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**VILLAGE OF MARTIN'S  
ADDITIONS, MARYLAND**

**Financial Statements,  
Supplementary Information  
and Report of Independent  
Certified Public Accountants**

**For the Years Ended  
June 30, 2014 and 2013**

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**LSWG**

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

**VILLAGE OF MARTIN'S ADDITIONS, MARYLAND**  
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**June 30, 2014 and 2013**

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## **REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS**

To the Chairperson and Council of the  
Village of Martin's Additions, Maryland

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Village of Martin's Additions, Maryland (the Village), as of and for the years ended June 30, 2014 and 2013, and the related notes to the financial statements, which collectively comprise the Village'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, each major fund and the aggregate remaining fund information of the Village of Martin's Additions, Maryland as of June 30, 2014 and 2013, 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 Government 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.

October 27, 2014

*Linton Shafer Warfield & Garrett*

## MANAGEMENT DISCUSSION AND ANALYSIS

As management of the Village of Martin's Additions, we offer the Village of Martin's Additions financial statements, this narrative overview and analysis of the financial activities of the Village of Martin's Additions for the fiscal year ended June 30, 2014. We encourage readers to consider the following information.

### FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of the Village of Martin's Additions exceeded its liabilities and deferred inflows at the close of the fiscal year by \$2,198,417 (net position). Of this amount, \$2,005,005 (unrestricted net position) may be used to meet the government's ongoing obligations to citizens and creditors.
- The government's total net position increased by \$355,141.
- As of the close of the fiscal year, the Village of Martin's Additions governmental funds reported combined ending fund balances of \$2,005,005, an increase of \$359,156 in comparison with the prior year. Approximately 55% of this total amount, \$1,103,238, is available for spending at the government's discretion (unassigned fund balance). Of the remaining balance of \$901,767, \$1,767 is nonspendable as it is a security deposit for the office lease and \$900,000 is assigned for street and sidewalk improvements and for street lighting projects.

### OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as an introduction to the Village of Martin's Additions basic financial statements. The Village of Martin's Additions 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 supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** (Exhibits A-1, A-2 and A-3) The government-wide financial statements are designed to provide readers with a broad overview of the Village of Martin's Additions finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the Village of Martin's Additions 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 Village of Martin's Additions 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 Village of Martin's Additions are principally supported by taxes and intergovernmental revenues (governmental activities). The governmental activities of the Village of Martin's Additions include general government, public works, public safety, and recreation. The government-wide financial statements report only on the Village of Martin's Additions.

**Fund financial statements.** (Exhibits A-4 and A-5) 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 Village of Martin's Additions, 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 Village of Martin's Additions 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 government's near term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Village of Martin's Additions maintains one individual governmental fund. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of which is considered to be a major fund.

The Village of Martin's Additions adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

**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 Village of Martin's Additions, assets exceeded liabilities by \$2,198,417 at the close of the most recent fiscal year.

Approximately 9% of the Village of Martin's Additions net assets reflect its investment in capital assets (e.g., land, buildings, machinery, and equipment). The Village of Martin's Additions uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

### Village of Martin's Additions Net Position

	<u>Governmental</u>
Current and other assets	\$ 2,087,870
Capital assets	<u>193,412</u>
Total assets	<u>2,281,282</u>
Deferred Outflows	<u>-</u>
Other liabilities	<u>82,865</u>
Total liabilities	<u>82,865</u>
Deferred Inflows	<u>-</u>
Net Position	<u>\$ 2,198,417</u>
Invested in capital assets	\$ 193,412
Unrestricted	<u>2,005,005</u>
Total net position	<u>\$ 2,198,417</u>

The unrestricted net position of \$2,005,005 may be used to meet the government's ongoing obligations to citizens and creditors.

**Governmental activities.** Governmental activities increased the Village of Martin's Additions net position by \$355,141. Net Expenses increased \$65,985 from FY2013 to FY2014. Total General Revenues increased by \$142,823 from FY2013 to FY2014. The largest increase was a \$132,421 increase in income taxes.

## Village of Martin's Additions Changes in Net Position

	Governmental Activities
Revenues:	
Program revenues:	
Charges for services	\$ 29,138
Operating grants and contributions	25,553
General revenues:	
Taxes	792,419
Other	<u>32,005</u>
Total Revenues	<u>879,115</u>
Expenses:	
General government	271,640
Building & Zoning	40,399
Public works	197,767
Public safety	-
Recreation	<u>14,168</u>
Total Expenses	<u>523,974</u>
Increase in net position	355,141
Net position, July 1, 2013	<u>1,843,276</u>
Net position, June 30, 2014	<u>\$ 2,198,417</u>

Taxes of \$792,419 comprised 90% of the total revenues of \$879,115. This balance is comprised of property and income taxes.

## FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

The Village of Martin's Additions uses fund accounting to ensure and demonstrate compliance with finance related requirements.

**Governmental funds.** The focus of the Village of Martin's Additions governmental funds is to provide information on near term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Village of Martin's Additions financing requirements.

Total revenue was \$879,149. This was a \$156,184 increase from FY2013. This increase was mainly the result of an increase in income tax revenue by \$132,421. Intergovernmental revenue was \$14,065 greater in FY2014.



Total expenditures for fiscal year 2014 were \$519,993. This was an \$82,254 increase from FY2013. This increase was mainly associated with an increase in Administrative Salaries and Benefits by \$31,100. The Village hired additional part-time help in the office. There was also a \$15,851 increase in snow removal costs due to a harsh winter. Community Events increased \$10,186 and Street Cleaning increased \$7,525.

Total fund balance for FY2014 increased by \$359,156. The ending fund balance was \$2,005,005. Of this amount \$1,103,238 is Unassigned and can be used for future plans for the Village.

**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. During the fiscal year the Village made amendments that fall into all three of these categories. A detailed analysis of these changes can be found in Exhibit B-1 of the financial statements.

## CAPITAL ASSETS

At the end of fiscal year 2014, the Village's governmental activities have invested \$8,646 in office equipment, \$1,381 in leasehold improvements and \$229,144 in infrastructure, as reflected in the following schedule. Total depreciation for the 2014 fiscal year was \$6,586 and accumulated depreciation for all assets was \$45,759. The net capital asset for the Village at the end of the fiscal year was \$193,412.

### Governmental Activities - Capital Assets

	Governmental Activities
Non-Depreciable Assets	None
Other Capital Assets	
Infrastructure	229,144
Equipment	8,646
Leasehold Improvements	<u>1,381</u>
Total Capital Assets	239,171
Accumulated Depreciation on Other Capital Assets	<u>(45,759)</u>
Net Capital Assets	<u>\$ 193,412</u>

## **ECONOMIC FACTORS**

Overall, fiscal year 2014 was a positive year. The Village's fund balance increased \$359,156 for an ending fund balance of \$2,005,005. The Village Council maintained a conservative approach in formulating the FY2015 budget to make sure that the Village maintains a healthy financial position into the future.

## **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the Village of Martin's Additions finances. Questions concerning any of the information provided in this report of requests for additional financial information should be addressed to the Village Manager of the Village of Martin's Additions, 7013B Brookville Road, Chevy Chase, Maryland, 20815.

Exhibit A-1

VILLAGE OF MARTIN'S ADDITIONS, MARYLAND

Statements of Net Position

June 30,

	Governmental Activities <u>2014</u>	Governmental Activities <u>2013</u>
<b>Assets</b>		
Cash and cash equivalents	\$ 289,152	\$ 268,167
Investments	1,790,113	1,429,273
Receivables, net	69	118
Due from other governments	6,769	6,852
Prepaid expenses	1,767	1,767
Capital assets, net	<u>193,412</u>	<u>197,394</u>
Total Assets	<u>2,281,282</u>	<u>1,903,571</u>
<b>Deferred Outflows</b>	<u>-</u>	<u>-</u>
<b>Liabilities</b>		
Accounts payable	55,365	40,295
Refundable deposits	<u>27,500</u>	<u>20,000</u>
Total Liabilities	<u>82,865</u>	<u>60,295</u>
<b>Deferred Inflows</b>	<u>-</u>	<u>-</u>
<b>Net Position</b>		
Invested in capital assets	193,412	197,394
Unrestricted	<u>2,005,005</u>	<u>1,645,882</u>
Total Net Position	<u>\$ 2,198,417</u>	<u>\$ 1,843,276</u>

The accompanying notes are an integral part of these statements.

**VILLAGE OF MARTIN'S ADDITIONS, MARYLAND**  
**Statement of Program Activities**  
**For the Year Ended June 30, 2014**

Functions/Programs	Program Revenue			Net (Expenses) Revenue and Changes in Net Position	Total
	Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities	
Governmental Activities					
General government	\$ 271,640	\$ -	\$ 6,466	\$ (265,174)	\$ (265,174)
Building and zoning	40,399	29,138	-	(11,261)	(11,261)
Public works	197,767	-	19,087	(178,680)	(178,680)
Recreation	14,168	-	-	(14,168)	(14,168)
Total Governmental Activities	<u>\$ 523,974</u>	<u>\$ 29,138</u>	<u>\$ 25,553</u>	<u>(469,283)</u>	<u>(469,283)</u>
General Revenues					
Property taxes				163,045	163,045
Income taxes				629,374	629,374
Intergovernmental				26,832	26,832
Miscellaneous				1,208	1,208
Interest				3,965	3,965
Total General Revenues				<u>824,424</u>	<u>824,424</u>
Change in Net Position				355,141	355,141
Net Position, Beginning of Year				1,843,276	1,843,276
Net Position, End of Year				<u>\$ 2,198,417</u>	<u>\$ 2,198,417</u>

The accompanying notes are an integral part of this statement.

**VILLAGE OF MARTIN'S ADDITIONS, MARYLAND**  
**Statement of Program Activities**  
**For the Year Ended June 30, 2013**

Functions/Programs	Program Revenue			Net (Expenses) Revenue and Changes in Net Position	Total
	Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities	
Governmental Activities					
General government	\$ 226,998	\$ -	6,735	(220,263)	\$ (220,263)
Building and zoning	55,222	29,269	-	(25,953)	(25,953)
Public works	158,121	-	5,022	(153,099)	(153,099)
Recreation	3,983	-	-	(3,983)	(3,983)
Total Governmental Activities	\$ 444,324	\$ 29,269	\$ 11,757	(403,298)	(403,298)
General Revenues					
Property taxes				153,827	153,827
Income taxes				496,953	496,953
Intergovernmental				26,832	26,832
Interest				3,989	3,989
Total General Revenues				681,601	681,601
Change in Net Position				278,303	278,303
Net Position, Beginning of Year				1,564,973	1,564,973
Net Position, End of Year				\$ 1,843,276	\$ 1,843,276

The accompanying notes are an integral part of this statement.

## VILLAGE OF MARTIN'S ADDITIONS, MARYLAND

Balance Sheets  
Governmental Funds

June 30,

	2014 General Fund	2013 General Fund
<b>Assets</b>		
Cash and cash equivalents	\$ 289,152	\$ 268,167
Investments	1,790,113	1,429,273
Receivables, net	69	118
Due from other governments	6,769	6,852
Prepaid expenses	1,767	1,767
<b>Total Assets</b>	<u>2,087,870</u>	<u>1,706,177</u>
<b>Deferred Outflows</b>	<u>-</u>	<u>-</u>
<b>Liabilities</b>		
Accounts payable	55,365	40,295
Refundable deposits	27,500	20,000
<b>Total Liabilities</b>	<u>82,865</u>	<u>60,295</u>
<b>Deferred Inflows</b>	<u>-</u>	<u>33</u>
<b>Fund Balances</b>		
Nonspendable	1,767	1,767
Assigned	900,000	800,000
Unassigned	1,103,238	844,082
<b>Total Fund Balances</b>	<u>\$ 2,005,005</u>	<u>\$ 1,645,849</u>
<b>Reconciliation of Total Governmental Fund Balances To Net Position of the Governmental Activities</b>		
Total Governmental Fund Balances	\$ 2,005,005	\$ 1,645,849
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 funds.	-	33
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	193,412	197,394
<b>Net Position of Governmental Activities</b>	<u>\$ 2,198,417</u>	<u>\$ 1,843,276</u>

The accompanying notes are an integral part of these statements.

**VILLAGE OF MARTIN'S ADDITIONS, MARYLAND**  
**Statements of Revenues, Expenditures**  
**and Changes in Fund Balances**  
**Governmental Funds**  
**For the Years Ended June 30,**

	<b>2014</b>	<b>2013</b>
	<b>General</b>	<b>General</b>
	<b>Fund</b>	<b>Fund</b>
<b>Revenues</b>		
Property taxes	\$ 163,079	\$ 154,165
Taxes - state shared	629,374	496,953
Licenses and permits	29,138	29,269
Intergovernmental	45,919	31,854
Miscellaneous	<u>11,639</u>	<u>10,724</u>
Total Revenues	<u>879,149</u>	<u>722,965</u>
<b>Expenditures</b>		
General government	313,786	281,364
Public works	192,038	152,392
Recreation	<u>14,169</u>	<u>3,983</u>
Total Expenditures	<u>519,993</u>	<u>437,739</u>
Excess of Revenues Over Expenditures	359,156	285,226
Fund Balance - Beginning of Year	<u>1,645,849</u>	<u>1,360,623</u>
Fund Balance - End of Year	<u><u>\$ 2,005,005</u></u>	<u><u>\$ 1,645,849</u></u>

The accompanying notes are an integral part of these statements.

**VILLAGE OF MARTIN'S ADDITIONS, MARYLAND**  
**Reconciliation of the Statements of Revenues, Expenditures**  
**and Changes in Fund Balances of Governmental Funds**  
**to the Statements of Program Activities**  
**For the Years Ended June 30,**

	<u>2014</u>	<u>2013</u>
Net Change in Fund Balance - Total Governmental Funds	\$ 359,156	\$ 285,226
Amounts reported for governmental activities in the Statement of Program Activities 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 funds.	(33)	(338)
Governmental funds report 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 does (does not) exceed capital outlay in the current period.	<u>(3,982)</u>	<u>(6,585)</u>
Net Change in Net Position	<u>\$ 355,141</u>	<u>\$ 278,303</u>

The accompanying notes are an integral part of these statements.



**VILLAGE OF MARTIN'S ADDITIONS, MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2014 and 2013**

**Note 1 - Summary of Significant Accounting Policies**

**A. Financial Reporting Entity**

The Village of Martin's Additions (the Village) was incorporated in 1985 under the laws of the State of Maryland. The Village operates under a Council form of government consisting of a Council Chairperson and Village Council. The Village Council has the authority to appoint a Village Manager who shall be responsible for the day-to-day operations of the Village government and for carrying out the policies determined and approved by the Village government. The Village provides the following services as authorized by its charter: public safety (traffic), streets, sanitation, building permits and general administration services. The basic financial statements of the Village 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 Village has implemented 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 Village. All assets, deferred outflows, liabilities and deferred inflows of resources associated with the operation of the Village 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.)

**VILLAGE OF MARTIN'S ADDITIONS, MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2014 and 2013**

**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 Village 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 Village of Martin's Additions, Maryland. There are no organizations for which the Village is financially accountable and there are no component units of the Village.

**B. Government-Wide and Fund Financial Statements**

The basic financial statements include both government-wide (based on the Village as a whole) and fund financial statements. The reporting model focus is on both the Village 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 Village. 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 Village has only one governmental fund, the general fund, to account for all activities of the government, and does not have any business type activities or fiduciary 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.

**VILLAGE OF MARTIN'S ADDITIONS, MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2014 and 2013**

**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 are recognized when the grantor eligibility requirements are 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. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The Village 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, intergovernmental revenues and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Village 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 Village 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 Village has a legal claim to the resources, the liability for unearned revenue is removed from the balance sheet and revenue is recognized.

The Village reports the following major governmental funds:

The General Fund – This is the Village's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

**VILLAGE OF MARTIN'S ADDITIONS, MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2014 and 2013**

**Note 1 - Summary of Significant Accounting Policies (continued)**

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (continued)**

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose.

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

**1. Deposits and Investments**

Cash and cash equivalents, which are cash and short-term investments with maturities of three months or less, include cash on hand and demand deposit accounts.

**2. Prepaid Expenses**

Prepaid expenses record payments to vendors that benefit future reporting periods. Prepaid expenses are similarly reported in government-wide and fund financial statements.

**3. Capital Assets**

Capital assets, which include equipment, 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 in excess of three years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. General infrastructure assets acquired prior to July 1, 2004 are not reported in the basic financial statements. As of June 30, 2014 and 2013, there was \$229,144 of infrastructure recorded on the books, respectively.

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.

**VILLAGE OF MARTIN'S ADDITIONS, MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2014 and 2013**

**Note 1 - Summary of Significant Accounting Policies (continued)**

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

**3. Capital Assets (continued)**

Property, plant and equipment of the Village are depreciated using the straight line method over the following estimated useful lives:

Office equipment - 5 to 7 years  
Sidewalks and curbs – 40 years  
Leasehold improvements – 10 years

**4. Property Taxes**

Property taxes for the current year were assessed and collected by Montgomery County and subsequently remitted to the Village. 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 residential real property tax rates for the Village for fiscal years ended June 30, 2014 and 2013 was .0472 and .0466, respectively, per \$100 of assessed taxable value. The public utilities tax rates for fiscal years ended June 30, 2014 and 2013 was \$1.45 per \$100 of assessed taxable value. The commercial property tax rates for fiscal years ended June 30, 2014 and 2013 was .10 per \$100 of assessed taxable value. The personal property tax rates for fiscal years ended June 30, 2014 and 2013 was .50 per \$100 of assessed taxable value. Procedures for the collection of delinquent taxes by Montgomery County are provided for in the laws of Maryland.

**5. Net Position**

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

*Net investment in capital assets* – This amount consists of capital assets net of accumulated depreciation and reduces by outstanding debt that is attributed to the acquisition, construction, or improvement of the assets.

VILLAGE OF MARTIN'S ADDITIONS, MARYLAND  
Notes to Financial Statements  
June 30, 2014 and 2013

Note 1 - Summary of Significant Accounting Policies (continued)

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

5. Net Position (continued)

*Restricted net position* – This amount is restricted by creditors, grantors, contributors, or 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”.

6. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the 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. 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 Village 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.

**VILLAGE OF MARTIN'S ADDITIONS, MARYLAND**

**Notes to Financial Statements**

**June 30, 2014 and 2013**

**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 sheets include a reconciliation between fund balance – total government funds and net position – governmental activities as reported in the government-wide statements of net position.

**Note 3 – Detailed Notes on All Funds**

- A. Deposits and Investments

Deposits

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

The Village administration is authorized to invest in those instruments authorized by Maryland Statutes. Cash and cash equivalents, as presented on the balance sheets and statements of net position, includes deposits (cash).

At June 30, 2014 and 2013, the carrying amounts of the Village's deposits were \$289,152 and \$268,167, respectively, and the bank balances totaled \$296,765 and \$273,695 respectively, all of which are insured by Federal Deposit Insurance.

Investments

Investments – Maryland Local Government Investment Pool

The Village is a participant of the Maryland Local Government Investment Pool (MLGIP), which provides all local government units of the State a safe investment vehicle for the short-term investment of funds. The State Legislature created MLGIP with the passage of Article 95 22G, of the Annotated Code of Maryland. The MLGIP, under the administrative control of the State Treasurer, has been managed by a single Baltimore-based financial institution, PNC Bank. An MLGIP advisory committee of current participants was formed to review, on a quarterly basis, the activities of the Fund and to provide suggestions to enhance the pool. The fair value of the pool is the same as the value of the pooled shares. At June 30, 2014 and 2013, the Village had \$1,790,113 and \$1,429,273, respectively invested in the Pool.

**VILLAGE OF MARTIN'S ADDITIONS, MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2014 and 2013**

**Note 3 – Detailed Notes on All Funds (continued)**

**A. Deposits and Investments (continued)**

**Investment Custodial Credit Risk**

For an investment, custodial credit risk is the risk that, in the event of failure of the counterparty, the Village will not be able to recover all or a portion of the value of its investments or collateral securities that are in the possession of an outside party. There are three categories of custodial credit risk. Category 1 includes investments that are insured or registered or where securities are held by the Village or its agents, in the Village's name. Category 2 includes uninsured and unregistered investments for which the counterparty's trust department or agent in the Village's name holds the securities. Category 3 includes uninsured and unregistered where the securities are held by the financial institution's trust department or agent, but not in the Village's name. At June 30, 2014 and 2013, all of the Village investments are insured or registered, or for which the securities are held by the Village or its agent in the Village's name or are invested in the MLGIP.

**B. Receivables**

Receivables as of June 30, 2014 and 2013 for the Village's individual major and non-major governmental funds, in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

Receivables:	<u>2014</u>	<u>2013</u>
Property taxes	\$ -	\$ 33
Other	<u>69</u>	<u>85</u>
Gross Receivables	69	118
Less: allowance for uncollectibles	<u>-</u>	<u>-</u>
Total Receivables - Net	<u>\$ 69</u>	<u>\$ 118</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.



**VILLAGE OF MARTIN'S ADDITIONS, MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2014 and 2013**

**Note 3 – Detailed Notes on All Funds (continued)**

**B. Receivables (continued)**

Due from other governments represents accrued revenue and consists of the following at June 30:

	<u>2014</u>	<u>2013</u>
General Fund:		
State	\$ 3,951	\$ 4,212
County	2,358	2,640
Local	460	-
Total	<u>\$ 6,769</u>	<u>\$ 6,852</u>

**C. Capital Assets**

Capital asset activity for the year ended June 30, 2014 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets, being depreciated				
Equipment	\$ 12,221	\$ 2,604	\$ (6,179)	\$ 8,646
Leasehold improvements	1,381	-	-	1,381
Infrastructure	229,144	-	-	229,144
Total capital assets being depreciated	242,746	2,604	(6,179)	239,171
Less accumulated depreciation for:				
Equipment	(10,545)	(718)	6,179	(5,084)
Leasehold improvements	(966)	(139)	-	(1,105)
Infrastructure	(33,841)	(5,729)	-	(39,570)
Total accumulated depreciation	(45,352)	(6,586)	6,179	(45,759)
Total capital assets, being depreciated, net	197,394	(3,982)	-	193,412
Governmental activities capital assets, net	<u>\$ 197,394</u>	<u>\$ (3,982)</u>	<u>\$ -</u>	<u>\$ 193,412</u>

**VILLAGE OF MARTIN'S ADDITIONS, MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2014 and 2013**

**Note 3 – Detailed Notes on All Funds (continued)**

**C. Capital Assets (continued)**

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

Governmental activities	<u>2014</u>	<u>2013</u>
General government	\$ 857	\$ 856
Public works	<u>5,729</u>	<u>5,729</u>
Total Depreciation Expense	<u>\$ 6,586</u>	<u>\$ 6,585</u>

**D. 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 \$1,767 are classified as nonspendable at June 30, 2014 and 2013.

Restricted fund balance – includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers or through enabling legislation. The Village has no restricted fund balances.

Committed fund balance – includes amounts that can be used only for the specific purposes determined by a formal action of the Village of Martin's Additions. The Village has no committed fund balances.

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.

**VILLAGE OF MARTIN'S ADDITIONS, MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2014 and 2013**

**Note 3 – Detailed Notes on All Funds (continued)**

**D. Fund Balance (continued)**

The Village has the following assigned fund balances at June 30:

	<u>2014</u>	<u>2013</u>
Street/sidewalk improvements	\$400,000	\$300,000
Street lighting	<u>500,000</u>	<u>500,000</u>
Total Assigned fund balance	<u>\$900,000</u>	<u>\$800,000</u>

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

Order of Fund Balance Spending Policy

The Village'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 – Commitment and Contingencies**

**A. Risk Management**

The Village is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets, errors and omissions, injuries to employees, and natural disasters. The Village's general liability risks are financed through participation in the Local Government Insurance Trust which is a self-insurance pool. The Village paid annual premiums of approximately \$1,247 and \$750 for the fiscal years ended June 30, 2014 and 2013, respectively to the pool for its general, auto, worker's compensation, public official bond and property insurance coverage. Claims over the past three years have been significantly less than that amount.

The agreement with the pool provides that it will be self-sustaining through member premiums, and will reinsure through commercial companies for claims in excess of \$500,000 in aggregate. Settled claims resulting from these risks have not exceeded insurance coverage, and no significant reductions in insurance coverage have occurred, in any of the past three years.

**VILLAGE OF MARTIN'S ADDITIONS, MARYLAND**

**Notes to Financial Statements**

**June 30, 2014 and 2013**

**Note 4 – Commitment and Contingencies (continued)**

**B. Office Lease Commitment**

In 2006, the Village entered into a lease for office space under an agreement that expires May 1, 2026. Base rent per the agreement is \$1,767 per month with various increases throughout the lease. Current monthly rent expense is \$1,979. The lease has the option to renew for an additional 10 year period. Total rent expense for the fiscal year ended June 30, 2014 and 2013 was \$28,142 and \$27,777, respectively.

The minimum lease payments are as follows:

For the Fiscal Year Ending:

2015	\$ 23,748
2016	24,383
2017	26,288
2018	26,288
2019	26,288

**C. Employee's Pension Plan**

In 2010, the Village adopted a 457 retirement plan. This plan allows employees to contribute to the plan and the Village contributes 6% of each qualified employee's salary. To be qualified an employee has to have six months of service with the Village and be at least 18 years of age. After the qualification requirements have been met, each employee becomes fully vested after 5 years. Employee contributions are 100% vested. During the fiscal years ended June 30, 2014 and 2013, the Village contributed \$4,500 and \$4,359, respectively, to the plan.

**Note 5 – Subsequent Events**

Management has evaluated subsequent events through October 27, 2014, the date that the financials statements were available to be issued. There were no significant events to report.

## **REQUIRED SUPPLEMENTAL INFORMATION**

## VILLAGE OF MARTIN'S ADDITIONS, MARYLAND

## Required Supplemental Information

## Budgetary Comparison Schedule

## General Fund

For the Year Ended June 30, 2014

	Budgeted Amount <u>Original</u>	Budgeted Amount <u>Final</u>	Actual Amounts	Variance with Final Budget Positive (Negative)
<b>Revenues</b>				
<b>Taxes</b>				
<b>Local</b>				
Real property tax	\$ 135,000	\$ 135,000	\$ 144,082	\$ 9,082
Utility tax	12,300	12,300	12,805	505
Personal property, ordinary business tax	3,000	3,000	6,192	3,192
Total Taxes - Local	150,300	150,300	163,079	12,779
Prior year additions/abatelements	-	-	-	-
Total Taxes - Local - Net	150,300	150,300	163,079	12,779
<b>State Shared</b>				
Income tax	520,000	523,250	629,374	106,124
Total Taxes - State Shared	520,000	523,250	629,374	106,124
Total Taxes	670,300	673,550	792,453	118,903
<b>Licenses and Permits</b>				
Permit fees	20,000	20,000	21,558	1,558
Cable T.V. franchise tax	7,000	7,000	7,580	580
Total Licenses and Permits	27,000	27,000	29,138	2,138
<b>Intergovernmental Revenues</b>				
State highway user	5,900	5,900	19,087	13,187
County revenue sharing	26,800	26,800	26,832	32
Total Intergovernmental Revenues	\$ 32,700	\$ 32,700	\$ 45,919	\$ 13,219

(continued)

## VILLAGE OF MARTIN'S ADDITIONS, MARYLAND

## Required Supplemental Information

## Budgetary Comparison Schedule

## General Fund

For the Year Ended June 30, 2014

	Budgeted Amount <u>Original</u>	Budgeted Amount <u>Final</u>	<u>Actual Amounts</u>	Variance with Final Budget Positive (Negative)
<b>Miscellaneous</b>				
Other	\$ 100	\$ 100	\$ 1,208	\$ 1,108
Interest	4,000	4,000	3,965	(35)
Holiday fund	<u>6,500</u>	<u>6,500</u>	<u>6,466</u>	<u>(34)</u>
Total Miscellaneous	<u>10,600</u>	<u>10,600</u>	<u>11,639</u>	<u>1,039</u>
<b>Total Revenues</b>	<u>\$ 740,600</u>	<u>\$ 743,850</u>	<u>\$ 879,149</u>	<u>\$ 135,299</u>

(continued)

## VILLAGE OF MARTIN'S ADDITIONS, MARYLAND

## Required Supplemental Information

## Budgetary Comparison Schedule

## General Fund

For the Year Ended June 30, 2014

Expenditures	Budgeted Amount <u>Original</u>	Budgeted Amount <u>Final</u>	Actual Amounts <u>Amounts</u>	Variance with Final Budget Positive (Negative)
<b>General Government</b>				
Financial Administration				
Administrative salaries	\$ 114,000	\$ 114,000	\$ 107,639	\$ 6,361
Payroll taxes and benefits	20,000	20,000	17,191	2,809
Accounting and auditing	31,000	31,000	30,600	400
Legal	40,000	40,000	30,977	9,023
Dues and subscriptions	10,000	10,000	4,156	5,844
Office lease	30,000	30,125	28,142	1,983
Office expenses	15,000	18,600	18,560	40
Office furniture and equipment	3,000	5,000	3,961	1,039
Telephone	4,500	4,500	3,850	650
Storage rental	4,500	4,500	2,292	2,208
Printing and mailing	10,000	10,000	9,415	585
Insurance	1,500	1,500	1,247	253
Website	2,000	2,100	2,090	10
Total Financial Administration	<u>285,500</u>	<u>291,325</u>	<u>260,120</u>	<u>31,205</u>
Other General Government				
Building review and permits	20,000	26,200	26,158	42
Enforcement and oversight	40,000	33,800	14,241	19,559
Lighting consultant	5,000	6,800	6,787	13
Records retention/disposal	5,000	5,000	-	5,000
Holiday fund	6,000	6,500	6,480	20
Total Other General Government	<u>76,000</u>	<u>78,300</u>	<u>53,666</u>	<u>24,634</u>
Total General Government				
Expenditures	<u>\$ 361,500</u>	<u>\$ 369,625</u>	<u>\$ 313,786</u>	<u>\$ 55,839</u>

(continued)



**VILLAGE OF MARTIN'S ADDITIONS, MARYLAND**

**Required Supplemental Information**

**Budgetary Comparison Schedule**

**General Fund**

**For the Year Ended June 30, 2014**

	<b>Budgeted Amount <u>Original</u></b>	<b>Budgeted Amount <u>Final</u></b>	<b>Actual Amounts</b>	<b>Variance with Final Budget Positive (Negative)</b>
<b>Public Works</b>				
Highways and Streets				
Street lighting	\$ 16,000	\$ 16,000	\$ 14,475	\$ 1,525
Tree maintenance	30,000	30,000	27,189	2,811
Tree replacement	10,000	10,000	9,140	860
Street cleaning	12,000	13,125	13,125	-
Street maintenance - other	40,000	40,000	14,575	25,425
Survey upkeep	-	5,000	-	5,000
Right-of-way maintenance	3,000	4,000	3,517	483
Snow removal - plowing	15,000	20,890	19,410	1,480
Snow removal - shoveling	10,000	1,110	1,106	4
Total Highway and Streets	<u>136,000</u>	<u>140,125</u>	<u>102,537</u>	<u>37,588</u>
Sanitation and Waste Removal				
Waste collection and recycling	90,000	90,000	78,891	11,109
Leaf bags	10,000	10,700	10,610	90
Recycling bins	10,000	10,000	-	10,000
Total Sanitation and Waste Removal	<u>110,000</u>	<u>110,700</u>	<u>89,501</u>	<u>21,199</u>
Total Public Works	<u>246,000</u>	<u>250,825</u>	<u>192,038</u>	<u>58,787</u>
<b>Public Safety</b>				
Police	6,000	6,000	-	6,000
Traffic engineering	3,000	3,000	-	3,000
Total Public Safety	<u>9,000</u>	<u>9,000</u>	<u>-</u>	<u>9,000</u>
<b>Recreation</b>				
Community events	15,000	15,000	14,169	831
Total Recreation	<u>15,000</u>	<u>15,000</u>	<u>14,169</u>	<u>831</u>
<b>Total Expenditures</b>	<u>\$ 631,500</u>	<u>\$ 644,450</u>	<u>\$ 519,993</u>	<u>\$ 124,457</u>

The accompanying notes are an integral part of this schedule.

**VILLAGE OF MARTIN'S ADDITIONS, MARYLAND**  
**Notes to Required Supplemental Information**  
**June 30, 2014**

**Note 1 – Summary of Significant Budget Policies**

The Village Council annually adopts 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 15, 2013, the Village Council approved the original adopted budget for the fiscal year ended June 30, 2014. On June 16, 2014, the Village Council approved the revised budget reflected in the financial statements for the fiscal year ending June 30, 2014.

The budget is integrated into the accounting system, and the budgetary data, as presented in the financial statements for all funds with annual budgets, compares 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, 2014. In addition, there were no excesses of budgetary expenditures for the period.

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