



# 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)

---

## Occoquan Town Council

### Work Session Meeting February 23, 2015 | 7:00 pm

*Rescheduled from February 17, 2015 due to inclement weather.*

1. Call to Order
2. Regular Items
  - a. Fiscal Year End June 30, 2013 Financial Report
  - b. Treasurer's Report - FY 2015 Year to Date Report (Second Quarter)
  - c. Proposed Fiscal Year 2016 Budget and 2016-2025 Capital Improvement Plan
3. Adjournment



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

<b>2. Work Session Regular Agenda</b>	<b>Meeting Date:</b> February 23, 2015
<b>2 A: Fiscal Year End June 30, 2013 Financial Report</b>	

**Explanation and Summary:**

The Town Treasurer will provide the Fiscal Year End June 30, 2013 Financial Report.

**Attachments: (1) FYE 2013 Financial Report**

# ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

---

## Communication with Those Charged with Governance

---

To the Honorable Members of the Town Council  
Town of Occoquan, Virginia

We have audited the financial statements of the governmental activities and the aggregate remaining fund information of the Town of Occoquan, Virginia for the year ended June 30, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 1, 2013. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Occoquan, Virginia are described in Note 1 to the financial statements. As described in Note 1 to the financial statements, Town of Occoquan, Virginia changed accounting policies related to assets, liabilities, and net position by adopting Statements of Governmental Accounting Standards (GASB Statement) Nos. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position* and 65, *Items Previously Reported as Assets and Liabilities* in 2013. Accordingly, the classification and reporting of assets, liabilities, and net position were changed to comply with the new standards. We noted no transactions entered into by the Town of Occoquan, Virginia during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Town of Occoquan, Virginia's financial statements was:

Management's estimate of the useful lives of capital assets is based on prior management experience of capital assets. We evaluated the key factors and assumptions used to develop the useful lives of capital assets in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated May 27, 2014.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town of Occoquan, Virginia's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town of Occoquan, Virginia's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Town Council and management of the Town of Occoquan, Virginia and is not intended to be and should not be used by anyone other than these specified parties.

*Robinson, Farmer, Cox Associates*

Fredericksburg, Virginia  
May 27, 2014

# ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

**DATE:** May 27, 2014  
**MEMORANDUM TO:** Town Council  
Town of Occoquan, Virginia  
**FROM:** Robinson, Farmer, Cox Associates

*Robinson, Farmer, Cox Associates*

**REGARDING:** FY 12-13 Audit

In planning and performing our fieldwork as part of the audit of the financial statements of the Town of Occoquan, Virginia for the year ended June 30, 2013, we considered the Town's internal control structure to plan our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

However, during our audit, we noted certain matters involving the internal control structure and other operational matters that are presented for your consideration. This letter does not affect our report dated May 27, 2014 on the financial statements of the Town of Occoquan, Virginia. Our comments and recommendations are intended to improve the internal control structure or result in other amounts that are normally operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations and request your reply to corrective action initiated.

## *Gift Cards*

During the course of our audit, we noted instances where gift cards were purchased. When gift cards are purchased, adequate accounting for the cards must be in place. We recommend the Town develop and distribute a policy for the management of gift cards. A listing of who received each gift card should be stated on the purchase order as well as the purpose for the gift. If possible each individual receiving a gift card should sign the verification list. A detailed receipt showing the number and amount of each gift card should be attached as supporting documentation. If no detailed receipt is available, a copy of the front and back of each card should be required.

If gift cards are given to Town employees, the value of such gift card should be included in the employees W-2. Per IRS Publication 15-B *Employer's Tax Guide to Fringe Benefits*, "Cash and cash equivalent fringe benefits, no matter how little, are never excludable as a *de minimis* benefit". We recommend that if gift cards are given to employees the amount should be included on the respective staff member's W-2.

**TOWN OF OCCOQUAN, VIRGINIA**

**FINANCIAL REPORT**

**YEAR ENDED JUNE 30, 2013**

**TOWN OF OCCOQUAN, VIRGINIA**

---

**TOWN COUNCIL**

---

Earnest W. Porta, Jr., Mayor

Elizabeth A. Quist, Vice-Mayor

Denise M. Bush

Barry G. Dean

Patrick A. Sivigny

James N. Walbert

**OFFICIALS**

---

Claudia A. Cruise, Town Manager

Abigail Breeding, CPA, Treasurer

---

TOWN OF OCCOQUAN, VIRGINIA

Financial Report  
Year Ended June 30, 2013

---

Table of Contents

	<u>Page</u>
Independent Auditors' Report	1-3
<b><u>Basic Financial Statements:</u></b>	
<i><u>Government-wide Financial Statements</u></i>	
Exhibit 1 Statement of Net Position	4
Exhibit 2 Statement of Activities	5
<i><u>Fund Financial Statements</u></i>	
Exhibit 3 Balance Sheet—Governmental Funds	6
Exhibit 4 Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position	7
Exhibit 5 Statement of Revenues, Expenditures and Changes in Fund Balances—Governmental Funds	8
Exhibit 6 Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	9
Notes to Financial Statements	10-20
<b><u>Required Supplementary Information</u></b>	
Exhibit 7 Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual—General Fund	21

---

---

---

TOWN OF OCCOQUAN, VIRGINIA

Financial Report  
Year Ended June 30, 2013

---

Table of Contents (Continued)

	<u>Page</u>
<u>Other Supplementary Information:</u>	
<u>Supporting Schedules</u>	
Schedule 1    Schedule of Revenues - Budget and Actual—Governmental Funds	22-23
Schedule 2    Schedule of Expenditures - Budget and Actual—Governmental Funds	24
 <u>Compliance:</u>	
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	25-26

---

# ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

---

## INDEPENDENT AUDITORS' REPORT

---

TO THE HONORABLE MEMBERS OF THE TOWN COUNCIL  
TOWN OF OCCOQUAN, VIRGINIA  
OCCOQUAN, VIRGINIA

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Town of Occoquan, Virginia, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditors' Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Counties, Cities, and Towns*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Town of Occoquan, Virginia, as of June 30, 2013, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## *Emphasis of Matter*

As described in Note 1 to the financial statements, in 2013, the Town adopted new accounting guidance, GASB Statement Nos. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position* and 65, *Items Previously Reported as Assets and Liabilities*. Our opinion is not modified with respect to this matter.

## *Other Matters*

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

## *Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise Town of Occoquan, Virginia's basic financial statements. The supporting schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

*Other Information (continued)*

The supporting schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supporting schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated May 27, 2014, on our consideration of Town of Occoquan, Virginia's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town of Occoquan, Virginia's internal control over financial reporting and compliance.

*Robinson, Farmer, Cox Associates*

Fredericksburg, Virginia  
May 27, 2014

## **Basic Financial Statements**

*Government-wide Financial Statements*

Statement of Net Position  
At June 30, 2013

---

	<u>Governmental Activities</u>
<b>Assets:</b>	
Cash and cash equivalents	\$ 882,356
Restricted cash	103,709
Receivables	43,184
Inventory	659
Prepaid items	7,088
Capital assets:	
Land	781,564
Other capital assets, net of accumulated depreciation	<u>404,645</u>
Capital assets, net	\$ <u>1,186,209</u>
Total assets	\$ <u>2,223,205</u>
<b>Liabilities:</b>	
Accounts payable	\$ 56,183
Accrued payroll	4,458
Escrow deposits	100
Long-term liabilities:	
Due within one year	
Compensated absences	546
Due in more than one year	
Compensated absences	<u>4,915</u>
Total liabilities	\$ <u>66,202</u>
<b>Deferred Inflows of Resources:</b>	
Unavailable revenue - craft show	\$ <u>51,565</u>
<b>Net Position:</b>	
Investment in capital assets	\$ 1,186,209
Restricted - Mamie Davis funds	100,000
Unrestricted	<u>819,229</u>
Total net position	\$ <u><u>2,105,438</u></u>

The accompanying notes to financial statements are an integral part of this statement.

Statement of Activities  
Year Ended June 30, 2013

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government Governmental Activities
<b>Primary Government:</b>					
<b>Governmental activities:</b>					
General government administration	\$ 304,298	\$ -	\$ -	\$ -	(304,298)
Public safety	57,186	13,041	21,296	-	(22,849)
Public works	113,853	22,218	-	-	(91,635)
Parks, recreation, and cultural	105,773	207,622	-	-	101,849
Total governmental activities	\$ 581,110	\$ 242,881	\$ 21,296	\$ -	(316,933)
<b>General Revenues:</b>					
General property taxes				\$ 153,750	
Local sales and use taxes				26,909	
Auto decals				10,298	
Business license tax				56,345	
Meals tax				96,828	
Consumer utility tax				29,415	
Unrestricted revenues from the use of money and property				11,541	
Grants and contributions not restricted to specific programs				47,730	
Miscellaneous				8,926	
Total general revenues				\$ 441,742	
Change in net position				\$ 124,809	
Net position, beginning of year, as restated					1,980,629
Net position, end of year				\$	2,105,438

The accompanying notes to financial statements are an integral part of this statement.

*Fund Financial Statements*

Balance Sheet  
 Governmental Funds  
 At June 30, 2013

	<u>General</u>
<b>Assets:</b>	
Cash and cash equivalents	\$ 882,356
Restricted cash	103,709
Inventory	659
Accounts receivables	43,184
Prepaid items	<u>7,088</u>
Total assets	<u>\$ 1,036,996</u>
<b>Liabilities:</b>	
Accounts payable	\$ 56,183
Accrued payroll	4,458
Deposits	<u>100</u>
Total liabilities	<u>\$ 60,741</u>
<b>Deferred Inflows of Resources:</b>	
Unavailable revenue - craft show	\$ 51,565
Unavailable revenue - property taxes	<u>1,483</u>
Total unavailable revenue	<u>\$ 53,048</u>
<b>Fund Balance:</b>	
Nonspendable:	
Inventory	\$ 659
Prepaid items	7,088
Restricted:	
Mamie Davis funds	100,000
Assigned:	
Craft show	671,069
Capital projects	7,610
Unassigned	<u>136,781</u>
Total fund balance	<u>\$ 923,207</u>
Total liabilities, deferred inflows of resources and fund balance	<u>\$ 1,036,996</u>

The accompanying notes to financial statements are an integral part of this statement.

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position  
At June 30, 2013

---

Total fund balances for governmental funds (Exhibit 3) \$ 923,207

Total net position reported for governmental activities in the statement of net position is different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. Those assets consist of:

Land	\$	781,564	
Depreciable capital assets, net of accumulated depreciation		<u>404,645</u>	1,186,209

Other long-term assets are not available to pay for current-period expenditures and, therefore, are reported as unavailable revenue in the funds:

Unavailable revenue related to property taxes	1,483
---	-------

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.

Compensated absences	<u>(5,461)</u>
----------------------	----------------

Total net position of governmental activities	\$	<u><u>2,105,438</u></u>
---	----	-------------------------

The accompanying notes to financial statements are an integral part of this statement.

Statement of Revenues, Expenditures and Changes in Fund Balances  
 Governmental Funds  
 Year Ended June 30, 2013

---

	<u>General</u>
<b>Revenues:</b>	
General property taxes	\$ 152,267
Other local taxes	219,795
Fines and forfeitures	13,041
Revenue from use of money and property	11,541
Charges for services	22,218
Donations and special events	207,622
Miscellaneous	8,926
Intergovernmental revenues:	
Commonwealth	<u>69,026</u>
Total revenues	<u>\$ 704,436</u>
<b>Expenditures:</b>	
Current:	
General government administration	\$ 294,928
Public safety	55,231
Public works	97,284
Parks, recreation, and cultural	100,529
Capital outlay	<u>73,443</u>
Total expenditures	<u>\$ 621,415</u>
Excess (deficiency) of revenues over expenditures	<u>\$ 83,021</u>
Changes in fund balances	\$ 83,021
Fund balances at beginning of year	<u>840,186</u>
Fund balances at end of year	<u><u>\$ 923,207</u></u>

The accompanying notes to financial statements are an integral part of this statement.

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances  
of Governmental Funds to the Statement of Activities  
Year Ended June 30, 2013

---

Net change in fund balances - total governmental funds (Exhibit 5) \$ 83,021

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital assets in the current period.

Capital outlay	\$ 60,444	
Depreciation expense	<u>(18,402)</u>	42,042

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. The change in unavailable property taxes is reported as revenues in the governmental funds. 1,483

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds.

Change in compensated absences		<u>(1,737)</u>
--------------------------------	--	----------------

Change in net position of governmental activities	\$	<u><u>124,809</u></u>
---	----	-----------------------

The accompanying notes to financial statements are an integral part of this statement.

## TOWN OF OCCOQUAN, VIRGINIA

Notes to Financial Statements  
As of June 30, 2013

---

### **NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

---

#### Narrative Profile:

Town of Occoquan, located in Prince William County, Virginia, approximately 25 miles south of Washington, D.C. was incorporated in 1874. The town has a population of 934 and a land area of 0.2 square miles.

The Town is governed under the Council-Manager form of government. The Town government engages in wide ranges of municipal services including general government administration, public safety, public works, and parks, recreation, and cultural. Judicial administration, education, fire, library, health and welfare services are provided by Prince William County.

The financial statements of Town of Occoquan, Virginia have been prepared in conformity with specifications promulgated by the Auditor of Public Accounts (APA) of the Commonwealth of Virginia, and the accounting principles generally accepted in the United States as specified by the Governmental Accounting Standards Board. The more significant of the Town's accounting policies are described below.

#### **A. Financial Reporting Entity**

Management's Discussion and Analysis: GASB Statement No. 34 requires that financial statements be accompanied by a narrative introduction and analytical overview of the government's financial activities in the form of "Management's Discussion and Analysis" (MD&A). This analysis is similar to the analysis the private sector provides in their annual reports.

Government-wide Financial Statements: The reporting model includes financial statements prepared using full accrual accounting for all of the government's activities. This approach includes not just current assets and liabilities (such as cash and accounts payable) but also capital assets and long-term liabilities (such as buildings and infrastructure, including bridges and roads, and general obligation debt). Accrual accounting also reports all of the revenues and cost of providing services each year, not just those received or paid in the current year or soon thereafter.

Statement of Net Position: The Statement of Net Position is designed to display the financial position of the primary government (government and business-type activities) and its discretely presented component units. Governments report all capital assets, including infrastructure, in the government-wide Statement of Net Position and report depreciation expense - the cost of "using up" capital assets - in the Statement of Activities. The net position of a government will be broken down into three categories: 1) net investment in capital assets; 2) restricted; and 3) unrestricted.

Statement of Activities: The government-wide Statement of Activities reports expenses and revenues in a format that focuses on the cost of each of the government's functions. The expenses of individual functions are compared to the revenues generated directly by the function (for instance, through user charges or intergovernmental grants).

Fund Financial Statements: Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

## TOWN OF OCCOQUAN, VIRGINIA

Notes to Financial Statements  
As of June 30, 2013 (Continued)

---

### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

---

#### A. Financial Reporting Entity (Continued)

Budgetary Comparison Schedules: Demonstrating compliance with the adopted budget is an important component of a government's accountability to the public. Many citizens participate in the process of establishing the annual operating budgets of state and local governments, and have a keen interest in following the actual financial progress of their governments over the course of the year. The Town and many other governments revise their original budgets over the course of the year for a variety of reasons. The budgetary comparison schedules present the government's original budget as well as a current comparison of final budget and actual results for its major funds.

Accounting principles generally accepted in the United States require financial statements to present the primary government and its component units, entities for which the government is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the government's operations and so data from these units are combined with data of the primary government. The Town has no component units that meet the requirements for blending. Discretely presented component units, on the other hand, are reported in a separate column in the government-wide statements to emphasize that they are legally separate from the primary government. The Town does not have any discretely presented component units.

#### B. Government-wide and Fund Financial Statements

The basic financial statements include both government-wide and fund financial statements. The focus is on both the Town as a whole and the fund financial statements, including the major individual funds of the governmental and business-type categories, as well as the fiduciary funds (by category) and the component units, if applicable. Both the government-wide and fund financial statements (within the basic financial statements) categorize primary activities as either governmental or business-type. In the government-wide Statement of Net Position, both the governmental and business-type activities columns (a) are presented on a consolidated basis by column, and (b) are reflected, on a full accrual, economic resource basis, which incorporates long-term assets and receivables as well as long-term debt and obligations. Each presentation provides valuable information that can be analyzed and compared (between years and between governments) to enhance the usefulness of the information. The Town generally first uses restricted assets for expenses incurred for which both restricted and unrestricted assets are available. The Town may defer the use of restricted assets based on a review of the specific transaction.

The government-wide Statement of Activities reflects both the gross and net cost per functional category (public safety, public works, community development, etc.) that are otherwise being supported by general government revenues (property, sales and use taxes, certain intergovernmental revenues, fines, permits and charges, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants, and contributions. The program revenues must be directly associated with the function (public safety, public works, community development, etc.) or a business-type activity. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function, and 2) grants and contributions that are restricted to meeting the operation or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported as general revenues. The Town does not allocate indirect expenses.

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**

---

**B. Government-Wide and Fund Financial Statements (Continued)**

The operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants. Internal service charges, if applicable, are eliminated and the net income or loss from internal service activities is allocated to the various functional expense categories based on the internal charges to each function.

In the fund financial statements, financial transactions and accounts of the Town are organized on the basis of funds. The operation of each fund is considered to be an independent fiscal and separate accounting entity, with a self-balancing set of accounts recording cash and/or other financial resources together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The fund statements are presented on a current financial resource and modified accrual basis of accounting. This is the manner in which these funds are normally budgeted. Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide statement's governmental column, a reconciliation is presented, which briefly explains the adjustments necessary to reconcile the fund financial statements to the governmental column of the government-wide financial statement.

The following is a brief description of the specific funds used by the Town in FY 2013.

1. *Governmental Funds* - Governmental Funds account for and report the expendable financial resources, other than those accounted for in Proprietary and Fiduciary Funds. The Governmental Funds utilize the modified accrual basis of accounting where the measurement focus is upon determination of financial position and changes in financial position, rather than upon net income determination as would apply to a commercial enterprise. The individual Governmental Funds are:

*General Fund* - The General Fund is the primary operating fund of the Town. This fund is used to account for and report all financial resources except those required to be accounted for and reported in another fund. Revenues are derived primarily from property and other local taxes, state and federal distributions, licenses, permits, charges for service and interest income. The General Fund is considered a major fund for reporting purposes.

**C. Basis of Accounting**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All Governmental Funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

## TOWN OF OCCOQUAN, VIRGINIA

Notes to Financial Statements  
As of June 30, 2013 (Continued)

---

### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

---

#### C. Basis of Accounting (continued)

All proprietary funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. Proprietary fund-type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net total assets.

1. *Governmental Funds* - Governmental funds utilize the modified accrual basis of accounting under which revenues and related assets are recorded when measurable and available to finance operations during the year. Accordingly, real and personal property taxes are recorded as revenues and receivables when billed, net of allowances for uncollectible amounts, except that property taxes not collected within 45 days after year-end are reflected as unavailable revenues. Sales and utility taxes, which are collected by the State or utilities and subsequently remitted to the Town, are recognized as revenues and receivables upon collection by the State or utility, which is generally in the month preceding receipt by the Town. Licenses, permits, fines and rents are recorded as revenues when received. Intergovernmental revenues, consisting primarily of State and other grants for the purpose of funding specific expenditures, are recognized when measurable and available or at the time of the specific expenditure.

Expenditures, other than interest on long-term obligations, are recorded as the related fund liabilities are incurred. Principal and interest on long-term obligations is recognized when due except for amounts due on July 1, which are accrued.

2. *Proprietary Funds* - The accrual basis of accounting is used for the Enterprise Fund. Under the accrual method, revenues are recognized in the accounting period in which they are earned, while expenses are recognized in the accounting period in which the related liability is incurred. The Town has no proprietary funds.

#### D. Budgets and Budgetary Accounting

The following procedures are used by the Town in establishing the budgetary data reflected in the financial statements:

1. Prior to May 1, the Town Manager submits to the Town Council a proposed operating and capital budget for the fiscal year commencing the following July 1. The operating and capital budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain citizen comments.
3. Prior to June 30, the budget is legally enacted through passage of an Appropriations Resolution.
4. The Appropriations Resolution places legal restrictions on expenditures at the department or category level. The appropriation for each department or category can be revised only by the Town Council. The Town Administrator is authorized to transfer budgeted amounts within departments.
5. Formal budgetary integration is employed as a management control device during the year for all funds.
6. All budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).
7. Appropriations lapse on June 30, for all Town funds unless they are carried forward by a resolution of Town Council.
8. All budgetary data presented in the accompanying financial statements reflect budget revisions as of June 30.

TOWN OF OCCOQUAN, VIRGINIA

Notes to Financial Statements  
As of June 30, 2013 (Continued)

---

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**

---

**E. Cash and Cash Equivalents**

Cash and cash equivalents include all cash on hand and in banks, certificates of deposit, and highly liquid investments with original maturities of three months or less.

**F. Prepaid Items**

Certain payments to vendors represent costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

**G. Capital Assets**

Capital outlays are recorded as expenditures of the governmental funds of the Town and as assets in the government-wide financial statements.

Property, plant and equipment purchased are stated at cost or estimated cost. Donated property is recorded at market value prevailing at date of donation. Capital Assets are defined by the Town as property plant and equipment with an individual cost of more than \$1,000 and an estimated useful life in excess of two years. Depreciation is recorded on capital assets on a government-wide basis using the straight-line method and the following estimated useful lives:

Buildings and improvements	15-40 years
Vehicles	5 years
Equipment	3-7 years

**H. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**I. Compensated Absences**

The Town accrues compensated absences (annual and sick leave benefits) when vested. The amounts include all balances earned by employees which would be paid upon employee terminations, resignations or retirements.

An estimate of ten percent of the liability has been classified as current in the government-wide financial statements.

## TOWN OF OCCOQUAN, VIRGINIA

Notes to Financial Statements  
As of June 30, 2013 (Continued)

---

### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

---

#### J. Fund Equity

The Town reports fund balance in accordance with GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Nonspendable fund balance - amounts that are not in spendable form (such as inventory and prepaids) or are required to be maintained intact (corpus of a permanent fund);
- Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- Committed fund balance - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- Assigned fund balance - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- Unassigned fund balances - amounts that are available for any purpose; positive amounts are only reported in the general fund.

When fund balance resources are available for a specific purpose in more than one classification, it is the Town's policy to use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed.

Town Council establishes (and modifies or rescinds) fund balance commitments by passage of a resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives). Assigned fund balance is established by Town Council through adoption or amendment of the budget as intended for specific purposes (such as the purchase of capital assets, construction, debt service, or for other purposes).

#### K. Net Position

Net position is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources. Net investment in capital assets represents capital assets, less accumulated depreciation, less any outstanding debt related to the acquisition, construction or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position.

## TOWN OF OCCOQUAN, VIRGINIA

Notes to Financial Statements  
As of June 30, 2013 (Continued)

---

### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

---

#### L. Net Position Flow Assumption

Sometimes the Town will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Town's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

#### M. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town does not have any deferred outflows of resources at June 30, 2013.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town has only one type of item, which arises only under a modified accrual basis of accounting that qualifies for reporting in this category. Accordingly, the item, unavailable revenue, is reported in the governmental funds balance sheet and the statement of net position. The governmental funds report unavailable revenue from property taxes and craft shows. This amount is deferred and recognized as an inflow of resources in the period that the amount becomes available.

#### N. Adoption of Accounting Principles

*Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position, Statement No. 63 of the Governmental Accounting Standards Board:*

The Town implemented the financial reporting provisions of the above Statement for the fiscal year ended June 30, 2013. This Statement provides guidance for reporting deferred inflows and deferred outflows of resources. The requirements of this Statement will improve financial reporting by standardizing the presentation of deferred outflows of resources and deferred inflows of resources and their effects on an entity's net position. With the implementation of this Statement, certain terminology has changed and financial statement descriptions have changed from "net assets" to "net position." The net equity reported in the financial statements was not changed as a result of implementing this Statement and no restatement of prior balances is required.

## TOWN OF OCCOQUAN, VIRGINIA

Notes to Financial Statements  
As of June 30, 2013 (Continued)

---

### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

---

#### N. Adoption of Accounting Principles: (continued)

##### *Items Previously Reported as Assets and Liabilities, Statement No. 65 of the Governmental Accounting Standards Board:*

The Town implemented the financial reporting provisions of the above Statement for the fiscal year ended June 30, 2013. This Statement establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities. The net equity reported in the financial statements was not changed as a result of implementing this Statement and no restatement of prior balances is required.

### NOTE 2—PROPERTY TAXES RECEIVABLE:

---

Property is assessed at its value on January 1. Property taxes attach as an enforceable lien on property as of January 1. Taxes are payable February 15th. The Town bills and collects its own property taxes. The Town does not record an allowance for uncollectible receivables as all receivables are deemed collectible.

### NOTE 3—DEPOSITS:

---

#### Deposits:

Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the "Act") Section 2.2-4400 et. seq. of the Code of Virginia. Under the Act, banks and savings institutions holding public deposits in excess of the amount insured by FDIC must pledge collateral to the Commonwealth of Virginia Treasury Board. Financial Institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized.

#### Investments:

Statutes authorize the Town to invest in obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, "primary quality" commercial paper and certain corporate notes, banker's acceptances, repurchase agreements and the State Treasurer's Local Government Investment Pool (LGIP). The Town had no investments at June 30, 2013.

TOWN OF OCCOQUAN, VIRGINIA

Notes to Financial Statements  
As of June 30, 2013 (Continued)

**NOTE 4—CAPITAL ASSETS:**

The following is summary of changes in capital assets during the fiscal year:

Governmental Activities:	Balance July 1, 2012			Balance June 30, 2013	
	As Restated	Additions	Deletions		
Capital assets not being depreciated:					
Land	\$ 781,564	\$ -	\$ -	\$	781,564
Other capital assets:					
Buildings and improvements	\$ 456,831	\$ 9,246	\$ -	\$	466,077
Vehicles	39,044	34,654	-		73,698
Equipment	62,103	16,544	-		78,647
Total other capital assets	<u>\$ 557,978</u>	<u>\$ 60,444</u>	<u>\$ -</u>	<u>\$</u>	<u>618,422</u>
Less: Accumulated depreciation for:					
Buildings and improvements	\$ 120,330	\$ 9,140	\$ -	\$	129,470
Vehicles	25,171	5,045	-		30,216
Equipment	49,874	4,217	-		54,091
Total accumulated depreciation	<u>\$ 195,375</u>	<u>\$ 18,402</u>	<u>\$ -</u>	<u>\$</u>	<u>213,777</u>
Other capital assets, net	<u>\$ 362,603</u>	<u>\$ 42,042</u>	<u>\$ -</u>	<u>\$</u>	<u>404,645</u>
Net capital assets	<u>\$ 1,144,167</u>	<u>\$ 42,042</u>	<u>\$ -</u>	<u>\$</u>	<u>1,186,209</u>
Depreciation expense has been allocated as follows:					
General government administration		\$ 7,633			
Public safety		1,202			
Public works		3,842			
Parks, recreation and cultural		<u>5,725</u>			
Total depreciation expense		<u>\$ 18,402</u>			

**NOTE 5—LONG-TERM OBLIGATIONS:**

The following is a summary of long-term obligations for the fiscal year ended June 30, 2013:

	Balance July 1, 2012	Increases	Decreases	Balance June 30, 2013	Amounts Due Within One Year
Compensated absences \$	<u>3,724</u>	<u>\$ 5,197</u>	<u>\$ 3,460</u>	<u>\$ 5,461</u>	<u>\$ 546</u>

**NOTE 6—COMPENSATED ABSENCES:**

In accordance with GASB Statement 16, *Accounting and Financial Reporting for Compensated Absences*, the Town has accrued the liability arising from outstanding compensated absences. Town employees earn vacation and sick leave based upon length of service. The Town has outstanding accrued vacation pay totaling \$5,461 in the General Fund.

TOWN OF OCCOQUAN, VIRGINIA

Notes to Financial Statements  
As of June 30, 2013 (Continued)

---

**NOTE 7–RETIREMENT PLAN:**

---

The Town maintains a SIMPLE-IRA retirement plan covering substantially all employees meeting certain minimum requirements. The Town makes matching contributions equaling employee contributions up to 3% of eligible compensation. The Town’s matching contributions and plan expenses totaled approximately \$4,056 for the fiscal year ended June 30, 2013.

**NOTE 8–CONTINGENT LIABILITIES:**

---

At June 30, 2013 there were no matters of litigation involving the Town which would materially affect the Town’s financial position should any court decisions on pending matters not be favorable to the Town.

**NOTE 9–UNAVAILABLE/UNEARNED REVENUES:**

---

Unavailable revenues represent amounts for which, under the modified accrual basis of accounting, asset recognition criteria have been met, but for which revenue recognition criteria have not been met (i.e., such amounts are measurable, but not available). At June 30, 2013 unavailable revenues in the governmental funds totaled \$51,565, which represents collections related to the subsequent year’s craft show. Unavailable revenues consisting of uncollected property taxes totaled \$1,483.

**NOTE 10–RISK MANAGEMENT:**

---

The Town participates in the Virginia Municipal Group Risk Management Pool for workers’ compensation insurance coverage. Other insurance coverage for property, crime, dishonesty and related coverage are purchased from a commercial insurance carrier. Coverage for these items varies. There are no surety bonds for directors.

**NOTE 11–EXPENDITURES IN EXCESS OF APPROPRIATIONS:**

---

<u>Fund</u>	<u>Appropriations</u>	<u>Actual</u>	<u>Variance</u>
General Fund:			
General government administration	\$ 278,012	\$ 294,928	\$ (16,916)

TOWN OF OCCOQUAN, VIRGINIA

Notes to Financial Statements  
As of June 30, 2013 (Continued)

---

**NOTE 12—RESTATEMENT OF BEGINNING NET POSITION:**

---

Net position July 1, 2012, as previously reported	\$	1,925,836
Restatement of capital assets		<u>54,793</u>
Net position July 1, 2012, as restated	\$	<u><u>1,980,629</u></u>

## Required Supplementary Information

### Note to Required Supplementary Information:

Presented Budgets were prepared in accordance with Accounting Principles Generally Accepted in the United States of America.

## General Fund

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual  
Year Ended June 30, 2013

	Original Budget	Final Budget	Actual	Variance With Final Budget Positive (Negative)
<b>Revenues</b>				
General property taxes	\$ 160,500	\$ 160,500	\$ 152,267	\$ (8,233)
Other local taxes	260,000	260,000	219,795	(40,205)
Fines and forfeitures	8,000	8,000	13,041	5,041
Revenue from use of money and property	1,000	1,000	11,541	10,541
Charges for services	-	-	22,218	22,218
Donations and special events	205,000	205,000	207,622	2,622
Miscellaneous	5,000	5,000	8,926	3,926
Intergovernmental revenues:				
Commonwealth	24,000	24,000	69,026	45,026
Total revenues	<u>\$ 663,500</u>	<u>\$ 663,500</u>	<u>\$ 704,436</u>	<u>\$ 40,936</u>
<b>Expenditures</b>				
Current:				
General government administration	\$ 278,012	\$ 278,012	\$ 294,928	\$ (16,916)
Public safety	60,255	60,255	55,231	5,024
Public works	98,644	98,644	97,284	1,360
Parks, recreation, and cultural	132,000	132,000	100,529	31,471
Capital outlay	604,700	604,700	73,443	531,257
Total expenditures	<u>\$ 1,173,611</u>	<u>\$ 1,173,611</u>	<u>\$ 621,415</u>	<u>\$ 552,196</u>
Excess (deficiency) of revenues over expenditures	<u>\$ (510,111)</u>	<u>\$ (510,111)</u>	<u>\$ 83,021</u>	<u>\$ 593,132</u>
Changes in fund balances	\$ (510,111)	\$ (510,111)	\$ 83,021	\$ 593,132
Fund balances at beginning of year	510,111	510,111	840,186	330,075
Fund balances at end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 923,207</u>	<u>\$ 923,207</u>

## Supporting Schedules

Governmental Funds  
 Schedule of Revenues - Budget and Actual  
 Year Ended June 30, 2013

Fund, Major and Minor Revenue Source	Original Budget	Budget as Amended	Actual	Variance from Final Budget Positive (Negative)
<b>General Fund:</b>				
Revenue from local sources:				
General property taxes:				
Real property taxes	\$ 160,500	\$ 160,500	\$ 148,649	\$ (11,851)
Penalties and interest	-	-	3,618	3,618
Total general property taxes	<u>\$ 160,500</u>	<u>\$ 160,500</u>	<u>\$ 152,267</u>	<u>\$ (8,233)</u>
Other local taxes:				
Local sales and use taxes	\$ 24,500	\$ 24,500	\$ 26,909	\$ 2,409
Auto decals	12,500	12,500	10,298	(2,202)
Business license tax	56,000	56,000	56,345	345
Meals tax	89,000	89,000	96,828	7,828
Consumer utility tax	78,000	78,000	29,415	(48,585)
Total other local taxes	<u>\$ 260,000</u>	<u>\$ 260,000</u>	<u>\$ 219,795</u>	<u>\$ (40,205)</u>
Fines and forfeitures:				
Court fines and forfeitures	\$ 8,000	\$ 8,000	\$ 13,041	\$ 5,041
Total fines and forfeitures	<u>\$ 8,000</u>	<u>\$ 8,000</u>	<u>\$ 13,041</u>	<u>\$ 5,041</u>
Revenue from use of money and property:				
Revenue from use of money	\$ -	\$ -	\$ 6,313	\$ 6,313
Revenue from use of property	1,000	1,000	5,228	4,228
Total revenue from use of money and property	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 11,541</u>	<u>\$ 10,541</u>
Charges for services:				
Engineering fees	\$ -	\$ -	\$ 22,218	\$ 22,218
Total charges for services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 22,218</u>	<u>\$ 22,218</u>
Donations and special events:				
Fall craft show	\$ 102,500	\$ 102,500	\$ 103,110	\$ 610
Spring craft show	102,500	102,500	104,512	2,012
Total donations and special events	<u>\$ 205,000</u>	<u>\$ 205,000</u>	<u>\$ 207,622</u>	<u>\$ 2,622</u>
Miscellaneous revenue:				
Miscellaneous income	\$ 5,000	\$ 5,000	\$ 8,926	\$ 3,926
Total miscellaneous revenue	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 8,926</u>	<u>\$ 3,926</u>
Total revenue from local sources	<u>\$ 639,500</u>	<u>\$ 639,500</u>	<u>\$ 635,410</u>	<u>\$ (4,090)</u>

Governmental Funds  
Schedule of Revenues - Budget and Actual  
Year Ended June 30, 2013 (Continued)

Fund, Major and Minor Revenue Source	Original Budget	Budget as Amended	Actual	Variance from Final Budget Positive (Negative)
<b><u>General Fund: (Continued)</u></b>				
Intergovernmental revenues:				
Revenue from the Commonwealth:				
Non-categorical aid:				
Telecommunications tax	\$ -	\$ -	\$ 47,730	\$ 47,730
Total non-categorical aid	\$ -	\$ -	\$ 47,730	\$ 47,730
Categorical aid:				
Public safety grant	\$ 24,000	\$ 24,000	\$ 21,296	\$ (2,704)
Total categorical aid	\$ 24,000	\$ 24,000	\$ 21,296	\$ (2,704)
Total revenue from the Commonwealth	\$ 24,000	\$ 24,000	\$ 69,026	\$ 45,026
Total General Fund	\$ 663,500	\$ 663,500	\$ 704,436	\$ 40,936

Governmental Funds  
 Schedule of Expenditures - Budget and Actual  
 Year Ended June 30, 2013

Fund, Function, Activity and Elements	Original Budget	Budget as Amended	Actual	Variance from Final Budget Positive (Negative)
<b>General Fund:</b>				
General government administration:				
Payroll, payroll taxes, and benefits	\$ 159,690	\$ 159,690	\$ 166,625	\$ (6,935)
Advertising	5,750	5,750	1,538	4,212
Council stipend	72	72	24	48
Insurance	16,000	16,000	14,658	1,342
Legal	35,000	35,000	33,560	1,440
Professional services	40,000	40,000	62,897	(22,897)
Education and training	6,000	6,000	1,720	4,280
Office supplies	15,500	15,500	12,442	3,058
Miscellaneous	-	-	790	(790)
Bank charges	-	-	674	(674)
Total general government administration	<u>\$ 278,012</u>	<u>\$ 278,012</u>	<u>\$ 294,928</u>	<u>\$ (16,916)</u>
Public safety:				
Payroll, payroll taxes, and benefits	\$ 50,255	\$ 50,255	\$ 49,651	\$ 604
Police department	<u>10,000</u>	<u>10,000</u>	<u>5,580</u>	<u>4,420</u>
Total public safety	<u>\$ 60,255</u>	<u>\$ 60,255</u>	<u>\$ 55,231</u>	<u>\$ 5,024</u>
Public works:				
Grounds and maintenance	\$ 20,000	\$ 20,000	\$ 25,663	\$ (5,663)
Snow removal	5,000	5,000	440	4,560
Trash removal	49,644	49,644	49,467	177
Utilities	<u>24,000</u>	<u>24,000</u>	<u>21,714</u>	<u>2,286</u>
Total public works	<u>\$ 98,644</u>	<u>\$ 98,644</u>	<u>\$ 97,284</u>	<u>\$ 1,360</u>
Parks, recreation and cultural:				
Fall craft show	\$ 62,500	\$ 62,500	\$ 43,320	\$ 19,180
Spring craft show	62,500	62,500	43,153	19,347
Parks/Town Hall	1,000	1,000	318	682
Historic Occoquan, Inc.	6,000	6,000	6,000	-
Special events	<u>-</u>	<u>-</u>	<u>7,738</u>	<u>(7,738)</u>
Total parks, recreation and cultural	<u>\$ 132,000</u>	<u>\$ 132,000</u>	<u>\$ 100,529</u>	<u>\$ 31,471</u>
Capital outlay	<u>\$ 604,700</u>	<u>\$ 604,700</u>	<u>\$ 73,443</u>	<u>\$ 531,257</u>
Total General Fund	<u><u>\$ 1,173,611</u></u>	<u><u>\$ 1,173,611</u></u>	<u><u>\$ 621,415</u></u>	<u><u>\$ 552,196</u></u>

## Compliance

# ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

---

## INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

---

TO THE HONORABLE MEMBERS OF THE TOWN COUNCIL  
TOWN OF OCCOQUAN, VIRGINIA  
OCCOQUAN, VIRGINIA

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Counties, Cities, and Towns*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the governmental activities and each major fund of Town of Occoquan, Virginia, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Town of Occoquan, Virginia's basic financial statements, and have issued our report thereon dated May 27, 2014.

### Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Town of Occoquan, Virginia's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Town of Occoquan, Virginia's internal control. Accordingly, we do not express an opinion on the effectiveness of Town of Occoquan, Virginia's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether Town of Occoquan, Virginia's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Robinson, Farmer, Cox Associates*

Fredericksburg, Virginia  
May 27, 2014



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

<b>2. Work Session Regular Agenda</b>	<b>Meeting Date:</b> February 23, 2015
<b>2 B: Treasurer's Report - FY 2015 Year to Date Report (Second Quarter)</b>	

**Explanation and Summary:**

The Town Treasurer will provide the financial report for the second quarter (October - December) of Fiscal Year (FY) 2015.

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

**TOWN OF OCCOQUAN**

**FINANCIAL REPORT**

**AS OF 12/31/2014**

**TOWN OF OCCOQUAN**  
**Balance Sheet Prev Year Comparison**  
As of Dec 31, 2014

	<u>Dec 31, 2014</u>	<u>Dec 31, 2013</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Cash and Cash Equivalents</b>		
Operating Checking	59,200	34,493
Operating Checking - Payroll	16,332	20,043
Craft Show - Checking	9,939	8,378
Craft Show - MM	177,895	462,870
Craft Show - MM/CD	200,000	200,000
Craft Show - Paypal	0	0
Mamie Davis - Checking	4,775	4,175
Mamie Davis - MM	100,000	100,000
Undeposited Funds	0	70,259
Petty Cash	100	100
<b>Total Checking/Savings</b>	<u>568,240</u>	<u>900,318</u>
<b>Accounts Receivable</b>		
Engineering Receivable	6,685	15,383
Real Estate Receivable	1,587	2,859
Sales Tax Receivable	4,284	4,356
Accounts Receivable	42,252	22,124
<b>Total Accounts Receivable</b>	<u>54,808</u>	<u>44,721</u>
<b>Other Current Assets</b>		
Deposit	0	0
Inventory Asset	302	845
Prepaid Expenses	9,101	2,874
<b>Total Other Current Assets</b>	<u>9,403</u>	<u>3,719</u>
<b>Total Current Assets</b>	<u>632,451</u>	<u>948,758</u>
<b>TOTAL ASSETS</b>	<u><u>632,451</u></u>	<u><u>948,758</u></u>

## TOWN OF OCCOQUAN

### Balance Sheet Prev Year Comparison

As of Dec 31, 2014

	Dec 31, 2014	Dec 31, 2013
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
Accounts Payable	30,085	21,917
<b>Total Accounts Payable</b>	30,085	21,917
<b>Other Current Liabilities</b>		
Security Deposits	400	200
Grant Pass Through	200	200
Unearned Craft Show Revenue	3,700	5,125
Unearned Other Revenue	250	250
Unearned Real Estate Tax	43,945	75,956
Payroll Liabilities	8,093	5,157
<b>Total Other Current Liabilities</b>	56,588	86,888
<b>Total Current Liabilities</b>	86,673	108,805
<b>Total Liabilities</b>	86,673	108,805
<b>Equity</b>		
Unrestricted Retained Earnings	174,455	823,207
Temporarily Restricted - Craft Show	361,678	0
Temporarily Restricted - CIP	7,610	0
Restricted - Mamie Davis Fund	100,000	100,000
Net Income	-97,965	-83,254
<b>Total Equity</b>	545,778	839,953
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>632,451</b>	<b>948,758</b>

**TOWN OF OCCOQUAN**  
**Profit & Loss Budget vs. Actual**  
July 2014 through December 2014

	<u>Jul '14 - Dec '14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
REAL ESTATE TAX	-144	0	-144	100.00%
UTILITY/COMMUNICATIONS TAX	38,571	37,750	821	102.18%
MEALS TAX	56,055	48,663	7,392	115.19%
SALES TAX	12,693	14,100	-1,407	90.02%
LATE FEES	686	0	686	100.00%
BUSINESS LICENSE	8,673	0	8,673	100.00%
AUTO DECALS	10,150	10,000	150	101.50%
ARB, ATM & OTHER MISC INCOME	3,972	3,500	472	113.50%
FINES	6,057	6,000	57	100.95%
SERVICES REVENUE - ENGINEERING	48,157	0	48,157	100.00%
SERVICES REVENUE - LEGAL	3,007	0	3,007	100.00%
GRANTS	1,059	1,000	59	105.90%
GRANT-PUBLIC SAFETY	10,648	10,650	-2	99.98%
<b>Total Income</b>	<b>199,585</b>	<b>131,663</b>	<b>67,922</b>	<b>151.59%</b>
<b>Expense</b>				
ADVERTISING	594	0	594	100.00%
SERVICES EXPENSE - ENGINEERING	67,099	0	67,099	100.00%
SERVICES EXPENSE - LEGAL	3,008	0	3,008	100.00%
COUNCIL STIPEND	0	0	0	0.00%
ECONOMIC DEVELOPMENT OFFICE	0	0	0	0.00%
EDUCATION & TRAINING	122	545	-423	22.37%
GRANT	0	1,000	-1,000	0.00%
GROUNDS AND MAINTENANCE	15,964	11,614	4,350	137.46%
OHS SUBSIDY (HOI)	6,000	6,000	0	100.00%
INSURANCE	7,966	7,966	0	100.00%
LEGAL	25,159	16,500	8,659	152.48%
PROFESSIONAL SERVICES	29,994	25,000	4,994	119.98%
OFFICE SUPPLIES	8,003	6,169	1,834	129.73%
PAYROLL - PUBLIC SAFETY	36,682	35,390	1,293	103.65%
PAYROLL - TOWN	87,317	90,039	-2,723	96.98%
PUBLIC SAFETY (non-payroll)	2,772	3,570	-798	77.65%
GRANT - PUBLIC SAFETY	4,208	11,150	-6,942	37.74%
SNOW REMOVAL	0	250	-250	0.00%
TRASH REMOVAL	27,657	26,964	693	102.57%
UTILITIES	9,375	11,000	-1,625	85.22%
<b>Total Expense</b>	<b>331,918</b>	<b>253,157</b>	<b>78,760</b>	<b>131.11%</b>
<b>Net Ordinary Income</b>	<b>-132,333</b>	<b>-121,495</b>	<b>-10,838</b>	<b>108.92%</b>
<b>Net Income</b>	<b>-132,333</b>	<b>-121,495</b>	<b>-10,838</b>	<b>108.92%</b>

**TOWN OF OCCOQUAN**  
**Profit & Loss Prev Year Comparison**  
**July 2014 through December 2014**

	<u>Jul '14-Dec '14</u>	<u>Jul '13-Dec '13</u>		<u>2015</u>	<u>2014</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>			<b>TAX REVENUES:</b>		
TAX REVENUES	107,860	106,623	Communications	23,300	23,394
BUSINESS LICENSE	8,673	2,473	Meals	56,055	53,065
AUTO DECALS	10,150	8,668	Real Estate	-144	903
ARB, ATM & OTHER MISC INCOME	3,972	2,625	Tax Relief	0	0
FINES	6,057	3,802	Sales	12,693	14,039
SERVICES REVENUE-ENGINEERING	48,157	9,220	Utility	15,271	14,373
SERVICES REVENUE-LEGAL	3,007	0	Late fees	686	849
GRANTS	1,059	1,060		<u>107,860</u>	<u>106,623</u>
GRANT-PUBLIC SAFETY	10,648	12,025			
	<u>199,585</u>	<u>146,496</u>	<b>BUSINESS LICENSE:</b>		
<b>Total Income</b>			Contractors	5,514	74
<b>Expense</b>			Professional	184	0
ADVERTISING	594	1,476	Restaurant	100	0
AUTO DECAL EXPENSE	462	772	Retail	1,901	1,098
BANK SERVICE CHARGES	347	300	Other	974	1,116
SERVICES EXPENSE - ENGINEERING	67,099	10,905	Late fees	0	185
SERVICES EXPENSE - LEGAL	3,008	4,263		<u>8,673</u>	<u>2,473</u>
COUNCIL STIPEND	0	-24			
DUES, MEMBERSHIPS	518	457			
ECONOMIC DEVELOPMENT	0	0			
EDUCATION & TRAINING	122	0			
GROUNDS AND MAINTENANCE	15,964	19,907			
OHS SUBSIDY (HOI)	6,000	6,000			
INSURANCE	7,966	7,449			
LEGAL	25,159	15,738			
PROFESSIONAL SERVICES	29,994	25,815			
OFFICE SUPPLIES	6,676	8,036			
PAYROLL - PUBLIC SAFETY	36,682	33,937			
PAYROLL - TOWN	87,317	62,501			
PUBLIC SAFETY (non-payroll)	2,772	9,055			
GRANT - PUBLIC SAFETY	4,208	0			
SNOW REMOVAL	0	338			
TRASH REMOVAL	27,657	25,263			
UTILITIES	9,375	10,841			
<b>Total Expense</b>	<u>331,918</u>	<u>243,026</u>			
<b>Net Ordinary Income</b>	-132,333	-96,530			
<b>Other Income/Expense</b>					
<b>Other Income</b>					
SETTLEMENTS/LEGAL	1,100	6,525			
MAMIE DAVIS INCOME	901	1,216			
SPRING SHOW INCOME	0	200			
FALL SHOW INCOME	105,670	107,774			
CRAFT SHOW INTEREST	1,054	1,978			
<b>Total Other Income</b>	<u>108,725</u>	<u>117,693</u>			
<b>Other Expense</b>					
CIP EXPENSE	30,102	48,416			
MAMIE DAVIS EXPENSE	350	0			
SPECIAL TOWN EVENTS	1,539	5,444			
CRAFT SHOW INDIRECT	6,706	10,325			
SPRING SHOW EXPENSE	200	0			
FALL SHOW EXPENSE	35,460	40,232			
<b>Total Other Expense</b>	<u>74,357</u>	<u>104,417</u>			
<b>Net Other Income</b>	<u>34,368</u>	<u>13,277</u>			
<b>Net Income</b>	<u><u>-97,965</u></u>	<u><u>-83,254</u></u>			

**TOWN OF OCCOQUAN**  
**Profit & Loss by Class**  
July 2014 through December 2014

	CIP	OPERATING	PUBLIC SAFETY	CRAFT SHOW	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
TAX REVENUES	-	107,860	-	-	107,860
BUSINESS LICENSE	-	8,673	-	-	8,673
AUTO DECALS	-	10,150	-	-	10,150
ARB, ATM & OTHER MISC INCOME	-	3,972	-	-	3,972
FINES	-	-	6,057	-	6,057
SERVICES REVENUE - ENGINEERING	-	-	48,157	-	48,157
SERVICES REVENUE - LEGAL	-	-	3,007	-	3,007
GRANTS	-	1,059	-	-	1,059
GRANT-PUBLIC SAFETY	-	-	10,648	-	10,648
<b>Total Income</b>	<b>-</b>	<b>131,715</b>	<b>67,870</b>	<b>-</b>	<b>199,585</b>
<b>Gross Profit</b>	<b>-</b>	<b>131,715</b>	<b>67,870</b>	<b>-</b>	<b>199,585</b>
<b>Expense</b>					
ADVERTISING	-	594	-	-	594
AUTO DECAL EXPENSE	-	462	-	-	462
BANK SERVICE CHARGES	-	347	-	-	347
SERVICES EXPENSE - ENGINEERING	-	67,099	-	-	67,099
SERVICES EXPENSE - LEGAL	-	3,008	-	-	3,008
DUES, MEMBERSHIPS	-	518	-	-	518
ECONOMIC DEVELOPMENT	-	-	-	-	-
EDUCATION & TRAINING	-	122	-	-	122
GROUNDS AND MAINTENANCE	-	15,964	-	-	15,964
OHS SUBSIDY (HOI)	-	6,000	-	-	6,000
INSURANCE	-	7,966	-	-	7,966
LEGAL	-	25,159	-	-	25,159
PROFESSIONAL SERVICES	-	29,994	-	-	29,994
OFFICE SUPPLIES	-	6,676	-	-	6,676
PAYROLL - PUBLIC SAFETY	-	-	36,682	-	36,682
PAYROLL - TOWN	-	87,317	-	-	87,317
PUBLIC SAFETY (non-payroll)	-	-	2,772	-	2,772
GRANT - PUBLIC SAFETY	-	-	4,208	-	4,208
SNOW REMOVAL	-	-	-	-	-
TRASH REMOVAL	-	27,657	-	-	27,657
UTILITIES	-	9,375	-	-	9,375
<b>Total Expense</b>	<b>-</b>	<b>288,256</b>	<b>43,662</b>	<b>-</b>	<b>331,918</b>
<b>Net Ordinary Income</b>	<b>-</b>	<b>(156,541)</b>	<b>24,208</b>	<b>-</b>	<b>(132,333)</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
SETTLEMENTS/LEGAL	-	-	1,100	-	1,100
MAMIE DAVIS INCOME	-	901	-	-	901
SPRING SHOW INCOME	-	-	-	-	-
FALL SHOW INCOME	-	-	-	105,670	105,670
CRAFT SHOW INTEREST	-	-	-	1,054	1,054
<b>Total Other Income</b>	<b>-</b>	<b>901</b>	<b>1,100</b>	<b>106,724</b>	<b>108,725</b>
<b>Other Expense</b>					
CIP EXPENSE	30,102	-	-	-	30,102
MAMIE DAVIS EXPENSE	-	350	-	-	350
SPECIAL TOWN EVENTS	-	1,539	-	-	1,539
CRAFT SHOW INDIRECT	-	-	-	6,706	6,706
SPRING SHOW EXPENSE	-	-	-	200	200
FALL SHOW EXPENSE	-	-	-	35,460	35,460
<b>Total Other Expense</b>	<b>30,102</b>	<b>1,889</b>	<b>-</b>	<b>42,366</b>	<b>74,357</b>
<b>Net Other Income</b>	<b>(30,102)</b>	<b>(988)</b>	<b>1,100</b>	<b>64,358</b>	<b>34,368</b>
<b>Net Income</b>	<b>(30,102) *</b>	<b>(157,529)</b>	<b>25,308</b>	<b>64,358</b>	<b>(97,965)</b>

\* CIP Expense: \$391 is for the Tanyard Hill Land, \$2,363 is for River Park, and \$27,348 is Other CIP



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

<b>2. Work Session Regular Agenda</b>	<b>Meeting Date:</b> February 23, 2015
<b>2 C: Proposed Fiscal Year 2016 Budget and 2016-2025 CIP</b>	

**Explanation and Summary:**

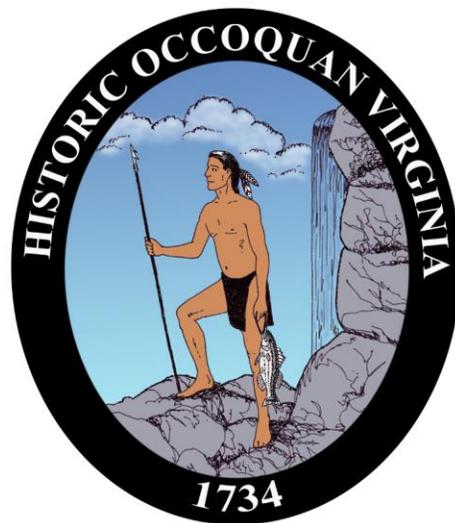
This is the first of three work sessions to discuss the proposed Fiscal Year 2016 Budget and 2016-2025 Capital Improvements Plan.

**BUDGET SCHEDULE**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Topic</b>
February 23, 2015	7:00 p.m.	Town Hall	Budget Work Session <i>(Rescheduled from February 17, 2015 due to inclement weather.)</i>
March 3, 2015	7:00 p.m.	Town Hall	Regular Meeting & Budget Work Session
March 17, 2015	7:00 p.m.	Town Hall	Budget Work Session
April 7, 2015	7:00 p.m.	Town Hall	Public Hearing – Budget
April 28, 2015	7:00 p.m.	Town Hall	Public Hearing – Tax Rates
May 5, 2015	7:00 p.m.	Town Hall	Adoption of FY16 Budget and Tax Rates

**Attachments: (4)** Proposed FY 2016 Budget (Expenditures)  
 Proposed FY 2016-2025 Capital Improvements Plan and Summary  
 Vehicle and Equipment Replacement Schedule  
 Infrastructure and Building Management Program

TOWN OF OCCOQUAN  
VIRGINIA



FISCAL YEAR 2016  
PROPOSED BUDGET  
&  
2016-2025 CAPITAL IMPROVEMENT PLAN

# TOWN OF OCCOQUAN



CIRCA 1734 INCORPORATED 1874  
314 MILL STREET, P.O. BOX 195  
OCCOQUAN, VIRGINIA 22125  
(703) 491-1918 FAX (703) 491-4962  
WWW.OCCOQUANVA.GOV

**TOWN COUNCIL**  
PATRICK A. SIVIGNY, VICE MAYOR  
TYLER BROWN  
MATTHEW DAWSON  
JAMES DRAKES  
JOE MCGUIRE

**TOWN MANAGER**  
KIRSTYN BARR JOVANOVIICH  
**CHIEF OF POLICE**  
**TOWN SERGEANT**  
SHELDON E. LEVI

**TREASURER**  
ABIGAIL BREEDING, C.P.A.

**MAYOR**  
ELIZABETH A.C. QUIST

February 17, 2015

Dear Mayor Quist and the Occoquan Town Council:

I present the proposed Town of Occoquan Fiscal Year 2016 Budget for your review and consideration. This document includes the Town's General Fund, Capital Improvement Plan Fund, Mamie Davis Fund and Craft Show Fund.

The proposed budget was developed in an effort to increase transparency and clearly illustrate the cost for the services and programs that the Town of Occoquan provides its residents and businesses. The FY 2016 recommended expenditures represent a comprehensive view of the town's current budgeted and unbudgeted costs, as well as new expenses expected to be incurred in the coming year including maintenance and programming costs for the new River Mill Park.

The Proposed Budget is based on the Town Council's adopted Priorities, which identifies six focus points for the Town over the next two years:

- Parking Issues
- Pedestrian Safety and Access
- Historic Preservation and Town Appearance
- Riverwalk Project
- Community Development and Programming
- Stormwater Management

## **BUDGET SUMMARY**

The Proposed FY 2016 General Fund expenditures are estimated at \$555,148. This is an increase of \$49,852 or 9.87% over Fiscal Year 2015. This increase in expense can be attributed to the additional responsibility of maintenance for the new River Mill Park, accounting for previously unbudgeted costs and proposed staffing changes needed to support town operations.

## FY 2016 Proposed Expenditures

	FY 2015	FY 2016 Proposed	Difference	Increase/(Decrease)
General Fund	\$505,296	\$555,148	\$49,852	9.87%
Craft Show Fund	\$90,000	\$100,795	\$10,795	11.99%
Capital Improvement	\$1,640,000	\$889,000	\$(751,000)	(45.79)%
Mamie Davis Fund	\$2,000	\$2,000	\$0	0%
<b>Total Funds</b>	<b>\$2,237,296</b>	<b>\$1,547,943</b>	<b>(\$689,353)</b>	<b>(30.81%)</b>

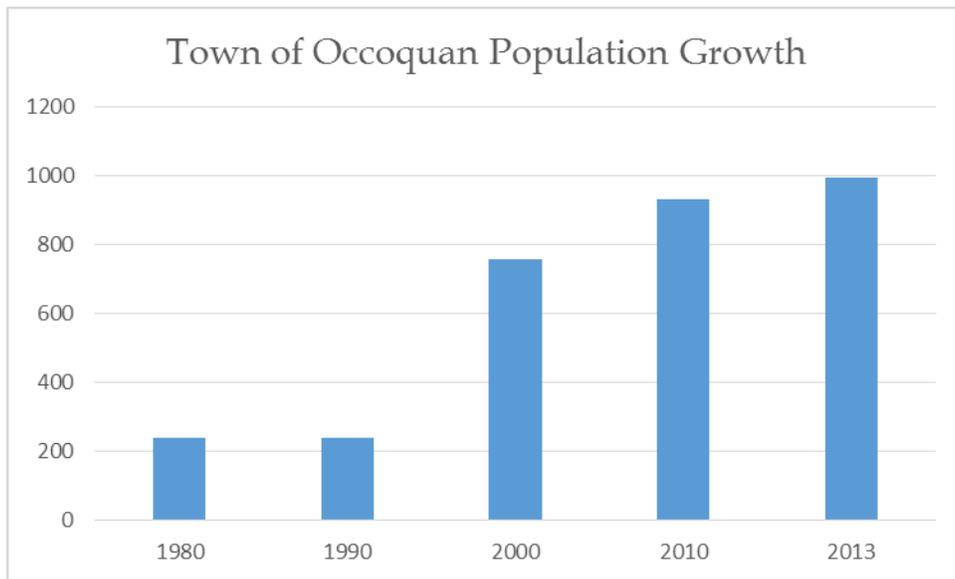
Over the last several years, the Town Council has adopted a policy of not utilizing Craft Show revenues to supplement the General Fund and instead designating that funding for capital projects that are generally long term, higher value projects than those incurred annually in the general fund. This practice allows the Town to pay for higher cost projects, including infrastructure and building maintenance and equipment replacement, without incurring debt. Currently, the Town's two craft shows generate approximately \$120,000 annually in net revenue. By the current fiscal year end, the Capital Improvements Plan (CIP) Reserve is expected to have approximately \$381,861 available for use on capital projects in FY 2016.

The amount available in the CIP reserve can be attributed to conservative spending practices and the deferment of various projects over the last several years. The Proposed Ten Year CIP plan schedules projects in a way that limits the spending per year to an amount not to exceed \$120,000 in order to maintain the current level of CIP reserves, while making progress on capital projects within the community. There are larger projects, such as the Riverwalk and a parking facility listed within the CIP that will require a larger investment on the part of the Town than what the current CIP funding can support.

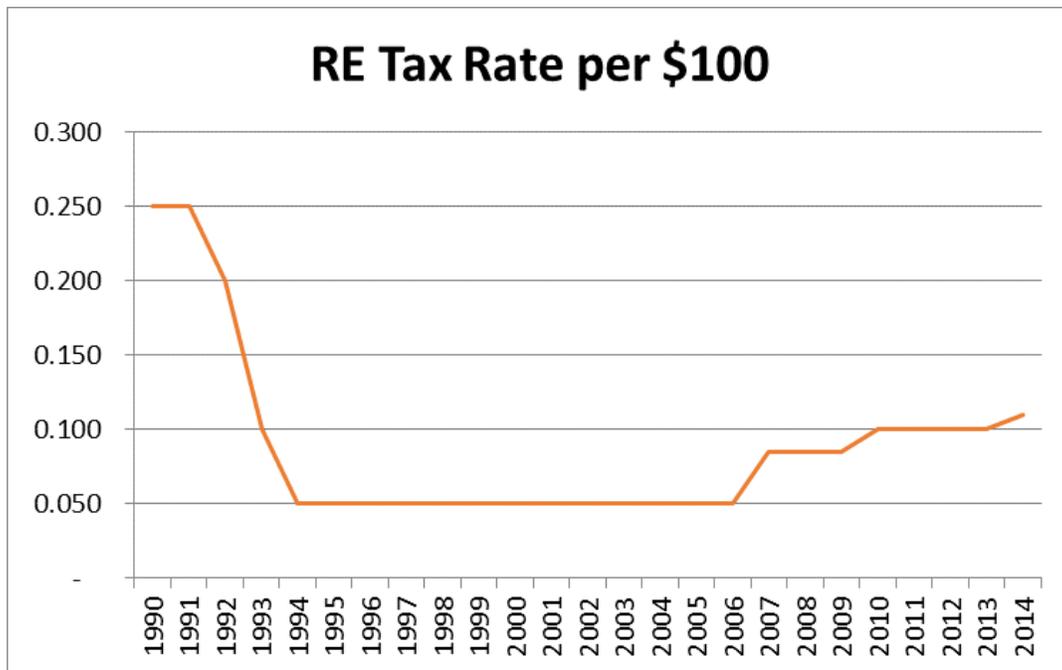
The current fiscal year was difficult due to several unexpected and unbudgeted costs incurred during the year including deferred maintenance issues, VSMP program implementation costs and unbudgeted holiday events and installations. In addition, the town is expected to receive \$9,000 less in budgeted real estate taxes. The combination of these impacts will result in an expected budget deficit of approximately \$22,000 by the end of fiscal year 2015. Fortunately, the town has an Operating Reserve Fund of approximately \$67,000 that can be utilized to address this issue at the end of the year. It is recommended that the Town maintain an Operating Reserve of approximately \$220,000, which equates to approximately 90 to 120 days' worth of expenses. To bring the Town's Operating Reserve back up to its recommended level of \$220,000, an additional Craft Show transfer would also be recommended at the completion of the 2015 fiscal year.

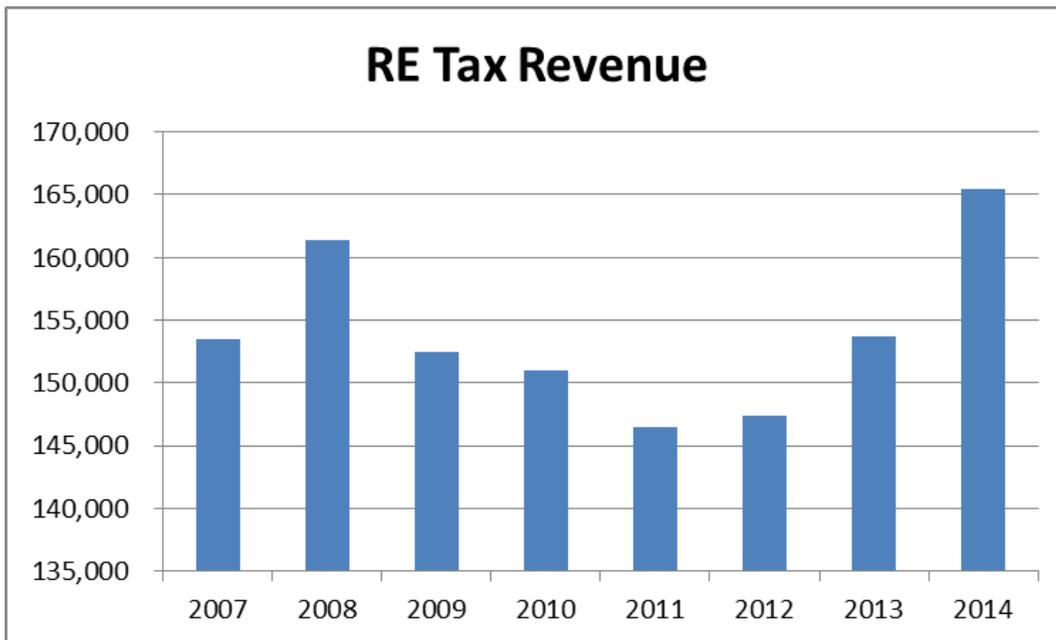
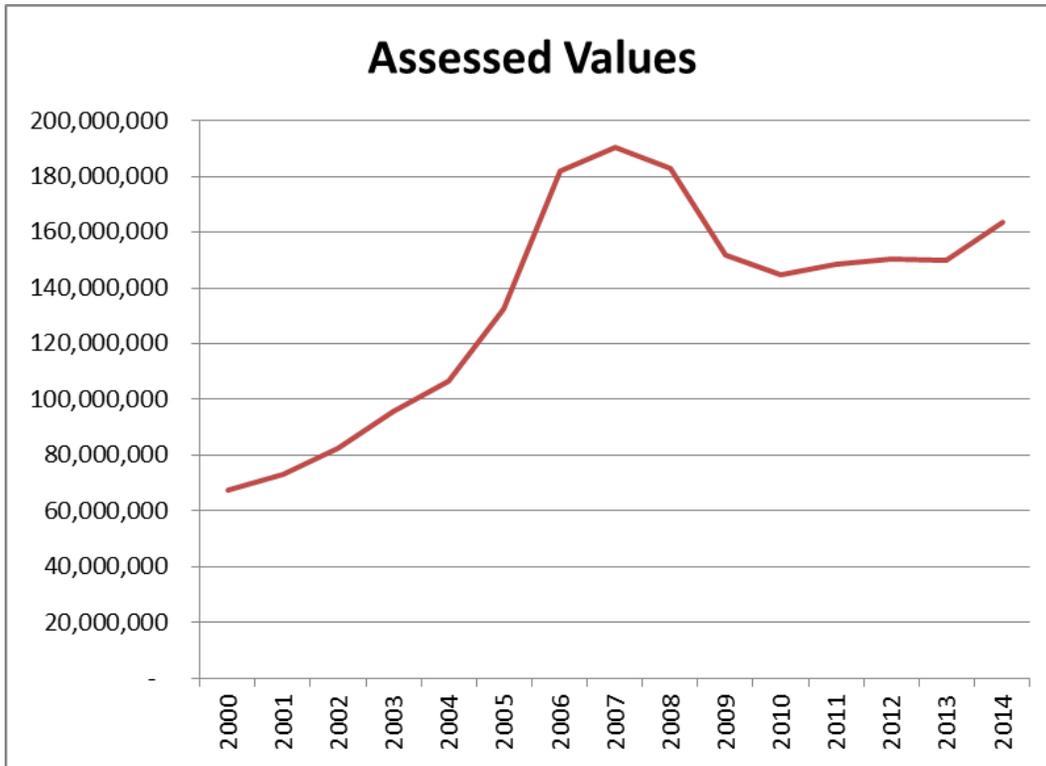
### ABOUT THE COMMUNITY

Over the last several years, Occoquan has been the site of several multi-family developments. From condominium development on the hill, to townhome communities on Washington and Mill Streets, Occoquan has experienced significant increases in population and population density. As a result of this activity, the Town's population increased from 338 in the 1990 Census to almost 1,000 in 2013.



Due to the decline in real estate values and Town Council decisions to reduce tax rates over the years, tax revenues for the Town have not necessarily kept pace with this growth. In 1994, the Town Council reduced the Town's real estate tax rate from \$0.25 per hundred of assessed value, to \$0.05 per hundred with the intent to supplement budget deficits with revenues generated by the semi-annual Craft Shows. As the Town moved into the 2000's, development provided a temporary increase in real estate tax revenues; however, the Town continued to generate operating deficits. Overall decreases in property assessments caused a decline in real estate tax revenue from 2008 through 2011, as the Town's population continued to climb.





The budget process is more than a plan that reviews revenue and projected spending. Budgeting is a formal way to convert the Town’s short-range and long-range plans and policies into services and programs for our citizens. The budget details these services and programs in terms of cost.

During this year’s budget process, the Town has taken significant steps in developing a series

of planning documents to help guide the growth of the community toward achievement of its potential. The planning process does not end with the development of this revised budget process, but will continue to grow and develop as we work toward long-range goals and planning for the community's future.

In addition to developing six goals to focus on over the next two years, as part of this budget, the Town has developed an Infrastructure Management Program, a Vehicle and Equipment Replacement Schedule and a long-range Capital Improvement Plan schedule. These documents work together to outline the priorities of the organization and community to ensure that the Town takes the necessary steps in maintaining and improving the community for our businesses, residents and visitors. In addition, the Town is working to update its Comprehensive Plan in an effort to bring the plan into line with the needs and desires of the community now and into the future.

### **SUMMARY**

As our community has grown and changed, so have their needs and expectations. As a result, the Town must take the necessary steps to plan and implement community improvements and programming, and plan for the future.

The proposed FY 2016 budget is intended to guide the town over the next year with a focus on beautification, preservation, community programming, business outreach, and making significant steps in addressing infrastructure needs, all while providing the exceptional service delivery that our residents and businesses have come to expect.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kirstyn Barr Jovanovich". The signature is written in black ink and is positioned above the printed name of the signatory.

Kirstyn Barr Jovanovich  
Town Manager

## TOWN OF OCCOQUAN PROPOSED FY 2016 BUDGET

FUND	GENERAL FUND							CRAFT SHOW FUND		
DEPT	OPERATING							EVENTS		
ACTIVITY	ADMINISTRATION	FINANCE	PARKS AND EVENTS	PUBLIC SAFETY	PUBLIC WORKS	GOVERNING BODY	TOTAL	SPRING ARTS & CRAFT SHOW	FALL ARTS & CRAFT SHOW	TOTAL

### EXPENDITURES

ACCOUNT	ADMINISTRATION	FINANCE	PARKS AND EVENTS	PUBLIC SAFETY	PUBLIC WORKS	GOVERNING BODY	TOTAL	SPRING ARTS & CRAFT SHOW	FALL ARTS & CRAFT SHOW	TOTAL
Salaries and Wages	112,980	32,779	9,500	65,663	32,281	72	253,274	6,500	6,500	13,000
Overtime					3,768		3,768			0
On-call Labor/Auxiliary Wages					1,000	0	1,000	8,640	8,640	17,280
Annual Leave Cash-In	0	0	0	0	0	0	0	0	0	0
Payroll Taxes (FICA & Medicare)	8,643	2,508	305	5,023	2,469	0	18,948	211	211	422
Life Insurance	110	0	29	930	200	0	1,269	20	20	41
Health Insurance	0	0	0	0	0	0	0	0	0	0
Disability Insurance	1,410	0	208	1,570	450	0	3,638	144	144	287
Employer Contributions: Simple IRA	3,389	983	120	1,970	968	0	7,431	83	83	165
EAP Services	0	0	0	0	0	0	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>126,532</b>	<b>36,270</b>	<b>10,162</b>	<b>75,156</b>	<b>41,136</b>	<b>72</b>	<b>289,328</b>	<b>15,597</b>	<b>15,597</b>	<b>31,195</b>
Building Official Services	5,000						5,000			0
Consulting Services	1,000						1,000			0
Zoning and Engineering Services	25,000						25,000			0
Legal Services	35,000						35,000			0
Audit Services		7,500					7,500			0
Payroll Processing		600					600			0
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>66,000</b>	<b>8,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74,100</b>	<b>0</b>	<b>0</b>	<b>0</b>
Website Support	250						250			0
A/V and Recording Equipment R & M	1,000						1,000			0
Phone Support Services	1,000						1,000			0
Phone Service	1,200						1,200			0
Internet Service	1,200			500			1,700			0
Hardware/Software Upgrades	5,000						5,000			0
IT Support Services	5,000						5,000			0
<b>TOTAL INFORMATION TECHNOLOGY SERVICES</b>	<b>14,650</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>15,150</b>	<b>0</b>	<b>0</b>	<b>0</b>
Office Supplies	1,000		500	500			2,000	600	600	1,200
Operational Supplies	1,000		500	500			2,000	1,700	1,700	3,400
Books/Periodicals	0						0	0	0	0
Janitorial Supplies					1,000		1,000			0
Uniforms				100	1,500		1,600			0
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>2,000</b>	<b>0</b>	<b>1,000</b>	<b>1,100</b>	<b>2,500</b>	<b>0</b>	<b>6,600</b>	<b>2,300</b>	<b>2,300</b>	<b>4,600</b>
Elections	2,700						2,700			0
Copier Lease, Contract and Fees	3,300						3,300			0
Postage	1,800						1,800			0
Postal Meter Rental	300						300			0
Reproduction Services	0			0			0			0
<b>TOTAL OPERATIONAL SERVICES</b>	<b>8,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,100</b>	<b>0</b>	<b>0</b>	<b>0</b>

ACTIVITY	ADMINISTRATION	FINANCE	PARKS AND EVENTS	PUBLIC SAFETY	PUBLIC WORKS	GOVERNING BODY	TOTAL	SPRING ARTS & CRAFT SHOW	FALL ARTS & CRAFT SHOW	TOTAL
Refuse Collection Contract					60,000		60,000			0
Equipment Rental					2,500		2,500	16,500	16,500	33,000
Entertainment			0				0	1,000	1,000	2,000
<b>TOTAL CONTRACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>62,500</b>	<b>0</b>	<b>62,500</b>	<b>17,500</b>	<b>17,500</b>	<b>35,000</b>
Insurance (VML)	17,000						17,000			0
<b>TOTAL INSURANCE</b>	<b>17,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
Electronic Newsletter	250						250			0
Design/Print - Auto Decals	500						500			0
Design/Print - Newsletter	0						0			0
Postage - Newsletter	2,800						2,800			0
<b>TOTAL PUBLIC INFORMATION</b>	<b>3,550</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,550</b>	<b>0</b>	<b>0</b>	<b>0</b>
Advertising - Legal	2,000						2,000			0
Advertising - Marketing			2,000				2,000	10,000	10,000	20,000
Other Promotional	500						500			0
<b>TOTAL ADVERTISING</b>	<b>2,500</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,500</b>	<b>10,000</b>	<b>10,000</b>	<b>20,000</b>
Conferences	2,200			550			2,750			0
Membership and Dues	1,600			200			1,800			0
Travel Reimbursement	1,500			200			1,700			0
Employee Training	2,000			800			2,800			0
Boards and Commissions Training	500						500			0
<b>TOTAL TRAINING AND TRAVEL</b>	<b>7,800</b>	<b>0</b>	<b>0</b>	<b>1,750</b>	<b>0</b>	<b>0</b>	<b>9,550</b>	<b>0</b>	<b>0</b>	<b>0</b>
Town Vehicles				0	0		0			0
Street Sweeper					1,500		1,500			0
Maintenance and Repairs				500	500		1,000			0
Fuel				3,800	3,600		7,400			0
Equipment & Tools				3,400	1,500		4,900			0
<b>TOTAL VEHICLES AND EQUIPMENT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,700</b>	<b>7,100</b>	<b>0</b>	<b>14,800</b>	<b>0</b>	<b>0</b>	<b>0</b>
Town Holiday Party			1,500				1,500			0
Volunteer Recognition (CS and B/C)			1,500				1,500			0
Parks/Town Hall Decorations			1,000				1,000			0
Wreath Installation and Maintenance					2,000		2,000			0
Utilities - Electricity	1,500						1,500			0
<b>TOTAL SEASONAL</b>	<b>1,500</b>	<b>0</b>	<b>4,000</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>7,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
Security Services					700		700			0
Elevator Inspection/Maintenance					300		300			0
Janitorial Services					2,500		2,500			0
Window Washing					300		300			0
Events			0				0			0
Equipment Maintenance Contracts					350		350			0
Exterminating Services					120		120			0
Utilities - Gas/Water/Elec	3,000						3,000			0
<b>TOTAL TOWN HALL</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,270</b>	<b>0</b>	<b>7,270</b>	<b>0</b>	<b>0</b>	<b>0</b>



ACTIVITY	ADMINISTRATION	FINANCE	PARKS AND EVENTS	PUBLIC SAFETY	PUBLIC WORKS	GOVERNING BODY	TOTAL	SPRING ARTS & CRAFT SHOW	FALL ARTS & CRAFT SHOW	TOTAL
Street Painting					500		500			0
Brick Sidewalks Maintenance and Repairs					500		500			0
Asphalt Repairs					500		500			0
Snow Removal					3,000		3,000			0
Leaf Collection					0		0			0
<b>TOTAL STREETS AND SIDEWALKS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,500</b>	<b>0</b>	<b>4,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
Gas Light Maintenance and Repair					1,000		1,000			0
Town Signage Maintenance/Repairs					500		500			0
Public Gardens					1,000		1,000			0
Landscaping					5,000		5,000			0
Street Tree Maintenance/Repairs					2,500		2,500			0
Public Trash Containers					1,500		1,500			0
<b>TOTAL HISTORIC DISTRICT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,500</b>	<b>0</b>	<b>11,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTALS</b>	<b>\$254,782</b>	<b>\$44,370</b>	<b>\$18,162</b>	<b>\$86,206</b>	<b>\$151,556</b>	<b>\$72</b>	<b>\$555,148</b>	<b>\$50,397</b>	<b>\$50,397</b>	<b>\$100,795</b>

**CAPITAL IMPROVEMENT FUND**  
**TEN YEAR CAPITAL IMPROVEMENTS PLAN FY 2016 - 2025**

FY2016-2020		FISCAL YEAR					TOTALS		FUNDING SOURCES			
Dept	PROJECT	FY16	FY17	FY18	FY19	FY20	Project Total	Dept Total	Bond	CIP	Grants, Other	TBD
<b>Public Works</b>												
	Intersection Improvements (See Infrastructure Schedule)	10,000	10,000	10,000	10,000	10,000	50,000			50,000		
	Street Maintenance (See Infrastructure Schedule)	8,000	8,000	8,000	8,000	8,000	40,000			40,000		
	Sidewalk Maintenance (See Infrastructure Schedule)	5,000	5,000	5,000	5,000	5,000	25,000			25,000		
	Building Maintenance (See Building Maintenance Schedule)	5,000	5,000	5,000	5,000	5,000	25,000			25,000		
	Stormwater Management	5,000	5,000	5,000	5,000	5,000	25,000			25,000		
	Street Tree Maintenance	5,000	5,000	5,000	5,000	5,000	25,000			25,000		
	Trash/Recycling Containers Replacement		11,000	11,000	11,000		33,000			30,000	3,000	
	Town Hall Renovations		20,000				20,000			17,000	3,000	
	Annex Property Improvements	10,000					10,000			10,000		
	Council Dais Chairs/Conference Room Table	8,000					8,000			8,000		
	Street Sweeper Replacement				25,000		25,000			25,000		
	Gas Light Replacement						0					
	Historic District Parking Facility						0					
	Parking/Traffic Study			10,000			10,000	<b>\$296,000</b>		10,000		
<b>Parks</b>												
	Tanyard Hill Parcel - Site Research	5,000					5,000			5,000		
	Tanyard Hill Parcel - Improvements (Trail)						0					
	Furnace Branch Park (Site Research and Planning)		5,000				5,000			5,000		
	Furnace Branch Park (Site Prep/Planning)			10,000			10,000			10,000		
	Furnace Branch Park (Site Build)				15,000		15,000			15,000		
	River Park Project	750,000					750,000			750,000		
	Canoe/Kayak Ramp	36,000					36,000			7,500	28,500	
	Mamie Davis Park Renovations/Upgrades				5,000		5,000			5,000		
	Riverwalk Boardwalk						0	<b>\$826,000</b>				
<b>Public Safety</b>												
	Police Vehicle				45,000		45,000			45,000		
	In-Vehicle Laptop Replacement			2,000			2,000			2,000		
	Body Armor			2,000			2,000			2,000		
	Body/In-Car Camera System		7,000				7,000	<b>\$56,000</b>		7,000		
<b>Information Technology</b>												
	Computer Upgrades/Replacement			10,000		5,000	15,000			15,000		
	Server Room Relocation		5,000				5,000			5,000		
	Financial System		10,000				10,000			10,000		
	Website Redesign			15,000			15,000			15,000		
	A/V Equipment - Town Hall	5,000					5,000	<b>\$50,000</b>		5,000		
<b>Administration</b>												
	Document Management System	20,000					20,000			20,000		
	Town Code Recodification/Legal Review	12,000					12,000			12,000		
	Comprehensive Plan Review/Update	5,000					5,000	<b>\$37,000</b>		5,000		
<b>TOTALS</b>		<b>\$889,000</b>	<b>\$96,000</b>	<b>\$98,000</b>	<b>\$139,000</b>	<b>\$43,000</b>	<b>\$1,265,000</b>		<b>\$0</b>	<b>\$424,500</b>	<b>\$840,500</b>	<b>\$0</b>

Proposed FY 2016-2020 Capital Improvement Projects

**CAPITAL IMPROVEMENT FUND**  
**TEN YEAR CAPITAL IMPROVEMENTS PLAN FY 2016 - 2025**

FY2021-2025	FISCAL YEAR					TOTALS		FUNDING SOURCES				
	PROJECT	FY21	FY22	FY23	FY24	FY25	Project Total	Dept Total	Bond	CIP	Grants, Other	TBD
<b>Public Works</b>												
	Intersection Improvements (See Infrastructure Schedule)	10,000	10,000	10,000	10,000	10,000	50,000					
	Street Maintenance (See Infrastructure Schedule)	8,000	8,000	8,000	8,000	8,000	40,000		50,000			
	Sidewalk Maintenance (See Infrastructure Schedule)	5,000	5,000	5,000	5,000	5,000	25,000		40,000			
	Building Maintenance (See Building Maintenance Schedule)	5,000	5,000	5,000	5,000	5,000	25,000		25,000			
	Stormwater Management	5,000	5,000	5,000	5,000	5,000	25,000		25,000			
	Maintenance Vehicle			45,000			45,000		45,000			
	Historic District Underground Power Lines						0					
	Town Hall Renovations	10,000				10,000	20,000	<b>\$230,000</b>		20,000		
<b>Parks</b>												
	Mamie Davis Park Renovations/Upgrades				5,000		5,000		5,000			
	River Park Renovations/Upgrades					5,000	5,000		5,000			
	Tanyard Hill Park Renovations/Upgrades			5,000			5,000		5,000			
	Furnace Branch Park Renovations/Upgrades				5,000		5,000		5,000			
	Riverwalk Boardwalk						0	<b>\$20,000</b>				
<b>Public Safety</b>												
	Police Radios	20,000					20,000			20,000		
	Police Vehicle					45,000	45,000			45,000		
	Body Armor			2,000			2,000	<b>\$67,000</b>		2,000		
<b>Information Technology</b>												
	Computer Upgrades/Replacement		10,000		5,000		15,000		15,000			
	A/V Equipment						0	<b>\$15,000</b>				
<b>Administration</b>												
	Town Code Recodification/Legal Review	10,000					10,000		10,000			
	Comprehensive Plan Review/Update	5,000					5,000	<b>\$15,000</b>	5,000			
	<b>TOTALS</b>	<b>\$78,000</b>	<b>\$43,000</b>	<b>\$85,000</b>	<b>\$48,000</b>	<b>\$93,000</b>	<b>\$347,000</b>		<b>\$0</b>	<b>\$280,000</b>	<b>\$67,000</b>	<b>\$0</b>

## PROPOSED FY 2016-2025 CAPITAL IMPROVEMENTS PLAN SUMMARY

Dept	PROJECT	FISCAL YEAR					TOTALS	Dept Total
		FY16	FY17	FY18	FY19	FY20	Project Total	
<b>Public Works</b>		<b>56,000</b>	<b>69,000</b>	<b>59,000</b>	<b>74,000</b>	<b>38,000</b>	<b>296,000</b>	
	Intersection Improvements (See Infrastructure Schedule)	10,000	10,000	10,000	10,000	10,000	50,000	
	Street Maintenance (See Infrastructure Schedule)	8,000	8,000	8,000	8,000	8,000	40,000	
	Sidewalk Maintenance (See Infrastructure Schedule)	5,000	5,000	5,000	5,000	5,000	25,000	
	Building Maintenance (See Infrastructure Schedule)	5,000	5,000	5,000	5,000	5,000	25,000	
	Stormwater Management	5,000	5,000	5,000	5,000	5,000	25,000	
	Street Tree Maintenance	5,000	5,000	5,000	5,000	5,000	25,000	
	Trash/Recycling Containers Replacement	0	11,000	11,000	11,000	0	33,000	
	Town Hall Renovations	0	20,000	0	0	0	20,000	
	Annex Property Improvements	10,000	0	0	0	0	10,000	
	Council Dais Chairs/Conference Room Table	8,000	0	0	0	0	8,000	
	Street Sweeper Replacement	0	0	0	25,000	0	25,000	
	Gaslight Replacement	0	0	0	0	0	0	
	Historic District Parking Facility	0	0	0	0	0	0	
	Parking/Traffic Study	0	0	10,000	0	0	10,000	<b>\$296,000</b>
	Bond	0	0	0	0	0	0	
	CIP	56,000	65,000	58,000	73,000	38,000	290,000	
	Grants, Other	0	4,000	1,000	1,000	0	6,000	
	TBD	0	0	0	0	0	0	
	<b>Total Funding</b>	<b>56,000</b>	<b>69,000</b>	<b>59,000</b>	<b>74,000</b>	<b>38,000</b>	<b>296,000</b>	

Dept	PROJECT	FISCAL YEAR					TOTALS	Dept Total
		FY16	FY17	FY18	FY19	FY20	Project Total	
<b>Parks</b>		<b>791,000</b>	<b>5,000</b>	<b>10,000</b>	<b>20,000</b>	<b>0</b>	<b>826,000</b>	
	Tanyard Hill Parcel - Site Research	5,000	0	0	0	0	5,000	
	Tanyard Hill Parcel - Improvements (Trail)	0	0	0	0	0	0	
	Furnace Branch Park (Site Research and Planning)	0	5,000	0	0	0	5,000	
	Furnace Branch Park (Site Prep/Planning)	0	0	10,000	0	0	10,000	
	Furnace Branch Park (Site Build)	0	0	0	15,000	0	15,000	
	River Park Project	750,000	0	0	0	0	750,000	
	Canoe/Kayak Ramp	36,000	0	0	0	0	36,000	
	Mamie Davis Park Renovations/Upgrades	0	0	0	5,000	0	5,000	
	Riverwalk Boardwalk	0	0	0	0	0	0	<b>\$826,000</b>
	Bond	0	0	0	0	0	0	
	CIP	12,500	5,000	10,000	20,000	0	47,500	
	Grants, Other	778,500	0	0	0	0	778,500	
	TBD	0	0	0	0	0	0	
	<b>Total Funding</b>	<b>791,000</b>	<b>5,000</b>	<b>10,000</b>	<b>20,000</b>	<b>0</b>	<b>826,000</b>	
<b>Public Safety</b>		<b>0</b>	<b>7,000</b>	<b>4,000</b>	<b>45,000</b>	<b>0</b>		
	Police Vehicle	0	0	0	45,000	0	45,000	
	In-Vehicle Laptop Replacement	0	0	2,000	0	0	2,000	
	Body Armor	0	0	2,000	0	0	2,000	
	Body/In-Car Camera System	0	7,000	0	0	0	7,000	<b>\$56,000</b>
	Bond	0	0	0	0	0	0	
	CIP	0	0	0	0	0	0	
	Grants, Other	0	7,000	4,000	45,000	0	56,000	
	TBD	0	0	0	0	0	0	
	<b>Total Funding</b>	<b>0</b>	<b>7,000</b>	<b>4,000</b>	<b>45,000</b>	<b>0</b>	<b>56,000</b>	

Dept	PROJECT	FISCAL YEAR					TOTALS	Dept Total	
		FY16	FY17	FY18	FY19	FY20	Project Total		
<b>Information Technology</b>		<b>5,000</b>	<b>15,000</b>	<b>25,000</b>	<b>0</b>	<b>5,000</b>	<b>50,000</b>		
	Computer Upgrades	0	0	10,000	0	5,000	15,000		
	Server Room Relocation	0	5,000	0	0	0	5,000		
	Financial System	0	10,000	0	0	0	10,000		
	Website Redesign	0	0	15,000	0	0	15,000		
	A/V Equipment - Town Hall	5,000	0	0	0	0	5,000		<b>\$50,000</b>
	Bond	0	0	0	0	0	0		
	CIP	5,000	15,000	25,000	0	5,000	50,000		
	Grants, Other	0	0	0	0	0	0		
	TBD	0	0	0	0	0	0		
	<b>Total Funding</b>	<b>5,000</b>	<b>15,000</b>	<b>25,000</b>	<b>0</b>	<b>5,000</b>	<b>50,000</b>		
<b>Administration</b>		<b>37,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,000</b>		
	Document Management System	20,000	0	0	0	0	20,000		
	Town Code Recodification/Legal Review	12,000	0	0	0	0	12,000		
	Comprehensive Plan Review/Update	5,000	0	0	0	0	5,000		<b>\$37,000</b>
	Bond	0	0	0	0	0	0		
	CIP	37,000	0	0	0	0	37,000		
	Grants, Other	0	0	0	0	0	0		
	TBD	0	0	0	0	0	0		
	<b>Total Funding</b>	<b>37,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,000</b>		

Totals	FY16	FY17	FY18	FY19	FY20
Bond	0	0	0	0	0
CIP	110,500	85,000	93,000	93,000	43,000
Grants, Other	778,500	11,000	5,000	46,000	0
TBD	0	0	0	0	0
<b>Total Funding Per FY</b>	<b>889,000</b>	<b>96,000</b>	<b>98,000</b>	<b>139,000</b>	<b>43,000</b>



# TOWN OF OCCOQUAN

## Vehicle and Equipment Replacement Schedule

### FY 2016 - FY 2025

#### **Background**

The purpose of this document is to outline a vehicle and equipment replacement plan for the next ten years. The Vehicle and Equipment Replacement Schedule includes vehicles and equipment owned and maintained by the Town of Occoquan and is intended to serve as a guide in providing direction to meet the needs of the organization. This is a living document that will be modified and updated annually in conjunction with the budgeting process to reflect changes within the organization and within the community.

#### **Acquisition**

The Town will participate in acquisition practices that will allow the town to obtain the lowest possible price at the highest possible quality. Any requests for new equipment must be cost justified and included as part of the annual budgeting process.

#### **Maintenance**

The Town will participate in vehicle and equipment maintenance practices that will keep vehicles and equipment in sound operating condition. These practices will follow manufacturer recommendations and preventative maintenance procedures, and will be performed in order to extend the useful life of the equipment.

#### **Replacement**

The recommended useful life for the equipment and vehicles listed within this document are based on manufacturer recommendations and the practices and procedures of other municipalities within the region. We recognize that replacing vehicles or equipment too soon or too late increases costs to the town. The approach taken is to analyze the costs associated with a vehicle and/or equipment and identify the point when, on average, it is reasonably depreciated, but has not yet incurred significant maintenance costs. By replacing the vehicle or equipment at this point, the Town can avoid escalating maintenance costs and optimize vehicle or equipment resale. The factors taken into consideration in the development of the replacement schedule include: mileage, age and type of use.

The replacement of the listed vehicles and equipment are included in the Capital Improvement Plan.

## Town Vehicles Replacement Schedule

Activity	Vehicle	Purchased	Purchase Price	Average Mileage Per Year	Useful Life
Public Safety	2014 Ford Explorer	9/19/2013	\$34,653.76	15,000	6 Years (FY 19)
Public Works	2013 Ford F350	9/19/2013	\$37,296.81	3,700	10 Years (FY 23)

## Town Equipment Replacement Schedule

<b>Public Works</b>					
Equipment	Purchased	Purchase Price	Annual Use	Useful Life	
Tennant Model S20 Street Sweeper	11/2009	~\$25,000	Weekly	10 Years (FY19)	
<b>Public Safety</b>					
Body Armor	7/2013	\$600	Daily	5 Years (FY18)	
<b>Information Technology</b>					
Equipment	Purchased	Purchase Price	Annual Use	Useful Life	
Dell Desktop Computers and Monitors (5)	8/2013	\$5,200	Daily	4 Years (FY18)	
Dell Server T320	8/2013	\$4,050	Daily	6 Years (FY20)	
Police Cruiser Laptop	1/2013	\$1,800	Daily	4 Years (FY17)	
Public Safety - Radios	1/2013	\$14,785	Daily	7 Years (FY21)	
Public Safety - Radar	9/2013	\$1,443	Daily	10 Years (FY23)	
Public Safety - Lidar	9/2013	\$1,903	Daily	10 Years (FY23)	
FTR Recording System	10/2014	\$4,800	Monthly	10 Years (FY24)	



# TOWN OF OCCOQUAN

## Infrastructure and Building Management Program

### FY 2016 - FY 2025

## Street Maintenance - Paving Program

### BACKGROUND

During the summer of 2014, the Virginia Department of Transportation (VDOT) assisted the Town in rating the condition of its roads including River Road, Center Street, Poplar Alley, W. Locust Street, Cooper’s Alley and McKenzie Drive. The following rating system was used in scheduling the repaving and maintenance timeline and is identified below for each section of roadway:

Acceptable			Deficient	
Excellent	Good	Fair	Poor	Very Poor
90-100	89-70	69-60	59-50	Less than 49

### STREET PAVING SCHEDULE

FY Year	Street	From	To	VDOT Rating (2015)	Application
2015	River Road	E. Locust Street	Dead End	38	Paving
2016	Poplar Alley	Ellicott Street	Washington Street	62	Paving
2017	Poplar Alley	Union Street	Washington Street	N/A	Speed Bump Rehab
2018	W. Locust Street	Washington Street	House #206	69	Paving
2019	Mill St Parking Lot				Paving
2020	McKenzie Drive	Ellicott Street	Fortress Way	70	Paving
2021	Center Street	Ellicott Street	Washington Street	79	Paving
2022	Ellicott Street Parking Lot			N/A	Paving

2025	Cooper's Alley	Mill Street	Dead End	84	Paving
2026	Poplar Alley	Washington Street	Dead End	90	Paving

### Street Maintenance - Striping Program

**Fiscal Year 2016:** Restripe all Town roads, existing cross walks on town roads and parking lots. Perform every five (5) years. VDOT roads were restriped during Fiscal Year 2015.

**TOWN STREET STRIPING SCHEDULE:**      **FY 2016**      **FY 2021**      **FY 2026**

### Intersection Improvements Program

**BACKGROUND**

The Town of Occoquan is largely a pedestrian community, with much of its downtown area concentrated in a walkable location spanning a few blocks. The Town Council has made it a priority to focus on pedestrian access and safety, and as a result, focus has been placed on updating our sidewalks in order to install crosswalks to promote walkability and pedestrian safety. The Town has identified key intersections that will need to be brought up to current standards in order for the Virginia Department of Transportation to install crosswalks on VDOT owned roads.

The Proposed FY 2016-2026 Capital Improvement Plan has annually identified funding for intersection improvements. The schedule below prioritizes intersection improvements and coincides with the brick sidewalk improvement schedule.

#### INTERSECTION IMPROVEMENT SCHEDULE

<b>FY Year</b>	<b>Intersection Location</b>	<b>Location of Proposed Crosswalk</b>
2016	Mill Street/ Washington Street	1. Crossing Washington Street 2. Crossing Mill Street
2017	Mill Street/ Ellicott Street	1. Crossing Ellicott Street 2. Crossing Mill Street
2018	Mill Street/Union Street	1. Crossing Mill Street (impacts parking)
2019	Washington Street (near Occoquan Heights)	Crosswalk connection at safe location
2019	West End of Mill Street	Crossing Mill Street at Mill House Museum

2020	Union Street/Commerce Street	Crosswalk existing, update to meet current standards
2021	Commerce Street/Ellicott Street	Crosswalk existing, update to meet current standards
2022	Commerce/Washington Street	Crosswalk existing, update to meet current standards

## Brick Sidewalk Improvements Program

### BACKGROUND

The Town is responsible for maintaining town-owned brick sidewalks.

### BRICK SIDEWALK MAINTENANCE AND INSTALLATION SCHEDULE

FY Year	Street	From	To	Application
2016	Mill Street	Town Parking Lot	Union Street	Maintenance and Install
2016	Town Hall	N/A	N/A	Maintenance/Replacement
2017	Ellicott Street	Mill Street	McKenzie	Maintenance and Install
2017	Commerce Street	123	Ellicott Street	Maintenance and Install
2018	Mill Street	Union Street	Ellicott	Maintenance/Replacement
2019	Washington Street	Mill Street	Mount High Street	Maintenance and Install
2020	Mill Street	Ellicott	West End	Maintenance/Replacement

## Town Building Maintenance Program

### BACKGROUND

The town owns five buildings and one park structure, and will soon own two more park structures at the new River Mill Park once it is completed in early 2016. The annual budget incorporates normal maintenance costs for each of these facilities including window washing, painting, minor repairs, etc. The capital improvement plan incorporates long term investments including renovations, roof and window replacement, HVAC system upgrades and other long-term capital projects that relates to the health, safety and longevity of the structure.

**Town Hall, 314 Mill Street**

The Town’s administrative and public safety offices are housed in Town Hall. The Town utilizes this facility for town operations, town government meetings and activities, community meetings and special events.

Over the years, minor enhancements have been made to the building in an effort to meet the changing needs of the staff and community, and respond to safety and maintenance issues. The building in general is in need of updates that will improve efficiencies in both energy usage and functionality.

**Maintenance Facility,**

The Town’s Maintenance Facility, also known as the Town Annex, is used as a maintenance facility for town public works operations and storage for town documents.

**Mill House Museum, 413 Mill Street**

The Mill House Museum is leased from the Town and operated by the Occoquan Historical Society, but owned and maintained by the Town of Occoquan.

**Visitor Center, 200 Mill Street**

The Prince William County Visitor Center is leased from the Town and operated by Discover Prince William and Manassas, but owned and maintained by the Town of Occoquan.

**Storage Building, (Former PWCSWA Pump Station) Near Intersection of Washington and Mill Streets**

The Town acquired Prince William County Solid Waste Authority’s former pump station building on Mill Street (near the intersection of Washington and Mill Streets) in late 2014, and currently uses it for town storage. It is recommended that in conjunction with the addition of the storage facility at the new River Mill Park during the upcoming fiscal year that the storage building be demolished.

**BUILDING MAINTENANCE SCHEDULE**

<b>TOWN HALL</b>			
<b>Equipment</b>	<b>Installation Date</b>	<b>Useful Life</b>	<b>Estimated Replacement</b>
Roof	Unknown	30 Years	Nearing End of Life FY17
Windows	Unknown	N/A – Recommend replacement for energy	Upgrade for Energy Efficiency FY17

		conservation and increased security	
HVAC Upstairs Unit			
HVAC Downstairs Unit			
Furnace/Boiler	Unknown		
Water Heater	Unknown		
<b>MAINTENANCE FACILITY</b>			
<b>Equipment</b>	<b>Installation Date</b>	<b>Useful Life</b>	<b>Estimated Replacement</b>
Roof		30 Years	
Windows			
HVAC	August 2014		
Garage Door		Showing age, rust	
<b>MILL HOUSE MUSEUM</b>			
<b>Equipment</b>	<b>Installation Date</b>	<b>Useful Life</b>	<b>Estimated Replacement</b>
Roof			
Windows			
HVAC			
Boiler			
<b>VISITOR'S CENTER</b>			
<b>Equipment</b>	<b>Installation Date</b>	<b>Useful Life</b>	<b>Estimated Replacement</b>
Roof			
Windows			
HVAC			