

## **Supporting Schedules**

These supporting schedules are intended to provide a glimpse of the City's community profile and financial situation. Included in these schedules are as follows:

- Community Profile and Local Economy
- Community Profile Statistics
- Sales and Property Tax Rates
- Tax Revenues by Source
- Sales Tax Revenue by Category
- Assessed Value and Estimated Actual Value of Taxable Property
- Principal Property Taxpayers
- Full-Time Equivalent Employees by Function
- Capital Asset Statistics by Function
- Operating Indicators by Function

## **City of Wasilla Community Profile and Local Economy**

### Background

The City of Wasilla (the City) is located in the south-central part of the state and is approximately 42 miles north of Anchorage. It derives its name from Chief Wasilla, a respected local Dena'ina Athabascan Indian Chief. There is some debate about the meaning of the Chief's name. One source claims it means "breath of air" in the Dena'ina Athabascan Indian dialect. Other sources assert the name descended as a variation of the Russian name "Vasili" meaning "William". Wasilla sprung up after a government land auction at the point where the Alaska Railroad crossed the main supply route (the Carl Wagon Trail) for the mines in the Willow Creek Mining District now the intersection of the George Parks Highway and Main Street. The location provided a supply staging point for the Kantishna Gold Mining area near Mount McKinley and mines in the Talkeetna area.

Two beautiful lakes canvas the city limits – Wasilla Lake and Lake Lucile. The lakes were once connected by water flow until construction of the Alaska Railroad line and road development effectively separated the watersheds. The City is a First-Class city incorporated in 1974 under Title 29 of the Alaska State Statutes and City code establishes a June 30 fiscal year end. The City currently occupies a land area of approximately 13.60 square miles within the Matanuska Susitna Borough. It serves the City resident population of an estimated 8,704. It also serves as a central commercial district to the Matanuska Susitna Borough residents of an estimated 102,598. The City is empowered to levy a property tax on both real and personal property located within its boundaries, however at this time the City levies no said tax. It also is empowered by state statute to extend its corporate limits by annexation, which occurs periodically when deemed appropriate. The last annexation occurred in FY2014 which extended the City's western boundary; encompassing largely undeveloped, commercial-zoned property along the Parks Highway and a portion of Jacobson Lake. The City's current annexation project under review would extend the northeast boundary approximately ½ mile down Bogard Road.

### Government and Services

The City of Wasilla is operated under a strong mayoral system with six City Council members. The mayor and council members are all elected at-large. The mayor is elected to serve a three year term and is responsible for appointing top executives and running the day to day governmental activities. The council members are elected to serve three-year, staggered terms, and are responsible for approving ordinances, municipal contracts, budgets, and certain appointments.

The City provides a full range of municipal services authorized by state statute and City code. This includes police, planning and land use control, animal control, sewer, water, road maintenance, parks and recreation, museum, library, and cultural services. Funding for the City's operations is primarily supported by a 2% sales tax (2.5% effective January 1, 2020), charges for services, grants, state revenue sharing and other sources. The City of Wasilla is empowered to levy a property tax on both real and personal property located within its boundaries, however at this time the City levies no said tax.

## Economy

The City of Wasilla is located in what continues to be the fastest growing regions of Alaska and serves as the retail trade center for the Matanuska-Susitna Borough. The City remains primarily a bedroom community of Anchorage due to a lack of large-scale, primary industry. The City offers an attractive lifestyle and competitive housing market which is why an estimated 30% of its residents in the workforce commute to Anchorage and another 15% commute to the North Slope. As measured by increased population and sales tax receipts, the growth of the service-oriented economy of the City of Wasilla continues to remain steady.

The service-oriented economy of the City continues to remain relatively stable but far from the growth during 2003 to 2009 when the City enjoyed an average of 7% increases in sales tax receipts year over year. Since 2010 sales tax receipts have increased year over year at variable rates between 1.0% and 4.5% (percentages normalized for any dedicated sales tax). For that same period, the unemployment rate averaged 7.6%, approximately 2.3% higher than the national average. In 2009, the Matanuska Susitna Borough unemployment rate peaked to 9.7% in conjunction with the economic recession commencing throughout the country and remained relatively consistent or lesser than the national average until 2012. The current local (Matanuska Susitna Borough) unemployment rate is 9.6% with the national average at 4.1%.

The City continues to look toward growth in the service industries to maintain our position as the trade center of the Matanuska-Susitna Valley. In addition to the service industries, petroleum exploration and extraction continue to fuel our economy both directly and indirectly. South of the City, projects benefitting our economy include continued development of and new lessees for the Port MacKenzie which is America's northernmost deep draft dock; allowing heavy industrial and bulk materials to move through Alaska and beyond. The MacKenzie Rail Extension began construction in 2012 and includes construction of 32 miles of new rail line to Port MacKenzie. Already funded \$184M by the Alaska Legislature, the project is under construction in segments and needs \$125M to complete. The longest industrial rail loop in the state will provide for efficient movement of materials between ship, rail, truck, and barge. The new rail line will effectively connect the Port to Alaska's interior providing transportation options for large-scale industry. Just north of the City at Hatcher's Pass, 7.5 km of designed trails and completion of a 4,000 square foot Chalet/Adventure Center has created a regional venue for Nordic skiing and tourism. Additionally, the Mat-Su Borough continues to fund unprecedented levels of road construction which supports the local economy today and land development in the future.

During the past ten years, the City has spent approximately \$35M in state financial assistance primarily for capital improvement projects and some operating or non-specific purposes. The State of Alaska's budget is highly dependent on taxes generated from the production of oil. The significant decline in oil prices over the last year(s) has created remarkable budgetary deficits curbing the State's ability to provide funding to local governments. The FY2018 legislative session provided no new grant awards to the City and re-appropriation requests of certain existing awards were declined. Until the State legislature decides on its fiscal plan, the City is not anticipating additional funding from State or Federal sources.

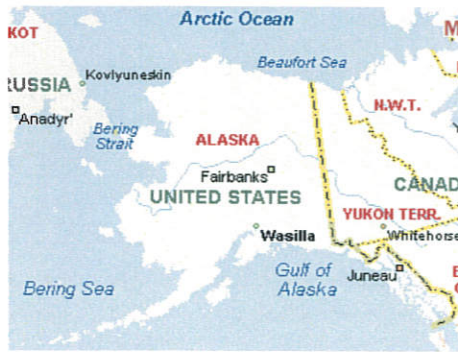
# City of Wasilla

## Community Profile Statistics

### Wasilla At A Glance

### Government

**Year of Incorporation:** 1974  
**Status:** First Class City  
**Form of Government:** Elected Mayor and 6-person City Council.  
**Type of Government:** Strong Mayor  
**Location:** Wasilla is located 12 miles north of Knik Arm on Cook Inlet in the Matanuska-Susitna Borough, Alaska, at about 61° North Latitude and 149° West Longitude.



### Demographics

#### Land Area

Total Area .....8,668 acres  
 City ..... 797 acres  
 Borough..... 210 acres  
 State..... 140 acres  
 University of Alaska ..... 40 acres  
 Private .....7,481 acres

#### Population (US Census Bureau)

2000 ..... 5,469  
 2010 ..... 7,831  
 2016 estimated ..... 8,972

#### Age Distribution (2016 est. Census)

Younger than 5 ..... 6.8%  
 5-19 ..... 23.9%  
 20-34 ..... 20.6%  
 35-54 ..... 25.7%  
 55 and Older..... 23.0%  
 Median Age ..... 33.9

### Housing Indicators

(2016 est. Census)  
 Total No. Of Housing Units ..... 3,334  
 No. Of Occupied Units..... 2,970  
 No. Of Vacant Units..... 364  
 Percent of Occupied Housing ..... 89.1%  
 No. of Owner-Occupied Units ..... 1,658  
 No. Of Renter-Occupied Units ..... 1,312  
 % of Owner-Occupied Units ..... 45.8%

### Household Income

(2016 est. Census)  
 1990 Median Family Income..... 40,685  
 2000 Median Family Income..... 53,792  
 2016 est. Median Family Income 77,321  
 2016 est. Per Capita Income ..... 27,166  
 Median earnings (dollars):  
 Male full-time, year-round ..... 60,506  
 Female full-time, year-round ..... 40,434



### Climate

#### Average Low Temperature (°F):

January ..... 7  
 July..... 49  
 September..... 39  
 December..... 9

#### Average High Temperature (°F):

January ..... 23  
 July..... 70  
 September..... 59  
 December..... 25

#### Highest Average Monthly

##### Precipitation:

Rainfall ..... 2.87 inches  
 Snowfall..... 12.8 inches



**City of Wasilla  
Community Profile Statistics (Continued)**

**Wasilla At  
A Glance**

**Economics**

**2016 Workers by Industry**

(State of Alaska DOL/Research & Analysis Section)

	<b>% of total employed</b>
Trade, Transportation and Utilities	21.1
Educational and Health Svcs	17.8
Leisure and Hospitality	10.8
Construction	10.5
Professional and Business Svcs	8.7
Local Government	8.5
State Government	5.7
Natural Resources and Mining	5.6
Other	3.8
Financial Activities	3.2
Information	3.0
Manufacturing	1.1

**Employment Statistics**

(2016 DOL/Research & Analysis Section)

Percent of Population 16 and over in Labor Force .....	70.9%
In Labor Force:	
Percent Employed .....	55.9%
Percent-Unemployed .....	9.2%

**Education Facilities**

Matanuska-Susitna Borough School District  
Matanuska-Susitna College/UAA Campus  
Wayland Baptist University Charter College

**Services**

**Public Water System:** FY2018  
Estimated-Operated by City of Wasilla.  
# of water service connections..... 1,545  
# of gallons produced<sup>1</sup> ..... 696,907

Number of miles of Water Main<sup>2</sup> .. 47.49  
**Public Sewer System:** FY2018  
Estimated-Operated by City of Wasilla.  
# of sewer service connections..... 858  
# of gallons treated<sup>1</sup> .....331,767  
Number of miles of Sewer Main... 26.89

**Heating:** Primarily piped natural gas (Privately Operated).

**Police:** City of Wasilla – 27 Officers (including Police Chief – FY2019)

**Fire/Rescue:** Matanuska-Susitna Borough (Mat-Su) Fire Department

**Ambulance:** Matanuska-Susitna Borough

**Medical Facilities:**  
Mat-Su Regional Medical Center

**Public Transportation:** MASCOT (Non-Profit) operates 20-passenger buses in Mat-Su Borough.

**Taxes**

**Sales Tax**

City of Wasilla..... 3.0%

**Property Taxes**

**FY 2018:**

City of Wasilla..... 0.0 mils  
Mat-Su Borough Area Wide 10.332 mils  
Mat-Su Borough Fire Dist. .... 2.150 mils

**FY 2019:**

City of Wasilla..... 0.0 mils  
Mat-Su Borough Area Wide 10.332 mils  
Mat-Su Borough Fire Dist. .... 2.150 mils

**Accommodations (Bed) Tax**

Mat-Su Borough ..... 5.0%

1. Based on average read for July 2017.  
2. Based on FY2017.

## City of Wasilla, Alaska

Sales and Property Tax Rates  
Direct and Overlapping Governments  
Last Ten Fiscal Years

Fiscal Year Ended June 30	Sales Tax	Property Tax			
	City of Wasilla	Mat-Su Borough	Wasilla Fire Service Area	City of Wasilla	Total
2009	2.50	10.330	1.56	0.00	11.890
2010	2.00	9.980	1.72	0.00	11.700
2011	2.00	9.960	1.83	0.00	11.790
2012	2.00	10.050	1.92	0.00	11.970
2013	2.00	9.691	1.97	0.00	11.661
2014	3.00	9.852	1.99	0.00	11.842
2015	3.00	9.662	1.99	0.00	11.652
2016	2.00	9.984	1.99	0.00	11.974
2017	2.00	9.984	1.99	0.00	11.974
2018	3.00	10.332	2.15	0.00	12.482

Source: Matanuska-Susitna Borough and City of Wasilla Finance Department

- (1) Sales tax rate may be increased to three percent (3%) by City Council through ordinances as established by voter approval at the time of the City's incorporation. Increases in excess of three percent (3%) would require approval by referendum in accordance with Alaska State Statute Title 29.
- (2) Property tax millage rate is \$1,000 per assessed value. Millage rate for the City of Wasilla is approved by City Council through ordinance.
- (3) 2018 Mat-Su Borough and Wasilla Fire Service Area rates based on the Mat-Su Borough Fiscal Year 2019 Proposed Budget.

## City of Wasilla, Alaska

### Governmental Activities Tax Revenues by Source Last Ten Fiscal Years

Fiscal Year Ended June 30	Total Taxes	Property Taxes	Sales Taxes	Sales Taxes Committed for CIP	Vehicle Taxes
2010	11,293,649	92	11,185,917	-	107,640
2011	11,790,391	-	11,681,721	-	108,670
2012	12,029,178	2	11,911,716	-	117,460
2013	12,467,121	-	12,346,152	-	120,969
2014	15,538,872	-	12,523,664	2,957,767	57,441
2015	19,638,118	-	13,064,276	6,515,292	58,550
2016	17,032,981	-	13,458,670	3,516,391	57,920
2017	13,378,605	-	13,319,335	-	59,270
2018	17,178,421	-	14,120,321	3,000,000	58,100
2019	19,485,210	-	13,424,560	6,000,000	60,650

Source: City of Wasilla Finance Department

- (1) In October 2013, voters approved a ballot initiative to increase sales tax 1.0% effective January 1, 2014. The 1.0% increase was dedicated to fund construction of a new public library. As of December 31, 2015, sufficient funding from a variety of sources had been collected and the 1.0% increase was removed effective January 1, 2016.
  
- (2) In October 2017, voters approved a ballot initiative to increase sales tax 1.0% effective January 1, 2018. The 1.0% increase is dedicated to fund construction of a new public safety building. The initiative calls to sunset the increase back to 2.5% at December 31, 2019 or when \$12m is reached, whichever comes first.
  
- (2) Property taxes were reduced to 0.00 Mills July 1, 2006 and have remained at this rate.
  
- (3) 2018 and 2019 based on Adopted Budget.

## City of Wasilla, Alaska

### General Government Sales Tax Revenue By Category June 30, 2017

Category	2017		2008	
	Total Sales Tax Revenue	Percentage of Total	Total Sales Tax Revenue	Percentage of Total
Trade Retail & Wholesale	\$ 9,787,048	73.48%	\$ 6,568,237	63.24%
Entertainment, Recreation & Food Service	1,790,119	13.44%	741,575	7.14%
Utilities & Information	647,320	4.86%	594,091	5.72%
Real Estate, Rental, Leasing & Transportation	193,130	1.45%	-	
Manufacturing (primarily construction related)	122,538	0.92%	1,189,221	11.45%
All Other Services	779,180	5.85%	1,293,082	12.45%
	<u>\$ 13,319,335</u>	<u>100.00%</u>	<u>\$ 10,386,206</u>	<u>100.00%</u>

Source: City of Wasilla Finance Department

- (1) Wasilla Municipal Code restricts the publication of sales tax collection information identifiable to a particular seller. Sales tax revenue by category is presented in lieu of disclosing principal sales tax revenue payers.
- (2) Fiscal year 2018 data not available until August 31, 2017.



## City of Wasilla, Alaska

### Assessed Value and Estimated Actual Value of Taxable Property Last Ten Fiscal Years

Fiscal Year Ended June 30	Real	Total Assessed Value Net of Exemptions	Total Direct Tax Rate	Estimated Actual Value	Assessed Value as a Percentage of Actual Value
2009	1,126,882,939	904,686,770	11.890	912,805,200	99.11%
2010	1,158,678,913	929,324,347	11.700	951,043,600	97.72%
2011	1,153,237,856	926,268,943	11.790	956,288,200	96.86%
2012	1,195,173,600	966,009,946	11.970	1,002,502,500	96.36%
2013	1,208,834,305	941,218,804	11.661	1,100,867,900	85.50%
2014	1,239,337,767	961,267,991	11.842	1,011,551,400	95.03%
2015	1,315,952,264	1,014,495,688	11.652	1,048,765,200	96.73%
2016	1,383,706,145	1,037,570,889	11.974	1,042,965,600	99.48%
2017	1,382,275,564	1,040,857,140	12.134	1,105,396,100	94.16%
2018	1,456,074,384	1,117,806,239	12.482	1,155,433,387	96.74%

Source: Matanuska-Susitna Borough and State of Alaska, Assessors Office

(1) Effective with Fiscal Year 1999, Personal Property was exempted from property tax.

(2) 2018 based on Mat-Su Borough Uncertified Assessment Roll.

## City of Wasilla, Alaska

### Principal Property Taxpayers

June 30, 2017

Taxpayer	Nature of Business	2017		
		Taxable assessed Value (1)	Rank	Percentage of total taxable assessed value
Fred Meyer Stores	Retail Store	\$ 19,004,300	1	1.83%
Wal-Mart Stores Inc.	Retail Store	18,743,400	2	1.80%
DBC LLC	Property Development and Retail Mall	18,329,100	3	1.76%
Schweiger John Loving TR	Entertainment	16,719,800	4	1.61%
Gary Lundgren	Individual	12,356,700	5	1.19%
Wasilla LLC	Property Development and Retail Mall	12,356,700	6	1.19%
BDC Wasilla LP	Real Estate Rental and Leasing	11,681,900	7	1.12%
Lowe's HIW Inc.	Retail Store	11,458,000	8	1.10%
Global Finance & Investment Co.	Real Estate Rental and Leasing	11,097,400	9	1.07%
Wasilla Retirement LLC	Retirement Facility	11,085,000	10	1.06%
Mat-Su Valley Medical Center	Medical Facilities			
Home Depot USA, Inc.	Retail Store			
Newcomb Family Trust	Family Trust			
<b>Total</b>		<b>\$ 142,832,300</b>		<b>13.72%</b>

Taxpayer	Nature of Business	2008		
		Taxable assessed Value (1)	Rank	Percentage of total taxable assessed value
Fred Meyer Stores	Retail Store	\$ 17,972,700	2	2.06%
Wal-Mart Stores Inc.	Retail Store	21,124,400	1	2.42%
DBC LLC	Property Development and Retail Mall	13,590,800	5	1.55%
Schweiger John Loving TR	Entertainment			
Gary Lundgren	Individual	14,027,700	4	1.60%
Wasilla LLC	Property Development and Retail Mall	12,879,700	6	1.47%
BDC Wasilla LP	Real Estate Rental and Leasing			
Lowe's HIW Inc.	Retail Store	16,476,400	3	1.88%
Global Finance & Investment Co.	Real Estate Rental and Leasing	10,185,000	8	1.16%
Wasilla Retirement LLC	Retirement Facility			
Mat-Su Valley Medical Center	Medical Facilities	12,095,400	7	1.38%
Home Depot USA, Inc.	Retail Store	9,690,400	9	1.11%
Newcomb Family Trust	Family Trust	8,541,100	10	0.98%
<b>Total</b>		<b>\$ 136,583,600</b>		<b>15.62%</b>

Source: Matanuska-Susitna Borough, property tax assessment roll.

(1) Assessed values are only for property owned inside the city limits of Wasilla.

(2) 2018 information not available until July 2018.

## City of Wasilla, Alaska

### Full-Time Equivalent Employees By Function Last Ten Fiscal Years

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
City Clerk	2.00	2.00	2.00	3.00	3.00	2.00	3.00	3.00	3.00	3.00
Mayor	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
General Admin Services	6.00	6.00	6.00	6.00	5.00	5.00	5.00	5.00	5.00	5.00
Finance/MIS	11.00	11.00	11.00	10.00	10.00	10.00	11.00	13.00	14.00	14.00
Community & Econ Development	-	-	-	-	-	-	-	-	-	-
Police	50.00	48.00	48.00	49.00	49.00	49.00	50.00	60.00	62.00	62.00
Youth Court	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	0.75	0.75
Public Works	23.00	23.00	23.00	23.00	23.00	23.00	23.00	21.00	21.00	21.00
Museum	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50
Recreation Facilities Maintenance	2.55	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Sports Center/Recreation Services	10.66	9.50	8.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Library	9.50	9.50	9.50	9.50	9.50	9.50	9.50	9.50	10.00	10.00
<b>Total</b>	<b>119.71</b>	<b>117.00</b>	<b>115.50</b>	<b>115.50</b>	<b>114.50</b>	<b>113.50</b>	<b>116.50</b>	<b>126.50</b>	<b>129.25</b>	<b>129.25</b>

Source: City of Wasilla Finance Department

(1) This schedule reflects the number of full-time equivalent positions that are authorized, not necessarily funded or filled.

(2) 2018 based on FY2018 Amended Budget.

(3) 2019 based on FY2019 Adopted Budget.

## City of Wasilla, Alaska

### Capital Asset Statistics By Function Last Ten Fiscal Years

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Miles of streets	64.75	66.37	66.37	69.82	70.24	70.24	71.28	73.29	73.65	75.36
Miles of water lines	41.08	41.34	41.50	41.67	42.35	43.64	44.93	46.50	46.82	47.49
Miles of sewer lines	26.22	26.22	26.36	26.53	26.57	26.78	26.89	26.89	26.89	26.89
Police protection - Number of stations	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Recreation: Number of facilities:										
Parks	4.00	4.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	6.00
Ball fields	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Fitness trails	2.00	2.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Soccer fields	1.00	1.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Campground			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Multi-purpose facility	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

Source: Various City of Wasilla Departments

(1) 2018 information not available until July 2018.



## City of Wasilla, Alaska

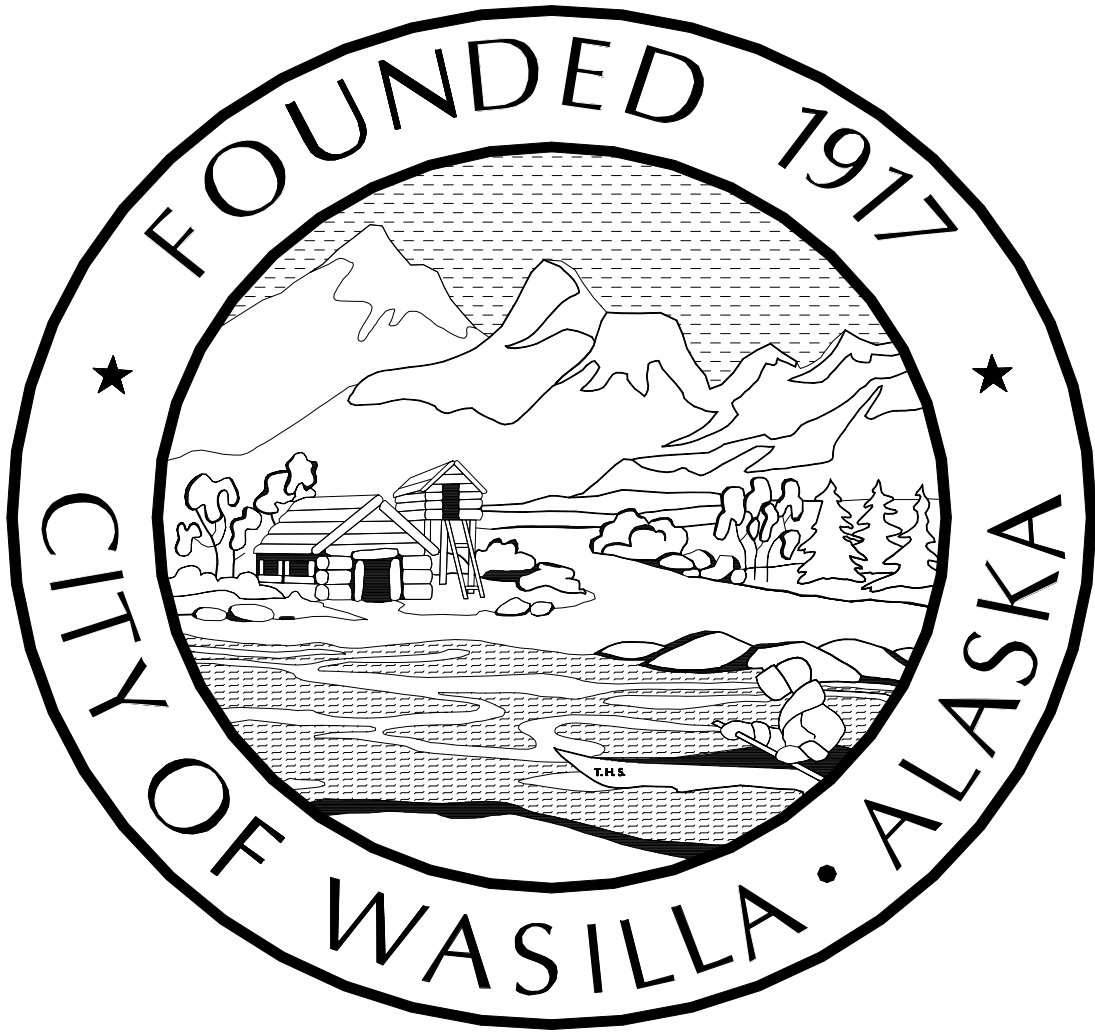
### Operating Indicators by Function Last Ten Years

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Function										
Public Safety:										
Police Services:										
Police requests for service	16,537	17,821	16,658	19,800	20,526	20,856	24,374	26,758	26,026	27,451
Criminal arrests	838	751	712	847	883	1,006	1,315	1,484	1,448	1,292
Water and Wastewater:										
Water production average										
gallons per day average										
July readings	967,123	819,178	813,377	724,687	615,959	779,454	909,806	758,613	705,253	696,907
Wastewater treatment avg.										
gallons per day average										
July readings	328,767	358,904	361,648	381,229	327,194	324,100	445,483	375,767	345,733	331,767

Source: Various City of Wasilla Departments

(1) Public safety is reported on a calendar year as the data is available in that format. Water and wastewater are reported on a fiscal year.

(2) 2018 information not available until July 2018.



This page intentionally  
left blank

**City of Wasilla  
Chart of Accounts**

<u>Fund</u>	<u>Fund Description</u>
<b><u>General Fund:</u></b>	
001	General Fund
<b><u>Capital Project Funds:</u></b>	
110	Capital Projects Fund
120	Vehicle Fund
130	Right of Way Fund
160	Road CIP Fund
170	Technology Replacement Fund
<b><u>Special Revenue Funds:</u></b>	
220	Youth Court Fund
230	Federal Asset Forfeiture Fund
270	State Asset Forfeiture
<b><u>Enterprise Funds:</u></b>	
310	Sewer Utility Fund
320	Water Utility Fund
330	Airport Fund
340	Curtis D. Menard Memorial Sports Center
<b><u>Fiduciary Fund:</u></b>	
410	Cemetery Fund
<b><u>Debt Service Funds:</u></b>	
	None for FY2019 or FY2020

**Total number of funds represented: 14**

**City of Wasilla  
Chart of Accounts**

<u>Code</u>	<u>Title</u>	<u>Description</u>
<b>Wages &amp; Salaries 10-XX</b>		
10-10	Regular Wages	Wages paid to budgeted staff.
10-20	Temporary Wages	Wages paid to temporary help.
10-25	ALPAR Wages	Wages paid to summer litter patrol program help.
10-30	Overtime Wages	Wages paid to regular staff for time exceeding the number of hours in a regular scheduled shift (8 or 10) hours or that exceed 40 actual hours worked in one week.
10-31	Overtime WPD Traffic Grant	Wages paid to police officers for overtime reimbursed by the Alaska State Highway Office grants.
10-35	Honorarium	Payments made to persons serving on one of the City's four Commissions.
10-36	Appeal Officer	Payments made to persons appointed as appeal hearing officers.
10-99	Salary Allocation	Wages allocated to various Public Works projects.
<b>Employee Benefits 20-XX</b>		
20-10	Group Insurance	Cost of health insurance for employees
20-20	FICA	Federal Insurance Contributions Act. Employer's share of social security payroll taxes.
20-30	PERS	Payment to the Public Employees Retirement System (PERS) for employer's share.
20-40	SBS	Payment to the Supplemental Benefit System (SBS) for employer's share.
20-50	Unemployment	Payment to the Employment Security Contribution (ESC) for employer's share.
20-60	Workers' Compensation	Premium for coverage on occupational injuries or illnesses.
<b>Professional &amp; Technical Services 30-XX</b>		
<i>Services performed only by persons or firms with specialized skills and knowledge.</i>		
30-31	Accounting & Auditing	Fees paid for accounting or auditing services.
30-32	Legal	Fees paid for all legal services.



**City of Wasilla  
Chart of Accounts**

<u>Code</u>	<u>Title</u>	<u>Description</u>
30-34	Other	Fees paid for records retention, codification, water analysis, lobbying, drug testing, investment management, architect, medical, veterinarian, towing & storage, courier, and sport official services.
30-37	Appeal Hearings	Fees paid for legal transcripts in appeal hearings.
<b>Property Services 40-XX</b>		<b><i>Services purchased to operate, repair, maintain and rent property owned or used by the government. Services are performed by persons other than government employees.</i></b>
40-11	Water/Sewerage	Water and sewerage provided to city properties.
40-12	Waste Disposal	Trash removal.
40-20	Cleaning	Custodial services provided to city properties.
40-30	Repair & Maintenance	Repairs and maintenance to office equipment, heavy equipment, vehicles, properties, dispatch radios.
40-31	Computer Software Maintenance	Maintenance on all software programs and licensing.
40-40	Rentals	Costs for renting or leasing land, buildings, equipment, vehicles, and machinery.
40-91	Contractual Services	Septic, security, snow removal, and inspections.
<b>Other Purchased Services 50-XX</b>		<b><i>Services rendered by organizations or personnel not on the payroll of the government (separate from professional and technical or property services).</i></b>
50-10	Elections	Ballot printing, election officials, election materials.
50-20	Insurance	Premiums paid for liability, property, and vehicles.
50-30	Communications	Postage, phone services, and courier services.
50-36	AST Long Distance	Alaska State Trooper's portion of telephone bill for dispatch services that is reimbursed to City.
50-40	Advertising	Newspaper, magazine, and radio advertising.
50-50	Printing & Binding	Printing of forms: including A/R, tax, and utility bills, envelopes, business cards, flyers, posters, letterhead, business licenses, audit and budget books.
50-81	Travel	All transportation and subsistence such as mileage, per diem, meals, airfare, hotels, car rental, and cab fare.

**City of Wasilla  
Chart of Accounts**

<u>Code</u>	<u>Title</u>	<u>Description</u>
50-82	Staff Development	All costs of educational, training, and developmental classes, seminars and courses. Cost of transportation to and from event should NOT be in this account.
50-85	Dues & Subscriptions	Dues for professional organizations; subscriptions to newspapers, magazines, trade journals, and publications.
50-90	Other Purchased Services	Credit card fees; utility locates; floor mat cleaning; road maintenance such as sweeping, asphalt repair, plowing, and State road maintenance, Alaska Railroad crossing fees, fire alarm, and furnace maintenance.
50-93	Animal Control	All costs related to animal control.
50-97	Recreation Programs	Events sponsored by the City such as the 4th of July picnic and parade, swimming and Museum activities.
<b>SUPPLIES 60.xx</b>		<b><i>Expenditures for all supplies (consumable or less than \$5,000) used in operating the City.</i></b>
60-10	General Supplies	Expenditures for all items that are consumed or deteriorated through use such as: office, archival, beautification, personal protection, building maintenance supplies, janitorial supplies, and flags.
60-12	Gift Shop Merchandise	Merchandise to be sold in the Museum Gift Shop.
60-13	Arbor Day Program	Tree seedlings, contest awards and brochures.
60-12	Ammunition	Ammunition supplies for public safety officers.
60-15	Small Tools & Equipment	Small tools and equipment with a cost of less than \$5,000 such as: weapons, furniture, computers, hand tools and office equipment.
60-16	Uniforms & Clothing	Uniforms, boots, overalls, rain gear, jackets, and logos.
60-21	Natural Gas	Cost to heat City buildings.
60-22	Electricity	Costs for electric service.
60-25	Gasoline	Gasoline and oil used for the operations of vehicles or other machinery.
60-30	WPD Reserves	Supplies purchased for the Police reserve program.

**City of Wasilla  
Chart of Accounts**

<u>Code</u>	<u>Title</u>	<u>Description</u>
60-40	Books & Periodicals	Books and periodicals purchased for the Wasilla Library collection.
60-41	Subscriptions	Subscriptions for the Wasilla Library collection.
60-42	Audiovisual	Audiovisual materials for the Wasilla Library collection.
60-43	Electronic Materials	Electronic resources for the Wasilla Library.
60-45	Special Programs	Library youth and adult programs and volunteer awards.
60-46	Rasmussen Foundation	Library supplies funded by Rasmussen Foundation.
60-47	Target - Summer Program	Library supplies funded by Target, Inc.
60-52	Asset Forfeiture	Items purchased with Federal asset forfeiture funds.
60-95	Computer Software	Software purchased separately from computer hardware.
60-99	Inventory Clearing	Water and sewer supplies used in maintenance or sold to customers.
69-10	Cash Over/Short	Used to record cash receipt shortages and overages.
<b>Capital Outlay 70-XX</b>		<b><i>Expenditures over \$5,000 for acquiring capital assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment and replacement of equipment.</i></b>
70-20	Buildings	Building purchases.
70-40	Machinery & Equipment	Machinery and equipment costing over \$5,000.
70-41	Machinery	Machinery and equipment costing over \$5,000.
70-42	Vehicles	Automobile, trucks, ATV, Snow machines, etc. costing over \$5,000.
70-43	Furniture & Fixtures	Capital furniture and fixtures costing over \$5,000
70-44	Software	Computer software costing over \$5,000

**City of Wasilla  
Chart of Accounts**

<u>Code</u>	<u>Title</u>	<u>Description</u>
70-46	Machine & Equipment Library Assistance Grant	Books and audiovisual materials purchased with Public Library Assistance (PLA) grant funds.
<b>Debt Services 80-(05-30)</b>		
80-10	Debt Service - Principal	Payments made on bond principal.
80-20	Debt Service - Interest	Payments made on bond interest.
80-30	Debt Issuance Costs	Bond refunding expenditures.
80-40	Payment to Escrow Agent	Funds held in escrow.
<b>Other Expenditures 80-(40-97)</b>		
80-60	Depreciation	Depreciation expense on capital assets.
80-70	Uncollectible Accounts	Allowance for uncollectible accounts
80-91	Insurance Deductible/Broker Fee	The deductible portion and any broker fees associated to the City's insurance policies.
80-92	Property Tax Payments	Property tax payments made to the Mat-Su Borough for any City owned properties.
80-94	Lawsuit Costs/Settlements	Attorney costs and/or legal settlement costs.
80-96	Other Agreements	Lowes intersection agreement.
80-97	PPD Opiate Task Force	Funding transferred to Palmer Police Department in support of the DEA Opiate Task Force.
<b>Pass Thru to Non-profit 97-XX</b>		
97-02	SART	Funding support provided by the City to a nonprofit organization.
<b>Transfers 90-XX</b>		
90-**	Interfund Transfers	Transfer of funds from one fund to another. **denotes receiving fund.

**END of Chart of Accounts**



## **GLOSSARY**

**ACCOUNTING SYSTEM** – The methods and records established to identify, assemble, analyze record, classify, and report information on the financial position and results of operations of a government or any of its funds, fund types, account groups, or organizational components.

**ACCOUNT NUMBER** – A system of numbering or otherwise designating accounts, in such a manner that the symbol used reveals certain information. The City of Wasilla uses a 14 digit account number (xxx-xxxx-xxx.xx-xx) read from left to right as illustrated below:

- (xxx) The first three digits denote the fund, i.e., 001 is General Fund.
- (xx--) The first two digits in the next four-digit set denote the department, e.g., 41 is General Government and 42 is Public Safety.
- (--xx) The last two digits in the second set of digits denote the division, e.g., 15 is Council and 50 is Finance.
- (xx-) The first two digits in the third set of digits denote the activity, e.g., 41 is General Government and 42 Public Safety.
- (--x) The third digit in the third set of digits denotes the sub-activity, e.g., 1 is Clerk and 5 is Finance.
- (xx) The two digits in the fourth set of digits represent the element, a more specific purpose for the account, e.g., 10 represent Personnel Services and 60 represents Supplies.
- (xx) The last two digits in the account number represent the object, which when combined with the element provides clarification as to the meaning of the account, e.g., 10 representing Regular Wages and 20 representing Temporary Wages.

**ACCRUAL BASIS** – The basis of accounting under which the financial effects of a transaction and other events and circumstances that have cash consequences for the governmental entity are recorded in the period in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the entity.

**ADOPTED BUDGET** – Refers to the budget amounts as originally approved by the City Council at the beginning of the year and also to the budget document which consolidates all beginning-of-the-year operating appropriations and new capital project appropriations.

**ANNUAL BUDGET** – A budget developed and enacted to apply to a single fiscal year.

**APPRAISE** – To estimate the value, particularly the value of property. If the property is valued for taxation, the narrower term “assess” is substituted.

**APPROPRIATION** – The legal authorization granted to the legislative body of a government, which permits officials to incur obligations and make expenditures of governmental resources for specific purpose. Appropriations are usually limited in amounts and time they may be expended.

**APPROPRIATION ORDINANCE** – The official enactment by the City of Wasilla Council establishing the legal authority for the City’s administrative staff to obligate and expend resources.

**ASSESS** – To establish an official property value for taxation.

**ASSESSED VALUATION** – The valuation set upon all real and personal property in the City that is used as a basis for levying taxes. Tax-exempt property is excluded from the assessable base.

**ASSESSED VALUE** – The fair market value placed on personal and real property owned by taxpayers.

**ASSETS** – A probable future economic benefit obtained or controlled by a particular entity as a result of past transactions or events.

**ASSIGNED FUND BALANCE** – A portion of fund balance where limitations result from its intended use:

- Intended use established by highest level of decision making
- Intended use established by body designated for that purpose
- Intended use established by official designated for that purpose

**AUDIT** – A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management’s assertions in the financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities. The auditor obtains this evidential matter through inspections, observation, inquiries, and confirmations with third parties.

**AVAILABLE FUND BALANCE** – The difference between fund assets and fund liabilities of governmental and proprietary fund types that is not reserved for specific purposes.

**BALANCED BUDGET** – An annual budget in which revenue anticipated is equal to or exceeds budgeted expenditures or an annual budget in which a portion of Fund Balance is approved for use to finance a specific capital project or program.

**BASIS OF ACCOUNTING** – A term referring to when revenues, expenditures, expenses, and transfers (and the related assets and liabilities) are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or accrual method.

**BOND** – Most often, a written promise to pay a specified sum of money, called the par value or principal, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between a note and bond is that the latter is issued for a longer period and requires greater legal formality.

**BOND ORDINANCE** – An ordinance authorizing a bond issue.

**BUDGET** – A plan of financial operation embodying an estimate of proposed expenditures for a given period of time and the proposed means of financing them. Sometimes the term “budget” designates the financial plan presented to the appropriating governing body for adoption and sometimes, the plan finally approved by that body.

**BUDGETARY CONTROL** – The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

**BUDGET DOCUMENT** – The official written statement prepared by the City’s administrative staff to present a comprehensive financial program to the City Council. The first part provides overview information, together with a message from the budget-making authority and a summary of the proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the past year’s actual revenues, expenditures, and other data used in making the estimates. The third part is composed of personnel and salary schedules, the chart of accounts, and a glossary.

**BUDGET MESSAGE** – A general discussion of the proposed budget presented in writing by the budget-making authority to the City Council. The budget message contains an explanation of the principal budget items, an outline of the City’s experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

**BUDGET PROCESS** – The schedule of key dates or milestones the City follows in the preparation and adoption of the budget.

**CAPITAL IMPROVEMENT PLAN** – A plan that identifies: (a) all capital improvements which are proposed to be undertaken during a five-fiscal year period; (b) the cost estimate for each improvement; (c) method of financing each improvement; and (d) the recommended time schedule for each project.

**CAPITAL IMPROVEMENT PROJECT** – Construction, renovation, or physical improvement projects are termed Capital Improvements or CIP’s. This could be the construction of a new structure, the reconstruction of an existing structure, or the renovation of a structure that extends its useful life. The cost of land acquisition, construction, renovation, demolition, equipment, and studies are all included when calculating capital expenditures.

**CAPITAL OUTLAY** – Expenditures that result in the acquisition of items such as tools, desks, machinery, and vehicles costing more than \$500 each having a useful life of more than one year and are not consumed through use are defined as capital items.

**CAPITAL PROJECTS FUND** – Funds established to account for financial resources to be used for the acquisition or construction of major capital facilities (other than propriety and trust funds).

**COLLATERAL** – Assets pledged to secure deposits, investments, or loans.

**COMPONENT UNIT** – A separate government unit, agency, or nonprofit corporation that is combined with other component units to constitute the reporting entity in conformity with GAAP.

**COMMITTED FUND BALANCE** – Portion of fund balance that has self-imposed limitations set in place prior to the end of the reporting period. These limitations are imposed at the highest level of decision making that requires formal action. To remove, the same level of decision making and formal action would be required.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)** – The official annual report of a government including: (a) the five combined financial statements in the combined statement overview and their related notes, (b) combining statements by fund type and individual fund, and (c) account group financial statements prepared in conformity with GAAP and organized into a financial report pyramid. It also includes support schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, required supplementary information, extensive introductory material, and detailed statistical sections.

**CONTINGENCY** – Those funds included in the budget for the purpose of providing a means to cover minor unexpected costs during the budget year.

**CONTRACTUAL SERVICES** – Items of expenditure from services the City receives primarily from an outside company.

**CREDIT RISK** – The risk that a counter-party to an investment transaction will not fulfill its obligations. Credit risk can be associated with the issuer of a security, with a financial institution holding deposits or with parties holding securities or collateral. Credit risk exposure can be affected by a concentration of deposits or investments in any one-investment type or with any one counter-party.

**CURRENT YEAR OBJECTIVES** – Specific tasks (e.g., often measurable) to be accomplished in the current fiscal year.

**DEBT** – An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants, and notes.

**DEBT SERVICE FUNDS** – Funds established to account for the accumulation of resources for and the payment of general long-term debt principal and interest that resulted from the issuance of bonds.

**DEFICIT** – The excess of expenditures over revenues during an accounting period, or in the case of proprietary funds, the excess of expenses over revenues during an accounting period.

**DEPARTMENT** – The City Administration is divided into departments. While a department may refer to a single activity, it usually indicates a grouping of related activities.

**DEPRECIATION** – The decrease in value of an asset due to wear and tear, decay, decline in value, etc.

**DIVISION** – A major organization unit within a department. Usually divisions are responsible for carrying out a major component of the department.

**EMPLOYEE BENEFITS** – Contributions made by the City to designated funds to meet commitments or obligations for employee fringe benefits. Included are the City's share of costs for various pension, medical, and life insurance plans.

**ENCUMBRANCES** – Commitments related to unperformed contracts, in the form of purchase orders or contracts, for goods or services. Used in budgeting, encumbrances are not expenditures or liabilities, but represent the estimated amount of expenditures that will result if unperformed contracts in process are completed.

**ENTERPRISE FUND** – A proprietary fund established to account for operations that are financed and operated in a manner similar to private business enterprises. In this case, the intent of the governing body is that the expenses, including depreciation, of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges.

**ENTITY** – (1) The basic unit upon which accounting and/or financial reporting activities focus. The basic governmental legal and account entity is the individual fund and account group. (2) That combination of funds and account groups that constitutes the reporting entity for financial reporting purposes.

**EXPENDITURE** – Decrease in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, intergovernmental grants, entitlements, and shared revenues.

**EXPENSES** – Outflows or the using up of assets or incurrence of liabilities (or a combination of both) from delivering or producing goods, rendering services, or carrying out other government units, and/or other funds.

**FIDUCIARY FUND TYPES** – The trust and agency funds used to account for assets held by a government unit in a trustee capacity or an agent for individual, private organizations, other government units, and/or other funds.

**FINANCIAL RESOURCES** – Cash and other assets that, in the normal course of operations, will become cash.

**FISCAL YEAR** – The twelve-month period to which the annual operating budget applies and at the end of which a government determines the financial position and results of its operations. The City's fiscal year extends from July 1 to the following June 30.

**FIXED ASSETS** – Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, and improvements other than to buildings, and land.

**FULL-TIME EQUIVALENT** – An employee who is hired to perform a minimum of 2,080 hours per year.

**FUND** – A fiscal and accounting entity with a self-balancing set of accounts in which cash and /or other financial resources, all related liabilities and residual equities or balances and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions, or limitations.

**FUND BALANCE** – Excess of an entity's assets over its liabilities.

**FUND BALANCE APPROPRIATED** – The amount of fund balance budgeted as a revenue source.

**FUND CATEGORIES** – Funds used in governmental accounting are classified into three broad categories: governmental, proprietary, and fiduciary.



**FUND TYPE** – The three broad fund categories of governmental accounting are subdivided into seven fund types. The seven types are general, special revenue, debt services, capital projects, enterprises, internal service, and trust and agency.

**GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB)** – An organization whose main purpose is to improve and create accounting reporting standards or generally accepted accounting principles (GAAP). These standards make it easier for users to understand and use the financial records of both state and local governments.

**GENERAL FUND** – A type of governmental fund used to account for revenues and expenditures for regular day-to-day operations of the City, which are not accounted for in specific purpose funds. The primary sources of revenue for this fund are local taxes and federal and state revenues.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP)** – Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general applications, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations.

**GENERAL OBJECTIVES** – General activities to be accomplished or performed which have the characteristic of being able to be controlled or affected by management decisions and direction.

**GENERAL OBLIGATION BONDS** – Bonds that are backed by the full faith and credit of government (e.g., the government's general taxing power, to the repayment of the bonds it issues) are general obligation (GO) bonds. Sometimes, the term is also used to refer to bonds that are to be repaid from taxes and other general revenues. A GO bond is typically used for long-term financing of capital projects and represents a written promise to pay to the bond purchaser a specified sum of money at a specified future date along with periodic interest paid at a specified interest percentage.

**GOVERNMENTAL FUND TYPES** – Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities, except those accounted for in the proprietary funds and fiduciary funds. Under current GAAP, there are four governmental fund types: general, special revenue, debt service, and capital projects.

**GRANTS** – Contributions or gifts of cash or other assets from another government or other organization to be used for a specified purpose, activity or facility. Typically, these contributions are made to local governments from the state and federal governments.

**INTERFUND TRANSFERS** – Amounts transferred from one fund to another fund. This includes reimbursements, residual equity transfers, and operating transfers.

**INTERGOVERNMENTAL REVENUES** – Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

**INVESTMENT** – Securities held for the production of income in the form of interest in compliance with the policies set out by the City's Code of Ordinances.

**LAPSE** – As applied to appropriations, the automatic termination of an appropriation. Except for indeterminate appropriations and continuing appropriations, an appropriation is made for a certain period of time.

**LEVY** – To impose taxes, special assessments, or service charges for the support of government activities. Also used to denote the total amount of taxes, special assessments, or service charges imposed by a government.

**LIABILITIES** – Debt or other legal obligations arising from present obligations of a particular entity, to transfer assets or provide services to other entities in the future as a result of past transactions or events.

**MAJOR FUND** – A governmental fund or enterprise fund reported as a separate column on the basic fund financial statements. The general fund is always a major fund. Otherwise, major fund are funds whose revenues, expenditures/expenses, assets, or liabilities are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all government and enterprise funds for the same item. Any other government or enterprise fund may be reported as a major fund if the government's officials believe that the fund is particularly important to financial statement users.

**MEASUREMENT FOCUS** – The accounting convention that determines (1) which assets and which liabilities are included on a government's balance sheet and where they are reported and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenue and expenses).

**MIL** - A measure of the rate of property taxation, representing one one-thousandth of a dollar of assessed value.

**MILAGE RATE** – The tax rate on property, based on mil(s). A rate of 1 mil applied to a taxable value of \$100,000 would yield \$100 in taxes.

**MODIFIED ACCRUAL BASIS OF ACCOUNTING** – A basis of accounting in which revenues and other financial resources are recognized when they become susceptible to accrual, that is when they are both "measurable" and "available to finance expenditures of the current period". "Available" means collectable in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting.

**NET POSITION** – The total assets of an enterprise fund minus its total liabilities.

**NON-DEPARTMENTAL** – Refers to a group of governmental activities which are not associated with, and cannot be allocated to, any particular department.

**NONSPENDABLE FUND BALANCE** – A portion of fund balance that is inherently non-spendable:

- Portion of net resources cannot be spent because of their form
- Portion of net resources that cannot be spent because they must be maintained intact.

**OBLIGATIONS** – Amounts a government may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

**OPERATING BUDGET** – Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Annual operating budgets are essential to sound financial management and should be adopted by every government.

**OPERATING TRANSFERS** – All inter-fund transfers other than residual equity transfers.

**ORDINANCE** – A formal legislative enactment by the legislative body which, if not in conflict with any highest form of law, has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments, and service charges universally require ordinances.

**OTHER FINANCING SOURCES** – Governmental funds, general long-term debt proceeds, land lease payments, land sale payments, proceeds from the sale of fixed assets, operating transfers-in, service charges, and fees for governmental services.

**OVERSIGHT RESPONSIBILITY** – The basic, but not the only, criterion for including a government department, agency, institution, commission, public authority, or other organization in a government unit's reporting entity for general purpose financial reports. Oversight responsibility is derived from the government unit's power and includes, but is not limited to, financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations, and accountability for fiscal matters.

**PERFORMANCE MEASURES** – Specific quantitative productivity measures of work performed within an activity or program. Also, a specific quantitative measure of results obtained through a program or activity.

**PERSONNEL SERVICES** – Items of expenditures in the operating budget for salaries and wages performed by City employees, including employee benefit costs such as the City's contribution for retirement, health, and life insurance.

**PROGRAM** – An organized set of related work activities, which are directed toward a common purpose, or goal, and represent a well-defined expenditure of City resources.

**PROGRAM BUDGET** – A budget which structures budget choices and information in terms of programs and their related activities (e.g. repairing roads and treating water), provides information on what each program is committed to accomplish in the long run (goals) and in the short run (objectives) and measures the degree of achievement of program objectives (performance measures).



**PROGRAM DESCRIPTION** – A program description describes the function of the program, the various activities involved in the program and other pertinent information about the program. It answers the question, “What does this program do?”

**PROGRAM GOAL** – A program goal is a general statement on the intended effect or purpose of the program’s activities. It includes terms that describe how (a service) provided, to supply (a given need), to control, reduce, or eliminate (an occurrence), to maintain (standards), or to maximize (quality). A goal is not limited to a one-year time frame and should generally not change from year to year. A goal statement describes the essential reason for the program’s existence.

**PROGRAM OBJECTIVE** – Objectives are statements of the intended beneficial and/or tangible effects of a program’s activities. They are measurable and related to the proposed budget year. They are specific targets toward which a manager can plan, schedule work activities, and make staff assignments. Objectives should quantifiably be addressed in terms such as: to increase an activity, to maintain a service level, to reduce the incidence, or to eliminate a problem.

**PROPERTY TAX** – A tax levied on the assessed value of property.

**PROPRIETARY FUNDS** – A type of fund that accounts for governmental operations that are financed and operated in a manner similar to private business enterprises. The only proprietary fund type used by the City is the enterprise fund(s).

**PURCHASE ORDER** – A document authorizing the delivery of specified merchandise or the rendering of certain services for a stated, estimated price. Outstanding purchase orders at the end of a fiscal year are called encumbrances.

**RESERVE FOR WORKING CAPITAL** – A portion of the general fund balance set aside to provide the necessary cash flow to fund the day-to-day operations of the City. This reserve is not available for appropriation.

**RESTRICTED FUND BALANCE** – A portion of fund balance that has externally enforceable limitations on use though:

- Limitations imposed by creditors, grantors, contributors, or laws and regulation of other governments
- Limitations imposed by law though constitutional provisions or enabling legislation

**RESOLUTION** – A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

**RETAINED EARNINGS** – An equity account reflecting the accumulated earnings of an enterprise or internal service fund.

**REVENUE** – Increases in the net current assets of a governmental fund type other than expenditure refunds and residual equity transfers. General long-term debt proceeds and operating transfers-in are classified as “other financing sources” rather than revenues. Increases in the net total assets of a proprietary fund type other than expense refunds, capital contributions and residual equity transfers. Operating transfers, as in governmental fund types, are classified separately from revenues.

**RISK** – In the context of insurance, defined variously as uncertainty of loss, change of loss or variance of actual from expected results. Also, the subject matter of an insurance contract (e.g., the insured property or liability exposure).

**SALES TAX** – State legislation allows local governments to levy a sales tax on retail sales, rentals and services activities in its jurisdiction.

**SINGLE AUDIT** – An audit performed in accordance with the Single Audit Act of 1984 and the Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments. The Single Audit Act allows or requires governments (depending on the amount of federal assistance received) to have one audit performed to meet the needs of all federal grantor agencies.

**SPECIAL REVENUE FUND** – A fund used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) that are legally restricted to expenditure for specified purposes.

**TAX LEVY** – The total dollar amount of tax that optimally should be collected based on tax rates and assessed values of personal and real properties.

**TAX RATE** – The level at which taxes are levied. For example, a property tax rate may be proposed to be \$0.12 per \$100 of assessed value.

**TAX ROLL** – The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.

**WORKING CAPITAL** – The amount of capital needed to carry on a business and can be expressed by the formula of: current assets minus current liabilities.

## ACRONYMS

### A

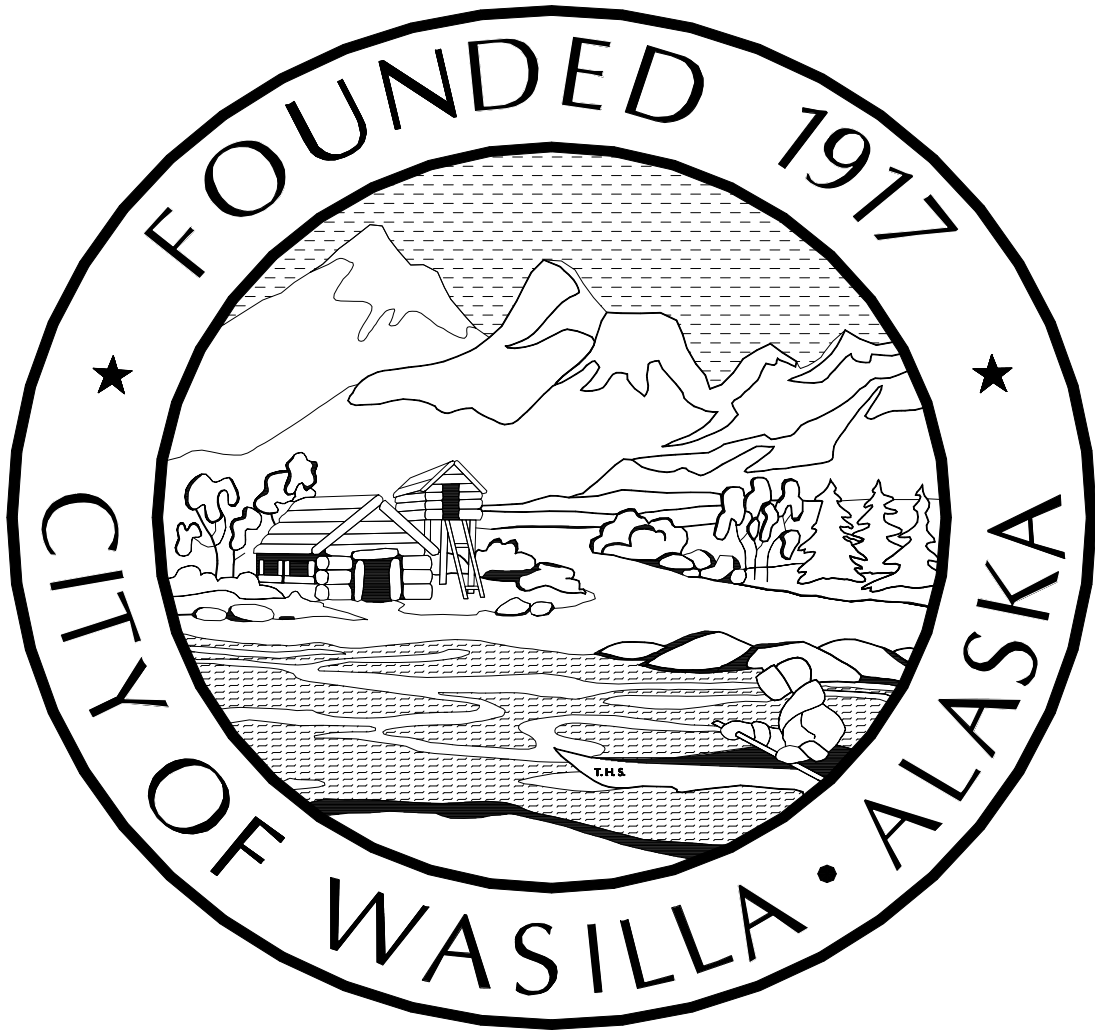
AAMC	Alaska Association of Municipal Clerks
ADA	American Disability Act
ADEC	Alaska Department of Environmental Conservation
AGFOA	Alaska Government Finance Officers Association
AKDOT/PF	Alaska Department of Transportation/Public Facilities
ALPAR	Alaskans for Litter Prevention and Recycling
AML	Alaska Municipal League
APC	Advisory Planning Commission
AVO	Absentee Voting Office

### C

CAFR	Comprehensive Annual Financial Report
CEDD	Community and Economic Development Division
CIP	Capital Improvement Project
CMMSC	Curtis D. Menard Memorial Sports Center

## ACRONYMS

	<b><u>E</u></b>
EDD	Economic Development District
EOC	Emergency Operation Center
EPA	Environmental Protection Agency
	<b><u>F</u></b>
FEMA	Federal Emergency Management Agency
FTE	Full-time Equivalent
FY	Fiscal Year
FYE	Fiscal Year End
	<b><u>G</u></b>
GAAP	Generally Accepted Accounting Principals
GAAS	Generally Accepted Auditing Standards
GFOA	Government Finance Officers Association
GASB	Governmental Accounting Standards Board
GO	General Obligation
	<b><u>I</u></b>
ICS	Incident Command System
IMT	Incident Management Team
IFB	Invitation for Bid
IIMC	International Institute of Municipal Clerks
ITB	Invitation to Bid
	<b><u>M</u></b>
Mil	Millage
MIS	Management Information Systems
MSB	Matanuska Susitna Borough
MSYC	Mat-Su Youth Court
	<b><u>P</u></b>
PERS	Public Employees Retirement System
PW	Public Works
	<b><u>R</u></b>
RFI	Request for Information
RFP	Request for Proposals
ROW	Right-of-Way
	<b><u>S</u></b>
SBA	Small Business Administration
SBS	Supplemental Benefits System
SECC	State Emergency Center Coordinator
SOA	State of Alaska
	<b><u>W</u></b>
WMC	Wasilla Municipal Code
WPD	Wasilla Police Department



This page intentionally  
left blank