

## **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:

- Summary of the Local Economy
- Community Profile Statistics
- Property Tax Rates – All direct and overlapping governments for ten fiscal years
- Tax Revenues by Source
- Total Assessed Value of Taxable Property

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

### Background

The City of Wasilla 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.

The City of Wasilla is now a First Class city incorporated in 1974 under Title 29 of the Alaska State Statutes. It currently occupies a land area of approximately 13.43 square miles and serves the resident population of approximately 8,365 (2013 estimated) in addition to the approximate 94,705 adjacent Mat-Su Borough residents who patronize the Wasilla businesses.

### 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, 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 the fastest growing area of Alaska and serves as the retail trade center for the Matanuska-Susitna Borough. 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 City of Wasilla remains primarily a bedroom community of Anchorage due to a lack of large-scale primary industry. The City of Wasilla offers an attractive lifestyle in which the cost of housing is less than that in Anchorage due to an abundance of less expensive land. Many residents in our workforce commute daily to Anchorage but are still able to enjoy the quality of life in our community.

The City continues to look toward growth in the service industries to maintain our position as the trade center of the Matanuska-Susitna Valley. Resource extraction industries, particularly petroleum, continue to fuel our economy both directly and indirectly. Other proposed projects that will benefit our economy include continued Port MacKenzie development along with the MacKenzie Rail Extension, potential State hydro development and Nordic Ski Areas at Hatcher's Pass.

# 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  
 2013 estimated ..... 8,365

#### Age Distribution (2010 Census)

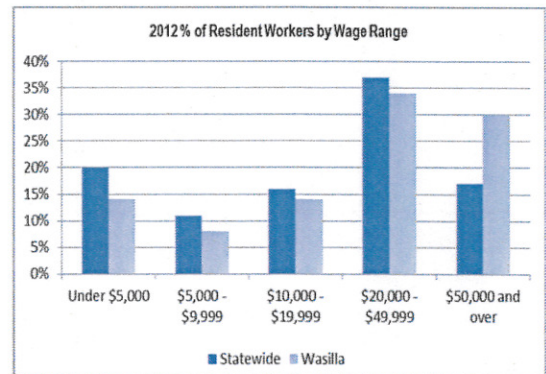
Younger than 5 ..... 8.8%  
 5-19 ..... 23.4%  
 20-34 ..... 21.5%  
 35-54 ..... 25.5%  
 55 and Older ..... 20.8%  
 Median Age ..... 32.2

### Housing Indicators (2010 Census)

Total No. Of Housing Units ..... 3,253  
 No. Of Occupied Units ..... 2,967  
 No. Of Vacant Units ..... 286  
 Percent of Occupied Housing ..... 91.2%  
 No. of Owner-Occupied Units ..... 1,668  
 No. Of Renter-Occupied Units ..... 1,299  
 % of Owner-Occupied Units ..... 43.7%

### Household Income (2010 Census)

1990 Median Family Income ..... 40,685  
 2000 Median Family Income ..... 53,792  
 2010 Median Family Income ..... 67,009  
 2010 Per Capita Income ..... 28,449  
 Median earnings (dollars):  
 Male full-time, year round ..... 53,009  
 Female full-time, year round ..... 39,063



### Climate

#### Average Low Temperature (°F):

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

#### Average Maximum Temperature (°F):

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

#### Highest Average Monthly

##### Precipitation:

Rainfall ..... 2.70 inches  
 Snowfall ..... 12.8 inches



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

**Wasilla At  
A Glance**

**Economics**

**2012 Workers by Industry**

(State of Alaska DOL/Research & Analysis Section)

	<b>% of total employed</b>
Trade, Transportation and Utilities	21.5
Educational and Health Svcs	17.2
Construction	11.6
Leisure and Hospitality	11.0
Local Government	9.30
Professional and Business Svcs	8.40
Natural Resources and Mining	7.30
State Government	4.50
Financial Activities	3.10
Information	3.00
Other	2.20
Manufacturing	1.00

**Employment Statistics**

(2012 DOL/Research & Analysis Section)

Percent of Population 16 and over in Labor Force .....	56.9%
In Labor Force:	
Percent Employed .....	48.0%
Percent-Unemployed .....	8.9%

**Education Facilities**

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

**Services**

**Public Water System:** Operated by City of Wasilla.

# of water service connections.....	1,475
# of gallons produced <sup>1</sup> .....	783,873
Number of miles of Water Main <sup>2</sup> ..	43.64

**Public Sewer System:** Operated by City of Wasilla.

# of sewer service connections.....	767
# of gallons treated <sup>1</sup> .....	324,100
Number of miles of Sewer Main...	26.78

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

**Police:** City of Wasilla – 24 Officers (including Police Chief)

**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 2013:**

City of Wasilla.....	0.0 mils
Mat-Su Borough Area Wide..	9.691 mils
Mat-Su Borough Fire Dist. ....	1.970 mils

**FY 2014:**

City of Wasilla.....	0.0 mils
Mat-Su Borough Area Wide..	9.852 mils
Mat-Su Borough Fire Dist. ....	1.990 mils

**Accommodations (Bed) Tax**

Mat-Su Borough .....	5.0%
----------------------	------

1. Based on average read for July 2013.  
2. Based on FY 2013.

**PROPERTY TAX RATES-ALL DIRECT AND  
OVERLAPPING GOVERNMENTS  
FOR TEN FISCAL YEARS**

FISCAL YEAR	MAT-SU BOROUGH	WASILLA FIRE SERVICE AREA	CITY OF WASILLA	TOTAL
2014	9.852	1.990	- 1	11.842
2013	9.691	1.970	- 1	11.661
2012	10.051	1.920	- 1	11.971
2011	9.956	1.830	- 1	11.786
2010	9.980	1.720	- 1	11.700
2009	10.326	1.560	- 1	11.886
2008	9.644	1.460	- 1	11.104
2007	9.644	1.420	- 1	11.064
2006	10.880	1.500	0.300	12.680

Tax Rate - Millage per \$1,000 of assessed value.

1. The City's adopted mill rate set at 0.0 mils.

**CITY OF WASILLA  
TAX REVENUES BY SOURCE  
LAST TEN FISCAL YEARS**

Fiscal Year Ended <u>June 30</u>	Total <u>Taxes</u>	Property <u>Taxes</u>	Sales <u>Taxes</u>	Vehicle <u>Taxes</u>
2007	9,757,105	2,722	9,658,193	96,190
2008	10,488,126	300	10,386,206	101,620
2009	11,176,567	289	11,070,859	105,419
2010	11,293,649	92	11,185,917	107,640
2011	11,790,391	-	11,681,721	108,670
2012	12,029,190	2	11,911,728	117,460
2013	12,467,121	9	12,346,152	120,960
2014	12,207,404	-	12,090,404	117,000
2015	12,847,430	-	12,788,267	59,163
2016	13,286,444	-	13,225,506	60,938

Note:

- 1 - Property taxes were reduced to 0.00 mills July 1, 2006.
- 2 - Adopted budget
- 3 - Sales and vehicle tax projection. Does not include Sales tax committed to CIP projects.

**TOTAL ASSESSED VALUE OF TAXABLE PROPERTY  
FOR TEN FISCAL YEARS**

FISCAL YEAR	REAL PROPERTY	Exempt PROPERTY (1)	TOTAL ASSESSED VALUE NET OF EXEMPTIONS (1)
2014	986,660,098	(49,396,132)	937,263,966
2013	941,218,804	(19,292,584)	921,926,220
2012	966,009,946	(47,469,326)	918,540,620
2011	926,268,940	(50,821,770)	875,447,170
2010	929,324,350	(49,920,431)	879,403,919
2009	904,686,770	(50,238,446)	854,448,324
2008	883,096,000	(37,118,500)	845,977,500
2007	818,127,000	(29,370,000)	788,757,000
2006	681,562,200	(31,812,527)	649,749,673
2005	530,369,900	(29,620,227)	500,749,673

(1) This includes Disabled Vets and Senior Citizen exemptions.  
Effective with Fiscal Year 1999, Personal Property was exempted  
from property tax.

**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	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 FY2015

Total numbr of funds budgeted: 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
20-15	Medical Reimbursement Health Expense	Reimbursement of health insurance deductibles to 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.
20-99	Benefit Allocation	Benefits allocated to various Public Works projects.
<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.



**City of Wasilla  
Chart of Accounts**

<u>Code</u>	<u>Title</u>	<u>Description</u>
30-32	Legal	Fees paid for all legal services.
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.
40-35	Reserve Repair/Maintenance	Repairs and maintenance to Police reserve officer's vehicle.
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.

**City of Wasilla  
Chart of Accounts**

<u>Code</u>	<u>Title</u>	<u>Description</u>
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.
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 Iditarod.
<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.
60-13	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.

**City of Wasilla  
Chart of Accounts**

<u>Code</u>	<u>Title</u>	<u>Description</u>
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.
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.

**Capital Outlay 70-XX**

***Expenditures over \$5,000 for acquiring capital assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment and replacement of equipment.***

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>		
80-05	Other Debt Svc Costs	Bond refunding expenditures.
80-06	Amount in Escrow	Funds held in escrow.
80-10	Debt Service - Principal	Payments made on bond principal.
80-20	Debt Service - Interest	Payments made on bond interest.
80-30	Debt Service - Penalties	Penalties incurred on bond payments.
<b>Other Expenditures 80-(40-85)</b>		
80-60	Depreciation	Depreciation expense on capital assets.
80-70	Uncollectible Accounts	Allowance for uncollectible accounts
80-85	Senior Center Grant	Grant from the City council to the Wasilla Senior Center.
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.
<b>Pass Thru to Non-profit 97-XX</b>		
97-01	Wasilla Area Seniors	Funding support provided by the City to a nonprofit organization.
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.

**BALANCE 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.

**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.

**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.

**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.

## ACRONYMS

<u>A</u>	
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
<u>C</u>	
CAFR	Comprehensive Annual Financial Report
CEDD	Community and Economic Development Division
CIP	Capital Improvement Project
CMMSC	Curtis D. Menard Memorial Sports Center
<u>E</u>	
EDD	Economic Development District
EOC	Emergency Operation Center
EPA	Environmental Protection Agency
<u>F</u>	
FEMA	Federal Emergency Management Agency
FTE	Full-time Equivalent
FY	Fiscal Year
<u>G</u>	
GAAP	Generally Accepted Accounting Principals
GAAS	Generally Accepted Auditing Standards
GFOA	Government Finance Officers Association
GASB	Governmental Accounting Standards Board
GO	General Obligation

## ACRONYMS

<u>I</u>	
ICS	Incident Command System
IMT	Incident Management Team
IFB	Invitation for Bid
IIMC	International Institute of Municipal Clerks
ITB	Invitation to Bid
<u>M</u>	
Mil	Millage
MIS	Management Information Systems
MSB	Matanuska Susitna Borough
MSYC	Mat-Su Youth Court
<u>P</u>	
PERS	Public Employees Retirement System
PW	Public Works
<u>R</u>	
RFI	Request for Information
RFP	Request for Proposals
ROW	Right-of-Way
<u>S</u>	
SBA	Small Business Administration
SBS	Supplemental Benefits System
SECC	State Emergency Center Coordinator
SOA	State of Alaska
<u>W</u>	
WMC	Wasilla Municipal Code