

*FISCAL 2003 BUDGET
FINAL*

USER'S GUIDE

FORMAT OF BUDGET DOCUMENT

The annual budget has been prepared using a core services approach as adopted by the Board of County Commissioners during the FY94-95 budget year.

The format of this budget document goes beyond that of a public information document. The Performance Budget process and document are designed to generate discussion regarding policy issues, service delivery, and performance issues by the Board of County Commissioners and management during the preparation, review, and subsequent adoption of the County budget. Section D, Services by Organization/Division, is the focal point of the budget review process and is described below, along with the other components of the budget.

As an aid to using this document, an explanation of the data format and headings has been included within the appropriate pages of each section. Due to the manner in which a rather detailed document such as this is used (usually for reference), some of the descriptions are repeated in each section.

SECTION A - BUDGET MESSAGE

The budget message summarizes the major issues facing Lee County from both budgetary and managerial perspectives.

SECTION B - BUDGET SUMMARY INFORMATION

In addition to comparisons between the FY01-02 budget and FY02-03 budgets, this section contains charts and graphs illustrating tax revenues, expenditures, and Lee County demography.

SECTION C - FINANCIAL POLICIES

This section contains the County's revenue, appropriation, and general budget policies which are the framework upon which the budget is built.

SECTION D - SERVICES BY ORGANIZATION

Each section is comprised of: 1) an organizational chart which shows each area and the divisions within it; 2) an expenditure history by division for Actual FY00-01, Estimated FY01-02, and Budget for FY02-03 and; 3) detailed qualitative service level information. The purpose of this section is to provide information on the types and levels of services provided by Lee County Government.

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SECTION E - CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program represents a five-year plan designed to meet the capital improvement needs of Lee County. Capital improvements include major infrastructure facilities such as roads, bridges, parks, libraries, utilities, and general governmental facilities.

This section of the budget document provides information regarding the planning process which led to the development of the Capital Improvement Program. It includes comments on the operational impact which results from additional capital construction. Revenue sources which fund capital construction are presented, along with capital project expenditures by department. One of the major revenue sources is bond proceeds; therefore, additional information is presented which provides detail regarding each debt issue, and the type of projects funded by each issue.

SECTION F - BUDGET BY FUNCTION

This section provides a three-year comparative history to show the county budget by function. Function displays the expenditure classification as related to the principal purpose for which expenditures are made. Functions are categorized in a uniform manner through the State of Florida based on the State Chart of Accounts (SCOA). The SCOA defines classifications and categories by which all revenues and expenditures are to be delineated.

The pages following the Budget by Function detail the activities of the functional areas.

SECTION G - APPENDICES

This section provides an explanation of fund structure and budgetary accounting policy, the budget calendar, and the glossary.