



Finance Department  
**Cheryl B. Shiffler**  
Director

540/665-5610

Fax: 540/667-0370

E-mail: [cshiffle@co.frederick.va.us](mailto:cshiffle@co.frederick.va.us)

**TO:** Board of Supervisors  
**FROM:** Finance Committee  
**DATE:** April 15, 2009  
**SUBJECT:** Finance Committee Report and Recommendations

---

The Finance Committee met in the First Floor Conference Room at 107 North Kent Street on Wednesday, April 15, 2009 at 8:00 a.m. Items  2, 4, 5, 6, 7, 8 were approved on consent agenda.

1. The School Finance Director requests a reclassification of funds due to reduced lottery funds. See attached memo, p. 1. The committee recommends approval.
2.  The CSU Director requests a General Fund budget transfer in the amount of \$17,902. This amount represents funds needed to cover expenses through the end of the fiscal year. A majority of the transfer is from personnel and fringe line items which require committee approval. See attached, p. 2.
3. The Registrar requests a General Fund supplemental appropriation in the amount of \$22,844 for the June 9<sup>th</sup> primary elections. See attached, p. 3 – 4. The committee recommends approval.
4.  The Winchester Regional Airport Director requests an Airport Fund supplemental appropriation in the amount of \$7,642.32. This amount represents an automobile insurance claim. See attached information, p. 5.
5.  The Sheriff requests a General Fund supplemental appropriation in the amount of \$5,637.42. This amount represents an automobile insurance claim. See attached, p. 6.

Finance Committee Report and Recommendations

April 15, 2009

Page 2

6.  The Sheriff requests a General Fund supplemental appropriation in the amount of \$4,363. This amount represents a fundraiser and donations to the DARE program. See attached memo, p. 7.
7.  The Sheriff requests a General Fund supplemental appropriation in the amount of \$200. These funds were donated to the department. See attached memo, p. 8.
8.  The Sheriff requests a General Fund supplemental appropriation in the amount of \$12,951.93. This amount represents State and Federal forfeited assets funds. See attached memo, p. 9.
9. The Finance Director requests discussion on the format of the budget resolution. The committee recommends the resolution be prepared by fund with monthly transfer reports provided.

**Information Only**

1. The Finance Director provides a fund balance report. See attached, p. 10.
2. NW Works sends a letter of thanks for support of the 2008 Festival of Lights held at Clearbrook Park. See attached letter, p. 11.
3. The Metropolitan Washington Ear sends a letter of appreciation for the contribution from the County. See attached letter, p. 12.

Respectfully submitted,

FINANCE COMMITTEE

Bill M. Ewing  
Charles S. DeHaven  
Richard Shickle  
Stephen Swiger  
Ron Hottle  
Richie Wilkins

By \_\_\_\_\_  
Cheryl B. Shiffler, Finance Director




COUNTY of FREDERICK

Finance Department  
**Cheryl B. Shiffler**  
Director

540/665-5610

Fax: 540/667-0370

E-mail: cshiffle@co.frederick.va.us

**TO:** Finance Committee and Board of Supervisors  
**FROM:** Cheryl B. Shiffler, Finance Director   
**DATE:** April 10, 2009  
**SUBJECT:** Finance Committee Agenda

---

The Finance Committee will meet in the First Floor Conference Room at 107 North Kent Street on Wednesday, April 15, 2009 at 8:00 a.m.

1. The School Finance Director requests a reclassification of funds due to reduced lottery funds. See attached memo, p. 1.
2. The CSU Director requests a General Fund budget transfer in the amount of \$17,902.00. This amount represents funds needed to cover expenses through the end of the fiscal year. A majority of the transfer is from personnel and fringe line items which require committee approval. See attached, p. 2.
3. The Registrar requests a General Fund supplemental appropriation in the amount of \$22,844 for the June 9<sup>th</sup> primary elections. See attached, p. 3 – 4.
4. The Winchester Regional Airport Director requests an Airport Fund supplemental appropriation in the amount of \$7,642.32. This amount represents an automobile insurance claim. See attached information, p. 5.
5. The Sheriff requests a General Fund supplemental appropriation in the amount of \$5,637.42. This amount represents an automobile insurance claim. See attached, p. 6.

6. The Sheriff requests a General Fund supplemental appropriation in the amount of \$4,363. This amount represents a fundraiser and donations to the DARE program. See attached memo, p. 7.
7. The Sheriff requests a General Fund supplemental appropriation in the amount of \$200. These funds were donated to the department. See attached memo, p. 8.
8. The Sheriff requests a General Fund supplemental appropriation in the amount of \$12,951.93. This amount represents State and Federal forfeited assets funds. See attached memo, p. 9.
9. The Finance Director requests discussion on the format of the budget resolution.

#### **Information Only**

1. The Finance Director provides a fund balance report. See attached, p. 10.
2. NW Works sends a letter of thanks for support of the 2008 Festival of Lights held at Clearbrook Park. See attached letter, p. 11.
3. The Metropolitan Washington Ear sends a letter of appreciation for the contribution from the County. See attached letter, p. 12.



# Frederick County Public Schools

... to ensure all students an excellent education

Executive Director of Finance

fryel@frederick.k12.va.us

**To:** Cheryl Shiffler, Director of Finance

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

**Date:** April 8, 2009

**Subject:** Request for FY 2009 Reclassification of Local County Funds Due to Reduced Lottery Funds

The school board approved the following request for reclassification of funds at its meeting last night, April 7, 2009. Please include this request in the approving process for board of supervisor consideration.

The amendments to the fiscal year 2009 budget approved by the General Assembly on February 28, 2009, included a reduction in lottery proceeds, which are used toward the division's debt service obligation. Increased local dollars are needed to satisfy the debt payments in FY 2009.

Additionally, in the school operating fund, more state basic aid dollars are anticipated due to FCPS qualification for additional kindergarten revenue. These funds can be used to offset local dollars in the operating fund, which are needed in the debt service fund.

Please refer to the entry below.

	<u>Debit</u>	<u>Credit</u>
<b>School Operating Fund</b>		
Reduce local transfer from the County General Fund	\$332,569	
Increase state funds from the Commonwealth of Virginia		\$332,569
<b>Debt Service Fund</b>		
Reduce state funds – lottery	\$332,569	
Increase local transfer from the County General Fund		\$332.569

If you have any questions, please don't hesitate to contact me.



Roderick D. Jones  
COURT SERVICES DIRECTOR

DISTRICT OFFICE  
5 North Kent Street  
2nd Fl., Judicial Center  
Winchester, Virginia 22601

(540) 667-5770  
Fax (540) 667-4818

SERVING:

The Cities of:  
Harrisonburg  
Winchester

The Counties of:  
Fredrick  
Clarke  
Warren  
Shenandoah  
Page  
Rockingham

# COMMONWEALTH of VIRGINIA

*Department of Juvenile Justice*

Twenty-Sixth Judicial District Court Service Unit  
April 1, 2009

Barry R. Green  
Director

Ms. Cheryl Shiffler,  
Frederick County Finance Director  
N. Kent Street  
Winchester, Va.

RE: Fund Transfer

Dear Ms. Shiffler:

I have reviewed our budget and request the transfers listed below. As you know these are VJCCCA funds that come from the state through the Department of Juvenile Justice to Winchester, Frederick and Clarke. Any unspent funds at the end of the fiscal year needs to be returned to the state. I realize the funds in the area of personnel need board approval before any transfer can be made. I just want the Board of Supervisors to be aware of this requirement.

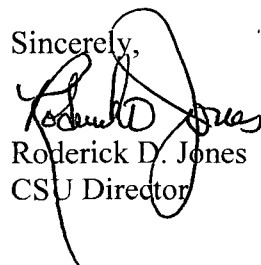
1001-001	VJCCCA Intensive Supervision Officer	\$ 3, 675.00
1001-002	VJCCCA Intensive Supervision Officer	\$ 6, 375.00
2001-000	FICA	\$ 894.00
2005-000	Hospital/Medical	\$ 3,014.00
2006-000	Group Insurance	\$ 80.00
5204-001	Postage and Telephone	\$ 500.00
5506-000	Travel-Grant	\$ <u>3,000.00</u>
	Total	\$17, 538.00

I would request the \$17, 538.00 be transferred to: 3002-004 Supervision Plan Services

I would also request that: 5401-001 Office Supplies \$364.00 be transferred to 2002- 000 Retirement to make up for a \$364.00 projected deficit.

If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,

  
Roderick D. Jones  
CSU Director



OFFICE OF VOTER REGISTRATION & ELECTION ADMINISTRATION

General Registrar of Voters

E-mail: fcvotes@co.frederick.va.us

Rick Miller  
540/665-5660  
Fax 540/665-8976

**MEMORANDUM**

To: Frederick County Finance Committee

From: Rick Miller, Voter Registrar, Frederick County of Frederick

Subject: Supplemental Budget Request for June 9, 2009  
Democratic and Republican Primaries

Date: March 18, 2009

The Voter Registrar requests to be placed on the Fredrick County Finance Committee agenda for the Wednesday, April 15, 2009 meeting. The purpose of this request is to seek approval of the Supplemental Budget Request for the June 9, 2009, Democratic and Republican Primary Elections (Copies Enclosed). The State Board of Elections will certify to all localities the actual primaries they will hold on Thursday, April 16, 2009. The amount of the Supplemental Budget Request is \$ 22,844.00. This amount will cover all expenses related to the dual Primaries on June 9, 2009.

FREDERICK COUNTY FINANCE COMMITTEE  
WEDNESDAY, APRIL 15, 2009

FREDERICK COUNTY ELECTORAL BOARD/VOTER REGISTRAR

SUPPLEMENTAL BUDGET REQUEST  
JUNE 9, 2009  
DEMOCRATIC & REPUBLICAN PRIMARIES

EXPENSES

POLLWORKERS	\$ 12,845.00	CODE 13010-1006-000-002
ELECTORAL BOARD	\$ 850.00	13010-5506-000-000
MACHINE PROGRAMMING & TRAINING	\$ 3,190.00	13010-3010-000-000
VOTING MACHINE ELECTION SUPPLIES	\$ 4,659.00	13010-3010-000-000
PRINTING	\$ 800.00	13010-3010-000-000
NEWSPAPER AD	\$ 250.00	13010-3007-000-000
FREIGHT & INSURANCE	\$ 250.00	13010-5204-000-000
<b><u>TOTAL</u></b>	<b><u>\$ 22,844.00</u></b>	





# WINCHESTER REGIONAL AIRPORT

491 AIRPORT ROAD  
WINCHESTER, VIRGINIA 22602  
(540) 662-2422

## Memo

**To:** Cheryl Shiffler, Finance Director, Frederick County

**CC:** John R. Riley, Administrator, Frederick County  
Jennifer Place, Risk Manager, Frederick County  
Gene Fisher, Frederick County Board of Supervisors

**From:** Renny Manuel, Director, Winchester Regional Airport *SRM*

**Date:** April 6, 2009

**Re:** Supplemental Appropriation for Vehicle Repairs Reimbursed by Insurance Claim

I respectfully request a supplemental appropriation to the line item in Fund 17 for Repair and Maintenance Equipment in the amount listed below:

Expense Line:

4-017-081090-3004-000-001	Repair & Maintenance Equipment	\$7,642.32
---------------------------	--------------------------------	------------

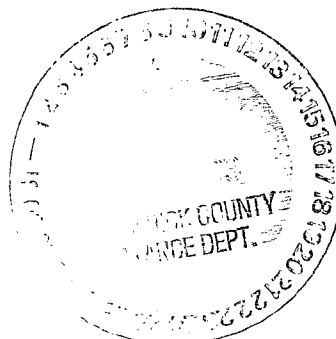
Revenue Line:

(to be assigned)	Insurance Claim Reimbursement	\$7,642.32
------------------	-------------------------------	------------

On April 2, 2009, an airport employee ran into a parked aircraft damaging the aircraft and the airport line service pickup truck while on duty. He was not injured in the accident. The truck sustained over \$8,000.00 in damage and the airport insurance carrier has issued the airport a check for \$7,642.32 after the \$500.00 deductible. The 2006 Chevrolet Silverado truck will be repaired by Jim Stutzman Chevrolet Body Shop. I have attached a copy of the insurance estimate for the repairs.

The pickup truck involved is used by the Flight Line Technicians to perform various line service duties and is essential to airside operations.

Thank you for your continued support and assistance. If you require additional information or have any questions, please do not hesitate to contact me.



# Frederick County Sheriff's Office



ROBERT T. WILLIAMSON  
*Sheriff*

MAJOR R. C. ECKMAN  
*Chief Deputy*

1080 Coverstone Drive  
Winchester, Virginia 22602

(540) 662-6168  
Fax (540) 504-6400

TO : Finance Department

FROM : Sheriff R. T. Williamson *Robert T. Williamson*

DATE : March 25, 2009

SUBJECT : Insurance Check

*rec'd C.S. 3-23-09  
3-010-18990-0001  
1096*

---

We are requesting the insurance check received in the amount of \$5,637.42 for the auto claim dated 2-16-09, Deputy Charles, be appropriated into our budget line for repair/maintenance of vehicles; 3102-3004-002.

Thank you.

RTW/asw

# Frederick County Sheriff's Office

ROBERT T. WILLIAMSON  
Sheriff



MAJOR R. C. ECKMAN  
Chief Deputy

1080 Coverstone Drive  
Winchester, Virginia 22602

(540) 662-6168  
Fax (540) 504-6400

TO : Finance Department  
FROM : Sheriff R. T. Williamson *RTW*  
SUBJECT : Donations and Proceeds from Fundraiser  
DATE : March 16, 2009

*C.S. 3-18-09*  
*3-010-18990-0015*

*1005*

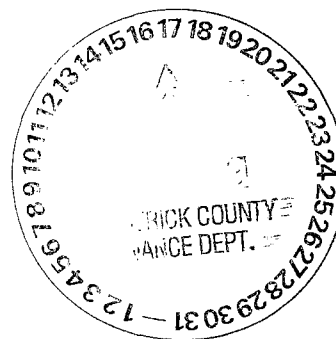
Enclosed please find endorsed checks and cash totaling \$4,363.00.

This amount represents proceeds from a recent DARE fundraiser and donations to the DARE program.

We are requesting this amount be appropriated into the DARE operating budget line of 3102-5413-01.

Thank you.

RTW/asw



*sent to Treas. 3-17-09 (RTW)*

# Frederick County Sheriff's Office



ROBERT T. WILLIAMSON  
Sheriff

MAJOR R. C. ECKMAN  
Chief Deputy

1080 Coverstone Drive  
Winchester, Virginia 22602

(540) 662-6168  
Fax (540) 504-6400

TO : Finance Department  
FROM : Sheriff R. T. Williamson *RTW*  
SUBJECT : Donations to Sheriff's Office  
DATE : February 19, 2009

---

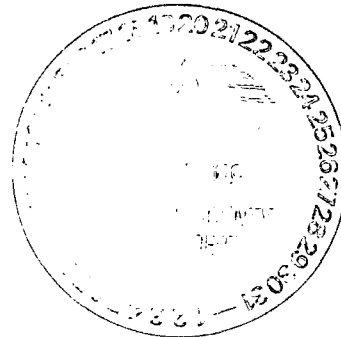
Enclosed please find checks totaling \$200.00. <sup>*✓*</sup> These checks represent donations to the department to be used where most needed.

We are requesting these checks be appropriated into the budget line for Crime Prevention/Public Relations; 3102-5413-04.

Thank you.

RTW/asw

*Revenue:*  
1000  
3-010-018990-0006  
C.S. 2-25-09



sent to Treas. 2/23/09 *(SN)*

-8-

# Frederick County Sheriff's Office

ROBERT T. WILLIAMSON  
*Sheriff*



MAJOR R. C. ECKMAN  
*Chief Deputy*

1080 Coverstone Drive  
Winchester, Virginia 22602

(540) 662-6168  
Fax (540) 504-6400

TO : Finance Department

FROM : Sheriff R. T. Williamson

A handwritten signature in cursive script that reads 'Robert T. Williamson'.

SUBJECT : Asset Forfeitures

DATE : March 31, 2009

---

We are requesting the asset forfeiture funds received totaling \$12,951.93 from Federal and State Forfeitures be appropriated as follows:

Federal Asset Forfeitures 3102-5413-008 \$4,814.12  
State Asset Forfeitures 3102-5413-007 \$8,137.81

Thank you.

RTW/asw

**County of Frederick, VA  
Report on Unreserved Fund Balance  
March 2009**

**Unreserved Fund Balance, Beginning of Year, July 1, 2008** **23,837,516**

**Prior Year Funding & Carry forward Amounts**

YDC debt service funding carryforward	(125,000)	
Commonwealth Attorney - installation of comp. software	(4,000)	
IT encumbrances	(60,827)	
E-gov day carryforward	(2,163)	
IT carryforward	(15,000)	
Maintenance carryforward	(21,000)	
Fire Company capital	(212,851)	
Forfeited Asset carryforward adjustment	6,039	
AS 400 software carryforward	(3,500)	
Double Tollgate citizens convenience ctr carryforward	(30,000)	
Litterthon carryforward	(1,270)	
Airport carryforward	(110,055)	
Transportation funds carryforward	(441,300)	
School Operating fund carryforward	(378,264)	
School Operating fund carryforward	(95,000)	
Correction to School carryforward	1,000	
Sheriff stack test	(4,200)	
PDR carryforward	<u>(268,840)</u>	
		(1,766,231)

**Other Funding / Adjustments**

Audit Adjustments (includes School Operating)	1,165,413	
General District Court overtime	(14,000)	
Gainesboro School	(154,800)	
Sheriff Shell Casings recycling	(2,364)	
AARP Tax Aide office space	(2,100)	
Alien Assistance	(3,693)	
VJCCCA budget adjustments	4,909	
Social Services state/federal funds adjustment	(84,697)	
Fire Company Audits	(36,450)	
FY09 revenue shortfall	(580,784)	
SCAAP	26,813	
Congressional task force grant	62,462	
Forfeited Asset funds adjustment	(5,346)	
		<u>375,363</u>

**Fund Balance, March 2009** **22,446,648**



828 Smithfield Ave., Winchester, VA 22601

Phone: 540-667-0809  
Fax: 540-722-4710  
Email: nwworks@comcast.net

March 6, 2009

County of Frederick, Virginia  
107 North Kent Street  
Winchester, VA 22601



Dear Friends,

On behalf of everyone at NW Works, I would like to extend our heartfelt thanks to you for your donation of \$1,634.00 to the 2008 Festival of Lights event held at Clearbrook Park. This event was held in conjunction with the 2008 WINC 92.5fm Chain of Checks which our organization's Youth Employment Superstars! (YES!) program was the recipient of.

NW Works is a non-profit organization whose mission is to enable youth and adults with disabilities to select, secure, and sustain valued employment. With our new YES! program, we can reach out to area students with disabilities while they are still in high school and help them discover their options and develop their work skills. Your donation will help our young clients reach their employment goals and dreams, earn a paycheck, and feel the self-worth that being employed brings.

For your general information, the tax law requires that I certify that no goods or services have been provided to you in consideration of your donation. **For your records and tax purposes, please keep this letter as your receipt of a charitable donation.** NW Works, Inc. is a non-profit organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code (ID# 540880043).

It is the continued commitment and support from community members like you which enables us to fulfill our mission and to create opportunities for and with our disabled partners and I want to thank you for your time and generosity. Together, we truly are turning disabilities into possibilities.

With warm regards,

John C. Brauer  
CEO

Copy to Parks & Recreation  
Finance  
3/12/09/tp





The Metropolitan Washington Ear

April 7, 2009

Board of Supervisors  
County Of Frederick  
107 North Kent Street  
Winchester, Virginia 22601

Dear Frederick County Board of Supervisors:

The Metropolitan Washington Ear is grateful for the continuing support of the county. The financial contribution helps MWE to provide our services to the blind and visually impaired residents of Frederick County.

The "Ear" is a vital and essential element in the lives of the visually impaired. The Ear is unique because of the variety and number of services we provide:

- Radio Reading with a pre-tuned radio and Dial-In newspaper and magazine reading service you access through your touch tone phone
- Access to the Yellow Pages and classified ads through our Look-Up Service
- Listing of audio described television programs-which is unavailable in the regular TV listings
- Listing of audio described movies in theaters
- Grocery sales ads
- Readings done by 350+ volunteers-in natural voices-not computer generated, making it easier to listen to and understand

MWE also has a speakers bureau that can make a presentation or answer any questions about our services. If you would like to arrange for someone to come and give a talk, either at a council meeting, at your library(s), please contact me. We can also send you copies of our brochure that can be distributed at meetings or at the library. Please let me know if you would like some.

On behalf of our very grateful listeners, dedicated volunteers and staff thank you again for your support. We look forward to many more years.

Thank you.

Sincerely,

Rosemary Roussil  
Development Officer