
**TOWN OF BROOKEVILLE,
MARYLAND**

**Financial Statements,
Supplementary Information and
Independent Auditor's Report**

**For the Years Ended
June 30, 2018 and 2017**

LSWG
Linton Shafer Warfield & Garrett, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

Town of Brookeville, Maryland
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June 30, 2018 and 2017

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INDEPENDENT AUDITOR'S REPORT

To the Commissioners of the
Town of Brookeville, Maryland

We have audited the accompanying financial statements of the governmental activities and the general fund of the Town of Brookeville, Maryland (the Town), as of and for the years ended June 30, 2018 and 2017, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, and the general fund of the Town of Brookeville, Maryland, as of June 30, 2018 and 2017, and the respective changes in financial position for the years 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 and budgetary comparison information 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 inquires 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.

Linton Shafer Warfield & Garrett, P.A.

Rockville, Maryland
October 22, 2018

MANAGEMENT DISCUSSION AND ANALYSIS

This section of the Town of Brookeville's Annual Financial Report represents the Town Commissioners' discussion and analysis of the Town's financial performance during the fiscal year that ended on June 30, 2018. It should be read in conjunction with the Town's financial statement that follows this section.

FINANCIAL AND BUDGETARY HIGHLIGHTS

- The assets and deferred outflows of the Town of Brookeville exceeded its liabilities and deferred inflows at the close of the fiscal year by \$1,099,749 (net position). Of this amount, \$598,177 (unrestricted net position) may be used to meet the government's ongoing obligations to citizens and creditors.
- The carrying amount of the Town's cash deposits was \$596,285 and the bank balances totaled \$599,821.
- Governmental fund revenues were \$129,911 and expenditures were \$136,723 for a decrease in fund balance of \$6,812.
- The tax rate for assessable real property for fiscal year 2018 was \$0.15 and the personal property tax rate was \$0.45. Our Net Assessable Real Property Tax Base was \$24,277,788.
- Of revenues received, property taxes amounted to \$39,406. State shared taxes derived from income taxes amounted to \$51,286. Intergovernmental revenues through County revenue sharing and State Highway User taxes amounted to \$15,002. License and permit revenue amounted to \$1,673. Revenue from miscellaneous sources included rental income of the Brookeville Academy of \$20,084 and \$2,460 received from grants, interest, donations, and other sources.
- Capital assets with total cost of \$941,573 have been depreciated by \$440,001 for a net reported value of \$501,572.
- General Government expenditures totaled \$82,915 and includes financial administration expenditures such as personnel, insurance, planning commission, legal, and Town Building expenditures such as utilities, maintenance and operation of the Town's community center and office. Public Works expenditures totaled \$46,144 and includes trash collection, recycling, street lighting, public space maintenance, trees, and road and sidewalk maintenance. There were also expenditures of \$2,282 for parks and recreation.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as an introduction to the Town of Brookeville's basic financial statements. The Town of Brookeville's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. This report also contains other required supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. (Exhibits A-1 to A-3) - The government-wide financial statements are designed to provide readers with a broad overview of the Town of Brookeville's finances, in a manner similar to a private-sector business.

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

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

Both of the government-wide financial statements of the Town of Brookeville are principally supported by taxes and intergovernmental revenues (governmental activities). The governmental activities of the Town of Brookeville include general government, public works, and parks and recreation. The government-wide financial statements report only on the Town of Brookeville.

Fund financial statements. (Exhibits A-4 to A-6) - A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Brookeville, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town of Brookeville are governmental funds.

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

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

The Town of Brookeville maintains one individual governmental fund, the general fund. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement which is considered to be a major fund.

The Town of Brookeville adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund (as Required Supplementary Information) to demonstrate compliance with this budget.

Notes to the basic financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as one useful indicator of a government's financial position. In the case of the Town of Brookeville, assets exceeded liabilities by \$1,099,749 at the close of the most recent fiscal year.

Approximately 46% of the Town of Brookeville's net position reflects its investment in capital assets (e.g., land, buildings and equipment). The Town of Brookeville uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

Town of Brookeville - Net Position

	<u>Governmental</u>
Current and other assets	\$ 602,938
Capital assets	<u>501,572</u>
Total assets	<u>1,104,510</u>
Deferred Outflows	<u>-</u>
Current liabilities	4,761
Long-term liabilities	<u>-</u>
Total liabilities	<u>4,761</u>
Deferred Inflows	<u>-</u>
Invested in capital assets, net of related debt	501,572
Unrestricted	<u>598,177</u>
Total net position	<u>\$ 1,099,749</u>

The unrestricted net position \$598,177 may be used to meet the government's ongoing obligations to citizens and creditors.

Governmental activities. Governmental activities resulted in a net decrease of the Town of Brookeville's net position by \$26,107.

Town of Brookeville - Changes in Net Position

	<u>Governmental Activities</u>
Revenues:	
Program revenues:	
Charges for services	\$ 21,757
Operating grants and contributions	8,766
General revenues:	
Taxes	91,109
Other	<u>8,696</u>
Total Revenues	<u>130,328</u>
 Expenses:	
General government	56,950
Building and zoning	46,883
Public works	50,320
Parks and recreation	<u>2,282</u>
Total Expenses	<u>156,435</u>
 Decrease in net position	(26,107)
Net position, July 1, 2017	<u>1,125,856</u>
Net position, June 30, 2018	<u>\$ 1,099,749</u>

- Taxes of \$91,109 comprised 70% of the total revenues. This balance is comprised of property and income taxes.

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

(Exhibits A-4 and A-5)

The Town of Brookeville uses fund accounting to ensure and demonstrate compliance with finance related requirements.

Governmental funds. The focus of the Town of Brookeville governmental funds is to provide information on near term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town of Brookeville financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. As of the end of the current fiscal year, the Town of Brookeville governmental funds reported an ending fund balance of \$595,438.

General fund budgetary highlights. Generally, budget amendments fall into one of three categories: (1) amendments made to adjust the estimates that are used to prepare the original budget once exact information is available; (2) amendments made to recognize new funding amounts from external sources, such as County and State grants; and (3) increases in appropriations that become necessary to maintain services.

General Fund	Original <u>Budget</u>	Final <u>Budget</u>	<u>Actual</u>
Revenues			
Taxes	\$100,100	\$ 100,100	\$ 90,692
Licenses and permits	915	915	1,673
Intergovernmental	15,043	15,043	15,002
Grants	0	0	1,875
Miscellaneous	<u>21,250</u>	<u>21,250</u>	<u>20,669</u>
Total Revenues	<u>137,308</u>	<u>137,308</u>	<u>129,911</u>
Expenditures			
General government	105,995	105,995	82,915
Public Works	39,250	39,250	46,144
Parks and Recreation	1,500	1,500	2,282
Capital Improvement Projects	<u>79,500</u>	<u>79,500</u>	<u>5,382</u>
Total Expenditures	<u>226,245</u>	<u>226,245</u>	<u>136,723</u>
Change in Fund Balance	<u>\$(88,937)</u>	<u>\$(88,937)</u>	<u>\$ (6,812)</u>

The Town anticipates stable revenue from real estate taxes going forward, as the Town has maintained its real property tax rate in fiscal year 2019 to \$.15.

CAPITAL ASSETS

At the end of fiscal year 2018, the Town's governmental activities have invested \$501,572 in land, construction in progress, infrastructure, building and improvements and equipment, as reflected in the following schedule.

Governmental Activities - Capital Assets

	Governmental <u>Activities</u>
Non-Depreciable Assets	
Land	\$ 77,589
Power Woods park land improvements	<u>5,865</u>
Total Non depreciable capital assets	83,454
Other Capital Assets	
Infrastructure	68,597
Building and improvements	763,468
Equipment	<u>26,054</u>
Total Capital Assets being depreciated	<u>858,119</u>
Total Capital Assets	941,573
Accumulated Depreciation on	
Other Capital Assets	<u>(440,001)</u>
Net Capital Assets	<u>\$ 501,572</u>

ECONOMIC FACTORS

The major economic factors that will affect the Town of Brookeville are the size of the State income tax share that the Town will receive in the 2019 fiscal year.

The Town has budgeted for beyond-average expenditures associated with:

Significant maintenance for the Brookeville Academy and grounds.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Town of Brookeville's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Town of Brookeville, 5 High Street, Brookeville, Maryland, 20833.

Exhibit A-1

Town of Brookeville, Maryland
Statements of Net Position
June 30,

	Governmental Activities <u>2018</u>	Governmental Activities <u>2017</u>
Assets		
Cash and cash equivalents	\$ 596,285	\$ 610,285
Receivables, net	3,509	3,438
Due from other governments	3,144	3,449
Prepaid expenses	-	1,033
Capital assets, net	<u>501,572</u>	<u>521,284</u>
Total Assets	<u>1,104,510</u>	<u>1,139,489</u>
Deferred Outflows		
	<u>-</u>	<u>-</u>
Liabilities		
Accounts payable	2,865	9,252
Deposits	500	3,000
Payroll taxes withheld and accrued	626	611
State income tax credit liability	<u>770</u>	<u>770</u>
Total Liabilities	<u>4,761</u>	<u>13,633</u>
Deferred Inflows		
	<u>-</u>	<u>-</u>
Net Position		
Invested in capital assets	501,572	521,284
Unrestricted	<u>598,177</u>	<u>604,572</u>
Total Net Position	<u>\$ 1,099,749</u>	<u>\$ 1,125,856</u>

The accompanying notes are an integral part of these statements.

Town of Brookeville, Maryland
 Statement of Program Activities
 For the Year Ended June 30, 2018

	<u>Program Revenue</u>			<u>Net (Expenses)</u> <u>Revenue and</u> <u>Changes in</u> <u>Net Position</u>
	<u>Expenses</u>	<u>Charges for</u> <u>Services</u>	<u>Operating</u> <u>Grants and</u> <u>Contributions</u>	<u>Governmental</u> <u>Activities</u>
				<u>Total</u>
Functions/Programs				
Governmental Activities				
General government	\$ 56,950	\$ -	\$ -	\$ (56,950)
Building and zoning	46,883	21,757	-	(25,126)
Public works	50,320	-	8,766	(41,554)
Parks and recreation	2,282	-	-	(2,282)
Total Governmental Activities	<u>\$ 156,435</u>	<u>\$ 21,757</u>	<u>\$ 8,766</u>	<u>(125,912)</u>
General Revenues				
Property taxes				39,823
Income taxes				51,286
Intergovernmental				8,111
Interest				<u>585</u>
Total General Revenues				<u>99,805</u>
Changes in Net Position				(26,107)
Net Position - Beginning of Year				<u>1,125,856</u>
Net Position - End of Year				<u>\$ 1,099,749</u>

The accompanying notes are an integral part of this statement.

Town of Brookeville, Maryland
 Statement of Program Activities
 For the Year Ended June 30, 2017

	Net (Expenses) Revenue and Changes in Net Position				
	Program Revenue		Governmental Activities		Total
	Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities	Total
Functions/Programs					
Governmental Activities					
General government	\$ 59,644	\$ -	\$ -	\$ (59,644)	\$ (59,644)
Building and zoning	54,832	21,763	-	(33,069)	(33,069)
Public works	45,146	-	8,486	(36,660)	(36,660)
Parks and recreation	1,803	-	-	(1,803)	(1,803)
Total Governmental Activities	<u>\$ 161,425</u>	<u>\$ 21,763</u>	<u>\$ 8,486</u>	<u>(131,176)</u>	<u>(131,176)</u>
General Revenues					
Property taxes				51,517	51,517
Income taxes				54,255	54,255
Intergovernmental				8,111	8,111
Interest				717	717
State income tax recovery				274,029	274,029
State tax credit refunds				1,019	1,019
Miscellaneous				925	925
Total General Revenues				<u>390,573</u>	<u>390,573</u>
Changes in Net Position				259,397	259,397
Net Position - Beginning of Year				866,459	866,459
Net Position - End of Year				<u>\$ 1,125,856</u>	<u>\$ 1,125,856</u>

The accompanying notes are an integral part of this statement.

Town of Brookeville, Maryland
Balance Sheets
Governmental Fund
June 30,

	<u>General Fund</u>	
	<u>2018</u>	<u>2017</u>
Assets		
Cash and cash equivalents	\$ 596,285	\$ 610,285
Receivables, net	3,509	3,438
Due from other governments	3,144	3,449
Prepaid expenses	-	1,033
Total Assets	<u>602,938</u>	<u>618,205</u>
Deferred Outflows	-	-
Liabilities		
Accounts payable	2,865	9,252
Deposits	500	3,000
Payroll taxes withheld and accrued	626	611
Total Liabilities	<u>3,991</u>	<u>12,863</u>
Deferred Inflows	<u>3,509</u>	<u>3,092</u>
Fund Balances		
Nonspendable	-	1,033
Assigned	156,923	115,637
Unassigned	438,515	485,580
Total Fund Balance	<u>\$ 595,438</u>	<u>\$ 602,250</u>
Reconciliation of Governmental Fund Balances To Net Position of the Governmental Activities		
Governmental Fund Balances	\$ 595,438	\$ 602,250
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Property tax revenues in the Statement of Program Activities that do not provide current financial resources are not reported as revenues in the general fund.	3,509	3,092
Capital assets used in governmental activities are not financial resources and therefore are not reported in the fund.	501,572	521,284
State Income tax liability expensed in the government-wide financial statements not requiring the use of current financial resources and therefore not expensed in the fund.	<u>(770)</u>	<u>(770)</u>
Net Position Governmental Activities	<u>\$ 1,099,749</u>	<u>\$ 1,125,856</u>

The accompanying notes are an integral part of these statements.

Town of Brookeville, Maryland
Statements of Revenues, Expenditures
and Changes in Fund Balance
Governmental Fund
For the Year Ended June 30,

	2018	2017
	General	General
	Fund	Fund
	<u> </u>	<u> </u>
Revenues		
General property taxes	\$ 39,406	\$ 51,200
State shared taxes	51,286	54,255
Licenses and permits	1,673	1,773
Intergovernmental revenue	15,002	14,777
Grant revenue	1,875	1,820
Miscellaneous	<u>20,669</u>	<u>21,632</u>
Total Revenues	<u>129,911</u>	<u>145,457</u>
Expenditures		
General government	82,915	88,517
Public works	46,144	40,913
Parks and recreation	2,282	1,803
Capital improvement projects	<u>5,382</u>	<u>8,230</u>
Total Expenditures	<u>136,723</u>	<u>139,463</u>
Excess of Revenues Over (Under) Expenditures	(6,812)	5,994
Fund Balance at Beginning of Year	<u>602,250</u>	<u>596,256</u>
Fund Balance at End of Year	<u>\$ 595,438</u>	<u>\$ 602,250</u>

The accompanying notes are an integral part of these statements.

Town of Brookeville, Maryland
Reconciliation of the Statements of Revenues, Expenditures
and Changes in Fund Balances of the Governmental Fund
to the Statement of Program Activities
For the Years Ended June 30,

	<u>2018</u>	<u>2017</u>
Net Change in Fund Balance - Governmental Fund	\$ (6,812)	\$ 71,535
<p>Amounts reported for governmental activities in the Statement of Program Activities are different because:</p>		
<p>Property tax revenues in the Statement of Program Activities that (do) do not provide current financial resources are not reported as revenues in the governmental fund.</p>	417	372
<p>Governmental fund reports capital outlays as expenditures. However, in the Statement of Program Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeded capital outlay in the current period.</p>	(19,712)	(11,052)
<p>State income tax refunds expensed in the government-wide financial statements not requiring the use of current financial resources and therefore not reported as expenditures in the governmental fund.</p>	-	2,364
<p>State income tax allocation refunds expensed in the government-wide financial statements not requiring the use of current financial resources and therefore not reported as expenditures in the governmental fund.</p>	<u>-</u>	<u>(274,029)</u>
Net Change in Net Position - Government-wide	<u>\$ (26,107)</u>	<u>\$ (210,810)</u>

The accompanying notes are an integral part of these statements.

Town of Brookeville, Maryland
Notes to Financial Statements
June 30, 2018 and 2017

Note 1 - Summary of Significant Accounting Policies

A. Financial Reporting Entity

The Town of Brookeville (Town) was incorporated in 1808 under the laws of the State of Maryland. The Town operates under a Commission form of government consisting of a President and Town Commissioners. The Town provides the following services as authorized by its charter: highways and streets, planning and zoning, sanitation, and general administration services. The basic financial statements of the Town have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental and financial reporting principles. The Town implemented the accounting and financial reporting requirements of GASB Statements No. 34, Basic Financial Statements and Management's Discussion and Analysis for States and Local Governments. GASB Statement No. 34 adds the following components to the financial statements:

Management's Discussion and Analysis – A narrative introduction and analytical overview of the government's financial activities. This analysis is similar to analysis the private sector provides in their annual reports.

Government-Wide Financial Statements – These include financial statements prepared using full accrual accounting for all of the government's activities. This approach includes not just current assets and liabilities (such as cash and accounts payable) but also capital assets and long-term liabilities (such as buildings and infrastructure, including bridges and roads). Accrual accounting also reports all of the revenues and cost of providing services each year, not just those received or paid in the current year or soon thereafter. The government-wide statements include the Statement of Net Position and the Statement of Program Activities.

Statement of Net Position – The Statement of Net Position displays the financial position of the Town. All assets, deferred outflows, liabilities and deferred inflows of resources associated with the operation of the Town are included on the Statement of Net Position. The net position of a government is broken into three categories –1) invested in capital assets, net of related debt; 2) restricted; and 3) unrestricted.

Statement of Program Activities – The Statement of Program Activities reports expenses and revenues in a format that focuses on the cost of each of the government's functions. The expense of individual functions is compared to the revenues generated directly by the function (for instance, through user charges or intergovernmental grants.)

Town of Brookeville, Maryland
Notes to Financial Statements
June 30, 2018 and 2017

Note 1 - Summary of Significant Accounting Policies (continued)

A. Financial Reporting Entity (continued)

Budgetary Comparison Schedules – Demonstrating compliance with the adopted budget is an important component of a government's accountability to the public. Many citizens participate in the process of establishing the annual operating budgets of state and local governments, and have a keen interest in following the actual financial progress of their governments over the course of the year. The Town and many other governments revise their original budgets over the course of the year for a variety of reasons.

The financial statements were prepared in accordance with GASB Statement No. 14, The Financial Reporting Entity, which establishes standards for defining and reporting on the financial reporting entity. The definition of the financial reporting entity is based upon the concept that elected officials are accountable to their constituents for their actions. One of the objectives of financial reporting is to provide users of financial statements with the basis for assessing the accountability of the elected officials. The financial reporting entity consists of the Town of Brookeville. There are no organizations for which the Town is financially accountable and there are no component units of the Town.

B. Government-Wide and Fund Financial Statements

The basic financial statements include both government-wide (based on the Town as a whole) and fund financial statements. The reporting model focus is on both the Town as a whole and the fund financial statements, including the major individual funds of the governmental and business-type categories, as well as the fiduciary fund. The government-wide financial statements (i.e., the statement of net position and the statement of program activities) report information on all of the non-fiduciary activities of the Town. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which primarily rely on fees and charges for support. The Town has only one governmental fund, the general fund, to account for all activities of the government, and does not have any business-type or fiduciary fund activities at this time.

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

**Town of Brookeville, Maryland
Notes to Financial Statements
June 30, 2018 and 2017**

Note 1 - Summary of Significant Accounting Policies (continued)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting. Reimbursements are reported as reduction to expenses. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property tax revenues are recognized in the year for which they are levied while grants and similar items are recognized when the grantor eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay current liabilities. For this purpose, the Town considers revenue to be available if they are collected within 60 days of the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred, except for general obligation debt principal and interest payments which are reported as expenditures in the year due.

Property taxes, franchise fees, utility taxes, licenses, and interest income associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal year. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Town reports unearned revenues on its governmental funds balance sheet. Unearned revenues arise from taxes levied in the current year which are for subsequent years' operations. For governmental fund financial statements unearned revenues arise when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Unearned revenues also arise when resources are received before the Town has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the Town has a legal claim to the resources, the liability for unearned revenue is removed from the balance sheet and revenue is recognized.

The Town reports the following major governmental fund:

The General Fund -- This is the Town's only operating fund. It accounts for all financial resources of the general government.

Town of Brookeville, Maryland
Notes to Financial Statements
June 30, 2018 and 2017

Note 1 - Summary of Significant Accounting Policies (continued)

D. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position

1. Deposits and Investments

Cash and cash equivalents, which are cash, money market accounts and a certificate of deposit, include cash on hand and demand deposit accounts. The Town reporting entity considers highly liquid investments with an original maturity of three months or less when purchased to be cash equivalents.

2. Prepaid Expenses

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

3. Capital Assets

Capital assets, which include land, buildings, equipment, and infrastructure assets are reported in the governmental column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$1,000 and an estimated useful life of five years or more. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. General infrastructure assets acquired prior to July 1, 2005 are not reported in the basic financial statements. June 30, 2018 and 2017 there is \$68,597 and \$68,597, respectively of infrastructure recorded on the books. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Property, plant and equipment of the Town are depreciated using the straight-line method over the following estimated useful lives:

- Infrastructure – 40 years
- Buildings – 40 years
- Improvements – 15-40 years
- Office and other equipment 5 to 10 years

Town of Brookeville, Maryland
Notes to Financial Statements
June 30, 2018 and 2017

Note 1 - Summary of Significant Accounting Policies (continued)

D. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position
(continued)

4. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position includes a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town does not have any of this type of item.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town recognizes unearned property taxes as a deferred inflow.

5. Property Taxes

Property taxes for the years ended June 30, 2018 and 2017 were assessed and collected by Montgomery County and subsequently remitted to the Town. Property taxes are assessed on July 1st and are due and payable one half by September 30th and one half by December 31st. All unpaid taxes levied July 1st become delinquent on October 1st and January 1st. The real property tax rates for the Town for fiscal years ended June 30, 2018 and 2017 was .15 and .20, respectively, per \$100 of assessed taxable value. The public utilities, corporate and personal property tax rates for the Town for the fiscal years ended June 30, 2018 and 2017 was .45, respectively, per \$100 of assessed taxable value. Procedures for the collection of delinquent taxes by Montgomery County are provided for in the laws of Maryland.

Town of Brookeville, Maryland
Notes to Financial Statements
June 30, 2018 and 2017

Note 1 - Summary of Significant Accounting Policies (continued)

D. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position (continued)

6. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Although these estimates are based on management's knowledge of current events and actions it may undertake in the future, they may ultimately differ from actual results.

7. Net Position

Net position represents the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources on the government-wide financial statements. Net position is classified in the following categories:

Invested in capital assets, net of related debt – This amount consists of capital assets net of accumulated depreciation and reduced by outstanding debt that is attributed to the acquisition, construction, or improvement of the assets.

Restricted net position – This amount is restricted by creditors, grantors, contributors, laws or regulations of other governments.

Unrestricted net position – This amount is the net position that does not meet the definition of “net investment in capital assets” or “restricted net position”.

Note 2 – Reconciliation of Government-Wide and Fund Financial Statements

A. Explanation of certain differences between the governmental fund balance and the government-wide statement of net position:

The governmental fund balance sheet includes a reconciliation between fund balance – general fund and net position – governmental activities as reported in the government-wide statement of net position.

Town of Brookeville, Maryland
Notes to Financial Statements
June 30, 2018 and 2017

Note 3 – Detailed Notes on All Funds

A. Deposits and Investments

Deposits

State statutes require all deposits be insured by the Federal Depository Insurance Corporation (FDIC) or fully collateralized.

Town administration is authorized to invest in those instruments authorized by Maryland Statutes. Cash and cash equivalents as presented on the balance sheet and statement of net position include deposits (cash), a money market account and certificate of deposit.

At June 30, 2018 and 2017, the carrying amount of the Town's deposits were \$596,285 and \$610,285, respectively, and the bank balances totaled \$599,821 and \$614,329 respectively. Of the bank balances at June 30, 2018, \$500,000 was covered by federal deposit insurance, respectively. The cash balances at June 30, 2018 and 2017 are covered by collateral held by the bank's trust department in the Town's name. The Town has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on deposits.

B. Receivables

Receivables as of June 30, 2018 and 2017 for the Town's individual major governmental funds, in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

Receivables	<u>2018</u>	<u>2017</u>
Property Taxes	\$ 3,509	\$ 3,092
Other	-	346
	<hr/>	<hr/>
Gross Receivables	3,509	3,438
Less: allowance for uncollectibles	-	-
Total Receivables - Net	<u>\$ 3,509</u>	<u>\$ 3,438</u>

Governmental funds report unearned revenue in connection with receivables for revenues that are not considered to be 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. As of June 30, 2018 and 2017 the Town had \$3,509 and \$3,092, respectively in unearned revenue.

Town of Brookeville, Maryland
Notes to Financial Statements
June 30, 2018 and 2017

Note 3 – Detailed Notes on All Funds (continued)

C. Due From Other Governments

Due from other governments represents accrued revenue at June 30, 2018 and 2017 consisting of the following:

	<u>2018</u>	<u>2017</u>
Primary Government		
General Fund		
State	\$ 2,404	\$ 2,753
County	740	696
Total Primary Government	<u>\$ 3,144</u>	<u>\$ 3,449</u>

Town of Brookeville, Maryland
Notes to Financial Statements
June 30, 2018 and 2017

Note 3 – Detailed Notes on All Funds (continued)

D. Capital Assets

Capital asset activity for the year ended June 30, 2018 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental Activities:				
Capital assets, not being depreciated				
Land	\$ 77,589	\$ -	\$ -	\$ 77,589
Power Woods Park land improvement	<u>5,865</u>	<u>-</u>	<u>-</u>	<u>5,865</u>
Total capital assets, not being depreciated	<u>83,454</u>	<u>-</u>	<u>-</u>	<u>83,454</u>
Capital assets, being depreciated				
Infrastructure	68,597	-	-	68,597
Buildings and improvements	763,468	-	-	763,468
Equipment	<u>23,572</u>	<u>2,482</u>	<u>-</u>	<u>26,054</u>
Total capital assets being depreciated	<u>855,637</u>	<u>2,482</u>	<u>-</u>	<u>858,119</u>
Less accumulated depreciation for:				
Infrastructure	(27,610)	(1,758)	-	(29,368)
Buildings and improvements	(367,978)	(19,761)	-	(387,739)
Equipment	<u>(22,219)</u>	<u>(675)</u>	<u>-</u>	<u>(22,894)</u>
Total accumulated depreciation	<u>(417,807)</u>	<u>(22,194)</u>	<u>-</u>	<u>(440,001)</u>
Total capital assets, being depreciated, net	<u>437,830</u>	<u>(19,712)</u>	<u>-</u>	<u>418,118</u>
Governmental activities capital assets, net	<u>\$ 521,284</u>	<u>\$ (19,712)</u>	<u>\$ -</u>	<u>\$ 501,572</u>

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

Governmental activities	<u>2018</u>	<u>2017</u>
General government	\$ 18,018	\$ 17,729
Public works	<u>4,176</u>	<u>4,233</u>
Total depreciation expense, governmental activities	<u>\$ 22,194</u>	<u>\$ 21,962</u>

Town of Brookeville, Maryland
Notes to Financial Statements
June 30, 2018 and 2017

Note 3 – Detailed Notes on All Funds (continued)

E. Fund Balance

The Governmental Accounting Standards Board (GASB) has issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54). This Statement defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB 54 requires the fund balance amounts to be properly reported within one of the fund balance categories listed below:

Nonspendable – such as fund balance associated with inventories, prepaid expenses, long-term loans and notes receivable and property held for resale. Prepaid expenses of \$0 and \$1,033 are classified as nonspendable at June 30, 2018 and 2017, respectively.

Restricted fund balance – includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers or through enabling legislation.

Committed fund balance – includes amounts that can be used only for the specific purposes determined by a formal action of the President and Commissioners of the Town.

Assigned fund balance – includes amounts to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed.

Unassigned fund balance – is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications.

Assigned Fund Balance

The Town's Assigned Fund Balance is fund balance reporting occurring by the President and Commissioners under the direction of the Town Manager.

Town of Brookeville, Maryland
Notes to Financial Statements
June 30, 2018 and 2017

Note 3 – Detailed Notes on All Funds (continued)

E. Fund Balance (continued)

The Town utilizes encumbrance based accounting. As of June 30, 2018 and 2017 there was a cumulative \$156,923 and \$115,637 of non-restricted encumbrances, which is general fund assigned fund balance. The following is a schedule of the assigned fund balances as of June 30, 2018 and 2017:

	<u>2018</u>	<u>2017</u>
Academy - replace roof	\$ 65,000	\$ 50,000
Academy -lantern and post repairs/replacement	-	2,000
Academy -signage	1,500	1,500
Academy - upgrade grounds	-	10,000
Academy - upgrade interior	-	10,000
Academy - equipment	-	6,700
Schoolhouse - site grading	-	8,000
Fund Balance to be used for next years budget	90,423	27,437
	<u>\$ 156,923</u>	<u>\$ 115,637</u>

Order of Fund Balance Spending Policy

The Town’s policy is to apply expenditures against non-spendable fund balance, restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance at the end of the fiscal year.

First non-spendable fund balance is determined. Then restricted fund balances for specific purposes are determined, followed by committed fund balance and assigned fund balance. Unassigned fund balance cannot fall to a negative balance.

Note 4 – Grants

The Town receives financial assistance from local governmental agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any unallowed disbursements resulting from such audits could become a liability of the Town. In the opinion of Town management, no material refunds will be required as a result of unallowed disbursements (if any), by the grantor agencies. Grant revenue is recognized as funds are expended. Any amount received in excess of expenditures is recorded as unearned grant revenue and will be recognized as revenue in the year it is earned.

Town of Brookeville, Maryland
Notes to Financial Statements
June 30, 2018 and 2017

Note 5 – Commitment and Contingencies

A. Risk Management

The Town is exposed to various risks of loss related to torts, theft of or damage to and destruction of assets, errors and omissions, injuries to employees, and natural disasters for which the Town carries insurance through Montgomery County Self Insurance Pool together with the County Government's component units, and at least one other local municipality. For the years ended June 30, 2018 and 2017, the Town paid annual premiums of approximately \$2,433 and \$2,113, respectively, to the pool for its general, auto, and property insurance coverage. Claims over the past three years have been significantly less than that amount. The agreement with the pool provides that the pool will be self-sustaining through member premiums, and will reinsure through commercial companies for claims in excess of \$1,000,000.

The Town continues to carry commercial insurance for workers compensation. Settled claims resulting from these risks have not exceeded commercial insurance coverage, and no significant reductions in insurance coverage have occurred in any of the past three fiscal years.

Note 6 – Wynne Case

Maryland's individual income tax is composed of a state and a local rate. Maryland residents are allowed a credit for taxes paid to other states, but the credit was allowed against only the state portion of the tax and not against the local tax portion. The U.S. Supreme Court ruled this practice to be unconstitutional because it results in double taxation of income earned outside of Maryland. As a result, the State of Maryland is requiring Maryland local governments to refund the estimated portion of income tax paid to the local governments in previous years, consisting of the local portion of the tax, that the state may have to re-pay taxpayers that file amended returns claiming a refund for the credit applicable to the local tax rate. The Town's estimated obligation for State taxes to be refunded to the State of \$770 for the years ended June 30, 2018 and 2017 respectively is recorded in the liabilities section of the Statements of Net Position. This amount will be repaid to the State over twenty quarters beginning May 2021.

Town of Brookeville, Maryland
Notes to Financial Statements
June 30, 2018 and 2017

Note 7 – State Income Tax Reallocation Liability

A recent independent audit of the State tax returns assigned to Montgomery County and the municipal corporations/jurisdictions within its borders was performed to review location coding assignments for tax years 2010-2014. The results of the audit found the Town received \$274,029 of State Income tax payments it was not entitled to. A liability for this amount has been reported in the liabilities section of the Statement of Net Position. In 2017, the State legislature approved a bill to forgive this liability, therefore there is a recovery of the State income tax refunds included on the Statement of Program Activities.

Note 8 – Subsequent Events

Management has evaluated subsequent events through October 18, 2018, the date that the financial statements were available to be issued. There were no significant events to report.

REQUIRED SUPPLEMENTARY INFORMATION

Town of Brookeville, Maryland
Required Supplementary Information
Budgetary Comparison Schedule
General Fund
June 30, 2018

	<u>Budgeted Amounts Original</u>	<u>Budgeted Amounts Final</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
Taxes				
Local				
Real property tax	\$ 37,500	\$ 37,500	\$ 36,416	\$ (1,084)
Personal and ordinary business and public utilities	<u>2,600</u>	<u>2,600</u>	<u>3,312</u>	<u>712</u>
Total Taxes - Local	40,100	40,100	39,728	(372)
Additions and abatements - prior years	<u>-</u>	<u>-</u>	<u>(322)</u>	<u>(322)</u>
Total Taxes - Local - Net	<u>40,100</u>	<u>40,100</u>	<u>39,406</u>	<u>(694)</u>
State Shared				
Income taxes	<u>60,000</u>	<u>60,000</u>	<u>51,286</u>	<u>(8,714)</u>
Total Taxes - State Shared	<u>60,000</u>	<u>60,000</u>	<u>51,286</u>	<u>(8,714)</u>
Total Taxes	<u>100,100</u>	<u>100,100</u>	<u>90,692</u>	<u>(9,408)</u>
Licenses and Permits				
Building permits	100	100	123	23
Licenses	15	15	28	13
Cable franchise tax	<u>800</u>	<u>800</u>	<u>1,522</u>	<u>722</u>
Total Licenses and Permits	<u>915</u>	<u>915</u>	<u>1,673</u>	<u>758</u>
Intergovernmental Revenues				
Municipal Tax Duplication	8,000	8,000	8,067	67
State highway user tax	7,000	7,000	6,891	(109)
Financial corporation -bank shares	<u>43</u>	<u>43</u>	<u>44</u>	<u>1</u>
Total Intergovernmental Revenues	<u>\$ 15,043</u>	<u>\$ 15,043</u>	<u>\$ 15,002</u>	<u>\$ (41)</u>

Continued

Town of Brookeville, Maryland
 Required Supplementary Information
 Budgetary Comparison Schedule
 General Fund
 June 30, 2018

	Budgeted Amounts <u>Original</u>	Budgeted Amounts <u>Final</u>	Actual Amounts	Variance with Final Budget Positive (Negative)
Grants				
Other	\$ -	\$ -	\$ 1,875	\$ 1,875
Total Grants	<u>-</u>	<u>-</u>	<u>1,875</u>	<u>1,875</u>
Miscellaneous				
Interest	750	750	585	(165)
Rental income	20,000	20,000	20,084	84
Miscellaneous	<u>500</u>	<u>500</u>	<u>-</u>	<u>(500)</u>
Total Miscellaneous	<u>21,250</u>	<u>21,250</u>	<u>20,669</u>	<u>(581)</u>
Total Revenues	<u>\$ 137,308</u>	<u>\$ 137,308</u>	<u>\$ 129,911</u>	<u>\$ (7,397)</u>

Continued

Town of Brookeville, Maryland
Required Supplementary Information
Budgetary Comparison Schedule
General Fund
June 30, 2018

	<u>Budgeted Amounts Original</u>	<u>Budgeted Amounts Final</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
General Government				
Financial Administration				
Audit	\$ 6,500	\$ 6,500	\$ 6,400	\$ 100
Accounting	300	300	-	300
Property manager salary	8,140	8,140	8,140	-
Payroll taxes	2,600	2,600	2,577	23
Clerk salary	11,540	11,540	11,540	-
Treasurer salary	7,540	7,540	7,540	-
Event manager salary	5,500	5,500	5,500	-
Meetings and training	500	500	273	227
Dues and fees	1,000	1,000	714	286
Insurance	2,500	2,500	2,433	67
Professional services	15,000	15,000	931	14,069
Office supplies	2,000	2,000	2,489	(489)
Bank fees	25	25	39	(14)
Technology/website	1,950	1,950	9,657	(7,707)
Planning commission expenses	3,000	3,000	-	3,000
Equipment permits	250	250	196	54
Donations	500	500	250	250
Miscellaneous	-	-	37	(37)
Total Financial Administration	<u>68,845</u>	<u>68,845</u>	<u>58,716</u>	<u>10,129</u>
Town Building				
Advertising	5,500	5,500	1,415	4,085
Cleaning	4,000	4,000	3,700	300
Flooring	1,000	1,000	150	850
Furniture	1,000	1,000	(120)	1,120
Maintenance - building	6,600	6,600	900	5,700
Maintenance - other	1,550	1,550	1,955	(405)
Elevator	2,000	2,000	-	2,000
HVAC and Fire Alarm	2,850	2,850	2,536	314
Parking	1,000	1,000	1,000	-
Utilities	11,650	11,650	12,663	(1,013)
Total Town Building	<u>37,150</u>	<u>37,150</u>	<u>24,199</u>	<u>12,951</u>
Total General Government	<u>\$ 105,995</u>	<u>\$ 105,995</u>	<u>\$ 82,915</u>	<u>\$ 23,080</u>

Continued

Town of Brookeville, Maryland
Required Supplementary Information
Budgetary Comparison Schedule
General Fund
June 30, 2018

	<u>Budgeted Amounts Original</u>	<u>Budgeted Amounts Final</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
Public Works				
Solid waste and recycling	\$ 9,750	\$ 9,750	\$ 8,598	\$ 1,152
Schoolhouse maintenance	5,500	5,500	1,638	3,862
Lawn Maintenance- Public Areas	1,200	1,200	1,000	200
Public area maintenance	1,500	1,500	2,232	(732)
Road and sidewalk maintenance	10,500	10,500	24,373	(13,873)
Snow removal	3,000	3,000	250	2,750
Street light	2,500	2,500	3,727	(1,227)
Solid waste tax	250	250	238	12
Tree rebate	50	50	25	25
Tree service	5,000	5,000	4,063	937
Total Public Works	<u>39,250</u>	<u>39,250</u>	<u>46,144</u>	<u>(6,894)</u>
Parks and Recreation				
Party	1,500	1,500	769	731
Commemoration awards	-	-	1,513	(1,513)
Total Parks and Recreation	<u>1,500</u>	<u>1,500</u>	<u>2,282</u>	<u>(782)</u>
Capital Improvement Projects				
Academy - replace roof	65,000	65,000	-	65,000
Academy - signage	1,500	1,500	-	1,500
Academy - upgrade grounds	10,000	10,000	-	10,000
Academy- kitchen upgrades	3,000	3,000	5,382	(2,382)
Total Capital Improvement Projects	<u>79,500</u>	<u>79,500</u>	<u>5,382</u>	<u>74,118</u>
Total Expenditures	<u>\$ 226,245</u>	<u>\$ 226,245</u>	<u>\$ 136,723</u>	<u>\$ 89,522</u>

The accompanying notes are an integral part of this schedule.

**Town of Brookeville, Maryland
Notes to Required Supplementary Information
June 30, 2018**

Note 1 – Summary of Significant Budget Policies

The Town Commissioners annually adopt a budget for the General Fund of the primary government. All appropriations are legally controlled at the departmental level for the General Fund. On May 16, 2017, the Town Commissioners approved the original and final adopted budget reflected in the financial statements for fiscal year ending June 30, 2018.

The budget is integrated into the accounting system, and the budgetary data, as presented in the financial statements for all funds with annual budgets, compare the expenditures with the amended budgets. All budgets are presented on the modified accrual basis of accounting. Accordingly, the accompanying Budgetary Comparison Schedule for the General Fund presents actual expenditures in accordance with the accounting principles generally accepted in the United States on a basis consistent with the legally adopted budgets as amended. Unexpended appropriations on annual budgets lapse at the end of each fiscal year.

Note 2 – Material Violations

There were no material violations of the annual appropriated budgets for the General Fund for the fiscal year ended June 30, 2018. In addition, there were no excesses of budgetary expenditures for the period.

