

## 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, Department of Management and Finance <https://budget.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 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, summary charts and comparisons, and the County Manager's Revised Proposed Budget, which was released at the beginning of April to respond to changing conditions resulting from the coronavirus pandemic.

The Compensation Summary includes highlights of the compensation changes included in the adopted budget, the total budget for salaries and fringe benefits, and additional information about pay enhancements, health insurance changes, and retirement rate changes in recent fiscal years.

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. Descriptions of the revenue sources are also provided.

General Fund departmental budget summaries start on the white pages. For each department, a mission statement is presented, along with a budget description explaining significant budget changes from FY 2020 to FY 2021.

Departmental financial summaries detail expenditure, revenue, net tax support and staffing levels for FY 2019 (Actual); current year FY 2020 (Adopted Budget); and FY 2021 (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.
- **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 represent charges by one unit of County government to support another unit's activities.
- **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 funding, usually from state or federal agencies, to be used for a specific purpose or activity. Examples include state highway aid and the HIDTA (High Intensity Drug Trafficking Area) 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 department specific state and federal aid, fees, and charges from the total cost of the programs.
- **The Position Summary (FTEs)** shows authorized permanent positions and temporary positions by full-time equivalent (see glossary for further information on how FTEs are calculated).

Except in the smallest departments, the department summary narrative also includes a table which summarizes the breakout of the departmental expenditure budget by lines of business, reflecting FY 2019 actual expenditures, FY 2020 adopted budget, FY 2021 adopted budget, and FY 2021 Adopted FTE count.

The Ten-Year History for each department reflects actual expenses and revenues prior to FY 2020 and adopted budget amounts for FY 2020 and FY 2021. 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 FY 2021 pay schedule for County employees is on the yellow pages.

The Appendix, on the white pages, includes the Budget Calendar, Budget Process, One-Time Funding Summary, Governmental Operating Fund Summaries, Selected Fiscal Indicators, Prior Year Closeout & Fund Balance Carryover Summary, Financial and Debt Management Policies, Comprehensive Plan Summary, the Housing Summary, which provides information in one place about the wide variety of housing-related programs provided in the County, and the Glossary.