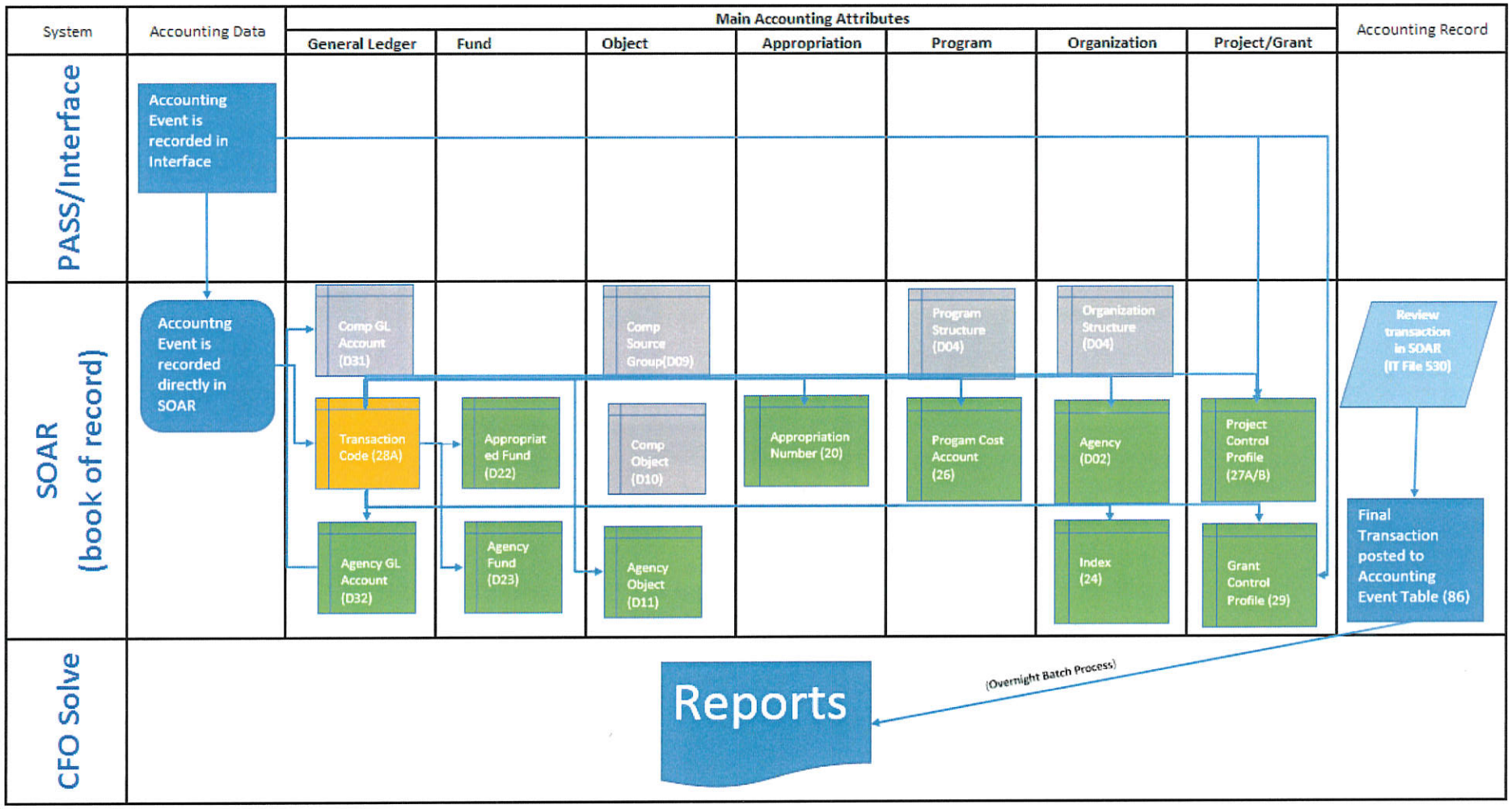
ACCOUNTING SYSTEM PROCESS FLOW



Key Terms and Definitions

- **Appropriation Group (or Appropriation Title) –** The eight broad areas into which the District categorizes services to the citizens of Washington D.C. They include Governmental Direction and Support, Economic Development and Regulation, Public Safety and Justice, Public Education System, Human Support Services, Public Works, Financing and Other, and Enterprise and Other Funds.
- **General Fund –** The fund designation used by the District to summarize the activity within the Local, Dedicated Tax and Special Purpose Revenue Funds.
- **Local Fund –** the District's primary source of revenue, this fund includes nearly all of the District's tax receipts – e.g. income taxes, sales taxes, and property taxes. Additionally, local funds include certain non-tax revenues e.g. those fines, fees, and miscellaneous revenues not dedicated for a particular agency's use and the annual transfer from the Lottery.
- **Dedicated Taxes –** those taxes that, by law, are dedicated to expenditures for specified purposes.
- **Special Purpose Revenue –** specific non-tax revenue sources that are legally restricted to expenditures for specified purposes.

Key Terms and Definitions

- **Appropriated Fund** – Funds defined by the District which separate revenues and expenditures and commitments according to source of funds. The District's appropriated funds are as follows:
  - Local Fund (0100)
  - Dedicated Tax Funds (0110)
  - Federal Payments (0150)
  - Federal and Medicaid Grants (0200 and 0250, respectively)
  - Private Grant Fund (0400)
  - Private Donations (0450)
  - Special Purpose Revenue (0600)

Key Terms and Definitions

(Continued)

- **Appropriated Funds** – continued

  - Enterprise and Other Funds – Dedicated Tax (0610)
  - Enterprise and Other Funds (0620)
  - Operating Intra-District Funds (0700)

  - Capital Fund – Other (0300)
  - Capital Fund – Revenue Bond Funded (0330)
  - Capital Fund – Private Contributions (0345)
  - Capital Fund – Federal Grants (0350)
  - Capital Fund – Federal Payment (0355)
  - Capital Intra District Funds (0750)

Key Terms and Definitions

(Continued)

- **Program Structure** – The delineation of programs, activities, and services that constitute the work of an agency.
- **Program** – A component part of the District's program structure. Comprised of a set of activities that have a common purpose or result, organized as a sub-unit of an agency for accounting, budgeting, planning, and performance measurement purposes.
- **Activity** – A component part of the District's program structure that is comprised of a set of services grouped around a common purpose or result.
- **Comptroller Source Group** – This is used to group Comptroller Objects for reporting purposes. Also called Object Class.
- **Comptroller Object** – This attributes represents type of expenditure, revenue, transfer or statistical account used statewide accounting purposes.
- **Agency Object** – An Agency defined and detailed listing of revenue and expenditure codes. This is the charging level and rolls up to Comptroller's Object.
- **Agency Fund Detail** – A level lower that appropriated fund, used in reporting business transactions.

Key Terms and Definitions

(Continued)

- **Fiscal Year (FY) –** the reporting period used for accounting and budget. The District's reporting period is October 1-September 30th.
- **Appropriation Year (AY) –** a budget convention or legal convention based upon appropriation law.
- **Index –** An attribute used in SOAR to infer part of the accounting classification structure. It is considered a "data reduction tool".
- **Program Cost Account (PCA) –** An attribute used in SOAR to infer part of the accounting classification structure, i.e. program. It is considered a "data reduction tool".
- **Grant –** The SOAR attribute used to reflect contributions of assets (usually cash) by a government unit or private entity for specified purposes.
- **Project –** The SOAR attribute used to reflect accumulated costs other than those associated with grants. In capital budgeting, each investment in the infrastructure of the District that results in a new District-owned asset, increases the value of a District-owned asset, or increases the life of a District-owned asset by at least two years is accounted for by project.