



Finance Department
Cheryl B. Shiffler
Director

540/665-5610
Fax: 540/667-0370
E-mail: cshiffle@fcva.us

TO: Board of Supervisors
FROM: Finance Committee
DATE: November 18, 2015
SUBJECT: Finance Committee and Audit Committee Report and Recommendations

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, November 18, 2015 at 8:00 a.m. An Audit Committee meeting immediately followed. All members were present. (X = no action required)

FINANCE COMMITTEE

1. The Sheriff requests a General Fund supplemental appropriation in the amount of \$7,954.13. This amount represents proceeds from the Sheriff's Sale and will be used to purchase cruiser gun locks. No local funds required. See attached memo, p. 4. The committee recommends approval.
2. The Sheriff requests a General Fund supplemental appropriation in the amount of \$8,350. This amount represents an insurance reimbursement for an auto claim. No local funds required. See attached memo, p. 5. The committee recommends approval.
3. The Stewardship Planner requests a General Fund supplemental appropriation in the amount of \$26,000. This amount represents a donation received for a shelter at Rose Hill Park. No local funds required. See attached memo, p. 6. The committee recommends approval.
4. The Zoning Administrator requests a Development Projects Fund supplemental appropriation in the amount of \$9,582.38. This amount represents funds called in for the County to administer the completion of Security Drive for inclusion into the state

- secondary road system in the Westview Business Center. No local funds required. See attached memo, p. 7. The committee recommends approval.
5. The County Administrator and the Assistant County Administrator provide a potential approach regarding Fire & Rescue services. See attached memo, p. 8 – 10. The committee recommends the establishment of a task force.
 6. The Schools Executive Director of Finance provides corrected FY 2015 Financial Statements. See attached, p. 11 – 36. No action required.
 7. The Finance Director requests continued discussion on unfunded FY16 capital requests. The committee requested a prioritization of the requests and a balance of contingency funds available. See attached information, p. 37 – 62. No recommendations were made.
 8. The Finance Director provides requested information on outside agencies regarding funding. See attached, p. 63. The committee recommends forwarding the list to the City-County Joint Finance Committee.

AUDIT COMMITTEE

1. The Internal Audit Report ending August 31, 2015 is provided. See attached, p. 64 – 77. No action required.
(Brown & Edwards will be at an upcoming meeting, prior to the next engagement contract.)

INFORMATION ONLY

1. The Finance Director provides a Fund 10 Transfer Report for October 2015. See attached, p. 78.

2. The Finance Director provides an FY 2016 Fund Balance Report ending November 12, 2015. See attached, p. 79.
3. The Finance Director provides financial statements for the month ending October 31, 2015. See attached, p. 80 – 90.
4. The Government Finance Officers Association (GFOA) has awarded the County the Distinguished Budget Presentation Award for the FY 2016 Budget document. This is the 29th consecutive year that Frederick County has received this achievement. See attached, p. 91 – 92.

Respectfully submitted,

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

By 
Cheryl B. Shiffler, Finance Director

FREDERICK COUNTY SHERIFF'S OFFICE

FREDERICK COUNTY
NOV 06 2015
SHERIFF'S DEPARTMENT



ROBERT T. WILLIAMSON
Sheriff

MAJOR C.L. VANMETER
Chief Deputy

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/504-6400

COPY

TO : Angela Whitacre, Treasurer's Office
FROM : Sheriff R. T. Williamson *RTW*
SUBJECT : Proceeds from Sheriff's Sale/Public Auction
DATE : November 5, 2015

Attached please find a check in the amount of \$7,954.13. This amount represents our department's proceeds from the Sheriff's Sale/Auction held on September 24, 2015.

Please post this amount to 3010-015020-0007. A copy of this memo will be forwarded to Finance requesting appropriation.

Thank you.

for cruiser gun locks

RTW/asw

Attachment

Cc: Finance – please appropriate into 3102-5409-000-000 (Police Supplies)

FREDERICK COUNTY SHERIFFS OFFICE	01-03	530
CIVIL FEES		66-251/514
540-662-6168		06
1080 COVERSTONE DR	November 3, 2015	Date
WINCHESTER, VA 22602		
Pay to the Order of <u>Frederick County</u>	\$ <u>7954.13</u>	
<u>Seven thousand nine hundred fifty four and 13/100 Dollars</u>		
BANK of CLARKE COUNTY		
202 NORTH LOUDOUN ST., WINCHESTER, VA 22601		
For <u>FCSO proceeds from</u>		
	0540	

FREDERICK COUNTY SHERIFF'S OFFICE

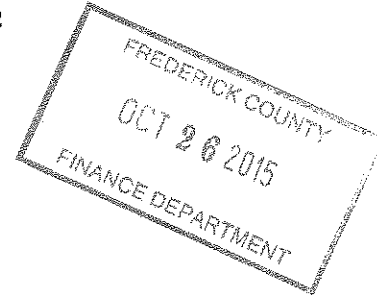


ROBERT T. WILLIAMSON
Sheriff

MAJOR C.L. VANMETER
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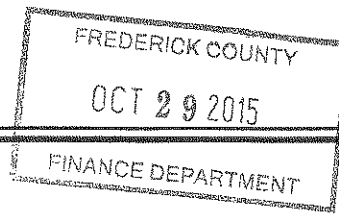


TO : Finance Department
FROM : Sheriff R. T. Williamson *RTW*
DATE : October 23, 2015
SUBJECT : Insurance Reimbursement – Appropriation

We are requesting the insurance reimbursement received in the amount of \$8,350.00 for the auto claim dated September 21, 2015, be appropriated into our budget line of 3102-3004-000-002.

Thank you for placing this request on the agenda for the next Finance Committee meeting.

RTW/asw



COUNTY of FREDERICK

Parks and Recreation Department
540-665-5678
FAX: 540-665-9687
www.fcprd.net
e-mail: fcprd@fcva.us

MEMO

To: Finance Committee
From: Jon Turkel, Park and Stewardship Planner *JMT*
Through: Jason Robertson, Parks and Recreation Director *JR*
Subject: ~~Transfer of Funds~~ *Supplemental Appropriation*
Date: October 27, 2015

The amount of \$26,000 was received for construction of a shelter at Rose Hill Park from the Winchester Frederick County Jaycees.

Parks and Recreation is requesting these funds be transferred from Donations (~~3-010-01899-27~~) to Capital Expenditure Line (4-010-71030-8900-000-000) for the construction of the shelter.

3-010-018990-0003

C.S. 9/11/15 + 10/21/15

MEMORANDUM

TO: Finance Committee
FROM: Mark R. Cheran, Zoning Administrator
RE: Request for Appropriation for Westview Business Center Lots 11-17
DATE: November 10, 2015

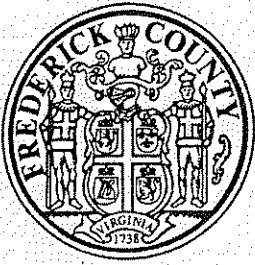
The above-referenced subdivision was recorded October 2, 2003; the owner of the subdivision posted a Letter of Credit (LOC) # 30-30 in the amount of \$ 9,582.38 for the completion of Security Drive that will serve the subdivision. The approved subdivision did not have the minimum of three lots for Security Drive to be accepted into the Virginia Department of Transportation's (VDOT) secondary road system for maintenance. The subdivision now has four lots that are serviced by Security Drive, and meets the minimum requirement for inclusion into the state's secondary road system. The County has contacted the holder of the LOC via meetings and correspondence to complete Security Drive. As of October 30, 2015, the work has not been completed and staff was forced to call LOC# 30-30 on that date.

Therefore, I am requesting that funds of LOC #30-30 in the amount of \$ 9,582.38, from Carl S Hales be appropriated into a specific line item to be designated by the Finance Department. This line item is needed for the County to administer the completion of Security Drive for inclusion into the state secondary road system, to serve this subdivision. The Planning Department will be responsible for overseeing the project management of the work performed, as well as coordinate the road acceptance with the Virginia Department of Transportation.

MRC/dlw

cc: C. William Orndoff, Jr., Treasurer
Wayne Corbett, Deputy Treasurer

*4-027-01227-5413-000-010
3-027-041040-0001 c.s. 11/4/15*



Brenda G. Garton
County Administrator

540/665-6382

Fax 540/667-0370

E-mail: bgarton@fcva.us

MEMORANDUM

TO:	Finance Committee
FROM:	Brenda G. Garton, County Administrator Kris Tierney, Assistant County Administrator
SUBJECT:	Potential Approach Regarding Fire and Rescue Services
DATE:	November 12, 2015

As you know, there has been considerable discussion in various Board committees about issues related to Fire and Rescue Services, including (but not necessarily limited to) desired staffing levels, county-owned fire stations, personnel and overtime costs, best practices with regard to shifts, and other matters. At the September Finance Committee Meeting, the committee requested that Assistant County Administrator Kris Tierney and I make a recommendation to the Finance Committee with regard to an approach to considering these and other issues, with the eye toward best practices and good long-term solutions.

Kris Tierney and I have discussed these matters multiple times, also including discussions and meetings with Denny Linaberg, Cheryl Shiffler, and Paula Nofsinger. We believe that the issues fall into several broad categories:

1. Work shifts, personnel, and overtime.
2. Operations and management.
3. Facilities and equipment ownership and operating costs.
4. Funding options.

I am aware that a report was done for the county by a consultant, The EMMSTAR Group, LLC, entitled "Examination of Firefighter Overtime and Other Human Resources Issues for Frederick County, Virginia". Since that report was done in January 8, 2007, I would argue that it is a bit outdated at this point.

Given that fire and rescue services is a complex operation, involving very specific Fair Labor Standards Act (FLSA) issues, retention issues, and other related matters, we recommend that the county engage a consultant to review our operations and make recommendations to the county regarding the broad categories as proposed above. Kris has suggested as well the establishment of a Fire and Rescue Steering Committee, which might include one or two Board members, Denny Linaberg, citizen members, volunteer company representation, and staff, and I concur with this recommendation. I would suggest a County Administrator-appointed working committee which would develop the RFP (Request for Proposals), interview qualified responders, recommend the selection of a consultant, and ultimately work with the consultant to complete the requested study.

Among other things, the consultant would be using industry standards and best practices to review the size of our current paid staff; availability of volunteers; call volume; number, location, adequacy, and size of existing stations; equipment; shifts and scheduling; response times; population projections; overtime costs; and alternative service delivery and funding options.

Recommendations would be expected regarding:

- The nature of the future relationship between the county and the volunteer fire and rescue companies in terms of funding and ownership of the stations and equipment.
- An analysis of current staffing levels, staffing standards, shift structure, overtime costs, and other related matters, with recommendations for improvements or modifications.
- A phased plan for needed expansion or replacement of existing stations and potentially for additional locations.
- Staffing levels required to meet standard levels, and an approach to achieving those staffing standards.
- Funding estimates for bricks and mortar, equipment, and manpower.

I do not have an estimate of the cost of such a study, but given the comprehensive nature of the subject matter, I'd imagine six figures. Although I recognize that a figure that large is a lot of money, in comparison to a FY 15-16 budget for Fire and Rescue Services which includes approximately \$895K for contributions to volunteer fire and rescue companies, ambulance and rescue service of \$395K, and fire and rescue department at \$9.8M (including overtime of approximately \$1.6M).

We believe that engaging a consultant who specializes in Fire and Rescue matters would ensure a fair review of our current situation and practices, as well as recommendations that are consistent with best practices in the industry. We also believe that none of these elements can be considered in isolation. That is, desired staffing levels affect budgeted positions and overtime incurred (if staffing is too low). The condition of buildings and equipment, and

maintenance of the same, impacts paid and volunteer ability to respond to calls, which impacts response time.

While I recommend hiring outside consultants sparingly, there are circumstances where the expertise is so very specific, that it saves us money in the long run to have that careful comparison of what we do to accepted industry practice.

Absent the Board's willingness to fund such a study, we can do an internal analysis. The disadvantage of such an approach, in our view, is that it would take longer and it does not bring industry-wide expertise to the table except to the extent that it exists on our current staff.

I have already initiated an analysis of the overtime we currently incur and a review of potential solutions and alternatives and their implications. We plan to come forward with some information resulting from that review at least in time for budget consideration.

We are seeking the Finance Committee's recommendations to the Board that:

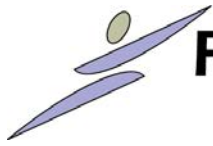
1. The County Administrator appoint a Fire and Rescue Services Task Force to oversee the development of an RFP and a scope of work, make a recommendation on the selection of a consulting firm, and work with the consultant selected.
2. The county engage a firm specializing in Fire and Rescue operations to review our current operations, and make recommendations at least in the areas outlined above.
3. The work be begun as soon as possible, with funding for the study to be transferred from the contingency fund in the current year's budget.

We would suggest that the County Administrator also seek the endorsement of the Public Safety Committee for these same recommendations prior to their presentation to the Board of Supervisors.

To prevent delay, we are recommending that we begin the process immediately and fund the cost from this year's contingency fund. If preferred, we can request the funding as a part of the budget process for FY 16-17, and let that need compete with all other needs in the county. However, that will significantly delay the receipt of recommendations, possibly as much as six to eight months.

We will be prepared to discuss this request at the Finance Committee Meeting. Meanwhile, if you have any questions or wish to discuss this request with me or Kris, please do not hesitate to give us a call.

cc: Dennis D. "Denny" Linaberg, Fire and Rescue Chief
Board of Supervisors



Frederick County Public Schools

... to ensure all students an excellent education

Executive Director of Finance

fryel@fcpsk12.net

DATE: August 25, 2015

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

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

SUBJECT: **Financial Reports for Fiscal Year 2014-15**

Attached are the year-end financial reports for fiscal year 2014-15. 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
School Capital Projects Fund	Page 12
School Construction Fund	Page 14
School Debt Service Fund	Page 16
School Health Insurance Reserve Fund	Page 18
Northwestern Regional Educational Programs Funds	Page 20
Consolidated Services Fund	Page 22
Special Grants Fund	Page 24
Fiduciary Funds	Page 26

Please refer to the respective financial statement as you proceed through the text.

School Operating Fund

The unobligated surplus for the fiscal year 2015 school operating fund is \$314,747, which is 0.22% of the \$142,289,182 total school operating fund budget.

The operational highlights of the fiscal (and school year) 2014-2015

- Implementation of a full-day, instructional program for kindergartners instead of a half-day program
- Fall enrollment was 13,066
- Roll-out and expansion of 1:1 technology initiative for all middle and some elementary school students

Summary budget statistics

1. The original (beginning) budget for the school operating fund for FY 2015 was \$140,504,479.
2. Budget adjustments of \$1,784,703 resulted in the current budget balance of \$142,289,182. Notable adjustments included:
 - a. a one-time transfer from the Debt Service Fund of \$1,566,316 to support a mid-year salary initiative
 - b. encumbrance and carry-forward grant receipts of \$218,387 from FY 2014

Summary financial statistics

1. Actual FY 2015 revenues in the school operating fund were \$141,326,145.
2. Actual FY 2015 expenses totaled \$140,887,661.
3. Obligations for restricted programs in the amount of \$123,737 are a part of the year-end surplus and are reserved for appropriation to FY 2016.
4. An unobligated amount of \$314,747 remained at year-end. [Line E]

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

	Budget	Actual	Variance
State sales tax	\$13,808,529	\$13,944,103	\$ 135,574
Budget savings – schools and departments	\$19,049,155	\$18,890,295	\$ 158,859 <i>\$ 28,958 schools \$129,901 depts.</i>
All other unobligated variances			<u>\$ 20,314</u>
Unobligated Surplus for FY 2015			\$ 314,747

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 activity of grant funds received for specific use on designated programs. 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.

Unrestricted Revenues and Expenditures

Unrestricted revenues exceeded expenditures by \$489,607 [line 11]. The variance for each revenue source and expenditure category is described in the following text. This amount is offset by the \$51,124 deficit in the restricted program section [line 14] resulting in the total operating fund surplus of \$438,484 [line 15].

Unrestricted Revenues: \$135,636,248 [line 6]

Local Sources [line 1]

- \$1,043,468 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 more than projected by \$76,008 and include the sale of equipment, insurance adjustments, and miscellaneous donations.

Commonwealth [line 2]

- \$67,454,879 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 more than budgeted by \$120,202.
- SOQ funding was less than budgeted by \$114,208 due to lower than projected enrollment.
- Sales tax funding was more than budgeted by \$135,574 due to greater sales tax collections received by the Commonwealth than was planned by the Virginia Department of Taxation.
- The state’s share of special education regional tuition funding was more than budgeted by \$64,609 due to enrollment in the program.
- Other state revenues were greater than budgeted by \$34,227.

Federal Government [line 3]

- \$5,458 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. There is no notable variance in this section.

Local Government and Transfers [lines 4-5]

- \$67,132,443 were received from the County’s General Fund and the School Capital Projects Fund, \$65,347,740 and \$1,784,703 respectively, and all of which are considered local government dollars. This total includes the prior year encumbrance and grant obligations, as well as the current year funding support from the local governing body and a transfer of available funds in the School Capital Projects Fund.

School Operating Fund – Continued

Unrestricted Expenditures: \$135,146,640 [line 10]

Instruction [line 7]

- \$100,814,363 were 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 \$14,995 is attributable to expenditure savings throughout the schools and instructional departments.

Instructional and Administrative Technology [line 8]

- \$7,052,237 were expended for costs associated with division technology, whether for instructional, administrative, or operational categories. Savings in vehicle fuel and employee compensation due to turnover provided some of the funding to expand the school division's 1:1 student technology device initiative to additional grade levels.

Support Services [line 9]

- \$27,280,040 were 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 \$143,424 positive variance is the net of personnel and operational expenditures. The majority of this positive variance is due to residual fuel and utility savings.

Restricted program revenues and expenditures [lines 12 and 13]

In some programs, local dollars are required. Expenditures exceeded revenues by \$51,124. [line 14]

FY 2015 Unrestricted Surplus (Revenues in Excess of Expenditures) \$314,747 [lines 15-17]

The total surplus for FY 2015 of \$438,484 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 \$123,737, and include: 1) \$88,795 for SOL Algebra Readiness, 2) \$30,000 for the Apple Federal Credit Union mentor teacher program, and 3) \$4,942 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 FY 2015 is \$314,747.

Supplementary Information Regarding Restricted Programs [line 18]

Restricted Programs provide funding for specific initiatives. The majority of these revenues are based upon certain student populations or capabilities. Restricted program funding is associated with 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 \$5,689,897 for FY 2015, and program expenditures totaled \$5,741,021. The resulting negative balance of \$51,124 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.

School Operating Fund

Year Ended June 30, 2015

	[a] 2013-14 Actual*	[b] 2014-15 Original Budget	[c] 2014-15 Adjusted Budget	[d] 2014-15 Actual*	[e] Variance from Adj. Budget
SUMMARY					
Revenue from Local/Other Sources	\$ 1,105,550	\$ 1,130,160	\$ 1,238,402	\$ 1,171,896	\$ (66,506)
Revenue from the Commonwealth	\$ 66,525,232	\$ 69,070,812	\$ 68,675,763	\$ 68,475,796	\$ (199,967)
Revenue from the Federal Government	\$ 4,448,061	\$ 4,955,767	\$ 5,242,574	\$ 4,546,010	\$ (696,564)
Revenue from Local Governing Body	\$ 61,043,225	\$ 65,347,740	\$ 67,132,443	\$ 67,132,443	\$ -
[A] TOTAL REVENUES	\$ 133,122,067	\$ 140,504,479	\$ 142,289,182	\$ 141,326,145	\$ (963,037)
Instruction	\$ 95,025,262	\$ 101,060,889	\$ 100,829,358	\$ 100,814,363	\$ 14,995
Instruction - Restricted Programs	5,506,461	6,972,977	6,981,567	5,741,021	1,240,546
Technology - Instructional & Administrative	5,601,832	5,516,224	7,054,793	7,052,237	2,556
Support Services	26,336,980	26,954,389	27,423,465	27,280,040	143,424
[B] TOTAL EXPENDITURES	\$ 132,470,535	\$ 140,504,479	\$ 142,289,182	\$ 140,887,661	\$ 1,401,521
* Actual fiscal year expenditures includes encumbrances					
[C] REVENUE OVER EXPENDITURES	\$ 651,533	\$ -	\$ -	\$ 438,484	\$ 438,484
[D] Obligated Funds-Special Programs	\$ 108,939			\$ 123,737	
[E] LOCAL FUNDS UNOBLIGATED AT JUNE 30	\$ 542,594			\$ 314,747	
[F] Percentage Surplus of Total Budget	0.40%			0.22%	
Unrestricted Revenues					
[1] Revenue from Local Sources	\$ 939,671	\$ 844,493	\$ 967,460	\$ 1,043,468	\$ 76,008
[2] Revenue from Commonwealth	\$ 65,611,371	\$ 67,346,838	\$ 67,334,677	\$ 67,454,879	\$ 120,202
a Standards of Quality (SOQ)	47,027,074	49,473,679	49,378,267	49,264,059	(114,208)
b Sales Tax	13,300,059	13,759,908	13,808,529	13,944,103	135,574
c Incentive Accounts	1,987,927	518,000	518,000	518,000	-
d Categorical	79,971	89,837	81,178	79,725	(1,453)
e Lottery-Funded Programs	3,021,344	3,407,914	3,401,299	3,410,221	8,922
f Miscellaneous State	194,996	97,500	147,404	238,770	91,367
[3] Revenue from Federal Government	\$ 5,262	\$ 5,000	\$ 6,295	\$ 5,458	\$ (837)
a Miscellaneous	5,262	5,000	6,295	5,458	(837)
[4] Transfers/ CarryOver/ Prior Year Encumbrances	\$ 315,904	\$ -	\$ 1,784,703	\$ 1,784,703	\$ -
[5] Local Funds -Board of Supervisors	\$ 60,727,321	\$ 65,347,740	\$ 65,347,740	\$ 65,347,740	\$ -
[6] Total Unrestricted Revenues	\$ 127,599,529	\$ 133,544,071	\$ 135,440,875	\$ 135,636,248	\$ 195,372
Unrestricted Expenditures					
[7] Instruction	\$ 95,025,262	\$ 101,060,889	\$ 100,829,358	\$ 100,814,363	\$ 14,995
a Regular education	71,172,122	74,890,038	75,770,618	75,767,962	2,656
b Special education	15,023,196	16,021,237	15,896,039	15,891,719	4,320
c Vocational education	6,629,442	6,838,251	6,953,876	6,953,883	(8)
d Gifted education	769,927	800,126	814,280	811,686	2,594
e Other education	1,361,989	1,379,391	1,353,031	1,349,064	3,967
f Summer School	18,068	23,750	23,750	23,135	615
g Adult education	34,278	54,461	17,764	16,914	850
h Non-regular school day	16,240	-	-	-	-
i Contingency reserve	-	1,053,635	-	-	-
[8] Instructional & Administrative Technology	\$ 5,601,832	\$ 5,516,224	\$ 7,054,793	\$ 7,052,237	\$ 2,556
a Instructional technology	1,196,662	958,701	2,307,083	2,308,228	(1,145)
b Instructional support technology	2,694,015	2,900,192	2,803,201	2,802,456	744
c Administrative support technology	1,711,154	1,657,330	1,944,510	1,941,553	2,957
[9] Support Services	\$ 26,336,980	\$ 26,954,389	\$ 27,423,465	\$ 27,280,040	\$ 143,424
a Administration, Attendance & Health	5,648,324	5,997,189	5,909,852	5,886,193	23,660
b Pupil Transportation Services	8,275,541	8,209,240	8,101,828	8,061,763	40,065
c Operation and Maintenance	11,812,783	12,069,480	12,729,955	12,684,115	45,839
d Facilities	174,535	202,312	190,961	157,101	33,860
e Fund Transfers	425,797	476,169	490,869	490,869	-
[10] Unrestricted Expenditures	\$ 126,964,074	\$ 133,531,502	\$ 135,307,615	\$ 135,146,640	\$ 160,975
[11] Unrestricted Revenue Over/(Under) Expense	\$ 635,455			\$ 489,607	
Restricted Programs					
[12] Total Restricted Revenues	\$ 5,522,538	\$ 6,960,408	\$ 6,848,307	\$ 5,689,897	\$ (1,158,409)
[13] Total Restricted Expenditures	\$ 5,506,461	\$ 6,972,977	\$ 6,981,567	\$ 5,741,021	\$ 1,240,546
[14] Restricted Revenue Over/(Under) Expense	\$ 16,078			\$ (51,124)	
[15] All Revenue Over/(Under) Expense	\$ 651,532			\$ 438,484	
[16] Obligated Funds-Special Programs	108,939			123,737	
[17] LOCAL FUNDS UNRESTRICTED AND UNOBLIGATED AT JUNE 30	\$ 542,594			\$ 314,747	

Supplementary Information Regarding Restricted Programs

Restricted Programs		2014-2015	2014-2015	2014-2015
		Revenue	Expenditures	Variance
a	eRate Program	\$ 90,768	\$ 85,826	\$ 4,942
b	Regional Juvenile Detention Center	512,374	506,244	6,129
c	Special Education - In-Jail	84,020	84,020	0
d	Early Reading Intervention	242,843	271,220	(28,377)
e	SOL Algebra Readiness	117,263	169,552	(52,289)
f	Other Special State Programs	64,417	96,297	(31,879)
g	Bridges to Success - Apple Federal Credit Union	30,000	15,813	14,187
h	Title I, Part A	1,470,700	1,470,700	0
i	Title I, Part D	68,478	103,774	(35,296)
j	Title II, Part A Improve Teacher Quality	331,187	331,187	0
k	Title III LEP	68,118	68,118	0
l	Title VI-B	2,356,903	2,356,903	0
m	Title VI-B Preschool	41,184	-	41,184
n	Perkins Vocational	158,727	154,386	4,341
o	Miscellaneous Federal	19,500	3,007	16,493
p	Emergency Generator Grant	7,661	965	6,696
q	NOAA Grant	25,756	23,010	2,745
[18]	Total Restricted Programs	\$ 5,689,897	\$ 5,741,021	\$ (51,124)

RECAPITULATION:

Year Ended June 30, 2015

	[a]	[b]	[c]	[d]	[e]
	2013-14	2014-15	2014-15	2014-15	Variance
	Actual*	Original	Adjusted	Actual*	from
		Budget	Budget		Adj. Budget
[19] TOTAL REVENUES	\$ 133,122,067	\$ 140,504,479	\$ 142,289,182	\$ 141,326,145	\$ (963,037)
[20] TOTAL EXPENDITURES	\$ 132,470,535	\$ 140,504,479	\$ 142,289,182	\$ 140,887,661	\$ 1,401,521
[21] REVENUE OVER EXPENDITURES	\$ 651,533	\$ -	\$ -	\$ 438,484	\$ 438,484
[22] Obligated Funds-Special Programs	108,939			123,737	
[23] LOCAL FUNDS UNOBLIGATED AT JUNE 30	\$ 542,594			\$ 314,747	
[24] Percentage Surplus of Total Budget	0.40%			0.22%	

* Actual fiscal year expenditures includes encumbrances

School Nutrition Fund

The food service operation completed the FY 2015 with revenues in excess of expenditures of \$190,700, which increases the fund balance to \$1,559,508. Of this fund balance, \$238,947 is the value of inventory at year-end and is categorized as non-spendable. The School Nutrition Services Program served meals over 174 days, six days less than the budget due to inclement weather.

Even though the fund realized a profit in FY 2015, revenue was less than expected due to a decline in the number of students buying meals and six less serving days. Expenditures were significantly less than expected for the associated number of meals served. Operational efficiencies continue to be realized on food and labor costs. Standardized menu planning provides savings in the average food cost per meal. Further, staff productivity ratios are analyzed and labor hours are adjusted up or down based on the number of meals to serve.

1,168,508 lunches and 266,286 breakfasts were served throughout the 2014-2015 school year, which were 92,953 less meals than budgeted. The lunch prices for a full meal were \$2.40 for elementary, \$2.65 for middle, and \$2.65 regular lunch/\$2.75 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 14.52 meals per labor hour – 8,595 equivalent meals daily. As of June 2015, 34.8% of students were eligible for free or reduced-priced meals.

Revenue Variances:

Compared to budget, revenues were \$283,241 less than expected. The variance is the 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 \$176,296 lower than expected. This variance is attributed to six fewer serving days and the less than expected number of students participating who pay full price for meals. À la carte/other sales were greater than expected by \$59,458.
- Federal and state subsidies were \$169,585 less than planned. This decrease in revenue reflects fewer serving days and changes in student meal participation patterns.

Expenditure Variances:

Compared to budget, expenditures were less than expected. \$1,233,680 of the total expenditure variance represents appropriation of prior year fund balance. The excess appropriation is carried forward to be used if needed. The other operational variances are the result of the following:

- Labor cost was \$180,767 less than planned. Productivity gains were realized and overtime and substitute costs were less than anticipated.
- Food and supply costs were \$298,099 less than planned. The average food cost per meal was \$1.20 for FY 2015, which was 11 cents less than budgeted.
- Contracted services, utilities, travel, and other miscellaneous expenses ended the year with a positive variance of \$1,156.
- Capital outlay represents the purchase of new or replacement equipment. The negative variance of \$6,082 was due to an oven replacement at Indian Hollow Elementary School and a dishwasher at Middletown Elementary School.

Frederick County Public Schools
School Nutrition Fund
Year Ended June 30, 2015

	[a] <u>Actual 2012-2013</u>	[b] <u>Actual 2013-2014</u>	[c] <u>Adjusted Budget 2014-15</u>	[d] <u>Actual 2014-2015</u>	[e] <u>Variance from Adj Budget</u>
[1] Beginning Balance July 1	\$ 1,510,004	\$ 1,202,601	\$ 1,233,680	\$ 1,368,808	\$ 135,128
Revenues:					
[2] Interest on Bank Deposits	\$ 3,125	\$ 2,484	\$ 3,125	\$ 2,902	\$ (223)
[3] Type A Lunches	1,569,601	1,485,516	1,661,816	1,507,227	(154,589)
[4] Breakfast Program	96,170	89,964	123,713	102,006	(21,707)
[5] All Other Sales and Adults	515,618	572,743	529,174	588,632	59,458
[6] Other Receipts	84,970	92,356	65,740	69,146	3,406
[7] State School Food Payments	99,079	91,725	94,933	86,549	(8,384)
[8] Federal Meals Reimbursement	2,283,597	2,275,371	2,489,531	2,328,330	(161,201)
[9] Transfers From School Operating	-	-	24,064	24,064	0
[10] Total Revenues	\$ 4,652,160	\$ 4,610,158	\$ 4,992,096	\$ 4,708,855	\$ (283,241)
Expenditures:					
[11] Salaries	\$ 1,836,709	\$ 1,742,933	\$ 1,914,863	\$ 1,745,169	\$ 169,694
[12] Fringe Benefits	624,847	607,530	655,203	644,130	11,072
[13] Contractual Services	48,632	47,626	61,750	62,199	(449)
[14] Utilities, Travel and Misc	50,580	47,286	53,615	52,010	1,605
[15] Food and Supplies	2,366,980	1,965,778	2,243,984	1,945,885	298,099
[16] Capital Outlay	31,816	58,278	62,681	68,763	(6,082)
[17] Appropriation Fund Bal. - Prior Year	-	-	1,233,680	-	1,233,680
[18] Total Expenditures	\$ 4,959,563	\$ 4,469,432	\$ 6,225,776	\$ 4,518,155	\$ 1,707,621
[19] Revenue Over / (Under) Expenditures	\$ (307,404)	\$ 140,726	\$ -	\$ 190,700	
[20] Balance June 30	<u>\$ 1,202,601</u>	<u>\$ 1,343,327</u>	<u>\$ -</u>	<u>\$ 1,559,508</u>	
[21] Balance Nonspendable - Inventory	\$ 193,785	\$ 210,365		\$ 238,947	
[22] Unreserved fund balance	\$ 1,008,815	\$ 1,132,962		\$ 1,320,561	

* Actual expenditures include year-end encumbrances

School Textbook Fund

The textbook fund finished the year with a decrease of \$343,527 resulting in a fund balance to \$1,077,501. 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 \$1,421,028. Revenues plus the beginning fund balance total available funds of \$2,689,382. For FY 2015, state funds of \$787,033 plus \$476,198 in local matching funds, and miscellaneous receipts for interest and fees totaled \$1,268,354 in revenue.

Textbook purchases were made for replacements of worn textbooks, new science textbooks for grades kindergarten through 5, new world language textbooks for grades 6 through 12, and multiple subject textbooks for the full-day kindergarten program. Total expenditures and obligations on textbooks and related activities equaled \$1,611,881 for the year – less than planned due to savings on shipping costs, consumables 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. Textbook fund balance is assigned to the next fiscal year to support required textbook adoptions.

Frederick County Public Schools
School Textbook Fund
Year Ended June 30, 2015

	[a] 2012-13 Actual*	[b] 2013-14 Actual*	[c] 2014-15 Budget	[d] 2014-15 Actual*	[e] Variance
[1] Balance July 1	\$ 1,411,930	\$ 1,155,102	\$ 1,311,850	\$ 1,421,028	\$ 109,178
Revenues:					
[2] Interest on Bank Deposits	\$ 2,372	\$ 2,803	\$ 5,000	\$ 2,620	\$ (2,380)
[3] Sale of Textbooks/ Lost Fees	2,310	2,588	5,000	2,144	(2,856)
[4] Sale of Used Books			1,500	359	(1,141)
[5] State Reimbursements	745,564	745,103	788,385	787,033	(1,352)
[6] Transfers From Other Funds	421,717	421,529	466,955	476,198	9,243
[7] Total Revenues	\$ 1,171,964	\$ 1,172,023	\$ 1,266,840	\$ 1,268,354	\$ 1,514
Expenditures:					
[8] Salaries	\$ 20,377	\$ 17,813	\$ 22,794	\$ 16,076	\$ 6,718
[9] Fringe Benefits	7,165	6,534	8,233	4,017	4,216
[10] Contractual Services	-	-	2,195	2,195	-
[11] Payments to Publishers	1,401,250	887,306	2,545,467	1,589,593	955,874
[12] Planned Carryforward to Next Year	-	-	-	-	-
[13] Total Expenditures	\$ 1,428,792	\$ 911,653	\$ 2,578,690	\$ 1,611,881	\$ 966,808
[14] Revenues Over / (Under) Expenditures	\$ (256,829)	\$ 260,370	\$(1,311,850)	\$ (343,527)	\$ 968,322
[15] Balance June 30	<u>\$ 1,155,102</u>	<u>\$ 1,415,471</u>	<u>\$ -</u>	<u>\$ 1,077,501</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.

\$779,609 in fund balance plus \$79,205 in outstanding encumbrances was carried forward from FY 2014 to provide the FY 2015 beginning fund balance. The beginning fund balance plus a transfer of \$542,594 from the operating fund provided \$1,401,408 of FY 2015 available funds to spend. During FY 2015, expenditures and encumbrances totaled \$919,743 for various major maintenance projects; including cafeteria floor replacement at Apple Pie Ridge Elementary School, roof replacement at Sherando High School, division-wide crisis management software, and remaining equipment purchases for full-day kindergarten.

The resulting balance of \$481,665 will be carried forward into FY 2016.

Some of the items listed above should be supported by a sufficient funding level 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, 2015

	[a]	[b]	[c]	[d]	[e]
	2012-13 Actual*	2013-14 Actual*	2014-15 Budget	2014-15 Actual*	Variance from Adjusted Budget
[1] Balance July 1	\$ 442,256	\$ 148,628	\$ 779,609	\$ 858,814	\$ 79,205
Revenues:					
[2] Other Receipts					
[3] Local Funds - Frederick County	\$ 1,128,002	\$ 800,883	\$ 542,594	\$ 542,594	\$ -
[4] Transfers from Other Funds	267,115	1,045,748	-	-	-
[5] Transfers- Encumbrances from prior year	-	-	79,205	-	(79,205)
Total Revenues	\$ 1,395,117	\$ 1,846,631	\$ 621,799	\$ 542,594	\$ (79,205)
Expenditures:					
[6] Capital Outlay	\$ 1,816,416	\$ 1,215,650	\$ 1,401,408	\$ 919,743	\$ 481,665
[7] Total Expenditures	\$ 1,816,416	\$ 1,215,650	\$ 1,401,408	\$ 919,743	\$ 481,665
[8] Fund Balance June 30	\$ 20,957	\$ 779,609	\$ -	\$ 481,665	

* Actual fiscal year amounts include encumbrances.

Construction Fund

The active construction projects for FY 2015 were:

- construction of replacement for FCMS;
- continued design of the fourth high school;
- final project costs for the new transportation facility; and
- final expenditures for the elementary classroom project.

A project-to-date summary is shown below and is provided in a different format on the financial statement. The amounts shown in bold represent active project balances at year-end, which will be automatically re-appropriated in the next fiscal year to provide for the seamless continuation of the project.

Replacement FCMS:

Beginning project amount	\$ 49,500,000.00
Expenditures through June 30, 2015	\$(12,264,429.98)
O/S Encumbrances @ June 30, 2015	<u>\$(32,957,834.33)</u>
Remaining project balance	<u>\$ 4,277,735.69</u>

Cash received – bond proceeds	\$ 20,394,731.44
Cash received – premium proceeds	\$ 2,093,210.65
Cash received – interest earnings	\$ 41,441.75
Cash received – easement proceeds	\$ 120,000.00
Cash transferred to other sources	\$(2,199,765.29)
Cash disbursed for project	\$(10,037,592.88)
Accounts Payable @ June 30, 2015	<u>\$(2,226,837.10)</u>
Cash/A/P balance @June 30, 2015	<u>\$ 8,185,188.57</u>

Fourth High School:

Beginning project amount	\$ 4,800,000.00
Expenditures through June 30, 2015	\$(3,978,391.48)
O/S Encumbrances @ June 30, 2015	<u>\$(541,501.72)</u>
Remaining project balance	<u>\$ 280,106.80</u>

Cash received – bond proceeds	\$ 2,734,850.00
Cash received – premium proceeds	\$ 209,216.97
Cash received – interest earnings	\$ 4,661.19
Cash transferred-undesignated fund	\$ 1,300,000.00
Cash received from other projects	\$ 230,199.17
Cash disbursed for project	\$(3,791,156.56)
Accounts Payable @ June 30, 2015	<u>\$(187,234.92)</u>
Cash/A/P balance @June 30, 2015	<u>\$ 500,535.85</u>

Transportation Facility:

Beginning project amount	\$ 17,200,171.00
Expenditures through June 30, 2015	\$(17,200,171.00)
O/S Encumbrances @ June 30, 2015	<u>\$(0.00)</u>
Remaining project balance	<u>\$ 0.00</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	\$(17,182,223.73)
Accounts Payable @ June 30, 2015	<u>\$ 0.00</u>
Cash/A/P balance @June 30, 2015	<u>\$ 0.00</u>

Elementary Additions:

Beginning project amount	\$ 6,100,000.00
Expenditures through June 30, 2015	\$(6,008,704.73)
O/S Encumbrances @ June 30, 2015	<u>\$(0.00)</u>
Remaining project balance	<u>\$ 91,295.27</u>

Cash received – bond proceeds	\$ 5,635,755.00
Cash received – premium proceeds	\$ 452,140.19
Cash received – interest earnings	\$ 4,646.36
Cash received from other projects	\$ 7,912.85
Cash disbursed for project	\$(6,008,704.73)
Accounts Payable @ June 30, 2015	<u>\$(0.00)</u>
Cash/ A/P balance as of June 30, 2015	<u>\$ 91,749.67</u>

Frederick County Public Schools
Construction Funds
Year Ended June 30, 2015

	[a] <u>Project Budget</u>	[b] <u>Prior Years' Receipts</u>	[c] <u>2014-2015 Actual Receipts</u>	[d] <u>Cummulative Project Receipts</u>		
[1] Balance July 1			\$ 5,518,235			
Revenues:						
[2] Interest Income	\$ -	\$ 85,276	\$ 19,136	\$ 104,412		
[3] Proceeds from Bond Sale	77,600,171	31,233,541	13,375,000	44,608,541		
[4] Other Receipts	-	1,877,621	1,628,563	3,506,184		
[5] Miscellaneous	-	-	-	-		
[6] Total Revenues	\$ 77,600,171	\$ 33,196,439	\$ 15,022,698	\$ 48,219,137		
	[a]	[b]	[c]	[d]	[e]	[f]
	<u>Project Budget</u>	<u>Prior Years' Expenditures</u>	<u>2014-2015 Actual</u>	<u>Cummulative Project Expenditures</u>	<u>Outstanding Encumbrances</u>	<u>Remaining Project Balance</u>
Expenditures:						
[7] New Transportation Facility	\$ 17,200,171	\$ 17,195,171	\$ 5,000	\$ 17,200,171	\$ -	\$ -
[8] Replacement FCMS	49,500,000	2,272,196	9,992,234	12,264,430	32,957,834	4,277,736
[9] Elementary School Additions	6,100,000	5,801,761	206,944	6,008,705	-	91,295
[10] Fourth High School - land & design	4,800,000	2,419,111	1,559,280	3,978,391	541,502	280,107
[11] Total Expenditures	\$ 77,600,171	\$ 27,688,239	\$ 11,763,458	\$ 39,451,697	\$ 33,499,336	\$ 4,649,138
[12] Balance June 30			<u>\$ 8,777,475</u>			

Debt Service Fund

The year-end balance in the debt service fund is \$287,524. 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 \$275,783 from the federal government as an interest rebate subsidy for the Qualified School Construction Bonds (QSCB) program and \$14,626,151 from the county for debt service obligations and administrative expenses. \$1,566,316 in excess monies in the debt service fund were transferred out (described in more detail in the next paragraph). Additionally, some existing debt was refinanced, which reduced interest payments owed, and thus created an interest expense savings generating the fund balance of \$287,524.

The original budget for the debt service fund (approved in the spring of 2014) reflected a transfer of \$1,566,316 to the school capital projects fund to help with major maintenance, security and safety project purchases. In July 2014, in an unprecedented collaboration between the school board and governing body to issue a comparable salary increase, the FY 2015 budget was adjusted to redirect the aforementioned excess funds to the school operating fund instead of the school capital projects fund.

As of June 30, 2015, there were 34 active debt issues. The total principal and interest payments, along with the management fees for the debt issues, totaled \$13,970,830.

A summary of the outstanding indebtedness is shown below.

Outstanding debt at June 30, 2014	\$ 103,937,277
New debt incurred during FY 2015	\$ 13,375,000 *
Principal payments on existing debt during FY 2015	<u>(\$ 9,236,871)</u>
Outstanding debt at June 30, 2015	<u>\$ 108,075,406</u>

** During FY 2015, FCPS participated in the fall 2014 Virginia Public School Authority (VPSA) bond sales for \$13,375,000. This borrowing was used to fund the construction of the replacement Frederick County Middle School.*

Frederick County Public Schools
Debt Service Fund
Year Ended June 30, 2015

	[a]	[b]	[c]	[d]	[e]
	<u>2012-13 Actual</u>	<u>2013-14 Actual</u>	<u>2014-15 Adjusted Budget</u>	<u>2014-15 Actual</u>	<u>Variance from Adjusted Budget</u>
[1] Balance July 1	\$ 21,049	\$ 20,158	\$ 857,000	\$ 922,736	\$ 65,736
Revenues:					
[2] Federal - QSCB	\$ 284,559	\$ 276,080	\$ 271,500	\$ 275,783	\$ 4,283
[3] Local Funds - Frederick County	14,626,151	14,626,151	14,626,151	14,626,151	-
[4] Transfers from Other Funds					
[5] Total Revenues	\$ 14,910,710	\$ 14,902,231	\$ 14,897,651	\$ 14,901,934	\$ 4,283
Expenditures:					
[6] Principal Payments	\$ 9,056,755	\$ 8,978,905	\$ 9,236,871	\$ 9,236,871	\$ -
[7] Interest Payments	4,869,297	3,961,150	4,926,464	4,718,909	207,555
[8] Miscellaneous	12,950	13,850	25,000	15,050	9,950
[9] Total Expenditures	\$ 13,939,002	\$ 12,953,905	\$ 14,188,335	\$ 13,970,830	\$ 217,505
[10] Transfers to Other Funds	\$ 972,599	\$ 1,045,748	\$ 1,566,316	\$ 1,566,316	
[11] Balance June 30	<u>\$ 20,158</u>	<u>\$ 922,736</u>	<u>\$ -</u>	<u>\$ 287,524</u>	

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 1,766 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, affordable care act and other expenses for FY 2015 were \$16,092,508, above the expected level of \$16,040,001. The insurance reserve fund year-end balance increased by \$17,115 to an ending balance of \$3,639,783. The fund balance equates to just under 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 2016. 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, 2015

	[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>2012-2013</u>	<u>2013-2014</u>	<u>Activity</u>	<u>Claim</u>	<u>2014-15</u>	<u>Activity</u>	<u>Claim</u>	
			<u>2014-15</u>	<u>Liability</u>		<u>2015-16</u>	<u>Liability</u>	
				<u>2014-15</u>			<u>2015-16</u>	
[1] Balance July 1	\$ 2,340,363	\$ 2,312,491	\$ 3,622,668	\$ 3,622,668	\$ 3,622,668	\$ 3,639,783	\$ 3,639,783	[1]
Revenues:								
[2] Interest on Bank Deposits	\$ 9,281	\$ 11,775	\$ 10,979	\$ 10,979	\$ 12,026	\$ 11,500	\$ 11,500	[2]
[3] Health Insurance Premiums	14,765,127	15,616,995	16,103,513	16,103,513	16,094,732	16,290,766	16,290,766	[3]
[4] Donations/Grants/Other		9,254			2,865			[4]
[5] Total Revenues	\$ 14,774,408	\$ 15,638,024	\$ 16,114,492	\$ 16,114,492	\$ 16,109,623	\$ 16,302,266	\$ 16,302,266	[5]
Expenditures:								
[6] Contracted Activities	\$ 12,221	\$ 6,456	\$ 50,000	\$ 50,000	\$ 294,921	\$ 100,000	\$ 100,000	[6]
[7] Taxes & Fees					\$ 3,061			[7]
[8] Supplies		5,218			3,327			[8]
[9] Health Care Claims	13,927,856	13,430,301	15,030,642	17,226,336	14,788,283	15,653,405	18,001,416	[9]
[10] Dental Claims	862,203	885,873	959,359	959,359	1,002,916	1,000,000	1,000,000	[10]
[11] Total Expenditures	\$ 14,802,280	\$ 14,327,847	\$ 16,040,001	\$ 18,235,695	\$ 16,092,508	\$ 16,753,405	\$ 19,101,416	[11]
[12] Revenues Over (Under) Expenditures	\$ (27,872)	\$ 1,310,177	\$ 74,491	\$ (2,121,203)	\$ 17,115	\$ (451,139)	\$ (2,799,150)	[12]
[13] Balance June 30	\$ 2,312,491	\$ 3,622,668	\$ 3,697,159	\$ 1,501,465	\$ 3,639,783	\$ 3,188,644	\$ 840,633	[13]

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. About 240 students are served by this program.

Total revenues were \$4,505,455 and were \$219,063 less than budgeted. This amount represents a reduction in the localities' contributions due to the distribution of the FY 2014 surplus of \$220,262, as well as positive variances in interest earnings and tuition payments of \$1,199. Expenditure savings of \$586,375 were realized throughout the year. The residual surplus is \$218,442, which will be credited back to the localities in FY 2016. The residual surplus was generated from personnel vacancy savings, reduced contracted service costs for speech therapy and hearing impaired interpreting. Program savings were also realized in instructional supplies and travel costs.

The NREP textbook fund concluded the year with a fund balance of \$38,493. 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, 2015

	[a]	[b]	[c]	[d]	[e]
	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Actual*	Variance from Adj. Budget
OPERATING FUND					
Balance at July 1	\$ 218,333	\$ 54,495	\$ 369,132	\$ 220,262	\$ (148,871)
REVENUES:					
[1] Interest	\$ 1,467	\$ 1,494	\$ -	\$ 1,196	\$ 1,196
[2] Tuition	9,598	7,560	7,400	7,403	3
[3] Revenue from Commonwealth	26,000	26,000	40,078	40,078	0
[4] Revenue from Federal Government	-	-	-	-	-
[5] Local Funds -- Frederick County, Winchester City, and Clarke County	-	-	-	-	-
	<u>4,143,693</u>	<u>4,421,400</u>	<u>4,677,040</u>	<u>4,456,778</u>	<u>(220,262)</u>
[6] TOTAL REVENUES	\$ 4,180,758	\$ 4,456,455	\$ 4,724,518	\$ 4,505,455	\$ (219,063)
EXPENDITURES:					
[7] Instruction	\$ 3,556,788	\$ 3,493,474	\$ 4,210,566	\$ 3,662,691	\$ 547,876
[8] Administration, Attendance & Health	176,353	177,625	184,563	183,113	1,450
[9] Pupil Transportation Services	-	-	-	-	-
[10] Operations and Maintenance	538,429	544,694	621,921	584,921	37,000
[11] Food Services	-	-	-	-	-
[12] Fund Transfers/Contingency	23,952	25,000	25,000	25,000	0
[13] Technology	49,073	49,895	51,599	51,550	49
	<u>4,344,596</u>	<u>4,290,687</u>	<u>5,093,650</u>	<u>4,507,275</u>	<u>586,375</u>
[14] TOTAL EXPENDITURES	\$ 4,344,596	\$ 4,290,687	\$ 5,093,650	\$ 4,507,275	\$ 586,375
[15] Balance at June 30	<u>\$ 54,495</u>	<u>\$ 220,262</u>	<u>\$ -</u>	<u>\$ 218,442</u>	
* Actual fiscal year expenditures include outstanding encumbrances at year end.					
TEXTBOOK FUND					
Balance at July 1	\$ 20,283	\$ 25	\$ 10,000	\$ 13,409	\$ 3,409
REVENUES:					
[1] Interest	\$ 24	\$ 48	\$ -	\$ 85	\$ 85
[2] Transfers from NREP Operating Fund	23,952	25,000	25,000	25,000	-
[3] TOTAL REVENUES	<u>\$ 23,976</u>	<u>\$ 25,048</u>	<u>\$ 25,000</u>	<u>\$ 25,085</u>	<u>\$ 85</u>
EXPENDITURES:					
[4] Payments for textbooks	\$ 44,234	\$ 11,664	\$ 35,000	\$ -	\$ 35,000
[5] TOTAL EXPENDITURES	<u>\$ 44,234</u>	<u>\$ 11,664</u>	<u>\$ 35,000</u>	<u>\$ -</u>	<u>\$ 35,000</u>
Balance at June 30	<u>\$ 25</u>	<u>\$ 13,409</u>	<u>\$ -</u>	<u>\$ 38,493</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 2015 was the third year of accounting for the vehicle services within this enterprise fund.

The transportation facility is located on Route 522 south and is equipped for fleet maintenance and fueling services to support the school division. Services are also provided to some 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.

FY 2015 revenues totaled \$2,892,935 and expenses totaled \$2,838,116. The excess of revenues over expenditures is \$54,819 and contributes to the fund balance. The surplus was primarily due to savings realized in utilities.

Frederick County Public Schools
Consolidated Services Fund
Year Ended June 30, 2015

	[a] <u>2012-13 Actual</u>	[b] <u>2013-2014 Actual</u>	[c] <u>2014-15 Adjusted Budget</u>	[d] <u>2014-15 Actual</u>	[e] <u>Variance from Adj. Budget</u>
Balance July 1	\$ 232,220	\$ 232,220	\$ -	\$ 305,151	
[1] Revenue:					
[2] Building Services					
Billings to Regional Library Board	\$ 210	\$ 5,435	\$ 4,900	\$ 7,294	\$ 2,394
Billings to County Government	9,590	3,053	10,100	4,988	(5,112)
Sub-total Building Services	<u>\$ 9,800</u>	<u>\$ 8,488</u>	<u>\$ 15,000</u>	<u>\$ 12,282</u>	<u>\$ (2,718)</u>
[3] Vehicle Services					
Billings to FCPS	\$ 2,459,703	\$ 2,714,744	\$2,858,678	\$ 2,391,844	\$ (466,833)
Billings to Outside Agencies	101,746	243,544	226,322	481,239	254,916
Other Receipts	57,209	-	-	7,570	7,570
Sub-total Vehicle Services	<u>\$ 2,618,658</u>	<u>\$ 2,958,288</u>	<u>\$3,085,000</u>	<u>\$ 2,880,653</u>	<u>\$ (204,347)</u>
[4] Transfers from School Operating Fund	\$ 54,132	\$ 4,289	\$ -	\$ -	\$ -
[5] Prior Year Encumbrances	\$ -	\$ -	\$ 19,750	\$ -	\$ (19,750)
[6] Total Receipts	\$ 2,682,590	\$ 2,971,065	\$3,119,750	\$ 2,892,935	\$ (226,815)
[7] Expenditures:					
[8] Building Services					
County Administration Building	\$ 4,237	\$ 1,152	\$ 4,200	\$ 2,685	\$ 1,515
Bowman Regional Library	210	5,435	8,400	7,294	1,106
Other Agencies	5,352	2,084	2,400	2,303	97
Sub-total Building Services	<u>\$ 9,799</u>	<u>\$ 8,671</u>	<u>\$ 15,000</u>	<u>\$ 12,282</u>	<u>\$ 2,718</u>
[9] Vehicle Services					
Salaries	\$ 610,009	\$ 638,096	\$ 672,214	\$ 657,723	\$ 14,492
Fringe Benefits	218,163	229,546	234,373	224,703	9,670
Purchased Services	67,187	46,044	16,098	15,049	1,048
Other Charges	80,103	104,054	182,534	63,549	118,986
Materials and Supplies	1,697,330	1,870,615	1,999,531	1,864,810	134,721
Capital Outlay	-	1,107	-	-	-
Sub-total Vehicle Services	<u>\$ 2,672,791</u>	<u>\$ 2,889,462</u>	<u>\$3,104,750</u>	<u>\$ 2,825,834</u>	<u>\$ 278,916</u>
[10] Total Expenditures	\$ 2,682,590	\$ 2,898,133	\$3,119,750	\$ 2,838,116	\$ 281,634
[11] Revenues Over/ (Under) Expenditures	\$ -	<u>\$ 72,932</u>		<u>\$ 54,819</u>	
[12] Balance June 30	<u>\$ 232,220</u>	<u>\$ 305,151</u>		<u>\$ 359,970</u>	
[13] Balance Nonspendable - Inventory	\$ 232,220	\$ 305,151		\$ 256,860	
[14] Unreserved fund balance	\$ -	\$ -		\$ 103,110	

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.

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 \$3,403 includes respective balances of \$3,314 for Chain of Checks and \$89 for the low-income program, both of which are expected to be expended in FY 2016.

Frederick County Public Schools
Special Grants Fund
Year Ended June 30, 2015

	[a]	[b]	[c]	[d]
	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Actual
Balance July 1	\$ 20,898	\$ 31,113	\$ 12,471	\$ 12,471
REVENUES:				
[1] Donations and Grants	\$ 27,072	\$ 510	\$ -	\$ -
Fees from Business & Industry	\$ 4,134	\$ -	\$ -	\$ -
Tuition Payments from Localities	155,489	-	-	-
Revenue from the Commonwealth	93,903	-	-	-
Revenue from the Federal Government	-	-	-	-
[2] Sub-total Regional Adult Ed. Revenues	<u>\$ 253,525</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
[3] Federal Grant - Teaching American History	<u>\$ 429,029</u>	<u>\$ 34,040</u>	<u>\$ -</u>	<u>\$ -</u>
[4] TOTAL REVENUES	<u>\$ 709,626</u>	<u>\$ 34,550</u>	<u>\$ -</u>	<u>\$ -</u>
EXPENDITURES:				
[5] Chain of Checks	\$ 2,881	\$ 7,813	\$ 12,307	\$ 8,994
[6] At Risk/Low Income	-	346	164	75
[7] Teacher of the Year	-	4,072	-	-
[8] Regional Adult Education	268,133	6,290	-	-
[9] Teaching American History	428,397	34,671	-	-
[10] TOTAL EXPENDITURES	<u>\$ 699,411</u>	<u>\$ 53,192</u>	<u>\$ 12,471</u>	<u>\$ 9,069</u>
[11] Balance June 30	<u><u>\$ 31,113</u></u>	<u><u>\$ 12,471</u></u>	<u><u>\$ 0</u></u>	<u><u>\$ 3,403</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, 2015, is comprised of the following:

	Private-Purpose Endowment Balance	Private-Purpose Income Fund Balance
Armstrong Foundation Scholarship	\$ 227,862	\$(1,922)
Della Stine Scholarship	\$ 13,464	\$ 48
Axalta Scholarship	N/A	\$ 500
Bright Futures Program	N/A	\$ 8,097
Teacher of the Year	N/A	\$ 3,125
Total	\$ 241,326	\$ 9,848

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.
- 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

- The Armstrong Foundation, Della Stine, and Axalta Scholarship Funds are used for the restricted purpose of providing scholarships to students at the three Frederick County high schools. The two endowed funds are used to support the respective annual scholarship when interest income is insufficient.
- Bright Futures is a non-profit organization that helps schools connect student needs with resources that already exist in the community. Resources can be in the form of donations of money, supplies, or time.
- The Teacher of the Year award is presented each year during convocation. The recipient receives a plaque, a ring featuring the school division's logo, a Chromebook, and a spending account to be used for instructional materials, supplies, or travel.

Frederick County Public Schools
Fiduciary Funds
Year Ended June 30, 2015

	[a]	[b]	[c]	[d]
	<u>FY13-14 Private-Purpose Endowment</u>	<u>FY13-14 Private-Purpose Income</u>	<u>FY14-15 Private-Purpose Endowment</u>	<u>FY14-15 Private-Purpose Income</u>
[1] Balance July 1	\$ 252,113	\$ 27	\$ 263,240	\$ 13,524
REVENUES:				
[2] Interest on Bank Accounts	\$ -	\$ 584	\$ -	\$ 613
[3] Interest on Investments	1,878	-	-	-
[4] Donations and Grants	13,464	20,005	-	16,117
[5] Transfers from Other Funds	-	4,000	-	-
[6] Investment Earnings	-	-	-	-
[7] TOTAL REVENUES	\$ 15,343	\$ 24,589	\$ -	\$ 16,730
EXPENDITURES:				
[8] Scholarship Payments	\$ -	\$ 8,500	\$ -	\$ 14,000
[9] Other Expenses	216	-	12,533	-
[10] Other Operating Supplies	-	2,571	-	1,521
[11] Instructional Supplies	-	-	-	2,747
[12] Technology Hardware	-	-	-	2,128
[13] Transfers to Other Funds	4,000	21	9,381	12
[14] TOTAL EXPENDITURES	\$ 4,216	\$ 11,092	\$ 21,914	\$ 20,407
[15] Balance June 30	<u>\$ 263,240</u>	<u>\$ 13,524</u>	<u>\$ 241,326</u>	<u>\$ 9,848</u>

Company No: 001 Account Number: 4010 930105890 000 000 Period:
 Date: 11/06/15 OPERATIONAL CONTINGENCY Time: 1138
 Budget Amount Year To Date Encumbrances Balance
 \$1,239,544.90 \$.00 \$.00 \$1,239,544.90

```

=====
Date    Source Reference Number    PO#            Amount Period Description
*****    G/L Year-To-Date-
*****            Encumbrance-
*****            A/P Holding File-
*****            P/R Holding File-
*****            U/T Holding File-
*****            A/R Holding File-
*****            G/L Holding File-
*****            S/S Holding File-
*****            INV Holding File-

07012015 BA    1    2                    $15,000.00-201507 PT BUILDING INSPECTOR
07082015 BA    1    0000410            $2,355,854.00 201507 -APPROPRIATION ENTRY-
08012015 BT    1    68                    $3,149.66-201508 PROMOTIONS/RECLASSIFICATIONS
08072015 BT    1    67                    $13,574.00-201508 COVER P/T HELP NOT RESTORED
08252015 BT    1    115                    $8,808.44-201508 PIO SALARY&FRINGES
09092015 BT    1    171                    $85,900.00-201509 B.A.9/9/15 MILLWOOD F&R
10262015 BT    1    AT16043                $24,000.00-201510 SAFER GRANT EXPENDITURE E
10292015 BT    1    AT16057                $30,133.58-201510 COR ASSESSOR - FC 10/21/1
10292015 BT    1    AT16058                $30,133.58-201510 COR ASSESSOR - FC 10/21/1
10292015 BT    1    AT16059                $4,610.40-201510 COR (2) ASSESSORS - FC 10
10292015 BT    1    AT16060                $12,160.00-201510 COR (2) ASSESSORS - FC 10
10292015 BT    1    AT16061                $6,394.30-201510 COR (2) ASSESSORS - FC 10
10292015 BT    1    AT16062                $717.18-201510 COR (2) ASSESSORS - FC 10
10292015 BT    1    AT16063                $355.58-201510 COR (2) ASSESSORS - FC 10
10292015 BT    1    AT16064                $1,440.38-201510 COR (2) ASSESSORS - FC 10
10292015 BT    1    AT16065                $265,710.00-201510 (10) SHERIFF CAR & EQ -FC
10292015 BT    1    AT16066                $28,540.00-201510 (10) SHERIFF CAR & EQ -FC
10312015 BT    1    305                    $482,403.00-201510 TRANSFER FUNDS FOR MERIT
10312015 BT    1    305                    $103,279.00-201510 TRANSFER FUNDS FOR MERIT
*****            Budget Amount-            $1,239,544.90
  
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FY 2015-2016 REMAINING CAPITAL NEEDS - GENERAL FUND

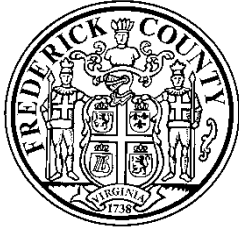
<u>Department</u>	<u>Line Item</u>	<u>Description</u>	<u>Amount</u>	<u>Total per Department</u>
1213 - Treasurer	8001	Folder/Inserter	45,000	45,000
1220 - Information Technology	8007 8007	Large format printer/scanner Dell Equallogic iSCSI storage 48TB capacity to support system backups - 5 year onsite warranty	4,320 32,000	36,320
1301 - Electoral Board	8001	Optical Scan Machines - DS 200 - 30 @ \$5,900 Express Vote Machines - 30 @ \$3,500 DS 200 thumb drives (2 G) - 10 @ \$75 DS 200 thermal paper rolls - 50 @ \$1.15 Personal Voting Booths - 20 x 10 pack @ \$200 Election Day On-Site Support (2 times for 3 days each) Training - GR, EB, Machine Tech, Custodian Shipping & Handling Other Miscellaneous Supplies Additional discounts & Trade-In Allowance for 128 iVotronic machines	177,000 105,000 750 58 4,000 8,250 12,600 4,950 2,000 (32,843)	281,765
2201 - Commonwealth Attorney	8005	Vehicle - to replace Investigator's 2005 Impala with over 50,000 miles	40,000	40,000
3102 - Sheriff	8001 8001 8001 8001 8005 8005	3 Thermal Imagers-to be used by Patrol/Search & Rescue Automated Fingerprint Identification System Scene Scope Digital Imager Computerized Polygraph Instrument-replace old machine Cruisers - unmarked @ \$26,571 each x 4 Ford Explorer	21,420 75,000 22,049 7,000 106,284 25,977	

<u>Department</u>	<u>Line Item</u>	<u>Description</u>	<u>Amount</u>	<u>Total per Department</u>
	8005	Tactical/Hostage Negotiation Vehicle	75,000	
	8005	Cruisers - marked @ \$26,571 each x 16	425,136	
				757,866
3505 - Fire and Rescue	8003	Radio Equipment - includes equipment for new vehicles	42,000	
	8005	1 2015 Ford F150 Extended Cab 4WD (RM)	25,675	
	8005	1 2015 Ford F250 4WD Diesel (New FM)	35,000	
	8005	1 2015 Ford F150 Extended Cab 4WD (New FM)	25,675	
	8005	1 2015 Ford F150 Extended Cab TR10-3(New)	25,675	
	8005	1 2015 Ford F150 Extended Cab TR10-4(New)	25,675	
	8005	Replacement of Engine 10	550,000	
	8007	PortaCount and required equipment	20,000	
	8009	Gas Meter - 14 @ \$5,750 each	80,500	
	8009	HP Scanner/Plotter (Large-Scale)	8,000	
	8009	Laerdal SimMan3G Training Manikin (Grant Match)	50,000	
	8009	Laerdal SimJunior Training Manikin (Grant Match)	50,000	
	8009	Laerdal SimBaby Training Manikin (Grant Match)	50,000	
	8009	Noelle Obstetrical Training Manikin (Grant Match)	10,000	
	8009	Hydraulic Extrication Equipment	60,000	
				1,058,200
3506 - Public Safety Communications	8001	Replacement of HVAC unit at North Mountain radio tower site - current unit over 20 years old	6,000	
				6,000
4304 - County Office Buildings	8001	AC Climate Control Project for Courthouse	25,000	
				25,000
5316 - Social Services Admin.	8005	Motor Vehicles - new vehicle	25,000	
				25,000
7101 - Parks Administration	8007	FinTrac - Time Management Software	30,000	
	8700	Land - Abrams Creek Trail Easements	75,000	
	8800	Buildings - Indoor Aquatic Center Design	480,000	

<u>Department</u>	<u>Line Item</u>	<u>Description</u>	<u>Amount</u>	<u>Total per Department</u>
	8900	Improvements - Snowden Bridge Design	235,000	820,000
7103 - Parks Maintenance	8005	Van - 7 passenger - replacement	30,000	1,427,000
	8005	Van - 13 passenger - replacement	45,000	
	8900	Spray ground & slides at existing Sherando & Clearbrook park pools	1,352,000	
7104 - Recreation Centers	8002	1 Wii Entertainment Center	6,275	41,275
	8002	Fitness equipment for Community Centers	35,000	
7109 - Clearbrook Park	8001	Z-Turn Mower - Replacement	9,350	93,850
	8001	40 HP Tractor - Replacement	30,000	
	8001	2 Electric Carts - replace 2 golf carts	22,000	
	8900	Pool Building Siding Replacement	32,500	
7110 - Sherando Park	8001	2 Z-Turn Mowers - Replacement	25,600	1,044,100
	8001	Tractor - Replacement	42,000	
	8005	Dump trailer and surplus dump truck	6,000	
	8005	3/4 Ton Pickup - Replacement	34,000	
	8900	Pool Building Siding Replacement	32,500	
	8900	Softball Complex Irrigation Well Improvements	28,000	
	8900	Playground Replacement	25,000	
	8900	Facility Water Line Replacement 3700 Feet	30,000	
	8900	Northwest Sherando Park Development	770,000	
	8900	Sherando Park Softball Complex Construction Documents	51,000	

Total Remaining Capital Needs - General Fund

5,701,376



MEMORANDUM

To: Finance Department
From: Walter Banks, IT Director
Subject: 2016 PC Refresh Adjustments
Date: November 18, 2015

Each of below requests (2) works together and are directly related to storage capacity and document management. If we are looking to expand the ability to scan/add/ store a larger volume of document images, both are required.

Total: \$36,320 for this project

LaserFiche Storage Capacity Request:

Over the past year the storage requirements have changed rapidly. The requirements for additional information being scanned into the document imaging system (LaserFiche) and stored for longer than expected retention periods have been reviewed.

The IT Department has determined that additional storage is required to support and maintain the current growth and maintenance capacity. By our current estimation the LaserFiche system may reach its maximum storage capacity before the end of the Fiscal year 2015-2016. The additional storage space is needed to guarantee the system remains operational and allows for the requirement that certain document repositories remain archived in perpetuity.

This project was originally delayed one year by reviewing storage configurations, but due to organizational needs requesting information to be stored longer than the required three years, it makes these requests unmanageable without expanding storage capacity.

Cost not to exceed \$32,000.

Enterprise Large Document Scanner, Printer and Plotter Devices Request:

Currently Frederick County has three large document printers and two large document scanning devices used primarily to scan digital images of financial, administration and mapping documents. These devices were purchased in 2001 and have become extremely limited in their functionality and are costly in maintenance support.

Effectively, these printers have surpassed their life cycle by a number of years and they are no longer networked because their operating systems (Windows XP) are no longer viable or secure on the county's network infrastructure.

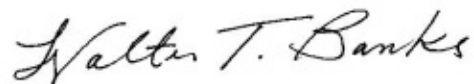
To maintain network integrity and provide large document scanning and map production services, the IT Department is attempting to consolidate large document scanner, printer and plotter devices from five devices to two. One device purchased as part of a grant, located at the Public Safety building and one at the Kent administration office.

The LaserFiche Storage Capacity Request supports the demand to store a larger volume of images and maintain longer retention periods. The Enterprise Large Document Scanner, Printer, and Plotter Devices Requests are required if we are expanding the ability to scan/ add/ store a larger volume of document images through LaserFiche.

This would give the county access to two large format HP multifunction devices, the first being located at the Public Safety (as part of a grant) with the second located at the Kent central administration office.

Cost not to exceed \$4,320

Sincerely,

A handwritten signature in cursive script that reads "Walter T. Banks".

Walter T. Banks, IT Director



A Xerox Company



Amended Proposal prepared for:

County Of Frederick

Date: Monday, September 29, 2014

Tel: 540-665-5614

Fax: 540-722-2169

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



Monday, September 29, 2014
Patrick Fly
GIS Manager
County Of Frederick
107 North Kent Street,
Winchester, VA, 22601



A Xerox Company

Marlon Talbot

mtalbot@gotocos.com

Cell: 202-615-9157

8229 Boone Blvd, Suite 200

Vienna, VA, 22182

Dear Patrick Fly:

Our proposal to supply a document solution

Further to our recent discussions, I am pleased to enclose our proposal to provide your organization with our recommended document solution. I have suggested this particular system because I believe that it fully meets your stated requirements while offering:

- The power and performance you need to satisfy your department's document requirements now and in the future
- Superior quality output with every job
- An ease of use, versatility and built-in reliability that will enhance productivity throughout the workgroup
- Improved cost control and easy device management
- Excellent security

About Capitol Office Solutions

Capitol Office Solutions is the largest consultancy, in the Washington D.C. and Baltimore Metropolitan region, specializing in Workflow optimization. Our business is uniquely positioned in the market place to help our clients achieve their goals'. I hope that the proposal meets with your satisfaction and I look forward to your order. In the meantime, if you have any questions or if anything is unclear then please contact me or any member of my team.

Yours sincerely,

Marlon Talbot

Capitol Office Solutions

A Xerox Company

Accounts Executive



Contents

County Of Frederick 2

Contents 3

Our understanding of your requirements..... 4

Our amended proposed solution 5

Our understanding of your requirements

Further to recent discussions, we understand that you would like to bring about improvements to the way that you work with documents in your organization. Specifically, you have indicated that:

1. Your HP 1050C units, along with the PUMA G600+iJet (USB) system and the CHROMA G600 (USB) scanner, have become unreliable and needs replacing.
2. We would like to propose the following to replace your current fleet.
3. HP DesignJet T3500 36" 2-Roll Printer.

Our amended proposed solution

HP DesignJet T3500 36" 2-Roll ePrinter

Item No	Description	MSRP	Rep Cost
B9E24A	HP DesignJet T3500 36" 2-roll	\$14,750	\$13,750
	<i>36 Month Lease (\$1 buyout)</i>	\$	\$
	<i>Dock-to-Dock Delivery and installation assistance with training and a (3) THREE YEAR warranty INCLUDED</i>		
	<i>Up to 2400x1200dpi optimized / 128GB (virtual ram)/320gb hard disk (postscript version only) – two 650' roll' ; printer Prints A1/D size print in 21 seconds with integrated color scanner and stacking tray for 100 drawings</i>		
	<i>PDF Option (recommended)</i>	\$1,700	\$1,550
	<i>36 Month Lease (\$1 buyout)</i>		\$499.95
	<i>36 Month Lease (\$1 buyout) PDF Option Included</i>		\$556.31
	<i>60 Month Lease (\$1 buyout)</i>		\$322.85
	<i>60 Month Lease (\$1 buyout) PDF Option Included</i>		\$359.24

* This quote is valid until Tuesday, October 28, 2014 and is subject to change at that time.



QUOTATION

Quote #: 709497513
Customer #: 013870330
Contract #:
Customer Agreement #:
Quote Date: 06/12/2015
Date: 06/08/2015
Customer Name: COUNTY OF FREDERICK VA

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

Sales Professional Information

SALES REP:	ROB J OLEYAR	PHONE:	1800 - 4563355
Email Address:	Robert_Oleyar@Dell.com	Phone Ext:	5138917

GROUP: 1 QUANTITY: 1 SYSTEM PRICE: \$22,863.68 GROUP TOTAL: \$22,863.68

Base Unit	Dell EqualLogic PS6100E, Ships Fast, High Capacity, 2TB 7.2K NL SAS Drives (225-2629)	1
	48TB capacity, 7.2K NL SAS, 24x 2TB (342-2691)	1
	Dual Controllers, HA with failover (331-2545)	1
	EqualLogic array may not be returned (468-8817)	1
	Synchronous and Point-in-Time Replication (468-7110)	1
	Snaps/Clones with integration for MS SQL, Exchange, Hyper V and VMware (468-7155)	1
	SAN HQ multi group monitoring software (468-7156)	1
	ReadyRails II Static Rails for 4-post Racks (770-BBCL)	1
	MISSION CRITICAL PACKAGE: Enhanced Services, 3 Year (936-8388)	1
	EqualLogic Advanced Software Warranty and Service, 7x24 Access, 3 Year (954-0109)	1
	ProSupport: 7x24 HW / SW Tech Support and Assistance, 3 Year (954-7452)	1
	Dell Hardware Limited Warranty Initial Year (968-2911)	1
	Dell Hardware Limited Warranty Extended Year (968-2912)	1
	Mission Critical Package: 4-Hour 7x24 On-Site Service with Emergency Dispatch, Initial Year (968-2945)	1
	Mission Critical Package: 4-Hour 7x24 On-Site Service with Emergency Dispatch, 2 Year Extended (968-2948)	1
	Thank you choosing Dell ProSupport. For tech support, visit http://www.dell.com/support or call 1-800- 945-335 (989-3439)	1
	Remote Implementation of a Dell Equallogic Array (961-3859)	1
	Declined Remote Consulting Service (973-2426)	1
	AC Power Supply for 4U arrays, Redundant, 1080W (332-1533)	1
	Power Cord, NEMA 5-15P to C13, 15 amp, wall plug, 6 feet / 2 meter (310-9965)	1
	Power Cord, NEMA 5-15P to C13, 15 amp, wall plug, 6 feet / 2 meter (310-9965)	1
	Power Cord, C13 to C14, PDU Style, 12 Amps, 2 meter, Qty 1 (330-3151)	1
	Power Cord, C13 to C14, PDU Style, 12 Amps, 2 meter, Qty 1 (330-3151)	1

*Total Purchase Price:	\$22,878.67		
Product Subtotal:	\$22,863.68		
Tax:	\$0.00		
Shipping & Handling:	\$14.99		
State Environmental Fee:	\$0.00		
Shipping Method:	LTL 5 DAY OR LESS		

(* Amount denoted in \$)

Statement of Conditions

The information in this document is believed to be accurate. However, Dell assumes no responsibility for inaccuracies, errors, or omissions, and shall not be liable for direct, indirect, special, incidental, or consequential damages resulting from any such error or omission. Dell is not responsible for pricing or other errors, and reserves the right to cancel orders arising from such errors.

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All information supplied to COUNTY OF FREDERICK VA for the purpose of this proposal is to be considered confidential information belonging to Dell.

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**Electoral Board and Voter Registration Departments
Frederick County, VA**

Unfunded FY 16 Capital List

Voting Machine Replacement Plan

Reasons for Replacement of DRE (Direct Recording Electronic) Machines

The General Assembly of Virginia (GA) has placed a ban on all localities in Virginia from purchasing any more DRE machines from either a manufacturer or any other locality as of July 1, 2007. Any DREs acquired before July 1, 2007 may be used in elections in the locality for the remainder of their useful life. Any locality may acquire DREs from another locality in Virginia for the expressed purpose of providing accessible voting equipment (ADA compliant only) in their locality. Our DRE voting machines are now 12 years old and according to the GA law may not be replaced. At some point in the near future, the need to replace our voting equipment will be upon us.

In the 2015 General Assembly session, a Bill was introduced to prohibit the use of direct electronic recording machines (DREs) and required the use of optical ballot scanning systems in all elections by July 1, 2016. This Bill was passed by the full Senate Privileges and Elections Committee (9 – Yes, 6 – No) and left on the table by the Senate Finance Committee (14 – Yes, 0 – No).

The movement to replace all DRE voting machines gained more momentum in 2015 with the State Board of Elections decertification of one type of DRE voting machine on April 15, 2015, less than 8 weeks from the June 9, 2015 Primary. Over 30 localities in Virginia had this type of DRE and 10 of these localities had a June 9, 2015 Primary. The decertification was due to the machine having a Wi-Fi connection capability. The Board could decertify our type of DRE machines at any time.

With both Houses of the GA controlled by the Republican Party, a 2016 GA bill will surely be introduced to ban all DRE voting machines. This is especially true for 2016 as Virginia is listed as a swing state for the 2016 Presidential Election.

Replacement Plans (See Attached Voting Machine Changes Precinct Chart)

The attached Voting Machine Changes Precinct Chart 2015 shows how Frederick County's voting machines distribution and total will be after a complete changeover from DRE machines to Optical Scan machines and Express Vote machines.

Machine Costs involved would be approximately \$ 5,900.00 per Optical Scan machine and \$ 3,500.00 per Express Vote (for ADA compliancy). These prices include one free year of warranty maintenance. Future years would involve a yearly warranty maintenance agreement. Currently these costs for one DS 200 Optical Scan machine is \$ 250.00 per year and for an Express Vote machine is \$ 165.00 per year.

Buying personal voting booths (pack of 10 booths) for each Precinct would be approximately \$ 20.00 per booth. The voting booth number needed would vary from Precinct to Precinct depending upon the number of voters per Precinct and the type of Election based on expected turnout of voters voting.

Approximate Costs of Future Voting Machines for Frederick County

Quote received on 10/06/2015 (see attached) – good for 60 days

Optical Scan machines – DS 200 – 30 @ \$ 5,900.00 =	\$ 177,000.00
Express Vote machines – 30 @ \$ 3,500.00 =	\$ 105,000.00
DS 200 thumb drives (2 G) - 10 @ \$ 75.00 =	\$ 750.00
DS 200 Thermal paper rolls – 50 @ \$ 1.15 =	\$ 57.50
Personal Voting Booths – 20 x 10 pack @ \$ 200.00 =	\$ 4,000.00
Election Day On-Site Support (2 Times for 3 days each) =	\$ 8,250.00
Training – GR, EB, Machine Tech, Custodian	\$ 11,325.00
Shipping & Handling	\$ 4,950.00
1 Year Hardware & Software Warranty	\$ 0.00
Other Miscellaneous Supplies =	\$ 2,000.00

TOTAL \$ 313,332.50

Additional Discounts and Trade-In Allowance

Election Systems & Software is currently offering - \$ 16,000.00
for our 128 iVotronic machines (\$125.00 per machine)

NET PURCHASE PRICE **\$ 297,332.50**

2014 – 2015 Capital Improvement Plan Request was \$ 322,113.50

2015 – 2016 Capital Improvement Plan Request was \$ 40,349.00 LESS than 2014 – 2015 Request

2016 – 2017 Capital Improvement Plan Request is now \$ 6,807.50 MORE than 2015-2016 Request

Warranty & Preventive Maintenance – this amount would vary as DRE, M-100 and Automark machines would have to be maintained until the complete transition over to all DS 200 and Express Vote machines would be complete. These figures do not take into account any yearly increase in the cost of warranty maintenance to these machines.

Current Annual Warranty Maintenance

128 DRE iVotronic Touch Screen machines @ \$ 133.00 =	\$ 17,065.00
1 M – 100 Optical Scan machine @ \$ 296.00 =	\$ 296.00
1 Automark machine @ \$ 392.00 =	\$ 392.00

TOTAL \$ 17,753.00 per year

Future Annual Warranty Maintenance (estimated)

30 DS 200 machines @ \$ 250.00 =	\$ 7,500.00
30 Express Vote machines @ \$ 165.00 =	\$ 4,950.00
TOTAL	\$ 12,450.00 per year

Replacement Issues and Questions

Disposal of DRE iVotronic voting machines –

Election Systems & Software is currently offering \$ 16,000.00 for our 128 iVotronic machines (\$125.00 per machine) at this time.

Purchase of new Optical Scan voting machines –

Price per unit – buy all in one year

Storage of new Optical Scan voting machines – where, environmental controls, security, access

Storage of new Express Vote machines – to comply with ADA requirements per precinct - where, environmental controls, security, access

Preventive maintenance on all new voting machines

Warranty maintenance on all new voting machines

Training of General Registrar (GR) and staff, Electoral Board (EB), Machine Tech, Machine Custodian, Officers of Election, Voters

PR to citizens of new machines – why change, what benefits, what cost savings - ?

Cost of new election supplies – individual voter privacy booths for marking paper ballots, pens for marking ballots, other supplies

Storage of new election supplies – voting booths, pens, other supplies

Cost of paper ballots – how many per election or Primary, huge increase in number needed per election

Storage of paper ballots before, during and after each Election or Primary

VOTING MACHINE CHANGES PRECINCT CHART

PRECINCT	PRCT #	# VOTERS	# DRE Machines	# DRE Flashcards	# Red & Green PEB Activators		# DS 200s	# DS 200 Thumb Drives	# Express Votes	# Express Vote Thumb Drives
RUSSELLS	101	2,100	3	4	4		1	2	1	2
GORE	102	2,600	4	4	5		1	1	1	1
KERNSTOWN	103	2,600	4	4	5		1	1	1	1
CEDAR CREEK	104	1,600	3	3	4		1	1	1	1
GAINESBOROUGH	201	1,400	3	4	4		1	2	1	2
ALBIN	202	2,300	4	4	5		1	1	1	1
REDLAND	203	3,100	5	5	5		1	1	1	1
NAIN	204	2,400	4	4	5		1	1	1	1
CLEAR BROOK	301	1,600	3	4	4		1	2	1	2
NEFF'S TOWN	302	3,100	5	5	5		1	1	1	1
WHITE HALL	303	3,500	5	6	6		1	2	1	2
CARPER'S VALLEY	401	2,600	4	4	5		1	2	1	2
SHENANDOAH	402	1,500	3	4	4		1	1	1	1
PARKIN'S MILL	403	2,500	4	4	5		1	1	1	1
ARMEL	404	2,400	4	4	5		1	1	1	1
STEPHENS CITY	501	2,500	4	5	5		1	2	1	2
NEWTOWN	502	3,300	5	5	4		1	1	1	1
CANTERBURG	503	2,800	4	5	5		1	1	1	1
MILLBROOK	601	1,900	3	4	4		1	2	1	2
ASH HOLLOW	602	2,700	4	4	5		1	1	1	1
GREENWOOD	603	3,800	6	6	6		1	1	1	1
CAP			0	2	0		1	2	1	2
TOTAL		52,300	84	94	100		22	30	22	30



**Frederick County, Virginia
Purchase Proposal Quote**
Submitted by Election Systems & Software

Purchase Solution Includes:

<u>Quantity</u>	<u>Item Description</u>	<u>Price</u>
Hardware		
	Model DS200 Precinct Scanner:	
30	Model DS200 (Includes Scanner, Plastic Ballot Box with Steel Door and e-Bin, Back-Up Battery, Reverse Wound Paper Roll, 4GB Jump Drive, and One (1) Year Warranty)	\$172,500.00
30	Tote Bin	\$4,500.00
	ExpressVote:	
30	ExpressVote Unit Including Soft-Sided Case, Detachable ADA Keypad, 4GB Flash Drive, Back-Up Battery, Headphones, and One (1) Year Warranty	\$105,000.00
30	DS200 Paper Guide	\$0.00
	Sub-Total Hardware	\$282,000.00
Services		
1	Project Management	\$1,575.00
2	Election Day On-Site Support (One Event includes a person on-site the day before, day of, and day after election)	\$8,250.00
1	Equipment Operations Training One (1) Day Course (Limited to 20 Participants per Class)	\$1,575.00
1	Poll Worker Train-the-Trainer Two (2) Day Course (Limited to 10 Participants per Class)	\$1,575.00
X	Installation/Acceptance Testing	\$6,600.00
X	1 Year Hardware and Software Warranty	Included
	Sub-Total Services	\$19,575.00
Other		
X	Shipping and Handling	\$4,950.00
	Total Purchase Price Before Additional Discounts and Trade-In Allowances	\$306,525.00
X	Customer Loyalty Discount and Trade-In Allowance Equipment Being Traded-In by Customer Includes: 128-iVotronic Terminal (Voter, ADA, and/or Supervisor)	(\$16,000.00)
	Net Purchase Price	\$290,525.00

Footnotes:

1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Rates valid for 60 days and thereafter may change.
3. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
4. The quantity of service days reflects a reasonable estimate for implementation and selected ongoing election services. Quantities may change depending on specific Customer needs.
5. Customer is responsible for packaging the trade-in equipment for shipment. ES&S will coordinate the pickup of the trade-in equipment and unless otherwise agreed to by the parties, such equipment will be picked up at the time of delivery of the new equipment.

Sharon Kibler

From: Cheryl Shiffler
Sent: Friday, November 13, 2015 1:47 PM
To: Sharon Kibler
Subject: Fwd: Capital List

Sent from my iPad

Begin forwarded message:

From: Robert Williamson <rwilliam@fcva.us>
Date: November 12, 2015 at 3:58:15 PM EST
To: Cheryl Shiffler <cshiffle@fcva.us>
Subject: RE: Capital List

Cheryl,

Since the Finance committee was kind enough to fund 10 additional patrol vehicles I will not be requesting any other additional funding for consideration from the unfunded capital requests of the last budget cycle.

Thanks,

Bob

From: Cheryl Shiffler
Sent: Tuesday, November 03, 2015 8:56 AM
To: Bill Orndoff; Walter Banks; Rick Miller; Ross Spicer; Robert Williamson; Dennis Linaburg; Leeanna Pyles; Kris Tierney; Delsie Jobe; Jason Robertson
Cc: Jennifer Place; Sharon Kibler
Subject: FW: Capital List


Attached is the unfunded FY 16 capital list. The Finance Committee will continue discussing the list and has requested departments provide a brief summary explaining the need and prioritization. This information is due back to us by November 12, 2015 to be included in the November agenda. Thanks, Cheryl



Dennis D. Linaburg
Fire Chief

MEMORANDUM

TO: Cheryl Shiffler, Director
Finance Department

FROM: Dennis D. Linaburg, Chief
Fire and Rescue Department 

SUBJECT: Capital Expenditure Requests

DATE: November 10, 2015

Listed in order of priority, are capital items that were unfunded during the FY16 budget proposal. We are requesting these items be reconsidered at this time.

3505-8009-000	Gas Meter – 14 @ \$5,750 each	\$80,500
3505-8007-000	PortaCount and equipment	20,000
3505-8009-000	HP Scanner/Plotter (Large-Scale)	8,000
	Laerdal SimMan3G Training Manikin (Grant Match)	50,000
	Laerdal SimJunior Training Manikin (Grant Match)	50,000
	Laerdal SimBaby Training Manikin (Grant Match)	50,000
	Noelle Obstetrical Training Manikin (Grant Match)	10,000
	Hydraulic Extrication Equipment	60,000
3505-8005-000	Replacement of Engine 10	550,000
	TOTAL REQUEST	\$878,500

Attached, are copies of the justifications for the listed items.

/attachments

DDL:msn
CC: file

CAPITAL REQUESTS

- 3505-8003-000 Communications Equipment

- Requested Increase \$42,000

We need to purchase new radio equipment for the new vehicles we are requesting in this year's budget. The new radios for Operations 10 will be capable of interoperability to all of our surrounding jurisdictions and meet the narrow band requirements that are mandated by the Federal Communications Commission. These radios are necessary to ensure adequate communications with all of our emergency response partners in the Northern Shenandoah Valley and the surrounding West Virginia agencies that we provide automatic aid to on a daily basis. In addition to current interoperability needs, it is imperative that we plan for the City of Winchester's migration to the 800 MHz bandwidth in the near future. The cost of these types of radios is substantially higher than what we are accustomed to therefore increasing the requested amount in this line item.

The other new vehicles will require a smaller communications package for them as well due to the processes established by the Fire and Rescue Department's Communications Committee. These radios will meet all of the requirements mandated by the Federal Communications Committee as well as needs of the Department.

- 3505-8005-000 - Motor Vehicle and Equipment

- Requested Increase \$758,700

2015 or newer Ford F-250 ¾ Ton Pickup \$35,000. Replace the 2005 Chevrolet Silverado Pickup assigned to one of the Training Division Lieutenants. The current vehicle is 10 years old and has nearly 150,000 miles on it. This vehicle is the primary tow vehicle for all of the Department trailers assigned to the Training Division. This vehicle has been well maintained through a progressive preventative maintenance and service plan but some significant costs are foreseen in the future due to the excessive amount of towing and wear of the drive train/suspension system. The existing emergency equipment will stay on the vehicle as it is proposed to be assigned to the Public Safety Building to be utilized exclusively for towing of the various trailers that the Department operates.

2015 or newer Ford F150 Extended Cab 4WD Pickup \$25,675 / each. We are also requesting two (2) additional vehicles for the new Training Officer positions requested. While these two pickups are not capable of towing the larger trailers in the Training Division, they are capable of towing a large number of our trailers. Pickups are the choice of vehicle due to the nature of the daily activities that an Assistant Training Officer must complete. Maintaining their personal protective equipment and self-contained breathing apparatus as well as carrying ancillary training equipment is not conducive for either a passenger car or van. These vehicles will provide the Assistant Training Officers with the flexibility they need to perform their respective jobs.

2015 or newer Chevy Tahoe Command Vehicle (OPS-10) \$36,000.00. Purchase a 2016 Chevrolet Tahoe to replace the current OPS-10, which is a 2004 Chevrolet Tahoe with nearly 180,000 miles on it and is no longer reliable as a primary response vehicle. OPS-10 plays a crucial role in the Incident Command System function for all of Frederick County.

2015 or newer Ford F150 Extended Cab 4WD Pickup \$25,675. The Resource Management Services are requesting the addition of one (1) Ford F-150 Pickup to support the operational duties currently being provided. The Resource Manager spends a great deal of time picking up and delivering PPE to all eleven stations within the County. Almost 200 sets of gear are

~~circulated to and from field staff. Orders are processed and delivered for fire and EMS supplies as needed. Uniforms and other various items must also be delivered to several vendors within the Shenandoah Valley. Currently, the Department has two (2) pool vehicles; however, with the continued growth of the department and the use of these vehicles for out-of-town travel, they are regularly unavailable for daily use~~

~~2015 or newer Ford F250 4 Dr. 4WD Diesel Pick-Up @ \$35,000 (New FM 10-3). We are requesting to purchase this vehicle in order to increase our current response levels to fire scenes and inspections. We will be able to tow the Public Education Trailer without having to rely on someone else to transport the trailer to the location. This vehicle will replace an older vehicle in the Life Safety Division that is approaching 160,000 miles.~~

~~2015 or newer Ford F150 Extended Cab 4WD Pickup \$25,675. This vehicle will be used by the Fire Marshal's Office for the addition of an Assistant Fire Marshal. Pickups are the choice of vehicle due to the nature of the daily activities that an Assistant Fire Marshal must complete. Maintaining their personal protective equipment and self-contained breathing apparatus as well as carrying necessary inspection/investigation equipment is not conducive for either a passenger car or van. These vehicles will provide the Assistant Fire Marshal with the flexibility they need to perform their respective jobs.~~

Replacement of Engine 10 is necessary at a projected total cost of \$550,000. The Department was fortunate in 2007 to purchase for \$1.00 a 1986 Pierce Arrow pumper from the Fairfax Volunteer Fire Department to support training programs. During the past seven years, this pumper has not only been utilized for education and training purposes, but has also been utilized as a reserve pumper by all of the volunteer fire and rescue companies. During the past six months, the practice of loaning this pumper to any of the volunteer fire and rescue companies has stopped due to the amount of mechanical problems and associated repairs that have evolved with this aging piece of apparatus.

The Training Division has always had good working relationships with the individual volunteer fire and rescue companies in Frederick County and Winchester to utilize apparatus for training programs. During recent years, the volunteer apparatus is getting harder to obtain due to increased incident responses, frequency of apparatus being out-of-service, or the lack of volunteer drivers to bring specialty apparatus to the respective class location outside of Frederick County. The various certifying agencies have adopted apparatus requirements for these training programs and in order to be able to facilitate them we must have the required type of apparatus available for the respective class sessions.

The Training Division has attempted to acquire apparatus from other jurisdictions that are removing them from service, but the majority of these jurisdictions no longer have the ability to dispose of apparatus. Fleet services and risk management have determined that the appropriate method to dispose of apparatus is through an auction type process and depending on the apparatus age and type; it may not be worth the money that is offered during the process. The other issue with acquiring used emergency apparatus from other jurisdictions, by the time it is slated to be disposed of, it generally is past its useful service life for our profession.

The National Fire Protection Association (NFPA) recommends that apparatus be removed from service after 25-years based upon aging vehicle components and availability of parts, amount of funding required to continue to make the vehicle roadworthy, and general design features and construction. It is imperative that we have an operational pumper to utilize for training programs offered and facilitated by the Training Division. It is not conducive for our fire and rescue system to take functional apparatus out-of-service for training purposes.

- **3505-8007-000 ADP Equipment**
 - Requested amount \$20,000

OSHA requires that all employees that wear a respirator perform a fit tested on an annual basis. We have been able to accomplish this in-house, but with some outside help. If all goes as planned, we can perform three (3) to four (4) fit tests per hour for every PortaCount fit test machine we have in operation. Unfortunately, we can have failed tests due to the wrong size mask being used or for various other reasons this would require us to start the test over with that individual slowing the procedure down.

Trying to get an entire working shift tested (20 personnel), a Basic Fire Academy tested (40 personnel) or an entire volunteer fire and rescue company tested (25 personnel), make it very difficult, if not impossible to perform in a reasonable amount of time with only one machine. Our only solution currently is to borrow a second PortaCount from the City of Winchester and at times, to borrow a third machine from Fairfax City. We have to borrow these additional machines on a monthly basis. This also puts the responsibility of those additional machines on us for any damage that we may encounter. The number of firefighters, career and volunteer, that are now part of the Frederick County Fire and Rescue Department exceeds the amount of personnel we should be trying to support with only one PortaCount machine.

Every year the PortaCount machine must be calibrated by an outside agency. Having two (2) machines will enable us to have at least one available at any given time for the stray tests as new firefighters become part of our fire and rescue system. We will stagger the times they go out for calibration. It also helps keep one machine available if the other one was sent out for repair.

For approximately the last three (3) years that our machine has gone out for calibration, the vendor has advised us that if there were to be any problems with the machine they would not be able to fix it. This machine is outdated and parts are no longer available to support it. Unfortunately, if our existing PortaCount machine is no longer able to function, we will have no choice other than to purchase a new machine at that time.

- **3505-8009-000 Miscellaneous Equipment**
 - Requested Amount \$308,500

With the anticipation of implementing the Accredited Emergency Medical Technician and Advanced Emergency Medical Technician training programs, implementation of revised training programs, and new training programs being mandated, the Fire and Rescue Department has and/or will need to apply for emergency medical services, fire suppression, and hazardous materials training equipment through numerous grant opportunities that will require some level of matching funding from the locality. The matching level of funding varies from grant administrator to grant administrator but generally ranges from 10% to 50% of the total grant request. This training equipment will enable the Fire and Rescue Department to offer realistic type training that is not currently available locally to all of our career and volunteer fire and rescue personnel. The impact of not funding the matching funds for this additional equipment will delay the offering of realistic type training to our career and volunteer fire and rescue personnel. The following is a breakdown of conferences and training programs:

- Laerdal SimMan \$50,000
- Laerdal SimJunior \$50,000
- Laerdal SimBaby \$50,000
- NOELLE Maternal and Neonatal Birthing Simulator \$10,000

We are also requesting 14 Gas Meters for a total of \$80,500. The current atmosphere monitoring equipment carried on all county fire apparatus is in need of replacement for many reasons. The first component is the ability of the crews to detect the actual hazards that are facing emergency responders today. The current meters are very limited in the types of hazardous materials that they can detect. The new meters have a much broader spectrum of materials that they can detect in order to not only protect our first responders, but also our citizens. The response needs of the Department in the 21st century, is constantly changing and with that, our technology must change to meet those needs. Gone are the days when products of combustion were emitted from natural material, such as cotton and wood. Today, we face products of combustion that contain extremely hazardous chemicals such as Hydrogen Cyanide, Carbon Monoxide, and Phosgene Gas just to name a few. With upgraded equipment, it will allow us to start meeting the ever-changing response demands.

We are requesting an HP T920 Scanner/Plotter costing approximately \$8,000. This large format scanner/printer will allow us the capability to maximize productivity by digitizing our office. Contractors, the Planning Department, and Inspections would be able to directly send us plans for review, which allow for a more efficient workflow. Digitizing our large-format documents offers the benefit of safer storage and ease of retrieval. The scanner would allow us to scan to PDF, TIFF, or JPG formats, which would enable us to store these digitized copies in Laser Fiche. We would not have to worry about plans being mislabeled, misplaced or lost, and should we suffer a fire or flood, all of our electronic plans and drawings will be intact. This is an investment in the future.

We are requesting hydraulic extrication equipment \$60,000. The Training Division has been fortunate in the past to utilize one or two Rescue Engines from our fire and rescue system as well as a third party vendor to support hydraulic extrication equipment needs for our Vehicle Rescue Awareness and Operations Course as well as the Vehicle Rescue Technician Course. It is becoming more difficult to obtain a Rescue Engine to utilize for training programs since all of them are frontline apparatus with defined response areas within our fire and rescue system. In October 2014, the third party vendor that had graciously allowed us to utilize this hydraulic extrication equipment on loan can no longer support us due to their insurance requirements; therefore, we had to postpone a training program to a later date since we did not have any hydraulic extrication equipment to facilitate the course. The third party vendor and the County Attorney have reviewed this liability document but have not come to a solution as of this date.

Vehicle Rescue Awareness and Operations Course is a fundamental training program for our Basic Fire and Emergency Medical Services Academies as well as our Career Recruit School. This training program requires students to utilize hydraulic extrication equipment to perform multiple skills during practical evolutions, which requires the equipment to be committed to the training site. Due to all of our Rescue Engines being in-service apparatus, the majority of the volunteer fire and rescue companies do not prefer taking their apparatus out-of-service for a period of two days for this type of training. This equipment is extremely important for us to continue to provide the foundation courses for our fire and rescue personnel.

◆ **3505-9001-000 Lease/Rent Equipment**
○ Requested increase \$380,000

~~The Fire and Rescue Department currently has three Lifepaks in our response vehicles and the volunteer fire and rescue companies have 27 Lifepaks in response vehicles across the County. All of these Lifepaks are older than 8 years with some of them dating back to 1998. Physio-Control recently announced that some of the older Lifepaks would no longer be supported after October 31, 2012 due to the various technology changes that have occurred in their industry.~~



MEMO

To: Finance Committee
From: Jason L. Robertson, Director
Subject: Unfunded Capital from FY 2016 Budget Request
Date: November 10, 2015

Please find attached Frederick County Parks and Recreation's prioritization of unfunded capital requests from the fiscal 2016 budget request. The list has been separated into two groups. The first group is capital items needing to be repaired or replaced. These items take priority. The second requested group is for development of the park system or provision of a new amenity. All but one of these items is on the 2016 Capital Improvements Plan.

Attachment

Requested 2016 Capital to Repair or Replace

Pool Siding	\$	65,000
13 passenger Van	\$	45,000
40 HP Tractor	\$	30,000
Tractor	\$	42,000
3/4 Ton Pick-up	\$	34,000
Dump Trailer	\$	6,000
2 electric carts	\$	22,000
water line repair	\$	15,000
z-Turn Mower	\$	9,350
Playground	\$	25,000
Fitness Equipment	\$	35,000
7 passenger van	\$	30,000

Siding at both pools is rotting.
 16 year old vehilce used to transport recreation program participants
 1991 Tractor used for athletic field prep, athletic field mntc. at FCPRD and FCPS
 1990 Tractor - same as above
 Replace 1997 pickup w/ 134,000 miles
 Replace 1985 dump truck w/ trailer pulled w/ existing trucks
 Reoplace carts purchased used in 2005
 replace water line south side of SH Park
 Needed to take care of FCPRD, FCPS sites and public safety building grounds
 Replace removed pieces w/ younger age components at Sherando park
 Replace Sherando Community Center fitness equipment
 Replace 2001 mini-van used by staff to transport recreation equipment

Requested 2016 Capital for New Projects or Amenities

Sprayground/Water Slide	\$	1,352,000
Northwest Sherando Park	\$	770,000
Indoor Aquatic Center Design	\$	480,000
Snowden Bridge Park	\$	235,000
Sherando Softball Complex	\$	51,000
Abrams Creek	\$	75,000
Softball Complex Irrigation	\$	28,000
Wii Station	\$	6,275

Rennovate existing pool w/ current amenities - # 1 on 2016 CIP
 Develop Northwest Sherando Park off Warrior Drive - # 2 on 2016 CIP
 Design an Indoor Aquatic Center to be located on 4th High School Campus # 3 on 2016 CIP
 Construction Documents for Snowden Bridge Field Complex - # 4 on 2016 CIP
 Construction Documents for softball field # 6 and # 7 at Sherando Park - # 5 on 2016 CIP
 Purchase easements along Abrams Creek # 6 on 2016 CIP
 Provide irrigation to softball complex
 Provide recreation activity for Camp basicREC - beneficial for all day programs

**OUTSIDE AGENCIES
FY 2015-2016**

Organization	2015-2016 Budget Request	2015-2016 Approved Budget	\$ Difference	Regionally Funded	Works with Other Co. Agencies	MOU/Regional Funding Formula
Blue Ridge Legal Services, Inc.	\$5,756	\$0	(\$5,756)	N/A	N/A	N/A
Shenandoah Valley Discovery Museum	\$25,000	\$0	(\$25,000)	N/A	N/A	N/A
Bluemont Concert Series	\$8,000	\$0	(\$8,000)	N/A	N/A	N/A
Big Brothers Big Sisters	\$10,000	\$0	(\$10,000)	N/A	N/A	N/A
CLEAN, Inc.	\$15,000	\$10,000	(\$5,000)	NO	YES	NO
Our Health, Inc.	\$25,000	\$20,000	(\$5,000)	YES	YES	YES
NW Works, Inc.	\$26,500	\$25,000	(\$1,500)	YES	YES	NO
Access Independence, Inc.	\$11,475	\$11,000	(\$475)	YES	YES	NO
Tourism Program - City of Winchester	\$100,500	\$100,500	\$0	YES	YES	50/50
Courthouse Museum	\$25,000	\$25,000	\$0	YES	NO	50/50
Lord Fairfax EMS Council, Inc.	\$17,600	\$16,000	(\$1,600)	YES	YES	NO
Health Department	\$386,549	\$301,000	(\$85,549)	YES	YES	NO
Northwestern Community Services	\$333,900	\$318,000	(\$15,900)	YES	YES	NO
Shenandoah Area Agency on Aging	\$65,000	\$60,000	(\$5,000)	YES	YES	NO
The Laurel Center	\$8,000	\$6,000	(\$2,000)	YES	YES	NO
Lord Fairfax Community College	\$78,233	\$56,000	(\$22,233)	YES	YES	YES
The Handley Library	\$942,357	\$862,665	(\$79,692)	YES	YES	YES
Shenandoah Apple Blossom Festival	\$5,000	\$3,800	(\$1,200)	YES	NO	NO
NSV Regional Commission	\$45,301	\$44,085	(\$1,216)	YES	YES	YES
Lord Fairfax SWCD	\$11,250	\$7,000	(\$4,250)	YES	YES	NO
Total	\$2,145,421	\$1,866,050	(\$279,371)			

COUNTY OF FREDERICK, VIRGINIA

INTERNAL AUDIT ENGAGEMENT

AUGUST 31, 2015

CONTENTS

	Page
INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES	3
PROCEDURES PERFORMED	4
FINDINGS AND RECOMMENDATIONS	13



**INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING
AGREED-UPON PROCEDURES**

Mr. Richard C. Shickle
Chairman of the Board of Supervisors
County of Frederick, Virginia

We have performed the procedures enumerated on pages 4 through 12, which were agreed to by Mr. John R. Riley and Mr. Roderick B. Williams, to selected accounting records and transactions of the County of Frederick, Virginia (the "County") for the period March 1, 2015 to August 31, 2015. The County's management is responsible for the accounting records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report, the Board of Supervisors, and County management. Consequently, we make no representation regarding the sufficiency of the procedures described above either for the purpose for which this report has been requested or for any other purpose.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the County's accounting records. Accordingly, we do not express such an opinion. Also, we express no opinion on the effectiveness of the County's internal control over financial reporting or any part thereof. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Our responsibility is limited to the period covered by our agreed-upon procedures and does not extend to any later periods for which we are not engaged.

This report is intended solely for the information and use of the specified users listed above and is not intended to be and should not be used by anyone other than these specified parties.

Brown, Edwards & Company, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

Roanoke, Virginia
October 12, 2015

Your Success is Our Focus

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COUNTY OF FREDERICK, VIRGINIA

PROCEDURES PERFORMED

Accounts Payable Disbursements (COUNTY)

Select a random sample of ten disbursements (of the ten disbursements, two will be for items greater than \$5,000, two for items between \$1,500 and \$5,000, one under \$1,500, and five disbursements in excess of \$50,000) noting:

- Evidence of authorized departmental approval.
- Payee and amount agree to supporting documentation, i.e. invoice, purchase order, receiving documentation, as applicable.
- If amount is between \$1,500 and \$4,999, there was documentation of three verbal quotes.
- If amount is between \$5,000 and \$49,999, there was documentation of four written quotes.
- If amount is greater than \$50,000, determine that there is evidence of public bid notice.
- Consider the appropriateness of the expenditure account charged and trace expenditure to the general ledger.

Using CAAT's, evaluate electronically all A/P cash disbursements for:

- Duplicate check numbers.
- Gap detection of check sequences.
- Duplicate payments (same date, payee, and amount).

Using CAAT's:

- Compare the most current to date vendor master listing to the most current to date employee master listing for vendors and employees with the same addresses and investigate those which had activity during the period under review.
- Examine vendors with the same address.
- Compare the current to date vendor master listing with the prior vendor master listing and examine five new vendors for validity.

General Government Payroll (COUNTY)

Select a sample of five payroll disbursements noting:

- Rate of pay used to calculate gross pay agrees to authorized amount per Personal Action Form ("PA").
- Time is supported by an approved time card signed by the department head.
- Recalculate gross pay based on approved hours and rate of pay.
- Agree amount per cancelled check or voucher to payroll register.

Select five new employees noting:

- Department head or supervisor has signed the PA form.
- Employee file contains an I-9 form.
- Data on the PA form agrees to the employee master file in the system.
- If individual is replacing someone in a budgeted position, test system to determine that former employee has been inactivated in the system.

COUNTY OF FREDERICK, VIRGINIA

PROCEDURES PERFORMED (Continued)

General Government Payroll (COUNTY) (Continued)

Using CAAT's, compare employee payrolls from period to period and select five individuals whose gross pay changed and agree the change to personnel records.

Bank Reconciliations

Select one bank reconciliation during the period under review and perform the following:

- Compare the balance on the reconciliation to the general ledger.
- Examine fifteen treasurer checks and fifteen other checks shown as outstanding noting:
 - That payee is in compliance with County policy. (No checks written to cash or bearer)
 - The person signing the check is authorized to issue the check.
- Examine all outstanding checks greater than \$15,000 noting:
 - That payee is in compliance with County policy. (No checks written to cash or bearer)
 - The person signing the check is authorized to issue the check.
- Read the outstanding check schedule noting all checks outstanding for more than 180 days.
- Examine the bank statement for the following month to verify all deposits in transit cleared the bank.
- Examine all checks greater than \$15,000 and ten smaller checks that cleared the bank the first ten days in the subsequent month to proper inclusion/exclusion on the outstanding check list.
- Verify the clerical accuracy of the bank reconciliation.
- Agree the bank balance to the bank statement.
- Examine checks from the prior visit sample of checks that had not cleared the bank noting:
 - Ensure checks have cleared or determine if other outcome is reasonable.
 - That payee is in compliance with County policy. (No checks written to cash on bearer)
 - The person signing the check is authorized to issue the check.

Treasurer's Checks

Select a sample of ten treasurer's checks noting:

- Evidence of authorized approval.
- Payee and amount agree to supporting documentation.

Abatements

Obtain an electronic file of abatements and select twenty abatements and agree to supporting documentation.

Accounts Payable Disbursements (SCHOOLS)

Select a random sample of ten disbursements (of the ten disbursements, three will be for items greater than \$5,000, two for items under \$5,000, and five disbursements in excess of \$50,000) noting:

- Evidence of authorized departmental approval.
- Payee and amount agree to supporting documentation, i.e. invoice, purchase order, receiving documentation, as applicable.

COUNTY OF FREDERICK, VIRGINIA

PROCEDURES PERFORMED (Continued)

Accounts Payable Disbursements (SCHOOLS) (Continued)

- If amount is less than \$5,000, one quote was obtained.
- If amount is between \$5,000 and \$30,000, three quotes were obtained.
- If amount is between \$30,000 and \$50,000, four written quotes were obtained.
- If amount is greater than \$50,000, determine that there is evidence of public bid notice.
- Consider the appropriateness of the expenditure account charged and trace expenditure to the general ledger.
- For construction contracts in excess of \$100,000, examine bid bond from surety company that accompanies contract.

Using CAAT's, evaluate electronically all A/P cash disbursements for:

- Duplicate check numbers.
- Gap detection of check sequences.
- Duplicate payments (same date, payee, and amount).

Using CAAT's:

- Compare the most current to date vendor master listing to the most current to date employee master listing for vendors and employees with the same addresses and investigate those which had activity during the period under review.
- Examine vendors with the same address.
- Compare the current to date vendor master listing with the prior vendor master listing and examine five new vendors for validity.

General Payroll (SCHOOLS)

Select a sample of five payroll disbursements noting:

- Rate of pay used to calculate gross pay agrees to authorized amount per Assignment and Annual Contract memo from the Superintendent.
- Time is supported by an approved time card signed by the department head (if applicable).
- Recalculate gross pay based on approved hours and rate of pay.
- Agree amount per cancelled check or voucher to payroll register.

Select five new employees noting:

- Department head has signed the PA form.
- Employee file contains an I-9 form.
- Data on PA form agrees to employee information per employee master file on payroll system.
- If individual is replacing someone in a budgeted position, test system to determine that former employee has been inactivated in the system.

Using CAAT's, compare employee payrolls from period to period and select five individuals whose gross pay changed and agree the change to personnel records.

Using CAAT's, search for employees that were paid twice within the same period. Select individuals to examine.

COUNTY OF FREDERICK, VIRGINIA

PROCEDURES PERFORMED (Continued)

Analysis of A/R Cash Receipts (SCHOOLS)

Compare two days of cash receipts scheduled by the clerk opening the mail with the amounts deposited by the Accounts Receivable Clerk noting:

- The deposit slip agrees to the sum of all checks received.
- Support for all receipts is maintained in the A/R binder.
- The coding of revenue accounts compares appropriately to type of receipt.

Program Expenditures (SOCIAL SERVICES)

Select a random sample of ten purchase orders noting:

- Amount in client's case file matches purchase order.
- Vendor established in the system matches name in purchase order.
- Name on purchase order matches client.

Obtain the preliminary warrant register with case-worker's and aide's approval and compare that to the warrant register approved by the Director to ensure that no warrants were issued after approval by the Director.

Select a random sample of ten program expenditure disbursements noting:

- Evidence of authorized approval.
- Payee and amount agree to supporting documentation, i.e. invoice, purchase order, receiving documentation, as applicable.
- Consider the appropriateness of the expenditure account charged and trace expenditure to the general ledger.
- Examine cancelled check to determine that payee and amount agree to information on warrant register.
- Review case file to determine if client is authorized to receive this specific type of assistance.

Compare the most current to date vendor master listing to the most current to date employee master listing for vendors and employees with the same addresses and investigate those which had activity during the period under review.

Accounts Payable Disbursements (SOCIAL SERVICES)

Select a random sample of ten disbursements noting:

- Evidence of approval by the Director of Social Services.
- Payee and amount agree to supporting documentation, i.e. invoice, purchase order, receiving documentation, as applicable.
- Consider the appropriateness of the expenditure account charged and trace expenditure to the general ledger.
- Examine cancelled check to determine that payee and amount agree to information on warrant register.

COUNTY OF FREDERICK, VIRGINIA

PROCEDURES PERFORMED (Continued)

Payroll (SOCIAL SERVICES)

From the payroll register, select a sample of five payroll disbursements noting:

- Rate of pay used to calculate gross pay agrees to authorized amount in employee file.
- Agree amount to payroll register.
- Compare direct deposit authorization signed by the employee to the account number that the direct deposit went into on the confirmation returned from the bank.

Select two payrolls during the period and compare net pay per the payroll register to the confirmation returned from the bank to ensure that net payroll register agrees to amount deposited by the bank.

Examine confirmation returned from the bank for duplicate employee account numbers.

Based on the number of days in the month, recalculate the maximum amount of “beeper pay” that could be paid. Compare this to the total amount of beeper pay for the month.

Select three new employees each period noting:

- Data in the personnel file matches information keyed into the Peachtree module, such as name, pay rate, bank account number.
- If individual is replacing someone, test system to determine that former employee has been inactivated in the system.

Compare payroll warrant registers for several periods looking for employees that are no longer on payroll. For employees no longer on the payroll, determine that their last payment coincides with their final day of work.

Cash Disbursements (REGIONAL JAIL)

Select a sample of ten disbursements from the inmate account and five disbursements from the canteen account noting:

- Evidence of authorized departmental approval or inmate approval.
- Payee and amount agree to supporting documentation.
- Consider the appropriateness of the expenditure in relation to the type of account.

Bank Reconciliations (REGIONAL JAIL)

Select one bank reconciliation and perform the following:

- Compare the balance on the reconciliation to the general ledger.
- Examine five checks shown as outstanding noting:
 - Payee and amount agree with supporting documentation.
 - The person signing the check is authorized to issue the check.
- Read the outstanding check schedule noting all checks outstanding for more than 180 days.
- Examine the bank statement for the following month to verify all deposits in transit cleared the bank.
- Verify the clerical accuracy of the bank reconciliation.
- Agree the bank balance to the bank statement.

COUNTY OF FREDERICK, VIRGINIA

**PROCEDURES PERFORMED
(Continued)**

Accounts Payable Disbursements (REGIONAL JAIL)

Select a random sample of five disbursements noting:

- Evidence of authorized departmental approval.
- Payee and amount agree to supporting documentation, i.e. invoice, purchase order, receiving documentation, as applicable.
- If amount is between \$1,500 and \$4,999, there was documentation of three verbal quotes.
- If amount is between \$5,000 and \$49,999, there was documentation of four written quotes.
- If amount is greater than \$50,000, determine that there is evidence of public bid notice.
- Consider the appropriateness of the expenditure account charged and trace expenditure to the general ledger.

Using CAAT's:

- Compare the most current to date vendor master listing to the most current to date employee master listing for vendors and employees with same addresses and investigate those which had activity during period under review.
- Examine vendor addresses noting different vendors with the same address.

Sheriff Accounts Payable Disbursements

Select a random sample of ten disbursements (of the ten disbursements, five will be for items greater than \$5,000, two for items between \$1,500 and \$5,000, one under \$1,500, and two disbursements in excess of \$50,000) noting:

- Evidence of authorized departmental approval.
- Payee and amount agree to supporting documentation, i.e. invoice, purchase order, receiving documentation, as applicable.
- If amount is between \$1,500 and \$4,999, there was documentation of three verbal quotes.
- If amount is between \$5,000 and \$49,999, there was documentation of four written quotes.
- If amount is greater than \$50,000, determine that there is evidence of public bid notice.
- Consider the appropriateness of the expenditure account charged and trace expenditure to the general ledger.

Using CAAT's, compare the most current to date vendor master listing to the most current to date employee master listing for vendors and employees with same addresses and investigate those which had activity during period under review.

Using CAAT's, run a summary of disbursements each period summarized by vendor name. Examine dates of payments and amounts below \$1,500 to indicate possible order splitting.

COUNTY OF FREDERICK, VIRGINIA

**PROCEDURES PERFORMED
(Continued)**

Focused Testing (SOCIAL SERVICES)

Select the two most current quarterly 941 filings for the two federal ID's at Social Services (in-home services and social services) and perform the following:

- Examine documentation that they were prepared and completed timely (by the last day of the month following the quarter end).
- Inquire about and review any delinquent notices from the IRS that have been reviewed.
- Examine reconciliation from Social Services records to 941 filed with IRS and agree balances from reconciliation to 941.
- Recalculate the calculations of payroll taxes on the 941.
- Examine documentation of timely payment with filed 941.

Select two monthly Special Welfare reconciliations and perform the following:

- Agree ten entries per month between Social Services ledgers and County general ledger.
- Review reconciliation and document that reconciling items between Social Services and County consist of interest or cancelled checks. Gain an understanding of any other reconciling items. Document any unidentified reconciling items.
- Test for clerical accuracy.

Select ten voided checks during the period under review and perform the following:

- Examine notification of voided check to Treasurer using standard void check notification.
- Ensure notification was made timely (within a day).

Request documentation that quarterly review of outstanding check report was performed and that checks that needed voiding were properly voided.

Select the annual, quarterly, or monthly State LASER report reconciliation.

- Verify that the department of Social Services has reconciled the LASER report to the internal Social Services Thomas Brothers system and the County's general ledger.
- Review and determine that all reconciling items have been identified.

Select five individual credit card expenditures and five individual gas card expenditures and review for the following:

- Examine documentation of the use of the check-in and check-out log.
- Ensure, per review of the log, that the credit cards were returned within a reasonable time period (same day or next day).
- Document payee and whether, per inquiry, Social Services has attempted to request billings instead of using credit cards for services.
- For gas station charges or gas card charges, review documentation from user as to why County gas pumps were not used.
- Trace individual expenditure to credit card billing statement. Review disbursement to credit card company noting timely payment and avoidance of penalties.
- Ensure documentation has been made of the individual case name that any expenditure is related to.
- Ensure approval has been made for expenditure and that approval is properly documented.

COUNTY OF FREDERICK, VIRGINIA

**PROCEDURES PERFORMED
(Continued)**

Focused Testing (SOCIAL SERVICES) (Continued)

Select ten travel reimbursements filed and review for the following:

- Review documentation noting proper approval for travel reimbursements. Travel reimbursements should include employee's signature, as well as Supervisor and Director.
- Ensure per diem limits, as authorized, have been complied with.
- Ensure documentation has been made noting the individual case name that any expenditure is related to.
- Ensure County approved mileage rates are used.
- Ensure supporting documentation is filed with travel reimbursement.

Land Use and Tax Relief (COMMISSIONER OF REVENUE)

Select a sample of five Land Use tax relief deferrals and five Tax Relief for the Elderly or Permanently Disabled deferrals during the period under review noting:

- A formal application was received and approved by the Commissioner of Revenue's office.
- Using guidelines from the state, eligibility was properly determined.
- Documentation exists that information on applications was verified by Commissioner of Revenue employees.
- For **Tax Relief** applications, inquire of the Commissioner how they have ensured that the asset and/or income information on the application is complete. Review documentation that these procedures were performed.

State Tax Collections (COMMISSIONER OF REVENUE)

Select a random sample of ten receipts of state tax collections noted on the Commissioner's log of collections and document review of the following:

- Review documentation that collection made was collected by Commissioner because it required pending verification of tax information. All other receipts should go directly to the Treasurer and should not be collected by the Commissioner.
- Review documentation that receipt was remitted to, and received by, the Treasurer within 24 hours of collection in the Commissioner's office.

Identify voided receipts during the period. Select five voided receipts and review proper documentation of:

- Voided receipt.
- Rationale for voiding receipt provided.

Using CAAT's (or other means), compare state tax collections made in the Commissioner's office to state tax collections received by the Treasurer from the Commissioner's office to determine that no payments were unaccounted for.

COUNTY OF FREDERICK, VIRGINIA

**PROCEDURES PERFORMED
(Continued)**

P-Card Program (COUNTY)

Select a sample of 5 individual cards noting:

- The card has a single purchase limit
- Training was provided to card user

Select a sample of 3 departments, and the associated summary statement for that department, noting:

- Purchases fall within the following criteria:
 - Has an associated purchase order if over \$2,500 and/or
 - Is \$2,500 or greater and has a standing PO and/or
 - Is \$2,500 or greater and does not require a PO and/or
 - Utility payments (phone, cellular phone, cable, water/sewer, gas)
- Log is maintained for all charges made on department cards for the month associated with the statement selected.
- Department card is maintained in secure location

For all card statements selected above verify that:

- Purchases are within "Card Use" section of Purchasing Card Policies and Procedures prepared by the Frederick County Finance Department dated December 22, 2014.
- A monthly reconciliation was performed
- Payment summary is prepared by Program manager and signed by department head and another individual if the department head used the card
- Payment was made within 25 day grace period

COUNTY OF FREDERICK, VIRGINIA
FINDINGS AND RECOMMENDATIONS

Accounts Payable Disbursements (COUNTY)

No exceptions noted.

General Government Payroll (COUNTY)

No exceptions noted.

Bank Reconciliations

Noted thirteen checks from schools, treasurer, and social services totaling \$626.42, were outstanding more than 180 days as of July 31, 2015. County departments review all outstanding checks on the 7th day of each month. The checks referred to were cancelled in August 2015.

Treasurer's Checks

No exceptions noted.

Abatements

No exceptions noted.

Accounts Payable Disbursements (SCHOOLS)

No exceptions noted.

General Payroll (SCHOOLS)

No exceptions noted.

Analysis of A/R Cash Receipts (SCHOOLS)

No exceptions noted.

Program Expenditures (SOCIAL SERVICES)

No exceptions noted.

COUNTY OF FREDERICK, VIRGINIA
FINDINGS AND RECOMMENDATIONS
(Continued)

Accounts Payable Disbursements (SOCIAL SERVICES)

No exceptions noted.

Payroll (SOCIAL SERVICES)

No exceptions noted.

Cash Disbursements (REGIONAL JAIL)

No exceptions noted.

Bank Reconciliations (REGIONAL JAIL)

Noted forty-eight checks, totaling \$1,117.62, were outstanding more than 180 days as of June 30, 2015.

Accounts Payable Disbursements (REGIONAL JAIL)

No exceptions noted.

Accounts Payable Disbursements (SHERIFF)

No exceptions noted.

Focused Testing (SOCIAL SERVICES)

No exceptions noted.

Land Use and Tax Relief (COMMISSIONER OF REVENUE)

No exceptions noted.

State Tax Collections (COMMISSIONER OF REVENUE)

No exceptions noted.

P-card Program (COUNTY)

No exceptions noted.

FY16 OCTOBER 2016 BUDGET TRANSFERS

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
10/15/2015	HUMAN RESOURCES	COOPER CENTER CONFERENCE	1203	3002	000	000	(180.00)
	HUMAN RESOURCES		1203	5506	000	000	180.00
10/19/2015	COUNTY ADMINISTRATOR	SHORTFALL IN PRINTING & BINDING	1201	5801	000	000	(300.00)
	COUNTY ADMINISTRATOR		1201	3006	000	000	300.00
10/26/2015	REFUSE COLLECTION	FUND PAVING PROJECT	4203	3004	000	001	(12,000.00)
	REFUSE COLLECTION		4203	3004	000	003	12,000.00
10/26/2015	FIRE AND RESCUE	SAFER GRANT EXPENDITURE ERRONEOUSLY ELIMINATED	3505	3007	000	000	24,000.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(24,000.00)
10/28/2015	COUNTY OFFICE BUILDINGS/COURTHOUSE	REPAIR TO GENERATOR AT PUBLIC SAFETY BUILDING	4304	3005	000	005	(1,015.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	005	1,015.00
10/28/2015	COMMISSIONER OF THE REVENUE	TRAINING COSTS	1209	5401	000	000	(2,500.00)
	COMMISSIONER OF THE REVENUE		1209	5506	000	000	2,500.00
	REASSESSMENT/BOARD OF ASSESSORS		1210	5204	000	000	(1,100.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5506	000	000	1,100.00
10/29/2015	SHERIFF	(10) SHERIFF VEHICLES & EQUIPMENT BOS 10/28/15	3102	8005	000	000	265,710.00
	SHERIFF		3102	5408	000	000	28,540.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(265,710.00)
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(28,540.00)
10/29/2015	REASSESSMENT/BOARD OF ASSESSORS	COR (2) ASSESSORS FRINGES BOS 10/28/15	1210	2001	000	000	4,610.40
	REASSESSMENT/BOARD OF ASSESSORS		1210	2005	000	000	12,160.00
	REASSESSMENT/BOARD OF ASSESSORS		1210	2002	000	000	6,394.30
	REASSESSMENT/BOARD OF ASSESSORS		1210	2006	000	000	717.18
	REASSESSMENT/BOARD OF ASSESSORS		1210	2008	000	000	355.58
	REASSESSMENT/BOARD OF ASSESSORS		1210	2011	000	000	1,440.38
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(4,610.40)
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(12,160.00)
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(6,394.30)
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(717.18)
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(355.58)
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(1,440.38)
10/29/2015	REASSESSMENT/BOARD OF ASSESSORS	COR (2) ASSESSORS SALARIES BOS 10/28/15	1210	1001	000	004	30,133.58
	REASSESSMENT/BOARD OF ASSESSORS		1210	1001	000	041	30,133.58
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(30,133.58)
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(30,133.58)
10/29/2015	DEPARTMENT OF SOCIAL SERVICES	INSURANCE PREMIUMS	5316	9002	000	000	(660.00)
	DEPARTMENT OF SOCIAL SERVICES		5316	5300	000	000	660.00
10/31/2015	INSPECTIONS	SALARY INCREASES/PROMOTIONS	3401	1001	000	075	1,500.15
	INSPECTIONS		3401	3002	000	000	(1,500.15)

County of Frederick, VA
Report on Unreserved Fund Balance
November 12, 2015

Unreserved Fund Balance, Beginning of Year, July 1, 2015 **42,344,282**

Prior Year Funding & Carryforward Amounts

C/F Rose Hill Park	(168,000)	
C/F Sherando Park master plan	(22,780)	
C/F DARE	(400)	
C/F Abbott Grant	(33,854)	
C/F Fire Company Capital	(274,086)	
Reserve E-summons funds	(38,816)	
C/F Fire Program funds	(29,521)	
Reserve P&R Play Fund funds	(6,932)	
School encumbrances	(581,267)	
C/F Forefeited assets	(58,035)	
C/F School Capital to School Operating	(314,747)	
C/F School Operating	(123,737)	
C/F F&R vehicle equipment	(40,000)	
C/F F&R uniforms	(64,000)	
		(1,756,175)

Other Funding / Adjustments

Parks returned unused proffer	(710)	
COR refund - Brookfield Stephenson Village	(20,539)	
COR refund - Ally Financial	(5,405)	
COR refund - Ford Motor Credit	(2,930)	
COR refund - Opal Oil	(4,070)	
Treasurer drive through repair	(30,000)	
Circuit Clerk - deputy clerk position	(10,913)	
Airport capital	(63,818)	
Gainesboro site retainage	5,960	
COR refund - disabled veteran	(3,689)	
COR refund - Greenway Engineering	(12,753)	
COR refund - Navitus Engineering	(42,560)	
COR refund - Citizens Asset Finance	(5,736)	
COR refund - Carrier Enterprises	(144,392)	
Armel Elementary renovation design	(200,000)	
NSVRC contribution	(1,216)	
PPEA refund - administration building	(47,897)	
COR refund - Daimler Trust	(8,679)	
COR refund - Aqua Lake Holiday Utilities	(2,759)	
COR refund - Probuild CO LLC	(13,282)	
COR refund - Lawrence Fabrications	(6,533)	
COR refund - Washington Gas	(89,697)	
		(711,618)

Fund Balance, November 12, 2015 **39,876,488**

County of Frederick
 General Fund
 October 31,2015

ASSETS	FY16 <u>10/31/2015</u>	FY15 <u>10/31/2014</u>	Increase <u>(Decrease)</u>
Cash and Cash Equivalents	49,857,330.88	46,626,208.99	3,231,121.89 *A
Petty Cash	1,555.00	1,555.00	0.00
Receivables:			
Taxes, Commonwealth,Reimb.P/P	45,341,285.65	44,628,606.97	712,678.68
Streetlights	16,194.20	16,710.25	(516.05)
Miscellaneous Charges	60,724.87	85,129.74	(24,404.87)
Due from Fred. Co. San. Auth.	734,939.23	734,939.23	0.00
Prepaid Postage	2,146.90	3,095.58	(948.68)
GL controls (est.rev / est. exp)	<u>(13,241,934.61)</u>	<u>(7,944,342.93)</u>	<u>(5,297,591.68)</u> (1) Attached
TOTAL ASSETS	<u>82,772,242.12</u>	<u>84,151,902.83</u>	<u>(1,379,660.71)</u>
LIABILITIES			
Performance Bonds Payable	446,664.24	399,414.35	47,249.89
Taxes Collected in Advance	70,445.81	54,530.17	15,915.64 *B
Deferred Revenue	<u>45,409,969.47</u>	<u>44,723,166.44</u>	<u>686,803.03</u> *C
TOTAL LIABILITIES	45,927,079.52	45,177,110.96	749,968.56
EQUITY			
Fund Balance			
Reserved:			
Encumbrance General Fund	303,322.40	369,654.76	(66,332.36) (2) Attached
Conservation Easement	4,779.85	4,779.85	0.00
Peg Grant	137,071.75	244,254.00	(107,182.25) *D
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 Fees	269,039.57	222,145.76	46,893.81 *E
Historical Markers	17,330.76	17,295.25	35.51
Animal Shelter	335,530.02	335,530.02	0.00
Proffers	2,042,419.80	4,023,780.67	(1,981,360.87) (3) Attached
Economic Development Incentive	0.00	550,000.00	(550,000.00)
Parks Reserve	6,932.25	0.00	6,932.25
E-Summons Funds	38,816.25	0.00	38,816.25
VDOT Revenue Sharing	436,270.00	436,270.00	0.00
Undesignated Adjusted Fund Balance	<u>32,424,640.27</u>	<u>31,942,071.88</u>	<u>482,568.39</u> (4) Attached
TOTAL EQUITY	<u>36,845,162.60</u>	<u>38,974,791.87</u>	<u>(2,129,629.27)</u>
TOTAL LIAB. & EQUITY	<u>82,772,242.12</u>	<u>84,151,902.83</u>	<u>(1,379,660.71)</u>

NOTES:

*A The cash increase reflects prior year surplus.

*B Prepayment of taxes.

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

*D Upgrade board room audio visual and broadcasting equipment in the amount of \$178,122.95 from Comcast provided PEG funds.

*E Previously ADA Fees.

BALANCE SHEET

(1) GL Controls	FY16	FY15	Inc/(Decrease)
Est.Revenue	147,595,237	138,382,390	9,212,847
Appropriations	(67,679,283)	(59,919,403)	(7,759,880)
Est.Tr.to Other fds	(93,461,211)	(86,776,985)	(6,684,226)
Encumbrances	303,322	369,655	(66,332)
	(13,241,935)	(7,944,343)	(5,297,592)

General Fund Purchase Orders @10/31/15

DEPARTMENT	Amount	
Clerk	3,433.87	Konica Minolta Printer/Copier/Scanner
Cty.Office Bldgs./Courthouse	2,714.34	Repair Generator at Public Service Building
Fire & Rescue	49,223.72	Uniforms
	1,099.00	Supplies for the EZ10 Arrow Infusion System
	2,558.29	Bailout System Supplies(Ropes, Harnesses, Etc.)
General Fund Departments	29,752.10	(30) Dell Desktop & (14) Laptop PC's
INSPECTIONS	26,632.40	2015 Chevrolet Colorado Truck
Parks	400.00	Rose Hill Park Engineering Service
	17,625.00	(1,500) Long Sleeve T-Shirts for the Half Marathon
	25,336.50	Special Events T-Shirts
	2,645.40	Half Marathon Awards
	18,477.70	Playground Equipment Replacement Parts
	2,567.30	Lime, Fertilizer, and Chlorothalonil
Planning	3,827.25	(7) 16 GB IPAD Wi-Fi Cellular w/case
Refuse Collection	15,500.00	Paving Road to Greenwood Compactor Site
Sheriff	3,955.00	Body Armour
	21,717.00	Camera System with (2) Cameras
	4,773.65	Uniforms
	30,095.52	(12) Tactical Vests & (24) Hard Armor Plates
	7,215.00	Raptor Radar Units
	25,654.04	2015 Police Interceptor Sedan
	4,983.00	Road Flares
	3,136.32	Dare T-Shirts
Total	303,322.40	

(3)Proffer Information	SCHOOLS	PARKS	FIRE & RESCUE	Designated Other Projects	TOTAL
Balance 10/31/15	54,706.90	435,280.16	491,139.40	1,061,293.34	2,042,419.80

Designated Other Projects Detail

Administration	218,936.34	
Bridges	1,000.00	
Historic Preservation	108,000.00	12/11/14 Board Action designated \$50,000 for final debt payment
Library	101,206.00	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	41,776.00	
Solid Waste	12,000.00	
Stop Lights	26,000.00	
BPG Properties/Rt.11 Corridor	330,000.00	
Total	1,061,293.34	

Other Proffers @10/31/15

(4) Fund Balance Adjusted	
Ending Balance @10/31/15	39,876,488.45
Revenue 10/15	19,654,122.83
Expenditures 10/15	(21,656,443.81)
Transfers 10/15	(5,449,527.20)
10/15 Fund Balance Adjusted	32,424,640.27

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 October 31, 2015

REVENUES:		FY16	FY15	YTD
	<u>Appropriated</u>	10/31/2015 <u>Actual</u>	10/31/2014 <u>Actual</u>	Actual <u>Variance</u>
General Property Taxes	100,608,073.00	5,116,226.80	4,478,150.97	638,075.83 (1)
Other local taxes	31,899,849.00	5,692,767.91	5,326,508.71	366,259.20 (2)
Permits & Privilege fees	1,663,682.00	834,923.05	602,706.10	232,216.95 (3)
Revenue from use of money and property	152,466.00	55,604.48	96,823.71	(41,219.23) (4)
Charges for Services	2,478,226.00	804,613.76	731,756.97	72,856.79
Miscellaneous	535,230.87	108,512.71	176,798.82	(68,286.11)
Recovered Costs	1,318,702.58	1,321,785.84	1,331,187.73	(9,401.89) (5)
Intergovernmental:				
Commonwealth	8,900,008.00	5,684,500.59	5,605,000.15	79,500.44 (6)
Federal	39,000.00	35,187.69	5,968.00	29,219.69 (7)
TOTAL REVENUES	147,595,237.45	19,654,122.83	18,354,901.16	1,299,221.67
EXPENDITURES:				
General Administration	10,273,389.65	3,210,411.48	2,802,783.98	407,627.50
Judicial Administration	2,434,843.52	700,850.65	679,132.69	21,717.96
Public Safety	32,714,483.46	11,512,317.81	11,588,326.59	(76,008.78)
Public Works	4,948,422.68	1,375,922.66	1,179,102.72	196,819.94
Health and Welfare	8,177,956.00	2,411,635.79	2,216,107.75	195,528.04
Education	56,000.00	14,000.00	14,000.00	0.00
Parks, Recreation, Culture	6,314,979.24	2,026,078.89	1,830,532.73	195,546.16
Community Development	1,997,260.95	405,226.53	921,963.45	(516,736.92)
TOTAL EXPENDITURES	66,917,335.50	21,656,443.81	21,231,949.91	424,493.90 (8)
OTHER FINANCING SOURCES (USES):				
Operating transfers from / to	94,223,158.96	5,449,527.20	2,064,078.89	3,385,448.31 (9)
Excess (deficiency)of revenues & other sources over expenditures & other uses	(13,545,257.01)	(7,451,848.18)	(4,941,127.64)	2,510,720.54
Fund Balance per General Ledger		39,876,488.45	36,883,199.52	2,993,288.93
Fund Balance Adjusted to reflect Income Statement 10/31/15		32,424,640.27	31,942,071.88	482,568.39

(1)General Property Taxes	FY16	FY15	Increase/Decrease
Real Estate Taxes	1,901,370	1,586,375	314,996
Public Services Current Taxes	(175)	(133)	(42)
Personal Property	2,868,122	2,562,588	305,534
Penalties and Interest	227,523	197,072	30,450
Credit Card Chgs./Delinq.Advertising	(22,473)	(20,458)	(2,015)
Adm.Fees For Liens&Distress	141,860	152,707	(10,847)
	5,116,227	4,478,151	638,076

(2) Other Local Taxes

Local Sales and Use Tax	2,175,886.24	2,112,492.38	63,393.86
Communications Sales Tax	217,796.05	225,089.41	(7,293.36)
Utility Taxes	784,421.91	673,648.10	110,773.81
Business Licenses	595,398.06	552,778.96	42,619.10
Auto Rental Tax	33,189.59	31,193.97	1,995.62
Motor Vehicle Licenses Fees	128,222.35	126,713.10	1,509.25
Recordation Taxes	522,663.48	398,510.24	124,153.24
Meals Tax	1,102,230.47	1,090,209.78	12,020.69
Lodging Tax	131,896.04	114,624.52	17,271.52
Street Lights	672.86	948.25	(275.39)
Star Fort Fees	390.86	300.00	90.86
Total	5,692,767.91	5,326,508.71	366,259.20

(3)Permits&Privileges

Dog Licenses	15,552.00	18,310.00	(2,758.00)
Land Use Application Fees	4,900.00	5,100.00	(200.00)
Transfer Fees	1,169.10	938.70	230.40
Development Review Fees	230,410.99	130,510.10	99,900.89
Building Permits	409,512.20	328,303.81	81,208.39
2% State Fees	6,487.04	13,250.99	(6,763.95)
Electrical Permits	41,660.00	29,595.00	12,065.00
Plumbing Permits	9,977.00	5,199.00	4,778.00
Mechanical Permits	53,636.00	21,835.50	31,800.50
Sign Permits	1,926.72	820.00	1,106.72
Permits for Commercial Burning	25.00	225.00	(200.00)
Explosive Storage Permits	-	200.00	(200.00)
Blasting Permits	150.00	105.00	45.00
Land Disturbance Permits	58,317.00	48,013.00	10,304.00
Septic Haulers Permit	300.00	-	300.00
Transfer Development Rights	900.00	-	900.00
Sewage Installation License	-	300.00	(300.00)
Total	834,923.05	602,706.10	232,216.95

(4) Revenue from use of

Money	42,985.63	47,796.88	(4,811.25)
Property	12,618.85	49,026.83	(36,407.98)
Total	55,604.48	96,823.71	(41,219.23)

(5) Recovered Costs	FY16	FY15	Increase/Decrease
Recovered Costs Treas.Office	41,340.00	-	41,340.00
Worker's Comp	400.00	450.00	(50.00)
Purchasing Card Rebate	124,206.59	98,068.29	26,138.30
Recovered Costs-IT/GIS	313.98	-	313.98
Recovered Costs F&R Fee Recovery	176,796.56	166,301.00	10,495.56
Round Hill Bond Payment	-	16,758.26	(16,758.26)
Reimbursement Circuit Court	4,497.60	3,646.07	851.53
Reimb.Public Works/Planning Clean Up	1,436.25	175.00	1,261.25
Clarke County Container Fees	27,991.16	15,228.19	12,762.97
City of Winchester Container Fees	21,956.21	12,093.04	9,863.17
Refuse Disposal Fees	36,160.05	21,073.71	15,086.34
Recycling Revenue	29,858.97	26,352.34	3,506.63
Fire & Rescue Merchandise(Resale)	1,050.00	-	1,050.00
Container Fees Bowman Library	583.52	430.26	153.26
Litter-Thon/Keep VA Beautiful Grant	500.00	-	500.00
Restitution Victim Witness	3,986.00	4,476.24	(490.24)
Reimb.of Expenses Gen.District Court	8,296.28	10,000.92	(1,704.64)
Reimb.Task Force	28,340.22	16,069.72	12,270.50
Sign Deposits Planning	-	(50.00)	50.00
Reimbursement-Construction Projects	-	385,799.69	(385,799.69) *1
Westminster Canterbury Lieu of Tax	-	12,225.05	(12,225.05)
Grounds Maint.Frederick Co. Schools	129,382.99	119,489.97	9,893.02
Comcast PEG Grant	35,732.25	35,344.80	387.45
Proffer-Other	157,500.46	449.50	157,050.96 *2
Fire School Programs	9,380.00	11,355.00	(1,975.00)
Lynnhaven	6,756.62	-	6,756.62
Proffer Redbud Run	32,270.00	12,908.00	19,362.00
Clerks Reimbursement to County	3,675.89	2,569.57	1,106.32
Proffer Canter Estates	28,615.79	4,087.97	24,527.82
Proffer Village at Harvest Ridge	7,695.00	6,156.00	1,539.00
Proffer Southern Hills	19,640.00	-	19,640.00
Proffer Snowden Bridge	210,807.87	176,310.42	34,497.45
Proffer Meadows Edge Racey Tract	151,080.00	161,152.00	(10,072.00)
Sheriff Reimbursement	1,011.58	7,385.72	(6,374.14)
Cedar Meadows	19,524.00	4,881.00	14,643.00
Proffer Westbury Commons	1,000.00	-	1,000.00
Total	1,321,785.84	1,331,187.73	(9,401.89)

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

*2 Blackburn Commerce Center Rezoning/Transportation Improvement \$153,600.46

(6) Commonwealth Revenue	10/31/2015	10/31/2014	
	FY16	FY15	Increase/Decrease
Motor Vehicle Carriers Tax	37,721.45	36,948.73	772.72
Mobile Home Titling Tax	58,618.97	60,131.19	(1,512.22)
Recordation Taxes	180,462.40	167,636.80	12,825.60
P/P State Reimbursement	2,610,611.35	2,610,611.27	0.08
Shared Expenses Comm.Atty.	117,911.16	105,178.61	12,732.55
Shared Expenses Sheriff	582,630.52	582,410.50	220.02
Shared Expenses Comm.of Rev.	53,090.44	52,360.93	729.51
Shared Expenses Treasurer	39,397.34	39,010.23	387.11
Shared Expenses Clerk	98,089.07	92,749.37	5,339.70
Public Assistance Grants	1,501,896.38	1,333,900.76	167,995.62
Litter Control Grants	15,687.00	15,515.00	172.00
Emergency Services Fire Program	214,535.00	239,007.00	(24,472.00)
DMV Grant Funding	5,462.99	12,342.03	(6,879.04)
DCJS & Sheriff (State Grants)	-	122,764.08	(122,764.08)
JJC Grant Juvenile Justice	64,180.00	32,090.00	32,090.00
Rent/Lease Payments	77,143.48	77,143.48	-
Spay/Neuter Assistance -State	-	395.20	(395.20)
Wireless 911 Grant	16,659.20	19,453.00	(2,793.80)
State Forfeited Asset Funds	8,261.84	5,218.09	3,043.75
F/R OEMS Reimb.	2,142.00	133.88	2,008.12
Total	5,684,500.59	5,605,000.15	79,500.44

*1

*2

*1 Increase for Special Needs

*2 Abbott Grant FY15 \$99,064.88

County of Frederick

General Fund

October 31, 2015

(7) Federal Revenue	FY16	FY15	Increase/Decrease
Federal Forfeited Assets	10,612.69	-	10,612.69
Housing Illegal Aliens-Federal	12,581.00	-	12,581.00
Federal Funds-Sheriff	8,983.00	5,509.00	3,474.00
Emergency Services Grant	3,011.00	459.00	2,552.00
Total	35,187.69	5,968.00	29,219.69

(8) Expenditures

Expenditures increased \$424,493.90. **General Administration** increased \$407,627.50 and reflects a \$311,957.50 increase of Commissioner of the Revenue tax refunds year to date. **Public Works** increased \$196,819.94 and includes the County share of the Courthouse Complex maintenance increase of \$49,242.90. Additionally, Engineering purchased a 2015 Chevrolet Colorado truck (\$26,632), Refuse a 30 yard recycling can and compactor (\$17,475) and Maintenance Administration a 2015 Ford F150 truck (\$27,963). **Parks, Recreation, and Culture** increased \$195,546.16 and includes vehicle purchases of (2) 2015 Chevrolet Silverado trucks (\$24,375) each and (2) 2015 Toro Z-turn riding mowers (\$13,057) each. The decrease in **Community Development** reflects the \$500,000.00 transfer to the Economic Development Authority for the H.P. Hood incentive in FY15. The Transfers increased \$3,385,448.31. See chart below:

(9) Transfers increased \$3,385,448.31	FY16	FY15	Increase/Decrease
Transfer to School Operating	705,004.31	218,387.05	486,617.26
Transfer to School Construction	3,200,000.00	-	3,200,000.00
Transfer to Debt Service County	1,264,623.73	201,548.42	1,063,075.31
Transfer to School Operating Capital	314,746.72	542,593.92	(227,847.20)
Transfer to Capital Projects Fund	0.00	1,000,000.00	(1,000,000.00)
Operational Transfers	(34,847.56)	101,549.50	(136,397.06)
Total	5,449,527.20	2,064,078.89	3,385,448.31

*1 Increase in FY15 School Operating Transfer.

*2 FY16 payments include the Bowman Library, Roundhill, Millwood Station, Public Safety Building, and the Animal Shelter.

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

*4 Timing of insurance charge outs.

County of Frederick
 FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER
 October 31, 2015

ASSETS	FY2016 <u>10/31/15</u>	FY2015 <u>10/31/14</u>	Increase <u>(Decrease)</u>
Cash	7,223,736.95	6,396,356.34	827,380.61 *1
GL controls(est.rev/est.exp)	<u>(648,394.65)</u>	<u>(433,294.67)</u>	<u>(215,099.98)</u>
TOTAL ASSETS	<u>6,575,342.30</u>	<u>5,963,061.67</u>	<u>612,280.63</u>
LIABILITIES			
Accrued Operating Reserve Costs	<u>2,258,904.00</u>	<u>2,115,099.00</u>	<u>143,805.00</u>
TOTAL LIABILITIES	<u>2,258,904.00</u>	<u>2,115,099.00</u>	<u>143,805.00</u>
EQUITY			
Fund Balance Reserved			
Encumbrances Undesignated Fund Balance	129,757.69	91,395.00	38,362.69
	<u>4,186,680.61</u>	<u>3,756,567.67</u>	<u>430,112.94</u> *2
TOTAL EQUITY	<u>4,316,438.30</u>	<u>3,847,962.67</u>	<u>468,475.63</u>
TOTAL LIABILITY & EQUITY	<u>6,575,342.30</u>	<u>5,963,061.67</u>	<u>612,280.63</u>

NOTES:

*1 Cash increased \$827,380.61. Refer to the following page for comparative statement of revenue and expenditures and changes in fund balance.

* Fund balance increased \$430,112.94. The beginning balance for FY16 was \$3,209,470.54 and includes adjusting entries, budget controls FY16(\$725,046.00), and the year to date revenue less expenditures of \$1,702,256.07.

Current Unrecorded Accounts Receivable-	<u>FY2016</u>
Prisoner Billing:	35,303.25
Compensation Board Reimbursement 10/15	<u>453,027.49</u>
Total	488,330.74

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 10/31/2015

FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER

REVENUES:	<u>Appropriated</u>	FY2016 10/31/2015 <u>Actual</u>	FY2015 10/31/2014 <u>Actual</u>	YTD Actual <u>Variance</u>
Credit Card Probation	-	42.66	45.99	(3.33)
Interest		3,228.42	3,519.59	(291.17)
Supervision Fees	41,696.00	12,471.00	13,196.00	(725.00)
Drug Testing Fees	5,000.00	-	375.00	(375.00)
Work Release Fees	355,828.00	95,601.29	79,912.98	15,688.31
Federal Bureau Of Prisons	0.00	165.00	1,275.48	(1,110.48)
Local Contributions	6,495,106.00	3,247,553.00	2,959,773.70	287,779.30
Miscellaneous	15,000.00	1,239.96	2,891.46	(1,651.50)
Phone Commissions	345,000.00	77,146.36	31,974.85	45,171.51
Food & Staff Reimbursement	130,000.00	14,368.23	20,434.37	(6,066.14)
Elec.Monitoring Part.Fees	90,000.00	24,295.38	21,325.70	2,969.68
Share of Jail Cost Commonwealth	1,097,197.00	374,043.68	218,568.00	155,475.68
Medical & Health Reimb.	68,000.00	21,643.99	18,023.13	3,620.86
Shared Expenses CFW Jail	5,090,140.00	1,282,376.45	1,298,186.60	(15,810.15)
State Grants	250,263.00	73,340.94	76,425.00	(3,084.06)
Local Offender Probation	252,286.00	68,238.00	67,190.00	1,048.00
Transfer From General Fund	5,103,298.00	2,551,649.00	2,461,093.12	90,555.88
TOTAL REVENUES	19,338,814.00	7,847,403.36	7,274,210.97	573,192.39
EXPENDITURES:	20,116,966.34	6,145,147.29	5,745,800.41	399,346.88
Excess(Deficiency)of revenues over expenditures		1,702,256.07	1,528,410.56	173,845.51
FUND BALANCE PER GENERAL LEDGER		<u>2,484,424.54</u>	<u>2,228,157.11</u>	<u>256,267.43</u>
Fund Balance Adjusted To Reflect Income Statement 10/31/15		4,186,680.61	3,756,567.67	430,112.94

County of Frederick
Fund 12 Landfill
October 31, 2015

ASSETS	FY2016 <u>10/31/15</u>	FY2015 <u>10/31/14</u>	Increase <u>(Decrease)</u>
Cash	32,584,535.37	30,978,154.89	1,606,380.48
Receivables:			
Fees	714,204.56	562,652.78	151,551.78 *1
Accounts Receivable Other	0.00	172.00	(172.00)
Allow.Uncollectible Fees	(84,000.00)	(84,000.00)	0.00
Fixed Assets	44,899,611.07	43,682,208.64	1,217,402.43
Accumulated Depreciation	(26,818,616.30)	(25,115,864.21)	(1,702,752.09)
GL controls(est.rev/est.exp)	<u>(694,702.63)</u>	<u>(3,311,966.02)</u>	<u>2,617,263.39</u>
TOTAL ASSETS	<u>50,601,032.07</u>	<u>46,711,358.08</u>	<u>3,889,673.99</u>
LIABILITIES			
Accounts Payable	-	-	
Accrued VAC.Pay and Comp TimePay	191,362.47	178,911.24	12,451.23
Accrued Remediation Costs	12,233,415.93	11,938,535.78	294,880.15 *2
Retainage Payable	0.00	9,244.62	(9,244.62)
Deferred Revenue Misc.Charges	<u>0.00</u>	<u>172.00</u>	<u>(172.00)</u>
TOTAL LIABILITIES	<u>12,424,778.40</u>	<u>12,126,863.64</u>	<u>297,914.76</u>
EQUITY			
Fund Balance			
Reserved:			
Encumbrances	36,767.37	168,423.20	(131,655.83) *3
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>28,281,044.30</u>	<u>24,557,629.24</u>	<u>3,723,415.06</u> *4
TOTAL EQUITY	<u>38,176,253.67</u>	<u>34,584,494.44</u>	<u>3,591,759.23</u>
TOTAL LIABILITY AND EQUITY	<u>50,601,032.07</u>	<u>46,711,358.08</u>	<u>3,889,673.99</u>

NOTES:

*1 Landfill fees increased \$151,551.78 and is due to an increase in tipping fee rates. Landfill fees at 10/15 were \$507,202.55 compared to \$476,881.65 at 10/14 for an increase of \$30,320.90. Delinquent fees at 10/15 were \$202,623.99 compared to \$82,271.67 at 10/14 for an increase of \$120,352.32.

*2 Remediation increased \$294,880.15 and includes \$265,000.00 for post closure and \$29,880.15 interest.

*3 The encumbrance at 10/31/15 was \$36,767.37 and includes a 2016 Ford F250 with snow plow for \$32,042, (1) Dell desktop and (1) Dell laptop totaling \$1,345.37, and a Pro-Flo 900 Caster spreader for a cost of \$3,380.

*4 Fund balance increased \$3,723,415.06. The beginning balance was \$27,730,771.72 and includes adjusting entries, budget controls for FY16(\$75,138) and year to date revenue less expenditures of \$625,410.58.

County of Frederick
Comparative Statement of Revenue, Expenditures
and Changes in Fund Balance
October 31, 2015

FUND 12 LANDFILL REVENUES	<u>Appropriated</u>	<u>FY16 10/31/15 Actual</u>	<u>FY15 10/31/14 Actual</u>	<u>YTD Actual Variance</u>
Interest Charge	0.00	1,341.47	1,387.14	(45.67)
Interest on Bank Deposits	60,000.00	17,514.99	20,782.54	(3,267.55)
Salvage and Surplus	0.00	33,350.55	59,574.60	(26,224.05)
Sanitary Landfill Fees	5,080,500.00	1,834,506.07	1,636,846.48	197,659.59
Charges to County	0.00	136,716.00	115,903.74	20,812.26
Charges to Winchester	0.00	41,919.92	33,895.00	8,024.92
Tire Recycling	120,000.00	29,931.12	64,402.89	(34,471.77)
Reg. Recycling Electronics	60,000.00	16,636.00	14,973.00	1,663.00
Greenhouse Gas Credit Sales		0.00	0.00	0.00
Miscellaneous	60,000.00	161.00	174.00	(13.00)
Wheel Recycling	120,000.00	0.00	0.00	0.00
Charges for RTOP	0.00	0.00	0.00	0.00
Renewable Energy Credits	116,262.00	44,958.90	46,053.84	(1,094.94)
Landfill Gas To Electricity	394,620.00	134,907.56	159,165.39	(24,257.83)
Waste Oil Recycling		1,495.86	6,565.91	(5,070.05)
State Reimbursement Tire Operation	0.00	0.00	0.00	0.00
TOTAL REVENUES	6,011,382.00	2,293,439.44	2,159,724.53	133,714.91
Operating Expenditures	5,391,520.00	961,144.11	945,223.92	15,920.19
Capital Expenditures	1,351,332.00	706,884.75	1,237,046.51	(530,161.76)
TOTAL Expenditures	6,742,852.00	1,668,028.86	2,182,270.43	(514,241.57)
Excess(deficiency)of revenue over expenditures		625,410.58	(22,545.90)	647,956.48
Fund Balance Per General Ledger		27,655,633.72	24,580,175.14	3,075,458.58
FUND BALANCE ADJUSTED		28,281,044.30	24,557,629.24	3,723,415.06



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

October 5, 2015

Cheryl B. Shiffler
Finance Director
Frederick County
107 North Kent Street
Winchester, VA 22601

Dear Ms. Shiffler:

A Panel of independent reviewers has completed its examination of your budget document. We are pleased to inform you that the panel has voted to award your budget document the Distinguished Budget Presentation Award for the current fiscal period. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

The Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next annual budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption. Enclosed is an application form to facilitate a timely submission. This form should be submitted with four copies of your budget accompanied by the appropriate fee.

Each program participant is provided with confidential comments and suggestions for possible improvements to the budget document. Your comments are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next budget.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. Enclosed is a Certificate of Recognition for Budget Preparation for:

Finance Department

Continuing participants will find a certificate and brass medallion enclosed with these results. First-time recipients will receive an award plaque that will be mailed separately and should arrive within eight to ten weeks. Enclosed is a camera-ready reproduction of the award for inclusion in your next budget. If you reproduce the camera-ready in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria.

The following standardized text should be used:



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

Cheryl B. Shiffler

October 5, 2015

Page 2

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Frederick County, Virginia** for its annual budget for the fiscal year beginning **July 1, 2015**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

A press release is enclosed.

The Government Finance Officers Association encourages you to make arrangements for a formal presentation of the award. If you would like the award presented by a member of your state or provincial finance officers association, we can provide the name of a contact person for that group.

We appreciate your participation in this program and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients (with hyperlinks) can be found on GFOA's website at www.gfoa.org. If we can be of further assistance, please contact the Technical Services Center.

Sincerely,

A handwritten signature in black ink that reads "Stephen J. Gauthier". The signature is written in a cursive, flowing style.

Stephen J. Gauthier, Director
Technical Services Center

Enclosure