

**TOWN OF MIDDLEBURG, VIRGINIA**

COMPREHENSIVE  
ANNUAL FINANCIAL REPORT

**FOR THE FISCAL YEAR ENDED  
JUNE 30, 2017**

**TOWN OF MIDDLEBURG, VIRGINIA  
COMPREHENSIVE ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2017**

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**TOWN OF MIDDLEBURG, VIRGINIA  
JUNE 30, 2017**

**MAYOR AND TOWN COUNCIL**

Betsy Allen Davis, Mayor

C. Darlene Kirk, Vice Mayor	Peter Leonard-Morgan
J. Kevin Daly	Kevin Hazard
Trowbridge Littleton	Mark T. Snyder
Philip Miller	

**OFFICIALS**

Martha Mason Semmes, Town Administrator  
Ashley M. Bott, Town Treasurer  
A.J. Panebianco, Chief of Police  
Rhonda S. North, Clerk of Council  
Cindy Pearson, Economic Development Coordinator  
William M. Moore, Town Planner

**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  
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VIRGINIA SOCIETY OF  
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, 2017, 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, 2017, 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 26, 2017

*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, 2017.

### FINANCIAL HIGHLIGHTS

- The assets of the Town exceeded its liabilities at the close of the most recent fiscal year by \$15,994,750.
- The Town's total net position increased by \$696,321.
- As of the close of the current fiscal year, the Town of Middleburg's governmental funds reported combined ending fund balances of \$4,350,008, an increase of \$720,515 in comparison with the prior year. The available amount for spending at the government's discretion was \$4,136,551.
- The Town's total liabilities increased by \$205,485 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.

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 – 52 of this report.

**Supplementary Information.** Supplementary schedules can be found on pages 53 - 58 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 \$16,008,832 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, 2017.

	<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Total</b>
<b>TOWN OF MIDDLEBURG – NET POSITION</b>			
<b>Assets</b>			
Current and other assets	\$ 4,797,024	\$ 1,837,560	\$ 6,634,584
Capital assets	1,919,840	12,875,940	14,795,780
Total Assets	6,716,864	14,713,500	21,430,364
Deferred outflows of resources	233,913	-	233,913
<b>Liabilities</b>			
Long-term liabilities	887,318	4,196,352	5,083,670
Other liabilities	334,792	221,889	556,681
Total Liabilities	1,222,110	4,418,241	5,640,351
Deferred inflows of resources	29,176	-	29,176
<b>Net Position</b>			
Net investment in capital assets	1,774,782	8,840,927	10,615,709
Restricted	-	-	-
Unrestricted	3,924,709	1,454,332	5,379,041
Total Net Position	\$ 5,699,491	\$ 10,295,259	\$ 15,994,750

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 both 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 \$696,321 during the current fiscal year.

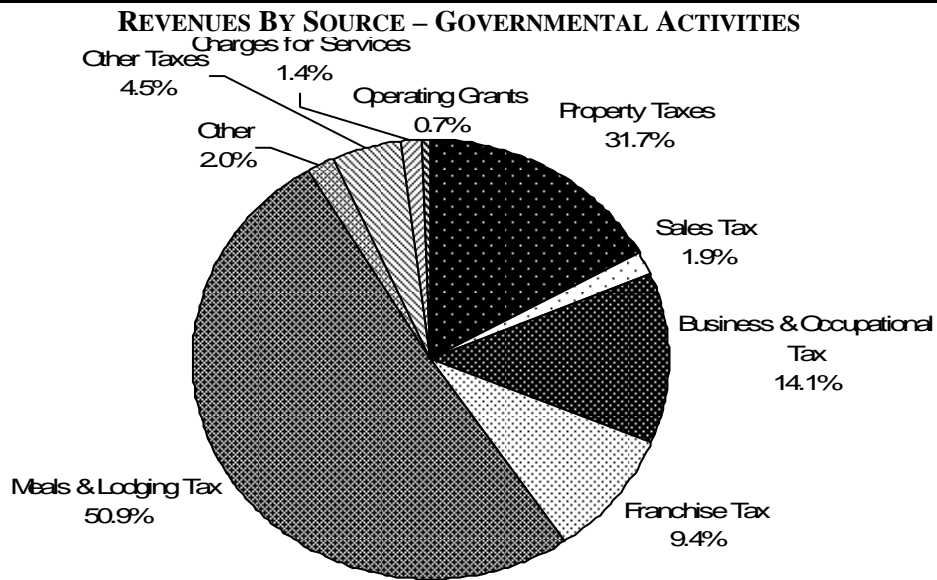


**Governmental activities.** Governmental activities increased the Town of Middleburg’s net position by \$643,531. These changes are presented in column one of the following table:

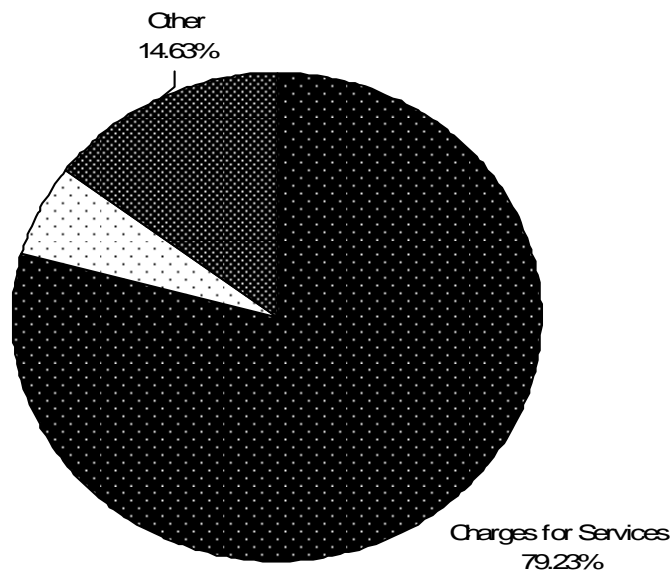
<b>TOWN OF MIDDLEBURG – CHANGES IN NET POSITION</b>			
	<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Total</b>
<b>Program Revenues</b>			
Charges for services	\$ 44,104	\$ 1,072,546	\$ 1,116,650
Operating grants and contributions	22,180	-	22,180
Capital grants and contributions	-	82,720	82,720
<b>General Revenues</b>			
Property taxes	544,223	-	544,223
Other taxes	2,583,606	-	2,583,606
Other	35,914	198,489	234,403
Total Revenues	<u>3,230,027</u>	<u>1,353,755</u>	<u>4,583,782</u>
<b>Expenses</b>			
General government	1,359,544	-	1,359,544
Public safety	782,591	-	782,591
Public works	333,271	-	333,271
Interest on long-term debt	3,282	-	3,282
Infrastructure	107,808	-	107,808
Water & Sewer	-	1,300,965	1,300,965
Total Expenses	<u>2,586,496</u>	<u>1,300,965</u>	<u>3,887,461</u>
Increase (Decrease) in Net Position	643,531	52,790	696,321
Net Position – beginning	5,055,960	10,242,469	15,298,429
Net Position – ending	<u>\$ 5,699,491</u>	<u>\$ 10,295,259</u>	<u>\$ 15,994,750</u>

- Revenue from property taxes decreased by \$3,159 during the year.

The following chart presents a graphic representation of the Town's governmental activities and the related revenue structure for fiscal year 2017.



The following chart presents a graphic representation of the Town's business-type activities and the related revenue structure for fiscal year 2017.



**Business-type activities.** Business-type activities increased the Town of Middleburg's net position by \$52,790. Last year, business-type activities had a net loss of \$101,265. Key elements of this change are as follows:

- Expenses increased by \$82,315 while charges for services decreased by \$27,748. The increase in expenses is due primarily to repairs related to hail storm damage.
- Non-operating revenue increased by \$181,397 over last year's amount due primarily to insurance proceeds related to hail storm damage.
- The Town received 82,720 in availability fees in the current 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 \$4,350,008, an increase of \$720,515 in comparison with the prior year. Of this total amount (\$4,350,008), \$4,136,551 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 \$4,136,551. 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 \$4,136,551 compared to total general fund expenditures of \$2,571,335.

**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 \$10,295,259. The total increase in net position for proprietary funds was \$52,790. 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, 2017, amounts to \$14,795,780 (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, 2017.

<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	135,452	-	135,452
Water system - lines	-	6,891,439	6,891,439
Sanitary sewer system	-	4,730,761	4,730,761
Infrastructure improvements	911,948	-	911,948
Equipment and machinery	168,012	146,310	314,322
Construction in process	-	152,544	152,544
Total	<u>\$ 1,919,840</u>	<u>\$ 12,875,940</u>	<u>\$ 14,795,780</u>

Additional information on the Town of Middleburg capital assets can be found in note III.D on pages 30 – 32 of this report.

**Long-term debt.** At the end of the current fiscal year, the Town of Middleburg, Virginia had total debt outstanding of \$4,180,073. 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 \$173,917 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 32 – 34 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, 2017**

	<b>Primary Government</b>		<b>Total</b>
	<b>Governmental Activities</b>	<b>Business-type Activities</b>	
<b>Assets</b>			
Cash and cash equivalents	\$ 4,732,577	\$ 1,560,778	\$ 6,293,355
Receivables (net of allowance for uncollectible, where applicable)			
Property taxes	6,982	-	6,982
Utility taxes	8,007	-	8,007
Utility service	-	212,466	212,466
Accounts	-	44,180	44,180
Prepaid expense	-	-	
Due from other governments	58,994	-	58,994
Interfund advances	(20,136)	20,136	-
Restricted assets, cash and cash equivalents	10,600	-	10,600
Capital assets (net of accumulated depreciation)			
Land	704,428	954,886	1,659,314
Building	135,452	-	135,452
Water system - lines	-	6,891,439	6,891,439
Sanitary sewer system	-	4,730,761	4,730,761
Infrastructure	911,948	-	911,948
Equipment and machinery	168,012	146,310	314,322
Construction in progress	-	152,544	152,544
<b>Total assets</b>	<b>6,716,864</b>	<b>14,713,500</b>	<b>21,430,364</b>
<b>Deferred Outflows of Resources</b>			
Deferred pension obligation	233,913	-	233,913
<b>Total deferred outflows</b>	<b>233,913</b>	<b>-</b>	<b>233,913</b>
<b>Liabilities</b>			
Accounts payable	45,088	164,155	209,243
Accrued expenses	18,219	-	18,219
Accrued interest payable	-	40,265	40,265
Refund liability	260,885		
Deferred revenue	-	4,899	
Deposits, performance bonds and offsite fees	10,600	12,570	23,170
Noncurrent liabilities:			
Due within one year	4,420	170,275	174,695
Due in more than one year	882,898	4,026,077	4,908,975
<b>Total liabilities</b>	<b>1,222,110</b>	<b>4,418,241</b>	<b>5,374,567</b>
<b>Deferred Inflows of Resources</b>			
Deferred pension inflow	29,176	-	29,176
<b>Total deferred inflows</b>	<b>29,176</b>	<b>-</b>	<b>29,176</b>
<b>Net Position</b>			
Net investment in capital assets	1,774,782	8,840,927	10,615,709
Restricted	-	-	-
Unrestricted	3,924,709	1,454,332	5,379,041
<b>Total net position</b>	<b>\$ 5,699,491</b>	<b>\$ 10,295,259</b>	<b>\$ 15,994,750</b>

**TOWN OF MIDDLEBURG, VIRGINIA**  
**GOVERNMENT WIDE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2017**

Functions/Programs	Program Revenues				Net (Expense) Revenue and Changes in Net		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government		
					Governmental Activities	Business-type Activities	Total
Primary government							
Governmental activities							
General government	\$ 1,359,544	\$ 44,104	\$ 1,234	\$ -	\$ (1,314,206)	\$ -	\$ (1,314,206)
Public safety	782,591	-	20,946	-	(761,645)	-	(761,645)
Public works	333,271	-	-	-	(333,271)	-	(333,271)
Interest on long-term debt	3,282	-	-	-	(3,282)	-	(3,282)
Infrastructure depreciation	107,808	-	-	-	(107,808)	-	(107,808)
Total governmental activities	<u>2,586,496</u>	<u>44,104</u>	<u>22,180</u>	<u>-</u>	<u>(2,520,212)</u>	<u>-</u>	<u>(2,520,212)</u>
Business-type activities							
Water & Sewer	1,300,965	1,072,546	-	82,720	-	(145,699)	(145,699)
Total business-type activities	<u>1,300,965</u>	<u>1,072,546</u>	<u>-</u>	<u>82,720</u>	<u>-</u>	<u>(145,699)</u>	<u>(145,699)</u>
Total primary government	<u>\$ 3,887,461</u>	<u>\$ 1,116,650</u>	<u>\$ 22,180</u>	<u>\$ 82,720</u>	<u>(2,520,212)</u>	<u>(145,699)</u>	<u>(2,665,911)</u>
General revenues							
Property taxes					544,223	-	544,223
Sales taxes					52,671	-	52,671
Business and occupational taxes					410,973	-	410,973
Motor vehicle taxes					12,299	-	12,299
Franchise taxes					301,559	-	301,559
Consumer taxes					107,051	-	107,051
Fines and forfeitures					28,474	-	28,474
Meals and lodging taxes					1,644,290	-	1,644,290
Cigarette taxes					26,289	-	26,289
Tower rental					-	147,922	147,922
Unrestricted investment earnings					3,615	1,195	4,810
Net Insurance proceeds					32,299	37,195	69,494
Bond premium amortization					-	12,177	12,177
Total general revenues and transfers					<u>3,163,743</u>	<u>198,489</u>	<u>3,362,232</u>
Change in net position					643,531	52,790	696,321
Net position - beginning					<u>5,055,960</u>	<u>10,242,469</u>	<u>15,298,429</u>
Net position - ending					<u>\$ 5,699,491</u>	<u>\$ 10,295,259</u>	<u>\$ 15,994,750</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, 2017**

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**Assets**

Cash and cash equivalents	\$ 4,732,577
Receivables	
Property taxes	6,982
Utility taxes	8,007
Due from other governments	58,994
Restricted asset, cash and cash equivalents	10,600
<b>Total assets</b>	<u><u>\$ 4,817,160</u></u>

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

**Liabilities**

Accounts payable	45,089
Deposits, performance bonds and offsite fees	10,600
Due to other funds	20,136
Tax refund obligation	260,885
Accrued expenses	18,218
Compensated absences	105,242
<b>Total liabilities</b>	<u><u>460,170</u></u>

**Deferred Inflows of Resources**

Unavailable revenue	<u>6,982</u>
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**Fund balances**

Committed-parking fund	213,457
Unassigned	4,136,551
<b>Total fund balances</b>	<u><u>4,350,008</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.	1,919,840
Other long-term assets are not available to pay for current-period expenditures and, therefore, are reported as unavailable in the funds	6,982
Pension obligation reporting	(432,281)
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>(145,058)</u>
Net assets of governmental activities	<u><u>\$ 5,699,491</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, 2017**

<b>Revenues</b>	
General property taxes	\$ 551,464
Other local taxes	2,555,132
Zoning permits, fess, and licenses	14,528
Fines and forfeitures	28,474
Revenues from the use of money and property	3,615
Municipal parking	6,650
Miscellaneous	24,160
Intergovernmental	20,946
<b>Total revenues</b>	<u>3,204,969</u>
<b>Expenditures</b>	
General government	1,351,089
Public safety	843,516
Public works	376,730
<b>Total expenditures</b>	<u>2,571,335</u>
<b>Excess of revenues over expenditures</b>	<u>633,634</u>
<b>Other Financing Sources</b>	
Insurance proceeds	86,881
Sale of government property	-
<b>Total other financing sources</b>	<u>86,881</u>
<b>Net change in fund balances</b>	720,515
<b>Fund balance - beginning</b>	<u>3,629,493</u>
<b>Fund balance - ending</b>	<u><u>\$ 4,350,008</u></u>

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, 2017**

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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	\$ 720,515
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.	183,088
Loss on disposal of assets is not reported as an expenditure in government funds. In the government-wide statement of activities and changes in net assets, any losses are shown net of insurance proceeds.	(54,581)
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.	(170,075)
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.	6,786
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.	(34,961)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.	<u>(7,241)</u>
Change in net assets of governmental activities	<u><u>\$ 643,531</u></u>

**TOWN OF MIDDLEBURG, VIRGINIA**  
**GENERAL FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN**  
**FUND BALANCES - BUDGET (GAAP BASIS) AND ACTUAL**  
**FOR THE YEAR ENDED JUNE 30, 2017**

	<b>Final Budget</b>	<b>Actual</b>	<b>Variance Favorable (Unfavorable)</b>
<b>Revenues</b>			
General property taxes	\$ 573,322	\$ 551,464	\$ (21,858)
Other local taxes	2,204,500	2,555,132	350,632
Permits, zoning, and signs	30,000	14,528	(15,472)
Fines and forfeitures	30,000	28,474	(1,526)
Revenues from use of money	-	3,615	3,615
Municipal parking	30,000	6,650	(23,350)
Miscellaneous	62,680	24,160	(38,520)
Intergovernmental	69,095	20,946	(48,149)
<b>Total revenues</b>	<b>2,999,597</b>	<b>3,204,969</b>	<b>205,372</b>
<b>Expenditures</b>			
General government	1,554,740	1,351,089	203,651
Public safety	808,889	843,516	(34,627)
Public works	611,738	376,730	235,008
<b>Total expenditures</b>	<b>2,975,367</b>	<b>2,571,335</b>	<b>404,032</b>
<b>Excess of revenues over expenditures</b>	<b>24,230</b>	<b>633,634</b>	<b>609,404</b>
<b>Other Financing Sources</b>			
Insurance proceeds	-	86,881	86,881
Sale of government property	10,000	-	(10,000)
<b>Total other financing sources</b>	<b>10,000</b>	<b>86,881</b>	<b>76,881</b>
<b>Net change in fund balances</b>	<b>34,230</b>	<b>720,515</b>	<b>686,285</b>
<b>Fund balances - beginning</b>	<b>3,629,493</b>	<b>3,629,493</b>	<b>-</b>
<b>Fund balances - ending</b>	<b>\$ 3,663,723</b>	<b>\$ 4,350,008</b>	<b>\$ 686,285</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, 2017**

	<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	\$ 1,560,778	\$ 1,741,147
Receivables		
Utility service	212,466	182,984
Accounts	44,180	22,134
Prepaid expenses	-	1,322
Total current assets	<u>1,817,424</u>	<u>1,947,587</u>
Noncurrent assets		
Due from other funds	<u>20,136</u>	<u>10,068</u>
Total noncurrent assets	<u>20,136</u>	<u>10,068</u>
Capital assets		
Land	954,886	954,886
Water system	9,898,058	9,453,489
Sanitary sewer system	7,170,777	7,170,777
Equipment	355,201	340,359
Construction in progress	152,544	42,510
Less accumulated depreciation	<u>(5,655,526)</u>	<u>(5,182,444)</u>
Total capital assets	<u>12,875,940</u>	<u>12,779,577</u>
<b>Total assets</b>	<u>14,713,500</u>	<u>14,737,232</u>
<b>Liabilities</b>		
Current liabilities		
Accounts payable	164,155	62,189
Deposits, performance bonds and offsite fees	12,570	14,954
Accrued interest payable	40,265	41,958
Deferred revenue	4,899	-
Current maturities of long-term debt	<u>170,275</u>	<u>179,307</u>
Total current liabilities	<u>392,164</u>	<u>298,408</u>
Noncurrent liabilities		
Long-term debt	<u>4,026,077</u>	<u>4,196,355</u>
<b>Total liabilities</b>	<u>4,418,241</u>	<u>4,494,763</u>
<b>Net Position</b>		
Net investment in capital assets	8,840,927	8,577,429
Unrestricted	<u>1,454,332</u>	<u>1,665,040</u>
<b>Total net position</b>	<u>\$ 10,295,259</u>	<u>\$ 10,242,469</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, 2017**

	<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	\$ 539,629	\$ 559,720
Sewer charges	524,843	534,237
Connection fees	5,000	-
Other fees, reimbursements and recoveries	3,074	6,337
<b>Total operating revenues</b>	<b>1,072,546</b>	<b>1,100,294</b>
<b>Operating expenses:</b>		
Personal services	14,999	12,557
Administrative	66,454	75,185
Depreciation	473,081	448,906
Contracted services	289,735	288,437
Supplies	114,212	133,817
Repairs and maintenance	50,284	93,190
Insurance	5,289	4,945
Utilities	74,794	76,350
Tests	34,199	28,002
Sludge removal	44,613	37,008
Other	12,671	6,998
<b>Total operating expenses</b>	<b>1,180,331</b>	<b>1,205,395</b>
<b>Operating income (loss)</b>	<b>(107,785)</b>	<b>(105,101)</b>
<b>Nonoperating revenues (expenses):</b>		
Tower rental	147,922	140,281
Interest income	1,195	1,500
Insurance proceeds	174,061	-
Hail damage repairs	(136,866)	-
Interest expense	(120,634)	(150,122)
Bond premium amortization	12,177	12,177
<b>Total nonoperating revenue (expenses)</b>	<b>77,855</b>	<b>3,836</b>
<b>Income (loss) before contributions and transfers</b>	<b>(29,930)</b>	<b>(101,265)</b>
<b>Transfers and capital contributions</b>		
Availability Fees	82,720	-
<b>Total transfers and capital contributions</b>	<b>82,720</b>	<b>-</b>
<b>Change in net position</b>	<b>52,790</b>	<b>(101,265)</b>
<b>Total net position - beginning of year</b>	<b>10,242,469</b>	<b>10,343,734</b>
<b>Total net position - end of year</b>	<b>\$ 10,295,259</b>	<b>\$ 10,242,469</b>

**TOWN OF MIDDLEBURG, VIRGINIA**  
**STATEMENT OF CASH FLOWS**  
**PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

	<b>Water and Sewer</b>
<b>Cash Flows from Operating Activities</b>	
Receipts from customers and users	\$ 1,025,917
Payments to suppliers	(591,347)
Payments to employees	(14,999)
Net cash provided by operating activities	<u>419,571</u>
<b>Cash Flows from Nonoperating Financing Activities</b>	
Net insurance proceeds	37,195
Interfund transfers	(10,068)
Net cash provided by capital and related financing activities	<u>27,127</u>
<b>Cash Flows from Capital and Related Financing Activities</b>	
Acquisition and construction of capital assets	(569,444)
Capital contributed	82,720
Principal paid on capital debt	(167,134)
Interest paid on capital debt	(122,326)
Net cash (used in) capital and related financing activities	<u>(776,184)</u>
<b>Cash Flows from Investing Activities</b>	
Tower rental	147,922
Interest and dividends received	1,195
Net cash provided by investing activities	<u>149,117</u>
Net decrease in cash and cash equivalents	(180,369)
Cash and cash equivalents July 1, 2016	<u>1,741,147</u>
Cash and cash equivalents June 30, 2017	<u>\$ 1,560,778</u>
<b>Reconciliation of operating income to net cash provided (used) by operating activities:</b>	
Operating income (loss)	<u>\$ (107,785)</u>
Adjustments to reconcile operating income to net cash provided (used) by operating activities	
Depreciation expense	473,081
(Increase) decrease in assets:	
Accounts receivable	(51,528)
Prepaid expenses	1,322
Increase (decrease) in liabilities:	
Customer deposits	(2,384)
Deferred revenue	4,899
Accounts payable	101,966
Total adjustments	<u>527,356</u>
Net cash provided by operating activities	<u>\$ 419,571</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, 2017**

	<b>Non- Expendable Health Center</b>
<b>Assets</b>	
Cash and cash equivalents	\$ 155,840
Fixed assets (net of accumulated depreciation of \$393,238)	173,288
<b>Total assets</b>	<u>\$ 329,128</u>
<b>Liabilities</b>	
Accounts payable and other	<u>\$ 21,439</u>
<b>Net Position</b>	
Invested in capital assets	173,288
Restricted	134,401
<b>Total net position</b>	<u>307,689</u>
<b>Total liabilities and net position</b>	<u>\$ 329,128</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, 2017**

	<b>Non- Expendable Health Center</b>
<b>Additions</b>	
Rental income	\$ 69,291
Insurance proceeds	79,518
Interest	119
<b>Total additions</b>	<u>148,928</u>
<b>Deductions</b>	
Administrative	24,809
Insurance	1,682
Depreciation	4,831
Repairs and maintenance	133,838
Utilities	17,267
Donations	29,000
<b>Total deductions</b>	<u>211,427</u>
<b>Change in net position</b>	(62,499)
<b>Net position - beginning</b>	<u>370,188</u>
<b>Net position - ending</b>	<u><u>\$ 307,689</u></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 EQUITY**

**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.

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 EQUITY (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 EQUITY (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 EQUITY**

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 EQUITY (CONTINUED)**

**8. FUND EQUITY (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.

NOTES TO FINANCIAL STATEMENTS

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**D. ASSETS, LIABILITIES, DEFERRED OUTFLOWS/INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (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. The Town’s council made no general fund supplemental budgetary appropriations during the year.

**B. EXCESS OF EXPENDITURES OVER APPROPRIATIONS**

For the year ended June 30, 2017, expenditures exceeded appropriations in the following general fund departments:

Department	Excess Expenditures over Appropriations
Public Safety	\$ 34,627

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

**A. DEPOSITS AND INVESTMENTS**

Deposits

As of June 30, 2017, the carrying amount of the Town's deposits with banks and savings institutions was \$6,459,520 and the bank balance was \$6,478,411.

**TOWN OF MIDDLEBURG, VIRGINIA**

**NOTES TO FINANCIAL STATEMENTS**

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

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.

**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, 2017, the government did not hold any investment securities.

**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	\$ 6,982	\$ -	\$ 6,982
Utility taxes	8,007	-	8,007
Utility service	-	212,466	212,466
Other accounts	-	44,180	44,180
Net total receivables	<u>\$ 14,989</u>	<u>\$ 256,646</u>	<u>\$ 271,635</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 \$6,982 representing delinquent property taxes in the general fund.

**C. DUE FROM OTHER GOVERNMENTS**

At June 30, 2017 amounts due from other governments were as follows:

Description/Payer	General
Commonwealth of Virginia – Various enhancement grants	\$ 50,388
Commonwealth of Virginia – Loudoun County Sales Tax	8,606
	<u>\$ 58,994</u>

TOWN OF MIDDLEBURG, VIRGINIA

NOTES TO FINANCIAL STATEMENTS

**D. CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2017 was as follows:

**Primary Government**

	7/01/2016 Balance	Increases	Decreases	6/30/2017 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	202,608	7,975	-	210,583
Machinery and equipment	654,224	160,606	(87,148)	727,682
Infrastructure	1,877,364	14,508	-	1,891,872
Total capital assets being depreciated	<u>2,734,196</u>	<u>183,089</u>	<u>(87,148)</u>	<u>2,830,137</u>
Less accumulated depreciation for:				
Buildings	(69,728)	(5,403)	-	(75,131)
Machinery and equipment	(549,880)	(42,356)	32,567	(559,669)
Infrastructure	(857,609)	(122,316)	-	(979,925)
Total accumulated depreciation	<u>(1,477,217)</u>	<u>(170,075)</u>	<u>32,567</u>	<u>(1,614,725)</u>
Net capital assets being depreciated	<u>1,256,979</u>	<u>13,014</u>	<u>(54,581)</u>	<u>1,215,412</u>
Governmental capital assets	<u>\$ 1,961,407</u>	<u>\$ 13,014</u>	<u>\$ (54,581)</u>	<u>\$ 1,919,840</u>



TOWN OF MIDDLEBURG, VIRGINIA

NOTES TO FINANCIAL STATEMENTS

D. CAPITAL ASSETS (CONTINUED)

	7/01/2016 Balance	Increases	Decreases	6/30/2017 Balance
<b>Business-type activities:</b>				
Capital assets, not being depreciated:				
Land	\$ 954,886	\$ -	\$ -	\$ 954,886
Construction in progress	42,510	110,034	-	152,544
Total capital assets not being depreciated	997,396	110,034	-	1,107,430
Capital assets, being depreciated:				
Water system - lines	9,453,489	444,569	-	9,898,058
Sanitary sewer system	7,170,777	-	-	7,170,777
Equipment	340,359	14,842	-	355,201
Total capital assets being depreciated	16,964,625	459,411	-	17,424,036
Less accumulated depreciation for:				
Water system	(2,711,305)	(295,315)	-	(3,006,620)
Sanitary sewer system	(2,278,997)	(161,019)	-	(2,440,016)
Equipment	(192,142)	(16,748)	-	(208,890)
Total accumulated depreciation	(5,182,444)	(473,082)	-	(5,655,526)
Net capital assets being depreciated	11,782,181	(13,671)	-	11,768,510
Business-type activities capital assets	\$12,779,577	\$ 96,363	\$ -	\$12,875,940
<hr/>				
	7/01/2016 Balance	Increases	Decreases	6/30/2017 Balance
<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	(379,829)	(3,542)	-	(383,371)
Equipment	(8,578)	(1,289)	-	(9,867)
Total accumulated depreciation	(388,407)	(4,831)	-	(393,238)
Net capital assets being depreciated	106,695	(4,831)	-	101,864
Fiduciary activities capital assets	\$ 178,119	\$ (4,831)	\$ -	\$ 173,288

**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
Governmental activities:	
General government administration	\$ 15,513
Public safety	21,396
Public works	10,850
Infrastructure	122,316
Total depreciation expense - governmental activities	<u>\$ 170,075</u>
Business-type activities:	
Water and sewer	<u>\$ 473,081</u>
Total depreciation expense - business-type activities	<u>\$ 473,081</u>
Fiduciary activities:	
Health Center	<u>\$ 4,831</u>
Total depreciation expense - fiduciary activities	<u>\$ 4,831</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, 2017 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.	1,700,000
\$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.	1,067,072
\$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.	1,413,000
Total General Obligation Debt	<u>\$ 4,180,072</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
2018	\$ 162,518	\$ 142,771
2019	169,231	136,280
2020	175,959	129,580
2021	183,645	122,434
2022	168,623	115,070
2023-2027	959,671	464,085
2028-2032	1,175,086	250,692
2033-2037	948,339	78,276
2038-2040	237,000	9,715
	<u>\$ 4,180,072</u>	<u>\$ 1,448,903</u>

Long-term liability activity for the year ended June 30, 2017 was as follows:

	7/1/2016			6/30/2017	
	Beginning Balance	Additions	Retirements	Ending Balance	Due Within One Year
<b>Governmental activities:</b>					
General obligation debt	\$ 151,843	\$ -	\$ (6,785)	\$ 145,058	\$ 4,420
Compensated absences	87,948	17,294	-	105,242	-
Unfunded pension liability	561,949	75,069	-	637,018	-
Governmental activity					
Long-term liabilities	<u>\$ 801,740</u>	<u>\$ 92,363</u>	<u>\$ (6,785)</u>	<u>\$ 887,318</u>	<u>\$ 4,420</u>

TOWN OF MIDDLEBURG, VIRGINIA

NOTES TO FINANCIAL STATEMENTS

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

	7/1/2016		6/30/2017		
	Beginning			Ending	Due Within
	Balance	Additions	Retirements	Balance	One Year
<b>Business-type activities:</b>					
Bonds payable:					
General obligation debt	\$ 4,202,147	\$ -	\$ (167,133)	\$ 4,035,014	\$ 158,098
Bond premium	173,515	-	(12,177)	161,338	12,177
Business-type activity					
Long-term liabilities	<u>\$ 4,375,662</u>	<u>\$ -</u>	<u>\$ (179,310)</u>	<u>\$ 4,196,352</u>	<u>\$ 170,275</u>

Total 2017 interest debt service and fees paid on long-term debt was \$149,022. The Town capitalized \$41,995 interest debt service as part of the 2017 water/sewer system improvements.

The total legal debt margin mandated by the Commonwealth of Virginia is \$29,260,901 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 2017, the Town paid premiums of approximately \$15,585 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 2017, the Town paid contributions of approximately \$21,359 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>

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.</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. Some political subdivisions elected to phase in the required 5% member contribution but all employees will be paying the full 5% by July 1, 2016. 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</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. Some political subdivisions elected to phase in the required 5% member contribution but all employees will be paying the full 5% by July 1, 2016.</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>contributions to provide funding for the future benefit payment.</p>		<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>  <u><b>Defined Benefit Component:</b></u>          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><u><b>Defined Contributions Component:</b></u>          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>  <u><b>Defined Benefit Component:</b></u>          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

NOTES TO FINANCIAL STATEMENTS

<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>Defined Benefit Component:</b>                  Same as Plan 1, with the following exceptions:</p> <ul style="list-style-type: none"> <li>• Hybrid Retirement Plan members are ineligible for ported service.</li> <li>• The cost for purchasing refunded service is the higher of 4% of creditable compensation or average final compensation.</li> <li>• Plan members have one year from their date of hire or return from leave to purchase all but refunded prior service at approximate normal cost./ After that on-year period, the rate for most categories of service will change to actuarial cost.</li> </ul> <p><b>Defined Contribution Component:</b> Not applicable.</p>
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**Employees Covered by Benefit Terms**

As of the June 30, 2015 actuarial valuation, the following employees were covered by the benefit terms of the pension plan:

	<u>June 30, 2015</u>
Inactive members or their beneficiaries currently receiving benefits	<u>12</u>
Inactive Members:	
Vested inactive members	4
Non-vested inactive members	5
Inactive members active elsewhere in VRS	<u>12</u>
Total inactive members	<u>21</u>
Active members	<u>11</u>
Total covered employees	<u><u>44</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. Prior to July 1, 2012, all or part of the 5.00% member contribution may have been assumed by the employer. Beginning July 1, 2012 new employees were required to pay the 5% member contribution. In addition, for existing employees, employers were required to begin making the employee pay the 5.00% member contribution. This could be phased in over a period of up to 5 years and the employer is required to provide a salary increase equal to the amount of the increase in the employee-paid member contribution.

The Town’s contractually required contribution rate for the year ended June 30, 2017 was 19.6% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2015.

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 \$163,125 and \$153,565 for the years ended June 30, 2017 and June 30, 2016, respectively.

**Net Pension Liability**

The political subdivisions net pension liability was measured as of June 30, 2016. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of June 30, 2015, using updated actuarial assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2016.

**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, 2015, 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, 2016.

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.

Mortality rates: 14 % of deaths are assumed to be service related

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

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

Largest 10 – Non-LEOS:

Pre-Retirement:

RP-2000 Employee Mortality Table Projected with Scale AA to 2020 with males set forward 4 years and females were set back 2 years.

Post-Retirement:

RP-2000 Combined Mortality Table Projected with Scale AA to 2020 with males set forward 1 year.

Post-Disablement:

RP-2000 Disability Life Mortality Table Projected to 2020 with males set back 3 years and no provision for future mortality improvement

All Others (Non 10 Largest) – Non-LEOS:

Pre-Retirement:

RP-2000 Employee Mortality Table Projected with Scale AA to 2020 with males set forward 4 years and females were set back 2 years.

Post-Retirement:

RP-2000 Combined Mortality Table Projected with Scale AA to 2020 with males set forward 1 year.

Post-Disablement:

RP-2000 Disability Life Mortality Table Projected to 2020 with males set back 3 years and no provision for future mortality improvement

The actuarial assumptions used in the June 30, 2015 valuation were based on the results of an actuarial experience study for the period July 1, 2008 through June 30, 2012. Changes to the actuarial assumptions as a result of the experience study are as follows:

Largest 10 – Non-LEOS:

- Update mortality table
- Decrease in rates of service retirement
- Decrease in rates of disability retirement
- Reduce rates of salary increase by 0.25% per year.

All Others(Non 10 Largest) – Non-LEOS:

- Update mortality table
- Decrease in rates of service retirement
- Decrease in rates of disability retirement
- Reduce rates of salary increase by 0.25% per year.

**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, 2015, 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, 2016.

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*

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

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

\* 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: 60% of deaths are assumed to be service related

Largest 10 – LEOS:

Pre-Retirement:

RP-2000 Employee Mortality Table Projected with Scale AA to 2020 with males set back 2 years and females set back 2 years.

Post-Retirement:

RP-2000 Combined Mortality Table Projected with Scale AA to 2020 with males set forward 1 year.

Post-Disablement:

RP-2000 Disability Life Mortality Table Projected to 2020 with males set back 3 years and no provision for future mortality improvement

All Others (Non 10 Largest) – LEOS:

Pre-Retirement:

RP-2000 Employee Mortality Table Projected with Scale AA to 2020 with males set back 2 years and females set back 2 years.

Post-Retirement:

RP-2000 Combined Mortality Table Projected with Scale AA to 2020 with males set forward 1 year.

Post-Disablement:

RP-2000 Disability Life Mortality Table Projected to 2020 with males set back 3 years and no provision for future mortality improvement

The actuarial assumptions used in the June 30, 2015 valuation were based on the results of an actuarial experience study for the period from July 1, 2008 through June 30, 2012. Changes to the actuarial assumptions as a result of the experience study are as follows:

Largest 10 – LEOS:

- Update mortality table
- Decrease in male rates of disability

All Others (Non 10 Largest) – LEOS:

- Update mortality table
- Adjustments to rates of service retirement for females
- Increase in rates of withdrawal
- Decrease in male and female rates of disability

**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>
U.S equity	19.50%	6.46%	1.26%
Developed non U.S. equity	16.50%	6.28%	1.04%
Emerging market equity	6.00%	10.00%	0.60%
Fixed income	15.00%	0.09%	0.01%
Emerging debt	3.00%	3.51%	0.11%
Rate sensitive credit	4.50%	3.51%	0.16%
Non rate sensitive credit	4.50%	5.00%	0.23%
Convertibles	3.00%	4.81%	0.14%
Public real estate	2.25%	6.12%	0.14%
Private real estate	12.75%	7.10%	0.91%
Private equity	12.00%	10.41%	1.25%
Cash	1.00%	-1.50%	-0.02%
<b>Total</b>	<b>100.00%</b>		<b>5.83%</b>
		Inflation	2.50%
		*Expected arithmetic nominal return	8.33%

\* Using stochastic projection results provides an expected range of real rates of return over various time horizons. Looking at one year results produces an expected real return of 8.33% but also has a high standard deviation, which means there is high volatility. Over larger time horizons the volatility declines significantly and provides a median return of 7.44%, 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. Through the fiscal year ending June 30, 2018, the rate contributed by the employer for the Political Subdivision Retirement Plan will be subject to the portion of the VRS Board-certified rates that are funded by the Virginia General Assembly. 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

	<b>Increase(Decrease)</b>		
	<b>Total Pension Liability</b>	<b>Plan Fiduciary Net Position</b>	<b>Net Pension Liability</b>
	<b>(a)</b>	<b>(b)</b>	<b>(a) - (b)</b>
Balances at June 30, 2015	\$ 2,843,389	\$ 2,281,440	\$ 561,949
Changes for the year:			
Service cost	165,126		165,126
Interest	193,703		193,703
Difference between expected and actual experience	(52,150)		(52,150)
Contributions-employer		153,232	(153,232)
Contributions-employee		38,505	(38,505)
Net investment income		41,264	(41,264)
Benefit payments, including refunds of employee contributions	(152,419)	(152,419)	-
Administrative expense		(1,374)	1,374
Other changes	-	(17)	17
Net changes	154,260	79,191	75,069
Balances at June 30, 2016	\$ 2,997,649	\$ 2,360,631	\$ 637,018

**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>\$ 1,005,075</u>	<u>\$ 637,018</u>	<u>\$ 330,884</u>

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

For the year ended June 30, 2017, the Town recognized pension expense of \$197,753. At June 30, 2017, 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	\$ 8,106	\$ 29,176
Changes of assumptions	-	-
Net difference between projected and actual earnings on plan investments	62,682	-
Employer contributions subsequent to the measurement date	165,125	-
Total	<u>\$ 235,913</u>	<u>\$ 29,176</u>

\$165,125 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, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30:	Amount
2018	\$ (12,726)
2019	(4,060)
2020	34,446
2021	23,952
2022	-
Thereafter	-

TOWN OF MIDDLEBURG, VIRGINIA

NOTES TO FINANCIAL STATEMENTS

C. DEFINED BENEFIT PENSION PLAN (CONTINUED)

Schedule of Changes in Net Pension Liability and Related Ratios

	<u>2016</u>	<u>2015</u>	<u>2014</u>
<b>Total pension liability</b>			
Service cost	\$ 165,126	\$ 150,555	\$ 135,162
Interest	193,703	172,849	162,267
Changes of benefit terms	-	-	-
Differences between expected and actual experience	(52,150)	123,902	-
Changes of assumptions	-	-	-
Benefit payments, including refunds of employee contributions	(152,419)	(146,390)	(146,116)
<b>Net change in total pension liability</b>	<u>154,260</u>	<u>300,916</u>	<u>151,313</u>
<b>Total pension liability - beginning</b>	<u>2,843,389</u>	<u>2,542,473</u>	<u>2,391,160</u>
<b>Total pension liability - ending (a)</b>	<u>\$ 2,997,649</u>	<u>\$ 2,843,389</u>	<u>\$ 2,542,473</u>
 <b>Plan fiduciary net position</b>			
Contributions - employer	\$ 153,232	\$ 152,583	\$ 121,509
Contributions - employee	38,505	38,589	36,821
Net investment income	41,264	98,791	290,559
Benefit payments, including refunds of employee contributions	(152,419)	(146,390)	(146,116)
Administrative expense	(1,374)	(1,290)	(1,542)
Other	(17)	(22)	15
<b>Net change in total pension liability</b>	<u>79,191</u>	<u>142,261</u>	<u>301,246</u>
<b>Total pension liability - beginning</b>	<u>2,281,440</u>	<u>2,139,179</u>	<u>1,837,933</u>
<b>Total pension liability - ending (b)</b>	<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>\$ 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>78.75%</u>	<u>80.24%</u>	<u>84.14%</u>
 <b>Covered-employee payroll</b>	<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>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)
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. The 2014 valuation includes Hybrid Retirement Plan members for the first time. The hybrid plan applies to most new employees hired on or after January 1, 2014 and not covered by enhanced hazardous duty benefits. Because this was a new benefit and the number of participants was relatively small, the impact on the liabilities as of the measurement date of June 30, 2016 are not material.

**Changes of assumptions** – The following changes in actuarial assumptions were made effective June 30, 2013 based on the most recent experience study of the System for the four-year period ending June 30, 2012:

Largest 10 – Non-LEOS:

- Update mortality table
- Decrease in rates of service retirement
- Decrease in rates of disability retirement
- Reduce rates of salary increase by 0.25% per year

Largest 10 - LEOS:

- Update mortality table
- Decrease in male rates of disability

All Others (Non 10 Largest) – Non-LEOS:

- Update mortality table
- Decrease in rates of service retirement
- Decrease in rates of disability retirement
- Reduce rates of salary increase by 0.25% per year

All Others (Non 10 Largest) - LEOS:

- Update mortality table
- Adjustments to rates of service retirement for females
- Increase in rates of withdrawal
- Decrease in male and female rates of disability

**TOWN OF MIDDLEBURG, VIRGINIA**

**NOTES TO FINANCIAL STATEMENTS**

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**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.

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

Retirees from the Town meeting the requirements for retirement under the Virginia Retirement System are eligible to participate in the Town's health insurance program. Such retirees shall receive a \$100 per month benefit paid by the Town toward the cost of the health insurance premium. All remaining costs are paid by the retiree. For fiscal year ended June 30, 2017, the Town paid \$2,400 towards retired employees' health insurance.

**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 lease expires on September 30, 2018. The Town pays annual rent of \$43,200.

Future minimum Police department rent lease commitment is as follows:

Year ending June 30:	Amount
2018	<u><u>\$ 10,800</u></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 terms and conditions vary. Estimated annual rental income is approximately \$69,000.

**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. INSURANCE RECOVERIES AND ASSET DAMAGE**

During fiscal year June 30, 2017, the Town recognized damage losses on Town vehicles damaged in a hail storm. In accordance with GASB Statement No. 42, *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries*, insurance recoveries were used to offset the amount of loss that was recognized on these vehicles. The Town also received insurance recoveries for damage to Town buildings related to the hail storm. None of the buildings were considered to be significantly impaired. The recoveries were allocated to the General Fund, Proprietary Fund and Health Center Fund. The recoveries were recorded as revenues with related repairs charged to expense.

**J. SUBSEQUENT EVENTS**

The Town of Middleburg has evaluated events and transactions subsequent to June 30, 2017 through October 26, 2017, 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, 2017 that require adjustment to, or disclosure in, the financial statements for the year ended June 30, 2017.

The Town determined certain businesses were due a refund of previously paid personal property taxes. The Town made a determination to refund the property taxes to the affected businesses. The Town is currently in the process of calculating and remitting refunds and has estimated the tax refund, with interest, to be \$260,885 which has been recorded as a tax refund liability at June 30, 2017.

**TOWN OF MIDDLEBURG, VIRGINIA**  
**GENERAL FUND**  
**SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED JUNE 30, 2017**

	2017		Variance Favorable (Unfavorable)
	Final Budget	Actual	
<b>Sources of Revenues</b>			
<b>General Property Taxes</b>			
Real estate taxes	\$ 500,322	\$ 485,221	\$ (15,101)
Personal property taxes	70,000	64,372	(5,628)
Penalties and interest	3,000	1,871	(1,129)
Total General Property Taxes	<u>573,322</u>	<u>551,464</u>	<u>(21,858)</u>
<b>Other Local Taxes</b>			
Sales taxes	45,000	52,671	7,671
Utility taxes	65,000	59,795	(5,205)
Meals taxes	775,000	880,261	105,261
Business licenses	350,000	410,973	60,973
Motor vehicle licenses	11,500	12,299	799
Bank stock taxes	250,000	301,559	51,559
Consumption tax	45,000	47,256	2,256
Cigarette tax	23,000	26,289	3,289
Occupancy tax	640,000	764,029	124,029
Total Other Local Taxes	<u>2,204,500</u>	<u>2,555,132</u>	<u>350,632</u>
<b>Zoning Permits, Fees and Licenses</b>	<u>30,000</u>	<u>14,528</u>	<u>(15,472)</u>
<b>Fines and Forfeitures</b>	<u>30,000</u>	<u>28,474</u>	<u>(1,526)</u>
<b>Revenues from Use of Money and Property</b>	<u>-</u>	<u>3,615</u>	<u>3,615</u>
<b>Municipal Parking</b>			
Lot receipts	-	3,935	3,935
Meter receipts	30,000	2,715	(27,285)
Total Municipal Parking	<u>30,000</u>	<u>6,650</u>	<u>(23,350)</u>

(Continued)

## TOWN OF MIDDLEBURG, VIRGINIA

## GENERAL FUND

## SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL

## FOR THE YEAR ENDED JUNE 30, 2017

	2017		Variance Favorable (Unfavorable)
	Final Budget	Actual	
<b>Miscellaneous Revenue</b>			
Donations	18,250	1,234	(17,016)
Reimbursable Professional Fees	5,000	3,282	(1,718)
Miscellaneous	39,430	19,644	(19,786)
Total miscellaneous revenue	<u>62,680</u>	<u>24,160</u>	<u>(38,520)</u>
<b>Intergovernmental</b>			
Transportation enhancement grant	37,400	-	(37,400)
Law enforcement apportionment	20,695	20,946	251
State Grants	1,000	-	(1,000)
Fire program	10,000	-	(10,000)
Total Intergovernmental	<u>69,095</u>	<u>20,946</u>	<u>(48,149)</u>
Total General Fund Revenues	<u>2,999,597</u>	<u>3,204,969</u>	<u>205,372</u>
<b>Other Financing Sources</b>			
Insurance proceeds	-	86,881	86,881
Sale of government property	10,000	-	(10,000)
Total Other Financing Sources	<u>10,000</u>	<u>86,881</u>	<u>(10,000)</u>
<b>Total General Fund Revenues and Other Financing</b>	<u>\$ 3,009,597</u>	<u>\$ 3,291,850</u>	<u>\$ 195,372</u>



**TOWN OF MIDDLEBURG, VIRGINIA**  
**GENERAL FUND**  
**SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED JUNE 30, 2017**

	2017		Variance Favorable (Unfavorable)
	Final Budget	Actual	
<b>General Government</b>			
Administration salaries			
Town administrator	\$ 86,677	\$ 86,707	\$ (30)
Clerk	55,108	59,614	(4,506)
Treasurer	76,050	76,050	-
Other wages	15,000	21,365	(6,365)
Mayor's/Council compensation	34,800	34,363	437
Payroll taxes and employee benefits	116,467	100,816	15,651
Subtotal	<u>384,102</u>	<u>378,915</u>	<u>5,187</u>
Administrative services			
Legal fees	65,000	59,518	5,482
Engineering/consulting fees	10,000	745	9,255
Advertising	14,000	16,456	(2,456)
Accounting & Audit	12,500	12,214	286
Professional development	1,500	1,363	137
Memberships/publications	2,500	1,789	711
Fire and Rescue	10,000	-	10,000
Insurance	4,533	5,049	(516)
Contingency	120,657	37,432	83,225
Stewardship fee repayment	14,000	-	14,000
Other	2,000	7,143	(5,143)
Subtotal	<u>256,690</u>	<u>141,709</u>	<u>114,981</u>
Administrative supplies			
Office supplies	7,000	8,227	(1,227)
Printing	3,500	4,161	(661)
Postage	3,000	3,708	(708)
Office equipment purchase	60,000	25,019	34,981
Office equipment maintenance	30,000	17,459	12,541
Office equipment rental	9,000	9,995	(995)
Town committee support	2,000	2,424	(424)
Other	1,000	388	612
Subtotal	<u>115,500</u>	<u>71,381</u>	<u>44,119</u>
Other			
Personal property refund expense	-	260,885	(260,885)
Principal and interest debt service	7,800	10,068	(2,268)
Subtotal	<u>7,800</u>	<u>270,953</u>	<u>(263,153)</u>

(Continued)

**TOWN OF MIDDLEBURG, VIRGINIA**  
**GENERAL FUND**  
**SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED JUNE 30, 2017**

	2017		Variance Favorable (Unfavorable)
	Final Budget	Actual	
Town office			
Electricity	4,000	3,346	654
Fuel	1,000	93	907
Building repairs	50,000	53,625	(3,625)
Grounds and equipment repairs	10,000	5,344	4,656
Supplies	900	1,323	(423)
Telephone/internet	4,000	4,652	(652)
Insurance	1,380	1,380	-
Water/sewer fees	1,000	663	337
Capital Outlay	100,000	7,975	
Other	500	109	391
Subtotal	<u>172,780</u>	<u>78,510</u>	<u>2,245</u>
Planning and zoning			
Zoning administrator's salary and fees	71,028	72,121	(1,093)
Payroll taxes and employee benefits	29,002	27,156	1,846
Legal fees	18,000	5,337	12,663
Engineering/consulting fees	108,000	22,625	85,375
Advertising	4,500	2,895	1,605
Supplies and publications	1,435	715	720
Professional development	4,500	2,787	1,713
Other	200	-	200
Subtotal	<u>236,665</u>	<u>133,636</u>	<u>103,029</u>
Economic Development			
Economic development administrator	81,879	63,379	18,500
Payroll taxes and employee benefits	27,374	26,035	1,339
Bluemont concert series	7,500	7,500	-
Meeting expenses	500	567	(67)
Marketing contract	25,000	14,537	10,463
Program Development & Marketing	35,000	33,132	1,868
LCVA marketing	30,000	30,000	-
Professional development	500	375	125
Farmers market	5,000	4,406	594
Arts council support	7,000	3,808	3,192
JTHG support	2,000	2,000	-
Christmas in Middleburg	25,000	23,449	1,551
Special event support	55,000	47,926	7,074
Dues & association membership	13,200	1,175	12,025
Printing	8,000	3,984	4,016
Real estate tax - Pink Box	6,000	1,250	4,750
Supplies and repairs	8,750	8,662	88
Web-site development	20,000	1,012	18,988
Utilities	2,650	1,417	1,233
Telephone	750	1,371	(621)
Other	20,100	-	20,100
Subtotal	<u>381,203</u>	<u>275,985</u>	<u>105,218</u>
Total General Government	<u>1,554,740</u>	<u>1,351,089</u>	<u>111,626</u>

**TOWN OF MIDDLEBURG, VIRGINIA**  
**GENERAL FUND**  
**SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED JUNE 30, 2017**

	2017		Variance Favorable (Unfavorable)
	Final Budget	Actual	
<b>Public Safety</b>			
Police Department			
Police salary	424,811	433,172	(8,361)
Overtime	12,150	5,026	7,124
Payroll taxes and employee benefits	108,792	99,413	9,379
Workers' compensation	10,815	10,814	1
Vehicle fuel	19,000	12,854	6,146
Vehicle maintenance	6,500	4,120	2,380
Telephone	11,800	8,299	3,501
Legal fees	6,000	5,873	127
Advertising	500	-	500
Training	2,500	2,652	(152)
Uniforms	4,000	4,065	(65)
Supplies	7,300	5,729	1,571
Printing	800	75	725
Insurance (Auto/Liability)	4,160	4,156	4
Police Professional Insurance	3,840	3,840	-
Virginia supplemental retirement and life insurance	81,021	81,036	(15)
Office rental	46,000	46,016	(16)
Equipment maintenance/service contract	8,000	7,721	279
Capital Outlay	42,400	103,479	(61,079)
Special Events	5,000	4,509	491
Other	3,500	667	2,833
Total Public Safety	808,889	843,516	(34,627)

(Continued)

**TOWN OF MIDDLEBURG, VIRGINIA**  
**GENERAL FUND**  
**SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED JUNE 30, 2017**

	2017		Variance Favorable (Unfavorable)
	Final Budget	Actual	
<b>Public Works</b>			
Street maintenance			
Superintendent	56,628	57,445	(817)
Street assistant	25,000	21,160	3,840
Overtime	10,000	3,532	6,468
Payroll taxes and employee benefits	37,589	34,827	2,762
Workers' compensation	721	721	-
Refuse disposal	78,000	63,602	14,398
Vehicle fuel	2,000	1,686	314
Vehicle maintenance	1,000	222	778
Telephone	650	1,861	(1,211)
Electricity	17,500	15,660	1,840
Maintenance and repairs	15,000	14,835	165
Supplies	6,000	5,023	977
Equipment	4,000	70	3,930
Street cleaning	12,500	13,650	(1,150)
Landscape maintenance	30,000	27,559	2,441
Uniforms	600	-	600
Snow removal	38,000	1,925	36,075
Parking meter purchase/repair	70,500	30,835	39,665
Liberty Street maintenance	8,000	5,930	2,070
Municipal parking lot rental	5,000	5,000	-
Insurance	4,050	4,048	2
Water/sewer fees	1,200	987	213
Other	6,000	4,695	1,305
Capital outlay, improvements & contingency	181,800	61,457	120,343
Total Public Works	<u>611,738</u>	<u>376,730</u>	<u>235,008</u>
<b>Total expenditures</b>	<u>\$ 2,975,367</u>	<u>\$ 2,571,335</u>	<u>\$ 312,007</u>

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