

# **GLOSSARY OF TERMS**

<u><b>TERM</b></u>	<u><b>DEFINITION</b></u>
<u><b>ACADEMIC INTERVENTION SERVICES (AIS)</b></u>	Services provided to students who are at risk of not achieving the state learning standards in English language arts, mathematics, social studies, and/or science.
<u><b>ACCOUNTING</b></u>	the process of recording financial transactions during a specific period, which usually spans 12 months.
<u><b>ADULT BASIC EDUCATION</b></u>	Education to achieve citizenship, a high school diploma, or job training to become more marketable to prospective employers.
<u><b>AMERICAN RESCUE PLAN (ARP)</b></u>	A federal grant the learning loss experienced on account of the Covid-19 Pandemic.
<u><b>APPROPRIATED FUND BALANCE</b></u>	The amount of fund balance and/or reserves used as a revenue source to fund the following years budget and/or outstanding purchase orders at year end.
<u><b>APPROPRIATION</b></u>	another term for an estimated expenditure.
<u><b>ASSESSED VALUE</b></u>	The fraction of market value real property is valued at and appears on the assessment roll by an assessing authority, such as the Nassau County Assessor.
<u><b>ASSESSMENT ROLL</b></u>	All of the taxable real property in an assessment jurisdiction.
<u><b>ASSOCIATION OF SUPERVISORS AND ADMINISTRATORS OF THE GREAT NECK EDUCATIONAL STAFF, INC. (SAGES)</b></u>	The bargaining unit that represents the Great Neck Public Schools' principals, assistant principals, directors and supervisors.
<u><b>AUDIT OPINIONS</b></u>	The opinion an independent auditor arrives at after an examination of a district's financial records. The types of audit opinions include: <ul style="list-style-type: none"> <li>• Unmodified – the district's records are fairly stated in all material respects or that the district's financial figures and records can be relied upon to be correct.</li> <li>• Qualified – the district's records, except for the effect of any adjustment that might have been necessary to accurately perform auditing procedures, present fairly in all material respects the figures listed in the financial statements/reports.</li> <li>• Adverse – the district's records have some material issues.</li> <li>• Disclaimer – the district's records are not complete and/or accurate enough for an auditor to be able to form an opinion, therefore no opinion is given.</li> </ul>
<u><b>AUTOMATED VERIFICATION LISTING (AVL)</b></u>	A list of students created by the state for state aid purposes usually comprised of students with special needs.
<u><b>BEDROOM COMMUNITY</b></u>	A description of a property in a community where the majority of a district's property wealth is in residential homes (Class I) with very little commercial, retail, utility and franchise property.
<u><b>BOARD OF COOPERATIVE EDUCATION AID (BOCES)</b></u>	A cooperative association of school districts in a geographic area that share planning, services, and programs which provides educational and support services that would cost a school district more to procure individually. The state pays BOCES Aid to school districts procuring certain services from BOCES.
<u><b>BOND ANTICIPATION NOTES (BANS)</b></u>	Debt instrument that is issued on a short-term basis for capital project financing when funds are required prior to the next scheduled bond sale.

<b><u>BUDGET FUCTION AREA</u></b>	The area where the funds or money will be spent.
<b><u>BUDGET LOCATION OF EXPENDITURE</u></b>	Where the expenditure will be charged or incurred. The location is usually indicated by building but can also be further classified by program.
<b><u>BUDGET OBJECT OF EXPENDITURE</u></b>	The type of expenditure in a budget, such as salaries or personnel services, equipment, supplies and materials, contractual and other. Objects of expenditure are grouped within each function area.
<b><u>BUDGETING</u></b>	A process of codifying a school district's estimated revenue (income) and expenditures (expenses) usually over a 12-month time period to assist the school district in carrying out its intended purpose - the education of school aged children/young adults.
<b><u>BUILDING AID</u></b>	A state aid category that provides aid for capital expenditures incurred up to a specific threshold.
<b><u>BUILDINGS AND GROUNDS ASSOCIATION (B&amp;G)</u></b>	The bargaining units that represent that Great Neck Public Schools' maintainers, groundskeepers, custodians, and security personnel. There are three separate units: Maintainers (now officially affiliated with the GNTA), Non-Supervisors, and Supervisors.
<b><u>CALENDAR YEAR</u></b>	The 12-month period beginning on January 1 and ending on December 31.
<b><u>CAPITAL BUDGET</u></b>	The budget that accounts for the expenditures made on capital projects or projects whose completion lasts longer than one year, such as construction projects. A Capital Budget does not have to end on June 30th like an operating budget but lasts for as long as the project is still active, within reason.
<b><u>CAPITAL EXPENDITURES</u></b>	An expenditure for an asset exceeding a specific dollar threshold that has a useful life over a number of years.
<b><u>CLASSES OF REAL PROPERTY</u></b>	An assessment system that segregates real property into different classifications based on its characteristics. The classes are: <ul style="list-style-type: none"> <li>• I – Single Family Homes up to three stories in height.</li> <li>• II – Cooperative Apartments, Condominiums and Regular Apartments.</li> <li>• III – Utilities and Special Franchises.</li> <li>• IV – Commercial, Retail and all other.</li> </ul>
<b><u>COMMISTIONER'S REGULATIONS</u></b>	Rules and regulations from the New York State Commissioner of Education that Public-School Districts must adhere to.
<b><u>COMMUNITY EDUCATION</u></b>	Education provided for members of the community beyond grades Pre-K through 12.
<b><u>CONTRACTUAL</u></b>	Expenditures that are required by an agreement or contract that the district has entered into.
<b><u>CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY ACT (CARES)</u></b>	A federal grant via New York State to provide emergency assistance to school districts affected by the Covid-19 Pandemic.
<b><u>CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT (CRRSA)</u></b>	A federal grant to address the effects of the Covid-19 Pandemic.
<b><u>CORRECTIVE ACTION PLAN</u></b>	The auditees' (school district) plan to address and correct the auditor's findings in the management letter.
<b><u>DASNY</u></b>	Dormitory Authority State of New York
<b><u>DAY SCHOOL TUITION</u></b>	Tuition paid by other public school districts for students to attend the Great Neck School District.
<b><u>DEBT SERVICE</u></b>	The interest and principal payment amounts on a district's outstanding serial bonds.

<b><u>EDUCATION LAW</u></b>	A product of the Joint Legislative Committee on the State Education System. It was developed to investigate, review, and study all problems involving the education system of the state and to adopt rules for the conduct of its proceedings.
<b><u>ELA</u></b>	English Language Arts
<b><u>ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF (ESSER)</u></b>	A part of CARES Act.
<b><u>ELL</u></b>	English Language Learners
<b><u>ENCUMBRANCE SYSTEM OF ACCOUNTING</u></b>	An accounting system primarily used by school districts and governments that requires the existence and availability of money before a purchase can be made or processed. The available or budgeted money is encumbered or restricted for the planned purchase.
<b><u>ENERGY PERFORMANCE CONTRACT (EPC)</u></b>	A contract where the assets or items purchased will save enough in energy costs to pay for the financing costs of those assets over an 18-year period. This does not involve a separate proposition or for the voters to approve.
<b><u>ENL</u></b>	English as a New Language
<b><u>EQUIPMENT VS SUPPLIES AND MATERIALS (CLASSIFICATION)</u></b>	The differentiation is based on a number of qualitative and quantitative factors that include: <ul style="list-style-type: none"> <li>• Length of effective usefulness</li> <li>• Number of uses</li> <li>• The cost to obtain</li> </ul>
<b><u>EVERY STUDENT SUCCEEDS ACT (ESSA)</u></b>	Replaced No Child Left Behind (NCLB) and eliminated some of the more controversial provisions.
<b><u>EXEMPT REAL PROPERTY</u></b>	Real property that is not taxed for real property purposes.
<b><u>EXEMPTIBLE EXPENDITURES</u></b>	Expenditures not reflected or counted in a calculation such as in the Real Property Tax Cap formula.
<b><u>FCST</u></b>	Family and Consumer Science Teacher
<b><u>FISCAL STRESS MANAGEMENT SYSTEM (FSMS)</u></b>	Fiscal Stress Management System (FSMS) – a system developed by the Office of the New York State Comptroller that based on a school district’s annual financial statement for the most recently completed school (fiscal) year, assesses that district’s susceptibility to fiscal stress and will indicate what level of stress that school or district is in according to the following classifications: <ul style="list-style-type: none"> <li>• Significant fiscal stress</li> <li>• Moderate fiscal stress</li> <li>• Susceptible to fiscal stress</li> <li>• No Designation</li> </ul>
<b><u>FISCAL YEAR</u></b>	Any 12-month period that does not end on December 31 <sup>st</sup> used by a company or government for account purposes and preparation of its financial statements.
<b><u>FOOD AND NUTRITION PROFESSIONALS ASSOCIATION</u></b>	The bargaining unit that represents the employees that work in the Great Neck Public Schools’ cafeterias and food service operation.
<b><u>FOUNDATION AID</u></b>	A state aid category that was created in 2007 that takes school district wealth and student need into account to create an equitable distribution of state funding to schools.
<b><u>FREE AND REDUCED-PRICE LUNCH DESIGNATION</u></b>	Students whose family or household income meets certain dollar thresholds that qualifies them for food service benefits. The number of students under this designation in a district is also an indicator that qualified school districts for certain federal and state grants.
<b><u>FREEZING ASSESSMENTS</u></b>	The process where the Assessor holds the value of real property at the same value it was the year before and does not reflect any growth in value over the last year.

<b><u>FULLTIME EQUIVALENT (FTE)</u></b>	The measure of an employee's time. An employee that works a full schedule are counted or classified as an FTE of 1.0.
<b><u>FUND ACCOUNTING</u></b>	<p>An accounting system where a government or school district's activities are segregated into a number of self-balancing funds. Each fund acts as a separate entity with its own budget and accounting cannot be combined with activities from another fund.</p> <p>School district funds include:</p> <ul style="list-style-type: none"> <li>• General Fund – the district's main operating fund.</li> <li>• Capital Projects Fund – used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition, construction or major repair of capital facilities.</li> <li>• Special Revenue Funds – the fund account for the specific revenue sources that are restricted or committed to expenditures for a specified purpose other than debt service or capital projects.</li> <li>• Special Aid Fund – fund account for the proceeds of specific revenue sources such as federal and state grants that are legally restricted to expenditures for a specified purpose.</li> <li>• School Food Service Fund – fund account used for the activities of the school food service program.</li> <li>• Scholarship Fund – used to account for the funds collected that benefit annual third-party awards and scholarships for students.</li> <li>• Debt Service Fund – accounts for the accumulation of resources that are restricted for the payment of principal and interest on general long-term debt obligations.</li> <li>• Extra Classroom Activities Fund – fund used to account for operations by and for the students of the District.</li> <li>• Fiduciary Fund – used to account for activities in which the district acts as a trustee or agent for resources that belong to others.</li> <li>• Custodial Fund – a fiduciary fund that is used to account for real property taxes collected and disbursed on behalf of other governments.</li> </ul>
<b><u>FUND BALANCE</u></b>	The accumulations or amount of revenues exceeding expenditures at the end of each school year that remains unspent.
<b><u>GENERAL MUNICIPAL LAW</u></b>	laws that public school district, municipalities, counties, towns and villages must adhere to in financial transactions.
<b><u>GREAT NECK TEACHERS ASSOCIATION (GNATA)</u></b>	The bargaining unit that represents Great Neck Public Schools' teachers, guidance counselors, social workers, deans, nurses, physical and occupational therapists.
<b><u>HARDWARE AID</u></b>	A state aid category based on wealth measures for the purchase of computer hardware up to specific threshold.
<b><u>HEALTH SERVICES</u></b>	Payments for nurse, doctor, and other related health services by Great Neck Public Schools to other school districts for Great Neck resident students attending schools in other school districts. In return, Great Neck receives payment from other districts for non-resident students attending schools within the Great Neck district.
<b><u>HIGH TAX AID</u></b>	A state aid category that provides funds to school districts with residents that pay a comparatively high percentage of their income in property taxes.
<b><u>HOLD HARMLESS</u></b>	A concept that guarantees a recipient of state or other funds that they will not receive anything less than the highest amount received of a category of financial assistance.
<b><u>INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)</u></b>	Legislation that ensures students with disabilities will receive a free appropriate public education that is designed to meet their needs.
<b><u>INSTRUCTIONAL PERSONNEL</u></b>	District staff directly involved in the instruction of students.

<b><u>INTELLECTUAL DISABILITY (ID)</u></b>	A student with a below average intellect, certain limitations in mental functioning and/or skills such as communication.
<b><u>INTERNAL CONTROLS</u></b>	Administration and accounting procedures that guide a district in following rules and regulations for financial transactions and to prevent or reduce the possibility for fraud, waste, and mismanagement. When the design or operation of a control does not allow management or employees in the normal course of performing their assigned function to prevent, detect, or correct misstatements on a timely basis, that control is considered to be deficient and needs to be improved.
<b><u>LEA</u></b>	Local Education Agency
<b><u>LEP</u></b>	Limited English proficiency
<b><u>LEVEL DEBT SERVICE</u></b>	When debt service, or interest and principal payments, are substantially level.
<b><u>LIBRARY MATERIALS AID</u></b>	A state aid category for the purchase of library materials up to a specific threshold.
<b><u>LOCAL FINANCE LAW</u></b>	A comprehensive statute on the subject of local financial and applies to all counties, cities, towns, villages, and district corporations in the state. Its applicability to school districts appears to be in the area of contract indebtedness.
<b><u>MAINTENANCE EXPENDITURE</u></b>	An operating expenditure incurred to repair an asset that does not materially extend the useful life of that asset.
<b><u>MANAGEMENT LETTER</u></b>	A listing by the auditor of weaknesses in internal controls or other findings that the auditee (school district) needs to be aware of and to correct.
<b><u>MEDICAL ASSISTANCE</u></b>	Primarily doctor and nurse services provided to students.
<b><u>NEW YORK STATE UNIFORM SYSTEM OF ACCOUNTS</u></b>	The account codes all school districts in the state are required to use to account for the revenue and expenditures. This allows for meaningful comparisons between entities.
<b><u>NON-INSTRUCTIONAL PERSONNEL</u></b>	District staff not directly involved in the instruction of students but provides support in the educational process.
<b><u>OFFICE STAFF ASSOCIATION (OSA)</u></b>	The bargaining unit that represents the Great Neck Public Schools' clerical support personnel.
<b><u>ONE-TIME REVENUES</u></b>	Revenues that are not generated from the normal operating cycle and, therefore, may not be available from year to year. These revenues are sometimes referred to as "one-shot" revenues.
<b><u>OPERATING BUDGET</u></b>	The budget that is supported by both taxes and other revenues for the general operation of the school district. This is the budget that is adopted and put forth for voter approval. The District only has the authority to spend money in the period of time the budget was adopted for, or the school fiscal year which is July 1 to June 30. Spending authority ends or lapses on June 30.
<b><u>OPERATING DEFICIT</u></b>	When the total operating expenditures for the year exceed total operating revenues for an operating fund.
<b><u>OPERATING SURPLUS</u></b>	When total operating revenues for the year exceed the total operating expenditures for an operating fund.
<b><u>PARAPROFESSIONAL</u></b>	Consists of teacher assistance, teacher aides and monitors that assist in the educational process and operation of the districts' schools.
<b><u>PARTIAL SALARY TRANSFER</u></b>	The amount of time an employee in another area of district operations spends in educating or assisting in the education of special needs students.

<b><u>PAYMENT IN LIEU OF TAXES (PILOTS)</u></b>	An agreement where an entity pays property taxes on an assessment amount less than they would have paid than if the property were on the assessment roll at its fair market value. These agreements are for a finite period of time with the reduced assessment figure gradually increasing to the real assessment figure near the termination of the agreement. At the conclusion of the agreement, the property is returned to the assessment role at fair market value.
<b><u>PER DIEM</u></b>	A concept where an employee is paid on an hourly or daily basis instead of a salaries position. The District's per diem employees are represented by the Per Diem Chapter of the Great Neck Teachers' Association.
<b><u>PER PUPIL INDEX</u></b>	An amount of money allotted per student that is provided to a principal or budget supervisor. This number is multiplied by the number of students in the administrators building to purchase equipment, supplies and materials, textbooks, contractual and other expenditures. The per pupil index varies by grade level.
<b><u>PERIOD OF PROBABLE USEFULNESS</u></b>	A legally set period which established a maximum date for any debt issued for a project.
<b><u>PRIVATE EXCESS COST</u></b>	A state aid category that provides aid to public school districts for expenditures incurred for district resident students that attend private schools providing special education students.
<b><u>PROPERTY TAX BASE GROWTH FACTOR</u></b>	An index in the Real Property Tax Cap formula that measure the increase in a school district's real property assessment base. This index can never be below 1.000 or negative.
<b><u>PUBLIC EXCESS COST</u></b>	A state aid category that provides aid to a public school district for expenditures incurred for district resident students that attend a different public school or BOCES school for special education services.
<b><u>RATING AGENCIES</u></b>	Agencies that rate an entity's ability to repay creditors, e.g. Moody's, Standard & Poor's and Fitch. The types of ratings are: Aaa, Aa1, Aa2...C. The higher the letter, the stronger that entity is deemed abled to repay loans when they are due.
<b><u>REAL PROPERT TAX CAP</u></b>	A formula based on a number of indices and rules that sets a ceiling on the amount a school district can raise its tax levy.
<b><u>RESERVES RESERVED FUND BALANCE</u></b>	Segregating an amount of fund balance for a specific purpose, as dictated by either General, Municipal or Education Law. Types of reserves include: <ul style="list-style-type: none"> <li>• Capital</li> <li>• Workers' Compensation</li> <li>• Teachers Retirement System</li> <li>• Employees Retirement System</li> <li>• Unemployment</li> <li>• Employee Benefit Accrued Liability</li> <li>• Repair</li> <li>• Tax Certiorari</li> </ul>
<b><u>REVENUE ANTICIPATION NOTES (RANS)</u></b>	Debt instrument that is issued when receipt of revenues, such as state aid, do not meet the cash flow needs of the school district and are paid back when the revenues are received.
<b><u>SA100</u></b>	State aid form where the school district lists data that will generate state aid.
<b><u>SEEK</u></b>	Supporting Education Exploration and Knowledge
<b><u>SERIAL BOND</u></b>	A bond where a portion of the principal matures each year. There is a 50% rule where each year's debt service principal payment may not exceed more than fifty percent of the smallest previous principal payment. This results in more level debt service payments, making budgeting these expenditures more even over the term of the bond.
<b><u>SOFTWARE AID</u></b>	A state aid category that provides a specified dollar amount per student for the purchase of instructional software.
<b><u>ST3</u></b>	The district's annual financial statement in the format required by the Office of the New York State Comptroller.

<b><u>STATE AID</u></b>	Money that the state gives school district for certain categories of expenditures. Each category has a formula that is based on the district's wealth measures, enrollment, attendance, expenditures, etc.
<b><u>STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA)</u></b>	Requires all state and local governments to consider the environmental and social impact of construction projects.
<b><u>STEM</u></b>	Science, Technology, Engineering and Math
<b><u>SWD</u></b>	Students with Disabilities
<b><u>TAX ANTICIPATION NOTES (TANS)</u></b>	Debt instrument that is issued when the receipt of taxes does not match the cash flow needs of the school district. TANS are issued for periods of less than one year and are paid back when taxes are received.
<b><u>TAX CERTIORARI</u></b>	A grievance to lower a property's assessed value that will lower the property owner's tax liability, if successful.
<b><u>TAXABLE STATUS DATE</u></b>	The date where a parcel of real property's value will be used for tax liability purposes. In Nassau County, properties are assessed or charged real property taxes based on its value on January 2 of each year.
<b><u>TEACHER AIDE</u></b>	A non-instructional employee providing assistance in the education of district students.
<b><u>TEACHER ASSISTANT</u></b>	An instructional employee providing instructional assistance to district students.
<b><u>TEXTBOOK AID</u></b>	A state aid category for textbook purchases up to a specific threshold.
<b><u>THREE PART BUDGET</u></b>	The segregation of a budget into the following categories: Administration, Program and Capital.
<b><u>TITLE I</u></b>	A federal aid category that is the largest federal aid package for schools in America. Its purpose is to provide all children opportunity to receive a fair, equitable and high-quality education and to close educational gaps between lower and higher performing students.
<b><u>TITLE II</u></b>	A federal aid category that supports teachers, principals, and other school leaders in their work to improve the overall quality of instruction and ensure equity of educational opportunity for all students. It provides financial assistance to local education agencies (LEA) for children from low income families and minority students to help ensure that all children meet state academic standards and have greater access to effective educators.
<b><u>TITLE III</u></b>	A federal aid category that provides funding to support English as a New Language (ENL) students and their families. It is a part of the Elementary and Secondary Education Act of 1965 (ESEA) as amended by the Every Student Succeeds Act of 2015 (ESSA). It is to help ENL's attain English language proficiency and meet state academic standards.
<b><u>TITLE IV</u></b>	A federal aid category that provides aid to improve student academic achievement by increasing the capacity of states, local education agencies and local communities to provide all students with a well-rounded education, and to improve school conditions for student learning.
<b><u>TOTAL AIDABLE PUPIL UNIT (TAPU)</u></b>	A student count used in state aid formulas – one full time student is equivalent to one aidable pupil unit.
<b><u>TRANSPORTATION AID</u></b>	A state aid category for transportation expenditures incurred.

<b><u>TYPES OF AUDITORS</u></b>	<ul style="list-style-type: none"> <li>• Independent External Auditor – examines the financial transactions of a school district.</li> <li>• Internal Auditor – looks at the internal controls of the school district based on an assessment of the internal controls and determines what areas in the operation require an examination. Based on the findings, the internal auditor makes recommendations for improvements in the form of a management letter.</li> <li>• Internal Claims Auditor – reviews supporting documentation before a payment is made to an individual, firm or entity providing goods or services to the district.</li> <li>• Office of the State Comptroller (OSC) – the fiscal auditor of the state. Annually selects school districts, towns, villages, counties, agencies, and political subdivisions for audits of select areas of the entities' operations.</li> </ul>
<b><u>UNIVERSAL PRE-KINDERGARTEN</u></b>	A federal aid category that helps fund pre-kindergarten programs in public schools based on state guidelines for operation.
<b><u>UNRESERVED / UNAPPROPRIATED FUND BALANCE</u></b>	The amount of fund balance without restriction and/or reservation.
<b><u>WEIGHTED AVERAGE PERIOD OF PROBABLY USEFULNESS</u></b>	When multiple capital projects are financed by a single serial bond.
<b><u>WORK FORCE INNOVATION AND OPPORTUNITY ACT (WIOA)</u></b>	Supports adult education, English language instruction, and integrated education and training to develop basic skills and open doors to career pathway programs for those with low skills or limited English abilities. It includes training in reading, writing, math, English language acquisition, transition to post-secondary education and employment.

**Sources of information**

- Bond Basics for School Districts in New York State
- Douglas E. Goodfriend and Thomas E. Myers
- Independent Auditors – Cullen & Danowski, LLC
- Investopedia
- McKinney’s Consolidated Laws of New York Annotated (General Municipal Law, Education Law and Local Finance Law)
- Questar State Aid Financial Planning
- School Law – New York State School Boards Association
- State Education Department Web Site

**None of the above definitions and phrases are original. They were obtained from various documents that are available on the internet and conversations with professional in the field of public-school district administration and public finance.**