



TOWN OF OCCOQUAN
Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street
PO BOX 195
Occoquan, VA 22125
(703) 491-1918
www.OccoquanVA.gov
info@occoquanva.gov

Occoquan Town Council
Work Session Meeting
November 15, 2016 | 7:00 p.m.

1. Call to Order
2. Regular Items
 - a. Treasurer's Report - 1st Quarter Financials
 - b. Fall 2016 Arts and Crafts Show Report
3. Adjournment



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

2. Work Session	Meeting Date: November 15, 2016
2 A: Treasurer's Report - FY 2017 1st Quarter Report (July - September)	

Explanation and Summary:

The Town Treasurer will provide the financial report for the first quarter (July - September) of Fiscal Year (FY) 2017.

Attachments: (1) Treasurer's Financial Report

TOWN OF OCCOQUAN
FINANCIAL REPORT
AS OF 9/30/16

- * General Fund actual Net Income is \$2,200 below budget
- * General Fund actual Net Income is \$30,000 below General Fund Net Income for 9/30/15
 - * We've received \$990 in Brick Revenue as of 9/30/16, \$6,200 Total Revenue
- * \$172,000 of the Services Expense/Revenue Engineering is attributed to River Mill Park

	As of 6/30/16	Income/Loss as of 9/30/16	As of 9/30/16
30000 - Restricted-Mamie Davis Fund	100,000	-	100,000
30010 - Operating Reserve	200,000	-	200,000
30020 - Unrestricted Retained Earnings	(14,312)	(68,418)	(82,731)
30030 - Temporarily Restricted - CS	143,223	67,411	210,634
30040 - Temporarily Restricted - CIP	337,000	(51,280)	285,720
30050 - Temporarily Restricted - MDP	3,673	691	4,364
30060 - Temporarily Restricted - PS Grant	23,424	248	23,671
30070 - Temporarily Restricted - PEG	209	-	209
	<u>793,216</u>	<u>(51,348)</u>	<u>741,868</u>

TOWN OF OCCOQUAN
Balance Sheet Prev Year Comparison
As of September 30, 2016

	9/30/2016	9/30/2015	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10001 - Petty Cash	340	100	240
10020 - Operating Account - Payroll	5,490	16,118	(10,628)
10021 - Operating Account	102,355	31,958	70,397
10030 - Craft Show - Checking	18,492	54,143	(35,651)
10031 - Craft Show - MM/CD	200,000	200,000	-
10032 - Craft Show - MM	208,349	178,662	29,688
10033 - Craft Show - PayPal	150	-	150
10034 - Craft Show - Investment Pool	101,463	100,318	1,144
10080 - Mamie Davis - Checking	4,034	4,223	(189)
10081 - Mamie Davis - MM/CD	100,000	100,000	-
10090 - Bricks Account	5,614	200	5,414
Total Checking/Savings	746,286	685,722	60,564
Accounts Receivable			
10180 - Accounts Receivable	121,169	145,666	(24,497)
10190 - Real Estate Receivable	1,296	4,251	(2,955)
10200 - Sales Tax Receivable	4,024	4,057	(33)
10250 - Engineering Receivable	1,858	4,973	(3,115)
Total Accounts Receivable	128,347	158,947	(30,600)
Other Current Assets			
10230 - Inventory	1,746	2,003	(257)
11000 - Prepaid Expenses	12,581	12,258	323
Total Other Current Assets	14,327	14,261	65
Total Current Assets	888,960	858,930	30,030
TOTAL ASSETS	888,960	858,930	30,030

TOWN OF OCCOQUAN
Balance Sheet Prev Year Comparison
As of September 30, 2016

	9/30/2016	9/30/2015	\$ Change
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	121,917	120,900	1,018
Total Accounts Payable	121,917	120,900	1,018
Other Current Liabilities			
20930 · Security Deposit	1,600	1,200	400
20935 · Performance Bond	4,126	446	3,680
20940 · Unearned Craft Show Revenue	5,800	3,125	2,675
20950 · Unearned Other Revenue	8,109	3,315	4,794
20980 · Unearned R.E. Tax	127	-	127
21100 · Grant Pass-thru	200	200	-
21200 · Payroll Liabilities	5,212	15,567	(10,355)
Total Other Current Liabilities	25,175	23,853	1,322
Total Current Liabilities	147,092	144,753	2,339
Total Liabilities	147,092	144,753	2,339
Equity			
30000 · Restricted-Mamie Davis Fund	100,000	100,000	-
30010 · Operating Reserve	200,000	200,000	-
30020 · Unrestricted Retained Earnings	(14,312)	(30,660)	16,348
30030 · Temporarily Restricted - CS	143,223	221,407	(78,184)
30040 · Temporarily Restricted - CIP	337,000	226,500	110,500
30050 · Temporarily Restricted - MDP	3,673	4,072	(399)
30060 · Temporarily Restricted - PS Grant	23,424	14,206	9,217
30070 · Temporarily Restricted - PEG	209	-	209
Net Income	(51,348)	(21,348)	(30,000)
Total Equity	741,868	714,178	27,690
TOTAL LIABILITIES & EQUITY	888,960	858,930	30,030

TOWN OF OCCOQUAN
General Fund Profit & Loss Budget vs. Actual
July through September 2016

Ordinary Income/Expense	Jul '16 - Sep '16	Budget	\$ Over Budget	% Over Budget
Income				
40000 · TAXES				
40010 · Real Estate Tax	-	-	-	0%
40020 · Meals Tax	64,924	53,924	11,000	20%
* 40030 · Sales Tax	6,339	6,125	214	3%
40040 · Utility Tax	7,646	8,000	(354)	-4%
40050 · Communications Tax	10,925	11,250	(325)	-3%
Total 40000 · TAXES	89,834	79,299	10,535	13%
41000 · FEES/LICENSES				
41010 · Auto Decals	274	-	274	100%
41020 · Business Licenses	198	-	198	100%
41030 · Late Fees	406	500	(94)	-19%
41040 · Fines - Public Safety	9,894	3,000	6,894	230%
41050 · Architectural Review Board Fees	50	38	13	33%
41060 · Precious Metal License	200	-	200	100%
41070 · ATM Fees	750	750	-	0%
41080 · Dock Fees	204	175	29	17%
41090 · Engineering Fees	150	-	150	100%
41100 · Administrative Fees	960	500	460	92%
41110 · Services Revenue- Bldg Official	2,430	11,000	(8,570)	-78%
41120 · Services Revenue - Engineering	172,428	5,000	167,428	3349%
41130 · Services Revenue - Legal	-	625	(625)	-100%
41140 · Services Revenue - Other	90	500	(410)	-82%
Total 41000 · FEES/LICENSES	188,035	22,088	165,947	751%
42000 · GRANTS				
42010 · Litter Grant	-	-	-	0%
42020 · Public Safety (HB 599)	5,496	5,250	246	5%
42030 · Safety	-	-	-	0%
42040 · Grant - Other	-	-	-	0%
Total 42000 · GRANTS	5,496	5,250	246	5%
43000 · RENTALS				
43010 · Town Hall	-	150	(150)	-100%
43020 · River Mill Park	-	1,000	(1,000)	-100%
43030 · Mamie Davis Park Rental	-	-	-	0%
Total 43000 · RENTALS	-	1,150	(1,150)	-100%
44000 · OTHER				
44010 · General Fund Interest	24	16	7	45%
44040 · Bricks Revenue	990	1,750	(760)	-43%
44050 · General Fund - Sponsorships	3,016	-	3,016	100%
44060 · Other	2,797	-	2,797	100%
Total 44000 · OTHER	6,826	1,766	5,060	286%
Total Income	290,191	109,553	180,638	165%

TOWN OF OCCOQUAN
General Fund Profit & Loss Budget vs. Actual
July through September 2016

Expense	Jul '16 - Sep '16	Budget	\$ Over Budget	% Over Budget
Total 60000 · PERSONNEL SERVICES	78,419	77,907	512	1%
60400 · PROFESSIONAL SERVICES				
60410 · Building Official Services				
60415 · Services Expense - Bldg Official	1,165	-	1,165	100%
60410 · Building Official Services - Other	2,430	11,000	(8,570)	-78%
Total 60410 · Building Official Services	3,595	11,000	(7,405)	-67%
60420 · Consulting	270	-	270	100%
60430 · Zoning and Engineering Services				
60435 · Services Expenses - Zoning/Engineering	172,428	-	172,428	100%
60430 · Zoning and Engineering Services - Other	10,865	12,500	(1,635)	-13%
Total 60430 · Zoning and Engineering Services	183,293	12,500	170,793	1366%
60440 · Legal Services				
60445 · Services Expense - Legal	-	-	-	0%
60440 · Legal Services - Other	15,423	12,500	2,923	23%
Total 60440 · Legal Services	15,423	12,500	2,923	23%
60450 · Audit Services	-	-	-	0%
60460 · Payroll Processing	150	150	-	0%
60465 · Financial System Maintenance	800	1,500	(700)	-47%
60470 · Bank Charges	118	25	93	372%
Total 60400 · PROFESSIONAL SERVICES	203,650	37,675	165,975	441%
Total 60800 · INFORMATION TECHNOLOGY SERVICES	4,061	3,100	961	31%
Total 61200 · MATERIALS AND SUPPLIES	5,668	2,325	3,343	144%
Total 61600 · OPERATIONAL SERVICES	2,040	1,450	590	41%
Total 62000 · CONTRACTS	24,087	18,896	5,191	27%
Total 62400 · INSURANCE	3,857	4,180	(323)	-8%
Total 62800 · PUBLIC INFORMATION	1,118	1,150	(32)	-3%
Total 63200 · ADVERTISING	1,282	3,413	(2,130)	-62%
Total 63600 · TRAINING AND TRAVEL	1,496	3,025	(1,529)	-51%
Total 64000 · VEHICLES AND EQUIPMENT	4,603	3,225	1,378	43%
Total 64400 · SEASONAL	-	625	(625)	-100%
Total 64800 · TOWN HALL	2,344	2,118	227	11%
Total 65200 · MILL HOUSE MUSEUM	6,486	6,185	301	5%
Total 65600 · VISITORS CENTER	60	185	(125)	-68%
Total 66000 · MAINTENANCE YARD (Commerce)	676	460	216	47%
Total 66400 · MILL STREET STORAGE FACILITY	-	-	-	0%
Total 66800 · RIVER MILL PARK & FACILITY	11,348	4,435	7,510	169%
Total 67200 · MAMIE DAVIS PARK	527	400	127	32%
Total 68400 · STREETS AND SIDEWALKS	-	438	(438)	-100%
Total 68800 · HISTORIC DISTRICT	4,912	2,050	2,862	140%
Total 69200 · SPECIAL EVENTS	1,728	2,225	(497)	-22%
Total Expense	358,362	175,465	182,896	104%
Net Income	(68,171)	(65,912)	(2,258)	3%

Craft show Fund

	Jul '16- Sep '16	Budget	\$ Over Budget	% Over Budget
Income	113,836	107,813	6,023	6%
Expense	46,425	45,247	1,178	3%
	67,411	62,566	4,846	8%

Mamie Davis Park Fund

	Jul '16- Sep '16	Budget	\$ Over Budget	% of Budget
Income	1,201	500	701	140%
Expense	510	500	10	2%
	691	-	691	100%

PEG Fund

	Jul '16- Sep '16	Budget	\$ Over Budget	% of Budget
Income	-	-	-	0%

CIP Fund

	Actual	Annual	
	Jul '16- Sep '16	Budget	Remaining Budget
70001 · Mill St. Revitalization Project	1,751	-	(1,751)
70002 · Intersection Improvements	-	10,000	10,000
70003 · Street Maintenance	-	15,000	15,000
70004 · Sidewalk Maintenance	-	20,000	20,000
70005 · Building Maintenance	-	5,000	5,000
70006 · Stormwater Management	-	5,000	5,000
70008 · Trash/Recycling Containers	-	11,000	11,000
70009 · Town Hall Renovations	24,871	25,000	129
70012 · Gas Light Replacement	-	18,000	18,000
70014 · Parking/Traffic Study	-	10,000	10,000
70017 · Community Planning Project	-	15,000	15,000
72001 · Tanyard Hill Parcel - Site Research	-	5,000	5,000
72003 · River Park Project	12,848	5,000	(7,848)
72004 · Canoe/Kayak Ramp	2,910	140,000	137,090
72007 · Tree Canopy Maintenance	-	5,000	5,000
74002 · In-Vehicle Laptop Replacement	-	2,000	2,000
74004 · Body/In-Car Camera System	-	7,000	7,000
76001 · Computer Upgrades	1,322	1,000	(322)
76005 · A/V Equipment - Town Hall	5,993	5,000	(993)
76006 · Document Management System	-	10,000	10,000
78002 · Town Code Recodification/Legal Review	-	20,000	20,000
78004 · Comprehensive Plan Review/Update	1,585	-	(1,585)
78005 · Office Equipment Replacement	-	3,000	3,000
Total 70000 · CIP EXPENSE	51,280	337,000	285,720

70001 · Mill St. Revitalization Project is comprised of acquisition costs



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

2. Work Session	Meeting Date: November 15, 2016
2 B: Fall 2016 Arts and Crafts Show Report	

Explanation and Summary:

The Events and Community Development Director will provide a report on the outcome of the Fall 2016 Occoquan Arts and Crafts Show.

Attachments: (1) Fall 2016 Arts and Crafts Show Report



TOWN OF OCCOQUAN
 CIRCA 1734 INCORPORATED 1874
 314 MILL STREET, P.O. BOX 195
 OCCOQUAN, VIRGINIA 22125
 703-491-1918 FAX 571-398-5016

ARTS AND CRAFT SHOW REPORT

November 15, 2016

FALL 2016 CRAFT SHOW

CATEGORY	NUMBER OF VENDORS* FALL 2016	NEW FALL '16	Fall 2015 VENDORS
Merchants	39	4	40
Food	13	3	16
Buy-Sell/Non-Profit	54	13	35
Crafter	167*	33	155
Sponsors	8*	2	6
TOTAL	281	55	252

Expenditures (Projected vs. Actual)

Expenditure Category	Projected Cost	Actual Cost
Personnel Services	\$22,254	\$24,193.50
Equipment Rental & Contracts	\$16,500	\$16,795.73
Advertising	\$10,000	\$6,580.40
Materials and Supplies	\$2,300	\$3,326.80
Entertainment	\$1,000	\$2,500.00
TOTAL PROJECTED EXPENSE	\$52,054	\$53,396.43

Revenue (Projected vs. Actual)

Revenue Category	Projected Revenue	Actual Revenue
Booth Fees	\$77,000	\$80,849.00
Sponsors	\$4,000	\$4,000.00
Other	\$375	\$1,485
Parking (Vendors)	\$1,687.50	\$2,955.59
Bus Fees (Earned)	\$24,000	\$24,581.50
TOTAL	\$107,062.50	\$113,870.64

Actual Total Revenue	Actual Total Expense
\$113,870.64	\$53,396.43
NET REVENUE	\$60,474.21

Budget vs. Actual

	FY 17 Budget (Per Show)	Actual Fall 2016
REVENUE	\$108,562.50	\$113,870.64
EXPENSES	\$52,054	\$53,396.43

Previous Fall Shows' Net Revenue

2015	\$49,135.95
2014	\$63,114.02
2013	\$55,964.15

*Indicates number of individual vendors, not number of booths sold.

*11 additional vendors requested transfer to Spring or Fall 2017 Show.

*Sponsors - Garay Photos and Edgemoor Art Studio were in-kind sponsors. In exchange for sponsorship, Garay Photos took photos of the Craft Show and Edgemoor provided a free painting station for kids.