

HOW TO USE THIS DOCUMENT BUDGETARY BASIS & FUND STRUCTURE OVERVIEW

The Champaign County FY2019 Budget Document is organized into nine sections. Each section is described below, followed by a description of the accounting and fund structure used to develop the budget document.

Section 1 – Introduction

This section provides an overview including the County Administrator’s Letter of Transmittal; the “How to Use” instructional document; Champaign County economic and demographic information; and Champaign County Board policy and process information.

Section 2 – Summary

The summary section provides an overview of highlights of the FY2019 total Champaign County budget.

Section 3 - General Corporate Fund

A summary statement at the beginning of this section provides complete revenue and expenditure detail for the General Corporate Fund as a whole, including FY2017 actual revenues and expenditures, FY2018 budgeted and projected revenues and expenditures, and FY2019 requested revenues and expenditures. In FY2019 budget, the department personnel summary information and cost per capita for the operation of each department are included in the General Fund Summary document.

Following the summary statement are individual department budgets for each of the General Corporate Fund departments. In addition to the financial section, each department budget includes an organizational chart for that department, mission statement, budget highlights, alignment to the County Board Strategic Plan, and objectives and performance indicators specific to that department’s operation. Any Special Revenue Fund Budgets related specifically to the elected officials of the General Corporate Fund are included immediately after the relevant elected official General Corporate Fund Budget.

Section 4 - Special Revenue Funds

In this section, department budget information is provided for the County’s remaining special revenue funds. The fund and department budget document structure is substantially the same as for the General Corporate Fund department budgets.

Section 5 - RPC Funds

This section covers the five special revenue funds, including multiple department budgets, which are managed by the Champaign County Regional Planning Commission.

Section 6 – Joint Venture Fund

The GIS Consortium, Joint Venture Fund, including fund/department budget information.

Section 7 - Debt Management and Capital Projects Funds

Explanation of each of the County’s debt service and capital projects funds budgets, including financial detail, source of revenues, debt structure, and project status updates.

Section 8 – Proprietary and Internal Service Funds

A summary statement and documentation is provided for the Nursing Home enterprise fund, the Self-Funded Insurance internal service fund, and Employee Health Insurance fund together with documentation for each of the individual department budgets within each fund.

Section 9 - Supplemental Information

This section includes additional information including the consolidated budget report and detail; property tax distribution; personnel staffing budgets and salary schedules; and a glossary of terms used in this document.

The above description of the nine sections of the FY2019 budget document is further enhanced for the reader with the following description of Champaign County's structure of funds.

Accounting Structure

A fund is the basic accounting unit: it is a self-balancing accounting entity with revenues and expenditures which are segregated for the purpose of carrying out specific programs in accordance with County policies and certain applicable State and Federal laws.

Each fund has at least one Department Budget, which is a group of expenditures that provide for the accomplishment of a specific program or purpose.

Pursuant to GASB Statement 34, a major fund is a fund that meets the following criteria:

- Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 10 percent of the corresponding total (assets, liabilities, and so forth) for all funds of that category (governmental funds) or type (enterprise funds).
- Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

Fund Statements

A Fund Statement is presented for each fund, which summarizes past and projected financial activity for the fund as follows:

- Revenues – presented in line item detail within revenue categories;
- Expenditures – presented in line item detail within major categories – e.g., personnel, commodities, services, etc.
- Fund Balance – the actual or estimated funds remaining at the end of the fiscal year.

Fund Types

All county funds are included in the Annual Budget Document except the fiduciary funds which include two Private Purpose Trust Funds in which the County Engineer acts in a trustee capacity on behalf of townships to use state funding to maintain township roads and township bridges, which resources are not available to support the County's own programs; and Agency Funds whose purpose is to report resources, such as property taxes and circuit court fees and fines, held in a custodial capacity for external individuals, organizations and governments.

Governmental Funds – Governmental funds account for traditional governmental operations that are financed through taxes and other fixed or restricted revenue sources.

- A. **General Fund:** the General Corporate Fund is available for any authorized purpose, and is used to account for all financial resources except those required to be accounted for in another fund. A General Corporate Fund summary is prepared which lists the amount of General Corporate Fund appropriation for all affected departments. The General Corporate Fund is a Major Fund.
- B. **Special Revenue Funds:** Special Revenue Funds are used to account for the proceeds of specific sources that are legally restricted to expenditures for a specific purpose. The Regional Planning Commission and the Mental Health Board Funds are the major Special Revenue Funds.
- C. **Debt Service Fund:** Debt Service Funds are utilized to account for the payment of interest, principal and related costs on the County's general long-term debt. The County has one debt services fund for the repayment of bonds issued for the construction of the Nursing Home Facility. The debt service for the Highway Fleet Maintenance Facility was retired in FY2016. (In addition to Debt Service Funds, the County also has two debt service budgets included in other funds as appropriation based on the purpose of the fund.)
- D. **Capital Projects Funds:** Capital Project Funds are used to account for all expenditures and revenues associated with the acquisition or construction of major facilities that are not financed through proprietary funds or funds being held for other governments. The County has one capital projects fund budgeted in FY2019 – the Courts Complex Construction Fund.

Proprietary Funds – Proprietary Funds account for certain “business-type” activities of governments that are operated so that costs incurred can be recovered by charging fees to the specific users of these services.

- A. **Enterprise Fund:** An enterprise fund is used to account for operations that are financed primarily by User charges. The Nursing Home Fund is a Major Fund and is the only enterprise fund in Champaign County.
- B. **Internal Services Funds:** An Internal Service Fund is established to account for the financing of goods and services provided to the County and other agencies on a cost reimbursement basis. The activities of the Self-Funded Insurance Fund and Employee Health Insurance Fund are budgeted and appropriated through the use of Internal Service Funds.

Joint Venture Fund – According to GASBS-14, a joint venture is defined as “a legal entity or other organization that results from a contractual arrangement and that is owned, operated, or governed by two or more participants as a separate and specific activity subject to joint control in which the participants retain (a) an ongoing financial interest or (b) an ongoing financial responsibility.” The Champaign County GIS Consortium is a joint venture fund, created by an Intergovernmental Agreement shared by the County of Champaign, City of Champaign, City of Urbana, Village of Mahomet, Village of Rantoul, Village of Savoy and University of Illinois.

BUDGETED FUNDS

Fund	A self-balancing accounting entity with revenues and expenditures which are segregated for the purpose of carrying out specific programs in accordance with County policies and certain applicable State and Federal laws.
Major Fund	A budgeted fund with revenues or expenditures representing more than 10% of the total appropriated revenues or expenditures.
Fund Type	All County funds are included in the Annual Budget Document except the fiduciary funds including Private Purpose Trust Funds and Agency Fund.

