

# Entity Structure and Organization

Boone County is situated in Central Missouri and is dissected by Interstate 70 and US Highway 63. It is a fast-growing county known for its highly educated work force, low cost of living, award-winning schools, and unique blend of rural and urban lifestyles. Boone County includes nine communities: six cities and three towns. The County has a population of approximately 137,000 and contains 685 square miles. The County is empowered to levy a property tax on both real and personal property located within its boundaries.

The County was organized in 1821 under applicable state statutes and continues under the same form of government to this day. The structure and operations of the County are governed by state statute rather than by local charter. To the extent allowed by state statute, policymaking and legislative authority are vested in the County Commission, which consists of a Presiding Commissioner and two Associate Commissioners, each of whom serve full time and are elected to four-year terms. The County Commission is responsible, among other things, for passing ordinances, adopting the annual budget, appointing committees, and hiring certain departmental directors (Information Technology, Planning & Zoning, Public Works, Human Resources, Purchasing, and Facilities Maintenance). The Commission is also responsible for approving the long-range operating plans for these departments. The Presiding Commissioner is elected at large and the two Associate Commissioners are each elected from within their respective district.

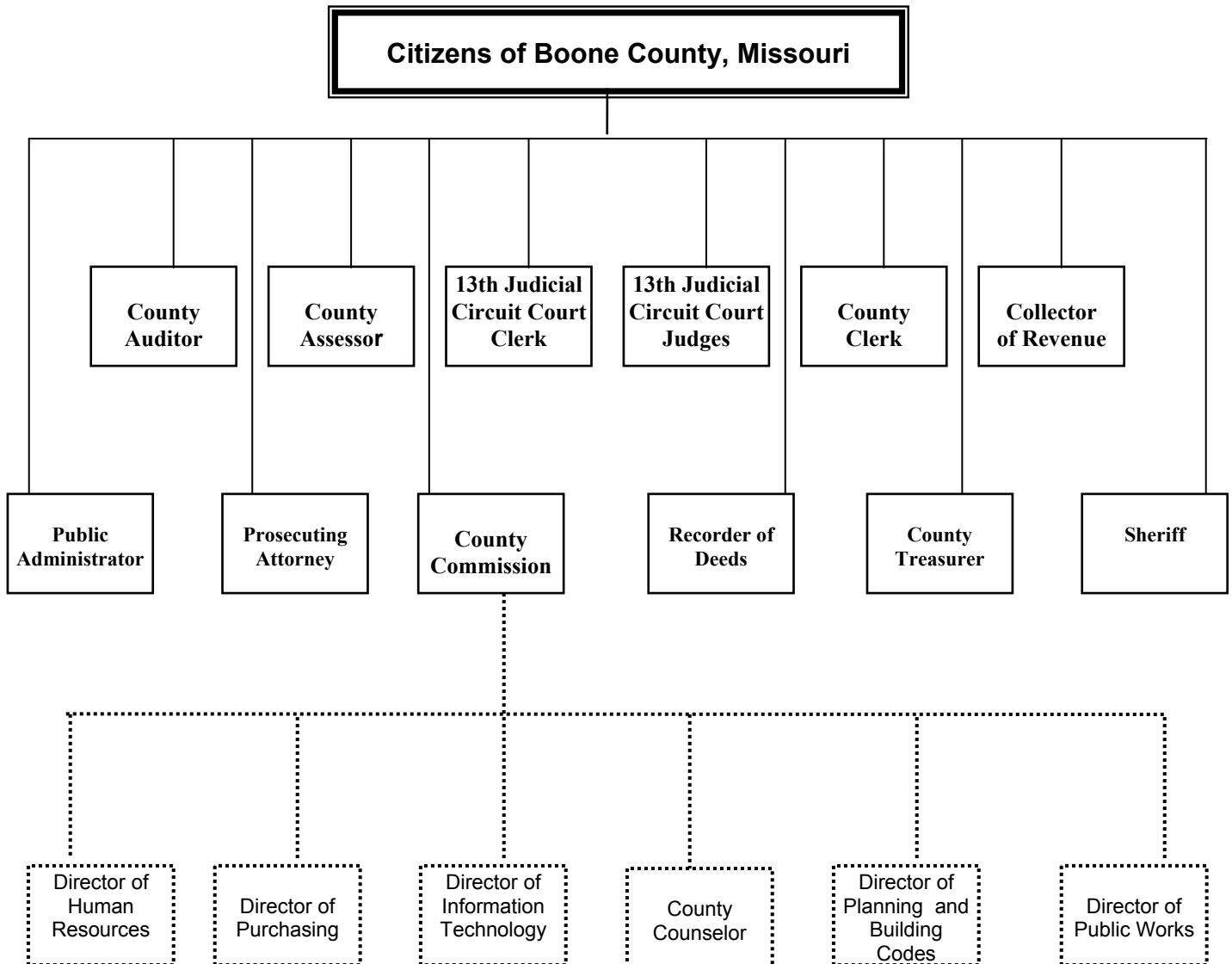
All other elected officials also serve four-year terms and are elected at large. Each elected official is responsible for establishing strategic goals, objectives, and operating policies and procedures for his or her office and for discharging statutory responsibilities. Although the County Commission is not responsible for establishing or approving strategic plans for each elected official, the County Commission is responsible for approving the annual operating budget for each elected official. The Commission has final authority regarding all County-owned fixed assets. This elective form of government presents unique challenges in terms of developing long-term organizational-wide goals, policies, and strategic plans. It results in a budget that emphasizes short-term departmental goals to a greater degree than long-term entity-wide goals.

Missouri statutes make no provision for the County Commission to establish countywide policies such as a uniform job classification system and personnel recruitment policies. Boone County officials, however, have worked cooperatively in these areas for many years and have supported development and adoption of countywide policies and procedures. Although elected officials are not required by statute to adhere to such policies, most officials voluntarily subscribe to them. Boone County is unique among other Missouri non-charter counties in this regard. (The Thirteenth Judicial Circuit Court adopts separate personnel policies.)

# County Office Directory

<b>Assessor</b> , Tom Schauwecker.....	Boone County Government Center, Room 143..	573-886-4270
<b>Auditor</b> , June Pitchford.....	Boone County Government Center, Room 205..	573-886-4275
<b>Circuit Clerk</b> , Cheryl Whitmarsh.....	Boone County Courthouse.....	573-886-4000
<b>Thirteenth Circuit Court Judges</b>		
Gene Hamilton, Presiding Judge.....	Boone County Courthouse .....	573-886-4050
Gary Oxenhandler, Circuit Judge.....	Boone County Courthouse .....	573-886-4050
Ellen S. Roper, Circuit Judge .....	Boone County Courthouse .....	573-886-4050
Larry Bryson, Associate Circuit Judge.....	Boone County Courthouse .....	573-886-4050
Jodie Asel, Associate Circuit Judge.....	Boone County Courthouse .....	573-886-4050
Chris Kelly, Associate Circuit Judge.....	Boone County Courthouse .....	573-886-4050
Christine Carpenter, Associate Circuit Judge..	Boone County Courthouse .....	573-886-4050
Cary Augustine, Associate Circuit Judge .....	Callaway County Courthouse .....	573-642-0777
Joe D. Holt, Associate Circuit Judge.....	Callaway County Courthouse .....	573-642-0777
Sara Miller, Family Court Commissioner .....	Boone County Courthouse .....	573-886-4050
<b>Clerk</b> , Wendy Noren.....	Boone County Government Center, Room 236..	573-886-4295
<b>Collector</b> , Pat Lensmeyer.....	Boone County Government Center, Room 118..	573-886-4285
<b>Commissioners</b>		
Keith Schnarre, Presiding Commissioner.....	Boone County Government Center, Room 245..	573-886-4307
Karen M. Miller, District I Commissioner.....	Boone County Government Center, Room 245..	573-886-4308
Skip Elkin, District II Commissioner.....	Boone County Government Center, Room 245..	573-886-4309
<b>County Counselor</b> , John Patton.....	601 E. Walnut.....	573-886-4305
<b>Court Administration</b>		
Robert L. Perry, Court Administrator.....	Boone County Courthouse .....	573-886-4060
<b>Elections and Registration</b> .....	Boone County Government Center, Room 236..	573-886-4375
<b>Facilities Maintenance</b> .....		
David Mink, Director.....	601 E. Walnut.....	573-886-4400
<b>Human Resources</b>		
Betty Dickneite, Director .....	601 E. Walnut.....	573-886-4405
<b>Information Technology</b>		
Michael Mallicoat, Director.....	Boone County Government Center, Room 221..	573-886-4315
<b>Interim Medical Examiner</b> , Edward Adelstein, MD	Fountain Mortuary.....	573-474-2700
<b>Planning and Building Inspection</b>		
Stan Shawver, Director.....	Boone County Government Center, Room 210..	573-886-4330
<b>Prosecuting Attorney</b>		
Kevin Crane.....	Boone County Courthouse .....	573-886-4100
<b>Public Administrator</b>		
Connie Hendren.....	Boone County Courthouse .....	573-886-4190
<b>Public Defender</b> .....	601 E. Walnut.....	573-443-0030
<b>Public Works</b>		
David Mink, Director.....	5551 Hwy. 63 South.....	573-449-8515
<b>Purchasing</b>		
Melinda Bobbitt, Director.....	601 E. Walnut.....	573-886-4392
<b>Recorder</b> , Bettie Johnson.....	Boone County Government Center, Room 132..	573-886-4345
<b>Sheriff's Department &amp; Correctional Facility</b>		
T. P. Boehm, Sheriff.....	2121 E. County Drive.....	573-875-1111
<b>Treasurer</b> , Kay Murray.....	Boone County Government Center, Room 112..	573-886-4365

# Organizational Chart



# Budget Calendar and Process

Boone County's budget process is governed by the Revised Statutes of Missouri (RSMo) 50.525-50.641. Boone County is a first class non-charter county where the County Auditor serves as Budget Officer. The following provides an overview of the budget process and important timetable dates.

- July: County Auditor develops and distributes budget guidelines and instructions to each elected official and department head
- September 1<sup>st</sup>: Statutory deadline for submitting budget requests to Auditor
- September 10<sup>th</sup>: County Auditor prepares budget requests for offices and agencies not submitting requests by this date
- September and October: County Auditor reviews budget requests and meets with elected officials and department directors as necessary
- November 15<sup>th</sup>: County Auditor delivers Proposed Budget to County Commission
- November 15<sup>th</sup> through December 15<sup>th</sup> County Commission holds public hearings on the Proposed Budget
- January 10<sup>th</sup>: Statutory deadline for adoption of budget by the County Commission (The statutory deadline is January 10<sup>th</sup> except in a year in which the Presiding Commissioner's new term of office begins; in those years, the deadline is January 31<sup>st</sup>.)

## Budget Revisions and Budget Amendments

Occasionally the County will encounter a need to either revise the existing budget to reflect a change in the use of an appropriation or to amend the budget to approve increased spending authority of a specific fund. Missouri statutes do not address budget revisions and these are governed by County Commission policy: requests for budget revisions that exceed established thresholds require approval by two of the three Commissioners. Missouri law requires that a budget amendment be scheduled on the County Commission agenda and handled in the same manner as the annual budget, with at least one public hearing and documents made available for public inspection.

# **Statutory Provisions Governing Circuit Court Budgets**

The Circuit Court Clerk is charged with the responsibility of transmitting the Circuit Court's budgets, as approved by the court *en banc*, to the Budget Officer on or before September 1st of each year. Additionally, the Presiding Judge of the Circuit Court, or his designee, is required to meet with the County Commissioners and the Budget Officer no later than August 15th of each year in order to "confer and discuss with them the Circuit Court's estimates of its requirements for expenditures and its estimates of its revenues for the next budget year" (RSMo Chapter 50, sections 640-642). The statutes require that the Budget Officer include the Circuit Court's budget estimates in the County's budget without change; any change in the estimates requires the consent of the Circuit Court or the Circuit Clerk. In the event the governing body finds the Court's estimates to be unreasonable, it may file a petition with the Judicial Finance Commission. When this course of action is pursued, every attempt is made to resolve the dispute prior to the beginning of the fiscal year in question. If this is not possible, an amount equal to the budget estimates in question is placed into a separate escrow account and is not expended until a final determination is obtained.

# Description of the Accounting and Budgeting Systems

The County adopts an annual budget for its calendar fiscal year in the manner set forth by Missouri statutes. All budgets must be balanced. The budget is developed using a modified accrual basis with encumbrances treated as expenditures. In addition, the County prepares a Comprehensive Annual Financial Report (CAFR) and procures an annual independent audit. Published financial statements are prepared on both a GAAP (Generally Accepted Accounting Principles) basis and budgetary basis.

The County administers numerous funds. The primary funds include the General Revenue Fund, the Road and Bridge Funds, and the Assessment Fund. Other funds include a variety of special revenue funds (most of which are established by state statute), debt service funds, capital project funds, neighborhood improvement district (NID) funds, internal service funds, and trust funds. The majority of county operations are accounted for in the General Revenue Fund and Road and Bridge Funds. Presently, NID projects are limited to road improvement projects and sewer projects, and total costs are borne by property owners within each respective NID. The County provides financing over a period not to exceed ten years for road NIDS and not to exceed 20 years for certain sewer NIDs. NID budgets are established as the County Commission approves projects throughout the year. As a result, these funds have been excluded from this document; however, a description of current NID funds is included in the Overview and Description of Other Budgets section. It is very likely that additional NID budgets will be approved during the upcoming year. Portions of the General Fund are reserved in an amount equal to temporary financing secured by the General Fund during construction. The reservations are released once general obligation bonds are issued.

Annual operating budgets are adopted for all funds from which moneys are expended. This includes the General Fund, special revenue funds, debt service funds, capital project funds (if applicable), internal service funds, and non-expendable trust funds. Aggregate financial data for each fund and fund type is presented in the Financial Statements section of the budget document.

## **Basis of Accounting and Budgeting**

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Boone County's accounting system has been designed to meet the requirements of generally accepted accounting principles (GAAP) for governmental entities as proscribed by the Governmental Accounting Standards Board (GASB). Consequently, the annual financial report is prepared on a modified accrual basis for all governmental and agency fund types. In general, under the modified accrual basis of accounting, revenues are recognized when they become measurable and available as net current assets. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Annual financial reports for proprietary funds and non-expendable trust funds are prepared on a full accrual basis. Under this method, revenues are recognized when earned, and expenses are recognized when liabilities are incurred without regard to receipt or disbursement

# **Description of the Accounting and Budgeting System cont'd**

of cash. (For full disclosure of the County's accounting policies, please refer to the County's Comprehensive Annual Financial Report.)

The budget, on the other hand, is prepared on a basis which includes encumbrances as the equivalent of expenditures. Under this method, encumbrances, representing purchase orders, contracts, and other commitments, are reported as a charge to current year budget. All unencumbered appropriations lapse at the end of the fiscal year (December 31). Consequently, actual data presented in the budget document differ from the County's annual financial statements prepared in accordance with generally accepted accounting principles (GAAP). Budgetary control is exercised at the expenditure class level, as described below.

## **Description of Funds**

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The accounting and budgeting systems are both based on funds; and, as is the case with most governmental entities, Boone County maintains numerous funds. Each fund is considered a separate accounting entity. Operations of individual funds are accounted for with a separate set of accounts that consists of its assets, liabilities, fund equity, revenue and expenditure or expenses, as appropriate. County resources are accounted for in each fund based on the purpose for which they are spent. Most of the funds are required by law and have been established to provide proper tracking of the income and expenses of the County. The County's primary funds include the General Fund, the Road and Bridge Fund, the Assessment Fund, Debt Service Funds, and Special Revenue Funds. A short description of each fund type is follows.

**Governmental Funds** are governed by standards developed specifically for government activities.

■ **General Fund**

The General Fund is the general operating fund of the County and it is the most active fund in the accounting system. It is used to account for all financial resources except those required to be accounted for in another fund.

■ **Special Revenue Funds**

Special Revenue Funds are used to account for the proceeds of revenue sources (other than expendable trusts or major capital projects) that are restricted as to use.

■ **Road and Bridge Fund**

The revenues and expenses of the Public Works Department are tracked separately because the income for the department comes from a special property tax provided for in the Statutes of Missouri and a special sales tax approved by the voters. Income to the Road and Bridge Fund can only be used for road and bridge maintenance and improvements.

## Description of the Accounting and Budgeting System cont'd

- **Assessment Fund**  
The Assessment Fund is a state-mandated fund. This fund was created due to increased costs involved in the state-mandated reassessment program. The costs are partially off-set by reimbursements received from the state.
- **Other Special Revenue Funds**  
The Statutes of the State of Missouri set out several special funds that are maintained by the County. Some examples of these statutory funds are the Record Preservation Fund, the Bad Check Collection Fund, the Sheriff's Training Fund, and several others. The County is responsible for accounting for all income and expenses for each of these special activities; therefore, the special funds are separately maintained.
- **Debt Service Funds**  
Debt Service Funds are used to account for the accumulation of resources for and the payment of general long-term principal, interest and related costs. Some examples of these funds are the Nursing Home Bond Fund and the Bridge Bond Fund.
- **Capital Projects Funds**  
Capital Projects Funds are used to account for financial resources which are used for all acquisition or construction of major capital facilities.
- **Neighborhood Improvement District Funds**  
The statutes of the State of Missouri allow the County Commission to create Neighborhood Improvement Districts (NIDs). Current county policy provides for the formation of such districts only for the purpose of financing roadway improvements. The property owners within a NID pay for such improvements through a special assessment. Each NID fund accounts for all expenditures associated with the improvement project and the subsequent special assessment revenues.

**Proprietary Funds** are governed by the same accounting standards which apply to private business.

- **Internal Service Funds**  
Internal Service Funds are used to account for activities that produce services to be provided to other county departments on a cost-reimbursement basis. For instance, the Self-Health Trust fund accounts for the operations of the County's Self Insured Health Plan for county employees and the Building and Grounds fund accounts for facilities maintenance and housekeeping activities.
- **Non-Expendable Trust Funds**  
The County serves as trustee for several non-expendable trusts. Corpus amounts are to remain intact while investment income is used for the activities specified in the trust documents.

**Fiduciary Funds** are trust and agency funds and account groups. Note the County does not budget for these funds.



# Description of the Accounting and Budgeting System cont'd

## ■ Trust and Agency Funds

Trust and Agency Funds are used to account for assets held by the County in a trustee capacity or as an agent for individuals, private organizations, other governments and/or other funds.

**Account Groups** are a self-balancing set of accounts. The two account groups (General Fixed Assets Account Group and General Long-Term Debt Account Group) are not “funds”. They are financial reporting devices designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

## Overview of the Fund-Department-Account Code Structure

Each line item in the accounting system consists of three elements: the fund number, the department number, and the account number.

**Fund Numbers** are identified by a unique three-digit number. The first digit of the fund number denotes the fund family to which the fund belongs. For instance, 1XX denotes the general fund family; 2XX denotes the special revenue fund family; 3XX denotes the debt service fund family; 4XX denotes the capital projects fund family; 5XX denotes the Neighborhood Improvement District (NID) fund family; 6XX denotes the internal service fund family; and, 7XX denotes the agency and trust fund family.

**Department Numbers** are four (4) digit number assigned to each department. Departments within the general revenue fund begin with the digit “1”. For all other departments, the first three digits of the department number represents the fund number. For example, the department numbers for Public Works include #2040, #2045, and #2049. These budgets are included in the Road and Bridge Fund, #204, which belongs to the special revenue fund family.

**Account Numbers** are used to break revenue and expense accounts into various categories, or classes. For expenditures, budgetary control is exercised at the class level. These accounts are briefly described below by account name, number and description.

## ■ Revenue Accounts

- Property Taxes 03000-03099  
Real estate and personal property tax levied on the assessed valuation of real estate and personal property.
- Sales Taxes 03100-03199  
Taxes imposed on the sale or use of selected goods and services.
- Franchise Taxes 03200-03299  
This tax is levied on certain franchises, i.e. cable television.

## **Description of the Accounting and Budgeting System cont'd**

- Licenses And Permits - 03300-03399  
Fees for special types of licenses and permits required by state statutes, i.e. marriage licenses, liquor licenses.
- Intergovernmental Revenues - 03400-03499  
Revenues from other governments in the form of grants, entitlements, and reimbursements.
- Charges For Services - 03500-03599  
Charges for current services such as court costs, collection fees, and charges for copies and transcripts.
- Fines, Forfeitures, And Contractual Forfeits - 03600-03699  
Fines include moneys derived from fines and penalties imposed for the commission of statutory offenses and violations of lawful administrative rules and regulations. Forfeitures include bonds forfeited in criminal cases. Contractual forfeits include any moneys derived from confiscating deposits held as a performance guarantee.
- Interest - 03700-03799  
Income on all long term and short term bank deposits and other investments.
- Miscellaneous - 03800-03899  
Includes such items as rental income, sales of county property, and miscellaneous reimbursements.
- Other Financing Sources - 03900-03999  
This would include proceeds from general long-term debt and inter-fund operating transfers.
- Expenditure Accounts
  - Personal Services - 10000-19999 (Class 1)  
Includes expenses for salaries, wages, and related employee benefits for full-time and part-time employees of the County. Employee benefits include social security, group life, health and dental insurance, workers compensation insurance, and other similar employee benefits.
  - Materials And Supplies - 20000-29999 (Class 2)  
Includes expenses for such items as rock and asphalt for the County road system, office supplies, paper and printing supplies, and inmate meals and supplies. These are the expendable items used in the daily operation of each office or department.

## **Description of the Accounting and Budgeting System cont'd**

- Dues, Travel And Training - 30000-39999 (Class 3)  
Includes expenses for such items as membership dues to professional organizations (i.e., engineers and attorneys), national, state and local organizations (National Association of Counties, Government Finance Officers Association, etc.) registration fees for conferences and training courses, and reimbursable expenses.
- Utilities - 40000-49999 (Class 4)  
Includes expenses such as telephone, natural gas, electricity, and water as provided to the County offices and departments.
- Vehicle Expense - 50000-59999 (Class 5)  
Includes expenses related to the operation of a department's vehicles such as gas, oil, tires, repairs, etc. and reimbursable mileage expense for each office and department.
- Equipment And Building Maintenance - 60000-69999 (Class 6)  
Includes repairs and maintenance to all county-owned buildings such as the Courthouse, Jail, Road and Bridge Department, etc. and repairs and service contracts for county-owned equipment including typewriters, computers and printers, copy machines, etc.
- Contractual Services - 70000-79999 (Class 7)  
Includes cost of building use charges, legal services, equipment leases, and outside and professional services (engineering fees, survey fees, private contracts for road construction, etc.).
- Other - 80000-89999 (Class 8)  
Operational expenses not classified above such as public notices, advertising for employment opportunities/bid proposals, meeting expenses, etc.
- Fixed Asset Additions - 90000-99999 (Class 9)  
Includes major building and equipment purchases (vehicles, computer equipment, office furniture and equipment, buildings and improvements, road graders, computer software, etc.)

# Overview and Description of Special Revenue Funds

- 201 Assessment Fund                      This fund is established and governed by RSMo 137.750.  
It accounts for the operations of the Boone County Assessor’s Office. The County Commission approves the budget for this fund, subject to certain statutory provisions. The Assessor administers the fund.
- 202 E-911 Emergency Telephone                      This fund is established and governed by RSMo 190.305.  
It accounts for operations of the enhanced 911 emergency telephone system. Revenues are derived from a 1985 voter-approved telephone tax. The current tax is set at 2% of the local tariff, the maximum allowed by law. (See RSMo 190.305). This fund pays for monthly trunk and line charges associated with the E-911 system as well as 24-hour maintenance and other operational expenses. The County Commission approves the budget and administers the fund.
- 203 Domestic Violence Fund                      This fund is established and governed by RSMo 451.151; 455.200-205; and 479.261.  
It accounts for statutory fees that are collected and expended to provide shelter for victims of domestic violence. The County Commission approves the budget and administers the fund.
- 204 Road & Bridge Fund                      This fund is established and governed by RSMo 137.55 and 137.560.  
It accounts for the operations of the Public Works Department, including Maintenance Operations, Design and Construction, and Administration. The County Commission approves the budget and administers the fund.
- 205 Infrastructure Grants Fund                      This fund is established and governed by local policy.  
It accounts for infrastructure projects funded through grants. Examples of grants accounted for in this fund include levy projects, and Community Development Block Grant projects. The County Commission approves the budget and administers the fund.

## Overview and Description of Special Revenue Funds cont'd

- 207 Road Tax Grants This fund is established and governed by local policy. It accounts for the monies set aside by the County Commission from the Proposition I one-half cent road sales tax revenues (approved by voters in 1993) for the purpose of making grants to municipalities located within Boone County. The grant program ended with the five-year expiration of Proposition I; accordingly, no amounts have been budgeted since 1999. The fund will be discontinued once all residual assets are disposed of.
- 208 Road Sales Tax This fund is established and governed by local policy. It accounts for the one-half cent sales tax revenues approved by voters in 1993 and renewed in 1997 for County road maintenance and improvement. Current authorization for the sales tax sunsets in 2008. The County Commission establishes the budget and administers this fund.
- 209 Hospital Profit Share Fund This fund is established and governed by local policy. The fund was created mid-year 1996 when cumulative “additional lease compensation” received pursuant to the 1988 Hospital Lease was transferred into this fund.  
All subsequent receipts of additional lease compensation, (or “profit share”) were accounted for in this fund as well. The current lease agreement, effective January 1, 2001, does not provide for profit share payments to the County. The County Commission approves the budget and administers this fund.
- 210 Local Emergency Planning Committee (LEPC) Fund This fund is established and governed by local policy. It was created mid-year 1998 to account for funds received by the Local Emergency Planning Committee from the State of Missouri. The County serves as fiscal agent for the LEPC. This County Commission approves the annual budget and the County Treasurer administers this fund.
- 211 Collector Tax Maintenance Fund This fund is established and governed by RSMo 52.312-317.  
It accounts for the additional delinquent fees and commissions authorized by state statute. The Boone County Collector of Revenue approves the budget and administers the fund.

## Overview and Description of Special Revenue Funds cont'd

- 212 Fairground Maintenance Fund  
This fund is established and governed by local policy. It accounts for the fiscal year 2002 net insurance proceeds received by the County from losses sustained at the Boone County Fairgrounds. The County Commission elected to not rebuild some of the structures; instead, the monies were set aside in this fund be used to address maintenance needs. The County Commission approves the budget and administers the fund.
- 230 Election Services Fund  
This fund is established and governed by RSMo 115.065. It accounts for revenues derived from a charge, not to exceed 5%, that is levied to all political subdivisions participating in any election. Fund resources may be used for training programs, election supplies and equipment, and any other costs incurred for the general improvement of elections. The County Clerk approves the budget and administers the fund.
- 250 Sheriff's Forfeiture Fund  
This fund is established and governed by local policy. It accounts for forfeited drug-related monies distributed to the Sheriff pursuant to federal laws. Use of the monies is restricted to drug-related law enforcement activities. The Sheriff approves the budget and administers the fund.
- 251 Sheriff's Training Fund  
This fund is established and governed by RSMo 590.178. It accounts for the revenues and expenditures for peace officer training authorized by state statute. The revenues may be expended solely for peace officer training. The Sheriff approves the budget and administers the fund.
- 252 Public Safety Citizen Contributions  
This fund is established and governed by local policy. It accounts for citizen contributions given to the County for various law enforcement activities. The County Commission approves the budget and the Sheriff administers the fund.

## Overview and Description of Special Revenue Funds cont'd

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| 253 | Local Law Enforcement Grant Fund         | <p>This fund is established and governed by local policy.</p> <p>It accounts for federal grant monies received pursuant to the Local Law Enforcement program. The County Commission approves the budget, subject to federal guidelines, and the Sheriff administers the fund.</p>  |
| 253 | Local Law Enforcement Grant Fund         | <p>This fund is established and governed by local policy.</p> <p>It accounts for federal grant monies received pursuant to the Local Law Enforcement program. The County Commission approves the budget, subject to federal guidelines, and the Sheriff administers the fund.</p>  |
| 254 | Sheriff Civil Charges Fund               | <p>This fund is established and governed by RSMo 57.280.</p> <p>It accounts for fees authorized and collected for the purpose of providing law enforcement services. All fees deposited into this fund were previously deposited into the General Fund. Revenues deposited into this fund are capped at \$50,000 annually. The Sheriff approves the budget and administers the fund.</p> |
| 260 | Prosecuting Attorney Training Fund       | <p>This fund is established and governed by RSMo 56.765.</p> <p>It accounts for fees authorized and collected for the purpose of providing additional training for prosecuting attorneys and their staff. The Prosecuting Attorney approves the budget and administers the fund.</p>   |
| 261 | Prosecuting Attorney Tax Collection fund | <p>This fund is established and governed by RSMo 136.150.</p> <p>It accounts for revenues and expenditures associated with the collection of certain delinquent taxes, licenses, and fees on behalf of the State of Missouri. The Prosecuting Attorney approves the budget and administers the fund.</p>   |

## Overview and Description of Special Revenue Funds cont'd

262	Prosecuting Attorney Contingency Fund	<p>This fund is established and governed by RSMo 56.330.</p> <p>It accounts for fees authorized and collected for the purpose of providing prosecution services. All fees deposited into this fund were previously deposited into the General Fund. Revenues deposited into this fund are capped at \$20,000 annually. The Prosecuting Attorney, with the approval of a circuit judge, approves the budget and administers the fund.</p>
263	Prosecuting Attorney Bad Check Fund	<p>This fund is established and governed by RSMo 570.120.</p> <p>It accounts for revenues derived from Prosecuting Attorney fees for the collection of Non-Sufficient Funds (NSF) checks. The Prosecuting Attorney approves the budget and administers the fund.</p>
264	Prosecuting Attorney Forfeiture Fund	<p>This fund is established and governed by local policy.</p> <p>It accounts for forfeited drug-related monies distributed to the Prosecuting Attorney pursuant to Federal Laws. These monies must be maintained separately from other County funds and expenditures are restricted to drug-related law enforcement activities. The Prosecuting Attorney approves the budget and administers the fund.</p>
280	Record Preservation Fund	<p>This fund is established and governed by RSMo 59.319.</p> <p>It accounts for fees authorized and collected for record storage, microfilming, and preservation. The Recorder of Deeds approves the budget and administers the fund.</p>
282	Family Services and Justice Fund	<p>This fund is established and governed by RSMo 487.170.</p> <p>It accounts for revenues derived from a \$30 fee collected on each family court case. Expenditures are made at the discretion of the presiding judge or family court administrative judge. The Circuit Court approves the budget and administers the fund.</p>



## **Overview and Description of Special Revenue Funds cont'd**

- 283 Circuit Drug Court Fund This fund is established and governed by local policy. It accounts for fees received from defendants who participate in the Drug Court program. The Boone County Drug Court program is a court-supervised, comprehensive treatment program for non-violent, felony offenders. The Circuit Court approves the budget and administers the fund.
- 290 Law Enforcement Services Fund This fund is established and governed by RSMo 67.582. It accounts for the revenues of a voter-approved 1/8-cent sales tax for law enforcement services. The County Commission approves the budget. The Sheriff, the Prosecuting Attorney, the County Commission, and the Circuit Court jointly administer the fund.

# Overview and Description of Other Funds

303	Government Building 1993 Series Bonds	Accounts for the mandatory reserve fund established for the \$4,505,000 Special Obligation Bonds issued in 1993. The bonds mature in 2007 and are retired through general revenue annual appropriations. Interest accumulates in this fund and these resources will be used to make the final principle and interest payment.
380	1994 Series Road NID Bonds (General Obligation Bonds)	Accounts for the revenues and expenditures for retirement of \$255,000 bonds issued in 1994 for financing Neighborhood Improvement District (NID) projects. Although the bonds are general obligation bonds, the property owners included in each NID will pay the debt service payments.
381	1996 Series Road NID Bonds (General Obligation Bonds)	Accounts for the revenues and expenditures for retirement of \$300,000 bonds issued in 1996 for financing Neighborhood Improvement District (NID) projects. Although the bonds are general obligation bonds, the property owners included in each NID will pay the debt service payments.
382	1998 Series Road NID Bonds (General Obligation Bonds)	Accounts for the revenues and expenditures for retirement of \$355,000 bonds issued in 1998 for financing Neighborhood Improvement District (NID) projects. Although the bonds are general obligation bonds, the property owners included in each NID will pay the debt service payments.
383	2000 Series A Sewer NID Bonds (General Obligation Bonds)	Accounts for the revenues and expenditures for retirement of \$280,000 bonds issued in 2000 for financing Neighborhood Improvement District (NID) projects. Although the bonds are general obligation bonds, the property owners included in each NID will pay the debt service payments.
384	2000 Series B Road NID Bonds (General Obligation Bonds)	Accounts for the revenues and expenditures for retirement of \$184,000 bonds issued in 2000 for financing Neighborhood Improvement District (NID) projects. Although the bonds are general obligation bonds, the property owners included in each NID will pay the debt service payments.

## Overview and Description of Other Funds cont'd

385	2001 Series Road NID Bonds (General Obligation Bonds)	Accounts for the revenues and expenditures for retirement of \$305,000 bonds issued in 2000 for financing Neighborhood Improvement District (NID) projects. Although the bonds are general obligation bonds, the property owners included in each NID will pay the debt service payments.
<i>Capital Project Funds</i>		
400	Jail/Courthouse Expansion	Accounts for expenditures for design, construction, and expansion of building projects as well as acquisition of associated property.
401	Government Center/Johnson Bldg.	
402	Juvenile Justice Center Improvement	
403	Courthouse Square	
404	City/County Health Facility	
<i>Neighborhood Improvement District (NID) Projects</i>		
501	Colchester Road Paving	Accounts for all expenditures associated with the Neighborhood Improvement District (NID) program and all subsequent special assessment revenues received in payment thereof. The cost of the improvements is initially paid by the County with property owners electing to reimburse the County over a period not to exceed ten years. A budget is adopted for a new NID project upon County Commission approval of the NID and the project cost estimates, which may occur at any time throughout the year. The County's budget is amended upon approval of the project.
502	Logwood Paving	
503	Clearview Paving	
504	Bon Gor Lake Estates	
505	Trails West	
506	Bearfield Paving	
507	Lake Sundance Paving	
508	Walnut Brook Paving	
509	Pierpont Meadows	
510	Pin Oak Sanitary Sewer	
511	New Haven	
512	University Estates	
513	Fairway Meadows Sewer	
514	Trobridge Road	Because of the manner in which these budgets are established and the fact that all costs are borne by property owners, individual budget schedules have not been included in the following sections.
515	Wilson Turner	
516	Hillview Acres	
517	Cedar Gate	
518	Hartsburg Hills Road	
600	Self-Insured Health Plan	Accounts for operations of the self-insured health plan for county employees.
601	Self-Insured Dental Plan	Accounts for operations of the self-insured dental plan for county employees.

## Overview and Description of Other Funds cont'd

610	Building and Grounds Fund	An internal service fund which accounts for the operations of the Facilities Maintenance and Housekeeping Departments. Operating revenues are derived from an internal service charge based on square footage.
620	Building and Grounds Capital Repair and Replacement	Provides for the accumulation of resources to be used for major repairs and replacements for county-owned buildings. The resources are derived from an annual charge based on square footage.
621	Building Utilities	Accounts for building utilities for the Government Center, the Johnson Building, the Courthouse and the county-owned space in the Centralia Clinic. Utilities for the Juvenile Justice Center, the Sheriff and Corrections, and Public Works are accounted for in each of the respective operating budgets.
720	George Spencer Trust	Accounts for revenues and expenditures of the George Spencer Trust Fund, a non-expendable trust fund administered by Boone County. This privately established trust provides scholarships for two Centralia High School seniors each year. This budget reflects interest revenue earned on the trust corpus and scholarship expenditures of the same amount.
721	Union Cemetery	Accounts for revenues and expenditures for maintenance and upkeep of the Union Cemetery. The County Commission is the legal trustee of the Union Cemetery Fund, a fund established with private contributions.

# Fiscal and Budget Policies

Boone County is a statutory elective form of government. Specific powers and responsibilities are granted to each elected official according to state law. The three-member County Commission has ordinance-making powers as granted to it by the Missouri state legislature as well as exclusive control of county property. The County Commission also has final authority over the County Budget, except for certain special revenue funds where the Missouri state legislature has granted final budget authority to individual elected officials.

The fiscal year of the County begins on January 1<sup>st</sup> and ends on December 31<sup>st</sup> of each year. The fiscal year constitutes the budget and accounting year.

## Revenue Policy:

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- To the extent allowed by law, the County will endeavor to maintain a diversified and stable revenue base to minimize the effects of economic fluctuations as well as eliminate an over dependence on any single revenue source.
- The County will project and update revenues annually. These revenue forecasts will be presented to the County Commission as a part of the proposed budget prepared and submitted by the County Auditor.
- Department Directors and Elected Officials will submit their revenue estimates for the current year and projected revenue for the next year to the County Auditor.
- Revenue trends are to be examined monthly and incorporated into annual revenue forecasts.
- The County does not use revenue sources while legal action is pending.
- User fees and rates will be examined periodically and adjusted as necessary to cover the costs of providing the services.

## Budget Policy:

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- By September 10<sup>th</sup> of each year, each elected official, department director, or administrative authority shall prepare and submit to the County Auditor a budget request for the upcoming fiscal year. The County Auditor shall prepare a request in the event that no request is received by the due date.
- The County Auditor shall submit a proposed budget to the County Commission by November 15<sup>th</sup> of each budget year.
- Expenditures proposed in the budget for each department, office, or agency shall be itemized by character, object, function, and fund.

## **Fiscal and Budget Policies cont'd**

- In no event shall the total amount of the proposed expenditures for a specific fund exceed the total resources available to the fund.
- The budget will provide for adequate maintenance of capital, plant, and equipment and for their orderly replacement.
- The County will avoid balancing current expenditures at the expense of meeting future years' expenses.
- The County will give highest priority to the use of one-time revenues to the funding of capital assets or other non-recurring expenditures.
- Realistic revenue projections will reflect conservative assumptions.
- The County Commission or the County Auditor shall hold at least one public hearing on the budget submitted by the County Auditor, at which all interested persons shall be given an opportunity to be heard.
- The County Commission shall publicize all changes made to the proposed budget received from the County Auditor prior to adopting the final budget.
- The County Commission shall adopt the budget by majority vote by January 10<sup>th</sup>, the first month of the budget year. The County Commission shall adopt the budget by majority vote by January 31<sup>st</sup>, the first month of the budget year in the year in which the Presiding Commissioner is elected. If the County Commission does not take action by the required date, the prior year's annual appropriation order will continue in force until adoption occurs.
- The budget shall be on record in the County Clerk's office and open to public inspection. In addition, a copy of the budget is available for view at the Columbia Public Library.
- The County will annually submit documentation to obtain the GFOA Distinguished Budget Presentation Award.
- After adoption of the budget, the budget can be amended via county commission order in accordance with state statutes. The County Auditor may submit budget amendment requests to the County Commission to increase expenditures or revenues. When the County Commission approves the order, additional appropriations are made in the appropriate department.
- All appropriations shall lapse at the end of the budget year to the extent that they have not been expended or lawfully encumbered.

# **Fiscal and Budget Policies cont'd**

## **Capital Improvements Policy:**

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- The County will identify the estimated costs and potential funding sources for each capital improvement project proposal before it is submitted to the County Commission for approval.
- The County will identify the estimated on-going operational costs and the potential funding sources for each capital improvement project proposal before it is submitted to the County Commission for approval.
- Capital improvement projects will be incorporated into the Annual Budget.

## **Fixed Asset Policy:**

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- Revised Statutes of Missouri require that fixed assets be capitalized if they have an estimated life of more than one (1) year following the date of acquisition and have a purchase cost of \$250 or more. Items which cost less than \$250 and/or have a life of one year or less will be expensed upon acquisition.
- Purchase cost of a fixed asset includes freight, installation charges, carrying cases, adaptors and other items which are connected to the fixed asset and necessary for its operation or use.
- Fixed assets' capitalization threshold should be applied to individual fixed assets rather than to groups of fixed assets.
- A small tag with a fixed asset number will be issued by the County Auditor for all items that can be reasonable tagged (physically). Said tag will be affixed to the fixed asset until such time it is declared surplus property and properly disposed of in the manner authorized by the County Commission.
- Offices and departments will notify the County Auditor of any change in location or loss of a fixed asset.
- The County Auditor will conduct physical inventories on an annual basis.
- Offices and departments should exercise control over their noncapitalized fixed assets by establishing and maintaining adequate control procedures at the departmental level.

## **Accounting Policy:**

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- An independent financial audit shall be made of all accounts of the County government at least annually and more frequently if deemed necessary by the County Commission.

## **Fiscal and Budget Policies cont'd**

- The General Fund, Special Revenue, Debt Service, General Capital Projects, and Expendable Trust Funds will be accounted for under the modified accrual basis of accounting.
- Enterprise Funds, Internal Service Funds, and Non-Expendable Trust Funds will be accounted for under the accrual basis of accounting.
- Full disclosure will be provided in the financial statements and bond representations.
- The County will annually submit documentation to obtain the Certificate of Achievement for Excellence in Financial Reporting from GFOA.

### **Purchasing Policy:**

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- The purchasing division shall have responsibility for and authority to contract for, purchase, store and distribute all supplies, materials and equipment required for the operation and maintenance of offices, departments or agencies of the County as directed by the County Commission.
- The County encourages competitive business practices through public bidding or requests for proposals wherever possible and feasible.

### **Debt Policy:**

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- The County may issue general obligation bonds, revenue bonds, special obligation bonds, and short-term tax anticipation notes as authorized by state statutes. The County may also enter into lease-purchase agreements.
- The County may issue refunding bonds for the purpose of refunding, extending or unifying the whole or any part of its valid outstanding revenue bonds.
- The County will limit long-term debt to only those capital projects that cannot be financed from current revenue or other available sources.
- The County will follow a policy of full disclosure on every financial report and bond prospectus.
- When the County finances capital projects by issuing bonds, it will repay the bonds within a period not to exceed the expected useful life of the projects.
- The County's policy shall be to manage its budget and financial affairs in such a way so as to ensure continued high bond ratings.
- No bonds shall be issued without the assent of the requisite number of qualified electors of the County voting thereon.



# **Fiscal and Budget Policies cont'd**

## **Reserve (Fund Balance) Policy:**

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- Fund balances will be maintained at levels that will provide adequate operating reserves should the County experience an economic downturn
- The County will calculate and maintain an unreserved, undesignated fund balance equal to at least 15% to 20% of expenditures for the adopted budget for the general revenue fund. For other significant operating funds (Assessment Fund and Road and Bridge Fund), the amount will be equal to at least 5% to 10%. These funds will be used to avoid cash flow interruptions, generate interest income, reduce need for short-term borrowing and assist in maintaining what is considered an investment grade bond rating capacity.
- Self Insurance Reserves shall be maintained at a level to protect the County against incurred and reported losses as well as those incurred but not reported and future losses within the retention.
- An emergency appropriation will be included annually in the General Fund to provide for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs. The amount of the appropriation will be equal to 3% of the budget, as required by state statute. Emergency appropriations may be included in other funds in amounts recommended by the County Auditor and approved by the County Commission.

## **Enterprise Fund Policy:**

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- Enterprise funds will be used to account for the acquisition, operation, and maintenance of county facilities and services which are intended to be entirely or predominately self-supporting from user charges or for which periodic net income measurement is desirable.

## **Internal Service Fund Policy:**

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- Internal Service Funds will be used to account for the provision of goods and services by one department of the County to other departments.
- Internal Service Funds are to be self-supporting from user charges to the respective user departments.
- Internal Service Funds are to only recover the complete cost of operations without producing any significant amount of profit in excess of the fund's requirements.

# Summary of Long-Term Debt

Boone County is authorized by Missouri Statutes to incur general obligation debt upon voter approval. State law limits the amount of the County's outstanding bonded debt (exclusive of revenue bonds and balances available in debt service funds) to 10% of the County's assessed valuation. As of January 1, 2003, the County's statutory debt limit will be in excess of \$150,000,000. As shown below, actual bonded indebtedness is well below this limit.

General obligation bonds issued in conjunction with the Neighborhood Improvement District (NID) program are intended to be repaid from assessments levied against properties within the districts. Such assessments must be deposited into debt service funds that are legally restricted for payment of the bonds. The County attaches liens on the properties within the districts to secure payment of the assessments.

Debt Service expenditures included in the FY 2003 Budget total to approximately \$951,000 which represents 2% of the total budget (all governmental funds combined).

Debt payable as of January 1, 2003 is composed of the following:

## General Obligation Bonds:

\$255,000 1994 general obligation neighborhood road improvement bonds due in annual installments of \$25,000 to \$35,000 through 2005; interest at 5.6% to 6.5%	\$95,000
\$300,000 1996 general obligation neighborhood road improvement bonds due in annual installments of \$15,000 to \$40,000 through 2006; interest at 4.2% to 5.1%	\$105,000
\$355,000 1998 general obligation neighborhood road improvement bonds due in annual installments of \$35,000 to \$45,000 through 2008; interest at 3.7% to 4.45%	\$230,000
\$184,000 Series 2000B general obligation neighborhood road improvement bonds due in annual installments of \$15,000 to \$23,000 through 2010; interest at 5.2%.	\$155,000
\$305,000 2001 general obligation neighborhood road improvement bonds due in annual installments of \$25,000 to \$37,000 through 2012; interest at 2.35% to 4.1%	<u>\$305,000</u>
	\$890,000
Sub-total: General Obligation Debt – Road NIDs	
\$280,000 Series 2000A general obligation neighborhood sewer improvement bonds due in annual installments of \$25,000 to \$35,000 through 2010; interest at 4.85% to 5.35%.	<u>\$235,000</u>
<b>Total: All General Obligation Debt</b>	<b><u>\$1,125,000</u></b>

## Summary of Long-Term Debt cont'd

### Special Obligation Bonds:

\$4,505,000 special obligation administration building bonds due in annual installments of \$300,000 to \$830,000 through 2007; interest at 5.25% to 7.25%. The County Commission is obligated to pay the bonds and annually appropriates the amount of debt services. The debt is secured by a first lien on property and buildings that were constructed and purchased from the bond proceeds.

**\$2,180,000**

### Note Payable:

\$1,200,000 unsecured note payable to a bank, due in annual installments of \$300,000, subject to annual appropriation. Interest is payable annually and adjusted annually to a rate equal to 64% of the prime rate. Interest rate at January 1, 2000 was 5.44%. Payments of principal and interest are to be made from the one-half cent sales tax for road and bridge improvements.

**\$300,000**

### January 1, 2003-- Status of Voter-Approved Bond Issues

Approval Year and Purpose	Amount Authorized	Amount Issued	Remaining Amount to Issue	Outstanding
1992 Road NIDs	\$3.5 million	\$1.399 million	\$2,101,000	\$890,000
1997 Sewer NIDs	\$5.5 million	\$ .280 million	\$5,220,000	\$235,000

### Future Debt Service Requirements for Outstanding Bonds Is As Follows:

Year	Special Obligation Bonds		General Obligation -----Bonds-----		Combined Principle	Combined Interest	Combined Total
	Principle	Interest	Principle	Interest			
2003	\$315,000	\$100,810.00	\$166,000	\$47,806.51	\$481,000	\$148,616.51	\$629,616.51
2004	\$330,000	\$85,000.00	\$174,000	\$40,004.52	\$504,000	\$125,004.52	\$629,004.52
2005	\$345,000	\$68,125.00	\$155,000	\$32,316.52	\$500,000	\$100,441.52	\$600,441.52
2006	\$360,000	\$50,500.00	\$132,000	\$25,709.77	\$492,000	\$76,209.77	\$568,209.77
2007	\$830,000	\$20,750.00	\$120,000	\$20,047.52	\$950,000	\$40,797.52	\$990,797.52
Beyond	\$ 0.00	\$ 0.00	\$378,000	\$32,032.51	\$1,208,000	\$52,782.51	\$1,400,830.51

# Statistical And Demographic Information

## Largest Employers In Boone County

Employer	Number of Employees
University of Missouri	14,987
University Hospitals & Clinics	5,156
Columbia Public Schools	2,000
Boone Hospital Center	1,981
Hubbell/Chance Company	1,100
City of Columbia	1,070
Shelter Insurance-Corp. Headquarters	1,047
3M	950
State Farm Insurance Companies	825
Harry S. Truman Veteran's Hospital	800
MBS Textbook Exchange, Inc.	668
Columbia Foods-Oscar Mayer	602
MFA Oil Companies	470
Watlow-Columbia, Inc.	460
Square D Corporation	438
Dana Corporation	380
Boone County Government	360
Mid-Missouri Mental Health Center	304
Tribune Publishing Company	288
Toastmaster, Inc.	282
U.S. Postal Service-Regional Sorting	263
Verizon	261
Textron Automotive Interiors	250
Stephens College	210
Summitt Polymers	209
Option Care Inc.	201
Columbia College	200
MFA Incorporated	200
OTSCON	196
ABC Laboratories	194
Quaker Oats	191

Source: Regional Economic Development, Inc., as of March 2001

# Statistical and Demographic Information cont'd

## Demographic Statistics

	Boone County									
	1970	% of Total	1980	% of Total	1990	% of Total	2000	% of Total	2001	% of Total
Population (thousands)	19.05	23%	18.26	18%	22.04	20%	26.25	19%	26.57	19%
0 to 14 years	33.80	42%	43.88	44%	39.20	35%	42.81	32%	43.31	32%
15 to 29 years	11.49	14%	17.86	18%	26.45	23%	31.71	24%	31.85	23%
30 to 44 years	8.82	11%	10.32	10%	12.53	11%	18.96	14%	19.78	15%
45 to 59 years	5.68	7%	7.21	7%	8.25	7%	9.12	7%	9.22	7%
60 to 74 years	1.92	2%	2.45	2%	3.14	3%	3.89	3%	3.95	3%
75 to 84 years	0.49	1%	0.83	1%	1.13	1%	1.57	1%	1.61	1%
85 years and over	81.25	100%	100.81	100%	112.74	100%	134.31	100%	136.29	100%
Total Population	22.57		24.81		27.70		29.11		29.15	
Median Age	\$ 11,333		\$ 15,284		\$ 17,825		\$ 21,729		\$ 21,995	
Income Per Capita (1992 \$)	\$ 3,342		\$ 8,940		\$ 16,561		\$ 25,961		\$ 26,913	
Income Per Capita (current \$)	24.37		35.41		42.01		51.03		51.88	
Number of Households (thousands)	2.83		2.51		2.43		2.41		2.41	
Persons per Household (people)	\$ 33,260		\$ 39,412		\$ 44,200		\$ 53,422		\$ 53,977	
Mean Household Income (1992 \$)	\$ 9,809		\$ 23,052		\$ 41,066		\$ 63,829		\$ 66,046	
Mean Household Income (current \$)										

	State of Missouri									
	1970	% of Total	1980	% of Total	1990	% of Total	2000	% of Total	2001	% of Total
Population (thousands)	1,290.16	28%	1,090.68	22%	1,109.59	22%	1,155.23	21%	1,153.38	21%
0 to 14 years	1,091.65	23%	1,306.39	27%	1,142.42	22%	1,129.72	20%	1,134.21	20%
15 to 29 years	760.94	16%	900.29	18%	1,175.53	23%	1,249.68	23%	1,243.33	22%
30 to 44 years	759.58	16%	749.20	15%	751.73	15%	1,004.62	18%	1,036.47	19%
45 to 59 years	561.25	12%	607.71	12%	623.26	12%	606.27	11%	608.78	11%
60 to 74 years	178.87	4%	206.86	4%	242.83	5%	263.24	5%	265.31	5%
75 to 84 years	43.69	1%	61.84	1%	80.81	2%	102.19	2%	104.43	2%
85 years and over	4,686.14	100%	4,922.97	100%	5,126.17	100%	5,510.95	100%	5,545.91	100%
Total Population	29.30		30.86		33.56		36.28		36.52	
Median Age	\$ 12,975		\$ 16,007		\$ 19,020		\$ 22,294		\$ 22,568	
Income Per Capita (1992 \$)	\$ 3,826		\$ 9,363		\$ 17,672		\$ 26,637		\$ 27,614	
Income Per Capita (current \$)	1,533.36		1,799.09		1,964.77		2,117.98		2,134.44	
Number of Households (thousands)	2.96		2.67		2.54		2.53		2.53	
Persons per Household (people)	\$ 38,652		\$ 42,887		\$ 48,500		\$ 56,715		\$ 57,319	
Mean Household Income (1992 \$)	\$ 11,399		\$ 25,084		\$ 45,061		\$ 67,763		\$ 70,135	
Mean Household Income (current \$)										

	USA									
	1970	% of Total	1980	% of Total	1990	% of Total	2000	% of Total	2001	% of Total
Population (thousands)	57,944.67	28%	51,292.40	23%	54,100.34	22%	58,541.60	21%	58,680.94	21%
0 to 14 years	49,419.44	24%	62,180.72	27%	58,132.77	23%	56,127.63	20%	56,315.68	20%
15 to 29 years	34,551.97	17%	43,550.11	19%	59,683.20	24%	64,217.48	23%	63,972.14	23%
30 to 44 years	33,301.81	16%	34,354.29	15%	35,667.40	14%	50,406.85	18%	52,109.35	19%
45 to 59 years	21,158.67	10%	25,791.24	11%	28,718.15	12%	28,795.11	11%	29,026.32	10%
60 to 74 years	6,175.73	3%	7,785.68	3%	10,080.06	4%	12,311.60	5%	12,453.13	4%
75 to 84 years	1,430.01	1%	2,271.18	1%	3,058.73	1%	4,275.96	2%	4,405.30	2%
85 years and over	203,982.30	100%	227,225.62	100%	249,440.65	100%	274,676.23	100%	276,962.86	100%
Total Population	27.91		30.04		32.83		35.74		35.98	
Median Age	\$ 13,812		\$ 17,203		\$ 20,652		\$ 23,694		\$ 23,988	
Income Per Capita (1992 \$)	\$ 4,073		\$ 10,062		\$ 19,188		\$ 28,309		\$ 29,351	
Income Per Capita (current \$)	63,983.52		80,824.79		92,254.47		102,960.19		104,032.50	
Number of Households (thousands)	3.08		2.74		2.63		2.60		2.59	
Persons per Household (people)	\$ 42,896		\$ 47,380		\$ 54,637		\$ 61,897		\$ 62,526	
Mean Household Income (1992 \$)	\$ 12,650		\$ 27,713		\$ 50,764		\$ 73,954		\$ 76,506	
Mean Household Income (current \$)										

Source: Woods & Poole Economics, Inc., 1999 Data Pamphlet

Note: Population totals are slightly different from those on Table 14 due to different estimation methods used by source entities.

# Statistical and Demographic Information cont'd

## Assessed and Estimated Actual Value of Taxable Property Last Ten Fiscal Years

	<u>Real Property</u>	<u>Personal Property</u>	<u>Railroads and Utility</u>	<u>Total</u>
	Assessed Value	Assessed Value	Assessed Value	Assessed Value
1992	\$ 610,140,117	\$ 144,959,502	\$ 19,797,850	\$ 774,897,469
1993	659,795,547	160,959,629	21,037,657	841,792,833
1994	684,837,732	180,345,818	23,039,434	888,222,984
1995	716,622,930	202,967,083	26,512,225	946,102,238
1996	753,190,586	238,794,586	27,894,061	1,019,879,233
1997	934,741,528	253,804,060	28,516,469	1,217,062,057
1998	976,044,501	265,669,016	28,055,971	1,269,769,488
1999	1,014,572,774	288,357,598	31,134,255	1,334,064,627
2000	1,052,505,854	315,782,804	31,701,039	1,399,989,697
2001	\$ 1,147,616,965	\$ 324,415,743	\$ 35,426,571	\$ 1,507,459,279

	<u>Real Property</u>	<u>Personal Property</u>	<u>Railroads and Utility</u>	<u>Total</u>	Ratio of Total Assessed Value to Total Estimated Actual Value
	Estimated Actual Value	Estimated Actual Value	Estimated Actual Value	Estimated Actual Value	
1992	\$ 2,770,183,102	\$ 462,011,928	\$ 61,868,281	\$ 3,294,063,311	23.5%
1993	3,017,504,101	510,522,662	65,742,678	3,593,769,441	23.4%
1994	3,141,383,336	570,604,277	71,998,231	3,783,985,844	23.5%
1995	3,335,885,595	587,500,223	82,850,703	4,006,236,521	23.6%
1996	3,496,479,199	742,872,496	87,168,941	4,326,520,636	23.6%
1997	4,407,848,616	788,481,489	89,113,966	5,285,444,071	23.0%
1998	4,599,885,883	825,348,746	87,674,909	5,512,909,538	23.0%
1999	4,777,589,810	880,075,103	97,294,547	5,754,959,460	23.2%
2000	4,967,567,370	976,051,739	99,065,747	6,042,684,856	23.2%
2001	\$ 5,444,668,147	\$ 1,000,989,854	\$ 110,708,035	\$ 6,556,366,036	23.0%

# Statistical and Demographic Information cont'd

## Property Tax Rates - Direct And Overlapping Governments (Per \$100 Of Assessed Valuation) Last Ten Years

	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
<b>BOONE COUNTY</b>											
General Revenue	\$ 0.1200	\$ 0.1200	\$ 0.1200	\$ 0.1200	\$ 0.1200	\$ 0.1200	\$ 0.1200	\$ 0.1300	\$ 0.1300	\$ 0.1300	\$ 0.1300
Road and Bridge (1)	0.2900	0.2900	0.0500	0.0500	0.0500	0.0500	0.0500	0.0500	0.0500	0.0500	0.0500
Bridge Bond	0.0200	0.0200	-	-	-	-	-	-	-	-	-
Boone Retirement Bond	0.0200	0.0200	-	-	-	-	-	-	-	-	-
Hospital Bond	-	-	-	-	-	-	-	-	-	-	-
Hospital Maintenance	-	-	-	-	-	-	-	-	-	-	-
Group Homes	0.0500	0.1200	0.1200	0.1200	0.1200	0.1100	0.1200	0.1200	0.1200	0.1189	0.1194
<b>Total Boone County</b>	<b>\$ 0.5000</b>	<b>\$ 0.5700</b>	<b>\$ 0.2900</b>	<b>\$ 0.2900</b>	<b>\$ 0.2900</b>	<b>\$ 0.2800</b>	<b>\$ 0.2900</b>	<b>\$ 0.3000</b>	<b>\$ 0.3000</b>	<b>\$ 0.2989</b>	<b>\$ 0.2994</b>
County-wide Surtax on Class III Property	\$ 0.6100	\$ 0.6100	\$ 0.6100	\$ 0.6100	\$ 0.6100	\$ 0.6100	\$ 0.6100	\$ 0.6100	\$ 0.6100	\$ 0.6100	\$ 0.6100
<b>OTHER POLITICAL SUBDIVISIONS</b>											
State of Missouri	\$ 0.0300	\$ 0.0300	\$ 0.0300	\$ 0.0300	\$ 0.0300	\$ 0.0300	\$ 0.0300	\$ 0.0300	\$ 0.0300	\$ 0.0300	\$ 0.0300
Boone County Library District	0.2500	0.2500	0.2500	0.2500	0.2500	0.2300	0.2400	0.2400	0.3200	0.3200	0.3200
Special Business District	0.4300	0.4300	0.4300	0.4300	0.4300	0.4300	0.4300	0.4300	0.4300	0.4300	0.4300
Boone County Fire Protection District	0.8800	0.8600	0.8800	0.8800	0.8800	0.8800	0.8500	0.8500	0.8500	0.8495	0.8495
Centralia Road and Bridge District	0.2600	0.2600	-	0.2600	0.2600	0.2200	-	-	-	-	-
Columbia Regional Library District	0.3000	0.3000	0.3000	0.3000	0.3000	0.2800	0.2900	0.6500	0.6500	0.6441	0.6391
City of Columbia	0.5400	0.5400	0.4800	0.4800	0.4800	0.4100	0.4100	0.4100	0.4100	0.4100	0.4100
City of Ashland	0.3600	0.6000	0.5000	0.6600	0.6600	0.5700	0.4700	0.3000	0.3000	0.5062	0.7306
City of Centralia	1.2600	1.2600	1.2800	1.2900	1.2900	1.3200	1.3200	1.3400	0.9700	0.9526	0.9579
Centralia Library District	-	-	-	-	-	-	-	-	0.3900	0.3722	0.3854
City of Hallsville	1.0000	1.0000	1.0500	1.0600	1.0700	0.9600	0.9700	0.9700	0.9700	0.9468	0.9447
Town of Harrisburg	0.3400	0.3400	0.3400	0.3500	0.3600	0.3200	0.3300	0.3300	0.3300	0.3284	0.3284
Village of Hartsburg	0.4300	0.4400	0.4900	0.4900	0.5100	0.4000	0.4000	0.4000	0.3999	0.4157	0.4114
City of Rocheport	0.2800	0.2800	0.3000	0.3000	0.3200	0.2700	0.2800	0.2800	0.2974	0.2974	0.2974
City of Sturgeon	0.4200	0.4200	0.4200	0.4200	0.4200	0.3900	0.3900	0.3900	0.3900	0.4900	0.4900
Columbia Public Schools	4.3700	4.3700	4.4500	4.5500	4.5600	4.1200	4.1200	4.7000	4.7900	4.7544	4.7544
Southern Boone County R-I Schools	4.4500	4.1600	4.1600	4.6100	4.6100	3.9800	4.0600	4.6600	4.6572	4.6236	4.5963
Hallsville R-IV Schools	3.4500	3.8300	3.7700	4.8700	4.8700	4.3800	4.3800	4.3800	4.1200	4.1200	4.1200
Sturgeon R-V Schools	3.9400	3.8400	3.8500	3.5400	3.4500	3.7500	3.6900	3.6000	4.0000	4.0200	4.0200
Centralia R-VI Schools	2.3400	3.0400	3.4200	3.4200	3.4200	3.2200	3.2200	3.2200	3.2200	3.2200	3.5611
Harrisburg R-VIII Schools	3.5500	3.3800	3.6800	3.7300	3.7300	3.8000	3.7300	4.1200	4.2929	4.3491	4.3313
New Franklin R-I Schools	3.7700	3.0100	3.7700	3.7700	3.8200	3.6200	3.8700	3.8700	3.8700	3.8255	3.8700
Fayette R-III Schools	3.1500	3.2300	3.4000	3.5500	3.1400	2.9900	2.9900	3.8900	3.8766	4.1500	4.1223
North Callaway R-I Schools	3.1800	3.0500	3.2500	3.3100	3.3100	3.2400	3.3100	3.3100	3.3100	3.3100	3.3100
Southern Boone County Fire District	0.2500	0.2500	0.4900	0.4800	0.4500	0.4400	0.4200	0.4100	0.4100	0.4078	0.3082
Moniteau Watershed Subdistrict	-	0.3200	-	-	-	-	-	-	-	-	-
Callahan Watershed Subdistrict	\$ -	\$ 0.3200	\$ -	\$ 0.1000	\$ 0.1000	\$ 0.1000	\$ 0.0900	\$ 0.0900	\$ 0.0900	\$ 0.0900	\$ 0.0900

Note:

(1) Missouri State Statute 137.555 allows the County to levy an additional road and bridge tax, not exceeding \$.35 on each \$100 of assessed valuation.

# Statistical and Demographic Information cont'd

## Schedule of Sales Tax Rates as of January 1, 2003

### Unincorporated Areas of Boone County

State	4.225%	Permanent
County General Revenue	0.500%	Permanent
County Maintenance-Roads (Misc.)	0.500%	Sunset in 2008
County Law Enforcement Services	0.125%	Permanent
<b>Combined Sales Tax Rates</b>	<b>5.350%</b>	

### Ashland and Rocheport

State	4.225%	Permanent
County General Revenue	0.500%	Permanent
County Maintenance-Roads (Misc.)	0.500%	Sunset in 2008
County Law Enforcement Services	0.125%	Permanent
City General Revenue	1.000%	Permanent
City Capital Improvements (Misc.)	0.500%	Permanent
<b>Combined Sales Tax Rates</b>	<b>6.850%</b>	

### Sturgeon

State	4.225%	Permanent
County General Revenue	0.500%	Permanent
County Maintenance-Roads (Misc.)	0.500%	Sunset in 2008
County Law Enforcement Services	0.125%	Permanent
City General Revenue	1.000%	Permanent
City Transportation	0.500%	Permanent
<b>Combined Sales Tax Rates</b>	<b>6.850%</b>	

### Centralia

State	4.225%	Permanent
County General Revenue	0.500%	Permanent
County Maintenance-Roads (Misc.)	0.500%	Sunset in 2008
County Law Enforcement Services	0.125%	Permanent
City General Revenue	1.000%	Permanent
City Transportation	0.500%	Permanent
City Stormwater and Parks Tax	0.500%	Permanent
<b>Combined Sales Tax Rates</b>	<b>7.350%</b>	

### Columbia

State	4.225%	Permanent
County General Revenue	0.500%	Permanent
County Maintenance-Roads (Misc.)	0.500%	Sunset in 2008
County Law Enforcement Services	0.125%	Permanent
City General Revenue	1.000%	Permanent
City Transportation	0.500%	Permanent
City Capital Improvements (Misc.)	0.250%	Sunset in January 2006
City Stormwater and Parks	0.250%	Roll back to permanent 1/8-cent in April 2006
<b>Combined Sales Tax Rates</b>	<b>7.350%</b>	

### Hallsville and Harrisburg

State	4.225%	Permanent
County General Revenue	0.500%	Permanent
County Maintenance-Roads	0.500%	Sunset in 2008
County Law Enforcement Services	0.125%	Permanent
City General Revenue	1.000%	Permanent
<b>Combined Sales Tax Rates</b>	<b>6.350%</b>	

Source: Missouri Department of Revenue, Division of Taxation and Collection



# Budget Terms

**Accrual Basis**—A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

**Ad Valorem Tax**—Tax levied on the assessed value of real and personal property, also known as property tax.

**Adoption**—Formal process by which a final budget is approved by the governing body.

**Appropriation**—Expenditure authority approved by the governing body with specific limitations as to amount, purpose, and time.

**Assessed Valuation**—The official value placed on real estate, personal property, and utilities as a basis for levying taxes. The value is determined by applying a factor to the appraised value, depending on property classification.

**Assessment Ratio**—The ratio at which the tax rate is applied to the tax base.

**Authorized Positions**—Employee positions, which are authorized in the adopted budget, to be filled during the year.

**Available (Unreserved and Undesignated) Fund Balance**—This refers to the funds remaining from the prior year(s) which are available for appropriation and expenditure in the current year.

**Bond**—Mechanism for long-term borrowing of funds. The County uses bonds as a means of borrowing money to finance large capital projects. Lenders (purchasers of the bonds) are repaid principal and accrued interest in semiannual installments.

**Bond-- General Obligation (GO) Bond**—This type of bond is backed by the full faith, credit and taxing power of the government. Principle and interest payments are generally paid from property taxes levied specifically for this purpose.

**Bond-- Revenue Bond**—This type of bond is backed only by the revenues from a specific enterprise or project, such as a hospital or toll road.

**Budget**—A plan of financial operation including an estimate of proposed revenue and expenditures for a given period. Formal budgets constitute a legal spending limit for local governments in Missouri. They are the means by which most government activities are controlled.

**Budget Amendment**—Legal means by which an adopted budget may be increased. The process involves the same legal steps as the original adoption of the budget.

**Budget Revision**—Authorization to reallocate existing budgetary resources between classes within a given department or to reallocate existing budgetary resources between departments.

**Budget Timetable (or Budget Calendar)**—The schedule of key dates which a government follows in the preparation and adoption of the budget.

**Budgetary Control**—The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

**Capital Budget**—A one-year budget approved by the County Commission for improvements to facilities and other infrastructure. It prioritizes projects and allocates necessary resources. The Capital Budget is also known as the Fixed Assets Budget.

## Budget Terms cont'd

**Capital Improvement**—Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant or infrastructure.

**Capital Improvement Program (CIP)**—A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

### **Capital Outlay**

**(Class "9")**—Fixed assets which have a value of \$250 or more and have a useful economic lifetime of more than one year; or, assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

**Capital Project**—Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. Also called capital improvements.

**CART**—County Aid Road Trust

**CHAS**—CH Allied Services, Inc. (lessee of Boone Hospital Center)

**Contractual Services**—Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

**Cost-of living Adjustment (COLA)**—An increase in salaries to offset the adverse effect of inflation on compensation.

**CPI**—Consumer Price Index

**Debt Service**—Payments of interest and repayment of principal on borrowed money.

**Department**—The basic County organizational unit, functionally unique in delivery of services.

**Distinguished Budget Presentation Awards Program**—A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

**Employee (or Fringe) Benefits**—Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share for Social Security and the various pension, medical, dental, disability, and life insurance plans.

**Encumbrance**—A commitment of appropriated funds to purchase an item or service, though actual disbursement has not yet occurred. To encumber funds means to set aside or commit funds for a specified future expenditure.

**Expenditure**—An outlay of cash or the incurrence of a liability for the purpose of acquiring an asset, service, or settling a loss.

**Expenditure Class**—A grouping of similar expenditures. Expenditure classes and their respective Boone County line item code prefixes are fully described in the "Description of the Accounting and Budgeting Systems" section.

**Fiscal Policy**—A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, an capital investment. Fiscal policy provides and agreed-upon set of principles for the planning and programming of government budgets and their funding.

## Budget Terms cont'd

**Fiscal Year**—A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The County's fiscal year coincides with the calendar year.

**Fixed Asset**—Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

**Full-Time Equivalent (FTE)**—A method of quantifying staffing levels. Part-time positions count as less than one FTE, where full-time is based on 2080 hours.

**Fund**—An accounting entity for recording expenditures and revenues, comparable to a separate bank account. Funds are established to account for specific activities, subject to special limitations. The County maintains numerous funds, each required for a specific purpose. A detailed description of the County's funds is contained in the "Description of the Accounting and Budgeting System" section.

**Fund Balance**—The excess of a fund's assets over its liabilities which is *available for appropriation*.

**Fund Equity**—The excess of a fund's assets over its liabilities. Portions of Fund Equity may be *reserved* and are therefore not available for appropriation.

**GAAP**—Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

**Goal**—A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

**Grant**—A contribution by a government or other organization to support a particular function or purpose.

**Interfund Transfers**—The movement of moneys between funds of the same governmental entity.

**Intergovernmental Revenue**—Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

**Internal Service Charge**—The charges to user departments for internal services provided by another government agency, such as insurance, facilities maintenance, or housekeeping.

**Levy**—A compulsory collection of moneys. A levy usually refers to the imposition of taxes. The levy is expressed as a rate equivalent to one-hundredth of a dollar and it is applied against assessed value. For instance, a \$ .12 levy represents a tax of \$ .12 per \$100 of assessed valuation.

**Line Item**—The most detailed unit of budgetary expenditures listed in the Boone County Budgets. Line items are tracked by five-digit "object codes;" the first digit represents the expenditure category. For example, in the 10100 object code for the Salaries and Wages Line Item, "1" denotes the Personal Services expenditure category. For a more detailed description, refer to the "Description of the Accounting and Budgeting Systems" section.

**MODOT**—Missouri Department of Transportation

## Budget Terms cont'd

**Performance Measures**—A quantitative means of assessing the efficiency and effectiveness of government services.

**Personal Services**—Expenditures for salaries, wages, and fringe benefits of a government's employees.

**Prior-Year Encumbrances**—Obligations from a previous fiscal year in the form of purchase orders or contract commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

**Publication**—A legal step toward formal budget adoption. The public must be notified of budget proposals via local print media.

**RSMo**—Revised Statutes of Missouri

**Reserves**—That portion of Fund Equity which has been set aside for a specific purpose and is *not available for appropriation*. Boone County establishes reserves for things such as prior year encumbrances and cumulative unspent Use Tax Revenues which may need to be repaid upon final disposition of court proceedings.

**Resources**—Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

**Revenue**—A source of income to finance government operations.

**Revenue Class**—A grouping of similar revenues. Revenue classes used in Boone County budget system are fully described in the "Description of the Accounting and Budgeting Systems" section.

**Source of Revenue**—Revenues are classified according to their source or point of origin.

**Supplemental Appropriation**—An additional appropriation made by the governing body after the budget year has started.

**Tax Ceiling**—Also referred to as the Tax Lid. Missouri laws limit the amount of property tax that may be levied for specific government functions.

**Tax Levy**—The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

**Tax Year**—The calendar year in which ad valorem taxes are levied to finance the ending calendar year budget. For example, taxes levied in 1998 are due and payable on or before December 31, 1998 and are available for financing the budget year also ending December 31, 1998.

**Transfers In/Out**—Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

**Unencumbered Balance**—The amount of an appropriation that is neither expended nor encumbered. It is the amount of money that is still available for future purposes.

**Unreserved (and Undesignated) Fund Balance**—The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.