



**TOWN OF OCCOQUAN**  
Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street  
PO BOX 195  
Occoquan, VA 22125  
(703) 491-1918  
[www.OccoquanVA.gov](http://www.OccoquanVA.gov)  
[info@occoquanva.gov](mailto:info@occoquanva.gov)

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**Occoquan Town Council**

**Work Session Meeting**

**May 17, 2016 | 7:00 pm**

1. Call to Order
2. Regular Items
  - a. Treasurer's Report - FY16 Year to Date Report (Third Quarter)
  - b. Arts and Crafts Spring Show Update
3. Adjournment



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>2. Work Session Regular Agenda</b>	<b>Meeting Date:</b> May 17, 2016
<b>2 A: Treasurer's Report - FY 2016 Year to Date Report (Third Quarter)</b>	

**Explanation and Summary:**

The Town Treasurer will provide the financial report for the third quarter (January - March) of Fiscal Year (FY) 2016.

**Attachments: (1) Treasurer's Financial Report**

**TOWN OF OCCOQUAN**  
**FINANCIAL REPORT**  
**AS OF 3/31/16**

- \* General Fund actual Net Income is \$10,700 above budget
- \* General Fund actual Net Income is \$19,800 below General Fund Net Income for 3/31/15
  - \* We've received \$4,800 in Brick Revenue as of 12/31/15
- \* \$723,400 of the Services Expense/Revenue Engineering is attributed to River Mill Park

	As of 6/30/15	Income/Loss as of 3/31/16	As of 3/31/16
<b>30000 - Restricted-Mamie Davis Fund</b>	100,000	-	100,000
<b>30010 - Operating Reserve</b>	200,000	-	200,000
<b>30020 - Unrestricted Retained Earnings</b>	(30,512)	59,513	29,001
<b>30030 - Temporarily Restricted - CS</b>	221,407	47,283	268,690
<b>30040 - Temporarily Restricted - CIP</b>	226,500	(39,753)	186,747
<b>30050 - Temporarily Restricted - MDP</b>	4,072	450	4,522
<b>30060 - Temporarily Restricted - PS Grant</b>	14,206	8,134	22,340
<b>30070 - Temporarily Restricted - PEG</b>	-	209	209
	<b>735,674</b>	<b>75,835</b>	<b>811,509</b>

**TOWN OF OCCOQUAN**  
**Balance Sheet Prev Year Comparison**  
As of March 31, 2016

	3/31/2016	3/31/2015	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10001 · Petty Cash	100	100	-
10020 · Operating Account - Payroll	25,355	17,187	8,168
10021 · Operating Account	54,912	158,385	(103,473)
10030 · Craft Show - Checking	62,701	72,863	(10,162)
10031 · Craft Show - MM/CD	200,000	200,000	-
10032 · Craft Show - MM	279,022	248,087	30,935
10033 · Craft Show - PayPal	-	1,067	(1,067)
10034 · Craft Show - Investment Pool	101,012	-	101,012
10080 · Mamie Davis - Checking	4,522	4,923	(401)
10081 · Mamie Davis - MM/CD	100,000	100,000	-
10090 · Bricks Account	4,422	-	4,422
<b>Total Checking/Savings</b>	<b>832,046</b>	<b>802,612</b>	<b>29,434</b>
<b>Accounts Receivable</b>			
10180 · Accounts Receivable	138,063	96,863	41,199
10190 · Real Estate Receivable	4,213	6,224	(2,012)
10200 · Sales Tax Receivable	5,476	5,368	108
10250 · Engineering Receivable	5,200	7,059	(1,859)
10260 · Building Official Receivable	(470)	-	(470)
<b>Total Accounts Receivable</b>	<b>152,481</b>	<b>115,514</b>	<b>36,967</b>
<b>Other Current Assets</b>			
10230 · Inventory	1,985	302	1,683
11000 · Prepaid Expenses	11,694	3,496	8,198
<b>Total Other Current Assets</b>	<b>13,680</b>	<b>3,798</b>	<b>9,882</b>
<b>Total Current Assets</b>	<b>998,207</b>	<b>921,924</b>	<b>76,283</b>
<b>TOTAL ASSETS</b>	<b>998,207</b>	<b>921,924</b>	<b>76,283</b>

**TOWN OF OCCOQUAN**  
**Balance Sheet Prev Year Comparison**  
As of March 31, 2016

	3/31/2016	3/31/2015	\$ Change
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 · Accounts Payable	96,575	70,062	26,513
<b>Total Accounts Payable</b>	<b>96,575</b>	<b>70,062</b>	<b>26,513</b>
<b>Other Current Liabilities</b>			
20930 · Security Deposit	2,000	1,100	900
20935 · Performance Bond	4,126	-	4,126
20940 · Unearned Craft Show Revenue	69,659	70,238	(578)
20950 · Unearned Other Revenue	1,000	700	300
20980 · Unearned R.E. Tax	-	-	-
21100 · Grant Pass-thru	200	200	(0)
21200 · Payroll Liabilities	13,137	13,032	106
<b>Total Other Current Liabilities</b>	<b>90,123</b>	<b>85,270</b>	<b>4,853</b>
<b>Total Current Liabilities</b>	<b>186,698</b>	<b>155,332</b>	<b>31,366</b>
<b>Total Liabilities</b>	<b>186,698</b>	<b>155,332</b>	<b>31,366</b>
<b>Equity</b>			
30000 · Restricted-Mamie Davis Fund	100,000	100,000	-
30010 · Operating Reserve	200,000	-	200,000
30020 · Unrestricted Retained Earnings	(30,512)	510,977	(541,489)
30030 · Temporarily Restricted - CS	221,407	331,721	(110,314)
30040 · Temporarily Restricted - CIP	226,500	7,610	218,890
30050 · Temporarily Restricted - MDP	4,072	-	4,072
30060 · Temporarily Restricted - PS Grant	14,206	-	14,206
Net Income	75,835	(183,716)	259,551
<b>Total Equity</b>	<b>811,509</b>	<b>766,592</b>	<b>44,916</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>998,207</b>	<b>921,924</b>	<b>76,283</b>

**TOWN OF OCCOQUAN**  
**General Fund Profit & Loss Budget vs. Actual**  
July 2015 through March 2016

Ordinary Income/Expense	Jul '15 - Mar '16	Budget	\$ Over Budget	% Over Budget
<b>Income</b>				
<b>40000 · TAXES</b>				
40010 · Real Estate Tax	201,032	196,273	4,759	2%
* 40020 · Meals Tax	125,396	113,036	12,360	11%
* 40030 · Sales Tax	18,278	19,650	(1,372)	-7%
40040 · Utility Tax	23,103	23,250	(147)	-1%
40050 · Communications Tax	33,668	34,950	(1,282)	-4%
<b>Total 40000 · TAXES</b>	<b>401,476</b>	<b>387,158</b>	<b>14,318</b>	<b>4%</b>
<b>41000 · FEES/LICENSES</b>				
41010 · Auto Decals	11,110	11,200	(91)	-1%
41020 · Business Licenses	74,273	60,000	14,273	24%
41030 · Late Fees	5,768	1,500	4,268	285%
41040 · Fines - Public Safety	5,630	9,000	(3,370)	-37%
41050 · Architectural Review Board Fees	170	375	(205)	-55%
41060 · Precious Metal License	400	450	(50)	-11%
41070 · ATM Fees	2,250	2,250	-	0%
41080 · Dock Fees	314	175	139	79%
41090 · Engineering Fees	700	1,500	(800)	-53%
41100 · Administrative Fees	1,970	1,500	470	31%
* 41110 · Services Revenue- Bldg Official	13,343	-	13,343	100%
41120 · Services Revenue - Engineering	721,545	-	721,545	100%
41130 · Services Revenue - Legal	1,792	-	1,792	100%
41140 · Services Revenue - Other	2,332	-	2,332	100%
<b>Total 41000 · FEES/LICENSES</b>	<b>841,596</b>	<b>87,950</b>	<b>753,646</b>	<b>857%</b>
<b>42000 · GRANTS</b>				
42010 · Litter Grant	1,071	1,000	71	7%
42020 · Public Safety (HB 599)	16,972	15,973	999	6%
42030 · Safety	-	750	(750)	-100%
<b>Total 42000 · GRANTS</b>	<b>18,043</b>	<b>17,723</b>	<b>320</b>	<b>2%</b>
<b>43000 · RENTALS</b>				
43010 · Town Hall	300	375	(75)	-20%
43030 · Mamie Davis Park Rental	1,050	875	175	20%
<b>Total 43000 · RENTALS</b>	<b>1,350</b>	<b>1,250</b>	<b>100</b>	<b>8%</b>
<b>44000 · OTHER</b>				
44010 · General Fund Interest	67	75	(8)	-10%
44040 · Bricks Revenue	4,793	-	4,793	100%
44050 · Other	7,417	-	7,417	100%
<b>Total 44000 · OTHER</b>	<b>12,277</b>	<b>75</b>	<b>12,202</b>	<b>16276%</b>
<b>Total Income</b>	<b>1,274,742</b>	<b>494,155</b>	<b>780,586</b>	<b>158%</b>

\* Estimate

**TOWN OF OCCOQUAN**  
**General Fund Profit & Loss Budget vs. Actual**  
July 2015 through March 2016

Expense	Jul '15 - Mar '16	Budget	\$ Over Budget	% Over Budget
<b>Total 60000 · PERSONNEL SERVICES</b>	203,388	204,004	(616)	0%
<b>60400 · PROFESSIONAL SERVICES</b>				
<b>60410 · Building Official Services</b>				
* 60415 · Services Expense - Bldg Official	11,995	-	11,995	100%
60410 · Building Official Services - Other	24,426	3,750	20,676	551%
<b>Total 60410 · Building Official Services</b>	36,421	3,750	32,671	871%
60420 · Consulting	185	1,125	(940)	-84%
<b>60430 · Zoning and Engineering Services</b>				
60435 · Services Expenses - Zoning/Engineering	721,545	-	721,545	100%
60430 · Zoning and Engineering Services - Other	30,035	18,750	11,285	60%
<b>Total 60430 · Zoning and Engineering Services</b>	751,580	18,750	732,830	3908%
<b>60440 · Legal Services</b>				
60445 · Services Expense - Legal	1,792	-	1,792	100%
60440 · Legal Services - Other	42,456	26,250	16,206	62%
<b>Total 60440 · Legal Services</b>	44,248	26,250	17,998	69%
60450 · Audit Services	7,750	7,500	250	3%
60460 · Payroll Processing	566	450	116	26%
60470 · Bank Charges	79	-	79	100%
<b>Total 60400 · PROFESSIONAL SERVICES</b>	840,829	57,825	783,004	1354%
<b>Total 60800 · INFORMATION TECHNOLOGY SERVICES</b>	8,885	10,612	(1,728)	-16%
<b>Total 61200 · MATERIALS AND SUPPLIES</b>	9,399	6,277	3,121	50%
<b>Total 61600 · OPERATIONAL SERVICES</b>	5,360	6,750	(1,390)	-21%
<b>Total 62000 · CONTRACTS</b>	69,452	61,125	8,327	14%
<b>Total 62400 · INSURANCE</b>	12,107	12,202	(96)	-1%
<b>Total 62800 · PUBLIC INFORMATION</b>	2,888	3,075	(187)	-6%
<b>Total 63200 · ADVERTISING</b>	2,620	15,000	(12,379)	-83%
<b>Total 63600 · TRAINING AND TRAVEL</b>	5,432	8,437	(3,005)	-36%
<b>Total 64000 · VEHICLES AND EQUIPMENT</b>	12,852	14,700	(1,847)	-13%
<b>Total 64400 · SEASONAL</b>	3,717	6,125	(2,408)	-39%
<b>Total 64800 · TOWN HALL</b>	9,339	6,427	2,912	45%
<b>Total 65200 · MILL HOUSE MUSEUM</b>	6,319	6,465	(146)	-2%
<b>Total 65600 · VISITORS CENTER</b>	-	465	(465)	-100%
<b>Total 66000 · MAINTENANCE YARD (Commerce)</b>	1,166	1,290	(124)	-10%
<b>Total 66400 · MILL STREET STORAGE FACILITY</b>	-	277	(277)	-100%
<b>Total 66800 · RIVER MILL PARK &amp; FACILITY</b>	849	1,955	-	0%
<b>Total 67200 · MAMIE DAVIS PARK</b>	1,342	2,912	(1,570)	-54%
<b>Total 68400 · STREETS AND SIDEWALKS</b>	585	1,687	(1,102)	-65%
<b>Total 68800 · HISTORIC DISTRICT</b>	10,565	9,600	965	10%
<b>Total Expense</b>	1,207,095	437,212	769,884	176%
<b>Net Income</b>	67,647	56,944	10,703	19%

\* Estimate

## Craft show Fund

	Jul '15- Mar '16	Budget	\$ Over Budget	% Over Budget
Income	105,881	111,562	(5,682)	-5%
Expense	58,598	65,066	(6,468)	-10%
	47,283	46,496	787	2%

## Mamie Davis Park Fund

	Jul '15- Mar '16	Budget	\$ Over Budget	% of Budget
Income	450	450	0	0%

## PEG Fund

	Jul '15- Mar '16	Budget	\$ Over Budget	% of Budget
Income	209	-	209	100%

## CIP Fund

	Actual Jul '15- Mar '16	Annual Budget	Remaining Budget
70001 - Mill St. Revitalization Project	18,526	150,000	131,474
70005 - Building Maintenance	13,485	15,000	1,515
70006 - Stormwater Management	-	5,000	5,000
70010 - Annex Property Improvements	-	-	-
72001 - Tanyard Hill Parcel - Site Research	-	5,000	5,000
72004 - Canoe/Kayak Ramp	1,516	36,000	34,485
76005 - A/V Equipment - Town Hall	-	5,000	5,000
78001 - Document Management System	5,000	20,000	15,000
78002 - Town Code Recodification/Legal Review	-	12,000	12,000
78003 - Conference Room - Town Hall	1,227	2,000	773
78004 - Comprehensive Plan Review/Update	-	5,000	5,000
<b>Total 70000 - CIP EXPENSE</b>	<b>39,753</b>	<b>255,000</b>	<b>215,247</b>

70001 - Mill St. Revitalization Project is comprised of a permit, concrete replacement due to tree removal, banners and curb painting



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>2. Work Session Regular Agenda</b>	<b>Meeting Date:</b> May 17, 2016
<b>2 B: Arts and Crafts Spring Show Update</b>	

**Explanation and Summary:**

The Events and Community Development Director will provide information regarding the status of the Spring 2016 Arts and Crafts Show.

**Attachments: (1) Spring 2016 Arts and Crafts Show Report**



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**TOWN COUNCIL**  
 Elizabeth A. C. Quist, Mayor  
 Patrick A. Sivigny, Vice Mayor  
 J. Matthew Dawson  
 Jim Drakes  
 Cindy Fithian  
 Joe McGuire

**TOWN MANAGER**  
 Kirstyn Barr Jovanovich

**EVENTS & COMMUNITY  
 DEVELOPMENT DIRECTOR**  
 Donna M. Brown

## Spring 2016 Arts & Crafts Show Report Town Council Work Session - May 17, 2016

Category	Spring 2016 Vendors*	New Vendors Spring 2016	Spring 2015 Vendors^
Merchants	33	8	37
Food	14	2	19
Buy-Sell/Non-Profit	39	14	29
Crafter	156	37	163
Sponsors	5	3	7
<b>TOTAL</b>	<b>247</b>	<b>64</b>	<b>255</b>

\*As of May 12, 2016.

^Show totals.

### Spring 2016 Expenditures (Budget vs. Actual)

Expenditure Category	FY 16 Budget	Actual Cost^
Buses	\$14,040	\$14,310
Rentals - Table/Chair & Portable Johns	\$2,600	\$2,452
Day of Show Support (i.e. refuse collection, set up, break down, etc.)	\$2,700	\$1,500
Security/Traffic Control	\$8,778	\$9,240
Advertising	\$10,000	\$7,351
Materials and Supplies	\$1,200	\$652
Entertainment	\$1,000	\$1,000
Indirect Expenses*	\$15,742	\$4,806
<b>TOTAL PROJECTED EXPENSE</b>	<b>\$56,060</b>	<b>\$41,311</b>

\*Includes salary, benefits costs

^As of May 12, 2016.

### Spring 2016 Revenue (Budget vs. Actual)

Revenue Category	FY 16 Budget (Per Show)	Actual Revenue
Booth Fees	\$78,372	\$64,823
Sponsors	\$4,800	\$3,200
Tent Rentals	\$750	\$600
Parking (Vendors)	\$1,875	\$2,475
Bus Fees (Earned)	\$23,437	\$23,437
<b>TOTAL</b>	<b>\$109,234*</b>	<b>\$94,535</b>

\*Projected Revenue based on figures from **September 1, 2015** report to Council.

**Spring 2016 Budget Vs. Actual - Net Revenue**

	<b>FY 16 Budget (Per Show)</b>	<b>Actual Spring 2016*</b>
<b>Revenue</b>	\$109,234	\$94,535
<b>Expenses</b>	\$56,060	\$41,311
<b>Net Revenue</b>	<b>\$53,174</b>	<b>\$53,224</b>

\*As of May 12, 2016.

**Actual vs. Budget History, Fall Shows 2014 - 2016**

	<b>Spring 2014</b>		<b>Spring 2015</b>		<b>Spring 2016</b>	
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual*</b>
<b>Net Revenue</b>	\$54,360	\$54,360	\$52,353	\$58,959	\$52,353	\$53,224

\*As of May 12, 2016.