

**CITY OF SEAT PLEASANT, MARYLAND**

**Financial Statements and Supplementary Information  
Together with Report of Independent Public Accountants**

**As of June 30, 2013**



**SB & COMPANY, LLC**  
EXPERIENCE • QUALITY • CLIENT SERVICE

**JUNE 30, 2013**

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## REPORT OF INDEPENDENT PUBLIC ACCOUNTANTS

Honorable Mayor, Members of the City Council  
And City Manager  
City of Seat Pleasant, Maryland

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Seat Pleasant, Maryland (the City), as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

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

The City's 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.



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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, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2013, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Matters***

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the Schedule of Revenues and Expenditures – Budget and Actual – General Fund, and the Schedule of Revenues and Expenditures – Refuse Collection as listed in the accompanying table of contents 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 statements, 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.

Hunt Valley, MD  
December 26, 2013

*SB & Company, LLC*

## CITY OF SEAT PLEASANT, MARYLAND

### Management's Discussion and Analysis June 30, 2013

Our discussion and analysis of the financial performance of the City of Seat Pleasant provides an overview of the City's financial activities for the year ended June 30, 2013. Please read it in conjunction with the City's financial statements.

#### **Financial Highlights**

The assets of the City exceeded its liabilities (net position) as of June 30, 2013 by \$5.53 million. Of this amount, \$3.27 million is unrestricted and may be used to meet the City's future obligations. All of the \$3.27 million is related to governmental activities, which includes the General Fund. The unrestricted net assets are available for future General Fund expenditures. The remaining portion of \$2.26 million represents the City's investment in Capital Assets, net of related debt.

The unreserved and undesignated fund balance for the General Fund represented 90.0 percent of total General Fund expenditures compared to the Council adopted target of 25 percent.

In comparison with the prior fiscal year, the City's total net position decreased by \$204,085. This is primarily due to decreases in property assessments in 2013. During the current fiscal year, as a result of decrease in net position, the City decreased its current assets.

#### **Using this Annual Report**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities are government-wide statements that provide information about the activities of the City as a whole and present a longer-term view of the City's finances. Fund financial statements report the City's operation in more detail than the government-wide statements by providing information about the City's most significant funds and individual parts.

#### **Reporting the City as a Whole**

##### **The Statement of Net Position and the Statement of Activities**

One of the most important questions asked about the City's finances is, "Is the City, as a whole, better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the City as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

## CITY OF SEAT PLEASANT, MARYLAND

### Management's Discussion and Analysis June 30, 2013

#### The Statement of Net Position and the Statement of Activities (continued)

These two statements report changes in the City's net position. You can think of the City's net position (the difference between assets and liabilities) as one way to measure the City's financial health or position. Over time, increases or decreases in the City's net position is one indicator of whether its financial health is improving or deteriorating. You will need to consider other non-financial factors, such as changes in the City's property tax base and the condition of the City's infrastructure to assess the overall health of the City.

In the Statement of Net Position and the Statement of Activities, we have only one kind of activity:

Governmental Activities – All of the City's services are reported here, including the police, general administration, highways, and sanitation. Taxes, franchise fees, fines and forfeitures, license fees, and state and county grants or payments finance most of these activities.

#### Reporting the City's Funds

#### Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds—not the City as a whole. All of the City's services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the City's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in reconciliation following the fund financial statements.

#### The City as a Whole

#### Governmental Activities

To aid in the understanding of the Statement of Activities some additional explanation is given. Of particular interest is the format that is significantly different than a typical Statement of Revenues, Expenditures and Changes in Fund Balance. You will notice that expenses are listed in the first column, with revenues from that particular program reported to the right. The result is a Net (Expense)/Revenue. The reason for this kind of format is to highlight the relative financial burden of each of the functions on the City's taxpayers. It also identifies how much

## CITY OF SEAT PLEASANT, MARYLAND

### Management's Discussion and Analysis June 30, 2013

#### Governmental Activities (continued)

each function draws from the general revenues or if it is self-financing through fees and grants. Some of the individual line item revenues reported for each function are:

General Government	Building Permit Fees, Business License Fees, State Grants, Franchise Fees, Cable Company Grants
Highways	Highway User Revenues, State Grants, Community Development Grants
Sanitation/Waste Removal	County Rebates, Special Trash Fees
Police Department	State Grants, Fines, Report Fees, Property Forfeitures, Donations

All other governmental revenues are reported as general. It is important to note that all taxes are classified as general revenue even if restricted to a specific purpose.

#### Government-Wide Financial Information

The following is selected information as of June 30, 2013, and for the previous year, which is provided for comparison purposes:

	<b>Governmental Activities</b>	
	<b>2013</b>	<b>2012</b>
<b>Assets</b>		
Current assets	\$ 3,616,882	\$ 3,901,488
Capital assets	<u>2,385,768</u>	<u>2,420,492</u>
<b>Total Assets</b>	<b><u>6,002,650</u></b>	<b><u>6,321,980</u></b>
<b>Liabilities</b>		
Current liabilities	303,993	331,850
Long-term liabilities	<u>177,446</u>	<u>264,834</u>
<b>Total Liabilities</b>	<b>481,439</b>	<b>596,684</b>
<b>Net Position</b>		
Invested in capital assets, net of related debt	2,196,869	2,113,146
Restricted	62,858	42,887
Unrestricted	<u>3,261,484</u>	<u>3,569,263</u>
<b>Total Net Position</b>	<b><u>\$ 5,521,211</u></b>	<b><u>\$ 5,725,296</u></b>

**CITY OF SEAT PLEASANT, MARYLAND**

**Management's Discussion and Analysis**  
**June 30, 2013**

	<b>2013</b>	<b>2012</b>
<b>Program revenues:</b>		
Charges for service	\$ 621,304	\$ 917,752
Operating grants and contributions	174,408	597,573
<b>General revenues:</b>		
Income Taxes	223,873	220,819
Property taxes	2,384,755	2,651,176
Other	27,902	39,184
Total general revenues	<u>2,636,530</u>	<u>2,911,179</u>
Total revenues	3,432,242	4,426,504
<b>Expenses:</b>		
General government	1,270,525	1,317,591
Public safety	1,064,377	1,223,778
Public works	1,250,367	1,310,385
Recreation and community service	51,058	168,733
Total expenses and transfers	<u>3,636,327</u>	<u>4,020,487</u>
Change in net position	(204,085)	406,017
Net position, beginning of year	<u>5,725,296</u>	<u>5,319,279</u>
<b>Net position, End of Year</b>	<b><u>\$ 5,521,211</u></b>	<b><u>\$ 5,725,296</u></b>

## CITY OF SEAT PLEASANT, MARYLAND

### Management's Discussion and Analysis June 30, 2013

#### The City's Funds

The following schedule presents a summary of general revenues and expenses for the fiscal year ended June 30, 2013 and percentage of increases and decreases in relation to the prior year:

	FY13 Amount	Percent of Total
<b>Revenues:</b>		
Taxes	\$ 2,682,981	65.80%
Intergovernmental	174,408	13.10%
Charges for services	387,776	7.50%
Fines, licenses and permits	233,528	12.70%
Interest income	2,452	0.00%
Miscellaneous	25,450	0.90%
<b>Total Revenues</b>	<b>\$ 3,506,595</b>	<b>100%</b>
 <b>Expenditures:</b>		
General government	\$ 1,070,444	27.30%
Public safety	993,151	27.70%
Public works	1,242,885	31.20%
Recreation and culture	51,058	4.00%
Capital outlays	240,092	5.60%
Debit service	132,643	4.20%
<b>Total Expenditures</b>	<b>\$ 3,730,273</b>	<b>100%</b>

Revenues amounted to \$3.5 million in fiscal year 2013, a decrease of \$1.1 million from fiscal year 2012. Real property taxes produced \$341,000 less revenue than in fiscal year 2012. The assessable tax base declined while the personal property tax rate remain the same. Fines, licenses, and permits decreased by \$340,000 as a result of decreases in red light and speed camera operations. The City issued less permits for new home construction during FY2013 as compared to FY2012. State grants have been reduced. Commercial and residential building permit revenue, as well as street and storm drain permit fees have decreased, reflecting a decrease in the number of homes being built within City limits. Expenditures amount to \$3.7 million, an increase of \$490,000 from fiscal year 2012. The decrease in expenditures is attributable to less operating grants and other cost saving measures as a result of decreased revenue in 2013 offset by investments of fund balance to purchase vehicles and costs incurred for the city center project.

## CITY OF SEAT PLEASANT, MARYLAND

### Management's Discussion and Analysis June 30, 2013

#### Capital Assets

The City's capital assets for its governmental activities as of June 30, 2013, amounted to \$2.4 million (net of accumulated depreciation). Capital assets include land, historical treasures, building and improvements, improvements other than buildings, and machinery and equipment. During the year the city made capital outlays of \$240,000.

More detailed information about the City's capital assets is presented in Note 5 to the basic financial statements.

#### Debt

As of June 30, 2013, the City had no bonds outstanding and other debt obligations are as follows.

BoA loan	\$ 36,353
SunTrust loan	<u>152,546</u>
<b>Total outstanding debt</b>	<b><u>\$ 188,899</u></b>

Neither Maryland State law nor the City Charter mandates a limit on municipal debt. On May 10, 1999, the City Council established a policy to limit debt to 0.8 percent of assessed value of taxable property. As of June 30, 2013 assessed value of such property total approximately \$166,463,000, the debt limit was approximately \$3.0 million and the actual outstanding debt was \$189,000 approximately 4% of the debt limit. The City retired \$120,620 of it long term obligations during fiscal year 2013 through regularly scheduled payments.

#### Economic Factors and Next Year's Budgets and Rates

The City is located in the northern part of Prince George's County. Although considered to be in the Washington, DC metropolitan area, the City's location also gives it easy access to Baltimore and Annapolis. The Baltimore/Washington area is considered to be one of the fastest growing regions in the nation. Proximity to the Baltimore/Washington area and federal government spending generally contributes to the City's stability.

The City's total assessed value for personal property declined slightly. The slight decrease has been attributed primarily due to decreasing assessments.

## CITY OF SEAT PLEASANT, MARYLAND

### Management's Discussion and Analysis June 30, 2013

#### Economic Factors and Next Year's Budgets and Rates (continued)

As a result of the increase in building permits, the City generally expects tax revenues to increase in the future. The majority of homes in the city are owner-occupied single-family homes that the 2010 census placed in the price range of \$100,000 to \$160,000 with a median value of \$145,000.

The Maryland Department of Labor, Licensing and Regulation reported the unemployment rate in Prince George's County at 7.2 percent and the State at 7.5 percent as of June 30, 2012. The 2010 Census showed the median income for the City of Seat Pleasant at \$47,050. The income level exceeds the State of Maryland at \$45,289 and the United States at \$37,005.

The City in the future will be preparing a financial forecast as a component of developing the annual operating budget and capital improvements program. The assumptions in the forecast will be reviewed with the City Council as background for decisions about revenue projections and estimated costs.

The adopted budget for FY2014 does not propose any tax rate changes. The real and personal property tax rates remain at \$.58 and \$11.00 per \$100 of assessed valuation, respectively. In the FY2014 Budget, General Fund revenues and transfers from other funds are budgeted to increase by 4 percent from the FY2013 budget year. General property taxes make up approximately 60.7% of General Fund budgeted revenues and transfers from other funds. General Fund expenditures and transfers to other funds are budgeted to decrease by 9 percent from the FY2014 budget year.

The State of Maryland's budget situation mirrors that of most states - significant deficits in the current and upcoming year are projected, along with gloomy forecasts well into the latter half of the decade. The City felt the impact of these financial woes in FY2003 when the State reduced the amount of Highway User Revenue distributed to local governments. As a result, the City has lost approximately \$15,000 annually since FY2003. In FY2013, the City will only receive 50% of its allocation projected in April 2013, which will result in a loss of \$16,000. Fortunately, current state income tax proceeds, the City's largest source of state shared revenues, have remained relatively stable over the last few years. In addition to the above, the City's real estate assessment base declined by 33%.

#### Contacting the City's Financial Management

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the Town's finances and to show the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Treasurer at 6301 Addison Road, Seat Pleasant, Maryland 20743.

**CITY OF SEAT PLEASANT**

**Statement of Net Position**  
**As of June 30, 2013**

	<b>Governmental Activities</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
Cash and cash equivalents	\$ 1,993,644
Cash and cash equivalents - restricted	62,858
Investments	1,306,272
Amounts due from other governments	141,463
Other accounts receivable	833
Personal property taxes receivable, net of allowance	57,253
Accounts receivable - income taxes	27,902
Prepaid expenses	26,657
<b>Total Current Assets</b>	<b>3,616,882</b>
<b>Non-Current Assets</b>	
Capital assets net of accumulated depreciation	<b>2,385,768</b>
<b>Total Assets</b>	<b>6,002,650</b>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
Accounts payable and accrued expenses	141,496
Amounts held in escrow and deposits	45,329
Current portion of long-term debt and compensated absences	117,168
<b>Total Current Liabilities</b>	<b>303,993</b>
<b>Non-Current Liabilities</b>	
Compensated absences	64,118
Loans payable - long term	113,328
<b>Total Non-Current Liabilities</b>	<b>177,446</b>
<b>Total Liabilities</b>	<b>481,439</b>
<b>NET POSITION</b>	
Invested in capital assets, net of related debt	2,196,869
Restricted	62,858
Unrestricted	3,261,484
<b>Total Net Position</b>	<b>\$ 5,521,211</b>

The accompanying notes are an integral part of this statement.

CITY OF SEAT PLEASANT

Statement of Activities  
For the Year Ended June 30, 2013

	Direct Expense	Indirect Expense Allocation	Program Revenues			Primary Government Activities	Primary Government Total
			Charges for Services	Grants and Contributions	Capital Grants Contributions		
<b>Government Activities:</b>							
General government	\$ 1,266,618	\$ 3,907	\$ 621,304	\$ 174,408	\$ -	\$ (474,813)	\$ (474,813)
Public safety	1,056,261	8,116	-	-	-	(1,064,377)	(1,064,377)
Public works	1,250,367	-	-	-	-	(1,250,367)	(1,250,367)
Recreation and culture	51,058	-	-	-	-	(51,058)	(51,058)
Interest expense	12,023	(12,023)	-	-	-	-	-
<b>Total Primary Government</b>	<b>\$ 3,636,327</b>	<b>\$ -</b>	<b>\$ 621,304</b>	<b>\$ 174,408</b>	<b>\$ -</b>	<b>(2,840,615)</b>	<b>(2,840,615)</b>
General Revenues:							
Income taxes						223,873	223,873
Property taxes						2,384,755	2,384,755
Interest and investment income						2,452	2,452
Miscellaneous						25,450	25,450
Change in net position						(204,085)	(204,085)
Net position, beginning of year						<b>5,725,296</b>	<b>5,725,296</b>
<b>Net position, End of Year</b>	<b>\$ 5,521,211</b>	<b>\$ -</b>	<b>\$ 5,521,211</b>	<b>\$ -</b>	<b>\$ 5,521,211</b>	<b>\$ 5,521,211</b>	<b>\$ 5,521,211</b>

**CITY OF SEAT PLEASANT**

**Balance Sheet – Governmental Fund**  
**As of June 30, 2013**

	<u>General Fund</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 1,993,644
Cash and cash equivalents - restricted	62,858
Investments	1,306,272
Amounts due from other governments	141,463
Other accounts receivable	833
Personal property taxes receivable, net of allowance	57,253
Accounts receivable - income taxes	27,902
Prepaid expenses	26,657
<b>Total Assets</b>	<u>\$ 3,616,882</u>
<b>LIABILITIES</b>	
Accounts payable and accrued expenses	141,496
Amounts held in escrow and deposits	45,329
Deferred revenue	28,304
<b>Total Liabilities</b>	<u>215,129</u>
<b>FUND BALANCE</b>	
Non-spendable	26,657
Restricted	62,858
Unassigned	3,312,238
<b>Total Fund Balance</b>	<u>3,401,753</u>
<b>Total Liabilities and Fund Balance</b>	<u>\$ 3,616,882</u>

The accompanying notes are an integral part of this balance sheet.

**CITY OF SEAT PLEASANT**

**Reconciliation of the Governmental Fund Balance Sheet to the  
Statement of Net Assets  
As of June 30, 2013**

**TOTAL FUND BALANCES - GOVERNMENTAL FUND** \$ 3,401,753

Amounts reported for governmental activities in the Statement of Net Assets are different because:

Certain receivables are offset by deferred revenue in the governmental funds since they are not available to pay for current period expenditures. This is the amount of deferred revenue related to these receivables.

28,304

Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds.

2,385,768

Noncurrent liabilities are not reported as liabilities in the governmental funds.

(294,614)

**Total Net Assets - Governmental Activities**

**\$ 5,521,211**

The accompanying notes are an integral part of this financial statement.

**CITY OF SEAT PLEASANT**

**Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Funds  
For the Year Ended June 30, 2013**

	<b>General Fund</b>
<b>REVENUES</b>	
Taxes	\$ 2,682,981
Intergovernmental	174,408
Charges for services	387,776
Fines, licenses and permits	233,528
Interest and investment income	2,452
Miscellaneous	<u>25,450</u>
<b>Total revenues</b>	<u>3,506,595</u>
<b>EXPENDITURES</b>	
General government	1,070,444
Public safety	993,151
Public works	1,242,885
Recreation and culture	51,058
Capital outlays	240,092
Debt service:	
Principal	120,620
Interest	<u>12,023</u>
<b>Total expenditures</b>	<u>3,730,273</u>
Deficiency of revenues over expenditures	(223,678)
Fund balances, beginning of year	<u>3,625,431</u>
<b>Fund balances, End of Year</b>	<u>\$ 3,401,753</u>

The accompanying notes are an integral part of this financial statement.

## CITY OF SEAT PLEASANT

### Reconciliation of the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance to the Statement of Activities For the Year Ended June 30, 2013

**TOTAL NET CHANGE IN FUND BALANCES - GOVERNMENTAL FUND** \$ (223,678)

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

Capital outlays are reported in governmental funds as expenditures. However, in the  
Statement of Activities, the cost of those assets is allocated over their estimated  
useful lives as depreciation expense. This is the amount by which capital outlay  
of \$235,317 is exceeded by depreciation expense of \$274,094 in the period. (34,724)

In the Statement of Activities, compensated absences are measured by the amounts  
earned during the year. In the governmental fund, however, expenditures for compensated  
absences are measured by the amount of financial resources used (essentially, the  
amounts actually paid or expected to be paid within one year). 8,050

In the Statement of Activities, revenues are recognized when they are earned and received.  
In the governmental fund, revenues are recognized as income if they are available  
to satisfy current obligations. This is the amount of the increase in deferred revenue in  
the governmental funds which is recognized as revenue in the Statement of Activities. (74,353)

Long-term debt repayments are an expenditure in the governmental fund, but the  
repayment reduces long-term liabilities in the Statement of Net Assets. This is  
the amount of long-term debt repayments for 2012. 120,620

**Change in Net Assets of Governmental Activities** \$ (204,085)

The accompanying notes are an integral part of this financial statement.

# **CITY OF SEAT PLEASANT, MARYLAND**

## **Notes to the Financial Statements**

**June 30, 2013**

### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### **Financial Reporting Entity**

The City of Seat Pleasant, Maryland (the City) was established in 1931 and is governed by an elected mayor and an elected city council. The City provides the following services as authorized by its charter: public safety (police), highways and streets, sanitation, public improvements and general administrative services. However, the City is located within Prince Georges County, Maryland, and all infrastructures within the City are included in the County's infrastructure. The City's major sources of revenue are real estate, income and usage taxes.

The accounting policies of the City conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies:

In evaluating how to define the City of Seat Pleasant, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set by the Governmental Accounting Standards Board. Component units are legally separate organizations for which the elected officials of the City are financially accountable. In addition, component units can be other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City's financial statements to be misleading or incomplete. Based upon the application of criteria set by the Governmental Accounting Standards Board, there are no separate component units of the City.

#### **Basis of Presentation – Fund Accounting**

The accounting system is organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

The City's funds are grouped into one broad fund category.

Governmental funds include the General Fund. The General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

## **CITY OF SEAT PLEASANT, MARYLAND**

### **Notes to the Financial Statements**

**June 30, 2013**

### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

#### **Basis of Accounting**

##### **Government-Wide Financial Statements**

The statement of net assets and the statement of activities display information about the City, the primary government, as a whole. These statements distinguish between activities that are governmental and those that are considered business-type activities. At June 30, 2013, the City had no business-type activities.

The government-wide statements are prepared using the economic resources measurement focus and the accrual basis of accounting, including the reclassification or elimination of internal activity (between funds). This differs from the manner in which governmental fund financial statements are prepared. Therefore, governmental fund financial statements include reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

The government-wide statement of activities presents a comparison between expenses, and program revenues for each segment of the business-type activities of the City, if any, and for each governmental program. Direct expenses are those that are specifically associated with a service, program or department and are therefore clearly identifiable to a particular function. Indirect costs are allocated to programs. When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as needed. Program revenues include charges paid by the recipients of the goods or services offered by the programs and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues which are not classified as program revenues are presented as general revenues. The comparison of program revenues and expenses identifies the extent to which each program or business segment, if any, is self-financing or draws from the general revenues of the City. Net assets should be reported as restricted when constraints placed on net asset use are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

#### **Fund Financial Statements**

Fund financial statements report detailed information about the City. The focus of governmental financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column. Nonmajor funds, if any, are aggregated and presented in a single column.

# **CITY OF SEAT PLEASANT, MARYLAND**

## **Notes to the Financial Statements**

**June 30, 2013**

### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

#### **Governmental Funds**

City activities pertaining to general government, public works, capital projects, recreation, and culture are reported in the governmental funds. All governmental funds are accounted for using modified accrual basis of accounting and the current financial resources measurement focus. Under this basis revenues are recognized in the accounting period in which they become measurable and available. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable.

#### **Revenue Recognition**

In applying the susceptible to accrual concept under the modified accrual basis, the following revenue sources are deemed both measurable and available (i.e. collectible within the current year or within two months of year-end and available to pay obligations of the current period). These include property taxes, franchise taxes, investment earnings, charges for services and intergovernmental revenues.

Some revenues, though measurable, are not available soon enough in the subsequent year to finance current period obligations. Therefore, some revenues are recorded as receivables and deferred until they become available.

Other revenues, including licenses and permits, certain charges for services, and miscellaneous revenues, are recorded as revenue when received in cash because they are generally not measurable until actually received.

#### **Expenditure Recognition**

The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Most expenditures are measurable and are recorded when the related fund liability is incurred. However, principal and interest on long-term debt, which has not matured, are recognized when paid.

Allocations of costs, such as depreciation and amortization, are not recognized in the governmental funds.

#### **Cash and Cash Equivalents**

The City'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, excluding investments in the State of Maryland Local Government Investment Pool.

## **CITY OF SEAT PLEASANT, MARYLAND**

### **Notes to the Financial Statements**

**June 30, 2013**

### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

#### **Investments**

In accordance with accounting principles generally accepted in the United States of America (GAAP), investments held at June 30, 2013 with original maturities greater than one year are stated at fair value. Fair value is estimated based on quoted market prices at year-end. All investments not required to be reported at fair value are stated at cost or amortized cost.

#### **Receivables**

Personal property taxes receivable net of allowances for uncollectible accounts of \$1,227,314 were \$33,565. Governmental funds report unavailable revenues in connection with receivables for revenues not considered available to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned. Unavailable revenues pertaining to property taxes at year end were \$25,891.

#### **Deferred Income Tax Revenue**

As of June 30, 2013, the City was advised by the State of Maryland that \$27,902 of the Local Tax Reserve Fund was allocable to the City. In accordance with GAAP, the City recorded receivable of \$27,902 and deferred income tax revenue in the amount of \$2,413 in the fund financial statements. Changes in this amount have been reflected as current year income tax revenue in the government-wide financial statements in accordance with full accrual accounting. There is no unearned revenue as of June 30, 2013.

#### **Inventory of Supplies**

Inventories, if any, are stated at cost, on the first-in, first-out basis. The costs of inventory items are recorded as expenditures in the governmental type funds and expenses in the proprietary type funds, if any, when used.

## **CITY OF SEAT PLEASANT, MARYLAND**

### **Notes to the Financial Statements**

**June 30, 2013**

#### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

##### **Capital Assets and Depreciation**

The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus. General capital assets are long-lived assets of the City as a whole. When purchased, such assets are recorded as expenditures in the governmental funds and capitalized. Infrastructure such as bridges, roads, curbs and gutters, streets, sidewalks, drainage systems and lighting systems are capitalized. The valuation bases for general capital assets are historical cost, or where historical cost is not available, estimated historical cost based on replacement cost. Donated capital assets are capitalized at estimated fair market value on the date donated. In accordance with GAAP, intangible assets are recognized if they are identifiable, and are amortized over their useful lives if they do not have indefinite useful lives.

Depreciation of capital assets is computed and recorded by the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows: buildings, 20 to 50 years; improvements/infrastructure, 5 to 50 years; equipment, 2 to 20 years.

##### **Restricted Reserves**

The City uses restricted resources first when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

##### **Interest Expense**

Interest is expensed as incurred except when interest is incurred during the construction period and is capitalized as part of the cost of the asset.

##### **Compensated Absences**

The City accrues unused vacation pay in the period the fund liability is incurred. Full-time employees are granted vacation leave based on the number of continuous service years. Upon termination, the employees will be paid the number of days accrued. Vested annual leave is expensed in the appropriate fund. As of June 30, 2013, the balance of compensated absences was \$105,705.

## CITY OF SEAT PLEASANT, MARYLAND

### Notes to the Financial Statements

June 30, 2013

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

##### Estimates

Management uses estimates and assumptions in preparing financial statements in accordance with accounting principles generally accepted in the United States of America. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities and the reported revenues, expenditures, and expenses. Actual results could vary from the estimates that were used.

##### Equity/Fund Balance Classifications

Equity is classified as net position on the government-wide financial statements and is displayed in three components:

*Invested in capital assets, net of related debt* – Consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, notes, or other borrowings attributable to the acquisition, construction or improvement of those assets.

*Restricted* – Consists of net position with constraints placed on their use either by 1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments; or 2) law through constitutional provisions or enabling legislation.

*Unrestricted* – all other net position that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance may be reported in five components- nonspendable, restricted, committed, assigned, and unassigned.

*Nonspendable*- This component includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

*Restricted*- This component consists of amounts that have constraints placed on them either externally by third parties or by law through constitutional provisions or enabling legislation.

*Committed*- This component consists of amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the City’s highest level of decision making authority. These committed amounts cannot be used for any other purpose unless the highest level of decision making authority authorizes the change.

## **CITY OF SEAT PLEASANT, MARYLAND**

### **Notes to the Financial Statements** **June 30, 2013**

#### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

##### **Equity/Fund Balance Classifications (continued)**

*Assigned*- This component consists of amounts that are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed. The authority for assigning fund balance is expressed by the mayor or their designee.

*Unassigned*- This classification represents amounts that have not been restricted, committed, or assigned to specific purposes within the general fund.

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

#### **2. COMPLIANCE AND ACCOUNTABILITY**

##### **Budget Requirements, Accounting, and Reporting**

###### **Requirements for all funds**

Annual budgets are adopted for all City funds. The City Council may subsequently amend the budget and the budget was amended during fiscal year 2013. For day-to-day management control, expenditures may not exceed budget at the major account level. The City prepares an annual operating budget on a basis consistent with generally accepted accounting principles (GAAP).

#### **3. DEPOSITS AND INVESTMENTS**

##### **Deposit Policies**

Statutes authorize the City to invest in certificates of deposit, repurchase agreements, passbooks, banker's acceptance, and other available bank investments provided that approved securities are pledged to secure those funds deposited in an amount equal to the amount of those funds. In addition, the City can invest in direct debt securities of the United States unless such an investment is expressly prohibited by law and can invest in the State of Maryland Local Government Investment Pool.

The City's deposits are insured or collateralized with securities held by the City, its agent, or by the pledging financial institution's trust department or agent in the name of the City.

# CITY OF SEAT PLEASANT, MARYLAND

## Notes to the Financial Statements

June 30, 2013

### 3. DEPOSITS AND INVESTMENTS (continued)

#### Deposits

**Custodial Credit Risk** for deposits is the risk that in the event of a bank failure, the City's deposits may not be returned or the City will not be able to recover collateral securities in the possession of an outside party. The City's policy requires deposits to be insured by FDIC, and balances exceeding FDIC limits be secured by collateral valued at 102 percent of principal and accrued interest. Collateral is to be held by the City, its agent, or by the pledging financial institution's trust department or agent in the name of the City.

As of June 30, 2013, the carrying amount of the City's deposits was \$2,068,170 and the bank balance totaled \$2,428,786. Of the bank balances, only \$250,000 was insured by Federal Depository Insurance Corporation (FDIC). As of June 30, 2013, the City's bank balances were not exposed to any custodial credit risk because all deposits were fully collateralized. Restricted cash as of June 30, 2013 consisted of the Police Seizure Fund of \$60,637 and the Junior Police Fund of \$2,221.

#### Investment Policies

**Credit Risk** is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The City has no policy regarding credit risk.

**Interest Rate Risk** is the risk that changes in interest rates will adversely affect the fair value of an investment. Investments held for longer periods are subject to increased risk of adverse interest rate changes. The City's policy provides that to the extent practicable, investments are matched with anticipated cash flows.

**Concentration of Credit Risk** is the risk of loss attributed to the magnitude of the City's investment in a single issuer. The City's policy regarding credit risk is to invest in the Maryland Local Government Investment Pool and certificates of deposit which are collateralized, thereby mitigating the concentration of credit risk. For investments, custodial credit risk is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities in the possession of an outside party. City policy provides that investment collateral is held by a third party custodian with whom the City has a current custodial agreement in the City's name.

Generally, the City's investing activities are managed by the City Treasurer. Investing is performed in accordance with investment policies adopted by the City Council complying with State Statutes and the City Charter. City funds may be invested in: 1) U.S. Treasury obligations; 2) U.S. Government Agency and U.S. Government-sponsored instrumentalities; 3) Repurchase agreements (master repurchase agreement required); 4) Collateralized certificates of deposit (only Maryland commercial banks) corporation, special district authority or political subdivision thereof, or in any fund or trust that invests only in the securities described in this paragraph.

## **CITY OF SEAT PLEASANT, MARYLAND**

### **Notes to the Financial Statements** **June 30, 2013**

#### **3. DEPOSITS AND INVESTMENTS (continued)**

##### **Investments**

The City has invested, as of June 30, 2013, \$1,033,158 in the State of Maryland Local Government Investment Pool (MLGIP) and \$273,115 in certificates of deposit. The pool is under the administrative control of the State's Treasurer's Office. The City's investments are shown by type, carrying amount, fair value, cost and level of risk assumed in holding the various accounts. Investments are carried at cost which approximates market. The fair value of MLGIP investments is determined daily. PNC Bank is currently contracted to operate the Pool, and may invest in any instrument permitted by Section 6-222 of the State Finance and Procurement Article. The City's fair value position in the Pool is the same as the value of pool share. All investments have duration of less than one year. The average credit in the MLGIP investments are rated AAA. Certificates of deposit are not rated.

#### **4. PROPERTY TAX**

Real estate and personal property taxes are levied based on the State of Maryland assessments. Property taxes include amounts levied against all real and public utility property and tangible personal property which are used in businesses located in the City. Real property taxes are levied on the first day of July on the assessed value. When taxes are overdue, a lien is placed against the property. Taxes are due and payable on the first day of July in the year for which they are levied and become overdue and in arrears on the first day of the following October. Penalties and interest are charged on any unpaid taxes. The property tax rate for fiscal year 2013 is \$.58 per \$100 of assessed value for real property, and \$11.00 per \$100 of assessed value for personal property.

**CITY OF SEAT PLEASANT, MARYLAND**

**Notes to the Financial Statements**  
**June 30, 2013**

**5. CAPITAL ASSETS AND DEPRECIATION**

Capital asset activity for the year ended June 30, 2013 was as follows:

	<u>Balance</u> <u>July 1, 2012</u>	<u>Additions</u> <u>and</u> <u>Transfers</u>	<u>Disposals</u> <u>and</u> <u>Transfers</u>	<u>Ending</u> <u>Balance</u> <u>June 30, 2013</u>
<b>Governmental Activities</b>				
Not being depreciated:				
Land	\$ 628,830	\$ -	\$ -	\$ 628,830
Art/Historical treasures	518	-	-	518
Total	<u>629,348</u>	<u>-</u>	<u>-</u>	<u>629,348</u>
Depreciable capital assets:				
Buildings and improvements	3,127,216	-	325	3,126,891
Equipment and vehicles	1,384,166	217,927	-	1,602,093
Furniture and fixtures	74,861	21,768	-	96,629
Total	<u>4,586,243</u>	<u>239,695</u>	<u>325</u>	<u>4,825,613</u>
<b>Total Capital Assets</b>	<u>5,215,591</u>	<u>239,695</u>	<u>325</u>	<u>5,454,961</u>
Accumulated depreciation:				
Buildings and improvements	1,885,851	82,244	-	1,968,095
Equipment and vehicles	846,334	131,729	-	978,063
Furniture and fixtures	62,914	60,121	-	123,035
Total	<u>2,795,099</u>	<u>274,094</u>	<u>-</u>	<u>3,069,193</u>
<b>Capital Assets, Net</b>	<u>\$ 2,420,492</u>	<u>\$ (34,399)</u>	<u>\$ 325</u>	<u>\$ 2,385,768</u>

Depreciation was charged to governmental activities as follows:

Governmental activities:	
General government	\$ 203,502
Public safety	63,110
Public works	7,482
<b>Total</b>	<u>\$ 274,094</u>

## **CITY OF SEAT PLEASANT, MARYLAND**

### **Notes to the Financial Statements**

**June 30, 2013**

#### **6. DEFERRED COMPENSATION PLAN**

The City established in accordance with City Council approval a deferred compensation plan created in accordance with Internal Revenue Code Section 457. This plan, available to all City employees, permits them to defer a portion of their salary until future years. Employees can defer any portion of their includable salaries over the plan year. The City contributes up to 2.5% of eligible employees' salaries to this plan. During the year ended June 30, 2013, the City contributed \$10,859.

All amounts of compensation deferred under the plan and all related income are held in trust for the exclusive benefit of participants and their beneficiaries. The assets will not be diverted to any other purpose.

In compliance with the Internal Revenue Code Section 457(g), all assets and income of the plan are held in trust for the exclusive benefit of participants and their beneficiaries. Accordingly, in accordance with Governmental Accounting Standards Board Statement No. 32, "Accounting and Financial Reporting for the Internal Revenue Code 457 Deferred Compensation Plan," the investments designated for compensation benefits are not reflected in the City's financial statements.

The Plan Administrator, Mutual of America Life Insurance Company, is the trustee.

#### **7. LONG-TERM OBLIGATIONS**

##### **Governmental Activities**

On May 5, 2002, the City entered into a note payable with Bank of America in the amount of \$300,000. Principal and interest payments are due in the amount of \$18,793 each year on November 5<sup>th</sup> and May 5<sup>th</sup> with the first payment due on November 5<sup>th</sup> 2004. The final payment is due on May 5<sup>th</sup> 2014. The interest rate is fixed at 4.50%. The balance outstanding as of June 30, 2013 was \$36,353.

On December 19, 2008, the City entered into a lease agreement with SunTrust Bank for the purchase of 10 police vehicles in the amount of \$350,000. The vehicles were capitalized in the amount of \$338,462 and the remaining amount held in escrow in the City's name. Monthly principal and interest payments are due in the amount of \$7,856 beginning January 19, 2009. The interest rate is fixed at 3.70%. The balance outstanding as of June 30, 2013 is \$152,546.

**CITY OF SEAT PLEASANT, MARYLAND**

**Notes to the Financial Statements**  
**June 30, 2013**

**7. LONG-TERM OBLIGATIONS (continued)**

The changes in long-term debt as of June 30, 2013 are summarized as follows:

	<u>Balance</u> <u>July 1, 2011</u>	<u>Additions</u>	<u>Repayments</u>	<u>Balance</u> <u>June 30, 2012</u>	<u>Amount Due</u> <u>Within 1 Year</u>
Governmental activities:					
Bank of America	\$ 71,125	\$ -	\$ 34,772	\$ 36,353	\$ 36,353
SunTrust Lease Dated 12/19/08	46,630	-	46,630	-	-
SunTrust Lease Dated 1/14/11	191,764	-	39,218	152,546	39,218
Compensated absences	113,765	75,143	83,193	105,715	41,597
<b>Total</b>	<b>\$ 423,284</b>	<b>\$ 75,143</b>	<b>\$ 203,813</b>	<b>\$ 294,614</b>	<b>\$ 117,168</b>

Interest costs charged to expense during the year ended June 30, 2013 was \$12,023.

The principal and interest requirements to maturity of the long-term debt of all funds are as follows:

<u>Year Ending June 30,</u>	<u>Principle</u>	<u>Interest</u>	<u>Total</u>
2014	\$ 76,982	\$ 5,943	\$ 82,925
2015	42,108	3,302	45,410
2016	43,632	1,776	45,408
2017	26,177	312	26,489
<b>Total</b>	<b>\$ 188,899</b>	<b>\$ 11,333</b>	<b>\$ 200,232</b>

**8. CONCENTRATION OF CREDIT RISK**

The City derives most of its revenues, except grants, from its citizens. The City provides various services to its residents.

## **CITY OF SEAT PLEASANT, MARYLAND**

### **Notes to the Financial Statements**

**June 30, 2013**

### **9. RISK MANAGEMENT**

The City is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to workers; and natural disasters.

The City has an insurance agreement with the Local Government Insurance Trust (LGIT), a public entity risk pool. LGIT provides the City's general, automobile, employee, health, police and public officials' legal liability insurance coverage. The City's commercial insurance company provides property coverage.

This is a total risk and cost sharing pool for all participants. In the event that the Trust's General Fund falls into a deficit that cannot be satisfied by transfers from the Trust's capital and surplus accounts, the Trustees shall determine a method to fund the deficit. The Trust agreement empowers the Trustees to assess an additional premium to each deficit-year participant. Debt issues could also be used to fund a deficit.

Premiums are charged to the appropriate City's General Fund, with no provision made for claim liability in addition to premiums, unless an assessment is made by the Trust.

There have been no assessments during the year ended June 30, 2013 and the amount of settlements has not exceeded coverage for each of the past three years.

### **10. COMMITMENTS AND CONTINGENCIES**

#### **Grants**

The City receives grants from time-to-time. Expenditures from certain grants are subject to audit by the grantor, and the City is contingently liable to refund amounts received in excess of allowable expenditures. In the opinion of the City's management, no material refunds will be required as a result of disallowed expenditures.

### **11. OTHER POST-EMPLOYMENT BENEFITS**

The City does not offer other post-employment benefits as defined by Governmental Accounting Standards Board Statement No. 45, "Accounting and Financial Reporting for Post Employment Benefit Plans Other Than Pensions" (GASB 45).

**CITY OF SEAT PLEASANT, MARYLAND**

**Schedule of Revenues and Expenditures – Budget and Actual -  
General Fund - Unaudited  
For the Year Ended June 30, 2013**

	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>REVENUES</b>				
Income taxes	\$ 150,000	\$ 150,000	\$ 249,362	\$ 99,362
Property taxes	2,062,527	2,062,527	2,411,548	559,473
Other taxes	500	500	-	(500)
Fines, licenses and permits	738,013	1,174,838	621,304	(553,534)
Interest and investment income	22,000	22,000	2,452	(19,548)
Grants and contributions	637,399	637,399	196,479	(440,920)
Other revenues	131,112	131,112	25,450	(105,662)
<b>Total Revenues</b>	<b>\$ 3,741,551</b>	<b>\$ 4,178,376</b>	<b>\$ 3,506,595</b>	<b>\$ (461,329)</b>
<b>EXPENDITURES</b>				
General government	\$ 991,416	\$ 991,416	\$ 940,166	\$ 51,250
Public safety	1,046,346	1,046,346	993,151	53,195
Public works	1,271,497	1,271,497	1,242,885	28,612
Community services	123,869	123,869	51,058	72,811
Greendale center	245,503	245,503	130,278	115,225
Capital outlays	62,920	248,376	240,092	8,284
Debt service:				
Principal	-	-	120,620	(120,620)
Interest	-	-	12,023	(12,023)
<b>Total Expenditures</b>	<b>\$ 3,741,551</b>	<b>\$ 3,927,007</b>	<b>\$ 3,730,273</b>	<b>\$ 196,734</b>

**CITY OF SEAT PLEASANT, MARYLAND**

**Schedule of Revenues and Expenditures – Refuse Collection  
For the Year Ended June 30, 2013**

	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>REVENUES</b>				
Refuse collection fees	\$ 251,458	\$ 251,458	\$ 276,259	\$ 24,801
<b>EXPENDITURES</b>				
Refuse collection expenditures	<u>251,458</u>	<u>251,458</u>	<u>264,600</u>	<u>(13,142)</u>
<b>Excess of Revenues Over/(Under) Expenditures</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,659</u>	<u>\$ 11,659</u>