

### TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

### AGENDA

Thursday, February 03, 2022 7:00 PM

### CALL TO ORDER AND QUORUM ESTABLISHED:

### **PUBLIC HEARINGS:**

<u>1.</u> Rezoning – #RZS-2021-020 - Fairmont

### **DELEGATIONS:**

### **PUBLIC COMMENTS:**

### **MEMBER COMMENTS:**

### **STAFF REPORTS & PRESENTATIONS:**

- 2. Draft FY20 Audit Presentation by Robinson, Farmer, Cox Associates, PLLC
- 3. Public Works/Utilities Monthly Report for January 2022
- 4. Police Department Monthly Report for January 2022
- 5. Town Clerk/Treasurer Monthly Report for January 2022
- 6. Town Manager Monthly Report for January 2022

### **CONSENT AGENDA:**

- <u>7.</u> Bills January 2022
- 8. Minutes December 2021 and January 2022 Deferred until March 3, 2022

### **UNFINISHED BUSINESS:**

9. Town Hall Rental Rates

### **INFORMATIONAL ITEMS:**

### **NEW BUSINESS:**

10. Authorize Advertisement and Hiring of Certified Public Accountant to Perform FY21 Audit

### **COMMITTEE REPORTS:**

### **ADJOURNMENT**



### TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

**AGENDA ITEM:** Rezoning – #RZS-2021-020 - Fairmont

ITEM TYPE: Public Hearing - Duly Advertised

PURPOSE OF ITEM: Decision - By Motion

**PRESENTER:** Allyson Finchum, Town Manager

**PHONE**: (804) 633-6212

### **BACKGROUND / SUMMARY:**

Town Council originally held a public hearing on January 6, 2022. The hearing will be continued on February 3<sup>rd</sup> and all those who have not already spoken may present their points of view. The Town Council has one year from the date of the original public hearing to approve or deny the application.

### **ATTACHMENTS:**

Staff Report Application Applicant's Narrative Maps VDOT Comments Ordinances

### **REQUESTED ACTION:**

Hold Public Hearing; review project; decide whether to 1) defer decision 2) set-up worksession or 3) motion to approve or deny the project.



### STAFF REPORT REZONING #RZS-2021-020

Request: Rezoning

(Business to R-3 Residential)

Location: AP Hill Boulevard

**Tax Map:** #43-A-34; 43E-1-4R, 5, 6, 7, & 8

Owner/Applicant: Fairmont Land LLC

**Proposed Density:** 4.52 du/ac

Site Size: 19.47 acres +/- (combined)

**Existing Land Use:** Vacant

**Existing Zoning:** B-1, Business

**Proposed Use:** Residential

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### **Surrounding Land Uses and Zoning:**

South: Maracossic Creek zoned A-1 West: Pond in Caroline County zoned Rural Preservation

North: Vacant wooded area with Pond zoned A-1

The 2021 Comprehensive Plan: Mixed Use (R1, R2, R3, B1, B2, & PUD)

**Staff:** Allyson Finchum, Town Manager/Zoning Administrator

### **Background & Summary of Proposal**

The applicant is requesting to rezone six parcels totaling 19.47 acres from B-1, Business to R-3, Residential to develop (no more than per proffer) an 88-parcel residential subdivision with 55 townhouses and 33 single-family houses with a resulting density of 4.53 units per acre. The application for rezoning was filed on July 12, 2021. An amendment to the application in the form of a draft proffer statement proffering the General Development Plan (GDP), was filed on September 7, 2021 and revised on September 13, 2021, thereby providing for consideration and review of the GDP submitted with the application (upon signature).

- The 19.47 acre site is located on the west side of Route 301 (AP Hill Boulevard) approximately 500 feet north of Broaddus Avenue. It is currently undeveloped land.
- One point of ingress/egress point (right in/right out) off of AP Hill Boulevard is identified for the subdivision, which is the only public access to the property.
- A ten-foot wide multi-use path is shown on VDOT right-of-way, which if constructed will provide pedestrian connection to Broaddus Avenue from the development.
- The general development plan depicts common area on the perimeter of the development. The total acreage is not identified.
- No recreational features are shown.
- Area for stormwater features is not shown.
- Building elevations are not provided.
- The applicant has submitted a narrative which is included in the packet.

### **Evaluation and Staff Comments**

The following comments are provided by staff for consideration by the Planning Commission:

- This development would be the first residential subdivision in the annexed area along Route 301 north. Land use in the area is predominantly vacant or commercial. There is likely to be a transition to residential development along the corridor with approval of this project.
- The future land use map identifies this area as Mixed-Use. While the term is not clearly defined in the Comprehensive Plan, the Planning Commission and ultimately Town Council must decide whether a mixture of residential use districts (R1, R2, R3) or a mixture of various use districts Residential(R), Business(B), Planned Unit Development (PUD)) is more appropriate.

- The application is for R-3 Residential which allows a multi-family use at the highest density
  provided in the Town of Bowling Green zoning ordinance. The Planning Commission and
  ultimately Town Council must decide whether low, medium, or high density and singlefamily and/or multi-family development meet the intent of the Comprehensive Plan for
  this parcel.
- The Town's appearance and design are noted in the Comprehensive Plan as an important quality of life issue for its residents and as an economic development tool. The proffers submitted in this proposal allow the developer flexibility in the final design of the development. Details such as exterior elevations of housing and community amenities are not included. Therefore the developer or builder who ultimately builds the project, will decide the layout, aesthetics and amenities, if any. The Planning Commission and Town Council must decide whether the application and proffers adequately address the Comprehensive Plan.
- Entrance corridors, including Route 301 north, are identified in the Comprehensive Plan as important for historical, aesthetic, and practical reasons, which serve to visually identify the Town boundary, establish the first impression of the Town for visitors, and to generally show the Town's commitment to its appearance and attractiveness. The proposed Fairmont GDP shows the rear of the townhouses facing to within 100' of AP Hill Boulevard. The Comprehensive Plan identifies berms as a possible solution in providing a visual buffer, though no visual buffers have been proffered. Alternatively, the GDP could be redesigned to address this aspect of the Comprehensive Plan.
- The Comprehensive Plan recommends to "minimize the impact of development on major roads by limiting access points and providing side street access and common entrances." It also suggests to "prohibit individual single family and duplex units within a development from having direct access to arterial and collector roads wherever possible, and locate residential development along internal roads within the development to improve traffic flow and enhance safety."

The GDP indicates a single access to Route 301, limited to right in/right out entrance. The subject property does not have frontage on any other public road, to which access can be relocated.

The Town currently has water and sewer availability to support this project. About 94.2%
of the currently permitted withdrawal will be utilized at full build out of this project.
Existing vacant and underdeveloped parcels within Town limits as well as those parcels
approved to be served by the Town water system are not reflected in this calculation. The

Town may need to consider beginning the process of identifying additional water supply sources (wells) and permits in the near future.

• The Comprehensive Plan recommends to "protect environmentally sensitive areas such as steep slopes, historic and archaeological resources, wetlands, water supply, wildlife habitats, and other sensitive areas by locating conflicting land uses away from such areas.

The property abuts various water features, including ponds, streams, and wetlands. The Chesapeake Bay Resource Protection Area is identified on the GDP. The Chesapeake Bay Preservation Regulations addresses protection of those areas.

- The subdivision ordinance requires all lots to abut public streets. Amending the GDP to reflect the public street requirement for townhouse lots would be appropriate. Alternatively, a text amendment might be considered to allow private streets/access for townhouse lots prior to subdivision plat submission.
- Townhouse developments must contain 6,000 square feet of lot area and usable open space per unit. Usable open space is landscaped areas that provide a park, playground or swimming pool. The open space layout on the GDP includes most of the designated RPA, which may not allow the above referenced uses. A pedestrian path connecting the townhouses with the RPA and features may be able to be designed to meet the R3 usable open space requirements. The BMP area should be excluded from the calculations. A more detailed site plan containing calculations will need to be provided to determine the exact amount of usable open space.

### **Proffers**

The following proffers are submitted by the applicant as part of the zoning application. An applicant may voluntarily submit proffers in an effort to address issues or concerns identified by the Town, to help make the proposed application consistent with the Comprehensive Plan or address other identified development issues. Should this application be approved and proffers accepted, the proffer statement will be recorded at the Circuit Court and govern the use and development of the property.

### 1. <u>General Requirements.</u>

(a) The following proffers are being made pursuant to Sections 15.2-2298 and 15.2-2303, and 15.2-2303.4, et al. of the Code of Virginia (1950), as amended, and Section 3-175, et al. of the Zoning Ordinance of the Town of Bowling Green (2010, as amended). The proffers provided herein are the only proffered conditions offered in this rezoning

application and being provided in accordance with Section 15.2-2303.4, et al., of the Code of Virginia 1950, as amended (the "Proffers"). If the Proffers are approved, any prior proffers in which the Property (as generally defined above and shown on the GDP) may be subject to or previously offered with this application or otherwise previously proffered are hereby superseded by these proffers, and said prior proffers will be of no further legal force and effect (collectively "Prior Proffers"). In addition and notwithstanding the foregoing, the Proffers are conditioned upon and become effective only in the event the Applicant's rezoning application No. \_\_\_\_\_\_\_\_ is approved (including through applicable appeal periods) by the Town of Bowling Green's Town Council (the "Town").

(b) Except as otherwise provided herein, the Property will be generally developed in accordance with that certain generalized development plan entitled "Fairmont", dated July 1, 2021 and last revised on August 17, 2021, prepared by W W Webb and Associates, attached hereto and marked as <a href="Exhibit A">Exhibit A</a> (the "GDP") and will include no more than 88 single family or townhouse residential units.

Staff comment: The term "generally developed" is vague and provides a lot of discretion and flexibility. A more definitive commitment would be "substantially developed", provided the Planning Commission/Town Council determine that the GDP is consistent with the Comprehensive Plan.

(c) For purposes of the final site plan (which will supersede the GDP after Town approval), proposed parcel lines, parcel sizes, building envelopes and footprints, access points, building sizes, building locations, public road locations, dumpster locations and waste facilities, parking areas, recreational areas, private driveways, road and travel way locations, inter-parcel connectors, RPAs and wetland areas, utility locations, storm water management facilities, and dimensions of undeveloped areas generally shown on the GDP may be relocated and/or amended from time-to-time by the Applicant to address final development, engineering, and design requirements and/or compliance with federal or state agency regulations including, but not limited to, VDOT, DEQ, Army Corps of Engineers, etc., and compliance with the requirements of the Town's development regulations.

Staff comment: The wording of this statement is broad, allowing the developer discretion in redesigning the development following approval of the rezoning, essentially negating GDP proffer 1b.

### 2. <u>Transportation</u>

The Applicant agrees to provide a 200 foot right turn lane and a 200 foot right turn lane taper from A.P. Hill Boulevard, as generally shown on Sheet 5 of the GDP.

Staff comment: Prior to approval the Town Attorney will review the Proffers to determine if they are legally sufficient and of acceptable legal form.

### **Comprehensive Plan Recommendations**

The Comprehensive Plan Map shows the future land use for this area as *Mixed Use* (*R1, R2, R3, B1, B2, & PUD*). This designation includes a variety of densities, as well as various types of residential and business uses along the corridor.

The Comprehensive Plan identifies the Route 301 North Corridor Area on the northeast side of Bowling Green as one of "three commercial areas within the town boundary which will benefit greatly with detailed planning to ensure proper development, redevelopment, growth, and viability."

### **Natural and Cultural Resources Impacts**

The site is located in the Maracossic Creek (Mattaponi) watershed. The property borders the Maracossic Creek, ponds, and wetlands. The 100' Resource Protection Area (RPA) is found along the entire western edge of the site.

The Chesapeake Bay and storm water regulations provide the framework to protect environmentally sensitive water features.

### **Traffic Impacts**

AP Hill Boulevard is a four-lane divided Principal Arterial Highway. The applicant has provided a general traffic impact statement. The proposed zoning creates and estimated 610.7 vehicle trips per day (vpd). The statement indicates a substantial decrease from 5,709.8 vpd estimate if the site is developed with the currently allowable business uses.

### **Public Utility Impacts**

### Water

Water lines must be extended throughout this subdivision with an individual tap to each parcel. There is an existing Town water main along AP Hill Boulevard to serve the proposed development.

The Town's current groundwater withdrawal permit allows for 69,520,000 gallons per year which is 190,465 gallons per day (gpd) on average. The current average daily production is 153,000 gpd. This total includes unaccounted for water usage from water leaks, flushing of hydrants, use from Caroline County Fire and Rescue (training, filling trucks, etc.). Current daily reserve is 37,465 which allows for an additional 124 connections at 300 gpd. Approval of any development that exceeds 190,465 gpd is contingent upon the Virginia Department of Environmental Quality's (VDEQ) approval of a modified withdrawal permit.

The 124 unit capacity figure should take into consideration existing platted vacant lots in town. It may be appropriate for the applicant to consider providing a well site or other assistance towards a future well when required.

### Sewer

The Town's current sewer capacity permitted is 250,000 (gallons per day), with 98,000 gpd (39.2%) currently used. There is an existing Town sanitary sewer gravity main along AP Hill Boulevard. Sanitary sewer mains must be extended throughout the subdivision, with an individual lateral to each parcel.

There is ample sewer supply available with less than 40% of the capacity utilized.

### **Storm water Impacts**

The development of 88 residential lots and the corresponding streets/parking areas, with increase in impervious cover and require storm water facilities. The GDP does not show the general location of any potential facilities. Thus, the storm water requirements may affect the final lot layout/ project design.

### **School Impacts:**

School impacts are included in the application on page 3 of the narrative. Student Generation Elementary - 25.4 additional students Middle – 11.4 additional students High – 14 additional students Total—50.8 students

The school system is funded through the Caroline County Board of Supervisors. Taxpayers (Town and County) provide financial resources for the school system, through real estate and other

taxes, together with available state and federal funding. Information is included in the Comprehensive Plan about the schools. The estimated student generation figures provided in the application are small, compared to overall number of residentially zoned lots throughout the County.

### **Tax Revenue**

Included in the packet is the applicant's economic analysis of the project. The applicant stated, B-2 development (i.e. gas station, fast food, retail) will generate \$7,930.00 of tax revenue as opposed to R-3 residential development which will generate \$32,890.00 of revenue.

### **Zoning and Subdivision Ordinance Considerations**

### R-3 Residential

Townhouses and apartment buildings minimum lot requirement of 10,000 square feet shall be waived for the individual lots occupied by each Townhouse dwelling unit. However, in consonance with the concept of open area planning, the total lot area and usable open space per dwelling unit, Townhouse or apartment shall be not less than 6,000 square feet. Such *usable* open space shall be exclusive of areas devoted to streets, alleys and parking area and shall be adequately landscaped with shade trees and grass to provide a park, playground area or swimming pool for the development.

### Subdivision

3-221(c) Each lot shall abut on a street dedicated by the subdivision plat or on an existing publicly dedicated street.

(2) Streets. [a] All streets shall be constructed in compliance with the state Subdivision Street Design Guide (24 VAC 30-91-160) requirements of the Virginia Department of Highways and Transportation and the Town of Bowling Green, Virginia.

Section 3-205. Definitions and word usage.

"Street" means the publicly owned, principal means of access to any lot in a subdivision. The term "street" shall include road, lane, drive, place, avenue, highway, boulevard or any other thoroughfare used for a similar purpose.

Ultimately, the development must meet subdivision/zoning ordinance requirements at the time of site plan/subdivision submission. The GDP provided may conflict with one or more of the regulations identified above.

### **Public Outreach Information:**

As required by State Code, this item was advertised in the Free-Lance Star on August 24, 2021 and August 31, 2021 for the Planning Commission public hearing.

The Staff report, as well as all reports for this Planning Commission meeting, were posted on the Town website <a href="https://www.townofbowlinggreen.com">www.townofbowlinggreen.com</a> on September 17, 2021.

For the Town Council public hearing this item was advertised in the Free-Lance Star on December 21, 2021 and December 28, 2021

The Staff report, as well as all reports for this Town Council meeting, were posted on the Town website <a href="https://www.townofbowlinggreen.com">www.townofbowlinggreen.com</a> on January 3, 2022.

### **Update:**

The Planning Commission held a public hearing on October 18, 2021. Issues raised by the people who spoke the Planning Commission are included below.

### Route 301/Traffic/Internal Roads

- concern with the traffic pattern due to the location of the entrance to the development which is not aligned with a cross-over to northbound Route 301
- concern with private versus public road serving townhouses
- concern with high number of vehicle trips per day
- concern with safety on Route 301
- concern with traffic on Route 301

### Impacts to Services

- concern with number of school-aged children generated from development
- concern with adequate water for growth
- concern with the water source and well
- concern with impacts to Sheriff, Fire and Rescue, Schools, Water and Sewer

### **Land Use and Density**

concern with number of requested houses and appropriate density of development

- support for certain land uses including grocery store, restaurants, mixed use projects with commercial along Route 301 corridor and residential behind
- preference for commercial

### Revenue/Taxes

- comparing revenue and costs generated by residential versus commercial development
- the purpose of annexation of this property was annexed to help financially support the Town
- concern with price of homes

### Environmental

- concern with whether stormwater pond will be built and the liability
- two existing nearby ponds have quality waterflow and shouldn't be interrupted
- concern with swamp land
- concern with environmentally sensitive land
- concern with impacts on Chesapeake Bay Act

### Other

- request for HOA documents
- concern with lack of usable open space and amenities
- concern with type of vegetative buffer
- concern with effect on property values
- desire for developer to finish their current project (Maury Heights) before starting another development
- concern with proximity of houses to adjacent property
- lack of information on the finished floor elevation and information on the stormwater ponds
- concern with increase in property assessment and paying additional taxes
- concern with effect on owners of nearby ponds
- request for the Town to carefully consider all applications
- concern with protection of children from natural hazards on adjacent property

The Planning Commission voted unanimously to continue the public hearing to November 15, 2021 to perform due diligence and review the information submitted by the applicant at the meeting.

On November 15, 2021, the public hearing was continued. Issues raised at that meeting were similar and included:

### Land Use and Density

- Concern with density of development
- Citizens want commercial, restaurants, mixed-use, not completely residential but commercial with residential behind

- Commercial growth has to be on Route 301 because lack of growth potential on Main Street
- Need more storefronts
- This plan is not wanted as the gateway to the Town

### Route 301/Traffic/Internal Roads

- Concern with the location of the entrance to the development which is not aligned with a cross-over to northbound Route 301
- Internal public roads are more desirable than proposed private roads
- Concern with private roads being maintained
- Concern with high number of vehicle trips per day
- Concern with safety on Route 301
- Concern with traffic on Route 301
- Want guarantee that trail will be built

### Public Open Space

• Concern with trail in the Resource Protection Area if people try to get to the natural beauty and water. Trash might accumulate.

### Requested Information not Provided

 The Planning Commission expressed concern that the developer had not provided information requested at the previous meeting including finished floor elevations, details on the stormwater, whether the houses would contain basements, HOA documents.

### Comprehensive Plan

- Lack of consistency with the Comprehensive Plan
- Area should be mixed use predominantly commercial

### Utilities

- Existing available water will be at 94% capacity and length of time it will take to get more water
- The well at Maury Heights did not meet current standards and had to be abandoned
- The result was that the Town paid for the water by connection fees rather than the developer paying for the well
- Connection fees for water are one-time fees
- The Town will spend additional money to properly abandon a well and drill another well
- There is no guarantee that the well water is going to be usable

### **Schools**

 The total number of students is higher than the applicants report depending on number of bedrooms

### Environmental

Concern about protecting the environmentally sensitive land

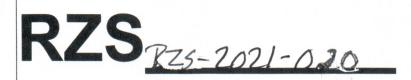
Following the hearing the Planning Commission unanimously recommended denial of the application citing the issues above that were raised by themselves and citizens.

The Town Council held a public hearing for this application on January 6, 2022.

The hearing was continued to February 3, 2022. Minutes from the meeting were not available at the time this staff report was updated. The applicant amended the application and proffers on January 12, 2022. The previous proffers shown in the staff report and the layout were replaced with the information attached in the packet.

### **Next Steps:**

The Town Council has one year per state law to decide this request. Following the public hearing on February 3, 2022, the Town Council may choose to defer action to consider the application; request more information from the applicant; request a worksession with the applicant; or decide approval/denial on this matter.

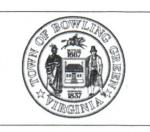


\*\*This permit shall be posted in a conspicuous place\*\*

### PREVIOUS EDITIONS OF THE

FORM ARE OBSOLETE

FORM REVISED: 28 April 2008



## Town of Bowling Green Single Use Rezoning Application

Application and petition are hereby made to the Town Council, Town of Bowling Green, to amend the Zoning Map of the Town of Bowling Green and issue a Certificate of Zoning Compliance, in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all local and state laws and ordinances, which are hereby agreed to by the undersigned, and which shall be deemed a condition entering into the exercise of this application.

<u>Owner</u>	Daniel I. Hanen		
	Name	Daytime Telephone N	umber
	8 Devonshire Drive, Fredericksburg,	VA 22401	
	Mailing Address		
Property Inform	nation		
Topolty Illian	43-A-34; 43E-1-4R, 5, 6, 7, 8	Vacant/B-2	V2.
	Tax Map/Parcel Number	Existing Use/Zoning	
	A.P. Hill BLVD		
	Address/Location (use street names)		
	None		
	Existing Structures (number and type)		
Rezoning of Pro	operty Requested		
From Zoning D	esignation B-2	To Zoning Designation R-3	
Water and Sew	er		
What is your wa	ter supply source?	What is your sewage disposal source?	
X Muni	cipal Private Well	X Municipal S	eptic Tank

As part of the submission, the following questions must be answered with a detailed response in narrative form. Answers of "Yes" or "No" are NOT ACCEPTABLE and the application is not complete until this narrative is submitted.

- 1. Describe in detail, why the current zoning designation of the property is inappropriate.
- 2. Describe in detail, the proposed use(s) of the property.
- 3. Describe in detail, why the proposed rezoning is necessary.
- 4. Describe in detail, why the proposed rezoning will not be detrimental to surrounding properties. Please relate your response to the existing zoning of the area, existing land uses in the Town Code, adjacent neighborhoods, and the Town of Bowling Green Comprehensive Plan.
- 5. Describe the proposed water and wastewater utility infrastructure including sources, discharges, permits, construction, ownership, and maintenance responsibilities.
- 6. Describe the environmental impact of the proposed use or development and the efforts to be undertaken to abate air, water, noise, storm water, and other environmental impacts during and after construction or after establishing the use.
- 7. Describe what techniques will be used to control traffic flow and what impacts the proposed use will have on existing roadways and provide a professionally prepared traffic impact analysis for any development expected to generate 250 vehicle trips per day or more.
- 8. Describe the impact of the proposed use on Caroline County's Schools.
- 9. Describe the impact of the proposed use on Town of Bowling Green public services (i.e., water service, wastewater disposal, solid waste disposal, and police protection).
- 10. Describe the impact the proposed use(s) will have on any historic sites or structures on the property or in the vicinity.
- 11. Describe the impact the proposed use(s) will have on any rare, endangered, or irreplaceable species or natural areas.
- 12. Describe the impact the proposed use(s) will have on the scenic or natural beauty of the Town of Bowling Green.

NOTE: The applicant is encouraged to consult with the Caroline County Building Official if the requested rezoning includes property containing an existing structure.

Complete and accurate information is required by the Town Staff, Planning Commission, and/or the Town Council in order for the application to be fully and appropriately reviewed. The Town Manager/Zoning Administrator may, at any time during the application acceptance process, find essential information is lacking, deem the application as incomplete, and defer further review or action until such time the required and/or requested information is provided.

A copy of a Vicinity Map is attached.	Yes	No No
CERTIFIC	CATE OF ZONING C	OMPLIANCE
The building, its proposed use, or the use of the provisions of Chapter 126 (Zoning) of the <u>Code</u>		·
Zoning Administrator Signature		Date

I certify that I have the authority to make the foregoing application, that the information given is correct, including any attached plans or drawings, and that all construction will conform with all applicable state, county, and town laws, ordinances, and regulations with regard to zoning, health and building. Failure to do so will automatically render this permit invalid. I understand that two copies of a plot plan (or a plan for signs) must be submitted with this application, that construction requires a building permit Issued by the Caroline County Building Official, that a separate application must be made for water & sewer connections, and that all contractors must register with the Town prior to commencing work. I agree to repair any damages to sidewalks, streets, and utilities caused during this construction. I agree to pay an inspection deposit and notify the Zoning Administrator within ten (10) days of completion of the work for an inspection and issuance of Certificate of Zoning Compliance. Failure to do so may result in the forfeiture of the inspection deposit which in no way relieves me of any obligation to comply with all Town requirements. Land may be used or occupied, and buildings structurally altered or erected may be used or changed in use, only after the Certificate of Zoning Compliance is issued.

Applicant: Daniel C. Webb, Managing Member, Fairmont Land, LLC 7/12/21 Owner/Applicant Signature **Date** \*\* FOR TOWN USE ONLY \*\* Recommendation of Planning Commission Date Received \_\_\_\_\_ Recommend Disapproval Date \_\_\_\_\_ Recommend Approval Action by Town Council Date Received \_\_\_\_\_ Approved Disapproved Date Date Received \_\_\_\_\_ Recommendation of Director of Public Works Recommend Disapproval Date \_\_\_\_\_ Recommend Approval Zoning Administrator Recommend Approval **Recommend Disapproval** Recommend Approval with Conditions (See Attached) Fee Paid \$ Zoning Administrator Signature Date

### REMINDER!!

Approval of this application does not mean work can begin. Permits must be obtained from the Caroline County Building Official and possibly (depending on the scope of the work) Virginia Department of Transportation (VDOT) and the Health Department or Department of Environmental Quality (DEQ). It is the responsibility of the owner/applicant to check with these agencies to ensure all permits are obtained before beginning work.

### ADJACENT PROPERTY OWNERS

The following are all of the individuals, firms, or corporations owning property adjacent to both sides and rear, and the property in front of (across the street from) the property for which a Single Use Rezoning is requested. All adjacent property owner information is required to be accurate and complete before the application can be accepted.

### NAME

### STREET ADDRESS

1) Peter B. Swain Life Estate	0 A.P. Hill BLVD, Bowling Green, VA 22427
Mailing Address: 17450 Mill Stone Lane, Bowling Green,	VA 22427
2) Mahon Family Partnership LLP	0 Lakewood Road Bowling Green, VA 22427
Mailing Address: 116 Vance Drive, Fredericksburg, VA 224	108
3) Charles F. & Theresa J. Rosemond  Mailing Address: PO Box 452, Bowling Green, VA 22427	17256 Lakewood Road, Bowling Green, VA 22427
4) Michael N. & Carol H. Manns	0 A.P. Hill BLVD, Bowling Green, VA 22427
Mailing Address: PO Box 117, Bowling Green, VA 22427	
5)	
6) Mailing Address:	
7)Mailing Address:	
8) Mailing Address:	
9)	
12)Mailing Address:	
14)Mailing Address:	

### FAIRMONT REZONING NARRATIVE

Applicant/Owner: Fairmont Land, LLC ("Applicant")

11903 Bowman Drive, Suite 106, Fredericksburg, VA 22408

Engineer: Daniel Webb, P.E., W W Webb & Associates, PLLC

11903 Bowman Dr., Suite 106, Fredericksburg, Va. 22408

Office: (540)371-1209, Fax: (540)371-4650

email: dan.webb@webbassociates.net

Project Name: Fairmont

Property: Town of Bowling Green Tax Parcels 43-A-34; 43E-1-4R, 5 6, 7, 8

consisting of 19.4727 located on the south bound lane of Route #301, A.P.

Hill Boulevard (the "Property").

Date: July 1, 2021

Rev. January 12, 2022

GDP: Generalized Development Plan, entitled "Fairmont", prepared by W W

Webb & Associates, PLLC, dated July 1, 2021, attached hereto as Exhibit

 $\underline{\mathbf{A}}$  (the "GDP") <sup>1</sup>

Rezoning Request: From B-2 to R-3

Rezoning #: RZS-2021-020

1

### I. <u>Project Overview</u>

The Applicant proposes rezoning of properties listed as Tax Maps 43-A-34; 43E-1-4R, 5 6, 7, 8 from B-2 to R-3. The total project acreage is 19.4727 acres. Currently, the subject parcels front on Route #301 (A.P. Hill Blvd), a four lane divided highway. To the south is a wide waterbody called Maracossic Creek and zoned A-1. To the west is a pond located in Caroline County and zoned RP. To the North is an undeveloped wooded area bound by another Pond zoned A1.

This project proposes residential subdivision to accommodate single family dwellings and townhouses

### II. Comprehensive Plan

### Future Land Use Map

The subject Property lies within the Town's "Mixed Use" land use designation area. The "Mixed Use" land use designation area allow for multiple residential and business uses.

### Fiscal Impacts

For decades the subject property has been zoned business B-2 but has not developed due to lack of demand for business on the 301 corridor. There is currently a market for residential in Bowling Green and this location is perfect for this moderate/high density development. This development will generate additional real estate, personal, Route 301 tax district, and vehicle license tax. In addition to those taxes, the additional rooftops will provide patrons that will continue to fuel the revitalization of our Main Street business district.

### **Real Estate Tax Income:**

- Town of Bowling Green Real Estate Tax Rate: \$0.13/\$100
- Current Real Estate Assessment: \$325,300
- Current Real Estate Tax generated by the site: (\$325,300/100)\*\$0.13 = \$422.89
- Proposed Single Family Home Price: \$350,000
- Proposed Single Family Tax generated: (\$350,000/100)\*\$0.13\*32 Houses = \$14,560
- Proposed Townhouse Price: \$250,000
- Proposed Townhouse Tax generated: (\$250,000/100)\*\$0.13\*46 Townhouses = \$14,950

Existing Real Estate Tax: \$422.89

Proposed Real Estate Tax: \$14,560+\$14,950 = \$29,510

### Real Estate Tax Increase of \$29,087.11/Year

### III. Land Use

As noted above, the Applicant proposes rezoning the Property from B-2 to R-3. The proposed Residential R-3 zoning uses will be less impactful to all adjacent properties than the possible Business B-2 zoning uses as currently zoned. The adjacent properties located in the town are all designated as "Mixed Use" in the future land use map. This property is unique in the fact this it is bound on all sides by bodies of water with the exception of its 986' of frontage along A.P. Hill Boulevard. There will be a buffer maintained along the frontage on A.P. Hill Boulevard to maintain scenic beauty of the Town.

### IV. <u>Cultural Resources</u>

Based on review of the Comp Plan and information from the Virginia Department of Historic Resources and the United States Department of the Interior, the Property does not have any cultural resources.

### V. Fire, Rescue, Police

We believe the proposal will have minimal impacts on the County's fire and rescue facilities. The Property is served by the Bowling Green Volunteer Fire Department, which is located approximately 1 mile southwest of this site and the Bowling Green Volunteer Rescue Squad, which is located approximately 1 mile southwest of this site.

The proposal will have minimal impact on the Bowling Green's Police Department and the Caroline County Sheriff's Office. The Property is served by the Bowling Green Police Department and the Caroline County Sherriff's office. Both are approximately 1 mile southwest of this site.

### VI. Schools

Student Generation Factors								
		El	ementary	Middle	High			
Unit Type		Sc	chool	School	School		Total	
Single Family	Dwelli	ng (SFD)	0.2577	0.130	7	0.1832		0.5716
Townhouse(T	(H)		0.3072	0.128	6	0.1453		0.5811
	*Sour	ce: Spotsyl	vania Count	y Planning De	epartment	<del>!</del>		
School Type	Units	Unit Type	e Genera	ation Factor	Total S	tudents		
Elementary	32	SFD	0.2577	•	8.2			
Middle	32	SFD	0.1307	•	4.2			
High	32	SFD	0.1832	,	5.9			
Total Single I	Family I	Owelling		18.3				
School Type	Units	Unit Type	e Genera	ation Factor	Total S	tudents		
Elementary	46	TH	0.3072	,	14.1			
Middle	46	TH	0.1286	- )	5.9			
High	46	TH	0.1453	1	6.7			
Total Townho	ouse				26.7			
Total Projecte	ed Stude	ents			45.0			

### VII. Solid Waste

The property will be serviced by the Town's trash collection service.

### VIII. Water and Sewer

The property will be serviced by the Town's public existing water and sewer system. Both public water and sewer run along the frontage of the property. The public sewer line is a force main line and will require the construction of a public pump station in order to tie into the system. All water and sewer lines will be constructed to meet the Town of Bowling Green's standards and will be maintained by the Town of Bowling Green. Below is a summary of water and sewer fees generated by the site:

Water Availability Fee: \$6,000/Lot
Sewer Availability Fee: \$6,000/Lot
Water Connection Fee: \$750/Lot
Sewer Connection Fee: \$750/Lot

• Total # of Lots: 78

### **Total Water and Sewer Fees:** \$13,500/Lot = \$1,053,000

Minimum By-Monthly Water Usage Fee: \$40.12/Lot
Minimum By-Monthly Sewer Usage Fee: \$86.53/Lot

• Total # of Lots: 78

### **Total Minimum Annual Water and Sewer Usage Fee = \$59,272.20**

### IX. Environment

The project's design will minimize the impact to the natural topography and vegetation located on the Property, and Applicant's design will be in compliance with County and State requirements for stormwater management for the development of the site. There are wetlands on the site and disturbance of them will be kept to a minimum.

### X. Transportation

The Property abuts A.P. Hill Drive (Route #301), which is a four (4) lane public road classified as a principal arterial road. Access to the Property will be provided on Fairmont Drive by a right in-right out on A.P. Hill Boulevard.

If the property were developed as business it could generate 5,710 VPD of overall trips on a daily basis, including 432 VPD during A.M. peak hours and 520 VPD during P.M. peak hours. (Land Use -815,820,853,934)

This project will generate 552 VPD of overall trips on a daily basis, including 39 VPD during A.M. peak hours and 51 VPD during P.M. peak hours. (Land Use -210 & 221)

See attached Traffic Generation Impact Analysis Exhibit B.

### **EXHIBIT A**

### Generalized Development Plan

See attached "General Development Plan, Fairmont – Tax Maps 43-A-34; 43E-1-4R, 5 6, 7, 8" dated July 1, 2021 and last revised on January 12, 2022 prepared by W.W. Webb & Associates, PLLC.

### **EXHIBIT B**

Traffic Generation Impact Analysis

See attached "Traffic Generation Impact Analysis, Fairmont – dated July 1, 2021 and last revised on January 12, 2022 prepared by W.W. Webb & Associates, PLLC.

### Real Estate Tax

				Real E	state		
		Re	al Estate	Tax Rat	te (Per		
		Ass	esment	\$100)		Rea	al Estate Tax
Current Undevel	oped	\$	325,300.00	\$	0.13	\$	422.89
Developed B-2							
	Gas Station Site	\$	1,500,000.00				
	Fast Food Site	\$	1,100,000.00				
	Retail Site	\$	1,000,000.00				
	40,000 SF Shopping Center	\$	2,500,000.00				
	Total =	\$	6,100,000.00	\$	0.13	\$	7,930.00
Developed R-3							
	Single Family Home (32*\$350000)	\$	11,200,000.00				
	Townhouse (46*\$250,000)	\$	11,500,000.00				
		\$	22,700,000.00	\$	0.13	\$	29,510.00

### Utilities

Utilities						
			er & Sewer			
			ablity and	Number of		
			ection Fees	Connections		tal
Current Undevelo	pped	\$	-	-	\$	-
Developed B-2						
	Gas Station Site (1" Meter)	\$	14,500.00	1	\$	14,500.00
	Fast Food Site (1" Meter)	\$	14,500.00	1	\$	14,500.00
	Retail Site (1" Meter)	\$	14,500.00	1	\$	14,500.00
	40,000 SF Shopping Center (1" Meter)	\$	14,500.00	4	\$	58,000.00
					\$	101,500.00
Developed R-3						
•	Single Family Home (5/8" Meter)	\$	13,500.00	32	\$	432,000.00
	Townhouse (5/8" Meter)	\$	13,500.00	46	\$	621,000.00
					\$ :	1,053,000.00
		Wate	er & Sewer Bi	_		
			thly Usage	Number of	To	tal Annual
			illy Osage	Connections	Fee	
Current Undevelo	pped	Fees \$		-	\$	<del>-</del>
Developed B-2		*			,	
•	Gas Station Site (1" Meter)	\$	133.60	1	\$	801.60
	Fast Food Site (1" Meter)	\$	133.60	1	\$	801.60
	Retail Site (1" Meter)	\$	133.60	1	\$	801.60
	40,000 SF Shopping Center (1" Meter)	\$	133.60	4	\$	3,206.40
	, , , ,	·			\$	5,611.20
Developed R-3						
	Single Family Home (5/8" Meter)	\$	126.65	32	\$	24,316.80
	Townhouse (5/8" Meter)	\$	126.65	46	\$	34,955.40
					\$	59,272.20

### WEBB AND ASSOCIATES, PLLC

### ENGINEERING - SURVEYING - LAND PLANNING

11903 Bowman Drive, Suite 106, FREDERICKSBURG, VA. 22408 540-371-1209 FAX 540-371-4650

### FAIRMONT TOWN OF BOWLING GREEN, VA TRAFFIC GENERATION IMPACT ANALYSIS July 1, 2021

CURRENT ZONING								
	Peak Hour							
	Use							
USE	Code	Daily	AM	PM	Area (sf)	VPD	AM	PM
Shopping Center	820	37.75	3	4.21	40,000	1,510.0	120.0	168.4
Convenience Market								
w/ Gas Pumps	853	624.2	42.19	49.59	5,500	3,433.1	232.0	272.7
Fast Food Resturant								
w/ Drive Through								
Window	934	470.95	50.97	51.36	500	235.5	25.5	25.7
Free Standing								
Discount Store	815	53.12	5.43	5.33	10,000	531.2	54.3	53.3
					Total =	5,709.8	431.8	520.1

PROPOSED ZONING								
TRIP GENERATION/ UNIT							Peak Hour	
	Use						7	
USE	Code	Daily	AM	PM	# UNITS	VPD	AM	PM
Multi-Family Housing								
- Mid Rise	221	5.44	0.32	0.41	55	299.2	17.6	22.6
Single Family	210	9.44	0.76	1	33	311.5	25.1	33.0
					Total =	610.7	42.7	55.6

					Hour
<b>CURRENT VS PROP</b>	OSED USE		VPD	AM	PM
Change in Traffic Volu	me		-5,099.06	-389.15	-464.58
Percent Change			-338%	-324%	-276%



August 17, 2021

Kyle S. Bates, P.E. Resident Engineer VDOT Fredericksburg Residency

Re:

Fairmont Rezoning GDP Comment Response Letter

Dear Mr. Bates:

The following responses correspond to the comments in your letter dated August 10, 2021.

### **VDOT Land Development**

1. The single-family portion of the development doesn't meet SSAR requirements for the multiple connections in multiple directions standard. Please see 24VAC30-92-60 Connectivity Requirements.

RESPONSE: The project is bound by Maracossic Creek (a large marsh area that is an RPA feature) to the South; by a Pond to the East (RPA feature); and wetlands, pond, and grades greater than 15% whose total elevations change is greater than 5 feet to the North. There is no reasonable connection possible to any adjoining property due to factors outside of our control. We plan to request a waiver to the "multiple connections" requirement once we go through the site plan process. If a waiver is not approved we will work with VDOT to locate a connection in the most appropriate location. Attached is a sketch to help illustrate the site conditions I have just described.

2. Entrance shown on Route 301 will need to meet VDOT Standards in accordance with RDM, Appendix F, Section 4.

RESPONSE: The entrance will be designed to meet VDOT Standard in accordance with RDM, Appendix F, Section 4. Dimensions have been added entrance on sheet 5 to help illustrate that the standards will be met at the site plan phase.

3. Will Fairmont Drive be public? Public streets will need to meet the requirements shown in Appendix B (1) Subdivision Street Design Guide, Table 1 for centerline radius.

RESPONSE: Fairmont Drive will be a public street and does meet the requirements in in Appendix B (1) Subdivision Street Design Guide, Table 1 for centerline radius. Centerline radius has been labeled along the road centerline on sheet 3.

4. Show spacing from the existing entrance to East Broaddus Ave and the median crossover on Route 301. Entrance locations must comply with the minimum spacing standards in RDM, Appendix F, Table 2-2.



RESPONSE: The entrance does comply with the minimum spacing standards in RDM, Appendix F, Table 2-2. Entrance spacing has been shown on sheet 5.

Will an entrance culvert be required? Drainage will need to be addressed at the site planning stage.
 RESPONSE: An entrance culvert will be required. A detailed design will be provided at the site plan phase.

### **VDOT Traffic**

 Has an alternative been explored to eliminate direct access to Route 301? If no alternative exists, than provide a full right turn/deceleration lane in accordance with AASHTO design standards.

RESPONSE: We have explored all options to eliminate direct access to Route 301. There is not a reasonable alternative design to eliminate an entrance onto Route 301. The turn lane analysis provided on sheet 5 shows that only a right turn taper is required, but we will be providing a full right turn land and taper as shown on sheet 5.

The plans have been revised in accordance with the above VDOT comments. We look forward to the approval of the site plan as soon as possible by your staff.

Sincerely,

Daniel C. Webb, PE

Vand C. WM

# FAIRMONT

### GENERALIZED DEVELOPMENT PLAN

TOWN OF BOWLING GREEN, VIRGINIA TM 43-A-34; 43E-1-4R, 5, 6, 7, 8

EXISTING ZONING - B-2
PROPOSED ZONING - R-3

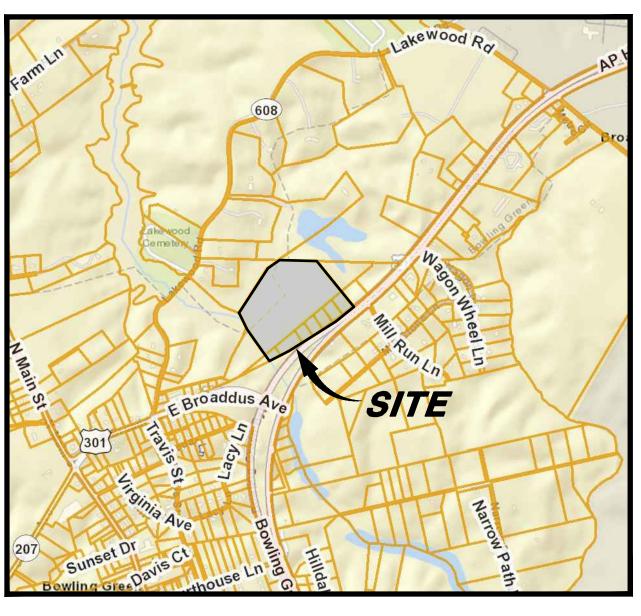
### APPLICANT/OWNER.

FAIRMONT LAND, LLC 11903 BOWMAN DRIVE, SUITE 106 FREDERICKSBURG, VA 22408 540-371-1209 DAN.WEBB@WEBBASSOCIATES.NET

### SITE STATISTICS:

- 1.) TAX MAP: TM 43-A-34; 43E-1-4R, 5, 6, 7, 8
- 2.) PARCEL ACREAGE: 19.4727 ACRES3.) EXISTING ZONING: BUSINESS DISTRICT B-2
- PROPOSED ZONING: RESIDENTIAL DISTRICT R-3
- 4.) TRIP GENERATIONS: ITE SINGLE-FAMILY DETACHED HOUSING (210)
  - 32 LOTS \* 9.44 = 302 VPD

    ITE MULTI FAMILY HOUSING MID-RISE (221)
    46 LOTS \* 5.44 = 250 VPD
  - THE MULTI FAMILY HOUSING MID-RISE (22) 46 LOTS \* 5.44 = 250 VPDTOTAL = 5521 VPD
- 5.) CLUSTER MAILBOXES PROVIDED FOR ENTIRE SITE
- 6.) NO EVIDENCE OF ANY PLACES OF BURIAL ON SITE.7.) PROPERTY WITHIN ZONE X PER FLOOD INSURNCE RATE MAP,
- COMMUNITY-PANEL NO. 51033 0240C; DATED 3/2/2009. 8.) THIS PROPERTY IS SERVICED BY PUBLIC WATER AND SEWER.



VICINITY MAP
SCALE: 1"=1,200'

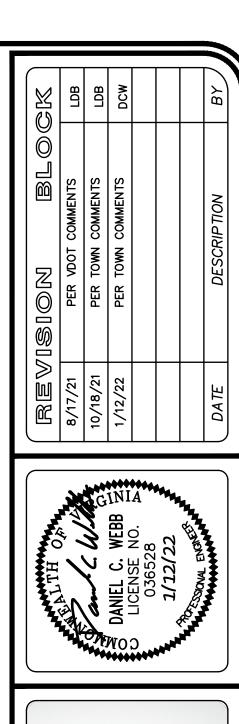
### **INDEX TO DRAWINGS**

- 1.) COVER SHEET
- 2.) EXISTING CONDITIONS
- 3.) GENERALIZED DEVELOPMENT PLAN
- 4.) TRAIL PLAN
- 5.) TURN LANE ANALYSIS

# W W WEBB AND ASSOCIATES

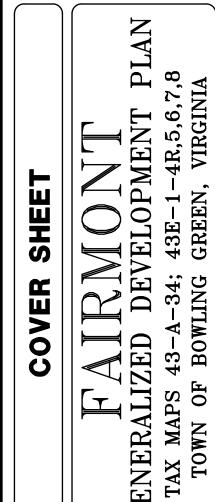
ENGINEERING - SURVEYING - LAND PLANNING

11903 BOWMAN DRIVE, SUITE 106, FREDERICKSBURG, VA. 22408 [540]371-1209 FAX [540]371-4650









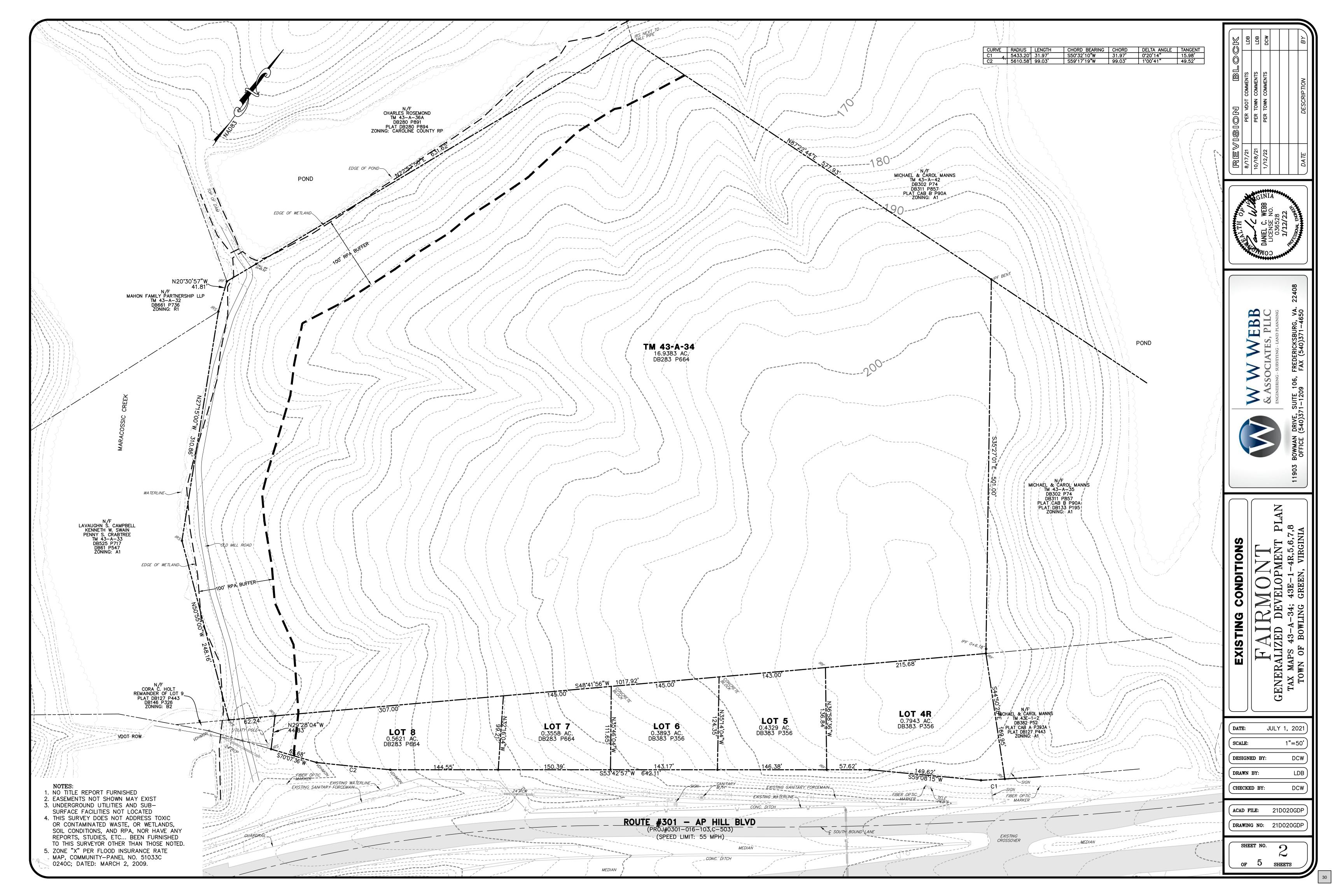
DATE:	JULY	1,	2021
SCALE:		Sł	номи
DESIGNED BY:			DCW
DRAWN BY:			LDB
CHECKED BY:			DCW
ACAD FILE:	190	<u> </u>	3CDB

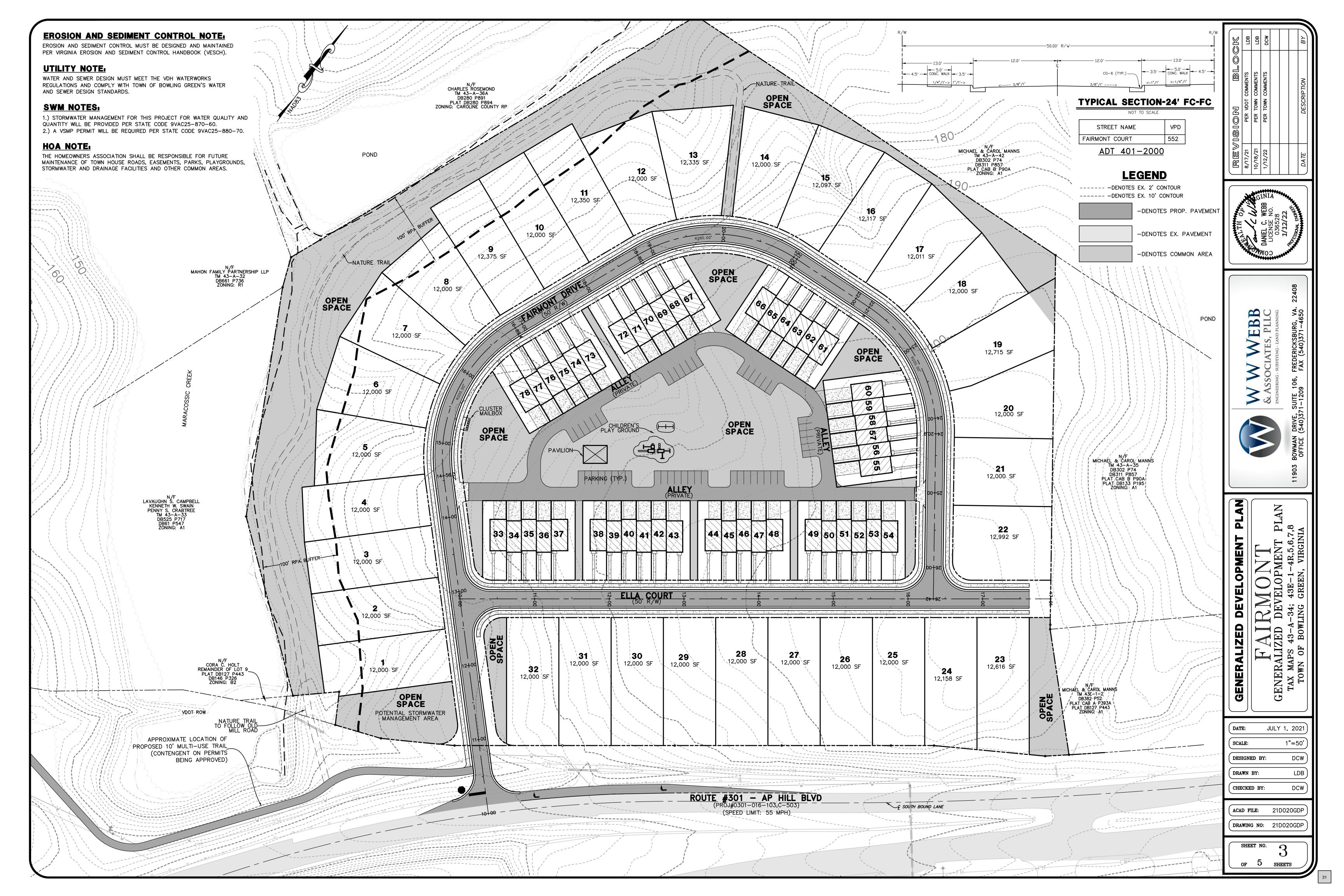
SHEET NO. 1

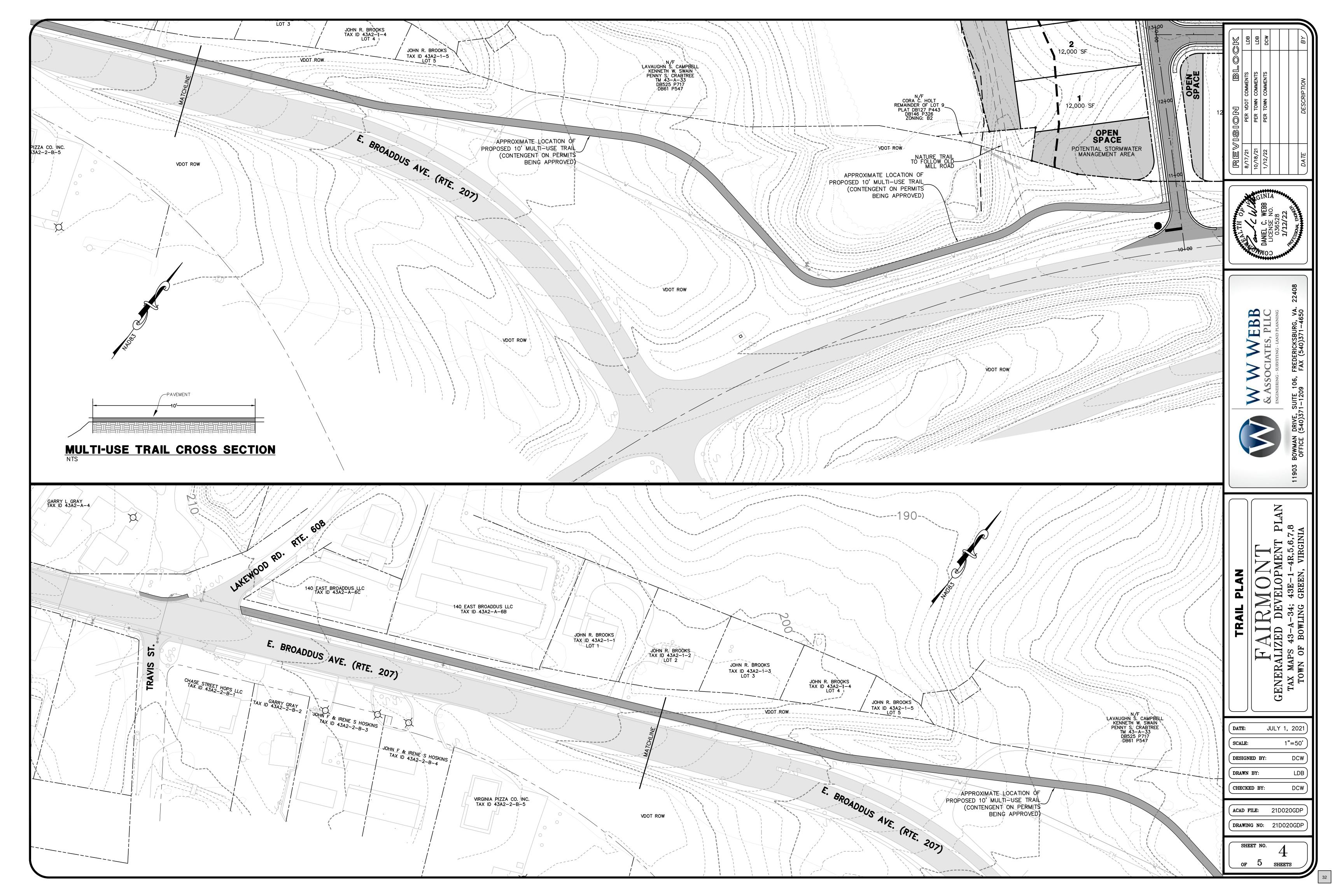
OF 5 SHEETS

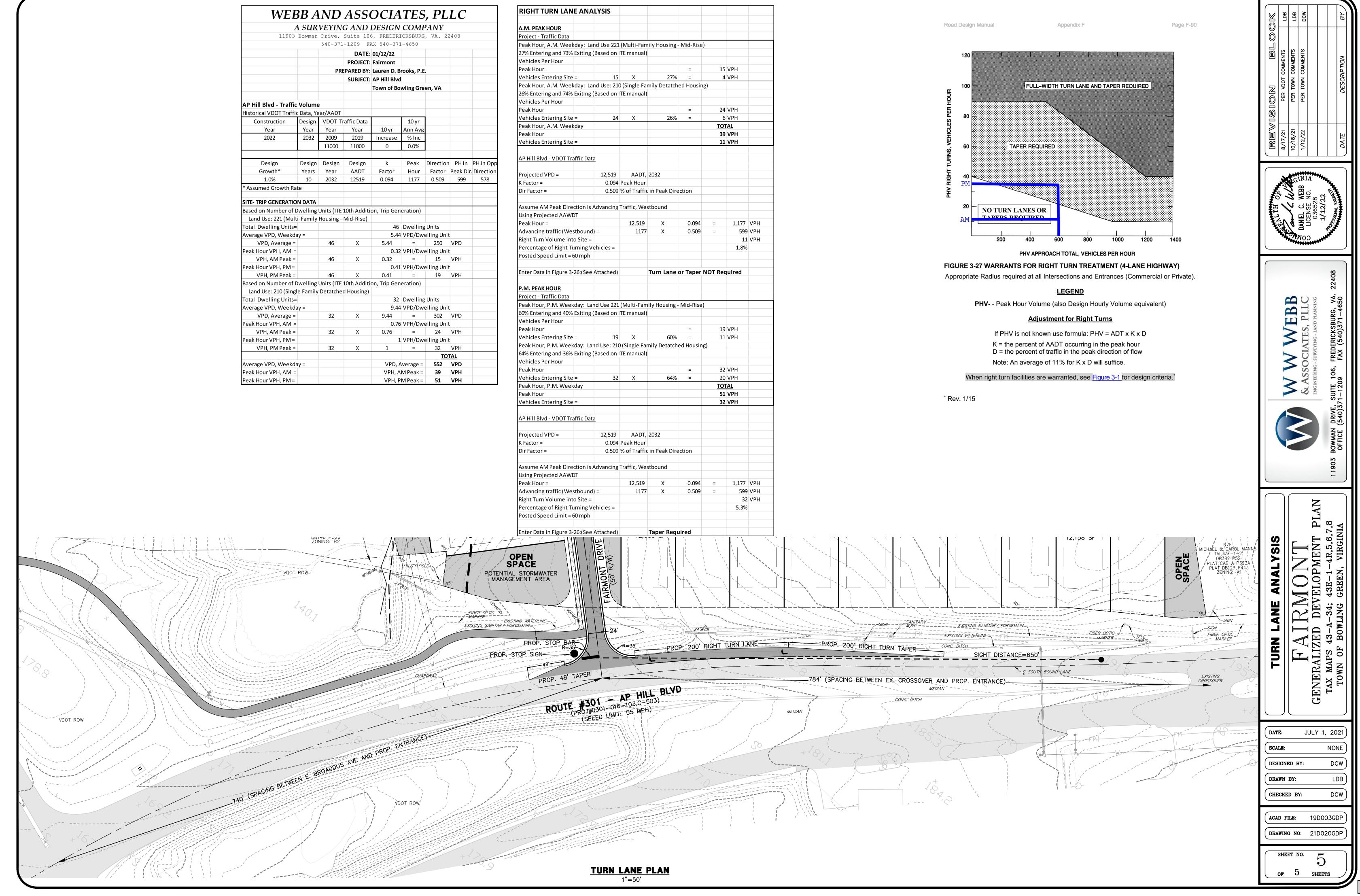
DRAWING NO: 21D020GDP

20

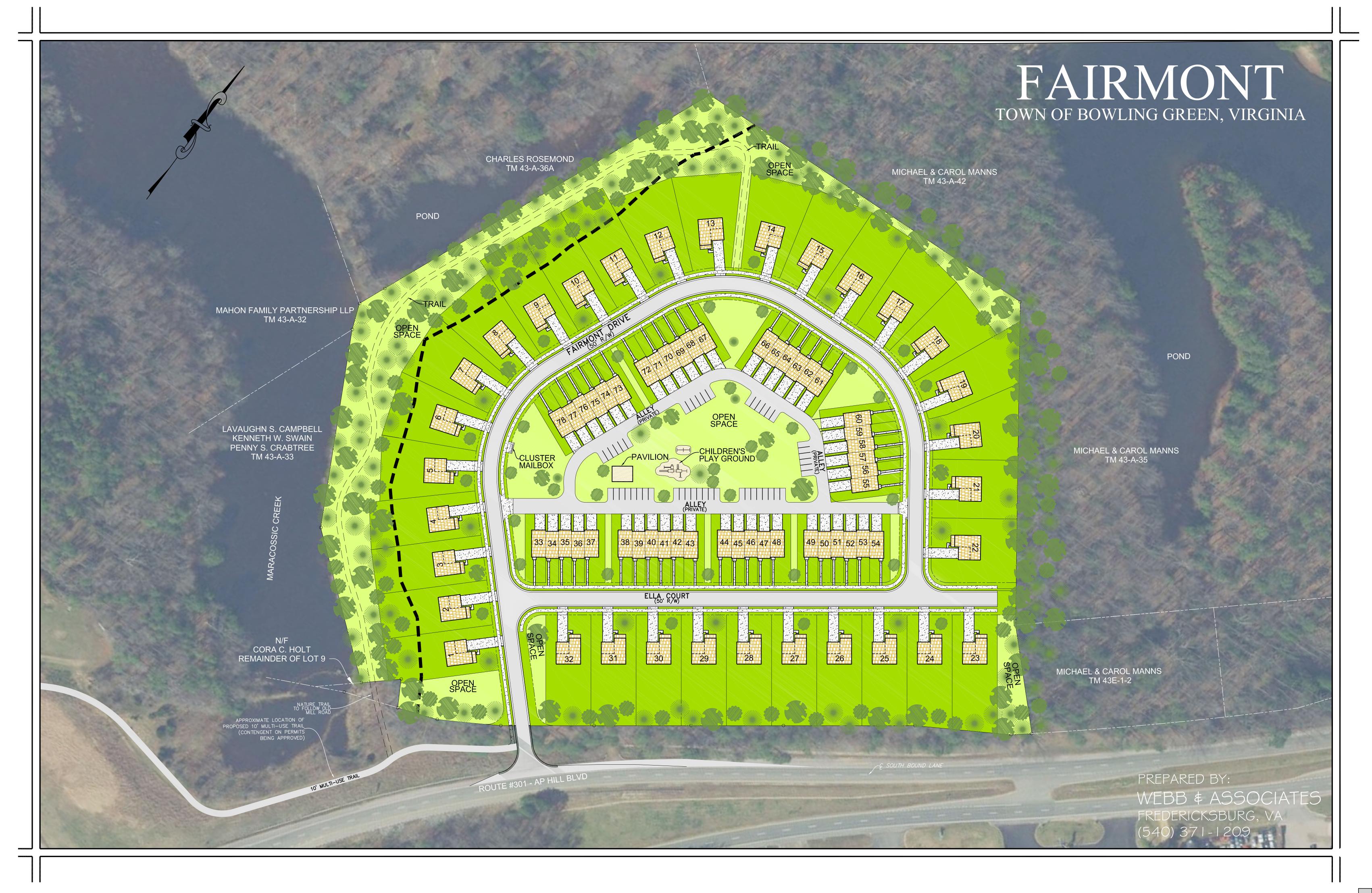








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### TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Draft FY20 Presentation by Robinson, Farmer, Cox Associates, PLLC

**ITEM TYPE:** Presentation

PURPOSE OF ITEM: Discussion Only

PRESENTER: Mike Moran, Robinson, Farmer, Cox Associates, PLLC

PHONE:

### **BACKGROUND / SUMMARY:**

Draft FY20 Audit prepared and presented by Robinson, Farmer, Cox Associates, PLLC, for council review and consideration.

### **ATTACHMENTS:**

Draft Report FY20 Draft Governance Letter FY20 Management Comments & Recommendations FY20

### **REQUESTED ACTION:**

Review and accept the FY20 Draft Audit



### ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

### 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, 2020. 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 June 5, 2020. 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. No new accounting policies were adopted and the application of existing policies was not changed during 2020. 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. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

### 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 DRAFT.

### 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.

Fredericksburg, Virginia DRAFT

# TOWN OF BOWLING GREEN, VIRGINIA FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2020



### **PRINCIPAL OFFICIALS**

# **TOWN COUNCIL AND EXECUTIVE OFFICERS**

<u>Mayor</u> <u>Vice-Mayor</u>

Jason Satterwhite Mark Gaines

### **COUNCIL MEMBERS**

Jean Davis Glenn McDearmon

Tammie Gaines Otis Wright
Deborah Howard Valarie Cayle

Town Manager

Reese Peck

Melissa Lewis

TOWN OF BOWLING GREEN, VIRGINIA Financial Report For the Year Ended June 30, 2020

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TOWN OF BOWLING GREEN, VIRGINIA Financial Report For the Year Ended June 30, 2020

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# ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

### **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, 2020, 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, 2020, 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.

### 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 46 and 47-52 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 DRAFT, 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.

Fredericksburg, Virginia DRAFT



**Basic Financial Statements** 

**Government-wide Financial Statements** 

				Component Unit				
		Governmental Activities	-	Business-type Activities		Total		Economic Development Authority Total
ASSETS								
Cash and cash equivalents	\$	423,768	\$	333,928	\$	757,696	\$	14,674
Receivables (net of allowance for uncollectibles):  Taxes receivable		268,025				268,025		
Accounts receivable		42,255		146,068		188,323		-
Due from other governmental units		16,159		4,822		20,981		_
Capital assets (net of accumulated depreciation):		10,137		1,022		20,70.		
Land and land improvements		39,197		76,530		115,727		-
Buildings and improvements		268,820		49,548		318,368		-
Equipment		41,756		59,300		101,056		-
Infrastructure		28,245				28,245		-
Vehicles		52,047		-		52,047		-
Utility plant in service				9,790,795		9,790,795	_	-
Total assets	\$	1,180,272	\$	10,460,991	\$_	11,641,263	\$	14,674
DEFERRED OUTFLOWS OF RESOURCES								
Pension related items	\$	68,074	\$	45,929	\$	114,003	\$	-
OPEB related items		13,235		7,267		20,502	_	
Total deferred outflows of resources	\$	81,309	\$	53,196	\$	134,505	\$	
LIABILITIES								
Accounts payable	\$	20,299	\$	43,493	\$	63,792	\$	
Accrued liabilities				32,347		32,347		-
Customers' deposits	4			60,114		60,114		-
Accrued interest payable		-		1,648		1,648		-
Long-term liabilities:								
Due within one year		29,057		127,788		156,845		-
Due in more than one year		317,352		6,166,315		6,483,667		<u> </u>
Total liabilities	\$	366,708	\$	6,431,705	\$_	6,798,413	\$	-
DEFERRED INFLOWS OF RESOURCES								
Deferred revenue - property taxes	\$	230,279	\$	-	\$	230,279	\$	-
Deferred revenue - sanitation and waste removal		6,813		-		6,813		-
Pension related items		4,723		19,017		23,740		-
OPEB related items		1,569	_	846		2,415	_	
Total deferred inflows of resources	\$	243,384	\$	19,863	\$	263,247	\$	-
NET POSITION								
Net investment in capital assets	\$	430,065	\$	3,892,362	\$	4,322,427	\$	-
Restricted:								
Donations		10,940		-		10,940		-
Unrestricted		210,484	_	170,257		380,741		14,674
Total net position	\$	651,489	\$	4,062,619	\$	4,714,108	\$	14,674

			Program Revenues				
Functions/Programs	_	Expenses	 Charges for Services		Operating Grants and Contributions		Capital Grants and Contributions
PRIMARY GOVERNMENT:							
Governmental activities:							
General government administration	\$	565,949	\$ -	\$	-	\$	-
Public safety		154,147	37,065		50,476		-
Public works		323,365	88,141		814		-
Community development		36,547	3,410		-		-
Total governmental activities	\$	1,080,008	\$ 128,616	\$	51,290	\$	-
Business-type activities:							
Water	\$	433,970	\$ 370,045	\$	-	\$	30,000
Sewer		715,551	491,599		-		1,594,367
Total business-type activities	\$	1,149,521	\$ 861,644	\$	-	\$	1,624,367
Total primary government	\$	2,229,529	\$ 990,260	\$	51,290	\$	1,624,367
COMPONENT UNITS:							
Economic Development Authority	\$	5,712	\$ -	\$	-	\$	-
Total component units	\$_	5,712	\$ -	\$	-	\$	-

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

# Net (Expense) Revenue and Changes in Net Position

			III N	let Position		
	Primary Go	vernment			Co	mponent Units
						Economic
	Governmental	Business-type				Development
,	Activities	Activities	_	Total		Authority
\$	(565,949) \$	-	\$	(565,949)	\$	-
	(66,606)	-		(66,606)		-
	(234,410)	-		(234,410)		-
,	(33,137)		_	(33,137)		-
\$	(900,102) \$	-	\$_	(900,102)	\$	-
\$	- \$	(33,925)	ς	(33,925)	ς	_
7	-	1,370,415	7	1,370,415	~	_
\$	- S		\$	1,336,490	5	
\$	(900,102)		\$	436,388		-
·	, , ,			7	· <b>—</b>	
\$	- \$			_	\$	(5,712)
\$	- \$		\$	-	\$ <u> </u>	(5,712)
			_			· · · · ·
\$	262,400 \$	-	\$	262,400	\$	-
	38,902	-		38,902		-
	3,842	-		3,842		-
	79,501	-		79,501		-
	224,233	-		224,233		-
	300,487	-		300,487		-
	29,464	-		29,464		-
	20,798	-		20,798		-
	31,366	-		31,366		-
	41,050	-		41,050		-
	55,753	-		55,753		-
	(222,360)	222,360			_	
\$	865,436 \$	222,360	\$	1,087,796	\$	-
,	(34,666)	1,558,850		1,524,184		(5,712)
	686,155	2,503,769	_	3,189,924		20,386
\$	651,489 \$	4,062,619	\$	4,714,108	\$	14,674



Balance Sheet Governmental Funds June 30, 2020

		General	Capital Projects	Total
ASSETS				
Cash and cash equivalents	\$	376,833 \$	46,935 \$	423,768
Receivables (net of allowance				
for uncollectibles):				
Taxes receivable		268,025	-	268,025
Accounts receivable		42,255	-	42,255
Due from other governmental units	_	16,159	<u> </u>	16,159
Total assets	\$ <u></u>	703,272 \$	46,935 \$	750,207
LIABILITIES				
Accounts payable and accrued liabilities	Ś	19,599 \$	700 \$	20,299
Total liabilities	Š	19,599 \$	700 \$	20,299
			· -	,
DEFERRED INFLOWS OF RESOURCES				
Unavailable revenue - property taxes	\$	265,888 \$	- \$	265,888
Unavailable revenue - sanitation and waste removal		6,813	<u> </u>	6,813
Total deferred inflows of resources	\$	272,701 \$	- \$	272,701
FUND BALANCES				
Restricted:				
Donations	\$	10,940 \$	- \$	10,940
Capital projects		-	15,692	15,692
Committed:				
Capital projects		-	30,543	30,543
Unassigned		400,032	-	400,032
Total fund balances	ş <u> </u>	410,972 \$	46,235 \$	457,207
Total liabilities, deferred inflows of resources	· <u>-</u>	<u> </u>	<u> </u>	•
and fund balances	\$	703,272 \$	46,935 \$	750,207

Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position
June 30, 2020

Total fund balances per Exhibit 3 - Balance Sheet - Governmental Funds		\$	457,207
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.			430,065
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			35,609
Deferred outflows of resources are not available to pay for current-period expenditures and, therefore, are not reported in the funds.  Pension related items  OPEB related items	\$	68,074 13,235	81,309
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:	ć	(30,043)	
Compensated absences  Net Pension liability	\$	(30,912) (290,852)	
Net OPEB liabilities		(24,645)	(346,409)
Deferred inflows of resources are not due and payable in the current period and, therefore,			
are not reported in the funds.			
Pension related items	\$	(4,723)	
OPEB related items		(1,569)	(6,292)
Net position of governmental activities		\$_	651,489

Statement of Revenues, Expenditures, and Changes in Fund Balances Governmental Funds For the Year Ended June 30, 2020

REVENUES         General         Projects         Total           General property taxes         \$ 223,742         \$ . \$ . \$ . 223,742           Other local taxes         697,227         . 697,227           Permits, privilege fees, and regulatory licenses         3,410         . 3,410           Fines and forfeitures         37,065         . 37,065           Revenue from the use of money and property         31,143         223         31,366           Charges for services         88,141          88,141           Miscellaneous         41,050          41,050           Intergovernmental:              Commonwealth         107,043             Federal              Total revenues         \$ 1,228,821         \$ 223         \$ 1,229,044           EXPENDITURES           Current:               General government administration         \$ 518,759         \$         \$ 518,759           Public safety         133,536					
General property taxes         \$ 223,742 \$ \$ 223,742           Other local taxes         697,227         697,227           Permits, privilege fees, and regulatory licenses         3,410         3,410           Fines and forfeitures         37,065         37,065           Revenue from the use of money and property         31,143         223         31,366           Charges for services         88,141         88,141         88,141           Miscellaneous         41,050         41,050           Intergovernmental:         107,043         107,043           Commonwealth         107,043         223         1,729,044           EXPENDITURES           Current:         223         \$ 1,229,044           Ceneral government administration         \$ 518,759         \$ \$ 518,759           Public safety         133,536         \$ 133,536           Public works         287,615         \$ 287,615           Community development         36,547         700         700           Total expenditures         \$ 976,457         \$ 700         \$ 977,157           Excess (deficiency) of revenues over (under) expenditures         \$ 252,364         (477)         \$ 251,887           OTHER FINA		_	General	Projects	Total
Other local taxes         697,227         697,227           Permits, privilege fees, and regulatory licenses         3,410         3,410           Fines and forfeitures         37,065         37,065           Revenue from the use of money and property         31,143         223         31,366           Charges for services         88,141         88,141         88,141           Miscellaneous         41,050         -         41,050           Intergovernmental:         Commonwealth         107,043         -         107,043           Federal         -         -         -         -           Total revenues         \$ 1,228,821         \$ 223         \$ 1,229,044           EXPENDITURES         Current:         Separal government administration         \$ 518,759         \$ 518,759         \$ 518,759         \$ 518,759         \$ 133,536         133,536         133,536         133,536         Public safety         133,536         \$ 133,536         133,536         133,536         Public works         287,615         287,615         287,615         287,615         287,615         287,615         287,615         287,615         287,615         287,615         287,615         287,615         287,615         287,615         287,615         287,615         28					
Permits, privilege fees, and regulatory licenses         3,410         -         3,410           Fines and forfeitures         37,065         -         37,065           Revenue from the use of money and property         31,143         223         31,366           Charges for services         88,141         -         88,141           Miscellaneous         41,050         -         41,050           Intergovernmental:         -         -         -         -           Commonwealth         107,043         -         107,043           Federal         -         -         -         -           Total revenues         \$ 1,228,821         \$ 223         1,229,044           EXPENDITURES           Current:         -         -         -         -         -           General government administration         \$ 518,759         \$ 5         518,759         \$ 5         518,759         \$ 133,536         -         133,536         133,536         133,536         133,536         133,536         147,615         287,615         287,615         287,615         287,615         287,615         287,615         287,615         287,615         36,547         36,547         36,547         36,547         36,547 <td></td> <td>\$</td> <td></td> <td>- \$</td> <td>·</td>		\$		- \$	·
and regulatory licenses       3,410       -       3,410         Fines and forfeitures       37,065       -       37,065         Revenue from the use of money and property       31,143       223       31,366         Charges for services       88,141       -       88,141         Miscellaneous       41,050       -       41,050         Intergovernmental:       -       -       -       -         Commonwealth       107,043       -       107,043         Federal       -       -       -       -       -         Total revenues       \$ 1,228,821       \$ 223       1,229,044         EXPENDITURES         Current:       General government administration       \$ 18,759       \$ \$ 518,759         Public safety       133,536       -       133,536         Public works       287,615       -       287,615         Community development       36,547       -       36,547         Capital projects       -       700       700         Total expenditures       \$ 976,457       \$ 700       977,157         Excess (deficiency) of revenues over (under) expenditures       \$ 252,364       \$ (477)       \$ 251,887         Transfers in <td></td> <td></td> <td>697,227</td> <td>-</td> <td>697,227</td>			697,227	-	697,227
Fines and forfeitures         37,065         -         37,065           Revenue from the use of money and property         31,143         223         31,366           Charges for services         88,141         -         88,141           Miscellaneous         41,050         -         41,050           Intergovernmental:         -         -         -         -         -           Commonwealth         107,043         -         107,043           Federal         -         -         -         -         -           Total revenues         5 1,228,821         \$ 223         1,229,044           EXPENDITURES           Current:           General government administration         \$ 518,759         \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$			2 440		2 440
Revenue from the use of money and property 31,143 223 31,366 Charges for services 88,141 - 88,141 Miscellaneous 41,050 - 41,050 Intergovernmental:  Commonwealth 107,043 - 107,043 Federal	-		•	- -	•
money and property         31,143         223         31,366           Charges for services         88,141         -         88,141           Miscellaneous         41,050         -         41,050           Intergovernmental:         -         -         -         107,043           Federal         -         -         -         -         -         -           Federal         -			37,065	-	37,065
Charges for services         88,141         -         88,141           Miscellaneous         41,050         -         41,050           Intergovernmental:         -         -         -         107,043           Federal         - <td></td> <td></td> <td>21 142</td> <td>າາາ</td> <td>24 244</td>			21 142	າາາ	24 244
Miscellaneous       41,050       -       41,050         Intergovernmental:       107,043       -       107,043         Federal       -       -       -       -         Total revenues       \$ 1,228,821       \$ 223       \$ 1,229,044         EXPENDITURES         Current:         General government administration       \$ 518,759       \$ \$ 518,759         Public safety       133,536       -       133,536         Public works       287,615       -       287,615         Community development       36,547       -       36,547         Capital projects       -       700       700         Total expenditures       \$ 976,457       \$ 700       \$ 977,157         Excess (deficiency) of revenues over (under) expenditures       \$ 252,364       \$ (477)       \$ 251,887         OTHER FINANCING SOURCES (USES)       Transfers out       (220,910)       (1,596,495)       (1,817,405)         Total other financing sources (uses)       \$ (215,410)       \$ (6,950)       \$ (222,360)         Net change in fund balances       \$ 36,954       \$ (7,427)       \$ 29,527         Fund balances - beginning       374,018       53,662       427,680 <td></td> <td></td> <td></td> <td>223</td> <td>·</td>				223	·
Intergovernmental:   Commonwealth	-				•
Commonwealth         107,043         -         107,043           Federal         - <td< td=""><td></td><td></td><td>41,050</td><td>-</td><td>41,050</td></td<>			41,050	-	41,050
Federal	_		107 042		107 042
EXPENDITURES         518,759         223         \$ 1,229,044           Current:         General government administration         \$ 518,759         \$ \$ 518,759           Public safety         133,536         -         133,536           Public works         287,615         -         287,615           Community development         36,547         -         36,547           Capital projects         -         700         700           Total expenditures         \$ 976,457         \$ 700         \$ 977,157           Excess (deficiency) of revenues over (under) expenditures         \$ 252,364         \$ (477)         \$ 251,887           OTHER FINANCING SOURCES (USES)         Transfers in         \$ 5,500         \$ 1,589,545         \$ 1,595,045           Transfers out         (220,910)         (1,596,495)         (1,817,405)           Total other financing sources (uses)         \$ (215,410)         \$ (6,950)         \$ (222,360)           Net change in fund balances         \$ 36,954         \$ (7,427)         \$ 29,527           Fund balances - beginning         374,018         53,662         427,680			107,043	-	107,043
EXPENDITURES Current:  General government administration \$ 518,759 \$ - \$ 518,759 Public safety 133,536 - 133,536 Public works 287,615 - 287,615 Community development 36,547 - 36,547 Capital projects - 700 700 Total expenditures \$ 976,457 \$ 700 \$ 977,157  Excess (deficiency) of revenues over (under) expenditures \$ 252,364 \$ (477) \$ 251,887  OTHER FINANCING SOURCES (USES) Transfers in \$ 5,500 \$ 1,589,545 \$ 1,595,045 Transfers out (220,910) (1,596,495) (1,817,405) Total other financing sources (uses) \$ (215,410) \$ (6,950) \$ (222,360)  Net change in fund balances \$ 36,954 \$ (7,427) \$ 29,527 Fund balances - beginning 374,018 53,662 427,680		- 6	1 228 821 5	723 ¢	1 229 044
Current:       General government administration       \$ 518,759 \$       \$ 518,759 \$         Public safety       133,536       -       133,536         Public works       287,615       -       287,615         Community development       36,547       -       36,547         Capital projects       -       700       700         Total expenditures       \$ 976,457 \$       700 \$       977,157         Excess (deficiency) of revenues over (under) expenditures       \$ 252,364 \$       (477) \$       251,887         OTHER FINANCING SOURCES (USES)       Transfers in       \$ 5,500 \$       1,589,545 \$       1,595,045         Transfers out       (220,910)       (1,596,495)       (1,817,405)         Total other financing sources (uses)       \$ (215,410) \$       (6,950) \$       (222,360)         Net change in fund balances       \$ 36,954 \$       (7,427) \$       29,527         Fund balances - beginning       374,018       53,662       427,680	Total revenues	3	1,220,021 3		1,227,044
Current:       General government administration       \$ 518,759 \$       \$ 518,759 \$         Public safety       133,536       -       133,536         Public works       287,615       -       287,615         Community development       36,547       -       36,547         Capital projects       -       700       700         Total expenditures       \$ 976,457 \$       700 \$       977,157         Excess (deficiency) of revenues over (under) expenditures       \$ 252,364 \$       (477) \$       251,887         OTHER FINANCING SOURCES (USES)       Transfers in       \$ 5,500 \$       1,589,545 \$       1,595,045         Transfers out       (220,910)       (1,596,495)       (1,817,405)         Total other financing sources (uses)       \$ (215,410) \$       (6,950) \$       (222,360)         Net change in fund balances       \$ 36,954 \$       (7,427) \$       29,527         Fund balances - beginning       374,018       53,662       427,680	FYPENDITURES				
General government administration         \$ 518,759 \$ \$ 518,759           Public safety         133,536         133,536           Public works         287,615         287,615           Community development         36,547         700         700           Capital projects         700         700         700           Total expenditures         \$ 976,457 \$ 700 \$ 977,157           Excess (deficiency) of revenues over (under) expenditures         \$ 252,364 \$ (477) \$ 251,887           OTHER FINANCING SOURCES (USES)           Transfers in         \$ 5,500 \$ 1,589,545 \$ 1,595,045           Transfers out         (220,910)         (1,596,495)         (1,817,405)           Total other financing sources (uses)         \$ (215,410) \$ (6,950) \$ (222,360)           Net change in fund balances         \$ 36,954 \$ (7,427) \$ 29,527           Fund balances - beginning         374,018         53,662         427,680					
Public safety       133,536       -       133,536         Public works       287,615       -       287,615         Community development       36,547       -       36,547         Capital projects       -       700       700         Total expenditures       \$ 976,457       \$ 700       \$ 977,157         Excess (deficiency) of revenues over (under) expenditures       \$ 252,364       \$ (477)       \$ 251,887         OTHER FINANCING SOURCES (USES)       Transfers in       \$ 5,500       \$ 1,589,545       \$ 1,595,045         Transfers out       (220,910)       (1,596,495)       (1,817,405)         Total other financing sources (uses)       \$ (215,410)       \$ (6,950)       \$ (222,360)         Net change in fund balances       \$ 36,954       \$ (7,427)       \$ 29,527         Fund balances - beginning       374,018       53,662       427,680		\$	518.759 \$	- \$	518.759
Public works       287,615       -       287,615         Community development       36,547       -       36,547         Capital projects       -       700       700         Total expenditures       \$ 976,457       \$ 700       \$ 977,157         Excess (deficiency) of revenues over (under) expenditures       \$ 252,364       \$ (477)       \$ 251,887         OTHER FINANCING SOURCES (USES)         Transfers in       \$ 5,500       \$ 1,589,545       \$ 1,595,045         Transfers out       (220,910)       (1,596,495)       (1,817,405)         Total other financing sources (uses)       \$ (215,410)       \$ (6,950)       \$ (222,360)         Net change in fund balances       \$ 36,954       \$ (7,427)       \$ 29,527         Fund balances - beginning       374,018       53,662       427,680		7		-	,
Community development         36,547         -         36,547           Capital projects         -         700         700           Total expenditures         \$ 976,457         700         \$ 977,157           Excess (deficiency) of revenues over (under) expenditures         \$ 252,364         (477)         \$ 251,887           OTHER FINANCING SOURCES (USES)         Transfers in         \$ 5,500         \$ 1,589,545         \$ 1,595,045           Transfers out         (220,910)         (1,596,495)         (1,817,405)           Total other financing sources (uses)         \$ (215,410)         \$ (6,950)         \$ (222,360)           Net change in fund balances         \$ 36,954         \$ (7,427)         \$ 29,527           Fund balances - beginning         374,018         53,662         427,680			•	-	,
Capital projects         700         700           Total expenditures         \$ 976,457 \$ 700 \$ 977,157           Excess (deficiency) of revenues over (under) expenditures         \$ 252,364 \$ (477) \$ 251,887           OTHER FINANCING SOURCES (USES)         Transfers in         \$ 5,500 \$ 1,589,545 \$ 1,595,045           Transfers out         (220,910)         (1,596,495)         (1,817,405)           Total other financing sources (uses)         \$ (215,410) \$ (6,950) \$ (222,360)           Net change in fund balances         \$ 36,954 \$ (7,427) \$ 29,527           Fund balances - beginning         \$ 374,018         53,662         427,680				-	
Total expenditures         \$ 976,457 \$ 700 \$ 977,157           Excess (deficiency) of revenues over (under) expenditures         \$ 252,364 \$ (477) \$ 251,887           OTHER FINANCING SOURCES (USES)         Transfers in \$ 5,500 \$ 1,589,545 \$ 1,595,045           Transfers out (220,910)         (1,596,495)         (1,817,405)           Total other financing sources (uses)         \$ (215,410) \$ (6,950) \$ (222,360)           Net change in fund balances         \$ 36,954 \$ (7,427) \$ 29,527           Fund balances - beginning         374,018         53,662         427,680			-	700	•
Excess (deficiency) of revenues over (under) expenditures \$ 252,364 \$ (477) \$ 251,887  OTHER FINANCING SOURCES (USES)  Transfers in \$ 5,500 \$ 1,589,545 \$ 1,595,045  Transfers out (220,910) (1,596,495) (1,817,405)  Total other financing sources (uses) \$ (215,410) \$ (6,950) \$ (222,360)  Net change in fund balances \$ 36,954 \$ (7,427) \$ 29,527  Fund balances - beginning 374,018 53,662 427,680		\$ <b>-</b>	976,457 \$		
(under) expenditures       \$ 252,364 \$ (477) \$ 251,887         OTHER FINANCING SOURCES (USES)         Transfers in       \$ 5,500 \$ 1,589,545 \$ 1,595,045         Transfers out       (220,910) (1,596,495) (1,817,405)         Total other financing sources (uses)       \$ (215,410) \$ (6,950) \$ (222,360)         Net change in fund balances       \$ 36,954 \$ (7,427) \$ 29,527         Fund balances - beginning       374,018 53,662 427,680		· <del>-</del>	·		
OTHER FINANCING SOURCES (USES)           Transfers in         \$ 5,500 \$ 1,589,545 \$ 1,595,045           Transfers out         (220,910) (1,596,495) (1,817,405)           Total other financing sources (uses)         \$ (215,410) \$ (6,950) \$ (222,360)           Net change in fund balances         \$ 36,954 \$ (7,427) \$ 29,527           Fund balances - beginning         374,018 53,662 427,680	Excess (deficiency) of revenues over				
Transfers in         \$ 5,500 \$ 1,589,545 \$ 1,595,045           Transfers out         (220,910)         (1,596,495)         (1,817,405)           Total other financing sources (uses)         \$ (215,410) \$ (6,950) \$         (222,360)           Net change in fund balances         \$ 36,954 \$ (7,427) \$ 29,527           Fund balances - beginning         374,018         53,662         427,680	(under) expenditures	\$	252,364 \$	(477) \$	251,887
Transfers in         \$ 5,500 \$ 1,589,545 \$ 1,595,045           Transfers out         (220,910)         (1,596,495)         (1,817,405)           Total other financing sources (uses)         \$ (215,410) \$ (6,950) \$         (222,360)           Net change in fund balances         \$ 36,954 \$ (7,427) \$ 29,527           Fund balances - beginning         374,018         53,662         427,680					
Transfers out       (220,910)       (1,596,495)       (1,817,405)         Total other financing sources (uses)       \$ (215,410)       \$ (6,950)       \$ (222,360)         Net change in fund balances       \$ 36,954       \$ (7,427)       \$ 29,527         Fund balances - beginning       374,018       53,662       427,680	OTHER FINANCING SOURCES (USES)				
Total other financing sources (uses)       \$ (215,410) \$       \$ (6,950) \$       \$ (222,360)         Net change in fund balances       \$ 36,954 \$       \$ (7,427) \$       29,527         Fund balances - beginning       374,018       53,662       427,680	Transfers in	\$	5,500 \$	1,589,545 \$	1,595,045
Net change in fund balances       \$ 36,954 \$ (7,427) \$ 29,527         Fund balances - beginning       374,018 53,662 427,680	Transfers out		(220,910)		(1,817,405)
Fund balances - beginning         374,018         53,662         427,680	Total other financing sources (uses)	\$	(215,410) \$	(6,950) \$	(222,360)
Fund balances - beginning         374,018         53,662         427,680					
	Net change in fund balances	\$	36,954 \$	(7,427) \$	29,527
Fund balances - ending \$ 410,972 \$ 46,235 \$ 457,207	Fund balances - beginning	_	374,018	53,662	427,680
	Fund balances - ending	\$	410,972 \$	46,235 \$	457,207

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, 2020

		Governmental Funds
Amounts reported for governmental activities in the statement of activities are different because:		
Net change in fund balances - total governmental funds	\$	29,527
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.		
Depreciation expense	\$ (50,073)	(50,073)
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		38,658
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 Pension expense OPEB expense	\$ (14,320) (36,474) (1,984)	(52,778)
Change in net position of governmental activities	\$	(34,666)

		Enterprise Funds				
		Water		Sewer		
	_	Fund	_	Fund	Total	
ASSETS						
Current assets:						
Cash and cash equivalents	\$	178,950	\$	154,978 \$	333,928	
Accounts receivable, net of allowance for uncollectibles		77,256		68,812	146,068	
Due from other governmental units		-		4,822	4,822	
Total current assets	\$	256,206	\$	228,612 \$	484,818	
Noncurrent assets:	_		_	<u> </u>	· · · · · · · · · · · · · · · · · · ·	
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		3,086,959		9,638,087	12,725,046	
Accumulated depreciation		(954,546)		(2,289,344)	(3,243,890)	
Total capital assets	\$	2,283,204	\$	7,692,969 \$	9,976,173	
Total noncurrent assets	\$	2,283,204	`\$ <sup>¬</sup>	7,692,969 \$	9,976,173	
Total assets	\$ <del>_</del>	2,539,410	\$	7,921,581 \$	10,460,991	
DEFERRED OUTFLOWS OF RESOURCES		7	_			
Pension related items	\$	12 742	ċ	22 496 ¢	4E 020	
OPEB related items	٠,	12,743 2,315	Ş	33,186 \$	45,929 7,247	
Total deferred outflows of resources	5	15,058		4,952 38,138 \$	7,267 53,196	
Total deferred outriows of resources	· ->	13,038	- ۲	. ۲	33,170	
LIABILITIES						
Current liabilities:						
Accounts payable	\$	30,622	\$	12,871 \$	43,493	
Accrued liabilities		24,977		7,370	32,347	
Customers' deposits		60,114		-	60,114	
Compensated absences		4,503		6,020	10,523	
Accrued interest payable		412		1,236	1,648	
Bonds payable - current portion		29,406	_	87,859	117,265	
Total current liabilities	\$	150,034	\$_	115,356 \$	265,390	
Noncurrent liabilities:						
Bonds payable - net of current portion	\$	1,496,282	\$	4,470,264 \$	5,966,546	
Net pension liability		60,985		117,279	178,264	
Net OPEB liability		4,171		9,100	13,271	
Compensated absences		3,524		4,710	8,234	
Total noncurrent liabilities	\$ <del></del>	1,564,962	\$	4,601,353 \$	6,166,315	
Total liabilities	\$ <del></del>	1,714,996		4,716,709 \$	6,431,705	
	· <del>-</del>		·	··		
DEFERRED INFLOWS OF RESOURCES						
Pension related items	\$	15,075	\$	3,942 \$	19,017	
OPEB related items		266		580	846	
Total deferred outflows of resources	\$	15,341	\$	4,522 \$	19,863	
NET POSITION						
	\$	757,516	¢	3 131 216 ¢	3 802 342	
Net investment in capital assets Unrestricted	ڔ		ڔ	3,134,846 \$	3,892,362 170,257	
Total net position	s —	66,615 824,131	ς_	103,642 3,238,488 \$	4,062,619	
rotat net position	– د	024,131	= د	3,230,400 \$	4,002,019	

Statement of Revenues, Expenses, and Changes in Net Position Proprietary Funds For the Year Ended June 30, 2020

		Enterprise Funds				
		Water	Sewer			
	_	Fund	Fund	Total		
Operating revenues:						
Water revenues	\$	364,945 \$	- \$	364,945		
Sewer revenues		-	487,849	487,849		
Connection fees		5,100	3,750	8,850		
Total operating revenues	\$	370,045 \$	491,599 \$	861,644		
Operating expenses:						
Personnel services	\$	88,362 \$	169,705 \$	258,067		
Fringe benefits		50,651	69,350	120,001		
Contractual services		15,000	-	15,000		
Depreciation		84,568	209,207	293,775		
Other operating expenses		170,409	192,661	363,070		
Total operating expenses	\$	408,990 \$	640,923 \$	1,049,913		
Income (loss) from operations	\$_	(38,945) \$	(149,324) \$	(188,269)		
Nonoperating revenues (expenses):						
Interest expense	\$	(24,980) \$	(74,628) \$	(99,608)		
Total nonoperating revenues (expenses)	\$_	(24,980) \$	(74,628) \$	(99,608)		
Net income (loss) before transfers	\$_	(63,925) \$	(223,952) \$	(287,877)		
Capital grants and contributions:						
USDA rural development grant proceeds	\$	30,000 \$	1,594,367 \$	1,624,367		
	\$	30,000 \$	1,594,367 \$	1,624,367		
Transfers:						
Transfers in	\$	54,014 \$	1,757,892 \$	1,811,906		
Transfers out	_	<u> </u>	(1,589,546)	(1,589,546)		
Net transfers	\$_	54,014 \$	168,346 \$	222,360		
Change in net position	\$	20,089 \$	1,538,761 \$	1,558,850		
Net position, beginning of year		804,042	1,699,727	2,503,769		
Net position, end of year	\$	824,131 \$	3,238,488 \$	4,062,619		

Statement of Cash Flows Proprietary Funds For the Year Ended June 30, 2020

		Er	terprise Funds	
		Water	Sewer	
	_	Fund	Fund	Total
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from customers and users	\$	370,602 \$	484,150 \$	854,752
Payments to suppliers		(177,989)	(181,414)	(359,403)
Payments to employees (including fringe benefits)		(135,099)	(216,028)	(351,127)
Net cash provided by (used for) operating activities	\$	57,514 \$	86,708 \$	144,222
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Additions to utility plant	\$	(18,158) \$	(1,624,138) \$	(1,642,296)
Principal payments on bonds		(28,934)	(86,442)	(115,376)
Interest payments		(25,048)	(74,832)	(99,880)
Capital grants and contributions		30,000	1,594,367	1,624,367
Net cash provided by (used for) capital and related				
financing activities	\$_	(42,140) \$	(191,045) \$	(233,185)
CASH FLOWS FROM NONCAPITAL AND FINANCING ACTIVITIES				
Operating transfers in (out)	\$	54,014 \$	168,346 \$	222,360
Net cash provided by (used for) noncapital and				
financing activities	\$ <u>_</u>	54,014 \$	168,346 \$	222,360
Net increase (decrease) in cash and cash equivalents	\$	69,388 \$	64,009 \$	133,397
Cash and cash equivalents - beginning of year		109,562	90,969	200,531
Cash and cash equivalents - end of year	\$ =	178,950 \$	154,978 \$	333,928
Reconciliation of operating income (loss) to net cash provided by (used for) operating activities:  Operating income (loss)  Adjustments to reconcile operating income to net cash provided by (used for) operating activities:	\$	(38,945) \$	(149,324) \$	(188,269)
Depreciation expense Changes in assets and liabilities:		84,568	209,207	293,775
Accounts receivable		(14,975)	(7,449)	(22,424)
Deferred outflows of resources - pension related items		(4,574)	1,258	(3,316)
Deferred outflows of resources - OPEB related items		(1,013)	(1,981)	(2,994)
Accounts payable		7,420	11,247	18,667
Accrued liabilities		14,451	2,727	17,178
Net OPEB liabilities		661	1,000	1,661
Compensated absences		890	1,108	1,998
Net pension liability		16,892	21,076	37,968
Deferred inflows of resources - pension related items		(23,269)	(1,841)	(25,110)
Deferred inflows of resources - OPEB related items		(124)	(320)	(444)
Customer deposits		15,532	/	15,532
Total adjustments	s <sup>-</sup>	96,459 \$	236,032 \$	332,491
Net cash provided by (used for) operating activities	š –	57,514 \$	86,708 \$	144,222
· · · · · · · · · · · · · · · · · · ·	_			

Notes of Financial Statements June 30, 2020

### 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

<u>Government-wide Financial Statements</u>: 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.

<u>Statement of Activities</u>: 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).

<u>Budgetary Comparison Schedules</u>: 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.

Notes of Financial Statements June 30, 2020 (Continued)

### 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.

<u>Individual Component Unit Disclosures:</u> 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.

Notes of Financial Statements June 30, 2020 (Continued)

### 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 2020.

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.

Notes of Financial Statements June 30, 2020 (Continued)

### 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.

Notes of Financial Statements June 30, 2020 (Continued)

### 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. <u>Legally Adopted Budgets</u>

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.

Notes of Financial Statements June 30, 2020 (Continued)

### 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 \$17,722 at June 30, 2020. The allowance for uncollectible water and sewer charges was \$74,375 at June 30, 2020.

### 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.

Notes of Financial Statements June 30, 2020 (Continued)

### 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).

Notes of Financial Statements June 30, 2020 (Continued)

### 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, 2020, 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 30<sup>th</sup> and amounts levied during the fiscal year but due after June 30<sup>th</sup>, 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 30<sup>th</sup> 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.

Notes of Financial Statements June 30, 2020 (Continued)

### 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.

Notes of Financial Statements June 30, 2020 (Continued)

### 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, 2020.

### NOTE 3—DUE FROM OTHER GOVERNMENTAL UNITS:

At June 30, 2020 the Town has receivables from other governments as follows:

	Governmental Activities	[	Business-Type Activities
Commonwealth of Virginia:	•		
Telecommunications tax	\$ 5,546	\$	-
Caroline County	10,613		-
USDA Rural Development funds		_	4,822
Totals	\$ 16,159	\$	4,822

Notes of Financial Statements June 30, 2020 (Continued)

### **NOTE 4—CAPITAL ASSETS:**

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

### **Governmental Activities:**

		Balance					Balance
	<u>Jı</u>	une 30, 2018	Additions	_	Deletions	_	June 30, 2019
Capital assets not being depreciated:	<u> </u>	20.407 6		,		,	20.407
Land and land improvements	<u>۶</u> _	39,197 \$		۶_		٤.	39,197
Total capital assets not being depreciated	۵,	39,197 \$		٠,		٠,	39,197
Capital assets being depreciated:							
Buildings and imrpvements	\$	454,657 \$	-	\$	-	\$	454,657
Equipment		127,925	-		-		127,925
Infrastructure		180,620	-		-		180,620
Vehicles	ç.—	193,326		<u>,</u> -		٠	193,326
Total capital assets being depreciated	۵_	956,528 \$		\$_		\$	956,528
Accumulated depreciation:					>		
Buildings and imrpvements	\$	173,190 \$	12,647	\$	-	\$	185,837
Equipment		80,276	5,893		-		86,169
Infrastructure		143,060	9,315		-		152,375
Vehicles	۲,	119,061	22,218	<u>, -</u>	-		141,279
Total accumulated depreciation	\$_	515,587 \$	50,073	٥_	-	۶_	565,660
Total capital assets being depreciated, net	\$_	440,941 \$	(50,073)	\$_	-	\$	390,868
Governmental activities capital assets, net	\$ <u>_</u>	480,138 \$	(50,073)	\$	-	\$	430,065
Business-type Activities:							
January special results							
Capital assets not being depreciated:							
Land and land improvements	Ś	76,530 \$	-	\$	-	\$	76,530
Construction in progress		2,602,897	1,596,495		4,199,392		· -
Total capital assets not being depreciated	\$	2,679,427 \$	1,596,495	\$	4,199,392	\$	76,530
Capital assets being depreciated:		_					_
Buildings and imrpvements	\$	103,056 \$	_	\$	_	\$	103,056
Equipment	Ţ	186,560	_	7	_	۲	186,560
Vehicles		128,871	-		-		128,871
Utility plant in service		8,600,552	4,124,494		-		12,725,046
Total capital assets being depreciated	\$_	9,019,039 \$		\$	-	\$	13,143,533
Accumulated depreciation:							
Buildings and imrpvements	\$	51,023 \$	2,485	\$	-	\$	53,508
Equipment	·	118,434	8,826		-		127,260
Vehicles		128,871	-		-		128,871
Utility plant in service		2,651,787	282,464		-	_	2,934,251
Total accumulated depreciation	\$_	2,950,115 \$	293,775	\$_	-	\$	3,243,890
Total capital assets being depreciated, net	\$_	6,068,924 \$	3,830,719	\$_	-	\$	9,899,643
Business-type activities capital assets, net	\$_	8,748,351 \$	5,427,214	\$_	4,199,392	\$	9,976,173

Notes of Financial Statements June 30, 2020 (Continued)

### NOTE 4—CAPITAL ASSETS: (CONTINUED)

Depreciation expense was charged to functions/programs as follows:

Governmental Activities: General Government Public Safety Public Works	\$	12,499 12,579 24,995
Total	\$_	50,073
Business-type activities Water fund Sewer fund	\$	84,568 209,207
Total	\$_	293,775

### **NOTE 5-COMPENSATED ABSENCES:**

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

Notes of Financial Statements June 30, 2020 (Continued)

# NOTE 6-LONG-TERM OBLIGATIONS:

The following is a summary of changes in long-term obligation transactions for the fiscal year ended June 30, 2020:

	Balance at July 1, 2019	Issuances/ Increases	Retirements/ Decreases	Balance at June 30, 2020	Amounts Due Within One Year
Governmental Activities:					
Other liabilities:					
Net pension liability	260,551	129,329	99,028	290,852	-
Net OPEB liability	15,390	17,781	8,526	24,645	-
Compensated absences	16,592	29,916	15,596	30,912	29,057
Total Governmental Activities \$	292,533 \$	177,026	\$ 123,150 \$	346,409	\$ 29,057
					Amounts
	Balance at	Issuances/	Retirements/	Balance at	Due Within
	July 1, 2019	Increases	Decreases	June 30, 2020	One Year
Business-type Activities:					
Water Fund					
Direct borrowings and	_				
direct placements:					
General Obligation bonds \$	1,554,622 \$		\$ 28,932 \$	1,525,690	\$ 29,406
Other liabilities:					
Net pension liability	44,093	35,134	18,242	60,985	-
Net OPEB liability	3,510	1,564	903	4,171	-
Compensated absences	7,137	4,610	3,720	8,027	4,503
Sewer Fund					
Direct borrowings and					
direct placements:					
Sewer revenue bonds	4,644,565	-	86,444	4,558,121	87,859
Other liabilities:					
Net pension liability	96,203	56,158	35,082	117,279	-
Net OPEB liability	8,100	2,528	1,528	9,100	-
Compensated absences	9,622	8,185	7,077	10,730	6,020
Total Business-type Activities \$	6,367,852 \$	108,179	\$ 181,928 \$	6,294,103	\$ 127,788

Notes of Financial Statements June 30, 2020 (Continued)

### NOTE 7—LONG-TERM OBLIGATIONS: (CONTINUED)

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

Year	Water B	onds	Sewer Bonds		
	Principal	Interest	Principal	Interest	
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	31,379	22,599	93,755	67,522	
2026-2030	164,773	105,120	492,310	314,078	
2031-2035	178,710	91,183	533,951	272,437	
2036-2040	193,825	76,067	579,114	227,274	
2041-2045	210,219	59,673	628,097	178,291	
2046-2050	228,000	41,892	681,223	125,165	
2051-2055	247,285	22,607	738,842	67,546	
2056-2058	150,955	3,639	450,669	10,871	
\$_	1,525,690 \$	518,151 \$	4,558,121 \$	1,548,132	

# <u>Details of Long-term Obligations:</u>

	_	Amount Outstanding	Amounts Due Within One Year
Governmental Activities:  Net pension liabilty	\$_	290,852 \$	
Net OPEB liability	\$_	24,645 \$	
Compensated absences Total Governmental Obligations	\$_ \$_	30,912 \$ 346,409 \$	
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.	\$_	6,083,811 \$	117,265
Total general obligation and sewer revenue bonds	\$_	6,083,811 \$	117,265
Net pension liabilty	\$_	178,264 \$	
Net OPEB liability	\$_	13,271 \$	
Compensated absences	\$_	18,757 \$	10,523
Total Business-type Obligations	\$_	6,294,103 \$	127,788
Total Primary Government	\$_	6,640,512 \$	156,845

Notes to Financial Statements June 30, 2020

#### **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 <u>Code of Virginia</u>, 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 service credit or age 50 with at least 30 years of service credit. Non-hazardous duty employees may retire with a reduced benefit as early as age 55 with at least 5 years of service credit or age 50 with at least 10 years of service credit. 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 service credit or age 50 with at least 25 years of service credit. Hazardous duty employees may retire with a reduced benefit as early as age 50 with at least 5 years of service credit.
- 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 service credit or when the sum of their age plus service credit equals 90. Non-hazardous duty employees may retire with a reduced benefit as early as age 60 with at least 5 years of service credit. Hazardous duty employees are eligible for an unreduced benefit beginning at age 60 with at least 5 years of service credit or age 50 with at least 25 years of service credit. Hazardous duty employees may retire with a reduced benefit as early as age 50 with at least 5 years of service credit.
- 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 service credit, or when the sum of their age plus service credit equals 90. Employees may retire with a reduced benefit as early as age 60 with at least 5 years of service credit. For the defined contribution component, members are eligible to receive distributions upon leaving employment, subject to restrictions

Notes to Financial Statements June 30, 2020

#### 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 service credit. Under Plan 1, average final compensation is the average of the employee's 36 consecutive months of highest compensation and the multiplier is 1.70% for non-hazardous duty employees, 1.85% for sheriffs and regional jail superintendents, and 1.70% 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 1.70% 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 service credit 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 service credit 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

#### Employees Covered by Benefit Terms

As of the June 30, 2018 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	3
Non-vested inactive members	7
Active members active elsewhere in VRS	13
Total inactive members	23
Active members	9
Total covered employees	45

Notes to Financial Statements June 30, 2020

#### NOTE 8—PENSION PLAN: (CONTINUED)

#### **Contributions**

The contribution requirement for active employees is governed by §51.1-145 of the <u>Code of Virginia</u>, 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, 2020 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 \$78,083 and \$61,957 for the years ended June 30, 2020 and June 30, 2019, respectively.

#### 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, 2019. The total pension liability used to calculate the net pension liability (asset) was determined by an actuarial valuation performed as of June 30, 2018, and rolled forward to the measurement date of June 30, 2019.

#### 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, 2018, 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, 2019.

Inflation 2.50%

Salary increases, including inflation 3.50% - 5.35%

Investment rate of return 6.75%, net of pension plan investment

expenses, including inflation\*

<sup>\*</sup> 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 6.75%. However, since the difference was minimal, and a more conservative 6.75% 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 6.75% to simplify preparation of pension liabilities.

Notes to Financial Statements June 30, 2020

#### 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, 2018 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

### 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 14.00% to 15.00%
Discount Rate	Decreased rate from 7.00% to 6.75%

#### 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, 2018, 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, 2019.

Inflation 2.50%

Salary increases, including inflation 3.50% - 4.75%

Investment rate of return 6.75%, net of pension plan investment

expenses, including inflation\*

Notes to Financial Statements June 30, 2020

#### NOTE 8-PENSION PLAN: (CONTINUED)

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

\* 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 6.75%. However, since the difference was minimal, and a more conservative 6.75% 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:

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.

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

#### 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
	Increased age 50 rates, and lowered rates at older
Retirement Rates	ages
	Adjusted rates to better fit experience at each year
Withdrawal Rates	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 60.00% to 45.00%
Discount Rate	Decreased rate from 7.00% to 6.75%

Notes to Financial Statements June 30, 2020

#### 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	34.00%	5.61%	1.91%
Fixed Income	15.00%	0.88%	0.13%
Credit Strategies	14.00%	5.13%	0.72%
Real Assets	14.00%	5.27%	0.74%
Private Equity	14.00%	8.77%	1.23%
MAPS - Multi-Asset Public Strategies	6.00%	3.52%	0.21%
PIP - Private Investment Partnership	3.00%	6.29%	0.19%
Total	100.00%		5.13%
		Inflation	2.50%
Expec	ted arithmetic	nominal return*	7.63%

<sup>\*</sup> The above allocation provides a one-year return of 7.63%. 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 7.11%, including expected inflation of 2.50%. The VRS Board elected a long-term rate of 6.75% which is roughly at the 40th percentile of expected long-term results of the VRS fund asset allocation.

Notes to Financial Statements June 30, 2020

#### NOTE 8-PENSION PLAN: (CONTINUED)

#### Discount Rate

The discount rate used to measure the total pension liability was 6.75%. 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, 2019, the alternate rate was the employer contribution rate used in FY 2012 or 100% of the actuarially determined employer contribution rate from the June 30, 2017 actuarial valuations, whichever was greater. Through the fiscal year ended June 30, 2019, 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. From July 1, 2019 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 longterm 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			Plan		Net	
	Pension		Fiduciary		Pension	
	Liability		<b>Net Position</b>		Liability (Asset)	
	(a)		(b)		(a) - (b)	
		_				
\$	1,267,514	\$	866,667	\$	400,847	
Ċ	33 608	Ċ	_	Ċ	33,698	
Ş	•	٦	-	ڔ	•	
	03,014		-		85,614	
	52,338		-		52,338	
	36,342		-		36,342	
	-		61,957		(61,957)	
	-		20,466		(20,466)	
	-		•		(57,902)	
	(88,922)		(88,922)		-	
	-		(565)		565	
	-		, ,		37	
\$	119,070	\$_	, ,	\$	68,269	
S	1.386.584	S	917.468	ς	469,116	
	\$\$ \$\$	Pension Liability (a) \$ 1,267,514 \$ 33,698 85,614 52,338 36,342 	Total Pension Liability (a)  \$ 1,267,514 \$  \$ 33,698 \$ 85,614  52,338 36,342	Total Plan Fiduciary Net Position (b)  \$ 1,267,514 \$ 866,667  \$ 33,698 \$ - 85,614 - 52,338 36,342 - 61,957 - 20,466 - 57,902 (88,922) (88,922) - (565) - (37)  \$ 119,070 \$ 50,801	Total Plan Fiduciary Net Position (a) (b)  \$ 1,267,514 \$ 866,667 \$  \$ 33,698 \$ - \$ 85,614 -   52,338 -  52,338 -  61,957 -  20,466 -  57,902 (88,922) -  (88,922) -  (565) -  (37) \$ 119,070 \$ 50,801 \$	

Notes to Financial Statements June 30, 2020

#### NOTE 8-PENSION PLAN: (CONTINUED)

#### 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 6.75%, 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 (5.75%) or one percentage point higher (7.75%) than the current rate:

			Rate	
	<del>-</del>	1% Decrease Current Discount 1% Increas		1% Increase
	_	(5.75%)	(6.75%)	(7.75%)
Town's				
Net Pension Liability (Asset)	\$	635,726	\$ 469,116 \$	337,409

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

For the year ended June 30, 2020, the Town recognized pension expense of \$124,099 At June 30, 2020, 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
\$	11,766 \$	-
	8,170	-
	-	7,756
	15,984	15,984
_	78,083	
\$_	114,003 \$	23,740
	-	Outflows of Resources  \$ 11,766 \$ 8,170  - 15,984  78,083

Notes to Financial Statements June 30, 2020

#### NOTE 8-PENSION PLAN: (CONTINUED)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions: (Continued)

\$78,083 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, 2021. 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	
2021	\$ 20,019
2022	(8,123)
2023	(230)
2024	504
2025	-
Thereafter	-

#### Pension Plan Data

Information about the VRS Political Subdivision Retirement Plan is also available in the separately issued VRS 2019 Comprehensive Annual Financial Report (CAFR). A copy of the 2019 VRS CAFR may be downloaded from the VRS website at <a href="http://www.varetire.org/Pdf/Publications/2019-annual-report.pdf">http://www.varetire.org/Pdf/Publications/2019-annual-report.pdf</a>, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA 23218-2500.

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Notes of Financial Statements June 30, 2020 (Continued)

#### NOTE 9-GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN):

#### **Plan Description**

The Group Life Insurance (GLI) Plan was established pursuant to §51.1-500 et seq. of the <u>Code of Virginia</u>, 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 Plan 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 Plan. 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 Plan, it is not included as part of the GLI Plan OPEB.

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

#### Eligible Employees

The GLI Plan was established July 1, 1960, for state employees, teachers, and employees of political subdivisions that elect the plan. 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 Plan 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 plan 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 service credit, the minimum benefit payable was set at \$8,000 by statute in 2015. This will be increased annually based on the VRS Plan 2 cost-of-living adjustment calculation. The minimum benefit adjusted for the COLA was \$8,463 as of June 30, 2020.

Notes of Financial Statements June 30, 2020 (Continued)

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

#### **Contributions**

The contribution requirements for the GLI Plan are governed by \$51.1-506 and \$51.1-508 of the <u>Code of Virginia</u>, 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 Plan 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, 2020 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 Plan from the Town were \$3,028 and \$2,378 for the years ended June 30, 2020 and June 30, 2019, 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, 2020, the Town reported a liability of \$37,916, for their proportionate share of the Net GLI OPEB Liability. The Net GLI OPEB Liability was measured as of June 30, 2019 and the total GLI OPEB liability used to calculate the Net GLI OPEB Liability was determined by an actuarial valuation performed as of June 30, 2019, and rolled forward to the measurement date of June 30, 2019. 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, 2019 relative to the total of the actuarially determined employer contributions for all participating employers. At June 30, 2019, the Town's proportion was .00233% as compared to .00181% at June 30, 2018.

For the year ended June 30, 2020, the Town recognized GLI OPEB expense of \$3,558. 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.

Notes of Financial Statements June 30, 2020 (Continued)

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

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

At June 30, 2020, the employer reported deferred outflows of resources and deferred inflows of resources related to the GLI OPEB from the following sources:

	Deferred Outflows	Deferred Inflows
	of Resources	of Resources
Differences between expected and actual experience \$	2,522	\$ 493
Net difference between projected and actual earnings on GLI OPEB program investments	_	779
Change in assumptions	2,394	1,143
Changes in proportion	12,559	-
Employer contributions subsequent to the		
measurement date	3,028	
Total \$	20,503	\$ 2,415

\$3,028 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	
2021	\$	2,816
2022	Ų	2,816
2023		3,146
2024		3,202
2025		2,437
Thereafter		643

#### **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.

Notes of Financial Statements June 30, 2020 (Continued)

#### NOTE 9-GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)

#### **Actuarial Assumptions: (Continued)**

Inflation 2.50%

Salary increases, including inflation:

General state employees3.50%-5.35%Teachers3.50%-5.95%SPORS employees3.50%-4.75%VaLORS employees3.50%-4.75%JRS employees4.5%

Locality - General employees 3.50%-5.35% Locality - Hazardous Duty employees 3.50%-4.75%

Investment rate of return 6.75%, net of investment expenses,

including inflation\*

#### 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.

<sup>\*</sup>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 6.75%. However, since the difference was minimal, and a more conservative 6.75% 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 6.75% to simplify preparation of OPEB liabilities.

Notes of Financial Statements June 30, 2020 (Continued)

#### NOTE 9-GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)

#### **Actuarial Assumptions: (Continued)**

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action 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 14.00% to 15.00%
Discount Rate	Decreased rate from 7.00% to 6.75%

## 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.

Notes of Financial Statements June 30, 2020 (Continued)

## NOTE 9—GROUP LIFE INSURANCE (GLI) PLAN (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, 2018 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action 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 60.00% to 45.00%
Discount Rate	Decreased rate from 7.00% to 6.75%

#### **NET GLI OPEB Liability**

The net OPEB liability (NOL) for the GLI Plan represents the plan'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, 2019, NOL amounts for the GLI Plan are as follows (amounts expressed in thousands):

	_	Group Life Insurance OPEB Program
Total GLI OPEB Liability	\$	3,390,238
Plan Fiduciary Net Position		1,762,972
Employers' Net GLI OPEB Liability (Asset)	\$	1,627,266
Plan Fiduciary Net Position as a Percentage		
of the Total GLI OPEB Liability		52.00%

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.

Notes of Financial Statements June 30, 2020 (Continued)

#### NOTE 9—GROUP LIFE INSURANCE (GLI) PLAN (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	34.00%	5.61%	1.91%
Fixed Income	15.00%	0.88%	0.13%
Credit Strategies	14.00%	5.13%	0.72%
Real Assets	14.00%	5.27%	0.74%
Private Equity	14.00%	8.77%	1.23%
MAPS - Multi-Asset Public Strategies	6.00%	3.52%	0.21%
PIP - Private Investment Partnership	3.00%	6.29%	0.19%
Total	100.00%		5.13%
		Inflation	2.50%
	į	c nominal return*	7.63%

<sup>\*</sup> The above allocation provides a one-year return of 7.63%. 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 7.11%, including expected inflation of 2.50%. The VRS Board elected a long-term rate of 6.75% which is roughly at the 40th percentile of expected long-term results of the VRS fund asset allocation.

#### Discount Rate

The discount rate used to measure the total GLI OPEB liability was 6.75%. 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, 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 which was 100% of the actuarially determined contribution rate.

Notes of Financial Statements June 30, 2020 (Continued)

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

#### Discount Rate: (Continued)

From July 1, 2019 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.

# 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 6.75%, 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 (5.75%) or one percentage point higher (7.75%) than the current rate:

	Rate							
	1% Decrease	Current Discount	1% Increase					
	(5.75%)	(6.75%)	(7.75%)					
Town's Proportionate share of the Group Life Insurance Program								
Net OPEB Liability	\$ 49,810 \$	37,916 \$	28,269					

#### **GLI Plan Fiduciary Net Position**

Detailed information about the GLI Plan's Fiduciary Net Position is available in the separately issued VRS 2019 Comprehensive Annual Financial Report (CAFR). A copy of the 2019 VRS CAFR may be downloaded from the VRS website at <a href="http://www.varetire.org/Pdf/Publications/2019-annual-report.pdf">http://www.varetire.org/Pdf/Publications/2019-annual-report.pdf</a>, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218-2500.

Notes of Financial Statements June 30, 2020 (Continued)

#### 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, 2020 unavailable/deferred property tax revenues in the governmental funds totaled \$265,888. 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 2020 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.

#### **NOTE 13-LITIGATION:**

At June 30, 2020, 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, 2020 consisted of the following:

Fund	 Transfers In	 Transfers Out
General Fund	\$ 5,500	\$ 220,910
Capital Projects Fund	1,589,545	1,596,495
Sewer Fund	1,757,892	1,589,546
Water Fund	54,014	-
Total	\$ 3,406,951	\$ 3,406,951

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, 2020

		General Fund					
	_	Original Budget		Final Budget		Actual	Variance with Final Budget - Positive (Negative)
Revenues:							
General property taxes Other local taxes Permits, privilege fees, and regulatory licenses	\$	220,850 520,150 1,700	\$	220,850 520,150 1,700	\$	223,742 \$ 697,227 3,410	2,892 177,077 1,710
Fines and forfeitures		30,400		30,400		37,065	6,665
Revenue from the use of money and property		32,100		32,100		31,143	(957)
Charges for service		85,000		85,000		88,141	3,141
Miscellaneous		39,500	f	39,500		41,050	1,550
Intergovernmental: Commonwealth	_	100,000		100,000	_	107,043	7,043
Total revenues	\$_	1,029,700	\$	1,029,700	\$_	1,228,821 \$	199,121
Expenditures: Current:							
General government administration	\$	392,320	\$	392,320	\$	518,759 \$	(126,439)
Public safety		140,358		140,358		133,536	6,822
Public works		324,385		324,385		287,615	36,770
Community development	_	91,450		91,450	_	36,547	54,903
Total expenditures	\$	948,513	\$.	948,513	\$_	976,457 \$	(27,944)
Excess (deficiency) of revenues over expenditures	\$_	81,187	\$	81,187	\$_	252,364 \$	171,177
Other financing sources (uses)							
Transfers in	\$	234,100	\$	234,100	\$	5,500 \$	(228,600)
Transfers out	_	(377,480)		(377,480)	_	(220,910)	156,570
Total other financing sources (uses)	\$_	(143,380)	\$.	(143,380)	\$_	(215,410) \$	(72,030)
Net change in fund balance	\$	(62,193)	\$	(62,193)	\$	36,954 \$	99,147
Fund balances at beginning of year	_	62,193		62,193	_	374,018	311,825
Fund balances at end of year	\$	-	\$	-	\$ <b>_</b>	410,972 \$	410,972

TOWN OF BOWLING GREEN, VIRGINIA Exhibit 11

Schedule of Changes in Net Pension Liability (Asset) and Related Ratios Primary Government

Pension Plan

For the Measurement Dates of June 30, 2015 through June 30, 2019

	 2019	2018	2017	 2016	 2015
Total pension liability					
Service cost	\$ 33,698 \$	23,097 \$	7,393	\$ 24,955	\$ 25,004
Interest	85,614	79,975	79,620	88,453	88,963
Differences between expected and actual experience	52,338	65,841	8,638	(161,984)	(25,232)
Changes in assumptions	36,342	-	(8,858)	-	-
Benefit payments, including refunds of employee contributions	(88,922)	(87,808)	(75,624)	(79,590)	(112,454)
Net change in total pension liability	\$ 119,070 \$	81,105 \$	11,169	\$ (128,166)	\$ (23,719)
Total pension liability - beginning	1,267,514	1,186,409	1,175,240	1,303,406	1,327,125
Total pension liability - ending (a)	\$ 1,386,584 \$	1,267,514 \$	1,186,409	\$ 1,175,240	\$ 1,303,406
Plan fiduciary net position					
Contributions - employer	\$ 61,957 \$	43,742 \$	36,200	\$ 49,795	\$ 50,828
Contributions - employee	20,466	15,035	12,233	10,837	11,328
Net investment income	57,902	61,042	92,491	12,705	34,145
Benefit payments, including refunds of employee contributions	(88,922)	(87,808)	(75,624)	(79,590)	(112,454)
Administrative expense	(565)	(541)	(550)	(486)	(512)
Other	(37)	(54)	(82)	(6)	(8)
Net change in plan fiduciary net position	\$ 50,801 \$	31,416 \$	64,668	\$ (6,745)	\$ (16,673)
Plan fiduciary net position - beginning	866,667	835,251	770,583	777,328	794,001
Plan fiduciary net position - ending (b)	\$ 917,468 \$	866,667 \$	835,251	\$ 770,583	\$ 777,328
Town's net pension liability (asset) - ending (a) - (b)	\$ 469,116 \$	400,847 \$	351,158	\$ 404,657	\$ 526,078
Plan fiduciary net position as a percentage of the total					
pension liability	66.17%	68.38%	70.40%	65.57%	59.64%
Covered payroll	\$ 457,420 \$	345,204 \$	276,115	\$ 231,366	\$ 236,530
Town's net pension liability (asset) as a percentage of covered payroll	102.56%	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 Plan For the Years Ended June 30, 2011 through June 30, 2020

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)
2020	\$ 78,083 \$	78,083	\$	-	\$	582,242	13.41%
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		-	刁	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%

Notes to Required Supplementary Information Pension Plan For the Year Ended June 30, 2020

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

of an actuarial experience study for the period from July 1, 2012 through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

#### 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 14.00% to 15.00%
Discount Rate	Decreased rate from 7.00% to 6.75%

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

Mortality Rates (pre-retirement, post-retirement	Updated to a more current mortality table - RP-2014
healthy, and disabled)	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 60.00% to 45.00%
Discount Rate	Decreased rate from 7.00% to 6.75%

Schedule of Town's Share of Net OPEB Liability Group Life Insurance (GLI) Plan For the Measurement Dates of June 30, 2017 thru 2019

	Employer's Proportion of the Net GLI OPEB	Employer's Proportionate Share of the Net GLI OPEB	Employer's Covered	Employer's Proportionate Share of the Net GLI OPEB Liability (Asset) as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of Total	
Date	Liability (Asset)	Liability (Asset)	Payroll	(3)/(4)	GLI OPEB Liability	
(1)	(2)	(3)	 (4)	(5)	(6)	
Primary Go	overnment					
2019	0.233000% \$	37,916	\$ 457,420	8.29%	52.00%	
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 (GLI) Plan For the Years Ended June 30, 2011 through June 30, 2020

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 Gov	ern		· · · · · · · · · · · · · · · · · · ·			
2020	\$	3,028 \$	3,028 \$	-	\$ 582,242	0.52%
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%

Notes to Required Supplementary Information CGroup Life Insurance (GLI) Plan For the Year Ended June 30, 2020

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 actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

#### Non-Largest Ten Locality Employers - General Employees

Non-Largest Ten Locality Employers - Gene	ral Employees
Mortality Rates (pre-retirement, post- retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
	0.200
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 14.00% to 15.00%
Discount Rate	Decreased rate from 7.00% to 6.75%

#### 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 60.00% to 45.00%
Discount Rate	Decreased rate from 7.00% to 6.75%



Schedule of Revenues - Budget and Actual Governmental Funds For the Year Ended June 30, 2020

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	\$ 166,346	\$ (9,504)
Real and personal public service corporation					
taxes		4,500	4,500	3,295	(1,205)
Personal property taxes		36,500	36,500	47,750	11,250
Penalties		3,000	3,000	2,819	(181)
Interest		1,000	1,000	3,532	2,532
Total general property taxes	\$_	220,850	\$ 220,850	\$ 223,742	\$\$
Other local taxes:					
Local sales and use taxes	\$		\$ 30,000		•
Consumers' utility taxes		30,000	30,000	29,464	(536)
Business license taxes		75,000	75,000	79,501	4,501
Motor vehicle licenses		20,650	20,650	20,798	148
Bank stock taxes		150,000	150,000	300,487	150,487
Lodging tax		4,500	4,500	3,842	(658)
Restaurant food taxes		210,000	210,000	224,233	14,233
Total other local taxes	\$_	520,150	520,150	\$ 697,227	\$ 177,077
Permits, privilege fees, and regulatory licenses:					
Permits and other licenses	\$	1,700	\$ 1,700	\$ 3,410 9	\$ 1,710
Total permits, privilege fees, and regulatory	_	1,700			
licenses	\$_	1,700	\$1,700_	\$3,410_	\$1,710_
Fire and forfall area	_				
Fines and forfeitures: Fines and penalties	\$	30,400	\$ 30,400	\$ 37,065	\$ 6,665
Total fines and forfeitures	ç_	30,400	·		
Total filles and forfeitures	_ ۲	30,400	30,400	. <u>37,005</u>	0,005
Revenue from use of money and property:					
Revenue from use of money	\$	1,000	\$ 1,000	\$ 6,535	\$ 5,535
Revenue from use of property	_	31,100	31,100	24,608	(6,492)
Total revenue from use of money and property	\$	32,100	\$ 32,100	\$ 31,143	\$ (957)
Charges for services:					
Charges for sanitation and waste removal	\$	85,000	\$ 85,000	\$ 88,141	\$ 3,141
Total charges for services	\$_ \$	85,000			
•	. –		·	·	·
Revenue from local sources: (continued)					
Miscellaneous:					
Miscellaneous	\$	8,500	\$ 8,500	\$ 14,994 \$	\$ 6,494
Wine festival		7,500	7,500	-	(7,500)
Harvest festival		23,500	23,500	26,056	2,556
Total miscellaneous	\$	39,500	\$ 39,500	\$ 41,050	\$ 1,550
Total assess ( )		020 700		ė 4 104 <del>77</del> 0 :	t 400 d
Total revenue from local sources	\$ <u>-</u>	929,700	\$ 929,700	\$ 1,121,778	\$ 192,0
		53			

Schedule of Revenues - Budget and Actual Governmental Funds For the Year Ended June 30, 2020

Fund, Major and Minor Revenue Source		Original Budget		Final Budget		Actual		/ariance with Final Budget - Positive (Negative)
General Fund: (continued)								
Intergovernmental:								
Revenue from the Commonwealth:								
Noncategorical aid:								
Motor vehicle carriers' tax	\$	-	\$	-	\$	43	\$	43
Personal property tax relief funds		22,000		22,000		21,908		(92)
Telecommunications sales tax	_	43,000		43,000		33,802		(9,198)
Total noncategorical aid	\$_	65,000	\$	65,000	\$	55,753	\$	(9,247)
Categorical aid:								
Shared expenses:								
Local law enforcement assistance	\$	23,000	\$	23,000	\$	25,476	\$	2,476
Total shared expenses	_	23,000		23,000		25,476		2,476
Categorical aid:								
Other categorical aid:								
Fireman's insurance fund	\$	11,000	\$	11,000	\$	10,000	\$	(1,000)
Community revitalization - main street		-		-		15,000		15,000
Litter control grant	)	1,000		1,000		814		(186)
Total other categorical aid	\$_	12,000	\$	12,000	\$	25,814	\$	13,814
Total categorical aid	\$_	35,000	\$_	35,000	\$_	51,290	\$_	16,290
Total revenue from the Commonwealth	\$_	100,000	\$_	100,000	\$_	107,043	\$_	7,043
Total General Fund	\$_	1,029,700	\$	1,029,700	\$	1,228,821	\$_	199,121
Capital Projects Fund:								
Revenue from local sources:								
Revenue from use of money and property:								
Revenue from the use of money	\$_	-	- \$ -	-	- \$_	223	_	223
Total revenue from use of money and property	\$_	-	Ş_	-	\$_	223	\$_	223
Revenue from the federal government:								
Categorical aid:		4 505 000		4 505 000				(4 505 000)
USDA Rural Development grant funds	\$_	1,585,000		1,585,000	- ' -		\$_	(1,585,000)
Total categorical aid	\$_	1,585,000	- ۶_	1,585,000	- ۶_	-	\$_	(1,585,000)
Total revenue from the federal government	\$_	1,585,000	\$_	1,585,000	\$_	-	\$_	(1,585,000)
Total Capital Projects Fund	\$_	1,585,000	\$_	1,585,000	\$_	223	\$_	(1,584,777)
Total All Governmental Funds	\$_	4,199,700	\$_	2,614,700	\$	1,229,044	\$_	(1,385,656)

Schedule of Expenditures - Budget and Actual Governmental Funds For the Year Ended June 30, 2020

Fund, Function, Activity and Elements		Original Budget		Final Budget		Actual		Variance with inal Budget - Positive (Negative)
General Fund:								
General government administration:								
Legislative:								
Council services	\$_	13,750	\$_	13,750	\$_	16,100	\$_	(2,350)
General and financial administration:								
Advertising	\$	4,000	\$	4,000	\$	4,952	\$	(952)
Information technology	'	25,000		25,000	•	12,129	•	12,871
Insurance		13,000		13,000		14,464		(1,464)
Materials and supplies		2,500		2,500		3,595		(1,095)
Miscellaneous administrative		17,167		17,167		18,894		(1,727)
Personnel		85,613		85,613		140,270		(54,657)
Professional development		2,800		2,800		2,643		157
Professional services		20,500		20,500		20,676		(176)
Telecommunications		1,200		1,200		1,112		88
Total general and financial administration	\$_	171,780	\$	171,780	\$_	218,735	\$	(46,955)
Office of Town Treasurer:								
Audit and accounting	\$	20,000	\$	20,000	\$	54,166	\$	(34, 166)
Information technology		18,600		18,600		18,098		502
Materials and supplies		1,500		1,500		2,504		(1,004)
Miscellaneous		250		250		4,316		(4,066)
Office equipment		6,000		6,000		13,509		(7,509)
Personnel		149,940		149,940		183,163		(33,223)
Postage		5,000		5,000		8		4,992
Professional development		2,500		2,500		5,727		(3,227)
Telecommunications		3,000		3,000		2,433		567
Total office of town treasurer	\$	206,790	\$	206,790	\$_	283,924	\$	(77,134)
Total general government administration	\$_	392,320	\$_	392,320	\$	518,759	\$_	(126,439)

Schedule of Expenditures - Budget and Actual Governmental Funds For the Year Ended June 30, 2020

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	\$	4,500	\$	4,500	\$ 4,251	\$	249
Fuel		5,000		5,000	2,982		2,018
Maintenance and repairs		1,250		1,250	2,274		(1,024)
Materials and supplies		1,400		1,400	(36)		1,436
Miscellaneous		-		-	3		(3)
Personnel		105,658		105,658	104,573		1,085
Professional development		2,000		2,000	2,413		(413)
Professional services		750	-	750	916		(166)
Telecommunications		4,000		4,000	1,827		2,173
Uniforms		1,000		1,000	939		61
Utilities		1,800		1,800	1,394		406
Total law enforcement and traffic control	\$_	127,358	\$	127,358	\$ 121,536	\$	5,822
Fire and rescue services:	>						
Volunteer fire and rescue 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	\$	140,358	\$	140,358	\$ 133,536	\$	6,822
Public works:							
Fuel	\$	2,500	\$	2,500	\$ 3,033	\$	(533)
Insurance		4,200		4,200	4,200		-
Litter control		1,500		1,500	985		515
Maintenance and repairs		17,500		17,500	19,578		(2,078)
Materials and supplies		1,050		1,050	1,889		(839)
Miscellaneous		500		500	2,157		(1,657)
Personnel		149,635		149,635	113,383		36,252
Professional development		-		-	183		(183)
Refuse collection		85,000		85,000	87,708		(2,708)

Schedule of Expenditures - Budget and Actual Governmental Funds For the Year Ended June 30, 2020

Fund, Function, Activity and Elements		Original Budget		Final Budget	_	Actual		/ariance with Final Budget - Positive (Negative)
General Fund: (Continued)								
Public works: (Continued)								
Telecommunications		2,000		2,000		2,032		(32)
Town Hall		30,000		30,000		25,777		4,223
Uniforms and safety equipment		4,000	4	4,000		5,130		(1,130)
Utilities		26,500		26,500		21,560		4,940
Total public works	\$	324,385	\$	324,385	\$_	287,615	\$	36,770
Community development:								
Events coordinator	Ś	48,700	Ś	48,700	Ś	-	\$	48,700
Harvest festival		23,500		23,500	•	21,996	•	1,504
Miscellaneous		7,500		7,500		5,380		2,120
Other events		6,250		6,250		7,949		(1,699)
Wine fesitival		5,500		5,500		1,222		4,278
Total community development	\$_	91,450	\$	91,450	\$_	36,547	\$	54,903
Total General Fund	\$ <u>_</u>	948,513	\$_	948,513	\$_	976,457	\$	(27,944)
Capital Projects Fund:								
Capital projects and capital outlays:								
General capital projects	\$	60,000	\$	60,000	\$	-	\$	60,000
USDA grant - police vehicles		25,000		25,000		-		25,000
Miscellaneous		-		-		700		(700)
Total capital projects and capital outlays	\$	85,000	\$	85,000	\$	700	\$	84,300
Total Capital Projects Fund	\$_	85,000	\$_	85,000	\$_	700	\$	84,300
Total Primary Government	\$_	1,033,513	\$	1,033,513	\$_	977,157	\$	56,356





## ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

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, 2020, 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 DRAFT.

#### 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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

#### 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*.

#### 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.

Fredericksburg, Virginia DRAFT





## ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

# 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, 2020. 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, 2020.

## 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.

Fredericksburg, Virginia DRAFT

## TOWN OF BOWLING GREEN, VIRGINIA

Schedule of Expenditures of Federal Awards For the Year Ended June 30, 2020

		Pass-through	
Federal Grantor/Pass-through Grantor/ Program or Cluster Title	Federal CFDA Number	Entity Identifying Number	Federal Expenditures
Department of Agriculture: Direct Payments:			
Water and Waste Disposal Systems for Rural Communities  Total Department of Agriculture	10.760	N/A	\$ 1,624,367 \$ 1,624,367
Total expenditures of federal awards			\$ 1,624,367

See accompanying notes to the schedule of expenditures of federal awards.



## TOWN OF BOWLING GREEN, VIRGINIA

Notes to the Schedule of Expenditures of Federal Awards For the Year Ended June 30, 2020

#### 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, 2020. 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, 2020.

## 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:

Water and Waste Disposal Systems for Rural Communities

Proprietary Funds:

Sewer Fund - USDA Rurual Development Grant Proceeds	\$ 1,594,367
Water Fund - USDA Rurual Development Grant Proceeds	30,000
Total federal expenditures per the Schedule of Expenditures of Federal Awards	\$ 1,624,367

## TOWN OF BOWLING GREEN, VIRGINIA

Schedule of Findings and Questioned Costs For the Year Ended June 30, 2020

## Section I - Summary of Auditors' Results

## **Financial Statements**

Type of auditors' report issued:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

Significant deficiency(ies) identified?

None reported

Noncompliance material to financial statements noted?

#### Federal Awards

Internal control over major programs:

Material weakness(es) identified?

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)?

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?

### Section II - Financial Statement Findings

There are no financial statement findings to report.

## Section III - Federal Award Findings and Questioned Costs

There are no federal award findings and questioned costs to report.

Summary Schedule of Prior Audit Findings For the Year Ended June 30, 2020

## <u>2019-001: Material Audit Adjustment Proposed by the External Auditor - Material Weakness in Internal Controls</u>

Status: This finding was not reported in 2020





## ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

Date: DRAFT

**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, 2020

In planning and performing our audit of the financial statements of the Town of Bowling Green, Virginia for the year ended June 30, 2020, 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 DRAFT. 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.

## 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.

## <u>Supporting Documentation - Check Disbursements</u>

During the course of our audit, we noted disbursements which were not supported by invoices, itemized receipts or other adequate supporting documentation. Documentation for all expenses of the Town should be maintained on file and attached to the corresponding copy of the check stub with documentation of approval.

#### **Credit Card Documentation**

During the course of our audit we noted purchases made using the Town's credit card had missing or inadequate supporting documentation. If purchases are to be made using a credit card each credit card statement should be supported by detailed receipts for all charges and such documentation should be reconciled to the statement prior to paying the credit card bill. Non-detailed credit card receipts are not sufficient supporting documentation.

## Sales Tax

During the course of our audit, we noted purchases made using the Town's credit card which included sales tax. We recommend the Town avoid the payment of sales tax on all qualifying purchases.





## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING MONTHLY REPORT / PROJECT UPDATE

AGENDA ITEM: Public Works/Utilities Monthly Report for January 2022

**DATE:** January 28, 2022

PREPARED BY: Josh Irby

## **MONTHLY REPORT / PROJECT UPDATE:**

## Water

- Bi-Weekly Water Project Update Meetings
- Checking into alarms generated by water meters
- Contacting customers about possible leaks on customer side with the help of Town Clerk
- Install water meters in Maury Heights and complete inspections

### Wastewater

- Plant is running ok
- Repairs to scum pit pumps
- Worked with Engineers to provide additional information to USDA

## Public Works

- Maintenance of Town vehicles, equipment, and buildings
- Set up for meetings at Town Hall
- Weekly Staff Meetings
- General landscaping around town, well sites, lift stations, and WWTP

#### ATTACHMENTS:

• DMR for December

## **HEADS UP ITEMS:**

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

NAME: ADDRESS:

FACILITY LOCATION:

PERMITTEE NAME/ADDRESS (INCLUDE FACILTY NAME/LOCATION IF DIFFERENT)

Bowling Green Wastewater Treatment Plant co Town of Bowling Green Bowling Green, VA 22427

VA0020737 001 PERMIT NUMBER DISCHARGE NUMBER MONITORING PERIOD 219 Anderson Ave Bowling Green, VA 22427

YEAR MO DAY

Parameter		QUANT	TY OR LOADING									
LOW	DEDGE	AVERAGE	MAXIMUM	UNITS	MINIMUM	UALITY OR CON			NO.	FREQUENCY	SAMPLE	LAI
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RAL PERMIT REQUIREMEN			17	- 1	****	10	15	MG/L	-	3D/W	8HC	

BYPASSES AND VERFLOWS	TOTAL OCCURENCES	TOTAL FLOW(M.G.)	TOTAL BOD5(K.G.)		OPERATOR IN RES	SPONSIBLE CHARGE	
aluate the informat	tion submitted. Based on r	nt and all attachments were pre- ned to assure that qualified pers my inquiry of the person or pers	onnel properly gather and ons who manage the	PRINCIPAL EXECUTIVE OF	INTED NAME	CERT	1965008627 TIFICATE NUMBER
the heet of my long	udada - II I' o	ny inquiry of the person or person gathering the information, the ccurate, and complete. I am awarding the possibility of fine and	information submitted is, are that there are significant imprisonment for knowing	AGE	NT	TELEPHONE	804-221-1834
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Page 1



**AGENDA ITEM:** 

DATE:

# TOWN OF BOWLING GREEN TOWN COUNCIL MEETING MONTHLY REPORT / PROJECT UPDATE

Police Departments Monthly Report January 2022

PREPARED BY:	Chief Justin Cecil Sr.
MONTHLY REPORT / P	PROJECT UPDATE:
Police Activity for Januar	ry 2022
47-Total calls for service	e
22-Assist other agencie	s
29-Summons / Parking	tickets
62-Park walk and talks	
2-Warrant Services	
2-Arrests	
1-Motor Vehicle Accider	nts
2-Larceny	
42-Property checks/ Va	cation checks/ Business Checks
1-Animal Control	
ATTACHMENTS: None	
HEADS UP ITEMS:	

01/28/2022



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING MONTHLY REPORT / PROJECT UPDATE

AGENDA ITEM: Town Clerk/Treasurer Council Monthly Report

December 2021

**DATE:** January 31, 2022

PREPARED BY: Tracy Wright

#### **MONTHLY REPORT / PROJECT UPDATE:**

- Attended Monthly Meeting for Water/Meter Project.
- Attended Project-Update Utility Meeting (Bi-weekly).
- Attended Weekly Staff Meetings
- Completed monthly payrolls/taxes.
- Completed monthly accounts payable.
- Completed daily register reconciliation.
- Completed daily banking/cc payment processing- supervisor approval.
- Processed payments from USDA to Core & Main Utility Meter Project.
- Prepared Utility files for bi-monthly customer billings, due February 04, 2022.
- Prepared W2's for distribution to staff and uploaded mandatory file to State Website.
- Prepared 1099 Vendor Taxes, mailed January 26, 2022
- Conducted office training to staff during the weekly to include weekend hours.

### ATTACHMENTS:

- Monthly Town Hall Rental Report January 2022
- Delinquent Tax Report Current Report
- YTD Budget Report Current Report

**HEADS UP ITEMS: NONE** 

## TOWN HALL RENTALS

## January

#USES	NAME OF USER	<u>ACTIVITY</u>	<u>FEES</u>
4	Town Hall Activities	Class	\$ 290.00
1	Town Council Meeting	Meeting	N/C
1	Town Council Work Session	Meeting	N/C
1	Planning Commission W/S	Meeting	N/C
1	LOVE works project	Meeting	N/C
1	EDA Meeting	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	Private Event	Reception	\$ 675.00

Totals \$ 965.00

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TR504	COUNT	111 98 209	209	184 178 362	362	235 210 445	445	286 253 539	539	218 185 403	403	1958	1958		
PAGE 1	DO	1,748.41 2,244.67 3,993.08	3,993.08	3,588.22 4,893.47 8,481.69	8,481.69	5,982.24 6,204.79 12,187.03	12,187.03	5,582.67 7,458.34 13,041.01	13,041.01	12,326.93 5,407.82 17,734.75	17,734.75	55,437.56	55,437.56		
	ADJUSTMENTS	000	00.	0000	00.	000	00.	0000	00.	000	00.	00.	00.	ADJUSTED TOTAL	00.
	PAYMENTS	1,442.57- 184.33- 1,626.90-	1,626.90-	3,064.42- 421.53- 3,485.95-	3,485.95-	4,173.66- 60.21- 4,233.87-	4,233.87-	4,678.91- 101.66- 4,780.57-	4,780.57-	6,939.00- 117.18- 7,056.18-	7,056.18-	21,183.47-	21,183.47-	PPTRA CREDIT ADJUSTED	00.
	INT. PAID	1.58	1.58	52.18 52.18 52.18	52.18	2.81 .00 2.81	2.81	0000	.26	.15	.15	56.98	56.98	ADJUSTMENTS	00.
NTORY BALANCE-	PENALTY PAID	5.72 .00	5.72	19.76 19.76 19.76	19.76	17.93 .00 17.93	17.93	4 . 82 4 . 00 4 . 82	4.82	7.06	7.06	55.29	55.29	DEPT	DEPT. TOTALS
-TREASURER INVENTORY BALANCE	TAXES	3,190.98 2,429.00 5,619.98	5,619.98	6,652.64 5,315.00 11,967.64	11,967.64	10,155.90 6,265.00 16,420.90	16,420.90	10,261.58 7,560.00 17,821.58	17,821.58	19,265.93 5,525.00 24,790.93	24,790.93	76,621.03	76,621.03		
	OTHER CHARGES	000	00.	0000	00.	000	00.	0000	00.	000	00.	00.	00.		
1/29/2022	DEPT HALF CLASS	PP2017 1 PP VL HALF TOTALS =	DEPT# TOTALS =	PP2018 1 MC 1 PP 1 VL HALF TOTALS =	DEPT# TOTALS =	PP2019 1 PP 1 VL HALF TOTALS =	DEPT# TOTALS =	PP2020 1 PP 1 VL HALF TOTALS =	DEPT# TOTALS =	PP2021 1 PP 1 VL HALF TOTALS =	DEPT# TOTALS =	PP TOTALS =	COMPANY TOTALS =		

1/29/2022	ĭ	-TREASURER INVENT	ENTORY BALANCE-				PAGE 1	TR504	
DEPT HALF CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT	
RE2000 1 HALF TOTALS =	000.	000	000	000.	000.	000	000.	00	
DEPT# TOTALS =	00.	00.	00.	00.	00.	00.	00.	0	
RE2001 1 HALF TOTALS =	000	000	000	000.	000.	000	000.	00	
DEPT# TOTALS =	00.	00.	00.	00.	00.	00.	00.	0	
RE2002 1 HALF TOTALS =	000.	000	000	000.	000.	000.	000.	00	
DEPT# TOTALS =	00.	00.	00.	00.	00.	00.	00.	0	
RE2003 1 HALF TOTALS =	000.	000.	000	000	000	000.	000.	00	
DEPT# TOTALS =	00.	00.	00.	00.	00.	00.	00.	0	
RE2004 1 HALF TOTALS =	000	000.	000	000.	000.	000.	000.	00	
DEPT# TOTALS =	00.	00.	00.	00.	00.	00.	00.	0	
RE2005 1 HALF TOTALS =	000.	000	000	000	000	000.	000.	00	
DEPT# TOTALS =	00.	00.	00.	00.	00.	00.	00.	0	
RE2006 1 HALF TOTALS =	000.	000	000	000.	000.	000.	000.	00	
DEPT# TOTALS =	00.	00.	00.	00.	00.	00.	00.	0	
RE2007 1 HALF TOTALS =	000.	000.	00000	000.	000.	000.	000.	00	
DEPT# TOTALS =	00.	00.	00.	00.	00.	00.	00.	0	
RE2008 1 HALF TOTALS =	000.	000.	00000	000	000.	000.	000.	00	
DEPT# TOTALS =	00.	00.	00.	00.	00.	00.	00.	0	
RE2009 1 HALF TOTALS =	000.	000.	000	000	000	000.	000.	00	
DEPT# TOTALS =	00.	00.	00.	00.	00.	00.	00.	0	
RE2010 1 HALF TOTALS =	000.	000.	000	000.	000.	000.	000.	00	
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	PAYMENTS	000	00.	000	00.	000	00.	000	00.	000	00.	000	00.	000	00.	000	00.	459.67- 459.67-	459.67-	000	00.	000	00.	459.67-	
	INT. PAID	000.	00.	000.	00.	000	00.	000.	00.	000.	00.	000.	00.	000.	00.	000.	00.	76.78	76.78	000.	00.	000.	00.	76.78	
TORY BALANCE-	PENALTY PAID	000.	00.	000.	00.	000.	00.	000.	00.	000.	00.	000.	00.	000.	00.	000.	00.	45.96	45.96	000.	00.	000.	00.	45.96	
-TREASURER INVENTORY BALANCE	TAXES	000	00.	000	00.	000	00.	000.	00.	000	00.	000	00.	000	00.	000	00.	1,650.94	1,650.94	4,767.44	4,767.44	8,502.55 8,502.55	8,502.55	14,920.93	
	OTHER CHARGES	000	00.	000.	00:	000	00.	000	00.	000.	00.	000.	00.	000.	00.	000.	00.	000.	00.	000.	00.	000.	00.	00.	
1/29/2022	DEPT HALF CLASS	TD2011 1 01 HALF TOTALS =	DEPT# TOTALS =	TD2012 1 01 HALF TOTALS =	DEPT# TOTALS =	TD2013 1 01 HALF TOTALS =	DEPT# TOTALS =	TD2014 1 01 HALF TOTALS =	DEPT# TOTALS =	TD2015 1 01 HALF TOTALS =	DEPT# TOTALS =	TD2016 1 01 HALF TOTALS =	DEPT# TOTALS =	TD2017 1 01 HALF TOTALS =	DEPT# TOTALS =	TD2018 1 01 HALF TOTALS =	DEPT# TOTALS =	TD2019 1 01 HALF TOTALS =	DEPT# TOTALS =	TD2020 1 01 HALF TOTALS =	DEPT# TOTALS =	TD2021 1 01 HALF TOTALS =	DEPT# TOTALS =	TD TOTALS =	

PAGE 1	BALANCE UNCOLLECTED		4,411.34 3.13	2				38,298.66 44.67					-	1,08/.48= 54.3/= 56 610 81 24 08			,	_	4 8			ı		1,056.67-100.00-	933,880.93 61.89		10,000.00 100.00	10,000.00 100.00			12,950.00 100.00	14,979.69 40.54		623.98- 100.00-	623.98- 100.00-
	Y-T-D AMOUNT		136,088.66	25,810.61	3,231.54	29,440.82	2,616.55	47.430.34	20,822.01	16,929.78	12,535.33	10,637.08	00.	3,087.48	4 607 50	17.146.60	13,519.08	2.43	12,738.00	21,907.50	14,620.18	1,329.00	00.	1,056.67	574,873.07		00.	00.		21,970.31	00.	21,970.31		623.98	623.98
	CURRENT		136,088.66	25,810.61	3,231.54	29,440.82	2,616.55	47.430.34	20,822.01	16,929.78	12,535.33	10,637.08	00.	3,087.48	4 607 50	17.146.60	13,519.08	2.43	12,738.00	21,907.50	14,620.18	1,329.00	00.	1,056.67	574,873.07		00.	00.		21,970.31	00.	21,970.31		623.98	623.98
TOWN OF BOWLING GREEN REVENUE SUMMARY 7/01/2021 - 1/29/2022	APPR. AMOUNT		140,500.00	34,269.00	3,500.00	45,500.00	5,000.00	85.729.00	40,000.00	30,000.00	68,000.00	20,000.00	250,000.00	235 000 00	3 200 00	20.800.00	11,300.00	00.	24,500.00	21,900.00	31,500.00	800.00	15,000.00	00.962,614	1,508,754.00		10,000.00	10,000.00		24,000.00	12,950.00	36,950.00		00.	00.
TOWN OF BOW REVENUE 7/01/2021 -	BUDGET AMOUNT		140,500.00	34,269.00	3,500.00	45,500.00	5,000.00	85.729.00	40,000.00	30,000.00	68,000.00	20,000.00	250,000.00	235 000 00	3 200 00	20,800,00	11,300.00	00.	24,500.00	21,900.00	31,500.00	800.00	12,000.00	00.362,614	1,508,754.00		10,000.00	10,000.00		500.00	12,950.00	13,450.00		00.	00.
*GL060AA*	DESCRIPTION	FUND #-100 ***GENERAL FUND REVENUE***	***REAL BSTATE**	***RT 301 SPECIAL TAX DISTRICT***	***PUBLIC SERVICE***	***PERSONAL PROPERTY***	***PENALTY & INTEREST***	INIERESI EARNED ***REFUSE COLLECTION FEES***	SALES TAX	CONSUMER UTILITY TAX	BUSINESS LICENSE	VEHICLE LICENSE FEES		IRANSIENI OCCUPANCI IAA	***PERMITS FRES AND LICENSES***	***FINES AND FORFETTIRES***	***RENTALS***	ROLLING STOCK TAX	VA 599 POLICE FUNDING	PPTRA REIMBURSEMENT-STATE	COMMUNICATIONS TAX	***GRANTS***	VINGINIA FINE FROGRAMS	MISCELLANEOUS	FUND TOTAL	FUND #-320 ***ECONOMIC DEVELOPMENT AUTH***	DONATIONS	FUND TOTAL	FUND #-400 ***EVENTS AND ACTIVITIES FUND***	EVENTS AND ACTIVITIES	USE OF FUND BALANCE	FUND TOTAL	FUND #-420 ***DEBT SERVICE***	USE OF FUND BALANCE	FUND TOTAL
1/29/2022	ACCT#	FUND #-100	11010	11011	11020	11030	11060	16099	120101			120501	120601	121101	130306	140101	150201	220108	220109	220110	220111	240407	214047	666666		FUND #-320	18990		FUND #-400		410501		FUND #-420	410501	

PAGE 2	\$ BALANCE UNCOLLECTED		1,630,698.81 70.58 71,204.00 100.00	1,701,902.81 71.46		330,694.42 51.51 107,255.00 100.00	437,949.42 58.45	3,098,088.87 66.10
TIME								
	Y-T-D AMOUNT		679,601.19	679,601.19		311,305.58	311,305.58	1,588,374.13
	CURRENT		679,601.19	679,601.19		311,305.58	311,305.58	1,588,374.13
TOWN OF BOWLING GREEN REVENUE SUMMARY 7/01/2021 - 1/29/2022	APPR. AMOUNT		2,310,300.00 71,204.00	2,381,504.00		642,000.00 107,255.00	749,255.00	4,686,463.00
TOWN OF BOWN REVENUE 7/01/2021 -	BUDGET AMOUNT		2,310,300.00	2,381,504.00		642,000.00 107,255.00	749,255.00	4,662,963.00
*GL060AA*	DESCRIPTION	FUND #-500 ***WATER REVENUE***	***WATER REVENUE*** ***SAVINGS TRANSFER***	FUND TOTAL	FUND #-520 ** SEWER OPERATIONS **	SEWER SALES USE OF FUND BALANCE SEWER	FUND TOTAL	FINAL TOTAL
1/29/2022	ACCT#	FUND #-500 *	16099 *;		FUND #-520 *	16099 SI 410501 US		

е	% REMAINING		31.69	40.81	197.02-	100.00	50.72	45.46		100.00-	100.00-		80.00	80.00		15.68	15.68		68.79	74.29		59.84	59.84	63.19
PAGE 11:22	UNENCUMBERED BALANCE REN		90,629.77	86,974.99	1,970.29-	17,000.00	176,948.79 34,270.00	494,354.85		30,484.80- 100.00-	30,484.80- 100.00-		8,000.00	8,000.00		5,796.75	5,796.75		468,833.17	1,769,406.95		448,387.53	448,387.53	2,695,461.28
TIME	ENCUMBRANCE AMOUNT		00.	00.	00.	00.	00.	00.		00.	00.		00.	00.		00.	00.		00.	00.		00.	00.	00.
	Y-T-D AMOUNT		195,354.23	126,119.01	2,970.29	00.	171,918.21	592,968.15		30,484.80	30,484.80		2,000.00	2,000.00		31,153.25	31,153.25		212,670.83 399,426.22	612,097.05		300,868.47	300,868.47	1,569,571.72
	CURRENT		195,354.23	126,119.01	2,970.29	00.	171,918.21	592,968.15		30,484.80	30,484.80		2,000.00	2,000.00		31,153.25	31,153.25		212,670.83	612,097.05		300,868.47	300,868.47	1,569,571.72
TOWN OF BOWLING GREEN EXPENDITURE SUMMARY 7/01/2021 - 1/29/2022	APPR. AMOUNT		285,984.00	187.108.00	1,000.00	17,000.00	348,867.00 34,270.00	1,087,323.00		00.	00.		10,000.00	10,000.00		36,950.00	36,950.00		681,504.00 1,700,000.00	2,381,504.00		749,256.00	749,256.00	4,265,033.00
TOWN OF BOWN EXPENDITUD 7/01/2021 -	BUDGET AMOUNT		285,984.00	187.108.00	1,000.00	17,000.00	348,867.00 34,270.00	1,087,323.00		00.	00.		10,000.00	10,000.00		13,450.00	13,450.00		681,504.00 1,700,000.00	2,381,504.00		749,256.00	749,256.00	4,241,533.00
*GL060AA*	DESCRIPTION	FUND #-100 ***GENERAL FUND EXPENDITURES***	**COUNCIL AND ADMINSTRATOR EXPENSE	***TKEASURER'S EXPENSES*** ***POLICE DEPT. EXPENSES***	***POLICE DEPT RESTRICTED FUNDS***	***DONATIONS***	***TRANSFERS OUT***	FUND TOTAL	FUND #-300 ***CIP EXPENDITURES***	***CAPITAL PROJECTS FUND(GF)***	FUND TOTAL	FUND #-320 ***ECONOMIC DEV AUTH EXPENSES***	EDA LOANS AND GRANTS	FUND TOTAL	FUND #-400 ***EVENTS AND ACTIVITIES***	EVENTS COORDINATOR	FUND TOTAL	FUND #-500 ***WATER EXPENDITURES***	***WATER OPERATIONS*** ***WATER CIP***	FUND TOTAL	FUND #-520 ***SEWER OPERATIONS***	***SEWER OPERATIONS***	FUND TOTAL	FINAL TOTAL
1/29/2022	ACCT#	FUND #-100	12110	31100	31200	32000	43100		FUND #-300	300100		FUND #-320	32100		FUND #-400	71200		FUND #-500	500100		FUND #-520	500100		



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING MONTHLY REPORT / PROJECT UPDATE

**AGENDA ITEM:** Town Manager Monthly Report - January 2022

**DATE:** February 3, 2022

PREPARED BY: Allyson Finchum

#### **MONTHLY REPORT / PROJECT UPDATE:**

 January 24th Planning Commission Worksession – Discussion on Northview Rezoning Application

- January 31<sup>st</sup> Planning Commission Worksession Discussion on Proffers
- January 31<sup>st</sup> Planning Commission Meeting Public Hearing on Northview ZP #2021-025
- Residential Rezoning on Route 301
- Review of Site Plan for ZP 2021-013 Village Self-Storage on Route 301 Town consultant working with DEQ to finalize stormwater
- Review of Zoning Permits
- Planning and Zoning Inquiries
- Keystone Software Implementation
- Stormwater Management Set-Up w/DEQ by consultant
- Water and Sewer Build-Out Analysis
- Budget Review
- ARPA Funds Review
- Health Insurance Review of New Rates in Effect 3/1/22
- Trash Collection Recycling Issue under Review
- Preparation of February 3<sup>rd</sup>, 2022 Town Council Agenda Packet:
- Worksession on Public Works FY23 Budget
- Town Council Public Hearing for Town Hall Rental Rates
- Town Council Public Hearing on Fairmont ZP #2021-020 Residential Rezoning on Route 301

## Meetings/Training attended:

- January 6th Town Council Worksession
- January 6th Town Council Meeting
- January 24th Planning Commission Worksession
- January 24th Planning Commission Meeting
- January 26<sup>th</sup> Fort A.P. Hill Executive Steering Committee
- Weekly Staff Meetings
- Meetings on various topics with:
- Developers/Citizens
- Caroline County/Commissioner of the Revenue/State Governmental Agencies
- Planning Commissioners
- Town Council Members

- Specific Topics:
- Keystone Software
- Northview Rezoning
- LOVE Works Sign

## Schedule:

- Zoning Ordinance text amendments to allow additional uses in the B-1 business district
- Zoning Ordinance on Site Plans and Food Trucks
- Update to the Comprehensive Plan with Planning Commission



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

**AGENDA ITEM:** Bills – January 2022

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Tracy Wright, twright@townofbowlinggreen.com

**PHONE:** (804) 633-6212

## **BACKGROUND / SUMMARY:**

Invoices for items purchased and services rendered in January 2022.

## **ATTACHMENTS:**

Check Reports:

- 01-14-2022
- 01-21-2022
- 01-28-2022

## **REQUESTED ACTION:**

Approve invoices.

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FINAL TOTAL EPY TOTAL

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NET AMOUNT	19.06 17.87 19.06 5.96 29.77 .00 EP	250.00 26748 .00 BPY PMT TO	89.71 2,685.59 906.41 1,003.67	.00 EPY	.00 EPY
ACCOUNT NO.	4100-012410-2500- 4100-031100-2500- 4100-043100-2500- 4500-500100-2500- 4520-500100-2500- .00 CPA PMT TOTAL	4100-012110-2600- .00 CPA PMT TOTAL	4500-500100-3320- 4100-043100-7130- 4520-500100-3180- 4500-500100-6007- .00 CPA PMT TOTAL	.00 CPA PMT TOTAL	.00 CPA PMT TOTAL
INVOICE A/P DATE ACCRL	1/21/2022 1/21/2022 1/21/2022 1/21/2022 1/21/2022 1/21/2022 1/21/2022	1/21/2022 250.00 ACH PMT TOTAL	1/21/2022 1/21/2022 1/21/2022 1/21/2022 .38 ACH PMT TOTAL	.93 ACH PMT TOTAL	.93 ACH PMT TOTAL
INVOICE NO.	2500-12 2500-12 2500-12 2500-12 2500-12 CHBCK TOTAL 119	20220121 K TOTAL	275180602813 1 275205002817 1 275291402814 1 275345202814 1 CHECK TOTAL 4,685.38	CHECK TOTAL 30,578.93	CHECK TOTAL 30,578.93
VENDOR NAME	000.	IRGINIA TOURISM CC		00.	00.
P.O. VENDOR NO. NO.	0000000 001002 0000000 001002 0000000 001002 0000000 01002 DISC. TOTAL	0000000 001144 VIRGINIA TOURISM CORP DISC. TOTAL .00 CHEC	0000000 000012 WASTE MANAGEMENT 0000000 000012 0000000 000012 0000000 000012 DISC. TOTAL .00		

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DATE

TOWN MANAGER

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TOWN OF BOWLING GREEN	VENDOR	ATLANTIC BROADBAND / BENNETT DEBORAH T BKT UNIFORMS CAS SEVERN CINTAS CORPORATION CINTAS CORPORATION COMMONWEALTH ENGINEERING DIAMOND SPRINGS EN GRAY & SON ENCO UTILITY SERVICES FLO ENVIROCOMPLIANCE LAB INC ENVIROCOMPLIANCE LAB INC ENVIROCOMPLIANCE LAB INC ENVIROCOMPLIANCE LAB INC ADAMES MARY JOHNSON'S EXTERMINATING MID-ATLANTIC LAB SNAP-ON TOOLS STAPLES ADVANTAGE STAPLES ADVANTAGE STAPLES ADVANTAGE STEMMLE PLUMBING REPAIR VACORP VERIZON WASTE MANAGEMENT
1/31/2022 28:26	VEND#	944 6000 1111 1012 1023 1023 1023 1002 1002 1
AP100B TIME-15:	CHECK#	00000000000000000000000000000000000000

OR PREVIOUSLY DOCUMENTED. FOR PAYMENT WITH EXCEPTIONS LISTED BELOW THE WEEKLY LOG SHEET TOTALS AS ADJUSTED. I HEREBY APPROVE THIS REGISTER 1HE TOTAL 9,996.06- EQUALS

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DATE

TIME-15:28:27 ActPd - 2022/01

A/P CHECK REGISTER

AP100 1/28/2022 TOWN OF BOWLING GREEN

BATCH INV.DESCRIPTION	00916 219 ANDERSON AVE 00916 117 BUTLER ST 233.18	00916 YOGA CLASSES 35.00	00916 SHIRTS FOR STAFF 193.00	00916 RESET PRT02 56.50	00916 FIRST AID 59.52	00916 RUBBER GASKET 41.25	00916 TH 00916 109 COURTHOUSE LN 00916 WWTP 54.52	00916 GAS FOR 21.83	00916 OCT BILLS 00916 FEB BILLS 1,200.20	00916 TESTING
ACH ACH PMT PMT G/L ACCOUNT DESC.	TELECOMMUNICATIONS TELECOMMUNICATIONS .00 TOTAL	TOWN HALL ACTIVITIES .00 TOTAL	TOWN MANAGER EXPENSES .00 TOTAL	COVID-19 EXPENSES .00 TOTAL	UNIFORMS/ SAFETY EQUIPMENT .00 TOTAL	REPAIR/ MAINTENANCE .00 TOTAL	TOWN HALL EXPENSES TOWN HALL EXPENSES MISCELLANEOUS .00 TOTAL	VEHICLE FUEL/ OIL .00 TOTAL	POSTAGE POSTAGE .00 TOTAL	TESTING
NET CHECK ACH ACH AMOUNT NO. PWT PWT	104.09 26750 129.09 26750 .00 BPY PMT TOTAL	35.00 26751 .00 EPY PMT TOTAL	193.00 26752 .00 BPY PMT TOTAL	56.50 26753 .00 BPY PMT TOTAL	59.52 26754 .00 BPY PMT TOTAL	41.25 26755 .00 BPY PMT TOTAL	17.44 26756 9.95 26756 27.13 26756 .00 EPY PMT TOTAL	21.83 26757 .00 BPY PMT TOTAL	590.78 26758 609.42 26758 .00 BPY PMT TOTAL	115.00 26759 115.00 26759 115.00 26759 115.00 26759 115.00 26759 115.00 26759 115.00 26759 115.00 26759 45.00 26759 45.00 26769 115.00 26760 115.00 26760 115.00 26760 115.00 26760 115.00 26760 115.00 26760 115.00 26760 115.00 26760 115.00 26760 115.00 26760 115.00 26760 115.00 26760 115.00 26760 115.00 26760 115.00 26760
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INVOI VENDOR NAME NO.	BCK TO	ETT DEBORAH T 2022-01 .00 СНЕСК ТОТАL	UNIFORMS 85082	SEVERN 439911	снвск то	0000000 000778 COMMONWEALTH ENGINEERING 39654 DISC. TOTAL .00 CHECK TOTAL	CHECK TO	GRAY & SON 140172 .00 CHECK TOTAL	0000000 001052 ENCO UTILITY SERVICES FLO 18507 0000000 001052 20542 DISC. TOTAL .00 CHECK TOTAL	0000000 000234 ENVIROCOMPLIANCE LAB INC RICE 0000000 000234 RICE
P.O. VENDOR NO. NO.	0000000 000944 ATLANTIC BROADBAND / 0000000 000944 DISC: TOTAL .00 CH	0000000 000600 BENNETT DEBORAH T DISC. TOTAL .00	0000000 001111 BKT UNIFORMS DISC. TOTAL	0000000 000536 CAS SEVERN DISC. TOTAL	0000000 000897 CINTAS CORPORATION DISC. TOTAL .00	0000000 000778 COMM DISC. TOTAL	0000000 001058 DIAMOND SPRINGS 0000000 001058 0000000 001058 DISC. TOTAL .00	0000000 000125 B M GRAY & SON DISC. TOTAL .00	0000000 001052 ENCO 0000000 001052 DISC. TOTAL	0000000 000234 ENVII 0000000 000234 0000000 000234

TIME-15:28:27 ActPd - 2022/01

A/P CHECK REGISTER

AP100 1/28/2022 TOWN OF BOWLING GREEN

BATCH INV.DESCRIPTION	00916 HAPPY YOGA 105.00	00916 PC 00916 PLAYGROUND 00916 TH 00916 ID9 COURTHOUSE LN 00916 WWTP 625.00	00916 RBPL CK#26630 11/3 00916 24 HR TEST 120.00	00916 DRILL SET 00916 DRILL SET 408.00	00916 INK CART & TAPE 00916 INK, PAPER 00916 MOUSE PAD, KEYBOAR 462.56	00916 ANDERSON AVE 2,700.00	00916 HYBRID 00916 HYBRID 00916 HYBRID 00916 HYBRID 92.16	00916 WELL #5 00916 18114 COOLIDGE LN 337.61	00916 SLUDGE 956.05	00916 REPLACE CK# 26526 209.00	00916 END OF YR TAX FORM 95.68	90.966.6	90.966,6
	TIES TOTAL	VICES  EES  EX  VICES  TOTAL	TOTAL	TOTAL	SUPPLIES/EQUIPMENT SUPPLIES & PRINTING SUPPLIES & PRINTING 100	NCE TOTAL	DISBLLITY INSURANCE DISABILITY INSURANCE DISBLLITY INS DISBLLITY INS DISABILITY INS 00	NS NS TOTAL	TOTAL	TOTAL	& PRINTING TOTAL	TOTAL	TOTAL
ACH ACH PMT G/L ACCOUNT DESC.	TOWN HALL ACTIVITIES .00	PROPESSIONAL SERVICES PARK MAINTENANCE TOWN HALL EXPENSES TOWN HALL EXPENSES PROPESSIONAL SERVICES TOTAL	WATER TESTING WATER TESTING .00	HAND TOOLS SMALL TOOLS	OFFICE SUPPLIES/EQUIPMENT OFFICE SUPPLIES & PRINTIN OFFICE SUPPLIES & PRINTIN .00	REPAIR/ MAINTENANCE .00	HYBRID DISBILITY INSURANCE HYBRID DISABILITY INSURANCE HYBRID DISBILITY INS HYBRID DISABILITY INS 100	TELECOMMUNICATIONS TELECOMMUNICATIONS .00	SLUDGE REMOVAL .00	HARVEST FESTIVAL	OFFICE SUPPLIES & PRINTING .00 TOTAL	00.	00.
CHECK ACH ACH NO. PMT PMT	05.00 26761 .00 BPY PMT TOTAL	26762 26762 26762 26762 26762 PMT TOTAL	26763 26763 PMT TOTAL	26764 26764 PMT TOTAL	26765 26765 26765 PMT TOTAL	26766 PMT TOTAL	26767 26767 26767 26767 26767 PMT TOTAL	26768 26768 PMT TOTAL	56.05 26769 .00 BPY PMT TOTAL	09.00 26770 .00 BPY PMT TOTAL	95.68 26771 .00 BPY PMT TOTAL	.00 BPY PMT TOTAL	.00 BPY PMT TOTAL
NET AMOUNT	105.00 .00 RPY	50.00 75.00 65.00 10.00 425.00	60.00 60.00 .00 BPY	204.00 204.00 .00 EPY	62.04 322.80 77.72	2,700.00 .00 BPY	19.35 17.52 19.35 6.45 29.49	320.82 16.79 .00 EPY	956.05 .00 EPY	209.00 .00 EPY	95.68 .00 EPY	.00 BPY	.00 EPY
	1310- .00 CPA PMT TOTAL	3320- 7120- 7200- 7320- .00 CPA PMT TOTAL	6022- 6022- .00 CPA PMT TOTAL	6006- 6006- .00 CPA PMT TOTAL	6001- 6001- 6001- .00 CPA PMT TOTAL	6007- .00 CPA PMT TOTAL	2500- 2500- 2500- 2500- 2500- 00 CPA PMT TOTAL	5230- 5230- .00 CPA PMT TOTAL	PMT TOTAL	PMT TOTAL	PMT TOTAL	. PMT TOTAL	.00 CPA PMT TOTAL
ACCOUNT NO.	4400-071200-1310- .00 CP	4100-031100-3320- 4100-043100-7120- 4100-043100-7200- 4100-043100-7200- 4520-500100-3320- ,00 CPA	4500-500100-6022- 4500-500100-6022- .00 CPA	4500-500100-6006- 4520-500100-6006- .00 CP2	4500-500100-6001- 4100-031100-6001- 4100-012410-6001-	4520-500100-6007-	4100-012410-2500- 4100-031100-2500- 4100-043100-2500- 4500-500100-2500- 4520-500100-2500-	4500-500100-5230- 4500-500100-5230- .00 CPA	4520-500100-3180- .00 CPA PMT	4400-071200-1210- .00 CPA PMT	4100-012410-6001-	.00 CPA PMT	.00 CP
A/P ACCRL	PMT TOTAL	PMT TOTAL	PMT TOTAL	PMT TOTAL	PMT TOTAL	PMT TOTAL	PMT TOTAL	PMT TOTAL	PMT TOTAL	PMT TOTAL	PMT TOTAL	PMT TOTAL	PMT TOTAL
INVOICE	1/28/2022 105.00 ACH PMT	1/28/2022 1/28/2022 1/28/2022 1/28/2022 1/28/2022 625.00 ACH PMT	1/28/2022 1/28/2022 120.00 ACH PMT	1/28/2022 1/28/2022 408.00 ACH PMT	1/28/2022 1/28/2022 1/28/2022 462.56 ACH PMT	1/28/2022 2,700.00 ACH PMT	1/28/2022 1/28/2022 1/28/2022 1/28/2022 1/28/2022 92.16 ACH PMT	1/28/2022 1/28/2022 337.61 ACH PMT	1/28/2022 956.05 ACH PMT	1/28/2022 209.00 ACH PMT	1/28/2022 95.68 ACH PMT	9,996.06 ACH PMT	9,996.06 ACH PMT
INVOICE NO.	2-01	2-01 2-01 2-01 2-01	52 1 45	622133329 622133329	464508121 783664301 783664301	243	2022-01 2022-01 2022-01 2022-01 2022-01 TOTAL	2-02	395902818	200009 1	OFFICE MAX TOTAL		
	2023 CHECK TOTAL	INATING 2022 2022 2022 2022 CHECK TOTAL	1639 164- CHECK TOTAL	012 012 CHECK TOTAL	734 734 734 CHECK TOTAL	REPAIR 1963 CHECK TOTAL	2022 2022 2022 2022 2022 CHBCK TOTAL	2022 2022 CHECK TOTAL	275. CHECK TOTAL	367. CHECK TOTAL	OFF CHECK TOTAL	CHECK TOTAL	CHECK TOTAL
VENDOR NAME	MARY .00	N'S EXTERM	LANTIC LAB	N TOOLS	SS ADVANTAGE	LE PLUMBING	00.	00.	MANAGEMENT .00	FVA RADIO	TRACY	00.	00.
P.O. VENDOR NO. NO. V	0000000 000898 JAMES MARY DISC. TOTAL	0000000 000546 JOHNSON'S EXTERMINATING 0000000 000546 0000000 000546 0000000 000546 0000000 DISC. TOTAL .00 CHECK	0000000 000048 MID-ATLANTIC LAB 0000000 000048 DISC. TOTAL .00	0000000 001089 SNAP-ON TOOLS 0000000 001089 DISC. TOTAL .0	0000000 000918 STAPLES ADVANTAGE 0000000 000918 0000000 000918 DISC: TOTAL	0000000 000653 STEMMLE PLUMBING REPAIR DISC. TOTAL .00 CHECK	0000000 001002 VACORP 0000000 001002 0000000 001002 0000000 001002 DISC. TOTAL	0000000 000019 VERIZON 0000000 000019 DISC. TOTAL	0000000 000012 WASTE MANAGEMENT DISC. TOTAL .00	0000000 000902 WBQB/WFVA RADIO DISC. TOTAL .00	0000000 999999 WRIGHT TRACY DISC, TOTAL .(		

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED. THE TOTAL 9,996.06- BQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Town Hall Rental Rates

ITEM TYPE: Action Item

**PURPOSE OF ITEM:** Decision - By Motion

PRESENTER: Allyson Finchum, townmanager@townofbowlinggreen.com

**PHONE**: (804) 633-6212

### **BACKGROUND / SUMMARY:**

Review of the current rental rates for Town Hall has been ongoing for many months. Discussion involved issues with covering expenses of the building including internal/external building maintenance, utilities, police protection, set up, cleaning and internal/external improvements. A draft document was prepared and revised following discussions at sub-committee and Council meetings that outlines suggested new rates.

A public hearing is being held for public input and decision on a new rate schedule.

## **ATTACHMENTS:**

Proposed rate sheet.

## **REQUESTED ACTION:**

Hold the Public Hearing. Motion to amend the rental rates for Town Hall as written or with changes. Approve or deny the new rental rates.

## Town of Bowling Green, Virginia Notice of Public Hearing

A public hearing will be held by Town Council on Thursday, January 6, 2022, beginning at 7:00 PM in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, to receive comments on Ordinance Number O-2022-001 pertaining to Town Hall rental rates and the fee for police protection for Town Hall rentals.

## ORDINANCE NUMBER O-2022-001 BOWLING GREEN EVENT HALL RENTAL RATES

## **USO BALLROOM**

(These proposed rates include the fee of \$275 for set-up, breakdown and cleaning. Cleaning includes bathrooms, kitchen and floors.)

STANDARD RENTAL – CURRENT RATE \$575.00
PROPOSED RATE \$975.00
NON-PROFIT – CURRENT RATE \$250.00
PROPOSED RATE \$575.00
TOWN RESIDENT/TOWN EMPLOYEE \$0 –

NO CURRENT SPECIAL RATE

PROPOSED RATE \$575.00

EXTRA PREPARATION AFTER 4:00 THE NIGHT BEFORE AN EVENT

CURRENT RATE \$100.00

(For decorating only, no dinner, practice, etc.)

PROPOSED RATE \$200.00

## **RAPPAHANNOCK ROOM**

(The proposed rates include the fee of \$100 for set-up, breakdown and cleaning. Cleaning includes bathrooms, kitchen and floors.)

STANDARD BENTAL CURRENT BATE \$175.00

STANDARD RENTAL – CURRENT RATE \$175.00 PROPOSED RATE \$350.00

## **DEPOSITS**

(Deposit returned following inspection of the property.)

USO BALLROOM – CURRENT RATE \$150.00
PROPOSED RATE \$300.00
RAPPAHANNOCK ROOM – CURRENT RATE \$50.00
PROPOSED RATE \$100.00

## **POLICE PROTECTION FEE**

Town Hall rentals must be accompanied by Police protection. There is an additional \$47 per hour fee for Police Protection during the entire time that alcohol is being served as stated on the ABC license.



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Authorize Advertisement and Hiring of Certified Public Accountant to

Perform FY21 Audit

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

**PRESENTER:** Allyson Finchum, Town Manager

**PHONE**: (804) 633-6212

## **BACKGROUND / SUMMARY:**

Authorize Advertisement and Hiring of Certified Public Accountant to Perform FY21 Audit.

## **ATTACHMENTS:**

N/A

## **REQUESTED ACTION:**

Motion to approve request.