



Finance Department  
**Cheryl B. Shiffler**  
Director

540/665-5610  
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E-mail: [cshiffle@fcva.us](mailto:cshiffle@fcva.us)

**TO:** Board of Supervisors  
**FROM:** Finance Committee  
**DATE:** September 29, 2014  
**SUBJECT:** Finance Committee Report and Recommendations

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The Finance Committee met in the First Floor Conference Room at 107 North Kent Street on Monday, September 29, 2014 at 8:00 a.m. Non-voting liaison C. William Orndoff was absent.

(b) Items 3 and 4 were approved under consent agenda.

1. The Finance Director presents FY 2014 Year End financial information. See attached, p. 4 – 20. No action required.
2. The Transportation Director requests to advertise for public hearing a Development Projects Fund supplemental appropriation in the amount of \$8,136,700 for the construction of Snowden Bridge Boulevard. The project will be funded through VDOT revenue sharing and matching developer funds. See attached memo, p. 21. The committee recommends advertising for public hearing.
3. (b) The Sheriff requests a General Fund supplemental appropriation in the amount of \$659,32. This amount represents a reimbursement for an extradition. No local funds required. See attached memo, p. 22.
4. (b) The Sheriff requests a General Fund supplemental appropriation in the amount of \$33,347. This amount represents a DMV grant for alcohol enforcement. See attached information, p. 23 – 24.

5. The Sheriff requests a General Fund supplemental appropriation in the amount of \$175,000. This amount represents funds needed for increased part time needs for court bailiffs with the addition of three judges. Local funds are required. See attached letter, p. 25 – 26. The committee recommends approval.
6. The Sheriff requests a General Fund supplemental appropriation in the amount of \$284,781 in order to purchase (10) ten vehicles and associated equipment. Local funds are required. See attached letter, p. 27. The committee recommends approval.
7. The EDA Executive Director requests an EDA Fund and a General Fund supplemental appropriations in the amount of \$375,000. This amount represents EDA Incentives remaining in FY 2014. See attached memo, p. 28. Item was postponed.
8. The School Director of Finance requests a General Fund and School Operating Fund supplemental appropriations in the amount of \$108,938.58. This amount represents designated funds received during FY 2014. See attached memo, p. 29. The committee recommends approval.
9. The School Director of Finance requests a General Fund supplemental appropriation in the amount of \$542,593.92 and a School Capital Projects Fund supplemental appropriation in the amount of \$722,202.80. These amounts represent unspent, unobligated FY 2014 funds remaining at year end to be used for capital maintenance needs. See attached memo, p. 29. The committee recommends approval.
10. The School Director of Finance provides FY 2014 Year End Financial Reports. See attached, p. 30 – 56. No action required.
11. The Public Works Director requests a General Fund supplemental appropriation in the amount of \$11,843 in order to convert a part time position to a full time Office Assistant III position. Also required is a transfer in the amount of \$14,920 from currently budgeted part time funds. Local funds are required. The position has been approved by

the HR Committee. See attached memo, p. 57 – 58. The committee recommends approval.

12. The Commissioner of the Revenue requests a General Fund supplemental appropriation in the amount of \$14,393 in order convert a part time position to a full time Account Clerk I position. Also required is a transfer in the amount of \$11,264 from the currently budgeted part time funds. Local funds are required. The position has been approved by the HR Committee. See attached memo, p. 59 – 61. The committee recommends approval.
13. The Finance/Audit Committee charter adopted by the Board of Supervisors requires an annual review and reassessment. See attached charter, p. 62 – 64. The committee recommends approval of the charter with no changes.

**INFORMATION ONLY**

1. The Finance Director provides a Fund 10 Transfer Report for August. See attached, p. 65.
2. The Finance Director provides financial statements for the month ending August 31, 2014. See attached, p. 66 – 76.
3. The Finance Director provides an FY 2015 Fund Balance Report for the period ending September 16, 2014. See attached, p. 77.

Respectfully submitted,

FINANCE COMMITTEE  
Charles DeHaven, Chairman  
Richard Shickle  
Gary Lofton  
Judy McCann-Slaughter  
Angela Rudolph

By   
Cheryl B. Shiffler, Finance Director

# County of Frederick

Year Ended June 30, 2014



## In Summary, what are the County's year-end General Fund numbers?

• Actual Revenues	143,439,508
• Actual Expenditures	<u>137,351,377</u>
	6,088,131

Revenue and Expenditure detail on following slides

# Budgeted Revenue

	FY13 ACTUAL	FY14 BUDGETED	FY14 ACTUAL	FY14 VARIANCE
*Property Taxes	91,274,000	87,168,379	94,293,572	7,125,193
Other Local Taxes	29,933,428	28,429,460	31,369,406	2,939,946
Permits / Fees	1,214,052	971,610	1,338,782	367,172
Fines / Forfeitures	387,848	280,000	368,396	88,396
Rev. from Use of Prop.	446,272	168,609	155,718	(12,891)
Charges for Services	2,212,738	2,312,630	2,099,935	(212,695)
Miscellaneous	640,548	275,395	304,021	28,626
Recovered Costs	2,175,749	971,622	3,533,122	2,561,500
State	8,658,232	9,699,928	7,571,443	(2,128,485)
Federal	224,656	17,399	2,405,113	2,387,714
<b>TOTALS</b>	<b>137,167,523</b>	<b>130,295,032</b>	<b>143,439,508</b>	<b>13,144,476</b>

\*Includes reimbursement for PPTRA.

# Property Taxes

	FY 13 ACTUAL	FY 14 BUDGETED	FY 14 ACTUAL	FY 14 VARIANCE
Real Estate	44,657,302	43,250,000	45,894,827	2,644,827
Public Service	2,296,440	1,500,000	1,973,794	473,794
Personal Property	37,183,850	36,343,379	39,010,200	2,666,821
Machinery and Tools	5,616,692	4,800,000	5,749,474	949,474
Penalties / Interest	1,211,857	1,000,000	1,334,063	334,063
Admin Fees - Treasurer	307,860	275,000	331,214	56,214
<b>TOTALS</b>	<b>91,274,000</b>	<b>87,168,379</b>	<b>94,293,572</b>	<b>7,125,193</b>

\*Includes state reimbursement for PPTRA.

# Other Local Taxes

	FY13 ACTUAL	FY14 BUDGETED	FY14 ACTUAL	FY14 VARIANCE
Sales Tax	11,039,176	11,462,440	12,081,490	619,050
Communications Tax	1,381,781	1,300,000	1,358,270	58,270
Utility Taxes	3,062,954	2,950,000	3,137,815	187,815
Business License	5,937,867	5,000,000	5,993,996	993,996
Motor Vehicle Decals	2,269,990	2,075,000	2,367,696	292,696
Bank Stock & Franchise	351,832	300,000	448,167	148,167
Taxes on Wills & Recordation	1,254,738	979,000	1,154,855	175,855
Meals & Room Taxes	4,592,244	4,320,000	4,786,113	466,113
Street Lights/Star Fort Fees	42,845	43,020	41,004	(2,016)
<b>TOTALS</b>	<b>29,933,428</b>	<b>28,429,460</b>	<b>31,369,406</b>	<b>2,939,946</b>



# Permits / Fees

	FY13 ACTUAL	FY14 BUDGETED	FY14 ACTUAL	FY14 VARIANCE
Dog License	41,088	40,000	44,438	4,438
Land Use Application Fees	7,325	6,500	4,800	(1,700)
Development Review Fees	382,026	215,760	345,891	130,131
Building Permits	594,874	515,000	718,729	203,729
Transfer fees	2,515	0	2,525	2,525
Electrical Permits	58,311	60,000	75,979	15,979
Plumbing Permits	10,155	20,000	11,749	(8,251)
Mechanical Permits	51,870	50,000	51,337	1,337
Sign Permits	3,112	2,500	3,668	1,168
Permits – Fire and Rescue	1,765	850	1,690	840
Land Disturbance Permits	59,860	60,000	65,740	5,740
2% State Fees	502	0	9,286	9,286
Transfer Develop. Rights	0	0	2,350	2,350
Septic Hauler/Sewage Install.	650	1000	600	(400)
<b>TOTALS</b>	<b>1,214,052</b>	<b>971,610</b>	<b>1,338,782</b>	<b>367,172</b>

# Unspent Budgeted Expenditures by category

	FY13 ACTUAL	FY14 AMENDED		
		BUDGET	FY14 ACTUAL	FY14 VARIANCE
Administration	9,245,731	10,070,478	9,386,137	684,341
Judicial	2,004,289	2,291,846	2,079,056	212,790
Public Safety	25,365,932	29,666,650	28,098,641	1,568,009
Public Works	3,627,132	4,566,543	4,168,001	398,542
Health / Welfare	6,547,404	6,938,816	6,628,243	310,573
Community College	56,493	56,493	56,493	0
Parks, Rec. & Cultural	4,888,472	5,380,964	5,000,981	379,983
Community Development	1,707,290	3,881,421	3,389,330	492,091
Transfers	77,541,790	79,632,958	78,544,495	1,088,463
<b>TOTAL</b>	<b>130,984,532</b>	<b>142,486,169</b>	<b>137,351,377</b>	<b>5,134,792</b>

Detail presented on following pages.

# Budgeted Expenditures by department

ADMINISTRATION	FY13 ACTUAL	FY14 AMENDED		FY14 VARIANCE
		BUDGET	FY14 ACTUAL	
Board of Supervisors	229,550	259,582	236,873	22,709
County Administrator	582,586	616,574	608,991	7,583
County Attorney	205,904	231,982	228,949	3,033
Human Resources	309,441	321,688	311,105	10,583
Independent Auditor	63,500	66,000	63,500	2,500
Comm. of Revenue	1,096,406	1,176,320	1,164,960	11,360
Reassessment	157,943	228,699	153,088	75,611
Treasurer	1,056,895	1,162,635	1,099,543	63,092
Finance	689,146	723,805	719,538	4,267
IT /GIS	1,193,319	1,511,355	1,392,951	118,404
MIS	489,167	515,942	488,935	27,007
Other	2,906,623	2,993,028	2,687,588	305,440
Electoral Board	114,584	106,137	83,279	22,858
Registrar	150,666	156,731	146,837	9,894
<b>SUBTOTAL</b>	<b>9,245,731</b>	<b>10,070,478</b>	<b>9,386,137</b>	<b>684,341</b>

# Budgeted Expenditures by department

JUDICIAL	FY13 ACTUAL	FY14 AMENDED		FY14 VARIANCE
		BUDGET	FY14 ACTUAL	
Circuit Court	60,150	60,300	56,589	3,711
Gen. District Court	13,893	16,293	11,497	4,796
J&D Court	15,325	19,717	13,557	6,160
Clerk	629,993	696,706	640,686	56,020
Law Library	11,634	12,000	10,748	1,252
Comm. Attorney	1,152,232	1,356,003	1,243,437	112,566
Victim Witness	121,063	130,827	102,542	28,285
<b>SUBTOTAL</b>	<b>2,004,289</b>	<b>2,291,846</b>	<b>2,079,056</b>	<b>212,790</b>

# Budgeted Expenditures by department

<b>PUBLIC SAFETY</b>	FY14 AMENDED			
	FY13 ACTUAL	BUDGET	FY14 ACTUAL	FY14 VARIANCE
Sheriff	10,989,045	12,183,481	11,688,811	494,670
Vol. Fire Depts.	867,127	1,031,265	878,192	153,073
Ambul. / Rescue	444,864	806,793	737,392	69,401
Jail / Juv. Detention	4,595,256	5,151,343	4,862,277	289,066
Juvenile Court	121,321	145,417	121,287	24,130
Inspections	991,264	1,132,931	1,084,946	47,985
Fire & Rescue	6,295,055	7,685,406	7,379,101	306,305
Public Comm.	1,062,000	1,530,014	1,346,635	183,379
<b>SUBTOTAL</b>	25,365,932	29,666,650	28,098,641	1,568,009

# Budgeted Expenditures by department

PUBLIC WORKS	FY13 ACTUAL	FY14 AMENDED		FY14 VARIANCE
		BUDGET	FY14 ACTUAL	
Road Admn.	13,382	20,475	13,279	7,196
Street Lights/Star Ft	33,275	43,020	36,094	6,926
Engineering	322,953	352,678	338,548	14,130
Refuse Collection	1,060,125	1,631,753	1,500,737	131,016
Refuse Disposal	331,654	375,000	328,772	46,228
Litter Control Grant	10,065	12,172	6,351	5,821
Maintenance Admn.	504,155	558,837	537,885	20,952
County Ofc. Bldg.	882,221	1,005,163	878,044	127,119
Animal Shelter	469,302	567,445	528,291	39,154
<b>SUBTOTAL</b>	<b>3,627,132</b>	<b>4,566,543</b>	<b>4,168,001</b>	<b>398,542</b>

# Budgeted Expenditures by department

HEALTH/WELFARE	FY13 ACTUAL	FY14 AMENDED		FY14 VARIANCE
		BUDGET	FY14 ACTUAL	
Local Health Dept.	301,959	301,959	301,959	0
Ch. 10 Board	318,263	318,263	318,263	0
Social Services	5,369,471	5,777,664	5,449,958	327,706
Area on Aging	60,930	60,930	60,930	0
Prop. Tax Relief	496,782	480,000	497,133	(17,133)
<b>SUBTOTAL</b>	<b>6,547,404</b>	<b>6,938,816</b>	<b>6,628,243</b>	<b>310,573</b>

# Budgeted Expenditures by department

COMMUNITY COLLEGE	FY13 ACTUAL	FY14 AMENDED		FY14 VARIANCE
		BUDGET	FY14 ACTUAL	
Community College	56,493	56,493	56,493	0
<b>SUBTOTAL</b>	<b>56,493</b>	<b>56,493</b>	<b>56,493</b>	<b>0</b>

PARKS, REC & CUL	FY13 ACTUAL	FY14 AMENDED		FY14 VARIANCE
		BUDGET	FY14 ACTUAL	
Parks/Rec. Admn.	481,122	556,188	534,136	22,052
Parks Maintenance	1,486,413	1,597,888	1,494,662	103,226
RecCtr/Playgrnds	1,385,909	1,590,532	1,426,779	163,753
Clearbrook Park	390,367	382,454	349,561	32,893
Sherando Park	303,305	427,546	369,793	57,753
Regional Library	841,356	826,356	826,050	306
<b>SUBTOTAL</b>	<b>4,888,472</b>	<b>5,380,964</b>	<b>5,000,981</b>	<b>379,983</b>



# Budgeted Expenditures by department

COMMUNITY DEV	FY13 ACTUAL	FY14 AMENDED		FY14 VARIANCE
		BUDGET	FY14 ACTUAL	
Planning	983,162	1,086,871	1,009,298	77,573
EDC	478,722	2,521,707	2,125,344	396,363
Zoning Board	1,961	6,175	2,859	3,316
Building Appeals	0	550	0	550
NSV Reg. Comm.	43,622	43,622	43,622	-
Gypsy Moth	0	0	0	-
Soil & Water	7,650	7,650	7,650	-
Agriculture	192,173	214,846	200,557	14,289
<b>SUBTOTAL</b>	<b>1,707,290</b>	<b>3,881,421</b>	<b>3,389,330</b>	<b>492,091</b>

# Budgeted Expenditures by department

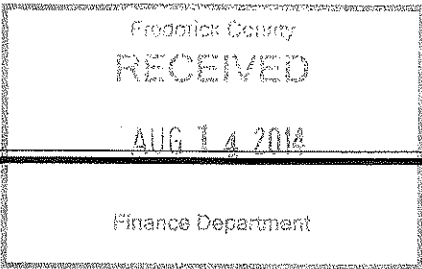
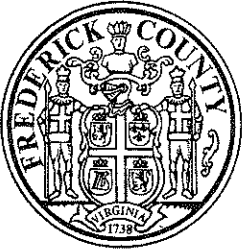
<b>TRANSFERS</b>	FY13 ACTUAL	FY14 AMENDED		FY14 VARIANCE
		BUDGET	FY14 ACTUAL	
School Transfers	74,483,200	76,470,257	75,709,276	760,981
County Debt & Unemployment Claims	2,366,360	2,561,645	2,367,570	194,075
Other	692,230	601,056	467,649	133,407
<b>SUBTOTAL</b>	77,541,790	79,632,958	78,544,495	1,088,463
<b>GRAND TOTAL</b>	130,984,532	142,486,169	137,351,377	5,134,792

# **General Fund Unreserved Fund Balance**

**\$38.3 million**

(Includes a reduction of \$4.3 used to balance FY 2015 budget and FY 2015 supplemental appropriations.)





COUNTY of FREDERICK

Department of Planning and Development

540/665-5651

FAX: 540/665-6395

**MEMORANDUM**

**TO:** Finance Committee  
**FROM:** John A. Bishop AICP, Deputy Director - Transportation *JAB*  
**RE:** Snowden Bridge Boulevard Revenue Sharing Project  
**DATE:** August 13, 2014

Staff is seeking creation of a budget line item and appropriation of \$8,136,700 for the construction of Snowden Bridge Boulevard from Route 11 to approximately .1 miles west of Milburn Road which includes a bridge over the CSX railroad tracks.

This project will be funded through a VDOT revenue sharing award of \$4,068,350 and matching funds provided by the developers of the Graystone rezoning 09-09 and 03-12. The VDOT award is a reimbursement award meaning funds must be expended and then submitted to VDOT for reimbursement.

The project management agreement with VDOT has been executed and the partnership agreement with the developers is being finalized. No project expenditures will take place until both agreements are in place.

Staff is seeking a recommendation to the Board of Supervisors regarding the creation of the budget line item and appropriation.

JAB/pd

4-027-012270-5413-000-009 \$ 8,136,700  
3-027-019110-0001 \$ 4,068,350  
3-027-024040-0001 \$ 4,068,350

Finance

# FREDERICK COUNTY SHERIFF'S OFFICE

ROBERT T. WILLIAMSON  
Sheriff



MAJOR C.L. VANMETER  
Chief Deputy

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540/662-6168  
FAX 540/504-6400



TO : Angela Whitacre, Treasurer's Office  
FROM : Sheriff R. T. Williamson *RTW*  
SUBJECT : Reimbursement  
DATE : September 12, 2014

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Attached please find checks from the Circuit Court of Virginia totaling \$659.32. This amount represents reimbursement for extraditions conducted in August. We are requesting this amount to be posted to revenue line 3-010-019110-0058. A copy of this memo will be sent to the Finance Department requesting appropriation into 3102-5506-000-001.

Thank you.

RTW/asw

*C.S. 9/15/14*

**Purpose:** Virginia's Highway Safety Program Sub Grantees use this form to certify and assure that they will fully comply with all terms of the Highway Safety Grant Agreement.

**Instructions:** Sub Grantees must read the contract, complete all applicable information on the first page, initial the subsequent pages, and return all pages to the Department of Motor Vehicles.

This Highway Safety Grant Agreement is entered into between the Virginia Department of Motor Vehicles (hereinafter "Department"), 2300 West Broad Street, Richmond, Virginia 23220, and the following:

Sub Grantee:	<u>Frederick County</u>
Project Title:	<u>Selective Enforcement - Alcohol</u>
Project Number/CFDA Number:	<u>154AL-2015-55175-5914-20.607</u>
Grant Award Amount	<u>\$33,347.00</u>

Source of funds obligated to this award:	U.S. Department of Transportation National Highway Traffic Safety Administration
Period of Performance for this project (hereinafter "Grant Period"):	From October 1, 2014, or the date the Highway Safety Grant Agreement is signed by the Director, Virginia Highway Safety Office (whichever is later) through September 30, 2015. Allow 21 days for the Department to complete its review and signature. <b>FINAL VOUCHER IS DUE ON OR BEFORE NOVEMBER 5, 2015.</b>

In performing its responsibilities under this Highway Safety Grant Agreement, the Sub Grantee certifies and assures that it will fully comply with the following:

- Applicable Department regulations and policies and state and federal laws, regulations, and policies
- Statement of Work and Special Conditions and an Approved Budget, included with this Highway Safety Grant Agreement
- General Terms and Conditions, also included with this Highway Safety Grant Agreement

Sub Grantee's signature below indicates that the Sub Grantee has read, understands and agrees to fully comply with all terms and conditions of this Highway Safety Grant Agreement without alteration. This Highway Safety Grant Agreement (hereinafter "Grant Agreement"), consisting of this certification; the attached Statement of Work and Special Conditions; the attached General Terms and Conditions; the attached Project Budget; the Sub Grantee's proposal; and the letter awarding the grant to the Sub Grantee constitutes the entire agreement between the Department and the Sub Grantee, supersedes any prior oral or written agreement between the parties and may not be modified except by written agreement as provided herein. Where any conflict arises between terms, the following is the order of governance of one term over another: (1) applicable Department regulations and policies, except where superseded by federal laws, regulations, or policies; (2) applicable state laws, regulations, and policies, except where superseded by federal laws, regulations, or policies; (3) applicable federal laws, regulations, and policies; (4) Statement of Work and Special Conditions; (5) General Terms and Conditions; (6) Project Budget; (7) Sub Grantee's proposal; and (8) grant award letter.

**SIGNATURES OF AUTHORIZED APPROVING OFFICIALS**

**For Sub Grantee:**

**For Virginia Department of Motor Vehicles:**

\_\_\_\_\_  
Name and Title of Project Director (print)

John Saunders  
\_\_\_\_\_  
Director, Virginia Highway Safety Office (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Authorized Approving Official (print)

Sub Grantee's DUNS Number \_\_\_\_\_

Does your locality/legal entity expend \$500,000 or more annually in total federal funds? (check one)     Yes     No



Department of Motor Vehicles  
Grant Budget Lines

Date Run: 09-JUL-2014

154AL-2015 - 55175 - 5914 - Frederick County

PM: Doug Stader

Project Director Initials

Date

Category	Line Item Desc	Qty	Individual Cost	Total Cost	Fed Fund Amount	Matching Funds
Personnel	Overtime funds for Deputies working enhanced DUI enforcement.	650	40.00	26,000.00	26,000.00	0.00
Other Direct Costs	Fuel, Propane, Oil & Maintenance County vehicles	1	16,673.50	16,673.50	0.00	16,673.50
Equipment	5-Alco Sensor III preliminary breath testing devices	5	315.00	1,575.00	1,575.00	0.00
Equipment	Python III Radar units	3	1,825.00	5,475.00	5,475.00	0.00
Equipment	6 pack each of rechargeable LED safety flares	3	99.00	297.00	297.00	0.00
<b>Total:</b>				<b>50,020.50</b>	<b>33,347.00</b>	<b>16,673.50</b>

*Appropriation / Budget Lines:*

3102-1005-000-000  
3102-5409-000-000

\$ 26,000<sup>00</sup>  
\$ 7,347<sup>00</sup>  
\$ 33,347<sup>00</sup>



# FREDERICK COUNTY SHERIFF'S OFFICE



ROBERT T. WILLIAMSON  
*Sheriff*

MAJOR C.L. VANMETER  
*Chief Deputy*

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540/662-6168  
FAX 540/504-6400

September 18, 2014

Ms. Cheryl Shiffler, Director of Finance  
Finance Committee

Dear Ms. Shiffler:

I am requesting a supplement in the amount of \$175,000.00 to our part time budget line of 3102-1003-000-000.

This request is being necessitated by the addition of 3 more judges to the bench. In consultation with Judge Athey and the Clerks of the Court, it appears that the number of courts, serving Frederick County, will nearly double with the additional judges. Virginia state law mandates that the Sheriff provide, at a minimum, two bailiffs for each Circuit court and one bailiff for each General District court and one for each Juvenile and Domestic Relations court. When a jury is required for Circuit court the number of bailiffs needed increases to three. We currently have eight fulltime and five part time deputies assigned to work Court Security and Civil Process. These deputies are responsible for the security of the Judge and the courtroom, the movement of inmates within the courthouse, the fingerprinting and photographing of inmates as well as the service of approximately 20,000 civil papers per year, the transport of inmates within state, extradition of out of state inmates, transport of mental health persons as well as transport of juveniles.

In fiscal 2013-2014, the Frederick County Sheriff's Office was budgeted \$40,000 for part time help. Through transfer of funds, we expended \$111,561.41. The only part time employees utilized by the Sheriff's Office are assigned to Court Security and Civil Process. In fiscal 2014-2015 we were appropriated \$53,000 for part time help.

Letter: Ms. Shiffler  
Page 2

The uncertainty of the future number of courts and court days, coupled with the current fiscal picture, suggests that the best approach would be to cover the additional courts and requirements associated with them, with part time personnel. This approach would allow us to have a better idea of what future needs might be and whether or not it will be necessary to add additional full time personnel to cover those requirements through the budget cycle.

Any consideration this request can be given would be greatly appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Robert T. Williamson". The signature is written in dark ink and is positioned above the printed name.

Robert T. Williamson, Sheriff

RTW/asw

# FREDERICK COUNTY SHERIFF'S OFFICE

ROBERT T. WILLIAMSON  
*Sheriff*



MAJOR C.L. VANMETER  
*Chief Deputy*

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540/662-6168  
FAX 540/504-6400

September 17, 2014

Ms. Cheryl Shiffler, Director of Finance  
Finance Committee

Dear Ms. Shiffler:

We are requesting a supplemental appropriation in the amount of \$284,781.00. This funding will be for the purchase of 10 vehicles and equipment needed for the vehicles.

In our budget for FY 14/15 we requested funding to replace 28 vehicles. We were given funding to replace 14 vehicles with a discussion to come back and ask for a supplement to purchase additional vehicles. We have removed 27 vehicles with high mileage and increased maintenance costs from the fleet and those vehicles will be sold at public auction however, we are still operating 17 vehicles with each having an excess of 120,000 miles. Average monthly mileage for a patrol vehicle is 1,900-2,000 miles. By replacing 10 vehicles with high mileage, our fleet will be mainly comprised with vehicles having less than 100,000 miles resulting in less maintenance costs.

Any consideration you may give this request is greatly appreciated.

Sincerely,

Robert T. Williamson, Sheriff

RTW/asw

DATE September 4, 2014

TO: Cheryl Shiffler  
Frederick County Finance Director

FROM: Patrick Barker, CEcD  
Executive Director

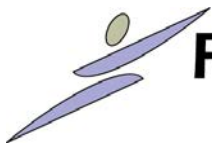
RE: Carryover Request for FY 14

The Economic Development Authority is requesting to carryover \$375,000.00 from FY14 remaining in line item 10-8102-5600-000-001, EDA Incentives, to our FY15 budget for the same line item

These funds represent the balance of funds

These monies are future installments of the Local Economic Development Incentive Grants for business expansions. All projects have executed Performance Agreements.

Thank you for your consideration.



# Frederick County Public Schools

... to ensure all students an excellent education

Executive Director of Finance

fryel@frederick.k12.va.us

**DATE:** September 3, 2014

**TO:** Cheryl Shiffler, Director of Finance – County of Frederick

**FROM:** Lisa K. Frye, Executive Director of Finance - FCPS

**SUBJECT: FY15 Budget Items for Consideration by the Board of Supervisors**

At their meeting, September 2, 2014, the School Board approved the following budget adjustments which are subject to consideration and approval by the Board of Supervisors. Please include the following requests for FY2015 budget adjustments on the agenda for the County Finance Committee meeting scheduled for September 29, 2014. Also, the financial reports for FY2014 are provided in this packet as an information item.

**I. Budget adjustment for the school operating fund**

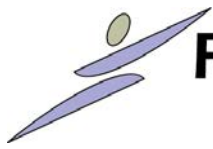
A FY2015 budget adjustment to the school operating fund is requested for \$108,938.58, which represents funds received during FY2014 and are to be used for their specified purposes including mentor teacher programs, algebra readiness program, and other miscellaneous purposes.

**II. Budget adjustment for school capital projects fund**

The school board is requesting a FY2015 budget adjustment to the school capital projects fund for \$722,202.80, which represents the total of the un-obligated surplus of \$542,593.92 in the school operating fund plus \$179,608.88 in additional carryforward dollars in the capital projects fund. Approval of this request will provide appropriation for capital maintenance needs for the school division.

Attachment (1) – FY2014 Financial Report

C: David T. Sovine, Ed.D., Superintendent  
John R. Riley, County Administrator



# Frederick County Public Schools

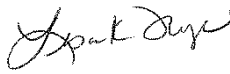
... to ensure all students an excellent education

Executive Director of Finance

fryel@frederick.k12.va.us

**DATE:** September 2, 2014

**TO:** School Board Members  
David T. Sovine, Ed.D., Superintendent of Schools

**FROM:** Lisa K. Frye, Executive Director of Finance 

**SUBJECT:** **Financial Reports for Fiscal Year 2013-14**

Attached are the year-end financial reports for fiscal year 2013-14. As of the date of this report, the financials are unaudited. Included are the statements of operations for all funds managed by the school system. This report summarizes the key activities within each fund.

### Table of Contents

<u>Fund</u>	<u>Report</u>
School Operating Fund	Page 3
School Nutrition Fund	Page 8
School Textbook Fund	Page 10
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Please refer to the respective financial statement as you proceed through the text.

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## School Operating Fund

The unobligated surplus for the fiscal year 2014 school operating fund is \$542,594, which is 0.40% of the \$134,315,947 total operating fund budget.

Key factors contributing to the school operating fund surplus are shown in the chart below.

	Budget	Actual	Variance
State Sales Tax Funding	\$ 13,747,701	\$ 13,300,059	(\$ 447,642)
Wage and benefit savings due to vacancy savings and turnover	\$ 108,866,115	\$ 108,371,594	\$ 494,521
Energy/utility savings	\$ 3,763,996	\$ 3,583,265	\$ 180,732
Budget savings – schools and departments	\$ 13,801,167	\$ 13,460,974	\$ 340,193 <i>\$59,787 schools \$280,406 depts.</i>
All other unobligated variances			<u>(\$ 25,210)</u>
<b>Remaining Unobligated Surplus for FY 2014</b>			<b>\$ 542,594</b>

The original (beginning) budget for the school operating fund for FY 2014 was \$134,000,043. Adjustments of \$315,904 were approved and resulted in the current budget balance of \$134,315,947. The adjustments included encumbrance and carryforward grant receipts from FY 2013.

FY 2014 revenues in the school operating fund were \$133,122,067, and expenses totaled \$132,470,535. Obligations in the amount of \$108,939 for certain restricted programs are reserved for reappropriation to FY 2015, resulting in a FY 2014 unobligated surplus of \$542,594.

The remaining portion of this section explains the financial activity and resulting variances.

---

### Understanding the Operating Fund Variances

The financial statement for the School Operating Fund is presented in a format reflecting two components of financial activity: unrestricted and restricted programs. The majority of the school division's programs and operations are funded by state and local funds in the unrestricted component. While the school division must maintain minimum standards of quality with a mandated local match in most cases, the local school board deploys those funds with discretion and in line with its planning goals. Therefore, the expenditures in this component are referred to as unrestricted.

The restricted program section shows the financial activity of grant funds received by the school division for specific use on designated programs within the division. The budget and related financial activity align with the grant award amounts and spending period, creating budget to actual variances which tend to be misunderstood as local surpluses or deficits. For this reason, the format shown is designed to assist the reader with the distinction between the two.



## School Operating Fund – Continued

### Unrestricted Revenues and Expenditures

Unrestricted revenues exceeded expenditures by \$671,117 [line 11]. The variance for each revenue source and expenditure category is described in the following text. This amount is offset by the \$19,584 deficit in the restricted program section [line 14] resulting in the total operating fund surplus of \$651,533 [line 15].

**Unrestricted Revenues:**        \$127,650,155 [line 6]

#### Local Sources [line 1]

- \$939,671 in miscellaneous local revenue was received, including fees and charges to students and the public, as well as billings to other agencies, gifts and donations, rebates and refunds, and rental charges for the use of school division facilities. Funds received from these sources were less than projected by \$83,120, of which about half is due to the non-payment of lease obligations by a tenant.

#### Commonwealth [line 2]

- \$65,661,997 in state revenues were received including Standards of Quality (SOQ) funding, sales tax receipts, incentive funding, categorical funding, lottery funds, and some miscellaneous funds were less than budgeted by \$393,043.
- SOQ funding was less than budgeted by \$28,864 due to lower than projected enrollment for the school year.
- Sales tax funding was less than budgeted by \$447,642 due to lower sales tax collections received by the Commonwealth than was planned by the Virginia Department of Taxation.
- Other state revenues were greater than budgeted by \$83,463.

#### Federal Government [line 3]

- \$5,262 in unrestricted, federal program revenues were received. A small amount of funding is provided each year based on the amount of federal land in the county.

#### Local Government [lines 4-5]

- \$61,043,225 was received from the County's General Fund, including prior year funding rolled over into the current year to satisfy carry-forward encumbrance obligations and the current year commitment by the local governing body for the School Operating Fund.

**Unrestricted Expenditures:**    \$126,979,038 [line 10]

#### Instruction [line 7]

- \$95,040,226 was expended for instructional purposes and includes costs incurred for classroom instruction, student support services, library and media services, instructional support services, and school administrative offices in the areas of regular education, special education, vocational education, gifted education, and the other categories of instruction. Seventy-five percent of all expenditures are in this category. The positive variance of \$418,471 is attributable to expenditure savings throughout the schools and instructional departments.

#### Instructional and Administrative Technology [line 8]

- \$5,601,832 was expended for costs associated with division technology, whether for instructional, administrative, or operational categories. The \$11,764 positive variance is the net of all personnel and operational expenditures.

**Support Services [line 9]**

- \$26,336,980 was expended for costs associated with supporting the operations of the school division, including administration, services related to students' attendance and health, transporting students, and maintaining facilities. The \$572,751 positive variance is the net of all personnel and operational expenditures, including \$180,732 in energy savings.
- Administration, Attendance and Health – The costs associated with the health services as well as the executive, finance, public information, human resources, and other administrative departments resulted in a savings of \$191,925 in all types of expenditures. The largest variances occurred due to personnel turnover and lower than expected legal fees, contracted services, and supplies.
- Transportation – The costs associated with transporting students and maintaining school buses resulted in a \$20,031 positive variance due to a savings in contracted services.
- Operations and Maintenance – The costs associated with maintaining the division's facilities resulted in a \$355,340 positive variance in the maintenance function, and a \$9,744 positive variance was realized in the facility planning category. While savings were realized throughout all types of expenditures, notable variances occurred in contracted facility activities and electricity expenses due to installed lighting projects and conservation efforts. Utility expenses comprise a significant portion of this function.

**Restricted program revenues and expenditures** are shown in lines 12 and 13. In some programs, local dollars are either required or provided. Expenditures exceeded revenues by \$19,584. [line 14]

**FY 2014 Unrestricted Surplus (Revenues in Excess of Expenditures) \$542,594 [lines 15-17]**

The total surplus for FY2014 of \$651,533 is reduced by the amount of revenue received for a special purpose, but has not yet been encumbered. These funds are considered obligations against the surplus funds, total \$108,939, and include: 1) \$471 for the VA Star program, 2) \$71,653 for SOL Algebra Readiness, 3) \$30,000 for the Apple Federal Credit Union mentor teacher program, and 4) \$6,814 for the E-Rate program. A separate appropriation request will be submitted for these amounts to be approved by the Board of Supervisors. The unobligated surplus for FY2014 is \$542,594.

**Restricted Programs [line 18]**

Restricted Programs provide funding for specific programs or initiatives. The majority of the restricted revenues are based upon certain student populations or capabilities. Restricted program funding is associated with specific spending criteria as well as reporting criteria. The vast majority of restricted revenues come from the federal government, but a few are from state or miscellaneous sources. Restricted program revenues totaled \$5,471,912 for FY 2014, and program expenditures totaled \$5,491,496. The resulting negative balance of \$19,584 represents a small amount of additional local funding toward those specific program budgets.

- The restricted programs include: eRate telecommunications, state mandates in the area of educational services to special needs students, and federally-funded programs including such grants as Titles I, II, III, IV, VI-B, and vocational education. The fiscal year for the federal grants extends beyond the local June 30 fiscal year, and any remaining grant balances for active grants are eligible for expenditure in the next fiscal year. The variance is the remaining appropriation associated with the grant award amount and does not contribute to or reduce the remaining unobligated surplus.

Frederick County Public Schools  
**School Operating Fund**  
 Year Ended June 30, 2014

	[a] 2012-13 Actual*	[b] 2013-14 Original Budget	[c] 2013-14 Adjusted Budget	[d] 2013-14 Actual*	[e] Variance from Adj. Budget
<b>SUMMARY</b>					
Revenue from Local/Other Sources	\$ 1,091,422	\$ 1,305,211	\$ 1,308,022	\$ 1,105,550	\$ (202,472)
Revenue from the Commonwealth	\$ 65,552,134	\$ 67,262,558	\$ 67,047,571	\$ 66,525,232	\$ (522,339)
Revenue from the Federal Government	\$ 5,196,638	\$ 4,704,953	\$ 4,917,129	\$ 4,448,061	\$ (469,068)
Revenue from Local Governing Body	\$ 61,215,266	\$ 60,727,321	\$ 61,043,225	\$ 61,043,225	\$ -
<b>[A] TOTAL REVENUES</b>	<b>\$ 133,055,460</b>	<b>\$ 134,000,043</b>	<b>\$ 134,315,947</b>	<b>\$ 133,122,067</b>	<b>\$ (1,193,879)</b>
Instruction	\$ 94,475,031	\$ 95,327,983	\$ 95,458,697	\$ 95,040,226	\$ 418,471
Instruction - Restricted Programs	6,189,297	6,306,244	6,333,923	5,491,496	842,426
Technology - Instructional & Administrative	5,461,085	5,310,431	5,613,596	5,601,832	11,764
Support Services	26,032,153	27,055,385	26,909,731	26,336,980	572,751
<b>[B] TOTAL EXPENDITURES</b>	<b>\$ 132,157,566</b>	<b>\$ 134,000,043</b>	<b>\$ 134,315,947</b>	<b>\$ 132,470,535</b>	<b>\$ 1,845,412</b>
* Actual fiscal year expenditures includes encumbrances					
<b>[C] REVENUE OVER EXPENDITURES</b>	<b>\$ 897,895</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 651,533</b>	<b>\$ 651,533</b>
<b>[D] Obligated Funds-Special Programs</b>	<b>\$ 97,012</b>			<b>\$ 108,939</b>	
<b>[E] LOCAL FUNDS UNOBLIGATED AT JUNE 30</b>	<b>\$ 800,883</b>			<b>\$ 542,594</b>	
<b>[F] Percentage Surplus of Total Budget</b>	<b>0.60%</b>			<b>0.40%</b>	

**Unrestricted Revenues**

[1] Revenue from Local Sources	\$ 993,522	\$ 1,111,054	\$ 1,022,790	\$ 939,671	\$ (83,120)
[2] Revenue from Commonwealth	\$ 64,692,202	\$ 65,956,728	\$ 66,055,040	\$ 65,661,997	\$ (393,043)
a Standards of Quality (SOQ)	47,236,103	47,055,938	47,055,938	47,027,074	(28,864)
b Sales Tax	13,102,993	13,747,701	13,747,701	13,300,059	(447,642)
c Incentive Accounts	1,121,305	1,992,249	1,992,249	1,987,927	(4,322)
d Categorical	72,893	86,655	86,655	79,971	(6,684)
e Lottery-Funded Programs	3,016,402	2,976,685	2,976,685	3,021,344	44,659
f Miscellaneous State	142,506	97,500	195,812	245,622	49,809
[3] Revenue from Federal Government	\$ 4,358	\$ 5,002	\$ 5,002	\$ 5,262	\$ 260
[4] Transfers/ CarryOver/ Prior Year Encumbrances	\$ 1,593,804	\$ -	\$ 315,904	\$ 315,904	\$ -
[5] Local Funds -Board of Supervisors	\$ 59,621,462	\$ 60,727,321	\$ 60,727,321	\$ 60,727,321	\$ -
[6] Total Unrestricted Revenues	\$ 126,905,349	\$ 127,800,105	\$ 128,126,057	\$ 127,650,155	\$ (475,903)

**Unrestricted Expenditures**

[7] Instruction	\$ 94,475,031	\$ 95,327,983	\$ 95,458,697	\$ 95,040,226	\$ 418,471
a Regular education	70,866,669	70,924,579	71,142,672	71,187,086	(44,414)
b Special education	14,883,422	15,420,790	15,244,634	15,023,196	221,438
c Vocational education	6,496,101	6,720,724	6,820,632	6,629,442	191,190
d Gifted education	725,409	775,229	777,666	769,927	7,739
e Other education	1,343,165	1,348,648	1,398,825	1,361,989	36,836
f Summer School	19,264	23,750	23,750	18,068	5,682
g Adult education	141,002	114,265	50,518	34,278	16,240
h Non-regular school day	-	-	-	16,240	(16,240)
[8] Instructional & Administrative Technology	\$ 5,461,085	\$ 5,310,431	\$ 5,613,596	\$ 5,601,832	\$ 11,764
a Instructional technology	823,536	1,204,701	1,197,759	1,196,662	1,096
b Instructional support technology	3,159,027	2,554,967	2,681,686	2,694,015	(12,329)
c Administrative technology	1,478,522	1,550,764	1,734,151	1,711,154	22,997
[9] Support Services	\$ 26,032,153	\$ 27,055,385	\$ 26,909,731	\$ 26,336,980	\$ 572,751
a Administration, Attendance & Health	5,670,074	5,869,055	5,840,249	5,648,324	191,925
b Pupil Transportation Services	8,045,868	8,247,089	8,295,572	8,275,541	20,031
c Operation and Maintenance	11,672,880	12,317,322	12,168,123	11,812,783	355,340
d Facilities	140,896	200,411	184,280	174,535	9,744
e Fund Transfers	502,436	421,508	421,508	425,797	(4,289)
[10] Unrestricted Expenditures	\$ 125,968,269	\$ 127,693,799	\$ 127,982,024	\$ 126,979,038	\$ 1,002,985
[11] Unrestricted Revenue Over/(Under) Expense	\$ 937,080			\$ 671,117	

**Restricted Programs**

[12] Total Restricted Revenues	\$ 6,150,111	\$ 6,199,938	\$ 6,189,889	\$ 5,471,912	\$ (717,977)
[13] Total Restricted Expenditures	\$ 6,189,297	\$ 6,306,244	\$ 6,333,923	\$ 5,491,496	\$ 842,426
[14] Restricted Revenue Over/(Under) Expense	\$ (39,186)			\$ (19,584)	
[15] All Revenue Over/(Under) Expense	\$ 897,895			\$ 651,533	
[16] Obligated Funds-Special Programs	97,012			108,939	
[17] LOCAL FUNDS UNRESTRICTED AND UNOBLIGATED AT JUNE 30	\$ 800,883			\$ 542,594	

**Supplementary Information Regarding Restricted Programs**

<b>Restricted Programs</b>		<b>2013-2014</b>	<b>2013-2014</b>	<b>2013-2014</b>
		<b>Revenue</b>	<b>Expenditures</b>	<b>Variance</b>
a	eRate Program	\$ 74,124	\$ 67,310	\$ 6,814
b	Regional Juvenile Detention Center	375,023	373,057	1,965
c	Special Education - In-Jail	79,323	79,323	-
d	Early Reading Intervention	272,299	270,264	2,035
e	SOL Algebra Readiness	111,138	139,100	(27,962)
f	Other Special State Programs	25,452	88,001	(62,549)
g	Bridges to Success - Apple Federal Credit Union	30,000	11,579	18,421
h	Title I, Part A	1,299,576	1,299,576	-
i	Title I, Part D	89,645	89,645	-
j	Title I, School Choice	4,100	4,100	-
k	Title II, Part A Improve Teacher Quality	282,767	282,467	300
l	Title II, Ed Tech	-	-	-
m	Title II, Part D	3,100	-	3,100
n	Title III LEP	50,387	50,387	-
o	Title VI-B	2,493,573	2,493,573	-
p	Title VI-B Preschool	41,161	-	41,161
q	Perkins Vocational	155,542	148,592	6,950
r	Miscellaneous Federal	22,947	26,486	(3,538)
s	Emergency Generator Grant	61,755	68,036	(6,281)
<b>[18]</b>	<b>Total Restricted Programs</b>	<b>\$ 5,471,912</b>	<b>\$ 5,491,496</b>	<b>\$ (19,584)</b>

**RECAPITULATION:**

Year Ended June 30, 2014

	[a]	[b]	[c]	[d]	[e]
	<b>2012-13</b>	<b>2013-14</b>	<b>2013-14</b>	<b>2013-14</b>	<b>Variance</b>
	<b>Actual*</b>	<b>Original</b>	<b>Adjusted</b>	<b>Actual*</b>	<b>from</b>
		<b>Budget</b>	<b>Budget</b>		<b>Adj. Budget</b>
<b>[19] TOTAL REVENUES</b>	\$ 133,055,460	\$ 134,000,043	\$ 134,315,947	\$ 133,122,067	\$ (1,193,879)
<b>[20] TOTAL EXPENDITURES</b>	\$ 132,157,566	\$ 134,000,043	\$ 134,315,947	\$ 132,470,535	\$ 1,845,412
<b>[21] REVENUE OVER EXPENDITURES</b>	<b>\$ 897,895</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 651,533</b>	<b>\$ 651,533</b>
<b>[22] Obligated Funds-Special Programs</b>	97,012			108,939	
<b>[23] LOCAL FUNDS UNOBLIGATED AT JUNE 30</b>	<b>\$ 800,883</b>			<b>\$ 542,594</b>	
<b>[24] Percentage Surplus of Total Budget</b>	0.60%			0.40%	

\* Actual fiscal year expenditures includes encumbrances

## **School Nutrition Fund**

The food service operation finished the FY 2014 with revenues in excess of expenditures of \$140,726, which increases the fund balance to \$1,343,327. Of this fund balance, \$210,365 is the value of inventory at year end and is categorized as non-spendable. The School Nutrition Services Program served meals over 172 days, eight days less than the budget due to inclement weather.

Even though the fund realized a profit in FY 2014, revenue was less than expected due to a decline in the number of students buying meals and eight less serving days. Expenditures were significantly less than expected for the associated number of meals served. Two expense categories were targeted for increased operational efficiency. First, a focused effort was placed on standardized menu planning and the use of prepackaged items. Second, staff productivity rates were enhanced by adjusting to service levels.

1,183,655 lunches and 251,665 breakfasts were served throughout the 2013-2014 school year, which were 151,357 less meals than budgeted. The lunch prices for a full meal were \$2.30 for elementary, \$2.55 for middle, and \$2.55 regular lunch/\$2.65 pizza lunch for high school students. Other items were sold on an à la carte basis. The division food service operation produced an average of 14.46 meals per labor hour – 8,733 equivalent meals daily.

### **Revenue Variances:**

Compared to budget, revenues were \$398,829 less than expected. The variance is the net result of two main components: meal sales (including breakfast and lunch) and federal meal reimbursement through the National School Lunch Program.

- Lunch and breakfast sales for full-priced meals were \$266,430 lower than expected. This variance is attributed to eight fewer serving days and the less than expected number of students participating who pay full price for meals. À la carte/other sales were lower than expected by \$21,546.
- Federal and state subsidies were \$150,288 less than planned. This decrease in revenue reflects fewer serving days and changes in student meal participation patterns. Free and reduced eligibility decreased from 35.1% in June 2013 to 34.6% in June 2014.

### **Expenditure Variances:**

Compared to budget, expenditures were \$1,655,495 less than expected. The variance is the result of the following:

- Labor cost was \$239,731 less than planned. About 11,263 less labor hours (or 63 per serving day) were worked due to increased productivity and realigning labor hours to the number of meals served.
- Food and supply costs were \$696,914 less than planned. Management efforts were made to reduce the cost of the average meal resulting in an average food cost per meal of \$1.21 for FY 2014. This was a \$0.30 decreased cost per meal compared to the budget.
- Contracted services, utilities, travel, and other miscellaneous expenses ended the year with a positive variance of \$25,699.
- Capital outlay represents the purchase of new or replacement equipment. The negative variance of \$13,278 was due to the purchase of a steamer at Sherando High School.
- \$706,429 represents appropriation of prior year fund balance. The excess appropriation is carried forward to be used if needed.

Frederick County Public Schools  
**School Nutrition Fund**  
Year Ended June 30, 2014

	[a]	[b]	[c]	[d]	[e]
	<u>Actual</u>	<u>Actual</u>	<u>Adjusted</u>	<u>Actual</u>	<u>Variance</u>
	<u>2011-2012</u>	<u>2012-2013</u>	<u>Budget</u>	<u>2013-2014</u>	<u>from</u>
			<u>2013-2014</u>		<u>Adj Budget</u>
[1] <b>Beginning Balance July 1*</b>	\$ 1,548,297	\$ 1,510,004	\$ 1,115,940	\$ 1,202,601	\$ 86,661
<b>Revenues:</b>					
[2] Interest on Bank Deposits	\$ 4,103	\$ 3,125	\$ 3,448	\$ 2,484	\$ (964)
[3] Type A Lunches	1,790,515	1,569,601	1,732,657	1,485,516	(247,141)
[4] Breakfast Program	116,940	96,170	109,253	89,964	(19,289)
[5] All Other Sales and Adults	578,179	515,618	594,289	572,743	(21,546)
[6] Other Receipts	57,589	84,970	51,956	92,356	40,400
[7] State School Food Payments	94,601	99,079	101,463	91,725	(9,738)
[8] Federal Meals Reimbursement	2,165,867	2,283,597	2,415,921	2,275,371	(140,550)
[9] Transfers From School Operating	-	-	-	-	-
[10] <b>Total Revenues</b>	\$ 4,807,794	\$ 4,652,160	\$ 5,008,987	\$ 4,610,158	\$ (398,829)
<b>Expenditures:</b>					
[11] Salaries	\$ 1,777,889	\$ 1,836,709	\$ 1,926,270	\$ 1,742,933	\$ 183,337
[12] Fringe Benefits	579,372	624,847	663,925	607,530	56,395
[13] Contractual Services	44,950	48,632	66,493	47,626	18,867
[14] Utilities, Travel and Misc	49,525	50,580	54,118	47,286	6,832
[15] Food and Supplies	2,368,367	2,366,980	2,662,692	1,965,778	696,914
[16] Capital Outlay	25,982	31,816	45,000	58,278	(13,278)
[17] Appropriation Fund Bal. - Prior Year	-	-	706,429	-	706,429
[18] <b>Total Expenditures</b>	\$ 4,846,087	\$ 4,959,563	\$ 6,124,927	\$ 4,469,432	\$ 1,655,495
[19] <b>Revenue Over / (Under) Expenditures</b>	\$ (38,293)	\$ (307,404)	\$ -	\$ 140,726	
[20] <b>Balance June 30</b>	<u>\$ 1,510,004</u>	<u>\$ 1,202,601</u>	<u>\$ -</u>	<u>\$ 1,343,327</u>	

\* Beginning and ending balances include inventory valuation.

## **School Textbook Fund**

The textbook fund finished the year with an increase of \$260,370, bringing the fund balance to \$1,415,471. The primary source of revenue for this fund comes from the Standards of Quality funding provided by the Commonwealth. The state funds require a local match equal to the composite index percentage.

Beginning fund balance for the School Textbook Fund was \$1,155,102. Revenues plus the beginning fund balance total available funds of \$2,327,125. For FY 2014, state funds of \$745,103 plus \$421,529 in local matching funds, and miscellaneous receipts for interest and fees totaled \$1,172,023 in revenue.

Textbook purchases were made for replacements of worn textbooks, new language arts textbooks for grades kindergarten through 5, and new advanced placement world history for two high schools. Total expenditures on textbooks and related expenditures equaled \$911,653 for the year – less than planned due to savings on shipping costs and flat enrollment growth. A small portion of the expense total is for a clerical position attributable to maintaining the textbook inventory.

The textbook fund balance increases and decreases over time as it supports the year-to-year disbursements driven by the timing of required textbook adoptions.

Frederick County Public Schools  
**School Textbook Fund**  
Year Ended June 30, 2014

	[a] 2011-12 Actual*	[b] 2012-13 Actual*	[c] 2013-14 Budget	[d] 2013-14 Actual*	[e] Variance
[1] <b>Balance July 1</b>	\$ 1,704,857	\$ 1,411,930	\$ 976,250	\$ 1,155,102	\$ 178,852
<b>Revenues:</b>					
[2] Interest on Bank Deposits	\$ 4,827	\$ 2,372	\$ 5,000	\$ 2,803	\$ (2,197)
[3] Sale of Textbooks/ Lost Fees	5,391	2,310	6,500	2,588	(3,912)
[4] Misc Revenue	-	-	-	-	-
[5] State Reimbursements	324,073	745,564	749,021	745,103	(3,918)
[6] Transfers From Other Funds	201,391	421,717	421,658	421,529	(129)
[7] <b>Total Revenues</b>	\$ 535,682	\$ 1,171,964	\$ 1,182,179	\$ 1,172,023	\$ (10,156)
<b>Expenditures:</b>					
[8] Salaries	\$ 19,035	\$ 20,377	\$ 22,010	\$ 17,813	\$ 4,197
[9] Fringe Benefits	6,428	7,165	7,410	6,534	876
[10] Contractual Services	-	-	-	-	-
[11] Payments to Publishers	815,723	1,401,250	1,023,291	887,306	135,985
[12] Planned Carryforward to Next Year	-	-	1,105,718	-	1,105,718
[13] <b>Total Expenditures</b>	\$ 841,185	\$ 1,428,792	\$ 2,158,429	\$ 911,653	\$ 1,246,776
[14] <b>Revenues Over / (Under) Expenditures</b>	\$ (305,503)	\$ (256,829)	\$ (976,250)	\$ 260,370	\$ 1,236,620
[15] <b>Balance June 30</b>	<u>\$ 1,399,354</u>	<u>\$ 1,155,102</u>	<u>\$ -</u>	<u>\$ 1,415,471</u>	

\* Actual fiscal year expenditures include encumbrances



## **School Capital Projects Fund**

The school capital projects fund is a separate fund intended for the purchase of capital items that are not provided for in the annual school operating fund. This fund typically receives revenue from the local governing body through direct appropriation or through the transfer of funds from prior year remaining balances in the school operating fund. Additionally, in FY 2014, funds were transferred from the school debt service fund to support high priority school capital projects.

\$20,957 in fund balance plus \$127,671 in outstanding encumbrances was carried forward from FY 2013 to provide the FY 2014 beginning fund balance. The beginning fund balance plus a transfer of \$1,846,631 from the operating and debt service funds provided \$1,955,259 of FY 2014 available funds to spend. During FY 2014, expenditures and encumbrances totaled \$1,215,650 for various major maintenance projects; including chiller replacement at Robert E. Aylor Middle School, security enhancements at multiple schools, track resurfacing at Millbrook High School, information technology hardware upgrades, school bus replacement purchases, divisionwide crisis management software, and equipment purchases for full-day kindergarten.

The resulting balance of \$779,609 will be carried forward into FY 2015.

Items listed above should be budgeted in the operating fund because they are part of the larger scope of the annual operating responsibilities of the school division. Restoration of such funding in the operating budget will allow for this fund to return to the practice of using it for special projects outside the norm of the operating fund, yet also not large enough for the construction fund.

Frederick County Public Schools  
**School Capital Projects Fund**  
Year Ended June 30, 2014

	[a]	[b]	[c]	[d]	[e]
	2011-12 Actual*	2012-13 Actual*	2013-14 Budget	2013-14 Actual*	Variance from Adjusted Budget
[1] <b>Balance July 1</b>	\$ 303,528	\$ 442,256	\$ 100,000	\$ 148,628	\$ 48,628
<b>Revenues:</b>					
[2] Other Receipts					
[3] Local Funds - Frederick County	\$ 297,116	\$ 1,128,002	\$ 800,883	\$ 800,883	\$ -
[4] Transfers from Other Funds	985,123	267,115	1,082,640	1,045,748	(36,892)
[5] Transfers- Encumbrances from prior year	-	-	127,671	-	(127,671)
					0
<b>Total Revenues</b>	\$ 1,282,239	\$ 1,395,117	\$ 2,011,194	\$ 1,846,631	(164,563)
<b>Expenditures:</b>					
[6] Capital Outlay	\$ 1,491,532	\$ 1,816,416	\$ 2,111,194	\$ 1,215,650	\$ 895,544
[7] <b>Total Expenditures</b>	\$ 1,491,532	\$ 1,816,416	\$ 2,111,194	\$ 1,215,650	\$ 895,544
[8] <b>Fund Balance June 30</b>	\$ 94,235	\$ 20,957	\$ -	\$ 779,609	

\* Actual fiscal year amounts include encumbrances.

## Construction Fund

The active construction projects for FY 2014 were:

- final construction and opening of the new transportation facility;
- final construction of Amherst Street/Fox Drive traffic light and JWMS parking lot improvement;
- land acquisition and design services for the fourth high school and replacement for FCMS;
- construction of additional rooms for full-day kindergarten at Bass-Hoover, Stonewall, Evendale, and Redbud Run Elementary Schools, and
- completion of the renovation of JWHS walls and façade.

A summary of each project's financial activity is shown below and is provided in a different format on the financial statement.

**Transportation Facility:**

Beginning project amount	\$ 17,205,000.00
Expenditures through June 30, 2014	\$(17,195,171.00)
O/S Encumbrances @ June 30, 2014	\$( 5,000.00)
Remaining project balance	<u>\$ 4,829.00</u>

Cash received – bond proceeds	\$ 15,843,205.00
Cash received – premium proceeds	\$ 925,788.15
Cash received – interest earnings	\$ 53,662.20
Cash received – other sources	\$ 359,568.38
Cash disbursed for project	\$(17,177,223.73)
Accounts Payable @ June 30, 2014	\$ 0.00
Cash/A/P balance @June 30, 2014	<u>\$ 5,000.00</u>

**Replacement FCMS:**

Beginning project amount	\$ 49,500,000.00
Expenditures through June 30, 2014	\$( 2,272,196.06)
O/S Encumbrances @ June 30, 2014	\$( 998,939.18)
Remaining project balance	<u>\$46,228,864.76</u>

Cash received – bond proceeds	\$ 7,042,355.00
Cash received – premium proceeds	\$ 442,024.42
Cash received – interest earnings	\$ 24,606.36
Cash received – easement proceeds	\$ 120,000.00
Cash transferred to other sources	\$(2,199,765.29)
Cash disbursed for project	\$(1,990,396.83)
Accounts Payable @ June 30, 2014	<u>\$( 281,799.23)</u>
Cash/A/P balance @June 30, 2014	<u>\$ 3,157,024.43</u>

**Fourth High School:**

Beginning project amount	\$ 4,800,000.00
Expenditures through June 30, 2014	\$(2,419,111.20)
O/S Encumbrances @ June 30, 2014	<u>\$(2,065,257.00)</u>
Remaining project balance	<u>\$ 315,631.80</u>

Cash received – bond proceeds	\$ 2,734,850.00
Cash received – premium proceed	\$ 209,216.97
Cash received – interest earnings	\$ 2,813.37
Cash transferred-undesignated fund	\$ 1,300,000.00
Cash received from other projects	\$ 230,199.17
Cash disbursed for project	\$(2,397,686.20)
Accounts Payable @ June 30, 2014	<u>\$( 21,425.00)</u>
Cash/A/P balance @June 30, 2014	<u>\$ 2,057,968.31</u>

**JWMS Parking Lot:**

Beginning project amount	\$ 600,000.00
Expenditures through June 30, 2014	\$( 597,227.05)
O/S Encumbrances @ June 30, 2014	<u>\$( 0.00)</u>
Remaining project balance	<u>\$ 2,772.95</u>

Cash received – proffers proceeds	\$ 600,000.00
Cash transferred to other sources	\$( 2,772.95)
Cash disbursed for project	\$( 597,227.05)
Accounts Payable @ June 30, 2014	<u>\$ 0.00</u>
Cash/ A/P balance as of June 30, 2014	<u>\$ 0.00</u>

**James Wood High School:**

Beginning project amount	\$ 1,500,000.00
Expenditures through June 30, 2014	\$(1,370,160.01)
O/S Encumbrances @ June 30, 2014	<u>\$ 0.00</u>
Remaining project balance	<u>\$ 129,839.99</u>

Cash received – bond proceeds	\$ 1,286,150.00
Cash received – premium proceeds	\$ 105,857.26
Cash received – interest earnings	\$ 399.80
Cash transferred to other sources	\$( 22,247.05)
Cash disbursed for project	\$(1,370,160.01)
Accounts Payable @ June 30, 2014	<u>\$( 0.00)</u>
Cash/ A/P balance as of June 30, 2014	<u>\$ 0.00</u>

**Elementary Additions:**

Beginning project amount	\$ 6,100,000.00
Expenditures through June 30, 2014	\$(5,801,760.73)
O/S Encumbrances @ June 30, 2014	<u>\$( 0.00)</u>
Remaining project balance	<u>\$ 298,239.27</u>

Cash received – bond proceeds	\$ 5,635,755.00
Cash received – premium proceed	\$ 452,140.19
Cash received – interest earnings	\$ 4,193.95
Cash received from other projects	\$ 7,912.85
Cash disbursed for project	\$(5,599,188.34)
Accounts Payable @ June 30, 2014	<u>\$( 202,572.39)</u>
Cash/ A/P balance as of June 30, 2014	<u>\$ 298,241.26</u>

Frederick County Public Schools  
**Construction Funds**  
Year Ended June 30, 2014

	[a] <u>Project Budget</u>	[b] <u>Prior Years' Receipts</u>	[c] <u>2013-2014 Actual Receipts</u>	[d] <u>Cummulative Project Receipts</u>
[1] Balance July 1			\$ 4,155,525	
<b>Revenues:</b>				
[2] Interest Income	\$ -	\$ 41,605	\$ 5,380	\$ 46,985
[3] Proceeds from Bond Sale	34,205,000	20,823,106	9,415,000	30,238,106
[4] Other Receipts	-	1,296,205	692,563	1,988,768
[5] Transfers from Other Projects/Funds	-	2,900,000	-	2,900,000
[6] <b>Total Revenues</b>	\$ 34,205,000	\$ 25,060,916	\$ 10,112,943	\$ 35,173,859

	[a] <u>Project Budget</u>	[b] <u>Prior Years' Expenditures</u>	[c] <u>2013-2014 Actual</u>	[d] <u>Cummulative Project Expenditures</u>	[e] <u>Outstanding Encumbrances</u>	[f] <u>Remaining Project Balance</u>
<b>Expenditures:</b>						
[7] New Transportation Facility	\$ 17,205,000	\$ 16,717,790	\$ 477,381	\$ 17,195,171	\$ 5,000	\$ 4,829
[8] JWMS Parking Lot	600,000	588,877	8,350	597,227	-	2,773
[9] JWHS Wall Renovations	1,500,000	1,341,909	28,251	1,370,160	-	129,840
[10] Replacement FCMS	49,500,000	825,258	1,446,938	2,272,196	998,939	46,228,865
[11] Elementary School Additions	6,100,000	1,339,239	4,462,521	5,801,761	-	298,239
[12] Fourth High School - land & design	4,800,000	92,320	2,326,791	2,419,111	2,065,257	315,632
[13] <b>Total Expenditures</b>	\$ 79,705,000	\$ 20,905,393	\$ 8,750,233	\$ 29,655,626	\$ 3,069,196	\$ 46,980,178
[14] Balance June 30			<u>\$ 5,518,235</u>			

;

## Debt Service Fund

The year-end balance in the debt service fund is \$922,736. The fund balance is carried forward to offset the local share of debt service in the next fiscal year.

During the fiscal year, FCPS received \$276,080 from the federal government as an interest rebate subsidy for the Qualified School Construction Bonds (QSCB) program and \$13,580,403 from the county for debt service obligations and administrative expenses. A transfer of \$1,045,748 representing excess monies in the debt service fund were transferred to the school capital projects fund to help with major maintenance project purchases. Debt was refinanced reducing interest payments owed; therefore, interest expense savings were realized which helped contribute to the fund balance of \$922,736.

As of June 30, 2014, there were 33 active debt issues. The total principal and interest payments, along with the management fees for the debt issues, totaled \$12,953,905.

A summary of the outstanding indebtedness is shown below.

Outstanding debt at June 30, 2013	\$ 103,501,182
New debt incurred during FY 2014	\$ 9,415,000 *
Principal payments on existing debt during FY 2014	<u>(\$ 8,978,905)</u>
Outstanding debt at June 30, 2014	<u>\$ 103,937,277</u>

*\* During FY 2014, FCPS participated in the fall 2013 and spring 2014 Virginia Public School Authority (VPSA) bond sales for \$5,025,000 and \$4,390,000 respectively. These borrowings were used to fund the construction of elementary school additions at Bass-Hoover, Evendale, Redbud Run, and Stonewall elementary schools, as well as the architectural design of the replacement Frederick County Middle School and the fourth high school.*

Frederick County Public Schools  
**Debt Service Fund**  
 Year Ended June 30, 2014

	[a]	[b]	[c]	[d]	[e]
	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Adjusted Budget</b>	<b>2013-14 Actual</b>	<b>Variance from Adjusted Budget</b>
[1] <b>Balance July 1</b>	\$ 80,400	\$ 21,049	\$ -	\$ 20,158	\$ 20,158
<b>Revenues:</b>					
[2] Federal - QSCB	\$ 137,181	\$ 284,559	\$ 297,500	\$ 276,080	\$ (21,420)
[3] Local Funds - Frederick County	14,626,151	14,626,151	14,657,201	14,626,151	(31,050)
[4] Transfers from Other Funds					
[5] <b>Total Revenues</b>	\$ 14,763,332	\$ 14,910,710	\$ 14,954,701	\$ 14,902,231	\$ (52,470)
<b>Expenditures:</b>					
[6] Principal Payments	\$ 8,874,628	\$ 9,056,755	\$ 8,978,905	\$ 8,978,905	\$ -
[7] Interest Payments	4,948,631	4,869,297	4,868,156	3,961,150	907,006
[8] Miscellaneous	14,300	12,950	25,000	13,850	11,150
[9] <b>Total Expenditures</b>	\$ 13,837,559	\$ 13,939,002	\$ 13,872,061	\$ 12,953,905	\$ 918,156
[10] Transfers to Other Funds	\$ 985,123	\$ 972,599	\$ 1,082,640	\$ 1,045,748	
[11] <b>Balance June 30</b>	\$ 21,049	\$ 20,158	\$ -	\$ 922,736	

## **Insurance Reserve Fund**

The insurance reserve fund accounts for the premiums received and health claims paid for participating employees. The fund balance is generated from medical and dental premiums paid by the school system and employees exceeding insurance carrier payments for those claims. Likewise, the fund balance could decrease for claims exceeding premiums paid. A range for projected claims expense and health care utilization is prepared by the insurance carrier. Premiums are set within the projected range.

The health insurance program provided coverage for about 1,751 FCPS employees and retirees plus their dependents. The program includes three medical plan options, one vision, and one dental plan—all provided by Anthem. The three medical plan options are known as KeyCare 300, KeyCare 30, and the Health Savings Account (HSA) plan.

Column [e] shows the current year activity compared to expected and maximum levels shown in columns [c] and [d]. Medical and dental claims and other expenses for FY 2014 were \$14,327,847, below the expected level of \$16,316,553. The insurance reserve fund year-end balance increased by \$1,310,177 to an ending balance of \$3,622,668. The fund balance equates to just about three months of claims activity. The fund balance is assigned to support future health claims.

Columns [f] and [g] provide a range of activity projected for FY 2015. It is important to maintain a fund balance sufficient to support claims which may reach maximum liability.

Frederick County Public Schools  
**Insurance Reserve Fund**  
Year Ended June 30, 2014

	[a]	[b]	[c]	[d]	[e]	[f]	[g]	
	<u>Actual</u>	<u>Actual</u>	<u>Expected</u>	<u>Maximum</u>	<u>Actual</u>	<u>Expected</u>	<u>Maximum</u>	
	<u>2011-2012</u>	<u>2012-2013</u>	<u>Activity</u>	<u>Claim</u>	<u>2013-2014</u>	<u>Activity</u>	<u>Claim</u>	
			<u>2013-14</u>	<u>Liability</u>		<u>2014-15</u>	<u>Liability</u>	
				<u>2013-14</u>			<u>2014-15</u>	
[1] <b>Balance July 1</b>	\$ 2,504,322	\$ 2,340,363	\$ 2,312,491	\$ 2,312,491	\$ 2,312,491	\$ 3,622,668	\$ 3,622,668	[1]
<b>Revenues:</b>								
[2] Interest on Bank Deposits	\$ 13,240	\$ 9,281	\$ -	\$ -	\$ 11,775	\$ 10,979	\$ 10,979	[2]
[3] Health Insurance Premiums	14,208,262	14,765,127	16,393,139	16,393,139	15,616,995	16,103,513	16,103,513	[3]
[4] Donations/Grants/Other			-	-	9,254			[4]
[5] <b>Total Revenues</b>	\$ 14,221,502	\$ 14,774,408	\$ 16,393,139	\$ 16,393,139	\$ 15,638,024	\$ 16,114,492	\$ 16,114,492	[5]
<b>Expenditures:</b>								
[6] Contracted Activities	\$ 23,195	\$ 12,221	\$ 50,000	\$ 50,000	\$ 6,456	\$ 50,000	\$ 50,000	[6]
[7] Supplies			-	-	5,218	-	-	[7]
[8] Health Care Claims	13,469,031	13,927,856	15,310,501	17,207,058	13,430,301	15,030,642	17,226,336	[8]
[9] Dental Claims	893,235	862,203	956,052	956,052	885,873	959,359	959,359	[9]
[10] <b>Total Expenditures</b>	\$ 14,385,461	\$ 14,802,280	\$ 16,316,553	\$ 18,213,110	\$ 14,327,847	\$ 16,040,001	\$ 18,235,695	[10]
[11] <b>Revenues Over (Under) Expenditures</b>	\$ (163,959)	\$ (27,872)	\$ 76,586	\$ (1,819,971)	\$ 1,310,177	\$ 74,491	\$ (2,121,203)	[11]
[12] <b>Balance June 30</b>	\$ 2,340,363	\$ 2,312,491	\$ 2,389,077	\$ 492,520	\$ 3,622,668	\$ 3,697,159	\$ 1,501,465	[12]



## **Northwestern Regional Educational Programs (NREP) Funds**

Frederick County Public Schools is the fiscal agent for the NREP program. The school divisions of Winchester City and Frederick and Clarke Counties fund the program along with some federal and state dollars. The NREP program provides intense services to multiple disabled students, emotionally disabled students, autistic students, hearing impaired students, deaf/blind students, and preschoolers with various disabilities. The program also provides outreach services to daycares and homes, as well as occupational, physical, and speech therapy services.

Total revenues were \$4,456,455 and were \$52,840 less than budgeted. This amount represents a reduction in the localities' contributions due to the distribution of the FY 2013 surplus of \$54,495, as well as positive variances in interest earnings of \$1,494 and tuition payments of \$160. Expenditure savings of \$529,175 were realized throughout the year. The residual surplus is \$220,262, which will be credited back in part or in whole to the localities in FY 2015. The residual surplus was generated from personnel vacancy savings and reduced contracted services costs for occupational, physical, and speech therapies, autism, and safety and security services.

The NREP textbook fund concluded the year with a fund balance of \$13,409. The fund balance is accumulated over time and is assigned to future disbursements driven by textbook adoption requirements.

Frederick County Public Schools  
**Northwestern Regional Educational Programs (NREP) Funds**  
 Year Ended June 30, 2014

	[a]	[b]	[c]	[d]	[e]
	2011-12 Actual	2012-13 Actual	2013-14 Adjusted Budget	2013-14 Actual	Variance from Adj. Budget
<b>OPERATING FUND</b>					
<b>Balance at July 1</b>	\$ 294,363	\$ 218,333	\$ 310,567	\$ 54,495	\$ (256,072)
<b>REVENUES:</b>					
[1] Interest	\$ 2,171	\$ 1,467	\$ -	\$ 1,494	\$ 1,494
[2] Tuition	12,025	9,598	7,400	7,560	160
[3] Revenue from Commonwealth	26,000	26,000	26,000	26,000	-
[4] Revenue from Federal Government	-	-	-	-	-
[5] Local Funds -- Frederick County, Winchester City, and Clarke County	-	-	-	-	-
	<u>3,901,535</u>	<u>4,143,693</u>	<u>4,475,895</u>	<u>4,421,400</u>	<u>(54,495)</u>
<b>[6] TOTAL REVENUES</b>	\$ 3,941,731	\$ 4,180,758	\$ 4,509,295	\$ 4,456,455	\$ (52,840)
<b>EXPENDITURES:</b>					
[7] Instruction	\$ 3,289,457	\$ 3,556,788	\$ 3,955,359	\$ 3,493,474	\$ 461,885
[8] Administration, Attendance & Health	164,191	176,353	179,387	177,625	1,763
[9] Pupil Transportation Services	-	-	-	-	-
[10] Operations and Maintenance	505,231	538,429	610,220	544,694	65,525
[11] Food Services	-	-	-	-	-
[12] Fund Transfers/Contingency	10,000	23,952	25,000	25,000	-
[13] Technology	48,883	49,073	49,896	49,895	1
	<u>4,017,761</u>	<u>4,344,596</u>	<u>4,819,862</u>	<u>4,290,687</u>	<u>529,175</u>
<b>[14] TOTAL EXPENDITURES</b>	\$ 4,017,761	\$ 4,344,596	\$ 4,819,862	\$ 4,290,687	\$ 529,175
<b>[15] Balance at June 30</b>	<u>\$ 218,333</u>	<u>\$ 54,495</u>	<u>\$ -</u>	<u>\$ 220,262</u>	
* Actual fiscal year expenditures include outstanding encumbrances at year end.					
<b>TEXTBOOK FUND</b>					
<b>Balance at July 1</b>	\$ 36,062	\$ 20,283	\$ -	\$ 25	\$ 25
<b>REVENUES:</b>					
[1] Interest	\$ 130	\$ 24	\$ -	\$ 48	\$ 48
[2] Transfers from NREP Operating Fund	10,000	23,952	50,000	25,000	(25,000)
	<u>10,130</u>	<u>23,976</u>	<u>50,000</u>	<u>25,048</u>	<u>(24,952)</u>
<b>[3] TOTAL REVENUES</b>	\$ 10,130	\$ 23,976	\$ 50,000	\$ 25,048	\$ (24,952)
<b>EXPENDITURES:</b>					
[4] Payments for textbooks	\$ 25,908	\$ 44,234	\$ 50,000	\$ 11,664	\$ 38,336
	<u>25,908</u>	<u>44,234</u>	<u>50,000</u>	<u>11,664</u>	<u>38,336</u>
<b>[5] TOTAL EXPENDITURES</b>	\$ 25,908	\$ 44,234	\$ 50,000	\$ 11,664	\$ 38,336
<b>Balance at June 30</b>	<u>\$ 20,283</u>	<u>\$ 25</u>	<u>\$ -</u>	<u>\$ 13,409</u>	

## **Consolidated Services Fund**

The consolidated services fund accounts for the transaction activity associated with building services provided to county buildings and the Handley Regional Library, as well as vehicle services provided to the school division and outside agencies. FY 2014 was the second year of accounting for the vehicle services within this enterprise fund.

The new transportation facility opened December 2012. The facility is located on Route 522 south, is equipped for fleet maintenance services, and is currently providing those services to the school division, county offices and departments, and volunteer fire and rescue stations. The facility operations include vehicle repairs, tire changing, washing and fueling, and inspections. The facility is staffed by heavy-duty and light-duty mechanics. Most of the service mechanics hold Automotive Service Excellence (ASE) certifications in their respective fields. Fleet services are billed to user agencies on a cost recovery basis. The charges are comprised of full recovery of all direct and indirect expenses associated with the service provided. The facility is also equipped for efficient fueling services to users.

FY 2014 revenue and transfers were \$2,971,065 and expenses totaled \$2,898,133. The positive variance of \$72,932 was primarily due to savings realized in utilities.

Frederick County Public Schools  
**Consolidated Services Fund**  
 Year Ended June 30, 2014

	[a]	[b]	[c]	[d]	[e]
	<u>2011-12 Actual</u>	<u>2012-13 Actual</u>	<u>2013-14 Adjusted Budget</u>	<u>2013-2014 Actual</u>	<u>Variance from Adj. Budget</u>
<b>Balance July 1</b>	\$ -	-	-	\$ 232,220	
<b>[1] Revenue:</b>					
[2] Building Services					
Billings to Regional Library Board	\$ 7,178	\$ 210	\$ 7,200	\$ 5,435	\$ (1,765)
Billings to County Government	7,614	9,590	7,800	3,053	(4,747)
Sub-total Building Services	<u>\$ 14,792</u>	<u>\$ 9,800</u>	<u>\$ 15,000</u>	<u>\$ 8,488</u>	<u>\$ (6,512)</u>
[3] Vehicle Services					
Billings to FCPS	\$ -	\$2,459,703	\$2,860,113	\$ 2,714,744	\$ (145,369)
Billings to Outside Agencies	-	101,746	224,887	243,544	18,657
Other Receipts	-	57,209	-	-	-
Sub-total Vehicle Services	<u>\$ -</u>	<u>\$2,618,658</u>	<u>\$3,085,000</u>	<u>\$ 2,958,288</u>	<u>\$ (126,712)</u>
[4] Transfers from School Operating Fund	<u>\$ -</u>	<u>\$ 54,132</u>	<u>\$ -</u>	<u>\$ 4,289</u>	<u>\$ 4,289</u>
<b>[5] Total Receipts</b>	<b>\$ 14,792</b>	<b>\$2,682,590</b>	<b>\$3,100,000</b>	<b>\$ 2,971,065</b>	<b>\$ (128,935)</b>
<b>[6] Expenditures:</b>					
[7] Building Services					
County Administration Building	\$ 7,075	\$ 4,237	\$ 7,700	\$ 1,152	\$ 6,548
Bowman Regional Library	7,178	210	7,200	5,435	1,765
Other Agencies	539	5,352	100	2,084	(1,984)
Sub-total Building Services	<u>\$ 14,792</u>	<u>\$ 9,799</u>	<u>\$ 15,000</u>	<u>\$ 8,671</u>	<u>\$ 6,329</u>
[8] Vehicle Services					
Salaries	\$ -	\$ 610,009	\$ 650,251	\$ 638,096	\$ 12,155
Fringe Benefits	-	218,163	230,904	229,546	1,358
Purchased Services	-	67,187	11,687	46,044	(34,357)
Other Charges	-	80,103	182,534	104,054	78,480
Materials and Supplies	-	1,697,330	2,009,624	1,870,615	139,009
Capital Outlay	-	-	-	1,107	(1,107)
Sub-total Vehicle Services	<u>\$ -</u>	<u>\$2,672,791</u>	<u>\$3,085,000</u>	<u>\$ 2,889,462</u>	<u>\$ 195,538</u>
<b>[9] Total Expenditures</b>	<b>\$ 14,792</b>	<b>\$2,682,590</b>	<b>\$3,100,000</b>	<b>\$ 2,898,133</b>	<b>\$ 201,867</b>
<b>[10] Revenues Over/ (Under) Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 72,932</b>	
[11] Beginning Inventory	\$ -	\$ 201,032		\$ 232,220	
[12] Adjustment - Yearend Inventory Valuation	-	31,188		72,932	
<b>[13] Ending Inventory</b>	<b>\$ -</b>	<b>\$ 232,220</b>		<b>\$ 305,152</b>	
<b>[14] Balance June 30</b>	<b>\$ -</b>	<b>\$ 232,220</b>		<b>\$ 305,152</b>	

## **Special Grants Fund**

The special grants fund is a fiduciary fund which accounts for the transaction activity associated with the special grants or programs for which Frederick County Public Schools is the fiscal agent. These grants may be multi-year or multi-jurisdictional grants and fall outside of the typical K-12 programs for FCPS.

In FY 2014, this fund recorded activity associated with the conclusion of two grants and programs. The Teaching American History Grant and Regional Adult Education Program were finalized during the fiscal year and have no residual funds included in the June 30, 2014, fund balance.

Active grants and programs include the Chain of Checks and a miscellaneous donation for the benefit of low-income students. The year-end fund balance of \$12,471 includes respective balances of \$12,307 for Chain of Checks and \$164 for the low-income program, both of which are expected to be expended in FY 2015.

Frederick County Public Schools  
**Special Grants Fund**  
Year Ended June 30, 2014

	[a]	[b]	[c]	[d]
	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Adjusted Budget</b>	<b>2013-14 Actual</b>
<b>Balance July 1</b>	\$ 41,500	\$ 20,898	\$ 31,113	\$ 31,113
<b>REVENUES:</b>				
[1] Donations and Grants	\$ -	\$ 27,072	\$ 510	\$ 510
Fees from Business & Industry	\$ 44,178	\$ 4,134	\$ -	\$ -
Tuition Payments from Localities	121,781	155,489	-	-
Revenue from the Commonwealth	243,672	93,903	-	-
Revenue from the Federal Government	259,643	-	-	-
[2] Sub-total Regional Adult Ed. Revenues	<u>\$ 669,274</u>	<u>\$ 253,525</u>	<u>\$ -</u>	<u>\$ -</u>
[3] Federal Grant - Teaching American History	<u>\$ 304,006</u>	<u>\$ 429,029</u>	<u>\$ 37,582</u>	<u>\$ 34,040</u>
[4] <b>TOTAL REVENUES</b>	<u>\$ 973,280</u>	<u>\$ 709,626</u>	<u>\$ 38,092</u>	<u>\$ 34,550</u>
<b>EXPENDITURES:</b>				
[5] Chain of Checks	\$ -	\$ 2,881	\$ 20,120	\$ 7,813
[6] At Risk/Low Income	-	-	510	346
[7] Teacher of the Year	-	-	4,072	4,072
[8] Regional Adult Education	689,876	268,133	6,290	6,290
[9] Teaching American History	304,006	428,397	37,704	34,671
[10] <b>TOTAL EXPENDITURES</b>	<u>\$ 993,882</u>	<u>\$ 699,411</u>	<u>\$ 68,695</u>	<u>\$ 53,192</u>
[11] <b>Balance June 30</b>	<u><u>\$ 20,898</u></u>	<u><u>\$ 31,113</u></u>	<u><u>\$ 510</u></u>	<u><u>\$ 12,471</u></u>

## Fiduciary Funds

The school division maintains a private-purpose endowment fund and a private-purpose income fund. The endowment fund activity includes contributions and management expenses associated with the principal or corpus. The income fund activity includes miscellaneous restricted donations, interest postings, disbursements, and fund transfers. Fund balances are brought forward each year into the next fiscal period.

The fund balance at June 30, 2014, is comprised of the following:

	<b>Private-Purpose Endowment Balance</b>	<b>Private-Purpose Income Fund Balance</b>
Armstrong Foundation	\$ 226,159	\$3,516
Olin Larrick	\$ 1,703	\$ 7
Laura Bates	\$ 12,533	\$ 52
Harriet S. Sides	\$ 9,381	\$ 0
Della Stine	\$ 13,464	\$ 15
Clyde & Alfretta Logan Scholarship	N/A	\$7,500
Bright Futures Program	N/A	\$ 8,434
Teacher of the Year	N/A	\$ 1,500
<b>Total</b>	<b>\$ 263,240</b>	<b>\$21,024</b>

### Private-Purpose Endowment Funds

- Armstrong Foundation Scholarship Fund—This fund accounts for funds provided by the Armstrong Foundation. Earnings are used to provide scholarships to deserving students of the Frederick County, Virginia schools.
- Olin Larrick Trust Fund—This fund accounts for funds provided through a private donor. Earnings on fund assets may be used to provide a scholarship to a deserving student of the Frederick County, Virginia schools.
- Laura Bates Trust Fund—This fund accounts for funds provided by a private donor. Investment earnings on fund assets may be used to construct a nondenominational chapel at Middletown School.
- Harriet S. Sides Trust Fund—This fund accounts for funds provided by a private donor. The trust was developed to use the investment earnings to purchase textbooks. The earnings are transferred to the textbook fund yearly.
- Della Stine Scholarship—This fund accounts for funds provided by a private donor. Earnings on fund assets may be used to provide a scholarship to a deserving student who attended Dowell J. Howard Learning Center.

### Private-Purpose Income Fund

- These funds are used for the restricted purpose as prescribed by the donor.

Frederick County Public Schools  
**Fiduciary Funds**  
Year Ended June 30, 2014

	[a]	[b]	[c]	[d]
	<u>FY12-13 Private-Purpose Endowment</u>	<u>FY12-13 Private-Purpose Income</u>	<u>FY13-14 Private-Purpose Endowment</u>	<u>FY13-14 Private-Purpose Income</u>
[1] <b>Balance July 1</b>	\$ 241,968	\$ -	\$ 252,113	\$ 27
<b>REVENUES:</b>				
[2] Interest on Bank Accounts	\$ 13,467	\$ 7,044	\$ -	\$ 584
[3] Interest on Investments	-	-	1,878	-
[4] Donations and Grants	-	-	13,464	20,005
[5] Transfers from Other Funds	-	-	-	4,000
[6] Investment Earnings	-	-	-	-
[7] <b>TOTAL REVENUES</b>	\$ 13,467	\$ 7,044	\$ 15,343	\$ 24,589
<b>EXPENDITURES:</b>				
[8] Scholarship Payments	\$ -	\$ 7,000	\$ -	\$ 8,500
[9] Other Expenses	3,321	-	216	-
[10] Other Operating Supplies	-	-	-	2,571
[11] Transfers to Other Funds	-	17	4,000	21
[12] <b>TOTAL EXPENDITURES</b>	\$ 3,321	\$ 7,017	\$ 4,216	\$ 11,092
[13] <b>Balance June 30</b>	<u>\$ 252,113</u>	<u>\$ 27</u>	<u>\$ 263,240</u>	<u>\$ 13,524</u>



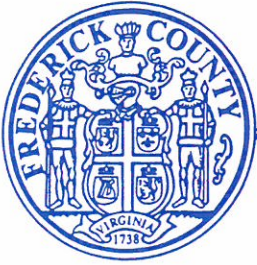
POSITION: INSPECTIONS OFFICE ASSISTANT III

enter highlighted fields      FY15 rates:      7.65% \$      9,120      10.61%      1.32%      0.10

	SALARY	FICA	MEDICAL/DENTAL	VRS	GROUP LIFE	WORK COMP	TOTAL COST
		2001	2005	2002	2006	2011	
12 months	25,922.00	1,983.03	9,120.00	2,750.32	342.17	25.92	40,143.45
11 months	23,761.83	1,817.78	8,360.00	2,521.13	313.66	23.76	36,798.16
10 months	21,601.67	1,652.53	7,600.00	2,291.94	285.14	21.60	33,452.87
9 months	19,441.50	1,487.27	6,840.00	2,062.74	256.63	19.44	30,107.59
8 months	17,281.33	1,322.02	6,080.00	1,833.55	228.11	17.28	26,762.30
7 months	15,121.17	1,156.77	5,320.00	1,604.36	199.60	15.12	23,417.01
6 months	12,961.00	991.52	4,560.00	1,375.16	171.09	12.96	20,071.72
5 months	10,800.83	826.26	3,800.00	1,145.97	142.57	10.80	16,726.44
4 months	8,640.67	661.01	3,040.00	916.77	114.06	8.64	13,381.15
3 months	6,480.50	495.76	2,280.00	687.58	85.54	6.48	10,035.86
2 months	4,320.33	330.51	1,520.00	458.39	57.03	4.32	6,690.57
1 month	2,160.17	165.25	760.00	229.19	28.51	2.16	3,345.29

FY15 BUDGETED PART TIME	\$	22,000
*FY15 ESTIMATE PART TIME REMAINING	\$	14,920
*FULL TIME COSTS - 8 MONTHS (includes fringes)	\$	26,763
FY15 SUPPLEMENT NEEDED	\$	11,843

\*Note - based on November hire.



MEMORANDUM

**TO:** Harvey E. Strawsnyder Jr., Director of Public Works *HES*  
**THRU:** John S. Trenary, Building Code Official *John S. Trenary*  
**FROM:** Debbie Layman, Office Manager *Debbie Layman*  
**SUBJECT:** Office Assistant III – Full Time Position  
**DATE:** September 12, 2014

The Building Inspections Department is requesting approval to hire a full time Office Assistant III in our current FY14/15 budget to fulfill the duties that are currently being handled by part time employment.

This part time position was filled on August 12, 2013, working 37 hours per week. This was a full time position that ended with staff reductions on July 1, 2010.

It is my understanding that on July 1, 2015, all part time employees working 37 hours per week will receive health benefits.

The request to re-establish this full time position is due to the increase in permit activity which has resulted in fee increases of \$103,000 during the past four months (May, June, July & August) compared to the same period the previous year.

This position would start at a 3 Range in the pay scale, with a B-level salary of \$25,921.44, plus appropriate benefits. The Department was funded \$22,000 for part-time labor in FY14/15.

Thank you for consideration on this issue and noted below are the Departments revenue information from FY13/14.

Our projected revenue for FY13/14 was \$632,500;  
Revenue collected for FY13/14 was \$878,718;  
Surplus revenue for FY13/14 was \$246,218;

12. The Commissioner of the Revenue requests a General Fund supplemental appropriation in the amount of \$14,393 in order to convert a part time position to a full time Account Clerk I position. Also required is a transfer in the amount of \$11,264 from currently budgeted part time funds. Local funds are required. The position has been approved by the HR Committee. See attached memo, p. 59 - 61.

POSITION: COR ACCOUNT CLERK I

<b>enter highlighted fields</b>	FY15 rates:	7.65%	\$	9,120	10.61%	1.32%	<b>0.10</b>
	SALARY FICA		MEDICAL/DENTAL	VRS	GROUP LIFE	WORK COMP	TOTAL COST
	2001	2005	2002	2006	2011		
12 months	<b>24,536.00</b>	1,877.00	9,120.00	2,603.27	323.88	24.54	38,484.68
11 months	22,491.33	1,720.59	8,360.00	2,386.33	296.89	22.49	35,277.63
10 months	20,446.67	1,564.17	7,600.00	2,169.39	269.90	20.45	32,070.57
9 months	18,402.00	1,407.75	6,840.00	1,952.45	242.91	18.40	28,863.51
<b>8 months</b>	<b>16,357.33</b>	<b>1,251.34</b>	<b>6,080.00</b>	<b>1,735.51</b>	<b>215.92</b>	<b>16.36</b>	<b>25,656.46</b>
7 months	14,312.67	1,094.92	5,320.00	1,518.57	188.93	14.31	22,449.40
6 months	12,268.00	938.50	4,560.00	1,301.63	161.94	12.27	19,242.34
5 months	10,223.33	782.09	3,800.00	1,084.70	134.95	10.22	16,035.29
4 months	8,178.67	625.67	3,040.00	867.76	107.96	8.18	12,828.23
3 months	6,134.00	469.25	2,280.00	650.82	80.97	6.13	9,621.17
2 months	4,089.33	312.83	1,520.00	433.88	53.98	4.09	6,414.11
1 month	2,044.67	156.42	760.00	216.94	26.99	2.04	3,207.06

FY15 BUDGETED PART TIME	\$	18,000
*FY15 ESTIMATE PART TIME REMAINING	\$	11,264
*FULL TIME COSTS - 8 MONTHS (includes fringes)	\$	25,657
FY15 SUPPLEMENT NEEDED	\$	14,393

\*Note - based on November hire.



*Frederick County, Virginia*  
**Ellen E. Murphy**  
**Commissioner of the Revenue**  
 107 North Kent Street  
 Winchester, VA 22601  
 Phone 540-665-5681 Fax 540-667-6487  
 email: [emurphy@fcva.us](mailto:emurphy@fcva.us)



Date: September 15, 2014

To: Finance Committee  
 Human Resources Committee  
 Frederick County Board of Supervisors

From: Ellen E. Murphy, Commissioner of the Revenue

Re: Statistical Information – Personal Property  
 Supports Need for Jessica Veach to a Full Time Position

Although statistical data for count of work load is available in many sources, the following is personal property income data for 2010, 2011, 2012 and 2013 as suggested:

CY	2010	2011	2012	2013
	38,676,673	39,293,126	40,814,229	41,747,718
	-3,158,793	-3,142,737	-2,795,114	-3,983,232
	3,683,084	3,672,614	3,861,325	4,778,002
	<u>39,200,964</u>	<u>39,823,003</u>	<u>41,880,440</u>	<u>42,542,488</u>

Above numbers show original April book personal property TAX totals, less taxes abated, plus additional taxes billed on supplements.

As you can imagine, additional revenue is only generated at the efforts of staff to find, verify and tax such property. There comes a time when staff simply cannot stretch the day any further. Help is needed and Mrs. Veach has shown a wonderful work ethic and understanding of the process.

Your consideration is greatly appreciated!



Frederick County, Virginia  
**Ellen E. Murphy**  
**Commissioner of the Revenue**  
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Winchester, VA 22601  
Phone 540-665-5681 Fax 540-667-6487  
email: [emurphy@co.frederick.va.us](mailto:emurphy@co.frederick.va.us)



September 3, 2014

TO: H R Committee  
Paula Nofsinger, H R Director

FROM: Ellen E. Murphy, Commissioner of the Revenue

RE: Supplemental Funding to change staff position

Please approve an increase in Commissioner of the Revenue salaries of \$14,700.00 for FY2015 to enable me to hire Jessica Veach as a full time personal property clerk. Mrs. Veach is currently part time and these funds will enable her to work on a full time basis.

Since we first hired Mrs. Veach as part time in November 2013 we have found her to be extremely helpful, attentive to the taxpayers and willing to learn not only her assigned tasks but anything else in the department to be of assistance.

She has received praise from both her Supervisor and from the general public. It would be to the county's advantage as well as my department to have her working more hours.

Your approval will be greatly appreciated.

## **Frederick County Board of Supervisor's**

### **Finance/Audit Committee Charter**

#### **I. Organization**

There shall be a committee of the Board of Supervisors ("Board") of Frederick County, Virginia ("County") known as the Finance Committee ("Committee"). The Committee shall be comprised of three (3) members of the Board of Supervisors who will be appointed by the Chairman of the Board, with one appointed as Chair, three (3) citizen members as appointed by the Chairman of the Board, and two (2) non-voting liaisons: the County Treasurer and the County Commissioner of the Revenue. The Finance Director will serve as secretary of the Committee with the duties including preparing agendas and reports to the Board. This Charter shall govern the Committee with regard to its duties and responsibilities. The goal of the Committee shall be to provide oversight for all financial policies, procurement policy, financial planning, risk management, debt issuance, budget development and other fiscal related issues.

#### **II. Purpose**

The primary function of the Committee is to review matters of a financial nature including proposed changes to fiscal/procurement policies and the review and recommendation for matters of a financial nature coming forward to the Board including, but not limited to, supplemental appropriations, transfers and contracts. The Committee's primary duties and responsibilities are as follows:

- To provide to the Board means for determining the manner in which policies, programs, and resources authorized by the Board are being deployed by management consistent with the intent of the Board and in compliance with all appropriate statutes, ordinances, and directives.
- Develop and submit reports, draft policies and/or recommendations regarding audits and the finances of the County to the full Board for its consideration.
- To serve as the Audit Committee to assist the Board in carrying out its oversight responsibilities by reviewing financial information provided in the County's annual financial report.

The Committee will primarily fulfill these responsibilities by carrying out the activities enumerated in Section IV of this Charter.

#### **III. Meetings and Quorum**

The Committee shall meet monthly or more or less frequently as circumstances dictate. The Chairman of the Board, the Chair of the Committee, or a majority of the Committee members may call or cancel meetings of the Committee. The Chair of the Committee shall prepare or approve an agenda in advance of each meeting. The County Administrator and the Director(s) with the responsibilities for finance shall be invited to all meetings. Other management officials and counsel to the Board may be invited as necessary. With the exception of Directors, the Chair may excuse any non-Committee members from attendance at any meeting or portion of any meeting. A majority of

the total Committee composition shall constitute a quorum for the purposes of conducting the business of the Committee.

#### **IV. Responsibilities**

The Committee shall have the following duties and responsibilities:

##### **A. Finance**

1. Review and advise the Board and senior management of the County with respect to finance initiatives, policies and procedures, including activities relating to procurement.

2. Provide direction during the preparation of the annual budget. Review the County Administrator's final budget proposal and provide recommendations to the Board with respect to those proposals including tax rates and fees.

3. Review and advise the Board on supplemental appropriation requests, transfers and change orders as dictated by policy.

4. Review the budgetary and financial implications of management's tactical and strategic plans.

5. Review periodic or interim budget and/or financial statements to ensure the County is operating within approved financial and budgetary allocations and that the County is appropriately safeguarding its financial resources.

##### **B. Audit**

1. Perform independent review and execute oversight of the financial reporting process, internal controls and independent auditors.

2. Provide a forum separate from management in which auditors and other interested parties can discuss the annual audit.

3. Meet with the external auditors during the entrance and exit conferences and at other times as needed or upon request of the external auditors. Review and approve the annual external audit engagement letter.

4. Manage the County's internal audit function including review and approval of the internal annual audit work plan, reports and recommendations. The internal auditor shall report functionally to the Chair of the committee or designee. The Committee chair, along with the County Administrator and Finance Director, shall conduct annual evaluations of the auditor's performance. The Committee Chairman shall participate in decisions regarding the appointment of the internal auditor and the acceptance of the internal audit plan.

##### **C. Other Duties Related to Review, Reports and Improvement Procedures**

1. Review and reassess annually the adequacy of this Charter, and conduct an annual self-assessment of this Committee's performance.

2. Report all meetings of the Committee to the Board on the matters discussed at each Committee meeting, as appropriate.

3. Perform any other activities consistent with this Charter, the County's goals, objectives and governing law, as the Committee or the Board deems necessary or appropriate.

Original: Adopted by Board of Supervisors 1/25/2012

Revisions:

9/9/2013: reduced Board of Supervisor representatives from four (4) to three (3)



DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
8/13/2014	INFORMATION TECHNOLOGY	BALANCE LINE ITEM	1220	3005	000	002	(6,820.00)
	INFORMATION TECHNOLOGY		1220	8007	000	000	6,820.00
8/15/2014	FIRE AND RESCUE	TUITION	3505	5506	000	000	(10,000.00)
	FIRE AND RESCUE		3505	2013	000	000	10,000.00
8/18/2014	TREASURER	LEGAL EXPENSES ON REAL ESTATE SALE	1213	3002	000	002	(20,500.00)
	TREASURER		1213	3002	000	000	20,500.00
8/20/2014	INFORMATION TECHNOLOGY	PAY PICTOMETRY INVOICE	1220	3005	000	002	(33,726.00)
	INFORMATION TECHNOLOGY		1220	3002	000	000	33,726.00
8/27/2014	INFORMATION TECHNOLOGY	TECHNOLOGY CLASS	1220	3002	000	000	(6,042.00)
	INFORMATION TECHNOLOGY		1220	5506	000	000	6,042.00
8/28/2014	HUMAN RESOURCES	IPMA HR DIRECTOR'S RETREAT	1203	5401	000	000	(75.00)
	HUMAN RESOURCES		1203	5506	000	000	75.00
8/29/2014	HUMAN RESOURCES	PURCHASE HRNETSOURCE	1203	3007	000	000	(3,085.00)
	HUMAN RESOURCES		1203	5413	000	000	3,085.00
9/3/2014	BOARD OF SUPERVISORS	REPAIR/REPLACEMENT PROJECTOR EQUIP.BOS ROOM	1101	5401	000	000	7,000.00
	OTHER		1224	3002	000	000	(7,000.00)

County of Frederick  
General Fund  
August 31, 2014

ASSETS	FY15 <u>8/31/14</u>	FY14 <u>8/31/13</u>	Increase <u>(Decrease)</u>
Cash and Cash Equivalents	48,935,761.59	44,767,653.43	4,168,108.16 *A
Petty Cash	1,555.00	1,555.00	0.00
Receivables:			
Taxes, Commonwealth, Reimb. P/P	41,699,937.32	40,391,638.54	1,308,298.78
Streetlights	17,120.25	17,002.59	117.66
Commonwealth, Federal, 45 day Taxes	40,649.84	59,563.86	(18,914.02)
Due from Fred. Co. San. Auth.	734,939.23	734,939.23	0.00
Prepaid Postage	1,858.34	5,270.51	(3,412.17)
GL controls (est.rev / est. exp)	<u>(6,270,483.06)</u>	<u>(5,621,599.70)</u>	<u>(648,883.36)</u> (1) Attached
<b>TOTAL ASSETS</b>	<b><u>85,161,338.51</u></b>	<b><u>80,356,023.46</u></b>	<b><u>4,805,315.05</u></b>
<b>LIABILITIES</b>			
Accrued Liabilities	0.00	453,059.12	(453,059.12) *B
Performance Bonds Payable	443,179.35	375,683.13	67,496.22
Taxes Collected in Advance	76,563.23	314,396.75	(237,833.52)
Deferred Revenue	<u>41,746,569.02</u>	<u>40,448,433.55</u>	<u>1,298,135.47</u> *C
<b>TOTAL LIABILITIES</b>	<b>42,266,311.60</b>	<b>41,591,572.55</b>	<b>674,739.05</b>
<b>EQUITY</b>			
Fund Balance			
Reserved:			
Encumbrance School	(109,448.47)	0.00	(109,448.47)
Encumbrance General Fund	351,871.57	1,068,067.88	(716,196.31) (2) Attached
Conservation Easement	2,135.00	2,135.00	0.00
Peg Grant	244,254.00	190,138.00	54,116.00
Prepaid Items	949.63	949.63	0.00
Advances	734,939.23	734,939.23	0.00
Employee Benefits	93,120.82	93,120.82	0.00
Courthouse ADA Fees	222,145.76	177,748.15	44,397.61
Historical Markers	17,283.35	17,244.80	38.55
Transportation Reserve	0.00	377,396.00	(377,396.00) *D
Animal Shelter	335,530.02	335,530.02	0.00
Proffers	4,170,570.67	2,843,610.60	1,326,960.07 (3) Attached
Economic Development Incentive	550,000.00	550,000.00	0.00
Star Fort Fees	0.00	0.00	0.00
VDOT Revenue Sharing	436,270.00	436,270.00	0.00
Undesignated Adjusted Fund Balance	<u>35,845,405.33</u>	<u>31,937,300.78</u>	<u>3,908,104.55</u> (4) Attached
<b>TOTAL EQUITY</b>	<b><u>42,895,026.91</u></b>	<b><u>38,764,450.91</u></b>	<b><u>4,130,576.00</u></b>
<b>TOTAL LIAB. &amp; EQUITY</b>	<b><u>85,161,338.51</u></b>	<b><u>80,356,023.46</u></b>	<b><u>4,805,315.05</u></b>

**NOTES:**

\*A The cash increase can be attributed to an increase in fund balance.

\*B Health insurance deposits were moved to the Health Insurance Fund July 1, 2014.

\*C Deferred revenue includes taxes receivable, street lights, misc.charges, dog tags, and motor vehicle registration fees.

\*D The \$377,396 balance was transferred to the Project Development Fund for various road projects.

**BALANCE SHEET**

(1) GL Controls	FY15	FY14	Inc/(Decrease)
Est.Revenue	138,308,377	128,874,407	9,433,970
Appropriations	(58,805,279)	(55,408,931)	(3,396,349)
Est.Tr.to Other fds	(86,125,452)	(80,155,144)	(5,970,308)
Encumbrances	351,872	1,068,068	(716,196)
	(6,270,483)	(5,621,600)	(648,883)

**(2) General Fund Purchase Orders Outstanding @8/31/14**

DEPARTMENT	Amount	Description
Commonwealth's Attorney	61,211.64	Criminal Case Management System
Fire & Rescue	1,114.51	Motorola Radios
	1,500.00	APX Dual Band&VHF Radio System
	33,508.56	2014 Ford F250
	816.00	Misc.Scott Parts for Inhouse Repair
	3,958.25	Advantage Learning Management System
IT	2,100.00	Phone System Equipment
	15,056.89	Dell Kase Applications
	8,954.00	Dell Kase Licensing
	4,425.00	Batteries for Backup Servers
Parks	13,989.20	Chemicals for Pools
	30,750.00	Resurface Sherado Pool
	9,940.00	Toro Workman Utility Vehicle
	21,400.00	Repair Electrical Systems at Clearbrook and Sherando
	12,000.00	Rose Hill Park Engineering Service
	4,245.20	Staff Uniforms
	4,295.00	Tree Animated Lighting
	3,996.00	Event Shirts for Half Marathon
	18,960.00	Program Uniforms
Refuse Collection	5,960.00	Concrete Wall/Slab for Gainesboro Citizens Site
	24,718.00	2015 Ford Superduty Pickup
Sheriff	19,853.88	Sungard OSSI Software
	7,070.00	Python Radar Package
	4,625.00	Radar Recorder With Bluetooth
	6,504.00	Body Armour
	23,301.25	Ammunition
	3,749.95	Dell Precision Desktop Computer
Treasurer	3,869.24	Envelopes
<b>Total</b>	<b>351,871.57</b>	

(3)Proffer Information	SCHOOLS	PARKS	FIRE & RESCUE	Designated Other Projects	TOTAL
<a href="#">Balance @8/31/14</a>	2,245,305.93	387,660.93	548,501.57	989,102.24	<b>4,170,570.67</b>

**Designated Other Projects Detail**

Administration	189,462.24	
Bridges	600.00	
Historic Preservation	99,000.00	12/11/14 Board Action designated \$50,000 for final debt payment
Library	72,712.00	on the Huntsberry property.
Rt.50 Trans.Imp.	10,000.00	
Rt. 50 Rezoning	25,000.00	
Rt. 656 & 657 Imp.	25,000.00	
RT.277	162,375.00	
Sheriff	36,953.00	
Solid Waste	12,000.00	
Stop Lights	26,000.00	
BPG Properties/Rt.11 Corridor	330,000.00	
<b>Total</b>	<b>989,102.24</b>	

**Other proffers @8/31/14**

(4) Fund Balance Adjusted	
Ending Balance 8/31/14	38,527,631.72
Revenue 8/14	9,399,247.81
Expenditures 8/14	(10,467,414.65)
Transfers 8/14	(1,617,059.55)
<b>8/14 Adjusted Fund Balance</b>	<b>35,842,405.33</b>

County of Frederick  
 Comparative Statement of Revenues, Expenditures  
 and Changes in Fund Balance  
 August 31, 2014

<b>REVENUES:</b>		FY15	FY14	YTD
	<u>Appropriated</u>	8/31/2014 <u>Actual</u>	8/31/2013 <u>Actual</u>	Actual <u>Variance</u>
General Property Taxes	93,490,226.00	3,263,739.06	3,242,831.03	20,908.03 <b>(1)</b>
Other local taxes	30,213,611.00	865,267.96	1,135,204.95	(269,936.99) <b>(2)</b>
Permits & Privilege fees	1,248,473.00	308,417.76	254,710.94	53,706.82 <b>(3)</b>
Revenue from use of money and property	131,780.00	41,706.76	34,757.00	6,949.76 <b>(4)</b>
Charges for Services	2,372,232.00	394,267.89	403,861.07	(9,593.18)
Miscellaneous	491,706.00	94,908.67	52,692.87	42,215.80
Recovered Costs	1,601,074.00	640,565.04	303,124.97	337,440.07 <b>(5)</b>
Intergovernmental:				
Commonwealth	8,712,775.00	3,790,374.67	3,468,780.31	321,594.36 <b>(6)</b>
Federal	43,500.00	0.00	7,987.97	(7,987.97) <b>(7)</b>
Transfers	.	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>138,305,377.00</b>	<b>9,399,247.81</b>	<b>8,903,951.11</b>	<b>495,296.70</b>
<b>EXPENDITURES:</b>				
General Administration	9,092,711.81	1,293,079.18	1,124,193.20	168,885.98
Judicial Administration	2,372,824.69	313,447.49	316,681.54	(3,234.05)
Public Safety	29,375,559.62	5,416,985.74	5,693,941.87	(276,956.13)
Public Works	4,253,177.12	435,621.12	448,762.64	(13,141.52)
Health and Welfare	7,227,185.00	1,187,113.83	1,006,172.23	180,941.60
Education	56,000.00	14,000.00	14,123.25	(123.25)
Parks, Recreation, Culture	5,742,632.19	1,027,656.74	999,908.74	27,748.00
Community Development	2,452,290.10	776,510.55	288,900.43	487,610.12
<b>TOTAL EXPENDITURES</b>	<b>60,572,380.53</b>	<b>10,464,414.65</b>	<b>9,892,683.90</b>	<b>571,730.75 (8)</b>
<b>OTHER FINANCING SOURCES ( USES):</b>				
Operating transfers from / to	84,358,351.10	1,617,059.55	384,812.78	1,232,246.77 <b>(9)</b>
<b>Excess (deficiency)of revenues &amp; other sources over expenditures &amp; other uses</b>	<b>(6,625,354.63)</b>	<b>(2,682,226.39)</b>	<b>(1,373,545.57)</b>	<b>1,308,680.82</b>
<b>Fund Balance per General Ledger</b>		<b>38,527,631.72</b>	<b>33,310,846.35</b>	<b>5,216,785.37</b>
<b>Fund Balance Adjusted to reflect Income Statement@8/31/14</b>		<b>35,845,405.33</b>	<b>31,937,300.78</b>	<b>3,908,104.55</b>

<b>(1)General Property Taxes</b>	<b>FY15</b>	<b>FY14</b>	<b>Increase/Decrease</b>
Real Estate Taxes	1,200,246	1,222,766	(22,520)
Public Services	-	-	-
Personal Property	1,943,834	1,912,121	31,714
Penalties and Interest	38,928	52,000	(13,072)
Credit Card Chgs./Delinq.Advertising	(16,643)	(14,798)	(1,845)
Adm.Fees For Liens&Distress	97,373	70,742	26,631
	3,263,739	3,242,831	20,908

**(2) Other Local Taxes**

Utility Taxes	128,097.56	252,723.38	(124,625.82)
Business Licenses	126,031.62	269,734.60	(143,702.98)
Auto Rental Tax	11,043.73	7,840.26	3,203.47
Motor Vehicle Licenses Fees	26,432.17	32,151.88	(5,719.71)
Recordation Taxes	225,747.03	234,759.17	(9,012.14)
Meals Tax	323,058.57	302,866.12	20,192.45
Lodging Tax	24,139.03	34,218.04	(10,079.01)
Street Lights	538.25	727.50	(189.25)
Star Fort Fees	180.00	184.00	(4.00)
<b>Total</b>	<b>865,267.96</b>	<b>1,135,204.95</b>	<b>(269,936.99)</b>

**(3)Permits&Privileges**

Dog Licenses	10,462.00	7,815.00	2,647.00
Transfer Fees	486.90	463.27	23.63
Development Review Fees	72,439.50	67,559.20	4,880.30
Building Permits	167,037.13	140,027.75	27,009.38
2% State Fees	3,729.73	3,154.22	575.51
Electrical Permits	10,947.00	11,386.00	(439.00)
Plumbing Permits	1,890.00	1,480.00	410.00
Mechanical Permits	8,842.50	6,715.50	2,127.00
Sign Permits	350.00	510.00	(160.00)
Permits for Commercial Burning	50.00	-	50.00
Explosive Storage Permits	300.00	-	300.00
Blasting Permits	75.00	90.00	(15.00)
Land Disturbance Permits	31,508.00	14,860.00	16,648.00
Sewage Installation License	300.00	-	300.00
Transfer Development Rights	-	650.00	(650.00)
<b>Total</b>	<b>308,417.76</b>	<b>254,710.94</b>	<b>53,706.82</b>

**(4) Revenue from use of**

Money	37,887.90	30,073.19	7,814.71
Property	3,818.86	4,683.81	(864.95)
<b>Total</b>	<b>41,706.76</b>	<b>34,757.00</b>	<b>6,949.76</b>

(5) Recovered Costs	FY15	FY14	Increase/Decrease
Worker's Comp	200.00	200.00	-
Reimbursement Circuit Court	1,399.28	2,130.68	(731.40)
Clarke County Container Fees	7,737.98	9,001.24	(1,263.26)
City of Winchester Container Fees	8,110.50	7,099.26	1,011.24
Refuse Disposal Fees	13,001.62	13,549.54	(547.92)
Recycling Revenue	9,612.90	25,290.58	(15,677.68)
Container Fees Bowman Library	284.38	137.52	146.86
Restitution Victim Witness	2,174.00	4,735.90	(2,561.90)
Reimb.of Expenses Gen.District Court	5,448.17	4,458.82	989.35
Reimb.Task Force	16,069.72	5,097.38	10,972.34
Sign Deposits Planning	(50.00)	200.00	(250.00)
Reimbursement-Construction Projects	385,799.69	-	385,799.69
Comcast PEG Grant	17,741.25	15,749.60	1,991.65
Proffer-Other	449.50	5,000.00	(4,550.50)
Fire School Programs	10,305.00	11,671.00	(1,366.00)
Proffer Sovereign Village	-	7,317.46	(7,317.46)
Proffer Redbud Run	12,908.00	32,270.00	(19,362.00)
Clerks Reimbursement to County	1,715.29	3,105.40	(1,390.11)
Proffer Village at Harvest Ridge	3,078.00	1,539.00	1,539.00
Proffer Snowden Bridge	74,592.87	39,132.12	35,460.75
Proffer Meadows Edge Racey Tract	60,432.00	90,648.00	(30,216.00)
Sheriff Reimbursement	4,673.89	24,791.47	(20,117.58)
Proffer Cedar Meadows Proffer	4,881.00	-	4,881.00
Total	640,565.04	303,124.97	337,440.07

\*1 Reimbursement for the Round Hill Fire and Rescue Station and Event Center design.

(6) Commonwealth Revenue	8/31/14	8/31/13	
	FY15	FY14	Increase/Decrease
Motor Vehicle Carriers Tax	182.92	37,981.90	(37,798.98)
Mobile Home Titling Tax	21,558.45	13,211.19	8,347.26
Recordation Taxes	90,332.37	86,438.33	3,894.04
P/P State Reimbursement	2,610,611.27	2,610,611.27	-
Shared Expenses Comm.Atty.	31,522.72	28,572.10	2,950.62
Shared Expenses Sheriff	165,160.27	160,507.49	4,652.78
Shared Expenses Comm.of Rev.	16,464.21	15,720.00	744.21
Shared Expenses Treasurer	11,382.51	11,620.53	(238.02)
Shared Expenses Clerk	26,944.59	31,712.82	(4,768.23)
Public Assistance Grants	449,616.92	363,963.29	85,653.63
Emergency Services Fire Program	35,714.00	33,557.00	2,157.00
DMV Grant Funding	12,342.03	6,054.78	6,287.25
DCJS & Sheriff State Grants	99,064.88	-	99,064.88
JJC Grant Juvenile Justice	32,090.00	32,090.00	-
Rent/Lease Payments	27,051.57	27,422.59	(371.02)
VDEM Grant Sheriff	-	3,813.08	(3,813.08)
Wireless 911 Grant	158,603.43	5,503.94	153,099.49
State Forfeited Asset Funds	1,732.53	-	1,732.53
Total	3,790,374.67	3,468,780.31	321,594.36

1\*

2\*

1\* \$98,824 Abbott Grant

2\* \$150,000 for a new CPE phone system for Public Safety

**County of Frederick**

**General Fund**

**August 31, 2014**

<b>(7) Federal Revenue</b>	FY15	FY14	Increase/Decrease
Federal Forfeited Assets	-	7,987.97	(7,987.97)
Housing Illegal Aliens	-	-	-
Federal Grants Sheriff	-	-	-
<b>Total</b>	-	7,987.97	(7,987.97)

**(8) Expenditures**

Expenditures increased \$571,730.75 in total. **Public Safety** decreased \$276,956.13 and can be attributed to the IT Virtualization Project in the previous year. The **Community Development** increase of \$487,610.12 reflects the \$500,000 Economic Development Commission incentive for HP Hood. Transfers increased \$1,232,246.77. See chart below:

<b>(Transfers increased \$1,232,246.77)</b>	FY15	FY14	Increase/Decrease
Transfer to School Operating	109,448.47	-	109,448.47
Transfer to Debt Service County	147,789.96	144,378.37	3,411.59
Transfer to Capital Projects Fund	1,000,000.00	-	1,000,000.00
Operational Transfers	359,821.12	240,434.41	119,386.71
<b>Total</b>	<b>1,617,059.55</b>	<b>384,812.78</b>	<b>1,232,246.77</b>

\*1 FY14 School Carry Forward Encumbrances

\*2 Proffer for Round Hill Fire and Rescue and Event Center Site Plan Development.

\*3 Timing of Insurance Charge Outs.



County of Frederick  
 FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER  
 August 31, 2014

ASSETS	FY2015 <u>8/31/14</u>	FY2014 <u>8/31/13</u>	Increase <u>(Decrease)</u>
Cash	5,433,506.68	4,678,893.27	754,613.41 *1
Accounts Receivable	33,960.55		
GL controls(est.rev/est.exp)	<u>(501,109.65)</u>	<u>(352,108.87)</u>	<u>(149,000.78)</u>
<b>TOTAL ASSETS</b>	<b><u>4,966,357.58</u></b>	<b><u>4,326,784.40</u></b>	<b><u>605,612.63</u></b>
LIABILITIES			
Accrued Operating Reserve Costs	<u>2,115,099.00</u>	<u>2,077,528.07</u>	<u>37,570.93</u>
<b>TOTAL LIABILITIES</b>	<b><u>2,115,099.00</u></b>	<b><u>2,077,528.07</u></b>	<b><u>37,570.93</u></b>
EQUITY			
Fund Balance			
Reserved			
Encumbrances	23,580.02	25,630.86	(2,050.84)
Undesignated			
Fund Balance	<u>2,827,678.56</u>	<u>2,223,625.47</u>	<u>604,053.09</u> *2
<b>TOTAL EQUITY</b>	<b><u>2,851,258.58</u></b>	<b><u>2,249,256.33</u></b>	<b><u>602,002.25</u></b>
<b>TOTAL LIABILITY &amp; EQUITY</b>	<b><u>4,966,357.58</u></b>	<b><u>4,326,784.40</u></b>	<b><u>639,573.18</u></b>

**NOTES:**

\*1 Cash increased \$754,613.41. Refer to the following page for comparative statement of revenues, expenditures, and changes in fund balance.

\*2 Fund balance increased \$604,053.09. The beginning balance of \$2,643,322.23 includes adjusting entries, budget controls for FY15(\$510,200.00), and the year to date revenue less expenditures of \$694,556.33.

<b>Current Unrecorded Accounts Receivable-</b>	<u>FY2015</u>
Prisoner Billing:	28,570.03
Compensation Board Reimbursement 8/14	<u>445,244.74</u>
<b>Total</b>	<b>473,814.77</b>

**FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER**

<b>REVENUES:</b>	<u>Appropriated</u>	FY2015 8/31/14 <u>Actual</u>	FY2013 8/31/13 <u>Actual</u>	YTD Actual <u>Variance</u>
Credit Card Probation		22.59		
Interest	-	-	5,377.30	(5,377.30)
Sale of Salvage&Surplus	-	-	-	-
Supervision Fees	43,446.00	7,316.00	-	7,316.00
Drug Testing Fees	5,000.00	225.00	670.00	(445.00)
Work Release Fees	405,150.00	27,281.18	30,553.21	(3,272.03)
Federal Bureau Of Prisons	0.00	0.00	0.00	0.00
Local Contributions	6,253,129.00	1,460,218.50	1,382,691.25	77,527.25
Miscellaneous	15,000.00	3,066.39	1,302.95	1,763.44
Phone Commissions	300,000.00	0.00	0.00	0.00
Food & Staff Reimbursement	115,000.00	0.00	9,579.83	(9,579.83)
Elec.Monitoring Part.Fees	144,000.00	7,389.46	0.00	7,389.46
Employee Meal Supplements	200.00	0.00	0.00	0.00
Share of Jail Cost Commonwealth	1,066,042.00	0.00	0.00	0.00
Medical & Health Reimb.	50,000.00	5,644.36	6,462.73	(818.37)
Shared Expenses CFW Jail	4,973,170.00	397,598.50	368,583.80	29,014.70
State Grants	263,263.00	0.00	0.00	0.00
Local Offender Probation	252,286.00	0.00	0.00	0.00
DOC Contract Beds	0.00	0.00	0.00	0.00
Bond Proceeds	0.00	0.00	221,000.00	(221,000.00)
Transfer From General Fund	4,991,484.00	1,295,491.62	1,116,750.50	178,741.12
<b>TOTAL REVENUES</b>	<b>18,877,170.00</b>	<b>3,204,253.60</b>	<b>3,142,971.57</b>	<b>61,259.44</b>
<b>EXPENDITURES:</b>	<b>19,401,859.67</b>	<b>2,509,697.27</b>	<b>2,553,634.90</b>	<b>(43,937.63)</b>
<b>Excess(Deficiency)of revenues over expenditures</b>		694,556.33	589,336.67	105,219.66
<b>FUND BALANCE PER GENERAL LEDGER</b>		<u>2,133,122.23</u>	<u>1,634,288.80</u>	<u>498,833.43</u>
<b>Fund Balance Adjusted To Reflect Income Statement@8/31/14</b>		2,827,678.56	2,223,625.47	604,053.09

County of Frederick  
Fund 12 Landfill  
August 31, 2014

ASSETS	FY2015 <u>8/31/14</u>	FY2014 <u>8/31/13</u>	Increase <u>(Decrease)</u>
Cash	31,087,447.26	29,391,239.38	1,696,207.88 *1
Receivables:			
Accounts Receivable			
Fees	610,263.83	670,298.57	(60,034.74) *2
Accounts Receivable Other	76.00	4,103.22	(4,027.22)
Allow.Uncollectible Fees	(84,000.00)	(84,000.00)	0.00
Fixed Assets	43,287,786.24	42,516,271.35	771,514.89
Accumulated Depreciation	(23,311,767.48)	(21,543,603.09)	(1,768,164.39)
GL controls(est.rev/est.exp)	<u>(2,344,874.34)</u>	<u>(1,335,233.00)</u>	<u>(1,009,641.34)</u>
TOTAL ASSETS	<u>49,244,931.51</u>	<u>49,619,076.43</u>	<u>(374,144.92)</u>
LIABILITIES			
Accounts Payable	-	-	
Accrued VAC.Pay and Comp TimePay	178,911.24	134,423.76	44,487.48
Accrued Remediation Costs	11,938,535.78	11,791,736.42	146,799.36 *3
Retainage Payable	0.00	47,620.17	(47,620.17)
Deferred Revenue Misc.Charges	<u>76.00</u>	<u>4,103.22</u>	<u>(4,027.22)</u>
TOTAL LIABILITIES	<u>12,117,523.02</u>	<u>11,977,883.57</u>	<u>139,639.45</u>
EQUITY			
Fund Balance			
Reserved:			
Encumbrances	715,514.88	0.00	715,514.88 *4
Land Acquisition	1,048,000.00	1,048,000.00	0.00
New Development Costs	3,812,000.00	3,812,000.00	0.00
Environmental Project Costs	1,948,442.00	1,948,442.00	0.00
Equipment	3,050,000.00	3,050,000.00	0.00
Undesignated			
Fund Balance	<u>26,553,451.61</u>	<u>27,782,750.86</u>	<u>(1,229,299.25) *5</u>
TOTAL EQUITY	<u>37,127,408.49</u>	<u>37,641,192.86</u>	<u>(513,784.37)</u>
TOTAL LIABILITY AND EQUITY	<u>49,244,931.51</u>	<u>49,619,076.43</u>	<u>(374,144.92)</u>

**NOTES:**

\*1 The increase in cash can be attributed to a decrease in the previous years accrued accounts payable disbursed in the current year.

\*2 Landfill receivable decreased \$60,034.74. The charges for 8/14 were \$446,953.00 compared to \$449,313.11 at 8/13 for a decrease of \$2,360.11. The delinquent fees for 8/14 were \$159,448.06 compared to \$217,327.43 at 8/13 for a decrease of \$57,879.37.

\*3 Remediation increased \$146,799.36 and includes \$117,232.00 for post closure and \$29,567.36 for interest.

\*4 The encumbrance balance at 8/14 was \$715,514.88 and includes \$193,956 for a 2014 Caterpillar model 963D with track loader, \$521,558.88 for Landfill improvements roadway, leachate lagoon, and drainage improvements project.

\*5 Fund balance decreased \$1,229,299.25. The beginning balance was \$28,213,126.09 that includes adjusting entries, budget controls for FY15(\$1,705,018.00), (2) positions(\$84,734.00), and the year to date revenue less expenses \$130,377.52. To recap: The decrease of \$1.2 million current fund balance compared to the previous years includes decreased beginning fund balance, increased budget controls, decreased revenue less expenditures year to date and (2) positions in the current year.

County of Frederick  
Comparative Statement of Revenue, Expenditures  
and Changes in Fund Balance  
8/31/14

<b>FUND 12 LANDFILL REVENUES</b>	<u>Appropriated</u>	FY15 8/31/2014 <u>Actual</u>	FY14 8/31/2013 <u>Actual</u>	YTD Actual <u>Variance</u>
Interest Charge	0.00	935.28	493.51	441.77
Interest on Bank Deposits	20,000.00	2,453.09	2,422.91	30.18
Salvage and Surplus	0.00	35,517.10	16,837.00	18,680.10
Sanitary Landfill Fees	4,653,000.00	810,700.56	807,707.42	2,993.14
Charges to County	0.00	61,091.36	62,640.44	(1,549.08)
Charges to Winchester	0.00	16,479.72	16,738.48	(258.76)
Tire Recycling	54,000.00	36,927.68	7,542.06	29,385.62
Reg. Recycling Electronics	60,000.00	8,524.00	7,675.60	848.40
Miscellaneous	0.00	0.00	0.00	0.00
Wheel Recycling	144,000.00	0.00	0.00	0.00
Charges for RTOP	0.00	0.00	0.00	0.00
Renewable Energy Credits	116,262.00	12,254.48	0.00	12,254.48
Landfill Gas To Electricity	363,925.00	77,863.51	53,297.21	24,566.30
Waste Oil Recycling		3,758.57	894.60	2,863.97
State Reimbursement Tire Operation	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<u>5,411,187.00</u>	<u>1,066,505.35</u>	<u>976,249.23</u>	<u>90,256.12</u>
Operating Expenditures	5,146,404.44	357,082.18	351,440.79	5,641.39
Capital Expenditures	3,325,171.78	579,345.65	0.00	579,345.65
<b>TOTAL Expenditures</b>	<u>8,471,576.22</u>	<u>936,427.83</u>	<u>351,440.79</u>	<u>584,987.04</u>
<b>Excess(deficiency)of revenue over expenditures</b>		130,077.52	624,808.44	(494,730.92)
<b>Fund Balance Per General Ledger</b>		<u>26,423,374.09</u>	<u>27,157,942.42</u>	<u>(734,568.33)</u>
<b>FUND BALANCE ADJUSTED</b>		26,553,451.61	27,782,750.86	(1,229,299.25)

**County of Frederick, VA**  
**Report on Unreserved Fund Balance**  
**September 16, 2014**

<b>Unreserved Fund Balance, Beginning of Year, July 1, 2014</b>	<b>39,391,929</b>
<b>Prior Year Funding &amp; Carryforward Amounts</b>	
C/F Dare	(2,065)
C/F sign materials	(4,500)
C/F Shelter van accessories	(1,330)
C/F K9 unit accessories	(3,000)
C/F Fire Company Capital	(167,180)
	<hr style="border-top: 1px solid black;"/>
	(178,075)
<b>Other Funding / Adjustments</b>	
HP Hood incentive	(500,000)
Airport capital	(80,282)
COR refund - Disabled Veteran	(2,793)
(7) DSS positions	(221,648)
COR refund - Disabled Veteran	(3,817)
OSSI licenses - Sheriff	(53,693)
COR refund - New World Pasta	(44,457)
Recycling cans	(14,850)
	<hr style="border-top: 1px solid black;"/>
	(921,539)
<b>Fund Balance, September 16, 2014</b>	<b><u><u>38,292,315</u></u></b>