

## GLOSSARY OF BUDGET TERMS

**ACCRUAL BASIS:** The basis of accounting under which revenues are recorded when earned and measurable and expenditures are recorded as soon as they result in liabilities for benefits received.

**APPROPRIATIONS:** An authorization granted by the legislative body (e.g. City Council) to make expenditures and to incur obligations for specific purposes.

**ASSESSED VALUATION:** A value that is established for real or personal property for use as a basis for levying taxes.

**ASSETS:** Property owned by the government which has monetary value.

**AUDIT:** The examination of documents, records, reports, systems of internal control, accounting and financial procedures, and other evidence for the purpose of ascertaining fair presentation of financial statements, determining propriety, legality and accuracy of transactions.

**BOND:** A written promise, generally under seal, to pay a specified sum of money, called the face value or principal amount, at a fixed time in the future, called the date of maturity, and carrying usury or interest at a fixed rate, usually payable periodically.

**BUDGET:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**BUDGET MESSAGE:** The opening section of the budget which provides the legislative body with a general summary and description of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the management.

**CAPITAL IMPROVEMENTS PROGRAM:** A plan for capital expenditures to be incurred each year over a fixed period of years to meet the capital needs of the government.

**CAPITAL OUTLAY:** Expenditures which result in the acquisition of or addition to fixed assets. Generally consists of machinery and equipment, furniture and fixtures, etc. costing more than \$500 each and lasting more than three years.

**CAPITAL PROJECT:** Expenditures which result in the construction of or major improvements to the government's buildings, parks and infrastructure. Generally consists of projects costing more than \$5,000 and lasting more than three years.

**CASH BASIS:** The basis of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

**CHART OF ACCOUNTS:** The classification system used by a government to organize the accounting for various funds.

**DEBT:** An obligation resulting from the borrowing of money or from the purchase of goods and services.

**DEBT LIMIT:** The maximum amount of gross or net debt which is legally permitted.

**DEBT SERVICE:** Cash outlays in the form of debt principal payments, periodic interest payments and related services charges for debt incurred in prior periods.

**DEFICIT:** Primarily the excess of expenditures over revenues during a fiscal year; or, in the case of proprietary and fiduciary type funds, the excess of expenses over income.

**DEPARTMENT:** The highest organizational unit in the City in which a specific activity is carried out. A department may consist of several programs.

**DEPRECIATION:** The expiration in the service life of an asset generally attributable to wear and tear through use, lapse of time or obsolescence. Depreciation is generally not budgeted; however, it is accounted for on the financial statements.

**DIRECT DEBT:** The debt which a governmental unit has incurred in its own name or assumed through the annexation of territory or consolidation with another governmental unit.

**ENCUMBRANCE:** The commitment of appropriated funds to purchase an item or service and which is set aside for the future expenditure.

**ENTERPRISE FUND:** A fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services which are entirely or predominantly self-supporting by user charges. Examples include utility services, airports, and transit systems.

**EXPENDITURES:** Where the accounts are kept on the accrual basis or modified accrual basis, this term designates the cost of goods delivered or services rendered, whether paid or unpaid, including expenses, provision for debt retirement not reported as a liability in the fund form which it is retired, and capital outlays. This expression is generally used for governmental type funds such as the general fund, special revenue funds, capital project funds, and debt service funds.

**EXPENSES:** Charges incurred, whether paid or unpaid, for operation, maintenance, and interest, and other charges which are presumed to benefit the current fiscal period. This expression is generally used for proprietary type funds such as enterprises, trust and agencies.

**FISCAL PERIOD:** Any period (generally twelve months) at the end of which a governmental unit determines its financial position and the results of its operations. The City of Fort Lupton's' fiscal period is January 1 to December 31.

**FULL FAITH AND CREDIT:** A pledge of the general taxing power for the payment of debt obligations.

**FUND:** A self-balancing accounting entity segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations (e.g. General Fund, Wastewater Fund, etc.)

**FUND BALANCE:** Resources remaining from prior years which are available to be budgeted in the current year. This expression is generally used for governmental type funds.

**GENERAL FIXED ASSETS:** Those fixed assets of a governmental unit which are not accounted for in a specific Enterprise, Trust, or Agency Fund.

**GENERAL FUND:** A fund used to account for all transactions of a governmental unit which are not accounted for in another fund.

**GENERAL LONG-TERM DEBT:** Long-term debt legally payable from general revenues and backed by the full faith and credit of the government.

**GENERAL OBLIGATION BONDS:** Bonds for whose payments the full faith and credit of the issuing body are pledged.

**GOVERNMENTAL ACCOUNTING:** The composite activity of analyzing, recording, summarizing, reporting, and interpreting the financial transactions of governmental units and agencies.

**GRANT:** A contribution by one governmental unit to another.

**INTERFUND TRANSFERS:** Amounts transferred, within the government, from one fund to another.

**INTERNAL CONTROLS:** A plan of organization under which employee's duties are so arranged and records and procedures so designed as to make it possible to protect and exercise effective accounting control over assets, liabilities, revenues and expenditures.

**MODIFIED ACCRUAL BASIS:** A system under which some accruals, usually costs, are recorded but others, usually revenues, are not. Generally used for certain governmental type funds.

**OPERATING BUDGET:** A budget which applies to all other outlays other than capital projects.

**ORDINANCE:** A formal legislative enactment by the governing body of a municipality and carrying the force of law.

**PERFORMANCE INDICATORS:** Statistical measures of the service level provided to the community and/or other governmental units. For example, the response time to an emergency would be a significant performance indicator for a public safety organization.

**PERSONNEL SUMMARY:** A list containing the titles and numbers of positions authorized to be filled by a particular organizational unit.

**PROGRAM:** A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

**PROPRIETARY FUND TYPES:** A classification used to denote those type of funds that account for organizations and activities that are similar to those often found in the private sector (e.g. enterprises, internal services, trusts and agencies).

**REFUNDING BONDS:** Bonds issued solely to retire bonds already outstanding.

**RESERVE:** An account which records a portion of the fund balance which must be segregated for some specific use and which is, therefore, not available for further appropriation or expenditure.

**RESOLUTION:** A special or temporary order of a legislative body requiring less legal formality than an ordinance or statute.

**RETAINED EARNINGS:** The cumulative earnings of an operation that generally have been invested in property, plant and equipment or current assets.

**REVENUE** designates additions to assets which do not increase any liability, do not represent the recovery of an expenditure, do not represent the cancellation of certain liabilities, and do not represent contributions of a fund in proprietary type funds.

**REVENUE BONDS:** Bonds whose principal and interest are payable exclusively from earnings of a public enterprise.

**SURPLUS:** The excess of the assets of a fund over its liabilities or its resources over its disbursements.

**TAXES:** Compulsory charges levied by a government for the purpose of financing services performed for the common good.

**TAXPAYER'S BILL OF RIGHTS (T.A.B.O.R):** An amendment to the constitution of Colorado enacted in 1992 that limits the powers of governments in Colorado to levy taxes and incur debt. It also sets forth revenue limits for non-enterprise systems.

**UNAPPROPRIATED RESERVES:** The portion of the Fund Balance that is not designated, reserved or otherwise set aside for any specific purpose and is, therefore, available for appropriation for any general purpose.

## GLOSSARY OF ACRONYMS

**CGH:** Colorado Greenhouse. City of Fort Lupton water and sewer users.

**CML:** Colorado Municipal League. An organization that provides information and services for Municipal governments in the State of Colorado.

**CPI Index:** Consumer Price Index. A statistical measure of a weighted average of prices of a specified set of goods and services purchased by wage earners in urban areas.

**CPR / CPR Fund:** Culture, Parks & Recreation Fund. A Special Revenue Fund in Section 4 of the 2007 Budget.

**IGA:** Intergovernmental Agreements. An agreement between units of local government

**SID:** Special Improvement District. An organization committed to increasing business activity in a specific area.

**Thermo:** Thermo Co-Generation. City of Fort Lupton water and sewer user.

**CITY OF FORT LUPTON  
CHART OF ACCOUNTS**

<b>BUDGET ACCOUNTING CODE</b>	<b>TITLE/DESCRIPTION</b>
<b><u>PERSONNEL COSTS:</u></b>	
51100	<b>SALARIES AND WAGES</b> - "Catch-all" personnel line-item used to account for the costs related to salaries and wages for full-time, permanent part-time and temporary employees, vacation, sick, holiday, and training.
51105	<b>OVERTIME</b> - Personnel line-item used to account for the costs related to non-exempt, employee hours in excess of 40 hours per week as required by FLSA.
51125	<b>AUTO ALLOWANCE</b> - Personnel line-item used to account for auto allowances paid to approved employees.
51130	<b>RELOCATION EXPENSE</b> - Personnel line-item used to account for relocation expense paid to approved employees.
51275	<b>POLICE SECURITY</b> – Personnel line-item used to account for off duty security work. (Limited to Public Safety).
51110	<b>FICA TAXES</b> - Personnel line-item used to account for the social security costs related to salaries and wages for employees.
51115	<b>MEDICARE TAXES</b> - Personnel line-item used to account for the Medicare costs related to salaries and wages for employees.
51255	<b>VALIC RETIREMENT (4.0%)</b> - Personnel line-item used to account for the retirement contributions related to salaries and wages for benefited employees.
51260	<b>VALIC RETIREMENT (9.7%)</b> – Personnel line-item used to account for the retirement contributions related to salaries and wages for qualified public safety personnel. (Limited to Public Safety)
51265	<b>FPPA DISABILITY</b> – Personnel line-item used to account for premiums paid to the state Fire Police Professionals Association for qualified public safety personnel. (Limited to Public Safety)
51240	<b>VISION INSURANCE</b> – Personnel line-item used to account for vision insurance premiums paid on the behalf of benefited employees.
51220	<b>HEALTH INSURANCE</b> - Personnel line-item used to account for health insurance premiums paid on the behalf of benefited employees.
51230	<b>DENTAL INSURANCE</b> - Personnel line-item used to account for dental premiums paid on the behalf of benefited employees.
51250	<b>LIFE &amp; AD&amp;D INSURANCE</b> - Personnel line-item used to account for Life and Accidental Death & Dismemberment premiums paid on the behalf of benefited employees.
51285	<b>LONG TERM DISABILITY</b> - Personnel line-item used to account for Long Term Disability premiums paid on the behalf of benefited employees.
51120	<b>WORKERS COMPENSATION</b> - Personnel line-item used to account for the statutory premiums related to salaries and wages for employees.
51210	<b>UNEMPLOYMENT INSURANCE</b> - Personnel line-item used to account for the statutory premiums related to salaries and wages for employees.
51270	<b>FLEX PLAN 125 FEE</b> – Personnel line-item used to account for fees for the administration of the Flex Plan for benefited employees.

**CITY OF FORT LUPTON  
CHART OF ACCOUNTS**

**BUDGET  
ACCOUNTING  
CODE**

**TITLE/DESCRIPTION**

**PERSONNEL COSTS:**

51290      **EMPLOYEE ASSISTANCE PROGRAM** – Personnel line-item to account for the cost for the Employee Assistance Program through the City

53090      **EDUCATIONAL ASSISTANCE** – Personnel line-item to account for the tuition reimbursement program for employees.

55385      **LEAF GRANT COMMUNITY POLICE** - Personnel costs associated with the Leaf Grant

55386      **CLICK-IT GRANT FEDERAL** - Personnel costs associated with the Federal Click-It of Ticket Grant

55387      **CLICK-IT GRANT STATE** - Personnel costs associated with the State Click-It of Ticket Grant

**SERVICES:**

53050      **CONTRACTUAL OPERATION/MANAGEMENT FEES**– Contract cost paid to Contracted Management Companies to operate and maintain the City's facilities.

53060      **CONTRACTUAL SERVICES** – Charges for professional and non-professional services that are not "contract" related Example would be temporary labor.

53080      **DUES & SUBSCRIPTIONS** - Expenses designated to purchase various publications, books, subscriptions or to cover the costs for the City and/or employees to belong to certain professional or service organizations (e.g. Wall Street Journal, Journal of Accountancy/Government Finance Officer's Association, NCOG, etc.).

53110      **FEES, PERMITS & LICENSES (formerly Organization/Member Fees)** - Fees, Permits & Licenses paid to various entities or legal institutions to obtain operating permits (e.g. Wastewater, landfills, etc.)

55440      **TAP FEE REBATES** - Water & Sewer Tap fees refunded to developers charged on building permits.

53320      **UTILITIES- ELECTRICAL** - Costs related to electricity for city buildings and facilities.

53330      **UTILITIES- GAS** - Costs related to natural gas for city buildings and facilities.

53335      **UTILITIES- SECURITY** - Costs related to security for city buildings and facilities

53340      **UTILITIES- WATER & SEWER** - Costs related to water & sewer for city buildings and facilities

53345      **UTILITIES- TRASH** - Costs related to trash service for city buildings and facilities

53350      **WATER TESTING** – Costs associated with the testing of residents water.

53290      **TELEPHONE** - Cover communication charges including long-distance and base usage charges on telephones, pagers and cellular units.

53180      **POSTAGE** - Charges related to metered and stamped mail, overnight packages, etc.

53100      **ENGINEERING SERVICES** – Contractual cost paid for professional assistance related to architectural design or other engineering services.

53120      **LEGAL FEES** - Contractual cost paid for professional assistance related to legal advice or services.

**CITY OF FORT LUPTON  
CHART OF ACCOUNTS**

**BUDGET  
ACCOUNTING  
CODE**

**TITLE/DESCRIPTION**

**SERVICES:**

53020	<b>AUDIT FEES</b> - Contractual cost paid for an independent certified professional accounting firm to audit the City's books. (Limited to Finance)
53010	<b>ADVERTISING</b> – Cost associated with advertising for the City (e.g. Classified ads, school yearbook ads, phonebook advertising, etc.)
53030	<b>BANK CHARGES</b> – Charges for Bank Service Fees. (Limited to Finance).
55220	<b>FINANCE CHARGES</b> - Fees associated with late payment of invoices.
53125	<b>LAUNDRY</b> – Contractual cost for laundry services.
53130	<b>MARKETING &amp; PROMOTIONS</b> – Contractual cost paid for advertising to promote the City and its entities.
53140	<b>MUNICIPAL JUDGE</b> - Contractual cost paid for municipal judge associated with conducting the City's municipal court. (Limited to Municipal Court)
53150	<b>PATCHING &amp; CHIP SEALING</b> - Contractual costs paid to Patch and seal the streets in the City. (Limited to Streets).
53160	<b>PLANS AND STUDIES</b> - Contractual cost paid for professional services related to the development of various studies and formal plans adopted and approved by the City (Does not include plans and studies developed by staff without outside assistance).
53190	<b>PRE-EMPLOYMENT FEES</b> – Charges for services for testing of potential employees of the City.
53200	<b>PRINTING</b> - Contractual cost paid to cover costs related to printing and collating City documents(e.g. Financial Reports, Annual Budget, Forms, Codification of the Municipal Code etc.)
53210	<b>PROFESSIONAL SERVICES</b> - Charges for professional services that are "contract" related
53220	<b>PUBLIC NOTICES</b> - Fees to cover advertising in newspapers, magazines, and other publications for various purposes (e.g. Public Notices, Requests for Proposals, etc.). Does not include advertising for employment opportunities.
53230	<b>RECRUITMENT</b> - Covers any and all costs related to the hiring process including advertising, background searches, credit checks, travel and transportation costs, meals, hotel expenses, etc.
53300	<b>TRAVEL/MEETINGS</b> - Costs related to transportation, lodging, subsistence, fees and other approved expenses incurred in the performance of official business.
53280	<b>STAFF DEVELOPMENT</b> - Costs related to transportation, lodging, subsistence, fees and other approved expenses incurred while attending authorized continuing education and professional training activities such as seminars and conferences.
53040	<b>PRISONER BOARDING</b> - Contractual cost paid to Weld County Sheriff's Department to board City prisoners.
55260	<b>INSURANCE</b> - Contractual cost paid to cover premiums for non-payroll insurance (e.g. Property/Casualty, Auto Liability, etc.).
55280	<b>INSURANCE DEDUCTIBLE</b> - Cost of property casualty and workmans compensation insurance deductibles.

**CITY OF FORT LUPTON  
CHART OF ACCOUNTS**

**BUDGET  
ACCOUNTING  
CODE**

**TITLE/DESCRIPTION**

**SERVICES:**

55270	<b>INSURANCE – OTHER</b> Contractual insurance paid by management firms. (Golf Course)
55160	<b>COUNTY TREASURER FEES</b> - Contractual cost paid to the Weld County Treasurer to collect City Property Taxes.
55165	<b>COURT FINE COLLECTION FEE</b> – Cost associated with expense of court proceedings, collection of return checks, and other cost of the City for the Municipal Court.
58010	<b>LOAN COST ADMIN FEES</b> - Contractual cost paid to various financial institutions to cover costs associated with the payment of various bonds and other debt requirements of the City.
55190	<b>ECONOMIC DEVELOPMENT</b> - Costs associated with recruiting, expanding or retaining commercial businesses in Fort Lupton. (Limited to Community Development)
55300	<b>LEASES &amp; RENTALS-EQUIPMENT</b> - Contractual costs paid to use land, buildings, equipment and/or machinery such as the Railroad Park Lease or the temporary rental of a backhoe. <u>Does not include lease purchase agreements which are treated as debt.</u>
55410	<b>RR PARK LEASE</b> – Annual lease payment to Union Pacific Railroad for open space/green belt in the UPRR right-of-way. (Limited to Parks Maintenance)
55200	<b>UPSTATE COLORADO</b> – Annual dues to support the Greeley/Weld Economic Development Action Partnership based on population estimates. (Limited to Community Development)
55210	<b>ELECTIONS</b> - Contractual costs paid to Weld County to cover the City's share of costs related to local, state or federal elections. (Limited to City Clerk)
55470	<b>WATER ASSESSMENTS</b> – Annual payments to the Northern Colorado Water Conservancy District and the Fulton Irrigation Ditch Company based on water shares owned by the City. (Limited to Utility Enterprise Fund)
55430	<b>SWSP ASSESSMENT</b> - Annual payments to the Northern Colorado Water Conservancy District for operations & maintenance based on water shares of Windy Gap owned by the City.
55070	<b>CBT WATER CARRYOVER FEES</b> - Annual payments to the Northern Colorado Water Conservancy District based on water shares of CBT owned by the City.
55360	<b>NISP WATER PROJECT FEES</b> - Annual payments to the Northern Colorado Water Conservancy District based on shares of NISP owned by the City.
55475	<b>WATER DELIVERY CHARGES</b> - Annual payments to the Northern Colorado Water Conservancy District based on water shares of CBT and Windy Gap owned by the City.

**MATERIALS AND SUPPLIES:**

52010	<b>GENERAL SUPPLIES</b> - Materials and supplies designated for internal and external operating purposes (e.g. paper products, break room supplies, non-office supplies etc.).
52020	<b>OFFICE SUPPLIES</b> - Materials and supplies designated for internal and external office supplies.
52030	<b>JANITORIAL SUPPLIES</b> – Supplies for cleaning of facilities.
52040	<b>CHEMICALS/FERTILIZER</b> - Chemicals and fertilizer used for upkeep of parks and golf course.

**CITY OF FORT LUPTON  
CHART OF ACCOUNTS**

**BUDGET  
ACCOUNTING  
CODE**

**TITLE/DESCRIPTION**

**MATERIALS AND SUPPLIES:**

52045	<b>LANDSCAPING</b> – Products and material used in landscaping of facilities.
52050	<b>SEED/SOD/TREES</b> – Costs relating to seed, sod and trees for the parks and Golf Course.
52060	<b>SAND/SOIL</b> – Costs relating to the sand and soil used at the Golf Course.
52070	<b>IRRIGATION SUPPLIES</b> – Material and supplies for the upkeep of the irrigation systems.
53310	<b>UNIFORMS</b> - Purchased clothing designated for certain City employees (e.g. shirts, pants, jackets, footwear, etc.).
53105	<b>EQUIPMENT &lt; \$5000</b> - Costs related to purchase small tools such as drills, hammers, etc. <u>Note: Tools individually costing \$5,000 or more should be charged to Capital Outlay.</u>
52080	<b>FUEL &amp; OIL</b> – Purchases of gasoline, diesel fuel and lubrication for vehicles and equipment.
55350	<b>MISCELLANEOUS EXPENSES</b> - "Catch-all" account for all other types of expenses not specifically listed elsewhere.
52090	<b>WATER METERS</b> – Purchase of water meters to installation on new development. (Limited to Water Lines)
55250	<b>INSECT CONTROL</b> - Chemicals and other supplies necessary to maintain control over R-O-W locations, easements, city property, etc., related to mosquitoes and other insects.
53285	<b>SAFETY TRAINING</b> – Purchase of materials, required safety classes, and certifications for compliance of Loss Control Standards with CIRSA.
55120	<b>COST OF GOODS – FOOD</b> - Costs of food items sold at the Golf Course.
55130	<b>COST OF GOODS – LIQUOR</b> - Cost of liquor sold at the Golf Course.
55140	<b>COST OF GOODS – PREPACKAGED FOOD</b> – Cost of prepackaged food items sold sat the Golf Course.
55150	<b>COST OF GOODS - PRO SHOP</b> – Cost of Items sold in the Pro Shop at the Golf Course.

**PROGRAM EXPENSES:**

55390	<b>SENIOR PROGRAM</b> – Costs associated with the Senior Programs.
55395	<b>DAY CAMP PROGRAMS</b> – Cost associated with the Day Camp programs.
55396	<b>PRE-SCHOOL PROGRAMS</b> – Costs associated with the Pre-school programs.
55400	<b>TEEN PROGRAM</b> – Cost associated with Teen programs through the Rec Center.
55406	<b>CULTURAL PROGRAMS</b> – Cost associated with Cultural programs through the Recreation Center, Community Center and Museum
55407	<b>RECREATION PROGRAMS</b> – Cost associated with the miscellaneous Recreation programs.
55110	<b>CONSIGNMENT TICKETS</b> – Event tickets purchased for resale at the Rec Center.

**CITY OF FORT LUPTON  
CHART OF ACCOUNTS**

<b>BUDGET ACCOUNTING CODE</b>	<b>TITLE/DESCRIPTION</b>
<b><u>PROGRAM EXPENSES:</u></b>	
53070	<b>CONTRACTED INSTRUCTORS</b> – Instructors for classes at the Recreation Center and the Community Center.
53075	<b>CONTRACTED OFFICIALS</b> – Costs associated with paid umpires & referees.
55095	<b>COACHES PROGRAM</b> – Costs associated with the pass through of costs for programs reimbursed by the coaches.
55100	<b>CONCESSIONS EXPENSE</b> - Materials and supplies designated for resale (e.g. drinks, food, t- shirts, etc.) (Generally should have a corresponding revenue account).
55090	<b>CLEAN UP DAYS</b> – Cost associated with the annual Clean up Day event. (Limited to Legislative).
55180	<b>DONATIONS</b> - Miscellaneous contributions to various non-profit organizations. (Limited to Legislative).
55450	<b>TRAPPERS DAY</b> – Contributions to support the annual Trapper's Day event. Generally paid to the Fort Lupton Chamber. (Limited to Legislative)
55010	<b>APPRECIATION</b> – Miscellaneous expenditures related to City sponsored "thank-you" events including the annual employee Christmas party, Committee appreciation Day, etc., (Limited to Legislative)
55230	<b>FIREWORKS CELEBRATION</b> – Contributions to support expenditures related to the July 4 <sup>th</sup> Fireworks event. Includes contributions from the City and those collected from business and individuals. (Limited to Legislative)
55290	<b>JUVENILE PROBATION PROGRAM</b> – Material and supplies designated to cover various expenses specifically related to this program (Limited to Municipal Court).
55460	<b>VICTIM COMPENSATION FEE</b> - Awards to victims of crimes within the City based on the discretion of a committee. Funds are raised from surcharges placed on thicket.
55380	<b>POLICE PROGRAMS</b> - Materials and supplies designated to cover various expenses specifically related to this program. (Limited to Public Safety).
55030	<b>BOARDS AND COMMISSIONS</b> - Miscellaneous expenditures designated to cover costs related to the volunteer boards, commissions and committees sponsored or established by the City. (Limited to Miscellaneous)
55080	<b>CITY/SCHOOL LIBRARY</b> – Contractual obligation to participate in the joint City/School library facilities. (Limited to Miscellaneous)
55415	<b>SCHOOL CROSSING GUARD</b> – Contractual obligation to participate in School Crossing Guard.
53275	<b>REPURCHASE CEMETERY PLOTS</b> – To account for the purchase back of unused cemetery plots.
55240	<b>HISTORY PRESERVATION BOARD</b> – Expenses associated with the Historical Preservation Board
55245	<b>ITERIM GROWTH</b> – Expenses associated with the Interim Growth Plan.
55373	<b>PROGRAMS- REMOTE READ GRANT</b> - Expenses associated with replacing the water meters and meter reading system.

CITY OF FORT LUPTON  
CHART OF ACCOUNTS

BUDGET  
ACCOUNTING  
CODE

TITLE/DESCRIPTION

---

**MAINTENANCE OF FACILITIES, EQUIPMENT & INFRASTRUCTURE:**

55375	PROGRAMS - HISTORICAL GRANTS - Expenses associated with historical grant awards.
53240	REPAIRS & MAINTENANCE-EQUIPMENT – "Catch-all" account to account for costs necessary to repair and maintain City owned equipment ( <b>not vehicles</b> )
53245	REPAIRS & MAINTENANCE-CARTS – "To account for costs necessary to repair and maintain Golf Carts.(Limited to Golf Course)
53250	REPAIRS & MAINTENANCE-FACILITIES – "To account for costs necessary to repair and maintain City facilities and a Contingency Account for unseen repairs at the WWTP and Water Plant.
53255	REPAIRS & MAINTENANCE-CONTRACTUAL OPERATIONS – "To account for costs necessary to repair and maintain City Waste water & Water Plants by the Contracted Operator.
53260	REPAIRS & MAINTENANCE-GROUNDS & PARKS – "To account for costs necessary to repair and maintain City Parks and Golf Course.
53265	REPAIRS & MAINTENANCE – STREETS – To account for costs necessary to repair and maintain the streets and alleyways in the City.
53270	REPAIRS & MAINTENANCE – VEHICLES – This account is used to account for costs necessary to repair and maintain City owned vehicles.

**CAPITAL OUTLAY/PROJECTS:**

Note: The following accounts are restricted to those items individually costing more than \$5,000 and lasting more than three years. Minor alterations or repairs should not be charged to these accounts. Also, minor equipment costing less than \$5,000 should be charged to Small Tool & Equipment (53105).

57100	CAPITAL OUTLAY - "Catch-all" for purchasing vehicles, heavy machinery, office equipment or other like items. Includes capital renovations to buildings and other infrastructure totaling more than \$5,000 but less than \$15,000.
-------	--

Note: Capital Projects are those projects individually costing more than \$15,000 and lasting more than three years. Minor alterations or repairs should not be charged to these accounts. Each project will be assigned its own object code to identify the project.

57500	CAPITAL PROJECTS – "Catch-all" for major projects individually costing more than \$15,000 and lasting more than three years that do not have a specific account already assigned. (Note: Minor alterations or repairs should not be charged to this account).
-------	---

## ACCOUNTING & BUDGET METHODOLOGY

During the year, the City segregates transactions related to certain City functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Governmental accounting systems are organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are separate for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. All proprietary funds are accounted for on a flow of economic resources measurement focus. With the measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. The focus of the proprietary funds is on the measurement of net income (e.g., revenues, expenses). This measurement focus allows the proprietary fund to report all assets and liabilities associated with an activity.

The City uses the modified accrual method of accounting and complies with Governmental Accounting Standards and Colorado state statutes when preparing financial statements. The yearly budget is prepared using the cash method of accounting.

Colorado state statutes govern the City's deposit of cash. The Colorado Public Deposit Protection Act (PDPA) requires that all units of local government deposit cash in eligible public depositories. Eligibility is determined by state regulations. Amounts on deposit in excess of federal insurance levels must be collateralized. The eligible collateral is determined by the PDPA. PDPA allows the financial institution to create a single collateral pool for all public funds. The pool is to be maintained by another institution, or held in trust for all the uninsured public deposits as a group. The market value of the collateral must be at least equal to 102% of the aggregate uninsured deposits. Deposits are categorized to give an indication of risk assumed by Fort Lupton at the end of the year which includes deposits that are insured, collateralized deposits with securities held by the pledging institution's trust department or agent in the entity's name, and uncollateralized, uninsured deposits. COLOTRUST and CSAFE are investment vehicles that the City utilizes for the majority of its investment activity.

Fort Lupton is exposed to various risks of loss related to torts: theft of, damage to, destruction of assets; errors and omissions; injuries to employees; and natural disasters. On January 1, 1984, the City Council authorized Fort Lupton to participate in the Colorado Intergovernmental Risk Sharing Agency (CIRSA). A separate and independent governmental and legal entity, which was formed by intergovernmental agreement by member municipalities pursuant to the provisions of 24-10-115.5, C.R.S. as amended, 29-1-101 et. seq., C.R.S., as amended, 29-13-102, C.R.S., as amended, and Colorado Constitution, Article XIV, Section 18(2). It is the intent of the members of CIRSA to create an entity in perpetuity which will administer and use funds contributed by the members to defend and indemnify, in accordance with the bylaws, any member in CIRSA against stated liability or loss to the limit of the financial resources of CIRSA. All income and assets of CIRSA shall be at all times dedicated to the exclusive benefit of its members. The types of coverage include property, Liability, Crime, and Supplemental defense cost for Colorado liability claims.