

## BUDGET TO ACTUALS REPORT - GLOSSARY

### REVENUE

<b>Revenue</b>	Income and funds that are collected via permits, programs, donations, or other means and deposited as RCF Funds
<b>Commitment Item</b>	General Ledger (GL) account used when income and funding is processed. 422200 – Miscellaneous/Other Fees (All RCF funds collected under this GL account)
<b>Current Budget</b>	Starting Budget amount for the fiscal year to be used for all programs, special events, maintenance, and contingency.
<b>Encumbrance</b>	Doesn't apply to Revenue - ignore
<b>Actuals</b>	Total amount of revenue collected via permits, programs, donations, or other means from the start of the fiscal year (July 1) thru the Period*
<b>Available Budget</b>	Revenue that still needs to be collected to meet Current Budget allocations.
<b>% Util</b>	Percentage to reach 100% Current Budget <i>(Actuals ÷ Current Budget) × 100 = % Percentage of revenue budget remaining to collect to meet Current Budget needs.</i>

### EXPENSES

<b>Expense</b>	RCF Funds used to pay all purchases including Purchase Orders (PO), P-card purchases, contract services, and other expenses.
<b>Commitment Item</b>	Commodity Codes used to identify type of expense. Examples: 512059 – Miscellaneous Professional/Technical Services 511059 – Recreation Supplies <i>See list of commonly used commodity codes.</i>
<b>Current Budget</b>	Starting Expense Budget amount for the fiscal year to be used for all programs, special events, maintenance, and contingency expenses.
<b>Encumbrance</b>	All secured funds that are allocated/tied to a Purchase Order to pay expenses, contractor, recreation supplies, ect.
<b>Actuals</b>	Total amount of Expenses paid out for all programs, special events, maintenance, and contingency expenses from the start of the fiscal year (July 1) thru the identified Period*
<b>Available Budget</b>	Expense budget that remains to be used for that fiscal year
<b>% Util</b>	Percentage to reach 100% Current Budget <i>(Actuals ÷ Current Budget) × 100 = % Percentage of expense budget remaining</i>

### \*PERIODS

1 - July	4 - October	7 - January	10 - April
2 - August	5 - November	8 - February	11 - May
3 - September	6 - December	9 - March	12 - June

