

TOWN OF TIMBERVILLE, VIRGINIA
FINANCIAL AND COMPLIANCE REPORTS
JUNE 30, 2018

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INDEPENDENT AUDITORS' REPORT

To the Honorable Town Council
Town of Timberville
392 South Main Street
Timberville, VA 22853

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the fiduciary fund of the Town of Timberville, Virginia, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Town of Timberville'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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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, each major fund, and the fiduciary fund of the Town of Timberville, Virginia, as of June 30, 2018, and the respective changes in financial position, and where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the required supplementary information, listed in the table of contents, 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.

Other Information

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

Such 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 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 September 21, 2018, on our consideration of the Town of Timberville'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 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 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 the Town of Timberville's internal control over financial reporting and compliance.

Young, Nicholas, Branner & Phillips, LLP

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the Town of Timberville's financial performance provides an overview of the Town's financial activities for the year ended June 30, 2018. Please read it in conjunction with the Town's financial statements, which begin on page 12.

FINANCIAL HIGHLIGHTS

- The assets of the Town exceeded its liabilities by \$3,963,902 at the close of the most recent fiscal year.
- The Town's net position increased as a result of this year's operations. While net position of the business-type activities increased by \$223,487, net position of the governmental activities decreased by \$56,515.
- In the Town's business-type activities, revenues increased by \$115,513 from the previous year while expenses increased by \$50,607.
- In the Town's governmental activities, revenues increased by \$26,749 from the previous year while expenses increased by \$37,712.
- Actual revenues were \$29,554 more than budgeted for the General Fund. General Fund expenditures were \$154,061 more than budgeted.
- Operating revenues and interest earned were \$164,663 more than budgeted for the Water and Sewer Fund. Water and Sewer Fund operating expenses, excluding depreciation, and interest expense were \$5,965 less than budgeted.
- The Town spent \$369,856 for capital outlays during the current fiscal year.
- The Town's long-term debt increased by \$143,116 during the current fiscal year.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 12, 13 and 14) provide information about the activities of the Town as a whole and present a longer-term view of the Town's finances. Fund financial statements start on page 15. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for the future spending. Fund financial statements also report the Town's operations in more detail than the government-wide statements by providing information about the Town's most significant funds.

Reporting the Town as a Whole

One of the most important questions asked about the Town's finances is, "Is the Town as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the Town as a whole and about its activities in a way that help answer this question. These statements include *all* assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Town's *net position* and changes in it. You can think of the Town's net position-the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources-as one way to measure the Town's financial health, or *financial position*. Over time, *increases* or *decreases* in the Town's net position are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other nonfinancial factors, however, such as changes in the Town's property base to assess the *overall health* of the Town.

In the Statement of Net Position and the Statement of Activities, we divide the Town into two kinds of activities:

- *Governmental activities*-Most of the Town's basic services are reported here, including public safety, public works, parks and recreation, and general administration. Property taxes, other local taxes and state and federal grants finance most of these activities.
- *Business-type activities*-The Town charges a fee to customers/users to help it cover all or most of the cost of certain services it provides. The Town's water and sewer system is reported here.

Reporting the Town's Most Significant Funds

The fund financial statements begin on page 15 and provide detailed information about the Town's funds-not the Town as a whole. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town uses fund accounting to ensure and reflect compliance (or noncompliance) with finance-related legal requirements, such as the budget ordinance. The Town's two kinds of funds-*governmental* and *proprietary*-use different accounting approaches.

- *Governmental fund*-Most of the Town's basic services are reported in the governmental fund, which focuses on how money flows into and out of the fund, and the balances left at year-end that are nonspendable, restricted, committed, assigned, or unassigned. These classifications of fund balance show the nature and extent of constraints placed on the Town's fund balances by law, creditors, Town council, and the Town's annually adopted budget. Unassigned fund balance is available for spending for any purpose. This fund is reported using an accounting method called *modified accrual* accounting, which measures cash and all other *financial* assets that can readily be converted to cash. The governmental fund statements provide a detailed *short-term view* of the Town's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs. We describe the relationship (or differences) between governmental *activities* (reported in the Statement of Net Position and the Statement of Activities) and the governmental *fund* in reconciliations following the fund financial statements.
- *Proprietary fund*-When the Town charges customers/users for the services provided it is reported in a proprietary fund. The proprietary fund is reported in the same way that all activities are reported in the Statement of Net Position and the Statement of Activities. In fact, the Town's enterprise fund is the same as the business-type activities we report in the government-wide statements but provides more detail and additional information, such as cash flows, for the proprietary fund.

THE TOWN AS TRUSTEE

The Town is the trustee, or fiduciary, for the EDA Fund. All of the Town's fiduciary activities are reported in a separate Statement of Fiduciary Net Position and a Statement of Changes in Fiduciary Net Position on pages 24 and 25. Since this fund is custodial in nature (i.e. assets equal liabilities) it does not involve the measurement of results of operations. We exclude these activities from the Town's other financial statements because the Town cannot use these assets to finance its operations. The Town is responsible for ensuring that the assets reported in this fund are used for their intended purposes.

THE TOWN AS A WHOLE

The Town's *combined* net position changed slightly from a year ago – *increasing* from \$3,796,930 to \$3,963,902. During the year, the net position of the governmental activities decreased by 3.7 percent and the business-type activities increased by 9.9 percent. Below is a summary of the net position as of June 30, 2018 and 2017.

	NET POSITION					
	Governmental Activities		Business-Type Activities		Total	
	2018	2017	2018	2017	2018	2017
Current and other assets	\$ 695,316	\$ 766,686	\$ 1,348,108	\$ 1,203,471	\$ 2,043,424	\$ 1,970,157
Capital assets	<u>1,199,772</u>	<u>1,039,090</u>	<u>2,156,151</u>	<u>2,145,691</u>	<u>3,355,923</u>	<u>3,184,781</u>
Total assets	<u>\$ 1,895,088</u>	<u>\$ 1,805,776</u>	<u>\$ 3,504,259</u>	<u>\$ 3,349,162</u>	<u>\$ 5,399,347</u>	<u>\$ 5,154,938</u>
Total deferred outflow of resources	<u>\$ 243,840</u>	<u>\$ 139,588</u>	<u>\$ 43,731</u>	<u>\$ 23,960</u>	<u>\$ 287,571</u>	<u>\$ 163,548</u>
Long-term liabilities	\$ 211,136	\$ -	\$ 953,679	\$ 1,005,563	\$ 1,164,815	\$ 1,005,563
Other liabilities	<u>84,730</u>	<u>88,012</u>	<u>67,982</u>	<u>67,902</u>	<u>152,712</u>	<u>155,914</u>
Total liabilities	<u>\$ 295,866</u>	<u>\$ 88,012</u>	<u>\$ 1,021,661</u>	<u>\$ 1,073,465</u>	<u>\$ 1,317,527</u>	<u>\$ 1,161,477</u>
Total deferred inflows of resources	<u>\$ 370,120</u>	<u>\$ 327,895</u>	<u>\$ 35,369</u>	<u>\$ 32,184</u>	<u>\$ 405,489</u>	<u>\$ 360,079</u>
Net position:						
Net investment in capital assets	\$ 1,004,772	\$ 1,039,090	\$ 1,202,304	\$ 1,139,982	\$ 2,207,076	\$ 2,179,072
Unrestricted	<u>468,170</u>	<u>490,367</u>	<u>1,288,656</u>	<u>1,127,491</u>	<u>1,756,826</u>	<u>1,617,858</u>
Total net position	<u>\$ 1,472,942</u>	<u>\$ 1,529,457</u>	<u>\$ 2,490,960</u>	<u>\$ 2,267,473</u>	<u>\$ 3,963,902</u>	<u>\$ 3,796,930</u>

The largest portion of the Town's net position (55.7 percent) reflects its investments in capital assets (e.g., land, buildings, equipment, and improvements), less any debt used to acquire those assets that is still outstanding. The Town uses these capital assets to provide service to citizens; consequently these assets are not available for future spending. Although the Town's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. The remaining balance of unrestricted net position (\$1,756,826) may be used to meet the government's ongoing obligation to citizens and creditors.

The following is a summary of the change in net position for the governmental and business-type activities for the years ended June 30, 2018 and 2017.

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
Revenues						
Charges for services	\$ 206,388	\$ 201,121	\$ 796,661	\$ 677,700	\$ 1,003,049	\$ 878,821
General property taxes	211,357	190,247	-	-	211,357	190,247
Other local taxes	744,712	747,560	-	-	744,712	747,560
Intergovernmental	78,543	77,555	-	3,448	78,543	81,003
Miscellaneous	3,100	868	-	-	3,100	868
Total revenues	<u>\$ 1,244,100</u>	<u>\$ 1,217,351</u>	<u>\$ 796,661</u>	<u>\$ 681,148</u>	<u>\$ 2,040,761</u>	<u>\$ 1,898,499</u>
Program expenses						
General government	\$ 408,679	\$ 398,845	\$ -	\$ -	\$ 408,679	\$ 398,845
Public safety	537,052	499,751	-	-	537,052	499,751
Public works	321,330	320,545	-	-	321,330	320,545
Parks and recreation	54,890	65,098	-	-	54,890	65,098
Water and sewer	-	-	528,358	477,751	528,358	477,751
Total expenses	<u>\$ 1,321,951</u>	<u>\$ 1,284,239</u>	<u>\$ 528,358</u>	<u>\$ 477,751</u>	<u>\$ 1,850,309</u>	<u>\$ 1,761,990</u>
Operating income (loss)	<u>\$ (77,851)</u>	<u>\$ (66,888)</u>	<u>\$ 268,303</u>	<u>\$ 203,397</u>	<u>\$ 190,452</u>	<u>\$ 136,509</u>
Nonoperating						
Interest income	\$ 496	\$ 494	\$ 3,402	\$ 3,029	\$ 3,898	\$ 3,523
Interest expense	-	-	(26,817)	(23,154)	(26,817)	(23,154)
Gain on sale of equipment	(362)	3,671	(199)	-	(561)	3,671
Total nonoperating	<u>\$ 134</u>	<u>\$ 4,165</u>	<u>\$ (23,614)</u>	<u>\$ (20,125)</u>	<u>\$ (23,480)</u>	<u>\$ (15,960)</u>
Income (loss) before transfers	<u>\$ (77,717)</u>	<u>\$ (62,723)</u>	<u>\$ 244,689</u>	<u>\$ 183,272</u>	<u>\$ 166,972</u>	<u>\$ 120,549</u>
Transfers	<u>21,202</u>	<u>16,989</u>	<u>(21,202)</u>	<u>(16,989)</u>	<u>-</u>	<u>-</u>
Increase (decrease) in net position	<u>\$ (56,515)</u>	<u>\$ (45,734)</u>	<u>\$ 223,487</u>	<u>\$ 166,283</u>	<u>\$ 166,972</u>	<u>\$ 120,549</u>

The Town's total revenues increased by \$142,262 (7.5 percent). The total cost of all programs and services increased by \$88,319 (5.0 percent). Our analysis that follows separately considers the operations of governmental and business-type activities.

Governmental Activities

Revenues for the Town's governmental activities increased by \$26,749 (2.2 percent) and expenses increased by \$ 37,712 (2.9 percent). The factors driving these results include:

Revenues

- *General property taxes* overall increased by \$21,110. The most significant change was real estate taxes which increased by \$12,513. This was due to increases in the fair market value of taxable property in the Town. Personal property taxes increased by \$10,777 as a result of increases in the fair market value of taxable property as well.

- *Charges for services* overall increased by \$5,267. The most significant change was miscellaneous revenue which increased by \$8,668 as a result of a workers' compensation reimbursement program. Trash collection fees increased by \$3,010 due to the Town experiencing growth during the fiscal year. Daily and seasonal passes decreased by \$5,970 due to a decline in pool attendance.

Expenses

- *Public safety* overall increased by \$37,301. The most significant change was retirement which increased by \$14,776. This change was due to an increase in the full-time police force in the prior year. Police salaries increased by \$12,429 as a result of an officer, hired in the prior year, working for a full year. Depreciation increased by \$11,455 as a result of capital outlays in the prior year.

Business-Type Activities

Revenues for the Town's business-type activities increased by \$115,513 (17.0 percent) and expenses increased by \$50,607 (10.6 percent). The factors driving these results include:

Revenues

- *Water and sewer revenues* overall increased by \$115,513. The most significant change was connection fees which increased by \$104,500 due to new development in the Town. Water service charges and sewer service charges increased by \$5,017 and \$7,801, respectively, as a result of the Town experiencing growth during the fiscal year.

Expenses

- *Water and sewer expenses* overall increased by \$50,607. The most significant increase was the sewer disposal contract which increased by \$24,190. This increase was due to increased sludge treatment efforts and higher than average biochemical oxygen demand during the fiscal year. Sewer salaries increased by \$8,921 due to an employee working a full year as a full-time employee. Water repairs and maintenance overall increased by \$8,042 due to water line maintenance during the fiscal year. Depreciation increased by \$5,615 due to equipment purchases and water line projects.

THE TOWN'S FUNDS

As the Town completed the year, its governmental fund (as presented in the balance sheet on page 15) reported a fund balance of \$357,844, which is a decrease of \$23,145 over last year's total of \$380,989. The primary reasons for the General Fund's decrease mirror the changes noted in the previous section under "governmental" activities. In addition, the Town expended \$264,819 on capital additions (see page 66), an increase of \$187,050 over the prior year.

As the Town completed the year, its proprietary fund (as presented in the statement of net position on pages 19 and 20) reported net position of \$2,490,960 which is an increase of \$223,487 over last year's total of \$2,267,473. Significant changes in the change in net position are noted in the previous section under "business-type" activities.

GENERAL FUND BUDGETARY HIGHLIGHTS

Over the course of the year, the Town Council made one revision to the General Fund budget. The purpose of this revision was to transfer from savings to budget for the razing of the American Legion building. The significant variations of actual results to the General Fund budget (original and final) are summarized as follows:

<u>Account</u>	<u>Variance Positive (Negative)</u>
Revenues	
Real estate taxes	\$ 9,706
Personal property taxes	10,238
Business and professional licenses	(6,034)
Sale of equipment	(5,000)
Other	6,602
Expenditures	
<i>General Government</i>	
Insurance – health/flex	9,468
Professional - legal	(9,612)
Capital outlay	16,565
<i>Public Safety</i>	
Police car – gas and oil	6,265
Capital outlay	(14,084)
<i>Public Works</i>	
Vehicle - gas and oil	6,408
Disposal contract	11,002
<i>Parks and Recreation</i>	
Salaries – others	5,045
Capital outlay	(194,378)
Debt service – American Legion building	(5,000)

Actual revenues exceeded the final budgeted amounts by \$29,554. Real estate and personal property taxes increased by more than expected due to increases in the fair market value of taxable property. Other revenues increased due to a workers' compensation reimbursement program. A few decreases include business and professional licenses and sale of equipment. Business and professional licenses were less than expected due to less construction and development within the Town during the year. Sale of equipment decreased because the Town did not sell any of its capital equipment during the fiscal year.

Actual expenditures exceeded the final budget by \$154,061. Health/flex insurance decreased primarily because the Town Manager stopped participating in the plan at the start of the current fiscal year. Capital outlays in the general government were under budget because of the minimal capital outlays by the general government. Gas and oil in the police and public works were under budget because the increases in the budgeted amounts, compared to the prior year, exceeded the increase in actual expenditures. Similarly, expected increases in expenditures for the disposal contract exceeded actual increases in expenditures. Other salaries for the park were under budget due to low pool attendance. Expenditures exceeded budgeted amounts in some categories. Professional legal fees exceeded budgeted amounts due to the Town's annexation plan and general legal services. Capital outlays for the police exceeded the budget due to the purchase of a vehicle and multiple pieces of equipment. Capital outlays for the park exceeded the budget due to the Town financing the purchase of the American Legion real estate. The American Legion building loan payment was not budgeted for in the fiscal year.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At June 30, 2018, the Town had \$3.36 million invested in capital assets including public works and police equipment, buildings, park facilities, sidewalks, and the water and sewer system. (See table below.) This represents a net increase of \$171,142, or 5.37 percent, over last year.

	Governmental Activities		Business-Type Activities		Totals	
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
Land	\$ 267,830	\$ 52,505	\$ 43,900	\$ 43,900	\$ 311,730	\$ 96,405
Buildings	269,723	290,182	8,111	8,778	277,834	298,960
Infrastructure	441,647	461,201	-	-	441,647	461,201
Equipment	220,572	235,202	78,951	53,656	299,523	288,858
Utility system	-	-	2,025,189	2,039,357	2,025,189	2,039,357
Totals	<u>\$1,199,772</u>	<u>\$1,039,090</u>	<u>\$2,156,151</u>	<u>\$2,145,691</u>	<u>\$ 3,355,923</u>	<u>\$ 3,184,781</u>

This year's major additions included:

Land, American Legion property	\$ 215,325
Dodge Charger	34,014
Cherry Street project	31,831
CAT mini excavator	46,900
Pumps for wells #4 and #5	<u>20,116</u>
	<u>\$ 348,186</u>

Debt

At year-end, the Town had \$1,148,679 in outstanding loans compared to \$1,005,563 last year. This is an increase of 14.2 percent as shown in the following table.

Governmental Activities

	Outstanding June 30,	
	<u>2018</u>	<u>2017</u>
Loan payable, American Legion property	<u>\$ 195,000</u>	<u>\$ -</u>

Business-Type Activities

	Outstanding June 30,	
	<u>2018</u>	<u>2017</u>
Water & Sewer Fund loans payable	<u>\$ 953,679</u>	<u>\$ 1,005,563</u>

New debt in the amount of \$246,900 was issued during the year ended June 30, 2018. A purchase money note for \$200,000 was issued in the General Fund for the Plains District American Legion Post 278 property. A loan payable in the amount of \$46,900 was issued in the Water/Sewer Fund to purchase a CAT mini excavator.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The FY 2018-2019 budget has decreased over the FY 2017-2018 budget by \$3,734. This is a .2 percent decrease in revenue over the prior year. The most significant decrease is to transfers from savings. The Town increased its transfers from savings in the FY 2017-2018 budget to fund capital outlays. The current year is being reduced to a typical level for the Town.

Some increases include real estate tax, meals tax, cigarette tax, court fines, trash collection fees, and water and sewer charges. Real estate tax revenue is increasing to reflect the increased assessed real estate values. Meals tax is increasing as a result of a 1 percent increase in the tax rate from 5 percent to 6 percent. Cigarette revenue is expected to increase due to a \$0.05 increase in the cigarette tax from \$0.20 to \$0.25 per pack. Court fines budgeted revenue had increased to better reflect actual revenues in recent years. Trash collection fees will increase due to an increased fee of \$1.00 per month. Water and sewer revenue will both increase as a result of a 5 percent rate increase. This increased rate is to offset the increased cost of processing the Town's sewage at the Town of Broadway's wastewater treatment plant.

The Town continues the process of replacing all water meters with radio-read meters. The radio-read meters are saving time and labor during the data collection process. The Town estimates the installation is 90 percent to 95 percent complete.

Capital outlays are budgeted at \$30,000 for hardware and \$16,000 for software associated with e-tickets to be used by the police department. Another \$12,000 is budgeted for new police radios. The Town has also budgeted \$32,400, \$16,200 in the Water Fund and \$16,200 in the Sewer Fund, for a new truck. The Water Fund is also budgeted \$21,500 in upgrading monitoring equipment and \$17,300 for water line improvements. The Sewer Fund is budgeted another \$31,000 for a SCADA monitoring system and \$10,500 for a sewer inspection camera.

Funds are allocated in the FY 2018-2019 budget for raises. A 3.0 percent pool of increases is distributed among personnel. The majority of employees received 3.0 percent raises. Three percent is consistent with the average cost-of-living increase for the Town.

CONTACTING THE TOWN'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the Town's finances and to show the Town's accountability for the money it receives. If you have any questions about this report or need additional information, contact the Town Office at 392 South Main Street, Timberville, VA.

Government-Wide Financial Statements

TOWN OF TIMBERVILLE, VIRGINIA

STATEMENT OF NET POSITION

June 30, 2018

----- Primary Government -----

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
ASSETS			
Cash and cash equivalents	\$ 295,807	\$ 1,272,163	\$ 1,567,970
Receivables (net of allowance for uncollectibles):			
Property taxes	247,319	-	247,319
Utility taxes	4,053	-	4,053
Vehicle license fees	45,631	-	45,631
Meals and occupancy taxes	17,285	-	17,285
Accounts	36,794	95,983	132,777
Accrued interest	42	319	361
Container deposits	-	500	500
Due from other governmental units	17,698	-	17,698
Internal balances	26,444	(26,444)	-
Inventory, at cost	523	-	523
Prepaid expenses	3,720	-	3,720
Capital assets:			
Non-depreciable	267,830	43,900	311,730
Depreciable, net of accumulated depreciation	931,942	2,112,251	3,044,193
Net pension asset	<u>-</u>	<u>5,587</u>	<u>5,587</u>
Total assets	<u>\$ 1,895,088</u>	<u>\$ 3,504,259</u>	<u>\$ 5,399,347</u>
DEFERRED OUTFLOWS OF RESOURCES			
Employer pension contributions	<u>\$ 243,840</u>	<u>\$ 43,731</u>	<u>\$ 287,571</u>
Total deferred outflows of resources	<u>\$ 243,840</u>	<u>\$ 43,731</u>	<u>\$ 287,571</u>
LIABILITIES			
Accounts payable	\$ 33,918	\$ 25,024	\$ 58,942
Renters' deposits	-	32,667	32,667
Accrued compensated absences	50,812	3,348	54,160
Accrued interest payable	-	168	168
Water and sewer hook-ups	-	6,775	6,775
Long-term liabilities:			
Long-term debt, due within one year	5,000	103,095	108,095
Long-term debt, due in more than one year	190,000	850,584	1,040,584
Net pension liability	<u>16,136</u>	<u>-</u>	<u>16,136</u>
Total liabilities	<u>\$ 295,866</u>	<u>\$ 1,021,661</u>	<u>\$ 1,317,527</u>

(Continued)

TOWN OF TIMBERVILLE, VIRGINIA

STATEMENT OF NET POSITION

June 30, 2018

	----- Primary Government -----		
	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue	\$ 225,331	\$ -	\$ 225,331
Net difference between projected and actual earnings on pension plan investments	<u>144,789</u>	<u>35,369</u>	<u>180,158</u>
Total deferred inflows of resources	<u>\$ 370,120</u>	<u>\$ 35,369</u>	<u>\$ 405,489</u>
NET POSITION			
Net investment in capital assets	\$ 1,004,772	\$ 1,202,304	\$ 2,207,076
Unrestricted	<u>468,170</u>	<u>1,288,656</u>	<u>1,756,826</u>
Total net position	<u>\$ 1,472,942</u>	<u>\$ 2,490,960</u>	<u>\$ 3,963,902</u>

See Notes to Financial Statements.

TOWN OF TIMBERVILLE, VIRGINIA

**STATEMENT OF ACTIVITIES
Year Ended June 30, 2018**

Functions/ Programs	Expenses	----- Program Revenues -----		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Primary Government:				
Governmental activities:				
General government administration	\$ 408,679	\$ 16,233	\$ -	\$ -
Public safety	537,052	18,759	59,866	-
Public works	321,330	158,588	5,408	-
Parks and recreation	<u>54,890</u>	<u>12,808</u>	<u>-</u>	<u>-</u>
Total governmental activities	<u>\$ 1,321,951</u>	<u>\$ 206,388</u>	<u>\$ 65,274</u>	<u>\$ -</u>
Business-type activities:				
Water and sewer	<u>\$ 555,175</u>	<u>\$ 796,661</u>	<u>\$ -</u>	<u>\$ -</u>
Total business-type activities	<u>\$ 555,175</u>	<u>\$ 796,661</u>	<u>\$ -</u>	<u>\$ -</u>
Total primary government	<u>\$ 1,877,126</u>	<u>\$ 1,003,049</u>	<u>\$ 65,274</u>	<u>\$ -</u>

General revenues:

General property taxes

Other local taxes

Unrestricted revenue from the use of money and property

Grants and contributions not restricted to specific programs

Gain (loss) on disposal of assets

Transfers

Total general revenues and transfers

Change in net position

Net position at beginning of year

Net position at end of year

See Notes to Financial Statements.

Net (Expense) Revenue and Changes in Net Position		
----- Primary Government -----		
<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
\$ (392,446)	\$ -	\$ (392,446)
(458,427)	-	(458,427)
(157,334)	-	(157,334)
<u>(42,082)</u>	<u>-</u>	<u>(42,082)</u>
<u>\$ (1,050,289)</u>	<u>\$ -</u>	<u>\$ (1,050,289)</u>
<u>\$ -</u>	<u>\$ 241,486</u>	<u>\$ 241,486</u>
<u>\$ -</u>	<u>\$ 241,486</u>	<u>\$ 241,486</u>
<u>\$ (1,050,289)</u>	<u>\$ 241,486</u>	<u>\$ (808,803)</u>
\$ 211,357	\$ -	\$ 211,357
744,712	-	744,712
496	3,402	3,898
16,369	-	16,369
(362)	(199)	(561)
<u>21,202</u>	<u>(21,202)</u>	<u>-</u>
<u>\$ 993,774</u>	<u>\$ (17,999)</u>	<u>\$ 975,775</u>
\$ (56,515)	\$ 223,487	\$ 166,972
<u>1,529,457</u>	<u>2,267,473</u>	<u>3,796,930</u>
<u>\$ 1,472,942</u>	<u>\$ 2,490,960</u>	<u>\$ 3,963,902</u>

Fund Financial Statements

TOWN OF TIMBERVILLE, VIRGINIA

---GOVERNMENTAL FUND---
BALANCE SHEET
June 30, 2018

	<u>General Fund</u>
ASSETS	
Cash and cash equivalents	\$ 295,807
Receivables (net of allowance for uncollectibles):	
Property taxes	247,319
Utility taxes	4,053
Vehicle license fees	45,631
Meals and occupancy taxes	17,285
Accounts	36,794
Accrued interest	42
Due from other governmental units	17,698
Inventory, at cost	523
Prepaid expenses	3,720
Due from other funds	<u>26,444</u>
Total assets	<u><u>\$ 695,316</u></u>
 LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE	
Liabilities	
Accounts payable	\$ 33,918
Accrued compensated absences	<u>11,075</u>
Total liabilities	<u>\$ 44,993</u>
 Deferred Inflows of Resources	
Unavailable revenue	<u>\$ 292,479</u>
Total deferred inflows of resources	<u>\$ 292,479</u>
 Fund Balance	
Nonspendable, inventory	\$ 523
Unassigned	<u>357,321</u>
Total fund balance	<u>\$ 357,844</u>
 Total liabilities, deferred inflows of resources, and fund balance	<u><u>\$ 695,316</u></u>

See Notes to Financial Statements.

TOWN OF TIMBERVILLE, VIRGINIA
----GOVERNMENTAL FUND----
RECONCILIATION OF THE BALANCE SHEET
TO THE STATEMENT OF NET POSITION
June 30, 2018

FUND BALANCE-TOTAL GOVERNMENTAL FUND **\$ 357,844**

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 governmental fund.

Governmental capital assets	\$ 2,117,423	
Less accumulated depreciation	<u>(917,651)</u>	1,199,772

Certain revenues not available to pay for current period expenditures are not reported in the governmental fund.

Deferred revenues	\$ <u>67,148</u>	67,148
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Deferred outflows of resources for employer pension contributions subsequent to the measurement date.	\$ <u>243,840</u>	243,840
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Deferred inflows of resources for the net difference between projected and actual earnings on pension plan investments.	\$ <u>(144,789)</u>	(144,789)
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Certain liabilities, including notes payable, are not payable from current financial resources and therefore are not reported in the governmental fund.

Notes payable	\$ (195,000)	
Net pension liability	(16,136)	
Compensated absences	<u>(39,737)</u>	<u>(250,873)</u>

NET POSITION OF GOVERNMENTAL ACTIVITIES **\$ 1,472,942**

See Notes to Financial Statements.

TOWN OF TIMBERVILLE, VIRGINIA
----GOVERNMENTAL FUND----
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE
Year Ended June 30, 2018

	<u>General Fund</u>
REVENUES	
General property taxes	\$ 210,060
Other local taxes	739,867
Permits, privilege fees, and regulatory licenses	6,631
Fines and forfeitures	18,759
Revenue from the use of money and property	496
Charges for services	171,396
Miscellaneous	14,852
Intergovernmental revenues:	
Commonwealth	73,633
Federal	<u>2,760</u>
Total revenues	<u>\$ 1,238,454</u>
 EXPENDITURES	
General government administration	\$ 406,821
Public safety	522,408
Public works	291,610
Parks and recreation	256,962
Debt service	<u>5,000</u>
Total expenditures	<u>\$ 1,482,801</u>
 Excess (deficiency) of revenues over expenditures	 <u>\$ (244,347)</u>
 OTHER FINANCING SOURCES (USES)	
Financing, loan proceeds	\$ 200,000
Transfers in	35,112
Transfers out	<u>(13,910)</u>
Total other financing sources (uses)	<u>\$ 221,202</u>
 Net change in fund balance	 \$ (23,145)
 FUND BALANCE AT BEGINNING OF YEAR	 <u>380,989</u>
 FUND BALANCE AT END OF YEAR	 <u><u>\$ 357,844</u></u>

See Notes to Financial Statements.

TOWN OF TIMBERVILLE, VIRGINIA

----GOVERNMENTAL FUND----

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN THE FUND BALANCE OF THE GOVERNMENTAL FUND
TO THE STATEMENT OF ACTIVITIES
Year Ended June 30, 2018**

NET CHANGE IN FUND BALANCE-TOTAL GOVERNMENTAL FUND \$ (23,145)

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is depreciated over the estimated useful lives.

Expenditures for capital assets	\$ 264,819	
Less current year depreciation	(103,775)	
Unrecovered cost of disposed assets	<u>(362)</u>	160,682

Some revenues reported in the statement of activities do not provide current financial resources and therefore are not reported as revenues in the governmental fund.

Property taxes	\$ 1,297	
Vehicle license fees	<u>4,845</u>	6,142

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 the governmental fund.

Difference between pension expenditures and pension expense	\$ 1,965	
Change in long-term compensated absences	<u>(7,159)</u>	(5,194)

Loan proceeds provide current financial resources to the governmental fund, but issuing debt increases long-term liabilities in the statement of net position. Repayment of loan principal is an expenditure in the governmental fund, but the repayment reduces long-term liabilities in the statement of net position.

Principal proceeds	\$ (200,000)	
Principal repayments	<u>5,000</u>	<u>(195,000)</u>

CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES \$ (56,515)

See Notes to Financial Statements.

TOWN OF TIMBERVILLE, VIRGINIA

---PROPRIETARY FUND---
STATEMENT OF NET POSITION
June 30, 2018

	<u>Enterprise Fund Water & Sewer</u>
ASSETS	
Current assets:	
Cash and cash equivalents	\$ 1,239,496
Restricted cash and cash equivalents, renters' deposits	32,667
Accounts receivable, less allowance for doubtful accounts of \$10,691	95,983
Accrued interest receivable	319
Container deposits	500
Total current assets	<u>\$ 1,368,965</u>
Noncurrent assets:	
Capital assets:	
Land	\$ 43,900
Buildings	28,623
Utility plants, distribution, and collection systems	3,880,889
Equipment	357,136
Less accumulated depreciation	<u>(2,154,397)</u>
	\$ 2,156,151
Net pension asset	5,587
Total noncurrent assets	<u>\$ 2,161,738</u>
Total assets	<u>\$ 3,530,703</u>
DEFERRED OUTFLOWS OF RESOURCES	
Employer pension contributions	<u>\$ 43,731</u>
Total deferred outflows of resources	<u>\$ 43,731</u>
LIABILITIES	
Current liabilities:	
Accounts payable	\$ 25,024
Renters' deposits	32,667
Accrued compensated absences	3,348
Accrued interest payable	168
Due to other funds	26,444
Water and sewer hook-ups	6,775
Bonds, notes and loans payable	103,095
Total current liabilities	<u>\$ 197,521</u>
Noncurrent liabilities:	
Bonds, notes and loans payable	<u>\$ 850,584</u>
Total noncurrent liabilities	<u>\$ 850,584</u>
Total liabilities	<u>\$ 1,048,105</u>

(Continued)

TOWN OF TIMBERVILLE, VIRGINIA

---PROPRIETARY FUND---
STATEMENT OF NET POSITION
June 30, 2018

	<u>Enterprise Fund</u> <u>Water & Sewer</u>
DEFERRED INFLOWS OF RESOURCES	
Net difference between projected and actual earnings on pension plan investments	\$ <u>35,369</u>
Total inflows of resources	\$ <u>35,369</u>
NET POSITION	
Net investment in capital assets	\$ 1,202,304
Unrestricted	<u>1,288,656</u>
Total net position	\$ <u>2,490,960</u>

See Notes to Financial Statements.

TOWN OF TIMBERVILLE, VIRGINIA
---PROPRIETARY FUND---
STATEMENT OF REVENUES, EXPENSES,
AND CHANGES IN FUND NET POSITION
Year Ended June 30, 2018

	<u>Enterprise Fund</u> <u>Water & Sewer</u>
OPERATING REVENUES	
Water service charges	\$ 272,492
Sewer service charges	295,828
Connection fees	212,500
Penalties and interest	15,595
Miscellaneous	<u>246</u>
Total operating revenues	<u>\$ 796,661</u>
OPERATING EXPENSES	
Water department	\$ 169,060
Sewer department	264,920
Depreciation	<u>94,378</u>
Total operating expenses	<u>\$ 528,358</u>
Operating income	<u>\$ 268,303</u>
NONOPERATING REVENUE (EXPENSE)	
Interest earned	\$ 3,402
Interest expense	(26,817)
(Loss) on disposal of equipment	<u>(199)</u>
Total nonoperating revenue (expense)	<u>\$ (23,614)</u>
Income before transfers	<u>\$ 244,689</u>
TRANSFERS	
Transfers in	\$ 13,910
Transfers out	<u>(35,112)</u>
Total transfers	<u>\$ (21,202)</u>
Change in net position	\$ 223,487
NET POSITION AT BEGINNING OF YEAR	<u>2,267,473</u>
NET POSITION AT END OF YEAR	<u><u>\$ 2,490,960</u></u>

See Notes to Financial Statements.

TOWN OF TIMBERVILLE, VIRGINIA

---PROPRIETARY FUND---
STATEMENT OF CASH FLOWS
Year Ended June 30, 2018

	<u>Enterprise Fund</u> <u>Water & Sewer</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Cash received from customers	\$ 791,143
Cash payments to suppliers of goods and services	(326,024)
Cash payments to employees	<u>(106,832)</u>
Net cash provided by (used in) operating activities	\$ <u>358,287</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Operating transfers from other funds	\$ 13,910
Operating transfers to other funds	(35,112)
Payment from other fund	<u>409</u>
Net cash provided by (used in) noncapital financing activities	\$ <u>(20,793)</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Borrowings used to acquire property and equipment	\$ 46,900
Acquisition of property and equipment	(105,037)
Principal payments on long-term borrowings	(98,784)
Interest expense	<u>(26,795)</u>
Net cash provided by (used in) capital and related financing activities	\$ <u>(183,716)</u>

(Continued)

TOWN OF TIMBERVILLE, VIRGINIA

---PROPRIETARY FUND---
STATEMENT OF CASH FLOWS
 Year Ended June 30, 2018

Enterprise Fund
Water & Sewer

**CASH FLOWS FROM INVESTING
 ACTIVITIES**

Interest earned on investments	\$ <u>3,353</u>
Net cash provided by (used in) investing activities	\$ <u>3,353</u>
Net increase (decrease) in cash	\$ 157,131
Cash and cash equivalents:	
Beginning	<u>1,115,032</u>
Ending	<u><u>\$ 1,272,163</u></u>

**RECONCILIATION OF OPERATING
 INCOME TO NET CASH PROVIDED
 BY (USED IN) OPERATING ACTIVITIES**

Operating income	\$ 268,303
Adjustments to reconcile operating income to net cash provided by (used in) operating activities:	
Pension costs (earnings)	(1,427)
Depreciation	94,378
Changes in assets and liabilities:	
(Increase) decrease in accounts receivable	(4,743)
(Increase) decrease in prepaid expenses	1,718
Increase (decrease) in accounts payable and accrued expenses	833
Increase (decrease) in renters' deposits	<u>(775)</u>
Net cash provided by (used in) operating activities	<u><u>\$ 358,287</u></u>

See Notes to Financial Statements.

TOWN OF TIMBERVILLE, VIRGINIA
---FIDUCIARY FUND---
STATEMENT OF FIDUCIARY NET POSITION
June 30, 2018

	<u>EDA</u> <u>Fund (Agency)</u>
ASSETS	
Cash	\$ <u>19,235</u>
Total assets	\$ <u>19,235</u>
LIABILITIES	
Amounts held for others	\$ <u>19,235</u>
Total liabilities	\$ <u>19,235</u>

See Notes to Financial Statements.

TOWN OF TIMBERVILLE, VIRGINIA

---FIDUCIARY FUND---
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
Year Ended June 30, 2018

	<u>EDA</u> <u>Fund (Agency)</u>
ADDITIONS	
Fees (revenues)	\$ -
Total additions	<u>\$ -</u>
DEDUCTIONS	
Expenses	\$ -
Total deductions	<u>\$ -</u>
Changes in net position	\$ -
NET POSITION AT BEGINNING OF YEAR	<u>19,235</u>
NET POSITION AT END OF YEAR	<u><u>\$ 19,235</u></u>

See Notes to Financial Statements.

TOWN OF TIMBERVILLE, VIRGINIA
NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies

The financial statements of the Town of Timberville, Virginia, conform to generally accepted accounting principles (GAAP) applicable to government units promulgated by the Governmental Accounting Standards Board (GASB). The following is a summary of the most significant policies:

A. Reporting Entity

The Town of Timberville, Virginia, is a municipality governed by a six-member Town Council and Mayor. Daily operations are conducted by a Town Manager. In determining the reporting entity, the Town complies with the provisions of GASB Statement No. 14, "The Financial Reporting Entity." Based on the criteria provided in that Statement there are no agencies or entities that should be presented with the Town.

B. Governmental Accounting Standards

The Town follows the general provisions of GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*. This Statement identifies the financial reporting requirements of state and local governments.

C. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) display information about the reporting government as a whole. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or identifiable activity are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or identifiable 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 or identifiable activity and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or identifiable activity. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies (Continued)

D. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The accounts of the Town are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Government-Wide Financial Statements

The Town government-wide financial statements include a Statement of Net Position and a Statement of Activities. These statements present summaries of governmental and business-type activities for the Town accompanied by a total column.

These statements are presented on an “economic resources” measurement focus and the accrual basis of accounting. Accordingly, all of the Town’s assets and liabilities, including capital assets as well as infrastructure assets and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred. The types of transactions reported as program revenues for the Town are reported in three categories: (1) charges for services, (2) operating grants and contributions, and (3) capital grants and contributions.

Governmental Fund Financial Statements

Governmental fund financial statements include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances for all major governmental funds and non-major funds aggregated. An accompanying schedule is presented to reconcile and explain the differences in fund balances and changes in fund balances as presented in these statements to the net position and changes in net position presented in the government-wide financial statements.

All governmental funds are accounted for on a spending or “current financial resources” measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the Balance Sheets. The Statement of Revenues, Expenditures and Changes in Fund Balances presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual (generally 45 days after year-end) are recognized when due. The primary revenue sources, which have been treated as susceptible to accrual by the Town, are property taxes, sales and use taxes, intergovernmental revenues and other taxes. Expenditures are recorded in the accounting period in which the related fund liability is incurred.

NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies (Continued)

The General Fund is the Town's only governmental fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Proprietary Fund Financial Statements

Proprietary fund financial statements include a Statement of Net Position, a Statement of Revenues, Expenses and Changes in Fund Net Position, and a Statement of Cash Flows for each major proprietary fund.

Proprietary funds are accounted for using the "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all assets and liabilities (whether current or noncurrent) are included on the Statement of Net Position. The Statement of Revenues, Expenses and Changes in Fund Net Position presents increases (revenues) and decreases (expenses) in total net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred.

Operating revenues in the proprietary funds are those revenues that are generated from the primary operations of the fund. All other revenues are reported as non-operating revenues. Operating expenses are those expenses that are essential to the primary operations of the fund. All other expenses are reported as non-operating expenses.

The Town reports the following major proprietary fund:

Water and Sewer Fund-accounts for the activities related to the provision of water and sewer services to the Town's businesses, residents, schools, and churches. It operates the water treatment plant, water distribution systems, sewer collection systems, and pump stations.

Fiduciary Fund Financial Statements

The Town's fiduciary fund is presented in the fund financial statements by type (agency). Since by definition these assets are being held for the benefit of a third party and cannot be used to address activities or obligations of the government, these funds are not incorporated into the governmental-wide financial statements.

Fiduciary funds are used to account for assets held by the town in a trustee capacity or as agent for individuals, private organizations, and other governments. The fiduciary fund of the Town is the Economic Development Authority (EDA) Fund. Since this fund is custodial in nature (i.e., assets equal liabilities), it does not involve the measurement of results of operations.

E. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Equity

Cash and Cash Equivalents

For purposes of reporting cash flows, the Town considers all cash on hand, checking accounts, savings accounts, money market funds and highly liquid instruments with a maturity of three months or less to be cash and cash equivalents. All certificates of deposit, regardless of maturity, are considered to be cash and cash equivalents.

NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies (Continued)

Receivables

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical collection data and specific account analysis. Major receivable balances for the governmental activities include sales and use taxes, meals taxes, transient occupancy taxes, and utility taxes. Business-type activities report utilities and interest earnings as their major receivables. The Town grants credit to the customers of its water, sewer and trash systems. The customers are either local businesses or residents.

In the fund financial statements, major receivable balances and the allowances for uncollectible accounts are the same as those in the governmental and business-type activities.

Property Taxes

Real estate and personal property taxes are assessed annually by Rockingham County, Virginia, for all property of record as of January 1. Property taxes attach as an enforceable lien on property as of January 1. The Town collects real estate and personal property taxes on an annual basis with due dates of December 31, and February 28, respectively. The portion of the tax receivable that is not collected within 45 days after June 30, is shown as deferred inflows of resources in the fund financial statements. A penalty of 10 percent of the tax is assessed after the applicable payment date.

The taxes receivable balance at June 30, 2018, includes amounts not yet billed or received from the January 1, 2018, levy. These items are included in deferred inflows of resources since these taxes are restricted for use until fiscal year 2019. The real estate taxes will be due December 31, 2018, and the personal property taxes will be due February 28, 2019.

The Town calculates its allowance for uncollectible delinquent property tax accounts using historical collection data and specific account analysis. The allowance at June 30, 2018, amounted to \$14,748.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

Interfund Receivables and Payables

During the course of operations, transactions occur that may result in amounts owed between funds. Those related to goods and service type transactions are classified as “due to and from other funds.” Short-term interfund loans are reported as “interfund receivables and payables.” Long-term interfund loans (noncurrent portion) are reported as “advances from and to other funds.” Interfund receivables and payables between funds are eliminated in the Statement of Net Position. The Town’s General Fund has a due from the Water and Sewer Fund in the amount of \$26,444 at June 30, 2018.

Fixed Assets

The accounting treatment over property, plant, and equipment (fixed assets) depends on whether the assets are used in the governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies (Continued)

Government-Wide Statements

In the government-wide financial statements, fixed assets are accounted for as capital assets. Capital assets, which include property, plant, equipment and infrastructure assets (e.g. roads, bridges, sidewalks and similar items), are reported in the applicable governmental or business-type activities columns. In general, the Town defines capital assets as assets with an initial, individual cost of more than \$1,000 (not rounded) and an estimated useful life in excess of one year. Capital assets are carried at historical cost except for donated capital assets that are recorded at their estimated fair value on the date received.

The costs of normal maintenance and repairs are charged to operations as incurred. Improvements are capitalized and depreciated over the remaining useful lives of the related fixed assets, as applicable.

Depreciation of all exhaustible fixed assets is recorded as an allocated expense in the Statement of Activities with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Buildings and Improvements	20-50 years
Utility System	25-50 years
Machinery and Equipment	5-15 years
Infrastructure	20-40 years

Fund Financial Statements

In the fund financial statements, fixed assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Fixed assets used in proprietary fund operations are accounted for the same as in the government-wide statements.

Long-Term Debt

The accounting treatment of the long-term debt depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

All long-term debt to be repaid from governmental and business-type resources is reported as liabilities in the government-wide statements. The long-term debt consists primarily of notes payable.

Long-term debt for governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest reported as expenditures. The accounting for the proprietary funds is the same in the fund financial statements as it is in the government-wide statements.

NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies (Continued)

Compensated Absences

It is the Town's policy to permit employees to accumulate earned but not used vacation and sick pay benefits. Vacation and sick pay are accrued when incurred in the government-wide and proprietary fund financial statements. A liability is reported for compensated absences in governmental funds only to the extent that it is expected to be liquidated with expendable available financial resources.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position or balance sheet 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 currently only has one type of item (employer pension contributions) that qualifies for reporting in this category.

In addition to liabilities, the statement of net position or balance sheet 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 currently has three items (property taxes, vehicle license billing, and the difference between projected and actual earnings on pension plan investments) that qualify for reporting in this category.

Equity Classifications

Government-Wide Statements

Equity is classified as net position and displayed in three components:

- a. Net investment in capital assets-consists of the historical cost of capital assets less accumulated depreciation and less any debt that remains outstanding that was used to finance those assets plus deferred outflows of resources less deferred inflows of resources related to those assets.
- b. Restricted net position-consists of assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation. These assets are reduced by liabilities and deferred inflows of resources related to those assets.
- c. Unrestricted-all other net position is reported in this category.

Fund Statements

In the governmental fund financial statements, fund balances are classified as follows:

- **Nonspendable** - Amounts that cannot be spent either because they are in a nonspendable form or because they are legally or contractually required to be maintained intact.
- **Restricted** - Amounts that can be spent only for specific purposes because of the Town Charter, the Town Code, state or federal laws, or externally imposed conditions by grantors or creditors.

NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies (Continued)

- **Committed** - Amounts that can be used only for specific purposes determined by a formal action by Town Council ordinance or resolution. This includes the Budget Reserve Account.
- **Assigned** - Amounts that are designated by the Town Council for a particular purpose but are not spendable until a budget ordinance is passed or there is a majority vote approval (for capital projects or debt service) by Town Council.
- **Unassigned** - All amounts not included in other spendable classifications.

Proprietary fund equity is classified the same as in the government-wide statements.

F. Revenues, Expenditures, and Expenses

Governmental Fund Revenues

As mentioned above, governmental fund revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Accordingly, property taxes not collected within 45 days after year-end are reflected as deferred revenues-uncollected property taxes. The Town recognizes sales and utility taxes remitted to the Town as revenues and receivables in the month preceding receipt. Licenses and permits are recorded as revenues when received. Intergovernmental revenues, consisting primarily of Federal, State and other grants for the purpose of funding specific expenditures, are recognized when earned or at the time of specific expenditure.

Operating Revenues and Expenses

Operating revenues and expenses for proprietary funds are those that result from providing services and producing and delivering goods and/or services. They also include all revenue and expenses not related to capital and related financing, noncapital financing, or investing activities.

Expenditures/Expenses

In the government-wide financial statements, expenses are classified by function for both governmental and business-type activities.

In the fund financial statements, expenditures are classified by function for the governmental fund and by operating and nonoperating for the proprietary funds.

In the fund financial statements, governmental funds report expenditures of financial resources. Proprietary funds report expenses relating to the use of economic resources.

Interfund Transfers

Permanent reallocation of resources between funds of the reporting entity are classified as interfund transfers.

Advertising

The Town expenses advertising production costs as they are incurred and advertising communication costs the first time the advertising takes place. Advertising expenditures in the General Fund were \$2,786, for the year ended June 30, 2018.

NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies (Continued)

Fringe benefits

Fringe benefits of the Town include:

- a. Pension Plan - Employees of the Town participate in the Virginia Retirement System (VRS). The VRS is administered by the Commonwealth, which bills the Town for the employer share of contributions. The VRS is obligated to pay a monthly benefit to participants upon retirement with the amount of the benefit depending on length of service and earnings.
- b. Social Security System - All employees participate in the Federal Social Security Program. The employer share of FICA taxes for the employees is the responsibility of the Town.
- c. Health Insurance - The Town provides health insurance coverage for all full-time, salaried permanent employees.

G. Estimates and Assumptions

The preparation of financial statements in conformity with generally accepted accounting principles requires the Town to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

H. Use of Restricted Resources

When an expense is incurred that can be paid using either restricted or unrestricted resources (net position), the Town's policy is to first apply the expense toward restricted resources and then toward unrestricted resources. In governmental funds, the Town's policy is to first apply the expenditure toward the restricted fund balance and then to other, less-restrictive classifications-committed and then assigned fund balances before using unassigned fund balances.

I. Pensions

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

Note 2. Stewardship, Compliance, and Accountability

A. Budgetary Information

An annual budget is adopted on a basis consistent with generally accepted accounting principles for the General Fund. Below is a summary of budgeted information which is not included in the general Fund Statement of Revenues, expenditures, and Changes in Fund Balance – Budget and Actual:

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
Carryover:			
Transfer from savings	\$ 97,640	\$ 119,840	\$ 119,840
	<u>\$ 97,640</u>	<u>\$ 119,840</u>	<u>\$ 119,840</u>

NOTES TO FINANCIAL STATEMENTS

Note 2. Stewardship, Compliance, and Accountability (Continued)

A budget is also adopted for the Enterprise Fund as an operating guideline. Budget to actual information is shown as other supplementary information. Below is a summary of budgeted information that is not included in the Enterprise Fund's Statement of Revenues, Expenses and Changes in Fund Net Position – Budget and Actual:

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
WATER AND SEWER FUND			
Carryover:			
Transfer from savings	\$ 113,091	\$ 163,091	\$ 163,091
Loan proceeds:			
Farmers and Merchants Bank	-	-	46,900
Principal payments on debt:			
Farmers and Merchants Bank	(90,683)	(90,683)	(98,784)
Capital outlay:			
Water department	(56,000)	(106,000)	(105,037)
Sewer department	<u>(51,000)</u>	<u>(51,000)</u>	<u>-</u>
	<u>\$ (84,592)</u>	<u>\$ (84,592)</u>	<u>\$ 6,170</u>

B. Excess of Expenditures Over Appropriations

For the year ended June 30, 2018, General Fund expenditures exceeded appropriations in Parks and Recreation by \$177,940 and Debt Service by \$5,000. These over expenditures were funded by actual revenues and operating transfers into that fund.

Note 3. Cash and Cash EquivalentsDeposits

Below is a summary of the Town's accounts/deposits at June 30, 2018:

	<u>Carrying Amount</u>	<u>Bank Balance</u>
<u>General</u>		
Checking (Farmers and Merchants Bank)	\$ 153,678	\$ 176,743
Savings Account (Farmers and Merchants Bank)	141,829	141,829
Petty cash	300	-
<u>Water and Sewer</u>		
Checking (Farmers and Merchants Bank)	197,460	208,915
Certificates of deposit (Farmers and Merchants Bank)	<u>1,074,703</u>	<u>1,074,703</u>
Total reporting entity	<u>\$ 1,567,970</u>	<u>\$ 1,602,190</u>

NOTES TO FINANCIAL STATEMENTS

Note 3. Cash and Cash Equivalents (Continued)

All cash of the Town is maintained in accounts collateralized in accordance with the Virginia Security for Public Deposits Act, Section 2.2-4400 et. seq. of the Code of Virginia or covered by federal depository insurance. 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 percent to 130 percent of excess deposits. Accordingly, all deposits are considered fully collateralized.

Note 4. Receivables

Receivables as of June 30, 2018, for the government's individual major funds including the applicable allowances for uncollectible accounts, are as follows:

	<u>General</u>	<u>Water and Sewer</u>	<u>Total</u>
Receivables:			
Interest	\$ 42	\$ 319	\$ 361
Property taxes	262,067	-	262,067
Other taxes:			
Utilities	4,053	-	4,053
Vehicle license fees	45,631	-	45,631
Meals and occupancy	17,285	-	17,285
Accounts	36,794	106,674	143,468
Container deposits	-	500	500
Gross receivables	\$ 365,872	\$ 107,493	\$ 473,365
Less: allowance for uncollectibles	<u>(14,748)</u>	<u>(10,691)</u>	<u>(25,439)</u>
Net total receivables	<u>\$ 351,124</u>	<u>\$ 96,802</u>	<u>\$ 447,926</u>

Note 5. Due from Other Governmental Units

Due from other governmental units consists of the following:

Commonwealth of Virginia:	
Department of Motor Vehicles, Highway Safety Program grant	\$ 840
Department of Taxation, communications tax collected for the Town	4,810
County of Rockingham, Virginia:	
Sales tax collected for the Town	11,336
Court fines collected for the Town	<u>712</u>
	<u>\$ 17,698</u>

NOTES TO FINANCIAL STATEMENTS

Note 6. Capital Assets

Capital asset activity for the year ended June 30, 2018, was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
GOVERNMENTAL ACTIVITIES				
Capital assets not being depreciated				
Land	\$ 52,505	\$ 215,325	\$ -	\$ 267,830
Total capital assets not being depreciated	\$ 52,505	\$ 215,325	\$ -	\$ 267,830
Capital assets being depreciated				
Buildings	\$ 526,335	\$ -	\$ (1,956)	\$ 524,379
Machinery and equipment	574,058	46,806	(23,309)	597,555
Infrastructure	<u>735,077</u>	<u>2,688</u>	<u>(10,106)</u>	<u>727,659</u>
Total capital assets being depreciated	\$ 1,835,470	\$ 49,494	\$ (35,371)	\$ 1,849,593
Less accumulated depreciation for				
Buildings	\$ 242,448	\$ 13,802	\$ (1,594)	\$ 254,656
Machinery and equipment	338,856	61,436	(23,309)	376,983
Infrastructure	<u>267,581</u>	<u>28,537</u>	<u>(10,106)</u>	<u>286,012</u>
Total accumulated depreciation	\$ 848,885	\$ 103,775	\$ (35,009)	\$ 917,651
Total capital assets being depreciated, net	\$ 986,585	\$ (54,281)	\$ (362)	\$ 931,942
GOVERNMENTAL ACTIVITIES CAPITAL ASSETS, NET	<u>\$ 1,039,090</u>	<u>\$ 161,044</u>	<u>\$ (362)</u>	<u>\$ 1,199,772</u>
BUSINESS-TYPE ACTIVITIES				
Capital assets not being depreciated				
Land	\$ 43,900	\$ -	\$ -	\$ 43,900
Total capital assets not being depreciated	\$ 43,900	\$ -	\$ -	\$ 43,900
Capital assets being depreciated				
Utility system	\$ 3,825,429	\$ 58,137	\$ (2,677)	\$ 3,880,889
Buildings	28,623	-	-	28,623
Machinery and equipment	<u>312,535</u>	<u>46,900</u>	<u>(2,299)</u>	<u>357,136</u>
Total capital assets being depreciated	\$ 4,166,587	\$ 105,037	\$ (4,976)	\$ 4,266,648
Less accumulated depreciation for				
Utility system	\$ 1,786,072	\$ 72,106	\$ (2,478)	\$ 1,855,700
Buildings	19,845	667	-	(20,512)
Machinery and equipment	<u>258,879</u>	<u>21,605</u>	<u>(2,299)</u>	<u>278,185</u>
Total accumulated depreciation	\$ 2,064,796	\$ 94,378	\$ (4,777)	\$ 2,154,397
Total capital assets being depreciated, net	\$ 2,101,791	\$ 10,659	\$ (199)	\$ 2,112,251
BUSINESS-TYPE ACTIVITIES CAPITAL ASSETS, NET	<u>\$ 2,145,691</u>	<u>\$ 10,659</u>	<u>\$ (199)</u>	<u>\$ 2,156,151</u>

NOTES TO FINANCIAL STATEMENTS

Note 6. Capital Assets (Continued)

Depreciation expense was charged to functions/programs of the primary government as follows:

GOVERNMENTAL ACTIVITIES

General government administration	\$ 6,534
Public safety	52,184
Public works	30,551
Parks and recreation	<u>14,506</u>

Total depreciation expense-governmental activities	<u>\$ 103,775</u>
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BUSINESS-TYPE ACTIVITIES

Water and sewer	<u>\$ 94,378</u>
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Total depreciation expense-business-type activities	<u>\$ 94,378</u>
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Note 7. Unavailable Revenue

The following is a summary of unavailable revenue included in deferred inflows of resources by fund/activity at June 30, 2018:

Fund Statements

	<u>General Fund</u>
Unavailable revenue:	
Property taxes billed in fiscal year 2019	\$ 225,331
Uncollected property tax billing	21,750
Uncollected vehicle license billing	<u>45,398</u>
	<u>\$ 292,479</u>

Government-Wide Statements

	<u>Governmental Activities</u>
Unavailable revenue:	
Property taxes billed in fiscal year 2019	<u>\$ 225,331</u>

NOTES TO FINANCIAL STATEMENTS

Note 8. Long-Term Debt

A summary of long-term debt activity for the year ended June 30, 2018, is as follows. Additional detailed information is available below and on the following page.

	<u>Beginning Balances</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balances</u>	<u>Due within One Year</u>
<u>Governmental activities</u>					
<i>General Fund</i>					
Loan payable:					
The Community Foundation, Harrisonburg-Rockingham	\$ -	\$ 200,000	\$ 5,000	\$ 195,000	\$ 5,000
<u>Business-type activities</u>					
<i>Water and Sewer Fund</i>					
Loan payable:					
Farmers and Merchants Bank	\$1,005,563	\$ -	\$ 91,278	\$ 914,285	\$ 93,924
Caterpillar Financial Services Corp	-	46,900	7,506	39,394	9,171
	<u>\$1,005,563</u>	<u>\$ 46,900</u>	<u>\$ 98,784</u>	<u>\$ 953,679</u>	<u>\$ 103,095</u>

The Town entered into a purchase money note agreement with Plains District American Legion Post 278 on December 14, 2017. Total proceeds were \$200,000 and exchanged for land, including a building, owned by the Plains District American Legion Post 278. The note was then assigned to The Community Foundation, Harrisonburg-Rockingham also on December 14, 2017. Total annual payments are \$5,000 with interest at the rate of zero percent. The note matures on December 1, 2056.

The Town signed a refinancing agreement with Farmers and Merchants Bank on March 29, 2017. Proceeds from the commercial loan agreement were used for infrastructure improvements in the Water and Sewer Fund. The loan bears interest at a rate of 2.65 percent and is secured by the assets of the Town. Total monthly loan payments are \$9,781. The loan matures on April 1, 2027. Total interest expense incurred by the Town on the loan for the year ended June 30, 2018 was \$26,102.

The Town signed a purchase agreement with Caterpillar Financial Services Corporation for the acquisition of a mini excavator. Total proceeds from the loan were \$46,900. The loan bears interest at a rate of 1.90 percent and is secured by the mini excavator. Total monthly loan payments are \$819. The loan matures on August 29, 2022. Total interest expense incurred by the Town on the loan for the year ended June 30, 2018 was \$693.

NOTES TO FINANCIAL STATEMENTS

Note 8. Long-Term Debt (Continued)

Debt Maturity

Annual requirements to amortize long-term debt and related interest at June 30, 2018, are as follows:

Principal:

	The Community Foundation Harrisonburg- Rockingham	Farmers and Merchants Bank	Caterpillar Financial Services Corporation	Total
2019	\$ 5,000	\$ 93,924	\$ 9,171	\$ 108,095
2020	5,000	96,482	9,347	110,829
2021	5,000	99,109	9,526	113,635
2022	5,000	101,808	9,709	116,517
2023	5,000	104,581	1,641	111,222
2024-2028	25,000	418,381	-	443,381
2029-2033	25,000	-	-	25,000
2034-2038	25,000	-	-	25,000
2039-2043	25,000	-	-	25,000
2044-2048	25,000	-	-	25,000
2049-2053	25,000	-	-	25,000
2054-2058	<u>20,000</u>	<u>-</u>	<u>-</u>	<u>20,000</u>
	<u>\$ 195,000</u>	<u>\$ 914,285</u>	<u>\$ 39,394</u>	<u>\$1,148,679</u>

Interest:

	The Community Foundation Harrisonburg- Rockingham	Farmers and Merchants Bank	Caterpillar Financial Services Corporation	Total
2019	\$ -	\$ 23,435	\$ 669	\$ 24,104
2020	-	20,877	493	21,370
2021	-	18,250	314	18,564
2022	-	15,551	131	15,682
2023	-	12,778	4	12,782
2024-2028	<u>-</u>	<u>21,892</u>	<u>-</u>	<u>21,892</u>
	<u>\$ -</u>	<u>\$ 112,783</u>	<u>\$ 1,611</u>	<u>\$ 114,394</u>

Note 9. Interfund Transfers

Interfund transfers during the year ended June 30, 2018, were as follows:

<u>Fund</u>	<u>Transfers In</u>	<u>Transfers Out</u>
General Fund	\$ 35,112	\$ 13,910
Water and Sewer Fund	<u>13,910</u>	<u>35,112</u>
	<u>\$ 49,022</u>	<u>\$ 49,022</u>

NOTES TO FINANCIAL STATEMENTS

Note 9. Interfund Transfers (Continued)

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

Note 10. Pension Plan

Plan Description

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

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

VRS PLAN 1	VRS PLAN 2	HYBRID RETIREMENT PLAN
<p>About VRS Plan 1 VRS Plan 1 is a defined benefit plan. The retirement benefit is based on a member's age, creditable service and average final compensation at retirement using a formula.</p>	<p>About VRS Plan 2 Plan 2 is a defined benefit plan. The retirement benefit is based on a member's age, creditable service and average final compensation at retirement using a formula.</p>	<p>About the Hybrid Retirement Plan The Hybrid Retirement Plan combines the features of a defined benefit plan and a defined contribution plan.</p> <ul style="list-style-type: none"> • The defined benefit is based on a member's age, creditable service and average final compensation at retirement using a formula. • The benefit from the defined contribution component of the plan depends on the member and employer contributions made to the plan and the investment performance of those contributions. • In addition to the monthly benefit payment payable from the defined benefit plan at retirement, a member may start receiving distributions from the balance in the defined contribution account, reflecting the contributions, investment gains or losses, and any required fees.

NOTES TO FINANCIAL STATEMENTS

Note 10. Pension Plan (Continued)

VRS PLAN 1	VRS PLAN 2	HYBRID RETIREMENT PLAN
<p>Eligible Members Employees are in Plan 1 if their membership date is before July 1, 2010, and they were vested as of January 1, 2013, and they have not taken a refund.</p> <p>Hybrid Opt-In Election VRS non-hazardous duty covered Plan 1 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014.</p> <p>The Hybrid Retirement Plan's effective date for eligible VRS Plan 1 members who opted in was July 1, 2014.</p> <p>If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.</p> <p>Members who were eligible for an optional retirement plan (ORP) and had prior service under Plan 1 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 1 or ORP.</p>	<p>Eligible Members Employees are in Plan 2 if their membership date is on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013.</p> <p>Hybrid Opt-In Election Eligible Plan 2 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014.</p> <p>The Hybrid Retirement Plan's effective date for eligible Plan 2 members who opted in was July 1, 2014.</p> <p>If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.</p> <p>Members who were eligible for an optional retirement plan (ORP) and have prior service under Plan 2 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 2 or ORP.</p>	<p>Eligible Members Employees are in the Hybrid Retirement Plan if their membership date is on or after January 1, 2014. This includes:</p> <ul style="list-style-type: none"> • Political subdivision employees* • Members in Plan 1 or Plan 2 who elected to opt into the plan during the election window held January 1-April 30, 2014; the plan's effective date for opt-in members was July 1, 2014 <p>*Non-Eligible Members Some employees are not eligible to participate in the Hybrid Retirement Plan. They include:</p> <ul style="list-style-type: none"> • Political subdivision employees who are covered by enhanced benefits for hazardous duty employees <p>Those employees eligible for an optional retirement plan (ORP) must elect the ORP plan or the Hybrid Retirement Plan. If these members have prior service under Plan 1 or Plan 2, they are not eligible to elect the Hybrid Retirement Plan and must select Plan 1 or VRS Plan 2 (as applicable) or ORP.</p>
<p>Retirement Contributions Employees contribute up to 5% of their compensation each month to their member contribution account through a pre-tax salary reduction. Member contributions are tax-deferred until they are withdrawn as part of a retirement benefit or as a refund. The employer makes a separate actuarially determined contribution to VRS for all covered employees. VRS invests both member and employer contributions to provide funding for the future benefit payment.</p>	<p>Retirement Contributions Employees contribute up to 5% of their compensation each month to their member contribution account through a pre-tax salary reduction.</p>	<p>Retirement Contributions A member's retirement benefit is funded through mandatory and voluntary contributions made by the member and the employer to both the defined benefit and the defined contribution components of the plan. Mandatory contributions are based on a percentage of the employee's creditable compensation and are required from both the member and the employer. Additionally, members may choose to make voluntary contributions to the defined contribution component of the plan, and the employer is required to match those voluntary contributions according to specified percentages.</p>

NOTES TO FINANCIAL STATEMENTS

Note 10. Pension Plan (Continued)

VRS PLAN 1	VRS PLAN 2	HYBRID RETIREMENT PLAN
<p>Creditable Service Creditable service includes active service. Members earn creditable service for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional creditable service the member was granted. A member's total creditable service is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit.</p>	<p>Creditable Service Same as VRS Plan 1.</p>	<p>Creditable Service Defined Benefit Component: Under the defined benefit component of the plan, creditable service includes active service. Members earn creditable service for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional creditable service the member was granted. A member's total creditable service is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit.</p> <p>Defined Contributions Component: Under the defined contribution component, creditable service is used to determine vesting for the employer contribution portion of the plan.</p>
<p>Vesting Vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members become vested when they have at least five years (60 months) of creditable service. Vesting means members are eligible to qualify for retirement if they meet the age and service requirements for their plan. Members also must be vested to receive a full refund of their member contribution account balance if they leave employment and request a refund.</p> <p>Members are always 100% vested in the contributions that they make.</p>	<p>Vesting Same as VRS Plan 1.</p>	<p>Vesting Defined Benefit Component: Defined benefit vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members are vested under the defined benefit component of the Hybrid Retirement Plan when they reach five years (60 months) of creditable service. Plan 1 or Plan 2 members with at least five years (60 months) of creditable service who opted into the Hybrid Retirement Plan remain vested in the defined benefit component.</p> <p>Defined Contributions Component: Defined contribution vesting refers to the minimum length of service a member needs to be eligible to withdraw the employer contributions from the defined contribution component of the plan.</p> <p>Members are always 100% vested in the contributions that they make.</p> <p>Upon retirement or leaving covered employment, a member is eligible to withdraw a percentage of employer contributions to the defined contribution component of the plan, based on service.</p> <ul style="list-style-type: none"> • After two years, a member is 50% vested and may withdraw 50% of employer contributions. • After three years, a member is 75% vested and may withdraw 75% of employer contributions. • After four or more years, a member is 100% vested and may withdraw 100% of employer contributions. <p>Distribution is not required by law until age 70½.</p>

NOTES TO FINANCIAL STATEMENTS

Note 10. Pension Plan (Continued)

VRS PLAN 1	VRS PLAN 2	HYBRID RETIREMENT PLAN
<p>Calculating the Benefit The Basic Benefit is calculated based on a formula using the member's average final compensation, a retirement multiplier and total service credit at retirement. It is one of the benefit payout options available to a member at retirement.</p> <p>An early retirement reduction factor is applied to the Basic Benefit if the member retires with a reduced retirement benefit or selects a benefit payout option other than the Basic Benefit.</p>	<p>Calculating the Benefit See definition under VRS Plan 1.</p>	<p>Calculating the Benefit <u>Defined Benefit Component:</u> See definition under Plan 1.</p> <p><u>Defined Contribution Component:</u> The benefit is based on contributions made by the member and any matching contributions made by the employer, plus net investment earnings on those contributions.</p>
<p>Average Final Compensation A member's average final compensation is the average of the 36 consecutive months of highest compensation as a covered employee.</p>	<p>Average Final Compensation A member's average final compensation is the average of their 60 consecutive months of highest compensation as a covered employee.</p>	<p>Average Final Compensation Same as Plan 2. It is used in the retirement formula for the defined benefit component of the plan.</p>
<p>Service Retirement Multiplier The retirement multiplier is a factor used in the formula to determine a final retirement benefit. The retirement multiplier for non-hazardous duty members is 1.7%. The retirement multiplier for sheriffs and regional jail superintendents is 1.85%. The retirement multiplier of eligible political subdivision hazardous duty employees other than sheriffs and regional jail superintendents is 1.7% or 1.85% as elected by the employer.</p>	<p>Service Retirement Multiplier Same as Plan 1 for service earned, purchased or granted prior to January 1, 2013. For non-hazardous duty members the retirement multiplier is 1.65% for creditable service earned, purchased or granted on or after January 1, 2013. The retirement multiplier for sheriffs and regional jail superintendents is 1.85%. The retirement multiplier of eligible political subdivision hazardous duty employees other than sheriffs and regional jail superintendents is 1.7% or 1.85% as elected by the employer.</p>	<p>Service Retirement Multiplier <u>Defined Benefit Component:</u> The retirement multiplier for the defined benefit component is 1.0%.</p> <p>For members that 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. Not applicable to sheriffs, regional jail superintendents and political subdivision hazardous duty employees.</p> <p><u>Defined Contribution Component:</u> Not applicable.</p>
<p>Normal Retirement Age VRS: Age 65.</p> <p>Political subdivisions hazardous duty employees: Age 60.</p>	<p>Normal Retirement Age VRS: Normal Social Security retirement age.</p> <p>Political subdivisions hazardous duty employees: Same as Plan 1.</p>	<p>Normal Retirement Age <u>Defined Benefit Component:</u> VRS: Same as Plan 2.</p> <p>Political subdivision hazardous duty employees: Not applicable.</p> <p><u>Defined Contribution Component:</u> Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>
<p>Earliest Unreduced Retirement Eligibility VRS: Members who are not in hazardous duty positions are eligible for an unreduced retirement benefit at age 65 with at least five years (60 months) of creditable service or at age 50 with at least 30 years of creditable service.</p> <p>Political subdivisions hazardous duty employees: Hazardous duty members are eligible for an unreduced retirement benefit at age 60 with at least five years of creditable service or age 50 with at least 25 years of creditable service.</p>	<p>Earliest Unreduced Retirement Eligibility VRS: Members who are not in hazardous duty positions are eligible for an unreduced retirement benefit when they reach normal Social Security retirement age and have at least five years (60 months) of creditable service or when their age and service equal 90.</p> <p>Political subdivisions hazardous duty employees: Hazardous duty members are eligible for an unreduced retirement benefit at age 60 with at least five years of creditable service or age 50 with at least 25 years of creditable service.</p>	<p>Earliest Unreduced Retirement Eligibility <u>Defined Benefit Component:</u> VRS: Members are eligible for an unreduced retirement benefit when they reach normal Social Security retirement age and have at least five years (60 months) of creditable service or when their age and service equal 90.</p> <p>Political subdivision hazardous duty employees: Not applicable.</p> <p><u>Defined Contribution Component:</u> Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>

NOTES TO FINANCIAL STATEMENTS

Note 10. Pension Plan (Continued)

VRS PLAN 1	VRS PLAN 2	HYBRID RETIREMENT PLAN
<p>Earliest Reduced Retirement Eligibility VRS: Members may retire with a reduced benefit as early as age 55 with at least five years (60 months) of creditable service or age 50 with at least 10 years of creditable service.</p> <p>Political subdivisions hazardous duty employees: 50 with at least five years of creditable service.</p>	<p>Earliest Reduced Retirement Eligibility VRS: Members may retire with a reduced benefit as early as age 60 with at least five years (60 months) of creditable service.</p> <p>Political subdivisions hazardous duty employees: Same as Plan 1.</p>	<p>Earliest Reduced Retirement Eligibility Defined Benefit Component: VRS: Members may retire with a reduced benefit as early as age 60 with at least five years (60 months) of creditable service.</p> <p>Political subdivision hazardous duty employees: Not applicable.</p> <p>Defined Contribution Component: Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>
<p>Cost-of-Living Adjustment (COLA) in Retirement The Cost-of-Living Adjustment (COLA) matches the first 3% increase in the Consumer Price Index for all Urban Consumers (CPI-U) and half of any additional increase (up to 4%) up to a maximum COLA of 5%.</p> <p>Eligibility: For members who retire with an unreduced benefit or with a reduced benefit with at least 20 years of creditable service, the COLA will go into effect on July 1 after one full calendar year from the retirement date.</p> <p>For members who retire with a reduced benefit and who have less than 20 years of creditable service, the COLA will go into effect on July 1 after one calendar year following the unreduced retirement eligibility date.</p> <p>Exceptions to COLA Effective Dates: The COLA is effective July 1 following one full calendar year (January 1 to December 31) under any of the following circumstances:</p> <ul style="list-style-type: none"> • The member is within five years of qualifying for an unreduced retirement benefit as of January 1, 2013. • The member retires on disability. • The member retires directly from short-term or long-term disability under the Virginia Sickness and Disability Program (VSDP). • The member is involuntarily separated from employment for causes other than job performance or misconduct and is eligible to retire under the Workforce Transition Act or the Transitional Benefits Program. • The member dies in service and the member's survivor or beneficiary is eligible for a monthly death-in-service benefit. The COLA will go into effect on July 1 following one full calendar year (January 1 to December 31) from the date the monthly benefit begins. 	<p>Cost-of-Living Adjustment (COLA) in Retirement The Cost-of-Living Adjustment (COLA) matches the first 2% increase in the CPI-U and half of any additional increase (up to 2%), for a maximum COLA of 3%.</p> <p>Eligibility: Same as Plan 1.</p> <p>Exceptions to COLA Effective Dates: Same as Plan 1.</p>	<p>Cost-of-Living Adjustment (COLA) in Retirement Defined Benefit Component: Same as Plan 2.</p> <p>Defined Contribution Component: Not applicable.</p> <p>Eligibility: Same as Plan 1 and VRS Plan 2.</p> <p>Exceptions to COLA Effective Dates: Same as Plan 1 and Plan 2.</p>

NOTES TO FINANCIAL STATEMENTS

Note 10. Pension Plan (Continued)

VRS PLAN 1	VRS PLAN 2	HYBRID RETIREMENT PLAN
Disability Coverage Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.7% on all service, regardless of when it was earned, purchased or granted. VSDP members are subject to a one-year waiting period before becoming eligible for non-work related disability benefits.	Disability Coverage Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.65% on all service, regardless of when it was earned, purchased or granted. VSDP members are subject to a one-year waiting period before becoming eligible for non-work related disability benefits.	Disability Coverage Employees of political subdivision (including Plan 1 and Plan 2 opt-ins) participate in the Virginia Local Disability Program (VLDP) unless their local governing body provides an employer-paid comparable program for its members. Hybrid members (including Plan 1 and Plan 2 opt-ins) covered under VLDP are subject to a one-year waiting period before becoming eligible for non-work related disability benefits.
Purchase of Prior Service Members may be eligible to purchase service from previous public employment, active duty military service, an eligible period of leave or VRS refunded service as creditable service in their plan. Prior creditable service counts toward vesting, eligibility for retirement and the health insurance credit. Only active members are eligible to purchase prior service. When buying service, members must purchase their most recent period of service first. Members also may be eligible to purchase periods of leave without pay.	Purchase of Prior Service Same as Plan 1.	Purchase of Prior Service <u>Defined Benefit Component:</u> Same as Plan 1, with the following exception: <ul style="list-style-type: none"> Hybrid Retirement Plan members are ineligible for ported service. <u>Defined Contribution Component:</u> Not applicable.

Employees Covered by Benefit Terms

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

	<u>Number</u>
Inactive members or their beneficiaries currently receiving benefits	4
Inactive members:	
Vested inactive members	1
Non-vested inactive members	-
Inactive members active elsewhere in VRS	<u>3</u>
Total inactive members	4
Active members	<u>11</u>
Total covered employees	<u>19</u>

NOTES TO FINANCIAL STATEMENTS

Note 10. Pension Plan (Continued)Contributions

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

The political subdivision's contractually required contribution rate for the year ended June 30, 2018 was 10.32 percent of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2015.

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by the employee during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the political subdivision were \$66,464 and \$61,916 for the years ended June 30, 2018 and June 30, 2017, respectively.

Net Pension (Asset) Liability

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

Actuarial Assumptions – General Employees

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

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

* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06 percent of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0 percent. However, since the difference was minimal, and a more conservative 7.0 percent 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 percent to simplify preparation of pension liabilities.

NOTES TO FINANCIAL STATEMENTS

Note 10. Pension Plan (Continued)

Mortality rates:

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

Pre-Retirement:

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

Post-Retirement:

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

Post-Disablement:

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

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

Pre-Retirement:

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

Post-Retirement:

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

Post-Disablement:

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

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

Largest 10 – Non-Hazardous Duty:

Mortality Rates Pre-retirement, post-retirement healthy, and disabled	Update 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	Increase rate from 14% to 20%

NOTES TO FINANCIAL STATEMENTS

Note 10. Pension Plan (Continued)

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

Mortality Rates Pre-retirement, post-retirement healthy, and disabled	Update 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	Increase rate from 14% to 15%

Actuarial Assumptions – Public Safety Employees

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

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

* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06 percent of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0 percent. However, since the difference was minimal, and a more conservative 7.0 percent 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 percent to simplify preparation of pension liabilities.

Mortality rates:

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

Pre-Retirement:

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

Post-Retirement:

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

Post-Disablement:

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

NOTES TO FINANCIAL STATEMENTS

Note 10. Pension Plan (Continued)

All Others (Non 10 Largest) – Non-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, 2016 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Largest 10 – Hazardous Duty:

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

All Others (Non 10 Largest) – Hazardous Duty:

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

NOTES TO FINANCIAL STATEMENTS

Note 10. 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:

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

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

Discount Rate

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

NOTES TO FINANCIAL STATEMENTS

Note 10. Pension Plan (Continued)

Changes in Net Pension (Asset) Liability

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a) – (b)
Balances at June 30, 2016	\$ 1,910,908	\$ 2,000,043	\$ (89,135)
Changes for the year:			
Service cost	\$ 101,137	\$ -	\$ 101,137
Interest	131,688	-	131,688
Change of assumptions	(26,898)	-	(26,898)
Differences between expected and actual experience	230,423	-	230,423
Contributions - employer	-	61,338	(61,338)
Contributions - employee	-	29,594	(29,594)
Net investment income	-	247,326	(247,326)
Benefit payments, including refunds of employee contributions	(59,310)	(59,310)	-
Administrative expenses	-	(1,369)	1,369
Other changes	-	(223)	223
Net changes	\$ 377,040	\$ 277,356	\$ 99,684
Balances at June 30, 2017	\$ 2,287,948	\$ 2,277,399	\$ 10,549

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

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

	Rate		
	(6.00%)	(7.00%)	(8.00%)
Political subdivision's Net Pension (Asset) Liability	\$ 320,934	\$ 10,549	\$ (248,426)

NOTES TO FINANCIAL STATEMENTS

Note 10. Pension Plan (Continued)Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended June 30, 2018, the political subdivision recognized pension expense of \$63,070. At June 30, 2018, the political subdivision reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 221,107	\$ 124,297
Change in assumptions	-	21,561
Net difference between projected and actual earnings on pension plan investments	-	34,300
Employer contributions subsequent to the measurement date	<u>66,464</u>	<u>-</u>
Total	<u>\$ 287,571</u>	<u>\$ 180,158</u>

The amount of \$66,464 reported as deferred outflows of resources related to pensions resulting from the subdivision's contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension (Asset) Liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30

2019	\$ (1,275)
2020	26,327
2021	14,708
2022	(426)
2023	1,615
Thereafter	-

Pension Plan Data

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

Payables to the Pension Plan

At June 30, 2018, the Town reported a payable of \$8,784 for the outstanding amount of contributions to the pension plan required for the year ended June 30, 2018.

NOTES TO FINANCIAL STATEMENTS**Note 11. Risk Management**

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. To reduce insurance costs and the need for self-insurance, the Town has joined with other municipalities in the Commonwealth of Virginia in a public entity risk pool that operates as common risk management and insurance programs for member municipalities. The Town is not self-insured.

The Town has insurance coverage with the Virginia Municipal Group Self Insurance Association. Each Association member jointly and severally agrees to assume, pay and discharge any liability. The Town pays contributions and assessments, based upon classifications and rates, into a designated cash reserve fund out of which expenses of the Association and claims and awards are to be paid. In the event of a loss deficit and depletion of all available excess insurance, the Association may assess all members in the proportion that the premium of each bears to the total premiums of all members in the year in which such deficit occurs. The Town's settled claims have not exceeded insurance coverage in any of the past three fiscal years.

Note 12. Transactions with Related Party

Ned Overton, Council Member during the period ended June 30, 2018, is a co-worker of A&M Electrical Services, LLC. The Town paid A&M Electrical Services, LLC \$150 for electrical contracting during the fiscal year.

**Required Supplementary Information-
Other than Management's Discussion and Analysis**

TOWN OF TIMBERVILLE, VIRGINIA

GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
REVENUES				
General property taxes	\$ 191,417	\$ 191,417	\$ 210,060	\$ 18,643
Other local taxes	748,650	748,650	739,867	(8,783)
Permits, privilege fees, and regulatory licenses	3,550	3,550	6,631	3,081
Fines and forfeitures	14,500	14,500	18,759	4,259
Revenue from the use of money and property	5,100	5,100	496	(4,604)
Charges for services	169,600	169,600	171,396	1,796
Miscellaneous	3,000	3,000	14,852	11,852
Intergovernmental revenues:				
Commonwealth	69,083	69,083	73,633	4,550
Federal	<u>4,000</u>	<u>4,000</u>	<u>2,760</u>	<u>(1,240)</u>
Total revenues	<u>\$1,208,900</u>	<u>\$ 1,208,900</u>	<u>\$1,238,454</u>	<u>\$ 29,554</u>
EXPENDITURES				
General government administration	\$ 414,771	\$ 414,771	\$ 406,821	\$ 7,950
Public safety	523,860	523,860	522,408	1,452
Public works	311,087	311,087	291,610	19,477
Parks and recreation	56,822	79,022	256,962	(177,940)
Debt service	<u>-</u>	<u>-</u>	<u>5,000</u>	<u>(5,000)</u>
Total expenditures	<u>\$1,306,540</u>	<u>\$1,328,740</u>	<u>\$1,482,801</u>	<u>\$ (154,061)</u>
Excess (deficiency) of revenues over expenditures	<u>\$ (97,640)</u>	<u>\$ (119,840)</u>	<u>\$ (244,347)</u>	<u>\$ (124,507)</u>
OTHER FINANCING SOURCES (USES)				
Financing, loan proceeds	\$ -	\$ -	\$ 200,000	\$ 200,000
Transfers in	-	-	35,112	35,112
Transfers out	<u>-</u>	<u>-</u>	<u>(13,910)</u>	<u>(13,910)</u>
Total other financing sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 221,202</u>	<u>\$ 221,202</u>
Net change in fund balance	<u>\$ (97,640)</u>	<u>\$ (119,840)</u>	<u>\$ (23,145)</u>	<u>\$ 96,695</u>
FUND BALANCE AT BEGINNING OF YEAR	<u>380,989</u>	<u>380,989</u>	<u>380,989</u>	<u>-</u>
FUND BALANCE AT END OF YEAR	<u>\$ 283,349</u>	<u>\$ 261,149</u>	<u>\$ 357,844</u>	<u>\$ 96,695</u>

TOWN OF TIMBERVILLE, VIRGINIA

SCHEDULE OF CHANGES IN THE TOWN'S NET PENSION (ASSET) LIABILITY
AND RELATED RATIOS AND SCHEDULE OF EMPLOYER CONTRIBUTIONSSCHEDULE OF CHANGES IN THE TOWN'S NET PENSION (ASSET) LIABILITY
AND RELATED RATIOS

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Total pension liability				
Service cost	\$ 101,137	\$ 84,445	\$ 68,563	\$ 65,718
Interest	131,688	133,779	118,928	109,329
Changes of benefit terms	-	-	-	-
Differences between expected and actual experience	230,423	(194,127)	75,685	-
Changes in assumptions	(26,898)	-	-	-
Benefit Payments, including refunds of employee contributions	<u>(59,310)</u>	<u>(48,630)</u>	<u>(53,424)</u>	<u>(22,389)</u>
Net change in total pension liability	377,040	(24,533)	209,752	152,658
Total pension liability - beginning	<u>1,910,908</u>	<u>1,935,441</u>	<u>1,725,689</u>	<u>1,573,031</u>
Total pension liability - ending (a)	<u>\$ 2,287,948</u>	<u>\$ 1,910,908</u>	<u>\$ 1,935,441</u>	<u>\$ 1,725,689</u>
Plan fiduciary net position				
Contributions – employer	\$ 61,338	\$ 51,731	\$ 44,011	\$ 67,887
Contributions - employee	29,594	26,000	22,131	31,332
Net investment income	247,326	35,165	85,502	246,879
Benefit payments, including refunds of employee contributions	(59,310)	(48,630)	(53,424)	(22,389)
Administrative expense	(1,369)	(1,175)	(1,140)	(1,250)
Other	<u>(223)</u>	<u>(15)</u>	<u>(18)</u>	<u>13</u>
Net change in plan fiduciary net position	277,356	63,076	97,062	322,472
Plan fiduciary net position - beginning	<u>2,000,043</u>	<u>1,936,967</u>	<u>1,839,905</u>	<u>1,517,433</u>
Plan fiduciary net position - ending (b)	<u>\$ 2,277,399</u>	<u>\$ 2,000,043</u>	<u>\$ 1,936,967</u>	<u>\$ 1,839,905</u>
Political subdivision's net pension (asset) liability - ending (a) - (b)	<u>\$ 10,549</u>	<u>\$ (89,135)</u>	<u>\$ (1,526)</u>	<u>\$ (114,216)</u>
Plan fiduciary net position as a percentage of the total pension liability	99.54%	104.66%	100.08%	106.62%
Covered payroll	\$ 599,959	\$ 520,006	\$ 442,601	\$ 476,126
Political subdivision's net pension (asset) liability as a percentage of covered payroll	1.76%	(17.14%)	(0.34%)	(23.99%)

TOWN OF TIMBERVILLE, VIRGINIA

SCHEDULE OF CHANGES IN THE TOWN'S NET PENSION (ASSET) LIABILITY
AND RELATED RATIOS AND SCHEDULE OF EMPLOYER CONTRIBUTIONSSCHEDULE OF EMPLOYER CONTRIBUTIONS
Years Ended June 30, 2015 through 2018

Date	Contractually Required Contribution (1)	Contributions in Relation to Contractually Required Contribution (2)	Contribution Deficiency (Excess) (3)	Employer's Covered Payroll (4)	Contributions as a % of Covered Payroll (5)
2018	\$ 66,464	\$ 66,464	\$ -	\$ 648,156	10.25%
2017	61,916	61,916	-	599,959	10.32%
2016	51,845	51,845	-	520,006	9.97%
2015	44,127	44,127	-	442,601	9.97%

Schedules are intended to show information for 10 years. Since 2015 is the first year for this presentation, no other data is available. However, additional years will be included as they become available.

Notes to Required Supplemental Information For the Year Ended June 30, 2018

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

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

Largest 10 – Non-Hazardous Duty:

Mortality Rates Pre-retirement, post-retirement healthy, and disabled	Update 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	Increase rate from 14% to 20%

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

Mortality Rates Pre-retirement, post-retirement healthy, and disabled	Update 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	Increase rate from 14% to 15%

TOWN OF TIMBERVILLE, VIRGINIA

SCHEDULE OF CHANGES IN THE TOWN'S NET PENSION (ASSET) LIABILITY
AND RELATED RATIOS AND SCHEDULE OF EMPLOYER CONTRIBUTIONS

Notes to Required Supplemental Information For the Year Ended June 30, 2018 (continued)

Largest 10 – Hazardous Duty:

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

All Others (Non 10 Largest) – Hazardous Duty:

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

Other Supplementary Information

TOWN OF TIMBERVILLE, VIRGINIA

GENERAL FUND
STATEMENT OF REVENUES, COMPARED TO BUDGET
Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
GENERAL PROPERTY TAXES				
Real estate taxes	\$ 163,000	\$ 163,000	\$ 172,706	\$ 9,706
Personal property taxes	25,917	25,917	36,155	10,238
Penalties and interest	<u>2,500</u>	<u>2,500</u>	<u>1,199</u>	<u>(1,301)</u>
	<u>\$ 191,417</u>	<u>\$ 191,417</u>	<u>\$ 210,060</u>	<u>\$ 18,643</u>
OTHER LOCAL TAXES				
Sales tax	\$ 120,000	\$ 120,000	\$ 117,788	\$ (2,212)
Utility taxes	50,650	50,650	50,370	(280)
Bank stock tax	131,000	131,000	134,239	3,239
Cigarette tax	64,000	64,000	62,700	(1,300)
Meals tax	202,000	202,000	199,743	(2,257)
Communications tax	33,000	33,000	29,969	(3,031)
Business and professional licenses	116,000	116,000	109,966	(6,034)
Vehicle license fees	<u>32,000</u>	<u>32,000</u>	<u>35,092</u>	<u>3,092</u>
	<u>\$ 748,650</u>	<u>\$ 748,650</u>	<u>\$ 739,867</u>	<u>(8,783)</u>
PERMITS, PRIVILEGE FEES AND REGULATORY LICENSES				
Zoning fees	\$ 3,500	\$ 3,500	\$ 6,611	\$ 3,111
Yard sale permits	<u>50</u>	<u>50</u>	<u>20</u>	<u>(30)</u>
	<u>\$ 3,550</u>	<u>\$ 3,550</u>	<u>\$ 6,631</u>	<u>\$ 3,081</u>
FINES AND FORFEITURES				
Court fines	<u>\$ 14,500</u>	<u>\$ 14,500</u>	<u>\$ 18,759</u>	<u>\$ 4,259</u>
REVENUE FROM THE USE OF MONEY AND PROPERTY				
Interest earned	\$ 100	\$ 100	\$ 496	\$ 396
Sale of equipment	<u>5,000</u>	<u>5,000</u>	<u>-</u>	<u>(5,000)</u>
	<u>\$ 5,100</u>	<u>\$ 5,100</u>	<u>\$ 496</u>	<u>\$ (4,604)</u>
CHARGES FOR SERVICES				
Trash collection fees	\$ 155,000	\$ 155,000	\$ 158,588	\$ 3,588
Parks and recreation:				
Daily and seasonal passes	8,000	8,000	7,976	(24)
Concession stand	5,000	5,000	2,697	(2,303)
Rental fees	1,500	1,500	2,135	635
Swimming lessons	<u>100</u>	<u>100</u>	<u>-</u>	<u>(100)</u>
	<u>\$ 169,600</u>	<u>\$ 169,600</u>	<u>\$ 171,396</u>	<u>\$ 1,796</u>
MISCELLANEOUS				
Other	\$ 3,000	\$ 3,000	\$ 9,602	\$ 6,602
Other, donations	-	-	2,150	2,150
Other, grants	<u>-</u>	<u>-</u>	<u>3,100</u>	<u>3,100</u>
	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 14,852</u>	<u>\$ 11,852</u>

(Continued)

TOWN OF TIMBERVILLE, VIRGINIA
GENERAL FUND
STATEMENT OF REVENUES, COMPARED TO BUDGET
Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
INTERGOVERNMENTAL REVENUES				
Commonwealth				
Rolling stock tax	\$ 3,000	\$ 3,000	\$ 2,286	\$ (714)
Law enforcement grant	40,000	40,000	41,856	1,856
VDOT winter storm assistance	3,000	3,000	5,408	2,408
Personal property tax reimbursement	14,083	14,083	14,083	-
Fire program grant	9,000	9,000	10,000	1,000
	<u>\$ 69,083</u>	<u>\$ 69,083</u>	<u>\$ 73,633</u>	<u>\$ 4,550</u>
Federal				
DMV grants - police	\$ 4,000	\$ 4,000	\$ 2,760	\$ (1,240)
Total revenues	<u>\$1,208,900</u>	<u>\$ 1,208,900</u>	<u>\$ 1,238,454</u>	<u>\$ 29,554</u>

TOWN OF TIMBERVILLE, VIRGINIA

GENERAL FUND
STATEMENT OF EXPENDITURES, COMPARED TO BUDGET
Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
GENERAL GOVERNMENT ADMINISTRATION				
General Government				
Mayor and council fees	\$ 13,200	\$ 13,200	\$ 13,200	\$ -
Salary - Town Manager	77,464	77,464	79,948	(2,484)
- Clerk/Treasurer	55,615	55,615	55,750	(135)
- Office Assistants	65,547	65,547	69,866	(4,319)
Social security taxes	15,195	15,195	14,900	295
Workmen's compensation	218	218	4,116	(3,898)
Retirement	19,982	19,982	19,557	425
Advertising	2,000	2,000	2,786	(786)
Billing expense	550	550	-	550
Cigarette stamps	2,970	2,970	3,181	(211)
Donations	19,950	19,950	19,052	898
Dues, manuals, registration fees	2,681	2,681	2,680	1
Training and seminars	3,000	3,000	1,570	1,430
Cleaning	1,600	1,600	1,660	(60)
Miscellaneous	5,000	5,000	1,671	3,329
Computer maintenance and supplies	3,800	3,800	7,137	(3,337)
Office supplies	3,000	3,000	2,426	574
Other office expenses	9,800	9,800	10,100	(300)
Postage	2,300	2,300	2,329	(29)
Planning and zoning	1,500	1,500	-	1,500
Insurance - general	6,000	6,000	8,225	(2,225)
- health/flex	38,992	38,992	29,524	9,468
- group	1,007	1,007	1,338	(331)
Professional - accounting	10,000	10,000	9,108	892
- legal	20,000	20,000	29,612	(9,612)
- planners	2,400	2,400	1,760	640
Telephone	11,500	11,500	11,928	(428)
Uniforms	1,500	1,500	1,962	(462)
	<u>\$ 396,771</u>	<u>\$ 396,771</u>	<u>\$ 405,386</u>	<u>\$ (8,615)</u>
Capital Outlay				
General government	<u>\$ 18,000</u>	<u>\$ 18,000</u>	<u>\$ 1,435</u>	<u>\$ 16,565</u>
Total general government administration	<u>\$ 414,771</u>	<u>\$ 414,771</u>	<u>\$ 406,821</u>	<u>\$ 7,950</u>

(Continued)

TOWN OF TIMBERVILLE, VIRGINIA

GENERAL FUND
STATEMENT OF EXPENDITURES, COMPARED TO BUDGET
Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
PUBLIC SAFETY				
Police Department				
Police Chief salary	\$ 67,407	\$ 67,407	\$ 66,963	\$ 444
Police salaries	238,989	238,989	237,335	1,654
Part-time officers' salaries	4,400	4,400	3,420	980
Social security taxes	23,776	23,776	22,735	1,041
Workmen's compensation	10,295	10,295	6,334	3,961
Retirement	30,227	30,227	30,227	-
Wireless air cards - laptops	1,800	1,800	1,880	(80)
Police car - gas and oil	15,000	15,000	8,735	6,265
- maintenance	5,000	5,000	2,363	2,637
Computer software maintenance	4,000	4,000	5,832	(1,832)
Line of Duty Act	2,787	2,787	3,227	(440)
Miscellaneous	500	500	397	103
Dues and subscriptions	4,600	4,600	1,672	2,928
Uniforms and cleaning	2,000	2,000	2,606	(606)
Supplies	11,000	11,000	11,422	(422)
Reimburse attorney fees	1,200	1,200	480	720
Translation services	150	150	120	30
Professional development	1,000	1,000	1,268	(268)
Insurance - health/flex	56,384	56,384	55,483	901
- group	1,523	1,523	1,523	-
Repairs and maintenance, building	100	100	67	33
	<u>\$ 482,138</u>	<u>\$ 482,138</u>	<u>\$ 464,089</u>	<u>\$ 18,049</u>
Other				
Fire program funds	<u>\$ 9,000</u>	<u>\$ 9,000</u>	<u>\$ 11,513</u>	<u>\$ (2,513)</u>
Capital Outlay				
Public safety	<u>\$ 32,722</u>	<u>\$ 32,722</u>	<u>\$ 46,806</u>	<u>\$ (14,084)</u>
Total public safety	<u>\$ 523,860</u>	<u>\$ 523,860</u>	<u>\$ 522,408</u>	<u>\$ 1,452</u>
PUBLIC WORKS				
Buildings and Streets				
Maintenance supervisor salary	\$ 63,695	\$ 63,695	\$ 65,542	\$ (1,847)
Social security taxes	4,873	4,873	4,680	193
Workmen's compensation	2,115	2,115	1,315	800
Retirement	6,573	6,573	6,573	-
Insurance - health/flex	10,800	10,800	10,856	(56)
- group	331	331	-	331
Buildings and grounds maintenance	7,200	7,200	3,865	3,335
Christmas lights expense	450	450	247	203
Vehicles - gas and oil	15,500	15,500	9,092	6,408
- maintenance	500	500	713	(213)

(Continued)

TOWN OF TIMBERVILLE, VIRGINIA

GENERAL FUND
STATEMENT OF EXPENDITURES, COMPARED TO BUDGET
Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
Equipment - repairs and maintenance	\$ 1,100	\$ 1,100	\$ 1,049	\$ 51
Electricity - other	8,200	8,200	8,247	(47)
- street lights	28,500	28,500	28,961	(461)
Heat	1,200	1,200	1,295	(95)
Small tools	2,500	2,500	2,210	290
Supplies	550	550	2,539	(1,989)
Uniforms and rags	-	-	428	(428)
Snow removal	2,000	2,000	-	2,000
	<u>\$ 156,087</u>	<u>\$ 156,087</u>	<u>\$ 147,612</u>	<u>\$ 8,475</u>
Sanitation				
Disposal contract	<u>\$ 155,000</u>	<u>\$ 155,000</u>	<u>\$ 143,998</u>	<u>\$ 11,002</u>
Total public works	<u>\$ 311,087</u>	<u>\$ 311,087</u>	<u>\$ 291,610</u>	<u>\$ 19,477</u>
PARKS & RECREATION				
General				
Salaries - managers	\$ 12,500	\$ 12,500	\$ 10,724	\$ 1,776
- others	18,500	18,500	13,455	5,045
Social security taxes	2,372	2,372	2,100	272
Chemicals	1,500	1,500	1,775	(275)
Electricity	8,350	8,350	5,122	3,228
Workmen's compensation	950	950	556	394
R/M - buildings and grounds	2,000	2,000	897	1,103
- equipment	-	-	551	(551)
Supplies	600	600	1,063	(463)
Miscellaneous	5,250	5,250	1,137	4,113
Concession expenses	4,800	4,800	2,732	2,068
Permits	-	-	40	(40)
Sales tax	-	-	232	(232)
	<u>\$ 56,822</u>	<u>\$ 56,822</u>	<u>\$ 40,384</u>	<u>\$ 16,438</u>
Capital Outlay				
Parks & recreation	<u>\$ -</u>	<u>\$ 22,200</u>	<u>\$ 216,578</u>	<u>\$ (194,378)</u>
Total parks & recreation	<u>\$ 56,822</u>	<u>\$ 79,022</u>	<u>\$ 256,962</u>	<u>\$ (177,940)</u>
DEBT SERVICE				
Principal on loan, American Legion building	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ (5,000)</u>
Total debt service	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ (5,000)</u>
Total expenditures	<u>\$ 1,306,540</u>	<u>\$ 1,328,740</u>	<u>\$ 1,482,801</u>	<u>\$ (154,061)</u>

TOWN OF TIMBERVILLE, VIRGINIA

WATER AND SEWER FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION-
BUDGET AND ACTUAL
Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
OPERATING REVENUES				
Water service charges	\$ 280,500	\$ 280,500	\$ 272,492	\$ (8,008)
Sewer service charges	293,000	293,000	295,828	2,828
Connection fees	56,000	56,000	212,500	156,500
Penalties and interest	1,500	1,500	15,595	14,095
Miscellaneous	<u>4,200</u>	<u>4,200</u>	<u>246</u>	<u>(3,954)</u>
Total operating revenues	<u>\$ 635,200</u>	<u>\$ 635,200</u>	<u>\$ 796,661</u>	<u>\$ 161,461</u>
OPERATING EXPENSES				
Water department	\$ 180,176	\$ 180,176	\$ 169,060	\$ 11,116
Sewer department	259,769	259,769	264,920	(5,151)
Depreciation	<u>84,046</u>	<u>84,046</u>	<u>94,378</u>	<u>(10,332)</u>
Total operating expenses	<u>\$ 523,991</u>	<u>\$ 523,991</u>	<u>\$ 528,358</u>	<u>\$ (4,367)</u>
Operating income	<u>\$ 111,209</u>	<u>\$ 111,209</u>	<u>\$ 268,303</u>	<u>\$ 157,094</u>
NONOPERATING REVENUE (EXPENSE)				
Interest earned	\$ 200	\$ 200	\$ 3,402	\$ 3,202
Interest expense	(26,817)	(26,817)	(26,817)	-
(Loss) on disposal of equipment	<u>-</u>	<u>-</u>	<u>(199)</u>	<u>(199)</u>
Total nonoperating revenue (expense)	<u>\$ (26,617)</u>	<u>\$ (26,617)</u>	<u>\$ (23,614)</u>	<u>\$ 3,003</u>
Income before transfers	<u>\$ 84,592</u>	<u>\$ 84,592</u>	<u>\$ 244,689</u>	<u>\$ 160,097</u>
TRANSFERS				
Transfers in	\$ -	\$ -	\$ 13,910	\$ 13,910
Transfers out	<u>-</u>	<u>-</u>	<u>(35,112)</u>	<u>(35,112)</u>
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (21,202)</u>	<u>\$ (21,202)</u>
Change in net position	\$ 84,592	\$ 84,592	\$ 223,487	\$ 138,895
NET POSITION AT BEGINNING OF YEAR	<u>2,267,473</u>	<u>2,267,473</u>	<u>2,267,473</u>	<u>-</u>
NET POSITION AT END OF YEAR	<u>\$ 2,352,065</u>	<u>\$ 2,352,065</u>	<u>\$ 2,490,960</u>	<u>\$ 138,895</u>

TOWN OF TIMBERVILLE, VIRGINIA

WATER AND SEWER FUND
STATEMENT OF OPERATING EXPENSES, COMPARED TO BUDGET
Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
WATER DEPARTMENT				
Salaries	\$ 58,997	\$ 58,997	\$ 51,685	\$ 7,312
Social security taxes	4,513	4,513	3,659	854
Retirement	4,437	4,437	4,349	88
Advertising	500	500	-	500
Bad debts	-	-	2,046	(2,046)
Billing expense	6,850	6,850	3,562	3,288
Chemicals	2,500	2,500	3,190	(690)
Dues and manuals	1,300	1,300	1,285	15
Training schools, seminars	1,500	1,500	1,162	338
Electricity	16,900	16,900	16,844	56
Lab fees	8,450	8,450	8,636	(186)
Office supplies	800	800	4,352	(3,552)
Professional fees	11,300	11,300	6,554	4,746
Vehicle gas and oil	2,050	2,050	1,030	1,020
Uniforms and laundry	1,500	1,500	1,850	(350)
Telephone - filtration plant	2,200	2,200	2,124	76
Answering service	1,000	1,000	910	90
Water purchases	7,000	7,000	2,861	4,139
Workmen's compensation	1,959	1,959	987	972
Insurance - general	3,500	3,500	4,113	(613)
- health	8,096	8,096	7,334	762
- group	224	224	224	-
Repairs and maintenance:				
Equipment	27,900	27,900	37,738	(9,838)
Vehicles	1,750	1,750	2,137	(387)
Small tools	3,800	3,800	-	3,800
Supplies	750	750	56	694
Miss utility	400	400	372	28
	<u>\$ 180,176</u>	<u>\$ 180,176</u>	<u>\$ 169,060</u>	<u>\$ 11,116</u>
SEWER DEPARTMENT				
Salaries	\$ 54,891	\$ 54,891	\$ 55,810	\$ (919)
Social security taxes	4,199	4,199	4,168	31
Retirement	5,665	5,665	4,331	1,334
Billing expense	1,800	1,800	-	1,800
Lab fees	2,000	2,000	1,140	860
Professional fees	10,300	10,300	4,554	5,746
Vehicle gas and oil	2,025	2,025	555	1,470
Uniforms and laundry	600	600	600	-

(Continued)

TOWN OF TIMBERVILLE, VIRGINIA

WATER AND SEWER FUND
STATEMENT OF OPERATING EXPENSES, COMPARED TO BUDGET
Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
Workmen's compensation	\$ 862	\$ 862	\$ 1,116	\$ (254)
Insurance - general	2,500	2,500	4,113	(1,613)
- health	16,192	16,192	14,668	1,524
- group	285	285	285	-
Repairs and maintenance:				
Buildings and grounds	6,850	6,850	4,673	2,177
Equipment	10,000	10,000	6,667	3,333
Vehicles	1,500	1,500	317	1,183
Electricity	3,100	3,100	2,740	360
Sewer disposal contract	<u>137,000</u>	<u>137,000</u>	<u>159,183</u>	<u>(22,183)</u>
	<u>\$ 259,769</u>	<u>\$ 259,769</u>	<u>\$ 264,920</u>	<u>\$ (5,151)</u>
DEPRECIATION	<u>\$ 84,046</u>	<u>\$ 84,046</u>	<u>\$ 94,378</u>	<u>\$ (10,332)</u>
Total operating expenses	<u>\$ 523,991</u>	<u>\$ 523,991</u>	<u>\$ 528,358</u>	<u>\$ (4,367)</u>

TOWN OF TIMBERVILLE, VIRGINIA

SCHEDULE OF CAPITAL OUTLAYS
Year Ended June 30, 2018**GENERAL FUND**

Town office parking lot wall	\$ 1,435
Pool pump	1,253
Land	215,325
Dodge Charger	34,014
Pro Laser radar gun	2,369
Night vision system	3,494
Improvements, 2017 Ford truck	<u>6,929</u>

Total general fund \$ 264,819

WATER AND SEWER FUND

CAT mini excavator	\$ 46,900
Pump house roof, well #2	3,986
Pumps for wells #4 and #5	20,116
Cherry Street project	31,831
Water meter, Timberview Crossing	<u>2,204</u>

Total water and sewer fund \$ 105,037

**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 Town Council
Town of Timberville
392 South Main Street
Timberville, VA 22853

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the fiduciary fund of the Town of Timberville, Virginia, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Town of Timberville's basic financial statements, and have issued our report thereon dated September 21, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of Timberville'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 the Town of Timberville's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Timberville's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, we identified certain deficiencies in internal control that we consider to be material weaknesses.

1. Proper internal control is not always possible due to the relatively small number of persons involved in processing transactions. We recognize that because of the small size of the Town, it may not be economically feasible to have adequate segregation of duties but we are required to report this condition under our professional responsibilities.

The Town has segregated certain duties of its employees to help prevent or promptly detect errors in financial reporting. The employees appear to perform their duties in a structured and conscientious manner. The problem is that with a small staff, it is hard to totally divide the functions of executing a transaction, recording the transaction, and keeping custody of the assets.

In the future, the Town plans to continue to segregate employee duties as much as possible. The Town Council and Officials also plan to continue to be actively involved in overseeing the Town's financial operations.

2. The management and staff of the Town lack the expertise to reconcile certain accounts, maintain depreciation schedules, and make all adjusting entries necessary to prepare financial statements in accordance with generally accepted accounting standards. As a result of this deficiency in internal control, the Town's financial statements may be misstated without the assistance and expertise of a third party.

The management of the Town has enlisted our firm to provide basic accounting assistance such as reconciling certain accounts, maintaining depreciation schedules, and proposing journal entries. Professional standards indicate that it is acceptable for the auditor to perform such nonaudit services providing independence is not impaired. However, the auditor cannot be considered part of the Town's internal control and this matter is required to be communicated to you.

Management believes this practice to be acceptable and cost beneficial to the Town.

3. The management and staff of the Town lack the expertise to prepare financial statements in accordance with generally accepted accounting standards. As a result of this deficiency in internal control, the Town's financial statements may be misstated without the assistance and expertise of a third party.

The management of the Town has enlisted our firm to provide assistance in drafting the Town's financial statements. Professional standards indicate that it is acceptable for the auditor to perform such nonaudit service providing independence is not impaired. However, the auditor cannot be considered part of the Town's internal control and this matter is required to be communicated to you.

Management believes this practice to be acceptable and cost beneficial to the Town.

Compliance and Other Matters

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

Response to Findings

The Town of Timberville's response to the findings identified in our audit is described under the material weaknesses reported above. The Town of Timberville's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

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

Young, Nicholas, Branner & Phillips, LLP

Harrisonburg, VA
September 21, 2018