# APPENDIX

# *GLOSSARY*

| Term | Definition |
|---|---|
| **100% Levy** | **100% of the fund tax levies as approved by the Department of Local Government Finance** |
| **Appropriation** | **Authority by Library Board to expend funds** |
| **Budget Form 1** | **Budget form used to estimate budgetary needs, by line item, for the ensuing budget year** |
| **Budget Form 2** | **Budget form used to estimate revenues, other than tax money. The form consists of two columns, Column A represents the period July 1 to December 31 of the current budget year. Column B represent the period January 1 to December 31 of the ensuing budget year** |
| **Budget Form 3** | **Budget form used to advertise the date of the public hearing, adoption meeting, budget and levy for the ensuing budget year. The form also informs taxpayers of the maximum permissible levy and appeal rights** |
| **Budget Form 4** | **Budget form used by the Library Board approving (adopting) major budget fund classifications for the ensuing budget year** |
| **Budget Form 4B** | **Budget form used to produce a fund tax rate. Form indicates the financial information necessary to fund the ensuing budget.** |
| **Budget Form 5** | **Budget form used to adopt tax rates.** |
| **Cash** | **Monies on hand or invested as evidenced by entry in the unit's ledger** |
| **Controlled Levy** | **Tax monies raised which are chargeable against the Maximum Permissible Levy such as the Operating Fund.** |

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| **Current Budget Year** | **The budget year under which a library is operating.** |
| **Excessive Levy** | **An amount of money which exceeds the maximum permissible levy. Can become a permanent increase or a one year increase depending upon the type of appeal submitted. Appeal must be submitted to the Department of Local Government Finance on or before October 19 of the current year** |
| **Exempt Levy** | **Property tax money raised which is outside the Maximum Permissible Levy such as a Debt Service Fund** |
| **Fiscal Body** | **Library Board, County or Town Council** |
| **Levy Excess** | **That amount of money which is actually collected in excess of 100% of the fund certified levy approved by the Department of Local Government Finance** |
| **Maximum Permissible Levy (Maximum Levy)** | **The maximum amount of property taxes which may be charged in any budget year as determined by the Department of Local Government Finance** |
| **Non-Binding Recommendation** | **The budget recommendation issued for budgets of appointed boards by the fiscal body on budgets proposed to increase by the average growth quotient or less.** |