

TOWN OF MIDDLEBURG



PROPOSED FISCAL YEAR 2024 BUDGET



TOWN OF MIDDLEBURG PROPOSED BUDGET

FY 2024



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

Table of Contents

Transmittal Letter	1
Town Council Strategic Initiatives	2
Budget & Financial Summary.....	4
Budget & Financial Summary	5
Debt Service and Fund Balances.....	7
Equalized Tax Rate Calculation.....	8
Real Property Tax Rate Scenarios	9
General Fund Budget.....	10
Revenues	11
Revenue Breakdown.....	12
Administration	13
Buildings & Grounds.....	15
Police/Public Safety	16
Maintenance.....	17
Planning & Zoning	18
Economic Development	19
General Fund Capital Improvement Program.....	21
Utility Fund Budget	22
Utility Fund Revenues.....	23
Utility Fund Expenditures	24
Utility Fund Capital Improvement Program.....	26
Town of Middleburg Financial Management and Investment Policies	27

February 23, 2023

Mayor and Members of the Town Council:

I am pleased to present to you the Proposed Budget for Fiscal Year 2024 (FY24). This budget funds ongoing operations of the Town government, provides for public safety and community engagement, and supports implementation of the Town Council's Strategic Initiatives.



The Town Council's goals for 2022 and 2023 include protecting existing neighborhoods, ensuring fiscal responsibility, and partnering with MBPA in supporting local businesses. The Town Council will hold a retreat on March 6th to review its current strategic plan and provide continued guidance for 2023. There is flexibility in the Proposed FY24 Budget to move forward with any updated or revised goals for this calendar year.

The Town continues to recognize significant revenue increases, primarily due to strength in the meals tax and the transient occupancy tax. These two revenue streams represent 56% of the Town's General Fund revenues. Other increases in revenues include interest on investments and miscellaneous reimbursements for expenditures. The Town has seen real property assessments increase by nearly 12%, and the Town Council has given direction to reduce the real property tax rate, resulting in a rate no higher than 12.76 cents per \$100 assessed value.

Expenditures for FY24 include limited enhancements in the operations and maintenance budgets of the Police Department, Administration, and Building and Grounds, the latter of which is primarily related to the operations of the Town Hall, slated to open prior to the fiscal year. The Proposed FY24 Budget also includes increases for ongoing personnel and benefit costs, with the anticipation of health insurance increases and proposed salary increases for Town staff.

The Town's Utility Fund remains self-sufficient and is primarily funded through user fees. Consumption patterns have increased greater than anticipated in FY23, and incorporating the Council's planned 3% rate increase will allow the Town to fund additional capital projects that have been identified in the latest Utility System Master Plan. Careful management by the Town and its utility operator have resulted in expenditure reductions in operations, and these savings are proposed to be used for equipment and system maintenance activities.

The Town remains in a strong position, both fiscally and operationally. The Town Council has taken great care to establish fiscal policies that ensure the Town can weather an economic downturn, should one occur. At the same time, the Town Council has invested in its operations to ensure the health, safety, and welfare of its citizens, businesses, and visitors.

The Town Council will hold public budget discussions throughout March, April, and May. The Town welcomes input from the community on the Proposed FY24 Budget, including the real property tax rate. More information is available on the Town's website regarding upcoming meetings and public hearings. It is a privilege to serve the citizens of Middleburg, and the Town staff are grateful to be part of this wonderful community.

Respectfully submitted,

Danny Davis
Town Manager



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

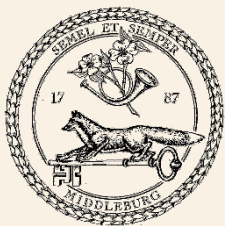
- Ensure Quality Town Facilities & Staff
- Communicate Effectively to Town Residents
- Promote Good Governance
- Develop Long-Term Strategies for Sound Infrastructure
- Operate with Sound Fiscal Plans & Policies that will Sustain us through Economic Cycles
- Pursue Opportunities for Innovative Redevelopment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

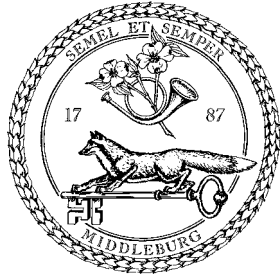
INTEGRITY – Doing the right thing

ACCOUNTABILITY – Owning our successes and failures

RESPECT - Treating everyone with dignity and consideration

TRANSPARENCY – Committing to clear and open communication





TOWN OF MIDDLEBURG PROPOSED BUDGET

FY 2024



BUDGET SUMMARY

TOWN OF MIDDLEBURG
FY 24 BUDGET SUMMARY

GENERAL FUND SUMMARY											
REVENUES						EXPENDITURES					
	FY23 ADOPTED	FY23 AMENDED	FY24 PROPOSED	% CHANGED	AMOUNT CHANGED		FY23 ADOPTED	FY23 AMENDED	FY24 PROPOSED	% CHANGED	AMOUNT CHANGED
PROPERTY TAX	\$ 572,525	\$ 572,525	\$ 602,605	5.3%	\$ 30,080	ADMINISTRATION	\$ 1,087,223	\$ 1,071,462	\$ 1,145,463	6.9%	\$ 74,001
LOCAL TAXES	\$ 3,716,690	\$ 3,716,690	\$ 3,975,425	7.0%	\$ 258,735	BUILDINGS & GROUNDS	\$ 77,904	\$ 77,904	\$ 99,016	27.1%	\$ 21,112
ZONING FEES	\$ 36,928	\$ 36,928	\$ 36,928	0.0%	\$ -	POLICE	\$ 860,108	\$ 877,700	\$ 1,054,159	20.1%	\$ 176,459
FINES & FEES	\$ 12,500	\$ 12,500	\$ 17,500	40.0%	\$ 5,000	MAINTENANCE	\$ 438,067	\$ 440,753	\$ 450,250	2.2%	\$ 9,497
INTEREST EARNINGS	\$ 20,000	\$ 20,000	\$ 200,000	900.0%	\$ 180,000	PLANNING AND ZONING	\$ 290,614	\$ 303,689	\$ 309,176	1.8%	\$ 5,487
INTERGOVERNMENTAL	\$ 40,000	\$ 40,000	\$ 40,000	0.0%	\$ -	ECON. DEVELOPMENT	\$ 613,021	\$ 767,756	\$ 655,135	-14.7%	\$ (112,621)
MISC. REV & REIMBURSEMENTS	\$ 49,000	\$ 49,000	\$ 117,979	140.8%	\$ 68,979	DEBT SERVICE & CASH FOR CAPITAL	\$ 270,000	\$ 270,000	\$ 495,000	83.3%	\$ 225,000
							\$ 3,636,936	\$ 3,809,264	\$ 4,208,199	10.5%	\$ 398,935
TOTAL	\$ 4,447,643	\$ 4,447,643	\$ 4,990,437	12.2%	\$ 542,794	CONTINGENCY (Unallocated)	\$ 810,707	\$ 638,379	\$ 782,238		\$ 143,858
Amount Changed	\$ -	\$ -	\$ 542,794		\$ 542,794	TOTAL	\$ 4,447,643	\$ 4,447,643	\$ 4,990,437	12.2%	\$ 542,794

CONTINUED

TOWN OF MIDDLEBURG
FY 24 BUDGET SUMMARY

UTILITY FUND SUMMARY										
REVENUES					EXPENDITURES					
	FY23 AMENDED	FY24 DRAFT	% CHANGED	AMOUNT CHANGED			FY23 AMENDED	FY24 DRAFT	% CHANGED	AMOUNT CHANGED
Water User Fees	\$ 642,063	\$ 685,773	6.8%	\$ 43,710		Contract Services	\$ 371,144	\$ 386,931	4.3%	\$ 15,787
Sewer User Fees	\$ 630,034	\$ 673,758	6.9%	\$ 43,724		Administration & Insur.	\$ 84,679	\$ 121,677	43.7%	\$ 36,998
Water Tower Cellular Leases	\$ 133,153	\$ 136,565	2.6%	\$ 3,412		Operations-Water	\$ 197,750	\$ 207,778	5.1%	\$ 10,028
Miscellaneous	\$ 8,000	\$ 8,000	0.0%	\$ -		Operations-Sewer	\$ 186,650	\$ 182,940	-2.0%	\$ (3,710)
Transfer from Reserves	\$ -	\$ -	0.0%	\$ -		Debt Service	\$ 363,025	\$ 312,665	-13.9%	\$ (50,360)
Availability/Connection Fees	\$ -	\$ -	0.0%	\$ -		Capital Projects Cash	\$ 200,000	\$ 290,000	45.0%	\$ 90,000
						Contingency	\$ 10,002	\$ 2,105	-79.0%	\$ (7,897)
TOTAL UTILITY FUND REV.	\$ 1,413,250	\$ 1,504,096	6.4%	\$ 90,846		TOTAL UTILITY FUND EXP.	\$ 1,413,250	\$ 1,504,096	6.4%	\$ 90,846
TOTAL ALL FUNDS	\$ 5,860,893	\$ 6,494,533	10.8%	\$ 633,640			\$ 5,860,893	\$ 6,494,533	10.8%	\$ 633,640

TOWN OF MIDDLEBURG
FY 24 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	
2024	\$ -	\$ 23,891	\$ 140,654	\$ 148,120	\$ 312,665
2025	\$ -	\$ 23,891	\$ 135,784	\$ 152,724	\$ 312,399
2026	\$ -	\$ 23,891	\$ 135,922	\$ 152,247	\$ 312,060
Thereafter*	\$ -	\$ 1,305,143	\$ 1,840,136	\$ 751,987	\$ 3,897,266
Total (incl. interest)	\$ -	\$ 1,376,816	\$ 2,252,496	\$ 1,205,078	\$ 4,834,390

* 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, 2022

	GENERAL FUND	UTILITY FUND	HEALTH CENTER FUND
Assets			
Current & Other Assets	\$ 16,820,987	\$ 3,454,319	\$ 880,254
Net Capital Assets	\$ 5,690,238	\$ 12,814,040	\$ -
Total Assets	\$ 22,511,225	\$ 16,268,359	\$ 880,254
Liabilities			
Long-Term Liabilities	\$ 10,764,446	\$ 4,720,143	\$ -
Other Liabilities	\$ 1,205,641	\$ 137,611	\$ 12,750
Total Liabilities	\$ 11,970,087	\$ 4,857,754	\$ 12,750
Net Position			
Unrestricted Fund balance	\$ 7,324,816	\$ 2,449,439	\$ -
Restricted Fund balance	\$ 28,400	\$ 184,583	\$ 867,504
Invested in Capital Assets -	\$ 2,976,500	\$ 8,194,350	\$ -
Parking Fund	\$ 264,451.00	\$ -	\$ -
Total Net Position	\$ 10,594,167	\$ 10,828,372	\$ 880,254

*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
2024	\$ 217,600	\$ 214,175	\$ 431,775
2025	\$ 561,854	\$ 214,359	\$ 776,213
2026	\$ 562,225	\$ 214,442	\$ 776,667
Thereafter	\$ 8,993,088	\$ 2,356,409	\$ 11,349,497
Total (incl. interest)	\$ 10,334,767	\$ 2,999,385	\$ 13,334,152

TOWN OF MIDDLEBURG
FY 24 BUDGET SUMMARY

CALENDAR YEAR 2023
EQUALIZED TAX RATE
CALCULATION

	CY 2023	CY 2022	
Total Taxable Assessed Value	\$455,439,990	\$406,685,900	**
New Residential Construction/Growth	\$5,994,964		
New Commercial Construction/Growth	\$0		
Total New Construction/Growth	\$ 5,994,964		
Total Adjusted Assessment	\$449,445,026		
FY23 Real Prop. Revenues = CY 2022 Assessed Value** X \$0.1369 tax rate	\$ 556,753		
FY 2024 Equalized Rate (100%)	\$ 0.1239	or 12.39 cents / \$100 assessed value	
<i>Equalized Tax Rate=FY23 Real Property Revenues/CY 2023 Real Property Adjusted Value</i>			
FY23 Real Prop. Revenues Multiplied by 101% =	\$ 562,321		
No Public Hearing required if FY 2024 rate is at or below this rate:	\$ 0.1251		

** Assessment total as of January 2023

TOWN OF MIDDLEBURG
FY 24 ASSESSMENTS (CY23)

REAL PROPERTY
TAX RATE SCENARIOS

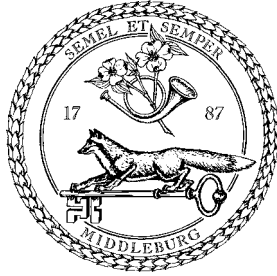
2023 ASSESSMENT	TAX RATE*	REVENUE**	DIFFERENCE	
\$ 455,439,990	\$ 0.1369	\$ 623,497		Current tax rate
Equalized + 3%	\$ 0.1276	\$ 581,105	\$ (42,393)	Advertised Tax Rate
Equalized Tax Rate	\$ 0.1239	\$ 564,179	\$ (59,318)	
* 1 cent on the tax rate = \$45,544		** The revenue amount includes the value of "new construction"		

BREAK OUT	2022 ASSESSMENT	VALUE CHANGE**	2023 ASSESSMENT	% CHANGE**	EQUALIZED % CHANGE
Single Family Detached	\$ 124,818,290	\$ 24,053,160	\$ 148,871,450	19.27%	14.47%
Town Houses	\$ 37,913,410	\$ 3,432,220	\$ 41,345,630	9.05%	9.05%
Condo	\$ 13,046,170	\$ 640,730	\$ 13,686,900	4.91%	4.91%
Other (incl vacant land)	\$ 19,333,020	\$ 12,504,370	\$ 31,837,390	64.68%	64.68%
Single Family Suburban	\$ 1,902,060	\$ 254,260	\$ 2,156,320	13.37%	13.37%
Multifamily	\$ 3,313,470	\$ 302,760	\$ 3,616,230	9.14%	9.14%
Commercial/ Industrial	\$ 206,359,480	\$ 7,566,590	\$ 213,926,070	3.67%	3.67%
TOTAL TAXABLE	\$ 406,685,900	48,754,090	455,439,990	11.99%	10.51%
		** (includes new construction)	** (includes new construction)		(w/o 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 2023 totals \$79,359,720. Approximately 12.6% of the real property parcels in Middleburg are tax exempt.

Potential revenues must be reduced by the annual elderly tax relief, which for CY22 totaled approximately \$9,600. An estimate of \$10,000 is used for FY24. \$10,000 is also deducted for potential tax appeals.



TOWN OF MIDDLEBURG PROPOSED BUDGET

FY 2024



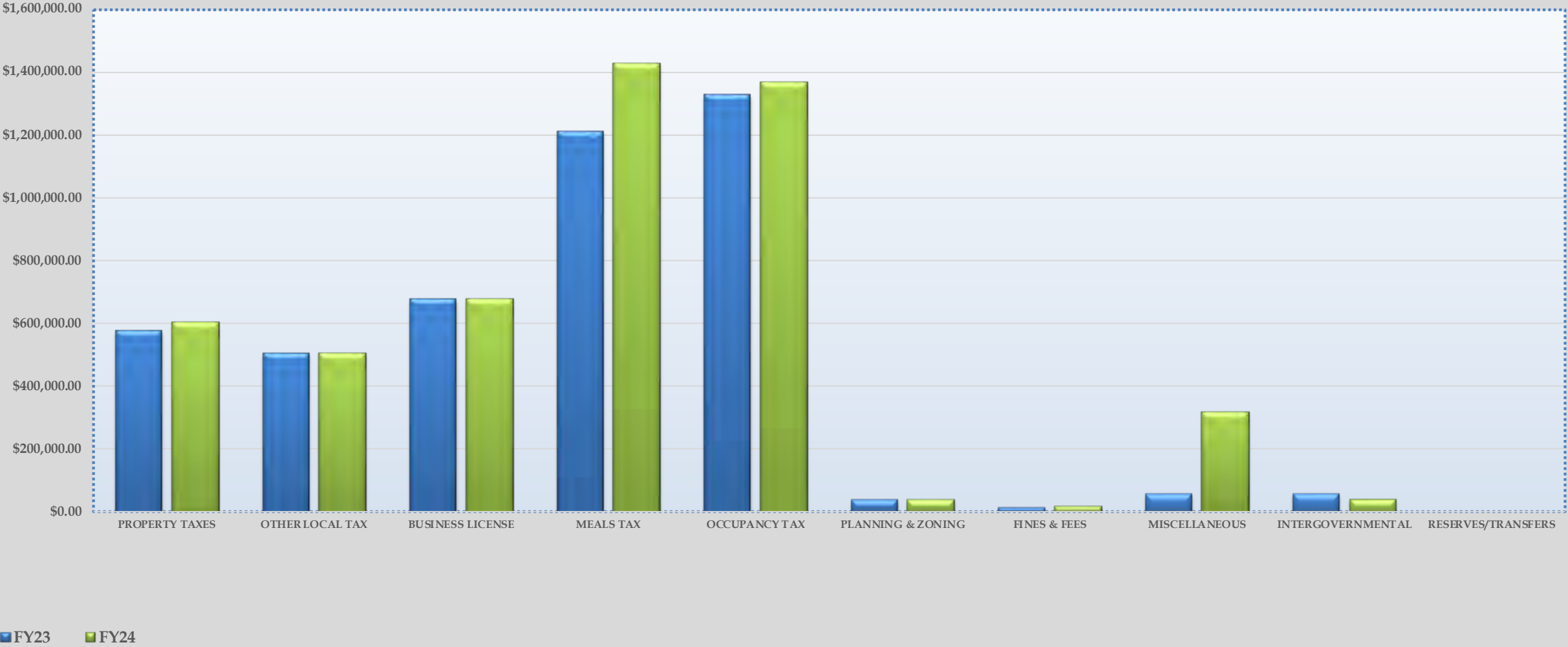
GENERAL FUND BUDGET

TOWN OF MIDDLEBURG
FY 24 DRAFT BUDGET

REVENUES	Account #	FY21 ACTUAL	FY22 ACTUAL	FY23 ADOPTED	FY23 AMENDED	FY23 YTD	FY24 DRAFT	% Change from FY 23	Amount Changed	Notes
<u>PROPERTY TAX</u>										
Real Estate	10-3000-0100	\$ 533,722	\$ 533,518	\$ 536,025	\$ 536,025	\$ 263,086	\$ 561,105	4.7%	\$ 25,080	Revenues based on rate of 12.76 cents (equalized + 3%). Includes revenue from new construction. Revenue amount reduced by \$10k for Tax Relief Program and \$10k for appeals.
Personal Property	10-3000-0200	\$ 41,794	\$ 41,980	\$ 35,000	\$ 35,000	\$ 19,959	\$ 40,000	14.3%	\$ 5,000	Business Personal Property Tax
Penalties and interest	10-3000-500, -600	\$ 4,462	\$ -	\$ 1,500	\$ 1,500	\$ 66	\$ 1,500	0.0%	\$ -	
Subtotal		\$ 579,978	\$ 575,498	\$ 572,525	\$ 572,525	\$ 283,111	\$ 602,605	5.3%	\$ 30,080	
<u>LOCAL TAXES</u>										
Sales Tax	10-3100-0100	\$ 60,486	\$ 65,998	\$ 52,000	\$ 52,000	\$ 36,298	\$ 50,000	-3.8%	\$ (2,000)	Town's school age population decreased; formula from County is set by state code: § 58.1-605
Utilities Taxes	10-3020-misc	\$ 96,147	\$ 94,713	\$ 107,000	\$ 107,000	\$ 44,972	\$ 107,000	0.0%	\$ -	
Meals Tax	10-3030-0000	\$ 934,369	\$ 1,254,464	\$ 1,212,015	\$ 1,212,015	\$ 699,120	\$ 1,429,450	17.9%	\$ 217,435	FY23 13.6% above budget through January; Expected 7% growth over FY23 mid-level projections
Business License	10-3050-0000	\$ 525,642	\$ 750,800	\$ 675,000	\$ 675,000	\$ 32,495	\$ 675,000	0.0%	\$ -	
Cigarette Tax	10-3060-0000	\$ 19,959	\$ 17,311	\$ 20,000	\$ 20,000	\$ 10,227	\$ 17,500	-12.5%	\$ (2,500)	Reduction in cigarette sales and tax revenue
Motor Vehicle License	10-3200-0100	\$ 15,617	\$ 16,553	\$ 15,000	\$ 15,000	\$ 1,916	\$ 15,000	0.0%	\$ -	
Bank Franchise Tax	10-3010-0000	\$ 289,477	\$ 334,033	\$ 309,000	\$ 309,000	\$ -	\$ 315,000	1.9%	\$ 6,000	Estimate of 2% increase over FY23
Occupancy Tax	10-3040-0000	\$ 1,040,053	\$ 1,309,290	\$ 1,326,675	\$ 1,326,675	\$ 717,454	\$ 1,366,475	3.0%	\$ 39,800	Expected 3% growth over FY23 Budget
Subtotal		\$ 2,981,750	\$ 3,843,162	\$ 3,716,690	\$ 3,716,690	\$ 1,542,482	\$ 3,975,425	7.0%	\$ 258,735	
<u>PLANNING & ZONING</u>										
Application, Proffer, Misc Fees	10-3220-misc	\$ 55,779	\$ 8,550	\$ 17,000	\$ 17,000	\$ 9,550	\$ 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	\$ 14,929	\$ 14,929	\$ 14,928	\$ 14,928	\$ 14,928	\$ 14,928	0.0%	\$ -	
Subtotal		\$ 70,708	\$ 23,479	\$ 36,928	\$ 36,928	\$ 24,478	\$ 36,928	0.0%	\$ -	
<u>FINES AND FEES</u>										
Court & Parking Fines	misc	\$ 7,553	\$ 10,071	\$ 12,000	\$ 12,000	\$ 15,694	\$ 12,000	0.0%	\$ -	
Town Events Fees/ Merchandise Sales / Farmer's Market Fees	10-3100-0502	\$ -	\$ 1,726	\$ -	\$ -	\$ 10,929	\$ 5,000	-	\$ 5,000	Not expecting to charge fees in FY24 to incentivize restart of the Farmer's Market
Parking Space Rental/Permits	10-3200-0300,-0500	\$ 475	\$ 1,215	\$ 500	\$ 500	\$ 1,050	\$ 500	0.0%	\$ -	
Subtotal		\$ 8,028	\$ 13,012	\$ 12,500	\$ 12,500	\$ 27,673	\$ 17,500	40.0%	\$ 5,000	
<u>MISCELLANEOUS</u>										
Interest Earnings	10-3400-0300,-0400	\$ 37,546	\$ 83,683	\$ 20,000	\$ 20,000	\$ 90,410	\$ 200,000	900.0%	\$ 180,000	Increase due to rising interest rates
Misc. Donations & Sponsorships	10-3070-misc	\$ 76,618	\$ 4,485	\$ 34,000	\$ 34,000	\$ 3,600	\$ 75,000	120.6%	\$ 41,000	Sponsorship Revenues for Town Events; Reimbursable Overtime for PD for private events
Miscellaneous Reimbursements	10-3400-NEW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,979	-	\$ 42,979	Reimbursement from retirees for health care, plus other misc revenues
Subtotal		\$ 114,164	\$ 88,168	\$ 54,000	\$ 54,000	\$ 94,010	\$ 317,979	488.9%	\$ 263,979	
<u>INTERGOVERNMENTAL</u>										
Law Enforcement 599 & Grant	10-3100-0300,-0301	\$ 26,331	\$ 53,462	\$ 20,500	\$ 20,500	\$ 12,258	\$ 20,500	0.0%	\$ -	599 Funds
State/Local Grants	10-3100-misc	\$ 75,856	\$ 85,700	\$ 4,500	\$ 4,500	\$ -	\$ 4,500	0.0%	\$ -	VCA Grant Program
Fire Program	10-3100-0500	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	0.0%	\$ -	State Fire Program - pass thru to Loudoun County
Miscellaneous & County Grants	10-3100-0503	\$ 19,523	\$ 1,329	\$ 15,000	\$ 15,000	\$ 25,000	\$ -	-100.0%	\$ (15,000)	COVID - ARPA Funds for FY23; not used in FY24
Subtotal		\$ 136,710	\$ 155,491	\$ 55,000	\$ 55,000	\$ 37,258	\$ 40,000	-27.3%	\$ (15,000)	
Total GF Revenues		\$ 3,891,338	\$ 4,698,810	\$ 4,447,643	\$ 4,447,643	\$ 2,009,012	\$ 4,990,437	12.2%	\$ 542,794	

TOWN OF MIDDLEBURG
FY 24 BUDGET

TOWN OF MIDDLEBURG REVENUE COMPARISON FY23 v. FY24



TOWN OF MIDDLEBURG
FY 24 OPERATING BUDGET

ADMINISTRATION

EXPENDITURES		FY 21	FY22	FY23	FY23	FY23	FY24	%	AMOUNT	Notes
ADMIN. SALARY & BENEFITS	ACCOUNT #	ACTUAL	ACTUAL	ADOPTED	AMENDED	YTD	PROPOSED	CHANGED	CHANGED	
ADMIN. STAFF SALARIES	10-5000-0100	\$ 327,343	\$ 310,922	\$ 325,666	\$ 328,289	\$ 198,343	\$ 345,890	5.1%	\$ 17,601	Includes merit increases (2% avg), bonus program, and leave payout for all departments; also \$25k placeholder for market adjustments after comp study
OTHER WAGES/COMPENSATION	10-5000-0503	\$ (34,760)	\$ (31,755)	\$ 42,000	\$ 17,435	\$ 28,061	\$ 67,000	74.0%	\$ 49,565	
WORKER'S COMP	10-5000-2000	\$ 572	\$ 6,056	\$ 500	\$ 500	\$ 500	\$ 1,445	65.4%	\$ 945	
FICA - ADMINISTRATIVE	10-5000-2020	\$ 28,928	\$ 26,269	\$ 28,671	\$ 28,671	\$ 18,211	\$ 30,443	5.8%	\$ 1,772	
HEALTH - ADMINISTRATIVE	10-5000-2115	\$ 204,322	\$ 195,906	\$ 215,491	\$ 215,491	\$ 101,709	\$ 173,920	-23.9%	\$ (41,571)	Health Insurance for all depts. except PD; 8.9% increase in rates; actual amount varies by employee elections; includes reimbursed costs from retirees not previously included - \$43,000)
VRS/ICMARC - ADMINISTRATIVE	10-5000-2125	\$ 55,583	\$ 58,978	\$ 71,884	\$ 79,065	\$ 46,497	\$ 84,416	6.3%	\$ 5,351	Increased VRS rates for FY24; also increased for proper accounting for Hybrid employees' deferred comp (not previously captured)
VEHICLE ALLOWANCE	10-5000-2230	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	
FITNESS MATCH	10-5000-2400	\$ 12,118	\$ (14,420)	\$ 7,500	\$ 7,500	\$ (10,774)		-	\$ (7,500)	Fitness match to go away after FY23; Deferred Comp now shown in VRS/ICMARC Lines
SUBTOTAL - ADMIN. COMPENSATION		\$ 594,106	\$ 551,956	\$ 691,712	\$ 676,951	\$ 382,547	\$ 703,114	3.7%	\$ 26,163	
COUNCIL EXPENSES										
COUNCIL COMPENSATION	10-5000-1100	\$ 16,462	\$ 16,800	\$ 16,800	\$ 16,800	\$ 11,200	\$ 16,800	0.0%	\$ -	
MAYOR COMPENSATION	10-5000-1000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 4,000	\$ 6,000	0.0%	\$ -	
FICA-COUNCIL	10-5000-2100	\$ 1,744	\$ -	\$ 1,744	\$ 1,744	\$ -	\$ 1,744	0.0%	\$ -	
COUNCIL TRAINING/MISC. EXPENSES	10-5000-1010	\$ 4,193	\$ 20,340	\$ 20,000	\$ 20,000	\$ 11,504	\$ 20,000	0.0%	\$ -	For Council conferences (VMI), strategic planning meetings, and other events
CITIZEN ENGAGEMENT	10-5000-3050	\$ 2,902	\$ 1,348	\$ 18,000	\$ 18,000	\$ 3,291	\$ 18,000	0.0%	\$ -	Increase includes maintenance of Christmas Ornament Signs
SUBTOTAL - COUNCIL EXPENSES		\$ 31,301	\$ 44,488	\$ 62,544	\$ 62,544	\$ 29,995	\$ 62,544	0.0%	\$ -	
ADMINISTRATIVE SERVICES										
ATTORNEY	10-5100-2100	\$ 52,786	\$ 53,747	\$ 75,508	\$ 75,508	\$ 20,881	\$ 77,773	2.9%	\$ 2,265	Increase for Strategic Initiative Policy/Ordinance review
CONSULTING SERVICES	10-5100-2200	\$ 21,184	\$ 15,753	\$ 28,000	\$ 28,000	\$ 22,725	\$ 28,840	2.9%	\$ 840	Project studies and consulting
ADVERTISING	10-5100-2300	\$ 2,863	\$ 2,328	\$ 4,000	\$ 4,000	\$ 3,506	\$ 4,120	2.9%	\$ 120	
ACCOUNTING, AUDIT & INSURANCE	10-5100-2400	\$ 18,300	\$ 11,500	\$ 13,000	\$ 13,000	\$ 16,090	\$ 20,000	35.0%	\$ 7,000	Increase due to new auditing services
FINANCIAL ADVISOR SERVICES	10-5100-2500	\$ -	\$ 57,807	\$ -	\$ -	\$ -	\$ 10,000	0.0%	\$ 10,000	Placeholder for review of Fund Balance after TH completion
LINE OF CREDIT FEES & INTEREST	10-5900-5000	\$ 13,451	\$ 8,022	\$ 1,000	\$ -	\$ 419	\$ 1,000	-	\$ 1,000	
ELECTION	10-5100-2900	\$ -	\$ 549			\$ -	\$ -	-	\$ -	
PROFESSIONAL DEVELOPMENT	10-5100-3100	\$ 960	\$ 4,646	\$ 10,000	\$ 10,000	\$ 1,448	\$ 10,000	0.0%	\$ -	
TUITION REIMBURSEMENT	10-5100-3300	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	0.0%	\$ -	Cross-Departmental Program; up to \$2,500/employee
MEMBERSHIPS/PUBLICATIONS	10-5100-3200	\$ 2,756	\$ 4,306	\$ 4,000	\$ 4,000	\$ 2,107	\$ 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	\$ 452	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	0.0%	\$ -	
COUNTY COLLECTION	10-5100-8000	\$ 2,583	\$ (9)	\$ 6,757	\$ 6,757	\$ -	\$ 7,102	4.9%	\$ 346	1.15% of all property tax collections per MOU
OTHER	10-5100-9900	\$ 842	\$ 3,689	\$ 3,000	\$ 3,000	\$ 257	\$ 3,000	0.0%	\$ -	Misc. expenses and holiday gift card program
SUBTOTAL - ADMINISTRATIVE SERVICES		\$ 175,762	\$ 162,790	\$ 167,765	\$ 166,765	\$ 67,433	\$ 188,336	11.5%	\$ 21,571	

TOWN OF MIDDLEBURG
FY 24 OPERATING BUDGET

ADMINISTRATION, CONTINUED

ADMINISTRATIVE EXPENSES		ACCOUNT #	FY 21 ACTUAL	FY22 ACTUAL	FY23 ADOPTED	FY23 AMENDED	FY23 YTD	FY24 PROPOSED	% CHANGED	AMOUNT CHANGED	Notes
OFFICE SUPPLIES	10-5200-4100		\$ 4,966	\$ 3,456	\$ 6,600	\$ 6,600	\$ 3,034	\$ 6,600	0.0%	\$ -	
COVID 19 EXPENSES	10-5200-4101		\$ 21,432	\$ 4,758	\$ 5,000	\$ 5,000	\$ 4,195	\$ -	-100.0%	\$ (5,000)	
COVID 19 SUPPORT/ASSISTANCE	10-5200-4102		\$ 11,932	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	0.0%	\$ (5,000)	
PRINTING	10-5200-4200		\$ 5,938	\$ 5,712	\$ 6,500	\$ 6,500	\$ 2,418	\$ 6,500	0.0%	\$ -	Actual printing costs: in-house for printers and outsourced for large projects
POSTAGE	10-5200-4300		\$ 1,651	\$ 1,799	\$ 2,000	\$ 2,000	\$ 746	\$ 2,000	0.0%	\$ -	
EQUIPMENT/SOFTWARE PURCHASE	10-5200-4400		\$ 15,623	\$ 17,381	\$ 20,000	\$ 20,000	\$ 6,660	\$ 40,000	100.0%	\$ 20,000	Increase for server replacement and computer equipment; placeholder for replacement of Surface Tablets
EQUIP. & SOFTWARE MAINT.	10-5200-4500		\$ 75,896	\$ 70,866	\$ 79,252	\$ 79,252	\$ 39,064	\$ 84,172	6.2%	\$ 4,920	Increase for software maintenance costs, IT services, and cloud-based subscription services
OFFICE EQUIP. RENTAL	10-5200-4600		\$ 2,916	\$ 5,024	\$ 4,400	\$ 4,400	\$ 2,736	\$ 5,400	22.7%	\$ 1,000	Leased Xerox, folding machine, postage machine
OTHER	10-5200-9900		\$ 2,020	\$ 694	\$ 1,100	\$ 1,100	\$ 353	\$ 1,100	0.0%	\$ -	
SUBTOTAL - ADMINISTRATIVE EXPENSES			\$ 142,374	\$ 109,690	\$ 129,852	\$ 129,852	\$ 59,206	\$ 145,772	12.3%	\$ 15,920	
INSURANCE											
CRIME & FRAUD INSURANCE	10-5100-2410		\$ 424	\$ 864	\$ 1,350	\$ 1,350	\$ 864	\$ 4,164	208.4%	\$ 2,814	
LIABILITY INSURANCE	10-5100-2420		\$ 3,909	\$ 11,431	\$ 4,000	\$ 4,000	\$ 7,312	\$ 11,533	188.3%	\$ 7,533	
SUBTOTAL - INSURANCE			\$ 4,333	\$ 12,295	\$ 5,350	\$ 5,350	\$ 8,176	\$ 15,697	193.4%	\$ 10,347	
CHARITABLE CONTRIBUTIONS	10-5200-4900		\$ 20,000	\$ 19,250	\$ 20,000	\$ 20,000	\$ 24,500	\$ 20,000	0.0%	\$ -	Continued support to Middleburg Charitable Foundation
REPAYMENT OF HEALTH CENTER	10-5200-4920		\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	-	\$ -	One-time in FY22 for COVID-19 support programs
TOWN COMMITTEE SUPPORT	10-5200-4700		\$ 4,288	\$ 5,316	\$ 10,000	\$ 10,000	\$ 353	\$ 10,000	0.0%	\$ -	Expenses for meetings/activities of Town Committees
SUBTOTAL - OTHER			\$ 24,288	\$ 274,566	\$ 30,000	\$ 30,000	\$ 24,853	\$ 30,000	0.0%	\$ -	
TOTAL ADMINISTRATION			\$ 972,164	\$ 1,155,785	\$ 1,087,223	\$ 1,071,462	\$ 572,210	\$ 1,145,463	6.9%	\$ 74,001	
NON-DEPARTMENTAL EXPENDITURES											
DEBT SERVICE	ACCOUNT #		FY 21 ACTUAL	FY22 ACTUAL	FY23 ADOPTED	FY23 AMENDED	FY23 YTD	FY24 PROPOSED	% CHANGED	AMOUNT CHANGED	
GF DEBT SERVICE	10-5900-1015		\$ -	\$ 139,627	\$ 270,000	\$ 270,000	\$ 268,491	\$ 435,000	61.1%	\$ 165,000	Subject to final debt service for Town Hall
TRANSFER TO CIP	10-5900-1515		\$ 827,908	\$ 300,000	\$ -	\$ -	\$ -	\$ 60,000	-	\$ 60,000	Cash for Fleet Replacement; Other projects will be reviewed on case-by-case basis
TOTAL NON-DEPARTMENTAL			\$ 827,908	\$ 439,627	\$ 270,000	\$ 270,000	\$ 268,491	\$ 495,000	83.3%	\$ 225,000	

TOWN OF MIDDLEBURG
FY 24 OPERATING BUDGET

BUILDINGS & GROUNDS

EXPENDITURES											
BUILDING EXPENSES	ACCOUNT #	FY 21 ACTUAL	FY22 ACTUAL	FY23 ADOPTED	FY23 AMENDED	FY23 YTD	FY24 DRAFT	% CHANGED	AMOUNT CHANGED	Notes	
SUPPLIES	10-5210-5100	\$ 1,802	\$ 1,318	\$ 1,404	\$ 1,404	\$ 853	\$ 1,516	8.0%	\$ 112		
REPAIRS & MAINTENANCE	10-5210-5200	\$ 12,351	\$ 16,006	\$ 30,000	\$ 30,000	\$ 6,755	\$ 35,000	16.7%	\$ 5,000	Cleaning Contract for Town Hall; Other Maintenance Services	
MINOR EQUIPMENT	10-5210-5300	\$ 3,980	\$ 3,568	\$ 5,000	\$ 5,000	\$ 90	\$ 5,000	0.0%	\$ -		
GROUNDS/LANDSCAPE MAINTENANCE	10-NEW	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 10,301	\$ 18,000	0.0%	\$ 6,000	Landscaping for Town Hall	
ELECTRICAL SERVICES	10-5210-5400	\$ 2,713	\$ 3,722	\$ 8,000	\$ 8,000	\$ 1,697	\$ 8,000	0.0%	\$ -	Est. electricity use at new Town Hall	
HEATING FUEL	10-5210-5500	\$ 735	\$ 929	\$ 1,500	\$ 1,500	\$ -	\$ 3,000	100.0%	\$ 1,500	Est. gas use at new Town Hall	
TELEPHONE/INTERNET	10-5210-5600	\$ 4,383	\$ 3,123	\$ 6,500	\$ 6,500	\$ 3,323	\$ 13,000	100.0%	\$ 6,500	Combined with PD; includes maintenance previously expensed to Administration	
WATER/SEWER USE FEE	10-5210-6000	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 3,000	200.0%	\$ 2,000	For water use to chargeback to Utility Fund	
PROPERTY INSURANCE	10-5210-4900	\$ 4,000	\$ 4,000	\$ 12,000	\$ 12,000	\$ -	\$ 12,000	0.0%	\$ -	Building Insurance; increased for Town Hall	
OTHER	10-5210-9900	\$ 8	\$ -	\$ 500	\$ 500	\$ -	\$ 500	0.0%	\$ -		
TOTAL BUILDING EXPENSE		\$ 29,972	\$ 32,666	\$ 77,904	\$ 77,904	\$ 23,019	\$ 99,016	27.1%	\$ 21,112		

**TOWN OF MIDDLEBURG
FY 24 OPERATING BUDGET**

POLICE DEPARTMENT & PUBLIC SAFETY

EXPENDITURES										Notes
<u>SALARY & OVERTIME</u>	ACCOUNT #	FY 21 ACTUAL	FY22 AMENDED	FY23 ADOPTED	FY23 AMENDED	FY23 YTD	FY24 PROPOSED	% CHANGED	AMOUNT CHANGED	
POLICE SALARIES	10-5300-0100	\$ 475,336	\$ 502,375	\$ 523,751	\$ 531,132	\$ 310,777	\$ 588,006	11%	\$ 56,874	Increased to properly account for holiday hours that are paid at straight time
OVERTIME	10-5300-0500	\$ 24,115	\$ 26,687	\$ 21,539	\$ 21,539	\$ 24,202	\$ 27,608	28%	\$ 6,069	Increased due to number of Town events, coverage of reimbursed special events, and use of leave
OTHER WAGES	10-5300-0600	\$ 19,238	\$ 52,799	\$ 18,400	\$ 25,781	\$ 26,548	\$ 20,000	9%	\$ (5,781)	Increased to cover 10 weeks of leave and limit use of OT; also for Christmas Parade outside officers
SUBTOTAL - SALARIES		\$ 518,689	\$ 581,861	\$ 563,690	\$ 578,452	\$ 361,527	\$ 635,614	10%	\$ 57,162	
<u>BENEFITS</u>										
HEALTH INSURANCE	10-5300-2115						\$ 109,700	-	-	Was previously included in Admin Health Insurance; now separated out to show investment in PD employees
VRS/ICMARC SYSTEM	10-5300-2125	\$ 77,305	\$ 87,331	\$ 97,483	\$ 100,313	\$ 61,234	\$ 112,434	12%	\$ 12,121	Increased VRS rates for FY24; also increased for proper accounting for Hybrid employees' deferred comp (not previously captured)
FICA	10-5300-2020	\$ 42,646	\$ 42,837	\$ 42,325	\$ 42,325	\$ 26,415	\$ 46,478	10%	\$ 4,153	
WORKER'S COMP	10-5300-3000	\$ 13,916	\$ 12,770	\$ 12,770	\$ 12,770	\$ 18,585	\$ 18,018	41%	\$ 5,248	Actual Rates from VRSA
SUBTOTAL - BENEFITS		\$ 133,867	\$ 142,938	\$ 152,578	\$ 155,408	\$ 106,234	\$ 286,630	84%	\$ 131,222	
<u>OPERATIONS</u>										
INSURANCE AUTO	10-5300-1000	\$ 7,230	\$ 5,318	\$ 7,230	\$ 7,230	\$ 7,162	\$ 7,000	-3%	\$ (230)	For PD Vehicles
POLICE PROF/LIAB INSURANCE	10-5300-1010	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 3,939	\$ 9,400	74%	\$ 4,000	LODA and Law Enforcement Liability
ATTORNEY	10-5300-2100	\$ -	\$ -	\$ 3,400	\$ 3,400	\$ -	\$ 3,400	0%	\$ -	
COURT FEES	10-5300-6150	\$ -	\$ 10	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	0%	\$ -	
ADVERTISING	10-5300-2300	\$ 1,016	\$ 300	\$ 500	\$ 500	\$ -	\$ 500	0%	\$ -	
PROFESSIONAL DEVELOPMENT	10-5300-3300	\$ 5,458	\$ 9,052	\$ 10,000	\$ 10,000	\$ 7,568	\$ 12,500	25%	\$ 2,500	
EQUIPMENT & SUPPLIES	10-5300-4100	\$ 3,325	\$ 7,303	\$ 9,620	\$ 9,620	\$ 6,815	\$ 25,200	162%	\$ 15,580	Increased for replacement of ballistic vests and for placement of AEDs in all vehicles and new Town Hall
FIRE ARMS & SUPPLIES	10-5300-4400	\$ 1,461	\$ 2,392	\$ 3,000	\$ 3,000	\$ 2,065	\$ 3,800	27%	\$ 800	Replacement for new employee
OFFICE SUPPLIES	10-5300-4800	\$ 2,261	\$ 2,877	\$ 4,050	\$ 4,050	\$ 2,595	\$ 4,400	9%	\$ 350	
OFFICE RENTAL	10-5300-4700	\$ 47,492	\$ 47,492	\$ 27,550	\$ 27,550	\$ 35,619	\$ -	-100%	\$ (27,550)	No longer leasing office space
OFFICE CLEANING	10-5300-4900	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ -	-100%	\$ (2,500)	Costs rolled into Building budget
SUBSCRIPTION/PUBLICATION	10-5300-5100	\$ 585	\$ -	\$ -	\$ -	\$ 8	\$ 2,000	0%	\$ 2,000	Memberships and Dues
PRINTING	10-5300-4300	\$ 73	\$ 735	\$ 500	\$ 500	\$ 134	\$ 1,000	100%	\$ 500	Costs for Xerox Printers for PD
EQUIP. & SOFTWARE MAINTENANCE	10-5300-5200	\$ 9,021	\$ 45,466	\$ 21,865	\$ 21,865	\$ 15,617	\$ 21,865	0%	\$ -	Costs related to PowerDMS and Handheld Parking Ticket System
ELECTRIC/TELEPHONE/INTERNET	10-5300-5600	\$ 12,697	\$ 10,472	\$ 9,000	\$ 9,000	\$ 5,112	\$ 2,700	-70%	\$ (6,300)	Costs for cell phones and mobile hotspots; Internet/Office Phones moved to Building
UNIFORMS & WEARING APPAREL	10-5300-7100	\$ 2,328	\$ 5,808	\$ 5,225	\$ 5,225	\$ 842	\$ 6,950	33%	\$ 1,725	For new employee and replacement of uniforms
VEHICLE & POWERED EQUIP. FUEL	10-5300-8100	\$ 10,443	\$ 15,585	\$ 18,000	\$ 18,000	\$ 10,221	\$ 15,000	-17%	\$ (3,000)	Gas use reduced for hybrid vehicles; price remains uncertain
VEHICLE MAINTENANCE	10-5300-8101	\$ 7,340	\$ 7,117	\$ 6,400	\$ 6,400	\$ 2,321	\$ 6,600	3%	\$ 200	
SPECIAL EVENTS	10-5300-8600	\$ 60	\$ 4,326	\$ 4,600	\$ 4,600	\$ 6,965	\$ 4,600	0%	\$ -	Some costs offset by donations and sponsors
DMV STOP FEES	10-5300-8700	\$ 431	\$ 550	\$ 1,500	\$ 1,500	\$ 850	\$ 1,500	0%	\$ -	Fees are reimbursed by offender
OTHER	10-5300-9900	\$ 2,192	\$ 3,890	\$ 2,500	\$ 2,500	\$ 330	\$ 2,500	0%	\$ -	
SUBTOTAL - OPERATIONS		\$ 118,813	\$ 174,093	\$ 143,840	\$ 143,840	\$ 108,163	\$ 131,915	-8%	\$ (11,925)	
PUBLIC SAFETY TOTAL		\$ 771,369	\$ 898,892	\$ 860,108	\$ 877,700	\$ 575,924	\$ 1,054,159	20%	\$ 176,459	

TOWN OF MIDDLEBURG
FY 24 OPERATING BUDGET

MAINTENANCE

EXPENDITURES											
		FY 21	FY22	FY23	FY23	FY23	FY24	%	AMOUNT	Notes	
SALARY & BENEFITS	ACCOUNT #	ACTUAL	ACTUAL	ADOPTED	AMENDED	YTD	DRAFT	CHANGED	CHANGED		
SUPERINTENDENT'S SALARY	10-5400-0100	\$ 74,083	\$ 72,347	\$ 75,969	\$ 76,729	\$ 44,209	\$ 79,798	4%	\$ 3,069		
OTHER WAGES/COMPENSATION	10-5400-0400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -		
OVERTIME	10-5400-0500	\$ -	\$ 496	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	0%	\$ -		
FICA	10-5400-2020	\$ 5,475	\$ 5,378	\$ 5,812	\$ 5,812	\$ 3,264	\$ 6,105	5%	\$ 293		
VRS	10-5400-2125	\$ 12,374	\$ 13,333	\$ 14,571	\$ 16,497	\$ 9,148	\$ 16,759	2%	\$ 262	Increased VRS rates for FY24; also increased for proper accounting for Hybrid employees' deferred comp (not previously captured)	
WORKERS COMP	10-5400-2200	\$ 851	\$ 875	\$ 875	\$ 875	\$ 875	\$ 1,000	14%	\$ 125		
SUBTOTAL - SALARY & BENEFITS		\$ 92,783	\$ 92,429	\$ 99,227	\$ 101,913	\$ 57,496	\$ 105,661	4%	\$ 3,748		
OPERATIONS											
REFUSE DISPOSAL	10-5400-2500	\$ 118,448	\$ 120,694	\$ 127,924	\$ 127,924	\$ 70,077	\$ 134,320	5%	\$ 6,396	Estimate per contract with American Disposal; inflation + addition of new homes	
INSURANCE AUTO/LIABILITY	10-5400-2100	\$ 2,166	\$ 2,200	\$ 2,332	\$ 2,332	\$ 2,390	\$ 1,000	-57%	\$ (1,332)	Updated per VRSA policy schedule	
PROFESSIONAL DEVELOPMENT	10-5400-3100	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	0%	\$ -		
SUPPLIES	10-5400-5100	\$ 1,407	\$ 4,891	\$ 4,000	\$ 4,000	\$ 2,304	\$ 4,000	0%	\$ -		
EQUIPMENT	10-5400-5101	\$ 714	\$ 220	\$ 1,620	\$ 1,620	\$ -	\$ 2,000	23%	\$ 380		
REPAIRS/MAINTENANCE.	10-5400-5200	\$ 3,981	\$ 18,931	\$ 18,900	\$ 18,900	\$ 4,138	\$ 20,000	6%	\$ 1,100	Includes sidewalk repair/projects	
ELECTRICITY - SHOP	10-5400-5400	\$ 1,188	\$ 934	\$ 1,620	\$ 1,620	\$ 452	\$ 1,000	-38%	\$ (620)		
ELECTRICITY ST. LIGHTS	10-5400-5401	\$ 12,590	\$ 14,571	\$ 16,200	\$ 16,200	\$ 7,361	\$ 16,200	0%	\$ -		
TELEPHONE/PAGER	10-5400-5600	\$ 167	\$ 499	\$ 500	\$ 500	\$ 291	\$ 500	0%	\$ -		
SNOW REMOVAL	10-5400-6100	\$ 2,835	\$ 3,148	\$ 22,000	\$ 22,000	\$ -	\$ 22,000	0%	\$ -		
STREET CLEANING	10-5400-6200	\$ 11,700	\$ 11,817	\$ 13,000	\$ 13,000	\$ 7,030	\$ 13,000	0%	\$ -		
PART-TIME CONTRACT LABOR	10-5400-0200	\$ 1,629	\$ 6,305	\$ 22,000	\$ 22,000	\$ 5,905	\$ 22,000	0%	\$ -		
LANDSCAPE MAINTENANCE	10-5400-6300	\$ 31,485	\$ 43,426	\$ 55,000	\$ 55,000	\$ 16,932	\$ 55,000	0%	\$ -	Additional landscaping/tree removal in Town	
LIBERTY ST. PARKING LOT & RESTROOMS	10-5400-6500	\$ 1,396	\$ 6,189	\$ 7,500	\$ 7,500	\$ 2,289	\$ 7,500	0%	\$ -		
WATER & SEWER-RESTROOMS	10-5400-7000	\$ -	\$ 61	\$ 1,500	\$ 1,500	\$ 12	\$ 1,500	0%	\$ -	Water use to be paid back to Utility Fund	
DANGEROUS STRUCTURES REPAIR	10-5400-5250	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 28,128	\$ 25,000	0%	\$ -	For properties deemed dangerous structures	
MUNICIPAL PARKING LOT RENTAL	10-5400-6600	\$ 4,200	\$ 6,664	\$ 6,664	\$ 6,664	\$ 6,904	\$ 7,152	7%	\$ 488	Per Lease with Methodist Church	
DOWNTOWN STREET LIGHTS	10-5400-6650	\$ 1,010	\$ 1,155	\$ 1,500	\$ 1,500	\$ 627	\$ 1,500	0%	\$ -		
BUILDING & EQUIPMENT INSURANCE	10-5400-6700	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 3,930	\$ 4,000	0%	\$ -		
UNIFORMS & WEARING APPAREL	10-5400-7100	\$ 1,000	\$ 175	\$ 1,000	\$ 1,000	\$ -	\$ 250	0%	\$ (750)		
VEHICLE FUEL	10-5400-8100	\$ 1,068	\$ 2,905	\$ 3,000	\$ 3,000	\$ 820	\$ 3,000	0%	\$ -	Uncertain gas prices	
VEHICLE MAINTENANCE	10-5400-8101	\$ 1,163	\$ -	\$ 1,080	\$ 1,080	\$ 109	\$ 1,166	8%	\$ 86		
OTHER	10-5400-9900	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	0%	\$ -		
SUBTOTAL - OPERATIONS		\$ 202,147	\$ 248,785	\$ 338,840	\$ 338,840	\$ 159,699	\$ 344,589	2%	\$ 5,749		
MAINTENANCE TOTAL		\$ 294,930	\$ 341,214	\$ 438,067	\$ 440,753	\$ 217,195	\$ 450,250	2%	\$ 9,497		

TOWN OF MIDDLEBURG
FY 24 OPERATING BUDGET

PLANNING AND ZONING

EXPENDITURES											
	ACCOUNT #	FY 21 ACTUAL	FY22 ACTUAL	FY23 ADOPTED	FY23 AMENDED	FY23 YTD	FY24 DRAFT	% CHANGED	AMOUNT CHANGED	Notes	
SALARY & BENEFITS											
SALARY	10-5500-0600	\$ 163,812	\$ 163,702	\$ 172,703	\$ 176,400	\$ 101,485	\$ 183,455	4.0%	\$ 7,055		
VRS - ZONING	10-5500-2125	\$ 25,567	\$ 35,406	\$ 33,124	\$ 42,502	\$ 24,300	\$ 40,111	-5.6%	\$ (2,391)	Increased VRS rates for FY24; also increased for proper accounting for Hybrid employees' deferred comp (not previously captured)	
WORKER'S COMP	10-5500-2010	\$ 142	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	0.0%	\$ -		
FICA - ZONING	10-5500-2020	\$ 12,557	\$ 12,540	\$ 13,212	\$ 13,212	\$ 7,771	\$ 14,034	6.2%	\$ 822		
SUBTOTAL - SALARY & BENEFITS		\$ 202,078	\$ 211,773	\$ 219,164	\$ 232,239	\$ 133,681	\$ 237,726	2.4%	\$ 5,487		
CONSULTING & ADMINISTRATIVE											
ATTORNEY	10-5500-2100	\$ 4,876	\$ 5,041	\$ 9,000	\$ 9,000	\$ -	\$ 9,000	0.0%	\$ -		
ENGINEERING/CONSULTING	10-5500-2200	\$ 62,859	\$ 44,813	\$ 50,000	\$ 50,000	\$ 14,353	\$ 50,000	0.0%	\$ -	Expenses to review development plans; also for consulting services for planning/zoning efforts	
ADVERTISING	10-5500-2300	\$ 2,042	\$ 65	\$ 2,500	\$ 2,500	\$ 156	\$ 2,500	0.0%	\$ -		
PROFESSIONAL DEVELOPMENT	10-5500-3100	\$ 346	\$ 4,520	\$ 3,000	\$ 3,000	\$ 1,801	\$ 3,000	0.0%	\$ -		
TRAINING	10-5500-3300	\$ 325	\$ 109	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	0.0%	\$ -		
MEMBERSHIP & PUBLICATIONS	10-5500-3200	\$ 1,949	\$ 2,434	\$ 1,650	\$ 1,650	\$ 774	\$ 1,650	0.0%	\$ -		
OFFICE SUPPLIES	10-5500-4100	\$ 75	\$ 16	\$ 200	\$ 200	\$ 76	\$ 200	0.0%	\$ -		
OTHER	10-5500-9900	\$ -	\$ 21	\$ 100	\$ 100	\$ -	\$ 100	0.0%	\$ -		
SUBTOTAL - ADMINISTRATIVE		\$ 72,472	\$ 57,019	\$ 71,450	\$ 71,450	\$ 17,160	\$ 71,450	0.0%	\$ -		
									\$ -		
PLANNING & ZONING TOTAL		\$ 274,550	\$ 268,792	\$ 290,614	\$ 303,689	\$ 150,841	\$ 309,176	1.8%	\$ 5,487		

ECONOMIC DEVELOPMENT

TOWN OF MIDDLEBURG - FY2024 PROPOSED BUDGET

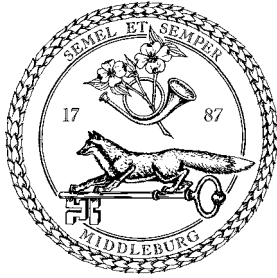
TOWN OF MIDDLEBURG
FY 24 OPERATING BUDGET

EXPENDITURES - ECONOMIC DEV CONTINUED											
			FY 21	FY22	FY23	FY23	FY23	FY24	%	AMOUNT	
	EVENTS	ACCOUNT #	ACTUAL	ACTUAL	ADOPTED	AMENDED	YTD	DRAFT	CHANGED	CHANGED	
	INDEPENDENCE DAY	10-NEW	\$ 17,500	\$ 4,500	\$ 25,000	\$ 25,000	\$ 27,000	\$ 30,000	20.0%	\$ 5,000	Fireworks: \$25,000; Event: \$5,000
	OKTOBERFEST	10-NEW	\$ 600	\$ 7,210	\$ 30,000	\$ 30,000	\$ 28,270	\$ 30,000	0.0%	\$ -	
	1000 MIGLIA	10-NEW	\$ -	\$ 11,735	\$ 40,000	\$ 105,000	\$ 108,335	\$ 80,000	-23.8%	\$ (25,000)	Approx. \$40,000 to be reimbursed by 1000 Miglia; expect sponsorships to offset other costs
	WELLNESS DAY	10-NEW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	--	\$ 5,000	
	MIDDLEBURG DAY/FOUNDER'S DAY	10-NEW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	--	\$ 10,000	New event for March 2024 to celebrate history of Middleburg and bring community together
	ART IN THE BURG	10-5600-2700	\$ 1,141	\$ 7,604	\$ 10,000	\$ 10,000	\$ 376	\$ 12,000	20.0%	\$ 2,000	Costs increased for additional activities and expansion of day
	ONE-TIME EVENTS	10-NEW	\$ -	\$ 2,237	\$ -	\$ 55,000	\$ 20,969	\$ -		\$ (55,000)	Rural Preservation Summit - April 2023
	OTHER EVENT EXPENSES	10-NEW	\$ 21,198	\$ 8,250	\$ -	\$ -	\$ 2,082	\$ 2,500		\$ 2,500	Holiday Events (non-parade); 10-Day Countdown; Misc Expenses
	CHRISTMAS IN MIDDLEBURG	10-NEW	\$ -	\$ 30,000	\$ 10,000	\$ 20,000	\$ 20,000	\$ -	-100.0%	\$ (20,000)	Sponsorship of CIM (no expenses for FY24 as extra payment in FY23 is applied to upcoming year)
	MIDDLEBURG FILM FESTIVAL	10-NEW	\$ 5,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -	Producer's Circle Sponsor
	EVENT AGENCY / ACTIVATION	10-5600-3005	\$ -	\$ 41,938	\$ 75,000	\$ 75,000	\$ 42,917	\$ 75,000	0.0%	\$ -	Event Management Firm to support Town-run events; includes Ind. Day for FY24
	COMM & CULTURAL EVENTS GRANTS	10-5600-2915	\$ 3,000	\$ 20,087	\$ 40,000	\$ 60,000	\$ 27,090	\$ 40,000	-33.3%	\$ (20,000)	Funds to support non-profit events around the area through Town's Grant / Sponsorship Policy
	VCA GRANT PROGRAM	10-5600-2925	\$ -	\$ 5,063	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	0.0%	\$ -	VCA Grant from state; \$4,500 offset by grant revenue
SUBTOTAL - EVENTS			\$ 48,439	\$ 153,624	\$ 254,000	\$ 404,000	\$ 301,039	\$ 308,500	-23.6%	\$ (95,500)	
COMMUNITY DEVELOPMENT											
	FARMERS MARKET	10-5600-2600	\$ 1,620	\$ 46	\$ 5,000	\$ 5,000	\$ 1,390	\$ 10,000	0.0%	\$ 5,000	To support vendors at farmer's market - goal is to re- open in Spring 2023 and move to Town Hall in 2024
	ARTS COUNCIL	MOVED								\$ -	Moved to separate event Line for Art in the Burg; other Committee expenses in Administration
	BUSINESS SUPPORT MEETING EXPENSES	10-5600-2120	\$ 60	\$ 389	\$ 4,000	\$ 4,000	\$ 783	\$ 4,000	0.0%	\$ -	Business Supportive trainings and outreach events; in collaboration with MBPA
SUBTOTAL - COMM DEVELOPMENT			\$ 1,680	\$ 435	\$ 9,000	\$ 9,000	\$ 2,173	\$ 14,000	55.6%	\$ 5,000	
	CONTINGENCY & OTHER	10-5600-9950	\$ 8,244	\$ 1,121	\$ 20,000	\$ 20,000	\$ 420	\$ 2,000	-90.0%	\$ (18,000)	Reduce contingency; future needs to be brought to Council for approval
ECONOMIC DEVELOPMENT TOTAL			\$ 428,855	\$ 403,315	\$ 613,021	\$ 767,756	\$ 511,502	\$ 655,135	-14.7%	\$ (112,621)	

TOWN OF MIDDLEBURG
FY 24 CAPITAL IMPROVEMENT BUDGET

CAPITAL IMPROVEMENT FUND - GENERAL FUND

EXPENDITURES												
CAPITAL EXPENDITURES	ACCOUNT #	TOTAL PROJECT \$\$	PRIOR APPROPS.	EXPEND. TO-DATE	REMAINS TO-DATE	FY24 DRAFT	FY25 PROJ	FY26 PROJ	FY27 PROJ	FY28 PROJ	5-YR TOTAL	
<u>GENERAL FUND</u>												
ASBURY CHURCH RENOVATIONS	15-6100-6960	\$ 1,050,000	\$ 50,000	\$ -	\$ 50,000	\$ 1,000,000					\$ 1,000,000	
ROAD AND PAVING PROJECTS	15-6100-6900	\$ 75,000	\$ 75,000	\$ 42,000	\$ 33,000	\$ -	\$ -	\$ -		\$ -	\$ -	
MAINTENANCE AND STORAGE FACILITY	15-6100-6910	\$ -	\$ -	\$ -	\$ -	TBD	\$ -	\$ -		\$ -	\$ -	
TOWN HALL PROJECT	15-6100-9300	\$ 12,500,000	\$ 12,500,000	\$ 8,111,243	\$ 4,388,757	\$ -	\$ -	\$ -		\$ -	\$ -	
TOWNWIDE IMPROVEMENTS	15-6100-9000	\$ 115,604	\$ 115,604	\$ 25,900	\$ 89,704	\$ -	\$ -	\$ -		\$ -	\$ -	
SUBTOTAL - CAPITAL PROJECTS		\$ 13,740,604	\$ 12,740,604	\$ 8,179,143	\$ 4,561,461	\$ 1,000,000	\$ -	\$ -		\$ -	\$ 1,000,000	
<u>FLEET REPLACEMENT</u>												
POLICE DEPT. FLEET	15-6100-4410	\$ 393,000	\$ 200,000	\$ 158,741	\$ 41,259	\$ -	\$ 45,000	\$ 48,000	\$ 50,000	\$ 50,000	\$ 193,000	
MAINTENANCE FLEET	15-6100-4420	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -		\$ -	\$ 60,000	
SUBTOTAL - FLEET REPLACEMENT		\$ 453,000	\$ 200,000	\$ 158,741	\$ 41,259	\$ 60,000	\$ 45,000	\$ 48,000	\$ 50,000	\$ 50,000	\$ 253,000	
TOTAL EXPENDITURES - GF CIP		\$ 14,193,604	\$ 12,940,604			\$ 1,060,000	\$ 45,000	\$ 48,000	\$ 50,000	\$ 50,000	\$ 1,253,000	
REVENUES FOR CAPITAL*	ACCOUNT #	PRIOR FISCAL YRS				FY24 DRAFT	FY25 PROJ	FY26 PROJ	FY27 PROJ		5-YR TOTAL	
GRANT FUNDING	15-3100-0004	\$ 2,500,000				\$ -	\$ -	\$ -	\$ -		\$ -	
CASH FUNDING/INTEREST INCOME	15-3400-0300	\$ 440,604				\$ 60,000	\$ 45,000	\$ 48,000	\$ 50,000	\$ 50,000	\$ 253,000	
USE OF PRIOR YEAR SURPLUS/PROCEEDS ON BORROWING	15-3800-MISC					\$ 1,000,000	\$ -	\$ -	\$ -		\$ 1,000,000	
DEBT FINANCING	15-3400-0200	\$ 10,000,000				\$ -	\$ -	\$ -	\$ -		\$ -	
TOTAL CAPITAL FUNDING		\$ 12,940,604				\$ 1,060,000	\$ 45,000	\$ 48,000	\$ 50,000		\$ 1,253,000	
* With the receipt of federal grant funding, the Town's use of cash/debt for the Town Hall will be reduced; final amounts to be determined at end of Town Hall project												



TOWN OF MIDDLEBURG PROPOSED BUDGET

FY 2024



UTILITY FUND BUDGET

TOWN OF MIDDLEBURG
FY 24 UTILITY FUND OPERATING BUDGET

UTILITY REVENUES										
OPERATING REVENUE - WATER		ACCOUNT #	FY21 ACTUAL	FY22 ACTUAL	FY23 AMENDED	FY23 YTD	FY24 DRAFT	% CHANGE FROM FY23	AMOUNT CHANGED	Notes
WATER USER FEES		30-3500-0100	\$ 605,206	\$ 646,407	\$ 642,063	\$ 315,345	\$ 685,773	6.8%	\$ 43,710	Increased rates by 3% - consumption is increasing, so FY23 revenues have increased more than expected
WATER AVAIL/CONNECT FEE		30-3500-0200,0300	\$ 56,400	\$ 110	\$ -	\$ 14,100	\$ -		\$ -	
INTEREST		30-3110-0000	\$ 318	\$ 22,624	\$ 500	\$ 9,062	\$ 500	0.0%	\$ -	
MISCELLANEOUS - WATER		30-3510-2000	\$ 2,240	\$ 2,215	\$ 7,500	\$ 674	\$ 7,500	0.0%	\$ -	
SUBTOTAL - WATER			\$ 664,164	\$ 671,356	\$ 650,063	\$ 339,181	\$ 693,773	6.7%	\$ 43,710	
OPERATING REVENUE - SEWER										
SEWER USER FEES		30-3700-0100	\$ 594,372	\$ 667,139	\$ 630,034	\$ 301,577	\$ 673,758	6.9%	\$ 43,724	Increased rates by 3% - consumption is increasing, so FY23 revenues have increased more than expected
SEWER AVAIL/CONNECT FEE		30-3700-0200,0300	\$ 53,600	\$ 3,235	\$ -	\$ 13,400	\$ -		\$ -	
SUBTOTAL - SEWER			\$ 647,972	\$ 670,374	\$ 630,034	\$ 314,977	\$ 673,758	6.9%	\$ 43,724	
TOWER LEASE REVENUE										
AT&T		30-3600-0200	\$ 43,345	\$ 42,531	\$ 45,946	\$ 30,290	\$ 46,742	1.7%	\$ 796	Sprint lease cancelled as of 04/2022
SPRINT		30-3600-0400	\$ 44,006	\$ -	\$ -	\$ -		-	\$ -	
T-MOBILE		30-3600-0500	\$ 42,767	\$ 68,565	\$ 45,333	\$ 26,572	\$ 46,693	3.0%	\$ 1,360	
VERIZON		30-3600-0600	\$ 39,504	\$ 39,147	\$ 41,874	\$ 24,685	\$ 43,130	3.0%	\$ 1,256	
SUBTOTAL - TOWER REVENUES			\$ 169,622	\$ 150,243	\$ 133,153	\$ 81,547	\$ 136,565	2.6%	\$ 3,412	
SUBTOTAL - REVENUES			\$ 1,481,758	\$ 1,491,973	\$ 1,413,250	\$ 735,705	\$ 1,504,096	6.4%	\$ 90,846	
TRANSFER - FUND BALANCE			\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
TRANSFER - GENERAL FUND			\$ -	\$ 48,800	\$ -	\$ -	\$ -		\$ -	
2015 BOND PROCEEDS		30-3900-5000	\$ 12,177	\$ 12,177	\$ -	\$ -	\$ -		\$ -	
TOTAL OPERATING REVENUES			\$ 1,493,935	\$ 1,552,950	\$ 1,413,250	\$ 735,705	\$ 1,504,096	6.4%	\$ 90,846	

TOWN OF MIDDLEBURG
FY 24 UTILITY FUND OPERATING BUDGET

ADMINISTRATION & SOFT COSTS

CONTRACT SERVICES	ACCOUNT #	FY21 ACTUAL	FY22 ACTUAL	FY23 AMENDED	FY23 YTD	FY24 DRAFT	% CHANGED	AMOUNT CHANGED	Notes
OPERATIONS CONTRACT	30-5110-2500	\$ 290,493	\$ 296,303	\$ 306,144	\$ 150,114	\$ 315,328	3.0%	\$ 9,184	Per contract with IES
OTHER CONTRACT SERVICES	30-5110-2600	\$ 23,925	\$ 13,077	\$ 25,000	\$ 1,714	\$ 30,000	20.0%	\$ 5,000	Anticipate increased contractual costs due to inflation, escalations, etc
ENGINEERING	30-5110-2200	\$ 5,846	\$ 78,898	\$ 20,000	\$ 44,704	\$ 20,000	0.0%	\$ -	Removed costs of Utility System Master Plan (one-time in FY22) and Well Recharge Study
TANK MAINTENANCE CONTRACT	30-5100-2500	\$ 35,857	\$ 25,860	\$ 20,000	\$ -	\$ 21,603	8.0%	\$ 1,603	Per contract with Utility Services/SUEZ
Subtotal - Contract Services		\$ 356,121	\$ 414,138	\$ 371,144	\$ 196,532	\$ 386,931	4.3%	\$ 15,787	
ADMINISTRATION									
									Consolidated chargeback staff salaries in one line; 15% of TM, 15% of Finance Dir., and 25% of Admin Asst.
STAFF SALARIES - CHARGE TO UF	30-5110-2700, 2800	\$ 53,480	\$ 42,148	\$ 49,121	\$ 23,796	\$ 52,057	6.0%	\$ 2,936	
FICA FOR SALARIES	30-5110-2020	\$ 4,027	\$ -	\$ 3,758	\$ 1,832	\$ 3,982	6.0%	\$ 224	
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	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	
OFFICE SUPPLIES	30-6400-4100	\$ 18	\$ 10	\$ 1,000	\$ 319	\$ 1,000	0.0%	\$ -	
UTILITY BILLING ABSORB FEES	30-6400-4200	\$ -	\$ 3,101	\$ 1,500	\$ 2,806	\$ 4,800	220.0%	\$ 3,300	Town covers the \$1.25 eCheck fee for online payments; approx half of bills paid via echeck
SOFTWARE	30-6400-4400	\$ 495	\$ 1,510	\$ 2,500	\$ 2,160	\$ 2,500	0.0%	\$ -	Increase due to radio-read system for meters
SCADA SUPPORT SERVICES	30-6400-NEW					\$ 30,000	-	\$ 30,000	New line item - programming and support of communications for all utility infrastructure
POSTAGE	30-6400-4300	\$ 1,554	\$ 1,655	\$ 2,000	\$ 510	\$ 2,000	0.0%	\$ -	Fewer bills mailed due to online billing system
Subtotal - Administration		\$ 59,574	\$ 55,424	\$ 73,379	\$ 38,423	\$ 109,839	49.7%	\$ 36,460	
INSURANCE									
LIABILITY INSURANCE	30-6600-0011	\$ 1,019	\$ 1,050	\$ 1,050	\$ 1,588	\$ 1,588	51.2%	\$ 538	
PROPERTY INSURANCE	30-6600-0015	\$ 10,076	\$ 7,568	\$ 10,250	\$ 10,000	\$ 10,250	0.0%	\$ -	
Subtotal - Insurance		\$ 11,095	\$ 8,618	\$ 11,300	\$ 11,588	\$ 11,838	4.8%	\$ 538	
DEBT SERVICE									
VRA-2010 Refunded Debt	30-6710-8000	\$ 28,194	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	
MIDDLEBURG BANK REFUNDING-2013	30-6720-1000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	
MIDDLEBURG BANK G.O. BOND-2014	30-6720-2000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	
2020 A/B LINE OF CREDIT	30-6720-3000	\$ 12,211	\$ 23,891	\$ 74,000	\$ 23,891	\$ 23,891	-67.7%	\$ (50,109)	Anticipated debt service with draw-down for water tank rehabilitation
2020 C REFUNDING	30-2032-0000	\$ 36,881	\$ 35,720	\$ 139,525	\$ 121,723	\$ 140,654	0.8%	\$ 1,129	
2020 D REFUNDING	30-2033-0000	\$ 12,211	\$ 23,891	\$ 149,500	\$ 139,300	\$ 148,120	-0.9%	\$ (1,380)	
Subtotal - Debt Service		\$ 89,497	\$ 83,502	\$ 363,025	\$ 284,914	\$ 312,665	-13.9%	\$ (50,360)	
TOTAL ADMIN. & SOFT COST		\$ 516,287	\$ 561,682	\$ 818,848	\$ 531,457	\$ 821,274	0.3%	\$ 2,426	

TOWN OF MIDDLEBURG
FY 24 UTILITY FUND OPERATING BUDGET

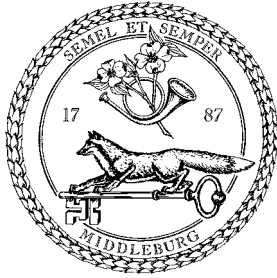
OPERATIONS & MAINTENANCE COSTS/SUMMARY

WATER OPERATIONS & MAINTEN.	ACCOUNT #	FY21 ACTUAL	FY22 ACTUAL	FY23 AMENDED	FY23 YTD	FY24 DRAFT	% CHANGED	AMOUNT CHANGED	Notes
CHEMICAL SUPPLIES	30-6400-5100	\$ 47,790	\$ 35,673	\$ 74,250	\$ 25,054	\$ 79,448	7.0%	\$ 5,198	Increase due to fuel and increased costs
EQUIPMENT/SUPPLIES-WATER	30-6400-5200	\$ 6,572	\$ 15,122	\$ 11,000	\$ 10,836	\$ 11,770	7.0%	\$ 770	
EQUIPMENT MAINTENANCE	30-6400-5301	\$ 10,390	\$ 23,490	\$ 33,000	\$ 23,868	\$ 35,310	7.0%	\$ 2,310	
LINE/SYSTEM MAINTENANCE.	30-6400-5302	\$ 8,777	\$ 7,287	\$ 25,000	\$ 7,455	\$ 26,750	7.0%	\$ 1,750	Moved funds back from "Capital Asset Replacement Fund" due to regular line repair needs
ELECTRICITY - WATER	30-6400-5400	\$ 35,628	\$ 31,621	\$ 38,500	\$ 18,669	\$ 38,500	0.0%	\$ -	
INTERNET - WATER	30-6400-5600	\$ 1,619	\$ 1,048	\$ 2,500	\$ 1,001	\$ 2,500	0.0%	\$ -	
TESTING - WATER	30-6400-5700	\$ 5,991	\$ 5,471	\$ 8,000	\$ 3,572	\$ 8,000	0.0%	\$ -	
FUEL	30-6400-8100	\$ 3,427	\$ 1,053	\$ 1,500	\$ -	\$ 1,500	0.0%	\$ -	Anticipating fuel cost increase
OTHER - WATER	30-6400-9900	\$ 9,509	\$ 15,170	\$ 4,000	\$ 3,451	\$ 4,000	0.0%	\$ -	
TOTAL WATER O & M		\$ 129,703	\$ 135,935	\$ 197,750	\$ 93,906	\$ 207,778	5.1%	\$ 10,028	
SEWER OPERATIONS & MAINTEN.									
CHEMICAL SUPPLIES	30-6410-5100	\$ 24,534	\$ 38,893	\$ 33,000	\$ 22,143	\$ 35,310	7.0%	\$ 2,310	Increase due to fuel and increased costs
EQUIPMENT/SUPPLIES	30-6410-5200	\$ 22,595	\$ 18,182	\$ 11,000	\$ 2,338	\$ 11,770	7.0%	\$ 770	
EQUIPMENT MAINTENANCE	30-6410-5301	\$ 1,972	\$ 7,327	\$ 11,000	\$ -	\$ 11,770	7.0%	\$ 770	
LINE/SYSTEM MAINTENANCE	30-6410-5302	\$ 10,497	\$ 16,249	\$ 11,000	\$ 6,323	\$ 11,770	7.0%	\$ 770	
ELECTRICAL SERVICES	30-6410-5400	\$ 29,699	\$ 30,961	\$ 46,200	\$ 18,186	\$ 40,000	-13.4%	\$ (6,200)	New membranes have enhanced efficiency; reduced electricity slightly
INTERNET-SEWER	30-6410-5600	\$ 2,021	\$ 5,199	\$ 1,800	\$ 1,328	\$ 1,800	0.0%	\$ -	
TESTING - SEWER	30-6410-5700	\$ 30,253	\$ 26,575	\$ 28,000	\$ 16,653	\$ 29,960	7.0%	\$ 1,960	
SLUDGE REMOVAL	30-6410-5800	\$ 3,335	\$ 12,255	\$ 20,000	\$ -	\$ 15,000	-25.0%	\$ (5,000)	Reduced costs due to less sludge being produced at wastewater plant
FUEL	30-6410-8100	\$ 292	\$ -	\$ 1,650	\$ -	\$ 1,650	0.0%	\$ -	
WWTP MONITORING SERVICES	30-6410-9000	\$ -	\$ -	\$ 13,000	\$ -	\$ 13,910	-	\$ 910	Wastewater plant monitoring services by third-party (previously covered under other line items)
OTHER-SEWER	30-6410-9900	\$ 6,632	\$ 4,185	\$ 10,000	\$ 2,985	\$ 10,000	0.0%	\$ -	
TOTAL SEWER O & M		\$ 131,830	\$ 159,826	\$ 186,650	\$ 69,956	\$ 182,940	-2.0%	\$ (3,710)	
TOTAL OPER. & MAINTENANCE		\$ 261,533	\$ 295,761	\$ 384,400	\$ 163,862	\$ 390,718	1.6%	\$ 6,318	
CAPITAL IMPROVEMENT PROJECTS									
TRANSFER TO CIP		\$ 87,291	\$ (46,092)	\$ 200,000	\$ -	\$ 290,000	45.0%	\$ 90,000	
TOTAL ADMIN & SOFT COSTS		\$ 516,287	\$ 561,682	\$ 818,848	\$ 531,457	\$ 821,274	0.3%	\$ 2,426	
TOTAL WATER & SEWER EXPENSES		\$ 865,111	\$ 811,351	\$ 1,403,248	\$ 695,319	\$ 1,501,991	7.0%	\$ 98,743	
TOTAL WATER & SEWER REVENUES		\$ 1,493,935	\$ 1,552,950	\$ 1,413,250	\$ 735,705	\$ 1,504,096	6.4%	\$ 90,846	
TO/FROM CONTINGENCY		\$ 628,824	\$ 741,599	\$ 10,002	\$ 40,386	\$ 2,105	-0.6%	\$ (7,897)	

TOWN OF MIDDLEBURG
FY 24 UTILITY FUND CAPITAL IMPROVEMENT BUDGET

CAPITAL IMPROVEMENT FUND - UTILITY FUND

EXPENDITURES												
		TOTAL	PRIOR	EXPEND.	REMAINS	FY24	FY25	FY26	FY27	FY28	5-YR	
CAPITAL EXPENDITURES	ACCOUNT #	PROJECT \$\$	FISCAL YRS	TO-DATE	TO-DATE	DRAFT	PROJ	PROJ	PROJ	PROJ	TOTAL	
UTILITY FUND												
MEMBRANES - WWTP	35-6100-4020	\$ 285,000	\$ 215,000	\$ 75,758	\$ 139,242	\$ 70,000		\$ -	\$ -	\$ -	\$	70,000
WELL #4 CLEARWELL	35-6100-4030	\$ 995,000	\$ 595,000	\$ 148,191	\$ 446,809	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$	400,000
RADIO READ METERS	35-6100-4040	\$ 160,000	\$ 160,000	\$ 176,063	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
SEWER CONNECTIONS FOR SEPTIC	35-6100-5000	\$ 300,000	\$ 300,000	\$ 23,983	\$ 276,017			\$ -	\$ -	\$ -	\$	-
WATER TANK MAINT. AND RECOATING	35-6100-5050	\$ 740,000	\$ 540,000	\$ 23,889	\$ 516,111	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$	200,000
WATER MAIN INFRASTRUCTURE	35-6100-5060	\$ 720,000	\$ -	\$ -	\$ -	\$ 220,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$	720,000
SUBTOTAL - CAPITAL PROJECTS		\$ 3,200,000	\$ 1,810,000	\$ 447,884	\$ 1,378,179	\$ 690,000	\$ 250,000	\$ 450,000	\$ -	\$ -	\$	1,390,000
UTILITY CIP MISC./CONTINGENCY	35-6200-0001	\$ -									\$	-
CAPITAL ASSET REPLACEMENT FUND												
WATER SYSTEM IMPROVEMENTS	35-6100-2000	\$ 320,000	\$ 130,000	\$ 39,222	\$ 90,778	\$ -	\$ 20,000	\$ 20,000	\$ 75,000	\$ 75,000	\$	190,000
SEWER SYSTEM IMPROVEMENTS	35-6100-4010	\$ 745,464	\$ 200,000	\$ 221,402	\$ -	\$ 205,464	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$	545,464
SUBTOTAL - SYSTEM IMPROVEMENTS		\$ 1,065,464	\$ 330,000	\$ 260,624	\$ 90,778	\$ 205,464	\$ 105,000	\$ 105,000	\$ 160,000	\$ 160,000	\$	735,464
TOTAL EXPENDITURES - UF CIP		\$ 4,265,464	\$ 2,140,000	\$ 708,508	\$ 1,468,957	\$ 895,464	\$ 355,000	\$ 555,000	\$ 160,000	\$ 160,000	\$	2,125,464
			PRIOR			FY24	FY25	FY26	FY27		5-YR	
REVENUES FOR CAPITAL	ACCOUNT #		FISCAL YR			DRAFT	PROJ	PROJ	PROJ		TOTAL	
GRANT FUNDING	35-3800-3000		\$ 1,078,307			\$ 205,464	\$ -	\$ -	\$ -	\$ -	\$	205,464
CASH FUNDING	35-3800-4010		\$ 521,693			\$ 290,000	\$ 355,000	\$ 355,000	\$ 160,000	\$ 160,000	\$	1,320,000
DEBT FINANCING	35-3800-3400		\$ 540,000			\$ 400,000	\$ -	\$ 200,000	\$ -	\$ -	\$	600,000
TOTAL CAPITAL FUNDING			\$ 2,140,000			\$ 895,464	\$ 355,000	\$ 555,000	\$ 160,000	\$ 160,000	\$	2,125,464



TOWN OF MIDDLEBURG PROPOSED BUDGET

FY 2024



TOWN OF MIDDLEBURG FINANCIAL MANAGEMENT POLICY

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 C. 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.

** 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.*

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 D. 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.

Section E. 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.

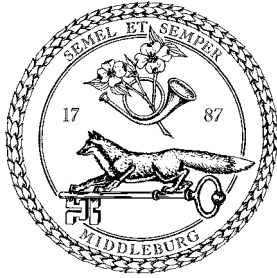
Section F. Cash Management

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 G. - 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 PROPOSED BUDGET

FY 2024



TOWN OF MIDDLEBURG INVESTMENT POLICY

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 than 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