# Town of Farmville
## Town Council

April 2, 2025 at 6:00 PM
Council Chamber of the Town Hall
116 North Main Street, Farmville, VA

## AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Adoption of Agenda**
4. **Declaration of Personal Interest**
5. **Presentation: Proposed FY2025-2026 Town Budget**
6. **Finance Report**
   a. Report by Finance Director
7. **Services for Upcoming FY25 Audit**
   a. Engagement Letter from Brown, Edwards & Company, L.L.P.
8. **Adding Administrative and Collection Fees to Delinquent Accounts**
   a. Proposed Resolution No. 2025-04-01
9. **Conditional Use Permit to Allow for an Accessory Dwelling Unit at 709 High Street**
10. **Town Manager's Report**
11. **Comments by Mayor and Town Council**
12. **Closed Session**
    a. 2.2-3711(A)(1) Discussion of prospective candidates for Farmville Industrial Development Authority appointments

# Town of Farmville

# Agenda Item Summary

**MEETING DATE:** April 2, 2025

**ITEM NUMBER:** 6.a. – Report by Finance Director

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**BACKGROUND:**

**RECOMMENDATION:**

**FISCAL IMPACT:**

**ATTACHMENTS:**
1. Salaries Report-February 2025
2. Revenue Report-February 2025
3. Expense - Dept - CY Vs PY - February 2025
4. Expense-All Funds CY Vs PY-February 2025
5. Expense-All Funds-Budget Vs Actual-February 2025
6. Expense-Dept Budget Vs Actual - February 2025
7. Rev All Funds CY Compared PY - February 2025
8. Revenue All Funds- Budget Vs Actual-February 2025
9. Revenue-GF-Budget Vs Actual - February 2025
10. Rev-General Fund CY Vs PY Comparison-February 2025

## February 2025 - Salaries

**Below are the departments with explanations that are over their 8 Month Actual to Budget.**
**This percentage should be at 100% or below.**

| | | Actual/Budget | |
|---|---|---|---|
| 10-312 | Salaries-Overtime-Police | 138.00% | Shift Coverage and Special Events Coverage. |
| 15-110 | SALARIES-ARTERIAL-OVERTIME | 337.00% | Weather |
| 15-111 | SALARIES-COLLECTOR-OVERTIME | 337.00% | Weather |

| FY25 INFORMATION | Total All Funds | |
|---|---|---|
| | Expended YTD | 5,001,255 |
| | 8 Mo Budget Amt | 5,400,102 |
| | | (398,847) |

Expended through February for Salaries is **$398,847 less** than our 8 Month Budget Amount.

| FY24 INFORMATION (PRIOR YEAR) | Total All Funds | |
|---|---|---|
| | Expended YTD | 4,679,201 |
| | 8 Mo Budget Amt | 4,990,359 |
| | | (311,158) |

Expended through February for Salaries is **$311,158 less** than our 8 Month Budget Amount.

# TOWN OF FARMVILLE
# REVENUE REPORT
# AS OF FEBRUARY 28, 2025

| Account Id | Description | Current Revenue | YTD Revenue | Anticipated | % Realized |
|---|---|---|---|---|---|
| 10-1101-0001 | CURRENT REAL PROP TAXES | 2,413.98 | 792,308.07 | 810,000.00 | 97.8200 |
| 10-1102-0001 | CURRENT PUBLIC SERVICE CORP TA | 0 | 62,732.87 | 62,590.00 | 100.2300 |
| 10-1103-0001 | CURRENT PERSONAL PROPERTY TAX | 12,056.04 | 260,773.52 | 273,030.00 | 95.5100 |
| 10-1106-0001 | PENALTIES-TAXES | 309.43 | 3,437.37 | 1,500.00 | 229.1600 |
| 10-1106-0002 | INTEREST-TAXES | 200.27 | 849.44 | 1,500.00 | 56.6300 |
| 10-1106-0003 | PENALTY-PP TAX | 1,209.88 | 2,979.06 | 500.00 | 595.8100 |
| 10-1106-0004 | INTEREST-PP TAX | 137.51 | 184.60 | 150.00 | 123.0700 |
| 10-1107-0001 | DELIQUENT TAXES | 839.52 | 6,839.66 | 5,000.00 | 136.7900 |
| 10-1200-0001 | CONSUMPTION TAX | 0 | 17,625.84 | 27,000.00 | 65.2800 |
| 10-1201-0001 | SALES TAX | 0 | 254,302.17 | 450,000.00 | 56.5100 |
| 10-1202-0001 | UTILITY TAX | 0 | 221,625.60 | 360,000.00 | 61.5600 |
| 10-1203-0001 | BUSINESS LICENSE TAX | 1,136,066.99 | 1,258,741.88 | 1,620,000.00 | 77.7000 |
| 10-1203-0099 | PENALTY-BUSINESS LICENSES | 0 | 0 | 5,000.00 | 0.0000 |
| 10-1204-0001 | BANK FRANCHISE TAXES | 0 | 0 | 235,000.00 | 0.0000 |
| 10-1204-0004 | RIGHT OF WAY ACCESS FEE | 0 | 13,501.20 | 16,000.00 | 84.3800 |
| 10-1205-0001 | MOTOR VEHICLE LICENSES | 0 | 5,187.94 | 87,000.00 | 5.9600 |
| 10-1206-0001 | COMMUNICATION SALES & USE TAX | 0 | 171,540.24 | 360,000.00 | 47.6500 |
| 10-1210-0001 | LODGING TAX | 58,416.98 | 622,506.64 | 800,000.00 | 77.8100 |
| 10-1211-0001 | FOOD TAX | 282,722.95 | 2,546,044.15 | 3,800,000.00 | 67.0000 |
| 10-1211-0099 | PENALTY/INT-FOOD/LODGING TAX | 130.38 | 1,554.50 | 2,000.00 | 77.7300 |
| 10-1220-0001 | SANITATION FEE | 32,100.21 | 257,389.73 | 390,000.00 | 66.0000 |
| 10-1301-0001 | FERN BEAUTIFICATION PROJECT | 0 | 2,000.00 | 2,900.00 | 68.9700 |
| 10-1302-0002 | BRANCH OUT TREE PROGRAM | 0 | 125.00 | 5,000.00 | 2.5000 |
| 10-1302-0003 | VFIC GRANT | 0 | 9,420.84 | 15,000.00 | 62.8100 |
| 10-1303-0005 | VARIANCE FEE | 0 | 0 | 250.00 | 0.0000 |
| 10-1303-0006 | CONDITIONAL-USE-PERMITS | 0 | 500.00 | 500.00 | 100.0000 |
| 10-1303-0007 | ZONING & RE-ZONING FEES | 100.00 | 5,350.00 | 1,000.00 | 535.0000 |
| 10-1303-0008 | BUILDING PERMITS | 1,685.00 | 25,187.15 | 32,000.00 | 78.7100 |

| Account Id | Description | Current Revenue | YTD Revenue | Anticipated | % Realized |
|---|---|---|---|---|---|
| 10-1303-0009 | SURVEYOR-SITE INSPEC-E&S,RENTAL EQUIP | 0 | 300.00 | 200.00 | 150.0000 |
| 10-1303-0010 | PARTY BIKE PERMIT | 0 | 0 | 365.00 | 0.0000 |
| 10-1303-0020 | STATE SURCHRG-BLDG PERMIT FEE | 33.70 | 495.67 | 500.00 | 99.1300 |
| 10-1303-0032 | KARATE PROGRAM REVENUE | 0 | 910.00 | 1,000.00 | 91.0000 |
| 10-1303-0033 | PICKLEBALL PROGRAM REVENUE | 0 | 213.00 | 500.00 | 42.6000 |
| 10-1303-0071 | FOOTBALL PROGRAM REVENUE | 0 | 19,224.10 | 21,250.00 | 90.4700 |
| 10-1303-0072 | SOFTBALL PROGRAM REVENUE | 0 | 0 | 1,500.00 | 0.0000 |
| 10-1303-0073 | SUMMER CAMP REVENUE | 0 | 7,460.00 | 18,250.00 | 40.8800 |
| 10-1303-0077 | SPONSORSHIP-JINGLE BELL RUN | 0 | 1,000.00 | 500.00 | 200.0000 |
| 10-1303-0078 | REGISTRATION FEE-JINGLE BELL R | 250.00 | 1,490.00 | 2,000.00 | 74.5000 |
| 10-1303-0079 | REVENUE-ADULT BASKETBALL LEAGU | 3,150.00 | 3,150.00 | 2,000.00 | 157.5000 |
| 10-1303-0084 | ADULT SOFTBALL-REVENUE | 0 | 0 | 50.00 | 0.0000 |
| 10-1307-0001 | PLAN REVIEW-BLDG INSPECTOR | 200.00 | 200.00 | 500.00 | 40.0000 |
| 10-1307-0002 | CERTIFICATE OF OCCUPANCY-BLDG | 0 | 0 | 100.00 | 0.0000 |
| 10-1308-0001 | FINGERPRINT FEE | 0 | 80.00 | 20.00 | 400.0000 |
| 10-1309-0001 | SURVEYOR-PLAN REVIEW | 0 | 0 | 500.00 | 0.0000 |
| 10-1311-0001 | BURN PERMIT | 0 | 400.00 | 400.00 | 100.0000 |
| 10-1401-0001 | COURT FINES & COSTS | 0 | 67,076.59 | 85,000.00 | 78.9100 |
| 10-1401-0002 | PARKING FINES | 3,003.32 | 11,215.71 | 25,000.00 | 44.8600 |
| 10-1401-0003 | Parking Fines-Payments | 0 | -4,146.66 | 0.00 | 0 |
| 10-1401-0004 | LIENS ON REAL ESTATE | 589.50 | 1,228.82 | 500.00 | 245.7600 |
| 10-1402-0003 | E-CITATION | 0 | 5,057.70 | 8,000.00 | 63.2200 |
| 10-1501-0001 | INTEREST-REPO | 5,840.36 | 79,334.41 | 155,087.49 | 51.1500 |
| 10-1501-0002 | INT-BENCHMARK-ARPA-COVID-RESTRICTED | 3,250.27 | 36,120.36 | 0.00 | 0 |
| 10-1501-0003 | INTEREST-MEDICAL COMPENSATION | 155.77 | 2,390.20 | 7,000.00 | 34.1500 |
| 10-1501-0004 | INTEREST-ACCOUNTS RECEIVABLE | 8.25 | 16.61 | 100.00 | 16.6100 |
| 10-1501-0006 | INTEREST-MM-BENCHMARK-E911 | 14.91 | 174.83 | 50.00 | 349.6600 |
| 10-1501-0013 | INTEREST-SET ASIDE ACCOUNT | 3,169.94 | 140,086.73 | 150,000.00 | 93.3900 |
| 10-1501-0015 | INTEREST-E911 RESERVE | 1,154.47 | 10,817.82 | 15,000.00 | 72.1200 |
| 10-1501-0021 | INT-CK ACCT-BENCHMARK-E-CITATION | 4.57 | 36.97 | 30.00 | 123.2300 |
| 10-1501-0072 | INT-CHECKING-BENCHMARK | 0 | 148,982.75 | 230,000.00 | 64.7800 |
| 10-1502-0001 | RENT-BURN BUILDING | 0 | 0 | 500.00 | 0.0000 |

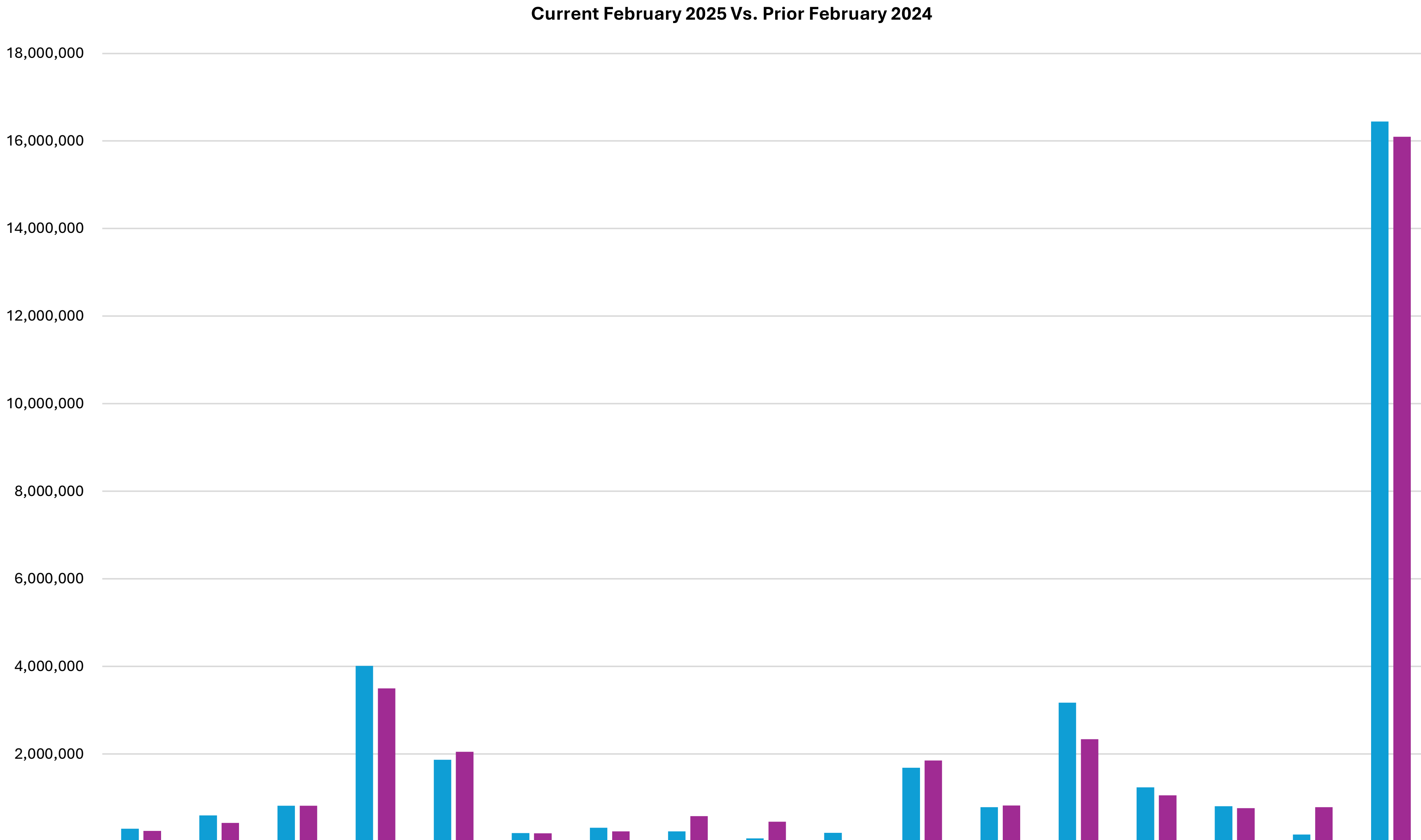
| Account Id | Description | Current Revenue | YTD Revenue | Anticipated | % Realized |
|---|---|---|---|---|---|
| 10-1502-0002 | RENT-WILCK LAKE | 0 | 1,200.00 | 2,500.00 | 48.0000 |
| 10-1502-0005 | SALE OF FIXED ASSETS | 0 | 27,494.00 | 15,000.00 | 183.2900 |
| 10-1502-0006 | SALE OF MATERIAL | 0 | 103.90 | 1,500.00 | 6.9300 |
| 10-1502-0008 | SALE OF COPIES | 98.00 | 588.00 | 500.00 | 117.6000 |
| 10-1502-0009 | CEMETERY LOTS | 0 | 8,000.00 | 17,000.00 | 47.0600 |
| 10-1502-0010 | SALE OF POSTAGE | 22.71 | 27.11 | 25.00 | 108.4400 |
| 10-1502-0011 | SALE OF ROLL OUT CARTS | 0 | 1,100.00 | 1,000.00 | 110.0000 |
| 10-1502-0012 | RENT-TRAIN STATION | 700.00 | 9,275.00 | 14,000.00 | 66.2500 |
| 10-1502-0013 | RENT-PARKING-VENABLE ST | 0 | 1,575.00 | 2,700.00 | 58.3300 |
| 10-1502-0014 | RENT-TOWN PKG-NORTH ST | 0 | 300.00 | 300.00 | 100.0000 |
| 10-1502-0018 | LEASE-SOUTH ST CONF-FIRE PROG | 1,279.42 | 10,235.36 | 15,353.04 | 66.6700 |
| 10-1502-0020 | RENT-RIVERFRONT PARK | 0 | 0 | 250.00 | 0.0000 |
| 10-1502-0021 | FARMER'S MARKET REVENUE | 1,980.00 | 10,150.00 | 5,000.00 | 203.0000 |
| 10-1502-0024 | RENT-SPORTS ARENA | 2,600.00 | 14,300.00 | 12,500.00 | 114.4000 |
| 10-1502-0025 | RENT-PROB/PAROLE BLDG | 4,046.43 | 32,825.28 | 47,649.48 | 68.8900 |
| 10-1502-0026 | RENT-BALL FIELD-SPORTS ARENA | 0 | 0 | 1,000.00 | 0.0000 |
| 10-1503-0001 | EXCESS SALE-TACS | 0 | 11,020.89 | 0.00 | 0 |
| 10-1607-0003 | PARKING METERS REVENUE | 3,682.86 | 41,198.20 | 44,000.00 | 93.6300 |
| 10-1610-0001 | RENTAL PARKING SPACES | 925.00 | 3,650.00 | 8,700.00 | 41.9500 |
| 10-1620-0001 | RESIDENTAL PARKING | 20.00 | 745.00 | 2,000.00 | 37.2500 |
| 10-1620-0002 | LONGWOOD STREETS | 0 | 0.00 | 0.00 | 0 |
| 10-1620-0099 | PENALTY-SANITATION FEE | 204.29 | 2,995.70 | 5,100.00 | 58.7400 |
| 10-1630-0001 | CIGARETTE TAX | 7,500.00 | 108,702.50 | 200,000.00 | 54.3500 |
| 10-1899-0002 | SALE OF SERVICE-ADMIN | 0 | 0 | 1,200.00 | 0.0000 |
| 10-1899-0004 | MISC REVENUE | 1,134.88 | 4,982.31 | 100.00 | 4,982.3100 |
| 10-1899-0005 | SALE OF SERVICE-PUBLIC WORKS | 2,680.00 | 4,184.00 | 5,000.00 | 83.6800 |
| 10-1899-0006 | SALE OF SERVICE-GRAVE OPENINGS | 1,700.00 | 10,600.00 | 22,000.00 | 48.1800 |
| 10-1899-0007 | SALE OF SERVICE-DUMP TK | 100.00 | 100.00 | 500.00 | 20.0000 |
| 10-1899-0010 | SERVICE CHARGE-BAD CHECKS-A/R | 0 | 50.00 | 100.00 | 50.0000 |
| 10-1899-0014 | SALE OF SER-DISPATCH-HAMPDEN S | 0 | 0 | 6,000.00 | 0.0000 |
| 10-1899-0015 | SALE OF SERVICE-BAD CHECKS-TAXES | 0 | 50.00 | 0.00 | 0 |
| 10-1899-0017 | SALE OF SER-FALSE BURG ALARM | 645.00 | 1,455.00 | 2,000.00 | 72.7500 |

| Account Id | Description | Current Revenue | YTD Revenue | Anticipated | % Realized |
|---|---|---|---|---|---|
| 10-1899-0019 | SALE OF SERVICE-BAD CHECKS-MISC | 0 | 50.00 | 0.00 | 0 |
| 10-1899-0033 | SALE OF SERVICE-POLICE | 0 | 1,111.03 | 1,100.00 | 101.0000 |
| 10-1899-0035 | SALE OF SERVICE-LIBRARY MAINTE | 0 | 12,543.60 | 600.00 | 2,090.6000 |
| 10-1899-0093 | DONATION-REC DEPT-FM FIRE DEPT-WALMART | 0 | 1,000.00 | 1,000.00 | 100.0000 |
| 10-1899-0097 | DONATIONS-FOURTH OF JULY CELEBRATION | 900.00 | 1,350.00 | 17,000.00 | 7.9400 |
| 10-1901-0003 | AMINISTRATIVE SERV-FUND 15 | 0 | 44,945.99 | 250,000.00 | 17.9800 |
| 10-1901-0004 | REIMB-FUND 10-ADMIN SERV | 58,204.58 | 465,636.65 | 250,000.00 | 186.2500 |
| 10-1901-0005 | RECOVERY-JURY DUTY FEES | 0 | 777.46 | 500.00 | 155.4900 |
| 10-1901-0010 | RECOVERY-VML INS-DAMAGE VEHICLES/PROP | 0 | 34,133.12 | 50,000.00 | 68.2700 |
| 10-1902-0001 | DAMAGE TO TOWN PROPERTY | 0 | 0 | 5,000.00 | 0.0000 |
| 10-1903-0001 | REFUNDS - CO-OPS | 0 | 0 | 500.00 | 0.0000 |
| 10-2201-0003 | ROLLING STOCK TAXES | 0 | 82.12 | 100.00 | 82.1200 |
| 10-2201-0005 | MOBILE HOME TITLING TAX | 0 | 0 | 1,000.00 | 0.0000 |
| 10-2201-0006 | CAR RENTAL TAX | 0 | 43,408.18 | 75,000.00 | 57.8800 |
| 10-2201-0007 | DMV-ANIMAL FRIENDLY LIC PLATE | 16.35 | 16.35 | 0.00 | 0 |
| 10-2401-0029 | GRANT-DISPATCH-VDEM | 0 | 5,210.17 | 4,000.00 | 130.2500 |
| 10-2401-0030 | GRANT-VA911-HANDLING EQ | 0 | 0 | 200,000.00 | 0.0000 |
| 10-2402-0001 | WIRELESS | 0 | 71,311.92 | 117,000.00 | 60.9500 |
| 10-2402-0007 | GRANT-VDEM-PSAP-GIS SYSTEM | 0 | 3,000.00 | 0.00 | 0 |
| 10-2404-0007 | LITTER & RECYCLING GRANT | 0 | 5,985.00 | 2,500.00 | 239.4000 |
| 10-2404-0008 | VRSA-EDUCATION GRANT | 0 | 3,016.74 | 0.00 | 0 |
| 10-2404-0010 | AID TO LAW ENFORCEMENT | 55,595.00 | 166,785.00 | 215,000.00 | 77.5700 |
| 10-2404-0011 | FIRE ALLOCATION | 0 | 38,299.00 | 0.00 | 0 |
| 10-2404-0032 | GRANT-VML-SAFETY | 0 | 4,000.00 | 4,200.00 | 95.2400 |
| 10-2404-0063 | GRANT-TDO-ECO | 0 | 5,590.00 | 0.00 | 0 |
| 10-2405-0004 | MARKETING/TOURISM LOCAL REVENU | 0 | 0 | 2,000.00 | 0.0000 |
| 10-2501-0020 | GRANT-VA DEPT FORESTRY - FIRA | 0 | 3,910.00 | 62,000.00 | 6.3100 |
| 10-2502-0019 | ALCOHOL GRANT-2024 | 0 | 3,383.82 | 0.00 | 0 |
| 10-2502-0020 | SPEED GRANT-2024 | 0 | 4,074.01 | 0.00 | 0 |
| 10-2504-0019 | GRANT-DMV-ALCOHOL-25 | 0 | 0 | 26,335.00 | 0.0000 |
| 10-2504-0020 | GRANT-BULLETPROOF VEST-FED | 0 | 0 | 3,700.00 | 0.0000 |
| 10-2504-0027 | GRANT-DMV-SPEED-25 | 0 | 0 | 24,500.00 | 0.0000 |

| Account Id | Description | Current Revenue | YTD Revenue | Anticipated | % Realized |
|---|---|---|---|---|---|
| 10-4100-0099 | CARRY OVER FUNDS FY 24 | 0 | 0 | 316,216.42 | 0.0000 |
| 10-4104-0004 | INSURANCE RECOVERIES-RETIREMEN | 0 | 2,050.99 | 0.00 | 0 |
| 10-4104-0008 | FROM FIDA-BOND PYMT-2012 ISSUE | 0 | 3,022.63 | 36,431.34 | 8.3000 |
| 10-4104-0015 | FM LIBRARY-APPROP LEASE RENT | 0 | 180,000.00 | 180,000.00 | 100.0000 |
| 10-4104-0016 | FM CKING-MEDICAL COMPENSATION BENEFIT | 0 | 0 | 250,000.00 | 0.0000 |
| 10-4104-0018 | FM SETASIDE ACCT-BONDS | 0 | 0 | 934,537.52 | 0.0000 |
| 10-4104-0022 | LEASE PROCEEDS | 0 | 438,633.70 | 769,445.30 | 57.0100 |
| 10-4104-0025 | FM SETASIDE ACCT-CIP PROJECTS | 0 | 0 | 1,213,869.97 | 0.0000 |
| 10-4104-0026 | Lease Purchase Revenue - BOA | 0 | 0 | 1,185,576.96 | 0.0000 |
| 10-4104-0027 | FM SETASIDE ACCT-ABM PROJECT - BOA | 0 | 0 | 75,675.03 | 0.0000 |
| 10-4104-0028 | FM-E911 RESERVE | 0 | 0 | 93,493.65 | 0.0000 |
| 10-4107-0004 | FM-PE CO-INSTANT ALERT | 0 | 6,480.00 | 2,000.00 | 324.0000 |
| 10-4107-0006 | FM-LONGWOOD-DISPATCH SERV | 0 | 350,000.00 | 350,000.00 | 100.0000 |
| 10-4113-0004 | FROM FARMVILLE FIRE DEPT-PAYME | 0 | 35,000.00 | 35,000.00 | 100.0000 |
| | **TOTAL FUND 10 (GENERAL FUND)** | **1,693,249** | **9,317,738** | **17,277,081** | **53.93%** |
| 15-2404-0007 | HIGHWAY FUNDS | 0 | 1,142,231.34 | 2,224,346.00 | 51.3500 |
| 15-4100-0004 | CARRYOVER FUNDS VDOT FY24 | 0 | 0 | 10,959.79 | 0.0000 |
| 15-4100-0050 | USE OF PY FUND BALANCE | 0 | 0 | 128,166.54 | 0.0000 |
| | **TOTAL FUND 15 (STREET MAINTENANCE FUND)** | **0** | **1,142,231** | **2,363,472** | **48.33%** |
| 40-1501-0001 | Interest - Unrestricted | 3,799.23 | 35,636.68 | 25,000.00 | 142.5500 |
| 40-1501-0002 | Interest - RESTRICTED | 6,732.31 | 74,816.39 | 0.00 | 0 |
| 40-1501-0004 | INTEREST-ACCOUNTS RECEIVABLE | 0 | 90.53 | 2.00 | 4,526.5000 |
| 40-1502-0006 | SALE OF MATERIAL | 129.00 | 129.00 | 0.00 | 0 |
| 40-1502-0007 | LEASE-JACKSON HTS WATER TANK | 0 | 18,585.60 | 27,878.40 | 66.6700 |
| 40-1502-0009 | LEASE-ANDREWS DR WATER TANK | 3,556.28 | 28,344.29 | 40,468.44 | 70.0400 |
| 40-1620-0001 | WATER SERVICE | 895,277.98 | 2,041,404.31 | 1,882,000.00 | 108.4700 |
| 40-1620-0002 | WATER TAPS | 0 | 21,250.00 | 30,000.00 | 70.8300 |
| 40-1620-0003 | SURCHARGE-MULTIPLE METERS | 7,750.00 | 62,032.00 | 93,000.00 | 66.7000 |
| 40-1620-0004 | SALE OF WATER | 200.00 | 8,187.50 | 10,000.00 | 81.8800 |
| 40-1620-0005 | LEAD/COPPER SURVEY CREDIT | 0 | -2,480.00 | 0.00 | 0 |
| 40-1620-0010 | METER CREDIT ONE TIME | 0 | -22,184.00 | 0.00 | 0 |
| 40-1620-0099 | PENALTY-WATER SERVICE | 900.37 | 8,461.48 | 18,000.00 | 47.0100 |

| Account Id | Description | Current Revenue | YTD Revenue | Anticipated | % Realized |
|---|---|---|---|---|---|
| 40-1899-0010 | SERVICE CHARGES | 0 | 5,276.67 | 10,000.00 | 52.7700 |
| 40-1899-0011 | SERVICE CRG-BAD CHECK | 100.00 | 900.00 | 750.00 | 120.0000 |
| 40-1899-0012 | SALE OF SERVICE-TESTING | 480.00 | 11,000.00 | 10,000.00 | 110.0000 |
| 40-2510-0007 | ARPA REVENUE RECOGNIZED | 0 | 0 | 1,311,738.21 | 0.0000 |
| 40-4100-0050 | USE OF PY FUND BALANCE | 0 | 0 | 276,943.00 | 0.0000 |
| 40-4100-0098 | CARRY OVER FUNDS FY 24 | 0 | 0 | 295,650.00 | 0.0000 |
| 40-4102-0001 | FM PE CO-APPOMATTOX RIVER-USGS | 0 | 0 | 8,930.00 | 0.0000 |
| 40-4104-0025 | FM SETASIDE ACCT - CIP AND DEBT | 0 | 0 | 887,527.51 | 0.0000 |
| | **TOTAL FUND 40 (WATER FUND)** | **918,925** | **2,291,450** | **4,927,888** | **46.50%** |
| 42-1501-0001 | Interest - Unrestricted | 3,797.10 | 74,646.89 | 25,000.00 | 298.5900 |
| 42-1501-0004 | INTEREST-ACCOUNTS RECEIVABLE | 0 | 0 | 2.00 | 0.0000 |
| 42-1502-0005 | SALE OF FIXED ASSETS | 0 | 28.00 | 0.00 | 0 |
| 42-1620-0099 | PENALTY-SEWER SERVICE | 1,682.63 | 10,446.15 | 17,500.00 | 59.6900 |
| 42-1630-0001 | SEWER SERVICE | 1,092,158.67 | 2,477,458.31 | 2,258,000.00 | 109.7200 |
| 42-1630-0002 | SEWER TAPS | 0 | 7,500.00 | 28,800.00 | 26.0400 |
| 42-1899-0005 | SALE OF SERVICE-PUBLIC WORKS | 0 | 0 | 400.00 | 0.0000 |
| 42-1899-0012 | SALE OF SERVICE-LEACHATE-CUMBERLAND | 0 | 12,870.00 | 25,000.00 | 51.4800 |
| 42-1899-0013 | SALE OF SERVICE-SEWER TREAT | 1,800.00 | 16,200.00 | 10,000.00 | 162.0000 |
| 42-2404-0005 | VML SAFETY GRANT | 0 | 0 | 2,000.00 | 0.0000 |
| 42-2510-0007 | ARPA REVENUE RECOGNIZED | 0 | 0 | 3,629,296.00 | 0.0000 |
| 42-4100-0050 | USE OF PY FUND BALANCE | 0 | 0 | 171,512.00 | 0.0000 |
| 42-4100-0087 | CARRYOVER FUNDS FY24 | 0 | 0 | 235,836.37 | 0.0000 |
| 42-4104-0025 | FM SETASIDE ACCT - CIP PROJECTS | 0 | 0 | 184,428.60 | 0.0000 |
| | **TOTAL FUND42 (SEWER FUND)** | **1,099,438** | **2,599,149** | **6,587,775** | **39.45%** |
| 44-1502-0005 | SALE OF FIXED ASSETS | 0 | 25,100.00 | 0.00 | 0 |
| 44-1520-0001 | PASSENGER FARES | 626.84 | 5,998.92 | 8,800.00 | 68.1700 |
| 44-1521-0002 | CONTRIBUTION-LONGWOOD [1500] | 0 | 178,800.00 | 178,800.00 | 100.0000 |
| 44-1521-0003 | CONTRIBUTION-P E COUNTY | 0 | 18,750.00 | 25,000.00 | 75.0000 |
| 44-1901-0010 | RECOVERY-VML INS-VEHICLE DAMAGE | 0 | 0 | 10,000.00 | 0.0000 |
| 44-2403-0001 | MISC GRANTS | 0 | 0 | 10,000.00 | 0.0000 |
| 44-2410-0003 | STATE FORMULA GRANT | 0 | 210,911.00 | 185,000.00 | 114.0100 |
| 44-2414-0001 | STATE GRANT-2 BUSES | 0 | 49,834.00 | 0.00 | 0 |

| Account Id | Description | Current Revenue | YTD Revenue | Anticipated | % Realized |
|---|---|---|---|---|---|
| 44-2510-0001 | GRANT-STATE PASS THRU-FED | 0 | 150,347.00 | 350,000.00 | 42.9600 |
| 44-2512-0001 | RTAP REVENUE | 0 | 181.70 | 0.00 | 0 |
| 44-2514-0001 | FEDERAL GRANT-3 BUSES | 0 | 249,168.60 | 0.00 | 0 |
| 44-4100-0050 | USE OF PY FUND BALANCE | 0 | 0 | 158,270.12 | 0.0000 |
| 44-4100-0098 | CARRY OVER FUNDS FY 24 | 0 | 0 | 311,460.00 | 0.0000 |
| | **TOTAL FUND 44 (TRANSPORTATION FUND)** | **627** | **889,091** | **1,237,330** | **71.86%** |
| 45-1501-0001 | INT-CK ACCT-BENCHMARK | 35.17 | 306.21 | 400.00 | 76.5500 |
| 45-1502-0001 | RENT-HANGER SPACE | 0 | 0 | 6,660.00 | 0.0000 |
| 45-1502-0002 | AIRPORT MAINTENANCE FEE | 0 | 0 | 2,040.00 | 0.0000 |
| 45-1690-0001 | SALE OF AV GAS | 1,630.06 | 24,365.82 | 65,000.00 | 37.4900 |
| 45-1691-0001 | SALE OF JET FUEL | 4,821.00 | 30,162.50 | 70,000.00 | 43.0900 |
| 45-1899-0001 | DONATIONS-PRINCE ED COUNTY | 0 | 7,600.00 | 7,600.00 | 100.0000 |
| 45-2401-0008 | STATE GRANT-AWOS MAINT | 0 | 1,140.00 | 3,600.00 | 31.6700 |
| 45-2401-0013 | STATE GRANT-MAINTENANCE | 2,565.32 | 2,565.32 | 31,500.00 | 8.1400 |
| 45-2401-0014 | STATE GRANT-WEED KILL | 0 | 0 | 1,000.00 | 0.0000 |
| 45-2401-0056 | GRANT-STATE-DBE Plan Update FY26-28 | 0 | 0 | 1,200.00 | 0.0000 |
| 45-2401-0057 | GRANT-STATE-Envir Assess Fuel Farm | 0 | 0 | 16,000.00 | 0.0000 |
| 45-2401-0058 | GRANT-STATE-TRACTOR-DOAV | 0 | 0 | 18,500.00 | 0.0000 |
| 45-2403-0001 | MISC GRANTS | 0 | 0 | 50,000.00 | 0.0000 |
| 45-2501-0056 | GRANT-FED-DBE Plan Update FY26-28 | 0 | 0 | 13,500.00 | 0.0000 |
| 45-2501-0057 | GRANT-FED-Envir Assess Fuel Farm | 0 | 0 | 180,000.00 | 0.0000 |
| 45-2501-0058 | GRANT-FED FAA PROJECTS | 0 | 0 | 437,400.00 | 0.0000 |
| 45-4100-0050 | USE OF PY FUND BALANCE | 0 | 0 | 209,827.49 | 0.0000 |
| 45-4100-0087 | CARRYOVER FUNDS FY24 | 0 | 0 | 6,859.68 | 0.0000 |
| 45-4101-0001 | FM-SOUTHSIDE ELECTRIC-CAPITAL CREDITS | 0 | 533.69 | 0.00 | 0 |
| | **TOTAL FUND 45 (AIRPORT FUND)** | **9,052** | **66,674** | **1,121,087** | **5.95%** |
| 70-1501-0001 | INTEREST | 1.40 | 12.76 | 0.00 | 0 |
| 70-1501-0003 | INT-PRNG TASK FORCE | 0.33 | 3.23 | 0.00 | 0 |
| 70-2404-0001 | ASSET FORFEITURE-STATE | 698.40 | 918.90 | 0.00 | 0 |
| | **TOTAL FUND 70 (NARCOTICS FUND)** | **700.13** | **934.89** | **0.00** | **0%** |
| | ***Final Totals*** | ***3,721,990.81*** | ***16,307,268.60*** | ***33,514,633.35*** | **48.66%** |




| | Leg. Dept | Town Manager | Finance | Public Safety | Public Works | Library | Comm. Dev | Rec. Dept. | Eco Dev Incent | Info. Tech | Non-Depart. | Street Maint | Water Fund | Sewer Fund | Trans. Fund | Airport Fund | Total All Funds |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FY25 Expense | 294,748 | 598,212 | 816,595 | 4,010,248 | 1,868,497 | 190,723 | 314,314 | 233,765 | 71,409 | 199,696 | 1,685,192 | 782,593 | 3,173,954 | 1,237,352 | 806,418 | 162,046 | 16,445,762 |
| FY24 Expense | 243,093 | 423,437 | 815,668 | 3,499,290 | 2,049,994 | 186,933 | 230,489 | 577,805 | 454,359 | - | 1,851,637 | 820,069 | 2,335,559 | 1,056,166 | 764,376 | 785,024 | 16,093,899 |

FY25 Expense FY24 Expense

**Current Year Vs. Prior Year Notes:**

**Legislation:** More medical compensation payout in FY25 than in FY24.

**Town Manager:** Engineering fees for Hurt & Proffitt for the manhole study occurred in FY25.

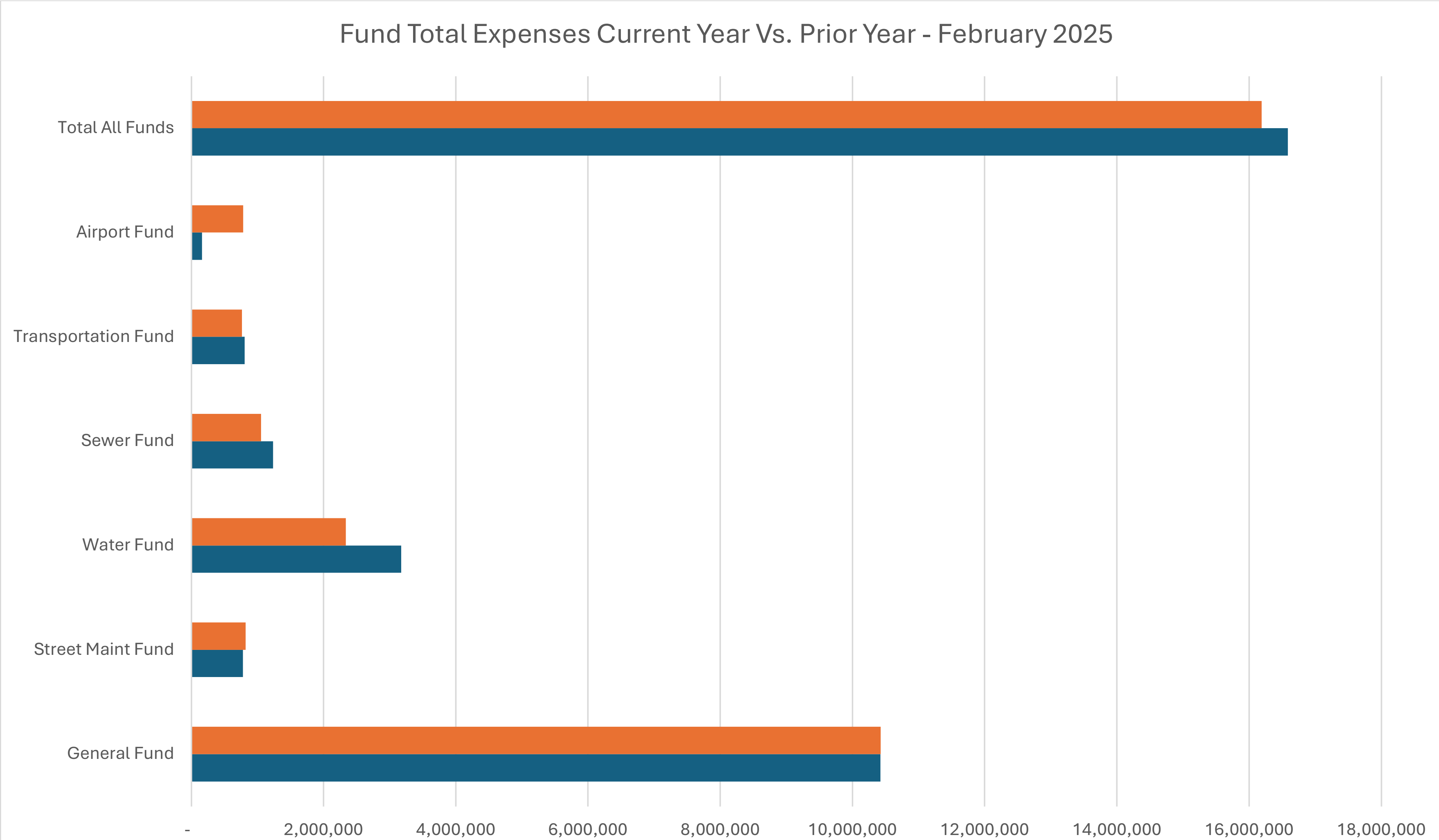
**Police:** Five police cars and a firefighter vehicle were already received in FY25, whereas in FY24, the police cars were not received until toward the end of the fiscal year.

**Community Development:** In FY25, paid retail strategies earlier, along with the purchase of a vehicle.

**Water Fund:** The ABM interest payment made in July 2024 increased the Water fund expenses along with the ARPA Oxidation tank project.

**Sewer Fund:** Increase due to the service truck with a crane and chemicals ordered in July 2024.

**Airport Fund:** In the prior year, a project, Taxiway Pavement Construction, was ongoing; no such project is currently underway in FY25.



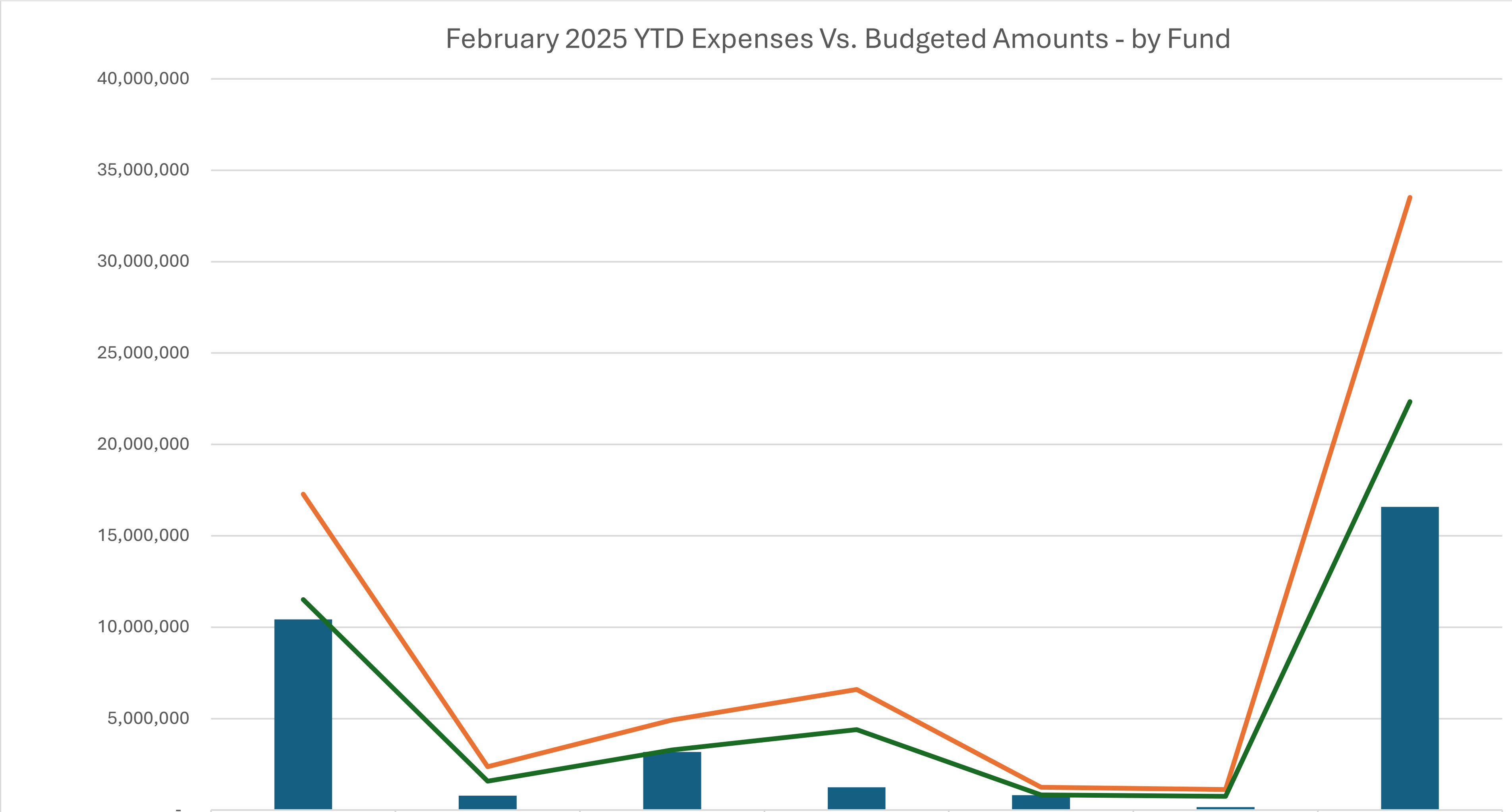

| | General Fund | Street Maint Fund | Water Fund | Sewer Fund | Transportation Fund | Airport Fund | Total All Funds |
|---|---|---|---|---|---|---|---|
| PY Expenses | 10,428,198 | 820,069 | 2,335,559 | 1,056,166 | 764,376 | 785,024 | 16,189,392 |
| CY Expense | 10,425,344 | 782,593 | 3,173,954 | 1,237,352 | 806,418 | 162,046 | 16,587,707 |

**Notes on comparisons:**

**Water Fund:** The ABM interest payment made in July 2024 increased the Water fund expenses along with the ARPA Oxidation tank project.

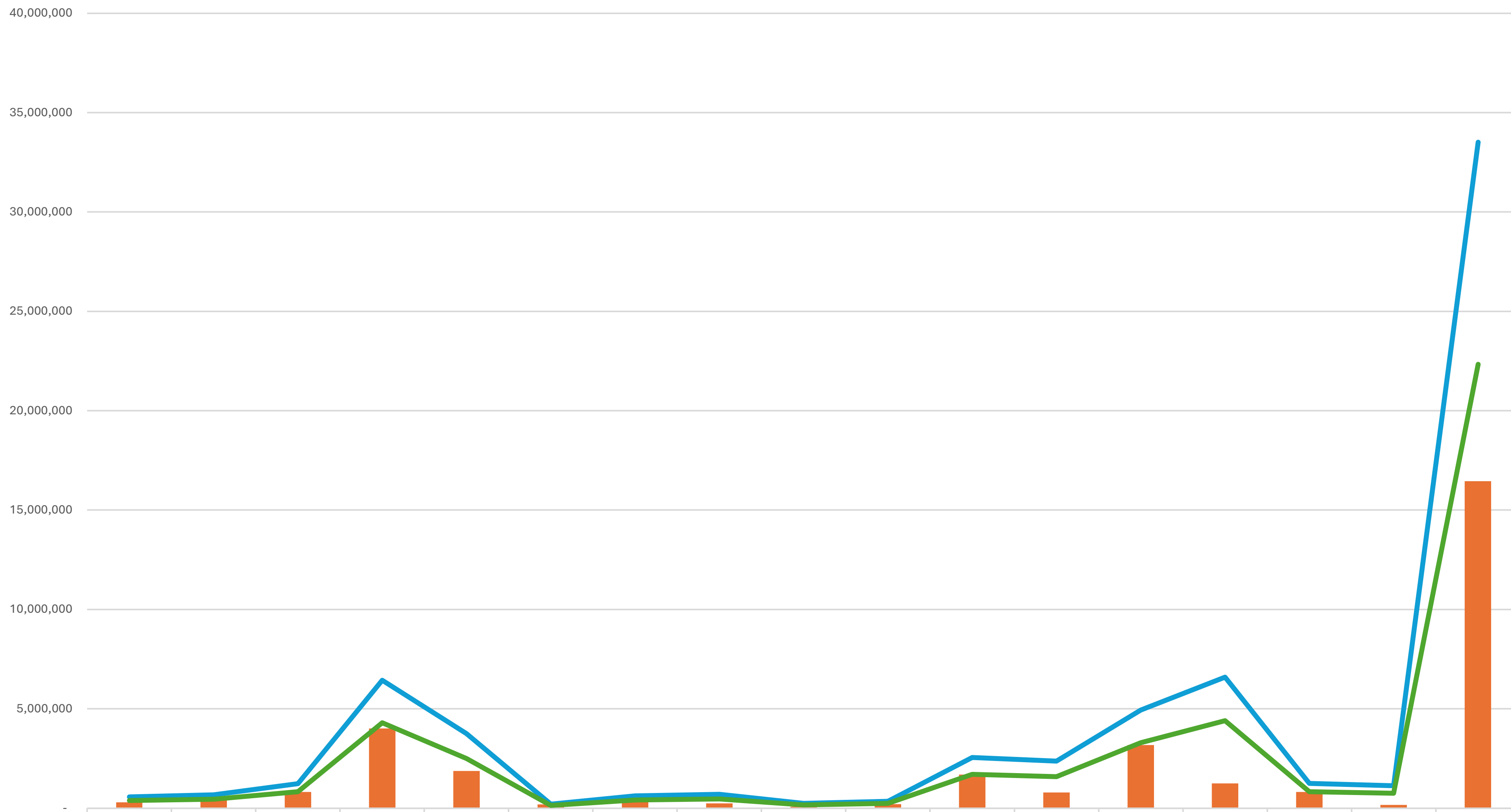
**Sewer Fund:** Increase due to the service truck with a crane and chemicals ordered in July 2024.

**Airport Fund:** In the prior year, a project, Taxiway Pavement Construction, was ongoing; no such project is currently underway in FY25.




| | General Fund | Street Maint Fund | Water Fund | Sewer Fund | Transportation Fund | Airport Fund | Total All Funds |
|---|---|---|---|---|---|---|---|
| CY Expense | 10,425,344 | 782,593 | 3,173,954 | 1,237,352 | 806,418 | 162,046 | 16,587,707 |
| 12 Mo. Budget | 17,277,081 | 2,363,472 | 4,927,888 | 6,587,775 | 1,237,330 | 1,121,087 | 33,514,633 |
| 8 Mo. Budget | 11,518,054 | 1,575,648 | 3,285,258 | 4,391,850 | 824,887 | 747,391 | 22,343,089 |

## February 2025 - YTD Expenses Vs. 12 Month Budget and 8 Month Budget




| | Leg. Dept | Town Manager | Finance | Public Safety | Public Works | Library | Comm. Dev | Rec. Dept. | Eco Dev Incent | Info. Tech | Non-Depart. | Street Maint | Water Fund | Sewer Fund | Trans. Fund | Airport Fund | Total All Funds |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FY25 Expense | 294,748 | 598,212 | 816,595 | 4,010,248 | 1,868,497 | 190,723 | 314,314 | 233,765 | 71,409 | 199,696 | 1,685,192 | 782,593 | 3,173,954 | 1,237,352 | 806,418 | 162,046 | 16,445,762 |
| 12 Mo. Budget | 567,548 | 662,783 | 1,227,703 | 6,435,922 | 3,746,400 | 199,503 | 617,069 | 691,183 | 239,429 | 347,090 | 2,542,451 | 2,363,472 | 4,927,888 | 6,587,775 | 1,237,330 | 1,121,087 | 33,514,633 |
| 8 Mo. Budget | 378,365 | 441,855 | 818,469 | 4,290,615 | 2,497,600 | 133,002 | 411,379 | 460,789 | 159,619 | 231,393 | 1,694,967 | 1,575,648 | 3,285,259 | 4,391,850 | 824,887 | 747,391 | 22,343,089 |

FY25 Expense　12 Mo. Budget　8 Mo. Budget

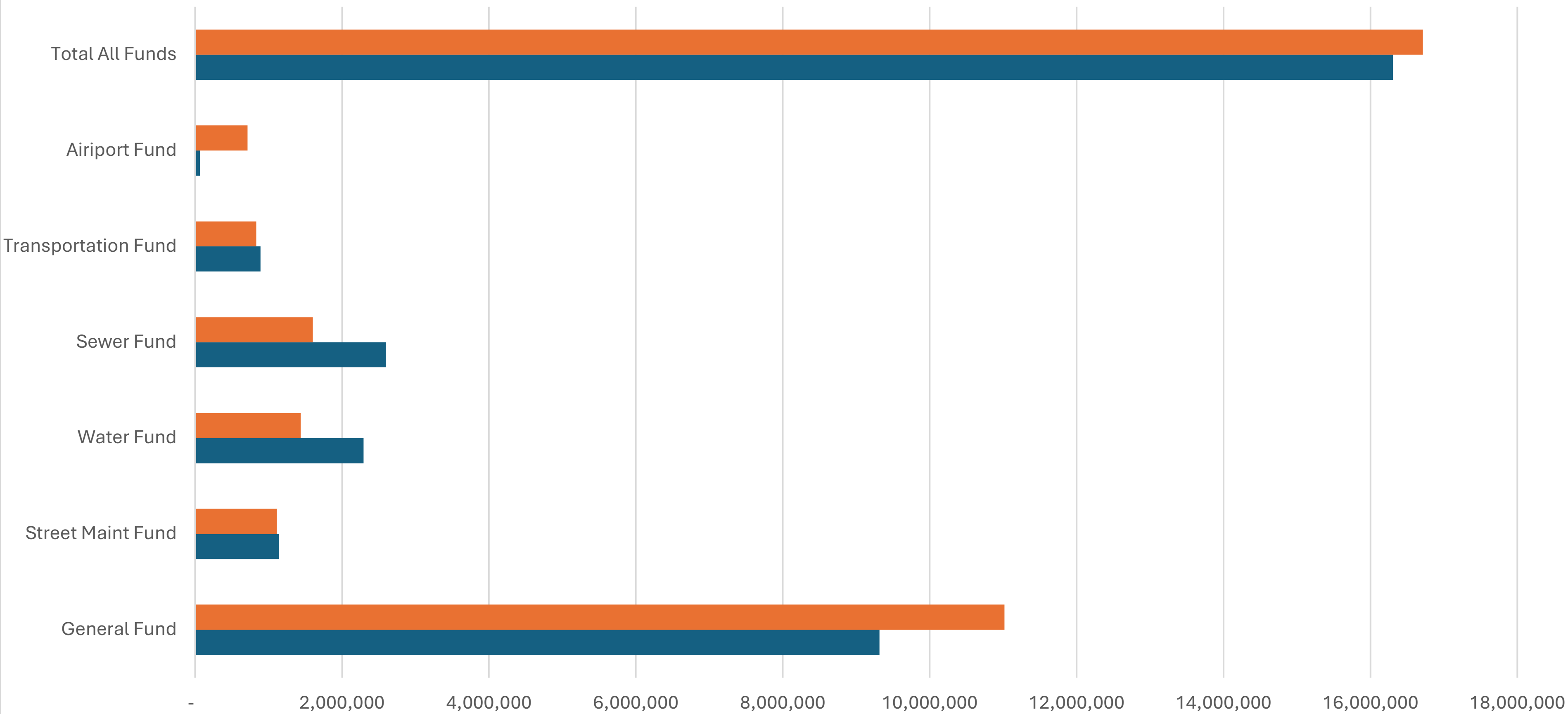
**Current Year Vs. Budget Notes:**

**Town Manager:** Engineering fees for Hurt & Proffitt for the manhole study that was not budgeted.

**Library:** The appropriation to the library was paid at the end of July 2024.

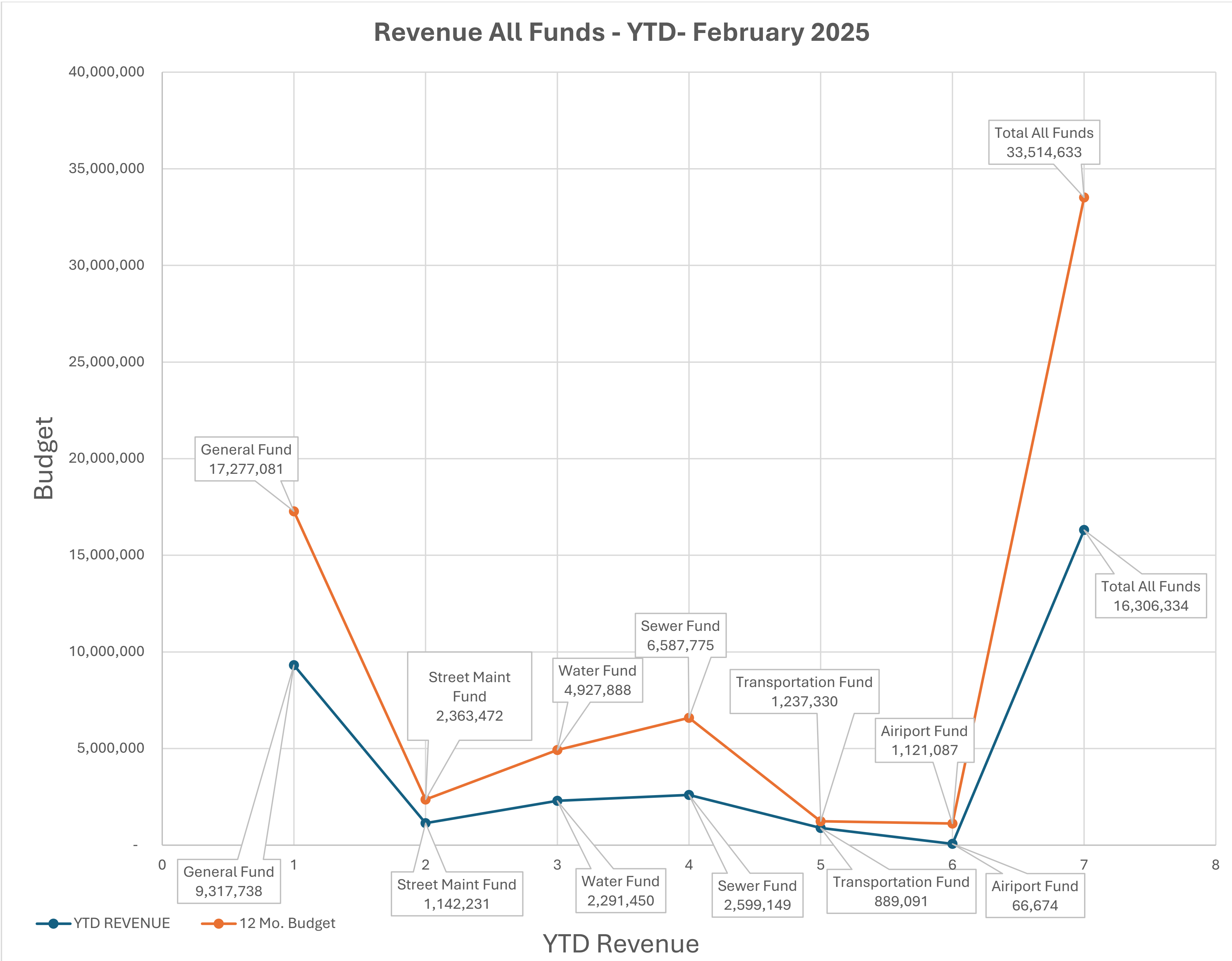
**Non-Departmental**: The bond payment was made in September 2024.

# CURRENT FEBRUARY 2025 COMPARED TO PRIOR FEBRUARY 2024 YTD REVENUE

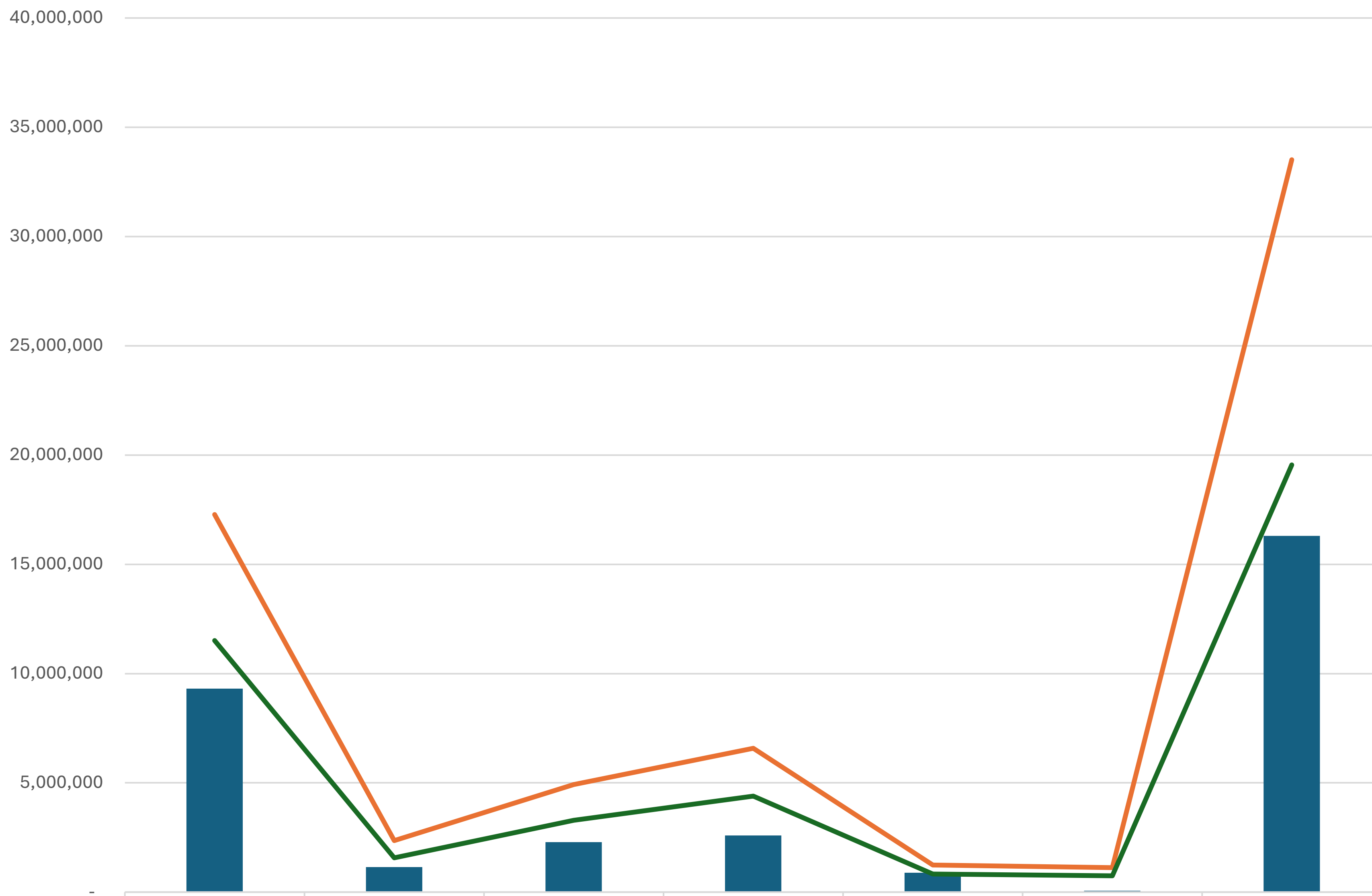



| | General Fund | Street Maint Fund | Water Fund | Sewer Fund | Transportation Fund | Airiport Fund | Total All Funds |
|---|---|---|---|---|---|---|---|
| PY YTD REVENUE | 11,019,872 | 1,112,173 | 1,435,449 | 1,600,567 | 834,030 | 713,054 | 16,715,145 |
| YTD REVENUE | 9,317,738 | 1,142,231 | 2,291,450 | 2,599,149 | 889,091 | 66,674 | 16,306,334 |

PY YTD REVENUE   YTD REVENUE

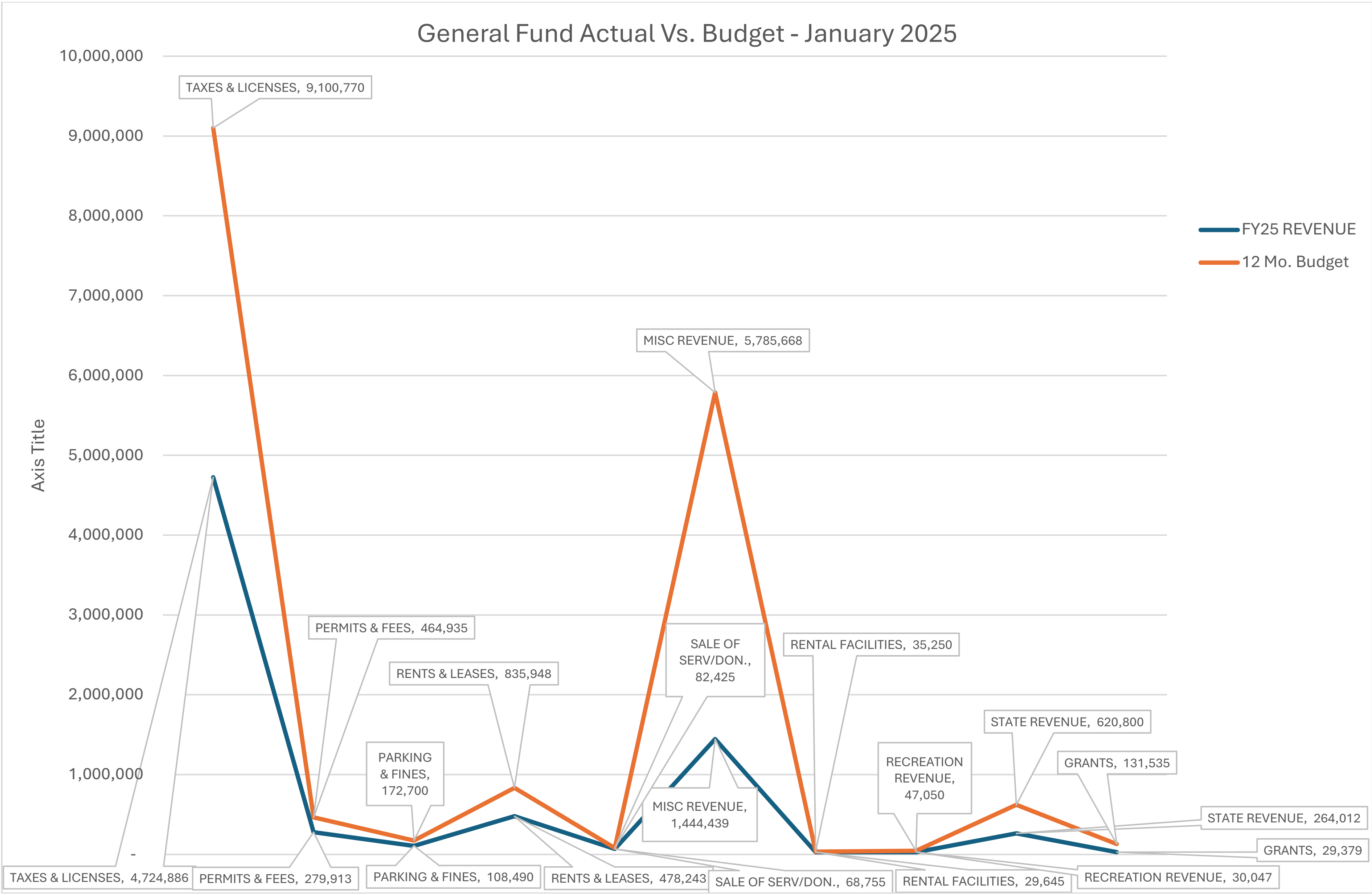

Revenue All Funds - YTD- February 2025
Budget
YTD Revenue
40,000,000
35,000,000
30,000,000
25,000,000
20,000,000
15,000,000
10,000,000
5,000,000
-
0
1
2
3
4
5
6
7
8
Total All Funds 33,514,633
General Fund 17,277,081
Total All Funds 16,306,334
Sewer Fund 6,587,775
Street Maint Fund 2,363,472
Water Fund 4,927,888
Transportation Fund 1,237,330
Airiport Fund 1,121,087
General Fund 9,317,738
Street Maint Fund 1,142,231
Water Fund 2,291,450
Sewer Fund 2,599,149
Transportation Fund 889,091
Airiport Fund 66,674
YTD REVENUE
12 Mo. Budget

# February 2025 Actual Vs. Budget

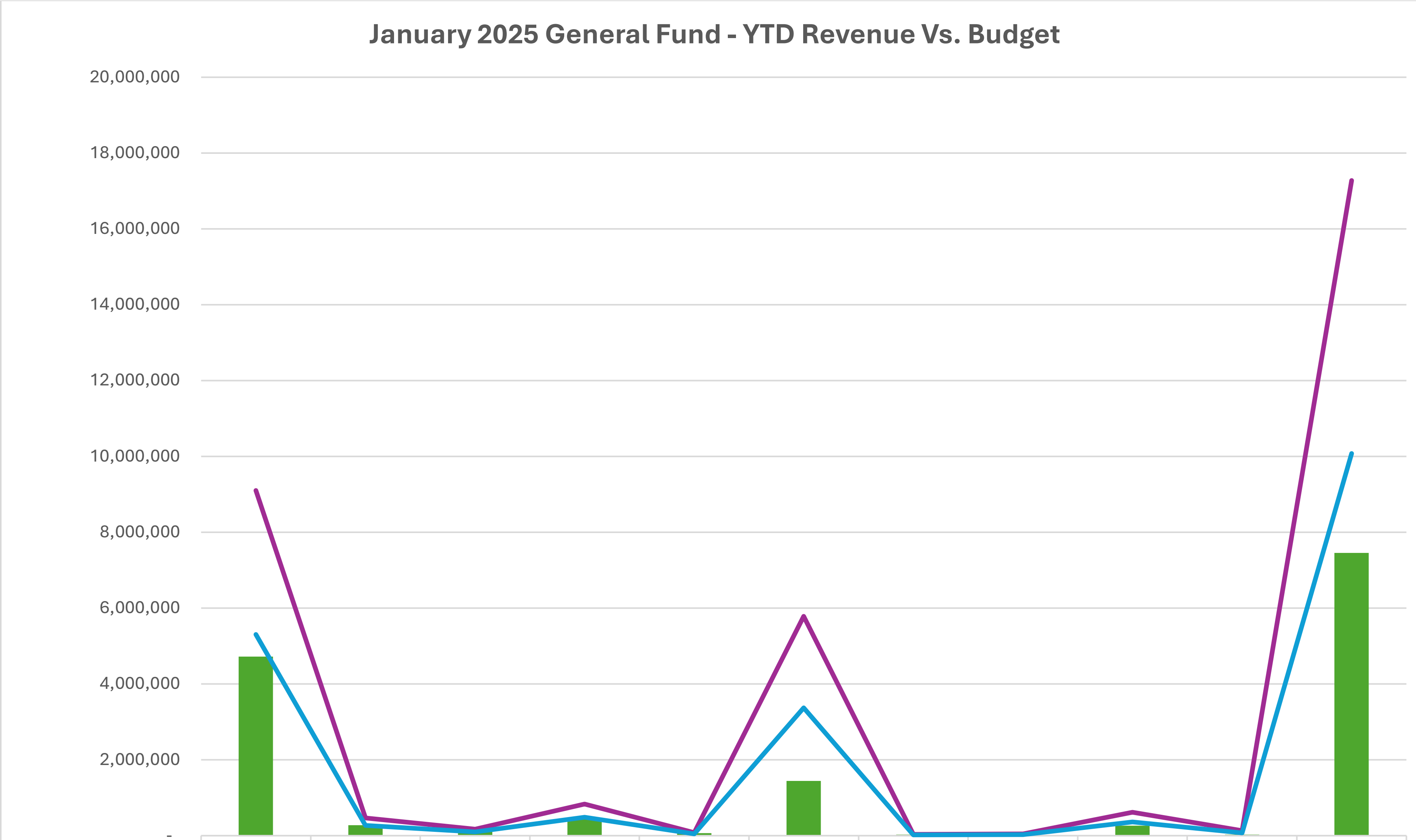



| | General Fund | Street Maint Fund | Water Fund | Sewer Fund | Transportation Fund | Airiport Fund | Total All Funds |
|---|---|---|---|---|---|---|---|
| YTD REVENUE | 9,317,738 | 1,142,231 | 2,291,450 | 2,599,149 | 889,091 | 66,674 | 16,306,334 |
| 12 Mo. Budget | 17,277,081 | 2,363,472 | 4,927,888 | 6,587,775 | 1,237,330 | 1,121,087 | 33,514,633 |
| 8 Mo. Budget | 11,518,054 | 1,575,648 | 3,285,259 | 4,391,850 | 824,887 | 747,391 | 19,550,203 |

YTD REVENUE 12 Mo. Budget 8 Mo. Budget

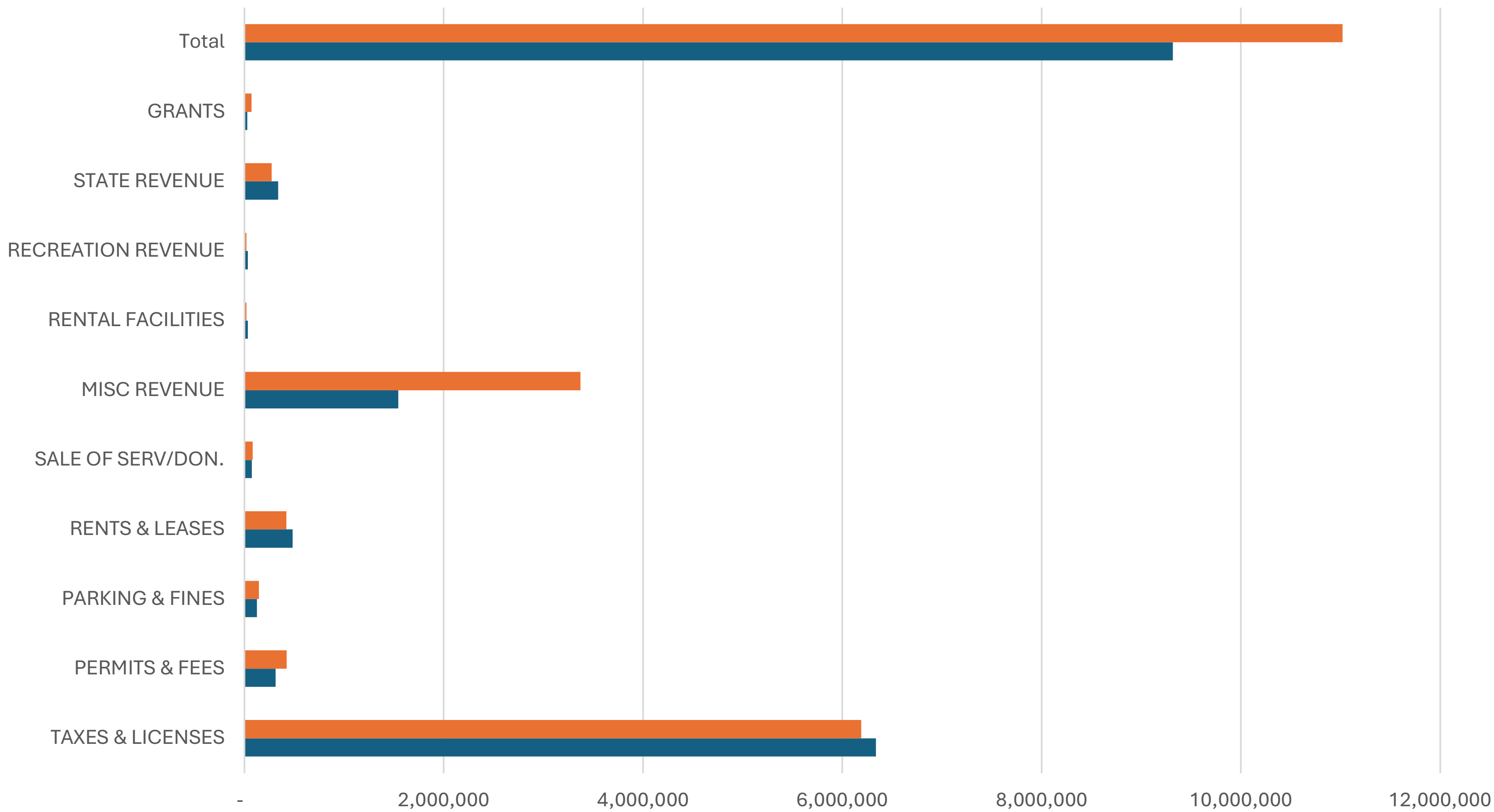



Note: Budget amounts are above the line, and actual amounts are below the line.




| | TAXES & LICENSES | PERMITS & FEES | PARKING & FINES | RENTS & LEASES | SALE OF SERV/DON. | MISC REVENUE | RENTAL FACILITIES | RECREATION REVENUE | STATE REVENUE | GRANTS | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| FY25 REVENUE | 4,724,886 | 279,913 | 108,490 | 478,243 | 68,755 | 1,444,439 | 29,645 | 30,047 | 264,012 | 29,379 | 7,457,809 |
| 12 Mo. Budget | 9,100,770 | 464,935 | 172,700 | 835,948 | 82,425 | 5,785,668 | 35,250 | 47,050 | 620,800 | 131,535 | 17,277,081 |
| 7 Mo. Budget | 5,308,783 | 271,212 | 100,742 | 487,636 | 48,081 | 3,374,973 | 20,563 | 27,446 | 362,133 | 76,729 | 10,078,297 |

## February 2025 Actual vs. February 2024 Actual




| | TAXES & LICENSES | PERMITS & FEES | PARKING & FINES | RENTS & LEASES | SALE OF SERV/DON. | MISC REVENUE | RENTAL FACILITIES | RECREATION REVENUE | STATE REVENUE | GRANTS | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| FY24 REVENUE | 6,189,909 | 422,494 | 145,964 | 420,078 | 82,594 | 3,371,855 | 20,880 | 21,085 | 273,389 | 71,623 | 11,019,871 |
| FY25 REVENUE | 6,339,165 | 314,399 | 124,797 | 483,569 | 74,903 | 1,545,040 | 34,925 | 33,447 | 338,114 | 29,379 | 9,317,738 |

FY24 REVENUE FY25 REVENUE

**Notes on comparisons:**

**Permits and Fees:** No ICA per diem in FY25.

**Parking and Fines:** Fewer court fines were received in FY25.

**Rents and leases:** The increase is related to the lease proceeds received for purchasing financed capital items such as police cars.

**Miscellaneous Revenue:** The Bank of America Loan proceeds (general fund portion) were received in the prior year.

**Recreation Revenue:** There was an increase in football registration and camp revenue compared to the prior year.

**Grants:** A grant for ARPA law enforcement was received in the prior year; no such grant was noted in FY25.

# Town of Farmville

# Agenda Item Summary

**MEETING DATE:** April 2, 2025

**ITEM NUMBER:** 7.a. – Engagement Letter from Brown, Edwards & Company, L.L.P.

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**BACKGROUND:** Report by the Town Manager.

**RECOMMENDATION:**

**FISCAL IMPACT:**

**ATTACHMENTS:**
1. Engagement Letter - Town of Farmville 2025

BROWNEDWARDS
*certified public accountants*

March 17, 2025

Town of Farmville, Virginia
116 N. Main Street
P.O. Drawer 368

To Management, the IDA's Board of Directors, and Town Council:

We are pleased to confirm our understanding of the services we are to provide the Town of Farmville for the year ended June 30, 2025.

## Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the Town of Farmville (hereafter referred to as "the Town") as of and for the year ended June 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the basic financial statements. Such information, although not 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. As part of our engagement, we will apply certain limited procedures to the RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- Applicable OPEB Schedules

We also have been engaged to report on supplementary information other than RSI that accompanies the financial statements. We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

In connection with our audit of the basic financial statements, we will read the introductory section and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

## Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audits in accordance with GAAS; and as applicable, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance, and the *Specifications for Audits of Cities, Counties and Towns* and *Specifications for Audits of Authorities, Boards, and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia; and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

## Audit Procedures – Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operations of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

## Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of compliance with the provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

## Responsibilities of Management for the Financial Statements and Single Audit

Our audits will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for the fair presentation of the supplementary information in accordance with GAAP (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

## Other Services

We will also assist in preparing the financial statements and the related notes, certain nonaudit journal entries, the schedule of expenditures of federal awards, the data collection form, the comparative report transmittal form, and the underground storage tank financial demonstration of the Town in conformity with accounting principles generally accepted in the United States of America, the Uniform Guidance, and the Uniform Financial Reporting Manual based on information provided by you. These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. We will perform the services in accordance with applicable professional standards. The other services are limited to the services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance as discussed in the previous paragraph and that you have reviewed and approved the deliverables resulting from our assistance prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

## Agreed-Upon Procedures

We will apply certain agreed-upon procedures to selected records and transactions, as described below, to the accounting records and internal controls of the Town. We will perform:

- Agreed-upon procedures solely to assist the Town and the Auditor of Public Accounts of the Commonwealth of Virginia in evaluating management's assertion that the Comparative Report Transmittal Forms comply with the requirements of the *Uniform Financial Reporting Manual*.
- Agreed-upon procedures solely to assist the Town and the Virginia Department of Environmental Quality based upon the mandates of the Environmental Protection Agency in demonstrating compliance with the local government financial test as required to meet the financial assurance requirements, in accordance with *Section 20-70-210 of the Financial Assurance Regulations for Solid Waste Disposal, Transfer and Treatment Facilities*, relating to the closure, post-closure care, and corrective action costs of owning and operating a municipal solid waste landfill facility.

The actual procedures to be performed are enumerated in the attached appendix.

By signing this engagement letter, you agree to these procedures and acknowledge that the procedures to be performed are appropriate for the intended purpose of the engagement, which is to meet the requirements of the *Code of Virginia*.

Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the AICPA. Those standards require that we obtain your written agreement to the procedures to be applied and your acknowledgement that those procedures are appropriate for the intended purpose of the engagement, as described in this letter. The agreement and acknowledgement are contained within this letter. A refusal to provide such an agreement and acknowledgment will result in our withdrawal from the engagement. We make no representation that the procedures we will perform are appropriate for the intended purpose of the engagement or for any other purpose.

Because the agreed-upon procedures do not constitute an examination or review, we will not express an opinion or conclusion on the subject matter.  In addition, we have no obligation to perform any procedures beyond those to which you agree.

We will issue a written report upon completion of our engagement that lists the procedures performed and our findings. Our report will be addressed to you and the relevant responsible parties. If we encounter restrictions in performing our procedures, we will discuss the matter with you. If we determine the restrictions are appropriate we will disclose the restrictions in our report. Our report will contain a paragraph indicating that we had performed additional procedures, other matters might have come to our attention that would have been reported to you.

There may exist circumstances that, in our professional judgment, will require we withdraw from the engagement. Such circumstances include the following:

- You refuse to provide written agreement to the procedures and acknowledge that they are appropriate for the intended purpose of the engagement.
- You fail to provide requested written representations, or we conclude that there is sufficient doubt about competence, integrity, ethical values, or diligence of those providing the written representations, or we conclude that the written representations provided are otherwise not reliable.
- We determine that the description of the procedures performed or the corresponding findings are misleading in the circumstances of the engagement.
- We determine that restrictions on the performance of procedures are not appropriate.

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, should any such matters come to our attention, we will communicate them in accordance with professional standards and applicable law. In addition, if, in connection with this engagement, matters come to our attention that contradict the applicable subject matter, we will communicate such matters to you.

You agree to the procedures to be performed and acknowledge that they are appropriate for the intended purpose of the engagement.

You are responsible for the subject matter to which our agreed-upon procedures are applied and that it is in accordance with applicable criteria; and for selecting the criteria and procedures and determining that such criteria and procedures are appropriate for your purposes. In addition, you are responsible for providing us with (1) access to all information of which you are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

At the conclusion of our engagement, we will require a representation letter from management that, among other things, will confirm management's responsibility for the subject matter. If the need for additional procedures arises, our agreement with you will need to be revised. If additional specified parties of the reports are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

## Engagement Administration and Other

We understand that your employees will prepare cash, accounts receivable, or debt confirmations or other information we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our report to the Town; however, management is responsible for the distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Brown, Edwards & Company, L.L.P. ("Brown Edwards") and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation, and appropriate individuals will be made available upon request and in a timely manner, to the Auditor of Public Accounts of the Commonwealth of Virginia or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Brown Edwards personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the parties mentioned above. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

John Aldridge is the engagement partner and responsible for supervising the engagement and signing the reports or designating another partner to oversee and review the engagement or authorizing another individual to sign the reports. We expect to begin our audit during the month of June and to issue our reports no later than November.

## Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management and those charged with governance. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

The attached Terms and Conditions of Services sets forth the standard terms and conditions that will govern our provision of professional services to you. This letter, along with the Terms and Conditions of Services shall constitute the agreement for professional services between Brown, Edwards & Company, L.L.P. and your Company.

We appreciate the opportunity to be of service to the Town and believe this letter accurately summarizes the significant terms of our engagement. This letter supersedes all previous engagement letters. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Brown, Edwards & Company, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

## Response

This letter correctly sets forth the understanding of Town of Farmville.

______________________________
Signature

______________________________
Title

______________________________
Date

# Terms and Conditions of Services

## Fees and Payment Terms

We expect to begin our services upon our initiation of preparation procedures and will conclude upon delivery of reports and other communications required by professional standards. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Our fees vary according to the degree of responsibility involved and the skill required. Our fee, including out-of-pocket expenses, will be $56,800 for the Town and IDA for the year ending June 30, 2025.

It is our understanding that (1) the financial and accounting records are complete (requires few or no adjusting journal entries); (2) we will receive support from your personnel necessary for the preparation of all items discussed or as outlined in our client assistance list, to be provided; and (3) the preparation of items in our client assistance list will be completed prior to our arrival to begin fieldwork, if applicable. If for some reason your personnel are unable to provide the contemplated assistance, or should we encounter unexpected circumstances that will require spending more time than presently anticipated, we will bring this to your attention and discuss the additional cost during the normal billing process. A change in the scope of our services (e.g., due to changes to regulations or professional standards, and as applicable to you, loss of key personnel, financial and/or accounting irregularities, unexpected and material litigation, acquisitions, etc.) may also require additional time and, therefore, add to the cost of the engagement. We assure you that we will make every attempt to hold our time to a minimum, commensurate with the work involved. Other services, such as research or consultation, would be an additional cost.

Interim billings will be submitted as work progresses and as expenses are incurred, and are payable upon presentation of our invoices. A service charge of one and one-half percent (1-1/2%) per month will be added to accounts receivable balances remaining unpaid 30 days after the original invoice date.

In accordance with firm policy, work may be suspended if your account becomes significantly overdue. Work will be fully suspended when any balance owed to us exceeds 90 days and will not be resumed until your account is made current. In the event we are compelled to suspend our work or terminate our services for nonpayment, you will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. In addition, if our work is suspended or terminated, you agree that we will not be responsible or liable for your failure to meet governmental and other deadlines, for any penalties or interest that may be assessed against you resulting from your failure to meet such deadlines, and for any other damages (including but not limited to consequential, indirect, lost profits, or punitive damages) incurred as a result of the suspension or termination of our services.

If we elect to terminate our engagement services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our engagement or issued our report.

## Other Terms

We have the right to withdraw from this engagement, at our discretion, if we are not provided with information requested in a timely manner to perform the engagement, or we have been refused cooperation with our reasonable requests, or we have been presented with misrepresented facts.

In the event that Brown Edwards is required to respond to a subpoena, court order, or any other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate Brown Edwards at our standard hourly rates for the time we expend in connection with such response, and to reimburse Brown Edwards for all of our out-of-pocket expenses incurred in that regard.

# Terms and Conditions of Services

Professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, you agree to compensate us for any additional costs incurred as a result of your employment of any of our partners or professional employees. In addition, to ensure that Brown Edwards' independence is not impaired under the *AICPA Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

You acknowledge that we devote a substantial amount of time and resources to the hiring, retention, and training of employees engaged in the provision of services to our clients. Accordingly, we ask that you agree to the following. In the event that any of our employees accepts a position of employment with your Town, or any of its related parties at any time while we are performing services for you or within one year thereafter, you agree to compensate us in the form of a placement fee equal to 35% of the employee's annual compensation in effect on the date employment was contracted with your Town. This fee will be payable when the employee accepts such a position. If you need a permanent employee and would like assistance in locating this type of individual, we can provide personnel search assistance to help you locate and hire a qualified professional.

## Electronic Dissemination of Data

In the interest of facilitating our services, we may communicate by facsimile transmission, send data over the Internet, or allow access to data through third-party vendors' secured portals or clouds. Electronic data that is confidential to your Town may be transmitted or stored using these methods. We may use third-party service providers to store or transmit this data, such as providers of tax return preparation software. In using these data communication and storage methods, our firm employs measures designed to maintain data security. We use reasonable efforts to keep such communications and data access secure in accordance with our obligations under applicable laws and professional standards. We also require all of our third-party vendors to do the same.

You recognize and accept that we have no control over the unauthorized interception or breach of any communications or data once it has been sent or has been subject to unauthorized access, notwithstanding all reasonable security measures employed by us or our third-party vendors. You consent to our use of these electronic devices and applications and submission of confidential client information to third-party service providers during this engagement.

## Dispute Resolution Procedure

If any dispute, other than with respect to fees which is addressed below, arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the McCammon Group under its applicable rules for resolving professional related services disputes before resorting to litigation. The parties agree that mediation will take place within 60 days from the date notice is first given from one party to the other as to the existence of a dispute and the demand to mediate. Should the parties be unable to agree upon a mediator, said mediator will be selected by the McCammon Group. Cost of any mediation proceeding shall be shared equally by all parties. The submission of any dispute to mediation or arbitration shall not be deemed to waive, and shall not be deemed to toll, any applicable statute of limitations.

Disputes arising between the accountant and the client over fees should be settled between the parties. If not settled, the client and the accountant agree to submission for resolution by arbitration in accordance with the applicable arbitration rules of the McCammon Group, and such arbitration shall be binding and final. Should the parties be unable to agree upon an arbitrator, said arbitrator will be selected by the McCammon Group. The accountant and the client acknowledge that in agreeing to arbitration, each forfeit the right to have the dispute settled in a court of law.

Should any litigation be instituted by either party to this agreement, both parties agree to submit to the jurisdiction of the Roanoke Virginia Circuit Court for any disputes arising under this contract.

# Terms and Conditions of Services

Any claim by you for damages arising from Brown Edwards' performance of its services under this agreement shall be commenced within one year from when you knew, or should have known, of Brown Edwards' breach of the standard of care, but in no event shall such claim be brought more than three years after the date of delivery of the completed report.

## Independence

In providing our services, we are required by law and our professional standards to maintain our independence from the Town. We take this mandate very seriously and thus guard against impermissible relationships, which may impair the very independence, which you and the users of our report require. As such, you should not place upon us special confidence that in the performance of our services we will act solely to your interest. Therefore, you acknowledge and agree we are not in a fiduciary relationship with you and we have no fiduciary responsibilities to you in the performance of our services described herein.

Where we are providing services to an entity that is subject to rules, regulations, or standards beyond those of the American Institute of Certified Public Accountants (AICPA), any term of this contract that would be prohibited by or impair our independence under applicable law or regulation shall not apply to the extent necessary only to avoid such prohibition or impairment.

## Cannabis

You represent and warrant to us that you do not "participate in the Cannabis market", which for the purposes of this Engagement Letter is defined as: a) selling, producing, transporting, storing, destroying, or otherwise possessing Cannabis (in any form and for any duration), regardless of whether such activity is permitted under State law; or b) directly or knowingly providing services, products, or finished goods to any person or entity that pursuant to a license under state law or otherwise sells, produces, transports, stores, destroys, or possesses for related purposes Cannabis. As used in this Engagement Letter, the term "Cannabis" has the same meaning as provided by statute in the State of Virginia, and incorporates references to cannabis, marijuana, marihuana, or similar terminology.

Should we learn of any information from any source (public or non-public) that your locality participates in the Cannabis market, regardless of whether such activity is permitted under State law, we reserve the right to terminate this agreement ("Special Termination") immediately without recourse or liability for any loss which may be suffered by your Town as a result of such termination. Upon termination of this agreement, our engagement with your Town shall be deemed complete, and we shall have no further obligation to deliver any items not previously provided, whether in final or draft form. We shall bill and your Town shall be obligated to pay for any outstanding amounts due (including reasonable out-of-pocket costs) for services rendered under the terms of this Engagement Letter up to the date of termination as shall be provided for in a final invoice, and such fees and costs shall become immediately due and payable.

## Force Majeure

Neither of us shall be in breach of our responsibilities under this engagement letter as a result of Brown Edwards or the Town being unable to comply with our respective obligations as a result of a Force Majeure Event.

"Force Majeure Event" means any circumstance not within the reasonable control of the affected party, which prevents or limits the affected party in meeting its obligations under this engagement letter, including, any fire, explosion, accident, flood, drought or catastrophe of nature, pandemic, epidemic, other outbreak of disease, or a material increase in the severity of the same, war, riot, act of terrorism or civil unrest, act of nature or of public enemy, and/or act, order or mandate of any federal, state, or local governmental body or figure, which could not have been avoided by the reasonable care of the affected party.

# Terms and Conditions of Services

The occurrence of a Force Majeure Event shall extend the term of delivery of the services by the number of days the event persists. In the event such event persists for more than 30 calendar days, each of us will be entitled to terminate this agreement with immediate effect provided a written termination notice is sent.

# Agreed-Upon Procedures to be Performed

## Local Government Financial Test for Municipal Solid Waste Facilities

We will conduct a comparison between the data and statements in the local government financial assurance financial test letter from the Director of Finance and the data and statements contained in the audited financial statements. We will recompute totals and percentages used in calculating the conditions of the test.

## Compliance with the Uniform Financial Reporting Manual

We will review the requirements for the completion of the forms as set forth in the *Uniform Financial Reporting Manual* and identify differences between the accounting policies and the requirements of the Manual.

We will compare the information contained on Form 050 to the audited financial statements and will review reconciling items for compliance with the requirements of the Manual.

We will review comments made by the Auditor of Public Accounts during the desk review of the forms submitted in the prior year, and test the current year forms for incorporation of these comments.

We will review the Verify Report and Edit Report to identify whether any errors have been properly resolved or explained.

We will compare the current and prior year forms and investigate significant differences or changes.

We will review joint activity forms (Forms 110 and 310) prepared by other local governments, authorities, or auditors for reasonableness.

# Town of Farmville

# Agenda Item Summary

**MEETING DATE:** April 2, 2025

**ITEM NUMBER:** 8.a. – Proposed Resolution No. 2025-04-01

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**BACKGROUND:** Report by the Town Manager.

The Town of Farmville is responsible for collecting taxes and other charges to support the proper operation of the Town. Virginia Code § 58.1-3958 authorizes localities to impose administrative fees and attorney or collection agency fees, not to exceed 20%, on delinquent accounts.

This resolution allows the Town to recover costs associated with collecting delinquent accounts that are referred to a collection agency or attorney. These fees will be charged only to those who are delinquent, ensuring that responsible taxpayers are not burdened with these additional costs.

Key Provisions:
- Authorizes the Town to assess administrative and collection fees on delinquent accounts.
- Fees will only apply when accounts are referred to a collection agency or attorney.
- Total fees shall not exceed 20% of the delinquent amount, as permitted by Virginia Code § 58.1-3958.
- Aims to promote fiscal responsibility by placing the cost of collection on the responsible party.

**RECOMMENDATION:**

**FISCAL IMPACT:**

**ATTACHMENTS:**
1. Resolution No 2025-04-01 - Assessed Penalities

**Resolution No. 2025-04-01**

**Approving the Addition of Administrative and Collection Fees to Delinquent Accounts Pursuant to Virginia Code § 58.1-3958**

**BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF FARMVILLE:**

The Town Manager and Finance Director are hereby authorized to implement the provisions of Virginia Code § 58.1-3958, allowing the Town to assess administrative fees and collection agency or attorney's fees, not to exceed 20%, to delinquent bills to cover the costs of collection.

These fees shall only be applied in the event that an account is assigned to a collection agency or attorney, and are intended to ensure that the cost burden of collecting delinquent accounts is borne by those responsible, rather than the general public.

This resolution shall be in full force and effect upon its approval.

**Approved:** ___________________________
Mayor

**Attest:** ___________________________
Clerk of Council

**I certify that the above resolution was:**
Adopted on ______________________________________.

Ayes: ________. Nays: ________. Absent: ________. Abstain: _________.

- The Honorable A.D. "Chuckie" Reid: __________.
- The Honorable Sallie O. Amos: __________.
- The Honorable Daniel E. Dwyer: __________.
- The Honorable Tommy Pairet: __________.
- The Honorable John F. Hardy: __________.
- The Honorable Donald L. Hunter: __________.
- The Honorable Adam Yoelin: __________.

# Town of Farmville

# Agenda Item Summary

**MEETING DATE:** April 2, 2025

**ITEM NUMBER:** 12.a. – 2.2-3711(A)(1) Discussion of prospective candidates for Farmville Industrial Development Authority appointments

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**BACKGROUND:** Mr. Mayor, I move that the Farmville Town Council convene in closed meeting pursuant to the Code of Virginia, in accordance with the provisions of paragraph A.1. of Section 2.2-3711, for the Discussion of prospective candidates for Farmville Industrial Development Authority appointments.

CERTIFICATION OF CLOSED MEETING
WHEREAS, the Farmville Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Farmville Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Farmville Town Council hereby certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Farmville Town Council.

**RECOMMENDATION:**

**FISCAL IMPACT:**

**ATTACHMENTS:** None