

2.02 DEFINITIONS

The following definitions are for terms used in the SCA Fiscal Manual. The definitions are specific to the manual and are not to be construed as universal.

Abatement - A partial or complete cancellation by an SCA of a liability imposed.

Accounts Payable – Amounts of payment owed for goods and services received.

Accounts Receivable – Receipt of payment amounts anticipated for goods and services delivered.

Activity Code - The number assigned to each specific budget activity, i.e., 51 = Administration, 61 = Information Dissemination.

Agreement - A general term used to imply a legally binding document, i.e., contract.

Allocation – D&A funds to be distributed to SCAs or county administrative units by the Commonwealth for the operation of D&A programs.

Appropriation - A statutory authorization granted by the state legislature to an agency, allowing it to incur obligations and make expenditures for specific purposes within a specific period of time and generally for a maximum dollar amount.

Augmentation - Authorized monies that are added to an existing agreement.

Award Notice - See “Schedule of Funding.”

Base Dollars – General Assistance State dollars and Federal SAPTBG dollars allocated by BDAP that are not reserved for any particular priority population (i.e., SAP, PWWWC) or for any particular limited-term project.

Budget Revision (Major) - A significant change in an SCA’s budget (a shift of over 10% of funds between major categories) that requires BDAP’s written approval prior to SCA implementation.

Budget Revision (Minor) - A small change in an SCA’s budget (up to 10%) that does not require BDAP’s written approval prior to SCA implementation.

Bureau of Drug and Alcohol Programs – BDAP is the D&A single state authority for management of drug and alcohol services for the Commonwealth. BDAP is a bureau within the Department of Health designated as the single point of contact for prevention, intervention and treatment programs, and is authorized to receive federal funds under the SAPTBG. BDAP is responsible for: providing state and federal funding to state and local D&A programs; developing a state plan for the prevention, treatment and control of the abuse of alcohol and other drugs; collecting and publishing of substance abuse statistics; and promulgation of

regulations specifying uniform statistics to be obtained, records to be maintained, and reports to be submitted by public and private organizations.

Carryover - Unexpended funds from a fiscal year(s) that carried forward into the subsequent fiscal year.

Categorical Funds - State or federal funds designated for a particular limited term project.

Classification of Major and Minor Objects – A list of accounts by which major and minor objects are categorized.

Client Fee Schedule - A list of the provider's usual and customary charges to the general public for a unit of service.

Client Liability – That portion of the cost for services rendered that is the client's responsibility to pay.

Collection Letter - Written correspondence which requests payment owed.

Contingent Commitment – An expectation of payment based on availability of funds.

Cost Reimbursement Contract - The funding of a D&A program or facility for a portion of, or the total cost of personnel, operating, and fixed asset expenses through an approved budget and work statement for the performance of a particular service or delivery of a prescribed type and amount of goods.

County Joinder - A D&A administrative unit (SCA) whose geographic area consists of two (2) or more counties.

County Match - A local financial commitment toward the provision of services by county governments (including joinders) that manage the local D&A system.

Deficit - The excess of expenditures over revenues during an accounting period.

Direct Project Contractor - A provider that contracts directly with BDAP and does not receive funds for the project through the SCA.

Disbursement - The outlay of cash only.

D&A Program Administrator - The individual appointed by the local authorities to manage the SCA D&A Program.

Encumbrance - A reservation of funds in anticipation of the occurrence of expenditure upon delivery of goods or rendering of a service.

Expenditure - Cash disbursed for goods delivered or services rendered.

Expenses - Combined expenditures and encumbrances incurred in a particular fiscal period.

Fee-for-Service – Reimbursement for services based on a charge per unit of service.

Fiscal Year - A twelve-month accounting period.

Fixed Asset – Furniture, equipment and computers that have a useful life of more than one year and an initial purchase price of \$5,000 or more per item.

Functional Unit – A provider of direct services, such as Prevention or Treatment, which is operated and staffed by an SCA.

Fund Balance – Monies that remain unspent at the end of the accounting period.

Funding Agreement - A legal document (contract or grant agreement) that serves as the mechanism by which the SCAs can obtain federal and state funds.

Funding Period - A period of time designated through an agreement, during which funding is provided for specific functions.

Funding Source - The agencies or programs from which funds are received.

Initial Contact - The contact between the service agency and the client necessary to determine whether or not the individual is in need of diagnostic services or treatment services or both, and to arrange for such services.

Inventory - A detailed list of fixed assets showing quantities, descriptions and unit costs.

Invoice - A document requesting payment or reimbursement.

Lapse - The monies received through an agreement that are not spent during the funding period and which revert to the funding source.

Liability - The responsibility of payment for goods provided or services rendered.

Major Object - A broad heading used to categorize a group of expenditures, such as personnel, operating and fixed assets.

Minor Object - A breakdown of a major object into a group of similar expenses.

Net Charge - The amount the provider bills for services provided.

Parent - A biological or adoptive mother or father of the client.

Per-Diem - A daily rate.

Planning Council/Executive Commission - The body of individuals appointed to advise or govern the activities of the SCA's D&A Program.

Private Funds – Monies received from sources other than governmental, i.e., private foundations, charitable donations and insurance payments.

Proceeds - The total amount of funds received from a transaction.

Prorate - To divide, distribute or assess the use of funds proportionally according to some established calculable factor(s).

Public Funds - Monies received from any governmental source, i.e., Federal, State, or County.

Purchase Price - The amount charged for goods or services.

Purchaser - The agency or party that expends funds for goods or services.

Quote – The written or verbal proposed cost of goods or services.

Representative Payee - A person or an organization selected by a benefit issuing agency to receive and manage benefits on behalf of a beneficiary.

Resources - The assets of an agency such as personnel, cash, equipment, land, buildings, etc.

Revenues - Cash income.

Schedule of Funding - An outline of funds issued by BDAP to the SCA, by category and in total.

Service Units - A standard for measuring client-oriented services.

Single Audit - A financial and compliance audit, as defined in Standards for Audit of Governmental Organizations, Programs, Activities and Functions, promulgated by the Comptroller General of the United States (frequently called GAO Audit Standards).

SCA - The agency designated to plan and coordinate D&A prevention, intervention and treatment services for a geographic area, which may consist of one or more counties.

Surplus – The excess of revenues over expenditures during an accounting period.

