

Appendices

Financial Summaries

Fiscal Year 2013 Adopted Budget Resolution

Fiscal Policies



Paris, Virginia

Financial Summaries

All Funds

Category	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
<u>Revenue</u>					
General Property Taxes	\$114,670,814	\$112,425,101	\$111,909,389	\$112,830,348	\$114,314,002
Other Local Taxes	11,955,451	12,445,398	12,700,000	13,035,000	13,110,000
Permits, Licenses & Fees	985,213	908,532	1,168,400	959,597	1,356,500
Fines & Forfeitures	515,761	470,322	489,000	494,150	768,732
Use of Money & Property	808,554	1,256,090	816,556	702,123	720,592
Charges for Services	12,354,563	12,252,017	12,726,083	12,477,405	13,579,706
Miscellaneous Revenue	20,812,349	21,055,669	22,500,737	24,198,390	25,938,218
Recovered Costs	956,684	1,035,074	1,075,397	1,849,704	807,234
Intergovernmental Revenue	75,460,980	77,280,626	72,823,373	75,210,261	79,529,311
Other Financing Sources	<u>106,412,833</u>	<u>107,987,149</u>	<u>113,546,964</u>	<u>131,380,932</u>	<u>95,349,052</u>
Total Revenue	\$344,933,202	\$347,115,978	\$349,755,899	\$373,137,910	\$345,473,347
<u>Expenditures</u>					
Personnel	\$166,150,350	\$168,464,421	\$170,610,648	\$174,436,309	\$183,758,606
Operating	27,881,250	28,134,076	26,212,196	27,099,421	33,684,535
Capital	15,105,172	9,723,278	21,994,212	14,537,085	2,976,802
Other Charges	21,241,839	21,039,960	20,108,957	20,893,260	14,923,788
<u>Other Use of Funds</u>	<u>115,476,728</u>	<u>121,043,400</u>	<u>113,999,419</u>	<u>113,111,630</u>	<u>112,814,195</u>
Total Expenditures	\$345,855,339	\$348,405,135	\$352,925,432	\$350,077,705	\$348,157,926
Net Change in Fund Balance:	(\$922,137)	(\$1,289,157)	(\$3,169,533)	\$23,060,205	(\$2,684,579)
Fund Balance, July 1:	\$69,326,686	\$68,404,549	\$65,908,184	\$67,115,392	\$90,175,597
Fund Balance, June 30:	\$68,404,549	\$67,115,392	\$62,738,651	\$90,175,597	\$87,491,018

Financial Summaries

General Fund

Category	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Revenue					
General Property Taxes	\$109,576,780	\$107,302,090	\$106,833,585	\$108,342,968	\$109,165,337
Other Local Taxes	11,955,451	12,445,398	12,700,000	13,035,000	13,110,000
Permits, Licenses & Fees	964,288	889,367	1,146,900	940,527	1,335,000
Fines & Forfeitures	515,286	470,322	489,000	491,050	768,732
Use of Money & Property	546,219	535,161	539,877	431,632	463,421
Charges for Services	902,216	888,273	1,001,431	1,016,431	1,017,331
Miscellaneous Revenue	184,636	178,452	206,755	415,180	394,010
Recovered Costs	174,040	227,953	162,362	256,862	151,362
Intergovernmental Revenue	29,164,413	28,612,846	28,998,743	28,784,643	28,050,217
Other Financing Sources	<u>4,551,051</u>	<u>905,525</u>	<u>942,697</u>	<u>928,370</u>	<u>1,103,830</u>
Total Revenue	\$158,534,380	\$152,455,387	\$153,021,350	\$154,642,663	\$155,559,240
Expenditures					
Personnel	\$37,420,120	\$37,538,971	\$38,974,209	\$38,470,000	\$42,729,778
Operating	9,491,983	9,058,526	9,268,173	9,250,000	9,697,791
Capital	561,020	414,765	398,620	589,178	212,620
Other Charges	11,753,838	11,293,353	11,996,801	12,200,000	11,404,415
Other Use of Funds	<u>98,639,552</u>	<u>94,649,577</u>	<u>93,569,151</u>	<u>93,569,151</u>	<u>92,749,439</u>
Total Expenditures	\$157,866,513	\$152,955,192	\$154,206,954	\$154,078,329	\$156,794,043
Net Change in Fund Balance:	\$667,867	(\$499,805)	(\$1,185,604)	\$564,334	(\$1,234,803)
Fund Balance, July 1:	\$24,235,660	\$24,903,527	\$24,403,722	\$24,403,722	\$24,968,056
Fund Balance, June 30:	\$24,903,527	\$24,403,722	\$23,218,118	\$24,968,056	\$23,733,253

Financial Summaries

School Operating Fund

Category	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
<u>Revenue</u>					
General Property Taxes	\$0	\$0	\$0	\$0	\$0
Other Local Taxes	0	0	0	0	0
Permits, Licenses & Fees	0	0	0	0	0
Fines & Forfeitures	0	0	0	0	0
Use of Money & Property	0	0	0	0	0
Charges for Services	0	340,329	0	87,000	0
Miscellaneous Revenue	756,468	331,017	593,500	550,000	547,000
Recovered Costs	63,470	17,447	39,657	2,000	0
Intergovernmental Revenue	40,911,360	44,525,937	41,666,849	43,543,556	48,488,189
Other Financing Sources	<u>93,208,247</u>	<u>77,167,275</u>	<u>76,892,228</u>	<u>76,892,228</u>	<u>76,892,228</u>
Total Revenue	\$134,939,545	\$122,382,005	\$119,192,234	\$121,074,784	\$125,927,417
<u>Expenditures</u>					
Personnel	\$105,597,792	\$105,632,197	\$105,462,465	\$106,919,956	\$111,267,005
Operating	8,842,594	7,758,872	7,281,617	6,700,000	12,461,471
Capital	1,404,563	634,611	68,478	50,000	68,478
Other Charges	5,009,120	4,888,205	4,659,211	4,800,000	0
<u>Other Use of Funds</u>	<u>14,095,874</u>	<u>3,394,507</u>	<u>1,720,463</u>	<u>2,925,000</u>	<u>2,130,463</u>
Total Expenditures	\$134,949,943	\$122,308,392	\$119,192,234	\$121,394,956	\$125,927,417
Net Change in Fund Balance:	(\$10,398)	\$73,613	\$0	(\$320,172)	\$0
Fund Balance, July 1:	\$256,957	\$246,559	\$320,172	\$320,172	\$0
Fund Balance, June 30:	\$246,559	\$320,172	\$320,172	\$0	\$0

Financial Summaries

Capital Improvement Fund

Category	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Revenue					
General Property Taxes	\$0	\$0	\$0	\$0	\$0
Other Local Taxes	0	0	0	0	0
Permits, Licenses & Fees	0	0	0	0	0
Fines & Forfeitures	0	0	0	0	0
Use of Money & Property	13,208	3,320	0	7,500	0
Charges for Services	36,000	0	0	0	0
Miscellaneous Revenue	450,000	0	0	1,456,001	0
Recovered Costs	36,000	0	0	0	0
Intergovernmental Revenue	1,679,956	517,304	0	36,779	0
Other Financing Sources	<u>8,343,659</u>	<u>8,336,342</u>	<u>17,200,000</u>	<u>27,162,673</u>	<u>200,000</u>
Total Revenue	\$10,558,823	\$8,856,966	\$17,200,000	\$28,662,953	\$200,000
Expenditures					
Personnel	\$2,003	\$0	\$0	\$0	\$0
Operating	202,227	421,165	0	338,427	0
Capital	10,374,862	3,316,277	17,200,000	7,500,000	200,000
Other Charges	62,268	62,268	0	0	0
Other Use of Funds	<u>1,390,191</u>	<u>7,833,554</u>	<u>0</u>	<u>473,092</u>	<u>0</u>
Total Expenditures	\$12,031,551	\$11,633,264	\$17,200,000	\$8,311,519	\$200,000
Net Change in Fund Balance:	(\$1,472,728)	(\$2,776,298)	\$0	\$20,351,434	\$0
Fund Balance, July 1:	\$16,893,446	\$15,420,718	\$12,644,420	\$12,644,420	\$32,995,854
Fund Balance, June 30:	\$15,420,718	\$12,644,420	\$12,644,420	\$32,995,854	\$32,995,854

Financial Summaries

Debt Service Fund

Category	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Revenue					
General Property Taxes	\$0	\$0	\$0	\$0	\$0
Other Local Taxes	0	0	0	0	0
Permits, Licenses & Fees	0	0	0	0	0
Fines & Forfeitures	0	0	0	0	0
Use of Money & Property	0	445,672	0	250	0
Charges for Services	0	0	0	0	0
Miscellaneous Revenue	0	0	0	0	0
Recovered Costs	0	0	0	0	0
Intergovernmental Revenue	0	0	0	0	0
Other Financing Sources	<u>0</u>	<u>13,566,891</u>	<u>13,492,944</u>	<u>13,492,944</u>	<u>12,996,945</u>
Total Revenue	\$0	\$14,012,563	\$13,492,944	\$13,493,194	\$12,996,945
Expenditures					
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	0	0	0	60,362	0
Capital	0	0	0	0	0
Other Charges	0	0	0	0	0
Other Use of Funds	<u>0</u>	<u>13,566,643</u>	<u>13,938,615</u>	<u>13,159,343</u>	<u>13,446,721</u>
Total Expenditures	\$0	\$13,566,643	\$13,938,615	\$13,219,705	\$13,446,721
Net Change in Fund Balance:	\$0	\$445,920	(\$445,671)	\$273,489	(\$449,776)
Fund Balance, July 1:	\$0	\$0	\$445,920	\$445,920	\$719,409
Fund Balance, June 30:	\$0	\$445,920	\$249	\$719,409	\$269,633

Financial Summaries

Non-major Governmental Funds

Category	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Revenue					
General Property Taxes	\$5,094,034	\$5,123,011	\$5,075,804	\$4,487,380	\$5,148,665
Other Local Taxes	0	0	0	0	0
Permits, Licenses & Fees	0	0	0	0	0
Fines & Forfeitures	0	0	0	0	0
Use of Money & Property	144	3,106	1,300	1,750	0
Charges for Services	4,103,232	4,023,884	4,651,279	4,434,157	4,869,345
Miscellaneous Revenue	1,634	442,719	0	26,846	0
Recovered Costs	682,866	789,674	873,378	1,590,842	655,872
Intergovernmental Revenue	3,466,372	3,372,840	2,143,781	2,607,655	2,976,905
Other Financing Sources	233,800	7,997,103	5,003,095	5,969,578	4,140,049
Total Revenue	\$13,582,082	\$21,752,337	\$17,748,637	\$19,118,208	\$17,790,836
Expenditures					
Personnel	\$3,289,736	\$3,301,310	\$3,606,873	\$3,468,626	\$3,752,147
Operating	4,206,634	5,719,841	4,266,575	4,868,790	5,714,139
Capital	29,826	2,863,224	4,031,925	6,200,903	2,379,605
Other Charges	4,220,166	4,628,088	3,279,324	3,814,460	3,281,732
Other Use of Funds	794,214	844,927	3,120,007	3,035,044	2,663,213
Total Expenditures	\$12,540,576	\$17,357,390	\$18,304,704	\$21,387,823	\$17,790,836
Net Change in Fund Balance:	\$1,041,506	\$4,394,947	(\$556,067)	(\$2,269,615)	\$0
Fund Balance, July 1:	\$4,555,245	\$5,596,751	\$8,784,490	\$9,991,698	\$7,722,083
Fund Balance, June 30:	\$5,596,751	\$9,991,698	\$8,228,423	\$7,722,083	\$7,722,083

Financial Summaries

Proprietary Funds

Category	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget
Revenue					
General Property Taxes	\$0	\$0	\$0	\$0	\$0
Other Local Taxes	0	0	0	0	0
Permits, Licenses & Fees	20,925	19,165	21,500	19,070	21,500
Fines & Forfeitures	475	0	0	3,100	0
Use of Money & Property	248,983	268,831	275,379	260,991	257,171
Charges for Services	7,313,115	6,999,531	7,073,373	6,939,817	7,693,030
Miscellaneous Revenue	19,419,611	20,103,481	21,700,482	21,750,363	24,997,208
Recovered Costs	308	0	0	0	0
Intergovernmental Revenue	238,879	251,699	14,000	237,628	14,000
Other Financing Sources	<u>76,076</u>	<u>14,013</u>	<u>16,000</u>	<u>6,935,139</u>	<u>16,000</u>
Total Revenue	\$27,318,372	\$27,656,720	\$29,100,734	\$36,146,108	\$32,998,909
Expenditures					
Personnel	\$19,840,699	\$21,991,943	\$22,567,101	\$25,577,727	\$26,009,676
Operating	5,137,812	5,175,672	5,395,831	5,881,842	5,811,134
Capital	2,734,901	2,494,401	295,189	197,004	116,099
Other Charges	196,447	168,046	173,621	78,800	237,641
Other Use of Funds	<u>556,897</u>	<u>754,192</u>	<u>1,651,183</u>	<u>(50,000)</u>	<u>1,824,359</u>
Total Expenditures	\$28,466,756	\$30,584,254	\$30,082,925	\$31,685,373	\$33,998,909
Net Change in Fund Balance:	(\$1,148,384)	(\$2,927,534)	(\$982,191)	\$4,460,735	(\$1,000,000)
Fund Balance, July 1:	\$23,385,378	\$22,236,994	\$19,309,460	\$19,309,460	\$23,770,195
Fund Balance, June 30:	\$22,236,994	\$19,309,460	\$18,327,269	\$23,770,195	\$22,770,195

Adopted Budget Resolution

RESOLUTION

A RESOLUTION TO ADOPT AND APPROPRIATE THE FISCAL YEAR 2013 BUDGET, ADOPT THE TAX RATES FOR CALENDAR YEAR 2012, AND ADOPT THE FISCAL YEAR 2013-2018 CAPITAL IMPROVEMENT PROGRAM

WHEREAS, it is the responsibility of the Fauquier County Board of Supervisors (the Board of Supervisors or the Board) to approve and control the County's fiscal plan for Fiscal Year (FY) 2013; and

WHEREAS, the Board of Supervisors has established an objective to adopt a Capital Improvement Program (CIP) each year; and

WHEREAS, on January 20, 2012, the County Administrator submitted the proposed FY 2013-2018 CIP to the Board of Supervisors and the Planning Commission; and

WHEREAS, on February 23, 2012, the County Administrator submitted the Proposed FY 2013 Budget and Calendar Year 2012 Tax Rates to the Board of Supervisors; and

WHEREAS, the Planning Commission conducted two work sessions and held a public hearing on the proposed CIP, and

WHEREAS, the Board of Supervisors' Facilities Planning and Implementation Committee and the full Board of Supervisors conducted a total of five work sessions on the proposed CIP; and

WHEREAS, the Planning Commission recommended unanimously that the Board of Supervisors approve the proposed CIP as proposed by the County Administrator; and

WHEREAS, it is the responsibility of the Fauquier County Board of Supervisors to set the tax rates for Calendar Year 2012; and

WHEREAS, the Board of Supervisors has received comments on the proposed tax rates, the proposed budget, and the proposed capital improvement program from citizens of Fauquier County at a duly advertised public hearing; and

WHEREAS, it is the intent of the Board of Supervisors that departments and agencies shall adhere to the budgeted funds in accordance with departmental budgets presented by the County Administrator and adjusted by the Board of Supervisors; and

WHEREAS, there are funds in the Capital Improvement Fund and the County and School Division Asset Replacement funds which will be unexpended at the end of FY 2012; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 28th day of March 2012, that the following tax rates for Calendar Year 2012 be, and are hereby, approved, as set forth below; and, be it

Adopted Budget Resolution

RESOLVED FURTHER, That the FY 2013-2018 Capital Improvement Program as amended by Board of Supervisors be, and is hereby, adopted; and ,be it

RESOLVED FURTHER, That the following budgets totaling \$255,942,121 be, and are hereby, approved effective July 1, 2012, as set forth below; and, be it

RESOLVED FURTHER, That local tax supported expenditures of the School Division's overall Operating Fund budget of \$125,567,417 shall not exceed \$76,892,228 of local funds; and, be it

RESOLVED FURTHER, That all outstanding encumbrances as of June 30, 2012, are hereby re-appropriated to the 2012-13 fiscal year to the same department or account for which they are encumbered in the 2011-12 fiscal year; and, be it

RESOLVED FURTHER, That all unencumbered appropriations lapse for budget items other than grants, capital projects, and asset replacement projects; and, be it

RESOLVED FURTHER, That appropriations designated for capital projects and asset replacement projects that are unexpended as of June 30, 2012, are hereby re-appropriated to the 2012-13 fiscal year to the same projects. In addition, the County Administrator may approve necessary accounting transfers between funds to enable the proper accounting for capital and asset replacement projects; and, be it

RESOLVED FURTHER, That the approval by the Board of Supervisors of any grant funds to the County constitutes the appropriation of both the revenue to be received from the grant and the County's expenditures required by the terms of the grant, if any. Grant appropriations unexpended as of June 30, 2012, are hereby re-appropriated to the 2012-13 fiscal year for those purposes. Upon completion of a grant project, staff is authorized to close out the grant and transfer any remaining balances back to the funding source; and be it

RESOLVED FURTHER, That projects which have been included in the Capital Improvement Program may be funded in future years at the discretion of the Board of Supervisors using a combination of County funds, proffers or funding from third parties; and, be it

RESOLVED FINALLY, That all financial activities, purchases, travel, personnel actions, etc., shall be in accordance with the policies and procedures established by the Board of Supervisors and administered by the County Administrator.

Adopted Budget Resolution

CALENDAR YEAR 2012 COUNTY TAX RATES

REAL ESTATE

General Real Estate \$0.919 per \$100 of assessed valuation

Special District Levy (Countywide)

Fire and Rescue \$0.045 per \$100 of assessed valuation

Conservation Easement \$0.006 per \$100 of assessed valuation

Special District Levy (District Only)

Marshall Electric Light and Business Improvement District Levy \$0.005 per \$100 of assessed valuation

PERSONAL PROPERTY

Tangible Personal Property \$4.65 per \$100 of assessed valuation

Business Furniture, Fixtures, and Equipment \$2.30 per \$100 of assessed valuation

Machinery and Tools \$2.30 per \$100 of assessed valuation

Motor Homes, Campers, and Boats \$1.50 per \$100 of assessed valuation

Motor Vehicle Carriers (30+ passengers) \$1.00 per \$100 of assessed valuation

Fire and Rescue Volunteer Vehicles \$0.25 per \$100 of assessed valuation

Handicap Equipped Vehicles \$0.05 per \$100 of assessed valuation

Aircraft¹ \$0.001 per \$100 of assessed valuation

Mobile Homes \$0.97 per \$100 of assessed valuation

¹Aircraft stored at the Warrenton-Fauquier Airport are subject to a special maintenance fee assessment.

Note: The Bethel Academy Street Service District consists of a \$522.08 surcharge per lot located within the district.

Adopted Budget Resolution

RESOLUTION

A RESOLUTION DIRECTING THE COUNTY ADMINISTRATOR TO REVISE THE FY 2013 ADOPTED BUDGET TO IMPLEMENT STATE REQUIREMENTS REGARDING THE VIRGINIA RETIREMENT SYSTEM

WHEREAS, the Board of Supervisors has directed the County Administrator to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the County of Fauquier to fund member contribution requirements for the Virginia Retirement System; and

WHEREAS, the implementation of Chapter 822 of the 2012 Acts of Assembly (SB497) requires an increase in employee contributions, to be offset by an increase in creditable compensation; now, therefore, be it

RESOLVED, the Fauquier County Board of Supervisors this 10th day of May 2012, That the Board hereby directs the County Administrator to reassign existing FY 2013 appropriations to provide the requisite funding for implementation of the employee contribution requirements contained in SB497.

Adopted Budget Resolution

FY 2013 EXPENDITURES

Fund/Department	Amount
General Government	
Board of Supervisors	\$260,361
Commissioner of the Revenue	\$1,310,636
County Administration	\$688,452
County Attorney	\$648,740
Finance	\$1,502,015
Geographic Information Systems	\$282,272
Human Resources	\$1,695,586
Independent Auditor	\$142,630
Information Technology	\$3,009,394
Management & Budget	\$411,624
Registrar	\$406,136
<u>Treasurer</u>	<u>\$1,094,527</u>
Subtotal General Government	\$11,452,373
Judicial Administration	
Adult Court Services	\$912,563
Circuit Court	\$132,565
Clerk of the Circuit Court	\$1,096,175
Commissioner of Accounts	\$2,400
Commonwealth's Attorney	\$1,219,260
General District Court	\$20,185
Juvenile and Domestic Relations Court	\$16,652
<u>Magistrates</u>	<u>\$87,773</u>
Subtotal Judicial Administration	\$3,487,573
Public Safety	
Fire, Rescue and Emergency Management	\$4,967,330
Juvenile Detention and Probation	\$309,457
<u>Sheriff's Office</u>	<u>\$16,139,529</u>
Subtotal Public Safety	\$21,416,316
Public Works	
Environmental Services - Convenience Sites	\$2,568,221
<u>General Services</u>	<u>\$4,831,505</u>
Subtotal Public Works	\$7,399,726

Adopted Budget Resolution

Fund/Department	Amount
Health & Welfare	
Community Services Board	\$363,833
Public Health	\$511,676
<u>Social Services/CSA</u>	<u>\$8,577,505</u>
Subtotal Health & Welfare	\$9,453,014
Culture	
Library	\$2,099,536
Lord Fairfax Community College	\$50,155
<u>Parks and Recreation</u>	<u>\$3,369,175</u>
Subtotal Culture	\$5,518,866
Community Development	
Agriculture Development	\$47,933
Community Development	\$3,284,524
Contributions	\$375,447
Cooperative Extension	\$127,457
Economic Development	\$429,473
John Marshall Soil & Water Conservation	\$138,516
<u>Planning Commission & Board of Zoning Appeals</u>	<u>\$148,386</u>
Subtotal Community Development	\$4,551,736
Non-Departmental	
Non-Departmental	<u>\$2,018,634</u>
Subtotal Non-Departmental	\$2,018,634
Transfers	
Affordable Housing Fund	\$203,632
Airport Enterprise Funds	\$16,000
Capital Improvement Program Fund	\$200,000
County Asset Replacement Fund	\$1,187,000
Debt Service Fund	\$12,996,945
School Division Operating Fund	<u>\$76,892,228</u>
Total Transfers	\$91,495,805
Total General Fund	\$156,794,043

Adopted Budget Resolution

Fund/Department	Amount
Other Funds	
Affordable Housing	\$203,632
Airport Enterprise Fund	\$898,209
Ambulance Revenue Fund	\$1,588,928
Capital Improvement Program Fund	\$200,000
Conservation Easement Service District Fund	\$729,673
County Asset Replacement Fund	\$1,222,000
Debt Service Fund	\$13,446,721
Environmental Services Fund - Landfill	\$4,250,014
Fleet Maintenance Fund	\$3,739,666
Health Insurance Fund	\$25,111,020
Volunteer Fire & Rescue Association	\$4,760,576
School Division Operating Fund	\$125,567,417
School Nutrition Fund	\$5,152,443
School Textbook Fund	\$775,686
Regional Governor's School Fund	\$944,293
<u>School Asset Replacement Fund</u>	<u>\$2,053,605</u>
Total Other Funds	\$190,643,883
Subtotal All Funds	\$347,437,926
Less Transfers	<u>(\$91,495,805)</u>
Total Appropriations:	\$255,942,121

Adopted Budget Resolution

FY 2013 REVENUES

Source	Amount
LOCAL REVENUE	
General Property Tax	
Real Estate	\$85,066,701
Public Service	\$6,280,176
Personal Property	\$14,800,000
Rollback Taxes	\$50,000
Bethel Academy	\$58,460
Delinquent Real Property	\$1,100,000
Delinquent Public Service	\$60,000
Delinquent Personal Property	\$480,000
Penalties	\$855,000
<u>Interest</u>	<u>\$415,000</u>
Total General Property Tax	\$109,165,337
Other Local Taxes	
Sales Tax (Local)	\$6,800,000
Utility Tax	\$1,400,000
Utility Consumption Tax	\$190,000
BPOL Tax	\$1,305,000
Auto Decals	\$1,750,000
Bank Stock Tax	\$100,000
Recording Tax & Fees (Deeds)	\$1,450,000
Recording Tax & Fees (Wills)	\$25,000
<u>Transient Occupancy Tax</u>	<u>\$90,000</u>
Total Other Local Taxes	\$13,110,000
Permit, Fees, and Licenses	
Dog Tags	\$40,000
Land Use Fees	\$217,000
Transfer Fees	\$2,000
Concealed Weapon Permits	\$2,000
Police Background Checks	\$2,000
<u>Community Development Fees</u>	<u>\$1,072,000</u>
Total Permits, Fees, and Licenses	\$1,335,000
Fines and Forfeitures	
Local Fines	\$757,232
Court Judgment Proceeds	\$1,000
Zoning Violation Fines	\$4,500
<u>Interest on Local Fines</u>	<u>\$6,000</u>
Total Fines and Forfeitures	\$768,732

Adopted Budget Resolution

Source	Amount
Use of Money and Property	
Interest Income - General Fund	\$250,000
Sale of Equipment/Vehicles	\$10,600
Rental of County Property	\$43,235
Rental Health Department	\$25,700
Rental of Armory	\$24,000
<u>Rental Hospital Hill Property</u>	<u>\$109,886</u>
Total Use of Money and Property	\$463,421
Charges for Services	
Excess Fees	\$100,000
Remote Access Clerk Fee	\$20,000
Sheriff Fees	\$3,742
Courtroom Security	\$200,000
Detention Fee	\$4,500
Law Library Fees	\$16,000
Local Cost	\$7,000
Inmate DNA	\$500
Inmate Processing Fee	\$7,000
Commonwealth's Attorney Fees	\$2,700
County Attorney Fees	\$21,000
Correction & Detention Charges	\$42,000
Street Signs	\$1,200
Fingerprinting Fees	\$9,000
Parks & Recreation	\$497,589
Library Fees	\$75,000
Sales of Tax Maps	\$100
<u>Sales of GIS Maps</u>	<u>\$10,000</u>
Total Charge for Services	\$1,017,331

Adopted Budget Resolution

Source	Amount
Miscellaneous Revenue & Recovered Costs	
Farm Tour Donations	\$1,500
Other Program Donations	\$2,000
Admin Fees - Debt Set-Off	\$28,750
Lien Fees - Treasurer	\$34,020
Lien Fees - County Attorney	\$4,000
Commonwealth's Attorney Collection Fees	\$201,000
HR Background Checks	\$40,000
Wellness Dollars	\$15,000
HR Miscellaneous Revenue	\$22,680
Town Code Red Emergency System Recoveries	\$5,000
Miscellaneous Revenue	\$40,060
Other Government Charges	\$10,500
Jail Boarding - Other Governments	\$500
Work Release	\$65,000
Canteen Medical Reimbursements	\$6,500
Home Incarceration Fees	\$12,000
CSA Refunds	\$10,000
Warrenton Community Center Recovered Costs	\$19,000
Radio Reimbursement - Culpeper/Rappahannock	\$25,862
<u>Miscellaneous Recoveries</u>	<u>\$2,000</u>
Total Miscellaneous Revenue & Recovered Costs	\$545,372
Total Local Revenue	\$126,405,193
STATE REVENUE	
Non-Categorical Aid	
Rolling Stock Tax	\$85,000
Mobile Home Titling Tax	\$18,000
Rental Car Tax	\$5,000
Personal Property Tax Relief	\$13,659,496
<u>Communication Tax</u>	<u>\$2,900,000</u>
Total Non-Categorical Aid	\$16,667,496

Adopted Budget Resolution

Source	Amount
Shared Expenses	
Commonwealth's Attorney	\$451,337
Sheriff	\$3,382,402
Commissioner of the Revenue	\$169,461
Treasurer	\$148,082
Registrar	\$48,452
Clerk of the Court	\$462,250
<u>Adult Confinement – Detention</u>	<u>\$225,000</u>
Total Shared Expenses	\$4,886,984
Categorical Aid	
Social Services	\$1,240,613
Comprehensive Services Act	\$2,080,697
Bright Stars Initiative	\$54,000
Recordation Tax	\$450,000
Library Aid	\$151,241
Commissioner of the Arts	\$5,000
Jury Duty Reimbursement	\$30,000
Adult Court Services – Pretrial	\$240,602
Community Corrections	\$253,240
Juv. Community Crime Control	\$36,836
E-911 Wireless Program	\$100,000
Prisoner Transportation	\$15,000
Armory	\$8,500
<u>State Revenue Reduction</u>	<u>(\$350,000)</u>
Total Categorical Aid	\$4,315,729
Total State Revenue	\$25,870,209
FEDERAL REVENUE	
Welfare Administration	\$1,795,709
<u>Public Safety</u>	<u>\$384,299</u>
Total Federal Revenue	\$2,180,008
INTERGOVERNMENTAL	
Volunteer Fire and Rescue Fund	\$155,201
<u>Ambulance Billing Fund</u>	<u>\$948,629</u>
Total Intergovernmental	\$1,103,830
Use of Fund Balance	\$1,234,803
Total General Fund	\$156,794,043

Adopted Budget Resolution

Source	Amount
OTHER FUNDS	
Affordable Housing Fund	\$203,632
Airport Enterprise Funds	\$898,209
Ambulance Billing Fund	\$1,588,928
County Asset Replacement	\$1,222,000
Capital Improvement Program Fund	\$200,000
Conservation Easement Service District Fund	\$729,673
Debt Service Fund	\$13,446,721
Environmental Services Enterprise Fund - Landfill	\$4,250,014
Fleet Maintenance Fund	\$3,739,666
Health Insurance Fund	\$25,111,020
Volunteer Fire & Rescue Association Fund	\$4,760,576
School Division Operating Fund	\$125,567,417
School Division Nutrition Fund	\$5,152,443
School Division Textbook Fund	\$775,686
School Division Asset Replacement Fund	\$2,053,605
<u>Regional Governor's School Fund</u>	<u>\$944,293</u>
Total Other Funds	\$190,643,883
Total All Funds	\$347,437,926
<u>Less Local Support</u>	<u>(\$91,495,805)</u>
Total Revenue	\$255,942,121

County Fiscal Policies

Policy: County Funds Structure & Uses Effective Date: July 1, 2010

I. Purpose

The purpose of the County Fund Structure and Uses policy is to establish and identify the structure and relationship between County funds. The Fauquier County Board of Supervisors is committed to the prudent management of County finances, promoting fiscal integrity and planning for the adequate funding of services desired by the public. The County Funds Structure and Uses policy establishes the framework for the County's overall fiscal planning and management.

II. Scope

This policy applies to the County's governmental and proprietary funds. For the purposes of this policy, a fund is defined as a mechanism employed for budgeting and accounting purposes to segregate resources related to specific activities. Fund types described in this policy consist of two major categories:

- A. Governmental Funds - General use funds typically consisting of activities supported by taxes, grants and similar resources.
- B. Proprietary Funds – Business-type activities consisting of self-funded enterprises or the provision of internal services to other governmental units.

Resource requirements for both types of funds are reviewed and appropriated by the Board of Supervisors during its annual budget process and revisited as circumstances require over the course of the fiscal year.

III. Governmental Funds

The County's governmental funds employ modified accrual accounting and are budgeted on the same basis. This category also includes special revenue funds that are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects. Accounting and budgeting procedures must be consistent with generally accepted accounting principles (GAAP). The following funds are categorized as governmental funds:

- A. General Fund – The primary operating fund for all non-education governmental activities. The General Fund is supported by a combination of local tax revenue, fees, charges for service, intergovernmental revenues, and outside grant funding.
- B. School Operating Fund – The primary fund for all education-related governmental activities. School Operating Fund revenue consists of a transfer from the County's General Fund, aid from the State and Federal governments, as well as various charges for service. The School Board has direct control over the allocation of resources within this fund.

County Fiscal Policies

- C. Debt Service Fund – This fund provides for the repayment of debt service on municipal debt issued to construct facilities. Additional information regarding the Debt Service Fund may be found in the Debt Issuance and Management Policy (FC-4).
- D. Asset Replacement Funds – The County maintains separate asset replacement funds for the General Government and the School Division. The Asset Replacement Funds provide for the financing of major maintenance and systems replacement, renovations and major asset replacements, principally through the accumulation of cash funding and various grants.
- E. Capital Improvement Fund – This fund provides for the acquisition, construction or total replacement of physical facilities to include additions that increase the square footage of an existing facility using a combination of cash funding and debt financing.
- F. Affordable Housing Fund – This fund supports the County’s efforts to increase opportunities for work force housing. The Affordable Housing Fund is supported by grants, proffers, and a transfer from the General Fund.
- G. Ambulance Billing Fund – This fund provides for the administration of the County’s ambulance revenue recovery program. Revenue generated from the County’s ambulance fee supports career and volunteer emergency medical service expenses.
- H. Conservation Easement Service District Fund – This fund provides for the administration of the County’s purchase of development rights program. The PDR program is funded by a dedicated real estate tax levy.
- I. Volunteer Fire and Rescue Association Fund – This fund supports expenditures for the County’s volunteer fire and rescue system. The VFRA Fund is supported by a dedicated real estate tax levy.
- J. Parks and Recreation Fund – This fund is used for private donations to support parks and recreation facilities and programs.
- K. Library Fund – This fund is used to account for private donations to support library facilities and programs.
- L. Proffer Fund – This fund is used for contributions from developers to support the impact on infrastructure from new housing growth.
- M. Vint Hill Transportation Fund – This fund accounts for the contributions received from developers to support the expansion of roads in the Vint Hill area.
- N. Non-Major School Division Funds – The School Division maintains several non-major funds for accounting purposes, consisting of the School Nutrition Fund, Textbook Fund and the Regional Governor’s School Fund, which is a fiduciary fund. These funds are supported by a combination of outside grants, fees and a transfer from the School Operating Fund.

IV. Proprietary Funds

The County’s proprietary funds employ a full accrual accounting method that recognizes the financial effect of transactions, events and interfund activities when they occur, regardless of the timing of related cash flows. The following funds are to be categorized as proprietary funds:

County Fiscal Policies

- A. Internal Service Funds – These funds are used to account for goods or services provided by one department or agency to another governmental unit on a cost reimbursement basis. Examples of internal service funds include the Fleet Maintenance and Health Insurance funds.
- B. Enterprise Funds – These funds house activities that are financed and operated as self-supporting activities. Examples of enterprise funds include the Environmental Services Fund and the Warrenton-Fauquier Airport Fund.

County Fiscal Policies

Policy: Budget Adjustment Guidelines **Effective Date: February 12, 2009**

- I. Purpose
The purpose of the Transfer and Supplemental Appropriation policy is to establish procedures for revising the Board of Supervisors' adopted fiscal plan and to set forth the specific approvals required to implement proposed changes.
- II. Scope
This policy applies to all General County Government departments and agencies, and to the School Division in the case of supplemental appropriations and carryovers.
- III. Budget Action Form
Agencies and staff requesting revisions to their adopted budgets will submit a Budget Action Form (BAF) to the County Budget Office. Budget staff will either authorize the change or submit recommendations to the County Administrator, depending on the type of request and the requirements described by this policy.
- A. Transfers: A transfer involves the movement of budgetary appropriations within a departmental or agency budget or between agency budgets, provided that the proposed action does not impact overall appropriations at the fund level.
1. To initiate a request for transfer the initiating department(s) shall complete a Budget Action Form (BAF).
 2. This form shall be reviewed by the Budget Office which shall be tasked with reviewing the justification for the transfer and providing a written statement of findings and recommendations.
 3. All requests for budget transfers must provide justification and be signed by the initiating department head(s).
 4. Departments are responsible for ensuring that expenditures are reconciled with budgets for the following categories: personnel, operations, and capital.
- B. Transfer Approvals (Between Departments in the Same Fund):
1. The Budget Office is the approval authority for all intra-departmental transfers (transfers within a department).
 2. The Budget Office is the approval authority for all inter-departmental transfers of less than \$50,000.
 3. The County Administrator is the approval authority for all inter-departmental transfer requests of \$50,000 and above.
 4. Transferring appropriations between the personnel and non-personnel categories will be allowed on an exception basis only, subject to a positive recommendation from the Budget Office and approval by the County Administrator.
 5. The Board of Supervisors is the approval authority, upon review and recommendation of the Finance and/or Personnel Committees, for all transfer requests to establish full-time or part-time permanent positions or any action that would create a multi-year financial commitment.

County Fiscal Policies

6. The Board of Supervisors is the approval authority, upon recommendation of the Finance Committee, for all requests to transfer appropriations from the Undedicated Contingency Reserve or a Dedicated Contingency Reserve.
 7. The initiating Department(s) may appeal a determination of the Budget Office to the County Administrator.
 8. Initiating Department(s) that do not report to County Administration may appeal a determination of the County Administrator to the Finance Committee.
- C. Supplemental Appropriations: Supplemental Appropriations involve actions that increase or decrease the overall budget appropriation for the County Budget or a Fund contained therein. Funding sources for these changes may include grants, unanticipated revenues, inter-Fund transfers or the use of Fund Balance.
- D. Supplemental Appropriation Approval:
1. The Budget Office will prepare an annual appropriations resolution that will authorize staff to carry forward appropriations authority for unexpended grants and encumbrances from the prior fiscal year as part of the annual closeout process.
 2. All requests for supplemental appropriation that do not fall under the preceding guideline require the Board of Supervisors' approval upon recommendation of the Finance Committee.
- E. Supplemental Appropriations – Public Hearing
1. The Code of Virginia (Sec. 15.2-2507) requires a public hearing when supplements to the budget exceed 1% of the total budget.
 2. The Budget Office has administrative responsibility to ensure that statutory requirements are met in regard to budget adjustments.
- F. Schools Categorical Transfers: For the purpose of this policy, transfers between School budgetary categories shall also require Board of Supervisors approval, provided that the School budget was approved using categorical appropriations.
- G. Capital Projects (CIP and Enterprise Funds):
1. Intra-Project Transfers: Transfers within project budgets are subject to the same procedures as intra-departmental transfers, described in Section III.A of this policy.
 2. Inter-Project Transfers: The Board of Supervisors is the approval authority, upon recommendation from the Finance Committee, for all requests for transfer between capital projects.
 3. Project Activity (CIP Fund): All capital projects having no activity (expenditure) within an 18 month period will be identified and submitted to the Finance Committee for review. Any of the projects for which there is no justified reason for inactivity will be closed and any residual funding will be transferred to the appropriate construction reserve account (County or Schools). These funds will be available for other County/School capital needs as determined by the Board of Supervisors.

County Fiscal Policies

4. Project Activity (Enterprise Funds): Inactive capital projects are subject to the same review process as identified in the previous section. Funding from closed projects will be de-appropriated and designated as unobligated fund balance for future use.

County Fiscal Policies

Policy: Fund Balance Management **Effective Date: May 12, 2011**

- I. Purpose
The Board of Supervisors recognizes the significance of maintaining an appropriate level of fund balance as one component of sound financial management; and, therefore, formally establishes this policy for the County's Fund Balance. An adequate fund balance level is an essential element in both short-term and long-term financial planning, and serves to mitigate the impact of future risks, sustain operations during economic downturns, and enhance creditworthiness. Through the maintenance of adequate levels of fund balance, the County can help stabilize funding for operations, stabilize taxes and fees, and realize cost savings in issuing debt. The County has achieved a prudent level of fund balance to enable it to set aside the funds needed to meet the target established herein.

- II. Scope
This policy establishes the level of unassigned fund balance required for the County's General Fund and fund balance management. It sets forth the levels deemed appropriate for County operations, and the protocol for the use and maintenance of the established levels. Further, the policy discusses the fund balance of other funds and the impact on the General Fund. This policy is established on the modified accrual basis of accounting for governmental funds.

- III. Components of Fund Balance
Fund Balance is the difference between assets and liabilities reported in governmental funds. It serves as a measure of financial resources available for current operations. The Governmental Accounting Standards Board prescribes the classification scheme for components of fund balance. The types of fund balance components are non-spendable, restricted, committed, assigned and unassigned. The policy will focus on the amount remaining after accounting for non-spendable and restricted fund balance, which is comprised of three elements; committed, assigned and unassigned fund balance.

County Fiscal Policies

Types	Definition	Example
Non-spendable:	Amounts that cannot be spent because they are not in spendable form, or for legal or contractual reasons, must be kept intact.	<ul style="list-style-type: none"> • inventory, • prepaid assets, • long-term receivables • Corpus of an endowment fund
Restricted:	Constraints placed on the use of these resources are either externally imposed by creditors, grantors, contributors, or other governments; or imposed by law through constitutional provisions or enabling legislation.	<ul style="list-style-type: none"> • federal grants, • unspent bond proceeds, • bond covenants, • taxes raised for a specific purpose
Committed:	Financial resources that can only be used for specific purposes pursuant to constraints imposed by formal action of the Board of Supervisors. Constraints may only be removed or changed by taking the same type of action previously committing these amounts.	<ul style="list-style-type: none"> • Requires action by the highest level of decision making authority. No delegation of authority is allowed • Limitation imposed no later than the close of the reporting period • “Rainy Day” funds with limitation imposed by formal action pursuant to this category. • Encumbrances (amounts imposed by formal action)
Assigned:	That portion of fund balance intended to be used for a specific purpose as expressed by the Board of Supervisors a local body, or official to which the Board of Supervisors has delegated the authority to assign amounts including but not limited to the County Administrator and the Office of Management and Budget.	<ul style="list-style-type: none"> • Encumbrances (Amounts imposed by informal action pursuant to this category, but that are neither restricted nor committed) • Recommended use of fund balance at year-end
Unassigned:	That portion of unrestricted fund balance that has not been committed or assigned for other uses; therefore, it is available to spend in future periods.	10% set aside for emergency needs as approved by Board of Supervisors

County Fiscal Policies

IV. Fund Balance Requirements

- A. The Government Finance Officers Association recommends that at a minimum, the total of committed, assigned and unassigned fund balance in the General Fund be available to cover at least two months of operating revenues or expenditures. The County sets the level of fund balance needed to mitigate risks and minimize costs associated with debt as follows:
1. The minimum level of unassigned fund balance at each fiscal year end shall be set at ten percent (10%) of general operating revenues.
 2. Ten percent (10%) is identified as the minimum amount needed to safeguard the County's financial stability and as one component in maintaining its bond ratings. This level, when combined with committed and assigned balances, provides the County with sufficient funds to operate in excess of two months without interrupting service levels.
- B. Appropriations from the fund balance below the minimum of ten percent of operating revenue shall occur only in the event of emergency needs as approved by the Board of Supervisors.
- C. Unassigned fund balance amounts that exceed ten percent may be transferred to the Capital Projects Fund construction reserve account for future construction needs.
- D. Fund balance shall be evaluated during the annual budget process. It shall be the goal of the Board of Supervisors to adopt a budget that maintains the target established herein.
- E. When both restricted resources and other resources are available to be used for the same purpose, it is the County's policy to use restricted resources first, and then committed, assigned and unassigned fund balance as they are needed.

V. Policy Compliance

- A. The County's Finance Department in coordination with the Office of Management and Budget shall submit an annual report to the Finance Committee upon completion of the audit. If the County does not meet its target, a compliance plan shall be submitted to the Board for approval which will meet this policy by the end of the subsequent fiscal year.
- B. The County shall demonstrate compliance with this policy in its annually adopted budget.

VI. Governmental Fund Categories and Fund Types

A. General Fund

1. The County's general operating fund accounts for all governmental activities unless required to be accounted for in another fund.

B. Capital Projects Funds

1. Fund balances in the Capital Funds are maintained to support the projects adopted in the Asset Replacement and Capital Improvement Program. The balances in these funds are either committed or assigned for specific projects/uses.
2. Annually, cash transfers are made from the supporting operating fund for projects that are approved as cash basis.

County Fiscal Policies

3. Debt proceeds are maintained in the Capital Projects Fund for those projects funded with debt.
4. The fund balance in these funds minimizes any potential liability for the General Fund.

C. Special Revenue Funds

1. Any revenue in excess of expenditures is retained in these funds. If expenditures are approved in excess of revenues, the General Fund will bear the cost. The fund balance target established for the General Fund takes this potential liability into account.

D. Schools Operating Fund

1. The Schools Operating Fund does not maintain a fund balance.
2. At each fiscal year-end if revenue exceeds expenditures, after accounting for carry forward expenditures, the surplus is allocated by resolution. The General Fund is the primary support for the Schools Operating Fund. In the event, the Schools experience revenue shortfalls or increased costs of operation, the General Fund may be impacted. The fund balance target established for the General Fund takes this liability into account.

E. Proprietary Funds

1. The County currently has four Proprietary Funds: Landfill & Recycling Fund, Airport, Fleet Maintenance and Health Insurance.
2. These operations are intended to be self-supporting. As such, the charges for services should be adjusted to cover any deficits.
3. In the event of deficits, the General Fund may approve a loan to cover the deficit with an appropriate repayment schedule. The fund balance target established for the General Fund takes this liability into account.

F. Debt Service Funds

1. The Debt Service Fund provides for the payment of debt service, both principal and interest, to fund capital projects. In the event debt service expenditures exceed budget, the General Fund will be impacted. The fund balance target established for the General Fund takes this liability into account.

County Fiscal Policies

Policy: Debt Issuance & Management Effective Date: December 10, 2009

- I. Purpose
The purpose of the Debt Issuance and Management policy is to establish procedures for the financing of major capital projects and policies for the issuance and management of debt.
- II. Scope
This policy applies to the financing of all General County Government and School Division capital facilities projects and the management of outstanding debt (including expenses relating to activities associated with the Volunteer Fire and Rescue and Conservation Easement Service District fund).
- III. Debt Referendum Policies
Capital Improvement Program: The County will develop and the Board of Supervisors will adopt a multi-year plan for capital improvements.
1. All capital improvement projects will be implemented in accordance with the adopted Capital Improvement Program.
Cash Financing: The Board of Supervisors will attempt to fund not less than 10% of the Capital Improvement Program's construction costs from current financial resources.
Referendum Requirements: The County will consider the use of general obligation debt on facility construction projects or acquisitions requiring at least \$25,000,000 in debt issuance. Issues requiring the threshold amount of debt issuance shall be subject to voter referendum regardless of the financial mechanism.
1. The County will confine long-term borrowing and capital leases to capital improvements, projects, and/or equipment that cannot be financed from current financial resources.
2. The Board of Supervisors may, by majority vote, waive the referendum requirement to the extent allowed by law in order to meet a critical health and/or public safety need, or in conjunction with a court order.
3. The Board of Supervisors may authorize cash expenditures for reasonable related expenses in preparation for a referendum. These expenditures may include preliminary architectural and engineering design work needed to provide County citizens with adequate details on the referendum issue. Funding will be made in accordance with existing Finance Committee policies.
4. The County will not fund current operations from the proceeds of borrowed funds.
- V. Debt Management Policies
A. Debt Capacity: The County's debt capacity will be defined as 10% of the aggregate total of budgeted revenue in the General Fund, Volunteer Fire and Rescue Fund and the Conservation Easement Service District Fund.

County Fiscal Policies

1. Payments on debt issued for the County's enterprise funds (e.g. the Airport Fund and the Environmental Services Fund) shall be incorporated into the business models for those funds and not considered as part of the annual debt capacity calculation.
- B. Debt Service Fund: The Debt Service Fund will provide for the payment of debt service, both principal and interest, on municipal debt issued to construct facilities.
1. The Fund will track debt service payments for educational and non-educational facilities, as well as public safety and conservation projects supported by the Volunteer Fire and Rescue and Conservation Easement Service District funds.
 2. Debt service payments on enterprise fund debt shall be included in the respective enterprise funds' annual budgets.
 3. The Debt Service Fund will be appropriated by the Board of Supervisors as part of the annual budget process, but will represent the long-term financing costs resulting from policy decisions made by the Board of Supervisors and the School Board as expressed by the Capital Improvement Program.
 4. The County will make every effort to apply reductions in annual debt service payments toward future capital needs and/or debt reduction.