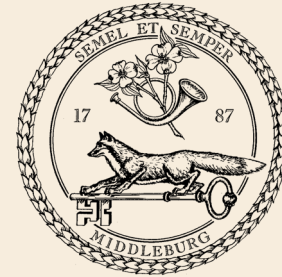
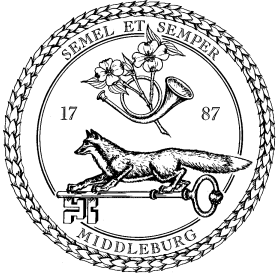


TOWN OF MIDDLEBURG



ADOPTED FISCAL YEAR 2023 BUDGET





TOWN OF MIDDLEBURG ADOPTED BUDGET

FY 2023



Town Council

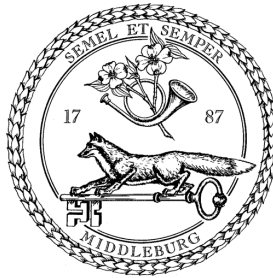
Trowbridge M. Littleton, Mayor
Peter Leonard-Morgan, Vice Mayor
Chris W. Bernard
J. Kevin Daly
Morris "Bud" Jacobs
Darlene Kirk
Philip M. Miller
Cindy C. Pearson

Town Administration

Danny Davis, Town Manager
William M. Moore, Deputy Town Manager
A.J. Panebianco, Chief of Police
Tina Staples, MGT, Finance Director/Town Treasurer
Rhonda S. North, MMC, Town Clerk
Alexandra MacIntyre, Director of Business Development and Community Partnerships

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July 1, 2022

Dear Citizens of Middleburg:

On behalf of the Middleburg Town Council, I am pleased to present the Town's Budget for Fiscal Year 2023 (FY23). This budget runs from July 1, 2022 to June 30, 2023. This budget funds key initiatives of the Town Council, provides for ongoing operations of the Town organization, anticipates the opening of the new Town Hall, and recognizes a return to regular activities after two years of the COVID-19 pandemic. The FY23 Budget is balanced, includes a significant contingency (unallocated revenues), and ensures the continued fiscal strength of the Town of Middleburg.

As part of the FY23 Budget process, the Town Council lowered the Real Property Tax Rate from 15.3 cents to 13.69 cents per \$100 of assessed value. This rate decrease recognizes that recent assessments have resulted in a large increase in property values across most categories of real property. The Town Council's goal was to offset those property value increases as much as possible and limit the real property tax burden on residents. Other local tax revenues are anticipated to significantly increase, specifically in Meals Tax and the Transient Occupancy Tax. Both revenue streams have rebounded greater than anticipated, which has allowed us to reduce citizens' Real Property Tax Rate while not affecting Town operations and while maintaining our fiscal reserves.

During FY22, the Town Council continued its strategic efforts in the following ways: we adopted changes to the R-2 Zoning District to minimize impacts of future development, while also initiating additional review of the zoning district for further possible amendments; we are revising the details of our short-term rental policies and ordinances in order to ensure the maximum protection of the Town's character; we approved a contract for new wayfinding and street signage throughout Town; we have major water/sewer projects under design or construction; and the Town Council held the groundbreaking for the new Town Hall on January 24th.

Additionally, the Town has seen a significant recovery in the local economy. Events continue to be well attended, capped off by the very successful Christmas in Middleburg parades in December 2021 and a very hot but enjoyable Art in the Burg in May 2022. Most restaurants and retailers are seeing ongoing growth in sales and demand, returning to – or surpassing – pre-COVID levels. However, we remain cognizant that inflation and supply chain constraints continue to be a challenge for our residents and businesses.

In the FY23 Budget, the Town Council continues to emphasize its strategic initiatives, focused on ongoing review of land use policies to accomplish the goals of the Comprehensive Plan. We also anticipate the return of popular Town events, such as July 4th activities and fireworks, Oktoberfest, Middleburg Film Festival, 1000 Miglia, and Christmas in Middleburg.

The Town Hall project remains on track and we are excited to bring this new facility to our community. It continues to be funded without raising residential taxes and by using existing funding streams. Specifically, the Town Council has approved debt financing for the vast majority of the project, taking advantage of historically low interest rates prior to the recent increases by the Federal Reserve. The debt service is paid through existing revenues and, as necessary, by Unassigned Fund Balance. The Town fiscal reserve policy remains unchanged at 125% of our annual general fund expenditures which is significantly higher than any other local jurisdiction around us. We also have several millions of dollars in the bank in addition to the fiscal reserve. At the completion of the Town Hall project, we will review the amount in Unassigned Fund Balance to consider paying down debt and reducing future debt service payments.

Of particular note, the Town of Middleburg was awarded a \$2 million grant from the federal government for this project. While details remain to be finalized, this funding will offset the Town's direct costs of the project. Further, the Town received a \$500,000 grant from Loudoun County toward the Town Hall project. This brings a total of \$2,500,000 in outside grant funding we have obtained to help fund the Town Hall Project.

The Town's Utility Fund continues to operate efficiently and is fiscally strong. We are fortunate to have a team that is dedicated to quality, safe drinking water and efficient wastewater treatment. All tests continue to show that the Town's utility system is top-tier and exceeds all requirements. Long-term preparation by the Town Council and staff has always been a key focus. Because of this the Town is able to weather the current inflationary environment without needing to modify the planned 3% increase in user fees.

Finally, I appreciate the continued trust that the citizens and business owners place in the Town Council to be your partners in having a successful quality of life. Our goal is to seek input, listen, and make the most prudent decisions to serve every member of our community both now and for decades to come. Your involvement in our decision-making helps us find the best path forward. I and the Town Council remain grateful to serve the Town of Middleburg and we look forward to continuing to do all we can for our citizens, community, to support local businesses, and give back to others as we always have.

Sincerely,



Trowbridge "Bridge" M. Littleton
Mayor



MIDDLEBURG EST VIRGINIA 1787

Adopted April 14, 2022

VISION

Middleburg sustains its strong sense of place by witnessing a stewardship that honors the town's rich history while embracing purposeful change so that Middleburg's heritage and cultural traditions will be enjoyed by future generations.

MISSION

It is the mission of the Middleburg Town Council to provide its citizens, businesses and visitors with superior public services in a fiscally prudent and socially responsible manner while sustaining Middleburg's historic character, natural beauty and small-town charm.

STRATEGIC PRIORITIES AND OBJECTIVES

PROTECT OUR QUALITY OF LIFE

- Work with Loudoun County and the State regarding Land Use and Transportation Matters
- Partner with other Towns and Community Groups to Strengthen our Voice
- Strengthen Local Awareness about Threats and Opportunities Related to our Quality of Life

PROMOTE COMMUNITY WELL-BEING

- Ensure Public Health & Safety
- Support Community Institutions
- Encourage Safe & Appealing Public Spaces
- Encourage Inclusive Engagement & Participation
- Promote Resident-Focused Events and Services

PROMOTE ECONOMIC WELL-BEING

- Improve Economic Development Activities
- Support New & Existing Businesses
- Promote Middleburg as a Top Visitor Destination
- Capitalize on Agrotourism

LEAD RESPONSIBLY

- Ensure Quality Town Facilities & Staff
- Communicate Effectively to Town Residents
- Promote Good Governance
- Develop Long-Term Strategies for Sound Infrastructure
- Operate with Sound Fiscal Plans & Policies that will Sustain us through Economic Cycles
- Pursue Opportunities for Innovative Redevelopment & Attainable Housing

MIDDLEBURG EST VIRGINIA 1787

ACTION PLAN AND INITIATIVES

Top 7 Goals for 2022

- Adopt Zoning and Subdivision Ordinance Updates
(Lead Responsibly); Councilmember Jacobs
- Champion and Host a Rural Preservation Summit in 2022
(Protect Quality of Life); Mayor Littleton and Councilmembers Bernard and Jacobs
- Partner with the County to Ensure Compliance with the Loudoun County and Middleburg Comprehensive Plans Related to the Protective Green Belt around Middleburg
(Protect Quality of Life); Mayor Littleton (lead) and Councilmember Jacobs
- Explore Strategies and Options for Attainable Housing
(Lead Responsibly); Vice-Mayor Leonard-Morgan and Councilmember Daly
- Adopt Updated Investment Policy for Town
(Lead Responsibly); Mayor Littleton (lead) and Councilmember Kirk
- Finalize Establishment and Launch of Charitable Foundation Non-Profit for 2022 Disbursements
(Promote Community Well-Being); Councilmembers Kirk (lead) and Miller
- Strengthen Partnership with MBPA through an MOA
(Promote Economic Well-Being); Councilmembers Bernard, Miller, and Pearson

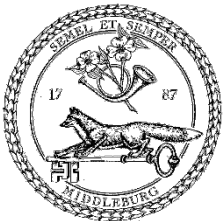
CORE VALUES

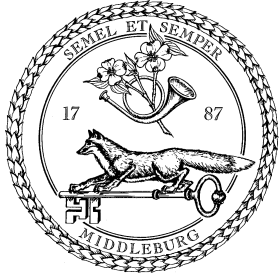
INTEGRITY – Doing the right thing

ACCOUNTABILITY – Owning our successes and failures

RESPECT - Treating everyone with dignity and consideration

TRANSPARENCY – Committing to clear and open communication





TOWN OF MIDDLEBURG ADOPTED BUDGET

FY 2023



BUDGET SUMMARY

TOWN OF MIDDLEBURG
FY 23 BUDGET SUMMARY

GENERAL FUND SUMMARY											
REVENUES						EXPENDITURES					
	FY22 ADOPTED	FY22 AMENDED	FY23 ADOPTED	% CHANGED	AMOUNT CHANGED		FY22 ADOPTED	FY22 AMENDED	FY23 ADOPTED	% CHANGED	AMOUNT CHANGED
PROPERTY TAX	\$ 539,818	\$ 539,818	\$ 571,025	5.8%	\$ 31,207	ADMINISTRATION	\$ 1,040,828	\$ 1,233,069	\$ 1,087,223	-11.8%	\$ (145,846)
LOCAL TAXES	\$ 2,768,900	\$ 3,774,000	\$ 3,716,690	-1.5%	\$ (57,310)	BUILDINGS & GROUNDS	\$ 55,300	\$ 55,300	\$ 77,904	40.9%	\$ 22,604
ZONING FEES	\$ 35,000	\$ 35,000	\$ 36,928	5.5%	\$ 1,928	POLICE	\$ 823,457	\$ 829,457	\$ 860,107	3.7%	\$ 30,650
FINES & FEES	\$ 32,200	\$ 32,200	\$ 14,000	-56.5%	\$ (18,200)	MAINTENANCE	\$ 406,720	\$ 407,384	\$ 438,066	7.5%	\$ 30,682
MISCELLANEOUS	\$ 64,000	\$ 64,000	\$ 20,000	-68.8%	\$ (44,000)	PLANNING AND ZONING	\$ 276,642	\$ 283,400	\$ 290,614	2.5%	\$ 7,214
INTERGOVERNMENTAL	\$ 40,000	\$ 40,000	\$ 55,000	37.5%	\$ 15,000	ECON. DEVELOPMENT	\$ 531,736	\$ 546,737	\$ 613,021	12.1%	\$ 66,284
MISC. REV & SPONSORSHIPS	\$ -	\$ 215,000	\$ 34,000	-84.2%	\$ (181,000)	DEBT SERVICE	\$ 200,000	\$ 200,000	\$ 270,000	35.0%	\$ 70,000
TRANSFER FROM RESERVES	\$ 350,000	\$ 350,000	\$ -	-100.0%	\$ (350,000)	CAPITAL PROJECTS CASH	\$ 350,000	\$ 350,000	\$ -	-100.0%	\$ (350,000)
							\$ 3,684,683	\$ 3,905,347	\$ 3,636,936	-6.9%	\$ (268,411)
TOTAL	\$ 3,829,918	\$ 5,050,018	\$ 4,447,643	-11.9%	\$ (602,375)	CONTINGENCY (Unallocated)	\$ 145,235	\$ 1,144,671	\$ 810,708		\$ (333,963)
Amount Changed	\$ -	\$ 1,220,100	\$ (602,375)		\$ (1,822,475)	TOTAL	\$ 3,829,918	\$ 5,050,018	\$ 4,447,643	-11.9%	\$ (602,375)

CONTINUED

UTILITY FUND SUMMARY									
REVENUES					EXPENDITURES				
	FY22 AMENDED	FY23 ADOPTED	% CHANGED	AMOUNT CHANGED		FY22 AMENDED	FY23 ADOPTED	% CHANGED	AMOUNT CHANGED
Water User Fees	\$ 671,281	\$ 642,063	-4.4%	\$ (29,218)	Contract Services	\$ 492,227	\$ 371,144	-24.6%	\$ (121,083)
Sewer User Fees	\$ 665,328	\$ 630,034	-5.3%	\$ (35,294)	Administration & Insur.	\$ 82,142	\$ 84,678	3.1%	\$ 2,536
Water Tower Cellular Leases	\$ 168,450	\$ 133,153	-21.0%	\$ (35,297)	Operations-Water	\$ 163,000	\$ 197,750	21.3%	\$ 34,750
Miscellaneous	\$ 6,000	\$ 8,000	33.3%	\$ 2,000	Operations-Sewer	\$ 184,300	\$ 186,650	1.3%	\$ 2,350
Transfer from Reserves	\$ -	\$ -	0.0%	\$ -	Debt Service	\$ 365,108	\$ 363,025	-0.6%	\$ (2,083)
Availability/Connection Fees	\$ -	\$ -	0.0%	\$ -	Capital Projects Cash	\$ 220,000	\$ 200,000	-9.1%	\$ (20,000)
					Contingency	\$ 4,282	\$ 10,003	133.6%	\$ 5,721
TOTAL UTILITY FUND REV.	\$ 1,511,059	\$ 1,413,250	-6.5%	\$ (97,809)	TOTAL UTILITY FUND EXP.	\$ 1,511,059	\$ 1,413,250	-6.5%	\$ (97,809)
TOTAL ALL FUNDS	\$ 5,555,977	\$ 5,860,894	5.5%	\$ 304,917		\$ 5,555,977	\$ 5,860,894	5.5%	\$ 304,917
SURPLUS (DEFICIT)	\$ -	\$ -							

TOWN OF MIDDLEBURG

FY 23 DEBT SERVICE AND FUND BALANCES

UTILITY FUND DEBT SERVICE

Fiscal Year	VRA Series 2010C*	Series 2020A/B**	Series 2020C***	Series 2020D	Total
TOTAL PRINCIPAL	CLOSED	Up to \$2,200,000	\$2,306,000	\$1,407,000	
2023	\$ -	\$ 23,891	\$ 149,908	\$ 149,443	\$ 323,242
2024	\$ -	\$ 23,891	\$ 141,369	\$ 148,120	\$ 313,380
2025	\$ -	\$ 23,891	\$ 139,525	\$ 152,724	\$ 316,140
Thereafter*	\$ -	\$ 1,357,516	\$ 2,252,497	\$ 1,101,369	\$ 4,711,382
Total (incl. interest)	\$ -	\$ 1,429,189	\$ 2,683,299	\$ 1,551,656	\$ 5,664,144

* Refunded into Series 2020D

** Line of Credit: Amount varies by amount used; interest only - will be refinanced or paid off

*** Refunded 2013/2014 Debt

FUND BALANCE - June 30, 2021

	GENERAL FUND	UTILITY FUND	HEALTH CENTER FUND
Assets			
Current & Other Assets	\$ 7,544,884	\$ 2,440,239	\$ 659,433
Net Capital Assets	\$ 8,403,344	\$ 13,057,094	\$ -
Total Assets	\$ 15,948,228	\$ 15,497,333	\$ 659,433
Liabilities			
Long-Term Liabilities	\$ 8,179,399	\$ 4,720,143	\$ -
Other Liabilities	\$ 391,468	\$ 361,073	\$ 12,750
Total Liabilities	\$ 8,570,867	\$ 5,081,216	\$ 12,750
Net Position			
Unrestricted Fund balance	\$ 6,662,229	\$ 2,201,839	\$ -
Restricted Fund balance	\$ 432,644	\$ -	\$ 646,683
Invested in Capital Assets -	\$ 8,234,504	\$ 8,214,278	\$ -
Parking Fund	\$ 219,311.00	\$ -	\$ -
Total Net Position	\$ 15,548,688	\$ 10,416,117	\$ 659,433

*Note: Health Center Fund balance is restricted (fiduciary fund)

GENERAL FUND CIP DEBT SERVICE**

FISCAL YEAR	TOWN HALL 2021	TOWN HALL SUPPLEMENTAL 2022	TOTALS
TOTAL PRINCIPAL	\$ 8,000,000	\$ 2,500,000	\$ 10,500,000
2023	\$ 217,600	\$ 50,891	\$ 268,491
2024	\$ 217,600	\$ 214,175	\$ 431,775
2025	\$ 561,854	\$ 214,360	\$ 776,214
Thereafter	\$ 9,694,939	\$ 2,570,852	\$ 12,265,791
Total (incl. interest)	\$ 10,691,993	\$ 3,050,278	\$ 13,742,271

TOWN OF MIDDLEBURG FY 23 BUDGET SUMMARY

CALENDAR YEAR 2022 EQUALIZED TAX RATE CALCULATION

	2022	2021	
Total Taxable Assessed Value	\$406,154,360	\$339,121,250	**
New Residential Construction/Growth	\$15,710,769		
New Commercial Construction/Growth	\$0		
Total New Construction/Growth	\$ 15,710,769		
Total Adjusted Assessment	\$390,443,591		
Equalized Tax Rate=FY22 Real Estate Levies x 101%/2022 Real Estate Adjusted Value			
2022 Total Assessment** X \$0.153 tax rate=FY23 levies	\$	518,856	
Multiplied by 101% =	\$	524,044	
Rate at 101% that does not require Hearing =	\$	0.1342	
Equalized Rate to be used for Advertisement (100%)	\$	0.1329	or 13.29 cents / \$100 assessed value

** Assessment total as of January 2022

TOWN OF MIDDLEBURG

FY 23 ASSESSMENTS

REAL PROPERTY TAX RATE SCENARIOS

2022 ASSESSMENT	TAX RATE*	REVENUE	DIFFERENCE
\$ 406,154,360	\$ 0.153	\$ 621,416	
Equalized Tax Rate	\$ 0.1329	\$ 539,733	\$ (81,683)
Equalized + 3%	\$ 0.1369	\$ 556,025	\$ (65,391)
Equalized + Inflation (7.5%)	\$ 0.1429	\$ 580,395	\$ (41,022)

Current tax rate

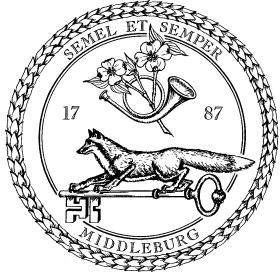
* 1 cent on the tax rate = \$40,615

<u>BREAK OUT</u>	<u>2021 ASSESSMENT</u>	<u>VALUE CHANGE**</u>	<u>2022 ASSESSMENT</u>	<u>% CHANGE</u>	<u>EQUALIZED % CHANGE</u>
Single Family Detached	106,243,680	17,772,160	124,015,840	16.73%	13.35%
Town Houses	30,578,310	7,395,390	37,973,700	24.19%	24.19%
Condo	12,360,820	685,350	13,046,170	5.54%	5.54%
Other (incl vacant land)	10,805,150	8,738,490	19,543,640	80.87%	-31.36%
Single Family Suburban	1,497,800	404,260	1,902,060	26.99%	26.99%
Multifamily	2,827,140	486,330	3,313,470	17.20%	17.20%
Commercial/ Industrial	174,808,350	31,551,130	206,359,480	18.05%	18.05%
TOTAL TAXABLE	339,121,250	67,033,110	406,154,360	19.77%	15.13%
		**(includes new construction)		**(includes new construction)	

Other/Vacant Land value change includes new lots in the "Middleburg Residences at Salamander."

The Total Assessment does not reflect the value of 78 tax exempt properties which for 2022 totals \$72,533,390. Approximately 16% of the real property parcels in Middleburg are tax exempt.

Potential revenues must be reduced by the annual elderly tax relief, which for CY21 totaled approximately



TOWN OF MIDDLEBURG ADOPTED BUDGET

FY 2023



GENERAL FUND BUDGET

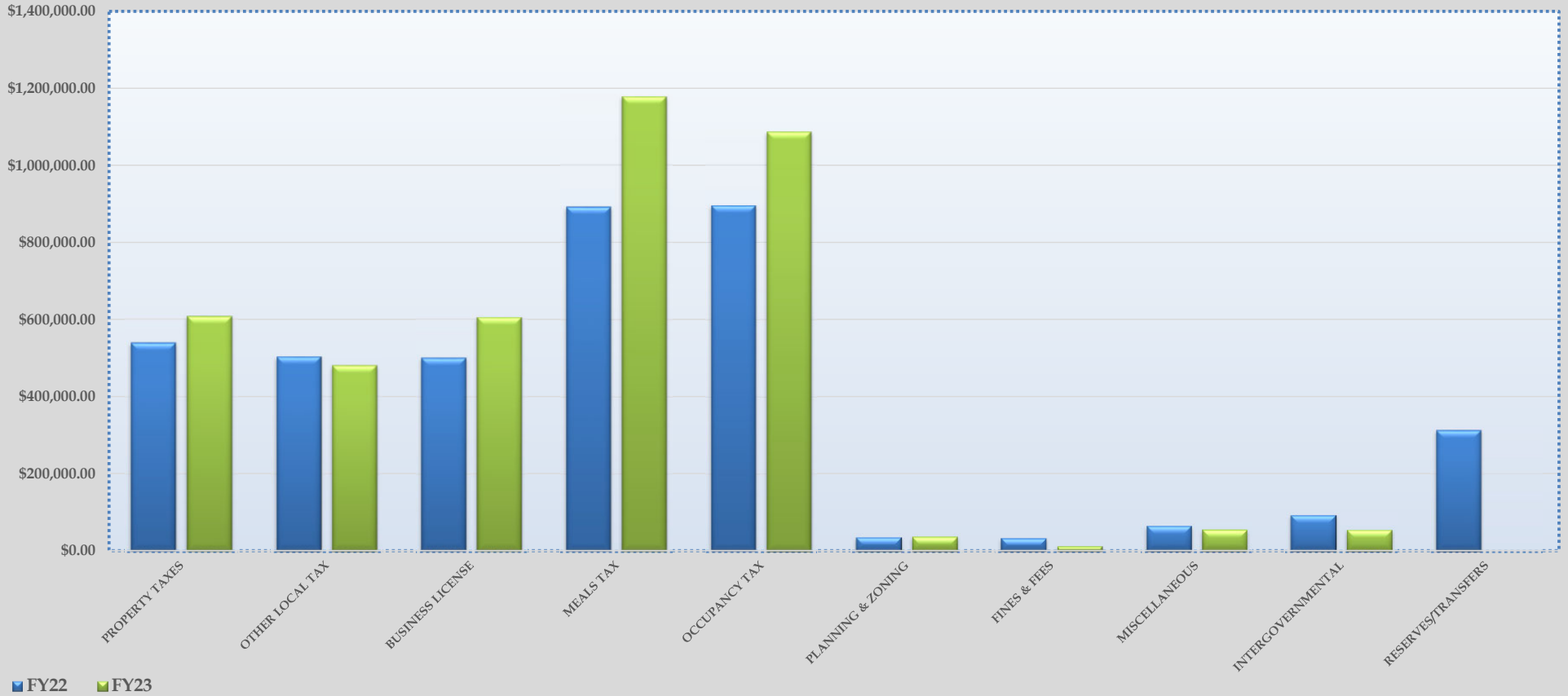
TOWN OF MIDDLEBURG

FY 23 BUDGET

REVENUES		Account #	FY20 ACTUAL	FY21 ACTUAL	FY22 ADOPTED	FY22 AMENDED	FY22 YTD	FY23 ADOPTED	% Change from FY 22	Amount Changed	Notes
<u>PROPERTY TAX</u>											
*Real Estate	10-3000-0100	\$	532,356	\$ 533,722	\$ 503,318	\$ 503,318	\$ 245,235	\$ 536,025	6.5%	\$ 32,707	Rate reduced to 13.69 cents. Revenue amount reduced by \$10k for Tax Relief Program and \$10k for appeals.
*Personal Property	10-3000-0200	\$	51,821	\$ 41,794	\$ 35,000	\$ 35,000	\$ 20,019	\$ 35,000	0.0%	\$ -	
Penalties and interest	10-3000-500, -600	\$	3,847	\$ 4,462	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	0.0%	\$ -	
Total		\$	588,024	\$ 579,978	\$ 539,818	\$ 539,818	\$ 265,254	\$ 572,525	6.1%	\$ 32,707	
<u>LOCAL TAXES</u>											
Sales Tax	10-3100-0100	\$	52,203	\$ 60,486	\$ 52,000	\$ 52,000	\$ 31,151	\$ 52,000	0.0%	\$ -	
Utilities Taxes	10-3020-misc	\$	99,111	\$ 96,147	\$ 107,000	\$ 107,000	\$ 45,903	\$ 107,000	0.0%	\$ -	
Meals Tax	10-3030-0000	\$	825,528	\$ 934,369	\$ 892,000	\$ 1,250,000	\$ 670,988	\$ 1,212,015	-3.0%	\$ (37,985)	Expected 2% growth over FY22 Projections
Business License	10-3050-0000	\$	557,237	\$ 525,642	\$ 500,000	\$ 750,000	\$ 1,761	\$ 675,000	-10.0%	\$ (75,000)	FY22 actuals as of 3/17/22 are over \$718,000
Cigarette Tax	10-3060-0000	\$	21,728	\$ 19,959	\$ 25,000	\$ 25,000	\$ 11,964	\$ 20,000	-20.0%	\$ (5,000)	
Motor Vehicle License	10-3200-0100	\$	16,825	\$ 15,617	\$ 11,500	\$ 11,500	\$ 2,376	\$ 15,000	30.4%	\$ 3,500	
Bank Franchise Tax	10-3010-0000	\$	282,820	\$ 289,477	\$ 285,000	\$ 315,000	\$ -	\$ 309,000	-1.9%	\$ (6,000)	
Occupancy Tax	10-3040-0000	\$	665,432	\$ 1,040,053	\$ 896,400	\$ 1,263,500	\$ 722,350	\$ 1,326,675	5.0%	\$ 63,175	Expected 5% growth over FY22 Projections
Total		\$	2,520,884	\$ 2,981,750	\$ 2,768,900	\$ 3,774,000	\$ 1,486,493	\$ 3,716,690	-1.5%	\$ (57,310)	
<u>PLANNING & ZONING</u>											
Application, Proffer, Misc Fees	10-3220-misc	\$	14,990	\$ 55,779	\$ 17,000	\$ 17,000	\$ 3,700	\$ 17,000	0.0%	\$ -	
Professional Review Fees	10-3220-0500	\$	-	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	0.0%	\$ -	
Right of Way Franchise Fee	10-3200-0800	\$	14,854	\$ 14,929	\$ 13,000	\$ 13,000	\$ 14,929	\$ 14,928	14.8%	\$ 1,928	
		\$	29,844	\$ 70,708	\$ 35,000	\$ 35,000	\$ 18,629	\$ 36,928	5.5%	\$ 1,928	
<u>FINES AND FEES</u>											
Court & Parking Fines	misc	\$	26,636	\$ 7,553	\$ 30,000	\$ 30,000	\$ 3,383	\$ 12,000	-60.0%	\$ (18,000)	
Farmers Market Fees	10-3100-0502	\$	14,565	\$ -	\$ 1,200	\$ 1,200	\$ -	\$ -	-100.0%	\$ (1,200)	
Parking Space Rental/Permits	10-3200-0300,-0500	\$	300	\$ 475	\$ 1,000	\$ 1,000	\$ 965	\$ 500	-50.0%	\$ (500)	
Total		\$	41,501	\$ 8,028	\$ 32,200	\$ 32,200	\$ 4,348	\$ 12,500	-61.2%	\$ (19,700)	
<u>MISCELLANEOUS</u>											
Misc. Donations & Sponsorships	10-3070-misc	\$	14,650	\$ 76,618	\$ 34,000	\$ 34,000	\$ 785	\$ 34,000	0.0%	\$ -	Sponsorship Revenues for Town Events; Reimbursable Overtime for PD for private events
Pink Box Income & Surplus	10-3300-misc	\$	118	\$ -	\$ -	\$ 200,000	\$ -	\$ -	-100.0%	\$ (200,000)	
Miscellaneous/Interest	10-3400-0300,-0400	\$	111,311	\$ 37,546	\$ 30,000	\$ 30,000	\$ 33,489	\$ 20,000	-33.3%	\$ (10,000)	
Transfer from Reserves	10-3800-4060	\$	-	\$ -	\$ 350,000	\$ 312,900	\$ -	\$ -	-100.0%	\$ (312,900)	Removed all transfer from reserves
Total		\$	126,079	\$ 114,164	\$ 414,000	\$ 576,900	\$ 34,274	\$ 54,000	-90.6%	\$ (522,900)	
<u>INTERGOVERNMENTAL</u>											
Law Enforcement 599 & Grant	10-3100-0300,-0301	\$	22,296	\$ 26,331	\$ 20,500	\$ 20,500	\$ 11,160	\$ 20,500	0.0%	\$ -	599 Funds
State/Local Grants	10-3100-misc	\$	79,804	\$ 75,856	\$ 4,500	\$ 56,600	\$ 45,700	\$ 4,500	-92.0%	\$ (52,100)	VCA Grant Program
Fire Program	10-3100-0500	\$	10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	0.0%	\$ -	State Fire Program - pass thru to Loudoun County
Miscellaneous & County Grants	10-3100-0503	\$	60,000	\$ 19,523	\$ -	\$ -	\$ -	\$ 15,000		\$ 15,000	COVID - ARPA Funds for FY23
Total		\$	172,100	\$ 136,710	\$ 40,000	\$ 92,100	\$ 56,860	\$ 55,000	-40.3%	\$ (37,100)	
Total Revenues		\$	3,478,432	\$ 3,891,338	\$ 3,829,918	\$ 5,050,018	\$ 1,865,858	\$ 4,447,643	-11.9%	\$ (602,375)	

TOWN OF MIDDLEBURG
FY 23 BUDGET

TOWN OF MIDDLEBURG REVENUE COMPARISON FY22 v. FY23



TOWN OF MIDDLEBURG

FY 23 OPERATING BUDGET

ADMINISTRATION

EXPENDITURES		FY20	FY 21	FY22	FY22	FY22	FY23	%	AMOUNT	Notes
<u>ADMIN. SALARY & BENEFITS</u>	<u>ACCOUNT #</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>YTD</u>	<u>ADOPTED</u>	<u>CHANGED</u>	<u>CHANGED</u>	
ADMIN. STAFF SALARIES	10-5000-0100	\$ 250,218	\$ 327,343	\$ 311,266	\$ 311,266	\$ 172,799	\$ 325,666	4.4%	\$ 14,400	Includes merit increases, bonus program, and leave payout for all departments
OTHER WAGES/COMPENSATION	10-5000-0503	\$ 94,889	\$ (34,760)	\$ 38,000	\$ 25,241	\$ 22,141	\$ 42,000	39.9%	\$ 16,759	
WORKER'S COMP	10-5000-2000	\$ 401	\$ 572	\$ 285	\$ 285	\$ 3,500	\$ 500	43.0%	\$ 215	
FICA - ADMINISTRATIVE	10-5000-2020	\$ 19,457	\$ 28,928	\$ 27,489	\$ 27,489	\$ 15,379	\$ 28,671	4.1%	\$ 1,182	
HEALTH - ADMINISTRATIVE	10-5000-2115	\$ 181,481	\$ 204,322	\$ 203,694	\$ 203,694	\$ 88,317	\$ 215,491	5.5%	\$ 11,797	
VRS/ICMARC - ADMINISTRATIVE	10-5000-2125	\$ 49,048	\$ 55,583	\$ 61,410	\$ 61,410	\$ 38,803	\$ 71,884	14.6%	\$ 10,474	Health Insurance for all depts.; rates up 8.5%; actual amount varies by employee elections
VEHICLE ALLOWANCE	10-5000-2230	\$ 27	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	VRS rates increased 12%; actual amount varies by department
FITNESS & DEFERRED COMP MATCH	10-5000-2400	\$ 4,340	\$ 12,118	\$ 5,000	\$ 5,000	\$ 7,193	\$ 7,500	33.3%	\$ 2,500	Fitness match to go away after FY23
ADMIN. COMPENSATION		\$ 599,861	\$ 594,106	\$ 647,144	\$ 634,385	\$ 348,132	\$ 691,713	8.3%	\$ 57,328	
<u>COUNCIL EXPENSES</u>										
COUNCIL COMPENSATION	10-5000-1100	\$ 16,400	\$ 16,462	\$ 16,800	\$ 16,800	\$ 9,800	\$ 16,800	0.0%	\$ -	
MAYOR COMPENSATION	10-5000-1000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 3,500	\$ 6,000	0.0%	\$ -	
FICA-COUNCIL	10-5000-2100	\$ 1,714	\$ 1,744	\$ 1,744	\$ 1,744	\$ -	\$ 1,744	0.0%	\$ -	
COUNCIL TRAINING/MISC. EXPENSES	10-5000-1010	\$ 16,036	\$ 4,193	\$ 20,000	\$ 20,000	\$ 15,480	\$ 20,000	0.0%	\$ -	For Council conferences (VML), strategic planning meetings, and other events
CITIZEN ENGAGEMENT	10-5000-3050	\$ -	\$ 2,902	\$ 6,500	\$ 11,500	\$ 1,000	\$ 18,000	36.1%	\$ 6,500	Increase includes maintenance of Christmas Ornament Signs
COUNCIL EXPENSES		\$ 40,150	\$ 31,301	\$ 51,044	\$ 56,044	\$ 29,780	\$ 62,544	10.4%	\$ 6,500	
<u>ADMINISTRATIVE SERVICES</u>										
ATTORNEY	10-5100-2100	\$ 47,785	\$ 52,786	\$ 63,600	\$ 63,600	\$ 28,283	\$ 75,508	15.8%	\$ 11,908	Increase for Strategic Initiative Policy/Ordinance review
ENGINEERING & ARCHITECTURAL	10-5100-2200	\$ 15,308	\$ 21,184	\$ 30,000	\$ 30,000	\$ 11,463	\$ 28,000	-7.1%	\$ (2,000)	Project studies and consulting
ADVERTISING	10-5100-2300	\$ 3,038	\$ 2,863	\$ 5,000	\$ 5,000	\$ -	\$ 4,000	-25.0%	\$ (1,000)	
ACCOUNTING, AUDIT & INSURANCE	10-5100-2400	\$ 11,300	\$ 18,300	\$ 13,000	\$ 13,000	\$ 11,500	\$ 13,000	0.0%	\$ -	
FINANCIAL ADVISOR SERVICES	10-5100-2500	\$ 64,250	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	
LINE OF CREDIT FEES & INTEREST	10-5900-5000	\$ -	\$ 13,451	\$ -	\$ -	\$ 373	\$ 1,000	100.0%	\$ 1,000	
ELECTION	10-5100-2900	\$ 3,155	\$ -	\$ 3,500	\$ 3,500	\$ -	\$ -	-	\$ (3,500)	
PROFESSIONAL DEVELOPMENT	10-5100-3100	\$ 3,114	\$ 960	\$ 10,000	\$ 10,000	\$ 1,310	\$ 10,000	0.0%	\$ -	
TUITION REIMBURSEMENT	10-NEW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	100.0%	\$ 5,000	Cross-Departmental Program; up to \$2,500/employee
MEMBERSHIPS/PUBLICATIONS	10-5100-3200	\$ 2,617	\$ 2,756	\$ 4,000	\$ 4,000	\$ 3,212	\$ 4,000	0.0%	\$ -	
MIDDLEBURG FIRE/RESCUE	10-5100-2600	\$ -	\$ 60,000	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	0.0%	\$ -	State Fire Program - pass thru to Loudoun County
CONTINGENCY	10-5100-3400	\$ -	\$ 37	\$ 1,000	\$ 1,000	\$ -	\$ 2,500	60.0%	\$ 1,500	
COUNTY COLLECTION	10-5100-8000	\$ 7,053	\$ 2,583	\$ 6,340	\$ 6,340	\$ -	\$ 6,757	6.2%	\$ 416	1.15% of all property tax collections per MOU
OTHER	10-5100-9900	\$ 4,417	\$ 842	\$ 2,500	\$ 2,500	\$ 1,559	\$ 3,000	16.7%	\$ 500	Misc. expenses and holiday gift card program
ADMINISTRATIVE SERVICES		\$ 162,037	\$ 175,762	\$ 153,940	\$ 153,940	\$ 57,700	\$ 167,765	8.2%	\$ 13,824	

**TOWN OF MIDDLEBURG
FY 23 OPERATING BUDGET**

ADMINISTRATION, CONTINUED

ADMINISTRATIVE EXPENSES	ACCOUNT #	FY20 ACTUAL	FY 21 ACTUAL	FY22 ADOPTED	FY22 AMENDED	FY22 YTD	FY23 ADOPTED	% CHANGED	AMOUNT CHANGED	Notes
OFFICE SUPPLIES	10-5200-4100	\$ 12,658	\$ 4,966	\$ 6,000	\$ 6,000	\$ 1,154	\$ 6,600	10.0%	\$ 600	
COVID 19 EXPENSES	10-5200-4101	\$ 2,509	\$ 21,432	\$ 5,000	\$ 5,000	\$ 4,195	\$ 5,000	0.0%	\$ -	
COVID 19 SUPPORT/ ASSISTANCE	10-5200-4102	\$ -	\$ 11,932	\$ -	\$ -	\$ -	\$ 5,000	0.0%	\$ 5,000	Communications to residents about support services
PRINTING	10-5200-4200	\$ 2,081	\$ 5,938	\$ 6,500	\$ 6,500	\$ 2,803	\$ 6,500	0.0%	\$ -	
POSTAGE	10-5200-4300	\$ 1,762	\$ 1,651	\$ 5,000	\$ 5,000	\$ 941	\$ 2,000	-60.0%	\$ (3,000)	
EQUIPMENT/SOFTWARE PURCHASE	10-5200-4400	\$ 13,797	\$ 15,623	\$ 10,000	\$ 10,000	\$ 11,637	\$ 20,000	100.0%	\$ 10,000	Increase for server replacement and computer equipment
EQUIP. & SOFTWARE MAINT.	10-5200-4500	\$ 65,125	\$ 75,896	\$ 67,850	\$ 67,850	\$ 41,538	\$ 79,252	16.8%	\$ 11,402	Increase for software maintenance costs; cloud-based subscription services
OFFICE EQUIP. RENTAL	10-5200-4600	\$ 4,297	\$ 2,916	\$ 4,000	\$ 4,000	\$ 1,543	\$ 4,400	10.0%	\$ 400	Leased printers, folding machine, postage machine
OTHER	10-5200-9900	\$ 3,266	\$ 2,020	\$ 1,000	\$ 1,000	\$ 373	\$ 1,100	10.0%	\$ 100	
ADMINISTRATIVE EXPENSES		\$ 105,495	\$ 142,374	\$ 105,350	\$ 105,350	\$ 64,184	\$ 129,852	23.3%	\$ 24,502	
INSURANCE										
CRIME & FRAUD INSURANCE	10-5100-2410	\$ 1,009	\$ 424	\$ 1,350	\$ 1,350	\$ 864	\$ 1,350	0.0%	\$ -	
LIABILITY INSURANCE	10-5100-2420	\$ 7,736	\$ 3,909	\$ 4,000	\$ 4,000	\$ 11,431	\$ 4,000	0.0%	\$ -	
		\$ 8,745	\$ 4,333	\$ 5,350	\$ 5,350	\$ 12,295	\$ 5,350	0.0%	\$ -	
CHARITABLE CONTRIBUTIONS	10-5200-4900	\$ 110,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 19,250	\$ 20,000	0.0%	\$ -	
REPAYMENT OF HEALTH CENTER	10-5200-4920	\$ -	\$ -	\$ 50,000	\$ 250,000	\$ 250,000	\$ -	-100.0%	\$ (250,000)	One-time in FY22 for COVID-19 support programs
TOWN COMMITTEE SUPPORT	10-5200-4700	\$ 4,279	\$ 4,288	\$ 8,000	\$ 8,000	\$ 787	\$ 10,000	25.0%	\$ 2,000	xpenses for meetings/activities of Town Committee
		\$ 114,279	\$ 24,288	\$ 78,000	\$ 278,000	\$ 270,037	\$ 30,000	-89.2%	\$ (248,000)	
TOTAL ADMINISTRATION		\$ 1,030,567	\$ 972,164	\$ 1,040,828	\$ 1,233,069	\$ 782,128	\$ 1,087,223	-11.8%	\$ (145,846)	
NON-DEPARTMENTAL EXPENDITURES										
DEBT SERVICE	ACCOUNT #	FY20 ACTUAL	FY 21 ACTUAL	FY22 ADOPTED	FY22 AMENDED	FY22 YTD	FY23 ADOPTED	% CHANGED	AMOUNT CHANGED	
GF DEBT SERVICE	10-5900-1015	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 175,464	\$ 270,000	35.0%	\$ 70,000	Subject to final debt service for Town Hall
TRANSFER TO CIP	10-5900-1515	\$ 397,988	\$ 827,908	\$ 350,000	\$ 350,000	\$ -	\$ -	-100.0%	\$ (350,000)	Removed; will consider on case-by-case basis
TOTAL NON-DEPARTMENTAL		\$ 397,988	\$ 827,908	\$ 550,000	\$ 550,000	\$ 175,464	\$ 270,000	-65.0%	\$ (280,000)	

TOWN OF MIDDLEBURG
FY 23 OPERATING BUDGET

BUILDINGS & GROUNDS

EXPENDITURES											
BUILDING EXPENSE	ACCOUNT #	FY20 ACTUAL	FY 21 ACTUAL	FY22 ADOPTED	FY22 AMENDED	FY22 YTD	FY23 ADOPTED	% CHANGED	AMOUNT CHANGED	Notes	
SUPPLIES	10-5210-5100	\$ 1,631	\$ 1,802	\$ 1,300	\$ 1,300	\$ 532	\$ 1,404	8.0%	\$ 104	Cleaning Contract for Town Hall; 1/2 year for FY23	
REPAIRS & MAINTENANCE	10-5210-5200	\$ 18,954	\$ 12,351	\$ 20,000	\$ 20,000	\$ 8,708	\$ 30,000	50.0%	\$ 10,000		
MINOR EQUIPMENT	10-5210-5300	\$ 46	\$ 3,980	\$ 10,000	\$ 10,000	\$ -	\$ 5,000	-50.0%	\$ (5,000)		
GROUNDS/LANDSCAPE MAINTENANCE	10-NEW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	0.0%	\$ 12,000	Landscaping for Town Hall; 1/2 year for FY23	
ELECTRICAL SERVICES	10-5210-5400	\$ 2,982	\$ 2,713	\$ 4,000	\$ 4,000	\$ 1,648	\$ 8,000	100.0%	\$ 4,000		
HEATING FUEL	10-5210-5500	\$ 652	\$ 735	\$ 1,500	\$ 1,500	\$ 364	\$ 1,500	0.0%	\$ -		
TELEPHONE/INTERNET	10-5210-5600	\$ 4,134	\$ 4,383	\$ 5,500	\$ 5,500	\$ 1,734	\$ 6,500	18.2%	\$ 1,000		
WATER/SEWER USE FEE	10-5210-6000	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	0.0%	\$ -		
PROPERTY INSURANCE	10-5210-4900	\$ 2,106	\$ 4,000	\$ 4,000	\$ 4,000	\$ 7,254	\$ 12,000	200.0%	\$ 8,000	Building Insurance; increased for Town Hall	
EV CHARGING STATION	10-5210-4950	\$ -	\$ -	\$ 7,500	\$ 7,500	\$ -		-100.0%	\$ (7,500)		
OTHER	10-5210-9900	\$ 406	\$ 8	\$ 500	\$ 500	\$ -	\$ 500	0.0%	\$ -		
SUBTOTAL BUILDING EXPENSE		\$ 30,911	\$ 29,972	\$ 55,300	\$ 55,300	\$ 20,240	\$ 77,904	40.9%	\$ 22,604		
TOTAL BUILDING EXPENSE		\$ 30,911	\$ 29,972	\$ 55,300	\$ 55,300	\$ 20,240	\$ 77,904	40.9%	\$ 22,604		

TOWN OF MIDDLEBURG

FY 23 OPERATING BUDGET

POLICE DEPARTMENT & PUBLIC SAFETY

EXPENDITURES											
<u>SALARY & OVERTIME</u>	<u>ACCOUNT #</u>	<u>FY20 ACTUAL</u>	<u>FY 21 ACTUAL</u>	<u>FY22 ADOPTED</u>	<u>FY22 AMENDED</u>	<u>FY22 YTD</u>	<u>FY23 ADOPTED</u>	<u>% CHANGED</u>	<u>AMOUNT CHANGED</u>	<u>Notes</u>	
POLICE SALARIES	10-5300-0100	\$ 459,431	\$ 475,336	\$ 504,822	\$ 514,289	\$ 273,491	\$ 523,751	2%	\$ 9,462		
OVERTIME	10-5300-0500	\$ 29,182	\$ 24,115	\$ 25,130	\$ 25,130	\$ 16,096	\$ 21,539	-14%	\$ (3,591)		
OTHER WAGES	10-5300-0600	\$ 13,837	\$ 19,238	\$ 9,000	\$ 5,533	\$ 21,670	\$ 18,400	233%	\$ 12,867	Increased to cover 10 weeks of leave and limit use of OT; also for Christmas Parade outside officers	
SUBTOTAL SALARIES		\$ 502,450	\$ 518,689	\$ 538,952	\$ 544,952	\$ 311,257	\$ 563,690	3%	\$ 18,738		
<u>BENEFITS</u>											
VRS/ICMARC SYSTEM	10-5300-2125	\$ 86,485	\$ 77,305	\$ 83,895	\$ 83,895	\$ 61,144	\$ 97,483	16%	\$ 13,588	VRS rates increased 12%; actual amount varies by department	
FICA	10-5300-2020	\$ 37,405	\$ 42,646	\$ 40,815	\$ 40,815	\$ 24,773	\$ 42,325	4%	\$ 1,510		
WORKER'S COMP	10-5300-3000	\$ 7,731	\$ 13,916	\$ 12,770	\$ 12,770	\$ 12,770	\$ 12,770	0%	\$ -		
SUBTOTAL BENEFITS		\$ 131,621	\$ 133,867	\$ 137,480	\$ 137,480	\$ 98,687	\$ 152,577	11%	\$ 15,097		
<u>OPERATIONS</u>											
INSURANCE AUTO	10-5300-1000	\$ 6,498	\$ 7,230	\$ 7,230	\$ 7,230	\$ 5,318	\$ 7,230	0%	\$ -		
POLICE PROF/LIAB INSURANCE	10-5300-1010	\$ 7,789	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	0%	\$ -		
ATTORNEY	10-5300-2100	\$ 7,875	\$ -	\$ 3,400	\$ 3,400	\$ -	\$ 3,400	0%	\$ -		
COURT FEES	10-5300-6150	\$ 240	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	0%	\$ -		
ADVERTISING	10-5300-2300	\$ -	\$ 1,016	\$ 500	\$ 500	\$ -	\$ 500	0%	\$ -		
PROFESSIONAL DEVELOPMENT	10-5300-3300	\$ 5,541	\$ 5,458	\$ 10,000	\$ 10,000	\$ 7,051	\$ 10,000	0%	\$ -		
EQUIPMENT & SUPPLIES	10-5300-4100	\$ 4,243	\$ 3,325	\$ 5,220	\$ 5,220	\$ 1,507	\$ 9,620	84%	\$ 4,400	Trailer and Cones for safety and road closures	
FIRE ARMS & SUPPLIES	10-5300-4400	\$ 2,264	\$ 1,461	\$ 3,000	\$ 3,000	\$ 2,392	\$ 3,000	0%	\$ -		
OFFICE SUPPLIES	10-5300-4800	\$ 3,103	\$ 2,261	\$ 4,050	\$ 4,050	\$ 723	\$ 4,050	0%	\$ -		
OFFICE RENTAL	10-5300-4700	\$ 47,492	\$ 47,492	\$ 47,500	\$ 47,500	\$ 35,619	\$ 27,550	-42%	\$ (19,950)	Anticipate ending lease at end of Jan 2023	
OFFICE CLEANING	10-5300-4900	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 2,500	150%	\$ 1,500		
SUBSCRIPTION/PUBLICATION	10-5300-5100	\$ -	\$ 585	\$ -	\$ -	\$ -	\$ -	0%	\$ -		
PRINTING	10-5300-4300	\$ 576	\$ 73	\$ 500	\$ 500	\$ 735	\$ 500	0%	\$ -		
EQUIP. & SOFTWARE MAINTENANCE	10-5300-5200	\$ 9,431	\$ 9,021	\$ 17,500	\$ 17,500	\$ 11,333	\$ 21,865	25%	\$ 4,365	Costs related to PowerDMS and Handheld Parking Ticket System	
ELECTRIC/TELEPHONE/INTERNET	10-5300-5600	\$ 10,198	\$ 12,697	\$ 9,000	\$ 9,000	\$ 4,659	\$ 9,000	0%	\$ -		
UNIFORMS & WEARING APPAREL	10-5300-7100	\$ 4,837	\$ 2,328	\$ 5,225	\$ 5,225	\$ 1,485	\$ 5,225	0%	\$ -		
VEHICLE & POWERED EQUIP. FUEL	10-5300-8100	\$ 12,028	\$ 10,443	\$ 12,000	\$ 12,000	\$ 7,534	\$ 18,000	50%	\$ 6,000	Uncertain gas prices; may reduce due to new Hybrid vehicles	
VEHICLE MAINTENANCE	10-5300-8101	\$ 7,397	\$ 7,340	\$ 5,900	\$ 5,900	\$ 3,773	\$ 6,400	8%	\$ 500		
SPECIAL EVENTS	10-5300-8600	\$ 2,803	\$ 60	\$ 4,600	\$ 4,600	\$ 3,875	\$ 4,600	0%	\$ -		
DMV STOP FEES	10-5300-8700	\$ 950	\$ 431	\$ 1,500	\$ 1,500	\$ 200	\$ 1,500	0%	\$ -		
OTHER	10-5300-9900	\$ 3,279	\$ 2,192	\$ 2,500	\$ 2,500	\$ 2,507	\$ 2,500	0%	\$ -		
SUBTOTAL OPERATIONS		\$ 136,544	\$ 118,813	\$ 147,025	\$ 147,025	\$ 94,111	\$ 143,840	-2%	\$ (3,185)		
PUBLIC SAFETY TOTAL		\$ 770,615	\$ 771,369	\$ 823,457	\$ 829,457	\$ 504,055	\$ 860,107	4%	\$ 30,650		

TOWN OF MIDDLEBURG

FY 23 OPERATING BUDGET

MAINTENANCE

EXPENDITURES											
		FY20	FY 21	FY22	FY22	FY22	FY23	%	AMOUNT		
SALARY & BENEFITS	ACCOUNT #	ACTUAL	ACTUAL	ADOPTED	AMENDED	YTD	ADOPTED	CHANGED	CHANGED	Notes	
SUPERINTENDENT'S SALARY	10-5400-0100	\$ 66,915	\$ 74,083	\$ 71,625	\$ 72,341	\$ 41,741	\$ 75,969	5%	\$ 3,628		
OTHER WAGES/COMPENSATION	10-5400-0400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -		
OVERTIME	10-5400-0500	\$ 1,229	\$ -	\$ 2,000	\$ 2,000	\$ 496	\$ 2,000	0%	\$ -		
FICA	10-5400-2020	\$ 5,026	\$ 5,475	\$ 5,479	\$ 5,479	\$ 3,118	\$ 5,812	6%	\$ 333		
VRS	10-5400-2125	\$ 13,059	\$ 12,374	\$ 12,241	\$ 12,241	\$ 9,127	\$ 14,571	19%	\$ 2,330	VRS rates increased 12%; actual amount varies by department	
WORKERS COMP	10-5400-2200	\$ 691	\$ 851	\$ 875	\$ 875	\$ 875	\$ 875	0%	\$ -		
SUBTOTAL SALARY & BENEFITS		\$ 86,920	\$ 92,783	\$ 92,220	\$ 92,936	\$ 55,357	\$ 99,227	7%	\$ 6,291		
OPERATIONS											
REFUSE DISPOSAL	10-5400-2500	\$ 75,454	\$ 118,448	\$ 117,500	\$ 118,448	\$ 70,678	\$ 127,924	8%	\$ 9,476	Estimate per contract with American Disposal	
INSURANCE AUTO/LIABILITY	10-5400-2100	\$ 3,844	\$ 2,166	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,332	6%	\$ 132		
PROFESSIONAL DEVELOPMENT	10-5400-3100	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	0%	\$ -		
SUPPLIES	10-5400-5100	\$ 3,497	\$ 1,407	\$ 5,500	\$ 5,500	\$ 710	\$ 4,000	-27%	\$ (1,500)		
EQUIPMENT	10-5400-5101	\$ 1,446	\$ 714	\$ 1,500	\$ 1,500	\$ -	\$ 1,620	8%	\$ 120		
REPAIRS/MAINTENANCE.	10-5400-5200	\$ 20,160	\$ 3,981	\$ 17,500	\$ 17,500	\$ 16,535	\$ 18,900	8%	\$ 1,400	Includes sidewalk repair/projects	
ELECTRICITY - SHOP	10-5400-5400	\$ 1,072	\$ 1,188	\$ 1,500	\$ 1,500	\$ 126	\$ 1,620	8%	\$ 120		
ELECTRICITY ST. LIGHTS	10-5400-5401	\$ 13,987	\$ 12,590	\$ 15,000	\$ 15,000	\$ 6,570	\$ 16,200	8%	\$ 1,200		
TELEPHONE/PAGER	10-5400-5600	\$ 391	\$ 167	\$ 500	\$ 500	\$ 213	\$ 500	0%	\$ -		
SNOW REMOVAL	10-5400-6100	\$ 575	\$ 2,835	\$ 20,000	\$ 20,000	\$ 503	\$ 22,000	10%	\$ 2,000		
STREET CLEANING	10-5400-6200	\$ 12,175	\$ 11,700	\$ 13,000	\$ 13,000	\$ 5,850	\$ 13,000	0%	\$ -		
PART-TIME CONTRACT LABOR	10-5400-0200	\$ 5,010	\$ 1,629	\$ 20,000	\$ 20,000	\$ 3,810	\$ 22,000	10%	\$ 2,000	Anticipate ending lease at end of Jan 2023	
LANDSCAPE MAINTENANCE	10-5400-6300	\$ 42,239	\$ 31,485	\$ 50,000	\$ 50,000	\$ 23,530	\$ 55,000	10%	\$ 5,000	Additional landscaping/tree removal in Town	
LIBERTY ST. PARKING LOT & RESTROOMS	10-5400-6500	\$ 4,415	\$ 1,396	\$ 8,000	\$ 8,000	\$ 3,023	\$ 7,500	-6%	\$ (500)		
WATER & SEWER-RESTROOMS	10-5400-7000	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	0%	\$ -		
DANGEROUS STRUCTURES REPAIR	10-5400-5250	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	0%	\$ -		
MUNICIPAL PARKING LOT RENTAL	10-5400-6600	\$ 4,200	\$ 4,200	\$ 4,200	\$ 4,200	\$ 6,664	\$ 6,664	59%	\$ 2,464	Per Lease with Methodist Church	
DOWNTOWN STREET LIGHTS	10-5400-6650	\$ 1,124	\$ 1,010	\$ 1,500	\$ 1,500	\$ 509	\$ 1,500	0%	\$ -		
BUILDING & EQUIPMENT INSURANCE	10-5400-6700	\$ 2,047	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0%	\$ -		
UNIFORMS & WEARING APPAREL	10-5400-7100	\$ 170	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000	0%	\$ 1,000		
VEHICLE FUEL	10-5400-8100	\$ 1,331	\$ 1,068	\$ 1,600	\$ 1,600	\$ 2,011	\$ 3,000	88%	\$ 1,400	Uncertain gas prices	
VEHICLE MAINTENANCE	10-5400-8101	\$ 206	\$ 1,163	\$ 1,000	\$ 1,000	\$ -	\$ 1,080	8%	\$ 80		
OTHER	10-5400-9900	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	0%	\$ -		
SUBTOTAL OPERATIONS		\$ 193,343	\$ 202,147	\$ 314,500	\$ 314,448	\$ 146,932	\$ 338,840	8%	\$ 24,392		
MAINTENANCE TOTAL		\$ 280,263	\$ 294,930	\$ 406,720	\$ 407,384	\$ 202,289	\$ 438,066	8%	\$ 30,682		

TOWN OF MIDDLEBURG
FY 23 OPERATING BUDGET

PLANNING AND ZONING

EXPENDITURES										Notes
	ACCOUNT #	FY20 ACTUAL	FY 21 ACTUAL	FY22 ADOPTED	FY22 AMENDED	FY22 YTD	FY23 ADOPTED	% CHANGED	AMOUNT CHANGED	
<u>SALARY & BENEFITS</u>										
SALARY	10-5500-0600	\$ 146,156	\$ 163,812	\$ 157,741	\$ 164,500	\$ 94,114	\$ 172,703	5.0%	\$ 8,203	
VRS - ZONING	10-5500-2125	\$ 27,583	\$ 25,567	\$ 26,958	\$ 26,958	\$ 20,892	\$ 33,124	22.9%	\$ 6,166	VRS rates increased 12%; actual amount varies by department
WORKER'S COMP	10-5500-2010	\$ 115	\$ 142	\$ 125	\$ 125	\$ 125	\$ 125	0.3%	\$ 0	
FICA - ZONING	10-5500-2020	\$ 11,174	\$ 12,557	\$ 12,067	\$ 12,067	\$ 7,210	\$ 13,212	9.5%	\$ 1,145	
		\$ 185,028	\$ 202,078	\$ 196,891	\$ 203,650	\$ 122,341	\$ 219,164	7.6%	\$ 15,514	
<u>CONSULTING & ADMINISTRATIVE</u>										
ATTORNEY	10-5500-2100	\$ 4,750	\$ 4,876	\$ 12,000	\$ 12,000	\$ 5,041	\$ 9,000	-25.0%	\$ (3,000)	
ENGINEERING/CONSULTING	10-5500-2200	\$ 18,083	\$ 62,859	\$ 55,000	\$ 55,000	\$ 27,471	\$ 50,000	-9.1%	\$ (5,000)	Expenses to review development plans; also for inspection services for new subdivision
ADVERTISING	10-5500-2300	\$ 663	\$ 2,042	\$ 2,500	\$ 2,500	\$ 65	\$ 2,500	0.0%	\$ -	
PROFESSIONAL DEVELOPMENT	10-5500-3100	\$ 1,660	\$ 346	\$ 3,000	\$ 3,000	\$ 4,320	\$ 3,000	0.0%	\$ -	
TRAINING	10-5500-3300	\$ 1,100	\$ 325	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	0.0%	\$ -	
MEMBERSHIP & PUBLICATIONS	10-5500-3200	\$ 1,300	\$ 1,949	\$ 1,650	\$ 1,650	\$ 1,481	\$ 1,650	0.0%	\$ -	
OFFICE SUPPLIES	10-5500-4100	\$ 142	\$ 75	\$ 400	\$ 400	\$ -	\$ 200	-50.0%	\$ (200)	
OTHER	10-5500-9900	\$ -	\$ -	\$ 200	\$ 200	\$ 21	\$ 100	-50.0%	\$ (100)	
		\$ 27,698	\$ 72,472	\$ 79,750	\$ 79,750	\$ 38,399	\$ 71,450	-10.4%	\$ (8,300)	
PLANNING & ZONING TOTAL										
		\$ 212,726	\$ 274,550	\$ 276,642	\$ 283,400	\$ 160,740	\$ 290,614	2.5%	\$ 7,214	

TOWN OF MIDDLEBURG

FY 23 OPERATING BUDGET

ECONOMIC DEVELOPMENT

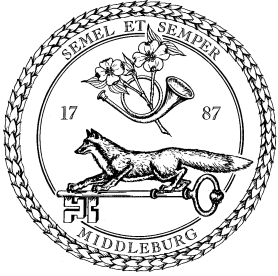
EXPENDITURES											
			FY 20	FY 21	FY22	FY22	FY22	FY23	%	AMOUNT	Notes
	ADMINISTRATION	ACCOUNT #	ACTUAL	ACTUAL	ADOPTED	AMENDED	YTD	ADOPTED	CHANGED	CHANGED	
	ECON. DEV. SALARY	10-5600-0100	\$ 92,829	\$ 63,238	\$ 91,800	\$ 91,800	\$ 32,692	\$ 89,250	-2.8%	\$ (2,550)	
	FICA	10-5600-2020	\$ 6,743	\$ 6,244	\$ 7,023	\$ 7,023	\$ 2,504	\$ 6,828	-2.8%	\$ (195)	
	WORKERS COMP	10-5600-2030	\$ 115	\$ 142	\$ 125	\$ 125	\$ 125	\$ 125	0.0%	\$ -	
	VRS/ICMARC	10-5600-2125	\$ 17,588	\$ 10,607	\$ 15,689	\$ 15,689	\$ 7,042	\$ 17,118	9.1%	\$ 1,429	VRS rates increased 12%; actual amount varies by department
	LOCAL GOV LIABILITY INSURANCE	10-5600-2420	\$ 89	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
	VEHICLE MILEAGE	10-5600-2110	\$ -	\$ -	\$ 200	\$ 200	\$ -	\$ 200	0.0%	\$ -	
	OFFICE SUPPLIES	10-5600-4100	\$ -	\$ 152	\$ 400	\$ 400	\$ 38	\$ 1,000	150.0%	\$ 600	
	DUES & ASSOC. MEMBERSHIPS	10-5600-3200	\$ -	\$ 695	\$ 1,000	\$ 1,000	\$ 815	\$ 1,000	0.0%	\$ -	
	PROFESSIONAL DEVELOPMENT	10-5600-3100	\$ 825	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	0.0%	\$ -	
	MEETING EXPENSES	10-5600-2120	\$ 1,720	\$ 60	\$ 4,000	\$ 4,000	\$ 70	\$ 4,000	0.0%	\$ -	
	Subtotal		\$ 119,909	\$ 81,138	\$ 121,737	\$ 121,737	\$ 43,286	\$ 121,021	-0.6%	\$ (716)	
	MARKETING										Staff broke out marketing into separate line items:
	PUBLIC RELATIONS	10-5600-2300	\$ 42,028	\$ 10,000	\$ -	\$ -	\$ -	\$ 19,000	0.0%	\$ 19,000	PR Firm and Public Relations Efforts
	SOCIAL MEDIA CONTRACT	10-5600-3300	\$ 3,960	\$ -	\$ -	\$ -	\$ -	\$ 48,000	0.0%	\$ 48,000	Contract with Social Media Firm
	ADVERTISING & MARKETING	10-5600-2200	\$ 82,295	\$ 128,509	\$ 125,000	\$ 125,000	\$ 24,158	\$ 45,000	-64.0%	\$ (80,000)	Social Media paid ads and print/digital ads
	MEDIA & CONTENT CREATION	10-5600-NEW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000	0.0%	\$ 16,000	Photography, video, and out of scope content creation
	MARKETING COLLATERAL	10-5600-4200	\$ 2,553	\$ 7,827	\$ 10,000	\$ 10,000	\$ 12,988	\$ 10,000	0.0%	\$ -	Branded items; giveaways; promotional materials
	Subtotal		\$ 130,836	\$ 146,336	\$ 135,000	\$ 135,000	\$ 37,146	\$ 138,000	2.2%	\$ 3,000	
	ECONOMIC DEVELOPMENT PROGRAM										
	ECON. DEV. PARTNERS	10-5600-3001	\$ 39,823	\$ 50,000	\$ 50,000	\$ 50,000	\$ 275	\$ 65,000	30.0%	\$ 15,000	MOA with Visit Loudoun; Support of MBPA (including Christmas activities with MBPA)
	CORONAVIRUS SUPPORT/ASSISTANCE	10-5600-3015	\$ 196,125	\$ -	\$ -	\$ 15,000	\$ -	\$ 10,000	-33.3%	\$ (5,000)	ARPA funds supporting businesses
	LOCAL BUSINESS SUPPORT	10-5600-2310	\$ -	\$ 93,078	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	
			\$ 235,948	\$ 143,078	\$ 50,000	\$ 65,000	\$ 275	\$ 75,000	15.4%	\$ 10,000	
	EVENTS										
	TOWN EVENTS	10-5600-3002	\$ 54,085	\$ 600	\$ 56,000	\$ 56,000	\$ 15,848	\$ 70,000	25.0%	\$ 14,000	Oktoberfest; 1000 Miglia (actual estimated costs - offset by sponsorships in amount of \$30,000)
	EVENT AGENCY / ACTIVATION	10-5600-3005	\$ -	\$ -	\$ 60,000	\$ 60,000	\$ 16,025	\$ 75,000	25.0%	\$ 15,000	Event Management Firm; increased for July 4, 2023 activities/event
	TOWN SPONSORED EVENTS	10-5600-3060	\$ 39,531	\$ 43,698	\$ 35,000	\$ 35,000	\$ 56,597	\$ 50,000	42.9%	\$ 15,000	Support to Film Festival, Christmas in Middleburg, and July 4th
	COMM & CULTURAL EVENTS GRANTS	10-5600-2915	\$ -	\$ 3,000	\$ 40,000	\$ 40,000	\$ 19,337	\$ 40,000	0.0%	\$ -	Funds to support non-profit events around the area through Town's Grant/ Sponsorship Policy
	VCA GRANT PROGRAM	10-5600-2925	\$ -	\$ -	\$ 9,000	\$ 9,000	\$ 3,937	\$ 9,000	0.0%	\$ -	VCA Grant from state; \$4,500 offset by grant revenue
	Subtotal		\$ 93,616	\$ 47,298	\$ 200,000	\$ 200,000	\$ 111,744	\$ 244,000	22.0%	\$ 44,000	
	COMMUNITY DEVELOPMENT										
	FARMERS MARKET	10-5600-2600	\$ 2,709	\$ 1,620	\$ -	\$ -	\$ 46	\$ 5,000	0.0%	\$ 5,000	To support vendors to farmer's market - goal is to re-open at new Town Hall in Spring 2023
	ARTS COUNCIL	10-5600-2700	\$ 10,559	\$ 1,141	\$ 5,000	\$ 5,000	\$ 391	\$ 10,000	100.0%	\$ 5,000	For Art in the Burg event costs
	Subtotal		\$ 13,268	\$ 2,761	\$ 5,000	\$ 5,000	\$ 437	\$ 15,000	200.0%	\$ 10,000	
	CONTINGENCY & OTHER	10-5600-9950	\$ 4,306	\$ 8,244	\$ 20,000	\$ 20,000	\$ 404	\$ 20,000	0.0%	\$ -	
	ECONOMIC DEVELOPMENT TOTAL		\$ 597,883	\$ 428,855	\$ 531,736	\$ 546,737	\$ 193,292	\$ 613,021	12.1%	\$ 66,284	

TOWN OF MIDDLEBURG

FY 23 CAPITAL IMPROVEMENT BUDGET

CAPITAL IMPROVEMENT FUND - GENERAL FUND

EXPENDITURES												
CAPITAL EXPENDITURES	ACCOUNT #	TOTAL PROJECT \$\$	PRIOR FISCAL YRS	FY 21 AMENDED	FY22 AMENDED	FY22 YTD	FY23 ADOPTED	FY24 PROJ	FY25 PROJ	FY26 PROJ	FY27 PROJ	5-YR TOTAL
GENERAL FUND												
WAYFINDING AND STREET SIGNS	15-6100-6950	\$ 374,496	\$ 180,100	\$ -	\$ 194,396	\$ 5,079	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ROAD AND PAVING PROJECTS	15-6100-6900	\$ 75,000	\$ 35,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MAINTENANCE AND STORAGE FACILITY	15-6100-6910	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	TBD	\$ -	\$ -	\$ -	\$ -
TOWN HALL PROJECT	15-6100-9300	\$ 12,500,000	\$ 1,000,000	\$ -	\$ 2,500,000	\$ 470,642	\$ 9,000,000	\$ -	\$ -	\$ -	\$ -	\$ 9,000,000
TOWNWIDE IMPROVEMENTS	15-6100-9000	\$ 115,604			\$ 115,604	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL - CAPITAL PROJECTS		\$ 13,085,100	\$ 1,235,100	\$ 40,000	\$ 2,810,000	\$ 475,721	\$ 9,000,000	\$ -	\$ -	\$ -	\$ -	\$ 9,000,000
FLEET REPLACEMENT												
POLICE DEPT. FLEET	15-6100-4410	\$ 329,000	\$ 80,000	\$ 40,000	\$ 40,000	\$ 12,610	\$ 40,000	\$ -	\$ 42,000	\$ 42,000	\$ 45,000	\$ 169,000
MAINTENANCE FLEET	15-6100-4420	\$ 35,000			\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
SUBTOTAL - FLEET REPLACEMENT		\$ 364,000	\$ 80,000	\$ 40,000	\$ 40,000	\$ 12,610	\$ 40,000	\$ 35,000	\$ 42,000	\$ 42,000	\$ 45,000	\$ 204,000
TOTAL EXPENDITURES - GF CIP		\$ 13,449,100	\$ 1,315,100	\$ 80,000	\$ 2,850,000	\$ 488,331	\$ 9,040,000	\$ 35,000	\$ 42,000	\$ 42,000	\$ 45,000	\$ 9,204,000
REVENUES FOR CAPITAL	ACCOUNT #		PRIOR FISCAL YR	FY 21 AMENDED	FY22 AMENDED	FY22 YTD	FY23 DRAFT	FY24 PROJ	FY25 PROJ	FY26 PROJ	FY27 PROJ	5-YR TOTAL
GRANT FUNDING	15-3100-0004		\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
CASH FUNDING	15-3800-3400		\$ 315,100	\$ 80,000	\$ 350,000	\$ 765,006	\$ 40,000	\$ 35,000	\$ 42,000	\$ 42,000	\$ 45,000	\$ 204,000
USE OF FUND BALANCE	15-3800-2900		\$ 1,000,000	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
DEBT FINANCING	15-3400-0300		\$ -	\$ -	\$ 2,500,000	\$ -	\$ 8,000,000	\$ -	\$ -	\$ -	\$ -	\$ 8,000,000
TOTAL CAPITAL FUNDING			\$ 1,315,100	\$ 80,000	\$ 2,850,000	\$ 765,006	\$ 9,040,000	\$ 35,000	\$ 42,000	\$ 42,000	\$ 45,000	\$ 9,204,000



TOWN OF MIDDLEBURG ADOPTED BUDGET

FY 2023



UTILITY FUND BUDGET

TOWN OF MIDDLEBURG

FY 23 UTILITY FUND OPERATING BUDGET

UTILITY REVENUES									
OPERATING REVENUE - WATER	ACCOUNT #	FY20 ACTUAL	FY21 ACTUAL	FY22 AMENDED	FY22 YTD	FY23 ADOPTED	% CHANGE FROM FY22	AMOUNT CHANGED	Notes
WATER USER FEES	30-3500-0100	\$ 588,814	\$ 605,206	\$ 671,281	\$ 321,572	\$ 642,063	-4.4%	\$ (29,218)	Increased rates by 3% but are seeing decrease in consumption, so revenues will dip slightly
WATER AVAIL/CONNECT FEE	30-3500-0200,0300	\$ 35	\$ 56,400	\$ -	\$ 218	\$ -		\$ -	
INTEREST	30-3110-0000	\$ 5,138	\$ 318	\$ 1,000	\$ 108	\$ 500	-50.0%	\$ (500)	
MISCELLANEOUS - WATER	30-3510-2000	\$ 2,377	\$ 2,240	\$ 5,000	\$ 1,295	\$ 7,500	50.0%	\$ 2,500	
		\$ 596,364	\$ 664,164	\$ 677,281	\$ 323,193	\$ 650,063	-4.0%	\$ (27,218)	
OPERATING REVENUE - SEWER									
SEWER USER FEES	30-3700-0100	\$ 590,346	\$ 594,372	\$ 665,328	\$ 340,301	\$ 630,034	-5.3%	\$ (35,294)	Increased rates by 3% but are seeing decrease in consumption, so revenues will dip slightly
SEWER AVAIL/CONNECT FEE	30-3700-0200,0300	\$ -	\$ 53,600	\$ -	\$ -	\$ -		\$ -	
		\$ 590,346	\$ 647,972	\$ 665,328	\$ 340,301	\$ 630,034	-5.3%	\$ (35,294)	
TOWER LEASE REVENUE									
AT&T	30-3600-0200	\$ 42,428	\$ 43,345	\$ 42,775	\$ 22,029	\$ 45,946	7.4%	\$ 3,171	
SPRINT	30-3600-0400	\$ 43,307	\$ 44,006	\$ 44,056	\$ -		-100.0%	\$ (44,056)	Sprint lease cancelled as of 04/2022
T-MOBILE	30-3600-0500	\$ 41,123	\$ 42,767	\$ 42,115	\$ 52,020	\$ 45,333	7.6%	\$ 3,218	
VERIZON	30-3600-0600	\$ 38,061	\$ 39,504	\$ 39,504	\$ 20,443	\$ 41,874	6.0%	\$ 2,370	
SUBTOTAL - TOWER REVENUES		\$ 164,919	\$ 169,622	\$ 168,450	\$ 94,492	\$ 133,153	-21.0%	\$ (35,297)	
SUBTOTAL - REVENUES		\$ 1,351,629	\$ 1,481,758	\$ 1,511,059	\$ 757,986	\$ 1,413,250	-6.5%	\$ (97,809)	
TRANSFER - FUND BALANCE		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
TRANSFER - GENERAL FUND		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
2015 BOND PROCEEDS	30-3900-5000	\$ -	\$ 12,177	\$ -	\$ -	\$ -		\$ -	
TOTAL OPERATING REVENUES		\$ 1,351,629	\$ 1,493,935	\$ 1,511,059	\$ 757,986	\$ 1,413,250	-6.5%	\$ (97,809)	

TOWN OF MIDDLEBURG

FY 23 UTILITY FUND OPERATING BUDGET

ADMINISTRATION & SOFT COSTS

CONTRACT SERVICES	ACCOUNT #	FY20 ACTUAL	FY21 ACTUAL	FY22 AMENDED	FY22 YTD	FY23 ADOPTED	% CHANGED	AMOUNT CHANGED	Notes
OPERATIONS CONTRACT	30-5110-2500	\$ 284,797	\$ 290,493	\$ 297,227	\$ 122,642	\$ 306,144	3.0%	\$ 8,917	Per contract with IES
OTHER CONTRACT SERVICES	30-5110-2600	\$ 6,550	\$ 23,925	\$ 20,000	\$ 4,403	\$ 25,000	25.0%	\$ 5,000	Anticipate increased contractual costs due to inflation, escalations, etc
ENGINEERING	30-5110-2200	\$ 8,343	\$ 5,846	\$ 150,000	\$ 1,513	\$ 20,000	-86.7%	\$ (130,000)	Removed costs of Utility System Master Plan (one-time in FY22) and Well Recharge Study
TANK MAINTENANCE CONTRACT	30-5100-2500	\$ 20,077	\$ 35,857	\$ 25,000	\$ 25,860	\$ 20,000	-20.0%	\$ (5,000)	Per contract with Utility Services/SUEZ
Subtotal - Contract Services		\$ 319,767	\$ 356,121	\$ 492,227	\$ 154,418	\$ 371,144	-24.6%	\$ (121,083)	
ADMINISTRATION									
TOWN MANAGER	30-5110-2700	\$ 19,050	\$ 20,454	\$ 20,014	\$ 11,592	\$ 21,427	7.1%	\$ 1,413	
UTILITY BILLING STAFF	30-5110-2800	\$ 8,871	\$ 33,026	\$ 28,051	\$ 11,875	\$ 27,694	-1.3%	\$ (357)	
FICA FOR SALARIES	30-5110-2020	\$ 2,135	\$ 4,027	\$ 3,677	\$ 1,795	\$ 3,758	2.2%	\$ 81	
ATTORNEY	30-5110-2100	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	0.0%	\$ -	
AUDIT	30-5110-2400	\$ 7,000	\$ -	\$ 7,000	\$ 7,000	\$ 7,000	0.0%	\$ -	
ADVERTISING	30-5110-2300	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500	0.0%	\$ -	
COVID 19 EXPENSES	30-5200-4101	\$ 634	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	
OFFICE SUPPLIES	30-6400-4100	\$ 97	\$ 18	\$ 1,000	\$ 10	\$ 1,000	0.0%	\$ -	
UTILITY BILLING ABSORB FEES	30-6400-4200	\$ -	\$ -	\$ 300	\$ 727	\$ 1,500	400.0%	\$ 1,200	own covers the \$1.25 eCheck fee for online payment
SOFTWARE	30-6400-4400	\$ -	\$ 495	\$ 1,800	\$ 660	\$ 2,500	38.9%	\$ 700	Increase due to radio-read system for meters
POSTAGE	30-6400-4300	\$ 1,324	\$ 1,554	\$ 2,500	\$ 816	\$ 2,000	-20.0%	\$ (500)	Fewer bills mailed due to online billing system
Subtotal - Administration		\$ 39,111	\$ 59,574	\$ 70,842	\$ 34,475	\$ 73,378	3.6%	\$ 2,536	
INSURANCE									
LIABILITY INSURANCE	30-6600-0011	\$ 2,534	\$ 1,019	\$ 1,050	\$ 1,050	\$ 1,050	0.0%	\$ -	
PROPERTY INSURANCE	30-6600-0015	\$ 5,157	\$ 10,076	\$ 10,250	\$ 7,568	\$ 10,250	0.0%	\$ -	
Subtotal - Insurance		\$ 7,691	\$ 11,095	\$ 11,300	\$ 8,618	\$ 11,300	0.0%	\$ -	
DEBT SERVICE									
VRA-2010 Refunded Debt	30-6710-8000	\$ 71,547	\$ 28,194	\$ -	\$ -	\$ -	0.0%	\$ -	
MIDDLEBURG BANK REFUNDING-2013	30-6720-1000	\$ 18,092	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	
MIDDLEBURG BANK G.O. BOND-2014	30-6720-2000	\$ 32,155	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	
2020 A/B LINE OF CREDIT	30-6720-3000	\$ 5,973	\$ 12,211	\$ 74,000	\$ 11,946	\$ 74,000	0.0%	\$ -	Anticipated debt service with draw-down for water tank rehabilitation
2020 C REFUNDING	30-2032-0000	\$ 153,434	\$ 36,881	\$ 141,369	\$ 122,645	\$ 139,525	-1.3%	\$ (1,844)	
2020 D REFUNDING	30-2033-0000	\$ -	\$ 12,211	\$ 149,739	\$ 34,957	\$ 149,500	-0.2%	\$ (239)	
Subtotal - Debt Service		\$ 281,201	\$ 89,497	\$ 365,108	\$ 169,548	\$ 363,025	-0.6%	\$ (2,083)	
TOTAL ADMIN. & SOFT COST		\$ 647,770	\$ 516,287	\$ 939,477	\$ 367,059	\$ 818,847	-12.8%	\$ (120,630)	

TOWN OF MIDDLEBURG

FY 23 UTILITY FUND OPERATING BUDGET

OPERATIONS & MAINTENANCE COSTS/SUMMARY

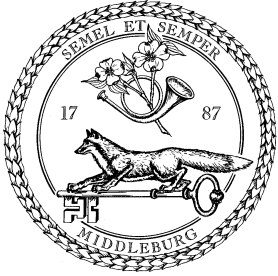
WATER OPERATIONS & MAINTEN.	ACCOUNT #	FY20 ACTUAL	FY21 ACTUAL	FY22 AMENDED	FY22 YTD	FY23 ADOPTED	% CHANGED	AMOUNT CHANGED	Notes
CHEMICAL SUPPLIES	30-6400-5100	\$ 43,735	\$ 47,790	\$ 67,500	\$ 22,160	\$ 74,250	10.0%	\$ 6,750	Increase due to fuel and increased costs
EQUIPMENT/SUPPLIES-WATER	30-6400-5200	\$ 15,150	\$ 6,572	\$ 10,000	\$ 12,737	\$ 11,000	10.0%	\$ 1,000	
EQUIPMENT MAINTENANCE	30-6400-5301	\$ 31,491	\$ 10,390	\$ 30,000	\$ 2,027	\$ 33,000	10.0%	\$ 3,000	
LINE/SYSTEM MAINTENANCE.	30-6400-5302	\$ 48,658	\$ 8,777	\$ 5,000	\$ 2,541	\$ 25,000	400.0%	\$ 20,000	Moved funds back from "Capital Asset Replacement Fund" due to regular line repair needs
ELECTRICITY -WATER	30-6400-5400	\$ 34,710	\$ 35,628	\$ 35,000	\$ 13,071	\$ 38,500	10.0%	\$ 3,500	Increase in electricity costs - may need to increase to 20%
INTERNET - WATER	30-6400-5600	\$ 1,609	\$ 1,619	\$ 2,500	\$ -	\$ 2,500	0.0%	\$ -	
TESTING - WATER	30-6400-5700	\$ 6,474	\$ 5,991	\$ 8,000	\$ 714	\$ 8,000	0.0%	\$ -	
FUEL	30-6400-8100	\$ 855	\$ 3,427	\$ 1,000	\$ -	\$ 1,500	50.0%	\$ 500	Anticipating fuel cost increase
OTHER - WATER	30-6400-9900	\$ 6,412	\$ 9,509	\$ 4,000	\$ 12,935	\$ 4,000	0.0%	\$ -	
TOTAL WATER O & M		\$ 189,094	\$ 129,703	\$ 163,000	\$ 66,185	\$ 197,750	21.3%	\$ 34,750	
SEWER OPERATIONS & MAINTEN.									
CHEMICAL SUPPLIES	30-6410-5100	\$ 27,464	\$ 24,534	\$ 30,000	\$ 24,951	\$ 33,000	10.0%	\$ 3,000	Increase due to fuel and increased costs
EQUIPMENT/SUPPLIES	30-6410-5200	\$ 3,590	\$ 22,595	\$ 10,000	\$ 5,774	\$ 11,000	10.0%	\$ 1,000	
EQUIPMENT MAINTENANCE	30-6410-5301	\$ 9,399	\$ 1,972	\$ 10,000	\$ 2,027	\$ 11,000	10.0%	\$ 1,000	
LINE/SYSTEM MAINTENANCE	30-6410-5302	\$ 11,506	\$ 10,497	\$ 10,000	\$ 3,713	\$ 11,000	10.0%	\$ 1,000	
ELECTRICAL SERVICES	30-6410-5400	\$ 36,955	\$ 29,699	\$ 42,000	\$ 13,552	\$ 46,200	10.0%	\$ 4,200	Increase in electricity costs - may need to increase to 20%
INTERNET-SEWER	30-6410-5600	\$ 1,785	\$ 2,021	\$ 1,800	\$ 1,813	\$ 1,800	0.0%	\$ -	
TESTING - SEWER	30-6410-5700	\$ 21,581	\$ 30,253	\$ 28,000	\$ 14,719	\$ 28,000	0.0%	\$ -	
SLUDGE REMOVAL	30-6410-5800	\$ 9,170	\$ 3,335	\$ 41,000	\$ 1,200	\$ 20,000	-51.2%	\$ (21,000)	Reduced costs due to less sludge being produced at wastewater plant
FUEL	30-6410-8100	\$ 926	\$ 292	\$ 1,500	\$ -	\$ 1,650	10.0%	\$ 150	
WWTP MONITORING SERVICES	NEW	\$ -	\$ -	\$ -	\$ -	\$ 13,000	-	\$ 13,000	Wastewater plant monitoring services by third-party (previously covered under other line items)
OTHER-SEWER	30-6410-9900	\$ 8,116	\$ 6,632	\$ 10,000	\$ 4,185	\$ 10,000	0.0%	\$ -	
TOTAL SEWER O & M		\$ 130,492	\$ 131,830	\$ 184,300	\$ 71,934	\$ 186,650	1.3%	\$ 2,350	
TOTAL OPER. & MAINTENANCE		\$ 319,586	\$ 261,533	\$ 347,300	\$ 138,119	\$ 384,400	10.7%	\$ 37,100	
CAPITAL IMPROVEMENT PROJECTS									
TRANSFER TO CIP		\$ 17,640	\$ 87,291	\$ 220,000	\$ -	\$ 200,000	-9.1%	\$ (20,000)	
TOTAL ADMIN & SOFT COSTS		\$ 647,770	\$ 516,287	\$ 939,477	\$ 367,059	\$ 818,847	-12.8%	\$ (120,630)	
TOTAL WATER & SEWER EXPENSES		\$ 984,996	\$ 865,111	\$ 1,506,777	\$ 505,178	\$ 1,403,247	-6.9%	\$ (103,530)	
TOTAL WATER & SEWER REVENUES		\$ 1,351,629	\$ 1,493,935	\$ 1,511,059	\$ 757,986	\$ 1,413,250	-6.5%	\$ (97,809)	
TO/FROM CONTINGENCY		\$ 366,633	\$ 628,824	\$ 4,282	\$ 252,808	\$ 10,003	0.4%	\$ 5,721	

TOWN OF MIDDLEBURG

FY 23 UTILITY FUND CAPITAL IMPROVEMENT BUDGET

CAPITAL IMPROVEMENT FUND - UTILITY FUND

EXPENDITURES												
CAPITAL EXPENDITURES	ACCOUNT #	TOTAL PROJECT \$	PRIOR FISCAL YRS	FY 21 AMENDED	FY22 AMENDED	FY22 YTD	FY23 ADOPTED	FY24 PROJ	FY25 PROJ	FY26 PROJ	FY27 PROJ	5-YR TOTAL
UTILITY FUND												
SEWER SYSTEM IMPROVEMENTS	30-6800-3000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	MOVED TO CARF BELOW					\$ -
MEMBRANES - WWTP	35-6100-4020	\$ 285,000		\$ 75,000	\$ 70,000	\$ -	\$ 70,000	\$ 70,000		\$ -	\$ -	\$ 140,000
WELL #4 CLEARWELL	35-6100-4030	\$ 595,000	\$ -	\$ 70,000	\$ 375,000	\$ 73,823	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
RADIO READ METERS	35-6100-4040	\$ 160,000			\$ 160,000	\$ 136,963	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SEWER CONNECTIONS FOR SEPTIC	35-6100-5000	\$ 300,000	\$ -	\$ -	\$ 300,000	\$ 4,912	\$ -			\$ -	\$ -	\$ -
WATER TANK MAINT. AND RECOATING	35-6100-5050	\$ 740,000	\$ -		\$ -	\$ -	\$ 540,000	\$ -	\$ -	\$ 200,000	\$ -	\$ 740,000
WATER MAIN INFRASTRUCTURE	35-6100-5060	\$ -	\$ -			\$ -						\$ -
SUBTOTAL - CAPITAL PROJECTS		\$ 2,080,000	\$ 50,000	\$ 145,000	\$ 905,000	\$ 215,698	\$ 760,000	\$ 70,000	\$ -	\$ 200,000	\$ -	\$ 1,030,000
UTILITY CIP MISC./CONTINGENCY	35-6200-0001	\$ 220,444			\$ 220,444							\$ -
CAPITAL ASSET REPLACEMENT FUND												
WATER SYSTEM IMPROVEMENTS	35-6100-2000	\$ 430,000	\$ -	\$ -	\$ 75,000	\$ 38,044	\$ 55,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 355,000
SEWER SYSTEM IMPROVEMENTS	35-6100-4010	\$ 540,000	\$ -	\$ 50,000	\$ 75,000	\$ -	\$ 75,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 415,000
SUBTOTAL - SYSTEM IMPROVEMENTS		\$ 970,000	\$ -	\$ 50,000	\$ 150,000	\$ 38,044	\$ 130,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 770,000
TOTAL EXPENDITURES - GF CIP		\$ 3,270,444	\$ 50,000	\$ 195,000	\$ 1,275,444	\$ 253,742	\$ 890,000	\$ 230,000	\$ 160,000	\$ 360,000	\$ 160,000	\$ 1,800,000
REVENUES FOR CAPITAL	ACCOUNT #	TOTAL PROJECT \$	PRIOR FISCAL YR	FY 21 AMENDED	FY22 AMENDED	FY22 YTD	FY23 DRAFT	FY24 PROJ	FY25 PROJ	FY26 PROJ	FY27 PROJ	5-YR TOTAL
GRANT FUNDING	35-3800-3000	\$ 930,444	\$ -	\$ -	\$ 780,444	\$ 370,444	\$ 150,000		\$ -	\$ -	\$ -	\$ 150,000
CASH FUNDING	35-3800-4010	\$ 1,455,000	\$ 50,000	\$ 125,000	\$ 220,000	\$ -	\$ 200,000	\$ 230,000	\$ 160,000	\$ 360,000	\$ 160,000	\$ 1,110,000
DEBT FINANCING	35-3800-3400	\$ 885,000	\$ -	\$ 70,000	\$ 275,000	\$ -	\$ 540,000		\$ -	\$ -	\$ -	\$ 540,000
TOTAL CAPITAL FUNDING		\$ 3,270,444	\$ 50,000	\$ 195,000	\$ 1,275,444	\$ 370,444	\$ 890,000	\$ 230,000	\$ 160,000	\$ 360,000	\$ 160,000	\$ 1,800,000



TOWN OF MIDDLEBURG ADOPTED BUDGET

FY 2023

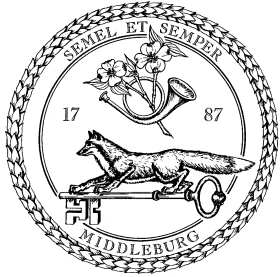


HEALTH CENTER FUND BUDGET

TOWN OF MIDDLEBURG

FY 22 UTILITY FUND OPERATING BUDGET

HEALTH CENTER FUND FY23							
OPERATING REVENUE	ACCOUNT #	FY 19 ACTUAL	FY 20 ACTUAL	FY 21 AMENDED	FY 22 AMENDED	FY23 ADOPTED	% CHANGE
REVENUE FROM RESERVES	50-3000-0200	\$ 26,827	\$ 853,979	\$ -	\$ 668,656	\$ 668,656	0.0%
INTEREST INCOME	50-3110-0000		\$ -	\$ -	\$ -	\$ 50	0.0%
MISCELLANEOUS INCOME	50-3200-0100	\$ 41,052	\$ -	\$ -	\$ 250,000	\$ 249,950	0.0%
SUBTOTAL REVENUES		\$ 67,879	\$ 853,979	\$ -	\$ 918,656	\$ 918,656	0.0%
OPERATING EXPENDITURES							
ACCOUNTING & AUDIT	50-5100-2400	\$ 1,500	\$ -	\$ -	\$ 6,000	\$ 2,000	-66.7%
ATTORNEY	50-5100-2500	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ 5,000	0.0%
DONATIONS	50-5100-2600	\$ 20,000	\$ 853,979	\$ -	\$ 906,656	\$ 903,656	-0.3%
CONTINGENCY	50-5210-5500	\$ 41,379	\$ -	\$ -	\$ 1,000	\$ 8,000	700.0%
SUBTOTAL EXPENDITURES		\$ 67,879	\$ 853,979	\$ -	\$ 918,656	\$ 918,656	0.0%



TOWN OF MIDDLEBURG ADOPTED BUDGET

FY 2023



TOWN OF MIDDLEBURG FINANCIAL MANAGEMENT POLICIES

Town of Middleburg, Virginia Financial Management Policies

The Town of Middleburg has the responsibility to wisely manage and account for public funds, as well as to plan and provide adequate funding for services desired by the public and/or required by federal and state law. The policies contained in this document establish guidelines and benchmarks designed to ensure the continued financial health of the Town of Middleburg as it strives to meet its obligations to the community.

Section A. Financial Accounting Policies

1. The Town shall establish and maintain the highest standards of accounting practices in conformance with uniform financial reporting in Virginia and generally accepted accounting principles for governmental entities as promulgated by the Governmental Accounting Standards Board.
2. The Town shall engage an independent firm of certified public accountants to perform an annual financial and compliance audit according to generally accepted government-auditing standards and will have these accountants publicly issue an opinion, which will be incorporated in a comprehensive annual financial report.

Section B. Financial Planning & Budgeting Policies

1. Balanced Budget: The Code of Virginia requires the Town to have a balanced annual budget. Thus, total anticipated operating revenues shall be equal to, or exceed, budgeted operating expenditures for each fund.
2. Budget Form: The Town shall present the proposed annual budget in a program/activity format that clearly shows the major service areas and their associated expenditures.
3. Contingency Appropriations: The annual operating budget shall include a contingency appropriation for each fund of at least **five percent (5%)** of expenditures to provide for unanticipated or emergency requirements.
4. Budget Reporting and Control:
 - a. The Town Treasurer shall provide to the Town Council a monthly budget status report detailing year-to-date revenues and expenditures in relation to the adopted budget.

- b. Budget control shall be maintained at the activity level. The Town Administrator shall have the authority to approve appropriation transfers between activities and shall report those transfers to Council in the month following the transfers. In no case may total expenditures of a particular fund exceed the amount appropriated by the Town Council without a budget amendment.
5. Asset Management: The Town will capitalize all fixed assets with a value greater than \$5,000 and an expected life of two years or more. The operating budget shall provide for minor and preventive maintenance. The Town shall protect its assets by maintaining adequate insurance coverage through either commercial insurance or risk pooling arrangements with other governmental entities.

Section C. Capital Improvement Program and Capital Budget

1. General Fund: The Town shall prepare and annually update a five-year capital improvement program that includes the cost of construction and operating expenditures. The first year of that five-year program shall be the capital budget and shall be included in the annual operating budget document.
2. Utility Fund: The Town shall prepare and annually update a five-year capital improvement program for planned water and sewer system upgrades. This shall be in addition to long-term replacement planning, funding and reporting described below under “Capital Replacement Reserve”.
3. Capital Improvements Fund: The Town shall account for Capital Budget income and expenditures in a separate Capital Improvements Fund.

Section D. Fund Balances

Fund Balances shall be divided into “restricted” or “unrestricted” accounts.

1. Restricted Fund Balances: Restricted fund balances consist of cash and investments which are restricted by an external party to a specific future use, such as funds which have been given to the Town to hold in escrow until a developer’s commitment to build a capital facility has been satisfied or funds which have been donated to make public improvements.
2. Unrestricted Fund Balances: Unrestricted fund balances consist of cash and investments that are available for any future use, including as a “beginning fund balance” in the new fiscal year operating budget.

- a. General Fund. The Town shall hold in reserve an amount equal to at least **one hundred twenty-five percent (125%)** of the operating budget expenditures.
 - b. Utility Fund. The Town shall hold a reserve amount equal to at least **twenty percent (20%)*** of the operating budget expenditures for emergencies and unexpected declines in revenue.
3. Replenishment Plan: In the event the Town's minimum fund balance falls below the 125% requirement as measured in the Town's annual audit, the Town shall establish a replenishment plan to restore its fund balance to the target level with the next three (3) fiscal years' budgets.
4. Usage Guidelines: Use of Unrestricted Fund Balance shall be limited to one-time capital expenditures, offsetting economic volatility, non-recurring expenditures, or providing liquidity in emergency situations.
5. Capital Replacement Reserve. The Town shall fund a reserve for replacing **major assets** necessary for operating the utility system to minimize the necessity of incurring debt to fund predictable replacements. Whenever possible the Town shall maintain this capital replacement reserve for assets with a replacement cost greater than \$25,000. The goal shall be to provide at least 85% funding from this reserve as each major asset reaches the end of its useful life. The Town shall incorporate this capital replacement reserve data into the utility rate model and annual budget.

Section E. Revenue Policies

1. Revenue Diversification: The town will maintain a diversified and stable revenue structure to protect it from short-run fluctuations in any one-revenue source.
2. Use of One-Time Revenues. The town will fund current expenditures with current revenues and use nonrecurring revenues for nonrecurring expenditures.
3. User Fees and Charges: The town, where practicable, will institute user fees and charges for specialized programs and services. Rates will be established to recover operational as well as overhead or indirect costs and capital or debt service costs, and the town will periodically review user fee charges and related expenditures to determine if pre-established recovery goals are being met.

** It was intended to update the Utility Fund reserve to 100%, although it was not formally adopted prior to the beginning of the COVID-19 pandemic.*

Section F. Expenditure Policies

1. **Debt Issuance:** The Town will not fund current operations from the proceeds of borrowed funds. In addition, the Town will limit long-term borrowing and capital leases to capital improvements, projects or equipment that cannot be financed from current financial resources.
2. **Debt Service Expenditures and Debt Capacity:** The Town's debt capacity shall be maintained within the following goals:
 - a. Outstanding general obligation debt shall not exceed **three percent (3%)** of the total assessed value of real property. (The *Code of Virginia* limits the Town's debt to no more than ten percent of the total assessed value of property.)
 - b. Annual debt service payments in the General Fund shall not exceed **twenty percent (20%)** of total general fund government expenditures.
 - c. Annual debt service payments in the Utility Fund shall not exceed **twenty-five percent (25%)** of operating revenues, exclusive of availability fees. The Town shall establish a long-term goal to reduce utility debt service to within fifteen percent (15%) of operating revenues, exclusive of availability fees.
3. **Debt Repayment:** The Town shall, when financing capital improvements or other projects or equipment by issuing bonds or entering into capital leases, repay the debt within a period not to exceed the expected useful life of the project or equipment. Debt related to equipment ancillary to a construction project may be amortized over a period less than that of the primary project.
4. **Debt Management:** The Town understands that there are obligations associated with its ability to borrow on a tax-exempt basis. More specifically, the Town understands that the provisions of the Internal Revenue Code of 1986, as amended (the "IRC"), together with the regulations promulgated thereunder (the "Treasury Regulations" and, collectively with the IRC, the "Tax Laws"), impose requirements that must be met in order for interest on the Bonds to continue to be exempt from federal income taxation or for the Bonds to be entitled to certain other tax benefits while the Bonds are outstanding. The Town shall work with a qualified Bond Counsel and Financial Advisor, as necessary, to comply with the Tax Laws, as well as to implement procedures to ensure compliance with the Tax Laws and to preserve appropriate records to evidence such compliance.

Section G. Cash Management

1. Sound and astute management of cash and investments shall augment resources available to the Town.
2. The Town shall maintain an investment policy based on the Government Finance Officers Association model investment policy.

3. The Town shall, where permitted by law, pool cash from its various funds for investment purposes and shall invest revenue to maximize the rate of return while maintaining a low level of risk.
4. All unclaimed property (i.e., checks) shall be reviewed annually during the audit process and shall be remitted as required by Section 55-210.12 of the Code of Virginia, as amended.

Section H. - Accounts Receivable Collection

1. The Town will record all accounts receivable to allow for frequent analysis; (less than 30 days, 31-60 days, etc)
2. Accounts that are delinquent and over twenty dollars, the Town Treasurer shall ensure proper delinquent notice is provided to the customer and service is restricted, where applicable.
3. An allowance for doubtful accounts will be calculated annually based on the aging of such receivables at the end of the fiscal year, subject to review by the Town Administrator and the external auditors, with any material changes reported to the Town Council.
 - a. Any account with an accumulative balance of twenty dollars or less and are delinquent for more than thirty days will be eligible for write-off.
 - b. Accumulated balances for personal property taxes, utilities, or other receivable, greater than twenty dollars that are more than sixty months delinquent, all such amounts will be eligible for write-off. These write-offs must be approved by the Town Council prior to being processed.
 - c. For balances greater than twenty dollars, collection efforts will be performed for a period equivalent to the statute of limitations, the account/business no longer exists, or the individual is deceased, whichever comes first, at which point such amounts will be written off.
 - d. For any account written off, such customer information will be retained for as long as practically feasible in Town records, in order to have continued enforcement of service denied on credit until the previously written off balances have been paid.
4. The Town shall follow the process as detailed in the VA State Code Section 58.1-3921 ff for the collection of Real Estate taxes including delinquent taxes.

TOWN OF MIDDLEBURG – INVESTMENT POLICY

SCOPE

This investment policy applies to the investment activities of the government of the Town of Middleburg. All financial assets of its funds, including the general fund, the water and sewer fund, capital improvement funds and other funds that may be created from time to time, shall be administered in accordance with the provisions of these policies.

OBJECTIVES

Safety of principal is the foremost objective of the government of the Town of Middleburg. Each investment transaction shall seek to first ensure that capital losses are avoided, whether they be from securities defaults or erosion of market value.

The Town also seeks to maintain liquidity sufficient to meet all operating requirements that may be reasonable anticipated.

The government of the Town of Middleburg seeks to attain rates of return on its investments comparable to those of other Virginia local governments. Return on investments is of secondary importance compared to the safety and liquidity objectives described above.

All participants in the investment process shall seek and act responsibly as custodians of the public trust. Investment officials shall avoid any transaction that might impair public confidence in the government of the Town of Middleburg's ability to govern effectively.

DELEGATION OF AUTHORITY

Management responsibility for the investment program is hereby delegated to the Finance Director/Town Treasurer, after consultation with the Town Manager and the Chairman of the Finance Committee. No person may engage in an investment transaction except as provided under the terms of this policy. The Finance Director/Town Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

PRUDENCE

In accordance with §2.2-4514 of the Code of Virginia, public funds held by the Commonwealth, public officers, municipal corporations, political subdivisions, and any other public body of the Commonwealth shall be held in trust for the citizens of the Commonwealth. Any investment of such funds pursuant to the provisions of this chapter shall be made solely in the interest of the citizens of the Commonwealth and with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims. The standard of prudence to be investment officials shall be the “prudent person” and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse development.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Town Manager and Finance Committee chairman any material interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to performance of this jurisdiction’s portfolio.

Employees and officers shall subordinate their personal investment transactions to those of the Town of Middleburg, particularly regarding the timing of purchases and sales.

REPORTING

The Finance Director/Town Treasurer shall submit investment reports quarterly, including a management summary, which summarize recent market conditions, economic developments, and anticipated investment conditions. The reports shall summarize the investment strategies employed in the most recent period, and describe the portfolio in terms of investment securities, maturities, risk characteristics and other features. The reports shall explain the quarter-to-date total investment return and compare the return with budgetary expectations. The report shall indicate any areas of policy concern and suggested or planned revision of investment strategies. A full audit review will occur annually.

The management summary will be prepared in a manner which will allow the Town of Middleburg to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the Town of Middleburg's Town Manager, the Town Council, and the Finance Committee. The report will include the following:

- Listing of individual securities held at the end of the reporting period including type, acquisition cost, book cost, and market value.
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity (in accordance with Governmental Accounting Standards Board (GASB) requirements).
- Average weighted return on investments as compared to applicable benchmarks.
- Percentage of the total portfolio which each type of investment represents.
- A statement that the investment portfolio is in compliance with the investment policy and is meeting the investment policy objectives.

INSTRUMENTS

Pursuant to Code of Virginia of 1950, as amended, Title 2.2, Subtitle II, Part B, Chapter 45 Investment of Public Funds Act, allows the following instruments to be used for funds of the government of the Town of Middleburg:

Code of Virginia § 2.2-4500. Legal investments for public sinking funds

A. The Commonwealth, all public officers, municipal corporations, other political subdivisions and all other public bodies of the Commonwealth may invest any sinking funds belonging to them or within their control in the following securities:

1. Bonds, notes, and other evidences of indebtedness of the Commonwealth, and securities unconditionally guaranteed as to the payment of principal and interest by the Commonwealth.
2. Bonds, notes and other obligations of the United States, and securities unconditionally guaranteed as to the payment of principal and interest by the United States, or any agency thereof. The evidences of indebtedness enumerated by this subdivision may be held directly, or in the form of repurchase agreements collateralized by such debt securities, or in the form of securities of any open-end or closed-end management type investment company or investment trust registered under the Investment Company Act of 1940, provided that the portfolio of such investment company or investment trust is limited to such evidences of indebtedness, or repurchase agreements collateralized by such debt securities, or securities of other such investment companies or investment trusts whose portfolios are so restricted.
3. Bonds, notes, and other evidences of indebtedness of any county, city, town, district, authority or other public body of the Commonwealth upon which there is no default; provided, that such bonds, notes, and other evidences of indebtedness of any county, city, town, district, authority or other public body are either direct legal obligations of, or those unconditionally guaranteed as to the payment of principal and interest by the county, city, town, district, authority, or other public body in

question; and revenue bonds issued by agencies or authorities of the Commonwealth or its political subdivisions upon which there is no default.

4. Bonds and other obligations issued, guaranteed, or assumed by the International Bank for Reconstruction and Development, bonds and other obligations issued, guaranteed, or assumed by the Asian Development Bank and bonds and other obligations issued, guaranteed, or assumed by the African Development Bank.

5. Savings accounts or time deposits in any bank or savings institution within the Commonwealth provided the bank or savings institution is approved for the deposit of other funds of the Commonwealth or other political subdivision of the Commonwealth.

Code of Virginia § 2.2-4501. Legal investments for other public funds (not sinking funds).

A. The Commonwealth, all public officers, municipal corporations, other political subdivisions, and all other public bodies of the Commonwealth may invest any and all moneys belonging to them or within their control, other than sinking funds, in the following:

1. Stocks, bonds, notes, and other evidences of indebtedness of the Commonwealth and those unconditionally guaranteed as to the payment of principal and interest by the Commonwealth.

2. Bonds, notes and other obligations of the United States, and securities unconditionally guaranteed as to the payment of principal and interest by the United States, or any agency thereof. The evidences of indebtedness enumerated by this subdivision may be held directly, or in the form of repurchase agreements collateralized by such debt securities, or in the form of securities of any open-end or closed-end management type investment company or investment trust registered under the Investment Company Act of 1940, provided that the portfolio of such investment company or investment trust is limited to such evidences of indebtedness, or repurchase agreements collateralized by such debt securities, or securities of other such investment companies or investment trusts whose portfolios are so restricted.

3. Stocks, bonds, notes and other evidences of indebtedness of any state of the United States upon which there is no default and upon which there has been no default for more than 90 days, provided that within the 20 fiscal years next preceding the making

of such investment, such state has not been in default for more than 90 days in the payment of any part of principal or interest of any debt authorized by the legislature of such state to be contracted.

4. Stocks, bonds, notes and other evidences of indebtedness of any county, city, town, district, authority or other public body in the Commonwealth upon which there is no default, provided that if the principal and interest be payable from revenues or tolls and the project has not been completed, or if completed, has not established an operating record of net earnings available for payment of principal and interest equal to estimated requirements for that purpose according to the terms of the issue, the standards of judgment and care required in Article 9 (§ [64.2-780](#) et seq.) of Chapter 7 of Title 64.2, without reference to this section, shall apply.

In any case in which an authority, having an established record of net earnings available for payment of principal and interest equal to estimated requirements for that purpose according to the terms of the issue, issues additional evidences of indebtedness for the purposes of acquiring or constructing additional facilities of the same general character that it is then operating, such additional evidences of indebtedness shall be governed by the provisions of this section without limitation.

5. Legally authorized stocks, bonds, notes, and other evidences of indebtedness of any city, county, town, or district situated in any one of the states of the United States upon which there is no default and upon which there has been no default for more than 90 days, provided that:

- (i) Within the twenty fiscal years next preceding the making of such investment, such city, county, town, or district has not been in default for more than 90 days in the payment of any part of principal or interest of any stock, bond, note or other evidence of indebtedness issued by it;
- (ii) Such city, county, town, or district shall have been in continuous existence for at least 20 years;
- (iii) Such city, county, town, or district has a population, as shown by the federal census next preceding the making of such investment, of not less than 25,000 inhabitants;
- (iv) The stocks, bonds, notes, or other evidences of indebtedness in which such investment is made are the direct legal obligations of the city, county, town, or district issuing the same;
- (v) The city, county, town, or district has power to levy taxes on the taxable real property therein for the payment of such obligations without limitation of rate or amount; and
- (vi) The net indebtedness of such city, county, town, or district (including the issue in which such investment is made), after deducting the amount of its bonds issued for self-sustaining public utilities, does not exceed 10 percent of the value of the taxable property in such city, county, town, or district, to be ascertained by the

valuation of such property therein for the assessment of taxes next preceding the making of such investment.

- This section shall not apply to funds authorized by law to be invested by the Virginia Retirement System or to deferred compensation plan funds to be invested pursuant to § [51.1-601](#) or to funds contributed by a locality to a pension program for the benefit of any volunteer fire department or volunteer emergency medical services agency established pursuant to § [15.2-955](#).

U.S. Treasury obligations which carry the full faith and credit guarantee of the United States government;

- § 2.2-4505. Investment in certificates representing ownership of treasury bond principal at maturity or its coupons for accrued periods.

U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value;

- § 2.2-4501. Legal investments for other public funds

Certificates of deposit and other evidence of deposit at financial institutions;

- § 2.2-4509. Investment of funds in negotiable certificates of deposit and negotiable bank deposit notes.

Bankers' acceptances;

- § 2.2-4504. Investment of funds by the Commonwealth and political subdivisions in bankers' acceptances

Obligations of state, provincial and local governments and public authorities rated A or better;

- § 2.2-4501. Legal investments for other public funds

Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;

- § 2.2-4507. Investment of funds in overnight, term and open repurchase agreements.

Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities;

- § 2.2-4508. Investment of certain public moneys in certain mutual funds.

Local government investment pools either state-administered or developed through joint powers statutes and other intergovernmental agreement legislation;

- § 2.2-4513.1. Investment of funds in qualified investment pools.

Other investment types or asset classes as approved by the governing authority and the Code of Virginia.

SELECTION OF BANKS AND DEALERS

Before accepting funds or engaging in investment transactions with the government of the Town of Middleburg, the supervising officer at each depository and recognized securities broker/dealer shall submit a certification. The document will certify that the officer has reviewed the investment policies and objective and agrees to disclose potential conflicts or risks to public funds that might arise out of business transactions between the firm/depository and the government of the Town of Middleburg.

All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving this entity's funds.

The supervising officer shall agree to exercise due diligence in monitoring the activities of other officers and subordinate staff members engaged in transaction with this entity. Employees of any firm or financial institution offering securities of investments to the government of the Town of Middleburg shall be trained in the precautions appropriate to public-sector investments and shall be required to familiarize themselves with our investment objectives, policies, and constraints.

MATURITIES AND VOLATILITY

Investments of the government of the Town of Middleburg shall be limited to instruments maturing within two-years at the time of purchase, with the exception of the Virginia Investment Pool (VIP).

LIQUIDITY AND INSTRUMENT MAKE-UP

At least three months of expenses (for the current fiscal/budget year) of the portfolio shall be held in immediately available cash & equivalents. Specific amount calculated on a rolling quarterly average.

INVESTMENT DIVERSIFICATION AND CONSTRAINTS

It is the policy of the Town of Middleburg to diversify its investment portfolios. To eliminate risk of loss resulting from the overconcentration of assets in a specific maturity, issuer, or class of securities, all cash and cash equivalent assets in all Town of Middleburg funds shall be diversified by maturity, issuer, and security type. Diversification strategies shall be determined and revised periodically by the investment committee/investment officer for all funds except for the employee retirement fund.

Portfolio maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector. Maturities selected shall provide for safety of principal, stability of income and reasonable liquidity.

RISKS

No individual investment transaction shall be undertaken that jeopardizes the capital position of the portfolio, and that does not bear the full faith and credit the United States government or which is not fully collateralized or insured.

SAFEKEEPING AND CUSTODY

To protect against potential fraud and embezzlement, the assets of the government of the Town of Middleburg shall be secured through third-party custody and safekeeping procedures. Bearer instruments shall be held only through third-party institutions. Investment officials shall be bonded to protect the public against embezzlement and malfeasance. Collateralized securities such as repurchase agreements shall be purchased using the delivery vs. payment procedure. Unless prevailing practices or economic circumstances dictate otherwise, ownership shall be protected through third-party custodial safekeeping. The independent auditor shall review safekeeping procedures annually.

The Finance Director/Town Treasurer shall maintain a list of financial institutions authorized to provide investment services to the Town. In addition, a list shall be maintained of approved security brokers/dealers selected by credit worthiness, who maintain an office in the Commonwealth of Virginia.

All financial institutions and broker/dealers who desire to provide investment services to the Town shall supply the Finance Director/Town Treasurer with information sufficient to adequately evaluate the institution and answer any and all inquiries by the Finance Director/Town Treasurer and/or the Town Manager, including the following:

- (1) Audited financial statements.
- (2) Regulatory reports on financial condition.
- (3) Written memorandum of Agreement for the deposit of public funds or trading resolution, as appropriate.
- (4) Proof of National Association of Security Dealers certification and proof of state registration.
- (5) Any additional information considered necessary to allow the Finance Director/Town Treasurer to evaluate the credit worthiness of the institution.

PERFORMANCE EVALUATION AND OPERATIONS AUDIT

The annual investment reports shall contain sufficient information to permit an independent evaluation of the performance of the investment program.

POLICY AMENDMENTS

This policy shall be reviewed on an annual basis. Any changes must be submitted by the investment officer and approved by the investment oversight committee or authoritative body acting in such capacity.

APPROVAL OF INVESTMENT POLICY

The investment policy shall be formally approved and adopted by the governing body of the Town of Middleburg and reviewed annually with the Strategic Finance Committee, Town Auditor's as well as the Town's Financial Advisors.

Town of Middleburg

Investment Policy Draft - May 7, 2022

First revision – May 18, 2022

Finance Committee Approval – June 2, 2022

Reviewed by Auditors and Davenport – June 7, 2022

Town Council Meeting – June 23, 2022