Appendix 2 - Definition of Terms

Definition of Terms

Activity – A program size indicator which describes a specific action to be taken in carrying out a program.

Agency – Any executive department, independent commission, board, bureau, office or other establishment of the State government (except the Legislature and the Judiciary), or any quasi-public institution which is supported in whole or in part by State funds.

AGR – The program identification letter designation for the Department of Agriculture.

AGS – The program identification letter designation for the Department of Accounting and General Services.

ATG – The program identification letter designation for the Department of the Attorney General.

BED – The program identification letter designation for the Department of Business, Economic Development and Tourism.

Bond Fund – The fund used to account for the proceeds of bond issues and expenditures therefrom.

Bond Receipts – The proceeds from the issuance of governmental bonds.

BUF – The program identification letter designation for the Department of Budget and Finance.

Capital Appropriations – The amount legally authorized by the Legislature for use in the construction of a capital improvement project.

Capital Expenditures – Payment to contractors and payments for other items related to the construction of a capital improvement project. Capital expenditures for a project do not generally occur in the same period as the enactment of the capital appropriation.

Capital Investment Costs – The costs, beyond the research and development phase, associated with capital improvements, including the acquisition and development of land, the design and construction of new facilities, and the making of renovations or additions to existing facilities. Capital investment costs for programs are the sum of the program's capital improvement project costs.

CCA – The program identification letter designation for the Department of Commerce and Consumer Affairs.

Construction Costs – The costs involved in building and landscaping capital facilities, including any consultant or staff services required and built-in equipment.

Cost Categories – The major types of costs including research and development, capital investment, and operating.

Cost Elements – The major subdivisions of a cost category. For the category "capital investment," it includes plan, land

acquisition, design, construction and equipment and furnishing. For the categories "research and development" and "operating," it includes personal services, other current expenses, equipment and motor vehicles.

Crosswalk – A reconciliation of the program structure with the structure used for budgeting, accounting and/or appropriations.

Debt Services – The interest and principal repayments on monies borrowed.

DEF – The program identification letter designation for the Department of Defense.

Departmental Earnings – The amounts collected by governmental agencies for services provided and products or property sold; rentals collected for use of public property; fees, fines, forfeitures, and penalties assessed; and other related types of charges.

Design Costs – The costs related to the preparation of architectural drawings for capital improvements through its various stages from schematic to final construction drawings. It does not include costs associated with the identification of needs, determining alternative ways of meeting needs, and prescription of standards for capital improvements.

EDN – The program identification letter designation for the Department of Education.

Effectiveness Measure – A criteria for measuring the degree to which the objective sought is attained.

Expenditure Ceiling – The maximum general fund appropriations allowed in any year. The expenditure ceiling shall be determined considering the FY 1978-79 general fund appropriations as the expenditure ceiling. The expenditure ceiling for succeeding fiscal years shall be computed by adjusting the immediate prior fiscal year expenditure ceiling by the applicable State growth.

Federal Aid Interstate – The funds received from the federal government for the purpose of constructing the interstate highway system in the State.

Federal Aid Primary – The funds received from the federal government for the purpose of constructing primary roadways.

Federal Aid Secondary – The funds received from the federal government for the purpose of constructing secondary roadways.

Federal Aid Urban – The funds received from the federal government for the purpose of constructing roads in urban areas.

Federal Receipts – The financial aid received from the federal government.

Full Cost – The total cost of a program, system or capability, including research and development costs, capital investment costs and operating costs.

General Fund – The fund used to account for all transactions which are not accounted for in another fund, but excluding federal funds received by that fund.

General Obligation Bonds – The bonds, notes, or other instruments of indebtedness for the payment of the principal and interest of which the full faith and credit of the State are pledged.

General Obligation Reimbursable Bonds – General obligation bonds issued for a public undertaking, improvement, or system from which revenues, or user taxes, or a combination of both, may be derived for the payment of the principal and interest as reimbursement to the general fund and for which reimbursement is required by law, and, in the case of general obligation bonds issued by the State for a political subdivision, general obligation bonds for which the payment of the principal and interest as reimbursement to the general fund is required by law to be made from the revenue of the political subdivision.

GOV – The program identification letter designation for the Office of the Governor.

HHL – The program identification letter designation for the Department of Hawaiian Home Lands.

HMS – The program identification letter designation for the Department of Human Services.

HRD – The program identification letter designation for the Department of Human Resources Development.

HTH – The program identification letter designation for the Department of Health.

Interdepartmental Transfers – Funds which will be used by a program but will be appropriated to a different program.

Land Acquisition Costs – The costs of obtaining lands, including any consultant or staff services costs attributable to that acquisition.

LBR – The program identification letter designation for the Department of Labor and Industrial Relations.

Level – The relative hierarchical position of a program in the State's program structure. Levels are numbered I, II, III, IV, V, VI, with I representing the highest level.

LNR – The program identification letter designation for the Department of Land and Natural Resources.

LTG – The program identification letter designation for the Office of the Lieutenant Governor.

Means of Financing – The various sources from which funds are available. Included are the general fund, special fund, revolving fund, general obligation bonds, reimbursable general obligation bonds, revenue bonds, federal interstate highway fund, federal aid primary road fund, federal aid secondary road fund, federal aid urban fund, other federal funds, private

contributions, county funds, trust funds, interdepartmental transfers and other funds.

Non-Tax Revenue Sources – Sources other than taxes from which revenues are produced and includes departmental earnings of various kinds, reimbursements of principal on general obligation bonds issued for State agencies and counties, federal receipts which are restricted in their use to specified purposes and other federal receipts.

Objective – A statement of the end result, product, or condition desired, for the accomplishment of which a course of action is to be taken.

Operating Costs – The recurring costs of operating, supporting and maintaining authorized programs, including costs for personnel salaries and wages, employee fringe benefits, supplies, materials, equipment and motor vehicles.

Phases of Capital Improvement Projects – Land acquisition, design, construction and occupancy.

Plan Costs – Costs related to the preparation of general plan, functional plan, master plan, advance plan, preliminary plan, including feasibility studies.

Planning – That process by which government objectives are formulated; measures by which effectiveness in attaining the objectives are identified; alternatives by which objectives may be attained are determined; the full-cost, effectiveness and benefit implications of each alternative are determined; the assumption, risks, and uncertainties of the future are clarified; and cost and effectiveness and benefit tradeoffs of the alternatives are identified.

Program – A combination of resources and activities designed to achieve an objective or objectives.

Program Identification (ID) Number – The unique designation assigned to each lowest level program (not necessarily level VI). The number consists of two parts – a 3-character alphabetic abbreviation designating the responsible agency, followed by the agency's 3-digit number for the program.

Program Size – The magnitude of a program, such as the number of persons serviced by the program, the amount of commodity, the time delays, the volume of service in relation to population or area, etc.

Program Size Indicator – A measure to indicate the magnitude of a program, such as the number of persons served by the program or the level of activities being undertaken. See also, "Activity" and "Target Group."

Program Structure – A display of programs which are grouped in accordance with the objectives to be achieved, or the functions to be performed.

Program Structure Number – The program's number which is based on the program's objectives and relation to other programs in the program structure. The number consists of up to 12 digits – 2 for each level, down to the level of the program.

Programming – That process by which governments' long-range program and financial plans are scheduled for implementation over a six-year period and which specifies what programs are to be implemented, how they are to be implemented, when they are to be implemented, and what the costs of such implementation are.

PSD – The program identification letter designation for the Department of Public Safety.

Research and Development Costs – The costs primarily associated with the development of new program, system or capability to the point where capital and/or operating costs are required to introduce the program, system or capability into operational use.

Resource Categories – Types of resources and includes tax revenues, departmental earnings and federal receipts.

Revenue Bonds – All bonds payable from the revenues, or user taxes, or any combination of both, of a public undertaking, improvement, system, or loan program and any loan made thereunder and secured as may be provided by law.

Revolving Fund – A fund from which is paid the cost of goods and services rendered or furnished to or by a State agency and which is replenished through charges made for the goods or services or through transfers from other accounts or funds.

Special Funds – Funds which are dedicated or set aside by law for a specified object or purpose, but excluding revolving funds and trust funds.

State Growth – The estimated rate of growth of the State's economy which shall be established by averaging the annual percentage change in total State personal income for the three calendar years immediately preceding the session of the Legislature making appropriations from the State general fund.

SUB – The program identification letter designation for Subsidies.

Target Group – A program size indicator which describes a group of persons or objects to be served in carrying out a program.

TAX – The program identification letter designation for the Department of Taxation.

Tax Expenditure – Revenue reductions resulting from incentives for certain types of private activities, or aid to taxpayers in certain circumstances. These may take the form of tax credits, deductions, exclusions from income, tax deferrals, or special rates of taxation.

Tax Revenues – The amounts collected from compulsory charges, in the form of taxes, levied by the State for the purpose of financing services performed for the common public benefit.

Total State Personal Income – The total State personal income as defined by the State personal income series published by the U.S. Department of Commerce, Social and Economic Statistics Administration, Bureau of Economic Analysis, or its successor, for each year for which such income has been determined and published; for any year for which such income has not been determined or published, it shall mean the total State personal income for such year as estimated by the Council on Revenues.

TRN – The program identification letter designation for the Department of Transportation.

Trust Fund – A fund in which designated persons or classes of persons have a vested beneficial interest or equitable ownership, or which was created, or established by a gift, grant, contribution, devise or bequest that limits the use of the fund to designated objects or purposes.

UOH – The program identification letter designation for the University of Hawaii.

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