

# Town of Altavista

## Town Council Work Session Agenda

J.R. "Rudy" Burgess Town Hall  
510 7<sup>th</sup> Street  
Altavista, VA 24517

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Tuesday, November 24, 2015

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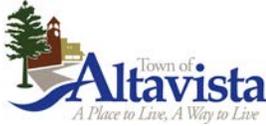
**5:00 PM Council Work Session**

1. Call to Order
2. Agenda Amendments/Approval
3. Public Comments –Agenda Items Only
4. Introductions and Special Presentations
  - a. FY2015 Financial Report (Annual Audit)
5. Items For Discussion
  - a. Animal Concerns
    - i. Animal Control – *Non-domesticated animals*
    - ii. Feral Cats
  - b. Personal Property Taxes/Renters
  - c. WWTP Emergency Overflow Pond
6. Items Scheduled for the Regular Meeting Agenda
7. Project Updates
8. Public Comments – Comments are limited to three (3) minutes per speaker.
9. Adjournment

NEXT SCHEDULED REGULAR TOWN COUNCIL MEETING: **TUESDAY, DECEMBER 8, 2015 @ 7:00 p.m.**

*Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.*

*Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.*



## Town of Altavista, Virginia Work Session Agenda Form

Meeting Date: November 24, 2015

**Agenda Item:** Annual Financial Report (FY2015 Audit)

**Summary:** The Town is required to engage a public accounting firm to conduct an annual independent audit of the Town’s basic financial statements in accordance with Governmental Auditing Standards issued by the Comptroller General of the United States. The audit must be conducted by licensed Certified Public Accountants who, at the conclusion of their test work, must opine upon the accuracy and completeness of the statements and whether the statements present fairly the financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the Town as of June 30, 2015.

The June 30, 2015 audit was conducted by the public accounting firm of Robinson, Farmer, Cox Associates. The attached memo from Tobie Shelton, Finance Director indicates the result of the audit.

Staff would request that acceptance of the FY2015 Annual Report be put on the December 8<sup>th</sup> Town Council Meeting “Consent Agenda”.

**Budget/Funding:** N/A

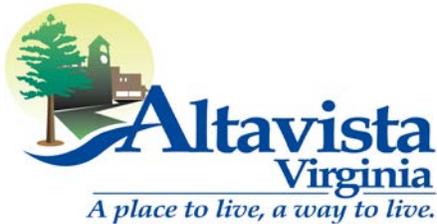
**Legal Evaluation:** The Town Attorney will be available to address legal issues.

**Attachments:** Memo to Council (Tobie Shelton); Governance Letter

***A copy of the FY2015 Town of Altavista Annual Financial Report was forwarded separately. A copy is also available for review at Town Hall.***

**Council Recommendations:**

- Additional Work Session     Regular Meeting     No Action  
Consensus Poll on Action    \_\_\_(Aye)    \_\_\_(Nay)



DATE: November 19, 2015

MEMO TO: Mayor Mattox and Members of Council

FROM: Tobie Shelton

RE: FY 2015 Audit

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David Foley with Robinson, Farmer, Cox Associates will be attending the November 24<sup>th</sup> Work Session to present our FY 2015, annual audit. He will be able to answer any questions you may have concerning the attached Annual Report for the fiscal year ended June 30, 2015.

The representation letter on page 1 provides an overview of the auditing process and analysis of the financial condition of the Town. An unmodified opinion was issued on the Town's financial statement which is the cleanest opinion an auditor can give on financial statements.

As noted in Exhibit 3, total fund balance of the General Fund for FY 2015 was \$13,220,366. The General Fund had an excess of revenues over expenditures of \$1,747,753 as indicated on page 9 (Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Fund).

As noted in Exhibit 7, total net position of the Enterprise Fund for FY 2015 was \$13,030,846. The Enterprise Fund had an increase in net position during the year of \$121,784 as indicated on page 8 (Statement of Revenues, Expenditures, and Changes in Fund Balance – Proprietary Fund).

Total revenue for both the General Fund and Enterprise Fund were higher than anticipated with expenses less than anticipated.

The Town continues to show a stable financial position.

Please advise if you have further questions.

# ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

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## Communication with Those Charged with Governance

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### To the Town Council Town of Altavista, Virginia

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Town of Altavista, Virginia for the year ended June 30, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 14, 2015. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Town of Altavista, Virginia are described in Note 1 to the financial statements. The Town implemented GASB 68 during 2015, which changed how the Town accounts for its pension. We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Town's financial statements was:

Management's estimate of the depreciable lives of capital assets is based on the actual lives of prior assets and industry standards. We evaluated the key factors and assumptions used to develop the depreciable lives in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

##### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

##### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

##### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated November 12, 2015.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issue*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures the schedules of pension funding progress and the budgetary comparison information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted 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 did not audit the RSI and do not express an opinion or provide any assurance on the RSI. Our responsibility with respect to the budgetary comparison information, which also supplements the basic financial statements, is to evaluate the presentation of the schedules in relation to the financial statements as a whole and to report on whether it is fairly stated, in all material respects, in relation to the financial statements as a whole.

We were engaged to report on individual fund financial statements and the schedule of expenditures of federal awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

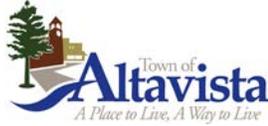
We were not engaged to report on statistical information, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

### Restriction on Use

This information is intended solely for the use of the Town Council and management of the Town of Altavista and is not intended to be and should not be used by anyone other than these specified parties.

*Robinson, Farnell, Cox Associates*

Charlottesville, Virginia  
November 12, 2015



Town of Altavista, Virginia  
**Work Session Agenda Form**

Meeting Date: November 24, 2015

**Agenda Item:** Animal Issues

**Summary:** Over the past month, Council members have inquired about several issues involving animals in the town limits.

The issues are:

- 1) Removal of wild animals (non-domesticated) animals from private property.
  - It is our understanding that Campbell County Animal Control does not remove animals, other than domesticated ones that are loose in the town limits. Citizens are left to their own accord to deal with other animals that they may encounter on their property.

*Staff seeks direction from Council on this issue.*

- 2) Feral Cats
  - Occasionally staff will receive complaints about feral cats in different areas of town. Over the past year, a downtown business owner has trapped and had several cats sterilized prior to releasing them in an effort to control the population.

*Staff seeks direction from Council on this issue.*

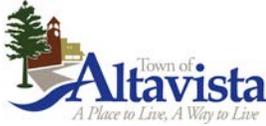
**Budget/Funding:** Unknown

**Legal Evaluation:** The Town Attorney will be available to address legal issues.

**Attachments:** None

**Council Recommendations:**

Additional Work Session     Regular Meeting     No Action  
Consensus Poll on Action    \_\_\_(Aye)    \_\_\_(Nay)



Town of Altavista, Virginia  
**Work Session Agenda Form**

Meeting Date: November 24, 2015

**Agenda Item:** Personal Property Taxes

**Summary:** Recently, a Council member inquired about personal property taxes on vehicles and the payment of said taxes by renters in town. When someone moves into town, that has applied for or obtained registration for a vehicle, they are required by the Code of Virginia §46.2-606 to notify the Department of Motor Vehicles (DMV) of their change of address within 30 days.

When an individual moves into Town and registers their address change with DMV, that information is updated and periodically downloaded by the Campbell County Commissioner of Revenue's office. Personal property taxes are assessed on the vehicle(s) owned by town residents as of January 1<sup>st</sup> of each year.

If there are situations where renters are living in town and they have not notified the DMV of their address change, please notify the Police Department, who will report such to the DMV.

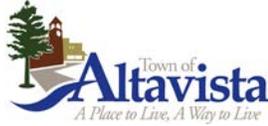
**Budget/Funding:** Unknown

**Legal Evaluation:** The Town Attorney will be available to address legal issues.

**Attachments:** None

**Council Recommendations:**

- Additional Work Session     Regular Meeting     No Action  
Consensus Poll on Action \_\_\_\_ (Aye) \_\_\_\_ (Nay)



Town of Altavista, Virginia  
**Work Session Agenda Form**

Meeting Date: November 24, 2015

**Agenda Item:** WWTP Emergency Overflow Pond (PCB Issue)

**Summary:** At the last Town Council meeting, discussion regarding the request by the University of Iowa for construction of a berm for research/testing purposes was removed from the agenda. It was requested that the item be on the Work Session agenda, at this time information is being sought for additional review/discussion.

**Budget/Funding:** Unknown

**Legal Evaluation:** The Town Attorney will be available to address legal issues.

**Attachments:** None

**Council Recommendations:**

Additional Work Session     Regular Meeting     No Action  
Consensus Poll on Action \_\_\_\_ (Aye) \_\_\_\_ (Nay)