TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING

A G E N D A

Thursday, June 04, 2020
7:00 PM

**** The public may access the meeting remotely by the following:**

Electronic Meeting ID: 903 096 4448

a. By computer: https://zoom.us/j/9030964448

b. By phone dial: 1-301-715- 8592, enter Meeting ID: 903 096 4448 when prompted

CALL TO ORDER AND QUORUM ESTABLISHED:

Motion to approve telephonic participation in meeting.

PUBLIC HEARINGS:

1. Interim Financing Public Hearing
2. FY 2021 Proposed Budget, Tax Rates and Utility Rates Hearing

DELEGATIONS:

3. FY18 and FY19 Financial Audit Presentation

PUBLIC COMMENTS:

STAFF REPORTS & PRESENTATIONS:

4. Bowling Green Police Department Monthly Report to Council May 2020
5. Public Works and Utilities Monthly Report to Council May 2020
6. Economic Dev. & Events Coordinator Monthly Report to Council May 2020
7. Town Clerk/Treasurer's Monthly Report to Council May 2020
8. Town Manager's Monthly Report to Council May 2020

CONSENT AGENDA:

9. May 2020 Bills
10. Minutes – May 7, 2020 Town Council Meeting
11. R-2020-001 – Resolution to accept donation

12. R-2020-002 Depository Designation

UNFINISHED BUSINESS:

13. 134 Maury Ave – Request for reimbursement

14. Update of Police Policy

NEW BUSINESS:

15. Request for budget amendment and additional appropriation

16. Tax and Utility Rate Ad for FY2020-2021

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

INFORMATIONAL ITEMS:

CLOSED SESSION:

Closed Meeting pursuant to Code of Virginia Section 2.2-3711(A)(1) for the purpose of discussing the performance and contract of the Police Chief.

RECONVENE IN OPEN SESSION

17. Police Chief Contract

ADJOURNMENT

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT

AGENDA ITEM: Interim Financing Public Hearing

ITEM TYPE: Public Hearing - Duly Advertised

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The Town has secured a Letter of Conditions for permanent funding for improvements to the Town's water system from the United States Department of Agriculture, Rural Development ("RD") in the form of a loan not to exceed $5,693,000 and grants not to exceed $1,602,000, for a total long-term financing package of $7,295,000. The loan from RD will be evidenced by the Town's revenue bond which will be payable solely from revenues of the Town's water system. RD requires the Town to obtain interim financing for project costs if it can obtain the financing on reasonable rates and terms. The interim loan would be paid off by the RD permanent long-term financing on or about June 15, 2023, when the project has been completed.

ATTACHMENTS:

Public Hearing Notice

CoBank's Loan Terms

R-2020-003 - RUS Loan Resolution RD1942-47

REQUESTED ACTION:

1. Authorize the Town Manager and Mayor to sign all necessary documents to close the interim loan and amend the FY 2020-2021 budget to receive and spend $2.5 million dollars of the interim loan proceeds during the upcoming fiscal year.

2. Adopt R-2020-003 – A resolution authorizing and providing for the incurrence of indebtedness for the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving, and/or extending its water distribution system.

NOTICE OF PUBLIC HEARINGS
ON PROPOSED BOND ISSUE
BY THE TOWN OF BOWLING GREEN, VIRGINIA
AND AN AMENDMENT TO THE TOWN'S BUDGET

The Council of the Town of Bowling Green, Virginia (the "Council") will hold a public hearing on the proposed issuance of bonds by the Town of Bowling Green. The estimated maximum amount of the bonds is $5,693,000. The Council will also hold a public hearing to amend the proposed FY20-21 budget allowing for the acceptance and expenditure of the bond proceeds. The public hearings, which may be continued or adjourned and at which persons may appear and present their views on the proposed bond issuance and budget amendment, will be held at **7:00 p.m.** on **June 4, 2020**, or as soon after that time as the matters may be heard, before the Council in the Town Hall, located at 117 Butler Street Bowling Green, Virginia.

6340 South Fiddlers Green Circle
Greenwood Village, CO 80111
800-542-8072
www.cobank.com

April 8, 2020

TO: Melissa Lewis, Town Clerk / Treasurer

Subject: CoBank Proposal for USDA Interim Financing

On behalf of CoBank, ACB, I am pleased to present for your review the following Non-Binding Summary of Terms and Conditions.

Borrower	Town of Bowling Green, VA
Purpose	Interim construction financing for USDA RD water project
Amount (est.)	Up to $5,693,000 (RD Direct Loan Amount)
Interest Rate Options*	Tax Exempt Variable rate Monthly LIBOR resetting weekly plus 1.25% (currently 2.25%)
Term	Up to 36 months after closing
Prepayment	None
Fees to CoBank	$2,500 origination fee paid at closing
Payment Frequency	Monthly interest due on amount advanced during construction – multiple advance structure
Repayment	Principal due at maturity or immediately upon receipt of USDA RD direct loan funds
Structure	Unsecured or secured by water revenue fund as permitted Non-bank qualified Note
Legal	Borrower will pay their attorney / bond counsel to provide legal opinion and provide services to issue debt instrument. CoBank legal counsel will be provided by Sherman & Howard at no cost to borrower.

*Intertest Rates quoted are subject to interest rate changes that may occur based upon market conditions.

This Non-Binding Summary of Terms and Conditions (this "**Summary**") is being presented to the **Borrower** by **CoBank, ACB** ("**CoBank**") for information and discussion purposes only. This Summary is neither a commitment nor an offer to extend credit and does not create any obligation on the part of CoBank. This Summary is intended to provide a summary of the primary terms and conditions of the proposed transaction between CoBank and the Borrower; however, this Summary does not contain all of the terms and conditions applicable to a credit facility provided by CoBank and ultimately contained in any loan documentation. CoBank's decision to extend credit to the Company is contingent upon completion to CoBank's satisfaction of all necessary due diligence, receipt of internal credit approvals, and the preparation of final documentation in form and substance satisfactory to CoBank. All figures, terms, and conditions are subject to change at any time. A commitment by CoBank will exist only if a formal, written commitment letter or definitive loan documents are prepared and executed by CoBank and the Borrower, and not otherwise. This Summary is strictly confidential and may not be released to or discussed with any third party without the prior written consent of CoBank.

Julia McCusker, Regional Vice President
jmccusker@cobank.com
720-317-5965 cell phone/ 303-224-2532 fax

R-2020-003

Position 5

USDA
Form RD 1942-47
(Rev. 12-97)

LOAN RESOLUTION
(Public Bodies)

FORM APPROVED
OMB NO. 0575-0015

A RESOLUTION OF THE Town Council

OF THE Town of Bowling Green

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS

Water Distribution System

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the Town of Bowling Green
(Public Body)

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of

Five Million Six Hundred Ninety Three Thousand & 00/100

pursuant to the provisions of Code of Virginia; and

WHEREAS, the Association intends to obtain assistance from the Rural Housing Service, Rural Business - Cooperative Service, Rural Utilities Service, or their successor Agencies with the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U. S. C. 1983 (c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of $ 10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contract or agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by the Government. No free service or use of the facility will be permitted.

Submitted:

Name:

Conf Nbr:

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is O575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

11. To acquire and maintain such insurance and fidelity bond coverage as may be required by the Government.

12. To establish and maintain such books and records relating to the operation of the facility and its financial affairs and to provide for required audit thereof as required by the Government, to provide the Government a copy of each such audit without its request, and to forward to the Government such additional information and reports as it may from time to time require.

13. To provide the Government at all reasonable times access to all books and records relating to the facility and access to the property of the system so that the Government may ascertain that the Association is complying with the provisions hereof and of the instruments incident to the making or insuring of the loan.

14. That if the Government requires that a reserve account be established and maintained, disbursements from that account may be used when necessary for payments due on the bond if sufficient funds are not otherwise available. With the prior written approval of the Government, funds may be withdrawn for:

    (a) Paying the cost of repairing or replacing any damage to the facility caused by catastrophe.
    (b) Repairing or replacing short-lived assets.
    (c) Making extensions or improvements to the facility.

    Any time funds are disbursed from the reserve account, additional deposits will be required until the reserve account has reached the required funded level.

15. To provide adequate service to all persons within the service area who can feasibly and legally be served and to obtain the Government's concurrence prior to refusing new or adequate services to such persons. Upon failure to provide services which are feasible and legal, such person shall have a direct right of action against the Association or public body.

16. To comply with the measures identified in the Government's environmental impact analysis for this facility for the purpose of avoiding or reducing the adverse environmental impacts of the facility's construction or operation.

17. To accept a grant in an amount not to exceed $ _____

    under the terms offered by the Government; that the Town Manager

    and Mayor of the Association are hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such grant; and to operate the facility under the terms offered in said grant agreement(s).

    The provisions hereof and the provisions of all instruments incident to the making or the insuring of the loan, unless otherwise specifically provided by the terms of such instrument, shall be binding upon the Association as long as the bonds are held or insured by the Government or assignee. The provisions of sections 6 through 17 hereof may be provided for in more specific detail in the bond resolution or ordinance; to the extent that the provisions contained in such bond resolution or ordinance should be found to be inconsistent with the provisions hereof, these provisions shall be construed as controlling between the Association and the Government or assignee

    The vote was: Yeas _____ Nays _____ Absent _____.

IN WITNESS WHEREOF, the Town Council of the Bowling Green, Town of has duly adopted this resolution and caused it to be executed by the officers below in duplicate on this 4th day of June, 2020.

(SEAL)

_____

By A. Reese Peck

Attest:

Title Town Manager

_____

_____
Title

Submitted:

Name:

Conf Nbr:

CERTIFICATION TO BE EXECUTED AT LOAN CLOSING

I, the undersigned, as _____ of the _____ hereby certify that the _____ of such Association is composed of _____ members, of whom _____, constituting a quorum, were present at a meeting thereof duly called and held on the _____ day of _____, _____; and that the foregoing resolution was adopted at such meeting by the vote shown above. I further certify that as of _____, the date of closing of the loan from the Government, said resolution remains in effect and has not been rescinded or amended in any way.

Dated, this _____ day of _____, _____.

_____

Title _____

Submitted:

Name:

Conf Nbr:

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT

AGENDA ITEM: FY 2021 Proposed Budget, Tax Rates and Utility Rates Hearing

ITEM TYPE: Public Hearing - Duly Advertised

PURPOSE OF ITEM: Discussion Only

PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The budget was prepared in consultation with the Budget Committee with the following assumptions:

- Tax and utility rates only increased where required.
- Business license and bank franchise tax revenues decreased from this year's level due to the current business environment (taxes based on calendar year vs. fiscal year).
- Continue to make our compensation & benefits competitive to retain our trained and experienced work force.

Highlights include:

- Water Rate increase of 10%.
- Trash Collection increase of 3%
- Special District tax rate of $0.92/$100
- All other tax rates remain the same.
- Adopt County Health Insurance employee match schedule.
- Fund a FY 2021 Compensation Plan of a one-time payment of 3% to each employee, including contract employees, as of July 1, 2020 payable in December of 2020.

ATTACHMENTS:

Public Hearing Notice

Proposed FY 2021 Budget Summary

Proposed Tax and Utility Rates

Proposed FY 2021 Line Item Budget

Proposed Town Manger Amendments

Bowling Green Small Business Stimulus Vouchers Program

REQUESTED ACTION:

Authorize Town Manager to prepare budget resolution for adoption at the Council's June 25, 2020 meeting.

NOTICE OF PUBLIC HEARING ON
THURSDAY, JUNE 4, 2020
TOWN OF BOWLING GREEN, VIRGINIA
PROPOSED BUDGET FOR FISCAL YEAR
JULY 1, 2020 – JUNE 30, 2021
AND PROPOSED CHANGES IN THE TAX AND PUBLIC UTILITY RATES

The following Town Manager's recommended budget synopsis is prepared and published for information and fiscal planning purposes only. The inclusion in the Budget of any item does not constitute a commitment or obligation on the part of the Town of Bowling Green's Council to appropriate any funds for that item or purpose. The Budget has been presented on the basis of the estimates and requests submitted to the Town Manager's Office by the several Officers and Department Heads of the Town. There is no obligation or allocation of any funds of Town of Bowling Green for any purpose until there has been an appropriation for that purpose by the Town of Bowling Green Council.

The Bowling Green Town Council will, on Thursday, June 4, 2020 at 7:00 p.m. at the Bowling Green Town Hall, hold a public hearing for informational and fiscal planning purposes to consider the following proposed budget for the fiscal year ending June 30, 2021. The Public Hearing is held allowing the public to question and comment on the proposed Budget and changes in the tax and public utility rates subject to reasonable time limits and procedures established by the Bowling Green Town Council. Written comments are also accepted by mail prior to the meeting and may be presented to the Board at the meeting.

Pursuant to Sections 15.2-2506 and 58.1-3007, Code of Virginia (1950), as amended, the Bowling Green Town Council will hold a Public Hearing on the proposed Budget for Fiscal Year 2019-2020 and the proposed changes in tax and public utility rates at 7:00 p.m. Thursday, June 4, 2020, in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427.

A complete copy of budget is available for public inspection weekdays from 9:00 AM until 5:00 PM at the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427. Questions about the budget may be directed to A. Reese Peck, Town Manager. 804-633-6212; and on the Town of Bowling Green website at http://www.townofbowlinggreen.com/

Authorized by A. Reese Peck, Town Manager

Proposed Tax and Public Utility Rates
(proposes a 10% increase in the water rates)

Current BI-Monthy Water & Sewer Rates									Proposed BI-Monthy Water & Sewer Rates								
RESIDENTIAL			COMMERCIAL			COMMERCIAL			RESIDENTIAL			COMMERCIAL			COMMERCIAL		
In-Town			In-Town			Out -of-Town			In-Town			In-Town			Out -of-Town		
Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer
0-5,000	$36.47	$86.53	0-5,000	$36.47	$93.48	0-5,000	$72.94	$112.38	0-5,000	$40.12	$86.53	0-5,000	$40.12	$93.48	0-5,000	$80.23	$112.38
5,001-10,000	$1.85	$4.39	5,001-10,000	$2.04	$5.21	5,001-10,000	$4.07	$6.26	5,001-10,000	$2.04	$4.39	5,001-10,000	$2.24	$5.21	5,001-10,000	$4.48	$6.26
10,001-20,000	$1.95	$4.62	10,001-20,000	$2.10	$5.40	10,001-20,000	$4.21	$6.49	10,001-20,000	$2.15	$4.62	10,001-20,000	$2.31	$5.40	10,001-20,000	$4.63	$6.49
20,010-30,000	$2.04	$4.82	20,001-30,000	$2.18	$5.58	20,001-30,000	$4.35	$6.71	20,010-30,000	$2.24	$4.82	20,001-30,000	$2.40	$5.58	20,001-30,000	$4.79	$6.71
30,001 & Up	$2.10	$5.00	30,001-40,000	$2.28	$5.83	30,001-40,000	$4.54	$7.01	30,001 & Up	$2.31	$5.00	30,001-40,000	$2.51	$5.83	30,001-40,000	$4.99	$7.01
Out-of-Town			40,001-50,000	$2.34	$6.02	40,001-50,000	$4.72	$7.23	Out-of-Town			40,001-50,000	$2.57	$6.02	40,001-50,000	$5.19	$7.23
Gallons	Water	Sewer	50,001-100,000	$2.43	$6.24	50,001-100,000	$4.84	$7.50	Gallons	Water	Sewer	50,001-100,000	$2.67	$6.24	50,001-100,000	$5.32	$7.50
0-5,000	$72.94	$97.80	100,001 & Up	$2.50	$6.39	100,001 & Up	$4.99	$7.68	0-5,000	$80.23	$97.80	100,001 & Up	$2.75	$6.39	100,001 & Up	$5.49	$7.68
5,001-10,000	$3.71	$4.96							5,001-10,000	$4.08	$4.96						
10,001-20,000	$3.89	$5.22							10,001-20,000	$4.28	$5.22						
20,010-30,000	$4.07	$5.45							20,010-30,000	$4.48	$5.45						
30,001 & Up	$4.21	$5.65							30,001 & Up	$4.63	$5.65						

Solid Waste Collection Bi-Monthly Rate Schedule (proposes a 3% increase in trash collection rates)

Residential Rates: **Current Rate**-$31.38 **Proposed Rate** – $32.32
Commercial Rates: **Current Rate**-$24.97 bimonthly/per cubic yard **Proposed Rate** – $25.72

Proposed Tax Rates for Calendar Year 2020

Current Rate		Proposed Rate
Real Estate	$0.13/$100	No increase
Personal Property	$0.72/$100 of 100% of assessed valuation	No increase
Mobile Homes	$0.10/$100 of assessed valuation	No increase
Machinery/Tools	$0.72/$100	No Increase
Route 301 Tax Dist.	$0.74/$100 of assessed valuation	$0.92/$100

Vehicle License Tax - $30 (no increase) for cars and light trucks, and $25 (no increase) for motorcycles

REVENUE ESTIMATES	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
FUND #100 General Funds			
Real Estate	$141,500	$141,500	$0
RT 301 Special Tax	$0	$0	$0
Public Service	$4,500	$4,000	($500)
Personal Property	$55,500	$52,500	($3,000)
Penalty & Interest	$14,000	$6,000	($8,000)
Revenue From Use Of Money	$1,000	$5,000	$4,000
Refuse Collection	$86,700	$89,301	$2,601
Sales Tax	$32,000	$32,000	$0
Consumer Utility Tax	$30,000	$30,000	$0
Business License	$85,000	$68,000	($17,000)
Vehicle License & Registration Fees	$27,650	$27,000	($650)
Bank Stock Tax	$150,000	$225,000	$75,000
Transient Occupancy Tax	$4,500	$4,500	$0
Meals Tax	$230,000	$235,000	$5,000
Permits, Fees And Licenses	$3,000	$3,000	$0
Fines and Forfeitures	$43,100	$43,100	$0
Rentals	$26,000	$26,000	$0
Other Miscellaneous Revenue	$2,100	$2,100	$0
VA Police Funding	$23,000	$24,500	$1,500
PPTRA State Reimbursement	$22,000	$21,900	($100)
Communications Tax	$40,000	$38,000	($2,000)
Grants	$1,034	$1,034	$0
VA Fire Program	$10,000	$10,000	$0
Use of Fund Balance	$78,544	$95,821	$17,277
Contingencies	$0	$0	$0
Total General Funds	**$1,111,128**	**$1,185,256**	**$74,128**
Other Funds (Net of Transfers)			
FUND #300 CIP	$0	$0	$0
FUND #320 Economic Development Authority (Fund Balance)	$28,595	$0	($28,595)
FUND #400 Events and Activities	$39,000	$38,450	($550)
FUND #420 Debt Service	$34,000	$34,269	$269
FUND #500 Water	$397,388	$441,130	$43,742
FUND #520 Sewer	$422,250	$425,267	$3,017
Total Other Funds	**$908,912**	**$939,115**	**$17,882**
TOTAL REVENUE ESTIMATES	**$2,020,040**	**$2,124,371**	**$92,010**

EXPENDITURE ESTIMATES	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
FUND #100 General Funds			
Council And Manager's Office	$275,169	$275,198	$29
Clerk/Treasurer	$211,874	$257,176	$45,302
Police Department	$127,081	$143,681	$16,600
Donations	$13,000	$12,000	($1,000)
Public Works	$289,055	$299,470	$10,415
Total Direct General Fund Expenditures	**$916,178**	**$987,524**	**$71,346**
GENERAL FUND TRANSFERS			
FUND #300 Capital Project Fund	$0	$0	$0
FUND #320 Economic Development Authority	$0	$10,000	$10,000
FUND #400 Events and Activities	$6,000	$6,000	$0
FUND #420 Debt Service	$182,000	$181,731	($269)
FUND #500 Water	$0	$0	$0
FUND #520 Sewer	$0	$0	$0
Total General Fund Transfers	**$187,500**	**$197,731**	**$9,731**
OTHER FUND EXPENDITURES			
FUND #300 Capital Project Fund	$0	$0	$0
FUND #320 Economic Development Authority	$17,515	$10,000	($7,515)
FUND #400 Events and Activities	$44,450	$44,450	$0
FUND #420 Debt Service	$216,000	$216,000	$0
FUND #500 Water Operations	$397,388	$441,131	$43,743
FUND #520 Sewer Operations	$422,250	$425,267	$3,017
Total Other Funds	**$1,097,603**	**$1,136,847**	**$39,244**

SUMMARY	
TOTAL EXPENDITURE ESTIMATES (Net of General Fund	$2,124,371
TOTAL TOWN BUDGET REVENUES (Net of General Fund	$2,124,371

UNASSIGNED FUND BALANCE SUMMARY	
*Beginning General Fund Unassigned Fund Balance - July 1, 2020	$379,612
Use of General Fund Balance	$95,821
Ending General Fund Unassigned Fund Balance - June 30, 2021	$283,791

TOWN OF BOWLING GREEN, VIRGINIA
PROPOSED FY 2021 BUDGET

REVENUE ESTIMATES	ACTUAL FISCAL YEAR 2019	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
FUND #100 General Funds				
Real Estate	$143,550	$141,500	$141,500	$0
RT 301 Special Tax	$6,040	$0	$0	$0
Public Service	$3,381	$4,500	$4,000	($500)
Personal Property	$57,377	$55,500	$52,500	($3,000)
Penalty & Interest	$14,547	$14,000	$6,000	($8,000)
Revenue From Use Of Money	$0	$1,000	$5,000	$4,000
Refuse Collection	$83,221	$86,700	$89,301	$2,601
Sales Tax	$21,937	$32,000	$32,000	$0
Consumer Utility Tax	$33,624	$30,000	$30,000	$0
Business License	$79,066	$85,000	$68,000	($17,000)
Vehicle License & Registration Fees	$27,067	$27,650	$27,000	($650)
Bank Stock Tax	$174,167	$150,000	$225,000	$75,000
Transient Occupancy Tax	$3,611	$4,500	$4,500	$0
Meals Tax	$229,395	$230,000	$235,000	$5,000
Permits, Fees And Licenses	$3,305	$3,000	$3,000	$0
Fines and Forfeitures	$44,199	$43,100	$43,100	$0
Rentals	$27,160	$26,000	$26,000	$0
Other Miscellaneous Revenue	$3,191	$2,100	$2,100	$0
VA Police Funding	$24,520	$23,000	$24,500	$1,500
PPTRA State Reimbursement	$21,908	$22,000	$21,900	($100)
Communications Tax	$35,057	$40,000	$38,000	($2,000)
Grants	$1,034	$1,034	$1,034	$0
VA Fire Program	$10,000	$10,000	$10,000	$0
Use of Fund Balance	$10,115	$78,544	$95,821	$17,277
Contingencies	$3,165	$0	$0	$0
Total General Funds	**$1,060,637**	**$1,111,128**	**$1,185,256**	**$74,128**
Other Funds (Net of Transfers)				
FUND #300 CIP	$2,309,785	$0	$0	$0
FUND #320 Economic Development Authority (Fund Balance)	$21,405	$28,595	$0	($28,595)
FUND #400 Events and Activities	$43,859	$39,000	$38,450	($550)
FUND #420 Debt Service	$51,573	$34,000	$34,269	$269
FUND #500 Water	$367,735	$397,388	$441,130	$43,742
FUND #520 Sewer	$338,842	$422,250	$425,267	$3,017
Total Other Funds	**$3,133,199**	**$908,912**	**$939,115**	**$17,882**
TOTAL REVENUE ESTIMATES	**$4,193,836**	**$2,020,040**	**$2,124,371**	**$92,010**

EXPENDITURE ESTIMATES	ACTUAL FISCAL YEAR 2019	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
FUND #100 General Funds				
Council And Manager's Office	$174,982	$275,169	$275,198	$29
Clerk/Treasurer	$203,119	$211,874	$257,176	$45,302
Police Department	$125,482	$127,081	$143,681	$16,600
Donations	$12,000	$13,000	$12,000	($1,000)
Public Works	$327,825	$289,055	$299,470	$10,415
Total Direct General Fund Expenditures	**$843,408**	**$916,178**	**$987,524**	**$71,346**
GENERAL FUND TRANSFERS				
FUND #300 Capital Project Fund	$60,000	$0	$0	$0
FUND #320 Economic Development Authority	$0	$0	$10,000	$10,000
FUND #400 Events and Activities	$52,450	$6,000	$6,000	$0
FUND #420 Debt Service	$145,807	$182,000	$181,731	($269)
FUND #500 Water	$0	$0	$0	$0
FUND #520 Sewer	$120,000	$0	$0	$0
Total General Fund Transfers	**$378,257**	**$187,500**	**$197,731**	**$9,731**
OTHER FUND EXPENDITURES				
FUND #300 Capital Project Fund	$2,115,908	$0	$0	$0
FUND #320 Economic Development Authority	$32,485	$17,515	$10,000	($7,515)
FUND #400 Events and Activities	$96,309	$44,450	$44,450	$0
FUND #420 Debt Service	$197,380	$216,000	$216,000	$0
FUND #500 Water Operations	$367,735	$397,388	$441,131	$43,743
FUND #520 Sewer Operations	$458,842	$422,250	$425,267	$3,017
Total Other Funds	**$3,268,659**	**$1,097,603**	**$1,136,847**	**$39,244**

SUMMARY			
TOTAL EXPENDITURE ESTIMATES (Net of General Fund Transfers)	**$2,124,371**		
TOTAL TOWN BUDGET REVENUES (Net of General Fund Transfers)	**$2,124,371**		

UNASSIGNED FUND BALANCE SUMMARY			
***Beginning General Fund Unassigned Fund Balance - July 1, 2020**	**$379,612**		
Use of General Fund Balance	**$95,821**		
Ending General Fund Unassigned Fund Balance - June 30, 2021	**$283,791**		

** The Unassigned Fund Balance will grow by $145,191 in FY 2020. This amount considers a 50% decrease in meals tax revenues for the period March - July.*

PROPOSED TAX AND UTILITY RATES FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021.

Tax Rates

Real Estate	$0.13/$100
Personal Property	$0.72/$100
Mobile Homes	$0.10/$100
Machinery/Tools	$0.72/$100
Route 301 Tax District (current $0.74/$100)	$0.92/$100
Vehicle License Tax	$30 for cars and light trucks
Vehicle License Tax	$25 for motorcycles

Residential and Commercial Bi-Monthly Water/Sewer Rate Schedule (proposes a 10% increase in water rates)

Current Bi-Monthy Water & Sewer Rates									Proposed Bi-Monthy Water & Sewer Rates								
RESIDENTIAL			COMMERCIAL			COMMERCIAL			RESIDENTIAL			COMMERCIAL			COMMERCIAL		
In-Town			In-Town			Out -of-Town			In-Town			In-Town			Out -of-Town		
Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer
0-5,000	$36.47	$86.53	0-5,000	$36.47	$93.48	0-5,000	$72.94	$112.38	0-5,000	$40.12	$86.53	0-5,000	$40.12	$93.48	0-5,000	$80.23	$112.38
5,001-10,000	$1.85	$4.39	5,001-10,000	$2.04	$5.21	5,001-10,000	$4.07	$6.26	5,001-10,000	$2.04	$4.39	5,001-10,000	$2.24	$5.21	5,001-10,000	$4.48	$6.26
10,001-20,000	$1.95	$4.62	10,001-20,000	$2.10	$5.40	10,001-20,000	$4.21	$6.49	10,001-20,000	$2.15	$4.62	10,001-20,000	$2.31	$5.40	10,001-20,000	$4.63	$6.49
20,010-30,000	$2.04	$4.82	20,001-30,000	$2.18	$5.58	20,001-30,000	$4.35	$6.71	20,010-30,000	$2.24	$4.82	20,001-30,000	$2.40	$5.58	20,001-30,000	$4.79	$6.71
30,001 & Up	$2.10	$5.00	30,001-40,000	$2.28	$5.83	30,001-40,000	$4.54	$7.01	30,001 & Up	$2.31	$5.00	30,001-40,000	$2.51	$5.83	30,001-40,000	$4.99	$7.01
Out-of-Town			40,001-50,000	$2.34	$6.02	40,001-50,000	$4.72	$7.23	Out-of-Town			40,001-50,000	$2.57	$6.02	40,001-50,000	$5.19	$7.23
Gallons	Water	Sewer	50,001-100,000	$2.43	$6.24	50,001-100,000	$4.84	$7.50	Gallons	Water	Sewer	50,001-100,000	$2.67	$6.24	50,001-100,000	$5.32	$7.50
0-5,000	$72.94	$97.80	100,001 & Up	$2.50	$6.39	100,001 & Up	$4.99	$7.68	0-5,000	$80.23	$97.80	100,001 & Up	$2.75	$6.39	100,001 & Up	$5.49	$7.68
5,001-10,000	$3.71	$4.96							5,001-10,000	$4.08	$4.96						
10,001-20,000	$3.89	$5.22							10,001-20,000	$4.28	$5.22						
20,010-30,000	$4.07	$5.45							20,010-30,000	$4.48	$5.45						
30,001 & Up	$4.21	$5.65							30,001 & Up	$4.63	$5.65						

Solid Waste Collection Bi-Monthly Rate Schedule (proposes a 3% increase in trash collection rates)

Residential Rates: current: $31.61 **proposed: $32.56**

Commercial Rates: current: $24.97 bimonthly/per cubic yard **proposed: $25.72 bimonthly/per cubic yard**

FY 2021 BUDGET SUMMARY

REVENUE ESTIMATES	ACTUAL FISCAL YEAR 2019	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
FUND #100 General Funds				
Real Estate	$143,550	$141,500	$141,500	$0
RT 301 Special Tax	$6,040	$0	$0	$0
Public Service	$3,381	$4,500	$4,000	($500)
Personal Property	$57,377	$55,500	$52,500	($3,000)
Penalty & Interest	$14,547	$14,000	$6,000	($8,000)
Revenue From Use Of Money	$0	$1,000	$5,000	$4,000
Refuse Collection	$83,221	$86,700	$89,301	$2,601
Sales Tax	$21,937	$32,000	$32,000	$0
Consumer Utility Tax	$33,624	$30,000	$30,000	$0
Business License	$79,066	$85,000	$68,000	($17,000)
Vehicle License & Registration Fees	$27,067	$27,650	$27,000	($650)
Bank Stock Tax	$174,167	$150,000	$225,000	$75,000
Transient Occupancy Tax	$3,611	$4,500	$4,500	$0
Meals Tax	$229,395	$230,000	$235,000	$5,000
Permits, Fees And Licenses	$3,305	$3,000	$3,000	$0
Fines and Forfeitures	$44,199	$43,100	$43,100	$0
Rentals	$27,160	$26,000	$26,000	$0
Other Miscellaneous Revenue	$3,191	$2,100	$2,100	$0
VA Police Funding	$24,520	$23,000	$24,500	$1,500
PPTRA State Reimbursement	$21,908	$22,000	$21,900	($100)
Communications Tax	$35,057	$40,000	$38,000	($2,000)
Grants	$1,034	$1,034	$1,034	$0
VA Fire Program	$10,000	$10,000	$10,000	$0
Use of Fund Balance	$10,115	$78,544	$95,821	$17,277
Contingencies	$3,165	$0	$0	$0
Total General Funds	**$1,060,637**	**$1,111,128**	**$1,185,256**	**$74,128**
Other Funds (Net of Transfers)				
FUND #300 CIP	$2,309,785	$0	$0	$0
FUND #320 Economic Development Authority (Fund Balance)	$21,405	$28,595	$0	($28,595)
FUND #400 Events and Activities	$43,859	$39,000	$38,450	($550)
FUND #420 Debt Service	$51,573	$34,000	$34,269	$269
FUND #500 Water	$367,735	$397,388	$441,130	$43,742
FUND #520 Sewer	$338,842	$422,250	$425,267	$3,017
Total Other Funds	**$3,133,199**	**$908,912**	**$939,115**	**$17,882**
TOTAL REVENUE ESTIMATES	**$4,193,836**	**$2,020,040**	**$2,124,371**	**$92,010**

EXPENDITURE ESTIMATES	ACTUAL FISCAL YEAR 2019	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
FUND #100 General Funds				
Council And Manager's Office	$174,982	$275,169	$275,198	$29
Clerk/Treasurer	$203,119	$211,874	$257,176	$45,302
Police Department	$125,482	$127,081	$143,681	$16,600
Donations	$12,000	$13,000	$12,000	($1,000)
Public Works	$327,825	$289,055	$299,470	$10,415
Total Direct General Fund Expenditures	**$843,408**	**$916,178**	**$987,524**	**$71,346**
GENERAL FUND TRANSFERS				
FUND #300 Capital Project Fund	$60,000	$0	$0	$0
FUND #320 Economic Development Authority	$0	$0	$10,000	$10,000
FUND #400 Events and Activities	$52,450	$6,000	$6,000	$0
FUND #420 Debt Service	$145,807	$182,000	$181,731	($269)
FUND #500 Water	$0	$0	$0	$0
FUND #520 Sewer	$120,000	$0	$0	$0
Total General Fund Transfers	**$378,257**	**$187,500**	**$197,731**	**$9,731**
OTHER FUND EXPENDITURES				
FUND #300 Capital Project Fund	$2,115,908	$0	$0	$0
FUND #320 Economic Development Authority	$32,485	$17,515	$10,000	($7,515)
FUND #400 Events and Activities	$96,309	$44,450	$44,450	$0
FUND #420 Debt Service	$197,380	$216,000	$216,000	$0
FUND #500 Water Operations	$367,735	$397,388	$441,131	$43,743
FUND #520 Sewer Operations	$458,842	$422,250	$425,267	$3,017
Total Other Funds	**$3,268,659**	**$1,097,603**	**$1,136,847**	**$39,244**

SUMMARY	
TOTAL EXPENDITURE ESTIMATES (Net of General Fund Transfers)	**$2,124,371**
TOTAL TOWN BUDGET REVENUES (Net of General Fund Transfers)	**$2,124,371**

UNASSIGNED FUND BALANCE SUMMARY	
***Beginning General Fund Unassigned Fund Balance - July 1, 2020**	**$379,612**
Use of General Fund Balance	**$95,821**
Ending General Fund Unassigned Fund Balance - June 30, 2021	**$283,791**

**** The Unassigned Fund Balance will grow by $145,191 in FY 2020. This amount considers a 50% decrease in meals tax revenues for the period March - July.***

		FY 19 Actual	FY 20 Appropriated	FY 21 Plan	Total Incr/(Decr)	% Incr/(Decr)
FUND #100	**GENERAL FUND**					
11010	**REAL ESTATE**					
011010-0001	Current Year Taxes	$142,905	$140,000	$140,000	$0	0%
011010-0002	Delinquent Taxes	$645	$1,500	$1,500	$0	0%
	--Total Department--	**$143,550**	**$141,500**	**$141,500**	**$0**	**0%**
11011	**RT 301 SPECIAL TAX**					
011011-0001	Current Year Taxes	$6,040	$0	$0	$0	N/A
011011-0002	Delinquent Taxes	$0	$0	$0	$0	N/A
	--Total Department--	**$6,040**	**$0**	**$0**	**$0**	**N/A**
11020	**PUBLIC SERVICE**					
011020-0001	Current Year	$3,381	$4,500	$4,000	-$500	-11%
	--Total Department--	**$3,381**	**$4,500**	**$4,000**	**-$500**	**-11%**
11030	**PERSONAL PROPERTY**					
011030-0001	Current Year Taxes	$52,679	$52,000	$52,000	$0	0%
011030-0002	Delinquent Taxes	$4,698	$3,500	$500	-$3,000	-86%
	--Total Department--	**$57,377**	**$55,500**	**$52,500**	**-$3,000**	**-5%**
11060	**PENALTY & INTEREST**					
011060-0001	Penalty	$6,568	$6,500	$2,500	-$4,000	-62%
011060-0002	Interest	$7,979	$7,500	$3,500	-$4,000	-53%
	--Total Department--	**$14,547**	**$14,000**	**$6,000**	**-$8,000**	**-57%**
15100	**REVENUE FROM USE OF MONEY**					
015100-0001	Interest Earned	$0	$1,000	$5,000	$4,000	400%
	--Total Department--	**$0**	**$1,000**	**$5,000**	**$4,000**	**400%**
16099	**REFUSE COLLECTION**					
016099-0003	Trash Revenue	$83,221	$86,700	$89,301	$2,601	3%

	--Total Department--	**$83,221**	**$86,700**	**$89,301**	**$2,601**	**3%**
120101	**SALES TAX**					
120101-0001	Sales Tax	$21,937	$32,000	$32,000	$0	0%
	--Total Department--	**$21,937**	**$32,000**	**$32,000**	**$0**	**0%**
120201	**COMSUMER UTILITY TAX**					
120201-0001	Consumer Utility Tax	$33,624	$30,000	$30,000	$0	0%
	--Total Department--	**$33,624**	**$30,000**	**$30,000**	**$0**	**0%**
120301	**BUSINESS LICENSE**					
120301-0001	Business License	$79,066	$85,000	$68,000	-$17,000	-20%
	--Total Department--	**$79,066**	**$85,000**	**$68,000**	**-$17,000**	**-20%**
120501	**VEHICLE LICENSE & REGISTRATION FEES**					
120501-0001	Vehicle License Fees	$176	$2,650	$0	-$2,650	-100%
120501-0005	Vehicle Registration	$26,891	$25,000	$27,000	$2,000	8%
	--Total Department--	**$27,067**	**$27,650**	**$27,000**	**-$650**	**-2%**
120601	**BANK STOCK TAX**					
120601-0001	Bank Stock Tax	$174,167	$150,000	$225,000	$75,000	50%
	--Total Department--	**$174,167**	**$150,000**	**$225,000**	**$75,000**	**50%**
121001	**TRANSIENT OCCUPANCY TAX**					
121001-0001	Transient Occupancy Tax	$3,611	$4,500	$4,500	$0	0%
	--Total Department--	**$3,611**	**$4,500**	**$4,500**	**$0**	**0%**
121101	**MEALS TAX**					
121101-0001	Meals Tax	$229,395	$230,000	$235,000	$5,000	2%
	--Total Department--	**$229,395**	**$230,000**	**$235,000**	**$5,000**	**2%**
130306	**PERMITS, FEES AND LICENSES**					
130306-0001	Zoning Permits/Fees	$2,875	$2,600	$2,600	$0	0%

130306-0002	Home Occupation Permit	$430	$400	$400	$0	0%
	--Total Department--	**$3,305**	**$3,000**	**$3,000**	**$0**	**0%**
140101	**FINES AND FORFEITURE**					
140101-0001	Police/Court Fines	$41,454	$40,000	$40,000	$0	0%
140101-0002	Returned Check Fee	$75	$100	$100	$0	0%
140101-0003	E Summons Fees	$2,670	$3,000	$3,000	$0	0%
	--Total Department--	**$44,199**	**$43,100**	**$43,100**	**$0**	**0%**
150201	**RENTALS**					
150201-0001	Cable Property Rental	$5,840	$5,850	$5,850	$0	0%
150201-0002	Town Hall Rentals	$20,000	$20,000	$20,000	$0	0%
150201-0004	Town Hall Deposit Forfeitures	$350	$150	$150	$0	0%
150201-0005	Town Hall Activity Fees	$970	$0	$0	$0	N/A
	--Total Department--	**$27,160**	**$26,000**	**$26,000**	**$0**	**0%**
189000	**OTHER MISCELLANEOUS REVENUE**					
189000-0060	Sale Of Surplus Equipment	$3,191	$1,000	$1,000	$0	0%
189000-0900	Miscellaneous	$0	$1,100	$1,100	$0	0%
	--Total Department--	**$3,191**	**$2,100**	**$2,100**	**$0**	**0%**
220109	**VA POLICE FUNDING**					
220109-0001	VA 599 Police Funding	$24,520	$23,000	$24,500	$1,500	7%
	--Total Department--	**$24,520**	**$23,000**	**$24,500**	**$1,500**	**7%**
220110	**PPTRA STATE REIMBURSEMENT**					
220110-0001	PPTRA Reimbursement	$21,908	$22,000	$21,900	-$100	0%
	--Total Department--	**$21,908**	**$22,000**	**$21,900**	**-$100**	**0%**
220111	**COMMUNICATIONS TAX**					
220111-0001	Communications Tax	$35,057	$40,000	$38,000	-$2,000	-5%
	--Total Department--	**$35,057**	**$40,000**	**$38,000**	**-$2,000**	**-5%**

240407	**GRANTS**					
240407-0001	Litter Grant	$1,034	$1,034	$1,034	$0	0%
240407-0100	USDA Vehicle Grants	$0	$0	$0	$0	N/A
	--Total Department--	**$1,034**	**$1,034**	**$1,034**	**$0**	**0%**
240412	**VA FIRE PROGRAM**					
240412-0001	Virginia Fire Program	$10,000	$10,000	$10,000	$0	0%
	--Total Department--	**$10,000**	**$10,000**	**$10,000**	**$0**	**0%**
410501	**GENERAL FUND RESERVES**					
410501-0002	Use Of Fund Balance	$0	$78,544	$95,821	$17,277	22%
410501-0050	Insurance Recoveries	$10,115	$0	$0	$0	N/A
	--Total Department--	**$10,115**	**$78,544**	**$95,821**	**$17,277**	**22%**
500200	**RESERVE FOR CONTINGENCIES**					
999999-0001	Miscellaneous	$3,165	$0	$0	$0	N/A
	--Total Department--	**$3,165**	**$0**	**$0**	**$0**	**N/A**
FUND #100 TOTAL		**$1,060,637**	**$1,111,128**	**$1,185,256**	**$74,128**	**7%**
FUND #300 CIP						
15000	**REVENUE FR**					
015000-0001	USDA Loan Proceeds	$2,005,908	$0	$0	$0	N/A
015000-0010	USDA Grant	$50,000	$0	$0	$0	N/A
015000-0020	Use of Fund Balance	$0	$0	$0	$0	N/A
	--Total Department--	**$2,055,908**	**$0**	**$0**	**$0**	**N/A**
15010	**REVENUE FR**					
015010-0500	Trsf To Cip Fund From W/S	$0	$0	$0	$0	N/A
	--Total Department--	**$0**	**$0**	**$0**	**$0**	**N/A**

410501	**REVENUE FR**					
410501-0100	Trsf Fr Gen Fund To Cip	$60,000	$0	$0	$0	N/A
	--Total Department--	**$60,000**	**$0**	**$0**	**$0**	**N/A**
FUND #300 TOTAL		**$2,115,908**	**$0**	**$0**	**$0**	**N/A**
FUND #320 ECONOMIC DEVELOPMENT AUTHORITY						
018990-0060	Use of Fund Balance	$21,405	$28,595	$0	-$28,595	-100%
	Trsf Fr Gen Fund To Eco Devlp	$0	$0	$10,000	$10,000	N/A
	--Total Department--	**$21,405**	**$28,595**	**$10,000**	-$18,595	-65%
FUND #320 TOTAL		**$21,405**	**$28,595**	**$10,000**	**-$18,595**	**-65%**
FUND #400 EVENTS AND ACTIVITIES*						
19050	**EVENT AND ACTIVITIES**					
019050-0001	Harvest Festival	$28,834	$23,500	$23,500	$0	0%
019050-0010	Wine Festival	$9,099	$7,500	$7,500	$0	0%
019050-0015	Town Hall Activities	$5,370	$5,500	$5,500	$0	0%
019050-0020	USO Dance	$1,694	$2,500	$2,500	$0	0%
019050-0500	Misc. Event	$500	$0	$0	$0	0%
	--Total Department--	**$45,497**	**$39,000**	**$39,000**	$0	**0%**
410501-0100	**GENERAL FUND TRANFER IN**					
	General Fund Transfer In	$52,450	$5,500	$5,500	$0	0%
	--Total Department--	**$52,450**	**$5,500**	**$5,500**	**$0**	0%
FUND #400 TOTAL		**$97,947**	**$44,500**	**$44,500**	**$0**	**0%**
FUND #420 DEBT SERVICE						

410501-0100	Transfer From General Fund	$145,030	$182,000	$181,731	-$269	0%
410501-0800	RT 301 Special Tax	$3,450	$27,425	$34,269	$6,843	25%
	Use of Fund Balance	$0	$6,575	$0	-$6,575	N/A
	--Total Department--	**$148,480**	**$216,000**	**$216,000**	**$0**	**0%**
FUND #420 TOTAL		**$148,480**	**$216,000**	**$216,000**	**$0**	**0%**
FUND #500 WATER						
16099	**WATER REVENUES**					
016099-0001	Water Sales	$292,828	$323,400	$355,740	$32,340	10%
016099-0003	Account Setup Fees	$1,765	$2,000	$2,000	$0	0%
016099-0004	Water Reconnect Fees	$2,500	$2,000	$2,000	$0	0%
016099-0005	Connections Fees-Water	$3,850	$2,250	$2,250	$0	0%
016099-0006	Penalty Fees	$24,360	$5,000	$5,000	$0	0%
016099-0010	Water Availability Fee	$30,000	$24,000	$24,000	$0	0%
016099-0011	Well Head Protection Grant	$0	$50,000	$50,000	$0	0%
016099-0012	Utility Inspection Fee	$245	$140	$140	$0	0%
016099-0015	Irrigation System App	$25	$0	$0	$0	0%
016099-0020	Use of Fund Balance	$0	$4,872	$0	-$4,872	-100%
016099-0040	Grant Proceeds	$30,000	$0	$0	$0	0%
	--Total Department--	**$385,573**	**$413,662**	**$441,130**	**$27,468**	**7%**
410501	**TRANSFER FROM GENERAL FUND**					
410501-0100	Transfers In	$110,000	$0	$0	$0	0%
	--Total Department--	**$110,000**	**$0**	**$0**	**$0**	0%
FUND #500 TOTAL		**$495,573**	**$413,662**	**$441,130**	**$27,468**	**7%**
FUND #520 SEWER						
016099-0002	Sewer Sales	$414,382	$408,000	$408,000	$0	0%
016099-0007	Connection Fees- Sewer	$1,500	$2,250	$2,250	$0	0%

016099-0011	Sewer Availability Fee	$12,000	$12,000	$12,000	$0	0%
	--Total Department--	**$427,882**	**$422,250**	**$422,250**	**$0**	**0%**
410501	**TRANSFER FROM GENERAL FUND**					
410501-0100	Transfers In	$120,000	$0	$0	$0	0%
	--Total Department--	**$120,000**	**$0**	**$0**	$0	**0%**
FUND #520 TOTAL		**$547,882**	**$422,250**	**$422,250**	**$0**	**0%**

		FY 19 Actual	FY 20 Appropriated	FY 21 Plan	Total Incr/(Decr)	% Incr/(Decr)
12110	**COUNCIL AND MANAGER'S OFFICE**					
012110-1101	Salaries	$64,000	$106,378	$102,878	($3,500)	-3%
012110-2100	FICA	$5,011	$8,138	$7,870	($268)	-3%
012110-2210	VRS	$8,683	$15,404	$14,897	($507)	-3%
012110-2300	Health Plan/457 Plan	$4,738	$12,515	$11,607	($908)	-7%
012110-2400	Group Life	$786	$553	$1,348	$795	144%
012110-2500	Disability Insurance - VML	$0	$298	$298	$0	N/A
012110-2600	Mayor Expenses	$1,168	$2,000	$2,000	$0	0%
012110-3000	Town Manager Expenses	$981	$2,000	$2,000	$0	0%
012110-3100	Contingency	$5,090	$40,683	$20,000	($20,683)	-51%
012110-3140	Contracted Services/Shredding	$510	$500	$500	$0	0%
012110-3150	Professional Services - Legal	$20,004	$20,000	$20,000	$0	0%
012110-3152	Web Based Services	$25,044	$25,000	$25,000	$0	0%
012110-3160	Compensation - Council/Commission	$12,351	$16,950	$16,950	$0	0%
012110-3600	Advertising	$6,098	$4,000	$4,000	$0	0%
012110-5250	Telecommunications	$1,110	$1,200	$1,200	$0	0%
012110-5300	Town Insurance-General Fund	$11,419	$13,000	$15,000	$2,000	15%
012110-5545	Conference Expenses/Training	$743	$2,000	$3,000	$1,000	50%
012110-5810	Membership Dues	$2,292	$800	$800	$0	0%
012110-5840	Miscellaneous	$746	$250	$250	$0	0%
012110-6001	Office/Meeting Supplies & Pr	$2,862	$2,500	$2,500	$0	0%
012110-6021	Public Relations	$1,346	$1,000	$1,000	$0	0%
012110-	FY 21 Employee Compensation Plan	$0	$0	$22,100	$22,100	N/A
	--Total Department--	**$174,982**	**$275,169**	**$275,198**	**$29**	**0%**
12410	**CLERK/TREASURER**					
012410-1101	Salaries/Wages	$72,225	$75,513	$140,522	$65,009	86%
012410-1200	Part Time	$39,905	$45,926	$0	($45,926)	-100%
012410-2100	FICA	$5,537	$9,300	$10,750	$1,450	16%
012410-2210	VRS	$10,461	$10,950	$20,348	$9,398	86%
012410-2300	Health Plan/457 Plan	$11,844	$12,751	$19,306	$6,555	51%
012410-2400	Group Life	$947	$394	$1,841	$1,447	367%
012410-2500	Hybrid Disability Insurance	$220	$189	$559	$370	196%
012410-3120	Audit	$2,041	$8,000	$15,000	$7,000	88%
012410-3130	Credit Card Fees	$489	$0	$0	$0	N/A
012410-3150	Professional Services - CPA	$19,000	$12,000	$12,000	$0	0%
012410-3310	Office Equipment	$11,330	$6,000	$6,000	$0	0%
012410-3320	Computer Licenses/Support	$16,049	$18,600	$18,600	$0	0%
012410-3600	Late Fees & Penalties	$877	$250	$250	$0	0%
012410-5210	Postage	$2,909	$5,000	$5,000	$0	0%
012410-5230	Telecommunications	$5,141	$3,000	$3,000	$0	0%

012410-5540	Education/Training	$804	$2,000	$2,000	$0	0%
012410-5810	Membership Dues	$750	$500	$500	$0	0%
012410-5840	Miscellaneous	$162	$0	$0	$0	N/A
012410-6001	Office Supplies & Printing	$2,428	$1,500	$1,500	$0	0%
	--Total Department--	**$203,119**	**$211,874**	**$257,176**	**$45,302**	**21%**
31100	**POLICE DEPARTMENT**					
031100-1101	Salaries/Wages (Full Time)	$64,971	$65,085	$65,000	($85)	0%
031100-1150	Part Time	$16,395	$19,222	$19,222	($0)	0%
031100-2100	FICA	$5,197	$6,445	$6,443	($2)	0%
031100-2210	VRS	$9,407	$9,415	$9,415	$0	0%
031100-2300	Health Plan/457 Plan	$5,429	$6,376	$19,300	$12,924	203%
031100-2400	Group Life	$852	$338	$852	$514	152%
031100-2720	Building Repairs/Maintenance	$0	$500	$500	$0	0%
031100-3310	Vehicle Maintenance	$1,896	$750	$1,000	$250	33%
031100-3312	Equipment Repair	$28	$0	$0	$0	N/A
031100-3320	Professional Services	$3,600	$750	$750	$0	0%
031100-3500	Printing	$384	$800	$800	$0	0%
031100-5110	Electricity	$1,688	$1,800	$1,800	$0	0%
031100-5230	Telecommunications	$3,738	$4,000	$4,000	$0	0%
031100-5540	Education/Training	$96	$500	$1,500	$1,000	200%
031100-5810	Membership Dues/Subscription	$728	$1,500	$1,500	$0	0%
031100-6001	Office Supplies & Printing	$1,552	$600	$600	$0	0%
031100-6008	Vehicle Fuel/Oil	$4,523	$5,000	$5,000	$0	0%
031100-6010	Equipment/Supplies	$2,863	$3,000	$5,000	$2,000	67%
031100-6011	Uniforms	$2,135	$1,000	$1,000	$0	0%
	Total	**$125,482**	**$127,081**	**$143,681**	**$16,600**	**13%**
31200	POLICE DEPT RESTRICTED FUND					
031200-0003	Use of E-Summons Fees	$1,406	$3,000	$3,000	$0	0%
	Total	$1,406	$3,000	$3,000	$0	0%
POLICE DEPT	**--Total Department--**		**$134,581**	**$134,581**	**$0**	**0%**
32000	**DONATIONS**					
032000-5640	BG/Volunteer Fire Department	$1,000	$1,000	$1,000	**$0**	0%
032000-5642	BG/Volunteer Rescue Squad	$1,000	$1,000	$1,000	**$0**	0%
032000-5650	Fire Program Funds	$10,000	$11,000	$10,000	**($1,000)**	-9%
	--Total Department--	**$12,000**	**$13,000**	**$12,000**	**($1,000)**	**-8%**

42300	**REFUSE COLLECTION**					
042300-5714	VA Litter Control Grant	$750	$0	$0	$0	N/A
43100	**PUBLIC WORKS**					
043100-1101	Salaries	$97,216	$69,662	$70,622	$960	1%
043100-1200	Part-Time Seasonal Salaries	$8,937	$15,400	$15,400	$0	0%
043100-1201	Salaries/ Wages- Overtime	$2,481	$3,000	$3,000	$0	0%
043100-2100	FICA	$7,602	$6,765	$6,811	$46	1%
043100-2210	VRS	$14,299	$1,087	$10,226	$9,139	841%
043100-2300	Health Plan/457 Plan	$16,309	$15,032	$12,630	($2,402)	-16%
043100-2400	Group Life	$1,294	$362	$925	$563	156%
043100-2500	Hybrid Disability Insurance	$405	$297	$305	$8	3%
043100-3311	Vehicle Maintenance	$1,134	$500	$2,000	$1,500	300%
043100-5110	Electricity	$21,668	$26,500	$26,500	$0	0%
043100-5230	Telecommunications	$2,505	$2,000	$2,000	$0	0%
043100-5300	Insurance	$4,200	$4,200	$4,200	$0	0%
043100-5540	Education/Training	$388	$500	$500	$0	N/A
043100-5840	Miscellaneous	$439	$500	$500	$0	0%
043100-6001	Office Supplies & Printing	$607	$250	$250	$0	0%
043100-6005	Janitorial Supplies	$98	$50	$50	$0	0%
043100-6006	Hand Tools	$1,025	$750	$750	$0	0%
043100-6007	Repair/ Maintenance Town Buildings	$11,480	$10,000	$8,000	($2,000)	-20%
043100-6008	Vehicle Fuel/ Oil	$3,280	$2,500	$2,500	$0	0%
043100-6009	Equipment/ Supplies	$2,342	$1,500	$1,500	$0	0%
043100-6011	Uniforms/ Safety Equip	$4,810	$2,500	$2,500	$0	0%
043100-7110	Parking Lot/Street/Sidewalk Maintenance	$7,308	$5,000	$5,000	$0	0%
043100-7120	Park Maintenance	$900	$2,500	$2,500	$0	0%
043100-7130	Refuse Collection	$84,869	$86,700	$89,301	$2,601	3%
043100-7140	Litter Grant	$705	$1,500	$1,500	$0	0%
043100-7200	Town Hall Expenses	$31,524	$30,000	$30,000	$0	0%
	--Total Department--	**$327,825**	**$289,055**	**$299,470**	**$10,415**	**4%**
410501	**TRANSFERS OUT**					
410501-0300	Trsf To CIP Fr General Fund	$60,000	$0	$0	$0	N/A
410501-0320	Transfer To EDA	$0	$0	$10,000	$10,000	N/A
410501-0400	Tsfr To Events & Activities	$52,450	$6,000	$6,000	$0	0%
410501-0420	Transfer To Debt Service	$145,807	$182,000	$181,731	($269)	0%
410501-0500	Transfer To Water Fund	$0	$0	$0	$0	N/A
410501-0520	Transfer To Sewer Fund	$120,000	$0	$0	$0	N/A
	--Total Department--	**$378,257**	**$188,000**	**$197,731**	**$9,731**	**5%**

FUND 300	**CIP**					
300100	**CAPITAL PROJECTS FUND(GF)**					
300100-8100	Emergency W/s Repairs	$0	$0	$0	$0	N/A
300100-8500	Purchase Vehicle(s) W/ USDA	$25,000	$0	$0	$0	N/A
300100-8600	General	$55,297	$0	$0	$0	N/A
300100-8700	Refinancing And USDA Project	$2,289,488	$0	$0	$0	N/A
	--Total Department--	**$2,369,785**	**$0**	**$0**	$0	**N/A**
FUND 320	**ECONOMIC DEVELOPMENT AUTHORITY**					
320100	**EDA Programs**					
320100-0001	EDA Loans/Grants	$32,485	$17,515	$10,000	($7,515)	-43%
	--Total Department--	**$32,485**	**$17,515**	**$10,000**	**($7,515)**	**-43%**
FUND 400	**EVENTS & ACTIVITIES**					
71200	**EVENTS & ACTIVITIES**					
071200-1110	Event Coordinator	$48,700	$0	$0	$0	0%
071200-1210	Harvest	$22,950	$23,500	$23,500	$0	0%
071200-1220	Wine Festival	$8,081	$5,500	$5,500	$0	0%
071200-1230	Music On The Green	$3,190	$3,500	$3,500	$0	0%
071200-1240	Clean Sweep	$218	$250	$250	$0	0%
071200-1250	Parade/Holiday Events	$3,898	$3,000	$3,000	$0	0%
071200-1260	USO Dance	$962	$1,000	$1,000	$0	0%
071200-1310	Town Hall Activities	$7,910	$7,500	$7,500	$0	0%
071200-1310	Marketing	$400	$200	$200	$0	0
	--Total Department--	**$96,309**	**$44,450**	**$44,450**	**$0**	**0%**
	Fund 400 Total	**$96,309**	**$44,450**	**$44,450**	**$0**	**0%**
FUND 420	**DEBT SERVICE**					
500400	**DEBT SERVICE**					
500400-0002	Debt Service	$197,380	$216,000	$216,000	$0	0%
	--Total Department--	**$197,380**	**$216,000**	**$216,000**	**$0**	**0%**
Fund 500	**WATER EXPENDITURES**					
500100	**WATER OPERATIONS**					
500100-1101	Salaries	$50,935	$75,580	$75,567	($13)	0%
500100-1201	Salaries/Wages-Overtime	$1,762	$3,000	$3,000	$0	0%
500100-2100	FICA	$4,010	$6,100	$6,011	($90)	-1%
500100-2210	VRS	$7,244	$10,944	$10,942	($2)	0%
500100-2300	Health Plan/457 Plan	$8,563	$13,807	$15,485	$1,678	12%
500100-2400	Group Life	$656	$394	$990	$596	151%

500100-2500	Hybrid Disability Insurance	$206	$265	$569	$304	115%
500100-3140	Engineering/Prof. Services	$15,000	$31,000	$31,000	$0	0%
500100-3311	Vehicle Maintenance	$816	$2,000	$2,000	$0	0%
500100-3320	Computer Licenses/Support	$3,280	$2,000	$2,000	$0	0%
500100-5110	Electricity	$20,113	$15,000	$15,000	$0	0%
500100-5210	Mailing Costs	$2,064	$4,000	$4,000	$0	0%
500100-5230	Telecommunications	$4,451	$2,626	$2,626	$0	0%
500100-5300	Town Insurance-Water	$4,200	$4,200	$4,200	$0	0%
500100-5540	Education/Training/Licenses	$2,363	$3,500	$3,500	$0	0%
500100-5810	Fees And Dues	$3,171	$4,000	$4,000	$0	0%
500100-5840	Miscellaneous	$178	$500	$500	$0	0%
500100-5899	Miss Utility Costs	$539	$300	$300	$0	0%
500100-6001	Office Supplies/Equipment	$592	$2,666	$2,666	$0	0%
500100-6005	Janitorial Supplies	$594	$1,340	$1,340	$0	0%
500100-6006	Hand Tools	$784	$2,000	$2,000	$0	0%
500100-6007	Repair/Maintenance	$163,833	$75,000	$125,000	$50,000	67%
500100-6008	Vehicle Fuel/Oil	$3,302	$2,333	$2,333	$0	0%
500100-6009	Equipment/Supplies	$3,295	$3,500	$3,500	$0	0%
500100-6011	Uniforms/Safety Equip	$4,177	$3,333	$3,333	$0	0%
500100-6021	Testing Supplies/Chemicals	$1,797	$3,000	$3,000	$0	0%
500100-6022	Water Testing	$890	$15,000	$15,000	$0	0%
500100-6050	Meter Purchases	$58,920	$60,000	$10,000	($50,000)	-83%
500100-60XX	Well Head Protection Grant	$0	$50,000	$50,000	$0	N/A
	--Total Department--	**$367,735**	**$397,388**	**$399,862**	**$2,474**	**1%**
	TRANSFER TO WATER FUND	**$0**	**$0**	**$41,269**		
	Total Fund 500	**$367,735**	**$397,388**	**$441,131**	**$43,743**	11%
Fund 520	**SEWER FUND**					
520100	**SEWER OPERATIONS**					
520100-1101	Salaries	$113,867	$151,510	$155,175	$3,665	2%
520100-1201	Overtime	$2,497	$5,432	$5,432	$0	0%
520100-2100	FICA	$8,862	$11,975	$12,287	$312	3%
520100-2210	VRS	$16,127	$21,940	$22,469	$529	2%
520100-2300	Health Insurance/457 Plan	$20,708	$27,280	$25,750	($1,530)	-6%
520100-2400	Group Life	$1,459	$790	$807	$17	2%
520100-2500	Hybrid Disability Insurance	$588	$825	$849	$24	3%
520100-3160	Testing	$21,020	$20,000	$20,000	$0	0%
500100-3180	Sludge Removal	$11,716	$10,000	$10,000	$0	0%
500100-3311	Vehicle Maintenance	$837	$2,000	$2,000	$0	0%
500100-3320	Professional Services	$6,691	$3,250	$3,250	$0	0%

500100-5110	Electricity	$31,070	$28,000	$28,000	$0	0%
500100-5120	Propane	$0	$1,000	$1,000	$0	0%
500100-5210	Mailing Costs	$1,423	$1,360	$1,360	$0	0%
500100-5230	Telecommunications	$4,563	$3,103	$3,103	$0	0%
500100-5300	Insurance	$4,167	$3,740	$3,740	$0	0%
500100-5540	Education/Training/License/P	$4,476	$4,000	$4,000	$0	0%
500100-5613	VPDES Fees/DEQ	$4,402	$2,750	$2,750	$0	0%
500100-5840	Miscellaneous	$256	$500	$500	$0	0%
500100-5899	Miss Utility Costs	$57	$125	$125	$0	0%
500100-6001	Office Supplies	$694	$668	$668	$0	0%
500100-6004	Lab Supplies/Chemicals	$5,154	$12,000	$12,000	$0	0%
500100-6005	Janitorial Supplies	$304	$2,000	$2,000	$0	0%
500100-6006	Small Tools	$641	$2,000	$2,000	$0	0%
500100-6007	Repair/ Maintenance	$179,369	$89,000	$89,000	$0	0%
500100-6008	Vehicle Fuel & Oil	$3,831	$2,334	$2,334	$0	0%
500100-6011	Uniforms/ Safety Equipment	$6,235	$2,834	$2,834	$0	0%
500100-6030	Plant & Lab Supplies/Chemicals	$7,522	$3,500	$3,500	$0	0%
500100-8101	Office Equipment/Supplies	$306	$8,334	$8,334	$0	0%
	--Total Department--	**$458,842**	**$422,250**	**$425,267**	**$3,017**	**1%**
	Total Fund 520	**$458,842**	**$422,250**	**$425,267**	**$3,017**	**1%**

FY 2021 BUDGET SUMMARY

REVENUE ESTIMATES	ACTUAL FISCAL YEAR 2019	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
FUND #100 General Funds				
Real Estate	$143,550	$141,500	$141,500	$0
RT 301 Special Tax	$6,040	$0	$34,269	$34,269
Public Service	$3,381	$4,500	$4,000	($500)
Personal Property	$57,377	$55,500	$52,500	($3,000)
Penalty & Interest	$14,547	$14,000	$6,000	($8,000)
Revenue From Use Of Money	$0	$1,000	$5,000	$4,000
Refuse Collection	$83,221	$86,700	$89,301	$2,601
Sales Tax	$21,937	$32,000	$32,000	$0
Consumer Utility Tax	$33,624	$30,000	$30,000	$0
Business License	$79,066	$85,000	$68,000	($17,000)
Vehicle License & Registration Fees	$27,067	$27,650	$27,000	($650)
Bank Stock Tax	$174,167	$150,000	$225,000	$75,000
Transient Occupancy Tax	$3,611	$4,500	$4,500	$0
Meals Tax	$229,395	$230,000	$235,000	$5,000
Permits, Fees And Licenses	$3,305	$3,000	$3,000	$0
Fines and Forfeitures	$44,199	$43,100	$43,100	$0
Rentals	$27,160	$26,000	$26,000	$0
Other Miscellaneous Revenue	$3,191	$2,100	$2,100	$0
VA Police Funding	$24,520	$23,000	$24,500	$1,500
PPTRA State Reimbursement	$21,908	$22,000	$21,900	($100)
Communications Tax	$35,057	$40,000	$38,000	($2,000)
Grants	$1,034	$1,034	$1,034	$0
VA Fire Program	$10,000	$10,000	$10,000	$0
Use of Fund Balance	$10,115	$78,544	$95,821	$17,277
Contingencies	$3,165	$0	$0	$0
Total General Funds	**$1,060,637**	**$1,111,128**	**$1,219,525**	**$108,397**
Other Funds (Net of Transfers)				
FUND #300 CIP	$2,309,785	$0	$0	$0
FUND #320 Economic Development Authority (Fund Balance)	$21,405	$28,595	$0	($28,595)
FUND #400 Events and Activities	$43,859	$39,000	$38,450	($550)
FUND #420 Debt Service	$51,573	$34,000	$0	($34,000)
FUND #500 Water	$367,735	$397,388	$2,941,130	$2,543,742
FUND #520 Sewer	$338,842	$422,250	$425,267	$3,017
Total Other Funds	**$3,133,199**	**$908,912**	**$3,404,847**	**$2,483,614**
TOTAL REVENUE ESTIMATES	**$4,193,836**	**$2,020,040**	**$4,624,371**	**$2,592,010**

EXPENDITURE ESTIMATES	ACTUAL FISCAL YEAR 2019	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
FUND #100 General Funds				
Council And Manager's Office	$174,982	$275,169	$275,198	$29
Clerk/Treasurer	$203,119	$211,874	$257,176	$45,302
Police Department	$125,482	$127,081	$143,681	$16,600
Donations	$12,000	$13,000	$12,000	($1,000)
Public Works	$327,825	$289,055	$299,470	$10,415
Total Direct General Fund Expenditures	**$843,408**	**$916,178**	**$987,524**	**$71,346**
GENERAL FUND TRANSFERS				
FUND #300 Capital Project Fund	$60,000	$0	$0	$0
FUND #320 Economic Development Authority	$0	$0	$10,000	$10,000
FUND #400 Events and Activities	$52,450	$6,000	$6,000	$0
FUND #420 Debt Service	$145,807	$182,000	$0	($182,000)
FUND #500 Water	$0	$0	$53,986	$53,986
FUND #520 Sewer	$120,000	$0	$161,270	$161,270
Total General Fund Transfers	**$378,257**	**$187,500**	**$231,256**	**$43,256**
OTHER FUND EXPENDITURES				
FUND #300 Capital Project Fund	$2,115,908	$0	$0	$0
FUND #320 Economic Development Authority	$32,485	$17,515	$10,000	($7,515)
FUND #400 Events and Activities	$96,309	$44,450	$44,450	$0
FUND #420 Debt Service	$197,380	$216,000	$0	($216,000)
FUND #500 Water Operations	$367,735	$397,388	$2,995,117	$2,597,729
FUND #520 Sewer Operations	$458,842	$422,250	$586,536	$164,286
Total Other Funds	**$3,268,659**	**$1,097,603**	**$3,636,103**	**$2,538,500**

SUMMARY	
TOTAL EXPENDITURE ESTIMATES (Net of General Fund Transfers)	**$4,623,627**
TOTAL TOWN BUDGET REVENUES (Net of General Fund Transfers)	**$4,624,371**

UNASSIGNED FUND BALANCE SUMMARY	
***Beginning General Fund Unassigned Fund Balance - July 1, 2020**	**$508,219**
Use of General Fund Balance	**$95,821**
Ending General Fund Unassigned Fund Balance - June 30, 2021	**$412,398**

**** The Unassigned Fund Balance will grow by $145,191 in FY 2020. This amount considers a 50% decrease in meals tax revenues for the period March - July.***

Bowling Green Small Business Stimulus Vouchers

May 18, 2020

Details: At the Thursday, May 7, 2020 Town Council meeting, the suggestion was made by Council Member, Glenn McDearmon, to offer a $50 voucher to Bowling Green residents that could be used to support businesses in Town. Council Member, Valarie Coyle, suggested that other jurisdictions are offering five (5) $10 vouchers to encourage a wider distribution of funds among various businesses in Town. Jo-Elsa Jordan, Economic Development Coordinator, agreed to assist in facilitating the program. Town Treasurer, Melissa Lewis, and Jo-Elsa Jordan discussed aspects of the program and determined the basic steps necessary to execute. These steps are outlined below.

- Each household in the Town of Bowling Green will receive five (5) $10 vouchers in the mail to be used at participating businesses through December 31, 2020.
- Businesses able to participate will be limited to privately owned, small businesses in Town. Corporate businesses (i.e. Food Lion, Walgreens, Dollar General, Family Dollar and Shell) are excluded from the program.
- Vouchers will be numbered with identifying serial numbers that will correspond with the household to which the vouchers were issued.
- Businesses are able to accept each voucher at full value, but are not permitted to offer customers the difference of the purchase in cash. This restriction will be noted on each voucher.
- Business owners are required to staple a receipt to each voucher associated with the purchase and submit to the Bowling Green Business Office during normal business hours. (M-F, 9am-5pm).
- Reimbursement checks will be issued on Friday of each week and will be mailed to business owners no later than the following Monday. (Business owners are asked to submit vouchers by Wednesday in order to be included in the issuance of checks on Friday.)

Step 1 (Melissa): Generate list of households/addresses in the Town of Bowling Green and determine the number of households for budgetary purposes.

- Per an email from the Town Treasurer on 5/15, 415 households will receive vouchers, totaling $20,750.00.

Step 2 (Jo-Elsa): Contact business owners in Town to determine participating businesses.
Step 3 (Jo-Elsa): Create verbiage to be used on vouchers.
Step 4 (Jo-Elsa): Secure graphic artist to design voucher.
Step 5 (Jo-Elsa): Print vouchers.
Step 6 (Jo-Elsa): Mail vouchers.
Step 7 (Staff): Accept vouchers/receipts from business owners.
Step 8 (Staff): Issue reimbursement checks and mail to business owners.

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT

AGENDA ITEM: FY18 and FY19 Financial Audit Presentation

ITEM TYPE: Presentation

PURPOSE OF ITEM: Information Only

PRESENTER: Andrew Grossnickle, CPA - Robinson, Farmer, Cox, and Assoc.

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

FY18 and FY19 Financial Audits were conducted by Robinson, Farmer, Cox, and Assoc. The annual audit of the financial statements are comprised of the financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information as of June 30, 2018 and June 30, 2019. This includes the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

The FY18 and FY19 Financial Audits are the first time in recent history that the Town has received a financial audit as in depth and comprehensive as Robinson, Farmer, Cox, and Associates has provided. Staff has made significant changes over the past year that will not be reflected until the FY20 audit and is committed to using the audit comments to implement additional procedures that will ensure accuracy, control, and transparency in the Town's finances.

ATTACHMENTS:
FY18 Financial Audit Report

FY19 Financial Audit Report

REQUESTED ACTION:
No action required.

Communication with Those Charged with Governance

To the Members of the Town Council
Town of Bowling Green, Virginia

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component units and each major fund of the Town of Bowling Green, Virginia for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 20, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Town of Bowling Green, Virginia are described in Note 1 to the financial statements. As described in Note 1 to the financial statements, the Town changed accounting policies by adopting Statement of Governmental Accounting Standards (GASB Statement) Nos. 75 *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* and, 85 *Omnibus 2017*. We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Town's financial statements were:

Management's estimates of the useful lives of capital assets, which are based on historical information. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Management's estimate of other post-employment benefit and net pension liabilities and related deferred outflows and inflows are based on the actuarial valuations performed by qualified independent actuaries. We evaluated the key factors and assumptions used to develop the estimated liability in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Several material misstatements detected as a result of audit procedures were corrected by management including adjustments to fund balance, net position, taxes receivable, deferred inflows of resources-property taxes, deferred charge on refunding, capital assets, bonds payable, and transfers.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 28, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the schedules related to pension and OPEB funding, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI. Our responsibility with respect to the budgetary comparison information, which also supplements the basic financial statements, is to evaluate the presentation of the schedules in relation to the financial statements as a whole and to report on whether it is fairly stated, in all material respects, in relation to the financial statements as a whole.

We were engaged to report on supporting schedules which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements.

We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Town Council and management of Town of Bowling Green, Virginia and is not intended to be and should not be used by anyone other than these specified parties.

Robinson, Farmer, Cox Associates

Fredericksburg, Virginia
April 28, 2020

Date: April 28, 2020

Memorandum To: Members of the Town Council
Town of Bowling Green, Virginia

From: Robinson, Farmer, Cox Associates

Regarding: Audit for fiscal year ended June 30, 2018

In planning and performing our audit of the financial statements of the Town of Bowling Green, Virginia for the year ended June 30, 2018, we considered the Town's internal control structure to plan our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

However during our audit fieldwork tests we noted certain matters involving the internal control structure and other operational matters that are presented herewith for your consideration. This letter does not affect our report dated April 28, 2020. Our comments and recommendations are intended to improve the internal control structure and operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Comprehensive Financial Policies and Procedures

We recommend that the Town develop a comprehensive financial policies and procedures manual.

Bank Reconciliations

During the course of our audit, we noted bank reconciliations were not being properly prepared and reviewed in a timely manner. We recommend that the Town implements a reconciliation process in which the bank reconciliations are properly prepared and reviewed within two weeks of month end to ensure that all transactions are properly recorded in the automated accounting system and to prevent bank overdrafts. Additionally, review of the prepared bank reconciliations should be documented (i.e. signed/initialed and dated) and be performed by an individual other than who prepares the reconciliation.

Outstanding Checks – Unclaimed Property

During the course of our audit, we noted checks outstanding over one year. Per Virginia State Guidelines and Public Deposit Account Fund policies, amounts still outstanding after one year should be voided and remitted to the state as unclaimed property. We recommend that the Town works to incorporate a system where checks outstanding over one year are remitted to the State per unclaimed property guidelines.

VRS Roles and Responsibilities

During the course our audit we noted that the previous Treasurer, who's last day of employment was April 22, 2016, had 'active' access in the *m*yVRS Navigator system. Individuals who are no longer employed by the Town and who have 'active' access, should have their access status changed to 'inactive' in order prevent unauthorized changes in the *m*yVRS Navigator system. We recommend that the Town remove 'active roles' from terminated or inactive employees in a timely manner.

Procurement

There is no formal purchasing/procurement policy for the Town. There are no written requirements for thresholds at which quotes and bids should be obtained and purchase orders are not always used. The Organization should consider developing a formal purchasing/procurement policy. Some items addressed by the policy should be:

- Dollar limits at which a pre-approved purchase order is required before making a purchase.
- Dollar limits on certain levels of procurement procedures (i.e. when to obtain Verbal Quotes, Written Bids, etc.) and a list of allowable exceptions to such requirements.
- Dollar limit at which the Board should provide pre-approval of large purchases.

Background Checks

We recommend that criminal background checks be performed on all new hires in financial related roles for the Town. The Town does currently conduct criminal background checks for Police Department hires.

Payroll Registers and the Direct Deposit Transmission File

During the course of the audit we noted that the review the Town management performs on the payroll registers and direct deposit transmission file is not formally documented. We recommend that review of the payroll registers and the direct deposit transmission file is formally documented and approved before processing.

Property Taxes Receivable – Allowance for uncollectible Accounts

During the course of the audit we noted that the Town does not have a formal methodology and review process for estimating the allowance of uncollectible property taxes at fiscal year-end. We recommend that the Town develops a methodology for estimating the allowance for uncollectible property taxes and for the methodology to be applied consistently each year. Additionally, a documented formal review of the estimate should be completed by an individual other then the preparer.

Property Taxes – Approval of Write-offs, Adjustments and Abatements

During the course of the audit we noted the same individual who approves write-offs, adjustments, and abatements of property taxes, also performs the write-offs, adjustments and abatements in the accounting system. We recommend that the write-offs, adjustments and abatements entered into the accounting system be performed by an individual other then who is responsible for approving those changes.

Refunds Payable and Various Deposit Liability Accounts

During the course of our audit, we noted there was no formalized reconciliation and review of the refund payables and the various deposit liability accounts on the balance sheet. We recommend that the Town performs a formalized reconciliation of the refunds payable and the various deposit liability accounts on the balance sheet at fiscal year end. A subsidiary spreadsheet or listing and/or other appropriate documentation should be reconciled to the balance reported in the balance sheet account at year end. Any variances should be reviewed, and adjustments prepared as necessary. Such reconciliation should be prepared and then reviewed by another individual.

TOWN OF BOWLING GREEN, VIRGINIA

FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2018

TOWN OF BOWLING GREEN, VIRGINIA

PRINCIPAL OFFICIALS

TOWN COUNCIL AND EXECUTIVE OFFICERS

Mayor
Jason Satterwhite

Vice-Mayor
Mark Gaines

COUNCIL MEMBERS

Jean Davis
Tammie Gaines
Deborah Howard
Glenn McDearmon
Otis Wright
Valarie Cayle

Town Manager
Reese Peck

Town Treasurer/Clerk
Melissa Lewis

TOWN OF BOWLING GREEN, VIRGINIA
Financial Report
For the Year Ended June 30, 2018

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Independent Auditors' Report

To the Honorable Members of Town Council
Town of Bowling Green
Bowling Green, Virginia

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, and each major fund of the Town of Bowling Green, Virginia, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Counties, Cities, and Towns,* issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit and each major fund of the Town of Bowling Green, Virginia, as of June 30, 2018, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Change in Accounting Principle

As described in Note 1 to the financial statements, in 2018, the Town adopted new accounting guidance, GASB Statement Nos. 75 *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* and 85 *Omnibus 2017*. Our opinion is not modified with respect to this matter.

Restatement of Beginning Balances

As described in Note 14 to the financial statements, in 2018, the Town restated beginning balances to reflect the requirements of GASB Statement No. 75 and to correct prior period misstatements. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, and schedules related to pension and OPEB funding located on pages 64 and 65-71 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information

Supplementary and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Town of Bowling Green, Virginia's basic financial statements. The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The other supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 28, 2020, on our consideration of Town of Bowling Green, Virginia's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Town of Bowling Green, Virginia's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town of Bowling Green, Virginia's internal control over financial reporting and compliance.

Robinson, Farmer, Cox Associates

Fredericksburg, Virginia
April 28, 2020

Basic Financial Statements

Government-wide Financial Statements

Statement of Net Position
June 30, 2018

	Primary Government			Component Unit
	Governmental Activities	Business-type Activities	Total	Economic Development Authority Total
ASSETS				
Cash and cash equivalents	$ 567,906	$ 112,148	$ 680,054	$ 52,871
Receivables (net of allowance for uncollectibles):				
Taxes receivable	254,474	-	254,474	-
Accounts receivable	47,715	145,842	193,557	-
Due from other governmental units	14,520	-	14,520	-
Capital assets (net of accumulated depreciation):				
Land and land improvements	39,197	76,530	115,727	-
Buildings and improvements	259,457	50,047	309,504	-
Equipment	53,542	35,752	89,294	-
Infrastructure	46,875	-	46,875	-
Vehicles	79,789	-	79,789	-
Utility plant in service	-	6,052,455	6,052,455	-
Construction in progress	-	197,572	197,572	-
Total assets	$ 1,363,475	$ 6,670,346	$ 8,033,821	$ 52,871
DEFERRED OUTFLOWS OF RESOURCES				
Deferred charge on refunding	$ -	$ 57,888	$ 57,888	$ -
Pension related items	34,219	83,794	118,013	-
OPEB related items	2,733	2,062	4,795	-
Total deferred outflows of resources	$ 36,952	$ 143,744	$ 180,696	$ -
LIABILITIES				
Accounts payable	$ 31,226	$ 22,282	$ 53,508	$ -
Accrued liabilities	2,302	14,800	17,102	-
Customers' deposits	-	41,282	41,282	-
Accrued interest payable	-	71,959	71,959	-
Long-term liabilities:				
Due within one year	10,650	3,993,886	4,004,536	-
Due in more than one year	213,398	164,558	377,956	-
Total liabilities	$ 257,576	$ 4,308,767	$ 4,566,343	$ -
DEFERRED INFLOWS OF RESOURCES				
Deferred revenue - property taxes	$ 232,339	$ -	$ 232,339	$ -
Deferred revenue - sanitation and waste removal	6,813	-	6,813	-
Pension related items	7,232	78,392	85,624	-
OPEB related items	1,710	1,290	3,000	-
Total deferred inflows of resources	$ 248,094	$ 79,682	$ 327,776	$ -
NET POSITION				
Net investment in capital assets	$ 478,860	$ 2,482,884	$ 2,961,744	$ -
Restricted:				
Donations	10,940	-	10,940	-
Unrestricted	404,957	(57,243)	347,714	52,871
Total net position	$ 894,757	$ 2,425,641	$ 3,320,398	$ 52,871

The notes to financial statements are an integral part of this statement.

TOWN OF BOWLING GREEN, VIRGINIA

Statement of Activities
For the Year Ended June 30, 2018

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions
PRIMARY GOVERNMENT:				
Governmental activities:				
General government administration	$ 390,196	$ -	$ -	$ -
Public safety	110,044	18,787	33,644	25,000
Public works	271,326	85,375	916	-
Parks, recreation, and cultural	39,247	-	-	-
Community development	46,933	2,930	-	-
Total governmental activities	$ 857,746	$ 107,092	$ 34,560	$ 25,000
Business-type activities:				
Water	$ 441,268	$ 327,777	$ -	$ -
Sewer	848,624	390,955	-	(2,118)
Total business-type activities	$ 1,289,892	$ 718,732	$ -	$ (2,118)
Total primary government	$ 2,147,638	$ 825,824	$ 34,560	$ 22,882
COMPONENT UNITS:				
Economic Development Authority	$ -	$ -	$ -	$ -
Total component units	$ -	$ -	$ -	$ -

General revenues:
- General property taxes
- Local sales and use taxes
- Lodging tax
- Business licenses
- Restaurant food taxes
- Bank stock tax
- Consumer utility tax
- Motor vehicle license taxes
- Unrestricted revenues from use of money and property
- Miscellaneous
- Commonwealth of Virginia non-categorical aid

Transfers
Total general revenues and transfers
Change in net position
Net position - beginning, as restated
Net position - ending

The notes to financial statements are an integral part of this statement.

Net (Expense) Revenue and Changes in Net Position			
Primary Government			Component Units
Governmental Activities	Business-type Activities	Total	Economic Development Authority
$ (390,196)	$ -	$ (390,196)	$ -
(32,613)	-	(32,613)	-
(185,035)	-	(185,035)	-
(39,247)	-	(39,247)	-
(44,003)	-	(44,003)	-
$ (691,094)	$ -	$ (691,094)	$ -
$ -	$ (113,491)	$ (113,491)	$ -
-	(459,787)	(459,787)	-
$ -	$ (573,278)	$ (573,278)	$ -
$ (691,094)	$ (573,278)	$ (1,264,372)	$ -
$ -	$ -	$ -	$ -
$ -	$ -	$ -	$ -
$ 216,150	$ -	$ 216,150	$ -
27,493	-	27,493	-
3,947	-	3,947	-
85,462	-	85,462	-
192,130	-	192,130	-
149,046	-	149,046	-
25,545	-	25,545	-
17,874	-	17,874	-
30,317	-	30,317	-
54,600	-	54,600	-
59,203	-	59,203	-
(307,050)	307,050	-	-
$ 554,717	$ 307,050	$ 861,767	$ -
$ (136,377)	$ (266,228)	$ (402,605)	$ -
1,031,134	2,691,869	3,723,003	52,871
$ 894,757	$ 2,425,641	$ 3,320,398	$ 52,871

Fund Financial Statements

Balance Sheet
Governmental Funds
June 30, 2018

	General	Capital Projects	Total
ASSETS			
Cash and cash equivalents	$ 516,293	$ 51,613	$ 567,906
Receivables (net of allowance for uncollectibles):			
Taxes receivable	254,474	-	254,474
Accounts receivable	47,715	-	47,715
Due from other governmental units	14,520	-	14,520
Total assets	$ 833,002	$ 51,613	$ 884,615
LIABILITIES			
Accounts payable	$ 25,896	$ 5,330	$ 31,226
Accrued liabilities	2,302	-	2,302
Total liabilities	$ 28,198	$ 5,330	$ 33,528
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue - property taxes	$ 252,544	$ -	$ 252,544
Unavailable revenue - sanitation and waste removal	6,813	-	6,813
Total deferred inflows of resources	$ 259,357	$ -	$ 259,357
FUND BALANCES			
Restricted:			
Donations	$ 10,940	$ -	$ 10,940
Capital projects	-	15,155	15,155
Committed:			
Capital projects	-	31,128	31,128
Unassigned	534,507	-	534,507
Total fund balances	$ 545,447	$ 46,283	$ 591,730
Total liabilities, deferred inflows of resources and fund balances	$ 833,002	$ 51,613	$ 884,615

The notes to financial statements are an integral part of this statement.

Reconciliation of the Balance Sheet of Governmental Funds
to the Statement of Net Position
June 30, 2018

Total fund balances per Exhibit 3 - Balance Sheet - Governmental Funds		$ 591,730
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.		478,860
Other long-term assets are not available to pay for current-period expenditures and, therefore, are reported as unavailable revenue in the funds. This item is comprised of:		
Unavailable revenue - property taxes		20,205
Deferred outflows of resources are not available to pay for current-period expenditures and, therefore, are not reported in the funds.		
Pension related items	$ 34,219	
OPEB related items	2,733	36,952
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds. This item is comprised of:		
Compensated absences	$ (11,330)	
Net Pension liability	(200,160)	
Net OPEB liabilities	(12,558)	(224,048)
Deferred inflows of resources are not due and payable in the current period and, therefore, are not reported in the funds.		
Pension related items	$ (7,232)	
OPEB related items	(1,710)	(8,942)
Net position of governmental activities		$ 894,757

The notes to financial statements are an integral part of this statement.

Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2018

	General	Capital Projects	Total
REVENUES			
General property taxes	$ 216,065	$ -	$ 216,065
Other local taxes	501,497	-	501,497
Permits, privilege fees, and regulatory licenses	2,930	-	2,930
Fines and forfeitures	18,787	-	18,787
Revenue from the use of money and property	30,100	217	30,317
Charges for services	85,375	-	85,375
Miscellaneous	54,600	-	54,600
Intergovernmental:			
Commonwealth	93,763	-	93,763
Federal	25,000	-	25,000
Total revenues	$ 1,028,117	$ 217	$ 1,028,334
EXPENDITURES			
Current:			
General government administration	$ 396,031	$ -	$ 396,031
Public safety	97,829	-	97,829
Public works	254,131	-	254,131
Parks, recreation, and cultural	39,247	-	39,247
Community development	46,933	-	46,933
Capital projects	-	206,079	206,079
Total expenditures	$ 834,171	$ 206,079	$ 1,040,250
Excess (deficiency) of revenues over (under) expenditures	$ 193,946	$ (205,862)	$ (11,916)
OTHER FINANCING SOURCES (USES)			
Transfers in	$ 78,075	$ 245,386	$ 323,461
Transfers out	(521,448)	(109,063)	(630,511)
Total other financing sources (uses)	$ (443,373)	$ 136,323	$ (307,050)
Net change in fund balances	$ (249,427)	$ (69,539)	$ (318,966)
Fund balances - beginning, as restated	794,874	115,822	910,696
Fund balances - ending	$ 545,447	$ 46,283	$ 591,730

The notes to financial statements are an integral part of this statement.

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances
to the Statement of Activities - Governmental Funds
For the Year Ended June 30, 2018

		Governmental Funds
Amounts reported for governmental activities in the statement of activities are different because:		
Net change in fund balances - total governmental funds		$ (318,966)
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation or vice versa in the current period.		
Capital outlay	$ 184,195	
Depreciation expense	(42,284)	141,911
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. Details of this item consist of:		
Property taxes		85
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds. The following is a summary of items supporting this adjustment, changes in:		
Compensated absences	$ (3,476)	
Pension expense	43,313	
OPEB expense	756	40,593
Change in net position of governmental activities		$ (136,377)

The notes to financial statements are an integral part of this statement.

TOWN OF BOWLING GREEN, VIRGINIA **Exhibit 7**

Statement of Net Position

Proprietary Funds

June 30, 2018

	Enterprise Funds		
	Water Fund	Sewer Fund	Total
ASSETS			
Current assets:			
Cash and cash equivalents	$ 96,057	$ 16,091	$ 112,148
Accounts receivable, net of allowance for uncollectibles	92,434	53,408	145,842
Total current assets	$ 188,491	$ 69,499	$ 257,990
Noncurrent assets:			
Capital assets:			
Land and land improvements	$ 18,000	$ 58,530	$ 76,530
Building and improvements	-	98,610	98,610
Equipment	45,893	100,188	146,081
Vehicles	64,436	64,436	128,872
Utility plant in service	2,954,084	5,480,881	8,434,965
Construction in progress	-	197,572	197,572
Accumulated depreciation	(782,157)	(1,888,117)	(2,670,274)
Total capital assets	$ 2,300,256	$ 4,112,100	$ 6,412,356
Total noncurrent assets	$ 2,300,256	$ 4,112,100	$ 6,412,356
Total assets	$ 2,488,747	$ 4,181,599	$ 6,670,346
DEFERRED OUTFLOWS OF RESOURCES			
Deferred charge on refunding	$ 22,576	$ 35,312	$ 57,888
Pension related items	5,729	78,065	83,794
OPEB related items	623	1,439	2,062
Total deferred outflows of resources	$ 28,928	$ 114,816	$ 143,744
LIABILITIES			
Current liabilities:			
Accounts payable	$ 14,450	$ 7,832	$ 22,282
Accrued liabilities	9,899	4,901	14,800
Customers' deposits	41,282	-	41,282
Compensated absences	3,284	3,242	6,526
Bonds payable - current portion	1,552,439	2,434,921	3,987,360
Accrued interest payable	28,064	43,895	71,959
Total current liabilities	$ 1,649,418	$ 2,494,791	$ 4,144,209
Noncurrent liabilities:			
Net pension liability	$ 45,651	$ 105,347	$ 150,998
Net OPEB liability	2,860	6,582	9,442
Compensated absences	2,072	2,046	4,118
Total noncurrent liabilities	$ 50,583	$ 113,975	$ 164,558
Total liabilities	$ 1,700,001	$ 2,608,766	$ 4,308,767
DEFERRED INFLOWS OF RESOURCES			
Pension related items	$ 70,825	$ 7,567	$ 78,392
OPEB related items	390	900	1,290
Total deferred outflows of resources	$ 71,215	$ 8,467	$ 79,682
NET POSITION			
Net investment in capital assets	$ 770,393	$ 1,712,491	$ 2,482,884
Unrestricted	(23,934)	(33,309)	(57,243)
Total net position	$ 746,459	$ 1,679,182	$ 2,425,641

The notes to financial statements are an integral part of this statement.

Statement of Revenues, Expenses, and Changes in Net Position
Proprietary Funds
For the Year Ended June 30, 2018

	Enterprise Funds		
	Water Fund	Sewer Fund	Total
Operating revenues:			
Water revenues	$ 322,727	$ -	$ 322,727
Sewer revenues	-	388,705	388,705
Connection fees	5,050	2,250	7,300
Total operating revenues	$ 327,777	$ 390,955	$ 718,732
Operating expenses:			
Personnel services	$ 55,971	$ 141,406	$ 197,377
Fringe benefits	9,394	25,805	35,199
Contractual services	7,353	6,200	13,553
Depreciation	84,458	186,915	271,373
Other operating expenses	126,880	241,005	367,885
Total operating expenses	$ 284,056	$ 601,331	$ 885,387
Income (loss) from operations	$ 43,721	$ (210,376)	$ (166,655)
Nonoperating revenues (expenses):			
Interest expense	$ (157,212)	$ (247,293)	$ (404,505)
Bond issuance costs	-	(2,118)	(2,118)
Total nonoperating revenues (expenses)	$ (157,212)	$ (249,411)	$ (406,623)
Net income (loss) before transfers	$ (113,491)	$ (459,787)	$ (573,278)
Transfers:			
Transfers in	$ 57,049	$ 286,925	$ 343,974
Transfers out	(1,080)	(35,844)	(36,924)
Net transfers	$ 55,969	$ 251,081	$ 307,050
Change in net position	$ (57,522)	$ (208,706)	$ (266,228)
Net position, beginning of year, as restated	803,981	1,887,888	2,691,869
Net position, end of year	$ 746,459	$ 1,679,182	$ 2,425,641

The notes to financial statements are an integral part of this statement.

Statement of Cash Flows
Proprietary Funds
For the Year Ended June 30, 2018

	Enterprise Funds		
	Water Fund	Sewer Fund	Total
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers and users	$ 297,423	$ 380,082	$ 677,505
Payments to suppliers	(135,348)	(457,137)	(592,485)
Payments to employees (including fringe benefits)	(93,355)	(167,553)	(260,908)
Net cash provided by (used for) operating activities	$ 68,720	$ (244,608)	$ (175,888)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Additions to utility plant	$ (43,903)	$ (121,678)	$ (165,581)
Bond issuance costs	-	(2,118)	(2,118)
Principal payments on bonds	-	(75,000)	(75,000)
Interest payments	-	(1,500)	(1,500)
Net cash provided by (used for) capital and related financing activities	$ (43,903)	$ (200,296)	$ (244,199)
CASH FLOWS FROM NONCAPITAL AND FINANCING ACTIVITIES			
Operating transfers in (out)	$ 55,969	$ 251,081	$ 307,050
Net cash provided by (used for) noncapital and financing activities	$ 55,969	$ 251,081	$ 307,050
Net increase (decrease) in cash and cash equivalents	$ 80,786	$ (193,823)	$ (113,037)
Cash and cash equivalents - beginning of year	15,271	209,914	225,185
Cash and cash equivalents - end of year	$ 96,057	$ 16,091	$ 112,148
Reconciliation of operating income (loss) to net cash provided by (used for) operating activities:			
Operating income (loss)	$ 43,721	$ (210,376)	$ (166,655)
Adjustments to reconcile operating income to net cash provided by (used for) operating activities:			
Depreciation expense	84,458	186,915	271,373
Changes in assets and liabilities:			
Accounts receivable	(32,704)	(10,873)	(43,577)
Deferred outflows of resources - pension related items	14,087	(72,554)	(58,467)
Deferred outflows of resources - OPEB related items	(623)	(1,008)	(1,631)
Accounts payable	(1,115)	(209,932)	(211,047)
Accrued liabilities	3,490	1,692	5,182
Net OPEB liabilities	57	(318)	(261)
Compensated absences	3,847	4,121	7,968
Net pension liability	(99,376)	65,012	(34,364)
Deferred inflows of resources - pension related items	50,138	1,813	51,951
Deferred inflows of resources - OPEB related items	390	900	1,290
Customer deposits	2,350	-	2,350
Total adjustments	$ 24,999	$ (34,232)	$ (9,233)
Net cash provided by (used for) operating activities	$ 68,720	$ (244,608)	$ (175,888)

The notes to financial statements are an integral part of this statement.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Narrative Profile:

Town of Bowling Green, located in the Caroline County, Virginia, was incorporated in 1837. The Town has a population of 1,167 and a land area of 1.63 square miles.

The Town is governed under the Council-Manager form of government. The Town government engages in wide ranges of municipal services including general government administration, public safety, public works, and community development.

The financial statements of Town of Bowling Green, Virginia have been prepared in conformity with the accounting principles generally accepted in the United States as specified by the Governmental Accounting Standards Board and the specifications promulgated by the Auditor of Public Accounts (APA) of the Commonwealth of Virginia. The more significant of the Town's accounting policies are described below.

A. Financial Reporting Entity

Government-wide Financial Statements: The reporting model includes financial statements prepared using full accrual accounting for all of the government's activities. This approach includes not just current assets and liabilities (such as cash and accounts payable) but also capital assets and long-term liabilities (such as buildings and infrastructure, including bridges and roads and general obligation debt). Accrual accounting also reports all of the revenues and cost of providing services each year, not just those received or paid in the current year or soon thereafter.

Statement of Net Position: The Statement of Net Position is designed to display the financial position of the primary government (governmental and business-type activities). Governments report all capital assets, including infrastructure, in the government-wide Statement of Net Position and report depreciation expense - the cost of "using up" capital assets - in the Statement of Activities. The net position of a government will be broken down into three categories: 1) net investment in capital assets; 2) restricted; and 3) unrestricted.

Statement of Activities: The government-wide statement of activities reports expenses and revenues in a format that focuses on the cost of each of the government's functions. The expense of individual functions is compared to the revenues generated directly by the function (for instance, through user charges or intergovernmental grants).

Budgetary Comparison Schedules: Demonstrating compliance with the adopted budget is an important component of a government's accountability to the public. Many citizens participate in the process of establishing the annual operating budgets of state and local governments and have a keen interest in following the actual financial progress of their governments over the course of the year. The Town and many other governments revise their original budgets over the course of the year for a variety of reasons.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

A. Financial Reporting Entity: (Continued)

Budgetary Comparison Schedules: (Continued)

Under the GASB 34 reporting model, governments provide budgetary comparison information in their annual reports, including the original budget and a comparison of final budget and actual results for its major funds.

Individual Component Unit Disclosures: Accounting principles generally accepted in the United States require financial statements to present the primary government and its component units, entities for which the government is considered to be financially accountable. Blended component units, although legally separate entities are, in substance, part of the government's operations and so data from these units are combined with data of the primary government. The Town has no component units that meet the requirements for blending. Discretely presented component units, on the other hand, are reported in a separate column in the government-wide statements to emphasize they are legally separate from the primary government. The Town does not have any discretely presented component units.

B. Government-wide and Fund Financial Statements

The basic financial statements include both government-wide (based on the Town as a whole) and fund financial statements. The focus is on both the Town as a whole and the fund financial statements, including the major individual funds of the governmental and business-type categories, as well as the fiduciary funds (by category) and the component units, if applicable. Both the government-wide and fund financial statements (within the basic financial statements) categorize primary activities as either governmental or business-type. In the government-wide Statement of Net Position, both the governmental and business-type activities columns (a) are presented on a consolidated basis by column, and (b) are reflected on a full accrual economic resource basis which incorporates long-term assets and receivables as well as long-term debt and obligations. Each presentation provides valuable information that can be analyzed and compared (between years and between governments) to enhance the usefulness of the information.

The Town generally first uses restricted assets for expenses incurred for which both restricted and unrestricted assets are available. The Town may defer the use of restricted assets based on a review of the specific transaction.

The government-wide Statement of Activities reflects both the gross and net cost per functional category (public safety, public works, community development, etc.) that are otherwise being supported by general government revenues (property, sales and use taxes, certain intergovernmental revenues, fines, permits and charges, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants, and contributions. The program revenues must be directly associated with the function (public safety, public works, community development, etc.) or a business-type activity.

Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operation or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported as general revenues. The Town does not allocate indirect expenses. The operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

B. Government-wide and Fund Financial Statements: (Continued)

Internal service charges, if applicable, are eliminated and the net income or loss from internal service activities is allocated to the various functional expense categories based on the internal charges to each function. In the fund financial statements, financial transactions and accounts of the Town are organized on the basis of funds. The operation of each fund is considered to be an independent fiscal and separate accounting entity, with a self-balancing set of accounts recording cash and/or other financial resources together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The fund statements are presented on a current financial resource and modified accrual basis of accounting. This is the manner in which these funds are normally budgeted. Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide statements' governmental column, a reconciliation is presented which briefly explains the adjustment necessary to reconcile the fund financial statements to the governmental column of the government-wide financial statements.

Proprietary fund operating revenues consist of charges for services and related revenues. Operating expenses include the cost of sales and services, administrative expenses, and depreciation on capital assets.

All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The following is a brief description of the specific funds used by the Town in FY 2018.

1. *Governmental Funds* - Governmental Funds are those through which most governmental functions typically are financed. The government reports the following governmental funds.

   General Fund - The General Fund is the primary operating fund of the Town. This fund is used to account for and report all financial resources except those required to be accounted for and reported in another fund. Revenues are derived primarily from property and other local taxes, state and federal distributions, licenses, permits, charges for service, and interest income. The General Fund is considered a major fund for reporting purposes.

   Capital Projects Fund – The Capital Projects Fund accounts for and reports financial resources that are restricted, committed or assigned to expenditure for capital outlays, except for those financed by proprietary funds or for assets held in trust for individuals, private organizations, or other governments. The Capital Projects Fund is considered a major fund.

2. *Proprietary Funds* – Proprietary Funds account for operations that are financed in a manner similar to those found in private business enterprises. The measurement focus is upon determination of net income, financial position, and changes in financial position. Proprietary Funds consist of Enterprise Funds.

   Enterprise Funds – Enterprise Funds account for the financing of services to the general public where all or most of the operating expenses involved are recorded in the form of charges to users of such services. Enterprise Funds consist of the Water Fund and the Sewer Fund.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

C. Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All Governmental Funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

All proprietary funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (i.e., net position) is segregated into three categories: 1) net investment in capital assets; 2) restricted; and 3) unrestricted. Proprietary fund-type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net position.

1. *Governmental Funds* - Governmental funds utilize the modified accrual basis of accounting under which revenues and related assets are recorded when measurable and available to finance operations during the year. Accordingly, real and personal property taxes are recorded as revenues and receivables when billed, net of allowances for uncollectible amounts, except that property taxes not collected within 45 days after year-end are reflected as unavailable revenues. Sales and utility taxes, which are collected by the State or utilities and subsequently remitted to the Town, are recognized as revenues and receivables upon collection by the State or utility, which is generally in the month preceding receipt by the Town. Licenses, permits, fines and rents are recorded as revenues when received. Intergovernmental revenues, consisting primarily of State and other grants for the purpose of funding specific expenditures, are recognized when measurable and available or at the time of the specific expenditure.

   Expenditures, other than interest on long-term debt, are recorded as the related fund liabilities are incurred. Principal and interest on long-term debt are recognized when due except for amounts due on July 1, which are accrued.

2. *Proprietary Funds* - The accrual basis of accounting is used for the Enterprise Fund. Under the accrual method, revenues are recognized in the accounting period in which they are earned, while expenses are recognized in the accounting period in which the related liability is incurred.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

D. Budgets and Budgetary Accounting

The following procedures are used by the Town in establishing the budgetary data reflected in the financial statements:

1. Budgets and Budgetary Accounting

   a. The Town Manager, in conjunction with the Administration and Finance Committee, submits a proposed operating budget to the Town Council prior to June 30 of each year. The operating budget includes proposed expenditures and the means of financing them.

   b. Public hearings are conducted to obtain citizen comments.

   c. Prior to June 30, the budget is legally enacted through Council vote.

   d. The Town Manager is authorized to transfer budgeted amounts between line items within a department without prior approval from the Town Council.

   e. Formal budgetary integration is employed as a management control device during the year for the General Fund.

   f. All budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

2. Legally Adopted Budgets
   The general, capital projects and proprietary funds have legally adopted annual budgets.

E. Cash and Cash Equivalents

For purposes of the Statement of Cash Flows, cash and cash equivalents include all cash on hand and in banks, certificates of deposit, and highly liquid investments with original maturities of three months or less.

F. Investments

External investment pools are measured at amortized cost. All other investments are reported at fair value.

G. Inventory

Inventories are reported at cost on a first-in, first-out basis.

H. Property Taxes

Real estate and personal property are assessed annually on January 1st by the County of Caroline. Personal property and real estate taxes attach as an enforceable lien on the property as of January 1st. Taxes are payable in one installment on December 5th. The Town bills and collects its own property taxes. Penalties accrue at 10% on real estate and personal property taxes beginning December 6th. Interest accrues on real estate and personal property taxes at 10% per annum beginning December 6th after the December 5th due date.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

I. Allowance for Uncollectible Accounts

The Town calculates its allowance for uncollectible accounts using historical collection data and, in certain cases, specific account analysis. The allowance for uncollectible taxes for the General Fund was $14,790 at June 30, 2018. The allowance for uncollectible water and sewer charges was $74,375 at June 30, 2018.

J. Capital Assets

Capital assets include land, buildings, equipment, vehicles and water and sewer mains. Any asset or group of assets acquired by the Town that has a useful life in excess of one year and an acquisition cost, or fair market value (when received), of at least $5,000 is reported in the applicable governmental or business-type activities column in the government-wide financial statements.

Such assets are recorded at historical cost (or estimated historical cost) if constructed or purchased. Donated capital assets are recorded at acquisition value at the date of donation. Capital assets are depreciated over their estimated useful lives using the straight-line method. The estimated useful lives are as follows:

Buildings and improvements	5-50 years
Equipment	1-15 years
Infrastructure	10-20 years
Vehicles	5-15 years
Utility Plant in Service	10-50 years

Major outlays for capital assets and improvements are capitalized as projects are constructed.

K. Compensated Absences

Annual Leave

Annual leave is accrued on a semi-monthly basis. The amount of annual leave that an employee accrues and the total that may be accumulated is based upon the employee's length of service. Annual leave accrues on a biweekly basis and on July 1 of each year, all leave accrued in excess of the maximum accrual amount will be lost.

Sick Leave

Employees accrue sick leave is based upon the employee's length of service. There is no maximum sick leave accumulation. In the governmental fund types of the fund financial statements, the cost of annual leave and sick leave is only recognized when payments are made to employees. However, in the government-wide financial statements, the liability for accrued annual and sick leave benefits represent the Town's commitment to fund such vested amounts from future operations. In the proprietary funds the amount of such compensated absences is recognized in full when vested.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

L. Long-term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts during the current period. The face amount of debt issued and premiums on issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses.

M. Fund Equity

The Town reports fund balance in accordance with GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Nonspendable fund balance – amounts that are not in spendable form (such as inventory and prepaids) or are required to be maintained intact (corpus of a permanent fund);
- Restricted fund balance – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- Committed fund balance – amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- Assigned fund balance – amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- Unassigned fund balance – amounts that are available for any purpose; positive amounts are only reported in the general fund.

When fund balance resources are available for a specific purpose in more than one classification, it is the Town's policy to use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed.

Town Council establishes (and modifies or rescinds) fund balance commitments by passage of a resolution. This is typically done through adoption and amendment of the budget or a motion to commit funds. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives). Assigned fund balance is established by Town Council or the Town Manager as intended for specific purpose (such as the purchase of capital assets, construction, debt service, or for other purposes).

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

N. Credit Risk

Concentrations of credit risk with respect to receivables are limited due to the large number of customers comprising the Town's customer base. As of June 30, 2018, the Town had no significant concentrations of credit risk.

O. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues, and expenditures and disclosure of contingent assets and liabilities for the reported periods. Actual results could differ from those estimates and assumptions.

P. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town has multiple items that qualify for reporting in this category. One item is the deferred charge on refunding reported in the government-wide statement of net position. A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt. The other item is comprised of certain items related to the measurement of the net pension liability and net OPEB liability and contributions to the pension and OPEB plan(s) made during the current year and subsequent to the net pension and OPEB liability and liability measurement dates. For more detailed information on these items, reference the related notes.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town has multiple items that qualify for reporting in this category. Under a modified accrual basis of accounting, unavailable revenue representing property taxes receivable is reported in the governmental funds balance sheet. This amount is comprised of uncollected property taxes due prior to June 30th and amounts levied during the fiscal year but due after June 30th, and is deferred and recognized as an inflow of resources in the period that the amount becomes available. Under the accrual basis, amounts levied during the fiscal year but due after June 30th are reported as deferred inflows of resources. In addition, certain items related to the measurement of the net pension liability and net OPEB liability are reported as deferred inflows of resources. For more detailed information on these items, reference the related notes.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

Q. Pensions

For purposes of measuring the net pension asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Town Retirement Plan and the additions to/deductions from the Town Retirement Plan's net fiduciary position have been determined on the same basis as they were reported by the Virginia Retirement System (VRS). For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

R. Other Postemployment Benefits (OPEB)

For purposes of measuring the net VRS related OPEB liabilities, deferred outflows of resources and deferred inflows of resources related to the OPEB, and OPEB expense, information about the fiduciary net position of the VRS GLI OPEB Plan and the additions to/deductions from the VRS OPEB Plans' net fiduciary position have been determined on the same basis as they were reported by VRS. In addition, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

S. Net Position

Net position is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources. Net investment in capital assets represents capital assets, less accumulated depreciation, less any outstanding debt related to the acquisition, construction or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position.

T. Net Position Flow Assumption

Sometimes the Town will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Town's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

U. Adoption of Accounting Principles:

The Town implemented the financial reporting provisions of Governmental Accounting Standards Board Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions during the fiscal year ended June 30, 2018. This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures related to postemployment benefits other than pensions (other postemployment benefits or OPEB). Note disclosure and required supplementary information requirements about OPEB are also addressed. The requirements of this Statement will improve accounting and financial reporting by state and local governments for OPEB. In addition, the Town implemented Governmental Accounting Standards Board Statement No. 85, Omnibus 2017 during the fiscal year ended June 30, 2018. This Statement addresses practice issues identified during implementation and application of certain GASB statements for a variety of topics including issues related to blending component units, goodwill, fair value measurement and application, and postemployment benefits (pensions and other postemployment benefits (OPEB)). The implementation of these Statements resulted in the restatement of net position that can found in Note 14.

NOTE 2—DEPOSITS AND INVESTMENTS:

Deposits:

Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the "Act") Section 2.2-4400 et. seq. of the Code of Virginia. Under the Act, banks and savings institutions holding public deposits in excess of the amount insured by the FDIC must pledge collateral to the Commonwealth of Virginia Treasury Board. Financial Institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in the amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized.

Investments:

Statutes authorize the Town to invest in obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, "prime quality" commercial paper and certain corporate notes, banker's acceptances, repurchase agreements and the State Treasurer's Local Government Investment Pool (LGIP). The Town had no investments at June 30, 2018.

NOTE 3—DUE FROM OTHER GOVERNMENTAL UNITS:

At June 30, 2018 the Town has receivables from other governments as follows:

	Governmental Activities
Commonwealth of Virginia:	
Telecommunications tax	$ 5,988
Caroline County	8,532
Totals	$ 14,520

NOTE 4—CAPITAL ASSETS:

The following is a summary of changes in capital assets during the fiscal year:

Governmental Activities:	**Balance July 1, 2017 As Restated**	**Additions**	**Deletions**	**Balance June 30, 2018**
Capital assets not being depreciated:				
Land and land improvements	$ 39,197	$ -	$ -	$ 39,197
Total capital assets not being depreciated	$ 39,197	$ -	$ -	$ 39,197
Capital assets being depreciated:				
Buildings and imrpvements	$ 346,005	$ 74,329	$ -	$ 420,334
Equipment	113,251	14,674	-	127,925
Infrastructure	180,620	-	-	180,620
Vehicles	108,634	95,192	26,399	177,427
Total capital assets being depreciated	$ 748,510	$ 184,195	$ 26,399	$ 906,306
Accumulated depreciation:				
Buildings and imrpvements	$ 149,186	$ 11,691	$ -	$ 160,877
Equipment	68,508	5,875	-	74,383
Infrastructure	124,430	9,315	-	133,745
Vehicles	108,634	15,403	26,399	97,638
Total accumulated depreciation	$ 450,758	$ 42,284	$ 26,399	$ 466,643
Total capital assets being depreciated, net	$ 297,752	$ 141,911	$ -	$ 439,663
Governmental activities capital assets, net	$ 336,949	$ 141,911	$ -	$ 478,860
Business-type Activities:				
Capital assets not being depreciated:				
Land and land improvements	$ 76,530	$ -	$ -	$ 76,530
Construction in progress	88,960	108,612	-	197,572
Total capital assets not being depreciated	$ 165,490	$ 108,612	$ -	$ 274,102
Capital assets being depreciated:				
Buildings and imrpvements	$ 98,610	$ -	$ -	$ 98,610
Equipment	138,357	7,725	-	146,082
Vehicles	172,301	-	43,430	128,871
Utility plant in service	8,385,721	49,244	-	8,434,965
Total capital assets being depreciated	$ 8,794,989	$ 56,969	$ 43,430	$ 8,808,528
Accumulated depreciation:				
Buildings and imrpvements	$ 46,374	$ 2,189	$ -	$ 48,563
Equipment	105,104	5,226	-	110,330
Vehicles	172,301	-	43,430	128,871
Utility plant in service	2,118,552	263,958	-	2,382,510
Total accumulated depreciation	$ 2,442,331	$ 271,373	$ 43,430	$ 2,670,274
Total capital assets being depreciated, net	$ 6,352,658	$ (214,404)	$ -	$ 6,138,254
Business-type activities capital assets, net	$ 6,518,148	$ (105,792)	$ -	$ 6,412,356

NOTE 4—CAPITAL ASSETS: (CONTINUED)

Depreciation expense was charged to functions/programs as follows:

Governmental Activities:		
General Government	$	12,308
Public Safety		6,274
Public Works		23,702
Total	$	42,284
Business-type activities		
Water fund	$	84,458
Sewer fund		186,915
Total	$	271,373

NOTE 5—COMPENSATED ABSENCES:

The Town has accrued the liability arising from outstanding compensated absences. The Town had outstanding compensated absences as follows:

Governmental Activities	$	11,330
Business-type Activities	$	10,644

NOTE 6—LONG-TERM OBLIGATIONS:

The following is a summary of changes in long-term obligation transactions for the fiscal year ended June 30, 2018:

	Balance at July 1, 2017	Issuances/ Increases	Retirements/ Decreases	Balance at June 30, 2018	Amounts Due Within One Year
Governmental Activities:					
Other liabilities:					
Net pension liability	219,295	66,253	85,388	200,160	-
Net OPEB liability	13,111	2,280	2,833	12,558	-
Compensated absences	7,854	10,878	7,402	11,330	10,650
Total Governmental Activities	$ 240,260	$ 79,411	$ 95,623	$ 224,048	$ 10,650

	Balance at July 1, 2017 As Restated	Issuances/ Increases	Retirements/ Decreases	Balance at June 30, 2018	Amounts Due Within One Year
Business-type Activities:					
Water Fund					
Direct borrowings and direct placements:					
Bond anticipation notes	$ 1,552,439	$ -	$ -	$ 1,552,439	$ 1,552,439
Other liabilities:					
Net pension liability	145,027	12,520	111,896	45,651	-
Net OPEB liability	2,990	520	650	2,860	-
Compensated absences	1,508	4,529	681	5,356	3,284
Sewer Fund					
Direct borrowings and direct placements:					
General obligation bonds	75,000	-	75,000	-	-
Bond anticipation notes	2,434,921	-	-	2,434,921	2,434,921
Other liabilities:					
Net pension liability	40,335	109,946	44,934	105,347	-
Net OPEB liability	6,900	1,200	1,518	6,582	-
Compensated absences	1,167	5,288	1,167	5,288	3,242
Total Business-type Activities	$ 4,260,287	$ 134,003	$ 235,846	$ 4,158,444	$ 3,993,886

Annual requirements to amortize long-term obligations and related interest are as follows:

Year	Water Bonds		Sewer Bonds	
	Principal	Interest	Principal	Interest
2019	$ 1,552,439	$ 31,756	$ 2,434,921	$ 49,808
	$ 1,552,439	$ 31,756	$ 2,434,921	$ 49,808

NOTE 7—LONG-TERM OBLIGATIONS: (CONTINUED)

Details of Long-term Obligations:

	Amount Outstanding	Amounts Due Within One Year
Governmental Activities:		
Net pension liabilty	$ 200,160	$ -
Net OPEB liability	$ 12,558	$ -
Compensated absences	$ 11,330	$ 10,650
Total Governmental Obligations	$ 224,048	$ 10,650
Business-type Activities:		
General Bond Anticipation Notes:		
$3,987,360 bond anticipation note, issued March 15, 2017, maturing September 1, 2018, interest at 1.400%, due at maturity.	$ 3,987,360	$ 3,987,360
Total general bond anticipation notes	$ 3,987,360	$ 3,987,360
Net pension liabilty	$ 150,998	$ -
Net OPEB liability	$ 9,442	$ -
Compensated absences	$ 10,644	$ 6,526
Total Business-type Obligations	$ 4,158,444	$ 3,993,886
Total Primary Government	$ 4,382,492	$ 4,004,536

NOTE 8—PENSION PLAN:

Plan Description

All full-time, salaried permanent employees of the Town are automatically covered by a VRS Retirement Plan upon employment. This is an agent multiple-employer plan administered by the Virginia Retirement System (the System) along with plans for other employer groups in the Commonwealth of Virginia. Members earn one month of service credit for each month they are employed and for which they and their employer pay contributions to VRS. Members are eligible to purchase prior service, based on specific criteria as defined in the Code of Virginia, as amended. Eligible prior service that may be purchased includes prior public service, active military service, certain periods of leave, and previously refunded service.

The System administers three different benefit structures for covered employees – Plan 1, Plan 2, and Hybrid. Each of these benefit structures has different eligibility criteria. The specific information for each plan and the eligibility for covered groups within each plan are set out in the table below:

RETIREMENT PLAN PROVISIONS		
PLAN 1	**PLAN 2**	**HYBRID RETIREMENT PLAN**
About Plan 1 Plan 1 is a defined benefit plan. The retirement benefit is based on a member's age, creditable service and average final compensation at retirement using a formula.	**About Plan 2** Plan 2 is a defined benefit plan. The retirement benefit is based on a member's age, creditable service and average final compensation at retirement using a formula.	**About the Hybrid Retirement Plan** The Hybrid Retirement Plan combines the features of a defined benefit plan and a defined contribution plan. • The defined benefit is based on a member's age, creditable service and average final compensation at retirement using a formula. • The benefit from the defined contribution component of the plan depends on the member and employer contributions made to the plan and the investment performance of those contributions.

NOTE 8—PENSION PLAN: (CONTINUED)

Plan Description (Continued)

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	**PLAN 2**	**HYBRID RETIREMENT PLAN**
About Plan 1 (Cont.)	**About Plan 2 (Cont.)**	**About the Hybrid Retirement Plan (Cont.)** • In addition to the monthly benefit payment payable from the defined benefit plan at retirement, a member may start receiving distributions from the balance in the defined contribution account, reflecting the contributions, investment gains or losses, and any required fees.
Eligible Members Employees are in Plan 1 if their membership date is before July 1, 2010, and they were vested as of January 1, 2013, and they have not taken a refund. **Hybrid Opt-In Election** VRS non-hazardous duty covered Plan 1 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014. The Hybrid Retirement Plan's effective date for eligible Plan 1 members who opted in was July 1, 2014. If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.	**Eligible Members** Employees are in Plan 2 if their membership date is on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013. **Hybrid Opt-In Election** Eligible Plan 2 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014. The Hybrid Retirement Plan's effective date for eligible Plan 2 members who opted in was July 1, 2014. If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.	**Eligible Members** Employees are in the Hybrid Retirement Plan if their membership date is on or after January 1, 2014. This includes: • Political subdivision employees* • Members in Plan 1 or Plan 2 who elected to opt into the plan during the election window held January 1-April 30, 2014; the plan's effective date for opt-in members was July 1, 2014. ***Non-Eligible Members** Some employees are not eligible to participate in the Hybrid Retirement Plan. They include: • Political subdivision employees who are covered by enhanced benefits for hazardous duty employees.

NOTE 8—PENSION PLAN: (CONTINUED)

Plan Description (Continued)

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	**PLAN 2**	**HYBRID RETIREMENT PLAN**
Hybrid Opt-In Election (Cont.) Members who were eligible for an optional retirement plan (ORP) and had prior service under Plan 1 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 1 or ORP.	**Hybrid Opt-In Election (Cont.)** Members who were eligible for an optional retirement plan (ORP) and have prior service under Plan 2 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 2 or ORP.	***Non-Eligible Members (Cont.)** Those employees eligible for an optional retirement plan (ORP) must elect the ORP plan or the Hybrid Retirement Plan. If these members have prior service under Plan 1 or Plan 2, they are not eligible to elect the Hybrid Retirement Plan and must select Plan 1 or Plan 2 (as applicable) or ORP.
Retirement Contributions Employees contribute 5% of their compensation each month to their member contribution account through a pre-tax salary reduction. Member contributions are tax-deferred until they are withdrawn as part of a retirement benefit or as a refund. The employer makes a separate actuarially determined contribution to VRS for all covered employees. VRS invests both member and employer contributions to provide funding for the future benefit payment.	**Retirement Contributions** Employees contribute 5% of their compensation each month to their member contribution account through a pre-tax salary reduction.	**Retirement Contributions** A member's retirement benefit is funded through mandatory and voluntary contributions made by the member and the employer to both the defined benefit and the defined contribution components of the plan. Mandatory contributions are based on a percentage of the employee's creditable compensation and are required from both the member and the employer. Additionally, members may choose to make voluntary contributions to the defined contribution component of the plan, and the employer is required to match those voluntary contributions according to specified percentages.

NOTE 8—PENSION PLAN: (CONTINUED)

Plan Description (Continued)

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	**PLAN 2**	**HYBRID RETIREMENT PLAN**
Creditable Service Creditable service includes active service. Members earn creditable service for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional creditable service the member was granted. A member's total creditable service is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit.	**Creditable Service** Same as Plan 1.	**Creditable Service** **Defined Benefit Component:** Under the defined benefit component of the plan, creditable service includes active service. Members earn creditable service for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional creditable service the member was granted. A member's total creditable service is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit. **Defined Contribution Component:** Under the defined contribution component, creditable service is used to determine vesting for the employer contribution portion of the plan.

NOTE 8—PENSION PLAN: (CONTINUED)

Plan Description (Continued)

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	**PLAN 2**	**HYBRID RETIREMENT PLAN**
Vesting Vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members become vested when they have at least five years (60 months) of creditable service. Vesting means members are eligible to qualify for retirement if they meet the age and service requirements for their plan. Members also must be vested to receive a full refund of their member contribution account balance if they leave employment and request a refund. Members are always 100% vested in the contributions that they make.	**Vesting** Same as Plan 1.	**Vesting** **Defined Benefit Component:** Defined benefit vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members are vested under the defined benefit component of the Hybrid Retirement Plan when they reach five years (60 months) of creditable service. Plan 1 or Plan 2 members with at least five years (60 months) of creditable service who opted into the Hybrid Retirement Plan remain vested in the defined benefit component. **Defined Contribution Component:** Defined contribution vesting refers to the minimum length of service a member needs to be eligible to withdraw the employer contributions from the defined contribution component of the plan. Members are always 100% vested in the contributions that they make. Upon retirement or leaving covered employment, a member is eligible to withdraw a percentage of employer contributions to the defined contribution component of the plan, based on service. • After two years, a member is 50% vested and may withdraw 50% of employer contributions.

NOTE 8—PENSION PLAN: (CONTINUED)

Plan Description (Continued)

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	**PLAN 2**	**HYBRID RETIREMENT PLAN**
Vesting (Cont.)	**Vesting (Cont.)**	**Vesting (Cont.)** **Defined Contribution Component: (Cont.)** • After three years, a member is 75% vested and may withdraw 75% of employer contributions. • After four or more years, a member is 100% vested and may withdraw 100% of employer contributions. Distribution is not required by law until age 70½.
Calculating the Benefit The Basic Benefit is calculated based on a formula using the member's average final compensation, a retirement multiplier and total service credit at retirement. It is one of the benefit payout options available to a member at retirement. An early retirement reduction factor is applied to the Basic Benefit if the member retires with a reduced retirement benefit or selects a benefit payout option other than the Basic Benefit.	**Calculating the Benefit** See definition under Plan 1.	**Calculating the Benefit** **Defined Benefit Component:** See definition under Plan 1. **Defined Contribution Component:** The benefit is based on contributions made by the member and any matching contributions made by the employer, plus net investment earnings on those contributions.
Average Final Compensation A member's average final compensation is the average of the 36 consecutive months of highest compensation as a covered employee.	**Average Final Compensation** A member's average final compensation is the average of their 60 consecutive months of highest compensation as a covered employee.	**Average Final Compensation** Same as Plan 2. It is used in the retirement formula for the defined benefit component of the plan.

NOTE 8—PENSION PLAN: (CONTINUED)

Plan Description (Continued)

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	**PLAN 2**	**HYBRID RETIREMENT PLAN**
Service Retirement Multiplier **VRS:** The retirement multiplier is a factor used in the formula to determine a final retirement benefit. The retirement multiplier for non-hazardous duty members is 1.70%. **Sheriffs and regional jail superintendents:** The retirement multiplier for sheriffs and regional jail superintendents is 1.85%. **Political subdivision hazardous duty employees:** The retirement multiplier of eligible political subdivision hazardous duty employees other than sheriffs and regional jail superintendents is 1.70% or 1.85% as elected by the employer.	**Service Retirement Multiplier** **VRS:** Same as Plan 1 for service earned, purchased or granted prior to January 1, 2013. For non-hazardous duty members the retirement multiplier is 1.65% for creditable service earned, purchased or granted on or after January 1, 2013. **Sheriffs and regional jail superintendents:** Same as Plan 1. **Political subdivision hazardous duty employees:** Same as Plan 1.	**Service Retirement Multiplier** **Defined Benefit Component:** **VRS:** The retirement multiplier for the defined benefit component is 1.00%. For members who opted into the Hybrid Retirement Plan from Plan 1 or Plan 2, the applicable multipliers for those plans will be used to calculate the retirement benefit for service credited in those plans. **Sheriffs and regional jail superintendents:** Not applicable. **Political subdivision hazardous duty employees:** Not applicable. **Defined Contribution Component:** Not applicable.
Normal Retirement Age **VRS:** Age 65. **Political subdivisions hazardous duty employees:** Age 60.	**Normal Retirement Age** **VRS:** Normal Social Security retirement age. **Political subdivisions hazardous duty employees:** Same as Plan 1.	**Normal Retirement Age** **Defined Benefit Component:** **VRS:** Same as Plan 2. **Political subdivisions hazardous duty employees:** Not applicable. **Defined Contribution Component:** Members are eligible to receive distributions upon leaving employment, subject to restrictions.

NOTE 8—PENSION PLAN: (CONTINUED)

Plan Description (Continued)

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	**PLAN 2**	**HYBRID RETIREMENT PLAN**
Earliest Unreduced Retirement Eligibility **VRS:** Age 65 with at least five years (60 months) of creditable service or at age 50 with at least 30 years of creditable service. **Political subdivisions hazardous duty employees:** Age 60 with at least five years of creditable service or age 50 with at least 25 years of creditable service.	**Earliest Unreduced Retirement Eligibility** **VRS:** Normal Social Security retirement age with at least five years (60 months) of creditable service or when their age and service equal 90. **Political subdivisions hazardous duty employees:** Same as Plan 1.	**Earliest Unreduced Retirement Eligibility** **Defined Benefit Component:** **VRS:** Normal Social Security retirement age and have at least five years (60 months) of creditable service or when their age and service equal 90. **Political subdivisions hazardous duty employees:** Not applicable. **Defined Contribution Component:** Members are eligible to receive distributions upon leaving employment, subject to restrictions.
Earliest Reduced Retirement Eligibility **VRS:** Age 55 with at least five years (60 months) of creditable service or age 50 with at least 10 years of creditable service. **Political subdivisions hazardous duty employees:** 50 with at least five years of creditable service.	**Earliest Reduced Retirement Eligibility** **VRS:** Age 60 with at least five years (60 months) of creditable service. **Political subdivisions hazardous duty employees:** Same as Plan 1.	**Earliest Reduced Retirement Eligibility** **Defined Benefit Component:** **VRS:** Age 60 with at least five years (60 months) of creditable service. **Political subdivisions hazardous duty employees:** Not applicable. **Defined Contribution Component:** Members are eligible to receive distributions upon leaving employment, subject to restrictions.

NOTE 8—PENSION PLAN: (CONTINUED)

Plan Description (Continued)

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	**PLAN 2**	**HYBRID RETIREMENT PLAN**
Cost-of-Living Adjustment (COLA) in Retirement The Cost-of-Living Adjustment (COLA) matches the first 3% increase in the Consumer Price Index for all Urban Consumers (CPI-U) and half of any additional increase (up to 4%) up to a maximum COLA of 5%. **Eligibility:** For members who retire with an unreduced benefit or with a reduced benefit with at least 20 years of creditable service, the COLA will go into effect on July 1 after one full calendar year from the retirement date. For members who retire with a reduced benefit and who have less than 20 years of creditable service, the COLA will go into effect on July 1 after one calendar year following the unreduced retirement eligibility date. **Exceptions to COLA Effective Dates:** The COLA is effective July 1 following one full calendar year (January 1 to December 31) under any of the following circumstances: • The member is within five years of qualifying for an unreduced retirement benefit as of January 1, 2013. • The member retires on disability.	**Cost-of-Living Adjustment (COLA) in Retirement** The Cost-of-Living Adjustment (COLA) matches the first 2% increase in the CPI-U and half of any additional increase (up to 2%), for a maximum COLA of 3%. **Eligibility:** Same as Plan 1. **Exceptions to COLA Effective Dates:** Same as Plan 1.	**Cost-of-Living Adjustment (COLA) in Retirement** **Defined Benefit Component:** Same as Plan 2. **Defined Contribution Component:** Not applicable. **Eligibility:** Same as Plan 1 and Plan 2. **Exceptions to COLA Effective Dates:** Same as Plan 1 and Plan 2.

NOTE 8—PENSION PLAN: (CONTINUED)

Plan Description (Continued)

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	**PLAN 2**	**HYBRID RETIREMENT PLAN**
Cost-of-Living Adjustment (COLA) in Retirement (Cont.) **Exceptions to COLA Effective Dates: (Cont.)** • The member retires directly from short-term or long-term disability under the Virginia Sickness and Disability Program (VSDP). • The member is involuntarily separated from employment for causes other than job performance or misconduct and is eligible to retire under the Workforce Transition Act or the Transitional Benefits Program. • The member dies in service and the member's survivor or beneficiary is eligible for a monthly death-in-service benefit. The COLA will go into effect on July 1 following one full calendar year (January 1 to December 31) from the date the monthly benefit begins.	**Cost-of-Living Adjustment (COLA) in Retirement (Cont.)** **Exceptions to COLA Effective Dates: (Cont.)**	**Cost-of-Living Adjustment (COLA) in Retirement (Cont.)** **Exceptions to COLA Effective Dates: (Cont.)**
Disability Coverage Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.7% on all service, regardless of when it was earned, purchased or granted.	**Disability Coverage** Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.65% on all service, regardless of when it was earned, purchased or granted.	**Disability Coverage** Employees of political subdivisions and School divisions (including Plan 1 and Plan 2 opt-ins) participate in the Virginia Local Disability Program (VLDP) unless their local governing body provides an employer-paid comparable program for its members.

NOTE 8—PENSION PLAN: (CONTINUED)

Plan Description (Continued)

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	**PLAN 2**	**HYBRID RETIREMENT PLAN**
Disability Coverage (Cont.)	**Disability Coverage (Cont.)**	**Disability Coverage (Cont.)** Hybrid members (including Plan 1 and Plan 2 opt-ins) covered under VLDP are subject to a one-year waiting period before becoming eligible for non-work-related disability benefits.
Purchase of Prior Service Members may be eligible to purchase service from previous public employment, active duty military service, an eligible period of leave or VRS refunded service as creditable service in their plan. Prior creditable service counts toward vesting, eligibility for retirement and the health insurance credit. Only active members are eligible to purchase prior service. Members also may be eligible to purchase periods of leave without pay.	**Purchase of Prior Service** Same as Plan 1.	**Purchase of Prior Service** **Defined Benefit Component:** Same as Plan 1, with the following exceptions: • Hybrid Retirement Plan members are ineligible for ported service. **Defined Contribution Component:** Not applicable.

Pension Plan Data

Information about the VRS Political Subdivision Retirement Plan is also available in the separately issued VRS 2017 Comprehensive Annual Financial Report (CAFR). A copy of the 2017 VRS CAFR may be downloaded from the VRS website at http://www.varetire.org/Pdf/Publications/2017-annual-report-pdf, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA 23218-2500.

NOTE 8—PENSION PLAN: (CONTINUED)

Employees Covered by Benefit Terms

As of the June 30, 2016 actuarial valuation, the following employees were covered by the benefit terms of the pension plan:

	Primary Government
Inactive members or their beneficiaries currently receiving benefits	12
Inactive members:	
Vested inactive members	1
Non-vested inactive members	4
Inactive members active elsewhere in VRS	14
Total inactive members	19
Active members	6
Total covered employees	37

Contributions

The contribution requirement for active employees is governed by §51.1-145 of the Code of Virginia, as amended, but may be impacted as a result of funding options provided to political subdivisions by the Virginia General Assembly. Employees are required to contribute 5.00% of their compensation toward their retirement. Prior to July 1, 2012, all or part of the 5.00% member contribution may have been assumed by the employer. Beginning July 1, 2012, new employees were required to pay the 5% member contribution. In addition, for existing employees, employers were required to begin making the employee pay the 5.00% member contribution. This could be phased in over a period of up to 5 years and the employer is required to provide a salary increase equal to the amount of the increase in the employee-paid member contribution.

The Town's contractually required employer contribution rate for the year ended June 30, 2018 was 13.81% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2015.

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the Town were $43,742 and $36,200 for the years ended June 30, 2018 and June 30, 2017, respectively.

NOTE 8—PENSION PLAN: (CONTINUED)

Net Pension (Asset) Liability

The Town's net pension (asset) liability was measured as of June 30, 2017. The total pension liability used to calculate the net pension (asset) liability was determined by an actuarial valuation performed as of June 30, 2016, using updated actuarial assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2017.

Actuarial Assumptions – General Employees

The total pension liability for General Employees in the Town's Plan was based on an actuarial valuation as of June 30, 2016, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2017.

Inflation	2.5%
Salary increases, including inflation	3.5% – 5.35%
Investment rate of return	7.0%, net of pension plan investment expenses, including inflation*

* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of pension liabilities.

Mortality rates:

Largest 10 – Non-Hazardous Duty: 20% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

NOTE 8—PENSION PLAN: (CONTINUED)

Actuarial Assumptions – General Employees (Continued)

All Others (Non 10 Largest) – Non-Hazardous Duty: 15% of deaths are assumed to be service related

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

The actuarial assumptions used in the June 30, 2016 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Largest 10 – Non-Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 20%

All Others (Non 10 Largest) – Non-Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%

NOTE 8—PENSION PLAN: (CONTINUED)

Actuarial Assumptions – Public Safety Employees with Hazardous Duty Benefits

The total pension liability for Public Safety employees with Hazardous Duty Benefits in the Town's Retirement Plan was based on an actuarial valuation as of June 30, 2016, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2017.

Inflation	2.5%
Salary increases, including inflation	3.5% – 4.75%
Investment rate of return	7.0%, net of pension plan investment expenses, including inflation*

* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of pension liabilities.

Mortality rates:

Largest 10 – Hazardous Duty: 70% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year, 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

All Others (Non 10 Largest) – Hazardous Duty: 45% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year, 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

NOTE 8—PENSION PLAN: (CONTINUED)

Actuarial Assumptions – Public Safety Employees with Hazardous Duty Benefits: (Continued)

The actuarial assumptions used in the June 30, 2016 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Largest 10 – Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience
Disability Rates	Increased rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 60% to 70%

All Others (Non 10 Largest) – Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Increased age 50 rates, and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better fit experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 60% to 45%

NOTE 8—PENSION PLAN: (CONTINUED)

Long-Term Expected Rate of Return

The long-term expected rate of return on pension System investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension System investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class (Strategy)	Target Allocation	Arithmetic Long-term Expected Rate of Return	Weighted Average Long-term Expected Rate of Return
Public Equity	40.00%	4.54%	1.82%
Fixed Income	15.00%	0.69%	0.10%
Credit Strategies	15.00%	3.96%	0.59%
Real Assets	15.00%	5.76%	0.86%
Private Equity	15.00%	9.53%	1.43%
Total	100.00%		4.80%
		Inflation	2.50%
		*Expected arithmetic nominal return	7.30%

* The above allocation provides a one-year return of 7.30%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the system, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 6.83%, including expected inflation of 2.50%.

Discount Rate

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that System member contributions will be made per the VRS Statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Through the fiscal year ending June 30, 2019, the rate contributed by the employer for the Town Retirement Plan will be subject to the portion of the VRS Board-certified rates that are funded by the Virginia General Assembly. From July 1, 2019 on, participating employers are assumed to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

NOTE 8—PENSION PLAN: (CONTINUED)

Changes in Net Pension Liability (Asset)

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a) - (b)
Balances at June 30, 2016	$ 1,175,240	$ 770,583	$ 404,657
Changes for the year:			
Service cost	$ 7,393	$ -	$ 7,393
Interest	79,620	-	79,620
Differences between expected and actual experience	8,638	-	8,638
Assumption changes	(8,858)	-	(8,858)
Contributions - employer	-	36,200	(36,200)
Contributions - employee	-	12,233	(12,233)
Net investment income	-	92,491	(92,491)
Benefit payments, including refunds	(75,624)	(75,624)	-
Administrative expenses	-	(550)	550
Other changes	-	(82)	82
Net changes	$ 11,169	$ 64,668	$ (53,499)
Balances at June 30, 2017	$ 1,186,409	$ 835,251	$ 351,158

Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the net pension liability (asset) of the Town using the discount rate of 7.00%, as well as what the Town's net pension liability (asset) would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

	Rate		
	1% Decrease (6.00%)	Current Discount (7.00%)	1% Increase (8.00%)
Town's Net Pension Liability (Asset)	$ 493,451	$ 351,158	$ 233,771

NOTE 8—PENSION PLAN: (CONTINUED)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended June 30, 2018, the Town recognized pension expense of $(40,452) At June 30, 2018, the Town deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 332	$ -
Change in assumptions	-	341
Changes in proportion and differences between employer contribuions and proprotionate share of contributions	73,939	73,939
Net difference between projected and actual earnings on pension plan investments	-	11,344
Employer contributions subsequent to the measurement date	43,742	-
Total	$ 118,013	$ 85,624

$43,742 reported as deferred outflows of resources related to pensions resulting from the Town's and contributions, subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the fiscal year ending June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future reporting periods as follows:

Year Ended June 30	
2019	$ (7,983)
2020	4,232
2021	302
2022	(7,904)
2023	-
Thereafter	-

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN):

Plan Description

All full-time, salaried permanent employees of the state agencies, teachers, and employees of participating political subdivisions are automatically covered by the VRS Group Life Insurance Program upon employment. This is a cost-sharing multiple-employer plan administered by the Virginia Retirement System (the System), along with pensions and other OPEB plans, for public employer groups in the Commonwealth of Virginia.

In addition to the Basic Group Life Insurance benefit, members are also eligible to elect additional coverage for themselves as well as a spouse or dependent children through the Optional Group Life Insurance Program. For members who elect the optional group life insurance coverage, the insurer bills employers directly for the premiums. Employers deduct these premiums from members' paychecks and pay the premiums to the insurer. Since this is a separate and fully insured program, it is not included as part of the Group Life Insurance Program OPEB.

The specific information for Group Life Insurance Program OPEB, including eligibility, coverage and benefits is set out in the table below:

GROUP LIFE INSURANCE PROGRAM PLAN PROVISIONS
Eligible Employees The Group Life Insurance Program was established July 1, 1960, for state employees, teachers and employees of political subdivisions that elect the program, including the following employers that do not participate in VRS for retirement: • City of Richmond • City of Portsmouth • City of Roanoke • City of Norfolk • Roanoke City School Board Basic group life insurance coverage is automatic upon employment. Coverage ends for employees who leave their position before retirement eligibility or who take a refund of their member contributions and accrued interest.

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Plan Description (Continued)

GROUP LIFE INSURANCE PROGRAM PLAN PROVISIONS (CONTINUED)

Benefit Amounts

The benefits payable under the Group Life Insurance Program have several components.

- **Natural Death Benefit** - The natural death benefit is equal to the employee's covered compensation rounded to the next highest thousand and then doubled.
- **Accidental Death Benefit** – The accidental death benefit is double the natural death benefit.
- **Other Benefit Provisions** – In addition to the basic natural and accidental death benefits, the program provides additional benefits provided under specific circumstances. These include:
  - Accidental dismemberment benefit
  - Safety belt benefit
  - Repatriation benefit
  - Felonious assault benefit
  - Accelerated death benefit option

Reduction in Benefit Amounts

The benefit amounts provided to members covered under the Group Life Insurance Program are subject to a reduction factor. The benefit amount reduces by 25% on January 1 following one calendar year of separation. The benefit amount reduces by an additional 25% on each subsequent January 1 until it reaches 25% of its original value.

Minimum Benefit Amount and Cost-of-Living Adjustment (COLA)

For covered members with at least 30 years of creditable service, there is a minimum benefit payable under the Group Life Insurance Program. The minimum benefit was set at $8,000 by statute. The amount is increased annually based on the VRS Plan 2 cost-of-living adjustment and is currently $8,111.

Contributions

The contribution requirements for the Group Life Insurance Program are governed by §51.1-506 and §51.1-508 of the Code of Virginia, as amended, but may be impacted as a result of funding provided to state agencies and school divisions by the Virginia General Assembly. The total rate for the Group Life Insurance Program was 1.31% of covered employee compensation. This was allocated into an employee and an employer component using a 60/40 split. The employee component was 0.79% (1.31% x 60%) and the employer component was 0.52% (1.31% x 40%). Employers may elect to pay all or part of the employee contribution; however, the employer must pay all of the employer contribution. Each employer's contractually required employer contribution rate for the year ended June 30, 2018 was 0.52% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2015. The actuarially determined rate, when combined with employee contributions, was expected to finance the costs of benefits payable during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the Group Life Insurance Program from the Town were $1,795 and 1,436 for the years ended June 30, 2018 and June 30, 2017, respectively.

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

GLI OPEB Liabilities, GLI OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the Group Life Insurance Program OPEB

At June 30, 2018, the Town reported a liability of $22,000, for their proportionate share of the Net GLI OPEB Liability. The Net GLI OPEB Liability was measured as of June 30, 2017 and the total GLI OPEB liability used to calculate the Net GLI OPEB Liability was determined by an actuarial valuation as of that date. The covered employer's proportion of the Net GLI OPEB Liability was based on the covered employer's actuarially determined employer contributions to the Group Life Insurance Program for the year ended June 30, 2017 relative to the total of the actuarially determined employer contributions for all participating employers. At June 30, 2017, the Town's proportion was .00150% as compared to .00129% at June 30, 2016.

For the year ended June 30, 2018, the Town recognized GLI OPEB expense of $1,000. Since there was a change in proportionate share between measurement dates, a portion of the GLI OPEB expense was related to deferred amounts from changes in proportion.

At June 30, 2018, the employer reported deferred outflows of resources and deferred inflows of resources related to the GLI OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ -	$ 1,000
Net difference between projected and actual earnings on GLI OPEB program investments	-	1,000
Change in assumptions	-	1,000
Changes in proportion	3,000	-
Employer contributions subsequent to the measurement date	1,795	-
Total	$ 4,795	$ 3,000

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

GLI OPEB Liabilities, GLI OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the Group Life Insurance Program OPEB (Continued)

$1,795 reported as deferred outflows of resources related to the GLI OPEB resulting from the Town's contributions subsequent to the measurement date will be recognized as a reduction of the Net GLI OPEB Liability in the fiscal year ending June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the GLI OPEB will be recognized in the GLI OPEB expense in future reporting periods as follows:

Year Ended June 30	
2019	$ -
2020	-
2021	-
2022	-
2023	-
Thereafter	-

Actuarial Assumptions

The total GLI OPEB liability was based on an actuarial valuation as of June 30, 2016, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2017.

Inflation	2.5%
Salary increases, including inflation:	
General state employees	3.5% – 5.35%
Teachers	3.5%-5.95%
SPORS employees	3.5%-4.75%
VaLORS employees	3.5%-4.75%
JRS employees	4.5%
Locality - General employees	3.5%-5.35%
Locality - Hazardous Duty employees	3.5%-4.75%
Investment rate of return	7.0%, net of investment expenses, including inflation*

*Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of OPEB liabilities.

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – General State Employees

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males set back 1 year, 85% of rates; females set back 1 year.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year; females set back 1 year with 1.5% increase compounded from ages 70 to 85.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males 115% of rates; females 130% of rates.

The actuarial assumptions used in the June 30, 2016 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 25%

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – Teachers

Pre-Retirement:
RP-2014 White Collar Employee Rates to age 80, White Collar Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020.

Post-Retirement:
RP-2014 White Collar Employee Rates to age 49, White Collar Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males 1% increase compounded from ages 70 to 90; females set back 3 years with 1.5% increase compounded from ages 65 to 70 and 2.0% increase compounded from ages 75 to 90.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; 115% of rates for males and females.

The actuarial assumptions used in the June 30, 2016 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – SPORS Employees

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year with 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

The actuarial assumptions used in the June 30, 2016 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020 and reduced margin for future improvement in accordance with experience
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Increased rate from 60% to 85%

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – VaLORS Employees

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year with 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

The actuarial assumptions used in the June 30, 2016 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020 and reduced margin for future improvement in accordance with experience
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 50% to 35%

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – JRS Employees

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males set back 1 year, 85% of rates; females set back 1 year.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year; females set back 1 year with 1.5% compounding increase from ages 70 to 85.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males 115% of rates; females 130% of rates.

The actuarial assumptions used in the June 30, 2016 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Decreased rates at first retirement eligibility
Withdrawal Rates	No change
Disability Rates	Removed disability rates
Salary Scale	No change

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – Largest Ten Locality Employers – General Employees

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

The actuarial assumptions used in the June 30, 2016 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 20%

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – Non-Largest Ten Locality Employers – General Employees

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

The actuarial assumptions used in the June 30, 2016 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%

Mortality Rates – Largest Ten Locality Employers – Hazardous Duty Employees

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year with 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – Largest Ten Locality Employers – Hazardous Duty Employees: (Continued)

The actuarial assumptions used in the June 30, 2016 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Increased disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 60% to 70%

Mortality Rates – Non-Largest Ten Locality Employers – Hazardous Duty Employees

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year with 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – Non-Largest Ten Locality Employers – Hazardous Duty Employees: (Continued)

The actuarial assumptions used in the June 30, 2016 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 60% to 45%

NET GLI OPEB Liability

The net OPEB liability (NOL) for the Group Life Insurance Program represents the program's total OPEB liability determined in accordance with GASB Statement No. 74, less the associated fiduciary net position. As of June 30, 2017, NOL amounts for the Group Life Insurance Program is as follows (amounts expressed in thousands):

		Group Life Insurance OPEB Program
Total GLI OPEB Liability	$	2,942,426
Plan Fiduciary Net Position		1,437,586
Employers' Net GLI OPEB Liability (Asset)	$	1,504,840
Plan Fiduciary Net Position as a Percentage of the Total GLI OPEB Liability		48.86%

The total GLI OPEB liability is calculated by the System's actuary, and each plan's fiduciary net position is reported in the System's financial statements. The net GLI OPEB liability is disclosed in accordance with the requirements of GASB Statement No. 74 in the System's notes to the financial statements and required supplementary information.

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Long-Term Expected Rate of Return

The long-term expected rate of return on the System's investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of System's investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class (Strategy)	Target Allocation	Arithmetic Long-term Expected Rate of Return	Weighted Average Long-term Expected Rate of Return
Public Equity	40.00%	4.54%	1.82%
Fixed Income	15.00%	0.69%	0.10%
Credit Strategies	15.00%	3.96%	0.59%
Real Assets	15.00%	5.76%	0.86%
Private Equity	15.00%	9.53%	1.43%
Total	100.00%		4.80%
		Inflation	2.50%
		*Expected arithmetic nominal return	7.30%

*The above allocation provides a one-year return of 7.30%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the system, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 6.83%, including expected inflation of 2.50%.

Discount Rate

The discount rate used to measure the total GLI OPEB liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made per the VRS guidance and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Through the fiscal year ending June 30, 2019, the rate contributed by the entity for the GLI OPEB will be subject to the portion of the VRS Board-certified rates that are funded by the Virginia General Assembly. From July 1, 2019 on, employers are assumed to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the GLI OPEB's fiduciary net position was projected to be available to make all projected future benefit payments of eligible employees. Therefore the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total GLI OPEB liability.

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Sensitivity of the Employer's Proportionate Share of the Net GLI OPEB Liability to Changes in the Discount Rate

The following presents the employer's proportionate share of the net GLI OPEB liability using the discount rate of 7.00%, as well as what the employer's proportionate share of the net GLI OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

	Rate		
	1% Decrease	Current Discount	1% Increase
	(6.00%)	(7.00%)	(8.00%)
Town's Proportionate share of the Group Life Insurance Program Net OPEB Liability	$ 29,000	$ 22,000	$ 17,000

Group Life Insurance Program Fiduciary Net Position

Detailed information about the Group Life Insurance Program's Fiduciary Net Position is available in the separately issued VRS 2017 Comprehensive Annual Financial Report (CAFR). A copy of the 2017 VRS CAFR may be downloaded from the VRS website at http://www.varetire.org/Pdf/Publications/2017-annual-report.pdf, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218-2500.

NOTE 10—UNAVAILABLE/UNEARNED/DEFERRED REVENUES:

Unavailable/unearned/deferred revenues represent amounts for which, under the modified accrual basis of accounting, asset recognition criteria have been met, but for which revenue recognition criteria have not been met (i.e., such amounts are measurable, but not available). Under the accrual basis, assessments for future periods are deferred. At June 30, 2018 unavailable/deferred property tax revenues in the governmental funds totaled $252,544. Unavailable revenue in the amount of $6,813 represents sanitation and waste removal fees.

NOTE 11—FIDELITY BOND:

Fidelity bond coverage with Virginia Municipal League during the fiscal year 2018 was as follows:

	Coverage
Public employees dishonesty coverage	$ 250,000

NOTE 12—COMMITMENTS AND CONTINGENCIES:

While it is anticipated that the Water and Sewer Funds will be able to make the required payments to liquidate the General Bond Anticipation Note, in the event of a failure to do so the full faith and credit of the Town's General Fund will be obligated to meet any necessary payment shortfall.

NOTE 13—LITIGATION:

At June 30, 2018, there were no matters of litigation involving the Town which would materially affect the Town's financial position should any court decisions on pending matters not be favorable to the Town.

NOTE 14—RESTATEMENT OF NET POSTION/FUND BALANCE:

Net Position/Fund Balance as of July 1, 2018 was restated as follows:

	Net Position		Fund Balance	
	Governmental Activities	Business-type Activities	General Fund	Capital Projects Fund
Beginning net position/fund balance, as previously reported	$ 1,245,767	$ 2,630,235	$ 921,390	$ -
Restatement of:				
Implementation of GASB 75	(12,291)	(9,272)	-	-
Reporting of separate capital projects fund	-	-	(120,687)	120,687
Deferred outflows of resources - pension related items	19,618	16,582	-	-
Deferred inflows of resources - property taxes	(204,453)	-	-	-
Deferred inflows of resources - sanitation and waste removal	(6,813)		-	-
Accounts payable	(10,694)	(2,422)	(5,829)	(4,865)
Capital assets	-	97,375	-	-
Bonds payable	-	(75,000)	-	-
Deferred outflows of resources - deferred amount on refunding	-	34,371	-	-
Beginning net position/fund balance, as restated	$ 1,031,134	$ 2,691,869	$ 794,874	$ 115,822

NOTE 15—INTERFUND TRANSFERS:

Interfund transfers for the year ended June 30, 2018 consisted of the following:

Fund	Transfers In	Transfers Out
General Fund	$ 78,075	$ 521,448
Capital Projects Fund	245,386	109,063
Sewer Fund	286,925	35,844
Water Fund	57,049	1,080
Total	$ 667,435	$ 667,435

Transfers are used to (1) move revenue from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them and (2) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgeting authorization.

NOTE 16—SUBSEQUENT EVENTS:

In August 2018 the Town entered into a $6,316,000 USDA Rural Development Loan. The loan proceeds are being used to repay existing debt and to make capital improvements to the Town sewer system.

Required Supplementary Information

Note to Required Supplementary Information:

Presented budgets were prepared in accordance with Accounting Principles Generally Accepted in the United States of America.

Schedule of Revenues, Expenditures, and Changes in Fund Balances -
Budget and Actual - General Fund
For the Year Ended June 30, 2018

	General Fund			
	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
Revenues:				
General property taxes	$ 205,350	$ 205,350	$ 216,065	$ 10,715
Other local taxes	507,500	507,500	501,497	(6,003)
Permits, privilege fees, and regulatory licenses	2,200	2,200	2,930	730
Fines and forfeitures	4,400	4,400	18,787	14,387
Revenue from the use of money and property	37,050	37,050	30,100	(6,950)
Charges for service	85,000	85,000	85,375	375
Miscellaneous	34,000	34,000	54,600	20,600
Intergovernmental:				
Commonwealth	98,000	98,000	93,763	(4,237)
Federal	25,000	25,000	25,000	-
Total revenues	$ 998,500	$ 998,500	$ 1,028,117	$ 29,617
Expenditures:				
Current:				
General government administration	$ 375,260	$ 394,072	$ 396,031	$ (1,959)
Public safety	90,700	96,700	97,829	(1,129)
Public works	245,820	261,320	254,131	7,189
Parks, recreation, and cultural	40,500	38,000	39,247	(1,247)
Community development	48,500	53,500	46,933	6,567
Debt service:				
Principal retirement	78,075	78,075	-	78,075
Total expenditures	$ 878,855	$ 921,667	$ 834,171	$ 87,496
Excess (deficiency) of revenues over expenditures	$ 119,645	$ 76,833	$ 193,946	$ 117,113
Other financing sources (uses)				
Transfers in	$ -	$ 78,075	$ 78,075	$ -
Transfers out	(275,689)	(453,689)	(521,448)	(67,759)
Total other financing sources (uses)	$ (275,689)	$ (375,614)	$ (443,373)	$ (67,759)
Net change in fund balance	$ (156,044)	$ (298,781)	$ (249,427)	$ 49,354
Fund balances at beginning of year, as restated	156,044	298,781	794,874	496,093
Fund balances at end of year	$ -	$ -	$ 545,447	$ 545,447

Schedule of Changes in Net Pension Liability (Asset) and Related Ratios
Primary Government
For the Measurement Dates of June 30, 2015 through June 30, 2017

	2017	2016	2015
Total pension liability			
Service cost	$ 7,393	$ 24,955	$ 25,004
Interest	79,620	88,453	88,963
Differences between expected and actual experience	8,638	(161,984)	(25,232)
Changes in assumptions	(8,858)	-	-
Benefit payments, including refunds of employee contributions	(75,624)	(79,590)	(112,454)
Net change in total pension liability	$ 11,169	$ (128,166)	$ (23,719)
Total pension liability - beginning	1,175,240	1,303,406	1,327,125
Total pension liability - ending (a)	$ 1,186,409	$ 1,175,240	$ 1,303,406
Plan fiduciary net position			
Contributions - employer	$ 36,200	$ 49,795	$ 50,828
Contributions - employee	12,233	10,837	11,328
Net investment income	92,491	12,705	34,145
Benefit payments, including refunds of employee contributions	(75,624)	(79,590)	(112,454)
Administrative expense	(550)	(486)	(512)
Other	(82)	(6)	(8)
Net change in plan fiduciary net position	$ 64,668	$ (6,745)	$ (16,673)
Plan fiduciary net position - beginning	770,583	777,328	794,001
Plan fiduciary net position - ending (b)	$ 835,251	$ 770,583	$ 777,328
Town's net pension liability (asset) - ending (a) - (b)	$ 351,158	$ 404,657	$ 526,078
Plan fiduciary net position as a percentage of the total pension liability	70.40%	65.57%	59.64%
Covered payroll	$ 276,115	$ 231,366	$ 236,530
Town's net pension liability (asset) as a percentage of covered payroll	127.18%	174.90%	222.42%

Schedule is intended to show information for 10 years. Information prior to the 2015 valuation is not available. However, additional years will be included as they become available.

Schedule of Employer Contributions - Pension
For the Years Ended June 30, 2009 through June 30, 2018

Date	Contractually Required Contribution (1)	Contributions in Relation to Contractually Required Contribution (2)	Contribution Deficiency (Excess) (3)	Employer's Covered Payroll (4)	Contributions as a % of Covered Payroll (5)
2018	$ 43,742	$ 43,742	$ -	$ 345,204	12.67%
2017	38,131	38,131	-	276,115	13.81%
2016	50,207	50,207	-	231,366	21.70%
2015	51,327	51,327	-	236,530	21.70%
2014	31,392	31,392	-	231,845	13.54%
2013	39,357	39,357	-	290,668	13.54%
2012	50,369	50,369	-	320,619	15.71%
2011	50,409	50,409	-	320,872	15.71%
2010	38,976	38,976	-	316,619	12.31%
2009	38,529	38,529	-	312,989	12.31%

Changes of benefit terms – There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation. The 2014 valuation includes Hybrid Retirement Plan members for the first time. The hybrid plan applies to most new employees hired on or after January 1, 2014 and not covered by enhanced hazardous duty benefits. Because this is a fairly new benefit and the number of participants was relatively small, the impact on the liabilities as of the measurement date of June 30, 2017 are not material.

Changes of assumptions – The following changes in actuarial assumptions were made effective June 30, 2016 based on the most recent experience study of the System for the four-year period ending June 30, 2016:

Largest 10 – Non-Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 20%

Largest 10 – Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience
Disability Rates	Increased rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 60% to 70%

All Others (Non 10 Largest) – Non-Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%

All Others (Non 10 Largest) – Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Increased age 50 rates, and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better fit experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 60% to 45%

Schedule of Town's Share of Net OPEB Liability
Group Life Insurance Program
For the Measurement Date of June 30, 2017

Date (1)	Employer's Proportion of the Net GLI OPEB Liability (Asset) (2)	Employer's Proportionate Share of the Net GLI OPEB Liability (Asset) (3)	Employer's Covered Payroll (4)	Employer's Proportionate Share of the Net GLI OPEB Liability (Asset) as a Percentage of Covered Payroll (3)/(4) (5)	Plan Fiduciary Net Position as a Percentage of Total GLI OPEB Liability (6)
Primary Government					
2017	0.0015%	$ 22,000	$ 276,115	7.97%	48.86%

Schedule is intended to show information for 10 years. Information prior to the 2017 valuation is not available. However, additional years will be included as they become available.

Schedule of Employer Contributions
Group Life Insurance Program
For the Years Ended June 30, 2009 through June 30, 2018

Date	Contractually Required Contribution (1)	Contributions in Relation to Contractually Required Contribution (2)	Contribution Deficiency (Excess) (3)	Employer's Covered Payroll (4)	Contributions as a % of Covered Payroll (5)
Primary Government					
2018	$ 1,795	$ 1,795	$ -	$ 345,204	0.52%
2017	1,436	1,436	-	276,115	0.52%
2016	1,111	1,111	-	231,366	0.48%
2015	1,135	1,135	-	236,530	0.48%
2014	1,113	1,113	-	231,845	0.48%
2013	1,395	1,395	-	290,668	0.48%
2012	898	898	-	320,619	0.28%
2011	898	898	-	320,872	0.28%
2010	638	638	-	316,619	0.20%
2009	845	845	-	312,989	0.27%

Notes to Required Supplementary Information
Group Life Insurance Program
For the Year Ended June 30, 2018

Changes of benefit terms – There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation.

Changes of assumptions – The following changes in actuarial assumptions were made effective June 30, 2016 based on the most recent experience study of the System for the four-year period ending June 30, 2016:

General State Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 25%

Teachers

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change

SPORS Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020 and reduced margin for future improvement in accordance with experience
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Increased rate from 60% to 85%

VaLORS Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020 and reduced margin for future improvement in accordance with experience
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better fit experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 50% to 35%

Notes to Required Supplementary Information
Group Life Insurance Program
For the Year Ended June 30, 2018 (Continued)

JRS Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Decreased rates at first retirement eligibility
Withdrawal Rates	No change
Disability Rates	Removed disability rates
Salary Scale	No change

Largest Ten Locality Employers - General Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 20%

Non-Largest Ten Locality Employers - General Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%

Largest Ten Locality Employers - Hazardous Duty Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Increased disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 60% to 70%

Non-Largest Ten Locality Employers - Hazardous Duty Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 60% to 45%

Supporting Schedules

Schedule of Revenues - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2018

Fund, Major and Minor Revenue Source	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
General Fund:				
Revenue from local sources:				
General property taxes:				
Real property taxes	$ 159,300	$ 159,300	$ 162,034	$ 2,734
Real and personal public service corporation taxes	4,500	4,500	10,379	5,879
Personal property taxes	39,000	39,000	38,704	(296)
Penalties	2,550	2,550	3,201	651
Interest	-	-	1,747	1,747
Total general property taxes	$ 205,350	$ 205,350	$ 216,065	$ 10,715
Other local taxes:				
Local sales and use taxes	$ 27,000	$ 27,000	$ 27,493	$ 493
Consumers' utility taxes	30,000	30,000	25,545	(4,455)
Business license taxes	75,000	75,000	85,462	10,462
Motor vehicle licenses	17,000	17,000	17,874	874
Bank stock taxes	144,000	144,000	149,046	5,046
Lodging tax	4,500	4,500	3,947	(553)
Restaurant food taxes	210,000	210,000	192,130	(17,870)
Total other local taxes	$ 507,500	$ 507,500	$ 501,497	$ (6,003)
Permits, privilege fees, and regulatory licenses:				
Permits and other licenses	$ 2,200	$ 2,200	$ 2,930	$ 730
Total permits, privilege fees, and regulatory licenses	$ 2,200	$ 2,200	$ 2,930	$ 730
Fines and forfeitures:				
Fines and penalties	$ 4,400	$ 4,400	$ 18,787	$ 14,387
Total fines and forfeitures	$ 4,400	$ 4,400	$ 18,787	$ 14,387
Revenue from use of money and property:				
Revenue from use of money	$ 1,000	$ 1,000	$ -	$ (1,000)
Revenue from use of property	36,050	36,050	30,100	(5,950)
Total revenue from use of money and property	$ 37,050	$ 37,050	$ 30,100	$ (6,950)
Charges for services:				
Charges for sanitation and waste removal	$ 85,000	$ 85,000	$ 85,375	$ 375
Total charges for services	$ 85,000	$ 85,000	$ 85,375	$ 375

Schedule of Revenues - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2018

Fund, Major and Minor Revenue Source	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
General Fund: (continued)				
Revenue from local sources: (continued)				
Miscellaneous:				
Miscellaneous	$ 500	$ 500	$ 13,798	$ 13,298
Wine festival	10,000	10,000	13,107	3,107
Harvest festival	23,500	23,500	27,695	4,195
Total miscellaneous	$ 34,000	$ 34,000	$ 54,600	$ 20,600
Total revenue from local sources	$ 875,500	$ 875,500	$ 909,354	$ 33,854
Intergovernmental:				
Revenue from the Commonwealth:				
Noncategorical aid:				
Motor vehicle carriers' tax	$ -	$ -	$ 9	$ 9
Personal property tax relief funds	22,000	22,000	21,908	(92)
Telecommunications sales tax	43,000	43,000	37,286	(5,714)
Total noncategorical aid	$ 65,000	$ 65,000	$ 59,203	$ (5,797)
Categorical aid:				
Shared expenses:				
Local law enforcement assistance	$ 23,000	$ 23,000	$ 23,644	$ 644
Total shared expenses	23,000	23,000	23,644	644
Categorical aid:				
Other categorical aid:				
Fireman's insurance fund	$ 10,000	$ 10,000	$ 10,000	$ -
Litter control grant	-	-	916	916
Total other categorical aid	$ 10,000	$ 10,000	$ 10,916	$ 916
Total categorical aid	$ 33,000	$ 33,000	$ 34,560	$ 1,560
Total revenue from the Commonwealth	$ 98,000	$ 98,000	$ 93,763	$ (4,237)
Revenue from the federal government:				
Categorical aid:				
USDA Rural Development grant funds	$ 25,000	$ 25,000	$ 25,000	$ -
Total categorical aid	$ 25,000	$ 25,000	$ 25,000	$ -
Total revenue from the federal government	$ 25,000	$ 25,000	$ 25,000	$ -
Total General Fund	$ 998,500	$ 998,500	$ 1,028,117	$ 29,617

Schedule of Revenues - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2018

Fund, Major and Minor Revenue Source	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
Capital Projects Fund:				
Revenue from local sources:				
Revenue from use of money and property:				
Revenue from the use of money	$ -	$ 6,316,000	$ 217	$ (6,315,783)
Total revenue from use of money and property	$ -	$ 6,316,000	$ 217	$ (6,315,783)
Total revenue from local sources	$ -	$ 6,316,000	$ 217	$ (6,315,783)
Total Capital Projects Fund	$ -	$ 6,316,000	$ 217	$ (6,315,783)
Total Primary Government	$ 998,500	$ 7,314,500	$ 1,028,334	$ (6,286,166)

Schedule of Expenditures - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2018

Fund, Function, Activity and Elements	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
General Fund:				
General government administration:				
Legislative:				
Council services	$ 11,700	$ 11,700	$ 10,525	$ 1,175
General and financial administration:				
Advertising	$ 3,000	$ 7,506	$ 8,663	$ (1,157)
Information technology	1,800	6,239	6,239	-
Insurance	12,750	12,750	13,513	(763)
Materials and supplies	3,250	3,250	4,057	(807)
Miscellaneous administrative	5,000	4,340	4,362	(22)
Personnel	84,940	85,601	83,639	1,962
Professional development	2,800	2,800	2,886	(86)
Professional services	68,700	69,418	69,418	-
Telecommunications	1,200	1,200	1,622	(422)
Total general and financial administration	$ 183,440	$ 193,104	$ 194,399	$ (1,295)
Office of Town Treasurer:				
Audit and accounting	$ 25,000	$ 19,634	$ 22,824	$ (3,190)
Information technology	18,600	18,600	13,801	4,799
Materials and supplies	6,500	1,300	1,436	(136)
Miscellaneous	-	400	1,648	(1,248)
Office equipment	3,500	6,200	11,013	(4,813)
Personnel	109,520	125,475	124,658	817
Postage	2,000	5,800	5,617	183
Professional development	2,500	2,500	1,913	587
Telecommunications	4,000	2,680	4,830	(2,150)
Total office of town treasurer	$ 171,620	$ 182,589	$ 187,740	$ (5,151)
Arts Commission:				
Advertising	$ 4,000	$ 3,312	$ 3,312	$ -
Supplies	4,500	3,367	55	3,312
Total Arts Commission	$ 8,500	$ 6,679	$ 3,367	$ 3,312
Total general government administration	$ 375,260	$ 394,072	$ 396,031	$ (1,959)
Public safety:				
Law enforcement and traffic control:				
Equipment	$ 4,000	$ 2,600	$ 6,959	$ (4,359)
Fuel	1,500	1,500	2,554	(1,054)
Maintenance and repairs	2,000	3,823	3,670	153
Materials and supplies	900	950	1,984	(1,034)
Personnel	61,800	61,050	53,849	7,201
Professional development	3,500	2,044	1,314	730
Professional services	750	1,119	1,119	-
Telecommunications	3,000	4,910	5,004	(94)
Uniforms	500	4,150	6,759	(2,609)
Utilities	750	1,554	1,617	(63)
Total law enforcement and traffic control	$ 78,700	$ 83,700	$ 84,829	$ (1,129)

Schedule of Expenditures - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2018

Fund, Function, Activity and Elements	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
General Fund: (Continued)				
Public safety: (Continued)				
Fire and rescue services:				
Volunteer fire department	$ 12,000	$ 13,000	$ 13,000	$ -
Total fire and rescue services	12,000	13,000	13,000	-
Total public safety	$ 90,700	$ 96,700	$ 97,829	$ (1,129)
Public works:				
Streets and sidewalks:				
Miscellaneous	$ -	$ 100	$ 70	$ 30
Repairs and maintenance	3,500	3,500	2,524	976
Utilities	20,000	20,878	22,535	(1,657)
Street beautification	8,000	11,522	10,674	848
Total streets and sidewalks	$ 31,500	$ 36,000	$ 35,803	$ 197
Sanitation and waste removal:				
Litter control	$ 1,500	$ 1,500	$ 1,000	$ 500
Maintenance and repairs	1,000	1,000	-	1,000
Refuse collection	87,000	87,000	81,955	5,045
Total sanitation and waste removal	$ 89,500	$ 89,500	$ 82,955	$ 6,545
Facilities:				
Fuel	$ 2,333	$ 2,333	$ 2,097	$ 236
Insurance	4,167	4,167	4,167	-
Maintenance and repairs	4,333	3,673	5,232	(1,559)
Materials and supplies	5,333	5,333	1,094	4,239
Miscellaneous	-	-	489	(489)
Personnel	102,455	114,115	113,416	699
Professional development	-	-	245	(245)
Telecommunications	1,966	1,966	1,932	34
Uniforms and safety equipment	3,833	3,833	5,991	(2,158)
Utilities	400	400	710	(310)
Total facilities	$ 124,820	$ 135,820	$ 135,373	$ 447
Total public works	$ 245,820	$ 261,320	$ 254,131	$ 7,189
Parks, recreation, and cultural:				
Town Hall:				
Materials and supplies	$ 5,000	$ 5,000	$ 4,735	$ 265
Miscellaneous	6,000	3,500	1,767	1,733
Professional services	13,500	13,500	14,420	(920)
Utilities	8,500	8,500	9,575	(1,075)
Total town hall	$ 33,000	$ 30,500	$ 30,497	$ 3

Schedule of Expenditures - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2018

Fund, Function, Activity and Elements	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
General Fund: (Continued)				
Parks, recreation, and cultural: (Continued)				
Recreation and cultural:				
Advertising	$ 500	$ 500	$ -	$ 500
Professional services	7,000	7,000	8,750	(1,750)
Total recreation and cultural	$ 7,500	$ 7,500	$ 8,750	$ (1,250)
Total parks, recreation, and cultural	$ 40,500	$ 38,000	$ 39,247	$ (1,247)
Community development:				
Community development and tourism:				
Development	$ 25,000	$ 9,467	$ -	$ 9,467
Miscellaneous	-	2,800	2,605	195
Other events	-	7,493	10,740	(3,247)
Wine fesitival	-	10,240	11,379	(1,139)
Total community development and tourism	$ 25,000	$ 30,000	$ 24,724	$ 5,276
Harvest festival:				
Harvest festival	$ 23,500	$ 23,500	$ 22,209	$ 1,291
Total harvest festival	$ 23,500	$ 23,500	$ 22,209	$ 1,291
Total community development	$ 48,500	$ 53,500	$ 46,933	$ 6,567
Debt service:				
Principal retirement	$ 78,075	$ 78,075	$ -	$ 78,075
Total debt service	$ 78,075	$ 78,075	$ -	$ 78,075
Total General Fund	$ 878,855	$ 921,667	$ 834,171	$ 87,496
Capital Projects Fund:				
Capital projects and capital outlays:				
Emergency water and sewer repairs	$ -	$ -	$ 4,984	$ (4,984)
General capital projects	141,000	209,000	165,376	43,624
Refinancing and USDA projects	6,316,000	6,316,000	-	6,316,000
USDA grant - police vehicles	33,000	33,000	35,719	(2,719)
Total capital projects and capital outlays	$ 6,490,000	$ 6,558,000	$ 206,079	$ 6,351,921
Total Capital Projects Fund	$ 6,490,000	$ 6,558,000	$ 206,079	$ 6,351,921
Total Primary Government	$ 7,368,855	$ 7,479,667	$ 1,040,250	$ 6,439,417

Compliance

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Honorable Members of the Town Council
Town of Bowling Green
Bowling Green, Virginia

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States; and the *Specifications for Audits of Counties, Cities, and Towns,* issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the governmental activities, the business-type activities, the discretely presented component units, and each major fund of the Town of Bowling Green, Virginia, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise Town of Bowling Green, Virginia's basic financial statements, and have issued our report thereon dated April 28, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Town of Bowling Green, Virginia's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Town of Bowling Green, Virginia's internal control. Accordingly, we do not express an opinion on the effectiveness of Town of Bowling Green, Virginia's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as described in the accompanying schedule of findings and responses, we identified certain deficiencies in internal control that we consider to be material weaknesses. (2018-001)

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Bowling Green, Virginia's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Town of Bowling Green, Virginia's Response to Findings

Town of Bowling Green, Virginia's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. Town of Bowling Green, Virginia's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Robinson, Farmer, Cox Associates

Fredericksburg, Virginia
April 28, 2020

Section I - Summary of Auditors' Results

Financial Statements

Type of auditors' report issued:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	Yes
Significant deficiency(ies) identified?	No
Noncompliance material to financial statements noted?	No

Section II - Financial Statement Findings

2018-001: Material Weakness - Material Audit Adjustments Proposed by the External Auditor

Criteria:

Identification of a material adjustment to the financial statements that was not detected by the entity's internal controls indicates that a material weakness may exist.

Condition:

The financial statements required material adjustments by the Auditor to ensure such statements complied with Generally Accepted Accounting Principles (GAAP). Material audit adjustments were proposed to several accounts and financial statement groups including Fund Balance, Net Position, Taxes Receivable, Deferred Inflows of Resources-Property Taxes, Deferred Charge on Refunding, Capital Assets, Bonds Payable, and Transfers to be in accordance with Generally Accepted Accounting Principles.

Cause:

The Town's internal controls in place to capture and record all necessary balances in the automated accounting system were not adequate for the year end June 30, 2018.

Effect:

There is a reasonable possibility that a material misstatement of the financial statement will not be prevented or detected by the entity's internal controls over finanical reporting.

Recommendation:

We recommend that the Town strengthen internal controls to capture and record all balances accurately in accordance with General Accepted Accounting Principles and eliminate the need for material audit adjustments. In addition, capturing and recording all necessary balances in the accounting system will assist Management and those charged with governance in their decision making for the Town.

Management's Response:

The Town is focused on ensuring accuracy and control over the cash basis statements and regular review of budget to actual to assist Management and those charged with governance in decision making for the town. The financial staff have made significant changes in the last year to the accounting records to record information properly and to document transactions electronically. Many of the entries noted by the auditors are for full accrual financial statement presentation and not integral to the daily functions of the Town. Financial staff will implement additional procedures to review, analyze and prepare the various adjustments needed to comply with Generally Accepted Accounting Principles.

Section III - Prior Audit Findings

There are no prior year audit findings.

Communication with Those Charged with Governance

To the Members of the Town Council
Town of Bowling Green, Virginia

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component units and each major fund of the Town of Bowling Green, Virginia for the year ended June 30, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 20, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Town of Bowling Green, Virginia are described in Note 1 to the financial statements. As described in Note 1 to the financial statements, the Town changed accounting policies by adopting Statement of Governmental Accounting Standards (GASB Statement) Nos. 88 *Certain Disclosures Related to Debt, Including Direct Borrowing and Direct Placements* and early implemented GASB Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period*. We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Town's financial statements were:

Management's estimates of the useful lives of capital assets, which are based on historical information. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Management's estimate of other post-employment benefit and net pension liabilities and related deferred outflows and inflows are based on the actuarial valuations performed by qualified independent actuaries. We evaluated the key factors and assumptions used to develop the estimated liability in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Several material misstatements detected as a result of audit procedures were corrected by management including adjustments to taxes receivable, deferred inflows of resources-property taxes, deferred charge on refunding, capital assets, bonds payable, retainage payable, due from other governments and transfers.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 13, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the schedules related to pension and OPEB funding, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI. Our responsibility with respect to the budgetary comparison information, which also supplements the basic financial statements, is to evaluate the presentation of the schedules in relation to the financial statements as a whole and to report on whether it is fairly stated, in all material respects, in relation to the financial statements as a whole.

We were engaged to report on supporting schedules which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements.

We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Town Council and management of Town of Bowling Green, Virginia and is not intended to be and should not be used by anyone other than these specified parties.

Robinson, Farmer, Cox Associates

Fredericksburg, Virginia
May 13, 2020

Date: May 13, 2020

Memorandum To: Members of the Town Council
Town of Bowling Green, Virginia

From: Robinson, Farmer, Cox Associates

Regarding: Audit for fiscal year ended June 30, 2019

In planning and performing our audit of the financial statements of the Town of Bowling Green, Virginia for the year ended June 30, 2019, we considered the Town's internal control structure to plan our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

However during our audit fieldwork tests we noted certain matters involving the internal control structure and other operational matters that are presented herewith for your consideration. This letter does not affect our report dated May 13, 2020. Our comments and recommendations are intended to improve the internal control structure and operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Prior Year Management Letter Comments and Recommendations

During the course of our audit, we noted many of the same prior year management comments and recommendations for the year ended June 30, 2019. This was due in part to the fact that management letter comments and recommendations were not provided until after the 2019 fiscal was year over and that the fiscal year 2018 and 2019 audits were performed concurrently. We recommend that the Town continue to take the necessary steps to implement the recommendations noted in our management letter for the fiscal year 2018 dated April 28, 2020.

USDA Proceeds for Water and Waste Disposal System for Rural Communities

During the course of our audit, we noted that the USDA proceeds were not being correctly captured in the accounting system. Reimbursement requests in the amount of $2,005,908 were posted to the Capital Projects Fund as revenues instead of the Sewer Fund and correctly allocated between loan proceeds and revenues. Since the loan proceeds related to Sewer Fund assets being constructed the loan proceeds should be recorded in the Sewer Fund. Additionally, the $4,067,838 of USDA proceeds used to pay off the 2017 Bond Anticipation Note balances and the June 2019 reimbursement request to USDA in the amount of $263,887, were not captured in the accounting system for fiscal year 2019. We recommend that the Town develops a schedule to accurately track and match reimbursement requests received to expenditures and to correctly classify the reimbursement requests received in the accounting system.

TOWN OF BOWLING GREEN, VIRGINIA

FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2019

TOWN OF BOWLING GREEN, VIRGINIA

PRINCIPAL OFFICIALS

TOWN COUNCIL AND EXECUTIVE OFFICERS

Mayor
Jason Satterwhite

Vice-Mayor
Mark Gaines

COUNCIL MEMBERS

Jean Davis
Tammie Gaines
Deborah Howard
Glenn McDearmon
Otis Wright
Valarie Cayle

Town Manager
Reese Peck

Town Treasurer/Clerk
Melissa Lewis

TOWN OF BOWLING GREEN, VIRGINIA
Financial Report
For the Year Ended June 30, 2019

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Compliance

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Independent Auditors' Report

To the Honorable Members of Town Council
Town of Bowling Green
Bowling Green, Virginia

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, and each major fund of the Town of Bowling Green, Virginia, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Counties, Cities, and Towns,* issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, and each major fund of the Town of Bowling Green, Virginia, as of June 30, 2019, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Change in Accounting Principle

As described in Note 1 to the financial statements, in 2019, the Town adopted new accounting guidance, GASB Statement No. 88 *Certain Disclosures Related to Debt, Including Direct Borrowing and Direct Placements* and early implemented GASB Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period.* Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, and schedules related to pension and OPEB funding located on pages 48 and 49-54 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information

Supplementary and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Town of Bowling Green, Virginia's basic financial statements. The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

The other supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 13, 2020, on our consideration of Town of Bowling Green, Virginia's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Town of Bowling Green, Virginia's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town of Bowling Green, Virginia's internal control over financial reporting and compliance.

Robinson, Farmer, Cox Associates

Fredericksburg, Virginia
May 13, 2020

Basic Financial Statements

Government-wide Financial Statements

Statement of Net Position
June 30, 2019

	Primary Government			Component Unit
	Governmental Activities	Business-type Activities	Total	Economic Development Authority Total
ASSETS				
Cash and cash equivalents	$ 381,057	$ 200,531	$ 581,588	$ 21,045
Receivables (net of allowance for uncollectibles):				
Taxes receivable	218,970	-	218,970	-
Accounts receivable	44,560	123,644	168,204	-
Due from other governmental units	15,793	263,887	279,680	-
Capital assets (net of accumulated depreciation):				
Land and land improvements	39,197	76,530	115,727	-
Buildings and improvements	281,467	52,033	333,500	-
Equipment	47,649	68,126	115,775	-
Infrastructure	37,560	-	37,560	-
Vehicles	74,265	-	74,265	-
Utility plant in service	-	5,948,765	5,948,765	-
Construction in progress	-	2,602,897	2,602,897	-
Total assets	$ 1,140,518	$ 9,336,413	$ 10,476,931	$ 21,045
DEFERRED OUTFLOWS OF RESOURCES				
Pension related items	$ 73,893	$ 42,613	$ 116,506	$ -
OPEB related items	6,105	4,273	10,378	-
Total deferred outflows of resources	$ 79,998	$ 46,886	$ 126,884	$ -
LIABILITIES				
Accounts payable	$ 3,916	$ 288,713	$ 292,629	$ 659
Accrued liabilities	3,431	15,169	18,600	-
Retainage payable	-	115,877	115,877	-
Customers' deposits	-	44,582	44,582	-
Accrued interest payable	-	1,920	1,920	-
Long-term liabilities:				
Due within one year	15,596	126,173	141,769	-
Due in more than one year	276,937	6,241,679	6,518,616	-
Total liabilities	$ 299,880	$ 6,834,113	$ 7,133,993	$ 659
DEFERRED INFLOWS OF RESOURCES				
Deferred revenue - property taxes	$ 221,589	$ -	$ 221,589	$ -
Deferred revenue - sanitation and waste removal	6,813	-	6,813	-
Pension related items	4,369	44,127	48,496	-
OPEB related items	1,710	1,290	3,000	-
Total deferred inflows of resources	$ 234,481	$ 45,417	$ 279,898	$ -
NET POSITION				
Net investment in capital assets	$ 480,138	$ 2,549,164	$ 3,029,302	$ -
Restricted:				
Donations	10,940	-	10,940	-
Unrestricted	195,077	(45,395)	149,682	20,386
Total net position	$ 686,155	$ 2,503,769	$ 3,189,924	$ 20,386

The notes to financial statements are an integral part of this statement.

TOWN OF BOWLING GREEN, VIRGINIA

Statement of Activities
For the Year Ended June 30, 2019

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions
PRIMARY GOVERNMENT:				
Governmental activities:				
General government administration	$ 400,500	$ -	$ -	$ -
Public safety	156,498	38,758	34,520	25,000
Public works	369,711	83,221	1,034	25,000
Community development	96,308	3,305	-	-
Total governmental activities	$ 1,023,017	$ 125,284	$ 35,554	$ 50,000
Business-type activities:				
Water	$ 340,016	$ 306,853	$ -	$ -
Sewer	719,056	427,882	-	51,643
Total business-type activities	$ 1,059,072	$ 734,735	$ -	$ 51,643
Total primary government	$ 2,082,089	$ 860,019	$ 35,554	$ 101,643
COMPONENT UNITS:				
Economic Development Authority	$ 32,485	$ -	$ -	$ -
Total component units	$ 32,485	$ -	$ -	$ -

General revenues:
- General property taxes
- Local sales and use taxes
- Lodging tax
- Business licenses
- Restaurant food taxes
- Bank stock tax
- Consumer utility tax
- Motor vehicle license taxes
- Unrestricted revenues from use of money and property
- Miscellaneous
- Commonwealth of Virginia noncategorical aid

Transfers
Total general revenues and transfers
Change in net position
Net position - beginning
Net position - ending

The notes to financial statements are an integral part of this statement.

Net (Expense) Revenue and Changes in Net Position			
Primary Government			**Component Units**
Governmental Activities	**Business-type Activities**	**Total**	**Economic Development Authority**
$ (400,500)	$ -	$ (400,500)	$ -
(58,220)	-	(58,220)	-
(260,456)	-	(260,456)	-
(93,003)	-	(93,003)	-
$ (812,179)	$ -	$ (812,179)	$ -
$ -	$ (33,163)	$ (33,163)	$ -
-	(239,531)	(239,531)	-
$ -	$ (272,694)	$ (272,694)	$ -
$ (812,179)	$ (272,694)	$ (1,084,873)	$ -
$ -	$ -	-	$ (32,485)
$ -	$ -	$ -	$ (32,485)
$ 233,806	$ -	$ 233,806	$ -
29,117	-	29,117	-
3,558	-	3,558	-
78,620	-	78,620	-
231,010	-	231,010	-
174,167	-	174,167	-
31,108	-	31,108	-
27,067	-	27,067	-
27,464	-	27,464	-
61,968	-	61,968	-
56,514	-	56,514	-
(350,822)	350,822	-	-
$ 603,577	$ 350,822	$ 954,399	$ -
(208,602)	78,128	(130,474)	(32,485)
894,757	2,425,641	3,320,398	52,871
$ 686,155	$ 2,503,769	$ 3,189,924	$ 20,386

Fund Financial Statements

Balance Sheet
Governmental Funds
June 30, 2019

	General	Capital Projects	Total
ASSETS			
Cash and cash equivalents	$ 327,395	$ 53,662	$ 381,057
Receivables (net of allowance for uncollectibles):			
Taxes receivable	218,970	-	218,970
Accounts receivable	44,560	-	44,560
Due from other governmental units	15,793	-	15,793
Total assets	$ 606,718	$ 53,662	$ 660,380
LIABILITIES			
Accounts payable	$ 3,916	$ -	$ 3,916
Accrued liabilities	3,431	-	3,431
Total liabilities	$ 7,347	$ -	$ 7,347
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue - property taxes	$ 218,540	$ -	$ 218,540
Unavailable revenue - sanitation and waste removal	6,813	-	6,813
Total deferred inflows of resources	$ 225,353	$ -	$ 225,353
FUND BALANCES			
Restricted:			
Donations	$ 10,940	$ -	$ 10,940
Capital projects	-	15,470	15,470
Committed:			
Capital projects	-	38,192	38,192
Unassigned	363,078	-	363,078
Total fund balances	$ 374,018	$ 53,662	$ 427,680
Total liabilities, deferred inflows of resources and fund balances	$ 606,718	$ 53,662	$ 660,380

The notes to financial statements are an integral part of this statement.

Reconciliation of the Balance Sheet of Governmental Funds
to the Statement of Net Position
June 30, 2019

Total fund balances per Exhibit 3 - Balance Sheet - Governmental Funds		$ 427,680
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.		480,138
Other long-term assets are not available to pay for current-period expenditures and, therefore, are reported as unavailable revenue in the funds. This item is comprised of:		
Unavailable revenue - property taxes		(3,049)
Deferred outflows of resources are not available to pay for current-period expenditures and, therefore, are not reported in the funds.		
Pension related items	$ 73,893	
OPEB related items	6,105	79,998
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds. This item is comprised of:		
Compensated absences	$ (16,592)	
Net Pension liability	(260,551)	
Net OPEB liabilities	(15,390)	(292,533)
Deferred inflows of resources are not due and payable in the current period and, therefore, are not reported in the funds.		
Pension related items	$ (4,369)	
OPEB related items	(1,710)	(6,079)
Net position of governmental activities		$ 686,155

The notes to financial statements are an integral part of this statement.

Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2019

	General	Capital Projects	Total
REVENUES			
General property taxes	$ 257,060	$ -	$ 257,060
Other local taxes	574,647	-	574,647
Permits, privilege fees, and regulatory licenses	3,305	-	3,305
Fines and forfeitures	38,758	-	38,758
Revenue from the use of money and property	27,160	304	27,464
Charges for services	83,221	-	83,221
Miscellaneous	61,968	-	61,968
Intergovernmental:			
Commonwealth	92,068	-	92,068
Federal	-	50,000	50,000
Total revenues	$ 1,138,187	$ 50,304	$ 1,188,491
EXPENDITURES			
Current:			
General government administration	$ 382,194	$ -	$ 382,194
Public safety	139,204	-	139,204
Public works	332,530	-	332,530
Community development	96,308	-	96,308
Capital projects	-	51,483	51,483
Total expenditures	$ 950,236	$ 51,483	$ 1,001,719
Excess (deficiency) of revenues over (under) expenditures	$ 187,951	$ (1,179)	$ 186,772
OTHER FINANCING SOURCES (USES)			
Transfers in	$ 198,257	$ 2,329,804	$ 2,528,061
Transfers out	(557,637)	(2,321,246)	(2,878,883)
Total other financing sources (uses)	$ (359,380)	$ 8,558	$ (350,822)
Net change in fund balances	$ (171,429)	$ 7,379	$ (164,050)
Fund balances - beginning	545,447	46,283	591,730
Fund balances - ending	$ 374,018	$ 53,662	$ 427,680

The notes to financial statements are an integral part of this statement.

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances
to the Statement of Activities - Governmental Funds
For the Year Ended June 30, 2019

		Governmental Funds
Amounts reported for governmental activities in the statement of activities are different because:		
Net change in fund balances - total governmental funds		$ (164,050)
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation or vice versa in the current period.		
Capital outlay	$ 50,222	
Depreciation expense	(48,944)	1,278
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. Details of this item consist of:		
Property taxes		(23,254)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds. The following is a summary of items supporting this adjustment, changes in:		
Compensated absences	$ (5,262)	
Pension expense	(17,854)	
OPEB expense	540	(22,576)
Change in net position of governmental activities		$ (208,602)

The notes to financial statements are an integral part of this statement.

TOWN OF BOWLING GREEN, VIRGINIA **Exhibit 7**

Statement of Net Position
Proprietary Funds
June 30, 2019

	Enterprise Funds		
	Water Fund	Sewer Fund	Total
ASSETS			
Current assets:			
Cash and cash equivalents	$ 109,562	$ 90,969	$ 200,531
Accounts receivable, net of allowance for uncollectibles	62,281	61,363	123,644
Due from other governmental units	-	263,887	263,887
Total current assets	$ 171,843	$ 416,219	$ 588,062
Noncurrent assets:			
Capital assets:			
Land and land improvements	$ 18,000	$ 58,530	$ 76,530
Building and improvements	2,223	100,833	103,056
Equipment	66,132	120,427	186,559
Vehicles	64,436	64,436	128,872
Utility plant in service	3,068,801	5,531,751	8,600,552
Construction in progress	-	2,602,897	2,602,897
Accumulated depreciation	(869,978)	(2,080,137)	(2,950,115)
Total capital assets	$ 2,349,614	$ 6,398,737	$ 8,748,351
Total noncurrent assets	$ 2,349,614	$ 6,398,737	$ 8,748,351
Total assets	$ 2,521,457	$ 6,814,956	$ 9,336,413
DEFERRED OUTFLOWS OF RESOURCES			
Pension related items	$ 8,169	$ 34,444	$ 42,613
OPEB related items	1,302	2,971	4,273
Total deferred outflows of resources	$ 9,471	$ 37,415	$ 46,886
LIABILITIES			
Current liabilities:			
Accounts payable	$ 23,202	$ 265,511	$ 288,713
Retainage payable	-	115,877	115,877
Accrued liabilities	10,526	4,643	15,169
Customers' deposits	44,582	-	44,582
Compensated absences	3,720	7,077	10,797
Accrued interest payable	480	1,440	1,920
Bonds payable - current portion	28,932	86,444	115,376
Total current liabilities	$ 111,442	$ 480,992	$ 592,434
Noncurrent liabilities:			
Bonds payable - net of current portion	$ 1,525,690	$ 4,558,121	$ 6,083,811
Net pension liability	44,093	96,203	140,296
Net OPEB liability	3,510	8,100	11,610
Compensated absences	3,417	2,545	5,962
Total noncurrent liabilities	$ 1,576,710	$ 4,664,969	$ 6,241,679
Total liabilities	$ 1,688,152	$ 5,145,961	$ 6,834,113
DEFERRED INFLOWS OF RESOURCES			
Pension related items	$ 38,344	$ 5,783	$ 44,127
OPEB related items	390	900	1,290
Total deferred outflows of resources	$ 38,734	$ 6,683	$ 45,417
NET POSITION			
Net investment in capital assets	$ 794,992	$ 1,754,172	$ 2,549,164
Unrestricted	9,050	(54,445)	(45,395)
Total net position	$ 804,042	$ 1,699,727	$ 2,503,769

The notes to financial statements are an integral part of this statement.

Statement of Revenues, Expenses, and Changes in Net Position
Proprietary Funds
For the Year Ended June 30, 2019

	Enterprise Funds		
	Water Fund	Sewer Fund	Total
Operating revenues:			
Water revenues	$ 300,503	$ -	$ 300,503
Sewer revenues	-	426,382	426,382
Connection fees	6,350	1,500	7,850
Total operating revenues	$ 306,853	$ 427,882	$ 734,735
Operating expenses:			
Personnel services	$ 56,933	$ 129,303	$ 186,236
Fringe benefits	16,640	71,560	88,200
Contractual services	15,000	-	15,000
Depreciation	87,821	192,020	279,841
Other operating expenses	121,599	237,292	358,891
Total operating expenses	$ 297,993	$ 630,175	$ 928,168
Income (loss) from operations	$ 8,860	$ (202,293)	$ (193,433)
Nonoperating revenues (expenses):			
Interest expense	$ (42,023)	$ (88,881)	$ (130,904)
Total nonoperating revenues (expenses)	$ (42,023)	$ (88,881)	$ (130,904)
Net income (loss) before transfers	$ (33,163)	$ (291,174)	$ (324,337)
Capital grants and contributions:			
USDA rural development grant proceeds	$ -	$ 51,643	$ 51,643
	$ -	$ 51,643	$ 51,643
Transfers:			
Transfers in	$ 90,746	$ 2,559,880	$ 2,650,626
Transfers out	-	(2,299,804)	(2,299,804)
Net transfers	$ 90,746	$ 260,076	$ 350,822
Change in net position	$ 57,583	$ 20,545	$ 78,128
Net position, beginning of year	746,459	1,679,182	2,425,641
Net position, end of year	$ 804,042	$ 1,699,727	$ 2,503,769

The notes to financial statements are an integral part of this statement.

Statement of Cash Flows
Proprietary Funds
For the Year Ended June 30, 2019

	Enterprise Funds		
	Water Fund	Sewer Fund	Total
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers and users	$ 340,306	$ 419,927	$ 760,233
Payments to suppliers	(127,847)	(243,500)	(371,347)
Payments to employees (including fringe benefits)	(107,673)	(164,108)	(271,781)
Net cash provided by (used for) operating activities	$ 104,786	$ 12,319	$ 117,105
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Additions to utility plant	$ (137,179)	$ (2,362,780)	$ (2,499,959)
Principal payments on bonds	(1,581,642)	(2,522,531)	(4,104,173)
Proceeds from indebtedness	1,583,825	4,732,175	6,316,000
Interest payments	(47,031)	(96,024)	(143,055)
Capital grants and contributions	-	51,643	51,643
Net cash provided by (used for) capital and related financing activities	$ (182,027)	$ (197,517)	$ (379,544)
CASH FLOWS FROM NONCAPITAL AND FINANCING ACTIVITIES			
Operating transfers in (out)	$ 90,746	$ 260,076	$ 350,822
Net cash provided by (used for) noncapital and financing activities	$ 90,746	$ 260,076	$ 350,822
Net increase (decrease) in cash and cash equivalents	$ 13,505	$ 74,878	$ 88,383
Cash and cash equivalents - beginning of year	96,057	16,091	112,148
Cash and cash equivalents - end of year	$ 109,562	$ 90,969	$ 200,531
Reconciliation of operating income (loss) to net cash provided by (used for) operating activities:			
Operating income (loss)	$ 8,860	$ (202,293)	$ (193,433)
Adjustments to reconcile operating income to net cash provided by (used for) operating activities:			
Depreciation expense	87,821	192,020	279,841
Changes in assets and liabilities:			
Accounts receivable	30,153	(7,955)	22,198
Deferred outflows of resources - pension related items	(2,440)	43,621	41,181
Deferred outflows of resources - OPEB related items	(679)	(1,532)	(2,211)
Accounts payable	8,752	(6,208)	2,544
Accrued liabilities	627	(258)	369
Net OPEB liabilities	650	1,518	2,168
Compensated absences	1,781	4,334	6,115
Net pension liability	(1,558)	(9,144)	(10,702)
Deferred inflows of resources - pension related items	(32,481)	(1,784)	(34,265)
Customer deposits	3,300	-	3,300
Total adjustments	$ 95,926	$ 214,612	$ 310,538
Net cash provided by (used for) operating activities	$ 104,786	$ 12,319	$ 117,105

The notes to financial statements are an integral part of this statement.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Narrative Profile:

Town of Bowling Green, located in the Caroline County, Virginia, was incorporated in 1837. The Town has a population of 1,167 and a land area of 1.63 square miles.

The Town is governed under the Council-Manager form of government. The Town government engages in wide ranges of municipal services including general government administration, public safety, public works, and community development.

The financial statements of Town of Bowling Green, Virginia have been prepared in conformity with the accounting principles generally accepted in the United States as specified by the Governmental Accounting Standards Board and the specifications promulgated by the Auditor of Public Accounts (APA) of the Commonwealth of Virginia. The more significant of the Town's accounting policies are described below.

A. Financial Reporting Entity

Government-wide Financial Statements: The reporting model includes financial statements prepared using full accrual accounting for all of the government's activities. This approach includes not just current assets and liabilities (such as cash and accounts payable) but also capital assets and long-term liabilities (such as buildings and infrastructure, including bridges and roads and general obligation debt). Accrual accounting also reports all of the revenues and cost of providing services each year, not just those received or paid in the current year or soon thereafter.

Statement of Net Position: The Statement of Net Position is designed to display the financial position of the primary government (governmental and business-type activities). Governments report all capital assets, including infrastructure, in the government-wide Statement of Net Position and report depreciation expense - the cost of "using up" capital assets - in the Statement of Activities. The net position of a government will be broken down into three categories: 1) net investment in capital assets; 2) restricted; and 3) unrestricted.

Statement of Activities: The government-wide statement of activities reports expenses and revenues in a format that focuses on the cost of each of the government's functions. The expense of individual functions is compared to the revenues generated directly by the function (for instance, through user charges or intergovernmental grants).

Budgetary Comparison Schedules: Demonstrating compliance with the adopted budget is an important component of a government's accountability to the public. Many citizens participate in the process of establishing the annual operating budgets of state and local governments and have a keen interest in following the actual financial progress of their governments over the course of the year. The Town and many other governments revise their original budgets over the course of the year for a variety of reasons.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

A. Financial Reporting Entity: (Continued)

Budgetary Comparison Schedules: (Continued)

Governments provide budgetary comparison information in their annual reports, including the original budget and a comparison of final budget and actual results for its major funds.

Individual Component Unit Disclosures: Accounting principles generally accepted in the United States require financial statements to present the primary government and its component units, entities for which the government is considered to be financially accountable. Blended component units, although legally separate entities are, in substance, part of the government's operations and so data from these units are combined with data of the primary government. The Town has no component units that meet the requirements for blending. Discretely presented component units, on the other hand, are reported in a separate column in the government-wide statements to emphasize they are legally separate from the primary government. The Town does not have any discretely presented component units.

B. Government-wide and Fund Financial Statements

The basic financial statements include both government-wide (based on the Town as a whole) and fund financial statements. The focus is on both the Town as a whole and the fund financial statements, including the major individual funds of the governmental and business-type categories, as well as the fiduciary funds (by category) and the component units, if applicable. Both the government-wide and fund financial statements (within the basic financial statements) categorize primary activities as either governmental or business-type. In the government-wide Statement of Net Position, both the governmental and business-type activities columns (a) are presented on a consolidated basis by column, and (b) are reflected on a full accrual economic resource basis which incorporates long-term assets and receivables as well as long-term debt and obligations. Each presentation provides valuable information that can be analyzed and compared (between years and between governments) to enhance the usefulness of the information.

The Town generally first uses restricted assets for expenses incurred for which both restricted and unrestricted assets are available. The Town may defer the use of restricted assets based on a review of the specific transaction.

The government-wide Statement of Activities reflects both the gross and net cost per functional category (public safety, public works, community development, etc.) that are otherwise being supported by general government revenues (property, sales and use taxes, certain intergovernmental revenues, fines, permits and charges, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants, and contributions. The program revenues must be directly associated with the function (public safety, public works, community development, etc.) or a business-type activity.

Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operation or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported as general revenues. The Town does not allocate indirect expenses. The operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

B. Government-wide and Fund Financial Statements: (Continued)

Internal service charges, if applicable, are eliminated and the net income or loss from internal service activities is allocated to the various functional expense categories based on the internal charges to each function. In the fund financial statements, financial transactions and accounts of the Town are organized on the basis of funds. The operation of each fund is considered to be an independent fiscal and separate accounting entity, with a self-balancing set of accounts recording cash and/or other financial resources together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The fund statements are presented on a current financial resource and modified accrual basis of accounting. This is the manner in which these funds are normally budgeted. Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide statements' governmental column, a reconciliation is presented which briefly explains the adjustment necessary to reconcile the fund financial statements to the governmental column of the government-wide financial statements.

Proprietary fund operating revenues consist of charges for services and related revenues. Operating expenses include the cost of sales and services, administrative expenses, and depreciation on capital assets.

All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The following is a brief description of the specific funds used by the Town in FY 2019.

1. *Governmental Funds* - Governmental Funds are those through which most governmental functions typically are financed. The government reports the following governmental funds.

   General Fund - The General Fund is the primary operating fund of the Town. This fund is used to account for and report all financial resources except those required to be accounted for and reported in another fund. Revenues are derived primarily from property and other local taxes, state and federal distributions, licenses, permits, charges for service, and interest income. The General Fund is considered a major fund for reporting purposes.

   Capital Projects Fund – The Capital Projects Fund accounts for and reports financial resources that are restricted, committed or assigned to expenditure for capital outlays, except for those financed by proprietary funds or for assets held in trust for individuals, private organizations, or other governments. The Capital Projects Fund is considered a major fund.

2. *Proprietary Funds* – Proprietary Funds account for operations that are financed in a manner similar to those found in private business enterprises. The measurement focus is upon determination of net income, financial position, and changes in financial position. Proprietary Funds consist of Enterprise Funds.

   Enterprise Funds – Enterprise Funds account for the financing of services to the general public where all or most of the operating expenses involved are recorded in the form of charges to users of such services. Enterprise Funds consist of the Water Fund and the Sewer Fund.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

C. Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All Governmental Funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

All proprietary funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (i.e., net position) is segregated into three categories: 1) net investment in capital assets; 2) restricted; and 3) unrestricted. Proprietary fund-type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net position.

1. *Governmental Funds* - Governmental funds utilize the modified accrual basis of accounting under which revenues and related assets are recorded when measurable and available to finance operations during the year. Accordingly, real and personal property taxes are recorded as revenues and receivables when billed, net of allowances for uncollectible amounts, except that property taxes not collected within 45 days after year-end are reflected as unavailable revenues. Sales and utility taxes, which are collected by the State or utilities and subsequently remitted to the Town, are recognized as revenues and receivables upon collection by the State or utility, which is generally in the month preceding receipt by the Town. Licenses, permits, fines and rents are recorded as revenues when received. Intergovernmental revenues, consisting primarily of State and other grants for the purpose of funding specific expenditures, are recognized when measurable and available or at the time of the specific expenditure.

   Expenditures, other than interest on long-term debt, are recorded as the related fund liabilities are incurred. Principal and interest on long-term debt are recognized when due except for amounts due on July 1, which are accrued.

2. *Proprietary Funds* - The accrual basis of accounting is used for the Enterprise Fund. Under the accrual method, revenues are recognized in the accounting period in which they are earned, while expenses are recognized in the accounting period in which the related liability is incurred.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

D. Budgets and Budgetary Accounting

The following procedures are used by the Town in establishing the budgetary data reflected in the financial statements:

1. Budgets and Budgetary Accounting

   a. The Town Manager, in conjunction with the Administration and Finance Committee, submits a proposed operating budget to the Town Council prior to June 30 of each year. The operating budget includes proposed expenditures and the means of financing them.

   b. Public hearings are conducted to obtain citizen comments.

   c. Prior to June 30, the budget is legally enacted through Council vote.

   d. The Town Manager is authorized to transfer budgeted amounts between line items within a department without prior approval from the Town Council.

   e. Formal budgetary integration is employed as a management control device during the year for the General Fund.

   f. All budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

2. Legally Adopted Budgets
   The general, capital projects and proprietary funds have legally adopted annual budgets.

E. Cash and Cash Equivalents

For purposes of the Statement of Cash Flows, cash and cash equivalents include all cash on hand and in banks, certificates of deposit, and highly liquid investments with original maturities of three months or less.

F. Investments

External investment pools are measured at amortized cost. All other investments are reported at fair value.

G. Inventory

Inventories are reported at cost on a first-in, first-out basis.

H. Property Taxes

Real estate and personal property are assessed annually on January 1st by the County of Caroline. Personal property and real estate taxes attach as an enforceable lien on the property as of January 1st. Taxes are payable in one installment on December 5th. The Town bills and collects its own property taxes. Penalties accrue at 10% on real estate and personal property taxes beginning December 6th. Interest accrues on real estate and personal property taxes at 10% per annum beginning December 6th after the December 5th due date.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

I. Allowance for Uncollectible Accounts

The Town calculates its allowance for uncollectible accounts using historical collection data and, in certain cases, specific account analysis. The allowance for uncollectible taxes for the General Fund was $27,974 at June 30, 2019. The allowance for uncollectible water and sewer charges was $74,375 at June 30, 2019.

J. Capital Assets

Capital assets include land, buildings, equipment, vehicles and water and sewer mains. Any asset or group of assets acquired by the Town that has a useful life in excess of one year and an acquisition cost, or fair market value (when received), of at least $5,000 is reported in the applicable governmental or business-type activities column in the government-wide financial statements.

Such assets are recorded at historical cost (or estimated historical cost) if constructed or purchased. Donated capital assets are recorded at acquisition value at the date of donation. Capital assets are depreciated over their estimated useful lives using the straight-line method. The estimated useful lives are as follows:

Buildings and improvements	5-50 years
Equipment	1-15 years
Infrastructure	10-20 years
Vehicles	5-15 years
Utility Plant in Service	10-50 years

Major outlays for capital assets and improvements are capitalized as projects are constructed.

K. Compensated Absences

Annual Leave

Annual leave is accrued on a semi-monthly basis. The amount of annual leave that an employee accrues and the total that may be accumulated is based upon the employee's length of service. Annual leave accrues on a biweekly basis and on July 1 of each year, all leave accrued in excess of the maximum accrual amount will be lost.

Sick Leave

Employees accrue sick leave is based upon the employee's length of service. There is no maximum sick leave accumulation. In the governmental fund types of the fund financial statements, the cost of annual leave and sick leave is only recognized when payments are made to employees. However, in the government-wide financial statements, the liability for accrued annual and sick leave benefits represent the Town's commitment to fund such vested amounts from future operations. In the proprietary funds the amount of such compensated absences is recognized in full when vested.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

L. Long-term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts during the current period. The face amount of debt issued and premiums on issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses.

M. Fund Equity

The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Nonspendable fund balance – amounts that are not in spendable form (such as inventory and prepaids) or are required to be maintained intact (corpus of a permanent fund);
- Restricted fund balance – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- Committed fund balance – amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- Assigned fund balance – amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- Unassigned fund balance – amounts that are available for any purpose; positive amounts are only reported in the general fund.

When fund balance resources are available for a specific purpose in more than one classification, it is the Town's policy to use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed.

Town Council establishes (and modifies or rescinds) fund balance commitments by passage of a resolution. This is typically done through adoption and amendment of the budget or a motion to commit funds. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives). Assigned fund balance is established by Town Council or the Town Manager as intended for specific purpose (such as the purchase of capital assets, construction, debt service, or for other purposes).

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

N. Credit Risk

Concentrations of credit risk with respect to receivables are limited due to the large number of customers comprising the Town's customer base. As of June 30, 2019, the Town had no significant concentrations of credit risk.

O. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues, and expenditures and disclosure of contingent assets and liabilities for the reported periods. Actual results could differ from those estimates and assumptions.

P. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town has one item that qualifies for reporting in this category. It is comprised of certain items related to the measurement of the net pension liability and net OPEB liability and contributions to the pension and OPEB plan(s) made during the current year and subsequent to the net pension and OPEB liability and liability measurement dates. For more detailed information on these items, reference the related notes.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town has multiple items that qualify for reporting in this category. Under a modified accrual basis of accounting, unavailable revenue representing property taxes receivable is reported in the governmental funds balance sheet. This amount is comprised of uncollected property taxes due prior to June 30th and amounts levied during the fiscal year but due after June 30th, and is deferred and recognized as an inflow of resources in the period that the amount becomes available. Under the accrual basis, amounts levied during the fiscal year but due after June 30th are reported as deferred inflows of resources. In addition, certain items related to the measurement of the net pension liability and net OPEB liability are reported as deferred inflows of resources. For more detailed information on these items, reference the related notes.

Q. Pensions

For purposes of measuring the net pension asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Town Retirement Plan and the additions to/deductions from the Town Retirement Plan's net fiduciary position have been determined on the same basis as they were reported by the Virginia Retirement System (VRS). For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

R. Other Postemployment Benefits (OPEB)

For purposes of measuring the net VRS related OPEB liabilities, deferred outflows of resources and deferred inflows of resources related to the OPEB, and OPEB expense, information about the fiduciary net position of the VRS GLI OPEB Plan and the additions to/deductions from the VRS OPEB Plans' net fiduciary position have been determined on the same basis as they were reported by VRS. In addition, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

S. Net Position

Net position is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources. Net investment in capital assets represents capital assets, less accumulated depreciation, less any outstanding debt related to the acquisition, construction or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position.

T. Net Position Flow Assumption

Sometimes the Town will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Town's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

U. Adoption of Accounting Principles:

The Town implemented the financial reporting provisions of Governmental Accounting Standards Board Statement No. 88, Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements during the fiscal year ended June 30, 2019. This Statement clarifies which liabilities governments should include when disclosing information related to debt. It also requires that additional essential information related to debt be disclosed in notes to financial statements. No restatement was required as a result of this implementation.

The Town early implemented provisions of Governmental Accounting Standards Board Statement No. 89, Accounting for Interest Cost Incurred Before the End of a Construction Period during the fiscal year ended June 30, 2019. This Statement simplifies accounting for interest cost incurred before the end of a construction period. Interest cost incurred during construction is expensed and no longer capitalized as part of project costs. No restatement was required as a result of this implementation.

NOTE 2—DEPOSITS AND INVESTMENTS:

Deposits:

Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the "Act") Section 2.2-4400 et. seq. of the Code of Virginia. Under the Act, banks and savings institutions holding public deposits in excess of the amount insured by the FDIC must pledge collateral to the Commonwealth of Virginia Treasury Board. Financial Institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in the amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized.

Investments:

Statutes authorize the Town to invest in obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, "prime quality" commercial paper and certain corporate notes, banker's acceptances, repurchase agreements and the State Treasurer's Local Government Investment Pool (LGIP). The Town had no investments at June 30, 2019.

NOTE 3—DUE FROM OTHER GOVERNMENTAL UNITS:

At June 30, 2019 the Town has receivables from other governments as follows:

	Governmental Activities	Business-Type Activities
Commonwealth of Virginia:		
Telecommunications tax	$ 5,521	$ -
Caroline County	10,272	-
USDA Rural Development funds		263,887
Totals	$ 15,793	$ 263,887

NOTE 4—CAPITAL ASSETS:

The following is a summary of changes in capital assets during the fiscal year:

Governmental Activities:

	Balance June 30, 2018	Additions	Deletions	Balance June 30, 2019
Capital assets not being depreciated:				
Land and land improvements	$ 39,197	$ -	$ -	$ 39,197
Total capital assets not being depreciated	$ 39,197	$ -	$ -	$ 39,197
Capital assets being depreciated:				
Buildings and imrpvements	$ 420,334	$ 34,323	$ -	$ 454,657
Equipment	127,925	-	-	127,925
Infrastructure	180,620	-	-	180,620
Vehicles	177,427	15,899	-	193,326
Total capital assets being depreciated	$ 906,306	$ 50,222	$ -	$ 956,528
Accumulated depreciation:				
Buildings and imrpvements	$ 160,877	$ 12,313	$ -	$ 173,190
Equipment	74,383	5,893	-	80,276
Infrastructure	133,745	9,315	-	143,060
Vehicles	97,638	21,423	-	119,061
Total accumulated depreciation	$ 466,643	$ 48,944	$ -	$ 515,587
Total capital assets being depreciated, net	$ 439,663	$ 1,278	$ -	$ 440,941
Governmental activities capital assets, net	$ 478,860	$ 1,278	$ -	$ 480,138

Business-type Activities:

Capital assets not being depreciated:				
Land and land improvements	$ 76,530	$ -	$ -	$ 76,530
Construction in progress	197,572	2,405,325	-	2,602,897
Total capital assets not being depreciated	$ 274,102	$ 2,405,325	$ -	$ 2,679,427
Capital assets being depreciated:				
Buildings and imrpvements	$ 98,610	$ 4,446	$ -	$ 103,056
Equipment	146,082	40,478	-	186,560
Vehicles	128,871	-	-	128,871
Utility plant in service	8,434,965	165,587	-	8,600,552
Total capital assets being depreciated	$ 8,808,528	$ 210,511	$ -	$ 9,019,039
Accumulated depreciation:				
Buildings and imrpvements	$ 48,563	$ 2,460	$ -	$ 51,023
Equipment	110,330	8,104	-	118,434
Vehicles	128,871	-	-	128,871
Utility plant in service	2,382,510	269,277	-	2,651,787
Total accumulated depreciation	$ 2,670,274	$ 279,841	$ -	$ 2,950,115
Total capital assets being depreciated, net	$ 6,138,254	$ (69,330)	$ -	$ 6,068,924
Business-type activities capital assets, net	$ 6,412,356	$ 2,335,995	$ -	$ 8,748,351

NOTE 4—CAPITAL ASSETS: (CONTINUED)

Depreciation expense was charged to functions/programs as follows:

Governmental Activities:		
General Government	$	12,178
Public Safety		11,784
Public Works		24,982
Total	$	48,944
Business-type activities		
Water fund	$	87,821
Sewer fund		192,020
Total	$	279,841

NOTE 5—COMPENSATED ABSENCES:

The Town has accrued the liability arising from outstanding compensated absences. The Town had outstanding compensated absences as follows:

Governmental Activities	$	16,592
Business-type Activities	$	16,759

NOTE 6—LONG-TERM OBLIGATIONS:

The following is a summary of changes in long-term obligation transactions for the fiscal year ended June 30, 2019:

	Balance at July 1, 2018	Issuances/ Increases	Retirements/ Decreases	Balance at June 30, 2019	Amounts Due Within One Year
Governmental Activities:					
Other liabilities:					
Net pension liability	200,160	138,274	77,883	260,551	-
Net OPEB liability	12,558	7,392	4,560	15,390	-
Compensated absences	11,330	15,912	10,650	16,592	15,596
Total Governmental Activities	$ 224,048	$ 161,578	$ 93,093	$ 292,533	$ 15,596

	Balance at July 1, 2018	Issuances/ Increases	Retirements/ Decreases	Balance at June 30, 2019	Amounts Due Within One Year
Business-type Activities:					
Water Fund					
Direct borrowings and direct placements:					
Bond anticipation notes	$ 1,552,439	$ -	$ 1,552,439	$ -	$ -
General Obligation bonds	-	1,583,825	29,203	1,554,622	28,932
Other liabilities:					
Net pension liability	45,651	18,647	20,205	44,093	-
Net OPEB liability	2,860	1,690	1,040	3,510	-
Compensated absences	5,356	5,065	3,284	7,137	3,720
Sewer Fund					
Direct borrowings and direct placements:					
Bond anticipation notes	2,434,921	-	2,434,921	-	.
Sewer revenue bonds	-	4,732,175	87,610	4,644,565	86,444
Other liabilities:					
Net pension liability	105,347	40,682	49,826	96,203	-
Net OPEB liability	6,582	3,918	2,400	8,100	-
Compensated absences	5,288	7,576	3,242	9,622	7,077
Total Business-type Activities	$ 4,158,444	$ 6,393,578	$ 4,184,170	$ 6,367,852	$ 126,173

NOTE 7—LONG-TERM OBLIGATIONS: (CONTINUED)

Annual requirements to amortize long-term obligations and related interest are as follows:

Year	Water Bonds		Sewer Bonds	
	Principal	Interest	Principal	Interest
2020	$ 28,932	$ 25,046	86,444	74,834
2021	29,406	24,573	87,859	73,418
2022	29,887	24,091	89,297	71,980
2023	30,377	23,602	90,759	70,518
2024	30,874	23,105	92,245	69,032
2025-2029	162,119	107,774	484,380	322,008
2030-2034	175,831	94,061	525,350	281,038
2035-2039	190,703	79,189	569,785	236,602
2040-2044	206,833	63,059	617,979	188,409
2045-2049	224,328	45,565	670,249	136,138
2050-2054	243,302	26,590	726,941	79,447
2055-2058	202,030	6,541	603,277	19,543
	$ 1,554,622	$ 543,196	$ 4,644,565	$ 1,622,967

Details of Long-term Obligations:

	Amount Outstanding	Amounts Due Within One Year
Governmental Activities:		
Net pension liabilty	$ 260,551	$ -
Net OPEB liability	$ 15,390	$ -
Compensated absences	$ 16,592	$ 15,596
Total Governmental Obligations	$ 292,533	$ 15,596
Business-type Activities:		
Bonds Payable:		
$6,316,000 General Obligation and Sewer Revenue Bonds, issued August 24, 2018, payble in 480 monthly installments of $17,938 beginning on September 24, 2018, interest payable at 1.625% per year.	$ 6,199,187	$ 115,376
Total general obligation and sewer revenue bonds	$ 6,199,187	$ 115,376
Net pension liabilty	$ 140,296	$ -
Net OPEB liability	$ 11,610	$ -
Compensated absences	$ 16,759	$ 10,797
Total Business-type Obligations	$ 6,367,852	$ 126,173
Total Primary Government	$ 6,660,385	$ 141,769

NOTE 8—PENSION PLAN:

Plan Description

All full-time, salaried permanent employees of the Town are automatically covered by a VRS Retirement Plan upon employment. This is an agent multiple-employer plan administered by the Virginia Retirement System (the System) along with plans for other employer groups in the Commonwealth of Virginia. Members earn one month of service credit for each month they are employed and for which they and their employer pay contributions to VRS. Members are eligible to purchase prior service, based on specific criteria as defined in the Code of Virginia, as amended. Eligible prior service that may be purchased includes prior public service, active military service, certain periods of leave, and previously refunded service.

Benefit Structures

The System administers three different benefit structures for covered employees – Plan 1, Plan 2 and Hybrid. Each of these benefit structures has different eligibility criteria, as detailed below.

a. Employees hired before July 1, 2010, vested as of January 1, 2013, and have not taken a refund, are covered under Plan 1, a defined benefit plan. Non-hazardous duty employees are eligible for an unreduced retirement benefit beginning at age 65 with at least 5 years of creditable service or age 50 with at least 30 years of creditable service. Non-hazardous duty employees may retire with a reduced benefit as early as age 55 with at least 5 years of creditable service or age 50 with at least 10 years of creditable service. Hazardous duty employees (law enforcement officers, firefighters, and sheriffs) are eligible for an unreduced benefit beginning at age 60 with at least 5 years of creditable service or age 50 with at least 25 years of creditable service. Hazardous duty employees may retire with a reduced benefit as early as age 50 with at least 5 years of creditable service.

b. Employees hired on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013 are covered under Plan 2, a defined benefit plan. Non-hazardous duty employees are eligible for an unreduced benefit beginning at their normal social security retirement age with at least 5 years of creditable service or when the sum of their age and service equals 90. Non-hazardous duty employees may retire with a reduced benefit as early as age 60 with at least 5 years of creditable service. Hazardous duty employees are eligible for an unreduced benefit beginning at age 60 with at least 5 years of creditable service or age 50 with at least 25 years of creditable service. Hazardous duty employees may retire with a reduced benefit as early as age 50 with at least 5 years of creditable service.

c. Non-hazardous duty employees hired on or after January 1, 2014 are covered by the Hybrid Plan combining the features of a defined benefit plan and a defined contribution plan. Plan 1 and Plan 2 members also had the option of opting into this plan during the election window held January 1 – April 30, 2014 with an effective date of July 1, 2014. Employees covered by this plan are eligible for an unreduced benefit beginning at their normal social security retirement age with at least 5 years of creditable service, or when the sum of their age and service equal 90. Employees may retire with a reduced benefit as early as age 60 with at least 5 years of creditable service. For the defined contribution component, members are eligible to receive distributions upon leaving employment, subject to restrictions.

NOTE 8—PENSION PLAN: (CONTINUED)

Average Final Compensation and Service Retirement Multiplier

The VRS defined benefit is a lifetime monthly benefit based on a retirement multiplier as a percentage of the employee's average final compensation multiplied by the employee's total creditable service. Under Plan 1, average final compensation is the average of the employee's 36 consecutive months of highest compensation and the multiplier is 1.7% for non-hazardous duty employees, 1.85% for sheriffs and regional jail superintendents, and 1.7% or 1.85% for hazardous duty employees as elected by the employer. Under Plan 2, average final compensation is the average of the employee's 60 consecutive months of highest compensation and the retirement multiplier is 1.65% for non-hazardous duty employees, 1.85% for sheriffs and regional jail superintendents, and 1.7% or 1.85% for hazardous duty employees as elected by the employer. Under the Hybrid Plan, average final compensation is the average of the employee's 60 consecutive months of highest compensation and the multiplier is 1.00%. For members who opted into the Hybrid Retirement Plan from Plan 1 or Plan 2, the applicable multipliers for those plans will be used to calculate the retirement benefit for service credited in those plans.

Cost-of-Living Adjustment (COLA) in Retirement and Death and Disability Benefits

Retirees with an unreduced benefit or with a reduced benefit with at least 20 years of creditable service are eligible for an annual COLA beginning July 1 after one full calendar year from the retirement date. Retirees with a reduced benefit and who have less than 20 years of creditable service are eligible for an annual COLA beginning on July 1 after one calendar year following the unreduced retirement eligibility date. Under Plan 1, the COLA cannot exceed 5.00%. Under Plan 2 and the Hybrid Plan, the COLA cannot exceed 3.00%. The VRS also provides death and disability benefits. Title 51.1 of the Code of Virginia, as amended, assigns the authority to establish and amend benefit provisions to the General Assembly of Virginia.

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Employees Covered by Benefit Terms

As of the June 30, 2017 actuarial valuation, the following employees were covered by the benefit terms of the pension plan:

	Primary Government
Inactive members or their beneficiaries currently receiving benefits	13
Inactive members:	
Vested inactive members	1
Non-vested inactive members	5
Active members active elsewhere in VRS	13
Total inactive members	19
Active members	7
Total covered employees	39

Contributions

The contribution requirement for active employees is governed by §51.1-145 of the Code of Virginia, as amended, but may be impacted as a result of funding options provided to political subdivisions by the Virginia General Assembly. Employees are required to contribute 5.00% of their compensation toward their retirement.

The Town's contractually required employer contribution rate for the year ended June 30, 2019 was 14.48% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2017.

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the Town were $61,957 and $43,742 for the years ended June 30, 2019 and June 30, 2018, respectively.

NOTE 8—PENSION PLAN: (CONTINUED)

Net Pension Liability (Asset)

The net pension liability (asset) is calculated separately for each employer and represents that particular employer's total pension liability determined in accordance with GASB Statement No. 68, less that employer's fiduciary net position. The Town's net pension liability (asset) was measured as of June 30, 2018. The total pension liability used to calculate the net pension liability (asset) was determined by an actuarial valuation performed as of June 30, 2017, and rolled forward to the measurement date of June 30, 2018.

Actuarial Assumptions – General Employees

The total pension liability for General Employees in the Town's Plan was based on an actuarial valuation as of June 30, 2017, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2018.

Inflation	2.5%
Salary increases, including inflation	3.5% – 5.35%
Investment rate of return	7.0%, net of pension plan investment expenses, including inflation*

* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of pension liabilities.

Mortality rates:

Largest 10 – Non-Hazardous Duty: 20% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

NOTE 8—PENSION PLAN: (CONTINUED)

Actuarial Assumptions – General Employees (Continued)

All Others (Non 10 Largest) – Non-Hazardous Duty: 15% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Largest 10 – Non-Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 20%

All Others (Non 10 Largest) – Non-Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%

NOTE 8—PENSION PLAN: (CONTINUED)

Actuarial Assumptions – Public Safety Employees with Hazardous Duty Benefits

The total pension liability for Public Safety employees with Hazardous Duty Benefits in the Town's Retirement Plan was based on an actuarial valuation as of June 30, 2017, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2018.

Inflation	2.5%
Salary increases, including inflation	3.5% – 4.75%
Investment rate of return	7.0%, net of pension plan investment expenses, including inflation*

* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of pension liabilities.

Mortality rates:

Largest 10 – Hazardous Duty: 70% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year, 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

All Others (Non 10 Largest) – Hazardous Duty: 45% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year, 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

NOTE 8—PENSION PLAN: (CONTINUED)

Actuarial Assumptions – Public Safety Employees with Hazardous Duty Benefits: (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Largest 10 – Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience
Disability Rates	Increased rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 60% to 70%

All Others (Non 10 Largest) – Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Increased age 50 rates, and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better fit experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 60% to 45%

NOTE 8—PENSION PLAN: (CONTINUED)

Long-Term Expected Rate of Return

The long-term expected rate of return on pension System investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension System investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class (Strategy)	Target Allocation	Arithmetic Long-term Expected Rate of Return	Weighted Average Long-term Expected Rate of Return
Public Equity	40.00%	4.54%	1.82%
Fixed Income	15.00%	0.69%	0.10%
Credit Strategies	15.00%	3.96%	0.59%
Real Assets	15.00%	5.76%	0.86%
Private Equity	15.00%	9.53%	1.43%
Total	100.00%		4.80%
		Inflation	2.50%
		*Expected arithmetic nominal return	7.30%

* The above allocation provides a one-year return of 7.30%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the system, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 6.83%, including expected inflation of 2.50%.

Discount Rate

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that System member contributions will be made per the VRS Statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Consistent with the phased-in funding provided by the General Assembly for state and teacher employer contributions; the Town was also provided with an opportunity to use an alternative employer contribution rate. For the year ended June 30, 2018, the alternate rate was the employer contribution rate used in FY 2012 or 90% of the actuarially determined employer contribution rate from the June 30, 2015 actuarial valuations, whichever was greater. Through the fiscal year ended June 30, 2018, the rate contributed by the school division for the VRS Teacher Retirement Plan was subject to the portion of the VRS Board-certified rates that are funded by the Virginia General Assembly, which was 100% of the actuarially determined contribution rate.

NOTE 8—PENSION PLAN: (CONTINUED)

Discount Rate (continued)

From July 1, 2018 on, participating employers and school divisions are assumed to continue to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

Changes in Net Pension Liability (Asset)

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a) - (b)
Balances at June 30, 2017	$ 1,186,409	$ 835,251	$ 351,158
Changes for the year:			
Service cost	$ 23,097	$ -	$ 23,097
Interest	79,975	-	79,975
Differences between expected and actual experience	65,841	-	65,841
Assumption changes	-	-	-
Contributions - employer	-	43,742	(43,742)
Contributions - employee	-	15,035	(15,035)
Net investment income	-	61,042	(61,042)
Benefit payments, including refunds	(87,808)	(87,808)	-
Administrative expenses	-	(541)	541
Other changes	-	(54)	54
Net changes	$ 81,105	$ 31,416	$ 49,689
Balances at June 30, 2018	$ 1,267,514	$ 866,667	$ 400,847

Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the net pension liability (asset) of the Town using the discount rate of 7.00%, as well as what the Town's net pension liability (asset) would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

	Rate		
	1% Decrease (6.00%)	Current Discount (7.00%)	1% Increase (8.00%)
Town's Net Pension Liability (Asset)	$ 549,490	$ 400,847	$ 277,872

NOTE 8—PENSION PLAN: (CONTINUED)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended June 30, 2019, the Town recognized pension expense of $76,025 At June 30, 2019, the Town deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 12,312	$ -
Net difference between projected and actual earnings on pension plan investments	-	6,259
Change in proportionate share	42,237	42,237
Employer contributions subsequent to the measurement date	61,957	-
Total	$ 116,506	$ 48,496

$61,957 reported as deferred outflows of resources related to pensions resulting from the Town's and contributions, subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the fiscal year ending June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future reporting periods as follows:

Year Ended June 30	
2020	$ 15,822
2021	(420)
2022	(8,626)
2023	(723)
2024	-
Thereafter	-

Pension Plan Data

Information about the VRS Political Subdivision Retirement Plan is also available in the separately issued VRS 2018 Comprehensive Annual Financial Report (CAFR). A copy of the 2018 VRS CAFR may be downloaded from the VRS website at http:www.varetire.org/Pdf/Publications/2018-annual-report.pdf, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA 23218-2500.

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN):

Plan Description

The Group Life Insurance (GLI) Program was established pursuant to §51.1-500 et seq. of the Code of Virginia, as amended, and which provides the authority under which benefit terms are established or may be amended. All full-time, salaried permanent employees of the state agencies, teachers, and employees of participating political subdivisions are automatically covered by the VRS GLI Program upon employment. This is a cost-sharing multiple-employer plan administered by the Virginia Retirement System (the System), along with pensions and other OPEB plans, for public employer groups in the Commonwealth of Virginia.

In addition to the Basic GLI benefit, members are also eligible to elect additional coverage for themselves as well as a spouse or dependent children through the Optional GLI Program. For members who elect the optional group life insurance coverage, the insurer bills employers directly for the premiums. Employers deduct these premiums from members' paychecks and pay the premiums to the insurer. Since this is a separate and fully insured program, it is not included as part of the GLI Program OPEB.

The specific information for GLI Program OPEB, including eligibility, coverage and benefits is described below:

Eligible Employees

The GLI Program was established July 1, 1960, for state employees, teachers, and employees of political subdivisions that elect the program. Basic GLI coverage is automatic upon employment. Coverage ends for employees who leave their position before retirement eligibility or who take a refund of their accumulated retirement member contributions and accrued interest.

Benefit Amounts

The GLI Program is a defined benefit plan with several components. The natural death benefit is equal to the employee's covered compensation rounded to the next highest thousand and then doubled. The accidental death benefit is double the natural death benefit. In addition to basic natural and accidental death benefits, the program provides additional benefits provided under specific circumstances that include the following: accidental dismemberment benefit, safety belt benefit, repatriation benefit, felonious assault benefit, and accelerated death benefit option. The benefit amounts are subject to a reduction factor. The benefit amount reduces by 25% on January 1 following one calendar year of separation. The benefit amount reduces by an additional 25% on each subsequent January 1 until it reaches 25% of its original value. For covered members with at least 30 years of creditable service, the minimum benefit payable was set at $8,000 by statute. This amount is increased annually based on the VRS Plan 2 cost-of-living adjustment and was increased to $8,279 effective July 1, 2018.

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Contributions

The contribution requirements for the GLI Program are governed by §51.1-506 and §51.1-508 of the Code of Virginia, as amended, but may be impacted as a result of funding provided to state agencies and school divisions by the Virginia General Assembly. The total rate for the GLI Program was 1.31% of covered employee compensation. This was allocated into an employee and an employer component using a 60/40 split. The employee component was 0.79% (1.31% x 60%) and the employer component was 0.52% (1.31% x 40%). Employers may elect to pay all or part of the employee contribution; however, the employer must pay all of the employer contribution. Each employer's contractually required employer contribution rate for the year ended June 30, 2019 was 0.52% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2017. The actuarially determined rate, when combined with employee contributions, was expected to finance the costs of benefits payable during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the GLI Program from the Town were $2,378 and 1,795 for the years ended June 30, 2019 and June 30, 2018, respectively.

GLI OPEB Liabilities, GLI OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the GLI Program OPEB

At June 30, 2018, the Town reported a liability of $27,000, for their proportionate share of the Net GLI OPEB Liability. The Net GLI OPEB Liability was measured as of June 30, 2018 and the total GLI OPEB liability used to calculate the Net GLI OPEB Liability was determined by an actuarial valuation as of that date. The covered employer's proportion of the Net GLI OPEB Liability was based on the covered employer's actuarially determined employer contributions to the GLI Program for the year ended June 30, 2018 relative to the total of the actuarially determined employer contributions for all participating employers. At June 30, 2018, the Town's proportion was .00181% as compared to .00150% at June 30, 2017.

For the year ended June 30, 2019, the Town recognized GLI OPEB expense of $2,000. Since there was a change in proportionate share between measurement dates, a portion of the GLI OPEB expense was related to deferred amounts from changes in proportion.

At June 30, 2019, the employer reported deferred outflows of resources and deferred inflows of resources related to the GLI OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 1,000	$ 1,000
Net difference between projected and actual earnings on GLI OPEB program investments	-	1,000
Change in assumptions	-	1,000
Changes in proportion	7,000	-
Employer contributions subsequent to the measurement date	2,378	-
Total	$ 10,378	$ 3,000

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

GLI OPEB Liabilities, GLI OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the GLI Program OPEB (Continued)

$2,378 reported as deferred outflows of resources related to the GLI OPEB resulting from the Town's contributions subsequent to the measurement date will be recognized as a reduction of the Net GLI OPEB Liability in the fiscal year ending June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the GLI OPEB will be recognized in the GLI OPEB expense in future reporting periods as follows:

Year Ended June 30		
2020	$	2,000
2021		2,000
2022		1,000
2023		-
2024		-
Thereafter		-

Actuarial Assumptions

The total GLI OPEB liability was based on an actuarial valuation as of June 30, 2017, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2018. The assumptions include several employer groups as noted below. Mortality rates included herein are for relevant employer groups. Information for other groups can be referenced in the VRS CAFR.

Inflation	2.5%
Salary increases, including inflation:	
General state employees	3.5% – 5.35%
Teachers	3.5%-5.95%
SPORS employees	3.5%-4.75%
VaLORS employees	3.5%-4.75%
JRS employees	4.5%
Locality - General employees	3.5%-5.35%
Locality - Hazardous Duty employees	3.5%-4.75%
Investment rate of return	7.0%, net of investment expenses, including inflation*

*Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of OPEB liabilities.

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – Largest Ten Locality Employers – General Employees

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 20%

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – Non-Largest Ten Locality Employers – General Employees

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%

Mortality Rates – Largest Ten Locality Employers – Hazardous Duty Employees

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year with 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – Largest Ten Locality Employers – Hazardous Duty Employees: (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Increased disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 60% to 70%

Mortality Rates – Non-Largest Ten Locality Employers – Hazardous Duty Employees

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year with 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – Non-Largest Ten Locality Employers – Hazardous Duty Employees: (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 60% to 45%

NET GLI OPEB Liability

The net OPEB liability (NOL) for the GLI Program represents the program's total OPEB liability determined in accordance with GASB Statement No. 74, less the associated fiduciary net position. As of the measurement date of June 30, 2018, NOL amounts for the GLI Program is as follows (amounts expressed in thousands):

	Group Life Insurance OPEB Program
Total GLI OPEB Liability	$ 3,113,508
Plan Fiduciary Net Position	1,594,773
Employers' Net GLI OPEB Liability (Asset)	$ 1,518,735
Plan Fiduciary Net Position as a Percentage of the Total GLI OPEB Liability	51.22%

The total GLI OPEB liability is calculated by the System's actuary, and each plan's fiduciary net position is reported in the System's financial statements. The net GLI OPEB liability is disclosed in accordance with the requirements of GASB Statement No. 74 in the System's notes to the financial statements and required supplementary information.

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Long-Term Expected Rate of Return

The long-term expected rate of return on the System's investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of System's investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class (Strategy)	Target Allocation	Arithmetic Long-term Expected Rate of Return	Weighted Average Long-term Expected Rate of Return
Public Equity	40.00%	4.54%	1.82%
Fixed Income	15.00%	0.69%	0.10%
Credit Strategies	15.00%	3.96%	0.59%
Real Assets	15.00%	5.76%	0.86%
Private Equity	15.00%	9.53%	1.43%
Total	100.00%		4.80%
		Inflation	2.50%
		*Expected arithmetic nominal return	7.30%

*The above allocation provides a one-year return of 7.30%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the system, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 6.83%, including expected inflation of 2.50%.

Discount Rate

The discount rate used to measure the total GLI OPEB liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made per the VRS guidance and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Through the fiscal year ended June 30, 2018, the rate contributed by the entity for the GLI OPEB will be subject to the portion of the VRS Board-certified rates that are funded by the Virginia General Assembly which was 100% of the actuarially determined contribution rate. From July 1, 2018 on, employers are assumed to continue to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the GLI OPEB's fiduciary net position was projected to be available to make all projected future benefit payments of eligible employees. Therefore the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total GLI OPEB liability.

NOTE 9—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Sensitivity of the Employer's Proportionate Share of the Net GLI OPEB Liability to Changes in the Discount Rate

The following presents the employer's proportionate share of the net GLI OPEB liability using the discount rate of 7.00%, as well as what the employer's proportionate share of the net GLI OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

	Rate		
	1% Decrease	Current Discount	1% Increase
	(6.00%)	(7.00%)	(8.00%)
Town's Proportionate share of the Group Life Insurance Program Net OPEB Liability	$ 36,000	$ 27,000	$ 21,000

GLI Program Fiduciary Net Position

Detailed information about the GLI Program's Fiduciary Net Position is available in the separately issued VRS 2018 Comprehensive Annual Financial Report (CAFR). A copy of the 2018 VRS CAFR may be downloaded from the VRS website at http://www.varetire.org/Pdf/Publications/2018-annual-report.pdf, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218-2500.

NOTE 10—UNAVAILABLE/UNEARNED/DEFERRED REVENUES:

Unavailable/unearned/deferred revenues represent amounts for which, under the modified accrual basis of accounting, asset recognition criteria have been met, but for which revenue recognition criteria have not been met (i.e., such amounts are measurable, but not available). Under the accrual basis, assessments for future periods are deferred. At June 30, 2019 unavailable/deferred property tax revenues in the governmental funds totaled $221,589. Unavailable revenue in the amount of $6,813 represents sanitation and waste removal fees.

NOTE 11—FIDELITY BOND:

Fidelity bond coverage with Virginia Municipal League during the fiscal year 2019 was as follows:

	Coverage
Public employees dishonesty coverage	$ 250,000

NOTE 12—COMMITMENTS AND CONTINGENCIES:

While it is anticipated that the Water and Sewer Funds will be able to make the required payments to liquidate the Bonds Payable, in the event of a failure to do so the full faith and credit of the Town's General Fund will be obligated to meet any necessary payment shortfall.

At June 30, 2019 the Town had outstanding construction commitments of $1,251,131.

NOTE 13—LITIGATION:

At June 30, 2019, there were no matters of litigation involving the Town which would materially affect the Town's financial position should any court decisions on pending matters not be favorable to the Town.

NOTE 14—INTERFUND TRANSFERS:

Interfund transfers for the year ended June 30, 2019 consisted of the following:

Fund	Transfers In	Transfers Out
General Fund	$ 198,257	$ 557,637
Capital Projects Fund	2,329,804	2,321,246
Sewer Fund	2,559,880	2,299,804
Water Fund	90,746	-
Total	$ 5,178,687	$ 5,178,687

Transfers are used to (1) move revenue from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them and (2) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgeting authorization.

Required Supplementary Information

Note to Required Supplementary Information:

Presented budgets were prepared in accordance with Accounting Principles Generally Accepted in the United States of America.

Schedule of Revenues, Expenditures, and Changes in Fund Balances -
Budget and Actual - General Fund
For the Year Ended June 30, 2019

	General Fund			
	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
Revenues:				
General property taxes	$ 220,850	$ 220,850	$ 257,060	$ 36,210
Other local taxes	520,150	520,150	574,647	54,497
Permits, privilege fees, and regulatory licenses	1,700	1,700	3,305	1,605
Fines and forfeitures	30,400	30,400	38,758	8,358
Revenue from the use of money and property	32,100	32,100	27,160	(4,940)
Charges for service	85,000	85,000	83,221	(1,779)
Miscellaneous	39,500	39,500	61,968	22,468
Intergovernmental:				
Commonwealth	100,000	100,000	92,068	(7,932)
Total revenues	$ 1,029,700	$ 1,029,700	$ 1,138,187	$ 108,487
Expenditures:				
Current:				
General government administration	$ 406,203	$ 392,320	$ 382,194	$ 10,126
Public safety	113,765	134,858	139,204	(4,346)
Public works	316,775	330,685	332,530	(1,845)
Community development	91,450	91,450	96,308	(4,858)
Debt service:				
Principal retirement	216,000	179,380	-	179,380
Total expenditures	$ 1,144,193	$ 1,128,693	$ 950,236	$ 178,457
Excess (deficiency) of revenues over expenditures	$ (114,493)	$ (98,993)	$ 187,951	$ 286,944
Other financing sources (uses)				
Transfers in	$ 234,100	$ 234,100	$ 198,257	$ (35,843)
Transfers out	(284,100)	(377,480)	(557,637)	(180,157)
Total other financing sources (uses)	$ (50,000)	$ (143,380)	$ (359,380)	$ (216,000)
Net change in fund balance	$ (164,493)	$ (242,373)	$ (171,429)	$ 70,944
Fund balances at beginning of year	164,493	242,373	545,447	303,074
Fund balances at end of year	$ -	$ -	$ 374,018	$ 374,018

Schedule of Changes in Net Pension Liability (Asset) and Related Ratios
Primary Government
For the Measurement Dates of June 30, 2015 through June 30, 2018

	2018	2017	2016	2015
Total pension liability				
Service cost	$ 23,097	$ 7,393	$ 24,955	$ 25,004
Interest	79,975	79,620	88,453	88,963
Differences between expected and actual experience	65,841	8,638	(161,984)	(25,232)
Changes in assumptions	-	(8,858)	-	-
Benefit payments, including refunds of employee contributions	(87,808)	(75,624)	(79,590)	(112,454)
Net change in total pension liability	$ 81,105	$ 11,169	$ (128,166)	$ (23,719)
Total pension liability - beginning	1,186,409	1,175,240	1,303,406	1,327,125
Total pension liability - ending (a)	$ 1,267,514	$ 1,186,409	$ 1,175,240	$ 1,303,406
Plan fiduciary net position				
Contributions - employer	$ 43,742	$ 36,200	$ 49,795	$ 50,828
Contributions - employee	15,035	12,233	10,837	11,328
Net investment income	61,042	92,491	12,705	34,145
Benefit payments, including refunds of employee contributions	(87,808)	(75,624)	(79,590)	(112,454)
Administrative expense	(541)	(550)	(486)	(512)
Other	(54)	(82)	(6)	(8)
Net change in plan fiduciary net position	$ 31,416	$ 64,668	$ (6,745)	$ (16,673)
Plan fiduciary net position - beginning	835,251	770,583	777,328	794,001
Plan fiduciary net position - ending (b)	$ 866,667	$ 835,251	$ 770,583	$ 777,328
Town's net pension liability (asset) - ending (a) - (b)	$ 400,847	$ 351,158	$ 404,657	$ 526,078
Plan fiduciary net position as a percentage of the total pension liability	68.38%	70.40%	65.57%	59.64%
Covered payroll	$ 345,204	$ 276,115	$ 231,366	$ 236,530
Town's net pension liability (asset) as a percentage of covered payroll	116.12%	127.18%	174.90%	222.41%

Schedule is intended to show information for 10 years. Information prior to the 2015 valuation is not available. However, additional years will be included as they become available.

Schedule of Employer Contributions - Pension
For the Years Ended June 30, 2010 through June 30, 2019

Date	Contractually Required Contribution (1)	Contributions in Relation to Contractually Required Contribution (2)	Contribution Deficiency (Excess) (3)	Employer's Covered Payroll (4)	Contributions as a % of Covered Payroll (5)
2019	$ 61,957	$ 61,957	$ -	$ 457,420	13.54%
2018	43,742	43,742	-	345,204	12.67%
2017	38,131	38,131	-	276,115	13.81%
2016	50,207	50,207	-	231,366	21.70%
2015	51,327	51,327	-	236,530	21.70%
2014	31,392	31,392	-	231,845	13.54%
2013	39,357	39,357	-	290,668	13.54%
2012	50,369	50,369	-	320,619	15.71%
2011	50,409	50,409	-	320,872	15.71%
2010	38,976	38,976	-	316,619	12.31%

Changes of benefit terms – There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation.

Changes of assumptions – The following changes in actuarial assumptions were made effective June 30, 2016 based on the most recent experience study of the System for the four-year period ending June 30, 2016:

Largest 10 – Non-Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 20%

Largest 10 – Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience
Disability Rates	Increased rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 60% to 70%

All Others (Non 10 Largest) – Non-Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%

All Others (Non 10 Largest) – Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Increased age 50 rates, and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better fit experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 60% to 45%

Schedule of Town's Share of Net OPEB Liability
Group Life Insurance Program
For the Measurement Dates of June 30, 2018 and 2017

Date (1)	Employer's Proportion of the Net GLI OPEB Liability (Asset) (2)	Employer's Proportionate Share of the Net GLI OPEB Liability (Asset) (3)	Employer's Covered Payroll (4)	Employer's Proportionate Share of the Net GLI OPEB Liability (Asset) as a Percentage of Covered Payroll (3)/(4) (5)	Plan Fiduciary Net Position as a Percentage of Total GLI OPEB Liability (6)
Primary Government					
2018	0.001810%	$ 27,000	$ 345,204	7.82%	51.22%
2017	0.001500%	22,000	276,115	7.97%	48.86%

Schedule is intended to show information for 10 years. Information prior to the 2017 valuation is not available. However, additional years will be included as they become available.

Schedule of Employer Contributions
Group Life Insurance Program
For the Years Ended June 30, 2010 through June 30, 2019

Date	Contractually Required Contribution (1)	Contributions in Relation to Contractually Required Contribution (2)	Contribution Deficiency (Excess) (3)	Employer's Covered Payroll (4)	Contributions as a % of Covered Payroll (5)
Primary Government					
2019	$ 2,378	$ 2,378	$ -	$ 457,420	0.52%
2018	1,795	1,795	-	345,204	0.52%
2017	1,436	1,436	-	276,115	0.52%
2016	1,111	1,111	-	231,366	0.48%
2015	1,135	1,135	-	236,530	0.48%
2014	1,113	1,113	-	231,845	0.48%
2013	1,395	1,395	-	290,668	0.48%
2012	898	898	-	320,619	0.28%
2011	898	898	-	320,872	0.28%
2010	638	638	-	316,619	0.20%

Notes to Required Supplementary Information
Group Life Insurance Program
For the Year Ended June 30, 2019

Changes of benefit terms – There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation.

Changes of assumptions – The following changes in actuarial assumptions were made effective June 30, 2016 based on the most recent experience study of the System for the four-year period ending June 30, 2016:

Largest Ten Locality Employers - General Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 20%

Non-Largest Ten Locality Employers - General Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%

Largest Ten Locality Employers - Hazardous Duty Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Increased disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 60% to 70%

Non-Largest Ten Locality Employers - Hazardous Duty Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 60% to 45%

Supporting Schedules

Schedule of Revenues - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019

Fund, Major and Minor Revenue Source	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
General Fund:				
Revenue from local sources:				
General property taxes:				
Real property taxes	$ 175,850	$ 175,850	$ 182,986	$ 7,136
Real and personal public service corporation taxes	4,500	4,500	3,381	(1,119)
Personal property taxes	36,500	36,500	56,545	20,045
Penalties	3,000	3,000	6,169	3,169
Interest	1,000	1,000	7,979	6,979
Total general property taxes	$ 220,850	$ 220,850	$ 257,060	$ 36,210
Other local taxes:				
Local sales and use taxes	$ 30,000	$ 30,000	$ 29,117	$ (883)
Consumers' utility taxes	30,000	30,000	31,108	1,108
Business license taxes	75,000	75,000	78,620	3,620
Motor vehicle licenses	20,650	20,650	27,067	6,417
Bank stock taxes	150,000	150,000	174,167	24,167
Lodging tax	4,500	4,500	3,558	(942)
Restaurant food taxes	210,000	210,000	231,010	21,010
Total other local taxes	$ 520,150	$ 520,150	$ 574,647	$ 54,497
Permits, privilege fees, and regulatory licenses:				
Permits and other licenses	$ 1,700	$ 1,700	$ 3,305	$ 1,605
Total permits, privilege fees, and regulatory licenses	$ 1,700	$ 1,700	$ 3,305	$ 1,605
Fines and forfeitures:				
Fines and penalties	$ 30,400	$ 30,400	$ 38,758	$ 8,358
Total fines and forfeitures	$ 30,400	$ 30,400	$ 38,758	$ 8,358
Revenue from use of money and property:				
Revenue from use of money	$ 1,000	$ 1,000	$ -	$ (1,000)
Revenue from use of property	31,100	31,100	27,160	(3,940)
Total revenue from use of money and property	$ 32,100	$ 32,100	$ 27,160	$ (4,940)
Charges for services:				
Charges for sanitation and waste removal	$ 85,000	$ 85,000	$ 83,221	$ (1,779)
Total charges for services	$ 85,000	$ 85,000	$ 83,221	$ (1,779)
Revenue from local sources: (continued)				
Miscellaneous:				
Miscellaneous	$ 8,500	$ 8,500	$ 24,035	$ 15,535
Wine festival	7,500	7,500	9,099	1,599
Harvest festival	23,500	23,500	28,834	5,334
Total miscellaneous	$ 39,500	$ 39,500	$ 61,968	$ 22,468
Total revenue from local sources	$ 929,700	$ 929,700	$ 1,046,119	$ 116,4

Schedule of Revenues - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019

Fund, Major and Minor Revenue Source	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
General Fund: (continued)				
Intergovernmental:				
Revenue from the Commonwealth:				
Noncategorical aid:				
Motor vehicle carriers' tax	$ -	$ -	$ 16	$ 16
Personal property tax relief funds	22,000	22,000	21,908	(92)
Telecommunications sales tax	43,000	43,000	34,590	(8,410)
Total noncategorical aid	$ 65,000	$ 65,000	$ 56,514	$ (8,486)
Categorical aid:				
Shared expenses:				
Local law enforcement assistance	$ 23,000	$ 23,000	$ 24,520	$ 1,520
Total shared expenses	23,000	23,000	24,520	1,520
Categorical aid:				
Other categorical aid:				
Fireman's insurance fund	$ 11,000	$ 11,000	$ 10,000	$ (1,000)
Litter control grant	1,000	1,000	1,034	34
Total other categorical aid	$ 12,000	$ 12,000	$ 11,034	$ (966)
Total categorical aid	$ 35,000	$ 35,000	$ 35,554	$ 554
Total revenue from the Commonwealth	$ 100,000	$ 100,000	$ 92,068	$ (7,932)
Total General Fund	$ 1,029,700	$ 1,029,700	$ 1,138,187	$ 108,487
Capital Projects Fund:				
Revenue from local sources:				
Revenue from use of money and property:				
Revenue from the use of money	$ -	$ -	$ 304	$ 304
Total revenue from use of money and property	$ -	$ -	$ 304	$ 304
Total revenue from local sources	$ -	$ -	$ 304	$ 304
Revenue from the federal government:				
Categorical aid:				
USDA Rural Development grant funds	$ 25,000	$ 1,585,000	$ 50,000	$ (1,535,000)
Total categorical aid	$ 25,000	$ 1,585,000	$ 50,000	$ (1,535,000)
Total revenue from the federal government	$ 25,000	$ 1,585,000	$ 50,000	$ (1,535,000)
Total Capital Projects Fund	$ 25,000	$ 1,585,000	$ 50,304	$ (1,534,696)
Total All Governmental Funds	$ 1,079,700	$ 2,614,700	$ 1,188,491	$ (1,426,209)

Schedule of Expenditures - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019

Fund, Function, Activity and Elements	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
General Fund:				
General government administration:				
Legislative:				
Council services	$ 19,550	$ 13,750	$ 13,519	$ 231
General and financial administration:				
Advertising	$ 4,000	$ 4,000	$ 6,098	$ (2,098)
Information technology	25,000	25,000	25,044	(44)
Insurance	13,000	13,000	11,419	1,581
Materials and supplies	2,500	2,500	2,862	(362)
Miscellaneous administrative	25,250	17,167	8,164	9,003
Personnel	85,613	85,613	83,219	2,394
Professional development	2,800	2,800	3,035	(235)
Professional services	20,500	20,500	20,514	(14)
Telecommunications	1,200	1,200	1,110	90
Total general and financial administration	$ 179,863	$ 171,780	$ 161,465	$ 10,315
Office of Town Treasurer:				
Audit and accounting	$ 20,000	$ 20,000	$ 21,041	$ (1,041)
Information technology	18,600	18,600	16,049	2,551
Materials and supplies	1,500	1,500	2,428	(928)
Miscellaneous	250	250	5,185	(4,935)
Office equipment	6,000	6,000	11,330	(5,330)
Personnel	149,940	149,940	141,573	8,367
Postage	5,000	5,000	2,909	2,091
Professional development	2,500	2,500	1,554	946
Telecommunications	3,000	3,000	5,141	(2,141)
Total office of town treasurer	$ 206,790	$ 206,790	$ 207,210	$ (420)
Total general government administration	$ 406,203	$ 392,320	$ 382,194	$ 10,126

Schedule of Expenditures - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019

Fund, Function, Activity and Elements	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
General Fund: (Continued)				
Public safety:				
Law enforcement and traffic control:				
Equipment	$ -	$ -	$ 2,863	$ (2,863)
Fuel	5,000	5,000	4,523	477
Maintenance and repairs	1,250	1,250	1,924	(674)
Materials and supplies	1,100	1,400	1,935	(535)
Miscellaneous	-	-	1,406	(1,406)
Personnel	86,665	105,658	102,568	3,090
Professional development	2,000	2,000	824	1,176
Professional services	750	750	3,600	(2,850)
Telecommunications	3,000	4,000	3,738	262
Uniforms	-	-	2,135	(2,135)
Utilities	1,000	1,800	1,688	112
Total law enforcement and traffic control	$ 100,765	$ 121,858	$ 127,204	$ (5,346)
Fire and rescue services:				
Volunteer fire department	$ 13,000	$ 13,000	$ 12,000	$ 1,000
Total fire and rescue services	13,000	13,000	12,000	1,000
Total public safety	$ 113,765	$ 134,858	$ 139,204	$ (4,346)
Public works:				
Fuel	$ 2,500	$ 2,500	$ 3,280	$ (780)
Insurance	4,200	4,200	4,200	-
Litter control	1,500	1,500	1,455	45
Maintenance and repairs	17,500	17,500	19,688	(2,188)
Materials and supplies	1,050	1,050	1,729	(679)
Miscellaneous	500	500	439	61
Personnel	142,025	155,935	153,633	2,302
Professional development	-	-	388	(388)
Refuse collection	85,000	85,000	84,869	131

Schedule of Expenditures - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019

Fund, Function, Activity and Elements	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
General Fund: (Continued)				
Public works: (Continued)				
Telecommunications	2,000	2,000	2,505	(505)
Town Hall	30,000	30,000	31,524	(1,524)
Uniforms and safety equipment	4,000	4,000	7,152	(3,152)
Utilities	26,500	26,500	21,668	4,832
Total public works	$ 316,775	$ 330,685	$ 332,530	$ (1,845)
Community development:				
Events coordinator	$ 48,700	$ 48,700	$ 48,700	$ -
Harvest festival	23,500	23,500	22,950	550
Miscellaneous	7,500	7,500	8,310	(810)
Other events	6,250	6,250	8,267	(2,017)
Wine fesitival	5,500	5,500	8,081	(2,581)
Total community development	$ 91,450	$ 91,450	$ 96,308	$ (4,858)
Debt service:				
Principal retirement	$ 216,000	$ 179,380	$ -	$ 179,380
Total debt service	$ 216,000	$ 179,380	$ -	$ 179,380
Total General Fund	$ 1,144,193	$ 1,128,693	$ 950,236	$ 178,457
Capital Projects Fund:				
Capital projects and capital outlays:				
General capital projects	$ 50,000	$ 60,000	$ 26,483	$ 33,517
Refinancing and USDA projects	-	7,851,000	-	7,851,000
USDA grant - police vehicles	-	25,000	25,000	-
Total capital projects and capital outlays	$ 50,000	$ 7,936,000	$ 51,483	$ 7,884,517
Total Capital Projects Fund	$ 50,000	$ 7,936,000	$ 51,483	$ 7,884,517
Total Primary Government	$ 1,194,193	$ 9,064,693	$ 1,001,719	$ 8,062,974

Compliance

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Honorable Members of the Town Council
Town of Bowling Green
Bowling Green, Virginia

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States; and the *Specifications for Audits of Counties, Cities, and Towns,* issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the governmental activities, the business-type activities, the discretely presented component units and each major fund of the Town of Bowling Green, Virginia, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise Town of Bowling Green, Virginia's basic financial statements, and have issued our report thereon dated May 13, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Town of Bowling Green, Virginia's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Town of Bowling Green, Virginia's internal control. Accordingly, we do not express an opinion on the effectiveness of Town of Bowling Green, Virginia's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses. (2019-001)

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Bowling Green, Virginia's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other mattes that are required to be reported under *Government Auditing Standards*.

Town of Bowling Green, Virginia's Response to Findings

Town of Bowling Green, Virginia's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Town of Bowling Green, Virginia's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Robinson, Farmer, Cox Associates

Fredericksburg, Virginia
May 13, 2020

Independent Auditors' Report on Compliance For Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance

To the Honorable Members of the Town Council
Town of Bowling Green
Bowling Green, Virginia

Report on Compliance for Each Major Federal Program

We have audited the Town of Bowling Green, Virginia's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Town of Bowling Green, Virginia's major federal programs for the year ended June 30, 2019. Town of Bowling Green, Virginia's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the Town of Bowling Green, Virginia's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Town of Bowling Green, Virginia's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Town of Bowling Green, Virginia's compliance.

Opinion on Each Major Federal Program

In our opinion, the Town of Bowling Green, Virginia complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

Report on Internal Control over Compliance

Management of the Town of Bowling Green, Virginia is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Town of Bowling Green, Virginia's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town of Bowling Green, Virginia's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Robinson, Farmer, Cox Associates

Fredericksburg, Virginia
May 13, 2020

TOWN OF BOWLING GREEN, VIRGINIA

Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2019

Federal Grantor/Pass-through Grantor/ Program or Cluster Title	Federal CFDA Number	Pass-through Entity Identifying Number	Federal Expenditures
Department of Agriculture:			
Direct Payments:			
Water and Waste Disposal Systems for Rural Communities	10.760	N/A	$ 6,367,643
Community Facilities Loans and Grants Cluster			
Community Facilities Loans and Grants	10.766	N/A	50,000
Total Department of Agriculture			$ 6,417,643
Total expenditures of federal awards			$ 6,417,643

See accompanying notes to the schedule of expenditures of federal awards.

Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2019

Note 1 - Basis of Presentation:

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the Town of Bowling Green, Virgina under programs of the federal government for the year ended June 30, 2019. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Town of Bowling Green, Virginia, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Town of Bowling Green, Virginia.

Note 2 - Summary of Significant Accounting Policies:

(1) Expenditures on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

(2) Pass-through entity identifying numbers are presented where available.

(3) The Town did not elect to use the 10% de minimis indirect cost rate.

(4) The Town did not pass any federal awards through to sub-recipients during the year ended June 30, 2019.

Note 3 - Relationship to Financial Statements:

Federal expenditures, revenues and capital contributions are reported in the Town's basic financial statements as follows:

Intergovernmental federal revenues per the basic financial statements:	
Capital Projects Fund:	
Community Facilities Loans and Grants	$ 50,000
Water and Waste Disposal Systems for Rural Communities	
Proprietary Funds:	
Sewer Fund - Water and Waste Disposal Systems for Rural Communities	51,643
Sewer Fund - USDA Rurual Development Loan Proceeds	4,732,175
Water Fund - USDA Rurual Development Loan Proceeds	1,583,825
Total federal expenditures per the Schedule of Expenditures of Federal Awards	$ 6,417,643

Section I - Summary of Auditors' Results

Financial Statements

Type of auditors' report issued:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	Yes
Significant deficiency(ies) identified?	None reported
Noncompliance material to financial statements noted?	No

Federal Awards

Internal control over major programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Type of auditors' report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR, Section .516(a)?	No

Identification of major programs:

CFDA #	Name of Federal Program or Cluster
10.760	Water and Waste Disposal Systems for Rural Communities

Dollar threshold used to distinguish between Type A and Type B programs	$750,000
Auditee qualified as low-risk auditee?	No

Section II - Financial Statement Findings

2019-001: Material Weakness - Material Audit Adjustments Proposed by the external Auditor

Criteria:

Identification of a material adjustment to the financial statements that was not detected by the entity's internal controls indicates that a material weakness may exist.

Condition:

The financial statements required material adjustments by the Auditor to ensure such statements complied with Generally Accepted Accounting Principles (GAAP). Material audit adjustments were proposed to several accounts and financial statement groups including, Taxes Receivable, Deferred Inflows of Resources-Property Taxes, Capital Assets, Bonds Payable, Retainage Payable, Deferred Charge on Refunding, Due from other governments and Transfers to be in accordance with Generally Accepted Accounting Principles.

Cause:

The Town's internal controls in place to capture and record all necessary balances in the automated accounting system were not adequate for the year end June 30, 2019.

Effect:

There is a reasonable possibility that a material misstatement of the financial statement will not be prevented or detected by the entity's internal controls over finanical reporting.

Recommendation:

We recommend that the Town strengthen internal controls to capture and record all balances accurately in accordance with General Accepted Accounting Principles and eliminate the need for material audit adjustments. In addition, capturing and recording all necessary balances in the accounting system will assist Management and those charged with governance in their decision making for the Town.

Management's Response:

The Town is focused on ensuring accuracy and control over the cash basis statements and regular review of budget to actual to assist Management and those charged with governance in decision making for the town. Many of the entries noted by the auditors are for full accrual financial statement presentation and not integral to the daily functions of the Town. The 2018 and 2019 audits were performed concurrently so recommendations were not able to be implemented for 2019. Financial staff are implementing additional procedures to review, analyze and prepare the various adjustments needed to comply with Generally Accepted Accounting

2018-001: Material Audit Adjustment Proposed by the External Auditor - Material Weakness in Internal Controls

Status: A similar finiding is reported in the 2019 findings and questioned costs.

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE

AGENDA ITEM: Bowling Green Police Department May 2020 Town Council Report

DATE: 5/28/2020

PREPARED BY: Chief David Lipscomb

MONTHLY REPORT / PROJECT UPDATE:

Statistical Data:

18 Calls for service (none reportable)

16 Virginia Uniform Summonses

43 Park Walk and Talk

38 Advice calls

116 Business checks

4 Assist other agency

3 Funeral escorts

Chief's Report:

The BGPD has slowly brought back all auxiliary officers for service calls. The BGPD is mitigating covid-19 risk as much as practical.

We are in the process of trying to secure ballistic vests and carriers before the end of the fiscal year.

Met with personnel committee in relation to chief's contract extension.

ATTACHMENTS:
None

HEADS UP ITEMS:
Police policy manual needs to be passed by council.

Police Chief's new contract needs approval.

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE

AGENDA ITEM: Council Monthly Report for May 2020

DATE: May 29, 2020

PREPARED BY: Billy Deavers

Monthly Report/Project Update:

Water

- Replaced meter yoke at 134 Maury Avenue
- Collected samples for Radiological analysis
- Flushed South Main and Maury Avenue weekly due to customer complaints
- Working on CCR that will be distributed
- Two water samplers were replaced, at the Shell station and at the Bowling Green Healthcare Center

Wastewater

- The Plant is still running well, with no exceptions to report
- Placed grease/bio blocks in problematic Lift Stations
- Still monitoring lift stations and Plant Influent for rags, and removing them and grit as needed to prevent damage to equipment

Public Works

- Normal grass cutting and trimming, clearing is underway throughout Town
- New seasonal employee starts Monday June 1, 2020
- New windows were installed in the Economic Development Office

Heads Up

- Having maintenance done to ground tank
- In the process of switching from Mobile 311 to Iworq. Staff have been working with the Iworq team for training

Attachments

- April 2020 DMR Summary
- 311 Report (partial month)
- Iworq Report (partial month)

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)
DISCHARGE MONITORING REPORT (DMR)

DEPT. OF ENVIRONMENTAL QUALITY
(REGIONAL OFFICE)

Northern Regional Office
13901 Crown Court

Woodbridge, VA 22193

PERMITTEE NAME/ADDRESS (INCLUDE FACILTY NAME/LOCATION IF DIFFERENT)

NAME: Bowling Green Wastewater Treatment Plant
ADDRESS: co Town of Bowling Green
Bowling Green, VA 22427

FACILITY LOCATION: 219 Anderson Ave
Bowling Green, VA 22427

VA0020737	001
PERMIT NUMBER	DISCHARGE NUMBER

MONITORING PERIOD

	YEAR	MO	DAY		YEAR	MO	DAY
FROM	2020	04	01	TO	2020	04	30

NOTE: READ PERMIT AND GENERAL INSTRUCTIONS BEFORE COMPLETING THIS FORM.

Parameter		QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS				
FLOW	REPORTD	**0.09**	**0.16**	MGD	*****	*****	*****		0	CONT	TIRE	
PARAM CODE: 001	REQRMNT	0.25	NL		*****	*****	*****			CONT	TIRE	
pH	REPORTD	*****	*****		**7.1**	*****	**7.4**	SU	0	1/DAY	GRAB	
PARAM CODE: 002	REQRMNT	*****	*****		6.0	*****	9.0			1/DAY	GRAB	
TSS	REPORTD	**1.1**	**2.6**	KG/D	*****	**3.4**	**7.8**	MG/L	0	3D/W	8HC	
PARAM CODE: 004	REQRMNT	9.5	14		*****	10	15			3D/W	8HC	
DO	REPORTD	*****	*****		**7.7**	*****	*****	MG/L	0	1/DAY	GRAB	
PARAM CODE: 007	REQRMNT	*****	*****		5.0	*****	*****			1/DAY	GRAB	
TKN (N-KJEL)	REPORTD	**0.34**	**0.48**	KG/D	*****	**1.03**	**1.4**	MG/L	0	3D/W	8HC	
PARAM CODE: 068	REQRMNT	2.8	4.2		*****	3.0	4.5			3D/W	8HC	
E.COLI	REPORTD	*****	*****		*****	**2.3**	*****	N/CML	0	3D/W	GRAB	
PARAM CODE: 120	REQRMNT	*****	*****		*****	126	*****			3D/W	GRAB	
CBOD5	REPORTD	<QL	<QL	KG/D	*****	<QL	<QL	MG/L	0	3D/W	8HC	
PARAM CODE: 159	REQRMNT	9.5	14		*****	10	15			3D/W	8HC	

GENERAL PERMIT REQUIREMENTS OR COMMENTS:
OUTFALL-SPECIFIC COMMENTS::
PARAMETER-SPECIFIC COMMENTS:

BYPASSES AND OVERFLOWS	TOTAL OCCURENCES	TOTAL FLOW(M.G.)	TOTAL BOD5(K.G.)

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

OPERATOR IN RESPONSIBLE CHARGE		
William Deavers		1965000877
TYPED OR PRINTED NAME		CERTIFICATE NUMBER
PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE	(804)2211834
TYPED OR PRINTED NAME	SIGNATURE	Date

Work Order Detail Report

5/1/2020 - 5/29/2020

Work Order #	Work Date	Main Status	Requester Name	Request Type	Assigned Department	Work Type	Work Description	Work Address/Location
93	5/27/2020	Closed	Shawn Fortune	Internal	Public Works	Sewer - PMS/Bi-Weekly	Add grease block to Bowling Green Meadows Liftstation	Roper Dr.
92	5/27/2020	Closed	Shawn Fortune	Internal	Public Works	Sewer - PMS/Bi-Weekly	Add grease block to Maury Heights liftstation	Coolidge Ln
91	5/27/2020	Closed	Shawn Fortune	Internal	Public Works	Sewer - PMS/Bi-Weekly	Place grease block in liftstation at Heritage Pines	16358 Heritage Pines Circle
90	5/27/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow Police Dept.,Playground and Well 1	105 Butler St.
89	5/27/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow Town Hall	117 Butler St.
88	5/26/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow Bowling Green Meadows Park	
87	5/26/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow Park and Ride lot	
86	5/26/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow Cedar Ln warehouse	
85	5/26/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow Lacy Ln liftstation	
84	5/26/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow Fredericksburg Tpke Welcome sign	
83	5/29/2020	Closed	Town Hall	Internal	Utilities	Water - Service Connect	Turn meter on for new customer, please get reading	142 S Main Street
82	5/26/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow intersection of East Broaddus and 301	
81	5/26/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow 207 Welcome sign	

80	5/26/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow 207 Billboard sign	
79	5/26/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow median at South Main	211 South Main
78	5/26/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow 301 Town sign at gas station	
77	5/28/2020	Open	Alicia Warner	Internal	Treatment Plant	Sewer - Other	Organize/deep clean shop at Plant	219 Anderson Avenue
76	5/26/2020	Closed	Tracy Wright	Citizen	Utilities	Water - Meter Read	Meter Read	17504 Jackson Drive
75	5/26/2020	Closed	Tracy Wright	Citizen	Utilities	Water - Service Disconnect	Water - Service Disconnect	255 Roper Drive
74	5/26/2020	Closed	Tracy Wright	Citizen	Utilities	Water - Meter Read	Final Meter Read	121 Gill Street
73	5/26/2020	Open	Billy Deavers	Internal	Public Works	Public Works - Other	Redo the no parking yellow paint on main street	219 Anderson Avnue
72	5/20/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing		105 Milford St.
71	5/22/2020	Open	Billy Deavers	Internal	Public Works	Public Works - Building Maintenance	Paint mens bathroom at town hall	117 Butler road
70	5/20/2020	Closed	Alan Deshazo	Internal	Public Works	Public Works - Mowing	Mow old Maury well	
69	5/20/2020	Closed	Alan Deshazo	Internal	Public Works	Public Works - Mowing	Mow old Maury well	
68	5/20/2020	Closed	Alan Deshazo	Internal	Public Works	Public Works - Mowing	Mow old Maury well	
67	5/20/2020	Closed	Alan Deshazo	Internal	Public Works	Public Works - Mowing	Mow old Maury well	
66	5/20/2020	Closed	Alan Deshazo	Internal	Public Works	Public Works - Mowing	Mow old Maury well	
65	5/20/2020	Closed	Alan Deshazo	Internal	Public Works	Public Works - Mowing	Mow old Maury well	
64	5/20/2020	Closed	Alan Deshazo	Internal	Public Works	Public Works - Mowing	Mow old Maury well	

63	5/20/2020	Closed	Alan Deshazo	Internal	Public Works	Public Works - Mowing	Mow old Maury well	
62	5/20/2020	Closed	Shawn Fortune		Public Works	Public Works - Mowing	Mow Maury Heights liftstation	21176 file rd
61	5/20/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow medians at end of South Main	
60	5/20/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow Bowling Green Meadows liftstation	
59	5/20/2020	Closed	Shawn Fortune		Public Works	Public Works - Mowing	Mow Bowling Green Meadows Park	21176 file rd
58	5/20/2020	Closed	Shawn Fortune		Public Works	Public Works - Mowing	Mow Bowling Green Meadows Park	21176 file rd
57	5/20/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow Police Dept.,playground and well 1	105 Butler St.
56	5/20/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow Town Hall	117 Butler st.
55	5/22/2020	Closed	Tracy Wright	Citizen	Utilities	Water - Meter Read	Final Meter Read	124 Coghill St
54	5/22/2020	Closed	Tracy Wright	Citizen	Utilities	Water - Meter Read	Final Meter Read	107 Lacy Lane
53	5/22/2020	Closed	Tracy Wright	Citizen	Utilities	Water - Meter Read	Final Meter Read	283 Meadow Lane
52	5/20/2020	Closed	Shawn Fortune		Public Works	Public Works - Mowing	Mow Town Hall	117 Butler St
51	5/20/2020	Closed	Shawn Fortune		Public Works	Public Works - Mowing	Mow Town Hall	117 Butler St
50	5/21/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow Lacy Lane liftstation	
49	5/21/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow Heritage Pines liftstation	Heritage pines circle
48	5/21/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow welcome sign Roger Clark Blvd	
47	5/21/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow 207 Billboard sign	
46	5/21/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow well 5	

45	5/21/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow Fredericksburg Turnpike welcome sign	
44	5/21/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow VDOT water tower	
43	5/21/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow grass at traffic light at North Main intersection	
42	5/21/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow 301 Billboard	
41	5/21/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow East Broaddus & 301 intersection	
40	5/21/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow 301 liftstation	
39	5/21/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow 301 welcome sign	
38	5/21/2020	Closed	Judy Beazley	Citizen	Public Works	Public Works - Garbage	take a new trash can and pick up broken trashcan please	113 Martin St
37	5/20/2020	Open	Tracy Wright	Citizen	Utilities	Water - Service Disconnect	Disconnect service, Please take a final read	142 S Main St
36	5/20/2020	Closed	Tracy Wright	Citizen	Utilities	Water - Meter Re-Read	High usage from last read	244 N Main St
35	5/20/2020	Closed	Tracy Wright	Citizen	Utilities	Water - Meter Read	High usage from last read	137 Maury St
34	5/19/2020	Closed	Judy Beazley	Citizen	Public Works	Public Works - Garbage	take 2 new trash cans	135 Roper Dr
33	5/18/2020	Open	Billy Deavers	Internal	Public Works	Public Works - Repairs	Gutters at the wastewate r Plant	219 Anderson Avnue
32	5/14/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow Police Department and playground and well1	101 Butler St.
31	5/14/2020	Open	Billy Deavers	Internal	Utilities	Water - Water Main Repair	Hydrant	MAIN STREET
30	5/14/2020	Open	Billy Deavers	Internal	Utilities	Water - Water Main Repair	Hydrant	MAIN STREET

29	5/14/2020	Closed	Billy Deavers	Internal	Public Works	Public Works - Mowing	MOWING TOWN HALL	117 Butler street
28	5/14/2020	Open	Billy Deavers	Internal	Utilities	Water - Water Main Repair	Hydrant	MAIN STREET
27	5/14/2020	Closed	Shawn Fortune	Internal	Public Works	Public Works - Mowing	Mow Town Hall	117 Butler St.
26	5/14/2020	Open	Billy Deavers	Internal	Public Works	Public Works - Landscaping	Empty trash at the play ground	playground behind police station
25	5/13/2020	Open	Tracy	Citizen	Utilities	Water - Service Disconnect	Water - Service Disconnect	133 Courthouse Lane
24	5/13/2020	Open	Billy Deavers	Internal	Utilities	Water - Water Main Repair	Hydrant	MAIN STREET
23	5/13/2020	Open	Billy Deavers	Internal	Utilities	Water - Water Main Repair	Hydrant	MAIN STREET
22	5/18/2020	Open	Billy Deavers	Internal	Utilities	Water - Flush Hydrant	Hydrant	
21	5/13/2020	Open	Town Hall	Internal	Utilities	Water - Flush Hydrant		
20	5/12/2020	Open	Shawn Fortune	Internal	Utilities	Water - Install/Set Meter	install new meter	141 South Main
19	5/12/2020	Open	Billy Deavers	Citizen	Utilities	Public Works - Repairs	Possible stopped up sewer lateral	128 Main
18	5/12/2020	Open	Billy Deavers	Internal	Public Works	Public Works - Landscaping	flowers in poy at town hall	
17	5/12/2020	Open	Billy Deavers	Internal	Public Works	Public Works - Other	Hang Plants on main street	MAIN STREET
16	5/12/2020	Closed	Shawn Fortune	Internal	Utilities	Public Works - Garbage	Replace trash can	215 Maury Ave
15	5/12/2020	Closed	Shawn Fortune	Internal	Utilities	Public Works - Garbage	Replace trash can	215 Maury Ave

14	5/11/2020	Open	Billy Deavers	Internal	Utilities	Water - Water Main Repair	Hydrant	MAIN STREET
13	5/12/2020	Open	Billy Deavers	Internal			WATER PLANTS	MAIN STREET
12	5/12/2020	Open	Billy Deavers	Internal			WATER PLANTS	MAIN STREET
11	5/12/2020	Open	Billy Deavers	Internal			WATER PLANTS	MAIN STREET
10	5/12/2020	Open	Billy Deavers	Internal			WATER PLANTS	MAIN STREET
9	5/12/2020	Open	Billy Deavers	Internal			WATER PLANTS	MAIN STREET
8	5/12/2020	Closed	Town Hall	Internal	Utilities	Water - Meter Read	Read Meter for move in	117 Maury Ave
7	5/12/2020	Open	Town Hall	Internal	Utilities	Water - Meter Read	Read Meter for move in	117 Maury Ave

Total Records: 87 **5/29/2020**

Status	Address Number	Street Name	Work Type	Date Flagged	Flagged By	Description	Comments
New Request	117	Butler St	Other - PW	5/26/2020 4:00:00 PM	Judy.Beazley	117 Butler St. 4th Tuesday of each month set up Utilities & Grounds Meeting 4 tables 8 chairs	
New Request	109	Courthouse Ln	Other - PW	5/25/2020 4:00:00 PM	Judy.Beazley	109 Courthouse Lane set up for EDA meeting 1 table and 8 chairs are already at Jo's office.	
New Request	206	N Main St	Landscaping	5/20/2020 2:00:00 PM	Reese.Peck	Water Planters	
New Request	117	Butler St	Other - PW	5/19/2020 3:00:00 PM	Judy.Beazley	117 Butler St 3rd Tuesday of each month set up for Budget/Personnel Meeting 4 tables 8 chairs	
New Request	117	Butler St	Other - PW	5/18/2020 4:00:00 PM	Judy.Beazley	117 Butler St. 3rd Monday of each month set up Planning Commission Meeting 4 tables and 8 chairs	
New Request	117	Butler St	Mowing	5/12/2020 11:46:26 AM	Shawn.Fortune		
Complete	15456	School St	Other - PW	5/12/2020 9:49:27 AM	Shawn.Fortune	Emergency utility mark	
Complete	205	Roper Dr	Spraying	5/12/2020 9:42:02 AM	Shawn.Fortune	Spray grass inside liftstation	
Complete	105	Milford St.	Spraying	5/12/2020 9:22:14 AM	Shawn.Fortune	Spray cracks where grass is growing	
Complete	102	Chase St	Spraying	5/12/2020 9:21:16 AM	Shawn.Fortune	Spray cracks where grass is growing	
New Request	117	Butler St	Other - PW	5/11/2020 4:00:00 PM	Judy.Beazley	117 Butler St 2nd Monday of each month set up Comp Plan Review meeting 4 tables 8 chairs	
New Request	215	Maury Ave	Garbage	5/11/2020 10:03:42 AM	twright@townofbowlinggreen.com	215 Maury Ave Replace trash can and retrieve broken one Thank you	
New Request	255	Roper Dr	Meter Read	5/11/2020 9:50:01 AM	twright@townofbowlinggreen.com	255 Roper Dr Final Meter read please	
Complete	102	Chase St	Sidewalks	5/11/2020 8:39:24 AM	Shawn.Fortune	Trim grass in sidewalk cracks	
Complete	124	South Main	Private Lateral - Sewer Blockage	5/11/2020 7:21:39 AM	Shawn.Fortune	Check for blockage at clean out	
Complete	214	Milford St.	Private Lateral -	5/11/2020 7:20:16 AM	Shawn.Fortune	Check for blockage at clean out	
Complete	134	Maury Ave	Other - Water	5/11/2020 7:19:00 AM	Shawn.Fortune	Replace yoke bar,shutoff,and put in a check valve	
Complete	105	Milford St	Mowing	5/11/2020 7:16:12 AM	Shawn.Fortune	Mow grass on Milford St. at the businesses also edge and clean clippings up	
New Request	117	Butler St	Other - PW	5/7/2020 4:00:00 PM	Judy.Beazley	117 Butler St set up Town Council Meeting 5 tables red chairs	
Complete	16360	Heritage Pines	Mowing	5/7/2020 2:57:05 PM	Shawn.Fortune	Mow liftstation	
Complete	219	Anderson Ave	Mowing	5/7/2020 2:56:12 PM	Shawn.Fortune	Mow wastewater treatment plant	
Complete	209	Maury Ave	Mowing	5/7/2020 2:55:09 PM	Shawn.Fortune	Mow old Maury well	
Complete	207	Billboard	Mowing	5/7/2020 2:54:05 PM	Shawn.Fortune	Mow Town Billboard	

Complete	213	W Broaddus Ave	Mowing	5/7/2020 12:33:45 PM	Shawn.Fortune	Mow well 5	
Void	108	E Broaddus Ave	Landscaping	5/7/2020 11:52:52 AM	Shawn.Fortune		
Complete	13339	Fredericksburg Tp	Mowing	5/7/2020 11:50:42 AM	Shawn.Fortune	Mow Fredericksburg Tpke Welcome sign	
Complete	13339	Fredericksburg Tp	Mowing	5/7/2020 11:11:41 AM	Shawn.Fortune	Mow VDOT tower	
Complete	101	Lacy Ln	Mowing	5/7/2020 10:25:28 AM	Shawn.Fortune	Mow Lacy Lane liftstation	
Void	167	E Broaddus Ave	Mowing	5/7/2020 10:25:13 AM	Shawn.Fortune		
Complete	167	E Broaddus Ave	Mowing	5/7/2020 9:53:57 AM	Shawn.Fortune	Mow 301 and East Broaddus intersection	
Complete	0	A P Hill Blvd	Mowing	5/7/2020 9:49:42 AM	Shawn.Fortune	Mow 301 liftstation	
Complete	18131	A P Hill Blvd	Mowing	5/7/2020 9:18:49 AM	Shawn.Fortune	Mow Town Welcome sign	
Complete	102	Chase St	Mowing	5/7/2020 8:53:33 AM	Shawn.Fortune	Mow Park and Ride	
Complete	117	Butler St.	Mowing	5/7/2020 6:54:11 AM	Shawn.Fortune	Mow Town Hall	
New Request	206	N Main St	Landscaping	5/6/2020 2:00:00 PM	Reese.Peck	Water Planters	
Complete	211	South Main	Mowing	5/6/2020 1:52:15 PM	Shawn.Fortune	Mow traffic medians	
Complete	268	N Main St	Mowing	5/6/2020 1:51:42 PM	Shawn.Fortune	Mow Traffic Light at North Main	
Complete	195	Roper	Mowing	5/6/2020 12:47:50 PM	Shawn.Fortune	Mow Bowling Green Meadows liftstation	
Complete	170	Dickinson Dr	Mowing	5/6/2020 12:19:26 PM	Shawn.Fortune	Mow Bowling Green Meadows Park	
Complete	0	South Main, Court	Other - Sewer	5/6/2020 12:15:24 PM	Shawn.Fortune	Complaints from customers about toilets when they flush them	Pulled manhole covers flow was fine
Complete	101	Butler St	Mowing	5/6/2020 9:54:10 AM	Shawn.Fortune	Mow Police Department and playground and well1	
Complete	0	Maury Ave	Hydrant Flushin	5/6/2020 7:47:41 AM	Shawn.Fortune	Flush hydrants on Maury Avenue	Flushed all hydrants 5/6/20 on Maury Avenue
New Request	117	Butler St	Other - PW	5/5/2020 2:00:00 PM	Judy.Beazley	117 Butler St set up for Community Heart & Soul 8 tables and 30 chairs	
Complete	120	Maury Ave	Customer Comp	5/5/2020 1:30:00 PM	Judy.Beazley	120 Maury Ave. 11:00 Shawn is going to meet her at the fire hydrant across the street at 11:00 Wednesday. smelly water	Met with customer flushed hydrant she said smell was better
Complete	190	Courthouse Ln	Customer Comp	5/5/2020 11:30:35 AM	Shawn.Fortune	Low water pressure	
New Request	18112	Coolidge Ln	Pump Station	5/5/2020 10:08:05 AM	Shawn.Fortune	Maury Heights liftstation pump 1 run time is a issue my have rags in it	
Complete	101	Butler St.	Water Sampling	5/5/2020 9:06:23 AM	Shawn.Fortune	Collect Radiological samples at well 1	
Complete	109	Cedar Ln	Water Sampling	5/5/2020 9:05:33 AM	Shawn.Fortune	Collect Radiological samples at well 4	
Complete	17129	Elm St.	Other - PW	5/5/2020 8:04:31 AM	Shawn.Fortune	Mark utilities	
Complete	141	South Main	Other - PW	5/5/2020 8:04:08 AM	Shawn.Fortune	Mark utilities	
Complete	17038	Elm St	Hydrant Flushin	5/4/2020 2:36:15 PM	Shawn.Fortune	Flush Blowoff	

		North Main, East Broaddus,Lakewood,Travis,Oakridge,Virginia,Courthouse,Davis Ct.,Sunset,Chase, Dickinson, Meadows Dr.,Roper,South Main, Maury, Cary,Hoomes,Dor					
Complete	0	sey, Lacy	Meter Read	5/4/2020 2:10:49 PM	Shawn.Fortune	Read meters on these street	
Complete	0	Elm St.	Hydrant Flushin	5/1/2020 2:58:29 PM	Shawn.Fortune	Flush blowoff on Monday	
Complete	0	South Main and M	Hydrant Flushin	5/1/2020 2:57:38 PM	Shawn.Fortune	Flush hydrants customer complaints	
Complete	17362	Chase St	Other - PW	5/1/2020 12:49:34 PM	Shawn.Fortune	Mark utilities	
Complete	171	Lee St	Meter Read	5/1/2020 12:49:27 PM	Judy.Beazley	171 Lee St read meter please Leasing Co taking over	Reading 0595960
Complete	117	Butler St.	Maintenance Building	5/1/2020 12:27:27 PM	Shawn.Fortune	Clean up janitors area in backroom	
Complete	117	Butler St.	Maintenance Building	5/1/2020 12:25:53 PM	Shawn.Fortune	Replace rubber on toilet flush tube	
Complete	117	Butler St.	Maintenance	5/1/2020 12:24:32 PM	Shawn.Fortune	Use scouring stone on sinks and toilets in women's restroom to remove water stains	
Complete	171	Lee St	Meter Read	5/1/2020 11:47:24 AM	Judy.Beazley	171 Lee St read meter new customer Chelsea Harris moving in 05/01/2020	Reading 0595960
Complete	13991	Farmer Dr	Meter Read	5/1/2020 11:13:10 AM	Judy.Beazley	13991 Farmer Dr read meter new customer Chelsea Harris moving in	Reading 00,073,533

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE

AGENDA ITEM: Economic Dev. & Events Coordinator Council Monthly Report for MAY 2020

DATE: 05/29/20

PREPARED BY: Jo-Elsa Jordan

MONTHLY REPORT / PROJECT UPDATE:

Economic Development Authority:

- Coordinate with EDA board members and Planning Commission Chairman to set alternate date for Future Use Map discussion with landowners (Date TBD).
- Coordinate with EDA board members to determine alternate date for May meeting, as the regularly scheduled meeting fell on Memorial Day. (Date TBD)
- Prepare agenda for next meeting.
- Send correspondence and development packages for Commercial Corridor to prospects.
- Attend webinar on hospitality, trends and projections.

Bowling on the Green Virginia Wine Festival:

- Weekly conference calls with venue owners to discuss the impact of COVID-19.
- Update Town website event calendar to reflect cancellation.
- Update wine festival website to reflect cancellation.
- Unpublish events on EventBrite

Harvest Festival:

- Book talent for event day
- Review and approve 2020 vendor applications and coordinate with Town Clerk for processing vendor payments.
- Revise sponsorship documents for 2020.

Community Relations:

- Regular social media posts.
- Coordinate with Town Treasurer to layout process for proposed Voucher Program and to determine number of eligible households. (*See Attached)
- Obtain RFQ for graphic design services for the Voucher Program.
- Contact businesses to determine those that would like to participate in the Voucher Program.
- BGVA Community Alliance; Provide bio for website, research CDBG grant opportunities for small business assistance.
- CCPS: Coordinate with Superintendent, Asst. Superintendent and Old Mansion to discuss a holiday project for students and a drive-by community event.

Farmers Market

- General Facebook posts.
- Update information on the Town website and Facebook pages with vendor contact information to encourage pre-orders.

- Field calls from vendors interested in participating in the Farmers Market and refer them to the Market Manager.
- Coordinate with Farmers Market to allow for vendors to be placed at 109 Courthouse Lane at Mayberry Days.

COVID-19

- Contact Virginia Department of Health to understand Phase 1 guidelines for restaurants.
- Contact Bowling Green restaurant owners and reiterate restrictions under Phase 1 to include outdoor seating at 50% capacity.
- Work with Caroline County Circuit Court Judge and Los Dos Amigos to get permission for an expanded outdoor seating area on the sidewalk adjacent to the restaurant and the Courthouse Lawn. (*See attached)
- Participate in White House briefing for state and local governments via conference call.
- Participate in VML conference calls to understand how the state is being impacted and projections for reopening businesses.

Misc:

- Monday staff meetings.

HEADS UP ITEMS:

- Stay safe and healthy, Bowling Green!

117 N. Main Street ♦ Bowling Green, Virginia
(804) 632-6357

Jose Argueta, Owner
3209 Dancer Road
Henrico, VA 23294

May 22, 2020

Sarah Deneke
Caroline County Circuit Court
P.O. Box 918
Bowling Green, VA 22427

Your Honor:

I understand that you spoke with Jo-Elsa Jordan, Economic Development Coordinator for the Town of Bowling Green, on Tuesday, May 18th and explained that you would visit Los Dos Amigos to speak with me about expanding the outdoor seating area the following day. I apologize for not being available either Wednesday or Thursday when you came to visit.

Jo-Elsa mentioned that she received correspondence from you via email today indicating that you were not opposed to allowing outdoor seating along the sidewalk, adjacent to the Courthouse Lawn, provided that Los Dos Amigos complies with all guidelines put forth by the Virginia Department of Health. Thank you for taking this position and for understanding the challenges facing restaurants as a result of COVID-19.

Please consider this letter to be a formal request for Los Dos Amigos to offer an expanded outdoor seating area on the sidewalk between the restaurant and the Courthouse Lawn.

Respectfully,

Jose C Argueta Mendoza

Jose Argueta
Owner

Bowling Green Small Business Stimulus Vouchers

May 18, 2020

Details: At the Thursday, May 7, 2020 Town Council meeting, the suggestion was made by Council Member, Glenn McDearmon, to offer a $50 voucher to Bowling Green residents that could be used to support businesses in Town. Council Member, Valarie Coyle, suggested that other jurisdictions are offering five (5) $10 vouchers to encourage a wider distribution of funds among various businesses in Town. Jo-Elsa Jordan, Economic Development Coordinator, agreed to assist in facilitating the program. Town Treasurer, Melissa Lewis, and Jo-Elsa Jordan discussed aspects of the program and determined the basic steps necessary to execute. These steps are outlined below.

- Each household in the Town of Bowling Green will receive five (5) $10 vouchers in the mail to be used at participating businesses through December 31, 2020.
- Businesses able to participate will be limited to privately owned, small businesses in Town. Corporate businesses (i.e. Food Lion, Walgreens, Dollar General, Family Dollar and Shell) are excluded from the program.
- Vouchers will be numbered with identifying serial numbers that will correspond with the household to which the vouchers were issued.
- Businesses are able to accept each voucher at full value, but are not permitted to offer customers the difference of the purchase in cash. This restriction will be noted on each voucher.
- Business owners are required to staple a receipt to each voucher associated with the purchase and submit to the Bowling Green Business Office during normal business hours. (M-F, 9am-5pm).
- Reimbursement checks will be issued on Friday of each week and will be mailed to business owners no later than the following Monday. (Business owners are asked to submit vouchers by Wednesday in order to be included in the issuance of checks on Friday.)

Step 1 (Melissa): Generate list of households/addresses in the Town of Bowling Green and determine the number of households for budgetary purposes.

- Per an email from the Town Treasurer on 5/15, 415 households will receive vouchers, totaling $20,750.00.

Step 2 (Jo-Elsa): Contact business owners in Town to determine participating businesses.
Step 3 (Jo-Elsa): Create verbiage to be used on vouchers.
Step 4 (Jo-Elsa): Secure graphic artist to design voucher.
Step 5 (Jo-Elsa): Print vouchers.
Step 6 (Jo-Elsa): Mail vouchers.
Step 7 (Staff): Accept vouchers/receipts from business owners.
Step 8 (Staff): Issue reimbursement checks and mail to business owners.

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE

AGENDA ITEM: Town Clerk/Treasurer's Monthly Report to Council May 2020

DATE: June 1, 2020

PREPARED BY: Melissa Lewis

MONTHLY REPORT / PROJECT UPDATE:

- Provided documentation to USDA for Water System Distribution Project
- Prepared up to date budget for Department Heads.
- Updated Town Website. (contacts, news, meeting schedules, forms, documents)
- Prepared GL adjustments in preparation for FY20 year end.
- Prepared Management response to finalize Fy19 and FY18 Audit
- Assisted Town Manager with Budget Preparation.
- Deposit Reconciliation
- Continued work on unclaimed property

Meetings/Training attended:

• May Town Council Meeting

• Weekly Staff meetings

• Teleconference with USDA Rural Development Representative.

• iWorq training sessions to include Work Order Management, Utility Management, Code and Permit Enforcement.

Attachments:

• May Town Hall Rental Report

• May 2020 Revenue and Expense Summary

TOWN HALL RENTALS

May 2020

#USES	NAME OF USER	ACTIVITY	FEES
1	Budget & Personnel Committee	Meeting	N/C
1	Utilities & Grounds Committee	Meeting	N/C

.

REVENUE SUMMARY TIME 12:57

7/01/2019 - 6/01/2020

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
FUND #-100	***GENERAL FUND REVENUE***						
11010	***REAL ESTATE**	141,500.00	141,500.00	409.71	138,913.16	2,586.84	1.82
11020	***PUBLIC SERVICE***	4,500.00	4,500.00	.00	3,295.41	1,204.59	26.76
11030	***PERSONAL PROPERTY***	55,500.00	55,500.00	702.92	45,961.77	9,538.23	17.18
11060	***PENALTY & INTEREST***	14,000.00	14,000.00	885.48	5,854.43	8,145.57	58.18
15010	INTEREST EARNED	1,000.00	1,000.00	.00	4,956.04	3,956.04-	395.60-
16099	***REFUSE COLLECTION FEES***	86,700.00	86,700.00	15,123.29	73,282.89	13,417.11	15.47
120101	SALES TAX	32,000.00	32,000.00	.00	31,894.21	105.79	.33
120201	CONSUMER UTILITY TAX	30,000.00	30,000.00	5,126.21	29,269.82	730.18	2.43
120301	BUSINESS LICENSE	85,000.00	85,000.00	1,591.29	79,395.69	5,604.31	6.59
120501	VEHICLE LICENSE FEES	27,650.00	27,650.00	864.27	20,400.32	7,249.68	26.21
120601	BANK STOCK TAX	150,000.00	150,000.00	300,487.00	300,487.00	150,487.00-	100.32-
121001	TRANSIENT OCCUPANCY TAX	4,500.00	4,500.00	298.85	3,489.72	1,010.28	22.45
121101	MEALS TAX	230,000.00	230,000.00	12,723.24	210,862.20	19,137.80	8.32
130306	***PERMITS, FEES AND LICENSES***	3,000.00	3,000.00	375.00	2,765.00	235.00	7.83
140101	***FINES AND FORFEITURES***	43,100.00	43,100.00	954.68	34,891.92	8,208.08	19.04
140120	***DONATIONS***	.00	500.00	.00	500.00	.00	.00
150201	***RENTALS***	26,000.00	26,000.00	150.00-	16,373.48	9,626.52	37.02
189000	** OTHER LOCAL REVENUE **	2,100.00	2,100.00	.00	50.00	2,050.00	97.61
220108	ROLLING STOCK TAX	.00	.00	.00	43.30	43.30-	100.00-
220109	VA 599 POLICE FUNDING	23,000.00	23,000.00	.00	19,107.00	3,893.00	16.92
220110	PPTRA REIMBURSEMENT-STATE	22,000.00	22,000.00	.00	21,907.50	92.50	.42
220111	COMMUNICATIONS TAX	40,000.00	40,000.00	2,860.77	31,030.89	8,969.11	22.42
240407	***GRANTS***	1,034.00	1,034.00	.00	15,814.00	14,780.00-	429.40-
240412	VIRGINIA FIRE PROGRAMS	10,000.00	10,000.00	.00	10,000.00	.00	.00
410501	**SAVINGS TRANSFER**	78,544.00	78,544.00	.00	3,892.53	74,651.47	95.04
999999	MISCELLANEOUS	.00	.00	.00	5,411.65	5,411.65-	100.00-
	--FUND TOTAL--	1,111,128.00	1,111,628.00	342,252.71	1,109,849.93	1,778.07	.15
FUND #-300	** CIP FUND REVENUE **						
15000	** REVENUE FR USE OF MONEY/PROP **	.00	.00	136,178.21	1,853,432.22	1,853,432.22-	100.00-
420500	ERROR DUE TO PREV YEAR ADJUSTMENT	.00	.00	.00	2,984.00-	2,984.00	100.00-
	--FUND TOTAL--	.00	.00	136,178.21	1,850,448.22	1,850,448.22-	100.00-
FUND #-320	***ECONOMIC DEVELOPMENT AUTH***						
18990	DONATIONS	.00	21,045.36	.00	50,000.00-	71,045.36	337.58
	--FUND TOTAL--	.00	21,045.36	.00	50,000.00-	71,045.36	337.58
FUND #-400	***EVENTS AND ACTIVITIES FUND***						
19050	HARVEST FESTIVAL	39,000.00	39,000.00	.00	32,013.97	6,986.03	17.91
410501	GF TRANSFER IN	5,500.00	5,500.00	.00	.00	5,500.00	100.00
	--FUND TOTAL--	44,500.00	44,500.00	.00	32,013.97	12,486.03	28.05

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT		BALANCE	% UNCOLLECTED
FUND #-420	***DEBT SERVICE***							
410501	USE OF FUND BALANCE	216,000.00	216,000.00	.00	25,229.81		190,770.19	88.31
	--FUND TOTAL--	216,000.00	216,000.00	.00	25,229.81		190,770.19	88.31
FUND #-500	***WATER REVENUE***							
16099	***WATER REVENUE***	413,662.00	413,662.00	63,827.97	338,919.80		74,742.20	18.06
420500	ERROR DUE TO PREV YEAR ADJUSTMENT	.00	.00	.00	1,492.00		1,492.00-	100.00-
	--FUND TOTAL--	413,662.00	413,662.00	63,827.97	340,411.80		73,250.20	17.70
FUND #-520	** SEWER OPERATIONS **							
16099	SEWER SALES	422,250.00	422,250.00	81,108.81	417,282.22		4,967.78	1.17
420500	ERROR DUE TO PREV YEAR ADJUSTMENT	.00	.00	.00	1,965.80-		1,965.80	100.00-
	--FUND TOTAL--	422,250.00	422,250.00	81,108.81	415,316.42		6,933.58	1.64
	--FINAL TOTAL--	2,207,540.00	2,229,085.36	623,367.70	3,723,270.15		1,494,184.79-	67.03-

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
FUND #-100	***GENERAL FUND EXPENDITURES***							
12110	**COUNCIL AND ADMINSTRATOR EXPENSES	275,169.00	275,169.00	11,723.97	205,818.44	.00	69,350.56	25.20
12410	***TREASURER'S EXPENSES***	211,874.00	211,874.00	22,219.43	231,308.40	.00	19,434.40-	9.17-
31100	***POLICE DEPT. EXPENSES***	131,581.00	132,081.00	7,810.32	111,531.12	.00	20,549.88	15.55
31200	***POLICE DEPT RESTRICTED FUNDS***	3,000.00	3,000.00	.00	.00	.00	3,000.00	100.00
32000	***DONATIONS***	13,000.00	13,000.00	.00	12,000.00	.00	1,000.00	7.69
43100	***PUBLIC WORKS***	289,055.00	289,055.00	18,576.42	251,710.07	.00	37,344.93	12.91
410501	***TRANSFERS OUT***	187,500.00	187,500.00	.00	.00	.00	187,500.00	100.00
420500	ERROR DUE TO PREV YEAR ADJUSTMENT	.00	.00	.00	3,457.80-	.00	3,457.80	100.00-
	--FUND TOTAL--	1,111,179.00	1,111,679.00	60,330.14	808,910.23	.00	302,768.77	27.23
FUND #-300	***CIP EXPENDITURES***							
300100	***CAPITAL PROJECTS FUND(GF)***	.00	.00	.00	1,596,495.28	.00	1,596,495.28-	100.00-
	--FUND TOTAL--	.00	.00	.00	1,596,495.28	.00	1,596,495.28-	100.00-
FUND #-320	***ECONOMIC DEV AUTH EXPENSES***							
32100	EDA LOANS AND GRANTS	.00	21,045.36	.00	5,711.37	.00	15,333.99	72.86
	--FUND TOTAL--	.00	21,045.36	.00	5,711.37	.00	15,333.99	72.86
FUND #-400	***EVENTS AND ACTIVITIES***							
71200	EVENTS COORDINATOR	44,450.00	44,450.00	411.11	35,912.18	.00	8,537.82	19.20
	--FUND TOTAL--	44,450.00	44,450.00	411.11	35,912.18	.00	8,537.82	19.20
FUND #-420	***DEBT SERVICE***							
500400	***DEBT SERVICE***	216,000.00	216,000.00	17,938.00	197,318.00	.00	18,682.00	8.64
	--FUND TOTAL--	216,000.00	216,000.00	17,938.00	197,318.00	.00	18,682.00	8.64
FUND #-500	***WATER EXPENDITURES***							
12110	ERROR - PAYROLL	.00	.00	.00	4.84	.00	4.84-	100.00-
500100	***WATER OPERATIONS***	397,388.00	397,388.00	32,685.11	305,588.50	.00	91,799.50	23.10
	--FUND TOTAL--	397,388.00	397,388.00	32,685.11	305,593.34	.00	91,794.66	23.09
FUND #-520	***SEWER OPERATIONS***							
12110	ERROR - PAYROLL	.00	.00	.00	19.34	.00	19.34-	100.00-
500100	***SEWER OPERATIONS***	422,250.00	422,250.00	23,974.31	386,776.89	.00	35,473.11	8.40
	--FUND TOTAL--	422,250.00	422,250.00	23,974.31	386,796.23	.00	35,453.77	8.39
	--FINAL TOTAL--	2,191,267.00	2,212,812.36	135,338.67	3,336,736.63	.00	1,123,924.27-	50.79-

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
	--FINAL TOTAL--	.00	.00	.00	.00	.00	.00	.00

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE

AGENDA ITEM: Town Manager's Monthly Report for May 2020

DATE: May 31, 2020

PREPARED BY: Reese Peck

MONTHLY REPORT / PROJECT UPDATE:

Town Council: May 7, 2020 regular meeting.

Town Council Committees: Budget & Policy and Facilities, Sidewalks & Streets

Commission and Authority Meetings: None

Other Meetings: USDA on the Town's water system interim financing and engineer's progress, Webb Engineering, weekly iWorQ training sessions and Kelvic Construction and Timmons Group regarding 134 Maury Avenue sewer hookup.

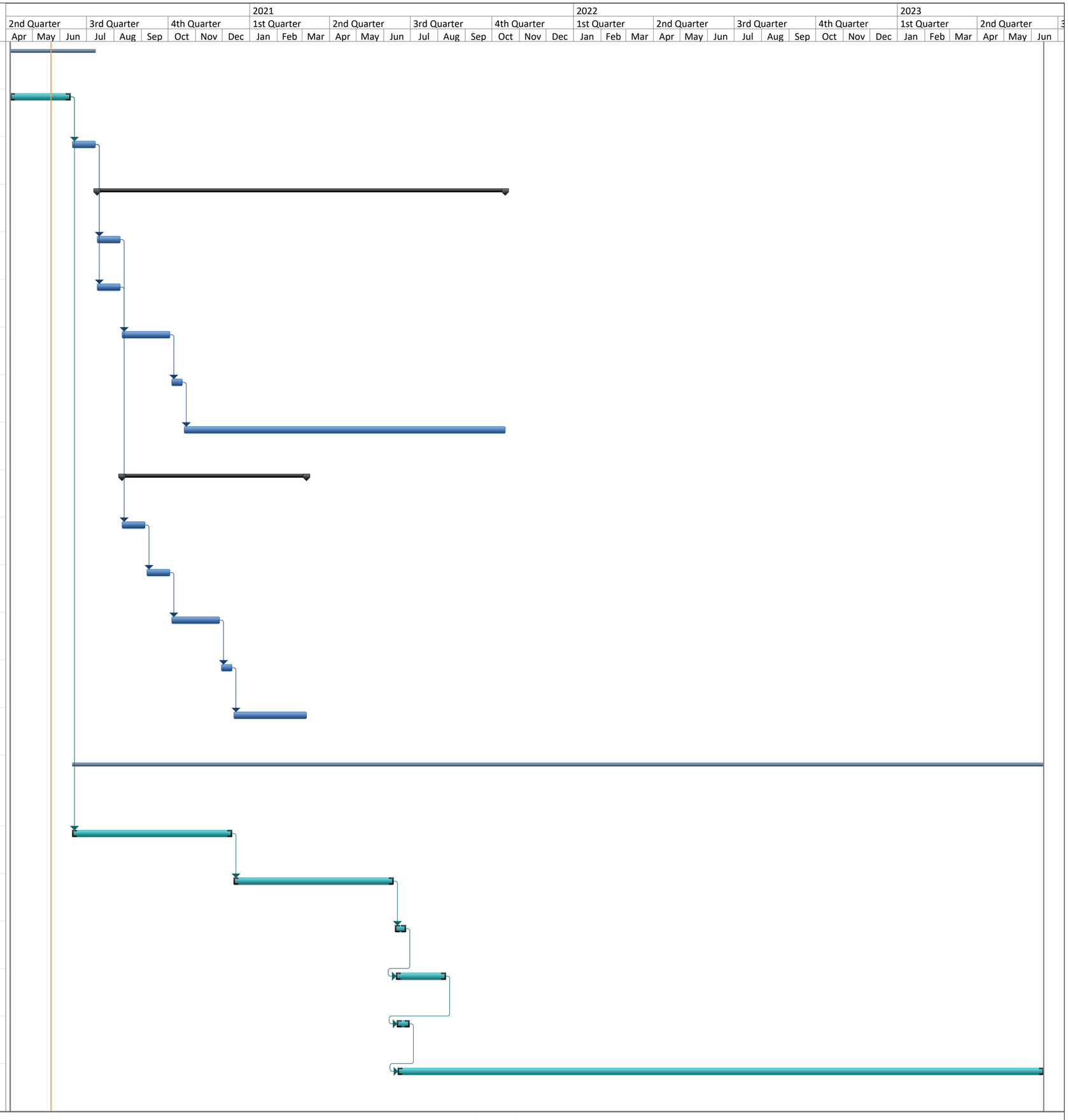
ATTACHMENTS:

Webb Engineering FY 21 Water System Update Project Schedule

HEADS UP ITEMS:

Town Code Recodification proof will be forwarded to Town Attorney for Review and Comment.

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors
1		**ASBUILT MAPPING**				
2		FIELD SURVEY	10 wks	Mon 4/6/20	Fri 6/12/20	
3		MAP PREPARATION	4 wks	Mon 6/15/20	Fri 7/10/20	2
4		**WATER METER REPLACEMENT**	**66 wks**	**Mon 7/13/20**	**Fri 10/15/21**	
5		PLANS AND SPECIFICATIONS	4 wks	Mon 7/13/20	Fri 8/7/20	3
6		BID DOCUMENTS	4 wks	Mon 7/13/20	Fri 8/7/20	3
7		BIDDING	8 wks	Mon 8/10/20	Fri 10/2/20	6
8		BID EVALUATION	2 wks	Mon 10/5/20	Fri 10/16/20	7
9		CONSTRUCTION	52 wks	Mon 10/19/20	Fri 10/15/21	8
10		**SUPPLY WELL MODIFICATIONS**	**30 wks**	**Mon 8/10/20**	**Fri 3/5/21**	
11		BID DOCUMENTS	4 wks	Mon 8/10/20	Fri 9/4/20	5
12		PLANS AND SPECIFICATIONS	4 wks	Mon 9/7/20	Fri 10/2/20	11
13		BIDDING	8 wks	Mon 10/5/20	Fri 11/27/20	12
14		BID EVALUATION	2 wks	Mon 11/30/20	Fri 12/11/20	13
15		CONSTRUCTION	12 wks	Mon 12/14/20	Fri 3/5/21	14
16		**WATER DISTRIBUTION REPLACEMENT**				
17		FIELD SURVEY	26 wks	Mon 6/15/20	Fri 12/11/20	2
18		PLANS AND SPECIFICATIONS	26 wks	Mon 12/14/20	Fri 6/11/21	17
19		BID DOCUMENTS	2 wks	Mon 6/14/21	Fri 6/25/21	18
20		BIDDING	8 wks	Tue 6/15/21	Mon 8/9/21	19
21		BID EVALUATION	2 wks	Wed 6/16/21	Tue 6/29/21	20
22		CONSTRUCTION	104 wks	Thu 6/17/21	Wed 6/14/23	21



Project: BOLWING GREEN WL REP
Date: Fri 5/22/20

Task	Summary	External Milestone	Inactive Summary	Manual Summary Rollup	Finish-only
Split	Project Summary	Inactive Task	Manual Task	Manual Summary	Deadline
Milestone	External Tasks	Inactive Milestone	Duration-only	Start-only	Progress

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT

AGENDA ITEM: May 2020 Bills

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Invoices for items purchased and services rendered in May 2020

ATTACHMENTS:

Check Reports:

- 05/06/2020
- 05/08/2020
- 05/15/2020
- 05/22/2020
- 05/29/2020

REQUESTED ACTION:

Approve invoices.

AP100B 5/07/2020 TOWN OF BOWLING GREEN A/P CHECK REGISTER ActPd - 2020/05 PAGE 1
TIME-10:09:04 Check Date - 5/06/2020

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25282	999999	BOWLING GREEN BARBER SHOP	000	5/06/2020	15.30	.00
25283	999999	CARTER 3RD WILLIAM M	000	5/06/2020	30.00	.00
25284	999999	FARMER JR JAMES WILSON	000	5/06/2020	30.00	.00
25285	999999	HARTLE JENNI-MEADE C	000	5/06/2020	30.00	.00
25286	999999	HARTLE JR KARL H	000	5/06/2020	30.00	.00
25287	999999	LEWIS JR STROTHER W	000	5/06/2020	30.00	.00
25288	999999	PARKE THOMAS DANIEL	000	5/06/2020	30.00	.00
25289	999999	ROUNDY RACHAEL ELIZABETH	000	5/06/2020	30.00	.00
25290	999999	SATTERWHITE BROOKE HANSEN	000	5/06/2020	60.00	.00
25291	999999	SWAIN THOMAS FRANKLIN	000	5/06/2020	30.00	.00
25292	999999	WATTS JARED HUGH	000	5/06/2020	60.00	.00
25293	999999	WHOLEY ARTHUR BARRETT MAR	000	5/06/2020	30.00	.00
25294	999999	WOOLRIDGE ADAM S	000	5/06/2020	30.00	.00
25295	999999	WOOLRIDGE LINNEA ROSE	000	5/06/2020	30.00	.00
			CLASS TOTAL		465.30	.00
			ACH TOTAL		.00	
			CHECK TOTAL		465.30	
			EPY TOTAL		.00	
			FINAL TOTAL		465.30	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 465.30- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

_____ DATE

_____ TOWN MANAGER

A/P CHECK REGISTER TIME-10:09:05 ActPd - 2020/05 PAGE 1

E	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L ACCOUNT DESC.		BATCH	INV.DESCRIPTION
034410001	5/06/2020	N	100-000200-3500-	15.30	25282			REFUNDS PAYABLE		00022	TAX REFUND
15.30	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		15.30
001140002	5/06/2020	N	100-000200-3500-	30.00	25283			REFUNDS PAYABLE		00022	TAX REFUND
30.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		30.00
002250003	5/06/2020	N	100-000200-3500-	30.00	25284			REFUNDS PAYABLE		00022	TAX REFUND
30.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		30.00
003280002	5/06/2020	N	100-000200-3500-	30.00	25285			REFUNDS PAYABLE		00022	TAX REFUND
30.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		30.00
003290004	5/06/2020	N	100-000200-3500-	30.00	25286			REFUNDS PAYABLE		00022	TAX REFUND
30.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		30.00
004230003	5/06/2020	N	100-000200-3500-	30.00	25287			REFUNDS PAYABLE		00022	TAX REFUND
30.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		30.00
005220010	5/06/2020	N	100-000200-3500-	30.00	25288			REFUNDS PAYABLE		00022	TAX REFUND
30.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		30.00
005920002	5/06/2020	N	100-000200-3500-	30.00	25289			REFUNDS PAYABLE		00022	TAX REFUND
30.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		30.00
005970004	5/06/2020	N	100-000200-3500-	30.00	25290			REFUNDS PAYABLE		00022	TAX REFUND
005970005	5/06/2020	N	100-000200-3500-	30.00	25290			REFUNDS PAYABLE		00022	TAX REFUND
60.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		60.00
006610002	5/06/2020	N	100-000200-3500-	30.00	25291			REFUNDS PAYABLE		00022	TAX REFUND
30.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		30.00
007210003	5/06/2020	N	100-000200-3500-	30.00	25292			REFUNDS PAYABLE		00022	TAX REFUND
007210004	5/06/2020	N	100-000200-3500-	30.00	25292			REFUNDS PAYABLE		00022	TAX REFUND
60.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		60.00
007370011	5/06/2020	N	100-000200-3500-	30.00	25293			REFUNDS PAYABLE		00022	TAX REFUND
30.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		30.00
007500003	5/06/2020	N	100-000200-3500-	30.00	25294			REFUNDS PAYABLE		00022	TAX REFUND
30.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		30.00
007510002	5/06/2020	N	100-000200-3500-	30.00	25295			REFUNDS PAYABLE		00022	TAX REFUND
30.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		30.00
465.30	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		465.30
465.30	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		465.30

STER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
VALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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TOWN MANAGER

AP100 5/06/2020 TOWN OF BOWLING GREEN

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOI NO.
0000000	999999	BOWLING GREEN BARBER SHOP	BPOL0
	DISC. TOTAL	.00	CHECK TOTAL
0000000	999999	CARTER 3RD WILLIAM M	PP190
	DISC. TOTAL	.00	CHECK TOTAL
0000000	999999	FARMER JR JAMES WILSON	PP190
	DISC. TOTAL	.00	CHECK TOTAL
0000000	999999	HARTLE JENNI-MEADE C	PP190
	DISC. TOTAL	.00	CHECK TOTAL
0000000	999999	HARTLE JR KARL H	PP190
	DISC. TOTAL	.00	CHECK TOTAL
0000000	999999	LEWIS JR STROTHER W	PP190
	DISC. TOTAL	.00	CHECK TOTAL
0000000	999999	PARKE THOMAS DANIEL	PP190
	DISC. TOTAL	.00	CHECK TOTAL
0000000	999999	ROUNDY RACHAEL ELIZABETH	PP190
	DISC. TOTAL	.00	CHECK TOTAL
0000000	999999	SATTERWHITE BROOKE HANSEN	PP190
0000000	999999		PP190
	DISC. TOTAL	.00	CHECK TOTAL
0000000	999999	SWAIN THOMAS FRANKLIN	PP190
	DISC. TOTAL	.00	CHECK TOTAL
0000000	999999	WATTS JARED HUGH	PP190
0000000	999999		PP190
	DISC. TOTAL	.00	CHECK TOTAL
0000000	999999	WHOLEY ARTHUR BARRETT MAR	PP190
	DISC. TOTAL	.00	CHECK TOTAL
0000000	999999	WOOLRIDGE ADAM S	PP190
	DISC. TOTAL	.00	CHECK TOTAL
0000000	999999	WOOLRIDGE LINNEA ROSE	PP190
	DISC. TOTAL	.00	CHECK TOTAL
		.00	CHECK TOTAL
		.00	CHECK TOTAL

I HEREBY APPROVE THIS REGI
THE TOTAL 465.30- EC

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DATE

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L ACCOUNT DESC.		BATCH	INV.DESCRIPTION
0000000	999999	BOWLING GREEN BARBER SHOP	BPOL00034410001	5/06/2020	N	100-000200-3500-	15.30	25282			REFUNDS PAYABLE		00022	TAX REFUND
DISC. TOTAL	.00	CHECK TOTAL	15.30	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00			TOTAL	15.30	
0000000	999999	CARTER 3RD WILLIAM M	PP1900001140002	5/06/2020	N	100-000200-3500-	30.00	25283			REFUNDS PAYABLE		00022	TAX REFUND
DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00			TOTAL	30.00	
0000000	999999	FARMER JR JAMES WILSON	PP1900002250003	5/06/2020	N	100-000200-3500-	30.00	25284			REFUNDS PAYABLE		00022	TAX REFUND
DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00			TOTAL	30.00	
0000000	999999	HARTLE JENNI-MEADE C	PP1900003280002	5/06/2020	N	100-000200-3500-	30.00	25285			REFUNDS PAYABLE		00022	TAX REFUND
DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00			TOTAL	30.00	
0000000	999999	HARTLE JR KARL H	PP1900003290004	5/06/2020	N	100-000200-3500-	30.00	25286			REFUNDS PAYABLE		00022	TAX REFUND
DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00			TOTAL	30.00	
0000000	999999	LEWIS JR STROTHER W	PP1900004230003	5/06/2020	N	100-000200-3500-	30.00	25287			REFUNDS PAYABLE		00022	TAX REFUND
DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00			TOTAL	30.00	
0000000	999999	PARKE THOMAS DANIEL	PP1900005220010	5/06/2020	N	100-000200-3500-	30.00	25288			REFUNDS PAYABLE		00022	TAX REFUND
DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00			TOTAL	30.00	
0000000	999999	ROUNDY RACHAEL ELIZABETH	PP1900005920002	5/06/2020	N	100-000200-3500-	30.00	25289			REFUNDS PAYABLE		00022	TAX REFUND
DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00			TOTAL	30.00	
0000000	999999	SATTERWHITE BROOKE HANSEN	PP1900005970004	5/06/2020	N	100-000200-3500-	30.00	25290			REFUNDS PAYABLE		00022	TAX REFUND
0000000	999999		PP1900005970005	5/06/2020	N	100-000200-3500-	30.00	25290			REFUNDS PAYABLE		00022	TAX REFUND
DISC. TOTAL	.00	CHECK TOTAL	60.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00			TOTAL	60.00	
0000000	999999	SWAIN THOMAS FRANKLIN	PP1900006610002	5/06/2020	N	100-000200-3500-	30.00	25291			REFUNDS PAYABLE		00022	TAX REFUND
DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00			TOTAL	30.00	
0000000	999999	WATTS JARED HUGH	PP1900007210003	5/06/2020	N	100-000200-3500-	30.00	25292			REFUNDS PAYABLE		00022	TAX REFUND
0000000	999999		PP1900007210004	5/06/2020	N	100-000200-3500-	30.00	25292			REFUNDS PAYABLE		00022	TAX REFUND
DISC. TOTAL	.00	CHECK TOTAL	60.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00			TOTAL	60.00	
0000000	999999	WHOLEY ARTHUR BARRETT MAR	PP1900007370011	5/06/2020	N	100-000200-3500-	30.00	25293			REFUNDS PAYABLE		00022	TAX REFUND
DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00			TOTAL	30.00	
0000000	999999	WOOLRIDGE ADAM S	PP1900007500003	5/06/2020	N	100-000200-3500-	30.00	25294			REFUNDS PAYABLE		00022	TAX REFUND
DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00			TOTAL	30.00	
0000000	999999	WOOLRIDGE LINNEA ROSE	PP1900007510002	5/06/2020	N	100-000200-3500-	30.00	25295			REFUNDS PAYABLE		00022	TAX REFUND
DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00			TOTAL	30.00	
	.00	CHECK TOTAL	465.30	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00			TOTAL	465.30	
	.00	CHECK TOTAL	465.30	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00			TOTAL	465.30	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 465.30- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

_____
DATE

_____
TOWN MANAGER

AP100B 5/07/2020 TOWN OF BOWLING GREEN A/P CHECK REGISTER ActPd - 2020/05 PAGE 1
TIME-15:42:14 Check Date - 5/08/2020

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25296	944	ATLANTIC BROADBAND /	000	5/08/2020	194.40	.00
25297	1020	CONSOLIDATED PIPE & SUP	000	5/08/2020	2,238.96	.00
25298	679	DAVID L BROOKS HAULING &	000	5/08/2020	19,425.21	.00
25299	999999	DAVIS JEAN	000	5/08/2020	18.94	.00
25300	850	HAUN DAWN	000	5/08/2020	125.00	.00
25301	743	LOCAL SERVICES	000	5/08/2020	90.00	.00
25302	257	ON SITE PC	000	5/08/2020	65.00	.00
25303	25	RUTHERFORD JANITOR SUPPLY	000	5/08/2020	184.27	.00
25304	659	SOSMETAL PRODUCTS INC	000	5/08/2020	387.53	.00
25305	44	VUPS	000	5/08/2020	55.65	.00
		CLASS TOTAL			22,784.96	.00
		ACH TOTAL			.00	
		CHECK TOTAL			22,784.96	
		EPY TOTAL			.00	
		FINAL TOTAL			22,784.96	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 22,784.96- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L ACCOUNT DESC.		BATCH	INV.DESCRIPTION
0000000	000944	ATLANTIC BROADBAND /	2020-05	5/08/2020		4100-012410-5230-	120.20	25296			TELECOMMUNICATIONS		00809	TH
0000000	000944		2020-05	5/08/2020		4520-500100-5230-	74.20	25296			TELECOMMUNICATIONS		00809	WWTP
DISC. TOTAL	.00	CHECK TOTAL	194.40	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		194.40
0000000	001020	CONSOLIDATED PIPE & SUP	6200141000000	5/08/2020		4500-500100-6050-	2,238.96	25297			METER/FIRE HYDRANTS		00809	METERS
DISC. TOTAL	.00	CHECK TOTAL	2,238.96	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		2,238.96
0000000	000679	DAVID L BROOKS HAULING &	22877	5/08/2020		4500-500100-6007-	7,372.52	25298			REPAIR/MAINTENANCE		00809	COURTHOUSE LN
0000000	000679		22878	5/08/2020		4500-500100-6007-	3,822.90	25298			REPAIR/MAINTENANCE		00809	COURTHOUSE /MARTIN
0000000	000679		22879	5/08/2020		4500-500100-6007-	894.60	25298			REPAIR/MAINTENANCE		00809	148 E BROADDUS
0000000	000679		22920	5/08/2020		4500-500100-6007-	3,075.00	25298			REPAIR/MAINTENANCE		00809	301 BYPASS
0000000	000679		22921	5/08/2020		4500-500100-6007-	4,260.19	25298			REPAIR/MAINTENANCE		00809	COURTHOUSE LN/301
DISC. TOTAL	.00	CHECK TOTAL	19,425.21	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		19,425.21
0000000	999999	DAVIS JEAN	20200508	5/08/2020		4100-012110-6021-	18.94	25299			PUBLIC RELATIONS		00809	FLOWERS DUNNINGTON
DISC. TOTAL	.00	CHECK TOTAL	18.94	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		18.94
0000000	000850	HAUN DAWN	0227	5/08/2020		4100-012110-7100-	125.00	25300			BGMS PROJECT **GRANT EXPENSE		00809	BGVCA
DISC. TOTAL	.00	CHECK TOTAL	125.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		125.00
0000000	000743	LOCAL SERVICES	53078	5/08/2020		4100-012110-6021-	90.00	25301			PUBLIC RELATIONS		00809	2020-05 FM POTTY
DISC. TOTAL	.00	CHECK TOTAL	90.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		90.00
0000000	000257	ON SITE PC	4689	5/08/2020		4100-012410-3320-	65.00	25302			COMPUTER LICENSES/SUPPORT		00809	ALICIA & TRACY
DISC. TOTAL	.00	CHECK TOTAL	65.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		65.00
0000000	000025	RUTHERFORD JANITOR SUPPLY	1155743	5/08/2020		4100-043100-7200-	184.27	25303			TOWN HALL EXPENSES		00809	PAPER TOW/ TOILET
DISC. TOTAL	.00	CHECK TOTAL	184.27	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		184.27
0000000	000659	SOSMETAL PRODUCTS INC	1406721	5/08/2020		4520-500100-6030-	387.53	25304			PLANT & LAB SUPPLIES/CHEMICAL		00809	OIL & GLOVES
DISC. TOTAL	.00	CHECK TOTAL	387.53	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		387.53
0000000	000044	VUPS	04200448	5/08/2020		4500-500100-5899-	55.65	25305			MISS UTILITY COSTS		00809	TRANSMISSIONS
DISC. TOTAL	.00	CHECK TOTAL	55.65	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		55.65
	.00	CHECK TOTAL	22,784.96	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		22,784.96
	.00	CHECK TOTAL	22,784.96	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL		22,784.96

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DATE

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TOWN MANAGER

AP100B 5/14/2020 TOWN OF BOWLING GREEN A/P CHECK REGISTER ActPd - 2020/05 PAGE 1
TIME-14:23:21 Check Date - 5/15/2020

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25306	1063	ALACRITI PAYMENTS, LLC	000	5/15/2020	12.55	.00
25307	10	DOMINION VIRGINIA POWER	000	5/15/2020	5,903.38	.00
25308	28	G & G MILFORD FARM SERV.	000	5/15/2020	9.47	.00
25309	12	WASTE MANAGEMENT	000	5/15/2020	8,194.72	.00
25310	1049	WEX BANK	000	5/15/2020	583.31	.00
25311	451	XEROX CORPORATION	000	5/15/2020	274.13	.00
			CLASS TOTAL		14,977.56	.00
			ACH TOTAL		.00	
			CHECK TOTAL		14,977.56	
			EPY TOTAL		.00	
			FINAL TOTAL		14,977.56	.00

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P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L ACCOUNT DESC.	BATCH	INV.DESCRIPTION
0000000	001063	ALACRITI PAYMENTS, LLC	NMXGN5143VP4P10	5/15/2020		4100-012410-3130-	12.55	25306			CREDIT CARD AND BANK FEES	00808	APRIL 2.5% CC
DISC. TOTAL	.00	CHECK TOTAL	12.55	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL	.00		TOTAL	12.55	
0000000	000010	DOMINION VIRGINIA POWER	2020-04	5/15/2020		4100-043100-7200-	503.90	25307			TOWN HALL EXPENSES	00808	TH
0000000	000010		2020-04	5/15/2020		4100-043100-7200-	54.23	25307			TOWN HALL EXPENSES	00808	109 COURTHOUSE LN
0000000	000010		2020-04	5/15/2020		4100-043100-5110-	54.39	25307			ELECTRICITY-STREETLIGHTS	00808	MAIN ST LIGHTS
0000000	000010		2020-04	5/15/2020		4100-043100-5110-	1,669.28	25307			ELECTRICITY-STREETLIGHTS	00808	BUT/CHASE ST LIGHT
0000000	000010		2020-04	5/15/2020		4100-031100-5110-	62.87	25307			ELECTRICITY	00808	PC
0000000	000010		2020-04	5/15/2020		4500-500100-5110-	222.13	25307			ELECTRICITY	00808	BUTLER GRND TNK
0000000	000010		2020-04	5/15/2020		4500-500100-5110-	374.33	25307			ELECTRICITY	00808	BUT/CHASE WTR TWR
0000000	000010		2020-04	5/15/2020		4500-500100-5110-	659.50	25307			ELECTRICITY	00808	WELL #5
0000000	000010		2020-04	5/15/2020		4520-500100-5110-	2,076.92	25307			ELECTRICITY	00808	WWTP
0000000	000010		2020-04	5/15/2020		4520-500100-5110-	23.78	25307			ELECTRICITY	00808	ROGERS CLK PMP STA
0000000	000010		2020-04	5/15/2020		4520-500100-5110-	107.32	25307			ELECTRICITY	00808	SCHOOL RD PMP STAT
0000000	000010		2020-04	5/15/2020		4520-500100-5110-	74.66	25307			ELECTRICITY	00808	CHASE ST PMP STAT
0000000	000010		2020-04	5/15/2020		4520-500100-5110-	20.07	25307			ELECTRICITY	00808	LACY LN PMP STAT
DISC. TOTAL	.00	CHECK TOTAL	5,903.38	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL	.00		TOTAL	5,903.38	
0000000	000028	G & G MILFORD FARM SERV.	K84580	5/15/2020		4100-043100-6007-	7.08	25308			REPAIR/ MAINT TOWN BUILDINGS	00808	CLEAN SUPPLY JO'S
0000000	000028		184711	5/15/2020		4100-043100-6007-	2.39	25308			REPAIR/ MAINT TOWN BUILDINGS	00808	KEY 109 COURTHOUSE
DISC. TOTAL	.00	CHECK TOTAL	9.47	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL	.00		TOTAL	9.47	
0000000	000012	WASTE MANAGEMENT	271041102812	5/15/2020		4520-500100-3320-	87.10	25309			PROFESSIONAL SERVICES	00808	WWTP
0000000	000012		271065402817	5/15/2020		4100-043100-7130-	1,343.13	25309			REFUSE COLLECTION	00808	DUMPSTER
0000000	000012		271120302812	5/15/2020		4520-500100-3180-	801.39	25309			SLUDGE REMOVAL	00808	SLUDGE
0000000	000012		343204624245	5/15/2020		4100-043100-7130-	5,963.10	25309			REFUSE COLLECTION	00808	RESIDENTS
DISC. TOTAL	.00	CHECK TOTAL	8,194.72	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL	.00		TOTAL	8,194.72	
0000000	001049	WEX BANK	65320038	5/15/2020		4100-031100-6008-	68.95	25310			VEHICLE FUEL/OIL	00808	PC
0000000	001049		65320038	5/15/2020		4100-043100-6008-	171.46	25310			VEHICLE FUEL/ OIL	00808	PW
0000000	001049		65320038	5/15/2020		4500-500100-6008-	171.45	25310			VEHICLE FUEL/OIL	00808	WATER
0000000	001049		65320038	5/15/2020		4520-500100-6008-	171.45	25310			VEHICLE FUEL & OIL	00808	SEWER
DISC. TOTAL	.00	CHECK TOTAL	583.31	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL	.00		TOTAL	583.31	
0000000	000451	XEROX CORPORATION	010131555	5/15/2022		4100-012410-3310-	274.13	25311			OFFICE EQUIPMENT	00808	2020-04
DISC. TOTAL	.00	CHECK TOTAL	274.13	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL	.00		TOTAL	274.13	
	.00	CHECK TOTAL	14,977.56	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL	.00		TOTAL	14,977.56	
	.00	CHECK TOTAL	14,977.56	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL	.00		TOTAL	14,977.56	

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25315	27	ARC3 GASES	000	5/22/2020	150.00	.00
25316	117	BAI MUNICIPAL SOFTWARE	000	5/22/2020	5,384.00	.00
25317	897	CINTAS CORPORATION	000	5/22/2020	80.59	.00
25318	48	MID-ATLANTIC LAB	000	5/22/2020	60.00	.00
25319	11	RAPPAHANNOCK ELEC COOP	000	5/22/2020	494.54	.00
25320	1015	RED BUD SUPPLY INC	000	5/22/2020	215.11	.00
25321	1002	VACORP	000	5/22/2020	167.81	.00
25322	256	VERIZON WIRELESS	000	5/22/2020	305.42	.00
			CLASS TOTAL		6,857.47	.00
			ACH TOTAL		.00	
			CHECK TOTAL		6,857.47	
			EPY TOTAL		.00	
			FINAL TOTAL		6,857.47	.00

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0000000	000027	ARC3 GASES	07113412	5/22/2020		4500-500100-6007-	150.00	25315			REPAIR/MAINTENANCE		00811 ANNUAL LEASE
DISC. TOTAL	.00	CHECK TOTAL	150.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL	150.00
0000000	000117	BAI MUNICIPAL SOFTWARE	WATS2020110073	5/22/2020		4100-012410-3320-	5,384.00	25316			COMPUTER LICENSES/SUPPORT		00811 TECHNICAL SUPPORT
DISC. TOTAL	.00	CHECK TOTAL	5,384.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL	5,384.00
0000000	000897	CINTAS CORPORATION	8404647223	5/22/2020		4520-500100-6011-	80.59	25317			UNIFORMS/ SAFETY EQUIPMENT		00811 FIRST AID
DISC. TOTAL	.00	CHECK TOTAL	80.59	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL	80.59
0000000	000048	MID-ATLANTIC LAB	15541	5/22/2020		4500-500100-6022-	60.00	25318			WATER TESTING		00811 24 HR FECAL
DISC. TOTAL	.00	CHECK TOTAL	60.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL	60.00
0000000	000011	RAPPAHANNOCK ELEC COOP	2020-04	5/22/2020		4100-043100-5110-	79.00	25319			ELECTRICITY-STREETLIGHTS		00811 CEDAR LN WAREHOUSE
0000000	000011		2020-04	5/22/2020		4500-500100-5110-	233.85	25319			ELECTRICITY		00811 WELL #4
0000000	000011		2020-04	5/22/2020		4500-500100-5110-	50.91	25319			ELECTRICITY		00811 TRANS CEDAR LN
0000000	000011		2020-04	5/22/2020		4520-500100-5110-	26.68	25319			ELECTRICITY		00811 OAKRIDGE PMP STAT
0000000	000011		2020-04	5/22/2020		4520-500100-5110-	83.10	25319			ELECTRICITY		00811 LAKEWOOD PMP STAT
0000000	000011		2020-04	5/22/2020		4520-500100-5110-	21.00	25319			ELECTRICITY		00811 RT 2 TOWER
DISC. TOTAL	.00	CHECK TOTAL	494.54	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL	494.54
0000000	001015	RED BUD SUPPLY INC	162461	5/22/2020		4520-500100-6007-	215.11	25320			REPAIR/ MAINTENANCE		00811 FACE MASKS
DISC. TOTAL	.00	CHECK TOTAL	215.11	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL	215.11
0000000	001002	VACORP	2020-04	5/22/2020		4100-012110-2500-	22.16	25321			DISABILITY INSURANCE - VML		00811 HYBRID
0000000	001002		2020-04	5/22/2020		4100-012410-2500-	41.72	25321			HYBRID DISBILITY INSURANCE		00811 HYBRID
0000000	001002		2020-04	5/22/2020		4100-043100-2500-	26.04	25321			HYBRID DISABILITY INSURANCE		00811 HYBRID
0000000	001002		2020-04	5/22/2020		4500-500100-2500-	13.91	25321			HYBRID DISBILITY INS		00811 HYBRID
0000000	001002		2020-04	5/22/2020		4520-500100-2500-	63.98	25321			HYBRID DISABILITY INS		00811 HYBRID
DISC. TOTAL	.00	CHECK TOTAL	167.81	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL	167.81
0000000	000256	VERIZON WIRELESS	9854256912	5/22/2020		4100-031100-5230-	305.42	25322			TELECOMMUNICATIONS		00811 PC
DISC. TOTAL	.00	CHECK TOTAL	305.42	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL	305.42
	.00	CHECK TOTAL	6,857.47	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL	6,857.47
	.00	CHECK TOTAL	6,857.47	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	TOTAL	6,857.47

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25323	1058	DIAMOND SPRINGS	000	5/29/2020	51.30	.00
25324	341	DOMINION CHEMICAL CO	000	5/29/2020	374.00	.00
25325	546	JOHNSON'S EXTERMINATING	000	5/29/2020	914.00	.00
25326	919	PRO SHRED SECURITY	000	5/29/2020	75.00	.00
25327	12	WASTE MANAGEMENT	000	5/29/2020	784.68	.00
			CLASS TOTAL		2,198.98	.00
			ACH TOTAL		.00	
			CHECK TOTAL		2,198.98	
			EPY TOTAL		.00	
			FINAL TOTAL		2,198.98	.00

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0000000	001058	DIAMOND SPRINGS	2020-05	5/29/2020		4100-043100-5840-	6.43	25323			MISCELLANEOUS		00813	PW WATER
0000000	001058		2020-05	5/29/2020		4100-043100-7200-	32.00	25323			TOWN HALL EXPENSES		00813	TH WATER
0000000	001058		2020-05	5/29/2020		4500-500100-5840-	6.43	25323			MISCELLANEOUS		00813	WATER WATER
0000000	001058		2020-05	5/29/2020		4520-500100-5840-	6.44	25323			MISCELLANEOUS		00813	DEWER WATER
DISC. TOTAL	.00	CHECK TOTAL	51.30	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00	TOTAL	51.30			
0000000	000341	DOMINION CHEMICAL CO	55000053	5/29/2020		4520-500100-6004-	374.00	25324			LAB SUPPLIES/CHEMICALS		00813	SODIUM HYPOCHLORIT
DISC. TOTAL	.00	CHECK TOTAL	374.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00	TOTAL	374.00			
0000000	000546	JOHNSON'S EXTERMINATING	2020-05	5/29/2020		4100-043100-7200-	289.00	25325			TOWN HALL EXPENSES		00813	MONTHLY OFFICE CLE
0000000	000546		2020-05	5/29/2020		4100-031100-3320-	50.00	25325			PROFESSIONAL SERVICES		00813	PC
0000000	000546		2020-05	5/29/2020		4100-043100-7120-	75.00	25325			PARK MAINTENANCE		00813	PLAYGROUND
0000000	000546		2020-05	5/29/2020		4100-043100-7200-	65.00	25325			TOWN HALL EXPENSES		00813	TH
0000000	000546		2020-05	5/29/2020		4100-043100-7200-	10.00	25325			TOWN HALL EXPENSES		00813	109 COURTHOUSE LN
0000000	000546		2020-05	5/29/2020		4520-500100-3320-	425.00	25325			PROFESSIONAL SERVICES		00813	PW
DISC. TOTAL	.00	CHECK TOTAL	914.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00	TOTAL	914.00			
0000000	000919	PRO SHRED SECURITY	31873	5/29/2020		4100-012110-3140-	75.00	25326			CONTRACTED SERVICES/SHREDDING		00813	SHRED
DISC. TOTAL	.00	CHECK TOTAL	75.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00	TOTAL	75.00			
0000000	000012	WASTE MANAGEMENT	271189402818	5/29/2020		4520-500100-3180-	784.68	25327			SLUDGE REMOVAL		00813	SLUDGE
DISC. TOTAL	.00	CHECK TOTAL	784.68	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00	TOTAL	784.68			
	.00	CHECK TOTAL	2,198.98	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00	TOTAL	2,198.98			
	.00	CHECK TOTAL	2,198.98	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	EPY PMT TOTAL	.00	TOTAL	2,198.98			

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VEND. NO.	VENDOR NAME		INVOICE NO.	G/L ACCT. NO.			INVOICE DATE	DUE DATE	GROSS AMOUNT	DESC /CLS	PO. NO.	SEQ. NO.
000041	VISA		ED 1 FACEBOOK 1099-N	4400-071200-1220- WINE FESTIVAL	-	-	5/15/2020 ACH DEBIT	5/15/2020	27.90	WINE FESTIVAL C 000		180
		INVOICE TOTAL	ED 1 FACEBOOK						27.90	.00		27.90
000041	VISA		OOMA 9 1099-N	4100-012110-5250- TELECOMMUNCATIONS	-	-	5/15/2020 ACH DEBIT	5/15/2020	45.49	TC 000		120
000041	VISA		OOMA 9 1099-N	4100-012410-5230- TELECOMMUNICATIONS	-	-	5/15/2020 ACH DEBIT	5/15/2020	67.75	TM 000		130
000041	VISA		OOMA 9 1099-N	4100-031100-5230- TELECOMMUNICATIONS	-	-	5/15/2020 ACH DEBIT	5/15/2020	44.97	PC 000		140
000041	VISA		OOMA 9 1099-N	4100-043100-5230- TELECOMMUNICATIONS	-	-	5/15/2020 ACH DEBIT	5/15/2020	22.26	PW 000		150
000041	VISA		OOMA 9 1099-N	4520-500100-5230- TELECOMMUNICATIONS	-	-	5/15/2020 ACH DEBIT	5/15/2020	22.26	WWTP 000		160
		INVOICE TOTAL	OOMA 9						202.73	.00		202.73
000041	VISA		PC 1 WOODY'S TO 1099-N	4100-031100-3310- VEHICLE MAINTENANCE	-	-	5/15/2020 ACH DEBIT	5/15/2020	20.00	STATEINSP 17 FO 000		170
		INVOICE TOTAL	PC 1 WOODY'S TO						20.00	.00		20.00
000041	VISA		PW 1 FOOD LION1 1099-N	4100-043100-5840- MISCELLANEOUS	-	-	5/15/2020 ACH DEBIT	5/15/2020	6.54	WATER FOR GUYS 000		190
		INVOICE TOTAL	PW 1 FOOD LION1						6.54	.00		6.54
000041	VISA		PW 2 RIO CAR 1 1099-N	4520-500100-3311- VEHICLE MAINTENANCE	-	-	5/15/2020 ACH DEBIT	5/15/2020	20.00	BILLY'S TRUCK 000		200
		INVOICE TOTAL	PW 2 RIO CAR 1						20.00	.00		20.00
000041	VISA		PW 3 WALGREENS 1099-N	4520-500100-6001- OFFICE SUPPLIES	-	-	5/15/2020 ACH DEBIT	5/15/2020	15.78	CABLE SHAWN'S L 000		210
		INVOICE TOTAL	PW 3 WALGREENS						15.78	.00		15.78
000041	VISA		PW 4 SHELL 1099-N	4520-500100-6008- VEHICLE FUEL & OIL	-	-	5/15/2020 ACH DEBIT	5/15/2020	47.00	GAS 000		220
		INVOICE TOTAL	PW 4 SHELL						47.00	.00		47.00
000041	VISA		PW 5 SHEETZ 1 1099-N	4500-500100-6008- VEHICLE FUEL/OIL	-	-	5/15/2020 ACH DEBIT	5/15/2020	42.10	GAS 000		230
		INVOICE TOTAL	PW 5 SHEETZ 1						42.10	.00		42.10
000041	VISA		PW 6 RIO CAR 1099-N	4500-500100-3311- VEHICLE MAINTENANCE	-	-	5/15/2020 ACH DEBIT	5/15/2020	20.00	SHAWN'S TRUCK 000		240
		INVOICE TOTAL	PW 6 RIO CAR						20.00	.00		20.00
000041	VISA		PW 7 LUXURY 1099-N	4520-500100-6004- LAB SUPPLIES/CHEMICALS	-	-	5/15/2020 ACH DEBIT	5/15/2020	89.98	CHLORINE 000		250
		INVOICE TOTAL	PW 7 LUXURY						89.98	.00		89.98
000041	VISA		PW 8 QUAIL RIDG 1099-N	4100-043100-6007- REPAIR/ MAINT TOWN BUILDINGS	-	-	5/15/2020 ACH DEBIT	5/15/2020	105.30	MULCH FOR TOWN 000		260
		INVOICE TOTAL	PW 8 QUAIL RIDG						105.30	.00		105.30

* = DUP

VEND. NO.	VENDOR NAME		INVOICE NO.	G/L ACCT. NO.	INVOICE DATE	DUE DATE	GROSS AMOUNT	DESC /CLS	PO. NO.	SEQ. NO.
000041	VISA		PW 9 SHEETZ 1099-N	4520-500100-6008- - - VEHICLE FUEL & OL	5/15/2020 ACH DEBIT	5/15/2020	35.48	BILLY'S TRUCK 000		270
		INVOICE TOTAL	PW 9 SHEETZ				35.48	.00	35.48	
000041	VISA		TC 1 ADOBE 2 1099-N	4100-012410-6001- - - OFFICE SUPPLIES & PRINTING	5/15/2020 ACH DEBIT	5/15/2020	50.97	ADOBE 000		10
		INVOICE TOTAL	TC 1 ADOBE 2				50.97	.00	50.97	
000041	VISA		TC 2 QUAIL RIDG 1099-N	4100-043100-6007- - - REPAIR/ MAINT TOWN BUILDINGS	5/15/2020 ACH DEBIT	5/15/2020	126.36	MULCH FOR TH 000		20
		INVOICE TOTAL	TC 2 QUAIL RIDG				126.36	.00	126.36	
000041	VISA		TC 3 AMAZON 4 1099-N	4100-043100-6001- - - OFFICE SUPPLIES & PRINTING	5/15/2020 ACH DEBIT	5/15/2020	166.37	SHAWN'S LAPTOP 000		30
000041	VISA		TC 3 AMAZON 4 1099-N	4500-500100-6001- - - OFFICE SUPPLIES/EQUIPMENT	5/15/2020 ACH DEBIT	5/15/2020	166.37	SHAWN'S LAPTOP 000		40
000041	VISA		TC 3 AMAZON 4 1099-N	4520-500100-6001- - - OFFICE SUPPLIES	5/15/2020 ACH DEBIT	5/15/2020	166.37	SHAWN'S LAPTOP 000		50
		INVOICE TOTAL	TC 3 AMAZON 4				499.11	.00	499.11	
000041	VISA		TC 5 AMAZON 2 1099-N	4500-500100-6009- - - EQUIPMENT/SUPPLIES	5/15/2020 ACH DEBIT	5/15/2020	51.26	BATTERY HANDHEL 000		70
		INVOICE TOTAL	TC 5 AMAZON 2				51.26	.00	51.26	
000041	VISA		TC 6 CLB VAZO 1099-N	4100-012410-5540- - - EDUCATION/TRAINING	5/15/2020 ACH DEBIT	5/15/2020	100.00	VAZO EXAM MELIS 000		80
		INVOICE TOTAL	TC 6 CLB VAZO				100.00	.00	100.00	
000041	VISA		TC 8 AMAZON 3 1099-N	4500-500100-6009- - - EQUIPMENT/SUPPLIES	5/15/2020 ACH DEBIT	5/15/2020	51.26	BATTERY HANDHEL 000		100
		INVOICE TOTAL	TC 8 AMAZON 3				51.26	.00	51.26	
000041	VISA		TC 9 FLOWERS BY 1099-N	4100-012110-6021- - - PUBLIC RELATIONS	5/15/2020 ACH DEBIT	5/15/2020	68.60	FLOWERS MAYOR'S 000		110
		INVOICE TOTAL	TC 9 FLOWERS BY				68.60	.00	68.60	
000041	VISA		2C 7 USPS 1 1099-N	4100-012410-5210- - - POSTAGE	5/15/2020 ACH DEBIT	5/15/2020	664.75	STAMPED ENVELOP 000		90
		INVOICE TOTAL	2C 7 USPS 1				664.75	.00	664.75	
000041	VISA		TC 4 AMAZON 2 1099-N	4100-043100-6001- - - OFFICE SUPPLIES & PRINTING	5/15/2020 ACH DEBIT	5/15/2020	21.05	CASE FOR SHAWN 000		60
		INVOICE TOTAL	TC 4 AMAZON 2				21.05	.00	21.05	
1107	COMPANY TOTAL						2266.17	.00	2266.17	

HASH TOTALS-> FUND 115940 DEPT 6467060 LOC 0 ACCT 143999

BATCH#- 810 CREATED BY JUDY ON 5/13/2020 RUN BY JUDY ON 5/14/2020

5/14/2020 TOWN OF BOWLING GREEN -A/P FUND BREAKDOWN- AP054

CO#	FUND#		GROSS AMOUNT		CASH DISCOUNT		NET AMOUNT	
001	4100	TOTAL FOR EXPENDITURE	1,510.41		.00		1,510.41	
	100	** TOTAL FOR FUND **	1,510.41	**	.00	**	1,510.41	**
001	4400	TOTAL FOR EXPENDITURE	27.90		.00		27.90	
	400	** TOTAL FOR FUND **	27.90	**	.00	**	27.90	**
001	4500	TOTAL FOR EXPENDITURE	330.99		.00		330.99	
	500	** TOTAL FOR FUND **	330.99	**	.00	**	330.99	**
001	4520	TOTAL FOR EXPENDITURE	396.87		.00		396.87	
	520	** TOTAL FOR FUND **	396.87	**	.00	**	396.87	**
		** TOTAL FOR COMPANY **	2,266.17	***	.00	***	2,266.17	***

BATCH#- 810 CREATED BY JUDY ON 5/13/2020 RUN BY JUDY ON 5/14/2020

******* Cash Discounts may not be the same at the time of printing checks because of dates. *******

Company	Acct Per	G/L Number	G/L Description	Debit Amount	Credit Amount	Difference
001	2020/05	0-000-000000-0000- - -	INVALID FUND ACCOUNT	.00	.00	
001	2020/05	0-000	TOTAL FOR FUND 000 ----	.00	.00	
001	2020/05	0-100-000200-0002- - -	ACCOUNTS PAYABLE LIABILITY	.00	1,510.41-	
001	2020/05	4-100-012110-5250- - -	TELECOMMUNCATIONS	45.49	.00	
001	2020/05	4-100-012110-6021- - -	PUBLIC RELATIONS	68.60	.00	
001	2020/05	4-100-012410-5210- - -	POSTAGE	664.75	.00	
001	2020/05	4-100-012410-5230- - -	TELECOMMUNICATIONS	67.75	.00	
001	2020/05	4-100-012410-5540- - -	EDUCATION/TRAINING	100.00	.00	
001	2020/05	4-100-012410-6001- - -	OFFICE SUPPLIES & PRINTING	50.97	.00	
001	2020/05	4-100-031100-3310- - -	VEHICLE MAINTENANCE	20.00	.00	
001	2020/05	4-100-031100-5230- - -	TELECOMMUNICATIONS	44.97	.00	
001	2020/05	4-100-043100-5230- - -	TELECOMMUNICATIONS	22.26	.00	
001	2020/05	4-100-043100-5840- - -	MISCELLANEOUS	6.54	.00	
001	2020/05	4-100-043100-6001- - -	OFFICE SUPPLIES & PRINTING	187.42	.00	
001	2020/05	4-100-043100-6007- - -	REPAIR/ MAINT TOWN BUILDINGS	231.66	.00	
001	2020/05	0-100	TOTAL FOR FUND 100 ----	1,510.41	1,510.41-	
001	2020/05	0-400-000200-0002- - -	ACCOUNTS PAYABLE LIABILITY	.00	27.90-	
001	2020/05	4-400-071200-1220- - -	WINE FESTIVAL	27.90	.00	
001	2020/05	0-400	TOTAL FOR FUND 400 ----	27.90	27.90-	
001	2020/05	0-500-000200-0002- - -	ACCOUNT PAYABLE CLEARING ACCT	.00	330.99-	
001	2020/05	4-500-500100-3311- - -	VEHICLE MAINTENANCE	20.00	.00	
001	2020/05	4-500-500100-6001- - -	OFFICE SUPPLIES/EQUIPMENT	166.37	.00	
001	2020/05	4-500-500100-6008- - -	VEHICLE FUEL/OIL	42.10	.00	
001	2020/05	4-500-500100-6009- - -	EQUIPMENT/SUPPLIES	102.52	.00	
001	2020/05	0-500	TOTAL FOR FUND 500 ----	330.99	330.99-	
001	2020/05	0-520-000200-0002- - -	ACCOUNTS PAYABLE CLEARING ACCOUNT	.00	396.87-	
001	2020/05	4-520-500100-3311- - -	VEHICLE MAINTENANCE	20.00	.00	
001	2020/05	4-520-500100-5230- - -	TELECOMMUNICATIONS	22.26	.00	
001	2020/05	4-520-500100-6001- - -	OFFICE SUPPLIES	182.15	.00	
001	2020/05	4-520-500100-6004- - -	LAB SUPPLIES/CHEMICALS	89.98	.00	
001	2020/05	4-520-500100-6008- - -	VEHICLE FUEL & OIL	82.48	.00	
001	2020/05	4-520	TOTAL FOR FUND 520 ----	396.87	396.87-	
001	2020/05		TOTAL FOR ACCOUNTING PERIOD 2020/05 ----	2,266.17	2,266.17-	.00
			NET AMOUNT ----	2,266.17	2,266.17-	.00

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT

AGENDA ITEM: Minutes – May 7, 2020 Town Council Meeting

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Transcribed Minutes from the May 7, 2020 Town Council Meeting.

ATTACHMENTS:

Minutes and bills approved at the 5/7/2020 meeting

REQUESTED ACTION:

Approve Minutes.

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING

M I N U T E S

Thursday, May 07, 2020
7:00 PM

CALL TO ORDER AND QUORUM ESTABLISHED:

The Mayor called the meeting to order and noted a quorum was present.

PRESENT
Mayor Jason Satterwhite
Vice-Mayor Mark Gaines
Council Member Valarie Coyle
Council Member Jean Davis
Council Member Tammie Gaines
Council Member Deborah Howard
Council Member Glenn McDearmon
Council Member Otis Wright

Motion made by Council Member McDearmon, Seconded by Council Member Coyle to approve telephonic participation in meeting.
Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member McDearmon, Council Member Wright

Motion passed.

PUBLIC COMMENTS:

There were no public comments.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented to Council:

Bowling Green Police Monthly Report to Council March/April 2020
Public Works and Utilities Monthly Report to Council March/April 2020
Events & Economic Dev. Coordinator Council Monthly Report March/April 2020
Town Clerk/Treasurer's Monthly Report to Council March/April 2020
Town Manager's Monthly Report to Council March/April 2020

Council Member McDearmon asked for an update on the Police Policy review. The Town Attorney stated that she would present it to Council at the June Meeting.

CONSENT AGENDA:

The following items were presented to Council:

March 2020 Bills (attached to these minutes)
April 2020 Bills (attached to these minutes)
Minutes – March 6, 2020 Town Council Meeting

Authorize Town Manager to sign Owner and Engineer Agreement for Water System Project

Motion made by Council Member T. Gaines, Seconded by Council Member Coyle to approve the Consent Agenda as presented.
Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member McDearmon, Council Member Wright.

Motion passed.

NEW BUSINESS:

134 Maury Ave - Request for reimbursement – This item was pulled from the agenda until staff could collect additional information.

Water Project Interim Lender RFP –

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member Howard to accept the proposal for interim financing of the Water System Upgrade Project submitted by CoBank .
Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member McDearmon, Council Member Wright

Motion passed.

FY 2021 Proposed Budget, Tax Rates and Utility Rates - the Town Manager presented his proposed FY20-21 Budget and proposal for FY20-21 tax and utility rates to Council.

Motion made by Vice-Mayor Gaines, Seconded by Council Member Coyle to authorize the Town Manager to advertise for a Public Hearing on the proposed FY20-21 Budget to be held on June 4, 2020.
Voting Yea: Vice-Mayor Gaines, Council Member Coyle, Council Member Davis, Council Member Gaines, Council Member Howard, Council Member McDearmon, Council Member Wright

Motion passed.

Reschedule July 2 Council Meeting -

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member T. Gaines to move the July 2nd Town Council meeting to June 25th.

Voting Yea: Vice-Mayor Gaines, Council Member Coyle, Council Member Davis, Council Member Gaines, Council Member Howard, Council Member McDearmon, Council Member Wright

Motion passed.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Council Member T. Gaines – stated that the Utilities, Streets, Sidewalks, and Facilities Committee had not met since last Council meeting.
Council Member Howard - stated that the Budget, Policy, Ordinance, and Personnel Committee met and discussed the proposed FY20-21 Budget
Council Member Davis – said she was sad to hear of the passing of EDA member Hardy Dunnington. She noted that she made a flower arrangement of behalf of the EDA which she brought to the funeral home. Ms. Davis stated that the EDA will be looking to fill the vacancy.
Vice-Mayor M. Gaines - stated that the Budget, Policy, Ordinance, and Personnel Committee met and discussed renewal of the Police Chief's contract. He laso noted that Bowling Green VA Community Alliance had recently received its non-profit status through the IRS.

Council member Wright - had no comment.
Council Member McDearmon - stated that the EDA had been in contact wuth the Retail Merchants Association who will be helping with the marketing material for the Route 301 corridor.
Council Member Coyle – stated that the Planning Commission was waiting to to meet to dicuss the future use map.
Mayor Satterwhite - informed Council that VDOT will begin work on the sidewalks in the next several weeks. He noted that a contractor for Dominion Power was in town trimming trees away from the power lines. The Mayor expressed his sorrow for the passing of Hardy Dunnington; he stated that Hardy was dedicated to Bowling Green and would be hard to replace on the EDA.

ADJOURNMENT

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member Howard to adjourn.
Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member McDearmon, Council Member Wright.

The meeting adjourned at 8:52 p.m.

AP100B 4/13/2020 TOWN OF BOWLING GREEN A/P CHECK REGISTER ActPd - 2020/04 PAGE 1
TIME- 9:14:38 Check Date - 4/10/2010

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25233	1063	ALACRITI PAYMENTS, LLC	000	4/10/2010	30.42	.00
25234	14	CINTAS OF RICHMOND	000	4/10/2010	135.90	.00
25235	1020	CONSOLIDATED PIPE & SUP	000	4/10/2010	306.00	.00
25236	10	DOMINION VIRGINIA POWER	000	4/10/2010	6,121.80	.00
25237	1021	MUNICIPAL CODE CORP	000	4/10/2010	2,020.00	.00
25238	659	SOSMETAL PRODUCTS INC	000	4/10/2010	128.01	.00
25239	918	STAPLES ADVANTAGE	000	4/10/2010	452.95	.00
25240	19	VERIZON	000	4/10/2010	220.99	.00
25241	256	VERIZON WIRELESS	000	4/10/2010	432.79	.00
25242	44	VUPS	000	4/10/2010	40.95	.00
25243	12	WASTE MANAGEMENT	000	4/10/2010	7,484.93	.00
25244	1049	WEX BANK	000	4/10/2010	1,905.95	.00
25245	451	XEROX CORPORATION	000	4/10/2010	297.14	.00
		CLASS TOTAL			19,577.83	.00

AP100B 4/16/2020 TOWN OF BOWLING GREEN A/P CHECK REGISTER ActPd - 2020/04 PAGE 1
TIME-14:33:35 Check Date - 4/17/2020

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25247	944	ATLANTIC BROADBAND /	000	4/17/2020	194.40	.00
25248	1058	DIAMOND SPRINGS	000	4/17/2020	86.70	.00
25249	125	E M GRAY & SON	000	4/17/2020	754.53	.00
25250	1052	ENCO UTILITY SERVICES FLO	000	4/17/2020	7.00	.00
25251	55	GALL'S LLC	000	4/17/2020	88.91	.00
25252	237	GRAINGER	000	4/17/2020	63.16	.00
25253	919	PRO SHRED SECURITY	000	4/17/2020	45.00	.00
25254	659	SOSMETAL PRODUCTS INC	000	4/17/2020	363.38	.00
			CLASS TOTAL		1,603.08	.00
			ACH TOTAL		.00	
			CHECK TOTAL		1,603.08	
			EPY TOTAL		.00	
			FINAL TOTAL		1,603.08	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 1,603.08- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

_____ DATE

_____ TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25264	18	A & M HOME CENTER	000	4/30/2020	161.85	.00
25265	284	AMERICAN WATER WORKS	000	4/30/2020	350.00	.00
25266	14	CINTAS OF RICHMOND	000	4/30/2020	836.79	.00
25267	234	ENVIROCOMPLIANCE LAB INC	000	4/30/2020	1,290.00	.00
25268	234	ENVIROCOMPLIANCE LAB INC	000	4/30/2020	655.00	.00
25269	648	ERARD ANDREA G	000	4/30/2020	1,667.00	.00
25270	1076	EXPERT AUTO	000	4/30/2020	40.83	.00
25271	28	G & G MILFORD FARM SERV.	000	4/30/2020	363.34	.00
25272	546	JOHNSON'S EXTERMINATING	000	4/30/2020	914.00	.00
25273	48	MID-ATLANTIC LAB	000	4/30/2020	60.00	.00
25274	918	STAPLES ADVANTAGE	000	4/30/2020	237.62	.00
25275	291	USA BLUE BOOK	000	4/30/2020	614.34	.00
25276	19	VERIZON	000	4/30/2020	220.74	.00
25277	256	VERIZON WIRELESS	000	4/30/2020	438.57	.00
25278	878	WHITE OAK ELECTRIC	000	4/30/2020	17,482.80	.00
			CLASS TOTAL		25,332.88	.00
			ACH TOTAL		.00	
			CHECK TOTAL		25,332.88	
			EPY TOTAL		.00	
			FINAL TOTAL		25,332.88	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 25,332.88- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

AP100B 4/21/2020 TOWN OF BOWLING GREEN A/P CHECK REGISTER ActPd - 2020/04 PAGE 1
TIME-16:22:57 Check Date - 4/24/2020

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25258	1063	ALACRITI PAYMENTS, LLC	000	4/24/2020	108.64	.00
25259	1040	KELVIC CONSTRUCTION CO	000	4/24/2020	186,396.68	.00
25260	11	RAPPAHANNOCK ELEC COOP	000	4/24/2020	555.01	.00
25261	1002	VACORP	000	4/24/2020	167.10	.00
25262	999999	WHITTAKER CAITLYN	000	4/24/2020	50.00	.00
25263	999999	WRIGHT ANGELA	000	4/24/2020	150.00	.00
			CLASS TOTAL		187,427.43	.00
			ACH TOTAL		.00	
			CHECK TOTAL		187,427.43	
			EPY TOTAL		.00	
			FINAL TOTAL		187,427.43	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 187,427.43- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

_____ _____
DATE TOWN MANAGER

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT

AGENDA ITEM: R-2020-001 – Resolution to accept donation

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - Resolution

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:
A resolution to accept a $2400 for the purpose of Utility Bill Assistance

ATTACHMENTS:
- R-2020-001

REQUESTED ACTION:
Adopt resolution.

TOWN OF BOWLING GREEN
RESOLUTION NO. 2020-001

RESOLUTION ACCEPTING MONETARY DONATION

WHEREAS, the Town of Bowling Green is generally authorized to accept donations for the benefit of its citizens, and is specifically authorized to accept gifts, donations, bequests or grants from any source, which are related to the powers, duties and functions of the municipal corporation pursuant to Code of Virginia § 15.2-1108; and

WHEREAS, an anonymous donor has offered a monetary donation in the amount of $2400 to the Town of Bowling Green; and

WHEREAS, no goods or services were provided in exchange for said donation; and

WHEREAS, all such donation has been contributed to assist the Bowling Green Utility customers in paying their bi-monthly bills; and

WHEREAS, the Town Council finds that it is appropriate to accept the monetary donation offered.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF BOWLING GREEN, VA, THAT THE $2400 MONETARY DONATION BE ACCEPTED FOR THE PURPOSE OF OFFERING ASSISTANCE IN PAYING WATER AND SEWER BILLS TO BOWLING GREEN UTILITY CUTOMERS IN NEED.

ADOPTED this 4th Day of June, 2020 by the Bowling Green Town Council

Signed: Attest:

_____ _____

Mayor Town Clerk

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT

AGENDA ITEM: R-2020-002 Depository Designation

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - Resolution

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The Town is required to designate annually the bank in which Town funds will be deposited.

ATTACHMENTS:

R-2020-002 Depository Designation

REQUESTED ACTION:

Adopt Resolution

R-2020-002 **RESOLUTION**

TOWN OF BOWLING GREEN
COMMONWEALTH OF VIRGINIA
RESOLUTION DESIGNATING DEPOSITORIES FOR FUNDS OF THE TOWN OF BOWLING GREEN

BUDGET FY2021

Be it Resolved, that the following financial institutions are hereby designated as depositories for funds for the Town of Bowling Green:

Atlantic Union Bank

Adopted this 4th day of June 2020
by the Town Council of Bowling Green, Virginia

_____
Honorable Jason E. Satterwhite, Mayor

_____
Clerk of the Council

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT

AGENDA ITEM: 134 Maury Ave – Request for reimbursement

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Mr. Robillard, 134 Maury Ave., is requesting reimbursement for expenses he incurred due to the failure on the contractor's part to connect a sewer lateral during the sewer line replacement on Maury Ave.

When the sewer back up initially began, it was assumed that the blockage was on the homeowner's property. Mr. Robillard attempted to fix the blockage himself but found upon further investigation the backup was caused by a lateral that was not connected to the sewer main.

Mr. Robillard is asking for a total reimbursement of $5615.75.

ATTACHMENTS:

Letter and Photos from Mr. Robillard

REQUESTED ACTION:

Make a decision on Mr. Robillard's request.

Randy Robillard,
134 Maury Avenue
Bowling Green, VA 22427
M: (540) 226-3979 | H: (804) 633-6874

April 27, 2020

To The Bowling Green Town Council & Town Manager:

During August of 2019 the Town of Bowling Green completed the replacement of the Town's main sewer line on Maury Avenue, including the connection to our property. Shortly after the Town replaced the sewer connection from the main line to our property in August, my wife and I began to notice sporadic gurgling noises from the sinks, toilets and tubs. Over the past 15+ years we have not experienced an issue like this before, so we assumed there must be a partial clog in the line due to the age of the property.

Unfortunately, the gurgling began to happen more frequently and increased in duration, to the point water would spray up through the sinks, toilets and tubs leaving traces of raw sewage. In addition, the sump pump located in the basement began to overflow requiring immediate manual attention. Overnight we had to drastically adjust our lifestyle by limiting one load of laundry per day in order to take showers and run the dishwasher all at separate times to prevent the disruption to the water/sewer line.

On Feb 26, 2020 we called Harrie Plumbing & Heating, and Hollard Plumbing for a consultation. Harrie Plumbing & Heating determined the main sewer line had a blockage, possibly from the maple tree located above the lines. Their estimate to replace the sewer line from the exit of the home to the edge of Maury Avenue would be around $8K to $14K depending on the depth and root issues. I received a second opinion and confirmed the estimate to be accurate for this type of work.

Being a carpenter by trade, I decided to complete the task myself during my spare time after work and during the weekends. We started to replace the 4 inch main sewer line with new 4 inch PVC.

In the meantime, due to the COVID-19 outbreak, not only have we been at home more but our daughter has also been staying with us temporarily as of mid-March. Now with three adults staying at the home, the water/sewer line became an unavoidable issue and a huge problem due to the increase in water demand causing more backups and more exposure to sewage. Not to mention, a major inconvenience to planning showers, laundry, dishes, etc. and disinfecting the kitchen and bathrooms on a daily basis.

Around April 14, 2020 all of the sewer lines that are the responsibility of the home owner were replaced with new PVC. To our dismay, we continued to still have the problem after the new lines were replaced on the property. Next, I ran a camera down the line where it stopped at about the middle of the road (Maury Avenue). This indicated the issue was caused by the Town's main sewer line. I immediately called Town Hall and spoke with Judy who contacted Billy and Shawn. Shawn responded promptly and came to our home while I personally walked him through the camera scoping so he could further investigate. It was then he determined the main sewer line at 134 Maury Avenue was never unhooked from the old sewer line and attached to the new sewer line, a grave mishap. Shawn apologized for this mistake and explained he would call Billy to back brief and have the original contractor come out on Wednesday, April 15, 2020.

I met Billy from the Town and Johnny the project manager on site at around 12:30 PM. They determined that the contractor in August of 2019 connected into a possible abandoned storm drain line that was in front of our home and not the original active 4 inch galvanized sewer line leading to our home.

The contractor made a huge miscalculation. No excuses should be made as our sewer line was not hooked to the new system. Our main sewer line is original to the house and was not altered or added at a later date. Who was responsible to inspect the connection to insure that it was properly hooked up to the home's actual sewer line then and then approve it?

We discussed a solution on April 15, 2020 and concluded the contractor would come out starting on April 20, 2020 to correct their mistake. They excavated the line and repaired the faulty issue under their warranty program.

Although the repairs are now complete, I do have some concerns that I would like to discuss further for the reassurance and safety of our home. I have the following questions below:

1) Where did the 40 thousand gallons of sewage and grey water go?
2) Should the Virginia Department of Health be notified?
3) Could this cause future health issues?
4) Is soil sampling needed?
5) Will there be a longer warranty on the repair since it was corrected after the fact?

Due to the great inconvenience, health and safety concerns and personal expenses as a result of the August 2019 main sewer line replacement, we are asking the Town Of Bowling Green for restitution based off of the following factors:

Total Restitution asking for is $5615.75

1) Labor and Material for unnecessary replacement of 75 feet of 4 inch sewer line labor and Material $680.00 Labor 105 hours at $40.70 =$4273.50 total $4953.50

2) Consultation by Harrie Plumbing & Heating 3/26/2020 $131.25

3) Building Permit $51.00

4) Refund of town sewer portion of bill since August since our sewer waste was not being processed at the sewer treatment plant but going into ground in front of house 4 billing cycles $120.00 each total $480.00

5) ***Professional cleaning services to ensure water pipes are sanitized leaving no traces of sewage?

Thank you for your cooperation and we look forward to hearing from you in regard to this matter.

Sincerely,

Randy Robillard, & Lisa Pigg

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT

AGENDA ITEM: Update of Police Policy

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Andrea Erard, Town Attorney

PHONE:

BACKGROUND / SUMMARY:
Update of Police Policy

ATTACHMENTS:
Draft Police Policy

REQUESTED ACTION:

E

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MEMORANDUM

TO: The Honorable Mayor of the Town of Bowling Green
The Honorable Members of the Bowling Green Town Council

FROM: Andrea G. Erard, Town Attorney

RE: Police Policies

DATE: June 1, 2020

Update

This is an update to my earlier Memo of March 7, 2019. All new comments are indicated in blue. This Memo includes the feedback received from Councilmembers Coyle and Howard.

At the last Council meeting, Councilmember McDearmon asked that the completion of the Police Policy Manual be expedited. From a legal perspective, the police policies are generally consistent with state and federal law. The Mayor, Council and the Town Manager also need to ensure that the scope and extent of the policies are appropriate for the Town of Bowling Green. Because of the length of the Police Policies and the time involved in revising the Police Policies due to their length, and in order to avoid additional legal costs to the Town of Bowling Green, I suggest that the Police Chief make the revisions in blackline and then provide them to me in a hard copy as well as a modifiable Word Document for final review.

Recommendations:

A. Streamline and eliminate redundancy in policies generally.
B. Verify sequential numbering and renumber as appropriate.
C. Combine Sections 1-2 and 2-1.
D. Combine Sections 2-1 and 2-2.
E. Combine Section 2-3 with the evaluation subsection in Section 2-2.
F. Address comments in Section 2-4 (copy attached).
G. Incorporate Section 2-5 into Section 2-2.
H. Combine 2-6a with 2-6.
I. Address comments in Section 2-11 (copy attached).
J. Combine Section 2-12 into the policies on discipline and personnel.
K. Update Section 2-16 to include COVID-19.
L. Combine Section 2-19 with the policies on personnel and rename Promotional Process with Career Advancement.
M. In Section 2-21, combine definitions and procedures.
N. Align the programs and positions in the policy manual to what is budgeted for annually by the Council. (Identify the amounts budgeted for programs that are referenced in the policies.)
O. Identify the names of employees with the positions included in the policy manual.
P. Delete Section 9-1.

I received the draft police policies the evening of February 11th and have reviewed them in their entirety. Chief Lipscomb has undertaken a challenging and thankless task in putting the policy manual together, and he should be recognized for his initiative and effort.

At the last Council meeting, Chief Lipscomb referred to several departmental operations that he had temporarily suspended because there were no policies, or the policies were out of date. These were the first policies I reviewed, and they are: domestic assault, sexual assault, and photo line-up. I recommend that Council approve these policies tonight.

Chief Lipscomb also asked that I expedite the policy regarding use of force. I attach a copy of that policy to this Memo with some suggested revisions. I regret that I am not able to provide my proposed changes in blackline; I did the best I could since the documents are electronically locked and I am unable to edit them. The Chief has told me that he is working on a solution so that I can provide suggested edits in blackline for everyone's consideration. I would ask that Council note the portion of the policy related to shotguns. If Council is comfortable with the policy and my suggested revisions which are highlighted in yellow, I recommend that Council approve this tonight. There are seven other policies that I have proposed revisions to; when I receive the documents in a format that I can edit I will share them with the Chief and Council. The policies are 2-1, 2-4, 2-5, 2-15, 5-2, 7-1 and 7-2.

Council would benefit from an opportunity to provide thoughtful consideration either by Council, or a committee of Council, regarding the police policies prior to approval. To the Chief's credit, the policies are extremely detailed. In some instances, some of the policies may be more detailed than necessary. Some of the policies create systems and implement structure that Council needs to consider and ensure that the policies interface with Town policies, as well as the policies and procedures of our community partners. The substance of much of the policies is in the discretion of Council, and part of

Council's responsibility is to ensure that the Town has the budget and the funding to support what is contained in the proposed policies. It might be possible to streamline some of the policies for a better fit with the Town of Bowling Green. Lastly, there are some numbering inconsistencies that should be corrected prior to adoption, but that is a minor detail.

Here are some of the policies that Council may wish to carefully consider:

1. Section 1-1: This policy may be more detailed than is necessary. Council may wish to review this section to make sure that the manner in which policy decisions are made and approved are consistent with Council's intent.
2. Section 1-2: This policy needs to be reviewed to make sure that the positions and job descriptions are consistent with those of the Town. Council should consider whether the positions identified in this policy are needed in the Town.
3. Section 1-3: Council may wish to consider whether or not this policy is necessary.
4. Section 1-4: This policy needs to be aligned with Town practices and policies. Should the Police Chief prepare the department budget in conjunction with Council or the Town Manager?
5. Section 1-6: I do not recommend issuing credit cards. "P" cards may be a better alternative if necessary, but Council and or the Town Manager may wish to weigh in on this issue.
6. Section 2-2: Council may wish to ascertain whether or not the Town needs all of the positions identified in this policy and whether or not the evaluation process as outlined is practical for the Town.
7. Section 2-3: Does the Town have a "Training Division?"
8. Section 2-4: This policy needs to conform to the Town's policies. Council should review the "Donated Leave" section to ensure that this meets with Council's approval. The policy references responsibilities of the "Sergeant;" does the Town have a Sergeant?
9. Section 2-6a: Does the Town have a Patrol Supervisor?
10. Section 2-7: Does the Town have a budget to support the drug testing outlined in this policy?
11. Section 2-8: Council should review the off-duty employment policy because Town uniforms and other resources will be used in off duty employment.
12. Section 2-11: Does the Town have a Narcotics Task Force Officer?
13. Section 2-16: Who are the "Command Staff" and who is the "Infectious Disease Officer
14. Section 2-19: Council should review this policy in terms of the identified positions and criteria for promotion.
15. Section 3-1: Does the Town have a Lieutenant? Is there an on-duty supervisor? Should this policy be tailored to more accurately reflect the current personnel and manner of operation?
16. Section 4-3: Does the Town perform asset forfeiture?
17. Section 5-7: I recommend that Council familiarize itself with this section.
18. Section 7-4: This policy, like some others, prescribes duties of dispatchers. Unless the dispatchers work for the Town, I do not think the Town can enact policies regarding dispatchers. Also, may wish to review the portion of this policy relating to the press.
19. Section 7-5: Do we have a Crisis Intervention Team Officer?
20. Section 9-1: Do we need a policy on VIP Security?
21. Section 9-3: Do we have an Investigator?
22. Section 11-1: Does the Town have a Police Department Crime Prevention Officer?
23. Section 11-3: Council should weigh the importance of providing ride alongs against the possible liability. In my opinion, I recommend against the Town offering ride alongs.

24. Section 11-4: Council should review this section.
25. Section 11-7: Do we have a chaplaincy program?
26. Section 12-1: This policy should be assessed for how it interfaces with our community partners.
27. Section 13-4: Who is Chief Officer v. Chief?
28. Section 14-1: Do we have a Major? Do we have a Field Officer Program? Do we have a tuition refund program? Is this in the budget?

I am happy to work with Council and Chief Lipscomb as needed to move forward in the adoption of the police policies. It may be prudent to examine a couple of chapters at a time, as the proposed manual as a whole can be overwhelming due to its size. Thank you for giving me the opportunity to review and provide comments on the draft policy manual.

BOWLING GREEN POLICE DEPARTMENT GENERAL ORDERS	
SUBJECT: EMPLOYEE BENEFITS	**NUMBER:** 2-4
EFFECTIVE DATE: 11/02/17	**REVISED DATE: 1/30/19**
AMMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	**APPROVED:** _____ W.D. LIPSCOMB III, CHIEF
ACCREDITATION STANDARDS REFERENCE: PER.03.01 to .03, PER.03.06	

Note: This rule or regulation is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this Police Department, and then only in a non-judicial administrative setting.

I. POLICY:

The Bowling Green Police Department strives to offer compensation and benefits for its employees. Benefits include salaries, paid holidays, vacation time, sick time and compensatory time. Retirement and health benefits are provided through the Administration Office of Town of Bowling Green.

II. PURPOSE:

To inform the employees of the policies, procedures and practices in the area of benefit and compensation.

III. PROCEDURES-GENERAL

A. SALARIES

1. Entry level salary is normally the minimum (entry level) rate in the established pay grade range for the position.

2. Salary differential between grades and salary levels for those with special skills is determined by the Chief. Normally, when an employee is promoted from one grade to another, a pay increase is included unless the promotion is in an auxiliary position.

3. Cost of living increases and adjustments, as well as effective dates, are set by the Town Council within confines of approved budgets.

B. OVERTIME

1. Overtime shall include any hours a Sworn LE Employee works in excess of 171 hours in a regular scheduled 28-day period. In accordance with the Fair Labor Standards Act, the Chief has elected to offer compensation time for hours worked in excess of 160 but less than 171. Civilian Employees will receive overtime for hours worked in excess of 40 in a regular scheduled week.

2. The office does not recognize overtime for pay purposes, unless authorized and approved by the Chief or his designee.

3. It is the responsibility of each Sergeant and division supervisor to ensure that overtime is kept to a minimum, and only approve that overtime which is absolutely necessary.

C. TYPES OF LEAVE

1. Annual Leave

a. The amount of annual leave a regular full-time employee earns per year depends upon the number of years of service with the Police Department according to the last date of hire, as shown in the following table:

Years of Service	Accrual Rate	Maximum Accrual
Less than 5 years	3.69 hours bi-weekly	192 hours (24 days)
5 to 9 years	4.62 hours bi-weekly	240 hours (30 days)
10 to 19 years	5.54 hours bi-weekly	288 hours (36 days)
20 or more years	6.46 hours bi-weekly	336 hours (42 days)

b. Annual leave may be taken at any time the absence does not adversely affect operations, and has been approved in advance by the Chief or his designee.

c. If requesting more than two days off, an annual leave request will be submitted on a form at least two weeks prior to the date of the request. Exceptions will be made for emergencies.

d. Annual leave requests will be submitted on a form at least two weeks prior, if requesting more than two days off, except for emergencies.

e. Annual leave requests which create a conflict in scheduling will be scheduled according to seniority.

f. Upon the employees request all annual leave accumulated in excess of the maximum accrual will be converted to sick leave after the last pay period in January.

g. Temporary, part-time, and substitute employees do not earn annual time.

2. Compensatory Leave

a. As far as practicable, compensatory leave may be taken at the times desired by the employee; however, supervisors may assign the time for taking compensatory time based on the needs of the Police Department.

b. Compensatory leave that is accrued shall be shown on the employee's time sheet. Compensatory leave repaid during the week or work period in which it was earned is treated as an adjusted schedule and only requires the supervisor's approval.

i. Schedules WILL BE adjusted by supervisors so that an employee does not hold more than 40 hours of compensatory leave at any given time

c. To earn compensatory leave an employee must be required by the supervisor to work:

i. Additional hours in a 28 day pay period and the employee was unable to adjust their hours (160-171).

ii. On a holiday worked; or

iii. On a scheduled day off

3. Special Duty Leave

   a. When exempt employees work hours beyond their regular and expected hours of work they earn Special Duty Leave on an hour for hour basis, for additional hours worked over the 40 hours in a work period. Special Duty Leave may be accrued up to a maximum of 80 hours, unless the Chief approves an exception. Special Duty Leave may be used in the same manner and purposes as annual and sick leave. Accrued Special Duty Leave will be compensated for upon termination of employment.

4. Holidays

   a. Each calendar year, a list of holidays is distributed by the Town payroll office to all departments.

   b. All other employees that work shift work will be arbitrarily assigned a paid holiday per 28-day cycle consistent with the length of his/her shift.

5. Administrative Leave

   a. Administrative leave is given at the discretion of the Chief or his designee, and may be taken with or without pay and may not deducted from any accrued time.

6. Sick Leave

   a. Sick leave shall be accumulated as follows:

Years of Service	Bi-Weekly Accrual
Less than 5 years	3.69 hours
5 but less than 10 years	4.62 hours
10 years and over	5.54 hours

   b. Sick leave may be accumulated without limit.

   c. Any employee who is away from work three or more days shall provide a letter from a doctor outlining the reason for the absence. However, a doctor's note may be required at any time the Chief feels that sick leave is being abused.

d. Any employee who has the need to use sick time shall notify his or her supervisor as soon as practical, so as to allow the rescheduling of other personnel to cover the absence.

e. Sick leave uses are as follows:

i. Personal Sick Leave – Personal sick leave is defined as absence for reasons of illness or injury incapacitating the employee to perform assigned duties or exposure to contagious disease such that the employee's presence on duty would jeopardize the health of fellow workers on the job.

ii. Medical Appointments - Medical, dental, and other health care provider appointments, whether for the employee or the employee's immediate family member, should be scheduled outside of work hours whenever possible. When such appointments cannot be scheduled outside of or around work hours, the employee may use sick leave provided it is approved in advance by the supervisor or the Department Director. Emergency medical appointments are an exception.

iii. Family Illness - An employee may use sick leave to care for an immediate family member who has a serious health condition or to transport such a family member to health care provider appointments. For purposes of sick leave, immediate family member is defined as child (son, daughter, adopted child, foster child, stepchild, legal ward, child of the employee standing in *loco parentis*), mother, father, sister, brother, grandfather, grandmother, husband, wife, mother-in-law, father-in-law, or any family member related by blood or marriage living in the employee's home.

iv. Worker's Compensation Injuries - Employees may use sick leave for the first seven (7) calendar days that they are absent due to a Worker's Compensation injury or illness. If such leave is used and the employee becomes eligible to receive lost wage payments from the Worker's Compensation Commission for the first seven (7) days, the Town will request from the Commission that the amount of money paid to the employee in sick leave benefits be returned to the Town.

i. Pregnancy - Sick leave cannot be used for pregnancy conditions unless a medical reason prevents a pregnant employee from performing the duties of the position. A medical doctor must certify that the employee cannot work because of medical reasons relating to the pregnancy, and the anticipated return to work date must be given. Sick leave shall be authorized only within the limitations set forth in the doctor's certification. Should an employee desire to be away longer than the doctor certifies, the employee may request to use annual leave. Wording at odds with ii below

ii. Family and Medical Leave Purposes - Sick leave (or annual leave) must be used for all absences taken for Family and Medical Leave purposes including absences following the birth or placement of a child.

f. Sick leave cannot be advanced.

C. 6a reads sick leave is accumulated. If it cannot be advanced how do you accumulate. Use or lose? My confusion please explain.

7. Donated Leave

   a. Police Department employees may donate accrued annual leave time, accrued sick leave time, or compensatory time to other Police Department employees who have exhausted all of their own leave due to an illness or injury, or to care for a qualifying family member with an injury or illness. if cannot be advanced how do you accrue,again my confusion

   b. Only full-time employees may receive donated leave.

   c. Any employee who wishes to donate annual, sick, or compensatory time shall complete a Leave Donation Form and submit it to the division supervisor for approval by the Chief or his Designee.

   d. To ensure correct accounting the approved Leave Donation Form shall be forwarded to the individual responsible for maintaining both employees' personnel files, with the approved amount deducted from one record and added to the other.

   e. Under no circumstance shall an employee receive more than 480 hours of donated sick leave in a rolling 12-month period. Leave can only be received on an as-needed weekly basis.

   f. Employees do not have to be on FMLA to receive donated sick leave. However, Employees on FMLA, and who have exhausted their paid leave, may receive only enough donated leave to allow for the paid completion of the FMLA period. If the FMLA period is less than 12 weeks, or the employee utilized all or some of their own leave, the employee would remain eligible to receive additional donated time for an unrelated illness or separate FMLA event, provided the total received is not more than 480 hours in a rolling 12-month period.

8. Bereavement Leave

   a. Upon the death of a member of the employee's immediate family which is defined as child (son, daughter, adopted child, foster child, stepchild, legal ward, child of the employee standing in *loco parentis*), mother, father, sister, brother, grandfather, grandmother, husband, wife, mother-in-law, father-in-law, or any person related by blood or marriage living in the employee's home, an employee may take up to 3 days of paid bereavement leave. Such leave must be taken within 14 days of the death or funeral. "living in employees home - what if person does not live in employees home. This wording sounds strange

   b. In the event of multiple deaths in the employee's immediate family, each death shall be treated separately and the leave shall be granted accordingly.

   c. An employee may be requested to provide verification of the death of the deceased's relationship to the employee.

   d. If more than the allotted number of days of leave is required or if leave is desired for a death other than family members, additional annual leave or compensatory leave must be taken upon approval of the Chief.

9. Military Leave

   a. Military leave policy for the Bowling Green Police Department shall comply with the following federal and state codes:

      USC, Title 38, part III, chapter II, sections 4316 and Section 4317
      USC Title 5, part III, Chapter 63, sub chapter II, section 6323
      Va. Code, §44-Va.

Code, §44-93.1

b. Any employee who is a former member of the armed services or is a member of the organized reserve forces of any of the armed services of the United States, National Guard or Naval Militia, is entitled to a leave of absence from his or her duties without loss of seniority, accrued leave, or efficiency rating. Such an employee is entitled to military leave on all days, or when called to duty by during which he or she is engaged in federally-funded military duty (including training). The employee will receive regular pay during military leave, in addition to any pay received for duty or training. The Town will pay up to fifteen workdays per federal fiscal year for federally-funded duty (including training), not to exceed fifteen workdays per federally-funded tour of active duty. The leave will not count against accumulated annual leave. When relieved from duty, the employee will be restored to the same position held when ordered to duty.

c. The Chief, or his designee, shall present a copy of the employee's orders to the Town Administrator prior to the effective day of leave if the employee is to utilize Military Training Leave. This policy does not apply to periodic weekend drills or attendance at military schools.

10. Leave without pay

a. An employee may be granted leave without pay by the Chief or his designee, should circumstances warrant such action.

b. Requests for leave w/o pay should be presented to the Chief or his designee utilizing the Leave Request Form.

c. An employee who has an annual leave balance, who requests leave without pay, shall not be required to take annual leave.

d. Annual leave and sick leave shall not accrue when an employee is on unprotected Leave Without Pay.

e. Employees on Leave Without Pay for 51% or more of his/her working month must pay the full costs of the health care and life insurance coverage (employer and employee share) for such pay period unless the absence is protected or granted under the Family Medical Leave Act (FMLA) and/or Worker's Compensation Act. An employee in this situation is advised to make payment to the Town for this period of absence to ensure life and health insurance coverage is not discontinued. Optional life insurance premiums are the responsibility of the employee.

11. Temporary Disability leave

a. Employees may use sick leave, annual leave, compensatory leave, holiday time or leave without pay during periods of disability (including maternity).

b. Only that period of absence during which a physician certifies the employee is disabled may be charged to sick leave.

12. Family & Medical Leave

a. The purpose of Family and Medical Leave (FMLA) is to provide unpaid, job protected leave to eligible employees for certain medical reasons as mandated in the Family and Medical Leave Act of 1993. An eligible employee is entitled to up to 12 weeks of unpaid leave during the rolling 12-month period (looking backward

from the date that the leave commences).

b. Eligible Employees: An eligible employee is one who has worked for the Town for twelve (12) months and within the twelve (12) months preceding the commencement of the leave has worked at least 1,250 hours. Part-time and temporary employees who meet these requirements are eligible for FMLA leave. Employees who are "Key Employees" are eligible for FMLA leave; however, they may not be entitled to job restoration.

c. Purposes for Which FMLA Leave May Be Taken

   i. For the care of an employee's child after birth or after the placement with the employee of a child for adoption or foster care (provided that the leave is requested and used within twelve (12) months of the birth or placement);

   ii. for the care for an employee's spouse, child, or parent (does not include in-laws) who has a serious health condition; or

   iii. for the employee's own care when the employee is unable to work because of a serious health condition.

d. Definitions

   i. Parent: is the biological parent of an employee or an individual who stood or now stands in *loco parentis.*

   ii. Child: son, or daughter is a person under 18 years of age, the biological child, adopted child, foster child, stepchild, legal ward, child of an employee who stands in *loco parentis*, or child over 18 years of age who is incapable of self-care because of a physical or mental condition.

   iii. Serious Health Condition: A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or an incapacity lasting more than three consecutive days and involving continuing treatment by a health care provider. Continuing treatment involves two or more treatments (or one treatment when the condition surfaces and follow-up visits are required) by a healthcare provider, pregnancy, prenatal care, or other chronic or long-term serious health condition that (1) requires periodic visits to a health care provider; (2) recurs over an extended period of time; and (3) causes episodic absences.

   iv. To qualify for leave due to the serious health condition of a family member, the family member must be incapable of self-care. To qualify for leave for the serious health condition of the employee, the employee must be unable to work at all or unable to perform any of the essential functions of the employee's position.

e. Certification from Health Care Provider Required

   i. Employees are required to obtain a certification from the health care provider for all absences for which FMLA benefits are being requested. A chronic or long-term health condition or pregnancy does not require a visit to the health care provider for each absence.

   ii. The Town may request an employee to obtain a second opinion from a health care provider of its choice; if that opinion differs from the opinion provided in the certification, the Town can request that a third health care

provider provide an opinion. Both consulting opinions will be at the Town's expense.

iii. A health care provider may be a doctor of medicine or osteopathy, podiatrist, dentist, clinical psychologist, optometrist, chiropractor, nurse practitioner, nurse mid-wife, clinical social worker, or any other health care provider recognized by the Town's health plan(s). Christian Science practitioners are also included within this definition.

iv. Upon conclusion of FMLA leave taken for the employee's own serious health condition, the Town may require the health care provider, if such a statement has not already been provided, to certify to the employee's fitness for duty and his ability to perform the essential duties of his job.

f. Should an employee be absent for five (5) or more consecutive days or for a chronic condition, a birth, or other possible FMLA reason, the supervisor must provisionally designate the absence as FMLA/sick or annual leave. Once it is established that the absence qualifies for FMLA leave, the provisional designation will be removed. For purposes of calculating the 12-week leave entitlement, provisional designations of leave will be counted as FMLA leave.

g. An eligible employee is entitled to twelve weeks of unpaid leave during a twelve-month period. The 12-month period is a rolling twelve months (12 months measured backward from the date the leave commenced).

h. Concurrent Use of Leave

Employees are required to use accumulated paid leave (sick, compensatory, annual, etc.) on an hour-for-hour basis concurrently with the FMLA leave.

i. If an employee is on unpaid FMLA leave status, no annual or sick leave will accrue and the employee will be responsible for the costs of all benefits other than the employer's share of health care premiums.

j. An employee is required to request FMLA leave in writing at least thirty days before the leave is to start if the need for the leave is foreseeable. In circumstances when the leave is not foreseeable, an employee must request the leave as soon as practicable.

k. FMLA leave taken for a serious health condition of the employee or the employee's family member may be taken intermittently or may be given for reduced hours of work. A Certification from a health care provider will be required.

When the employee requests the FMLA leave to be intermittent leave or to have a reduced schedule, the Chief may transfer the employee to another position more suitable to the employee's schedule requirements; the employee will not suffer any change in salary and benefits.

l. FMLA leave taken for birth, adoption, placement, or foster care cannot be taken intermittently unless approved by the Chief in advance.
If both spouses work for the Town, the total FMLA leave that may be taken for this event by both employees is twelve weeks, pro-rated between the employees as they choose. FMLA leave taken for the birth, adoption, placement, or foster care of a child must be taken within the twelve months following the event.

m. Should the Town obtain information that the employee was not FMLA eligible or the event did not qualify under FMLA, the designation of FMLA leave previously given may be withdrawn.

n. Upon returning from FMLA leave, an employee is entitled to be restored to the same position that was held before the start of the FMLA leave, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. The only exceptions to job restoration are:

   i. The job has been eliminated; or

   ii. Employee cannot perform the essential duties with reasonable accommodations.

   Key employees are entitled to FMLA leave but are not entitled to job restoration if reemployment after the conclusion of the leave will cause a substantial and grievous economic injury to the Town.

o. Special Provisions for Key Employees

   A key employee is a salaried employee who is among the highest paid ten percent of the Town's workforce. A key employee will be notified in writing of this designation in response to the employee's notice of intent to take FMLA leave. Should the circumstances prevent such notice being given in advance, the notice will be given as soon as it is known that the leave is FMLA leave. If a key employee is already on FMLA leave when the notice is received, the employee will be given a reasonable time to return to work before losing the right to job restoration.

p. Health Benefits

   If paid leave is used for FMLA purposes, an employee will maintain the same benefits as if working.

   If the employee is on unpaid leave, continuation in the health care plan is permitted, provided that the employee continues to pay for his share of the premiums.

   If an employee does not return to work after the conclusion of the FMLA leave, the employee is responsible for reimbursing the Town for its share of the health care premiums paid.

12. Workers' Compensation Leave

   See Town Administration/handbook

13. Civil Leave

   a. Leave with full pay will be granted an employee for any absence necessary for serving on a jury or for attending court as a witness under subpoena in an action in which the employee is not a party. The employee may retain any compensation received for such service if the employee uses annual leave, compensatory leave, or leave without pay for the period of absence.

14. Liberal Leave Policy

   a. When the Police Department is open during inclement weather, a Liberal Leave Policy shall be in effect for those employees in non-essential positions. Under the Liberal Leave Policy, employees may use Annual Leave, Compensatory Leave,

and/or Leave Without Pay without having to request it in advance.

b. An employee shall notify his/her immediate supervisor as soon as possible whenever he/she will be late or absent during scheduled work hours.

D. RETIREMENT

See Town Administration/handbook.

E. INSURANCES

See Town Administration/handbook

F. OSHA REQUIREMENTS

1. Should a full-time officer or employee be killed while on duty, OSHA in Richmond shall be notified immediately.

2. If five or more full-time officers or employees are injured in one incident, OSHA in Richmond shall be notified immediately.

G. PHYSICAL FITNESS

1. A satisfactory level of general health and physical fitness on the part of the Bowling Green Police Department sworn employees should be maintained so that work can be performed efficiently and without personnel shortages caused by excessive use of sick leave. The functions performed by officers require a level of physical fitness not demanded by many other occupations. Criteria for fitness will be directly related to the work performed.

2. An annual physical is required for each employee and is performed by the Police Department doctor at no cost to the employee.

IV. ADDITIONAL INFORMATION CONCERNING BENEFITS

A. Additional information concerning the benefits above is described in the Employee Handbook that can be obtained thru the Town's Administration, Human Resources Department.

B. For questions or clarification of any of the benefits listed can be directed through the Police Department Administration. For questions concerning the benefits that state the need to see Town Administration, employees are directed to the Human Resources Department.

V. HOURS OF WORK

1. Full-time police officer shall work a 40-hour work week as assigned by the Chief.

2. Part-time police officers shall work a maximum of 29 hours per work week as assigned by the Chief.

3. Administrative and civilian personnel shall work a maximum of 8 hours per work week as assigned by the Chief.

BOWLING GREEN POLICE DEPARMENT
LEAVE REQUEST/APPROVAL FORM

FROM: _____ DATE: _____

TO: _____
(Supervisor) Please Read Note Below

REQUEST IS HEREBY MADE FOR LEAVE FOR THE FOLLOWING DAYS/HOURS:	NUMBER OF DAYS:	DATES:
TIME IS REQUESTED TO BE TAKEN FROM MY ACCUMULATED: VACATION_____ COMPENSATORY TIME_____ SICK_____ HOLIDAY_____ OTHER _____		
COMMENTS: REQUESTED BY:		

(THIS SECTION TO BE COMPLETED BY SUPERVISOR)

APPROVAL/ DENIAL:	YOUR REQUEST IS: _____APPROVED _____DENIED COMMENTS: _____ _____ SUPERVISOR DATE

MISC.

NOTE:
WHEN COMPLETING THIS FORM: REQUEST IS SUBMITTED DIRECTLY TO YOUR IMMEDIATE SUPERVISOR.

BOWLING GREEN POLICE DEPARTMENT
LEAVE DONATION FORM

TO: _____
(Supervisor)

FROM: _____

I_____, WISH TO DONATE_____HOURS OF MY ACCUMULATED (CIRCLE ONE) **ANNUAL**, **SICK, OR COMPENSATORY** LEAVE TOWARDS COMPENSATION OF_____, FOR TIME LOST DUE TO ILLNESS.

_____ _____
SIGNATURE DATE

REQUEST IS: ( ) APPROVED

( ) DISAPPROVED

_____ _____
CHIEF/MAJOR DATE

BGPD-41 LEAVE DONATION
Rev. 01/18

BOWLING GREEN POLICE DEPARTMENT GENERAL ORDERS	
SUBJECT: APPEARANCE, PROPERTY, EQUIPMENT, AND UNIFORMS	**NUMBER:** 2-11
EFFECTIVE DATE: 11/2/17	**REVISED DATE: 1/31/19**
AMMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	**APPROVED:** _____ W. D. LIPSCOMB III, CHIEF
ACCREDITATION STANDARDS REFERENCE: PER.03.04, OPR.01.05	

Note: This rule or regulation is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this Police Department, and then only in a non-judicial administrative setting.

I. POLICY:

The Bowling Green Police Department expects its personnel (including auxiliary) to maintain a high standard of appearance, upkeep of equipment, uniforms, and property of The Town of Bowling Green.

II. PURPOSE:

All sworn employees of the Police Department shall at all times appear neat and clean, and keep their clothing and equipment in proper repair. Whenever they appear in public they must be clean-shaven, have their hair groomed, and be clean as to their person and clothing.

III. PROCEDURE:

A. GROOMING

1. Hair, Female Sworn Employees:
   Hair shall be clean, trimmed, and present a neat appearance. Hair shall be worn so that it does not extend below the bottom of the collar. Hair may be combed over ears, but will not extend below the bottom of the ears nor more than two inches in front of the ears. Hair on the forehead will not extend below the hat when properly worn. Hairstyles that preclude the wearing of the uniform hat in the accepted manner are not permitted. Pins, combs or barrettes similar to the color of the hair are permitted, provided they are unobtrusive and are concealed as much as possible.

2. Hair, Male Sworn Employees:
   Hair shall be clean, trimmed, and present a neat appearance. Hair may be tapered or blocked at the back of the head. It shall not appear bulky at any point, and only the closely cut or shaved hair may touch the collar or ears. Hair on the forehead will not extend below the hat when properly worn.

3. Sideburns shall not extend below the center of the ear. should this not be part of 2.?

4. Wigs or hairpieces will not be worn on duty in uniform except for cosmetic reasons to cover natural baldness or physical disfiguration. If, under these conditions, a wig or hairpiece is worn, it shall conform to Police Department standards.

5. Earrings and/or other visible pierced body jewelry will not be worn while on duty.
    a. Civilian personnel are permitted to wear one pair of earrings (one per ear) provided they portray a professional image.

6. Cosmetics, if worn, shall be subdued and blended to match the natural skin color of the individual, and provided they portray a professional image is maintained. False eyelashes are prohibited. does this apply to civilian personnel as well. What about eyelash weaving

7. Fingernails shall be clean and trimmed at all times. Fingernail polish, if worn, shall be clear.

8. When necessity causes any uncleanliness or lack of neatness, the sworn employee will avail himself/herself of the first opportunity to remedy this condition.

9. Handbags will not be carried while on duty and in uniform; however, this is not intended to include briefcases or letter cases normally used to carry working papers.

10. The Chief may waive any of these requirements under special circumstances. (I.e. Narcotics Task Force Officer)

B. <u>PROPERTY, EQUIPMENT AND UNIFORM:</u>

1. Employees of this department will be responsible for the proper care and the use of property and equipment assigned to or used by them and will promptly report to their supervisors any loss, damage, destruction or defect therein.

    a. It shall be the responsibility of the person or unit to which any stored departmental property is issued to ensure that property is continuously maintained in a state of operational readiness.

2. Employees of this office will operate department vehicles and other equipment in such a manner as to avoid injury to persons or damage to property. Whenever a police vehicle is involved in an accident, the operator will notify a supervisor immediately. If the supervisor determines damages are minor and only to the departmental vehicle, that supervisor will investigate and work the accident. Officers may work crashes of another Officer when it involves an animal. If the accident involves major damages to the departmental vehicle, any damage to other vehicles or property, or any personal injuries, the supervisor may request the Va. State Police to investigate and work the accident, unless approval is obtained from the Chief. In <u>all</u> circumstances the Chief will be contacted and advised of the incident.

3. At the beginning of a tour of duty, employees will examine any vehicle assigned to them and report any operational deficiencies, damage or defects to their supervisors. Failure to report damage or defects will create the presumption that the employee inspected the vehicle and found no damage or defects. The employee, in this case, will be held responsible for the damage. (This will include any spare vehicle utilized by the employee.)

4. Officers shall keep their uniforms clean and pressed, their shoes and other leather equipment polished and shined, and badges and name plates clean and bright.

5. Officers wearing civilian clothing on duty will present a neat and clean appearance. Employees will wear clothing which is appropriate to the type of duties and citizen contact expected, e.g., coat and tie for men and equivalent skirt, blouse or pants outfit for women are appropriate for business contacts; more informal sports clothing might be appropriate for late hours of work. Civilian dress should not be a source of negative comment from the community.

6. Officer will not temporarily or permanently convert any department property to the use of any other person not employed by the Police Department.

7. When an employee of this Office terminates employment, all issued equipment will be returned on the day the termination is effective. Failure to return all items of town property will result in withholding final pay or taking legal action.

8. Employees will have as a part of their issued equipment a copy of the Bowling Green Police Department General Order's Manual, and will maintain and make appropriate changes or inserts as directed.

9. The Bowling Green Police Department furnishes the following uniform items:

Summer shirts (3)
Winter shirts (3)
Pants, year round (3)
Straw hat
Pair of shoes
Gun belt
Gun holster
Handcuff case
Ammo pouch
Glove pouch
Can pepper spray and holder (if certified in use)
Baton and holder (if certified in use)
Handcuffs
Badges
Nameplates
Ties
Service Weapon
Rifle
Boots
Trouser belt
Radio holder
Portable Radio
Ball cap
Knit/stocking Cap
Utility Pants
Utility Shirt LS (1)
Utility Shirt SS (1)
Winter jacket
Belt keepers (4)
Leg Irons

10. All uniforms shall be worn with departmental approved leather gear or if wearing utility uniform issued web gear may be worn in accordance with policy.

    a. Short sleeve shirts may be worn year round, those appointees with an exposed tattoo on any part of their arms below the short sleeve line will not be permitted to wear the short sleeve shirt.

    b. Wearing of the hat is part of the official uniform and shall be worn as such: It may be removed while on routine patrol, but shall be in place when exiting the vehicle. The exception to this will be when the sworn employee perceived, based on reasonable cause, that the wearing of the hat may jeopardize his/her safety. The headgear may be removed while inside buildings or when dictated by appropriate standards of etiquette.

    c. Jackets must be zipped to the top of your name plate when being worn. Unzipped jackets are not permitted

    d. Officers may wear approved Boots when wearing the utility uniform and under the following conditions:

        i. Boots must be of good quality and be shined consistent with that of a low cut dress shoe.

        ii. Boots may be worn during the entire midnight shift or during periods of darkness (this would include evening shift).

        iii. Boots may be worn during inclement weather (snow, sub-freezing temperatures and raining) not in conflict with the above. Boots will not be worn for court or other formal occasions unless approved by the Chief or his designee.

e. Utility uniform consists of utility shirt, pants, boots, and ball cap and/or stocking cap.

i. This uniform can be used for training and commercial motor vehicle enforcement.

ii. Prior supervisory approval from the Chief or his designee is required except as listed above.

iii. Stocking caps may be worn during extremely cold or windy weather in lieu of the issued uniform hat if the sworn appointee is required to be exposed to the elements for an extended period of time. It <u>will not</u> be worn while on routine patrol or during temporary exposure to the elements.

f. Under no circumstances will an employee wear any item issued, while off duty, outside this town without the approval of the Chief.

11. Uniforms or suitable attire (see C-3 on this page) will be worn for all court appearances (see Section C. in this General Order).

12. All Officers shall be issued agency-approved body armor. Officers that are assigned to a uniformed function and non-uniformed sworn officers are required to wear body armor while engaged in field activities both on duty and during off duty employment unless exempt as follows:

a. When an agency-approved physician determines that an officer has a medical condition that would preclude the wearing of body armor,

b. When the officer is involved in undercover or plain clothes work that his/her supervisor determines could be compromised by wearing body armor; or,

c. If the Chief or designee determines that circumstances make it inappropriate to mandate wearing body armor

NOTE: If the above exceptions apply, the vests must be kept in the officers assigned vehicle and be readily accessible. <u>However, those persons will be considered to have released the Bowling Green Police Department, Town of Bowling Green, and all employees therein of any civil claim, liability, or suit which might arise as a result of failure to wear the vest.</u>

13. When uniform items are damaged or worn out and needing replacement, officers shall request replacement or repair to the Chief giving reasons why items were damaged.

C. <u>COURTROOM APPEARANCES:</u>

All Officers will treat courtroom appearances with the utmost importance. Further, as a rule, Officers must arrive at the court early enough to check the docket, if necessary, and confer with the prosecutor. Officers shall observe the following rules:

1. If an oficer receives subpoenas requiring appearance in different courts at the same time, he or she should honor the first subpoena received. If, however, a circuit or higher court issued one of the subpoenas, it shall receive precedence over one issued by a district court.

2. A subpoena receives precedence over an order issued by a supervisor. In any event, the officer must notify his or her supervisor of the court appearance.

3. If on duty, sworn employees will appear in court in uniform. No outer vests will be worn in the court room. If off duty, officers, to include plain clothed personnel, shall wear either the uniform or appear suitably attired in civilian clothes. Civilian attire means a tie for men, with a sport jacket or suit and equivalent clothing for women. K-9 and Animal Control officers are not permitted to wear BDU's for court appearance's unless authorized by the Chief or his designee.

4. When testifying, employees will remain attentive, face the jury when giving testimony, and speak in a clear, audible tone. Officers will respond to questions asked by the judge or attorneys and will not argue, interject, or offer an emotionally charged response to any remark or question.

5. Each member shall be familiar with the laws of evidence and will testify truthfully on any matter.

D. MOURNING BANDS:

Since there is no national standard the Bowling Green Police Department has developed the following protocol in order to create uniformity on the wearing of the mourning bands which will be worn midway and horizontally across the badge:

1. Bowling Green Police Department Personnel:

    a. Law Enforcement line of duty death from the day of the death until midnight 30 days following the death.

    b. For non law enforcement or non line of duty death of any member of this office by direction of a Memo which will normally be from the day of death to midnight of the burial or formal service.

    c. Retired member deaths by direction of a Memo which will normally be from the day of death until midnight of the burial or formal service.

2. Another Virginia Law Enforcement Agency (Active or Retired):

    a. Active - For an Officer killed in the line of duty, accidental, or natural causes will be by direction of a Memo.

    b. Retired – By direction of a Memo

3. Any Other Law Enforcement Agency (Active or Retired):

a. By direction of a Memo, an Officer killed in the line of duty, accidental, or natural causes.

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT

AGENDA ITEM: Request for budget amendment and additional appropriation

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Billy Deavers, bdeavers@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:
Request for budget amendment and additional appropriation.

ATTACHMENTS:
Additional funds needed, will be emailed separately upon completion.

REQUESTED ACTION:
Approve proposed request for budget amendment and additional appropriation.

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT

AGENDA ITEM: Tax and Utility Rate Ad for FY2020-2021

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:
The proposed tax includes an increase of roughly 3% in the waste collection fee, a ten percent increase in the water rates and increase in the Route 301 Tax District from the current $0.74/$100 to $0.92/$100.

ATTACHMENTS:

Tax and Utility Rate Ordinance O-20020- 002 Ad

ORDINANCE NUMBER O-2020-002 to set Tax and utility rates for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

REQUESTED ACTION:

Authorize Town Manager to publish ad.

Town of Bowling Green, Virginia
Notice of Public Hearings

Public hearings will be held by Town Council on Thursday, June 7, 2020, beginning at 7:00 PM in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, to receive comments on Ordinance Numbers O-2020-002 that sets tax and utility rates for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

All interested persons are encouraged to attend the meeting and provide comments. If special accommodations are needed to participate, please contact the Town Manager in advance of the meeting. A Complete copy of Ordinances Number O-2020-002 is available for public inspection weekdays from 9:00 AM until 5:00 PM at the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427. Questions about this ordinance may be directed to A. Reese Peck, Town Manager. 804-633-6212.

A. Reese Peck
Town Manager

TAX AND UTILITY RATES FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021

ORDINANCE NUMBER O-2020-002 to set Tax and utility rates for the fiscal year beginning July 1, 2020 and ending June 30, 2020.

BE IT ORDAINED by the Bowling Green Town Council, at its regular monthly meeting on the 25th day of June 2020 that the Bowling Green Town Council sets the tax and utility rates as follows:

Tax Rates

Real Estate	$0.13/$100
Personal Property	$0.72/$100
Mobile Homes	$0.10/$100
Machinery/Tools	$0.72/$100
Route 301 Tax District	$0.92/$100
Vehicle License Tax	$30 for cars and light trucks
Vehicle License Tax	$25 for motorcycles

Residential and Commercial Bi-Monthly Water/Sewer Rate

Current Bi-Monthy Water & Sewer Rates									Proposed Bi-Monthy Water & Sewer Rates								
RESIDENTIAL			COMMERCIAL			COMMERCIAL			RESIDENTIAL			COMMERCIAL			COMMERCIAL		
In-Town			In-Town			Out -of-Town			In-Town			In-Town			Out -of-Town		
Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer
0-5,000	$36.47	$86.53	0-5,000	$36.47	$93.48	0-5,000	$72.94	$112.38	0-5,000	$40.12	$86.53	0-5,000	$40.12	$93.48	0-5,000	$80.23	$112.38
5,001-10,000	$1.85	$4.39	5,001-10,000	$2.04	$5.21	5,001-10,000	$4.07	$6.26	5,001-10,000	$2.04	$4.39	5,001-10,000	$2.24	$5.21	5,001-10,000	$4.48	$6.26
10,001-20,000	$1.95	$4.62	10,001-20,000	$2.10	$5.40	10,001-20,000	$4.21	$6.49	10,001-20,000	$2.15	$4.62	10,001-20,000	$2.31	$5.40	10,001-20,000	$4.63	$6.49
20,010-30,000	$2.04	$4.82	20,001-30,000	$2.18	$5.58	20,001-30,000	$4.35	$6.71	20,010-30,000	$2.24	$4.82	20,001-30,000	$2.40	$5.58	20,001-30,000	$4.79	$6.71
30,001 & Up	$2.10	$5.00	30,001-40,000	$2.28	$5.83	30,001-40,000	$4.54	$7.01	30,001 & Up	$2.31	$5.00	30,001-40,000	$2.51	$5.83	30,001-40,000	$4.99	$7.01
Out-of-Town			40,001-50,000	$2.34	$6.02	40,001-50,000	$4.72	$7.23	Out-of-Town			40,001-50,000	$2.57	$6.02	40,001-50,000	$5.19	$7.23
Gallons	Water	Sewer	50,001-100,000	$2.43	$6.24	50,001-100,000	$4.84	$7.50	Gallons	Water	Sewer	50,001-100,000	$2.67	$6.24	50,001-100,000	$5.32	$7.50
0-5,000	$72.94	$97.80	100,001 & Up	$2.50	$6.39	100,001 & Up	$4.99	$7.68	0-5,000	$80.23	$97.80	100,001 & Up	$2.75	$6.39	100,001 & Up	$5.49	$7.68
5,001-10,000	$3.71	$4.96							5,001-10,000	$4.08	$4.96						
10,001-20,000	$3.89	$5.22							10,001-20,000	$4.28	$5.22						
20,010-30,000	$4.07	$5.45							20,010-30,000	$4.48	$5.45						
30,001 & Up	$4.21	$5.65							30,001 & Up	$4.63	$5.65						

Solid Waste Collection Bi-Monthly Rate Schedule

Residential Rates: $32.56

Commercial Rates: $25.72 bimonthly/per cubic yard

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT

AGENDA ITEM: Police Chief Contract

ITEM TYPE: Closed Session

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: David Lipscomb, dlipscomb@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Closed Meeting pursuant to Code of Virginia Section 2.2-3711(A)(1) for the purpose of discussing the performance and contract of the Police Chief.

ATTACHMENTS:

- Current contract

- Proposed amendments

- Department Head Salary Comparison

REQUESTED ACTION:

Department Heads	Name	Salary	Fica	VRS	Health/457	Group Life	Total cost to Town	Total years of experience in profession	Approved Salary Range
Police Chief - Proposed	Lipscomb, David	$69,550	$5,320.58	$10,070.84	$19,295.52	$931.97	**$105,168.91**	17	$61,235 - $97,976
Town Manager	Peck, Reese	$75,000	$5,737.50	$10,860.00	$5,922.24	$1,005.00	**$98,524.74**	45	$78, 153 - $125,044
Director of PW and UT	Deavers, Billy	$67,511	$5,164.61	$9,775.63	$5,922.24	$904.65	**$89,278.42**	40	$67,511 - $108,018
Town Clerk and Treasurer	Lewis, Melissa	$61,235	$4,684.48	$8,866.83	$5,922.24	$820.55	**$81,529.09**	20	$61,235 - $97,976

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this 1st day of July 2018, by and between the Town of Bowling Green, Commonwealth of Virginia, a municipal corporation, hereinafter called "Employer," and Warner David Lipscomb, III, hereinafter called "Employee," as party of the second part, both of whom understand as follows:

WITNESSETH:

WHEREAS, Employer desires to employ the services of Warner David Lipscomb, III as the full-time Chief of Police of the Town of Bowling Green, as provided in the Charter of the Town of Bowling Green, Virginia; and

WHEREAS, it is the desire of the governing body, hereinafter called "Council," to establish certain conditions of employment, and to set working conditions of said Employee; and

WHEREAS, Employee desires to accept employment as Chief of Police of said Town of Bowling Green;

NOW THEREFORE the parties hereby agree as follows:

Section 1: Duties

Employer hereby agrees to employ Warner David Lipscomb, III as the Chief of Police for the Town of Bowling Green, Virginia, to perform all of the functions and duties set out in the Charter and Code of the Town of Bowling Green, Virginia and to perform such other duties as may be required of him by the Town Council and the Town Manager for a period of two years. This Agreement shall expire on June 30, 2020 unless extended by mutual, written agreement of the parties.

Section 2: Resignation/Termination

In the event Employee voluntarily resigns his position with Employer, Employee

shall give Employer two months' written notice in advance, unless the parties agree otherwise. This Agreement is terminable at the will of the Bowling Green Town Council. In the event that the Employee should leave the position of Police Chief in good standing, the Employer agrees to enroll in any program that would benefit the Employee from a retirement standpoint, provided that it is not a detriment to the Town of Bowling Green.

Section 3: Compensation

Employer agrees to pay Employee for his services an annual salary of $65,000, payable in installments at the same time and in the same manner that the other salaried Town employees of the Employer are paid.

Section 4: Performance Evaluation

The Town Manager shall review and evaluate the performance of the Employee at least once annually. Said review and evaluation shall be in accordance with specific performance goals developed jointly by Employer and Employee. Said performance goals may be added to or deleted from in writing as the Town Manager may from time to time determine, in consultation with the Employee.

Annually, the Town Council, Town Manager, and Employee shall define such goals and performance objectives that they determine necessary for the proper operation of the Town of Bowling Green and in the attainment of the Council's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing.

Section 5: Dues and Subscriptions

Employer agrees to budget for and to pay for professional dues and subscriptions of Employee necessary for his continuation and participation in regional, state, and local associations and organizations necessary and desirable for his continued professional

participation, growth, and advancement, and for the good of the Employer, subject to the availability of funds and the prior approval of the Town Manager.

Section 6: Hold Harmless

In addition to that required under the state and local law, Employer shall save harmless Employee to the extent permitted by law against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as the Chief of Police. Employer will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon provided, however, if such tort, claim, demand or other legal action shall be based upon the intentional, wanton or willful act of the Employee, the Employer shall have no duty to defend such action nor shall the employer have a duty to compromise or settle such claim or suit or pay the amount of any settlement or judgment rendered thereon.

Section 7: Bonding

Employer shall bear the fund cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 8: Other Terms and Conditions of Employment

The Town Manager, on behalf of the Town Council shall fix any such terms and conditions of employment as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Town of Bowling Green's Charter or any other law.

All provisions of the Town of Bowling Green's Charter and Code, and personnel regulations and rules of the Employer shall apply to Employee as they would to other

employees of Employer.

In the event that the Employee should have a civil suit filed against him or be charged with a crime, including a traffic offense, the Employee shall promptly notify the Mayor within twenty-four (24) hours and provide any and all paperwork. Failure to provide notice as prescribed by this section shall constitute sufficient cause for immediate termination from employment.

Employee shall keep the Mayor and Town Manager informed in a timely manner of any and all significant events occurring in the Town of Bowling Green as well as any and all events that may affect the Town of Bowling Green.

Section 9: General Provisions

This Agreement constitutes the entire Agreement between the parties.

This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

This Agreement shall become effective upon execution.

If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

This Agreement shall be construed, interpreted and applied in accordance with the laws of the Commonwealth of Virginia. In the event of a dispute arising under this Agreement, the parties agree that appropriate venue shall be the Circuit Court for Caroline County, Virginia, and the parties hereby submit to the jurisdiction of said court.

IN WITNESS WHEREOF, the Town of Bowling Green has caused this Agreement to be signed and executed in duplicate originals in its behalf by its Mayor, and the Employee has signed and executed this Agreement, both in duplicate, the day and year first above

written.

Jason Satterwhite, Mayor

Date: 8/2/18

Warner David Lipscomb, III

Date: 8/2/18

From: David Lipscomb <dlipscomb@townofbowlinggreen.com>
Subject: Police Chief Contract Extension
Date: May 20, 2020 at 11:42:23 AM EDT
To: Andrea Erard <erardlaw@aol.com>, Andrea Erard <erardlaw@gmail.com>
Cc: Deborah Howard <deborahhoward@townofbowlinggreen.com>, Mark Gaines <markgaines@townofbowlinggreen.com>, Jason Satterwhite <jasonsatterwhite@townofbowlinggreen.com>

Good morning Andrea,

Please find the attached document as requested by the personnel committee. If you have any questions or concerns please let me know.

Regards,

--
Dr. W. David Lipscomb III
Chief of Police
Town of Bowling Green Police Department
107 Butler St.
Bowling Green, VA 22427
Office (804) 632-1600
Cell (804) 994-4056

Office of Chief of Police

Chief W.D. Lipscomb J.I.J.

Bowling Green Police Department

117 Butler Street, P.O. Box 468 Bowling Green, VA 22427

Phone (804)-632-1600 Fax (804)-632-1048 Cell (804)-994-4056

www.townofbowlinggreen.com

To: Mrs. Andrea Erard, Esquire

From: Chief. W. David Lipscomb

Date: May 20, 2020

Reference: Police Chief Contract Extension

Dear Mrs. Erard

I am writing this correspondence at the request of the Bowling Green town council budget, personnel and policy committee. The budget, personnel and policy committee met on May, 19th 2020 in regards to the possible extension of myself as chief of police for the town of Bowling Green. Listed below are the decisions made by the committee. They have asked that I compile this list in writing and forward this information to you so you can compile a written contract. It is my understanding that this contract is to take effect July 1st, 2020 and should be voted on at the June council meeting. This contract is for an additional four (4) years beginning July 1st, 2020. Thank you for attention to this matter.

1. The Town of Bowling Green agrees to furnish the current police chief a take home police vehicle as required by on call personnel.

2. The Town of Bowling Green agrees to furnish the current police chief a cellular phone with unlimited data package as required by on call personnel.

3. The Town of Bowling Green agrees to furnish the current police chief a leave accrual schedule as currently provided until reaching twenty (20) years of service. At that time the accrual rate shall increase in accordance with existing town policy.

4. The Town of Bowling Green agrees to furnish group health insurance, including whole family coverage, at the current Caroline County rate.

5. The Town of Bowling Green agrees to provide a severance package to include three (3) full months pay and all benefits should council terminate the current police chief's contract for reasons other than violations of criminal law.

6. The Town of Bowling Green agrees to address the inclusion of the current police chief into the Virginia Retirement System LEO's Hazardous Duty Supplement at the conclusion of the third (3rd) year. (2023)

7. The Town of Bowling Green agrees to increase to annual pay, effective July 1st, 2020, from $65,000 to $69,550. This increase reflects a 7% increase in pay. The town further agrees to an increase of at least 3% on July 1st, 2022 ($71,636.5) and July 1st, 2023. ($73,785.60) Should the amount of increase be larger than 3% on those dates for all employees than the police chief would be eligible for the larger increase as well.

8. The Town of Bowling Green agrees this contract extension will expire on June 30th, 2024.

POLICE CHIEF
ADDENDUM TO EMPLOYMENT AGREEMENT
CONTRACT EXTENSION

WHEREAS on July 1, 2018 the Bowling Green Town Council (the "Council") and Warner David Lipscomb, III (the "Police Chief") entered into an Employment Agreement; and

WHEREAS the Council and the Police Chief seek to modify the terms of the original employment contract.

NOW THEREFORE in consideration of the mutual covenants contained in this Addendum to Employment Agreement, the parties hereby agree as follows:

1. The term of employment of the Police Chief shall extend until June 30, 2024, under the same terms and conditions as the original Employment Agreement dated July 1, 2018, except as set forth in this Addendum.

2. The Council, with input from the Town Manager, shall evaluate the performance of the Police Chief annually based upon an evaluation instrument selected by Council. The Council, with input from the Town Manager, shall also establish annual goals and performance objectives for the Police Chief.

3. The Council will furnish the Police Chief with a take home police vehicle.

4. The Council will furnish the Police Chief with a cellular phone with unlimited data package for his use for work on behalf of the Town of Bowling Green. Both parties agree that the phone shall, at all times, remain the property of the Town of Bowling Green. The Police Chief, in accepting and using the phone, expressly acknowledges that he has no expectation of privacy in the phone or in any of the contents related to the phone whether stored on the phone or in the cloud.

5. The Council agrees to furnish the Police Chief with a leave accrual schedule as currently provided until reaching twenty (20) years of service. At that time the accrual rate shall increase in accordance with existing Town policy.

6. The Council agrees to furnish to the Police Chief group health insurance, including whole family coverage, at the current Caroline County rate.

7. The Council agrees to provide the Police Chief with a severance package to include three (3) full month's pay and all benefits should Council terminate the Police Chief's contract for reasons other than violations of criminal law.

8. The Council agrees to address the inclusion of the Police Chief into the Virginia Retirement System LEO's Hazardous Duty Supplement at the conclusion of the third (3rd) year. (2023)

9. The Council agrees to increase the Police Chief's annual pay, effective July 1st, 2020, from $65,000 to $69,550. This increase reflects a 7% increase in pay. The Council further agrees to an increase of at least 3% on July 1st, 2022 ($71,636.5) and July 1st, 2023. ($73,785.60) Should the amount of increase be larger than 3% on those dates for all employees then the Police Chief would be eligible for the larger increase as well.

10. Both parties agree that the employment and contract of the Police Chief is subject to an annual appropriation of funds by the Bowling Green Town Council and that, given the uncertain economic climate, it may be necessary, in the sole discretion of Council, to eliminate or reduce expenditures and costs related to the employment of the Police Chief. The Police Chief acknowledges that he does not have a property right in continued employment with the Town of Bowling Green and that, for economic reasons, his employment may be terminated or modified in the sole discretion of the Council. In the event that it should be necessary, in the sole discretion of Council, to terminate or modify the employment of the Police Chief for economic reasons, the Council agrees to provide the Police Chief with such notice as is practicable under the circumstances.

Date: _____ _____

Mayor Jason Satterwhite

Date: _____ _____

Warner David Lipscomb, III

DRAFT