

## GUIDE TO READING THE ADOPTED BUDGET

The Adopted Budget is presented in a format that provides several levels of financial detail. The focus of the Adopted Budget Document is to summarize major policy and program directions and initiatives that are funded in departmental budgets. More detailed descriptions of the various programs and activities in the County are included in the County Manager's Proposed Budget, which is available on Arlington County's web site [www.arlingtonva.us](http://www.arlingtonva.us). The Proposed Budget can also be obtained by contacting the Department of Management and Finance at (703) 228-3415, or by sending an e-mail request to [aconnell@arlingtonva.us](mailto:aconnell@arlingtonva.us).

The Transmittal Letter, starting on the ivory pages, provides an overview of the Adopted Budget, highlighting strategic priorities for the upcoming fiscal year, major revenue and expenditure decisions made to implement those priorities, and compensation changes affecting County staff.

Following the Transmittal Letter is a brief Profile of Arlington County, which includes both organizational and demographic information.

The Budget Summary section includes the Budget Resolution, budget decisions made by the County Board after the proposed budget was presented and summary charts and comparisons.

The Revenue Summary section follows on the ivory pages. The tables included in this section provide historical and current year data, in addition to the approved revenue budget. This section includes revenue reestimates for FY 2006, while the department summaries reflect budgeted amounts. Descriptions of the revenue sources are also provided.

General Fund departmental budget summaries start on the white pages. For each department, a mission statement along with budget priorities are presented, along with a budget description explaining significant budget changes from FY 2006 to FY 2007.

Departmental financial summaries detail expenditure, revenue, net tax support and staffing levels for FY 2005 (Actual); current year FY 2006 (Adopted Budget); and FY 2007 (Adopted Budget). Aggregation of expenses and revenues by category are defined as follows:

- **Personnel** - This category includes expenses for salaries, wages and employee fringe benefits such as retirement, health and life insurance. Normal salary increases and adjustments mentioned in summary narratives include position reclassifications, market rate salary adjustments, and normal step increases.
- **Non-Personnel** - This category includes expenses for goods or services provided to the County by vendors or by County internal service funds (see Glossary for definition of internal service funds); expenses for items that are used or consumed in the course of operation of the program or department; and expenses for initial, additional or replacement items of office or operating equipment not funded through the capital budget.
- **Intra-County Charges and Inter-Departmental Credit** - These categories represents charges by one unit of County government to support another unit's activities. An example would be minor construction work done by the Department of Environmental Services in support of a Department of Parks, Recreation and Cultural Resources project.
- **Public Assistance/Purchase of Services** - This category occurs in the Department of Human Services and includes financial assistance paid directly to recipients, and expenses incurred for direct payment for services for eligible recipients. Examples include payments for housing subsidies, child day care services or for foster care services.

- **Fees** - These are monies received by the County as payment for services, goods or use of a facility. Examples are residential refuse disposal fees, user fees for recreation facilities, and various permit and inspection fees.
- **Grants** - Grants are a contribution of cash, usually from state or federal agencies, to be used for a specific purpose or activity. Examples include state highway aid and the SHARE Shelter Support grant.
- **Net Tax Support** - The funds that the County Board may allocate from local tax revenues to fully finance or to supplement revenues received by a department or program. Net tax support is the remainder determined by subtracting all state and federal aid, fees, and charges from the total cost of the programs.
- **The Position Summary (FTEs)** shows authorized positions and the funded positions. The Total Full Time Equivalents included in the Ten Year Histories reflect authorized positions only.

The Ten-Year History for each department reflects actual expenses and revenues prior to FY 2006, and budgeted amounts for FY 2006 and FY 2007. The Program History summarizes significant budget changes over a ten year period.

Other operating funds (non-General Fund) are presented on the blue pages.

Summaries and project detail for Pay-As-You-Go Capital are exhibited on the grey pages.

The Adopted Pay Plan for County employees is presented on the yellow pages.

A Glossary defining key budget terms begins on the white pages immediately following the pay plan. The Appendix includes the Budget Calendar, Budget Process, Governmental Operating Fund Summaries, FY 2007 Adopted Budget Position Changes, and Selected Fiscal Indicators.