

**TOWN OF MIDDLEBURG, VIRGINIA**

COMPREHENSIVE  
ANNUAL FINANCIAL REPORT

**FOR THE FISCAL YEAR ENDED  
JUNE 30, 2019**

**TOWN OF MIDDLEBURG, VIRGINIA  
COMPREHENSIVE ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2019**

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**TOWN OF MIDDLEBURG, VIRGINIA  
JUNE 30, 2019**

**MAYOR AND TOWN COUNCIL**

Trowbridge M. Littleton, Mayor

C. Darlene Kirk, Vice Mayor	Peter Leonard-Morgan
Chris W. Bernard	Kevin Hazard
J. Kevin Daly	Philip Miller
Cindy C. Pearson	

**OFFICIALS**

Danny Davis, Town Administrator  
Tina Staples, Interim Town Treasurer  
A.J. Panebianco, Chief of Police  
Rhonda S. North, Clerk of Council  
Jamie Gaucher, Business and Economic Development Director  
William M. Moore, Deputy Town Administrator

**LEGAL COUNSEL**

Martin R. Crim  
Vanderpool, Frostick & Nishanian, P.C.

**MITCHELL & Co., P.C.**  
**CERTIFIED PUBLIC ACCOUNTANTS**

JEFFREY D. MITCHELL, CPA  
SANDRA M. TONDREAU, CPA  
W. MATTHEW BURNS, CPA

AMANDA M. NOORDHOFF, CPA  
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CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITOR'S REPORT**

To The Honorable Mayor and Members of Town Council  
Town of Middleburg, Virginia  
Middleburg, Virginia

We have audited the accompanying financial statements of the governmental activities, the business-type activities and remaining fund information of the Town of Middleburg, Virginia, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

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

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

**Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

## Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities and remaining fund information of the Town of Middleburg, Virginia at June 30, 2019, and the respective changes in the financial position and, where applicable, cash flows thereof for the year then ended in accordance with account principles generally accepted in the United States of America.

## Other Matters

### *Required Supplemental Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4-10 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statement, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Middleburg, Virginia's basic financial statements. The accompanying information listed in the table of contents as supplementary information is presented for purposes of additional analysis and is not a required part of the basis financial statements.

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

Leesburg, Virginia  
October 22, 2019

*Mitchell & Co., P.C.*

## MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Town of Middleburg, Virginia, we offer readers of the Town's financial statements this narrative overview and analysis of the financial activities of the Town of Middleburg, Virginia for the fiscal year ended June 30, 2019.

### FINANCIAL HIGHLIGHTS

- The assets of the Town exceeded its liabilities at the close of the most recent fiscal year by \$18,859,699.
- The Town's total net position increased by \$1,398,368.
- As of the close of the current fiscal year, the Town of Middleburg's governmental funds reported combined ending fund balances of \$6,624,065, an increase of \$1,430,712 in comparison with the prior year. The available amount for spending at the government's discretion was \$6,357,021.
- The Town's total liabilities decreased by \$756,697 during the current fiscal year.

### OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Town of Middleburg, Virginia's basic financial statements. The Town's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad overview of the Town's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all Town assets and liabilities with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the Town of Middleburg that are principally supported by taxes and intergovernmental revenues, (governmental activities), from other functions that are intended to recover all or a significant portion of their costs through user fees and charges, (business-type activities). The governmental activities of the Town of Middleburg include general government, public safety, and public works. The business-type activities of the Town include water and sewer utility service.

The government-wide financial statements can be found on pages 11 – 12 of this report.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Middleburg, Virginia, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of expendable resources, as well as on balances of expendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Town of Middleburg adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 13 – 16 of this report.

**Proprietary funds.** The Town of Middleburg, Virginia uses enterprise funds to report the same functions presented as business-type activities in the government-wide financial statements. The Town's enterprise funds include the water fund and sewer fund.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the water and sewer funds, which are considered to be major funds of the Town.

The basic proprietary fund financial statements can be found on pages 17 – 19 of this report.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide statement because the resources of those funds are not available to support the Town of Middleburg's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

The basic fiduciary fund financial statements can be found on pages 20 – 21 of this report.

**Notes to the financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 22 – 55 of this report.

**Supplementary Information.** Supplementary schedules can be found on pages 56 – 61 of this report.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As noted earlier, net position may serve over time as a useful indicator of a government’s financial position. In the case of the Town of Middleburg, Virginia, assets exceeded liabilities by \$18,859,699 at the close of the most recent fiscal year.

By far the largest portion of the Town’s net position reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment) less any related debt used to acquire those assets that is still outstanding. The Town of Middleburg uses these capital assets to provide services to its citizens; consequently, these assets are not available for future spending. Although the Town’s investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. The following table presents a summary of the Town’s net position by type of activity as of June 30, 2019.

<b>TOWN OF MIDDLEBURG – NET POSITION</b>			
	<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Total</b>
<b>Assets</b>			
Current and other assets	\$ 6,908,207	\$ 1,135,066	\$ 8,043,273
Capital assets	1,990,973	13,261,711	15,252,684
Total Assets	<u>8,899,180</u>	<u>14,396,777</u>	<u>23,295,957</u>
Deferred outflows of resources	<u>190,077</u>	-	<u>190,077</u>
<b>Liabilities</b>			
Long-term liabilities	432,924	3,849,187	4,282,111
Other liabilities	151,598	113,670	265,268
Total Liabilities	<u>584,522</u>	<u>3,962,857</u>	<u>4,547,379</u>
Deferred inflows of resources	<u>78,956</u>	-	<u>78,956</u>
<b>Net Position</b>			
Net investment in capital assets	1,854,852	9,549,508	11,404,360
Restricted	50,000	-	50,000
Unrestricted	6,520,927	884,412	7,405,339
Total Net Position	<u>\$ 8,425,779</u>	<u>\$ 10,433,920</u>	<u>\$ 18,859,699</u>

The remaining balance of unrestricted net position may be used to meet the government’s ongoing obligations to its citizens and creditors.

At the end of the current fiscal year, the Town of Middleburg is able to report positive balances in all categories of net position for the government as a whole. The same situation held true for the prior fiscal year.

The Town’s net position increased by \$1,398,368 during the current fiscal year.

**Governmental activities.** Governmental activities increased the Town of Middleburg’s net position by \$1,315,109. These changes are presented in column one of the following table:

**TOWN OF MIDDLEBURG – CHANGES IN NET POSITION**

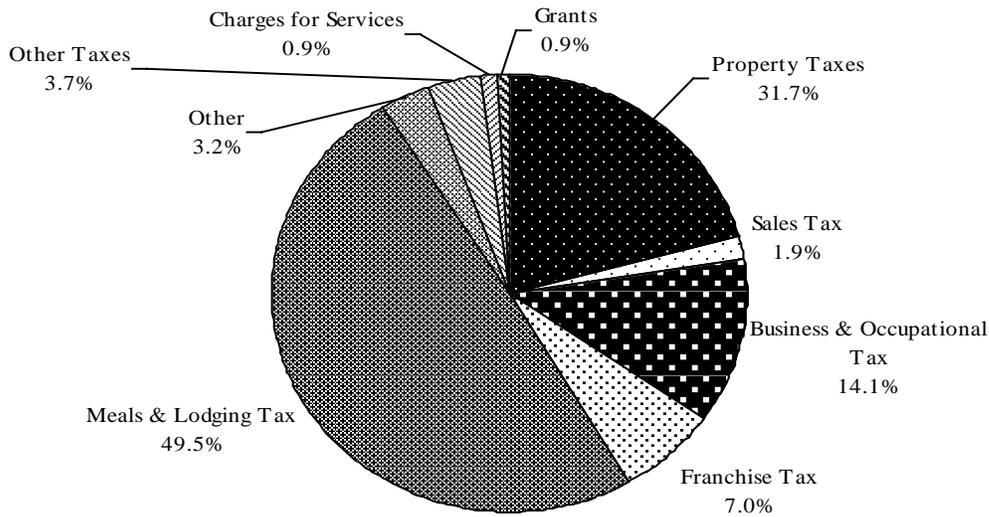
	<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Total</b>
<b>Program Revenues</b>			
Charges for services	\$ 36,320	\$ 1,262,459	\$ 1,298,779
Operating grants and contributions	33,951	-	33,951
Capital grants and contributions	1,589	25,500	27,089
<b>General Revenues</b>			
Property taxes	801,664	-	801,664
Other taxes	2,870,117	-	2,870,117
Other	92,292	176,759	269,051
Total Revenues	<u>3,835,933</u>	<u>1,464,718</u>	<u>5,300,651</u>
<b>Expenses</b>			
General government	1,348,938	-	1,348,938
Public safety	748,638	-	748,638
Public works	297,833	-	297,833
Interest on long-term debt	3,041	-	3,041
Infrastructure	122,374	-	122,374
Water & Sewer	-	1,381,459	1,381,459
Total Expenses	<u>2,520,824</u>	<u>1,381,459</u>	<u>3,902,283</u>
Increase in Net Position	1,315,109	83,259	1,398,368
Net Position – beginning	6,798,062	10,350,661	17,148,723
Adjustment to beginning net position	312,608	-	312,608
Net Position – ending	<u>\$ 8,425,779</u>	<u>\$ 10,433,920</u>	<u>\$ 18,859,699</u>

- Revenue from property taxes increased by \$298,638 during the year. It is noted that this is a one-time increase due to the County taking over real property collections on behalf of the Town. The County collects twice per year, whereas the Town only collected once per year. This resulted in an additional half-year collection of the real property tax in Fiscal Year 2019.
- Certain tax revenues are received in July which are attributable to the prior fiscal year. In years past, those revenues were attributed to the fiscal year in which it was received, with the understanding that the monthly revenues would even out. In fiscal year 2019, the Town made the decision to account for those revenues received in July 2019 back to fiscal year 2019 (ending June 30<sup>th</sup>) as they were for services and sales that took place in that fiscal year. Although this does not mark a significant addition of revenue, it does increase the “other taxes” line item due to continued growth in meals and occupancy tax revenues for fiscal year 2019 compared to fiscal year 2018.

The following chart presents a graphic representation of the Town's governmental activities and the related revenue structure for fiscal year 2019.

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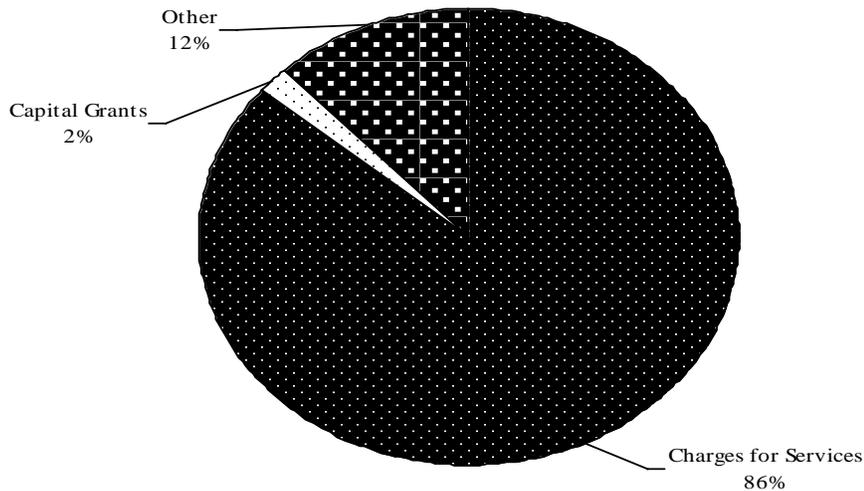
**REVENUES BY SOURCE – GOVERNMENTAL ACTIVITIES**



The following chart presents a graphic representation of the Town's business-type activities and the related revenue structure for fiscal year 2019.

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**REVENUES BY SOURCE – BUSINESS-TYPE ACTIVITIES**



**Business-type activities.** Business-type activities increased the Town of Middleburg's net position by \$83,259. Last year, business-type activities had a net gain of \$55,402. Key elements of this change are as follows:

- Expenses increased by \$39,083 while charges for services increased by \$84,116.
- Non-operating revenue increased by \$8,324 over last year's amount.
- The Town received \$25,500 in availability fees in the current year, down from \$51,000 in the prior year.

## **FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS**

As noted earlier, the Town of Middleburg, Virginia uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of the Town of Middleburg's governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the Town's financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Town of Middleburg's governmental funds reported combined ending fund balances of \$6,624,065, an increase of \$1,430,712 in comparison with the prior year. Of this total amount (\$6,624,065), \$6,357,021 constitutes unreserved fund balance, which is available for spending at the government's discretion.

The general fund is the chief operating fund of the Town of Middleburg, Virginia. At the end of the current fiscal year, unreserved fund balance of the general fund was \$6,357,021. As a measure of the general fund's liquidity, it may be useful to compare unreserved fund balance to total fund expenditures. Unreserved fund balance is \$6,357,021 compared to total general fund expenditures of \$2,715,214.

The growth in the Town of Middleburg's unreserved fund balance is a combination of stronger than expected revenue growth and unspent appropriations. On the revenue side, meals tax, occupancy tax, and business license tax have all grown at rates greater than the Town anticipated. The Town has introduced new forecasting models to more closely project future revenues; nonetheless, the Town remains conservative in appropriating all of those revenue due to the volatile nature of those revenue sources.

The Town's expenditure savings is a combination of careful spending practices and the delay of certain capital/long-term projects. The Town intends to more distinctly budget capital expenditures-whether paid through cash or debt-to ensure that these large expenditures are more clearly defined and may span multiple fiscal years.

Finally, the Town of Middleburg notes that it has worked with a financial advisor to analyze the Town's fiscal status in light of future capital needs. This includes revising the Town's unreserved fund balance target and planning for future cash or debt service. The Town is strategically investing these dollars to produce additional income that was previously unrealized.

**Proprietary funds.** The Town of Middleburg, Virginia's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

Net position of the water and sewer fund at the end of the year amounted to \$10,433,920. The total increase in net position for proprietary funds was \$83,259. Other factors concerning the finances of these funds have already been addressed in the discussion of the Town's business-type activities.

## CAPITAL ASSET AND DEBT ADMINISTRATION

**Capital assets.** The Town of Middleburg, Virginia's investment in capital assets for its governmental and business-type activities as of June 30, 2019, amounts to \$15,252,684 (net of accumulated depreciation). This investment in capital assets includes land, buildings, system improvements, infrastructure improvements, equipment and machinery, and construction in process.

The table below summarizes the capital assets of the Town at June 30, 2019.

	<b>TOWN OF MIDDLEBURG – CAPITAL ASSETS (NET OF ACCUMULATED DEPRECIATION)</b>		
	<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Total</b>
Land	\$ 704,428	\$ 954,886	\$ 1,659,314
Buildings	281,631	-	281,631
Water system - lines	-	7,520,777	7,520,777
Sanitary sewer system	-	4,409,013	4,409,013
Infrastructure improvements	845,850	-	845,850
Equipment and machinery	159,064	139,747	298,811
Construction in process	-	237,288	237,288
Total	<u>\$ 1,990,973</u>	<u>\$ 13,261,711</u>	<u>\$ 15,252,684</u>

Additional information on the Town of Middleburg capital assets can be found in note III.D on pages 31 – 33 of this report.

**Long-term debt.** At the end of the current fiscal year, the Town of Middleburg, Virginia had total bonded debt outstanding of \$3,848,324. This entire amount comprises debt backed by the full faith and credit of the government even though most of it will be repaid from proprietary fund revenue.

The Town of Middleburg's total debt decreased by \$169,233 during the current fiscal year.

Additional information on the Town of Middleburg's long-term debt can be found in note III.E on pages 33 – 35 of this report.

## REQUESTS FOR INFORMATION

This report is designed to provide a general overview of the Town of Middleburg's finances for all those with an interest in the government's financial operations. Questions concerning any of the information provided in this report or requests for additional financial information should be directed to the Town of Middleburg, 10 West Marshall Street, P.O. Box 187, Middleburg, VA 20118.

**TOWN OF MIDDLEBURG, VIRGINIA**  
**GOVERNMENT WIDE STATEMENT OF NET POSITION**  
**June 30, 2019**

	<b>Primary Government</b>		
	<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Total</b>
<b>Assets</b>			
Cash and cash equivalents	\$ 2,886,424	\$ 694,839	\$ 3,581,263
Investments	3,580,498	179,007	3,759,505
Receivables (net of allowance for uncollectible, where applicable)			
Property taxes	95,172	-	95,172
Utility taxes	7,379	-	7,379
Utility service	-	222,850	222,850
Accounts	364,285	3,117	367,402
Due from other governments	9,702	-	9,702
Interfund advances	(35,253)	35,253	-
Capital assets (net of accumulated depreciation)			
Land	704,428	954,886	1,659,314
Building	281,631	-	281,631
Water system - lines	-	7,520,777	7,520,777
Sanitary sewer system	-	4,409,013	4,409,013
Infrastructure	845,850	-	845,850
Equipment and machinery	159,064	139,747	298,811
Construction in progress	-	237,288	237,288
<b>Total assets</b>	<b>8,899,180</b>	<b>14,396,777</b>	<b>23,295,957</b>
<b>Deferred Outflows of Resources</b>			
Deferred pension obligation	190,077	-	190,077
<b>Total deferred outflows</b>	<b>190,077</b>	<b>-</b>	<b>190,077</b>
<b>Liabilities</b>			
Accounts payable	122,665	56,464	179,129
Accrued expenses	28,333	-	28,333
Accrued interest payable	-	36,783	36,783
Deferred revenue	-	4,923	4,923
Deposits, performance bonds and offsite fees	600	15,500	16,100
Noncurrent liabilities:			
Due within one year	4,616	183,520	188,136
Due in more than one year	428,308	3,665,667	4,093,975
<b>Total liabilities</b>	<b>584,522</b>	<b>3,962,857</b>	<b>4,547,379</b>
<b>Deferred Inflows of Resources</b>			
Deferred pension inflow	78,956	-	78,956
<b>Total deferred inflows</b>	<b>78,956</b>	<b>-</b>	<b>78,956</b>
<b>Net Position</b>			
Net investment in capital assets	1,854,852	9,549,508	11,404,360
Restricted	50,000	-	50,000
Unrestricted	6,520,927	884,412	7,405,339
<b>Total net position</b>	<b>\$ 8,425,779</b>	<b>\$ 10,433,920</b>	<b>\$ 18,859,699</b>

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

**TOWN OF MIDDLEBURG, VIRGINIA**  
**GOVERNMENT WIDE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2019**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government		Total
					Governmental Activities	Business-type Activities	
Primary government							
Governmental activities							
General government	\$ 1,348,938	\$ 36,320	\$ 2,491	\$ 1,589	\$ (1,308,538)	\$ -	\$ (1,308,538)
Public safety	748,638	-	31,460	-	(717,178)	-	(717,178)
Public works	297,833	-	-	-	(297,833)	-	(297,833)
Interest on long-term debt	3,041	-	-	-	(3,041)	-	(3,041)
Infrastructure depreciation	122,374	-	-	-	(122,374)	-	(122,374)
Total governmental activities	<u>2,520,824</u>	<u>36,320</u>	<u>33,951</u>	<u>1,589</u>	<u>(2,448,964)</u>	<u>-</u>	<u>(2,448,964)</u>
Business-type activities							
Water & Sewer	1,381,459	1,262,459	-	25,500	-	(93,500)	(93,500)
Total business-type activities	<u>1,381,459</u>	<u>1,262,459</u>	<u>-</u>	<u>25,500</u>	<u>-</u>	<u>(93,500)</u>	<u>(93,500)</u>
Total primary government	<u>\$ 3,902,283</u>	<u>\$ 1,298,779</u>	<u>\$ 33,951</u>	<u>\$ 27,089</u>	<u>(2,448,964)</u>	<u>(93,500)</u>	<u>(2,542,464)</u>
		General revenues					
		Property taxes			801,664	-	801,664
		Sales taxes			55,651	-	55,651
		Business and occupational taxes			475,850	-	475,850
		Motor vehicle taxes			11,716	-	11,716
		Franchise taxes			267,929	-	267,929
		Consumption and utility taxes			104,648	-	104,648
		Fines and forfeitures			31,921	-	31,921
		Meals and lodging taxes			1,897,525	-	1,897,525
		Cigarette taxes			24,877	-	24,877
		Tower rental			-	158,756	158,756
		Unrestricted investment earnings			92,292	5,826	98,118
		Bond premium amortization			-	12,177	12,177
		Total general revenues and transfers			<u>3,764,073</u>	<u>176,759</u>	<u>3,940,832</u>
		Change in net position			1,315,109	83,259	1,398,368
		Net position - beginning			6,798,062	10,350,661	17,148,723
		Adjustment to beginning net position			<u>312,608</u>	<u>-</u>	<u>312,608</u>
		Net position - ending			<u>\$ 8,425,779</u>	<u>\$ 10,433,920</u>	<u>\$ 18,859,699</u>

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

**TOWN OF MIDDLEBURG, VIRGINIA**  
**BALANCE SHEET**  
**GOVERNMENTAL FUNDS - GENERAL FUND**  
**June 30, 2019**

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**Assets**

Cash and cash equivalents	\$ 2,886,424
Investments	3,580,498
Receivables	
Property taxes	95,172
Utility taxes	7,379
Accounts	364,285
Due from other governments	9,702
<b>Total assets</b>	<u><u>\$ 6,943,460</u></u>

**Liabilities, Deferred Inflows of Resources, and Fund Balances**

**Liabilities**

Accounts payable	\$ 122,665
Deposits, performance bonds and offsite fees	600
Due to other funds	35,253
Accrued expenses	28,333
Compensated absences	122,864
<b>Total liabilities</b>	<u><u>309,715</u></u>

**Deferred Inflows of Resources**

Unavailable revenue	<u>9,680</u>
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**Fund balances**

Restricted	50,000
Committed-parking fund	217,044
Unassigned	6,357,021
<b>Total fund balances</b>	<u><u>6,624,065</u></u>

**Total liabilities, deferred inflows of resources, and fund balances**

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	1,990,973
Other long-term assets are not available to pay for current-period expenditures and, therefore, are reported as unavailable in the funds	9,680
Pension obligation reporting	(62,818)
Long-term liabilities, including bonds payable and capital leases, are not due and payable in the current period and therefore are not reported in the funds	<u>(136,121)</u>
Net assets of governmental activities	<u><u>\$ 8,425,779</u></u>

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

**TOWN OF MIDDLEBURG, VIRGINIA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS - GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2019**

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**Revenues**

General property taxes	\$ 799,049
Other local taxes	2,838,196
Zoning permits, fess, and licenses	18,755
Fines and forfeitures	31,921
Revenues from the use of money and property	92,292
Municipal parking	4,815
Miscellaneous	15,241
Intergovernmental	33,049
<b>Total revenues</b>	<u>3,833,318</u>

**Expenditures**

General government	1,424,631
Public safety	852,813
Public works	437,770
<b>Total expenditures</b>	<u>2,715,214</u>

**Net change in fund balances** 1,118,104

**Adjustment to beginning fund balance** 312,608

**Fund balance - beginning** 5,193,353

**Fund balance - ending** \$ 6,624,065

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

**TOWN OF MIDDLEBURG, VIRGINIA**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2019**

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Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds	\$ 1,118,104
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount of capital assets recorded in the current period.	168,050
Depreciation expense on capital assets is reported in the government-wide statement of activities and changes in net assets, but they do not require the use of current financial resources. Therefore, depreciation expense is not reported as an expenditure in governmental funds.	(197,992)
The issuance of long term debt (e.g. bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also, governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.	4,517
Pension funding obligation is reported in the government-wide statement of activities and changes in net position, but does not require the use of current financial resources. Therefore, pension obligation requirements are not reported as a liability in the governmental funds.	219,814
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.	<u>2,616</u>
Change in net assets of governmental activities	<u><u>\$ 1,315,109</u></u>

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

**TOWN OF MIDDLEBURG, VIRGINIA**  
**GENERAL FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN**  
**FUND BALANCES - BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED JUNE 30, 2019**

	<b>Final Budget</b>	<b>Actual</b>	<b>Variance Favorable (Unfavorable)</b>
<b>Revenues</b>			
General property taxes	\$ 801,592	\$ 799,049	\$ (2,543)
Other local taxes	2,322,500	2,838,196	515,696
Permits, zoning, and signs	17,000	18,755	1,755
Fines and forfeitures	30,000	31,921	1,921
Revenues from use of money	-	92,292	92,292
Municipal parking	4,500	4,815	315
Miscellaneous	21,850	15,241	(6,609)
Intergovernmental	31,500	33,049	1,549
<b>Total revenues</b>	<b>3,228,942</b>	<b>3,833,318</b>	<b>604,376</b>
<b>Expenditures</b>			
General government	1,675,992	1,424,631	251,361
Public safety	869,007	852,813	16,194
Public works	683,943	437,770	246,173
<b>Total expenditures</b>	<b>3,228,942</b>	<b>2,715,214</b>	<b>513,728</b>
<b>Excess of revenues over expenditures</b>	<b>-</b>	<b>1,118,104</b>	<b>1,118,104</b>
<b>Other Financing Sources</b>			
<b>Total other financing sources</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net change in fund balances</b>	<b>-</b>	<b>1,118,104</b>	<b>1,118,104</b>
<b>Fund balances - beginning</b>	<b>5,193,353</b>	<b>5,193,353</b>	<b>-</b>
<b>Adjustment to beginning fund balance</b>	<b>312,608</b>	<b>312,608</b>	<b>-</b>
<b>Fund balances - ending</b>	<b>\$ 5,505,961</b>	<b>\$ 6,624,065</b>	<b>\$ 1,118,104</b>

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

**TOWN OF MIDDLEBURG, VIRGINIA**  
**STATEMENT OF NET POSITION**  
**PROPRIETARY FUNDS**  
**June 30, 2019**

	<b>Business-Type Activities</b>	
	<b>Water and Sewer Current Year</b>	<b>Water and Sewer Prior Year (Memorandum Only)</b>
<b>Assets</b>		
Current assets		
Cash and cash equivalents	\$ 694,839	\$ 1,449,340
Investments	179,007	174,546.00
Receivables		
Utility service	222,850	235,374
Accounts	3,117	3,117
Total current assets	<u>1,099,813</u>	<u>1,862,377</u>
Noncurrent assets		
Due from other funds	<u>35,253</u>	<u>27,694</u>
Total noncurrent assets	<u>35,253</u>	<u>27,694</u>
Capital assets		
Land	954,886	954,886
Water system	11,154,582	9,882,472
Sanitary sewer system	7,170,777	7,170,777
Equipment	386,594	355,201
Construction in progress	237,288	789,411
Less accumulated depreciation	<u>(6,642,416)</u>	<u>(6,131,291)</u>
Total capital assets	<u>13,261,711</u>	<u>13,021,456</u>
<b>Total assets</b>	<u>14,396,777</u>	<u>14,911,527</u>
<b>Liabilities</b>		
Current liabilities		
Accounts payable	56,464	471,045
Deposits, performance bonds and offsite fees	15,500	13,800
Accrued interest payable	36,783	38,562
Deferred revenue	4,923	11,379
Current maturities of long-term debt	<u>183,520</u>	<u>176,891</u>
Total current liabilities	<u>297,190</u>	<u>711,677</u>
Noncurrent liabilities		
Long-term debt	<u>3,665,667</u>	<u>3,849,189</u>
<b>Total liabilities</b>	<u>3,962,857</u>	<u>4,560,866</u>
<b>Net Position</b>		
Net investment in capital assets	9,549,508	9,144,538
Unrestricted	884,412	1,206,123
<b>Total net position</b>	<u>\$ 10,433,920</u>	<u>\$ 10,350,661</u>

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

**TOWN OF MIDDLEBURG, VIRGINIA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION**  
**PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2019**

	<b>Business-Type Activities</b>	
	<b>Water and Sewer Current Year</b>	<b>Water and Sewer Prior Year (Memorandum Only)</b>
<b>Operating revenues:</b>		
Water charges	\$ 632,748	\$ 587,533
Sewer charges	626,136	585,024
Connection fees	2,000	4,000
Other fees, reimbursements and recoveries	1,575	1,786
<b>Total operating revenues</b>	<b>1,262,459</b>	<b>1,178,343</b>
<b>Operating expenses:</b>		
Personal services	20,776	16,570
Administrative	45,167	58,754
Depreciation	511,124	475,766
Contracted services	306,607	296,491
Supplies	147,288	138,870
Repairs and maintenance	50,194	29,555
Insurance	7,624	6,594
Utilities	76,725	68,191
Tests	31,221	37,717
Sludge removal	35,993	54,688
Bad debt	2,440	19,705
Other	24,458	7,294
<b>Total operating expenses</b>	<b>1,259,617</b>	<b>1,210,195</b>
<b>Operating income (loss)</b>	<b>2,842</b>	<b>(31,852)</b>
<b>Nonoperating revenues (expenses):</b>		
Tower rental	158,756	154,275
Interest income	5,826	1,983
Interest expense	(121,842)	(132,181)
Bond premium amortization	12,177	12,177
<b>Total nonoperating revenue (expenses)</b>	<b>54,917</b>	<b>36,254</b>
<b>Income (loss) before contributions and transfers</b>	<b>57,759</b>	<b>4,402</b>
<b>Transfers and capital contributions</b>		
Availability fees	25,500	51,000
<b>Total transfers and capital contributions</b>	<b>25,500</b>	<b>51,000</b>
<b>Change in net position</b>	<b>83,259</b>	<b>55,402</b>
<b>Total net position - beginning of year</b>	<b>10,350,661</b>	<b>10,295,259</b>
<b>Total net position - end of year</b>	<b>\$ 10,433,920</b>	<b>\$ 10,350,661</b>

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

**TOWN OF MIDDLEBURG, VIRGINIA**  
**STATEMENT OF CASH FLOWS**  
**PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2019**

	<b>Water and Sewer</b>
<b>Cash Flows from Operating Activities</b>	
Receipts from customers and users	\$ 1,268,526
Payments to suppliers	(1,140,599)
Payments to employees	(20,776)
Net cash provided by operating activities	<u>107,151</u>
<b>Cash Flows from Nonoperating Financing Activities</b>	
Interfund transfers	(7,559)
Net cash used in capital and related financing activities	<u>(7,559)</u>
<b>Cash Flows from Capital and Related Financing Activities</b>	
Acquisition and construction of capital assets	(751,380)
Capital contributed	25,500
Principal paid on capital debt	(164,713)
Interest paid on capital debt	(123,622)
Net cash (used in) capital and related financing activities	<u>(1,014,215)</u>
<b>Cash Flows from Investing Activities</b>	
Tower rental	158,756
Purchase of investments	(4,460)
Interest and dividends received	5,826
Net cash provided by investing activities	<u>160,122</u>
Net decrease in cash and cash equivalents	(754,501)
Cash and cash equivalents July 1, 2018	<u>1,449,340</u>
Cash and cash equivalents June 30, 2019	<u>\$ 694,839</u>
<b>Reconciliation of operating income to net cash provided (used) by operating activities:</b>	
Operating income (loss)	<u>\$ 2,842</u>
Adjustments to reconcile operating income to net cash provided (used) by operating activities	
Depreciation expense	511,124
(Increase) decrease in assets:	
Accounts receivable	12,523
Prepaid expenses	-
Increase (decrease) in liabilities:	
Customer deposits	1,700
Deferred revenue	(6,456)
Accounts payable	(414,582)
Total adjustments	<u>104,309</u>
Net cash provided by operating activities	<u>\$ 107,151</u>

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

**TOWN OF MIDDLEBURG, VIRGINIA**  
**STATEMENT OF FIDUCIARY NET POSITION**  
**FIDUCIARY FUNDS**  
**June 30, 2019**

	<b>Non- Expendable Health Center</b>
<b>Assets</b>	
Cash and cash equivalents	\$ 836,105
Receivable	50,000
Investments	17,874
<b>Total assets</b>	<u>\$ 903,979</u>
<b>Liabilities</b>	
Accounts payable and other	<u>\$ 12,750</u>
<b>Net Position</b>	
Restricted	891,229
<b>Total net position</b>	<u>891,229</u>
<b>Total liabilities and net position</b>	<u>\$ 903,979</u>

The notes to the financial statement are an integral part of this schedule.

**TOWN OF MIDDLEBURG, VIRGINIA**  
**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION**  
**FIDUCIARY FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2019**

	<b>Non- Expendable Health Center</b>
<b>Additions</b>	
Rental income	\$ 18,081
Gain on sale	583,459
Interest	582
<b>Total additions</b>	<u>602,122</u>
<b>Deductions</b>	
Administrative	17,633
Insurance	2,674
Depreciation	2,014
Repairs and maintenance	19,303
Utilities	2,907
<b>Total deductions</b>	<u>44,531</u>
<b>Change in net position</b>	557,591
<b>Net position - beginning</b>	<u>333,638</u>
<b>Net position - ending</b>	<u>\$ 891,229</u>

The notes to the financial statement are an integral part of this schedule.

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Town of Middleburg, Virginia, (the “Town”) was established in 1787. The Town is governed by a mayor and a seven-member Town Council, who are elected at large for a four year term.

The financial statements of the Town of Middleburg, Virginia (the Town) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The following summary of the more significant policies is presented to assist the reader in interpreting the financial statements and other data contained in this report. These policies, as presented, should be viewed as an integral part of the accompanying financial statements.

**A. REPORTING ENTITY**

The Town is an incorporated municipal government governed by an elected mayor and seven-member council. As required by generally accepted accounting principles, these financial statements present the Town and its component units, entities for which the Town is considered to be financially accountable. Financial accountability is defined at appointment of voting majority of the component unit’s board and either (a) the ability to impose its will on the component unit, or (b) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government.

Based upon the above, all potential component units were evaluated for inclusion in the reporting entity and it was determined that there are no component units requiring inclusion in the Town’s reporting.

**B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**

The government-wide financial statements (i.e. the statement of net position and the statement of changes in net position) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

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

**C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENT PRESENTATION**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

**C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENT PRESENTATION (CONTINUED)**

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 45 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Accordingly, real and personal property taxes are recorded as revenues and receivables when billed, net of allowances for uncollectible amounts. Property taxes not collected within 45 days after year end are reflected as deferred revenues. Sales, which are collected by the state and subsequently remitted to the County, are recognized as revenues and receivables upon collection by the state or utility, which is generally in the month preceding receipt by the County. Utility taxes are collected by the utilities and remitted directly to the Town.

Licenses, permits, fines and rents are recorded as revenues when received. Intergovernmental revenues, consisting primarily of federal, state and other grants for the purpose of funding specific expenditures, are recognized when earned or at the time of the specific expenditure. Revenues from general purpose grants are recognized in the period to which the grant applies. All other revenue items are considered to be measurable and available only when cash is received by the government.

The government reports the following major governmental funds:

The *general fund* is the Town's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The government reports the following major proprietary funds:

The *water and sewer fund* accounts for the activities of the Town's water and sewer operations.

Additionally, the government reports the following fund types:

The *nonexpendable health center fund* is a nonexpendable trust fund used to account for resources legally held in trust for use by a not-for-profit organization.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the government's water and sewer function and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

**C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENT PRESENTATION (CONTINUED)**

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the water and sewer enterprise funds are charges to customers for sales and services. The authority also recognizes as operating revenue the portion of tap fees intended to cover the cost of connecting new customers to the system. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

**D. ASSETS, LIABILITIES, DEFERRED OUTFLOWS/INFLOWS OF RESOURCES, AND NET POSITION OR FUND BALANCE**

**1. DEPOSITS AND INVESTMENTS**

The Town's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Investments are stated at fair value, which approximates cost due to the short-term nature of the investment maturities.

**2. RECEIVABLES AND PAYABLES**

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" or "advances to/from other funds." All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

The trade and property tax receivables are shown net of an allowance for doubtful accounts. The allowance for doubtful accounts is determined using historical collection data and account analysis.

Real estate and personal property taxes are assessed annually by Loudoun County, Virginia for all property of record as of January 1. The Town bills and collects its own property taxes based on the assessed values provided by the County. Real estate and personal property taxes are levied annually on January 1 and are due on December 5. Beginning in 2019, Loudoun County will bill and collect real estate taxes for the Town. The bills will be sent out semi-annually.

Collections of real and personal property taxes between July 1 and August 15 of the subsequent fiscal year, classified as delinquent at June 30, are recorded as revenue for the fiscal year then ended, in accordance with the standards established by the Auditor of Public Accounts of the Commonwealth of Virginia. Liens attach to the property when the tax remains unpaid after July 1 of the following year. The billings are considered past due after the respective tax billing date at which time the applicable property is subject to a 10% penalty and interest is assessed 30 days therefrom.

NOTES TO FINANCIAL STATEMENTS

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**D. ASSETS, LIABILITIES, DEFERRED OUTFLOWS/INFLOWS OF RESOURCES,  
AND NET POSITION OR FUND BALANCE (CONTINUED)**

**3. RESTRICTED ASSETS**

*Customer Deposits* – The Town collects a utility deposit when a new customer establishes a water/sewer account. Under certain circumstances, the deposit is refunded. Cash is restricted to set aside resources for future refunding along with a related customer deposit liability.

*Off-site Fees, Performance Bonds, and Deposits* – Cash funds are restricted to set aside resources designated for fulfilling the obligation related to these deposit liabilities. As funds are utilized for these purposes, the restricted cash asset and deposit liability is reduced.

**4. CAPITAL ASSETS**

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activity columns in the government-wide financial statements. Such assets are recorded at cost or estimated historical cost if purchased or constructed. Donated fixed assets are recorded at their estimated fair value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

Property, plant and equipment of the primary government is depreciated using the straight line method over the following estimated useful lives:

Type of Asset	Years
Buildings	40
Equipment and vehicles	5-20
Infrastructure	30
Utility distribution systems	20-50

**5. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

In addition to assets, the statement of financial position and or balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town reports deferred outflows of resources for the deferred pension obligation in the governmental activities in the government wide financial statement of net position. A deferred charge pension obligation results from advanced payments on the funding prior to the actuarial report establishing the funding requirement.

**D. ASSETS, LIABILITIES, DEFERRED OUTFLOWS/INFLOWS OF RESOURCES,  
AND NET POSITION OR FUND BALANCE (CONTINUED)**

**5. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES (CONTINUED)**

In addition to liabilities, the statement of financial position and or balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town has two items which qualify for reporting in this category: (1) Under modified accrual basis of accounting under the governmental funds, unavailable revenue, is reported in the governmental funds balance sheet. The governmental funds report unavailable revenue from real estate taxes. The amounts are deferred and recognized as an inflow of resources in the period that the amounts become available; and, (2) Deferred pension inflow reported in the governmental activities in the government wide financial statement of net position. The deferred pension inflow results from the net difference between projected and actual earnings on plan investments.

**6. COMPENSATED ABSENCES**

It is the Town's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. At the time of retirement, employees are paid 25% of their unused sick pay. The Town accrues 50% of the earned sick pay in the government-wide and proprietary fund financial statements. Unused vacation is paid to employees upon separation from service. All vacation is accrued when incurred in the government-wide and proprietary fund financial statements. Vacation and sick leave that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a fund liability of the governmental fund.

**7. LONG-TERM OBLIGATIONS**

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position.

Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed as incurred.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as an other financing source. Premiums received on debt issuances are reported as other financing sources, while discounts of debt issuances are reported as other financing uses. Issuance costs, even if withheld from the actual net proceeds received, are reported as debt service expenditures.

**8. FUND BALANCE**

Beginning with fiscal year 2011, the Town implemented GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- *Nonspendable fund balance* – amounts that are not in spendable form (such as inventory and prepaids) or are required to be maintained intact ( corpus of a permanent fund);

**D. ASSETS, LIABILITIES, DEFERRED OUTFLOWS/INFLOWS OF RESOURCES,  
AND NET POSITION OR FUND BALANCE (CONTINUED)**

**8. FUND BALANCE (CONTINUED)**

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

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

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

**9. NET POSITION**

Net position is the difference between assets and liabilities. Net investment in capital assets represent capital assets, less accumulated depreciation less any outstanding debt related to the acquisition, construction or improvement of those assets.

**10. ESTIMATES**

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

**11. COMPARATIVE DATA/RECLASSIFICATIONS**

Comparative total data for the prior year have been presented only for individual enterprise funds in the fund financial statements in order to provide an understanding of the changes in the financial position and operations of these funds. Certain amounts presented in prior year data have been reclassified to be consistent with current year's presentation.

**D. ASSETS, LIABILITIES, DEFERRED OUTFLOWS/INFLOWS OF RESOURCES,  
AND NET POSITION OR FUND BALANCE (CONTINUED)**

**12. PENSIONS**

The Virginia Retirement System (VRS) Political Subdivision Retirement Plan is a multi-employer, agent plan. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Political Subdivision's Retirement Plan and the additions to/deductions from the Political Subdivision's Retirement Plan's net fiduciary position have been determined on the same basis as they were reported by the Virginia Retirement System (VRS). For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**A. BUDGETARY INFORMATION**

Annual budgets are adopted on a basis consistent with generally accepted accounting principles. Annual appropriated budgets are adopted for the general fund. All annual appropriations lapse at fiscal year end. Budgets for the enterprise funds serve as a spending guide and do not constitute legally binding limitations.

Before June 30, the proposed budget is presented to Town Council for review. The council holds public hearings and a final budget must be prepared and adopted no later than June 30.

The appropriated budget is prepared by fund, function, and department.

**B. EXCESS OF EXPENDITURES OVER APPROPRIATIONS**

For the year ended June 30, 2019, expenditures were less than appropriations in all general fund departments.

**III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS**

**A. DEPOSITS AND INVESTMENTS**

Deposits

As of June 30, 2019, the carrying amount of the Town's deposits with banks and savings institutions was \$4,417,368 and the bank balance was \$4,470,379.

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

TOWN OF MIDDLEBURG, VIRGINIA

NOTES TO FINANCIAL STATEMENTS

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**A. DEPOSITS AND INVESTMENTS (CONTINUED)**

Investments

Statutes authorize the Town to invest in obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, "prime quality" commercial paper and certain qualifying corporate notes, bankers acceptances, repurchase agreements and the State Treasurer's Local Government Pool (LGIP).

As of June 30, 2019, the Town had the following investments:

Type	Carrying Amount	Fair Value
VIP Fund	\$ 3,777,379	\$ 3,777,379

*Interest rate risk.* In accordance with its investment policy, the government manages its exposure to declines in fair value by limiting the average maturity of its investment portfolio.

*Custodial credit risk.* For an investment, this is the risk that, in the event of the failure of the counterparty, the government will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The investments of the government have a custodial credit risk exposure because the related securities are uninsured, unregistered and held by the government's brokerage firm or outside custodian which is also the counterparty for these particular securities. The Town's investment policy provides for annual review of custodian and selecting custodians that have annual 3<sup>rd</sup> party audits of their custodian accounts and financial internal accounting control.

*Credit risk.* State Law limits investments in commercial paper and corporate bonds to the top rating issued by nationally recognized statistical rating organizations. It is the Town's policy to limit its investments in these types of investments to the State Law. As of June 30, 2019, the Town's investment in the Virginia Investment Pool was rated AAA by Standard & Poor's.

*Concentration of credit risk.* It is the policy of the Town to diversify its investment portfolios to eliminate the risk of loss.

**TOWN OF MIDDLEBURG, VIRGINIA**

**NOTES TO FINANCIAL STATEMENTS**

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**B. RECEIVABLES**

Receivables as of year end for the government’s individual major and nonmajor funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	General	Water and Sewer	Total
Receivables			
Delinquent property taxes	\$ 95,172	\$ -	\$ 95,172
Utility taxes	7,379	-	7,379
Utility service	-	222,850	222,850
Other accounts	364,285	3,117	367,402
Net total receivables	<u>\$ 466,836</u>	<u>\$ 225,967</u>	<u>\$ 692,803</u>

Governmental funds reported deferred revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current fiscal year, the deferred revenue reported in the governmental funds was \$9,680 representing delinquent property taxes in the general fund.

**C. DUE FROM OTHER GOVERNMENTS**

At June 30, 2019 amounts due from other governments were as follows:

Description/Payer	General
Commonwealth of Virginia – Loudoun County Sales Tax	<u>\$ 9,702</u>

TOWN OF MIDDLEBURG, VIRGINIA

NOTES TO FINANCIAL STATEMENTS

**D. CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2019 was as follows:

**Primary Government**

	7/1/2018 Balance	Increases	Decreases	6/30/2019 Balance
<b>Governmental activities:</b>				
Capital assets, not being depreciated:				
Land	\$ 704,428	\$ -	\$ -	\$ 704,428
Total capital assets not being depreciated	<u>704,428</u>	<u>-</u>	<u>-</u>	<u>704,428</u>
Capital assets, being depreciated:				
Buildings	373,643	-	-	373,643
Machinery and equipment	804,102	34,610	-	838,712
Infrastructure	1,935,125	133,440	-	2,068,565
Total capital assets being depreciated	<u>3,112,870</u>	<u>168,050</u>	<u>-</u>	<u>3,280,920</u>
Less accumulated depreciation for:				
Buildings	(80,607)	(11,405)	-	(92,012)
Machinery and equipment	(615,435)	(64,213)	-	(679,648)
Infrastructure	(1,100,341)	(122,374)	-	(1,222,715)
Total accumulated depreciation	<u>(1,796,383)</u>	<u>(197,992)</u>	<u>-</u>	<u>(1,994,375)</u>
Net capital assets being depreciated	<u>1,316,487</u>	<u>(29,942)</u>	<u>-</u>	<u>1,286,545</u>
Governmental capital assets	<u>\$ 2,020,915</u>	<u>\$ (29,942)</u>	<u>\$ -</u>	<u>\$ 1,990,973</u>

TOWN OF MIDDLEBURG, VIRGINIA

NOTES TO FINANCIAL STATEMENTS

D. CAPITAL ASSETS (CONTINUED)

	7/1/2018 Balance	Increases	Decreases	6/30/2019 Balance
<b>Business-type activities:</b>				
Capital assets, not being depreciated:				
Land	\$ 954,886	\$ -	\$ -	\$ 954,886
Construction in progress	789,412	47,992	(600,116)	237,288
Total capital assets not being depreciated	1,744,298	47,992	(600,116)	1,192,174
Capital assets, being depreciated:				
Water system - lines	9,882,472	1,272,110	-	11,154,582
Sanitary sewer system	7,170,777	-	-	7,170,777
Equipment	355,201	31,393	-	386,594
Total capital assets being depreciated	17,408,450	1,303,503	-	18,711,953
Less accumulated depreciation for:				
Water system	(3,302,291)	(331,514)	-	(3,633,805)
Sanitary sewer system	(2,600,890)	(160,874)	-	(2,761,764)
Equipment	(228,111)	(18,736)	-	(246,847)
Total accumulated depreciation	(6,131,292)	(511,124)	-	(6,642,416)
Net capital assets being depreciated	11,277,158	792,379	-	12,069,537
Business-type activities capital assets	\$13,021,456	\$ 840,371	\$ (600,116)	\$13,261,711
<b>Fiduciary activities:</b>				
Capital assets, not being depreciated:				
Land	\$ 71,424	\$ -	\$ (71,424)	\$ -
Total capital assets not being depreciated	71,424	-	(71,424)	-
Capital assets, being depreciated:				
Building	452,373	-	(452,373)	-
Equipment	42,729	-	(42,729)	-
Total capital assets, being depreciated	495,102	-	(495,102)	-
Less accumulated depreciation for:				
Building	(386,914)	(1,476)	388,390	-
Equipment	(11,156)	(537)	11,693	-
Total accumulated depreciation	(398,070)	(2,013)	400,083	-
Net capital assets being depreciated	97,032	(2,013)	(95,019)	-
Fiduciary activities capital assets	\$ 168,456	\$ (2,013)	\$ (166,443)	\$ -

**TOWN OF MIDDLEBURG, VIRGINIA**

**NOTES TO FINANCIAL STATEMENTS**

**D. CAPITAL ASSETS (CONTINUED)**

Depreciation expense was charged to functions/programs of the primary government as follows:

Activity	Depreciation
<b>Governmental activities:</b>	
General government administration	\$ 41,213
Public safety	26,738
Public works	7,667
Infrastructure	122,374
Total depreciation expense - governmental activities	<u>\$ 197,992</u>
<b>Business-type activities:</b>	
Water and sewer	<u>\$ 511,124</u>
Total depreciation expense - business-type activities	<u>\$ 511,124</u>
<b>Fiduciary activities:</b>	
Health Center	<u>\$ 2,014</u>
Total depreciation expense - fiduciary activities	<u>\$ 2,014</u>

**E. LONG-TERM DEBT**

*General Obligation Bonds.* The Town issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have been issued for governmental and proprietary activities. These bonds are reported in the funds as they are expected to be repaid. General obligation bonds are direct obligations and pledge the full faith and credit of the Town. These bonds generally are issued as serial bonds with amounts of principal maturing each year.

General obligation bonds and notes outstanding at June 30, 2019 are as follows:

Description	Amount
\$2,135,000 general obligation refunding bond, series 2010, dated October 23, 2010, interest at 5.50%, interest payable semi-annual, principal due annually starting October 1, 2011 in amounts \$60,000 to \$165,000, due October 1, 2030.	\$ 1,525,000
\$1,213,770 general obligation refunding bond, series 2013, dated March 28, 2013, interest at 2.18%, interest payable semi-annual, principal due semi-annually starting August 1, 2014 in amounts \$24,000 to \$203,000, due August 1, 2034.	1,001,324
\$1,500,000 general obligation public improvement bond, series 2014, dated October 30, 2014, interest at 2.70%, interest payable semi-annual, principal due annually starting October 1, 2015 in amounts \$43,000 to \$81,000, due October 1, 2039.	1,322,000
Total General Obligation Debt	<u>\$ 3,848,324</u>

TOWN OF MIDDLEBURG, VIRGINIA

NOTES TO FINANCIAL STATEMENTS

**E. LONG-TERM DEBT (CONTINUED)**

On March 28, 2013, the Town issued a general obligation refunding bond for \$1,213,770. The Town issued the bond to currently refund the Series 2007 general obligation refunding bond, Series 1997 VRLF Clean Water Loan and Series 2000 VRLF Clean Water Loan. The advance refunding reduced total debt service payments over the next 20 years by \$470,000. This results in an economic gain (difference between the present values of the debt service payments on the old and new debt) of \$347,000.

Annual debt service requirements to maturity for general obligation debt is as follows:

Year ending June 30,	Business-type Activities	
	Principal	Interest
2020	\$ 175,959	\$ 129,580
2021	183,645	122,434
2022	168,623	115,070
2023	175,922	107,804
2024	182,227	100,635
2025-2029	1,042,842	383,504
2030-2034	1,260,272	170,711
2035-2039	577,834	39,017
2040	81,000	1,097
	<u>\$ 3,848,324</u>	<u>\$ 1,169,852</u>

Long-term liability activity for the year ended June 30, 2019 was as follows:

	7/1/2018			6/30/2019	
	Beginning Balance	Additions	Retirements	Ending Balance	Due Within One Year
<b>Governmental activities:</b>					
General obligation debt	\$ 140,638	\$ -	\$ (4,517)	\$ 136,121	\$ 4,616
Compensated absences	108,305	14,558	-	122,863	-
Unfunded pension liability	319,400	-	(145,460)	173,940	-
Governmental activity					
Long-term liabilities	<u>\$ 568,343</u>	<u>\$ 14,558</u>	<u>\$ (149,977)</u>	<u>\$ 432,924</u>	<u>\$ 4,616</u>

**TOWN OF MIDDLEBURG, VIRGINIA**

**NOTES TO FINANCIAL STATEMENTS**

**E. LONG-TERM DEBT (CONTINUED)**

	7/1/2018		6/30/2019		
	Beginning		Ending	Due Within	
	Balance	Additions	Balance	One Year	
<b>Business-type activities:</b>					
Bonds payable:					
General obligation debt	\$ 3,876,919	\$ -	\$ (164,716)	\$ 3,712,203	\$ 171,343
Bond premium	149,161	-	(12,177)	136,984	12,177
Business-type activity					
Long-term liabilities	<u>\$ 4,026,080</u>	<u>\$ -</u>	<u>\$ (176,893)</u>	<u>\$ 3,849,187</u>	<u>\$ 183,520</u>

Total 2019 interest debt service and fees paid on long-term debt was \$136,280. The Town capitalized \$9,618 interest debt service as part of the 2019 water/sewer system improvements.

The total legal debt margin mandated by the Commonwealth of Virginia is \$33,827,537 which is computed based on 10% of the assessed value of real estate subject to taxation.

**IV. OTHER INFORMATION**

**A. RISK MANAGEMENT**

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. To reduce insurance costs and the need for self-insurance, the Town has joined together with other municipalities in the Commonwealth of Virginia in several public entity risk pools (not self-insured) that operate as common risk management and insurance programs for member municipalities. The risk pools include:

**VMGSIA:** The Town has workers' compensation coverage with the Virginia Municipal Group Self Insurance Association (VMGSIA). During the fiscal year 2019, the Town paid premiums of approximately \$15,571 to VMGSIA.

**VMLP:** The Town has general and excess liability, automobile, property, boiler and machinery, law enforcement liability, public officials, legal liability, and commercial crime insurance with the Virginia Municipal Liability Pool (VMLP). During the fiscal year 2019, the Town paid contributions of approximately \$28,056 to the VMLP.

Settled claims have not exceeded commercial insurance coverage in any of the past three fiscal years.

**B. SURETY BONDS**

The Town maintains a \$100,000 blanket surety bond on all town officials through the Virginia Municipal Liability Pool Insurance Program.

**C. DEFINED BENEFIT PENSION PLAN**

**Plan Description**

Name of Plan: Virginia Retirement System (VRS)  
 Identification of Plan: Agent and Cost-Sharing Multiple-employer Defined Benefit Pension Plan  
 Administering Entity: Virginia Retirement System (System)

All full-time, salaried permanent employees of the Town are automatically covered by VRS Retirement Plan upon employment. This plan is administered by the Virginia Retirement System (the System) along with plans for other employer groups in the Commonwealth of Virginia. Members earn one month of service credit for each month they are employed and for which they and their employer are pay contributions to VRS. Members are eligible to purchase prior service, based on specific criteria a defined in the *Code of Virginia*, as amended. Eligible prior service that may be purchased includes prior public service, active military service, certain periods of leave, and previously refunded service.

The System administers three different benefit structures for covered employees – Plan 1, Plan 2, and, Hybrid. Each of these benefit structures has a different eligibility criteria. The specific information for each plan and the eligibility for covered groups within each plan are set out in the table below:

PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>About Plan 1</b>                      Plan 1 is a defined benefit plan. The retirement benefit is based on a member’s age, creditable service and average final compensation at retirement using a formula. Employees are eligible for Plan 1 if their membership date is before July 1, 2010, and they were vested as of January 1, 2013</p>	<p><b>About Plan 2</b>                      Plan 2 is a defined benefit plan. The retirement benefit is based on a member’s age, creditable service and average final compensation at retirement using a formula. Employees are eligible for Plan 2 if their membership date is on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013.</p>	<p><b>About the Hybrid Retirement Plan</b> The Hybrid Retirement Plan combines the features of a defined benefit plan and a defined contribution plan. Most members hired on or after January 1, 2014 are in this plan, as well as Plan 1 and Plan 2 members who were eligible and opted into the plan during a special election window. (see “Eligible Members”)</p> <ul style="list-style-type: none"> <li>• The defined benefit is based on a member’s age, creditable service and average final compensation at retirement using a formula.</li> <li>• The benefit from the defined contribution component of the plan depends on the member and employer contributions made to the plan and the investment performance of those contributions.</li> <li>• In addition to the monthly benefit payment payable from the defined benefit plan at retirement, a member may start receiving distributions from the balance in the defined contribution account, reflecting the contributions, investment gains or losses, and any required fees</li> </ul>

TOWN OF MIDDLEBURG, VIRGINIA

NOTES TO FINANCIAL STATEMENTS

<p><b>Eligible Members</b> Employees are in Plan 1 if their membership date is before July 1, 2010, and they were vested as of January 1, 2013 and they have not taken a refund</p> <p><b>Hybrid Opt-in Election</b> VRS non-hazardous duty covered Plan 1 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014. The Hybrid Retirement Plan's effective date for eligible Plan 1 members who opted in was July 1, 2014. If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan. Members who were eligible for an optional retirement plan (ORP) and had prior service under Plan 1 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 1 or ORP.</p>	<p><b>Eligible Members</b> Employees are in Plan 2 if their membership date is on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013</p> <p><b>Hybrid Opt-in Election</b> Eligible Plan 2 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014. The Hybrid Retirement Plan's effective date for eligible Plan 2 members who opted in was July 1, 2014. If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan. Members who were eligible for an optional retirement plan (ORP) and have prior service under Plan 2 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 2 or ORP.</p>	<p><b>Eligible Members</b> Employees are in the Hybrid Retirement Plan if their membership date is on or after January 1, 2014. This includes:</p> <ul style="list-style-type: none"> <li>•Political subdivision employees*</li> <li>• Members in Plan 1 or Plan 2 who elected to opt into the plan during the election window held January 1-April 30, 2014; the plan's effective date for opt-in members was July 1, 2014.</li> </ul> <p><b>*Non-Eligible Members</b> Some employees are not eligible to participate in the Hybrid Retirement Plan. They include:</p> <ul style="list-style-type: none"> <li>• Political subdivision employees who are covered by enhanced benefits for hazardous duty employees</li> </ul> <p>Those employees eligible for an optional retirement plan (ORP) must elect the ORP plan or the Hybrid Retirement Plan. If these members have prior service under Plan 1 or Plan 2, they are not eligible to elect the Hybrid Retirement Plan and must select Plan 1 or Plan 2 (as applicable) or ORP.</p>
<p><b>Retirement Contributions</b> Employees contribute 5% of their compensation each month to their member contribution account through a pre-tax salary reduction. Member contributions are tax-deferred until they are withdrawn as part of a retirement benefit or as a refund. The employer makes a separate actuarially determined contribution to VRS for all covered employees. VRS invests both member and employer contributions to provide funding for the future benefit payment.</p>	<p><b>Retirement Contributions</b> Employees contribute 5% of their compensation each month to their member contribution account through a pre-tax salary reduction.</p>	<p><b>Retirement Contributions</b> A member's retirement benefit is funded through mandatory and voluntary contributions made by the member and the employer to both the defined benefit and the defined contribution components of the plan. Mandatory contributions are based on a percentage of the employee's creditable compensation and are required from both the member and the employer. Additionally, members may choose to make voluntary contributions to the</p>

TOWN OF MIDDLEBURG, VIRGINIA

NOTES TO FINANCIAL STATEMENTS

		<p>defined contribution component of the plan, and the employer is required to match those voluntary contributions according to specified percentages.</p>
<p><b>Creditable Service</b>          Creditable service includes active service. Members earn creditable service for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional creditable service the member was granted. A member's total creditable service is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit.</p>	<p><b>Creditable Service</b>          Same as Plan 1.</p>	<p><b>Creditable Service</b>  <b><u>Defined Benefit Component:</u></b>          Under the defined benefit component of the plan, creditable service includes active service. Members earn creditable service for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional creditable service the member was granted. A member's total creditable service is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit.</p> <p><b><u>Defined Contributions Component:</u></b>          Under the defined contribution component, creditable service is used to determine vesting for the employer contribution portion of the plan</p>
<p><b>Vesting</b>          Vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members become vested when they have at least five years (60 months) of creditable service. Vesting means members are eligible to qualify for retirement if they meet the age and service requirements for their plan. Members also must be vested to receive a full refund of their</p>	<p><b>Vesting</b>          Same as Plan 1.</p>	<p><b>Vesting</b>  <b><u>Defined Benefit Component:</u></b>          Defined benefit vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members are vested under the defined benefit component of the Hybrid Retirement Plan when they reach five years (60 months) of creditable service</p>

TOWN OF MIDDLEBURG, VIRGINIA

NOTES TO FINANCIAL STATEMENTS

<p>member contribution account balance if they leave employment and request a refund. Members are always 100% vested in the contributions that they make.</p>		<p>Plan 1 or Plan 2 members with at least five years (60 months) of creditable service who opted into the Hybrid Retirement Plan remain vested in the defined benefit component.</p> <p><b><u>Defined Contributions Component:</u></b>                  Defined contribution vesting refers to the minimum length of service a member needs to be eligible to withdraw the employer contributions from the defined contribution component of the plan. Members are always 100% vested in the contributions that they make. Upon retirement or leaving covered employment, a member is eligible to withdraw a percentage of employer contributions to the defined contribution component of the plan, based on service.</p> <ul style="list-style-type: none"> <li>• After two years, a member is 50% vested and may withdraw 50% of employer contributions.</li> <li>• After three years, a member is 75% vested and may withdraw 75% of employer contributions.</li> <li>• After four or more years, a member is 100% vested and may withdraw 100% of employer contributions.</li> </ul> <p>Distribution is not required b by law until age 70½</p>
<p><b>Calculating the Benefit</b>                  The Basic Benefit is calculated based on a formula using the member’s average final compensation, a retirement multiplier and total service credit at retirement. It is one of the benefit payout options available to a member at retirement.                  An early retirement reduction factor</p>	<p><b>Calculating the Benefit</b>                  See definition under Plan 1</p>	<p><b>Calculating the Benefit</b>  <b><u>Defined Benefit Component:</u></b>                  See definition under Plan 1</p> <p><b><u>Defined Contribution Component:</u></b>                  The benefit is based on contributions made by the member and any matching</p>

TOWN OF MIDDLEBURG, VIRGINIA

NOTES TO FINANCIAL STATEMENTS

<p>is applied to the Basic Benefit if the member retires with a reduced retirement benefit or selects a benefit payout option other than the Basic Benefit.</p>		<p>contributions made by the employer, plus net investment earnings on those contributions.</p>
<p><b>Average Final Compensation</b> A member's average final compensation is the average of the 36 consecutive months of highest compensation as a covered employee.</p>	<p><b>Average Final Compensation</b> A member's average final compensation is the average of their 60 consecutive months of highest compensation as a covered employee.</p>	<p><b>Average Final Compensation</b> Same as Plan 2. It is used in the retirement formula for the defined benefit component of the plan.</p>
<p><b>Service Retirement Multiplier</b>  <b>VRS:</b> The retirement multiplier is a factor used in the formula to determine a final retirement benefit. The retirement multiplier for non-hazardous duty members is 1.70%.</p> <p><b>Sheriffs and regional jail superintendents:</b> The retirement multiplier for sheriffs and regional jail superintendents is 1.85%.</p> <p><b>Political subdivision hazardous duty employees:</b> The retirement multiplier of eligible political subdivision hazardous duty employees other than sheriffs and regional jail superintendents is 1.70% or 1.85% as elected by the employer.</p>	<p><b>Service Retirement Multiplier</b>  <b>VRS:</b> Same as Plan 1 for service earned, purchased or granted prior to January 1, 2013. For nonhazardous duty members the retirement multiplier is 1.65% for creditable service earned, purchased or granted on or after January 1, 2013.</p> <p><b>Sheriffs and regional jail superintendents:</b> Same as Plan 1.</p> <p><b>Political subdivision hazardous duty employees:</b> Same as Plan 1</p>	<p><b>Service Retirement Multiplier</b>  <b>Defined Benefit Component:</b>  <b>VRS:</b> The retirement multiplier for the defined benefit component is 1.00%. For members who opted into the Hybrid Retirement Plan from Plan 1 or Plan 2, the applicable multipliers for those plans will be used to calculate the retirement benefit for service credited in those plans.</p> <p><b>Sheriffs and regional jail superintendents:</b> Not applicable.</p> <p><b>Political subdivision hazardous duty employees:</b> Not applicable.</p> <p><b>Defined Contribution Component:</b> Not applicable.</p>
<p><b>Normal Retirement Age</b>  <b>VRS:</b> Age 65.</p> <p><b>Political subdivisions hazardous duty employees:</b> Age 60</p>	<p><b>Normal Retirement Age</b>  <b>VRS:</b> Normal Social Security retirement age.</p> <p><b>Political subdivisions hazardous duty employees:</b> Same as Plan 1.</p>	<p><b>Normal Retirement Age</b>  <b>Defined Benefit Component:</b>  <b>VRS:</b> Same as Plan 2.</p> <p><b>Political subdivisions hazardous duty employees:</b> Not applicable.</p> <p><b>Defined Contribution Component:</b> Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>

TOWN OF MIDDLEBURG, VIRGINIA

NOTES TO FINANCIAL STATEMENTS

<p><b>Earliest Unreduced Retirement Eligibility</b>  <b>VRS:</b> Age 65 with at least five years (60 months) of creditable service or at age 50 with at least 30 years of creditable service.</p> <p><b>Political subdivisions hazardous duty employees:</b> Age 60 with at least five years of creditable service or age 50 with at least 25 years of creditable service</p>	<p><b>Earliest Unreduced Retirement Eligibility</b>  <b>VRS:</b> Normal Social Security retirement age with at least five years (60 months) of creditable service or when their age and service equal 90.</p> <p><b>Political subdivisions hazardous duty employees:</b> Same as Plan 1.</p>	<p><b>Earliest Unreduced Retirement Eligibility</b>  <b>Defined Benefit Component:</b>  <b>VRS:</b> Normal Social Security retirement age and have at least five years (60 months) of creditable service or when their age and service equal 90.</p> <p><b>Political subdivisions hazardous duty employees:</b> Not applicable.</p> <p><b>Defined Contribution Component:</b> Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>
<p><b>Earliest Reduced Retirement Eligibility</b>  <b>VRS:</b> Age 55 with at least five years (60 months) of creditable service or age 50 with at least 10 years of creditable service.</p> <p><b>Political subdivisions hazardous duty employees:</b> 50 with at least five years of creditable service.</p>	<p><b>Earliest Reduced Retirement Eligibility</b>  <b>VRS:</b> Age 60 with at least five years (60 months) of creditable service.</p> <p><b>Political subdivisions hazardous duty employees:</b> Same as Plan 1.</p>	<p><b>Earliest Reduced Retirement Eligibility</b>  <b>Defined Benefit Component:</b>  <b>VRS:</b> Age Members may retire with a reduced benefit as early as age 60 with at least five years (60 months) of creditable service.</p> <p><b>Political subdivisions hazardous duty employees:</b> Not applicable.</p> <p><b>Defined Contribution Component:</b> Members are eligible to receive distributions upon leaving employment, subject to restrictions</p>
<p><b>Cost-of-Living Adjustment (COLA) in Retirement</b>  The Cost-of-Living Adjustment (COLA) matches the first 3% increase in the Consumer Price Index for all Urban Consumers (CPI-U) and half of any additional increase (up to 4%) up to a maximum COLA of 5%.</p> <p><b>Eligibility:</b> For members who retire with an unreduced benefit or with a reduced benefit with at least 20 years of creditable service, the COLA will go into effect on July 1 after one full calendar year from the retirement date.  For members who retire with a reduced benefit and who have less than 20 years of creditable service, the COLA will go into effect on</p>	<p><b>Cost-of-Living Adjustment (COLA) in Retirement</b>  The Cost-of-Living Adjustment (COLA) matches the first 2% increase in the CPI-U and half of any additional increase (up to 2%), for a maximum COLA of 3%.</p> <p><b>Eligibility:</b> Same as Plan 1</p>	<p><b>Cost-of-Living Adjustment (COLA) in Retirement</b>  <b>Defined Benefit Component:</b>  Same as Plan 2.</p> <p><b>Defined Contribution Component:</b> Not applicable.</p> <p><b>Eligibility:</b> Same as Plan 1 and Plan 2.</p>

TOWN OF MIDDLEBURG, VIRGINIA

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<p>July 1 after one calendar year following the unreduced retirement eligibility date.</p> <p><b><u>Exceptions to COLA Effective Dates:</u></b>          The COLA is effective July 1 following one full calendar year (January 1 to December 31) under any of the following circumstances:</p> <ul style="list-style-type: none"> <li>• The member is within five years of qualifying for an unreduced retirement benefit as of January 1, 2013.</li> <li>• The member retires on disability.</li> <li>• The member retires directly from short-term or long-term disability under the Virginia Sickness and Disability Program (VSDP).</li> <li>• The member Is involuntarily separated from employment for causes other than job performance or misconduct and is eligible to retire under the Workforce Transition Act or the Transitional Benefits Program.</li> <li>• The member dies in service and the member’s survivor or beneficiary is eligible for a monthly death-in-service benefit. The COLA will go into effect on July 1 following one full calendar year (January 1 to December 31) from the date the monthly benefit begins.</li> </ul>	<p><b><u>Exceptions to COLA Effective Dates:</u></b>          Same as Plan 1</p>	<p><b><u>Exceptions to COLA Effective Dates:</u></b>          Same as Plan 1 and Plan 2.</p>
<p><b>Disability Coverage</b>          Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.7% on all service regardless of when it was earned, purchased or granted.</p> <p>VSDP members are subject to a one-year waiting period before becoming eligible for non-work related disability benefits.</p>	<p><b>Disability Coverage</b>          Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.65% on all service, regardless of when it was earned, purchased or granted.</p> <p>VSDP members are subject to a one-year waiting period before becoming eligible for non-work related disability benefits.</p>	<p><b>Disability Coverage</b>          Employees of political subdivisions (including Plan 1 and Plan2 opt-ins) participate in the Virginia Local Disability Program (VLDP) unless their local governing body provides and employer-paid comparable program for its members.</p> <p>Hybrid members (including Plan 1 and Plan 2 opt-ins) covered under VLDP are subject to a one year waiting period before becoming eligible for non-work related disability benefits</p>

**TOWN OF MIDDLEBURG, VIRGINIA**

**NOTES TO FINANCIAL STATEMENTS**

<p><b>Purchase of Prior Service</b>                  Members may be eligible to purchase service from previous public employment, active duty military service, an eligible period of leave or VRS refunded service as creditable service in their plan. Prior creditable service counts toward vesting, eligibility for retirement and the health insurance credit. Only active members are eligible to purchase prior service. When buying service, members must purchase their most recent period of service first. Members also may be eligible to purchase periods of leave without pay.</p>	<p><b>Purchase of Prior Service</b>                  Same as Plan 1</p>	<p><b>Purchase of Prior Service</b>  <b><u>Defined Benefit Component:</u></b>                  Same as Plan 1, with the following exceptions:  <ul style="list-style-type: none"> <li>• Hybrid Retirement Plan members are ineligible for ported service.</li> </ul> <b><u>Defined Contribution Component:</u></b> Not applicable.</p>
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**Employees Covered by Benefit Terms**

As of the June 30, 2017 actuarial valuation, the following employees were covered by the benefit terms of the pension plan:

	<u>June 30, 2017</u>
Inactive members or their beneficiaries currently receiving benefits	<u>14</u>
Inactive Members:	
Vested inactive members	2
Non-vested inactive members	4
Inactive members active elsewhere in VRS	9
Total inactive members	<u>15</u>
Active members	<u>11</u>
Total covered employees	<u><u>40</u></u>

**C. DEFINED BENEFIT PENSION PLAN (CONTINUED)**

**Contributions**

The contribution requirement for active employees is governed by §51.1-145 of the Code of Virginia, as amended, but may be impacted as a result of funding options provided to town by the Virginia General Assembly. Employees are required to contribute 5.00% of their compensation toward their retirement.

The Town’s contractually required contribution rate for the year ended June 30, 2019 was 18.86% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2017.

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employee during the year, with an additional amount to finance any unfunded accrued liability. Contribution to the pension plan from the Town were \$190,077 and \$184,177 for the years ended June 30, 2019 and June 30, 2018, respectively.

**Net Pension Liability**

The net pension liability (NPL) is calculated separately for each employer and represents that particular employer’s total pension liability determined in accordance with GASB Statement No. 68, less that employer’s fiduciary net position. The political subdivisions net pension liability was measured as of June 30, 2018. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of June 30, 2017, using updated actuarial assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2018.

**Actuarial Assumptions – General Employees**

The total pension liability for General Employees in the Town’s Retirement Plan was based on an actuarial valuation as of June 30, 2017, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2018.

Inflation	2.5 percent
Salary increases, including inflation	3.5 percent – 5.35 percent
Investment rate of return	7.0 percent, net of pension plan investment expense, including inflation*

\* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of pension liabilities.

**C. DEFINED BENEFIT PENSION PLAN (CONTINUED)**

**Actuarial Assumptions – General Employees (Continued)**

Mortality rates:

Largest 10 – Non-Hazardous Duty: 20% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

All Others (Non 10 Largest) – Non-Hazardous Duty: 15% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Largest 10 – Non-Hazardous Duty:

Mortality Rates (Pre-retirement post-retirement healthy, and disabled)	Update to a more current mortality table – RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed funal retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increase rate from 14% to 20%

**C. DEFINED BENEFIT PENSION PLAN (CONTINUED)**

**Actuarial Assumptions – General Employees (Continued)**

All Others(Non 10 Largest) – Non-Hazardous Duty:

Mortality Rates (Pre-retirement healthy, and disabled)	post-retirement	Update to a more current mortality table – RP-2014 projected to 2020
Retirement Rates		Lowered rates at older ages and changed funal retirement from 70 to 75
Withdrawal Rates		Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates		Lowered rates
Salary Scale		No change
Line of Duty Disability		Increase rate from 14% to 15%

**Actuarial Assumptions – Public Safety Employees**

The total pension liability for Public Safety employees in the Town Retirement Plan was based on an actuarial valuation as of June 30, 2017, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2018.

Inflation	2.5 percent
Salary increases, including inflation	3.5 percent – 4.75percent
Investment rate of return	7.0 percent, net of pension plan investment expense, including inflation*

\* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of pension liabilities.

Mortality rates:

Largest 10 – Hazardous Duty: 70% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year, 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, unisex using 100% male.

**C. DEFINED BENEFIT PENSION PLAN (CONTINUED)**

**Actuarial Assumptions – Public Safety Employees (Continued)**

All Others (Non 10 Largest) – Hazardous Duty: 45% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year, 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, unisex using 100% male.

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Largest 10 – Hazardous Duty:

Mortality Rates (Pre-retirement, post-retirement healthy, and disabled)	Update to a more current mortality table – RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience
Disability Rates	Increased rates
Salary Scale	No change
Line of Duty Disability	Increase rate from 60% to 70%

All Others (Non 10 Largest) – Hazardous Duty:

Mortality Rates (Pre-retirement, post-retirement healthy, and disabled)	Update to a more current mortality table – RP-2014 projected to 2020
Retirement Rates	Increased age 50 rates, and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better fit experience
Salary Scale	No change
Line of Duty Disability	Decrease rate from 60% to 45%

**C. DEFINED BENEFIT PENSION PLAN (CONTINUED)**

**Long-Term Expected Rate of Return**

The long-term expected rate of return on pension System investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension System investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

<b>Asset Class (Strategy)</b>	<b>Target Allocation</b>	<b>Arithmetic Long-Term Expected Rate of Return</b>	<b>Weighted Average Long-Term Expected Rate of Return</b>
Public equity	40.00%	4.54%	1.82%
Fixed income	15.00%	0.69%	0.10%
Credit strategies	15.00%	3.96%	0.59%
Real Assets	15.00%	5.76%	0.86%
Private equity	15.00%	9.53%	1.43%
Total	<u>100.00%</u>		<u>4.80%</u>
		Inflation	<u>2.50%</u>
		*Expected arithmetic nominal return	<u>7.30%</u>

\* The above allocation provides a one-year return of 7.30%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the system, stochastic projections are employed to model future returns under various economic. The results provide a range of returns over various time periods that ultimately provide a median return of 6.83%, including expected inflation of 2.50%.

**C. DEFINED BENEFIT PENSION PLAN (CONTINUED)**

**Discount Rate**

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that System member contributions will be made per the VRS Statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Consistent with the phased-in funding provided by the General Assembly for state and teacher employer contributions; political subdivisions were also provided with an opportunity to use an alternate employer contribution rate. For the year ended June 30, 2018, the alternate rate was the employer contribution rate used in FY 2012 or 90% of the actuarially determined employer contribution rate from the June 30, 2017, actuarial valuations, whichever was greater. From July 1, 2018 on, participating employers are assumed to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore the Long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability

	<u>Increase(Decrease)</u>		
	<b>Total Pension Liability (a)</b>	<b>Plan Fiduciary Net Position (b)</b>	<b>Net Pension Liability (a) - (b)</b>
Balances at June 30, 2017	\$ 2,987,308	\$ 2,667,908	\$ 319,400
Changes for the year:			
Service cost	160,831		160,831
Interest	201,881		201,881
Changes of assumptions	-		-
Difference between expected and actual experience	(91,124)		(91,124)
Contributions-employer		179,078	(179,078)
Contributions-employee		44,585	(44,585)
Net investment income		195,204	(195,204)
Benefit payments, including refunds			
of employee contributions	(206,576)	(206,576)	-
Administrative expense		(1,640)	1,640
Other changes	-	(179)	179
Net changes	<u>65,012</u>	<u>210,472</u>	<u>(145,460)</u>
Balances at June 30, 2018	<u>\$ 3,052,320</u>	<u>\$ 2,878,380</u>	<u>\$ 173,940</u>

**C. DEFINED BENEFIT PENSION PLAN (CONTINUED)**

**Sensitivity of the Net Pension Liability to Changes in the Discount Rate**

The following presents the net pension liability of the Town using the discount rate of 7.00%, as well as what the Town's net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

	6.00%	7.00%	8.00%
Town's net pension liability	<u>\$ 533,005</u>	<u>\$ 173,940</u>	<u>\$ (127,009)</u>

**Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

For the year ended June 30, 2019, the Town recognized pension expense of (\$34,837). At June 30, 2019, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ 56,310
Changes of assumptions	-	1,149
Net difference between projected and actual earnings on plan investments	-	21,497
Employer contributions subsequent to the measurement date	190,077	-
Total	<u>\$ 190,077</u>	<u>\$ 78,956</u>

\$190,077 reported as deferred outflows of resources related to pensions resulting from the Town's contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ended June 30:</u>	<u>Amount</u>
2020	\$ (49,116)
2021	(2,151)
2022	(26,105)
2023	(1,584)
2024	-
Thereafter	-
	<u>\$ (78,956)</u>

TOWN OF MIDDLEBURG, VIRGINIA

NOTES TO FINANCIAL STATEMENTS

C. DEFINED BENEFIT PENSION PLAN (CONTINUED)

Schedule of Changes in Net Pension Liability and Related Ratios

	2018	2017	2016	2015	2014
<b>Total pension liability</b>					
Service cost	\$ 160,831	\$ 159,247	\$ 165,126	\$ 150,555	\$ 135,162
Interest	201,881	203,507	193,703	172,849	162,267
Changes of benefit terms	-	-	-	-	-
Differences between expected and actual experience	(91,124)	(177,613)	(52,150)	123,902	-
Changes of assumptions	-	(14,657)	-	-	-
Benefit payments, including refunds of employee contributions	(206,576)	(180,825)	(152,419)	(146,390)	(146,116)
<b>Net change in total pension liability</b>	65,012	(10,341)	154,260	300,916	151,313
<b>Total pension liability - beginning</b>	2,987,308	2,997,649	2,843,389	2,542,473	2,391,160
<b>Total pension liability - ending (a)</b>	<u>\$3,052,320</u>	<u>\$2,987,308</u>	<u>\$2,997,649</u>	<u>\$2,843,389</u>	<u>\$2,542,473</u>
<b>Plan fiduciary net position</b>					
Contributions - employer	\$ 179,078	\$ 160,727	\$ 153,232	\$ 152,583	\$ 121,509
Contributions - employee	44,585	40,738	38,505	38,589	36,821
Net investment income	195,204	288,503	41,264	98,791	290,559
Benefit payments, including refunds of employee contributions	(206,576)	(180,825)	(152,419)	(146,390)	(146,116)
Administrative expense	(1,640)	(1,605)	(1,374)	(1,290)	(1,542)
Other	(179)	(261)	(17)	(22)	15
<b>Net change in total net pension position</b>	210,472	307,277	79,191	142,261	301,246
<b>Total net pension position - beginning</b>	2,667,908	2,360,631	2,281,440	2,139,179	1,837,933
<b>Total net pension position - ending (b)</b>	<u>\$2,878,380</u>	<u>\$2,667,908</u>	<u>\$2,360,631</u>	<u>\$2,281,440</u>	<u>\$2,139,179</u>
<b>Town's net pension liability - ending (a) - (b)</b>	<u>\$ 173,940</u>	<u>\$ 319,400</u>	<u>\$ 637,018</u>	<u>\$ 561,949</u>	<u>\$ 403,294</u>
<b>Plan fiduciary net position as a percentage of the total pension liability</b>	<u>94.30%</u>	<u>89.31%</u>	<u>78.75%</u>	<u>80.24%</u>	<u>84.14%</u>
<b>Covered-employee payroll</b>	<u>\$ 956,484</u>	<u>\$ 776,157</u>	<u>\$ 803,101</u>	<u>\$ 778,344</u>	<u>\$ 685,354</u>
<b>Town's net pension liability as a percentage of covered-employee payroll</b>	<u>18.19%</u>	<u>41.15%</u>	<u>79.32%</u>	<u>72.20%</u>	<u>58.84%</u>

**C. DEFINED BENEFIT PENSION PLAN (CONTINUED)**

**Schedule of Employer Contributions**

FYE June 30,	Contractually Required Contribution (1)	Contributions in Relation to Contractually Required Contribution (2)	Contribution Deficiency (Excess) (1) - (2)	Employer's Covered Employee Payroll (4)	Contributions as a % of Covered Employee Payroll (2)/(4)
2019	\$ 190,077	\$ 190,077	-	\$ 956,484	19.87%
2018	184,177	184,177	-	776,157	23.73%
2017	163,125	163,125	-	803,101	20.31%
2016	153,565	153,565	-	778,344	19.73%
2015	152,354	152,354	-	685,354	22.23%
Prior to GASB Statement No. 68 and 2015:					
2014	120,755	120,755	-	652,553	18.51%
2013	131,816	131,816	-	629,895	20.93%
2012	116,275	116,275	-	613,430	18.95%

**Changes of benefit terms** – There have been no actuarial material changes to the System benefit provisions since the prior actuarial valuation.

**Changes of assumptions** – The following changes in actuarial assumptions were made effective June 30, 2016 based on the most recent experience study of the System for the four-year period ending June 30, 2016:

Largest 10 – Non-Hazardous Duty:

Mortality Rates (Pre-retirement healthy, and disabled post-retirement)	Update to a more current mortality table – RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed funal retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increase rate from 14% to 20%

**C. DEFINED BENEFIT PENSION PLAN (CONTINUED)**

**Actuarial Assumptions – General Employees (Continued)**

All Others(Non 10 Largest) – Non-Hazardous Duty:

Mortality Rates (Pre-retirement post-retirement healthy, and disabled)	Update to a more current mortality table – RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed funal retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increase rate from 14% to 15%

Largest 10 – Hazardous Duty:

Mortality Rates (Pre-retirement, post-retirement healthy, and disabled)	Update to a more current mortality table – RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience
Disability Rates	Increased rates
Salary Scale	No change
Line of Duty Disability	Increase rate from 60% to 70%

All Others (Non 10 Largest) – Hazardous Duty:

Mortality Rates (Pre-retirement, post-retirement healthy, and disabled)	Update to a more current mortality table – RP-2014 projected to 2020
Retirement Rates	Increased age 50 rates, and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better fit experience
Salary Scale	No change
Line of Duty Disability	Decrease rate from 60% to 45%

**D. DEFERRED COMPENSATION PLAN**

The Town offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all Town employees at their option, permits participants to defer a portion of their salary until future years. The deferred compensation is not available to participants until termination, retirement, death or unforeseeable emergency.

**TOWN OF MIDDLEBURG, VIRGINIA**

**NOTES TO FINANCIAL STATEMENTS**

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**E. POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS**

Retirees who retired from the Town prior to July 1, 2017 and who participate in the Town’s health insurance program shall receive a \$100 per month benefit paid by the Town toward the cost of their health insurance premium. All remaining costs are paid by the retiree. Retirees who retired from the Town under VRS on or after July 1, 2017 shall receive a \$200 monthly benefit paid by the Town toward the cost of their health insurance premium. This benefit is paid regardless of whether the retiree participates in the Town’s health insurance program or utilizes an outside insurer. Employees hired before March 8, 2018 may remain on the Town’s Health insurance plan until the retiree obtains supplemental Medicare insurance, at which time, he/she may participate in the supplemental plan offered through the Town’s group health insurance program. Employees hired after March 8, 2018 may remain on the Town’s health insurance plan upon retirement from the Town only until such time as the retiree is eligible for Medicare insurance. For fiscal year ended June 30, 2019, the Town paid \$8,400 towards retired employees’ health insurance.

All full-time, salaried permanent employees of the Town are automatically covered by the VRS Group Life Insurance Program upon employment. The plan is administered by the Virginia Retirement System for public employer groups in the Commonwealth of Virginia. The Group Life Insurance Program is a defined benefit plan that provides a basic group life insurance benefit for employees. The total rate for the Group Life Insurance Program was 1.31% of covered employee compensation. This rate was based on an actuarially determine rate from an actuarial valuation as of June 30, 2015. During the year ended June 30, 2019, the Town contributed \$13,203 towards life insurance. The VRS system’s actuary determined the total net OPEB liability, valued at June 30, 2018, and this amount was allocated to each employer in the plan. The Town’s portion of the net OPEB liability was \$75,000.

**F. RENTAL LEASE COMMITMENTS**

*Information Visitor Center:* The Town entered into a Memorandum of Agreement with the owner of the Pink Box Building, Middleburg Museum Foundation. Under the agreement, the Town no longer pays rent on the building. The Town does pay utilities and any interior repairs and maintenance related to their use.

*Police Department:* The Town entered into a lease on October 23, 2015 for property on W Federal Street to house the Police Department. The original lease expired on September 30, 2018 but the Town negotiated a two year renewal, through September 30, 2020. The Town pays annual rent of \$44,712, plus monthly condo fees.

Future minimum Police department rent lease commitment is as follows:

<u>Year ending June 30:</u>	<u>Amount</u>
2020	\$ 44,712
2021	11,178
	<u>\$ 55,890</u>

**G. HEALTH CENTER RENTAL INCOME**

The Town had entered into various office space rental income arrangements for space located in the Health Center. The Health Center building was sold in December 2018. Rental income, through December 2018, is approximately \$18,100.

**H. DEED OF GIFT-MIDDLEBURG VOLUNTEER FIRE DEPARTMENT**

The Middleburg Volunteer Fire Department dissolved and conveyed the land and building to the County of Loudoun for use as a fire and rescue facility. If the County ceases to use the property for such a facility, ownership of the property and all improvements will go to the Town.

**I. SALAMANDER RESORT TAP AND AVAILABILITY FEES**

In 2007, Salamander Resort, under a “Water Supply Facilities and Wastewater Treatment Plant Agreement” agreed to pay tap fees/availability charges for up to 49 dwelling units, at an amount of \$19,000 per dwelling. The total payment to the Town was \$931,000. Although Salamander has yet to utilize these tap fees/availability charges to connect these 49 units to the Town’s system, it is anticipated that these connections will be made in calendar year 2020. No additional tap fees/availability charges will be made for these 49 units.

**J. ACCOUNTING CHANGE AND PRIOR PERIOD ADJUSTMENT**

The Town receives meals and occupancy taxes from businesses in the Town based on the businesses’ activity in a given period. In years past, those revenues were attributed to the fiscal year in which it was received by the Town. In fiscal year 2019, the Town made the decision to accrue those revenues to the period that the activity occurred. Accordingly, the Town adjusted the beginning fund balance by \$312,608 to reflect revenues earned in the prior period. For fiscal year 2019, the Town recorded an accrual of \$364,214. The net effect was an increase in net position of \$51,606 for fiscal year 2019.

**K. SUBSEQUENT EVENTS**

The Town of Middleburg has evaluated events and transactions subsequent to June 30, 2019 through October 22, 2019, the date these financial statements were available to be issued. Based on the definitions and requirements of the U.S. generally accepted accounting principles, management has identified the following event that has occurred subsequent to June 30, 2019 that require adjustment to, or disclosure in, the financial statements for the year ended June 30, 2019.

In June 2019, the Town Council approved a purchase and sales agreement on a parcel of land for a future new Town Office. Closing on the land will occur in the fall of 2019.

**TOWN OF MIDDLEBURG, VIRGINIA**  
**GENERAL FUND**  
**SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED JUNE 30, 2019**

	Final Budget	Actual	Variance Favorable (Unfavorable)
<b>Sources of Revenues</b>			
<b>General Property Taxes</b>			
Real estate taxes	\$ 745,092	\$ 759,779	\$ 14,687
Personal property taxes	55,000	36,566	(18,434)
Penalties and interest	1,500	2,704	1,204
Total General Property Taxes	<u>801,592</u>	<u>799,049</u>	<u>(2,543)</u>
<b>Other Local Taxes</b>			
Sales taxes	50,000	55,651	5,651
Utility taxes	65,000	61,473	(3,527)
Meals taxes	900,000	1,035,104	135,104
Business licenses	350,000	475,850	125,850
Motor vehicle licenses	11,500	11,716	216
Bank stock taxes	175,000	267,929	92,929
Consumption tax	45,000	43,175	(1,825)
Cigarette tax	26,000	24,877	(1,123)
Occupancy tax	700,000	862,421	162,421
Total Other Local Taxes	<u>2,322,500</u>	<u>2,838,196</u>	<u>515,696</u>
<b>Zoning Permits, Fees and Licenses</b>	<u>17,000</u>	<u>18,755</u>	<u>1,755</u>
<b>Fines and Forfeitures</b>	<u>30,000</u>	<u>31,921</u>	<u>1,921</u>
<b>Revenues from Use of Money and Property</b>	<u>-</u>	<u>92,292</u>	<u>92,292</u>
<b>Municipal Parking</b>			
Lot receipts	3,500	830	(2,670)
Meter receipts	1,000	3,985	2,985
Total Municipal Parking	<u>4,500</u>	<u>4,815</u>	<u>315</u>

(Continued)

**TOWN OF MIDDLEBURG, VIRGINIA**  
**GENERAL FUND**  
**SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED JUNE 30, 2019**

	Final Budget	Actual	Variance Favorable (Unfavorable)
<b>Miscellaneous Revenue</b>			
Donations	11,650	2,491	(9,159)
Reimbursable Professional Fees	5,000	-	(5,000)
Miscellaneous	5,200	12,750	7,550
Total miscellaneous revenue	<u>21,850</u>	<u>15,241</u>	<u>(6,609)</u>
<b>Intergovernmental</b>			
Law enforcement apportionment	20,500	21,460	960
State Grants	1,000	1,589	589
Fire program	10,000	10,000	-
Total Intergovernmental	<u>31,500</u>	<u>33,049</u>	<u>1,549</u>
 Total General Fund Revenues	 <u>3,228,942</u>	 <u>3,833,318</u>	 <u>604,376</u>
<b>Other Financing Sources</b>			
Sale of government property	-	-	-
Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total General Fund Revenues and Other Financing</b>	 <u><u>\$ 3,228,942</u></u>	 <u><u>\$ 3,833,318</u></u>	 <u><u>\$ 604,376</u></u>

**TOWN OF MIDDLEBURG, VIRGINIA**  
**GENERAL FUND**  
**SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED JUNE 30, 2019**

	Final Budget	Actual	Variance Favorable (Unfavorable)
<b>General Government</b>			
Administration salaries			
Town administrator	\$ 91,688	\$ 138,115	\$ (46,427)
Clerk	65,776	65,776	-
Treasurer	69,662	71,779	(2,117)
Administrative assistant	37,591	41,440	(3,849)
Other wages	38,000	34,177	3,823
Mayor's/Council compensation	34,800	33,576	1,224
Payroll taxes and employee benefits	139,413	146,437	(7,024)
Subtotal	<u>476,930</u>	<u>531,300</u>	<u>(54,370)</u>
Administrative services			
Legal fees	50,000	57,826	(7,826)
Engineering/consulting fees	50,000	45,861	4,139
Advertising	7,500	5,932	1,568
Accounting & Audit	13,000	10,980	2,020
Professional development	5,000	5,549	(549)
Memberships/publications	3,000	3,952	(952)
Fire and Rescue	30,000	-	30,000
Insurance	4,780	5,576	(796)
Contingency	195,187	70,134	125,053
Election	2,000	-	2,000
County Collection	2,847	861	1,986
Other	3,500	13,319	(9,819)
Subtotal	<u>366,814</u>	<u>219,990</u>	<u>146,824</u>
Administrative supplies			
Office supplies	8,000	4,114	3,886
Printing	3,500	4,492	(992)
Postage	4,000	4,030	(30)
Office equipment purchase	25,000	13,601	11,399
Office equipment maintenance	42,000	38,305	3,695
Office equipment rental	10,000	4,189	5,811
Town committee support	4,000	1,870	2,130
Charitable contributions	40,000	40,000	-
Other	2,375	694	1,681
Subtotal	<u>138,875</u>	<u>111,295</u>	<u>27,580</u>
Other			
Principal and interest debt service	11,000	7,682	3,318
Subtotal	<u>11,000</u>	<u>7,682</u>	<u>3,318</u>

(Continued)

**TOWN OF MIDDLEBURG, VIRGINIA  
 GENERAL FUND  
 SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL  
 FOR THE YEAR ENDED JUNE 30, 2019**

	Final Budget	Actual	Variance Favorable (Unfavorable)
Town office			
Electricity	4,000	3,778	222
Fuel	1,500	1,003	497
Building repairs	18,000	16,810	1,190
Grounds and equipment repairs	5,000	-	5,000
Supplies	1,200	1,152	48
Telephone/internet	5,500	4,719	781
Insurance	2,106	2,106	-
Water/sewer fees	1,000	-	1,000
Other	400	1,494	(1,094)
Subtotal	<u>38,706</u>	<u>31,062</u>	<u>7,644</u>
Planning and zoning			
Zoning administrator's salary and fees	79,121	83,849	(4,728)
Payroll taxes and employee benefits	31,514	33,636	(2,122)
Legal fees	12,000	5,443	6,557
Engineering/consulting fees	45,000	57,669	(12,669)
Advertising	3,500	1,687	1,813
Supplies and publications	1,250	1,470	(220)
Professional development	7,500	-	7,500
Other	200	39	161
Subtotal	<u>180,085</u>	<u>183,793</u>	<u>(3,708)</u>
Economic Development			
Economic development administrator	90,125	90,125	-
Payroll taxes and employee benefits	45,957	47,525	(1,568)
Meeting expenses	2,000	2,895	(895)
Marketing contract	75,000	35,153	39,847
Program Development & Marketing	48,000	1,650	46,350
Professional development	1,000	60	940
Farmers market	5,000	3,348	1,652
Arts council support	14,000	1,860	12,140
Organization support	50,000	50,080	(80)
Special event support	60,000	78,034	(18,034)
Dues & association membership	-	250	(250)
Printing	10,000	1,344	8,656
Supplies and repairs	8,700	7,476	1,224
Web-site development	30,000	16,395	13,605
Liability insurance	400	532	(132)
Utilities	1,600	639	961
Telephone	1,700	2,143	(443)
Other	20,100	-	20,100
Subtotal	<u>463,582</u>	<u>339,509</u>	<u>124,073</u>
Total General Government	<u>1,675,992</u>	<u>1,424,631</u>	<u>251,361</u>

(Continued)

**TOWN OF MIDDLEBURG, VIRGINIA  
 GENERAL FUND  
 SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL  
 FOR THE YEAR ENDED JUNE 30, 2019**

	Final Budget	Actual	Variance Favorable (Unfavorable)
<b>Public Safety</b>			
Police Department			
Police salary	451,877	462,548	(10,671)
Overtime	17,150	12,074	5,076
Payroll taxes and employee benefits	115,878	113,387	2,491
Workers' compensation	10,594	9,963	631
Vehicle fuel	19,000	10,647	8,353
Vehicle maintenance	6,500	6,497	3
Telephone	11,800	9,243	2,557
Legal fees	2,000	1,449	551
Advertising	500	-	500
Training	5,500	5,327	173
Uniforms	4,000	3,354	646
Supplies	14,700	13,868	832
Printing	800	1,103	(303)
Insurance (Auto/Liability)	5,235	5,235	-
Police Professional Insurance	4,049	4,266	(217)
Virginia supplemental retirement and life insurance	87,624	88,990	(1,366)
Office rental	46,000	47,114	(1,114)
Equipment maintenance/service contract	10,000	10,531	(531)
Capital Outlay	44,600	41,655	2,945
Special Events	5,000	2,851	2,149
Other	6,200	2,711	3,489
Total Public Safety	<u>869,007</u>	<u>852,813</u>	<u>16,194</u>

(Continued)

**TOWN OF MIDDLEBURG, VIRGINIA**  
**GENERAL FUND**  
**SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED JUNE 30, 2019**

	Final Budget	Actual	Variance Favorable (Unfavorable)
<b>Public Works</b>			
Street maintenance			
Superintendent	55,159	61,292	(6,133)
Street assistant	20,000	10,030	9,970
Overtime	5,000	538	4,462
Payroll taxes and employee benefits	27,437	32,390	(4,953)
Workers' compensation	706	706	-
Refuse disposal	80,000	75,551	4,449
Vehicle fuel	1,800	1,308	492
Vehicle maintenance	1,000	485	515
Telephone	650	483	167
Electricity	16,500	15,797	703
Maintenance and repairs	68,700	16,037	52,663
Supplies	5,000	2,050	2,950
Equipment	1,500	905	595
Street cleaning	13,000	11,700	1,300
Landscape maintenance	42,000	40,272	1,728
Uniforms	1,000	-	1,000
Snow removal	50,000	18,465	31,535
Liberty Street maintenance	6,000	5,570	430
Municipal parking lot rental	4,200	4,200	-
Insurance	5,391	5,391	-
Water/sewer fees	1,300	-	1,300
Other	1,000	-	1,000
Capital outlay, improvements & contingency	276,600	134,600	142,000
Total Public Works	<u>683,943</u>	<u>437,770</u>	<u>246,173</u>
<b>Total expenditures</b>	<u>\$ 3,228,942</u>	<u>\$ 2,715,214</u>	<u>\$ 513,728</u>