

Appendices

Financial Summaries

Fiscal Year 2012 Adopted Budget Resolution

Fiscal Policies



Paris, Virginia

Financial Summaries

All Funds

Category	FY 2009 Actual	FY 2010 Actual	FY 2011 Budget	FY 2011 Estimated	FY 2012 Budget
Revenue					
General Property Taxes	\$117,147,501	\$114,670,814	\$110,000,823	\$111,511,872	\$111,909,389
Other Local Taxes	\$12,407,770	\$11,955,451	12,550,000	12,400,000	12,700,000
Permits, Licenses & Fees	\$1,235,404	\$985,213	1,178,235	949,740	1,168,400
Fines & Forfeitures	\$483,484	\$515,761	489,000	492,345	489,000
Use of Money & Property	\$1,587,488	\$808,554	1,083,753	1,346,409	815,256
Charges for Services	\$12,802,061	\$12,354,563	13,433,486	11,971,449	12,870,383
Miscellaneous Revenue	\$19,459,128	\$20,812,349	20,599,556	21,193,709	22,500,737
Recovered Costs	\$1,195,431	\$956,684	788,029	899,735	847,397
Intergovernmental Revenue	\$73,797,935	\$75,460,980	70,949,703	76,359,249	72,823,373
<u>Other Financing Sources</u>	<u>\$101,324,780</u>	<u>\$106,412,833</u>	<u>108,906,164</u>	<u>113,787,163</u>	<u>115,170,222</u>
Total Revenue	\$341,440,982	\$344,933,202	\$339,978,749	\$350,911,671	\$351,294,157
Expenditures					
Personnel	\$169,023,671	\$166,150,350	\$166,296,437	\$170,072,524	\$170,620,418
Operating	28,575,398	27,881,250	25,723,911	30,403,593	25,516,419
Capital	18,131,806	15,105,172	17,390,060	13,471,003	22,679,442
Other Charges	21,327,933	21,241,839	19,483,503	21,363,489	20,092,750
<u>Other Use of Funds</u>	<u>117,415,934</u>	<u>115,476,728</u>	<u>112,229,338</u>	<u>114,572,838</u>	<u>114,016,403</u>
Total Expenditures	\$354,474,742	\$345,855,339	\$341,123,249	\$349,883,447	\$352,925,432
Net Change in Fund Balance:	(\$13,033,760)	(\$922,137)	(\$1,144,500)	\$1,028,224	(\$1,631,275)
Fund Balance, July 1:	\$82,360,447	\$69,326,687	\$68,404,550	\$66,990,050	\$68,018,274
Fund Balance, June 30:	\$69,326,687	\$68,404,550	\$67,260,050	\$68,018,274	\$66,386,999

Financial Summaries

General Fund

Category	FY 2009 Actual	FY 2010 Actual	FY 2011 Budget	FY 2011 Estimated	FY 2012 Budget
<u>Revenue</u>					
General Property Taxes	\$111,425,781	\$109,576,780	\$105,023,472	\$106,534,521	\$106,833,585
Other Local Taxes	12,407,770	11,955,451	12,550,000	12,400,000	12,700,000
Permits, Licenses & Fees	1,213,149	964,288	1,156,735	929,800	1,146,900
Fines & Forfeitures	483,484	515,286	489,000	492,345	489,000
Use of Money & Property	1,104,972	546,219	730,646	548,580	539,877
Charges for Services	1,257,346	902,216	1,012,652	984,481	1,001,431
Miscellaneous Revenue	359,009	184,636	96,630	239,646	206,755
Recovered Costs	291,370	174,040	134,500	233,496	162,362
Intergovernmental Revenue	29,265,154	29,164,413	28,473,803	29,024,632	28,998,743
<u>Other Financing Sources</u>	<u>2,386,575</u>	<u>4,551,051</u>	<u>585,453</u>	<u>905,525</u>	<u>942,697</u>
Total Revenue	\$160,194,610	\$158,534,380	\$150,252,891	\$152,293,026	\$153,021,350
<u>Expenditures</u>					
Personnel	\$37,687,983	\$37,420,120	\$37,590,848	\$36,090,848	\$38,974,209
Operating	9,274,529	9,491,983	9,617,425	9,817,425	9,268,173
Capital	813,080	561,020	443,320	443,320	398,620
Other Charges	11,664,865	11,753,838	11,357,354	11,357,354	11,996,801
<u>Other Use of Funds</u>	<u>97,333,164</u>	<u>98,639,552</u>	<u>92,658,444</u>	<u>92,202,066</u>	<u>93,569,151</u>
Total Expenditures	\$156,773,621	\$157,866,513	\$151,667,391	\$149,911,013	\$154,206,954
Net Change in Fund Balance:	\$3,420,989	\$667,867	(\$1,414,500)	\$2,382,013	(\$1,185,604)
Fund Balance, July 1:	\$20,814,671	\$24,235,660	\$24,903,527	\$23,489,027	\$25,871,040
Fund Balance, June 30:	\$24,235,660	\$24,903,527	\$23,489,027	\$25,871,040	\$24,685,436

Financial Summaries

School Operating Fund

Category	FY 2009 Actual	FY 2010 Actual	FY 2011 Budget	FY 2011 Estimated	FY 2012 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	0	0	0	0
Charges for Services	0	0	0	0	0
Miscellaneous Revenue	626,127	756,468	646,500	674,235	593,500
Recovered Costs	121,266	63,470	47,657	60,367	39,657
Intergovernmental Revenue	40,770,855	40,911,360	40,308,860	43,956,381	41,666,849
<u>Other Financing Sources</u>	<u>95,119,373</u>	<u>93,208,247</u>	<u>76,892,228</u>	<u>78,989,072</u>	<u>76,892,228</u>
Total Revenue	\$136,637,621	\$134,939,545	\$117,895,245	\$123,680,055	\$119,192,234
Expenditures					
Personnel	\$107,296,939	\$105,597,792	\$104,350,613	\$106,703,165	\$105,462,465
Operating	7,577,241	8,842,594	7,077,223	7,937,577	7,281,617
Capital	1,994,430	1,404,563	137,735	369,241	68,478
Other Charges	5,266,069	5,009,120	4,659,211	4,623,518	4,659,211
<u>Other Use of Funds</u>	<u>14,252,335</u>	<u>14,095,874</u>	<u>1,670,463</u>	<u>4,293,113</u>	<u>1,720,463</u>
Total Expenditures	\$136,387,014	\$134,949,943	\$117,895,245	\$123,926,614	\$119,192,234
Net Change in Fund Balance:	\$250,607	(\$10,398)	\$0	(\$246,559)	\$0
Fund Balance, July 1:	\$6,350	\$256,957	\$246,559	\$246,559	\$0
Fund Balance, June 30:	\$256,957	\$246,559	\$246,559	\$0	\$0

Financial Summaries

Capital Improvement Fund

Category	FY 2009 Actual	FY 2010 Actual	FY 2011 Budget	FY 2011 Estimated	FY 2012 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	190,343	13,208	0	2,647	0
Charges for Services	0	36,000	0	0	0
Miscellaneous Revenue	0	450,000	0	0	0
Recovered Costs	0	36,000	0	0	0
Intergovernmental Revenue	1,029,091	1,679,956	0	0	0
<u>Other Financing Sources</u>	<u>3,203,311</u>	<u>8,343,659</u>	<u>13,962,850</u>	<u>11,881,819</u>	<u>17,200,000</u>
Total Revenue	\$4,422,745	\$10,558,823	\$13,962,850	\$11,884,466	\$17,200,000
Expenditures					
Personnel	\$75,920	\$2,003	\$0	\$3,014,018	\$0
Operating	1,604,896	202,227	0	527,151	0
Capital	12,071,028	10,374,862	13,692,850	6,174,672	17,200,000
Other Charges	47,911	62,268	0	824,821	0
<u>Other Use of Funds</u>	<u>4,241,025</u>	<u>1,390,191</u>	<u>0</u>	<u>1,343,804</u>	<u>0</u>
Total Expenditures	\$18,040,780	\$12,031,551	\$13,692,850	\$11,884,466	\$17,200,000
Net Change in Fund Balance:	(\$13,618,035)	(\$1,472,728)	\$270,000	\$0	\$0
Fund Balance, July 1:	\$30,511,481	\$16,893,446	\$15,420,718	\$15,420,718	\$15,420,718
Fund Balance, June 30:	\$16,893,446	\$15,420,718	\$15,690,718	\$15,420,718	\$15,420,718

Financial Summaries

Debt Service Fund

Category	FY 2009 Actual	FY 2010 Actual	FY 2011 Budget	FY 2011 Estimated	FY 2012 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	0	0	445,671	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
<u>Other Financing Sources</u>	<u>0</u>	<u>0</u>	<u>13,566,891</u>	<u>13,566,891</u>	<u>13,492,944</u>
Total Revenue	\$0	\$0	\$13,566,891	\$14,012,562	\$13,492,944
Expenditures					
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	0	0	0	0	0
Capital	0	0	0	0	0
Other Charges	0	0	0	0	0
<u>Other Use of Funds</u>	<u>0</u>	<u>0</u>	<u>13,566,891</u>	<u>13,566,891</u>	<u>13,938,615</u>
Total Expenditures	\$0	\$0	\$13,566,891	\$13,566,891	\$13,938,615
Net Change in Fund Balance:	\$0	\$0	\$0	\$445,671	(\$445,671)
Fund Balance, July 1:	\$0	\$0	\$0	\$0	\$445,671
Fund Balance, June 30:	\$0	\$0	\$0	\$445,671	\$0

Financial Summaries

Non-major Governmental Funds

Category	FY 2009 Actual	FY 2010 Actual	FY 2011 Budget	FY 2011 Estimated	FY 2012 Budget
Revenue					
General Property Taxes	\$5,721,720	\$5,094,034	\$4,977,351	\$4,977,351	\$5,075,804
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	\$1,193	\$144	\$29,478	\$29,478	\$0
Charges for Services	\$4,151,715	\$4,103,232	\$4,544,581	\$4,219,105	\$4,795,579
Miscellaneous Revenue	\$130,201	\$1,634	\$0	\$0	\$0
Recovered Costs	\$782,795	\$682,866	\$605,872	\$605,872	\$645,378
Intergovernmental Revenue	\$2,622,068	\$3,466,372	\$2,155,040	\$3,096,491	\$2,143,781
<u>Other Financing Sources</u>	<u>\$549,084</u>	<u>\$233,800</u>	<u>\$2,883,395</u>	<u>\$7,217,804</u>	<u>\$5,644,162</u>
Total Revenue	\$13,958,776	\$13,582,082	\$15,195,717	\$20,146,101	\$18,304,704
Expenditures					
Personnel	\$3,409,276	\$3,289,736	\$3,495,855	\$3,521,116	\$3,616,643
Operating	\$5,054,141	\$4,206,634	\$3,665,012	\$6,538,505	\$3,570,798
Capital	\$33,763	\$29,826	\$2,580,655	\$5,908,355	\$4,717,155
Other Charges	\$4,094,039	\$4,220,166	\$3,234,638	\$4,341,143	\$3,263,117
<u>Other Use of Funds</u>	<u>\$974,297</u>	<u>\$794,214</u>	<u>\$2,219,557</u>	<u>\$1,459,491</u>	<u>\$3,136,991</u>
Total Expenditures	\$13,565,516	\$12,540,576	\$15,195,717	\$21,768,610	\$17,410,646
Net Change in Fund Balance:	\$393,260	\$1,041,506	\$0	(\$1,622,509)	\$0
Fund Balance, July 1:	\$4,161,985	\$4,555,245	\$5,596,751	\$5,596,751	\$3,974,242
Fund Balance, June 30:	\$4,555,245	\$5,596,751	\$5,596,751	\$3,974,242	\$3,974,242

Financial Summaries

Proprietary Funds

Category	FY 2009 Actual	FY 2010 Actual	FY 2011 Budget	FY 2011 Estimated	FY 2012 Budget
Revenue					
General Property Taxes	\$0	\$0	\$0	\$0	\$0
Other Local Taxes	\$0	\$0	\$0	\$0	\$0
Permits, Licenses & Fees	\$22,255	\$20,925	\$21,500	\$19,940	\$21,500
Fines & Forfeitures	\$0	\$475	\$0	\$0	\$0
Use of Money & Property	\$290,980	\$248,983	\$323,629	\$320,033	\$275,379
Charges for Services	\$7,393,000	\$7,313,115	\$7,876,253	\$6,767,863	\$7,073,373
Miscellaneous Revenue	\$18,343,791	\$19,419,611	\$19,856,426	\$20,279,828	\$21,700,482
Recovered Costs	\$0	\$308	\$0	\$0	\$0
Intergovernmental Revenue	\$110,767	\$238,879	\$12,000	\$281,745	\$14,000
<u>Other Financing Sources</u>	<u>\$66,437</u>	<u>\$76,076</u>	<u>\$1,015,347</u>	<u>\$1,226,052</u>	<u>\$998,191</u>
Total Revenue	\$26,227,230	\$27,318,372	\$29,105,155	\$28,895,461	\$30,082,925
Expenditures					
Personnel	\$20,553,553	\$19,840,699	\$20,859,121	\$20,743,377	\$22,567,101
Operating	\$5,064,591	\$5,137,812	\$5,364,251	\$5,582,935	\$5,395,831
Capital	\$3,219,505	\$2,734,901	\$535,500	\$575,415	\$295,189
Other Charges	\$255,049	\$196,447	\$232,300	\$216,653	\$173,621
<u>Other Use of Funds</u>	<u>\$615,113</u>	<u>\$556,897</u>	<u>\$2,113,983</u>	<u>\$1,707,473</u>	<u>\$1,651,183</u>
Total Expenditures	\$29,707,811	\$28,466,756	\$29,105,155	\$28,825,853	\$30,082,925
Net Change in Fund Balance:	(\$3,480,581)	(\$1,148,384)	\$0	\$69,608	\$0
Fund Balance, July 1:	\$26,865,960	\$23,385,379	\$22,236,995	\$22,236,995	\$22,306,603
Fund Balance, June 30:	\$23,385,379	\$22,236,995	\$22,236,995	\$22,306,603	\$22,306,603

Adopted Budget Resolution

A RESOLUTION TO ADOPT AND APPROPRIATE THE FISCAL YEAR 2012 BUDGET, AND ADOPT THE TAX RATES FOR CALENDAR YEAR 2011 AND THE FISCAL YEAR 2012-2017 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) 2012; and

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

WHEREAS, on January 27, 2011, the County Administrator submitted the proposed FY 2012-2017 CIP to the Board of Supervisors and the Planning Commission; and

WHEREAS, on February 24, 2011, the County Administrator submitted the Proposed FY 2012 Budget and Calendar Year 2011 Tax Rates to the Board of Supervisors; and

WHEREAS, the Planning Commission conducted a total of 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 four 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 2011; 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 2011; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 29th day of March 2011, that the following tax rates for Calendar Year 2011 be, and are hereby, approved, as set forth below; and, be it

Adopted Budget Resolution

RESOLVED FURTHER, That the FY 2012-2017 Capital Improvement Program as amended by Board of Supervisors be, and is hereby, adopted; and ,be it

RESOLVED FURTHER, That the following budgets totaling \$260,566,628 be, and are hereby, approved effective July 1, 2011, as set forth below; and, be it

RESOLVED FURTHER, That local tax supported expenditures of the School Division's overall Operating Fund budget of \$119,192,234 shall not exceed \$76,892,228 of local funds; and, be it

RESOLVED FURTHER, That all outstanding encumbrances at June 30, 2011, are hereby re-appropriated to the 2011-12 fiscal year to the same department or account for which they are encumbered in the 2010-11 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, 2011, are hereby re-appropriated for those projects. In addition, the County Administrator may approve necessary accounting transfers between funds to enable the proper accounting for capital projects; and, be it

RESOLVED FURTHER, That the approval by the Board of Supervisors of any grant of 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, 2011, are hereby re-appropriated to the 2011-12 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 2011 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 Street Light 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 shall consist of a \$522.08 surcharge per lot located within the district.

Adopted Budget Resolution

FY 2012 EXPENDITURES

Fund/Department	Amount
General Government	
Board of Supervisors	\$248,923
Commissioner of the Revenue	\$1,222,595
County Administration	\$705,768
County Attorney	\$612,466
Finance	\$1,377,989
GIS	\$280,451
Human Resource Management	\$1,633,248
Independent Auditor	\$123,411
Information Technology	\$2,854,583
Management & Budget Office	\$393,977
Registrar	\$395,783
<u>Treasurer</u>	<u>\$1,053,366</u>
Subtotal General Government	\$10,902,560
Judicial Administration	
Adult Court Services	\$875,338
Circuit Court	\$131,156
Clerk of the Circuit Court	\$1,054,890
Commissioner of Accounts	\$2,400
Commonwealth's Attorney	\$908,650
General District Court	\$16,485
Juvenile and Domestic Relations Court	\$13,848
<u>Magistrates</u>	<u>\$87,773</u>
Subtotal Judicial Administration	\$3,090,540
Public Safety	
Fire, Rescue and Emergency Management	\$3,829,576
Juvenile Detention and Probation	\$309,457
<u>Sheriff's Office</u>	<u>\$15,048,560</u>
Subtotal Public Safety	\$19,187,593
Public Works	
Environmental Services - Convenience Sites	\$2,505,130
<u>General Services</u>	<u>\$4,612,647</u>
Subtotal Public Works	\$7,117,777
Health & Welfare	
Community Services Board	\$363,541
Public Health	\$503,574
<u>Social Services/CSA</u>	<u>\$9,145,549</u>
Subtotal Health & Welfare	\$10,012,664

Adopted Budget Resolution

Fund/Department	Amount
Culture	
Library	\$1,985,222
Lord Fairfax Community College	\$41,770
<u>Parks and Recreation</u>	<u>\$3,278,629</u>
Subtotal Culture	\$5,305,621
Community Development	
Agriculture Development	\$47,938
Community Development	\$3,138,566
Contributions	\$387,114
Economic Development	\$416,748
John Marshall Soil & Water Conservation	\$137,118
Planning Commission & Board of Zoning Appeals	\$148,207
<u>Virginia Cooperative Extension</u>	<u>\$126,982</u>
Subtotal Community Development	\$4,402,673
Non-Departmental	
<u>Non-Departmental</u>	<u>\$2,353,722</u>
Subtotal Non-Departmental	\$2,353,722
Total General Government	\$62,373,150
Transfers	
Affordable Housing Fund	\$203,632
Airport Enterprise Funds	\$16,000
Capital Improvement Program Fund	\$200,000
County Asset Replacement Fund	\$1,029,000
Debt Service Fund	\$13,492,944
<u>School Division Operating Fund</u>	<u>\$76,892,228</u>
Total Transfers	\$91,833,804
Total General Fund	\$154,206,954

Adopted Budget Resolution

Fund/Department	Amount
Other Funds	
Affordable Housing Fund	\$203,632
Airport Enterprise Funds	\$754,975
Ambulance Billing Fund	\$1,588,928
Capital Improvement Program Fund	\$17,200,000
Conservation Easement Service District Fund	\$628,424
County Asset Replacement Fund	\$3,164,000
Debt Service Fund	\$13,938,615
Environmental Services Enterprise Fund - Landfill	\$4,204,000
Fleet Maintenance Fund	\$3,303,950
Health Insurance Fund	\$21,820,000
Volunteer Fire & Rescue Association Fund	\$5,214,038
School Division Operating Fund	\$119,192,234
School Nutrition Fund	\$4,713,858
School Textbook Fund	\$344,611
Regional Governor's School Fund	\$894,058
<u>School Asset Replacement Fund</u>	<u>\$1,553,155</u>
Total Other Funds	\$198,718,478
Subtotal All Funds	\$352,925,432
Less Local Support	<u>(\$92,358,804)</u>
Total Appropriations	\$260,566,628

Adopted Budget Resolution

FY 2012 REVENUES

Source	Amount
LOCAL REVENUE	
General Property Tax	
Real Estate	\$84,026,973
Public Service	\$6,133,136
Personal Property	\$13,847,876
Rollback Taxes	\$50,000
Bethel Academy	\$55,600
Delinquent Real Property	\$900,000
Delinquent Public Service	\$70,000
Delinquent Personal Property	\$480,000
Penalties	\$855,000
<u>Interest</u>	<u>\$415,000</u>
Total General Property Tax	\$106,833,585
Other Local Taxes	
Sales Tax (Local)	\$6,200,000
Utility Tax	\$1,400,000
Utility Consumption Tax	\$190,000
BPOL Tax	\$1,505,000
Auto Decals	\$1,730,000
Bank Stock Tax	\$100,000
Recording Tax & Fees (Deeds)	\$1,450,000
Recording Tax & Fees (Wills)	\$25,000
<u>Transient Occupancy Tax</u>	<u>\$100,000</u>
Total Other Local Taxes	\$12,700,000
Permit, Fees, and Licenses	
Dog Tags	\$15,000
Land Use Fees	\$14,000
Transfer Fees	\$1,900
Concealed Weapon Permits	\$2,000
Police Background Checks	\$2,000
<u>Community Development Fees</u>	<u>\$1,112,000</u>
Total Permits, Fees, and Licenses	\$1,146,900
Fines and Forfeitures	
Local Fines	\$480,000
Court Judgment Proceeds	\$1,000
Zoning Violation Fines	\$2,000
Sheriff/Seizure Forfeitures	\$0
<u>Interest on Local Fines</u>	<u>\$6,000</u>
Total Fines and Forfeitures	\$489,000

Adopted Budget Resolution

Source	Amount
Use of Money and Property	
Interest Income - General Fund	\$310,000
Sale of Equipment/Vehicles	\$30,000
Rental of County Property	\$38,800
Rental Health Department	\$0
Rental of Armory	\$25,000
<u>Rental Hospital Hill Property</u>	<u>\$166,077</u>
Total Use of Money and Property	\$569,877
 Charges for Services	
Excess Fees	\$100,000
Remote Access Clerk Fee	\$20,000
Sheriff Fees	\$3,742
Courtroom Security	\$170,000
Detention Fee	\$4,500
Welfare & Social Services Fees	\$0
Law Library Fees	\$16,000
Local Cost	\$7,000
Courthouse Maintenance Fees	\$0
Inmate DNA	\$500
Inmate Processing Fee	\$7,000
Commonwealth's Atty. Fees	\$2,300
County Attorney Fees	\$25,000
Corr. & Detention Charges	\$42,000
Street Signs	\$1,200
Fingerprinting Fees	\$9,000
Fire Marshall Fees	\$0
Parks & Recreation	\$497,589
Library Fees	\$75,000
Sales of Tax Maps	\$100
Sales of GIS Maps	\$20,000
<u>Sales of Computer Lists & Files</u>	<u>\$500</u>
Total Charge for Services	\$1,001,431

Adopted Budget Resolution

Source	Amount
Miscellaneous Revenue & Recovered Costs	
Miscellaneous Donations	\$6,500
Admin Fees - Debt Set-Off	\$29,375
Lien Fees - Treasurer	\$30,000
Lien Fees - County Attorney	\$2,000
HR Background Checks	\$40,000
Wellness Dollars	\$15,000
HR Miscellaneous Revenue	\$22,680
Town Election Reimbursement	\$12,500
Insurance Recoveries	\$0
Miscellaneous Revenue	\$18,700
Other Government Charges	\$10,500
Process and Service Fees	\$0
Jail Boarding - Other Governments	\$500
Work Release	\$80,000
Canteen Medical Reimb.	\$6,500
Home Incarceration Fees	\$12,000
CSA Refunds	\$10,000
<u>Miscellaneous Recoveries</u>	<u>\$42,862</u>
Total Miscellaneous Revenue & Recovered Costs	\$339,117
Total Local Revenue	\$123,079,910
STATE REVENUE	
Non-Categorical Aid	
Rolling Stock Tax	\$85,000
Mobile Home Titling Tax	\$57,119
Rental Car Tax	\$14,672
Personal Property Tax Relief	\$13,659,496
Communication Tax	\$3,122,765
<u>E-911 Wireless Program</u>	<u>\$100,000</u>
Total Non-Categorical Aid	\$17,039,052

Adopted Budget Resolution

Source	Amount
Shared Expenses	
Commonwealth Attorney	\$448,067
Sheriff	\$3,324,299
Commissioner of the Revenue	\$169,461
Treasurer	\$148,082
Registrar	\$48,452
Clerk of the Court	\$462,250
<u>Adult Confinement – Detention</u>	<u>\$275,000</u>
Total Shared Expenses	\$4,875,611
Categorical Aid	
Social Services	\$1,246,883
Comprehensive Services Act	\$2,098,808
Welfare to Work	\$0
Bright Stars Initiative	\$54,000
Recordation Tax	\$450,000
Library Aid	\$151,368
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	\$39,289
Armory	\$8,900
State Revenue Reduction	(\$405,496)
<u>Miscellaneous</u>	<u>\$15,000</u>
Total Categorical Aid	\$4,187,594
Total State Revenue	\$26,102,257
FEDERAL REVENUE	
Welfare Administration	\$2,398,611
Public Safety	\$480,875
Community Development	\$17,000
Miscellaneous	\$0
<u>Payments in Lieu of Taxes</u>	<u>\$0</u>
Total Federal Revenue	\$2,896,486
INTERGOVERNMENTAL	
Volunteer Fire and Rescue Fund	\$152,011
Ambulance Billing Fund	\$760,686
<u>Airport Enterprise Fund</u>	<u>\$30,000</u>
Total Intergovernmental	\$942,697
Use of Fund Balance	\$1,185,604
Total General Fund	\$154,206,954

Adopted Budget Resolution

Source	Amount
OTHER FUNDS	
Affordable Housing Fund	\$203,632
Airport Enterprise Funds	\$754,975
Ambulance Billing Fund	\$1,588,928
County Asset Replacement	\$3,164,000
Capital Improvement Program Fund	\$17,200,000
Conservation Easement Service District Fund	\$628,424
Debt Service Fund	\$13,938,615
Environmental Services Enterprise Fund - Landfill	\$4,204,000
Fleet Maintenance Fund	\$3,303,950
Health Insurance Fund	\$21,820,000
Volunteer Fire & Rescue Association Fund	\$5,214,038
School Division Operating Fund	\$119,192,234
School Division Nutrition Fund	\$4,713,858
School Division Textbook Fund	\$344,611
School Division Asset Replacement Fund	\$1,553,155
<u>Regional Governor's School Fund</u>	<u>\$894,058</u>
Total Other Funds	\$198,718,478
Total All Funds	\$352,925,432
<u>Less Local Support</u>	<u>(\$92,358,804)</u>
Total Revenue	\$260,566,628

County Fiscal Policies

Debt Issuance & Management (Adopted 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.

IV. 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.

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.

County Fiscal Policies

- 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.

County Fiscal Policies

Fund Balance Management (Adopted 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.

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

County Fiscal Policies

Types	Definition	Example
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

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.

County Fiscal Policies

- 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.
- 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.

County Fiscal Policies

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

Budget Adjustment Guidelines (Adopted June 30, 2007, Rev. 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.