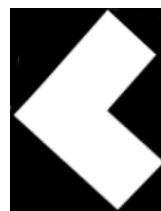


***Town of Keysville, Virginia***  
***Comprehensive Annual Financial Report***  
***Year Ended June 30, 2021***



***Creedle, Jones  
& Associates, P.C.***  
***Certified Public Accountants***

## Town of Keysville, Virginia

### Table of Contents

Year Ended June 30, 2021

|                                      | <b>Pages</b> |
|--------------------------------------|--------------|
| <b>FINANCIAL SECTION</b>             |              |
| Independent Auditor's Report         | i-ii         |
| Management's Discussion and Analysis | 1-8          |

### Basic Financial Statements

#### Exhibits

#### Government-Wide Financial Statements

|   |                           |    |
|---|---------------------------|----|
| 1 | Statement of Net Position | 9  |
| 2 | Statement of Activities   | 10 |

#### Fund Financial Statements

|   |   |       |
|---|---|-------|
| 3 | Balance Sheet – Governmental Funds and Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position  | 11-12 |
| 4 | Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds and Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities | 13-14 |
| 5 | Statement of Net Position – Proprietary Funds   | 15    |
| 6 | Statement of Revenues, Expenses, and Changes in Net Position – Proprietary Funds  | 16    |
| 7 | Statement of Cash Flows – Proprietary Funds   | 17    |
|   | Notes to the Financial Statements   | 18-32 |

### Required Supplementary Information

#### Exhibit

|   |  |       |
|---|--|-------|
| 8 | Budgetary Comparison Schedule – General Fund | 33-35 |
|---|--|-------|

### Other Information

#### Table

|   |  |    |
|---|--|----|
| 1 | Pledged Revenue Coverage - Water and Sewer Revenue Bonds | 36 |
|---|--|----|

**COMPLIANCE SECTION**

Independent Auditor's 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*

37-38

## **FINANCIAL SECTION**



**Creedle  
Jones  
& Associates**

*A Professional Corporation*

*Robin B. Jones, CPA, CFP  
Kimberly W. Jackson, CPA*

*Nadine L. Chase, CPA*

*Sherwood H. Creedle, Emeritus*

*Members of  
American Institute of Certified Public Accountants  
Virginia Society of Certified Public Accountants*

## **INDEPENDENT AUDITOR'S REPORT**

To the Town Council  
Town of Keysville, Virginia

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the Town of Keysville, Virginia, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Town of Keysville, Virginia'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.

### **Auditor's 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 auditor's 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, and each major fund of the Town of Keysville, Virginia, as of June 30, 2021, 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*

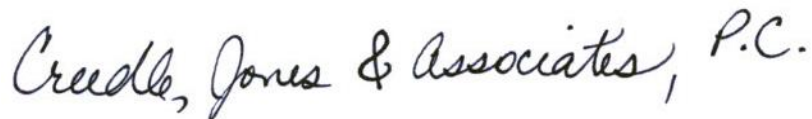
Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 1 through 8 and 33 through 35 be presented to supplement the basic financial statements. Such information, although not a part of 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*

The statistical section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

## **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated February 3, 2022, on our consideration of the Town of Keysville, Virginia's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Town of Keysville, Virginia's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Keysville, Virginia's internal control over financial reporting and compliance.



Creedle, Jones & Associates, P.C.  
Certified Public Accountants

South Hill, Virginia  
February 3, 2022

## MANAGEMENT'S DISCUSSION AND ANALYSIS

The management of the Town of Keysville, Virginia presents the following discussion and analysis as an overview of the Town of Keysville, Virginia's financial activities for the fiscal year ending June 30, 2021. We encourage readers to read this discussion and analysis in conjunction with the Town's basic financial statements.

### FINANCIAL HIGHLIGHTS

- At the close of the fiscal year, the assets and deferred outflows of resources of the Town's governmental activities exceeded its liabilities and deferred inflows of resources by \$1,130,687.48. Of this amount, \$950,891.46 is unrestricted and may be used to meet the government's ongoing obligations to citizens and creditors. For the business-type activities, the assets and deferred outflows of resources exceeded the liabilities and deferred inflows of resources by \$2,083,437.04 with an unrestricted balance of \$17,529.90.
- The Town's total net position increased by \$101,647.69 during the current fiscal year. Of this amount, an increase of \$18,957.21 is related to governmental activities and an increase of \$82,690.48 is attributed to business-type activities.
- As of June 30, 2021, the Town's Governmental Funds reported combined ending fund balances of \$985,599.06, an increase of \$9,212.15 in comparison with the prior year. Approximately 94.89% of this amount is available for spending at the Town's discretion (unassigned fund balance).
- At the end of fiscal year 2021, the unassigned fund balance was \$935,244.55 or approximately 260.21% of total general fund expenditures.

### OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Town's basic financial statements. The Town's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains required supplementary information in addition to the basic financial statements themselves.

#### Government-Wide Financial Statements

The government-wide financial statements report information about the Town as a whole using accounting methods similar to those found in the private sector. They also report the Town's net position and how they have changed during the fiscal year.

Statement of Net Position: presents information on all of the Town's assets and liabilities. The difference between a) assets and deferred outflows of resources and b) liabilities and deferred inflows of resources can be used as one way to measure the Town's financial health or financial condition. Over time, increases or decreases in the net position can be one indicator of whether the Town's financial condition is improving or deteriorating. Other nonfinancial factors will also need to be considered, such as changes in the Town's property tax base and the condition of Town facilities.

Statement of Activities: presents information using the accrual basis accounting method and shows how the Town's net position changed during the fiscal year. All of the current year's revenues and expenses are shown in the Statement of Activities, regardless of when cash is received or paid.

The government-wide financial statements distinguish governmental activities from business-type activities identified as the primary government. The governmental activities of the Town include general government administration, public safety, public works, and parks, recreation and cultural. Public utilities represent the business-type activities.

### **Fund Financial Statements**

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The Town uses funds to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the Town's most significant funds rather than the Town as a whole. Major funds are separately reported.

The Town has two types of funds:

*Governmental Funds* - Most of the Town's basic services are included in Governmental Funds, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances remaining at year end that are available for spending. The Governmental Funds financial statements provide a detailed short-term view that helps the reader determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs. Because this information does not encompass the long-term focus of the government-wide statements, additional information is provided with the fund's financial statements to explain the relationship (or differences). Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, which is considered to be a major fund.

*Proprietary Funds* – The Town uses an Enterprise Fund which operates in a manner similar to private business enterprises. Costs are recovered primarily through user charges. Proprietary Fund financial statements provide both long and short-term financial information.

### **Notes to the Basic Financial Statements**

The accompanying notes to the basic financial statements provide information essential to a full understanding of the government-wide and fund financial statements.

### **Other**

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information such as budgetary comparison schedules.



## FINANCIAL ANALYSIS OF THE TOWN AS A WHOLE

### Statement of Net Position

The following table reflects the condensed Statement of Net Position:

#### Summary of Net Position

As of June 30, 2021 and 2020

|                                    | <u>Governmental Activities</u> |                        | <u>Business-Type Activities</u> |                        | <u>Total Primary Government</u> |                        |
|------------------------------------|--------------------------------|------------------------|---------------------------------|------------------------|---------------------------------|------------------------|
|                                    | <u>2021</u>                    | <u>2020</u>            | <u>2021</u>                     | <u>2020</u>            | <u>2021</u>                     | <u>2020</u>            |
| <b>Assets</b>                      |                                |                        |                                 |                        |                                 |                        |
| Current and other assets           | \$ 1,354,843.54                | \$ 997,090.43          | \$ 122,008.32                   | \$ 137,723.94          | \$ 1,476,851.86                 | \$ 1,134,814.37        |
| Capital assets (net)               | <u>129,441.51</u>              | <u>118,571.02</u>      | <u>2,757,494.76</u>             | <u>2,734,433.28</u>    | <u>2,886,936.27</u>             | <u>2,853,004.30</u>    |
| Total Assets                       | <u>\$ 1,484,285.05</u>         | <u>\$ 1,115,661.45</u> | <u>\$ 2,879,503.08</u>          | <u>\$ 2,872,157.22</u> | <u>\$ 4,363,788.13</u>          | <u>\$ 3,987,818.67</u> |
| <b>Liabilities</b>                 |                                |                        |                                 |                        |                                 |                        |
| Other liabilities                  | \$ 353,597.57                  | \$ 3,931.18            | \$ 24,121.40                    | \$ 15,963.26           | \$ 377,718.97                   | \$ 19,894.44           |
| Long-term liabilities              | <u>-</u>                       | <u>-</u>               | <u>771,944.64</u>               | <u>855,447.40</u>      | <u>771,944.64</u>               | <u>855,447.40</u>      |
| Total Liabilities                  | <u>353,597.57</u>              | <u>3,931.18</u>        | <u>796,066.04</u>               | <u>871,410.66</u>      | <u>1,149,663.61</u>             | <u>875,341.84</u>      |
| <b>Net Assets</b>                  |                                |                        |                                 |                        |                                 |                        |
| Net investment in capital assets   | 129,441.51                     | 118,571.02             | 1,985,550.12                    | 1,878,985.88           | 2,114,991.63                    | 1,997,556.90           |
| Restricted                         | 50,354.51                      | 50,354.51              | 80,357.02                       | 80,357.02              | 130,711.53                      | 130,711.53             |
| Unrestricted                       | <u>950,891.46</u>              | <u>942,804.74</u>      | <u>17,529.90</u>                | <u>41,403.66</u>       | <u>968,421.36</u>               | <u>984,208.40</u>      |
| Total Net Position                 | <u>1,130,687.48</u>            | <u>1,111,730.27</u>    | <u>2,083,437.04</u>             | <u>2,000,746.56</u>    | <u>3,214,124.52</u>             | <u>3,112,476.83</u>    |
| Total Liabilities and Net Position | <u>\$ 1,484,285.05</u>         | <u>\$ 1,115,661.45</u> | <u>\$ 2,879,503.08</u>          | <u>\$ 2,872,157.22</u> | <u>\$ 4,363,788.13</u>          | <u>\$ 3,987,818.67</u> |

## Statement of Activities

The following table summarizes revenues and expenses for the primary government:

### Summary of Changes in Net Position

For the Fiscal Years Ended June 30, 2021 and 2020

|  | Governmental Activities |                        | Business-Type Activities |                        | Total Primary Government |                        |
|--|-------------------------|------------------------|--------------------------|------------------------|--------------------------|------------------------|
|  | 2021                    | 2020                   | 2021                     | 2020                   | 2021                     | 2020                   |
| <b>Revenues</b>  |                         |                        |                          |                        |                          |                        |
| <b>Program Revenues</b>                                      |                         |                        |                          |                        |                          |                        |
| Charges for services   | \$ 140.00               | \$ 105.00              | \$ 356,725.50            | \$ 363,388.06          | \$ 356,865.50            | \$ 363,493.06          |
| Operating grants and contributions                           | 137,326.00              | -                      | -                        | -                      | 137,326.00               | -                      |
| <b>General Revenues</b>                                      |                         |                        |                          |                        |                          |                        |
| General property taxes, real and personal                    | 105,124.00              | 102,403.89             | -                        | -                      | 105,124.00               | 102,403.89             |
| Other taxes  | 307,163.72              | 300,731.94             | -                        | -                      | 307,163.72               | 300,731.94             |
| Unrestricted revenues from use of money and property         | 6,182.31                | 9,851.73               | -                        | -                      | 6,182.31                 | 9,851.73               |
| Grants and contributions not restricted to specific programs | 32,784.56               | 27,743.81              | -                        | -                      | 32,784.56                | 27,743.81              |
| Miscellaneous  | 60,341.57               | 8,498.49               | -                        | -                      | 60,341.57                | 8,498.49               |
| <b>Total Revenues</b>  | <b>649,062.16</b>       | <b>449,334.86</b>      | <b>356,725.50</b>        | <b>363,388.06</b>      | <b>1,005,787.66</b>      | <b>812,722.92</b>      |
| <b>Expenses</b>  |                         |                        |                          |                        |                          |                        |
| General government administration                            | 187,920.31              | 204,954.52             | -                        | -                      | 187,920.31               | 204,954.52             |
| Public safety  | 53,014.63               | 56,464.63              | -                        | -                      | 53,014.63                | 56,464.63              |
| Public works   | 104,777.82              | 101,161.31             | -                        | -                      | 104,777.82               | 101,161.31             |
| Parks, recreation, and cultural                              | 2,837.58                | 3,817.20               | -                        | -                      | 2,837.58                 | 3,817.20               |
| Water and sewer  | -                       | -                      | 555,589.63               | 549,881.20             | 555,589.63               | 549,881.20             |
| <b>Total Expenses</b>  | <b>348,550.34</b>       | <b>366,397.66</b>      | <b>555,589.63</b>        | <b>549,881.20</b>      | <b>904,139.97</b>        | <b>916,278.86</b>      |
| <b>Increase (Decrease) in Net Position Before Transfers</b>  | <b>300,511.82</b>       | <b>82,937.20</b>       | <b>(198,864.13)</b>      | <b>(186,493.14)</b>    | <b>101,647.69</b>        | <b>(103,555.94)</b>    |
| <b>Transfers</b>   | <b>(281,554.61)</b>     | <b>(136,669.37)</b>    | <b>281,554.61</b>        | <b>136,669.37</b>      | <b>-</b>                 | <b>-</b>               |
| <b>Change in Net Position</b>                                | <b>18,957.21</b>        | <b>(53,732.17)</b>     | <b>82,690.48</b>         | <b>(49,823.77)</b>     | <b>101,647.69</b>        | <b>(103,555.94)</b>    |
| <b>Beginning Net Position</b>                                | <b>1,111,730.27</b>     | <b>1,165,462.44</b>    | <b>2,000,746.56</b>      | <b>2,050,570.33</b>    | <b>3,112,476.83</b>      | <b>3,216,032.77</b>    |
| <b>Ending Net Position</b>                                   | <b>\$ 1,130,687.48</b>  | <b>\$ 1,111,730.27</b> | <b>\$ 2,083,437.04</b>   | <b>\$ 2,000,746.56</b> | <b>\$ 3,214,124.52</b>   | <b>\$ 3,112,476.83</b> |

Governmental activities increased the Town's net position by \$18,957.21 with a total net position of \$1,130,687.48 at the end of the fiscal year. Revenues from governmental activities totaled \$649,062.16. Other taxes comprise the largest source of these revenues, totaling \$307,163.72 or 47.33% of all governmental activities revenue.

The total cost of all governmental activities for this fiscal year was \$348,550.34. General government administration was the Town's largest program with expenses totaling \$187,920.31. Public works, which totals \$104,777.82, represents the second largest expense.

For the Town's governmental activities, the net expense (total cost less fees generated by the activities and program-specific governmental aid) is illustrated in the following table:

For the Fiscal Years Ended June 30, 2021 and 2020

|  | <u>2021</u>                       |                                 | <u>2020</u>                       |                                 |
|--|-----------------------------------|---------------------------------|-----------------------------------|---------------------------------|
|  | <u>Total Cost<br/>of Services</u> | <u>Net Cost<br/>of Services</u> | <u>Total Cost<br/>of Services</u> | <u>Net Cost<br/>of Services</u> |
| <b>Net Cost of Governmental Activities</b> |                                   |                                 |                                   |                                 |
| General government administration          | \$ 187,920.31                     | \$ (50,594.31)                  | \$ 204,954.52                     | \$ (204,954.52)                 |
| Public safety                              | 53,014.63                         | (52,874.63)                     | 56,464.63                         | (56,359.63)                     |
| Public works                               | 104,777.82                        | (104,777.82)                    | 101,161.31                        | (101,161.31)                    |
| Parks, recreation, and cultural            | <u>2,837.58</u>                   | <u>(2,837.58)</u>               | <u>3,817.20</u>                   | <u>(3,817.20)</u>               |
| Total                                      | <u>\$ 348,550.34</u>              | <u>\$ (211,084.34)</u>          | <u>\$ 366,397.66</u>              | <u>\$ (366,292.66)</u>          |

#### FINANCIAL ANALYSIS OF THE TOWN'S FUNDS

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the Town's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing financing requirements. Unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of a fiscal year. The Town's governmental funds reported combined ending fund balances of \$985,599.06. The combined governmental fund balance increased \$9,212.15 from the prior year.

The General Fund is the main operating fund of the Town. At the end of the current fiscal year, the General Fund had an unassigned fund balance of \$935,244.55. The General Fund's liquidity can be measured by comparing unassigned fund balance to total fund expenditures. Unassigned fund balance represents 260.21% of total fund expenditures, while total fund balance represents 274.22% of that same amount.

## BUDGETARY HIGHLIGHTS

### General Fund

The following table provides a comparison of original budget, final budget, and actual revenues and expenditures in the General Fund:

#### Budgetary Comparison

##### General Fund

For the Fiscal Years Ended June 30, 2021 and 2020

|  | <u>Original<br/>Budget</u> | <u>2021<br/>Final<br/>Budget</u> | <u>Actual</u>       | <u>Original<br/>Budget</u> | <u>2020<br/>Final<br/>Budget</u> | <u>Actual</u>         |
|--|----------------------------|----------------------------------|---------------------|----------------------------|----------------------------------|-----------------------|
| <b>Revenues</b>                                      |                            |                                  |                     |                            |                                  |                       |
| Taxes  | \$ 101,000.00              | \$ 101,000.00                    | \$ 106,249.23       | \$ 103,000.00              | \$ 103,000.00                    | \$ 100,662.00         |
| Other  | 315,100.00                 | 315,100.00                       | 373,827.80          | 276,900.00                 | 276,900.00                       | 319,187.36            |
| Intergovernmental                                    | <u>31,087.00</u>           | <u>31,087.00</u>                 | <u>170,110.56</u>   | <u>26,387.00</u>           | <u>26,387.00</u>                 | <u>27,743.81</u>      |
| Total Revenues                                       | 447,187.00                 | 447,187.00                       | 650,187.59          | 406,287.00                 | 406,287.00                       | 447,593.17            |
| <b>Expenditures</b>                                  | <u>405,495.00</u>          | <u>405,495.00</u>                | <u>359,420.63</u>   | <u>377,287.00</u>          | <u>377,287.00</u>                | <u>354,683.17</u>     |
| Excess (Deficiency) of Revenues<br>Over Expenditures | 41,692.00                  | 41,692.00                        | 290,766.96          | 29,000.00                  | 29,000.00                        | 92,910.00             |
| <b>Other Financing Sources (Uses)</b>                |                            |                                  |                     |                            |                                  |                       |
| Surplus  | -                          | -                                | -                   | 50,000.00                  | 50,000.00                        | -                     |
| Transfers out  | <u>(41,692.00)</u>         | <u>(41,692.00)</u>               | <u>(281,554.61)</u> | <u>(79,000.00)</u>         | <u>(79,000.00)</u>               | <u>(136,669.37)</u>   |
| Total  | <u>(41,692.00)</u>         | <u>(41,692.00)</u>               | <u>(281,554.61)</u> | <u>(29,000.00)</u>         | <u>(29,000.00)</u>               | <u>(136,669.37)</u>   |
| Change in Fund Balance                               | <u>\$ -</u>                | <u>\$ -</u>                      | <u>\$ 9,212.35</u>  | <u>\$ -</u>                | <u>\$ -</u>                      | <u>\$ (43,759.37)</u> |

The Town did not make budget amendments for grant funds received during FY21.

Actual revenues were more than final budget amounts by \$203,000.59 or 45.40%, while actual expenditures were \$46,074.37 or 11.36% less than final budget amounts.

## CAPITAL ASSETS AND LONG-TERM DEBT

### Capital Assets

As of June 30, 2021, the Town's governmental activities net capital assets total \$129,441.51, which represents a net increase of \$10,879.49 or 9.17% over the previous fiscal year-end balance. The business-type activities net capital assets total \$2,757,494.46, an increase of \$23,061.18 or .85% over the previous fiscal year.

## Change in Capital Assets

### Governmental Activities

|   | <u>Balance<br/>July 1, 2020</u> | <u>Net Additions<br/>and Deletions</u> | <u>Balance<br/>June 30, 2021</u> |
|---|---------------------------------|--|----------------------------------|
| Buildings and improvements                      | \$ 333,999.00                   | \$ -                                   | \$ 333,999.00                    |
| Furniture, equipment, and vehicles              | <u>141,264.67</u>               | <u>24,339.38</u>                       | <u>165,604.05</u>                |
| Total Capital Assets                            | 475,263.67                      | 24,339.38                              | 499,603.05                       |
| Less: Accumulated depreciation and amortization | <u>(356,692.65)</u>             | <u>(13,468.89)</u>                     | <u>(370,161.54)</u>              |
| Total Capital Assets, Net                       | <u>\$ 118,571.02</u>            | <u>\$ 10,870.49</u>                    | <u>\$ 129,441.51</u>             |

### Business-Type Activities

|   | <u>Balance<br/>July 1, 2020</u> | <u>Net Additions<br/>and Deletions</u> | <u>Balance<br/>June 30, 2021</u> |
|---|---------------------------------|--|----------------------------------|
| Buildings and improvements                      | \$ 8,035,824.84                 | \$ 149,641.75                          | \$ 8,185,466.59                  |
| Total Capital Assets                            | 8,035,824.84                    | 149,641.75                             | 8,185,466.59                     |
| Less: Accumulated depreciation and amortization | <u>(5,301,391.26)</u>           | <u>(126,580.57)</u>                    | <u>(5,427,971.83)</u>            |
| Total Capital Assets, Net                       | <u>\$ 2,734,433.58</u>          | <u>\$ 23,061.18</u>                    | <u>\$ 2,757,494.76</u>           |

## Long-Term Debt

As of June 30, 2021, the Town's long-term obligations total \$771,944.64.

|                                 | <u>Balance<br/>July 1, 2020</u> | <u>Net Additions<br/>and Deletions</u> | <u>Balance<br/>June 30, 2021</u> |
|---------------------------------|---------------------------------|--|----------------------------------|
| <b>Business-Type Activities</b> |                                 |  |                                  |
| Long-term debt                  | \$ 855,447.40                   | \$ (83,502.76)                         | \$ 771,944.64                    |
| Total Business-Type Activities  | <u>855,447.40</u>               | <u>(83,502.76)</u>                     | <u>771,944.64</u>                |
| Total Primary Government        | <u>\$ 855,447.40</u>            | <u>\$ (83,502.76)</u>                  | <u>\$ 771,944.64</u>             |

More detailed information on the Town's long-term obligations is presented in Note 8 to the financial statements.

## ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The Town's elected and appointed officials considered many factors when setting the fiscal-year 2022 budget.

The average unemployment rate for the Town of Keysville, Virginia in June 2021, which uses Charlotte County, Virginia's rate, was 4.6%. This compares favorably to the state's rate of 4.5% and to the national rate of 6.1%.

The estimate in April 2020 by the University of Virginia Weldon Cooper Center is a population of 807.

These rates along with other indicators were taken into account when adopting the General Fund budget for 2021, which accounts for most of the Town's operational costs. The fiscal year 2022 adopted budget anticipates General Fund revenues and expenditures to be \$422,237.00, a 5.58% decrease over the fiscal year 2021 original budget.

## REQUESTS FOR INFORMATION

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the Town's finances and to demonstrate the Town's accountability for the money it receives. Questions concerning this report or requests for additional information should be directed to Sherry Marker, Clerk, Town of Keysville, Virginia, P.O. Box 42, Keysville, Virginia 23947, telephone 434-736-9551.

# **BASIC FINANCIAL STATEMENTS**

## Town of Keysville, Virginia

## Statement of Net Position

At June 30, 2021

Primary Government

|  | <u>Governmental<br/>Activities</u> | <u>Business-Type<br/>Activities</u> | <u>Total</u>           |
|--|------------------------------------|-------------------------------------|------------------------|
| <b>Assets</b>                            |                                    |                                     |                        |
| Cash and investments                     | \$ 1,278,325.12                    | \$ 10,000.00                        | \$ 1,288,325.12        |
| Cash and investments, restricted         | 50,354.51                          | 80,357.02                           | 130,711.53             |
| Receivables                              | 15,646.91                          | 31,651.30                           | 47,298.21              |
| Prepaid expenses                         | 10,517.00                          | -                                   | 10,517.00              |
| <b>Capital Assets</b>                    |                                    |                                     |                        |
| Buildings and improvements               | 49,958.32                          | 2,757,494.76                        | 2,807,453.08           |
| Furniture, equipment, and vehicles       | 79,483.19                          | -                                   | 79,483.19              |
| Capital Assets, Net                      | <u>129,441.51</u>                  | <u>2,757,494.76</u>                 | <u>2,886,936.27</u>    |
| Total Assets                             | <u>\$ 1,484,285.05</u>             | <u>\$ 2,879,503.08</u>              | <u>\$ 4,363,788.13</u> |
| <b>Liabilities</b>                       |                                    |                                     |                        |
| Accounts payable and accrued expenses    | \$ 3,796.07                        | \$ 24,121.40                        | \$ 27,917.47           |
| Unearned grant                           | 349,801.50                         | -                                   | 349,801.50             |
| <b>Long-Term Liabilities</b>             |                                    |                                     |                        |
| <i>Due within one year</i>               |                                    |                                     |                        |
| Bonds, loans, and capital leases payable | -                                  | 62,464.09                           | 62,464.09              |
| <i>Due in more than one year</i>         |                                    |                                     |                        |
| Bonds, loans, and capital leases payable | <u>-</u>                           | <u>709,480.55</u>                   | <u>709,480.55</u>      |
| Total Liabilities                        | 353,597.57                         | 796,066.04                          | 1,149,663.61           |
| <b>Net Position</b>                      |                                    |                                     |                        |
| Net investment in capital assets         | 129,441.51                         | 1,985,550.12                        | 2,114,991.63           |
| Restricted                               | 50,354.51                          | 80,357.02                           | 130,711.53             |
| Unrestricted                             | <u>950,891.46</u>                  | <u>17,529.90</u>                    | <u>968,421.36</u>      |
| Total Net Position                       | <u>1,130,687.48</u>                | <u>2,083,437.04</u>                 | <u>3,214,124.52</u>    |
| Total Liabilities and Net Position       | <u>\$ 1,484,285.05</u>             | <u>\$ 2,879,503.08</u>              | <u>\$ 4,363,788.13</u> |

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



## Town of Keysville, Virginia

## Statement of Activities

For the Year Ended June 30, 2021

| <u>Functions/Programs</u>                                       | <u>Expenses</u>      | <u>Program Revenues</u>         |   | <u>Net (Expense) Revenue and<br/>Changes in Net Position</u> |  |                 |
|---|----------------------|---------------------------------|---|--|--|-----------------|
|   |                      | <u>Charges for<br/>Services</u> | <u>Operating<br/>Grants and<br/>Contributions</u> | <u>Governmental<br/>Activities</u>                           | <u>Primary Government<br/>Business-Type<br/>Activities</u> | <u>Total</u>    |
| <b>Primary Government</b>                                       |                      |                                 |   |  |  |                 |
| <b>Governmental Activities</b>                                  |                      |                                 |   |  |  |                 |
| General government administration                               | \$ 187,920.31        | \$ -                            | \$ 137,326.00                                     | \$ (50,594.31)   |  | \$ (50,594.31)  |
| Public safety   | 53,014.63            | 140.00                          | -   | (52,874.63)  |  | (52,874.63)     |
| Public works  | 104,777.82           | -                               | -   | (104,777.82)   |  | (104,777.82)    |
| Parks, recreation, and cultural                                 | 2,837.58             | -                               | -   | (2,837.58)   |  | (2,837.58)      |
| Total Governmental Activities                                   | 348,550.34           | 140.00                          | 137,326.00  | (211,084.34)   |  | (211,084.34)    |
| <b>Business-Type Activities</b>                                 |                      |                                 |   |  |  |                 |
| Water Fund  | 291,330.14           | 191,802.12                      | -   |  | \$ (99,528.02)   | (99,528.02)     |
| Sewer Fund  | 247,958.56           | 164,923.38                      | -   |  | (83,035.18)  | (83,035.18)     |
| Interest on long-term debt                                      | 16,300.93            | -                               | -   |  | (16,300.93)  | (16,300.93)     |
| Total Business-Type Activities                                  | 555,589.63           | 356,725.50                      | -   |  | (198,864.13)   | (198,864.13)    |
| Total Primary Government  | <u>\$ 904,139.97</u> | <u>\$ 356,865.50</u>            | <u>\$ 137,326.00</u>                              |  |  | (409,948.47)    |
| <b>General Revenues</b>   |                      |                                 |   |  |  |                 |
| <b>Taxes</b>  |                      |                                 |   |  |  |                 |
| General property taxes, real and personal                       |                      |                                 |   | 105,124.00   | -  | 105,124.00      |
| Other local taxes   |                      |                                 |   | 307,163.72   | -  | 307,163.72      |
| Unrestricted revenues from use of money and property            |                      |                                 |   | 6,182.31   | -  | 6,182.31        |
| Grants and contributions not restricted to<br>specific programs |                      |                                 |   | 32,784.56  | -  | 32,784.56       |
| Miscellaneous   |                      |                                 |   | 60,341.57  | -  | 60,341.57       |
| <b>Transfers</b>  |                      |                                 |   | (281,554.61)   | 281,554.61   | -               |
| Total General Revenues and Transfers                            |                      |                                 |   | 230,041.55   | 281,554.61   | 511,596.16      |
| Change in Net Position  |                      |                                 |   | 18,957.21  | 82,690.48  | 101,647.69      |
| Net Position - Beginning of Year                                |                      |                                 |   | 1,111,730.27   | 2,000,746.56   | 3,112,476.83    |
| Net Position - End of Year                                      |                      |                                 |   | \$ 1,130,687.48  | \$ 2,083,437.04  | \$ 3,214,124.52 |

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

Town of Keysville, Virginia

Balance Sheet

Governmental Funds

At June 30, 2021

|   | <b>General<br/>Fund</b> |
|---|-------------------------|
| <b>Assets</b>   |                         |
| Cash  | \$ 1,278,325.12         |
| Cash - restricted   | 50,354.51               |
| Property taxes receivable   | 15,646.91               |
| Prepaid expenses  | <u>10,517.00</u>        |
| Total Assets  | <u>\$ 1,354,843.54</u>  |
| <b>Liabilities</b>  |                         |
| Accounts payable and accrued liabilities                              | \$ 3,796.07             |
| Unearned grant  | <u>349,801.50</u>       |
| Total Liabilities   | 353,597.57              |
| <b>Deferred Inflows of Resources</b>                                  |                         |
| Unavailable revenue - taxes   | <u>15,646.91</u>        |
| Total Deferred Inflows of Resources                                   | 15,646.91               |
| <b>Fund Balance</b>   |                         |
| Restricted  | 50,354.51               |
| Unassigned  | <u>935,244.55</u>       |
| Total Fund Balance  | <u>985,599.06</u>       |
| Total Liabilities, Deferred Inflows<br>of Resources, and Fund Balance | <u>\$ 1,354,843.54</u>  |

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

**Town of Keysville, Virginia**

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position

At June 30, 2021

|  |               |
|--|---------------|
| Total Fund Balances for Governmental Funds | \$ 985,599.06 |
|--|---------------|

**Total net position reported for governmental activities in the Statement of Net Position is different because:**

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. Those assets consist of:

|   |                  |
|---|------------------|
| Buildings and improvements, net of accumulated depreciation         | \$ 49,958.32     |
| Furniture, equipment, and vehicles, net of accumulated depreciation | <u>79,483.19</u> |

|                      |            |
|----------------------|------------|
| Total Capital Assets | 129,441.51 |
|----------------------|------------|

Other assets are not available to pay for current-period expenditures and, therefore, are deferred in the funds financial statements.

|                             |                  |
|-----------------------------|------------------|
| Unavailable revenue - taxes | <u>15,646.91</u> |
|-----------------------------|------------------|

|   |                              |
|---|------------------------------|
| Total Net Position of Governmental Activities | <u><u>\$1,130,687.48</u></u> |
|---|------------------------------|

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

Town of Keysville, Virginia

Statement of Revenues, Expenditures, and Changes in Fund Balances

Governmental Funds

Year Ended June 30, 2021

|   | <b>General<br/>Fund</b>     |
|---|-----------------------------|
| <b>Revenues</b>                                   |                             |
| Property taxes                                    | \$ 106,249.23               |
| Other local taxes                                 | 307,163.72                  |
| Use of money and property                         | 6,182.31                    |
| Charges for services                              | 140.00                      |
| Miscellaneous                                     | 60,341.77                   |
| <i>Intergovernmental</i>                          |                             |
| Revenue from the Commonwealth of Virginia         | 32,784.56                   |
| Revenue from the Federal Government               | <u>137,326.00</u>           |
| Total Revenues                                    | 650,187.59                  |
| <b>Expenditures</b>                               |                             |
| <b>Current</b>                                    |                             |
| General government administration                 | 197,320.10                  |
| Public safety                                     | 50,450.00                   |
| Public works                                      | 95,989.59                   |
| Parks, recreation, and cultural                   | <u>15,660.94</u>            |
| Total Expenditures                                | <u>359,420.63</u>           |
| Excess (Deficiency) of Revenues Over Expenditures | 290,766.96                  |
| <b>Other Financing Sources (Uses)</b>             |                             |
| Transfers   | <u>(281,554.61)</u>         |
| Total Other Financing Sources (Uses)              | <u>(281,554.61)</u>         |
| Net Change in Fund Balance                        | 9,212.35                    |
| Fund Balance - Beginning of Year                  | <u>976,386.71</u>           |
| Fund Balance - End of Year                        | <u><u>\$ 985,599.06</u></u> |

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

**Town of Keysville, Virginia**

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances  
of Governmental Funds to the Statement of Activities

Year Ended June 30, 2021

|  |             |
|--|-------------|
| Net Change in Fund Balances - Total Governmental Funds | \$ 9,212.35 |
|--|-------------|

**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 allocated over  
their estimated useful lives as depreciation expense.

|                    |                    |           |
|--------------------|--------------------|-----------|
| Capitalized assets | 24,339.38          |           |
| Depreciation       | <u>(13,468.89)</u> |           |
|                    |                    | 10,870.49 |

|  |                   |
|--|-------------------|
| Revenue in the Statement of Activities that do not provide current financial<br>resources are deferred in the fund statements. | <u>(1,125.63)</u> |
|--|-------------------|

|   |                            |
|---|----------------------------|
| Change in Net Position of Governmental Activities | <u><u>\$ 18,957.21</u></u> |
|---|----------------------------|

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

## Town of Keysville, Virginia

## Statement of Net Position

## Proprietary Funds

At June 30, 2021

## Assets

|   | <u>Business-Type Activities - Enterprise Funds</u> |                       |                        |
|---|--|-----------------------|------------------------|
|   | <u>Water Fund</u>                                  | <u>Sewer Fund</u>     | <u>Total</u>           |
| <b>Current Assets</b>                             |  |                       |                        |
| Cash  | \$ 10,000.00                                       | \$ -                  | \$ 10,000.00           |
| Cash - restricted                                 | 37,374.16  | 42,982.86             | 80,357.02              |
| Accounts receivable                               | <u>16,291.00</u>                                   | <u>15,360.30</u>      | <u>31,651.30</u>       |
| Total Current Assets                              | 63,665.16  | 58,343.16             | 122,008.32             |
| <b>Capital Assets</b>                             |  |                       |                        |
| Buildings and improvements                        | 6,325,807.29                                       | 1,859,659.30          | 8,185,466.59           |
| Less: Accumulated depreciation                    | <u>(4,090,071.67)</u>                              | <u>(1,337,900.16)</u> | <u>(5,427,971.83)</u>  |
| Total Capital Assets                              | <u>2,235,735.62</u>                                | <u>521,759.14</u>     | <u>2,757,494.76</u>    |
| Total Assets                                      | <u>\$ 2,299,400.78</u>                             | <u>\$ 580,102.30</u>  | <u>\$ 2,879,503.08</u> |
| <b>Liabilities</b>                                |  |                       |                        |
| <b>Current Liabilities</b>                        |  |                       |                        |
| Accounts payable and accrued liabilities          | \$ 12,306.82                                       | \$ 11,814.58          | \$ 24,121.40           |
| Current portion of general obligation bonds       | <u>19,481.23</u>                                   | <u>42,982.86</u>      | <u>62,464.09</u>       |
| Total Current Liabilities                         | 31,788.05  | 54,797.44             | 86,585.49              |
| <b>Noncurrent Liabilities</b>                     |  |                       |                        |
| General obligation bonds (net of current portion) | <u>623,323.45</u>                                  | <u>86,157.10</u>      | <u>709,480.55</u>      |
| Total Noncurrent Liabilities                      | <u>623,323.45</u>                                  | <u>86,157.10</u>      | <u>709,480.55</u>      |
| Total Liabilities                                 | 655,111.50   | 140,954.54            | 796,066.04             |
| <b>Net Position</b>                               |  |                       |                        |
| Net investment in capital assets                  | 1,592,930.94                                       | 392,619.18            | 1,985,550.12           |
| Restricted  | 37,374.16  | 42,982.86             | 80,357.02              |
| Unrestricted                                      | <u>13,984.18</u>                                   | <u>3,545.72</u>       | <u>17,529.90</u>       |
| Total Net Position                                | <u>1,644,289.28</u>                                | <u>439,147.76</u>     | <u>2,083,437.04</u>    |
| Total Liabilities and Net Position                | <u>\$ 2,299,400.78</u>                             | <u>\$ 580,102.30</u>  | <u>\$ 2,879,503.08</u> |

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

## Town of Keysville, Virginia

## Statement of Revenues, Expenses, and Changes in Net Position

## Proprietary Funds

Year Ended June 30, 2021

|   | <u>Business-Type Activities - Enterprise Funds</u> |                      |                        |
|---|--|----------------------|------------------------|
|   | <u>Water Fund</u>                                  | <u>Sewer Fund</u>    | <u>Total</u>           |
| <b>Operating Revenues</b>               |  |                      |                        |
| Charges for services                    | \$ 167,667.58                                      | \$ 164,923.38        | \$ 332,590.96          |
| Miscellaneous income                    | <u>24,134.54</u>                                   | <u>-</u>             | <u>24,134.54</u>       |
| Total Operating Revenues                | 191,802.12   | 164,923.38           | 356,725.50             |
| <b>Operating Expenses</b>               |  |                      |                        |
| Salaries and wages                      | -  | 56,478.45            | 56,478.45              |
| Fringe benefits                         | 4,537.87   | 9,614.00             | 14,151.87              |
| Chemicals                               | 38,968.17  | 10,537.65            | 49,505.82              |
| Operation and maintenance               | 63,747.32  | 76,613.85            | 140,361.17             |
| Water Treatment Contract                | 68,400.00  | -                    | 68,400.00              |
| Monitoring services                     | 5,200.00   | -                    | 5,200.00               |
| Testings                                | 3,300.00   | 9,898.40             | 13,198.40              |
| Sample kits                             | 3,227.84   | -                    | 3,227.84               |
| Sludge                                  | -  | 5,597.50             | 5,597.50               |
| Office expense and postage              | 1,163.71   | 2,136.24             | 3,299.95               |
| Miscellaneous operating costs           | 1,853.41   | 4,917.32             | 6,770.73               |
| Depreciation                            | 80,089.09  | 46,491.48            | 126,580.57             |
| Utilities                               | 18,498.80  | 23,453.95            | 41,952.75              |
| Telephone                               | <u>2,343.93</u>                                    | <u>2,219.72</u>      | <u>4,563.65</u>        |
| Total Operating Expenses                | <u>291,330.14</u>                                  | <u>247,958.56</u>    | <u>539,288.70</u>      |
| Operating Loss                          | (99,528.02)  | (83,035.18)          | (182,563.20)           |
| <b>Nonoperating Revenues (Expenses)</b> |  |                      |                        |
| Interest expense                        | <u>(16,300.93)</u>                                 | <u>-</u>             | <u>(16,300.93)</u>     |
| Total Nonoperating Revenues (Expenses)  | <u>(16,300.93)</u>                                 | <u>-</u>             | <u>(16,300.93)</u>     |
| Loss Before Operating Transfers         | (115,828.95)                                       | (83,035.18)          | (198,864.13)           |
| Operating Transfers In (Out)            | <u>182,497.82</u>                                  | <u>99,056.79</u>     | <u>281,554.61</u>      |
| Change in Net Position                  | 66,668.87  | 16,021.61            | 82,690.48              |
| Total Net Position - Beginning of Year  | <u>1,577,620.41</u>                                | <u>423,126.15</u>    | <u>2,000,746.56</u>    |
| Total Net Position - End of Year        | <u>\$ 1,644,289.28</u>                             | <u>\$ 439,147.76</u> | <u>\$ 2,083,437.04</u> |

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

## Town of Keysville, Virginia

Statement of Cash Flows  
Proprietary Funds

Year Ended June 30, 2021

Business-Type Activities - Enterprise Funds

|   | <u>Water Fund</u>   | <u>Sewer Fund</u>     | <u>Total</u>          |
|---|---------------------|-----------------------|-----------------------|
| <b>Cash Flows from Operating Activities</b>   |                     |                       |                       |
| Receipts from customers   | \$ 181,398.36       | \$ 166,808.22         | \$ 348,206.58         |
| Miscellaneous income  | 24,134.54           | -                     | 24,134.54             |
| Payments to personnel   | (4,537.87)          | (66,092.45)           | (70,630.32)           |
| Payments to suppliers   | <u>(198,430.28)</u> | <u>(135,489.69)</u>   | <u>(333,919.97)</u>   |
| Net Cash Provided by (Used in)<br>Operating Activities  | 2,564.75            | (34,773.92)           | (32,209.17)           |
| <b>Cash Flows from Noncapital Financing Activities</b>  |                     |                       |                       |
| Transfers from other funds  | <u>182,497.82</u>   | <u>99,056.79</u>      | <u>281,554.61</u>     |
| Net Cash Provided by<br>Noncapital Financing Activities   | 182,497.82          | 99,056.79             | 281,554.61            |
| <b>Cash Flows from Financing Capital and Related Activities</b>   |                     |                       |                       |
| Purchase of assets  | (149,541.75)        | -                     | (149,541.75)          |
| Interest paid on debt   | (16,300.93)         | -                     | (16,300.93)           |
| Principal paid on debt  | <u>(19,219.89)</u>  | <u>(64,282.87)</u>    | <u>(83,502.76)</u>    |
| Net Cash Used in Financing<br>Capital and Related Activities  | <u>(185,062.57)</u> | <u>(64,282.87)</u>    | <u>(249,345.44)</u>   |
| Net Increase (Decrease) in Cash   | -                   | -                     | -                     |
| Cash - Beginning of Year  | <u>47,374.16</u>    | <u>42,982.86</u>      | <u>90,357.02</u>      |
| Cash - End of Year  | <u>\$ 47,374.16</u> | <u>\$ 42,982.86</u>   | <u>\$ 90,357.02</u>   |
| <b>Reconciliation of Operating Loss to<br/>Net Cash Provided by (Used in) Operating Activities</b>        |                     |                       |                       |
| Operating Loss  | \$ (99,528.02)      | \$ (83,035.18)        | \$ (182,563.20)       |
| <i>Adjustments to Reconcile Operating Loss<br/>to Net Cash Provided by (Used in) Operating Activities</i> |                     |                       |                       |
| Depreciation expense  | 80,089.09           | 46,491.48             | 126,580.57            |
| <i>Changes in assets and liabilities</i>  |                     |                       |                       |
| Receivables, net  | 13,730.78           | 1,884.84              | 15,615.62             |
| Accounts payable and accrued expenses   | <u>8,272.90</u>     | <u>(115.06)</u>       | <u>8,157.84</u>       |
| Net Cash Provided by (Used in)<br>Operating Activities  | <u>\$ 2,564.75</u>  | <u>\$ (34,773.92)</u> | <u>\$ (32,209.17)</u> |

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



## Town of Keysville, Virginia

### Notes to the Financial Statements

Year Ended June 30, 2021

## 1 Summary of Significant Accounting Policies and Use of Estimates

### *Narrative Profile*

The Town of Keysville, Virginia (the "Town"), which was incorporated in 1887, has a population of approximately 807 living within an area of 1.64 square miles. The Town is located in Charlotte County, Virginia. The Town is governed by an elected Mayor and a six-member Council with each serving administrative and legislative functions.

The Town engages in a comprehensive range of municipal services, including general government administration, public safety, public works, parks, recreation, and cultural, and community development activities.

The financial statements of the Town have been prepared in conformity with the accounting principles generally accepted in the United States as specified by the Governmental Accounting Standards Board (GASB). The more significant of the government's accounting policies are described below:

#### **1-A. Financial Reporting Entity**

The basic criterion for determining whether a governmental department, agency, institution, commission, public authority, or other governmental organization should be included in a primary governmental unit's reporting entity for the basic financial statements is financial accountability. Financial accountability includes the appointment of a voting majority of the organization's governing body and the ability of the primary government to impose its will on the organization or if there is a financial benefit/burden relationship. In addition, an organization which is fiscally dependent on the primary government should be included in its reporting entity. These financial statements present the Town of Keysville, Virginia (the primary government).

#### **1-B. Financial Reporting Model**

The Town's Comprehensive Annual Financial Report includes management's discussion and analysis, the basic financial statements, and required supplementary information, described as follows:

**Management's Discussion and Analysis** – The basic financial statements are accompanied by a narrative introduction as well as an analytical overview of the Town's financial activities.

**Government-wide Financial Statements** – The government-wide financial statements include the Statement of Net Position and the Statement of Activities. These statements report financial information for the Town as a whole. These financial statements focus on the primary government; as such, individual funds are not displayed but the statements distinguish governmental activities, generally supported by taxes and grants and the Town's general revenues, from business-type activities, generally financed in whole or in part with fees charged to external customers.

The Statement of Net Position presents the financial position of the governmental and business-type activities of the Town at year end.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Town's governmental activities and for each identifiable activity of the business-type activities of the Town. Direct expenses are those that are specifically associated with a function and, therefore, clearly identifiable to that particular function. The Town does not allocate indirect expenses to functions in the Statement of Activities.

The Statement of Activities reports the expenses of a given function offset by program revenues directly connected with the functional program. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity. Program revenues include: (1) charges for services which report fees and other charges to users of the Town's services; (2) operating grants and contributions which finance annual operating activities including restricted investment income; and (3) capital grants and contributions which fund the acquisition, construction, or rehabilitation of capital assets. These revenues are subject to externally imposed restrictions to these program uses. For identifying to which function program revenue pertains, the determining factor for *charges for services* is which function *generates* the revenue. For *grants and contributions*, the determining factor is to which function the revenues are *restricted*.

Other revenue sources not considered to be program revenues are reported as general revenues of the Town. The comparison of direct expenses with program revenues identifies the extent to which each governmental function and each identifiable business activity is self-financing or draws from the general revenues of the Town.

**Fund Financial Statements** – During the year, the Town segregates transactions related to certain Town functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the Town at this more detailed level. Fund financial statements are provided for governmental and proprietary funds.

Major individual governmental and proprietary funds are reported in separate columns.

**Reconciliation of Government-wide and Fund Financial Statements** – Since the governmental funds financial statements are presented on a different measurement focus and basis of accounting than the government-wide financial statements, a summary reconciliation of the difference between total fund balances as reflected on the governmental funds balance sheet and total governmental activities net position as shown on the government-wide Statement of Net Position is presented. In addition, a summary reconciliation of the difference between the total net change in fund balances as reflected on the governmental funds Statement of Revenues, Expenditures, and Changes in Fund Balances, and the change in net position of governmental activities as shown on the government-wide Statement of Activities is presented.

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

### 1-C. Financial Statement Presentation

In the fund financial statements, financial transactions and accounts of the Town are organized on the basis of funds. The operation of each fund is considered to be an independent fiscal and separate accounting entity, with a self-balancing set of accounts recording cash and/or other financial resources together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The following is a brief description of the funds reported by the Town in each of its fund types in the financial statements:

- **Governmental Funds** – Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Fund liabilities are assigned to the fund from which they will be liquidated. The Town reports the difference between its governmental fund assets and deferred outflows of resources and its liabilities and deferred inflows of resources as fund balance. The following are the Town's major governmental funds:
  - **General Fund** – The General Fund is the primary operating fund of the Town and accounts for all revenues and expenditures applicable to the general operations of the Town which are not accounted for in other funds. Revenues are derived primarily from property and other local taxes, licenses, permits, charges for services, use of money and property, and intergovernmental grants.
  - **Special Revenue Funds** – Special Revenue Funds account for the proceeds of specific revenue sources (other than those derived from special assessments, expendable trusts, or dedicated for major capital projects) requiring separate accounting due to legal or regulatory provisions or administrative action. There are no Special Revenue Funds at this time.
  - **Capital Projects Funds** – The Capital Projects Funds account for financial resources to be used for the acquisition or construction of major capital facilities, other than those financed by proprietary funds. There are no Capital Projects Funds at this time.
- **Proprietary Funds** – Proprietary fund reporting focuses on the determination of operating income, changes in net position, financial position, and cash flows. The Town has two enterprise funds, the Water Fund and Sewer Fund, which account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the Town is that the cost of providing services to the general public be financed or recovered through user charges.

- **Fiduciary Funds (Custodial Funds)** – Fiduciary funds account for assets held by the Town in a trustee capacity or as an agent or custodian for individuals, private organizations, other governmental units, or other funds. Custodial funds utilize the accrual basis of accounting. 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 government-wide financial statements. The Town has no Fiduciary Funds at this time.

#### **1-D. Measurement Focus and Basis of Accounting**

The accompanying financial statements are prepared in accordance with pronouncements issued by the Governmental Accounting Standards Board. The principles prescribed by GASB represent generally accepted accounting principles applicable to governmental units.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

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

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. This is the manner in which these funds are normally budgeted. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Accordingly, real and personal property taxes are recorded as revenues and receivables when billed, net of allowances for uncollectible amounts. Property taxes not collected within 60 days after year end are reflected as unavailable revenues. Sales and utility taxes, which are collected by the state or utilities and, subsequently, remitted to the Town, are recognized as revenues and receivables upon collection by the state or utility, which is generally within two months preceding receipt by the Town.

Licenses, permits, fines, and rents 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 the specific expenditures. Revenues from general purpose grants are recognized in the period to which the grant applies. All other revenue items are considered to be measurable and available only when cash is received by the government.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services in connection with the proprietary fund's principal ongoing operations. Operating expenses for enterprise funds include the cost of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first, then unrestricted resources as they are needed.

## **1-E. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Fund Equity**

### **1-E-1 Cash and Cash Equivalents**

The Town operates a cash and investment pool which all funds utilize. The Town pools money from several funds to facilitate disbursement and investment and to maximize investment income. Therefore, all cash and investments are essentially demand deposits and are considered cash and cash equivalents.

The Town allocates investment earnings of the cash and investment pool to each participating fund on a monthly basis in accordance with that fund's average equity balance in the pool for that month.

### **1-E-2 Investments**

Investments are stated at fair value which approximates market; no investments are valued at cost. Certificates of deposit and short-term repurchase agreements are reported in the accompanying financial statements as cash and cash equivalents.

State statutes authorize the government to invest in obligations of the U.S. Treasury, commercial paper, corporate bonds, repurchase agreements, State Treasurer's Local Government Investment Pool (LGIP), and the State Non-Arbitrage Program (SNAP).

### **1-E-3 Receivables and Payables**

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portions of the interfund loans). Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statement as internal balances.

All trade and property tax receivables are shown net of an allowance for uncollectibles. The Town calculates its allowance for uncollectible accounts using historical collection data and, in certain cases, specific account analysis. Management deems that no allowance amount is necessary at this time.

### *Real and Personal Property Tax Data*

The tax calendars for real and personal property taxes are summarized below:

#### Real Property   Personal Property

|          |            |            |
|----------|------------|------------|
| Lewy     | January 1  | January 1  |
| Due Date | December 6 | December 6 |

The Town bills and collects its own property taxes.

A ten percent penalty or \$2.00 penalty, whichever is greater, is levied on all taxes not collected on or before their due date. An interest charge of ten percent per annum is also levied on such taxes beginning on January 1.

#### **1-E-4   Prepaid Items**

Payments made to vendors for services that will benefit periods beyond June 30 are recorded as prepaid items using the consumption method by recording an asset for the prepaid amount and reflecting the expenditure/expense in the year in which services are consumed. At the fund reporting level, an equal amount of fund balance is reported as nonspendable as this amount is not available for general appropriation.

#### **1-E-5   Capital Assets**

General capital assets are those capital assets not specifically related to activities reported in the proprietary funds. These assets generally result from expenditures in governmental funds. The Town reports these assets in the governmental activities column of the government-wide Statement of Net Position but does not report these assets in the governmental fund financial statements. Capital assets utilized by enterprise funds are reported both in the business-type activities column of the government-wide Statement of Net Position and in the enterprise funds' Statement of Net Position.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their fair market values as of the date received. Improvements to capital assets are capitalized; however, the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not capitalized.

Capital assets of the primary government are depreciated using the straight-line method over the following estimated useful lives:

| <u>Asset Description</u>           | <u>Estimated Lives</u> |
|------------------------------------|------------------------|
| Buildings and improvements         | 10 to 40 years         |
| Furniture, equipment, and vehicles | 3 to 25 years          |

#### **1-E-6   Deferred Outflows/Inflows of Resources**

In addition to assets, the Statement of Financial Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources until then.



In addition to liabilities, the Statement of Financial Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources until that time.

Deferred Inflows of Resources in the Governmental Funds Balance Sheet include unavailable revenue. Unavailable revenue consists primarily of special assessment, loans, and notes receivable. The Town considers revenues available if they are collected within 60 days of the end of the fiscal year.

#### **1-E-7 Compensated Absences**

Vacation benefits are accrued as a liability as the benefits are earned if the employees' rights to receive compensation are attributable to services already rendered and it is probable that the Town will compensate the employees for the benefits through paid time off or some other means.

All compensated absence liabilities include salary-related payments, where applicable.

The total compensated absence liability is reported on the government-wide financial statements. Proprietary funds report the total compensated absence liability in each individual fund at the fund reporting level. Governmental funds report the compensated absence liability at the fund reporting level when paid.

#### **1-E-8 Fund Equity**

Fund equity at the governmental fund financial reporting level is classified as fund balance. Fund equity for all other reporting is classified as net position.

**Governmental Fund Balances** – Generally, governmental fund balances represent the difference between the current assets and deferred outflows of resources, and current liabilities and deferred inflows of resources. Governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which resources can be spent. Fund balances are classified as follows:

Nonspendable – amounts that cannot be spent either because they are in non-spendable 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 constitutional provisions, charter requirements or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed – amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level of action to remove or change the constraint.

Assigned – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes.

Unassigned – all amounts not classified as nonspendable, restricted, committed, or assigned.

**Net Position** – Net position represents the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources. Net investment in capital assets consists of cost of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. This net investment in capital assets amount also is adjusted by any bond issuance deferral amounts. Net position is reported as restricted when there are limitations imposed on its use either through the enabling legislation adopted by the Town or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. All other net position is reported as unrestricted. Restricted net position for specified purposes represents certain deposits restricted for specified expenditures and resources that have restrictions to particular uses imposed by federal awarding agencies or by state legislation.

#### **1-E-9 Operating Revenues and Expenses**

Operating revenues are those revenues that are generated directly from the primary activity of the proprietary funds. For the Town, these revenues are charges for services for water and sewer utilities. Operating expenses are necessary costs incurred to provide the good or service that are the primary activity of the fund. All other items that do not directly relate to the principal and usual activity of the fund are recorded as nonoperating revenues and expenses. These items include investment earnings and gains or losses on the disposition of capital assets.

#### **1-E-10 Interfund Activity**

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds and after the non-operating revenues/expenses section in proprietary funds.

#### **1-E-11 Long-Term Obligations**

The Town reports long-term debt of Governmental Funds at face value in the general long-term debt account group. The face value of the debt is believed to approximate fair value. Certain other governmental fund obligations not expected to be financed with current available financial resources are also reported in the general long-term debt account group. Long-term debt and other obligations financed by Proprietary Funds are reported as liabilities in the appropriate funds.

#### **1-E-12 Adoption of New GASB Statements**

During the fiscal year ended June 30, 2021, the Town did not adopt any new GASB statements.

### **1-F. Estimates**

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.



## **2** Stewardship, Compliance, and Accountability

### **Budgets and Budgetary Accounting**

The Town Council annually adopts budgets for the various funds of the primary government. All appropriations are legally controlled at the department level for the primary Government Funds. Unexpended appropriations lapse at the end of each fiscal year.

#### ***Budgetary Data***

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

1. Prior to year-end, the Town Council prepares a proposed operating and capital budget for the fiscal year commencing July 1. The operating budget and capital budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain citizen comments.
3. Prior to June 30, the budget is legally enacted through passage of an Appropriations Resolution.
4. The Appropriations Resolution places legal restrictions on expenditures at the fund, function, and departmental level. These appropriations for each fund, function, and department can be revised only by the Town Council.
5. Formal budgetary integration is employed as a management control device during the year and budgets are legally adopted for all major funds.
6. All budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).
7. Supplemental Appropriations are adopted if necessary during the fiscal year.

### **Expenditures in Excess of Appropriations**

Expenditures did not exceed appropriations in the general fund at June 30, 2021.

### **Fund Deficits**

No funds had fund deficits.

## **3** Deposits and Investments

#### ***Deposits***

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

### Investments

Statutes authorize the Town to invest in obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, "prime quality" commercial paper and certain corporate notes, banker's acceptances, repurchase agreements, the State Treasurer's Local Government Investment Pool (LGIP), and the State Non-Arbitrage Program (SNAP).

The following is a summary of cash and cash equivalents:

| <u>Asset Type</u>               | <u>Carrying Amount</u>         |                                 |                 |
|---------------------------------|--------------------------------|---------------------------------|-----------------|
| Deposit accounts                | \$ 1,419,036.65                |                                 |                 |
| Total Cash and Cash Equivalents | \$ 1,419,036.65                |                                 |                 |
|                                 | <u>Governmental Activities</u> | <u>Business-Type Activities</u> | <u>Total</u>    |
| <b>Primary Government</b>       |                                |                                 |                 |
| Cash and cash equivalents       | \$ 1,328,679.63                | \$ 90,357.02                    | \$ 1,419,036.65 |
| Total                           | \$ 1,328,679.63                | \$ 90,357.02                    | \$ 1,419,036.65 |

A portion of the cash is restricted for the following purposes:

### Restricted Cash and Cash Equivalents

#### General fund

Community development projects \$ 50,354.51

#### Enterprise fund

Water and sewer improvement projects 80,357.02

Total Restricted Cash \$ 130,711.53

## 4 Receivables

Receivables at June 30, 2021 consist of the following:

### Primary Government

|                   | <u>Governmental Activities</u> | <u>Business-Type Activities</u> | <u>Total</u>     | <u>Total Primary Government</u> |
|-------------------|--------------------------------|---------------------------------|------------------|---------------------------------|
|                   |                                | <u>Water</u>                    | <u>Sewer</u>     |                                 |
| Property taxes    | \$ 15,646.91                   | \$ -                            | \$ -             | \$ 15,646.91                    |
| Water and sewer   | -                              | <u>16,291.00</u>                | <u>15,360.30</u> | <u>31,651.30</u>                |
| Total Receivables | \$ 15,646.91                   | \$ 16,291.00                    | \$ 15,360.30     | \$ 47,298.21                    |

## 5 Interfund Transfers

Interfund transfers for the year ended June 30, 2021 consisted of the following:

|  | <u>Transfer to</u>   | <u>Transfer from</u> |
|--|----------------------|----------------------|
| <b>Primary Government</b>                              |                      |                      |
| <b>General Fund</b>                                    |                      |                      |
| To Sewer Fund for operating costs and debt service     | \$ 99,056.79         | \$ -                 |
| To Water Fund for operating costs and debt service     | 182,497.82           | -                    |
| Total General Fund                                     | 281,554.61           | -                    |
| <b>Water Fund</b>                                      |                      |                      |
| From General Fund for operating costs and debt service | -                    | 182,497.82           |
| Total Water Fund                                       | -                    | 182,497.82           |
| <b>Sewer Fund</b>                                      |                      |                      |
| From General Fund for operating costs and debt service | -                    | 99,056.79            |
| Total Sewer Fund                                       | -                    | 99,056.79            |
| Total Transfers  | <u>\$ 281,554.61</u> | <u>\$ 281,554.61</u> |

## 6 Due from Other Governmental Units

As of June 30, 2021, the Town has no receivables from other governmental units.

## 7 Capital Assets

The following is a summary of changes in capital assets:

### Governmental Activities

|   | <u>Balance<br/>July 1,<br/>2020</u> | <u>Increases</u>    | <u>Decreases</u> | <u>Balance<br/>June 30,<br/>2021</u> |
|---|-------------------------------------|---------------------|------------------|--------------------------------------|
| <b>Other Capital Assets</b>               |                                     |                     |                  |                                      |
| Buildings and improvements                | \$ 333,999.00                       | \$ -                | \$ -             | <u>\$ 333,999.00</u>                 |
| Furniture, equipment, and vehicles        | 141,264.67                          | 24,339.38           | -                | <u>165,604.05</u>                    |
| Total Other Capital Assets                | 475,263.67                          | 24,339.38           | -                | <u>499,603.05</u>                    |
| <b>Less: Accumulated depreciation for</b> |                                     |                     |                  |                                      |
| Buildings and improvements                | 279,976.05                          | 4,064.63            | -                | <u>284,040.68</u>                    |
| Furniture, equipment, and vehicles        | 76,716.60                           | 9,404.26            | -                | <u>86,120.86</u>                     |
| Total Accumulated Depreciation            | 356,692.65                          | 13,468.89           | -                | <u>370,161.54</u>                    |
| Other Capital Assets, Net                 | 118,571.02                          | 10,870.49           | -                | <u>129,441.51</u>                    |
| Net Capital Assets                        | <u>\$ 118,571.02</u>                | <u>\$ 10,870.49</u> | <u>\$ -</u>      | <u>\$ 129,441.51</u>                 |

Depreciation expense was allocated as follows:

|                                   |                     |
|-----------------------------------|---------------------|
| General government administration | \$ 2,008.27         |
| Public safety                     | 2,564.63            |
| Public works                      | 8,788.23            |
| Parks, recreation and cultural    | <u>107.76</u>       |
| Total Depreciation Expense        | <u>\$ 13,468.89</u> |

## Business-Type Activities

|   | Balance<br>July 1,<br>2020 | Increases           | Decreases   | Balance<br>June 30,<br>2021 |
|---|----------------------------|---------------------|-------------|-----------------------------|
| <b>Other Capital Assets</b>               |                            |                     |             |                             |
| Buildings and improvements                | \$ 8,035,824.84            | \$ 149,641.75       | \$ -        | <u>\$ 8,185,466.59</u>      |
| Total Other Capital Assets                | 8,035,824.84               | 149,641.75          | -           | <u>8,185,466.59</u>         |
| <b>Less: Accumulated depreciation for</b> |                            |                     |             |                             |
| Buildings and improvements                | 5,301,391.26               | 126,580.57          | -           | <u>5,427,971.83</u>         |
| Total Accumulated Depreciation            | 5,301,391.26               | 126,580.57          | -           | <u>5,427,971.83</u>         |
| Other Capital Assets, Net                 | 2,734,433.58               | 23,061.18           | -           | <u>2,757,494.76</u>         |
| Net Capital Assets                        | <u>\$ 2,734,433.58</u>     | <u>\$ 23,061.18</u> | <u>\$ -</u> | <u>\$ 2,757,494.76</u>      |
| Depreciation expense was allocated to:    |                            |                     |             |                             |
| Water                                     | \$ 80,089.09               |                     |             |                             |
| Sewer                                     | 46,491.48                  |                     |             |                             |
|   | <u>\$ 126,580.57</u>       |                     |             |                             |

## 8 Long-Term Debt

### PRIMARY GOVERNMENT

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

| Year(s)<br>Ended<br>June 30, | <u>Business-Type Activities</u> |                      |
|------------------------------|---------------------------------|----------------------|
|                              | <u>Principal</u>                | <u>Interest</u>      |
| 2022                         | \$ 62,464.09                    | \$ 8,180.84          |
| 2023                         | 62,954.71                       | 8,885.10             |
| 2024                         | 63,458.23                       | 8,580.36             |
| 2025                         | 21,183.51                       | 8,266.44             |
| 2026                         | 21,522.38                       | 7,943.04             |
| 2027-2031                    | 116,068.22                      | 34,511.40            |
| 2032-2036                    | 132,583.64                      | 24,827.22            |
| 2037-2041                    | 149,264.80                      | 13,588.50            |
| 2042-2046                    | 120,341.60                      | 3,026.68             |
| 2047-2051                    | <u>22,103.46</u>                | <u>-</u>             |
| Total                        | <u>\$ 771,944.64</u>            | <u>\$ 117,809.58</u> |

### Changes in Long-Term Debt

The following is a summary of changes in long-term obligations of the Town:

|   | <u>Balance<br/>July 1, 2020</u> | <u>Increase</u> | <u>Decrease</u>     | <u>Balance<br/>June 30, 2021</u> | <u>Due Within<br/>One Year</u> |
|---|---------------------------------|-----------------|---------------------|----------------------------------|--------------------------------|
| <b>Primary Government</b>   |                                 |                 |                     |                                  |                                |
| <b>Business-Type Activities</b>   |                                 |                 |                     |                                  |                                |
| <b>Enterprise Funds</b>   |                                 |                 |                     |                                  |                                |
| <b>Water Fund</b>   |                                 |                 |                     |                                  |                                |
| Water Supply Revolving Fund loan payable to Virginia Resource Authority with a stated interest rate of 3.00% for a 30-year term.  | \$ 317,954.47                   | \$ -            | \$ 9,498.65         | \$ 308,455.82                    | \$ 9,785.67                    |
| Water Supply Revolving Fund loan payable to Virginia Resource Authority with a stated interest rate of 2.00% for a 30-year term.  | 344,070.10                      | -               | 9,721.24            | 334,348.86                       | 9,695.56                       |
| <b>Sewer Fund</b>   |                                 |                 |                     |                                  |                                |
| General Obligation Bond, July 1, 2005 payable to Virginia Resource Authority in semi-annual installments of \$21,491.43 with a stated interest rate of 0.00%, maturing January 1, 2025. | <u>193,422.83</u>               | <u>-</u>        | <u>64,282.87</u>    | <u>129,139.96</u>                | <u>42,982.86</u>               |
| Total Business-Type Activities - Enterprise Funds   | <u>855,447.40</u>               | <u>-</u>        | <u>83,502.76</u>    | <u>771,944.64</u>                | <u>62,464.09</u>               |
| Total Primary Government  | <u>\$ 855,447.40</u>            | <u>\$ -</u>     | <u>\$ 83,502.76</u> | <u>\$ 771,944.64</u>             | <u>\$ 62,464.09</u>            |

## 9 Net Investment in Capital Assets

The "net investment in capital assets" amount reported on the government-wide Statement of Net Position as of June 30, 2021 is determined as follows:

|   | <u>Governmental<br/>Activities</u> | <u>Business-Type<br/>Activities</u> |
|---|------------------------------------|-------------------------------------|
| <b>Net Investment in Capital Assets</b> |                                    |                                     |
| Cost of capital assets                  | \$ 499,603.05                      | \$ 8,185,466.59                     |
| Less: Accumulated depreciation          | <u>(370,161.54)</u>                | <u>(5,427,971.83)</u>               |
| Book value                              | 129,441.51                         | 2,757,494.76                        |
| Less: Capital related debt              | <u>-</u>                           | <u>(771,944.64)</u>                 |
| Net Investment in Capital Assets        | <u>\$ 129,441.51</u>               | <u>\$ 1,985,550.12</u>              |

## 10 Deferred Inflows of Resources and Unearned Revenue

Deferred inflows of resources and unearned revenues are comprised of the following:

### Primary Government

Property taxes \$ 15,646.91

Total Deferred Inflows of Resources \$ 15,646.91

### Unearned Revenues

Unearned grant revenue \$ 349,801.50

Total Unearned Revenues \$ 349,801.50

## 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. The Town joined together with other local governments in Virginia to form the Virginia Risk Sharing Association, a public entity risk pool currently operating as a common risk management and insurance program for participating local governments. The Town pays an annual premium to the pool for substantially all of its insurance coverage. In the event of a loss deficit and depletion of all available excess insurance, the pool may assess all members in the proportion which the premium of each bears to the total premiums of all members in the year in which such deficit occurs.

The Town continues to carry commercial insurance for all other risks of loss, including employee dishonesty and employee health and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

Surety Bond coverage is as follows:

### **Virginia Risk Sharing Association**

|           |               |
|-----------|---------------|
| Employees | \$ 100,000.00 |
|-----------|---------------|

## 12 Commitments and Contingencies

If applicable, federal programs in which the Town participates were audited in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Pursuant to the requirements of the Uniform Guidance, all major programs and certain other programs were tested for compliance with applicable grant requirements. While no matters of noncompliance were disclosed by the audit, the Federal Government may subject grant programs to additional compliance tests which may result in disallowed expenditures. In the opinion of management, any future disallowance of current grant program expenditures, if any, would be immaterial.

## 13 Litigation

At June 30, 2021, there were no matters of litigation involving the Town which would materially affect the Town's financial position should any court decisions or pending matters not be favorable to such entities.

## 14 Legal Compliance

The Virginia Public Finance Act contains state law for issuance of long-term and short-term debt. The Act states, in part, that no municipality may issue bonds or other interest-bearing obligations, including existing indebtedness, which will at any time exceed ten percent of the assessed valuation on real estate as shown by the last preceding assessment for taxes. Short-term revenue anticipation bonds/notes, general obligation bonds approved in a referendum, revenue bonds, and contract obligations for publically owned or regional projects should not be included in the debt limitation.

### **Computation of Legal Debt Margin**

|   |                         |
|---|-------------------------|
| Total Assessed Value of Taxed Real Property                   | <u>\$ 45,625,175.00</u> |
| Debt Limits per Constitution of Virginia - 10% Assessed Value | \$ 4,562,517.50         |
| <i>Amount of Debt Applicable to Debt Limit</i>                |                         |
| Gross Debt  | <u>771,944.64</u>       |
| Legal Debt Margin - June 30, 2021                             | <u>\$ 3,790,572.86</u>  |

**Note:** Includes all long-term general obligation bonded debt.  
Excludes capital leases and compensated absences.

## **15 Subsequent Events**

Management has performed an analysis of the activities and transactions subsequent to June 30, 2021 to determine the need for any adjustments to and/or disclosures within the audited financial statements for the year ended June 30, 2021. Management has performed their analysis through February 3, 2022.

# **REQUIRED SUPPLEMENTARY INFORMATION**



Town of Keysville, Virginia

Budgetary Comparison Schedule

Year Ended June 30, 2021

General Fund

|  | <u>Original<br/>Budget</u> | <u>Final<br/>Budget</u> | <u>Actual</u>     | <u>Variance<br/>With<br/>Final Budget<br/>Positive<br/>(Negative)</u> |
|--|----------------------------|-------------------------|-------------------|---|
| <b>Revenues</b>                                  |                            |                         |                   |   |
| <b>General Property Taxes</b>                    |                            |                         |                   |   |
| Real estate and personal property taxes          | \$ 100,000.00              | \$ 100,000.00           | \$ 104,761.68     | \$ 4,761.68   |
| Delinquent taxes                                 | <u>1,000.00</u>            | <u>1,000.00</u>         | <u>1,487.55</u>   | <u>487.55</u>   |
| Total General Property Taxes                     | 101,000.00                 | 101,000.00              | 106,249.23        | 5,249.23  |
| <b>Other Local Taxes</b>                         |                            |                         |                   |   |
| Local sales and use taxes                        | 30,000.00                  | 30,000.00               | 34,447.07         | 4,447.07  |
| Cigarette taxes                                  | 48,000.00                  | 48,000.00               | 22,391.88         | (25,608.12)   |
| Utility taxes                                    | 26,500.00                  | 26,500.00               | 26,003.32         | (496.68)  |
| Motor vehicle licenses                           | 2,200.00                   | 2,200.00                | -                 | (2,200.00)  |
| Consumption taxes                                | 2,000.00                   | 2,000.00                | 3,722.59          | 1,722.59  |
| Business license taxes                           | 22,000.00                  | 22,000.00               | 23,705.11         | 1,705.11  |
| Bank stock tax                                   | 42,000.00                  | 42,000.00               | 43,341.42         | 1,341.42  |
| Meals tax  | <u>140,000.00</u>          | <u>140,000.00</u>       | <u>153,552.33</u> | <u>13,552.33</u>  |
| Total Other Local Taxes                          | 312,700.00                 | 312,700.00              | 307,163.72        | (5,536.28)  |
| <b>Revenue from Use of Money and Property</b>    | 1,200.00                   | 1,200.00                | 6,182.31          | 4,982.31  |
| <b>Charges for Services</b>                      | 100.00                     | 100.00                  | 140.00            | 40.00   |
| <b>Miscellaneous</b>                             | 1,100.00                   | 1,100.00                | 60,341.77         | 59,241.77   |
| <b>Intergovernmental</b>                         |                            |                         |                   |   |
| <i>Revenue from the Commonwealth of Virginia</i> |                            |                         |                   |   |
| State Communication Tax                          | 1,500.00                   | 1,500.00                | 1,793.77          | 293.77  |
| Litter grant                                     | 1,000.00                   | 1,000.00                | 1,032.00          | 32.00   |
| Personal Property Tax Relief Act (PPTRA)         | 12,500.00                  | 12,500.00               | 12,673.53         | 173.53  |
| Fire program                                     | 15,000.00                  | 15,000.00               | 15,000.00         | -   |
| Car Rental Tax                                   | -                          | -                       | 1,214.64          | 1,214.64  |
| Rolling stock taxes - motor vehicle carriers tax | <u>1,087.00</u>            | <u>1,087.00</u>         | <u>1,070.62</u>   | <u>(16.38)</u>  |
| Total Revenue from the Commonwealth of Virginia  | 31,087.00                  | 31,087.00               | 32,784.56         | 1,697.56  |
| <i>Revenue from the Federal Government</i>       |                            |                         |                   |   |
| CARES Act  | <u>-</u>                   | <u>-</u>                | <u>137,326.00</u> | <u>137,326.00</u>   |
| Total Revenue from the Federal Government        | <u>-</u>                   | <u>-</u>                | <u>137,326.00</u> | <u>137,326.00</u>   |
| Total Intergovernmental Revenue                  | <u>31,087.00</u>           | <u>31,087.00</u>        | <u>170,110.56</u> | <u>139,023.56</u>   |
| Total Revenues                                   | 447,187.00                 | 447,187.00              | 650,187.59        | 203,000.59  |

|  | <u>Original<br/>Budget</u> | <u>Final<br/>Budget</u> | <u>Actual</u>    | <u>Variance<br/>With<br/>Final Budget<br/>Positive<br/>(Negative)</u> |
|--|----------------------------|-------------------------|------------------|---|
| <b>Expenditures</b>                      |                            |                         |                  |   |
| <b>General Government Administration</b> |                            |                         |                  |   |
| Salaries                                 | 99,000.00                  | 99,000.00               | 38,735.39        | 60,264.61   |
| Employee benefits                        | 29,000.00                  | 29,000.00               | 32,806.63        | (3,806.63)  |
| Legal and accounting                     | 7,850.00                   | 7,850.00                | 6,725.00         | 1,125.00  |
| Advertising                              | 3,000.00                   | 3,000.00                | 889.50           | 2,110.50  |
| Dues and fees                            | 995.00                     | 995.00                  | 470.00           | 525.00  |
| Insurance and bonds                      | 13,000.00                  | 13,000.00               | 12,118.00        | 882.00  |
| Office supplies                          | 3,500.00                   | 3,500.00                | 6,660.23         | (3,160.23)  |
| Operations and maintenance               | 15,000.00                  | 15,000.00               | -                | 15,000.00   |
| Postage                                  | 1,000.00                   | 1,000.00                | 701.92           | 298.08  |
| Telephone                                | 3,500.00                   | 3,500.00                | 3,597.71         | (97.71)   |
| Miscellaneous                            | 49,250.00                  | 49,250.00               | 4,089.67         | 45,160.33   |
| Christmas parade                         | 3,000.00                   | 3,000.00                | 1,210.00         | 1,790.00  |
| American Rescue Plan expenses            | -                          | -                       | 53,241.00        | (53,241.00)   |
| Cares Act expenses                       | -                          | -                       | 23,140.75        | (23,140.75)   |
| Capital outlay                           | <u>58,000.00</u>           | <u>58,000.00</u>        | <u>12,934.30</u> | <u>45,065.70</u>  |
| Total General Government Administration  | 286,095.00                 | 286,095.00              | 197,320.10       | 88,774.90   |
| <b>Public Safety</b>                     |                            |                         |                  |   |
| <i>Fire Department</i>                   |                            |                         |                  |   |
| Rescue Squad                             | 1,000.00                   | 1,000.00                | -                | 1,000.00  |
| Donation                                 | <u>22,800.00</u>           | <u>22,800.00</u>        | <u>50,450.00</u> | <u>(27,650.00)</u>  |
| Total Fire Department                    | <u>23,800.00</u>           | <u>23,800.00</u>        | <u>50,450.00</u> | <u>(26,650.00)</u>  |
| Total Public Safety                      | 23,800.00                  | 23,800.00               | 50,450.00        | (26,650.00)   |
| <b>Public Works</b>                      |                            |                         |                  |   |
| <i>Street Department</i>                 |                            |                         |                  |   |
| Street lights                            | 18,000.00                  | 18,000.00               | 17,324.90        | 675.10  |
| Maintenance and repairs                  | 1,500.00                   | 1,500.00                | 4,458.59         | (2,958.59)  |
| Professional fees                        | 2,000.00                   | 2,000.00                | -                | 2,000.00  |
| Vehicle maintenance                      | <u>1,000.00</u>            | <u>1,000.00</u>         | <u>140.53</u>    | <u>859.47</u>   |
| Total Street Department                  | 22,500.00                  | 22,500.00               | 21,924.02        | 575.98  |
| <i>General Building and Grounds</i>      |                            |                         |                  |   |
| Salary O & M Supervisor                  | 38,000.00                  | 38,000.00               | 37,563.00        | 437.00  |
| Street lights                            | 3,000.00                   | 3,000.00                | 61.50            | 2,938.50  |
| Operations and maintenance               | <u>15,000.00</u>           | <u>15,000.00</u>        | <u>32,251.35</u> | <u>(17,251.35)</u>  |
| Total General Building and Grounds       | 56,000.00                  | 56,000.00               | 69,875.85        | (13,875.85)   |
| <i>Sanitation Department</i>             |                            |                         |                  |   |
| Salaries                                 | -                          | -                       | 4,189.72         | (4,189.72)  |
| Liter grant expenses                     | 1,000.00                   | 1,000.00                | -                | 1,000.00  |
| Gas and vehicle expense                  | <u>1,000.00</u>            | <u>1,000.00</u>         | <u>-</u>         | <u>1,000.00</u>   |
| Total Sanitation Department              | <u>2,000.00</u>            | <u>2,000.00</u>         | <u>4,189.72</u>  | <u>(2,189.72)</u>   |
| Total Public Works                       | 80,500.00                  | 80,500.00               | 95,989.59        | (15,489.59)   |

|   | <u>Original<br/>Budget</u> | <u>Final<br/>Budget</u> | <u>Actual</u>        | <u>Variance<br/>With<br/>Final Budget<br/>Positive<br/>(Negative)</u> |
|---|----------------------------|-------------------------|----------------------|---|
| <b>Parks, Recreation, and Cultural</b>                |                            |                         |                      |   |
| Parks, Recreation, and Cultural                       | 11,100.00                  | 11,100.00               | 13,081.12            | (1,981.12)  |
| Library utilities and maintenance                     | <u>4,000.00</u>            | <u>4,000.00</u>         | <u>2,579.82</u>      | <u>1,420.18</u>   |
| Total Parks, Recreation, and Cultural                 | <u>15,100.00</u>           | <u>15,100.00</u>        | <u>15,660.94</u>     | <u>(560.94)</u>   |
| <br>Total Expenditures                                | <u>405,495.00</u>          | <u>405,495.00</u>       | <u>359,420.63</u>    | <u>46,074.37</u>  |
| <br>Excess (Deficiency) of Revenues Over Expenditures | 41,692.00                  | 41,692.00               | 290,766.96           | 249,074.96  |
| <b>Other Financing Sources (Uses)</b>                 |                            |                         |                      |   |
| Transfers out   | <u>(41,692.00)</u>         | <u>(41,692.00)</u>      | <u>(281,554.61)</u>  | <u>(239,862.61)</u>   |
| Total Other Financing Sources (Uses)                  | <u>(41,692.00)</u>         | <u>(41,692.00)</u>      | <u>(281,554.61)</u>  | <u>(239,862.61)</u>   |
| <br>Net Change in Fund Balance                        | <u>\$ -</u>                | <u>\$ -</u>             | 9,212.35             | <u>\$ 9,212.35</u>  |
| <br>Fund Balance - Beginning of Year                  |                            |                         | <u>976,386.71</u>    |   |
| <br>Fund Balance - End of Year                        |                            |                         | <u>\$ 985,599.06</u> |   |

## **OTHER INFORMATION**

Table 1

## Town of Keysville, Virginia

Pledged Revenue Coverage  
Last Ten Fiscal Years  
(Unaudited)

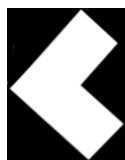
## Water and Sewer Revenue Bonds

| Fiscal<br>Year | Gross<br>Revenue <sup>(1)</sup> | Less<br>Operating<br>Expenses <sup>(2)</sup> | Net Revenues<br>Available for<br>Debt Service | Debt Service     |                  | Coverage      |
|----------------|---------------------------------|--|---|------------------|------------------|---------------|
|                |                                 |  |   | Principal        | Interest         |               |
| 2012           | \$ 399,618.04                   | \$ 413,990.98                                | \$ (14,372.94)                                | \$ 42,982.85     | \$ -             | (0.33)        |
| 2013           | 746,485.67                      | 342,825.76                                   | 403,659.91                                    | 42,982.85        | -                | 9.39          |
| 2014           | 1,133,057.65                    | 456,602.82                                   | 676,454.83                                    | 64,474.27        | 8,509.94         | 9.27          |
| 2015           | 335,636.58                      | 465,398.71                                   | (129,762.13)                                  | 29,422.70        | 11,035.25        | (3.21)        |
| 2016           | 351,988.07                      | 363,200.20                                   | (11,212.13)                                   | 51,167.49        | 10,781.88        | (0.18)        |
| 2017           | 762,478.28                      | 345,690.73                                   | 416,787.55                                    | 72,906.29        | 10,534.50        | 5.00          |
| 2018           | 371,770.82                      | 454,649.92                                   | (82,879.10)                                   | 30,178.27        | 25,248.12        | (1.50)        |
| 2019           | 316,192.40                      | 393,369.69                                   | (77,177.29)                                   | 87,586.78        | 20,685.46        | (0.71)        |
| 2020           | 363,388.06                      | 407,527.66                                   | (44,139.60)                                   | 56,911.30        | 21,592.37        | (0.56)        |
| <b>2021</b>    | <b>356,725.50</b>               | <b>412,708.13</b>                            | <b>(55,982.63)</b>                            | <b>83,502.76</b> | <b>16,300.93</b> | <b>(0.56)</b> |

<sup>(1)</sup>Operating revenues and interest income

<sup>(2)</sup>Net of depreciation and amortization

## **COMPLIANCE SECTION**



**Creedle  
Jones  
& Associates**

*A Professional Corporation*

*Robin B. Jones, CPA, CFP  
Kimberly W. Jackson, CPA*

*Nadine L. Chase, CPA*

*Sherwood H. Creedle, Emeritus*

*Members of  
American Institute of Certified Public Accountants  
Virginia Society of Certified Public Accountants*

**INDEPENDENT AUDITOR'S 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 Town Council  
Town of Keysville, Virginia

We have audited, in accordance with the 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, the financial statements of the governmental activities, the business-type activities, and each major fund, of the Town of Keysville, Virginia, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Town of Keysville, Virginia's basic financial statements and have issued our report thereon dated February 3, 2022.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Town of Keysville, Virginia's internal control over financial reporting (internal control) as a basis for designing 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 Keysville, Virginia's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Keysville, Virginia's internal control.

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

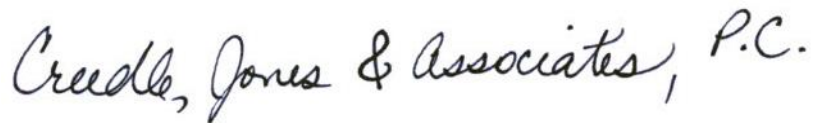
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Keysville, Virginia's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. 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*.

## 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.

A handwritten signature in black ink that reads "Creadle, Jones & Associates, P.C." The signature is written in a cursive, flowing style.

Creadle, Jones & Associates, P.C.  
Certified Public Accountants

South Hill, Virginia  
February 3, 2022