entire year. Also used to denote full-time equivalent students in the Montana University System for purposes of calculating state support.

**Fund** – A fiscal entity with revenues and expenses which are segregated to carry out a specific purpose or activity.

**General Fund** – Accounts for all governmental financial resources except those that must be accounted for in another fund.

**General Fund Reversions** – Unspent appropriated funds that are returned to the general fund at the close of the budget period (fiscal year).

**Grants** – An expenditure category used to account for the payment by a government entity to an entity who will perform a service.

**HB 2** –The General Appropriations Act in which the legislature authorizes the funding for the operation of state government for the upcoming biennium. Each session, House Bill 2 is reserved for this purpose.

**IBARS** – The Internet Budget and Reporting System, which provides all state agencies with one computerized system for budget development, maintenance and tracking, and is integrated with the State Accounting, Budget, and Human Resource System (SABHRS)

**Indirect Cost** – A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to a specific division or agency.

**Interim** – The time between regular legislative sessions.

**Internal Service Funds** – Funds use to account for the financing of goods and services provided by one department or agency to other departments, agencies, or governmental entities on a cost- reimbursement basis.

**Interpolation** – The practice of estimating something within a range of observed values. An example of interpolation could be a scenario in which data on Montana's population was only collected during even numbered years and an estimate is needed for a particular odd numbered year.

**Legislative Budget** – The amounts recorded in IBARS at the end of session with line item vetoes removed.

**Legislative Budgeted Personal Services** - An amount estimated by the Legislative Fiscal Division that represents the level of personal services that the Legislature would anticipate personal services budgets to grow, based on statutory adjustments to pay and benefits.

**Local Assistance** – An expenditure classification primarily used to account for expenditures made for K-12 funding provided by the state to school districts.

**Mill** – The property tax rate based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each \$1,000 of assessed property value.

**New Proposals** – Requests (change packages) to provide new non-mandated services, to change program services, to eliminate existing services, or to change the source of funds.

**Legislative Budget** – The level of funding authorized by previous legislature, including pay plan and contingency fund allocations and any line item veto action by the Governor.

**Non-budgeted Expenditures** – Accounting entries for depreciation, amortization, and other financial transactions that appear as expenditures, but don't actually result in direct dispersal of funds from the state treasury.

**Non-budgeted Transfer** – Funds moved from one account to another in the state accounting system based upon statutory authority but not by appropriation in the General Appropriations Act (HB 2).

**Operating Expenses** – All expenditures that do not meet the personal services and capital outlay classification criteria. These expenditures include, but are not limited to, professional services, supplies, rent, travel, and repair and maintenance.

**Other Funds** – Capital projects and fiduciary funds.

- Capital projects fund – Accounts for financial resources used for the acquisition or construction of major capital facilities, other than those financed by proprietary funds or trust funds
- Fiduciary funds – Trust and agency fund types used to account for assets held by state government in a trustee capacity or as an agency for individuals, private organizations, other governmental entities, or other funds

**Pay Plan** – Provision by the legislature of a general adjustment to salaries and/or benefits paid to state employees. Also refers to the pay schedule listing the state salary rate for each classified position according to that position's grade and the market rate.

**Personal Services** – Expenditures for personnel pay and benefits.

**Personal Services Snapshot** – The point in time at which personal services attributes are captured from SABHRS and from which the personal services budget is determined. The executive personal services budget request is based on a "snapshot" of actual salaries for authorized FTE as they existed in a pre-determined pay period in the base year.

**Present Law** – The additional level of funding needed under present law to maintain operations and services at the level authorized by the previous legislature.

**Present Law Adjustments** – Requests (change packages) for an adjustment in funding sufficient to allow maintenance of operations and services at the level authorized by the previous legislature (e.g., caseload, enrollment changes, and legally mandated workload).

**Program** – A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible. Also, a grouping of functions or objectives that provides the basis for legislative review of agency activities for appropriations and accountability purposes.

**Proprietary Funds** – Enterprise or internal service funds. Statute does not require that most proprietary funds be appropriated.

- Enterprise funds – Funds that account for operations financed and operated in a manner similar to private business enterprises, and through which the intent is to provide goods or services to the public
- Internal service funds - Funds that account for the financing of goods or services provided by one department or agency to other departments or agencies of state government

**Reporting Levels** – Budget units dividing agency and program budgets into smaller units for the purpose of constructing, analyzing, and approving budgets.

**SABHRS** – The State Accounting, Budget, and Human Resource System that combines the state’s accounting, budgeting, personnel, payroll, and asset management systems into one single system.

**State Special Revenue** – Accounts for money from state and other non-federal sources that is earmarked for a particular purpose, as well as money from other non-state or non-federal sources that is restricted by law or by the terms of an agreement.

**Structural Balance** - The definition of structural balance means that ongoing revenues are more than ongoing expenditures. Imbalance means that ongoing expenditures exceed ongoing revenue sources.

**Supplemental Appropriation** – An additional appropriation made by the governing body after the budget year or biennium has started. There are two types of supplemental appropriations that can be used to increase spending authority for a fiscal year: 1) a transaction in an even-numbered year that moves spending authority from the second year of the biennium to the first year; or 2) an appropriation passed and approved by the legislature to provide authority for the odd-numbered fiscal year ending the current biennium.

**Tax Holiday** – Oil and natural gas produced from a vertically drilled well qualifies for a tax holiday of 12 months and a tax rate of 0.76% (0.5% production tax and 0.09% board of oil and gas tax and 0.17% to local impact accounts for cities and counties). Oil and natural gas produced from a horizontally drilled well qualifies for a tax holiday of 18 months and the same tax rate of 0.76%. After the tax holiday is over these minerals are taxed at 9%.

**Vacancy Savings** – The difference between what agencies actually spend for personal services and the cost of fully funding all funded positions for the entire year. Also, the rate that may be established by the legislature to reduce personal services budgets. Please use the Legislative Fiscal Division’s guide to learn more about vacancy savings.

## ACRONYMS

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Acronyms are used to denote agencies, programs, and common terms. The following list includes some of the most common acronyms you are likely to encounter.

**ADP** - Average Daily Population (institutions)  
**AG** - Department of Agriculture  
**ANB** - Average Number Belonging (K-12 education)  
**BASE Aid** - Base Amount for School Equity Aid  
**BPE** - Board of Public Education  
**C&A Grants** - Cultural and Aesthetic Grants  
**CES** - Cooperative Extension Service  
**CHIP** - Children's Health Insurance Program  
**CIO** - Chief Information Officer  
**COMMERCE** - Department of Commerce  
**COPP** - Commissioner of Political Practices  
**CP** - Change Package  
**COT** - College of Technology, followed by campus designation  
**DEQ** - Department of Environmental Quality  
**DES** - Disaster and Emergency Services  
**DMA** - Department of Military Affairs  
**DNRC** - Department of Natural Resources and Conservation  
**DOA** - Department of Administration  
**DOC** - Department of Corrections  
**DOJ** - Department of Justice  
**DLI** - Department of Labor and Industry  
**DOR** - Department of Revenue  
**DP** - Decision Package  
**DPHHS** - Department of Public Health and Human Services  
**EPP** - Executive Planning Process  
**ESA** - Employment Security Account  
**FCES** - Forestry and Conservation Experiment Station  
**FF** - Federal Fund  
**FSTS** - Fire Services Training School  
**FTE** - Full-Time Equivalent  
**FWP** - Fish, Wildlife, and Parks [Department of]  
**FY** - Fiscal Year  
**FYE** - Fiscal Yearend  
**GAAP** - Generally Accepted Accounting Principles  
**GF** - General Fund  
**GOV** - Governor's Office  
**GTB** - Guaranteed Tax Base  
**HAC** - House Appropriations Committee  
**HSSRA** - Highway State Special Revenue Account



**IBARS** - Internet Budget and Reporting System  
**IRIS** - Integrated Revenue Information System  
**I&I** - Interest and Income  
**ITSD** - Information Technology Services Division  
**IT** - Information Technology  
**JUD** - Judicial Branch  
**LAD** - Legislative Audit Division  
**LEG** - Legislative Branch  
**LEPO** - Legislative Environmental Policy Office  
**LFA** - Legislative Fiscal Analyst  
**LFC** - Legislative Finance Committee  
**LFD** - Legislative Fiscal Division  
**LIVESTOCK** - Department of Livestock  
**LSD** - Legislative Services Division  
**LRBP** - Long-Range Building Program  
**LRP** - Long-Range Planning  
**MAC** - Montana Arts Council  
**MBARS** - Montana Budget, Analysis, and Reporting System  
**MBCC** - Board of Crime Control  
**MBMG** - Montana Bureau of Mines and Geology  
**MCA** - Montana Code Annotated  
**MCC** - Montana Consumer Counsel  
**MDT** - Montana Department of Transportation  
**MHP** - Montana Highway Patrol  
**MHSP** - Mental Health Services Plan  
**MSDB** - School for the Deaf and Blind  
**MSH** - Montana State Hospital  
**MSL** - Montana State Library (State Library Commission)  
**MSP** - Montana State Prison  
**MSU** - Montana State University, followed by campus designation, i.e.  
**MSU – Bozeman MUS** - Montana University System  
**MTHS** - Montana Historical Society  
**MWP** - Montana Women’s Prison NP - New Proposal  
**OBPP** - Office of Budget and Program Planning  
**OCHE** - Commissioner of Higher Education  
**OPD** - Office of Public Defender  
**OPI** - Office of Public Instruction  
**P&P** - Probation and Parole  
**PERD** - Public Employees Retirement Division  
**PL** - Present Law  
**POL Boards** - Professional and Occupational Licensing Boards  
**PSC** - Public Service Commission  
**RIGWAT** - Resource Indemnity and Groundwater Assessment Tax  
**RIT** - Resource Indemnity Trust  
**RTIC** - Revenue and Transportation Interim Committee



**SABHRS** - Statewide Accounting, Budgeting, and Human Resources System

**SAO** - State Auditor's Office

**SOS** - Secretary of State

**TANF** - Temporary Assistance for Needy Families

**TRS** - Teachers' Retirement System

**TSEP** - Treasure State Endowment Program