

COUNTY of FREDERICK

Finance Department
Cheryl B. Shiffler
Director

540/665-5610

Fax: 540/667-0370

E-mail: cshiffle@co.frederick.va.us

TO: Finance Committee

FROM: Cheryl B. Shiffler, Finance Director

DATE: August 8, 2007

SUBJECT: Finance Committee Agenda

The Finance Committee will meet in the Board of Supervisors' Meeting Room at 107 North Kent Street on Wednesday, August 15, 2007 at 8:00 a.m.

1. Celebrating Patsy Cline, Inc. requests an opportunity to discuss funding from the County for the Patsy Cline Museum project.
2. The Youth Development Center, Inc. requests an FY 2008 General Fund supplemental appropriation in the amount of \$250,000. This amount is needed to pay debt on a building addition. Local funds are required. See attached information, p. 1 – 3.
3. The Shenandoah Valley Discovery Museum requests an FY 2008 General Fund supplemental appropriation, partially or in full, in the amount of \$700,000. This amount represents matching funds for state grants. Local funds are required. See attached information, p. 4 – 41.
4. The Sheriff requests an FY 2008 General Fund supplemental appropriation in the amount of \$200. This amount represents a donation for child seatbelt safety received in FY 2007. No local funds required. See attached memo, p. 42.

5. The Director of Fire & Rescue requests an FY 2008 General Fund supplemental appropriation in the amount of \$1,626.75. This amount represents a gift from the Newton B. Shingleton trust to be distributed to five (5) volunteer fire companies. No local funds required. See attached memo, p. 43 – 45.
6. The Public Safety Director requests an FY 2008 General Fund supplemental appropriation in the amount of \$128,140. This amount represents salary and fringes to hire a Radio Technician and associated equipment. The Public Safety Communications Director has provided additional information regarding the need to hire a Radio Technician. This information was requested by the committee at the March 21, 2007 meeting in response to a request for a supplemental appropriation, which was tabled. Local funds are required. See attached information, p. 46 – 52.
7. The Voter Registrar requests an FY 2008 General Fund supplemental appropriation in the amount of \$13,511. This amount represents upgrades to the voter machines as mandated by the State Board of Elections. Local funds are required. See attached memo, p. 53 – 54.
8. The Director of Public Works requests an FY 2008 Capital Projects Fund supplemental appropriation in the amount of \$397,988. This amount represents a carry forward of the funds remaining for the Animal Shelter construction to pay outstanding invoices. See attached memo, p. 55 – 57.
9. The County Administrator requests an FY 2008 General Fund supplemental appropriation in the amount of \$36,000. This amount represents a subscription to eCivis, a grants management toolset and training solution. Local funds in the amount of \$26,000 are needed with the remaining \$10,000 being received from local organizations and/or schools depending on interest. See attached memo, p. 58 – 66.

10. The County Administrator requests an FY 2008 General Fund supplemental appropriation in the amount of \$120,000. This amount represents operating expenses, salaries and fringes to hire a County Attorney and one support position. Local funds are required. See attached information, p. 67 – 70.
11. The County Administrator requests an FY 2008 General Fund supplemental appropriation in the amount of \$62,310. This amount represents a carry forward of funds for equipment at the Public Safety Building. Local funds needed. See attached memo, p. 71.
12. The School Director of Finance requests an FY 2008 NREP Operating Fund supplemental appropriation in the amount of \$658.40; an FY 2008 School Operating Fund supplemental appropriation in the amount of \$147,406.03; an FY 2008 School Food Service Fund supplemental appropriation in the amount of \$4,225.00; an FY 2008 School Capital Project Fund supplemental appropriation in the amount of \$102,190.30; and an FY 2008 School Construction Fund supplemental appropriation in the amount of \$2,001,693.59. These amounts represent outstanding purchase order balances at June 30, 2007. See attached information, p. 72 – 74.
13. The Finance Director requests an FY 2008 General Fund supplemental appropriation in the amount of \$1,312,320.70; an FY 2008 NRADC Fund supplemental appropriation in the amount of \$40,839.68; an FY 2008 Landfill Fund supplemental appropriation in the amount of \$953,325.17; an FY 2008 Capital Projects Fund supplemental appropriation in the amount of \$2,554,655; and an FY 2008 Airport Authority Capital Projects Fund supplemental appropriation in the amount of \$46,405.50. These amounts represent outstanding purchase order balances at June 30, 2007. See attached information, p. 75 – 76.

14. The Finance Director requests an FY 2007 General Fund supplemental appropriation in the amount of \$4,514 and an FY 2008 General Fund supplemental appropriation in the amount of \$14,996. These amounts represent appropriation of the Fire Program and Four-for-Life funds. No additional local funds needed. See attached memo, p. 77.
15. The Finance Director requests direction regarding unused funds, in the amount of \$225,500, remaining at June 30, 2007 for transportation. See attached information, p. 78.

**** FOR INFORMATION ONLY ****

1. All budget amendments that exceed 1% of total expenditures require a public hearing. For FY 2008, this amount equals \$2.45 million. The \$500,000 limit no longer applies. See attached Code of Virginia § 15.2-2507, p. 79.
2. CLEAN, Inc. sends a letter of appreciation for FY 2008 funding. See letter, p. 80.
3. The YDC sends a thank you note for FY 2008 support. See note, p. 81.
4. First Night Winchester sends a letter of appreciation for FY 2008 contribution. See letter, p. 82.
5. Bolton Partners, Inc. will present the Post-Retirement Medical and Life Insurance Benefits Actuarial Valuation as required by GASB 45 at the September 19, 2007 Finance Committee meeting.



YOUTH DEVELOPMENT CENTER, INC.

3 Bataille Drive ★ Winchester, VA 22601

Regina M. O'Brien

Executive Director

540-662-4564

FAX: 540-662-6376

E-mail: robrien-ydc@verizon.net

Web Site: www.myydc.org

November, 2006

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Mike Smith

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Chairman

Frederick County Board of Supervisors

Winchester, VA

Dear Dickie:

For the past eleven years, the Youth Development Center, Inc. has provided services and activities for the young people of this area. As the use of our activity building has increased throughout the years, we needed a larger building to keep up with the demands. The YDC has just completed a 10,000 square foot addition to our present complex. Frederick County has been an important partner of the YDC from the start and throughout the years.

In order to build this new addition, we have had to borrow \$300,000. We are asking Frederick County to help us pay off this note. We are asking for a \$250,000 contribution toward this goal.

Thank you for your consideration for this request.

Very truly yours,

Dave Holliday
Funding Chairman

Cindia Stewart
President



**Financing Commitment for
Youth Development Center, Inc.
May 17, 2006**

Borrower: Youth Development Center, Inc.

Guarantor: N/A

Amount: \$300,000.00

Type: Revolving line of credit

Term: Twenty Four (24) months

Rate/Payments: Variable at the Wall Street Journal Prime interest rate. Interest will be payable monthly on the outstanding balance. The Marathon Bank will pay the interest due as its charitable donation to the Youth Development Center, Inc. Payment of any principal outstanding is due at maturity.

Commitment Fee: N/A

Purpose: Bridge financing

Collateral: N/A

Documentation: Loan agreement, note, financial reports and other documents as the Bank may require in form and substance satisfactory to the Bank and its counsel

Financial: Borrower agrees that financial statements and tax returns will be provided such that the Bank will at all times have such documents that are no greater than one year old

Conditions: Prior to loan closing, Borrower to provide to Bank copies of Corporate:

- Articles of Organization
- Certificate of Existence
- By-Laws
- Any meeting minutes/amendments/resolutions to the above that impacting the corporation's ability to borrow (changes in names/titles/number of signatures required to sign loan documents, for instance)
- Identities of signers of loan documents must be established with Driver's License information (re: USA Patriot Act)



**Financing Commitment for
Youth Development Center, Inc.**

May 17, 2006

(continued)

Expiration:

Should this commitment not be ^{Accepted} ~~accepted~~ by the Borrower on or before the close of business on ~~April~~ ^{June} 15, 2006, or such later date as agreed to in writing by the Bank, then the Bank shall have no further obligation hereunder whatever. This loan is to be closed within 45 days of the date of acceptance of the commitment by the Borrower and, if not closed within such time period, the Bank shall have no further obligation hereunder whatever.

If this commitment is accepted by the Borrower, the terms of this commitment shall continue in full force and effect until the first to occur of the following: (a) the loan contemplated hereby is repaid in full and all obligations of Borrower to Bank in connection therewith are fulfilled, or (b) a Loan Agreement governing the terms of the loan contemplated hereby is executed by the Borrower.

ACCEPTED BY:

The Youth Development Center, Inc., by:

Tammy Stevenson 6/15/06
(sign name) Date

Tammy Stevenson, President
(print name, title)

Peggy Frey 06/15/06
(sign name) Date

PEGGY FREY, Secretary
(print name, title)



August 7, 2007

County of Frederick
Frederick County Board of Supervisors
107 North Kent Street
Winchester, Virginia 22601



Dear Supervisors:

Thank you for all you do to support the Shenandoah Valley Discovery Museum. It has been our pleasure to serve the children of Frederick County for the past eleven years, and we look forward to providing a robust menu of interactive exhibits and programs to all the children who live in our county and all the people who visit our county from other places. We are just one example of the County's dedication to excellent educational and cultural resources for our people.

Thank you also for continuing to support the annual operation of the Discovery Museum on a contractual basis. The terms of that contract are clear: for your contribution of \$25,000 we provide without charge a destination for school field trips and a set of presentations in the schools. Approximately 5000 county children visit the Discovery Museum every year. Your contribution is a critical piece of the Discovery Museum's annual operating fund.

As you are aware, we have embarked on a capital campaign to construct a new building in Jim Barnett Park. The goal for the campaign is \$10 million: \$8 million for the construction and planning; \$1 million for exhibits; and \$1 million for reserve operating funds. To date \$5.2 million has been pledged, we are awaiting response on another \$3.8 million in requests, and we have targeted additional \$6.2 million in requests that will be made in the next six months. Now is the critical phase of the campaign as we move toward setting a ground breaking date in 2007. **Your contribution now will mean that all public entities are fully engaged in this important project and we will indeed begin to build this year.**

Governor Kaine included \$200,000 for the Discovery Museum in his amendments to the 2007-2008 state budget. That request had the support of Senator Potts and Delegates Sherwood and Athey, and that funding was approved. That money is in addition to the \$980,000 we have already been granted from the state. Each dollar granted by the state must be matched, 1:1. With this letter we are requesting that the county consider providing all or a portion of \$700,000 in matching funding we have yet to raise.

As you consider this request, please keep in mind the following:

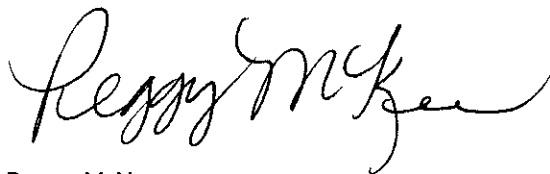
- This request represents 5% of the total capital campaign. The Discovery Museum volunteers will generate \$9.5 million in addition to the \$500,000 being requested from Frederick County.
- Federal government, state government, and city government have made significant contributions to this project.
- The largest single faction of visitors to the Discover Museum arrives from Frederick County.

P.O. Box 239
Winchester, VA 22604
(540) 722-2020
FAX (540) 722-2189
www.discoverymuseum.net

- An economic impact study conducted by Virginia Commonwealth University for the Discovery Museum predicts that the construction stage of the capital project will generate approximately \$250,000 in tax dollars and the annual operation of the Discovery Museum will generate approximately \$150,000 in tax dollars.
- The Discovery Museum is a critical piece of the total cultural package available to residents and visitors to Frederick County.

Thank you for considering this important request. We understand that it would be unusual for Frederick County to support a private non-profit organization like the Discovery Museum; unusual, but not unprecedented. It has been suggested to us that this funding might come from the general fund rather than through the budget process because of the tax implications of such a budget item. It has also been suggested that we should seek a lesser amount this year and renew the request in subsequent years. These suggestions are valid and worthy of deliberation. We know that you will give this request every consideration and you will arrive at a solution that pleases everyone who is touched by this community resource. We look forward to working carefully with you to structure a contribution that will meet the needs of both your constituents and those of the Discovery Museum.

Most sincerely,

A handwritten signature in black ink, appearing to read "Peggy McKee". The signature is fluid and cursive, with the first name "Peggy" written in a larger, more prominent script than the last name "McKee".

Peggy McKee
Executive Director

**COUNTY OF FREDERICK
OUTSIDE AGENCY FUNDING REQUEST
FISCAL YEAR 2007-2008**

NAME OF AGENCY REQUESTING FUNDS Shenandoah Valley Discovery Museum

NAME, STREET ADDRESS, TELEPHONE NUMBER AND E-MAIL ADDRESS OF
AGENCY CONTACT PERSON Peggy McKee, PO Box 239, Winchester, Virginia 22604.
pmckee@discoverymuseum.net

1. Amount of County Funds requested
 - \$25,000 (annual fund), and
 - We request that Frederick County consider a multi-year \$500,000 contribution to the capital fund to fulfill the required 1:1 match of \$500,000(pending) contributed by the Commonwealth of Virginia in the 2008 budget amendments.

2. Amount of Funds from other sources:

Annual Operating Fund

Source	Amount requested in FY 2006-2007	Amount allocated in FY 2006-2007
A. City of Winchester, Virginia	\$ 25,000	\$25,000
B. Frederick County	\$ 25,000	\$25,000
C. Admission Fees	\$120,154	
D. Program Fees	\$ 51,546	
E. Gift Shop Sales	\$ 37,092	
F. Annual Events	\$ 16,074	
G. Membership Dues	\$ 25,000	
H. Investments	\$ 3,064	
I. Other	\$ 2,769	

Capital Fund

Source	Amount Allocated
A. US Small Business Administration	\$1,000,000
B. US Department of Housing and Urban Development	\$200,000
C. In-kind contributions	\$912,000
D. Commonwealth of Virginia	\$1,180,000(allocated)
E. Foundations	\$387,500
F. Individuals	\$957,500
G. Corporations	\$569,000
H. City of Winchester	\$1,500,000 (appraised value of park land)
Total Committed	\$6,706,000
I. Pending open requests	\$3,835,000
J. Additional targeted requests	\$6,157,000
K. Commonwealth of Virginia	\$300,000(pending)

3. Please describe the purpose of your agency as it relates to Frederick County.

Mission: The Shenandoah Valley Discovery Museum ignites creativity, sparks curiosity, and inspires learning in people of all ages by providing a rich variety of interactive, hands-on exhibits and programs that focus on the sciences, mathematics, the humanities, and the arts.

Purpose:

A. The Shenandoah Valley Discovery Museum has successfully reinterpreted play for Frederick County's families. We keep the best of traditional approaches to play — child-centered, hands-on exploration for the whole family. We offer services such as summer day-camps, weekend programs, and youth-volunteer opportunities along with our every-day offerings of fascinating play-centered exhibits. We also provide recommendations on how parents and caregivers can be play mentors at the museum and in everyday situations — as well as tips on when it's best to step back and just watch the children play. We exist to provide families with fun, engaging exhibits and programs in a healthy and nurturing environment. In the Discovery Museum minds are awakened, learning is made fun, and future SOL and SAT scores are thereby improved.

B. The Shenandoah Valley Discovery Museum is a significant component of the local tourism industry. In May of 2006 more visitors arrived from Loudoun, Fauquier and Fairfax Counties than from local counties. Entrance surveys have shown that visitors come from across a wide swath of the eastern US. We receive daily inquiries from travelers seeking directions to the Discovery Museum as they travel north or south on Route 81. Local businesses benefit from the arrival of people coming to Frederick County to visit the Discovery Museum when those same people pause to eat in a local restaurant, spend the night in a local hotel, or shop in a local retail outlet. The package that includes The Museum of the Shenandoah Valley at Glen Burnie, the Civil War Battlefields Park, the Shenandoah National Park, and the Shenandoah Valley Discovery Museum is bringing people to our town and causing those people to spend time and money here.

In summary, the Shenandoah Valley Discovery Museum serves the dual purposes of enhancing both the educational and economic environment of Frederick County and the entire Northern Shenandoah Valley of Virginia.

4. Please indicate what services your agency provides and to whom.

Shenandoah Valley Discovery Museum serves Frederick County by providing the following:

- Educational, hands-on exhibits that are related to the state Educational Standards of Learning and focus on local industry, natural history, geology and paleontology, the physical sciences, arts, and humanities.
- A high-quality destination for families traveling through or considering permanently relocating in our region
- Exciting and intellectually stimulating special programs on various subjects and for various age groups

- Leadership and work training and experience for area youth. Youth volunteers find a place in the Discovery Museum where they can make real contributions and fulfill real responsibilities.
- Special SOL-related presentations for school groups either in the museum or in the schools that focus on young people.
- Free admission for all Head Start groups, Child Parent Center clients, Frederick County Public School classes and their teachers.
- Regular monthly periods of free admission for the general public to the museum.

5. How is your agency governed? How are governing-body members elected?

The Board of Directors of the Shenandoah Valley Discovery Museum establishes the vision and direction of the museum and determines the fundraising initiatives necessary to attain the goals relating to programming, exhibit additions, and museum expansion. The by-laws of the Board of Directors instituted a 15-member elected board of community leaders that reflect the area constituency. Serving three-year terms, one third of the board members are up for election each September. The qualifications of museum board directors include previous Discovery Museum committee experience or leadership experience in another organization, high interest in the mission and objectives of the museum, ability to articulate how museum objectives meet the needs of the community for fundraising efforts, an understanding of mutual trust and partnership with other leaders, and competency to supervise the work of other volunteers.

Every effort is made to seat a diverse board. A board profile has been formulated which describes the characteristics of members of our ideal board: age, gender, race/ethnic background, geographic location, expertise, and financial position. Board members are recruited with the profile mind. The racial diversity in the Loud Fairfax Planning District includes 95.6 percent white, 3.9 percent black, 0.8 percent Hispanic and 0.2 other. Forty-nine percent of the community is male and 51 percent is female. The museum's board, functioning since 1996, features 99 percent white and 1 percent non-white.

The Board of Directors meets monthly and holds an annual weekend retreat. Board committees are assigned tasks including site selection, finance, public relations, education, personnel and fundraising. These committees support the work of the museum staff. The personnel committee of the board maintains a list of potential board members and nominates prospective directors. So, the personnel committee serves two purposes (1) evaluating policy and procedures for hiring and supporting staff and (2) acting as nominating committee for the board. Upon election to the board, each member is required to attend an orientation session at which he/she receives a handbook that contains a brief history of the museum, copies of relevant documents such as by-laws and articles of incorporation, the mission and purpose, a list of board members' names and addresses, and other pertinent information. The board member is expected to participate in museum activities such as the planning and preparing exhibits, special events, and development efforts.

Fundraising by the board provides the funding necessary to implement the policies and goals of the board. All board members make financial contributions to the museum. A key committee, the Annual Campaign Committee was instituted fall of 1998. In the spring and fall of 1999, the board raised \$35, 244.47 in individual contributions. Furthermore, the board has generated sponsorship opportunities for the area corporations to become more involved.

In addition, the Board of Directors recruits, hires, and evaluates (summative and formative) the museum director. All full and part-time museum staff are supervised by the

museum director. The director for education and programs supervises the volunteer docents and interpreters. The museum store manager supervises and schedules paid and volunteer receptionists. The director for marketing and development interacts with the board relating to fundraising and friend-raising.

6. What fiscal procedures does your agency practice? Please provide a copy of your latest audit report.

The treasurer of the Board of Directors is a Certified Public Accountant and the chair of the Museum's four-member finance committee. The finance committee meets monthly to review the balance sheet, profit and loss statement, and any other relevant financial developments. In August of each year, the finance committee begins work on the annual budget for the next year and the budget is approved in November.

An independent audit is conducted annually. Internal procedures are established that insure a clean audit report. Those procedures include:

Assistant Manager

1. Pick up, open, date stamp, and separate mail
2. Stamp checks for deposit only
3. Log checks: contribution on one page, fees (programs and memberships) on another page
4. Deliver mail and checks to business manager

Office Manager

1. Separate invoices and checks for delivery to departments
2. Copy contribution checks. give copy with accompanying letter to Director of Development
3. Compile deposits
4. Record income in data base (quick books)
5. Make bank deposits
6. Reconcile contribution checks and fee checks with logs
7. Reconcile bank statements
8. Track budget for monthly report to director

Director of Programs

1. Record fees
2. Reconcile log with fees
3. Enter payments in cash register
4. Compile report at beginning of each day stating amounts paid and amounts due for each program: field trips, parties, overnights, special events, outreach
5. Track budget for monthly report to director

Director of Development

1. Record contributions in data base (Paradigm)
2. File contributions by date, then alphabetically
3. Run report from development database for comparison to accounting database
4. Give checks to Business Manager for deposits
5. Track budget for monthly report to director

Director of Marketing

1. Reconcile, date, and initial invoices to be paid
2. Give invoices to Business Manager

3. Track budget for monthly report to director

Store Manager

1. Reconcile, date, and initial invoices
2. Give invoices to Business Manager
3. Compile quarterly inventory
4. Track budget for monthly report to director

Director of Exhibits

1. Reconcile, date, and initial invoices
2. Give invoices to business manager
3. Track budget for monthly report to director

Collection Manager

1. Reconcile, date, and initial invoices
2. Give invoices to business manager
3. Track budget for monthly report to director

7. **What population does your agency serve? Please specify geographical, social and economic characteristics. If you are funded jointly by other localities, please complete the following:**

Annual Operating Funding

LOCALITY/DISTRICT	SERVICES OFFERED	FUNDING	POPULATION
A. Frederick County	69,209	Family visits, group field trip destination, outreach in schools and community centers	\$25,000
B. Winchester	25,110	same	\$25,000
C. Clarke Co	14,205	same	none
D. Shenandoah Co	39,184	same	none
E. Loudoun County	255,518	same	none
F. Fauquier County	64,997	same	none
E. West Virginia Counties	190,000	same	none
Total	658,223 (potential audience)		

Capital Funding

LOCALITY/DISTRICT	POPULATION	FUNDING
A. Federal Small Business Administration/Department of Housing and Urban Development		\$1,200,000
B. Commonwealth of Virginia (appropriated)		\$980,000
C. Commonwealth of Virginia (pending)		\$500,000
D. Frederick County	69,209	
E. Winchester	25,110	\$1.5 million (value of property)
F. Clarke Co.	14,205	

G. Shenandoah Co.	39,184	
H. Loudoun County	255,518	
I. Fauquier County	64,997	
J. West Virginia Counties	190,000	
Total	658,223	

8. Please provide additional information that you believe would be helpful to the Finance Committee and the Board of Supervisors.

The Shenandoah Valley Discovery Museum provides a unique service to the families of Frederick County and the surrounding region. In the short time the Discovery Museum has been in existence the people of Frederick County have embraced it and have come to rely on it as an educational resource and economic engine. Approximately 43,000 people visited the Discovery Museum in 2005; approximately 20 percent from Frederick County, by far the largest source of Museum users.

Two recent developments have enhanced the capital project. First, a memorandum of understanding has been entered into with the School of Architecture and Urban Studies at Virginia Tech. Because of this MOU the new Discovery Museum building will be a case study in sustainable building design for the School of Architecture and the Discovery Museum and VaTech will jointly develop a web based classroom where students all over the world can learn about how we are responding to the environmental issues of our time.

This new relationship has led to the second recent development, the unprecedented corporate participation by local, regional, national and international companies that want to be part of a "green" building. BASF, REHAU, Coza, Amvic, McElroy Metals, Uni-Solar, and Homasote are all companies that have joined American Woodmark, Rubbermaid, Reader and Swartz, and Shockey as corporate partners and are making this an international project. The new Discovery Museum will be a site where, in addition to local families and school groups, architects, engineers, city planners, and construction companies can see first hand how the choices made in a construction project impact our environment.

9. Attach a detail of budgeted and actual revenues and expenditures for FY2004-05 and FY 2005-06.

See Attached

10. Frederick County is requesting that contributions be viewed on a contractual basis. Please provide a contract that the county can review and sign detailing what services your agency will provide for Frederick County.

See Attached

11. Please provide a brief description of your agency and a list of goals for your agency.

Strategic Summary

The Shenandoah Valley Discovery Museum will expand from a local to a regional museum, increasing the scale and quality of exhibits and programs. The museum will serve an expanded audience both geographically and demographically. To support this expansion the Museum will:

1. Design and build a new, larger facility with improved permanent exhibits, opening in 2008-09;
2. Conduct successful capital campaign to pay for the design and construction of a new museum;
3. Build long-term financial stability, including an endowment, to operate the museum now and in the future;
4. Improve governance;
5. Expand the audience;
6. And improve management capacity to meet the demands of a new, larger museum.

**Proposal for Contracted Youth Services between Frederick County Board of Supervisors
and Shenandoah Valley Discovery Museum
July 1, 2007 – June 31, 2008**

Introduction:

This contract of services has been developed in order to outline the basic terms of an agreement between the Frederick County Board of Supervisors and the Shenandoah Valley Discovery Museum.

The Shenandoah Valley Discovery Museum, a private, nonprofit, 501c(3) corporation, agrees to provide the area's youth and their families, teachers, and caregivers with access to educational exhibits and programs designed for intellectual stimulation in a relaxed, informal atmosphere suitable for people of all ages.

The Frederick County Board of Supervisors agrees to support this effort and to provide funding to offset the expenses of this commitment.


Provisions of the contract for services:

1. The Shenandoah Valley Discovery Museum will provide the youth of Frederick County and their families, teachers, and caregivers with the following services:
 - a. Educational, hands-on exhibits that are related to the Virginia Standards of Learning and focus on local industry, natural history, geology and paleontology, physical sciences, arts, and humanities;
 - b. Exciting and intellectually stimulating special programs on a wide variety of topics for various age groups will be provided for an additional fee.
 - c. An opportunity to develop leadership skills and work skills through volunteer activities'
 - d. Special Standards of Learning related presentations for school groups at the Discovery Museum or at school sites, will be provided for an additional fee.
 - e. Serve as a meeting place for a wide variety of community groups that focus on young people, including but not limited to Boy Scout and Girl Scout, 4-H, and church youth organizations, subject to availability and for an additional fee.
 - f. Free admission for all Head Start groups, Child-Parent Center clients, and other organizations that serve at-risk populations.
 - g. Unlimited free field trips to all Frederick County elementary and middle school students between 1 September 2004 and 31 June 2005. Visits are subject to the guidelines and policies of the museum for group visits. The services and privileges of this agreement do not include programs and services for which additional fees regularly exist. There will be no charge to teachers and chaperones accompanying group trips. The number of adults accompanying group trips must meet the ratio required by the museum. Additional chaperones are welcomed and will be admitted at the group rate established by the museum.
2. Shenandoah Valley Discovery Museum will provide a safe, secure, well-maintained environment free of drugs, alcohol, and tobacco use.
3. In order to foster effective communication and enhance educational opportunities for students, joint planning meetings will occur on a quarterly basis between representatives

from the Frederick County Public Schools and the Shenandoah Valley Discovery Museum.

4. A schedule to be determined by the Frederick County Board of Supervisors will provide for annual review and assessment of this contract.
5. The Frederick County Board of Supervisors will provide funds of \$25,000 to be paid to the Shenandoah Valley Discovery Museum on quarterly basis following receipt of request for payment.

Signed



Margaret W. McKee, Executive Director, Shenandoah Valley Discovery Museum

Richard C. Shickle, Chairman, Frederick County Board of Supervisors

	2004 budget	2005 budget	2006 budget
Revenues			
<i>Earned Income</i>			
Admissions	\$ 60,000	\$ 65,000	\$ 63,000
Frederick County, field trips	\$ 25,000	\$ 25,000	\$ 25,000
City of Winchester, field trips	\$ 25,000	\$ 25,000	\$ 25,000
Memberships	\$ 28,000	\$ 24,000	\$ 26,500
Program Fees	\$ 52,000	\$ 52,000	\$ 85,500
Gift shop sales	\$ 33,000	\$ 33,000	\$ 37,000
Café (rental of space)			
<i>total earned income</i>	<i>\$ 223,000</i>	<i>\$ 224,000</i>	<i>\$ 262,000</i>
<i>Unearned</i>			
Annual Campaign contributions	\$ 150,000	\$ 70,000	\$ 40,000
Restricted contributions		\$ 5,000	\$ 12,100
Other contributions		\$ 62,800	\$ 65,000
Trusts and foundations	\$ 100,000	\$ 125,000	\$ 150,000
Stock contributions			
<i>total unearned income</i>	<i>\$ 250,000</i>	<i>\$ 262,800</i>	<i>\$ 267,100</i>
<i>Other Income</i>			
Investment income(endowment)	\$ 5,000	\$ 3,000	\$ 1,500
<i>total other income</i>	<i>\$ 5,000</i>	<i>\$ 3,000</i>	<i>\$ 1,500</i>
Total revenue	\$ 478,000	\$ 489,800	\$ 530,600
COGs	\$ (18,000)	\$ (16,500)	\$ (16,500)
Net Income	\$ 460,000	\$ 473,300	\$ 514,100
Expenses			
<i>Exhibit Expenses</i>			
Total exhibit expense	\$ 33,042	\$ 8,000	\$ 47,300
<i>Program Expense</i>			
Total program expense	\$ 34,825	\$ 56,700	\$ 47,361
<i>Volunteer Expense</i>			
Total volunteer expense			
<i>Paleontology expense</i>			
Total paleontology expense	\$ 30,306	\$ 43,400	\$ 32,776
<i>Gift Shop Expense</i>			
Total giftshop expense	\$ 3,470	\$ 14,100	\$ 12,860
<i>Marketing Expense</i>			
Total marketing expense	\$ 26,470	\$ 46,228	\$ 43,200
<i>Development Expense</i>			
Total development expense	\$ 30,750	\$ 45,000	\$ 31,700
<i>General and Administrative Expense</i>			
Total general and administrative expense	\$ 151,615	\$ 145,000	\$ 146,475
<i>Capital Campaign Expense</i>			
	\$ 133,000	\$ 110,000	\$ 140,000
<i>Total expenses</i>	<i>\$ 443,478</i>	<i>\$ 468,428</i>	<i>\$ 501,672</i>
<i>Net income</i>	<i>\$ 16,522</i>	<i>\$ 4,872</i>	<i>\$ 12,428</i>

SHENANDOAH VALLEY DISCOVERY MUSEUM, INC.

AUDITED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2005

GOVERNMENT & NON-PROFIT AUDIT GROUP, PLC
Certified Public Accountants
Chantilly, Virginia

SHENANDOAH VALLEY DISCOVERY MUSEUM, INC.

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Government & Non-Profit Audit Group, PLC

Certified Public Accountants

P.O. Box 220111 • Chantilly, Virginia 20153
www.gnpaudit.com

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Shenandoah Valley Discovery Museum, Inc.
Winchester, Virginia

We have audited the accompanying statement of financial position of the Shenandoah Valley Discovery Museum, Inc. as of December 31, 2005 and the related statements of activities, cash flows, and functional expenses for the year then ended. These financial statements are the responsibility of the Shenandoah Valley Discovery Museum, Inc.'s management. Our responsibility is to express an opinion 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Shenandoah Valley Discovery Museum, Inc. as of December 31, 2005, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Government & Non-Profit Audit Group, PLC

Certified Public Accountants

May 1, 2006

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SHENANDOAH VALLEY DISCOVERY MUSEUM, INC.

STATEMENT OF FINANCIAL POSITION

December 31, 2005

ASSETS

Current Assets

Cash and cash equivalents	\$ 31,124
Marketable securities	70,114
Accounts and grants receivable	242,647
Unconditional promises to give, net	166,183
Inventory	12,480
Prepaid expenses	8,227
Total Current Assets	<u>530,775</u>

Long-Term Unconditional Promises to Give, net	<u>210,686</u>
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Property and Equipment

Property and equipment	585,219
Less: Accumulated depreciation	<u>(170,008)</u>
Total Property and Equipment	<u>415,211</u>

Total Assets	<u><u>\$ 1,156,672</u></u>
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LIABILITIES AND NET ASSETS

Current Liabilities

Line of credit	\$ 10,000
Accounts payable and accrued expenses	77,885
Payroll tax liabilities	3,700
Accrued vacation	3,380
Deferred member dues	<u>11,343</u>

Total Liabilities	<u>106,308</u>
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Net Assets

Unrestricted	494,156
Temporarily restricted	552,008
Permanently restricted	<u>4,200</u>
Total Net Assets	<u>1,050,364</u>

Total Liabilities and Net Assets	<u><u>\$ 1,156,672</u></u>
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The accompanying notes are an integral part of these financial statements.

SHENANDOAH VALLEY DISCOVERY MUSEUM, INC.

STATEMENT OF ACTIVITIES For the Year Ended December 31, 2005

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Revenue and Support				
Federal and state grants	\$ 279,054	\$ -	\$ -	\$ 279,054
Contributions and donations	105,743	511,916	-	617,659
Admission fees	120,154	-	-	120,154
Educational programs	51,546	-	-	51,546
In-kind donations	138,439	-	-	138,439
Museum shop sales	37,092	-	-	37,092
Annual event- net of expense of \$12,920	16,074	-	-	16,074
Membership dues	25,000	-	-	25,000
Investment income	3,064	-	-	3,064
Miscellaneous income	2,769	-	-	2,769
Net assets released from restriction:				
Capital and educational programs	85,726	(85,726)	-	-
Total Revenue and Support	<u>864,661</u>	<u>426,190</u>	<u>-</u>	<u>1,290,851</u>
Expenses				
Program expenses	383,822	-	-	383,822
Management and general	86,623	-	-	86,623
Fundraising	146,566	-	-	146,566
Total Expenses	<u>617,011</u>	<u>-</u>	<u>-</u>	<u>617,011</u>
Change in Net Assets	247,650	426,190	-	673,840
Net Assets at Beginning of Year	<u>246,506</u>	<u>125,818</u>	<u>4,200</u>	<u>376,524</u>
Net Assets at End of Year	<u><u>\$ 494,156</u></u>	<u><u>\$ 552,008</u></u>	<u><u>\$ 4,200</u></u>	<u><u>\$ 1,050,364</u></u>

SHENANDOAH VALLEY DISCOVERY MUSEUM, INC.

STATEMENT OF FUNCTIONAL EXPENSES

For the Year Ended December 31, 2005

Expenses	Program	Management & General	Fund- raising	Total
Payroll	\$ 134,651	\$ 46,409	\$ 86,948	\$ 268,008
In-kind expense	120,000	-	-	120,000
Payroll taxes	12,711	4,241	8,286	25,238
Professional fees	-	4,200	18,258	22,458
Rent	16,363	962	1,925	19,250
Depreciation and amortization	9,520	9,521	-	19,041
Benefits	12,711	1,719	3,357	17,787
Cost of goods sold	17,776	-	-	17,776
Supplies	2,863	6,468	6,656	15,987
Advertising	2,959	-	11,834	14,793
Marketing	6,024	-	6,024	12,048
Utilities	10,176	598	1,197	11,971
Maintenance	10,531	403	807	11,741
Training	11,274	-	250	11,524
Certification	5,850	-	-	5,850
Miscellaneous	2,207	1,142	-	3,349
Visiting artist/Mother Goose	3,256	-	-	3,256
Postage	1,122	2,106	-	3,228
Dues and subscriptions	70	2,695	-	2,765
Bank fees	-	2,635	-	2,635
Telephone	-	2,532	-	2,532
Parties and outreach	2,048	-	-	2,048
Materials	-	-	1,024	1,024
Summer camp and special events	1,302	-	-	1,302
Insurance	-	992	-	992
Auto expense	408	-	-	408
 Total Expenses	 <u>\$ 383,822</u>	 <u>\$ 86,623</u>	 <u>\$ 146,566</u>	 <u>\$ 617,011</u>

SHENANDOAH VALLEY DISCOVERY MUSEUM, INC.

STATEMENT OF CASH FLOWS For the Year Ended December 31, 2005

Cash flows from operating activities	
Increase (decrease) in net assets	\$ 673,840
Adjustments to reconcile change in net assets to net cash provided by operating activities	
Depreciation and amortization	19,041
Loss on sale of in-kind stock	71
Unrealized loss on investments	484
In-kind contributions of property & equipment	(14,450)
In-kind contributions of marketable securities	(999)
Changes in operating assets and liabilities:	
(Increase) decrease in accounts and grants receivable	(232,707)
(Increase) decrease in unconditional promises to give	(146,183)
(Increase) decrease in inventory	(775)
(Increase) decrease in prepaid expenses	(8,227)
Increase (decrease) in accounts payable and accrued expenses	61,961
Increase (decrease) in payroll tax liability	823
Increase (decrease) in accrued vacation	3,380
Increase (decrease) in deferred grants	(36,648)
Increase (decrease) in deferred dues	(1,079)
Long-term promises to give restricted for capital acquisition and construction	<u>(150,686)</u>
Net cash provided (used) by operating activities	<u>167,846</u>
Cash flows from investing activities	
Purchases of property and equipment	(255,374)
Proceeds from sale of marketable securities	928
Purchases of marketable securities	<u>(4,456)</u>
Net cash provided (used) by investing activities	<u>(258,902)</u>
Cash Flows from financing activities	
Proceeds from line of credit	<u>10,000</u>
Net cash provided (used) by financing activities	<u>10,000</u>
Increase (decrease) in cash and cash equivalents	(81,056)
Cash and cash equivalents, beginning of year	<u>112,180</u>
Cash and cash equivalents, end of year	<u><u>\$ 31,124</u></u>
Supplemental Disclosure of Cash Flow Information	
Interest	<u><u>\$ 105</u></u>
Income Taxes	<u><u>\$ -</u></u>

The accompanying notes are an integral part of these financial statements.

SHENANDOAH VALLEY DISCOVERY MUSEUM

NOTES TO FINANCIAL STATEMENTS

NOTE 1 - Organization and Summary of Significant Accounting Policies

The Shenandoah Valley Discovery Museum, Inc. (the Museum) was incorporated in 1993 as a non-stock, non-profit organization under the laws of the Commonwealth of Virginia. The objectives of the Museum are to ignite creativity, spark curiosity, and inspire learning in people of all ages by providing a rich variety of interactive, hands-on exhibits and educational programs that focus on the sciences, mathematics, humanities and the arts. The Museum operates as a charitable and educational organization and has approximately 350 members and affiliated organizations.

A summary of the corporation's significant accounting policies consistently applied in the preparation of the accompanying financial statements follows:

- (a) Cash and Cash Equivalents - For purposes of the statement of cash flows, the Museum considers all highly liquid investments with a maturity of three months or less, when purchased, to be cash equivalents.
- (b) Investments - Investments consist primarily of mutual funds and corporate equities. Investments are reported at fair value, with any unrealized and realized gains and losses included as components of investment income.
- (c) Accounts and Grants Receivable - The Museum solicits pledges and grants from individuals, corporations, foundations, local businesses and Federal and State governmental entities. Given the nature of the underlying funding documents, the Museum's current grants are accounted for as conditional promises-to-give where by revenue is recognized as the grantor's conditions are met and/or as allowable costs are incurred. Depending upon the funding status as of the end of the reporting period, the Museum may reflect a grant receivable or deferred grant revenue based upon an analysis of cost incurred to draws received and the continued availability of the grant funding.

Due to the nature of the pledges and grants, and given the amount that is expected to be collected by the Museum, accounts and grants receivable are reported net of a reserve for doubtful accounts of \$-0- as of December 31, 2005.

- (d) Unconditional Promises to Give - Unconditional promises to give are total pledges of future contributions for the capital campaign fund made by individuals, foundations and/or local businesses. In accordance with FASB Statement of Financial Accounting Standards No. 116, unconditional promises to give, less an appropriate reserve, are recorded at their estimated fair value. Amounts due more than one year later are recorded at the present value of the estimated future cash flows, discounted at the risk-free rate of 3.99%. Amortization of the discount is credited to contributions and donations income. The expiration of a donor-imposed restriction on a contribution or endowment is recognized in the period in which the restriction expires, and the related resources then are classified as unrestricted net assets.

SHENANDOAH VALLEY DISCOVERY MUSEUM

NOTES TO FINANCIAL STATEMENTS

(Continued)

NOTE 1 - Organization and Summary of Significant Accounting Policies (continued)

(d) Unconditional Promises to Give (continued)

Unconditional promises to give consisted of the following as of December 31, 2005:

Unconditional promises expected to be collected in:

Less than one year	\$176,183
One year to five years	235,000
More than five years	-
Less discount to present value (\$24,314)	
and allowance for doubtful accounts (\$10,000)	(34,314)
	<u>\$376,869</u>

- (e) Inventory – Inventory consists primarily of educational and promotional items and toys held for sale that are valued at the lower of cost or market on an average cost basis, with shipping and handling cost included in the cost of goods sold for inventoried items sold. Management determined that a reserve for obsolete inventory was unnecessary as of December 31, 2005.
- (f) Financial Statement Presentation – the Museum has adopted Statement of Financial Accounting Standards (SFAS) No. 117, "Financial Statements of Not-for-Profit Organizations." Under SFAS No. 117, the Museum is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.
- (g) Property and Equipment – The Museum capitalizes property and equipment acquisitions at cost or estimated fair value at time of donation and depreciates these items using the straight-line method over their estimated useful lives. Property and equipment are reported net of accumulated depreciation except for building and improvement design and engineering costs. During the year ended December 31, 2005, the Museum was in the initial phases of the design and construction of a new educational facility to be located in the City of Winchester, Virginia. Given that the Museum has yet to enter the construction phase of the project, the current year cost of the new building and improvements totaling \$261,980 was capitalized but was not depreciated because the building is yet to be constructed or placed in service. Educational exhibits and displays, office and computer equipment, and corporate automobiles are depreciated over estimated useful lives of 5-7 years. Leasehold improvements are depreciated over the shorter of the estimated life of the improvement or the term of the underlying lease agreement, which is also currently 5-7 years. Expenditures for repairs and maintenance that do not extend the useful life of an asset and small items and supplies are expensed as incurred. Depreciation expense for the year ended December 31, 2005, was \$19,041.

SHENANDOAH VALLEY DISCOVERY MUSEUM

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 1 - Organization and Summary of Significant Accounting Policies (continued)

- (h) Deferred Revenue - Deferred revenue consists principally of membership dues receipts received in advance of the applicable membership term. The Museum's policy is to allocate membership dues receipts ratably over 12-months subsequent to the month of receipt. Memberships are based upon the month of receipts.
- (i) Support and Revenue - Contributions received and unconditional promises to give are measured at their fair values and are reported as an increase in net assets.
- (j) Revenue Recognition - All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. However, if a restriction is fulfilled in the same time period in which the contribution is received, the organization reports the support as unrestricted.

Contributions of services are recognized if the services received (a) create or enhance nonfinancial assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. The items contributed are also reflected as either expenses or capital assets, if they meet the Museum's capitalization criteria.

- (k) Income Tax Matters - The Organization is a nonprofit organization exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code on all income other than unrelated business income.
- (l) Use of Estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.
- (m) Concentrations of Credit and Market Risk - Financial instruments that potentially expose the Museum to concentrations of credit and market risk consist primarily of cash equivalents and investments. Cash equivalents are maintained at high-quality financial institutions which, at times, may exceed federally insured limits. Credit exposure is limited to any one institution. The Museum has not experienced any losses on its cash equivalents.

SHENANDOAH VALLEY DISCOVERY MUSEUM

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 1 - Organization and Summary of Accounting Policies (continued)

- (n) Donated Goods - Donated materials, equipment and other assets are reflected as contributions in the accompanying financial statements at their estimated fair market values at the date of the gift.
- (o) Advertising Costs - Advertising costs are expensed as incurred. Total advertising expense for the year ended December 31, 2005, was \$14,793.

NOTE 2 - Concentrations of Risk

Federal and State Grants: The Museum receives a significant portion of its revenue and support in the form of grants from Federal and State governmental entities. For the year ended December 31, 2005, \$121,074 or 10% of the Museum's total revenue and support was from the Small Business Administration. Additionally \$104,150 or 9% was from the State of Virginia. These two grants account for 93% of the Museum's accounts and grants receivable.

Contributions & Donations: \$161,648 or 14% of the Museum's total revenue and support was provided by one contributor. \$100,000 or 26% of total unconditional promises to give is from one contributor.

NOTE 3 - Marketable Securities

The Museum's investments in marketable securities are reported at fair values in the accompanying financial statements, with any realized and unrealized gains or losses included in investment income. The Museum's investment portfolio consists primarily of mutual funds and corporate equities with a total cost basis of \$59,018 and fair value of \$70,114 as of December 31, 2005. Investment income for the year ended December 31, 2005, consists of realized interest and dividends of \$1,601, net realized gain of \$1,946 and a net unrealized loss of \$483 for total investment income of \$3,064.

NOTE 4 - Depreciation & Amortization

	<u>Cost</u>	<u>Depreciation and Amortization Expense</u>	<u>Accumulated Depreciation and Amortization</u>
Pre-Construction cost	\$358,333	\$ -0-	\$ -0-
Museum exhibits and displays	113,941	9,520	86,217
Office and computer equipment	56,974	4,175	39,820
Leasehold improvements	35,971	1,346	35,971
Transportation equipment	20,000	4,000	8,000
	<u>\$585,219</u>	<u>\$19,041</u>	<u>\$170,008</u>

SHENANDOAH VALLEY DISCOVERY MUSEUM

NOTES TO FINANCIAL STATEMENTS

(Continued)

NOTE 5 - Line of Credit

The Museum maintains a \$50,000 unsecured line-of-credit with a local bank that is used to provide working capital as needed. The line of credit agreement calls for a variable interest rate that fluctuates with the bank's prime lending rate, which was approximately 10.6% as of December 31, 2005. The line-of-credit matures annually and is payable upon the lender's demand. The credit agreement also has restrictive loan covenants that require monthly interest payments and also requires the Museum pay the principle balance down to a maximum of \$100 for 30-consecutive days during each annual renewal period. As of December 31, 2005, there was an outstanding principal balance on the line of credit of \$10,000.

NOTE 6 - Restricted Net Assets

The Museum classifies its net assets based upon the existence or lack of donor imposed restrictions. When the Museum receives contributions that are restricted by the donor or limited as to their use and the Museum has not met the donor's restriction by the end of the reporting year, then the Museum reports these amounts as temporarily restricted or permanently restricted depending upon the nature of the restriction. Any restricted amounts that are received and released from restriction during the same fiscal year are reported as unrestricted since the donor-imposed restriction was met during the same year as receipt of the temporarily restricted contribution. As of December 31, 2005, the nature of the Museum's temporarily restricted and permanently restricted net assets consist of the following:

Temporarily restricted net assets:	
Capital campaign pledges	\$481,172
Ohlstrom grant	64,737
Mother goose program	4,260
Visiting artist program	1,689
First Fridays program	<u>150</u>
	<u>\$552,008</u>
Permanently restricted net assets:	
Endowment fund	\$ <u>4,200</u>

NOTE 7 - Functional Allocation of Expenses

The costs of providing the various programs, fund-raising and other activities have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and other activities benefited.

SHENANDOAH VALLEY DISCOVERY MUSEUM

NOTES TO FINANCIAL STATEMENTS

(Concluded)

NOTE 8 - Lease Commitments

The Museum leases office space and equipment under noncancelable operating leases with original terms that range from 24-36 months. The leases expire at various times through the years ending December 31, 2007. The leases require minimum monthly rental payments totaling approximately \$1,900. Rent expense for the year ended December 31, 2005, was \$19,250.

The total minimum lease commitments at December 31, 2005 under the leases listed above are due as follows:

For the year ended December 31,

2006	\$18,700
2007	900
Total	<u>\$19,600</u>

NOTE 9 - Commitments & Contingencies

In December 2004, the Museum entered into a noncancelable operating lease with the City of Winchester, Virginia to lease 3.5 acres of land for a new educational facility. The original term of the lease is for approximately 40 years, expiring in January 2044. The Museum has committed to construct a 20,000 square foot educational facility on land owned by the City. The Museum plans to fund the new facility through grants from Federal and State organizations, private foundations, and corporate sponsors. Additionally, the Museum has initiated a capital campaign seeking contributions and pledges from members and individuals throughout the region. All improvements on the land are subject to the review and approval of the Winchester Parks and Recreation Board and should the Museum fail to complete the new facility by September 30, 2007, the lease is automatically terminated and all rights to the improvements immediately revert to the City of Winchester. Furthermore, should the Museum cease to exist during the term of the lease, the lease is automatically terminated and any improvements are to be transferred to a substantially similar organization exempt under Section 501(c)(3) of IRC. For the years ending December 2005 - 2044, the Museum will annually recognize the estimated fair value of the lease property as an in-kind donation. The estimated lease value of the property for the year ended December 31, 2005 was \$120,000.

SHENANDOAH VALLEY DISCOVERY MUSEUM, INC.

AUDITED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2006

GOVERNMENT & NON-PROFIT AUDIT GROUP, PLC
Certified Public Accountants
Chantilly, Virginia

SHENANDOAH VALLEY DISCOVERY MUSEUM, INC.

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Government & Non-Profit Audit Group, PLC

Certified Public Accountants

P.O. Box 220111 • Chantilly, Virginia 20153

www.gnpaudit.com

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Shenandoah Valley Discovery Museum, Inc.
Winchester, Virginia

We have audited the accompanying statement of financial position of the Shenandoah Valley Discovery Museum, Inc. as of December 31, 2006 and the related statements of activities, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of the Shenandoah Valley Discovery Museum, Inc.'s management. Our responsibility is to express an opinion 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Shenandoah Valley Discovery Museum, Inc. as of December 31, 2006, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Government & Non-Profit Audit Group, PLC
Certified Public Accountants

July 23, 2007

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SHENANDOAH VALLEY DISCOVERY MUSEUM, INC.

STATEMENT OF FINANCIAL POSITION

December 31, 2006

ASSETS

Current Assets

Cash and cash equivalents	\$ 282,054
Marketable securities	247,135
Accounts and grants receivable	269,582
Unconditional promises to give, net	137,406
Inventory	11,278
Prepaid expenses	4,041
Total Current Assets	<u>951,496</u>

Long-Term Unconditional Promises to Give, net	<u>214,807</u>
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Property and Equipment

Property and equipment	1,086,150
Less: Accumulated depreciation	<u>(163,047)</u>
Total Property and Equipment	<u>923,103</u>

Total Assets	<u><u>\$ 2,089,406</u></u>
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LIABILITIES AND NET ASSETS

Current Liabilities

Line of credit	\$ 13,474
Accounts payable and accrued expenses	56,483
Payroll tax liabilities	5,962
Accrued vacation	2,725
Deferred member dues	<u>12,314</u>

Total Liabilities	<u>90,958</u>
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Net Assets

Unrestricted	1,081,631
Temporarily restricted	912,617
Permanently restricted	<u>4,200</u>
Total Net Assets	<u>1,998,448</u>

Total Liabilities and Net Assets	<u><u>\$ 2,089,406</u></u>
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The accompanying notes are an integral part of these financial statements.

SHENANDOAH VALLEY DISCOVERY MUSEUM, INC.

STATEMENT OF ACTIVITIES For the Year Ended December 31, 2006

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Revenue and Support				
Contributions and donations	\$ 134,959	\$ 473,873	\$ -	\$ 608,832
Federal and state grants	565,410	-	-	565,410
In-kind donations	163,498	-	-	163,498
Admission fees	109,124	-	-	109,124
Educational programs	45,113	-	-	45,113
Museum shop sales	39,054	-	-	39,054
Membership dues	28,684	-	-	28,684
Annual event - net of expenses of \$56,292	17,565	-	-	17,565
Investment income	21,005	-	-	21,005
Net assets released from restriction:				
Capital and educational programs	113,264	(113,264)	-	-
Total Revenue and Support	<u>1,237,676</u>	<u>360,609</u>	<u>-</u>	<u>1,598,285</u>
Expenses				
Program expenses	371,053	-	-	371,053
Management and general	92,906	-	-	92,906
Fundraising	186,242	-	-	186,242
Total Expenses	<u>650,201</u>	<u>-</u>	<u>-</u>	<u>650,201</u>
Change in Net Assets	587,475	360,609	-	948,084
Net Assets at Beginning of Year	<u>494,156</u>	<u>552,008</u>	<u>4,200</u>	<u>1,050,364</u>
Net Assets at End of Year	<u><u>\$ 1,081,631</u></u>	<u><u>\$ 912,617</u></u>	<u><u>\$ 4,200</u></u>	<u><u>\$ 1,998,448</u></u>

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The accompanying notes are an integral part of these financial statements.

SHENANDOAH VALLEY DISCOVERY MUSEUM, INC.

STATEMENT OF FUNCTIONAL EXPENSES For the Year Ended December 31, 2006

Expenses	<u>Program</u>	<u>Management & General</u>	<u>Fund- raising</u>	<u>Total</u>
Payroll	\$ 124,949	\$ 47,161	\$ 119,514	\$ 291,624
Rent	138,822	2,214	1,107	142,143
Payroll taxes	8,757	2,443	11,644	22,844
Benefits	8,298	3,319	9,128	20,745
Depreciation	8,856	8,856	-	17,712
Maintenance	14,676	1,727	863	17,266
Cost of goods sold	17,187	-	-	17,187
Printing and copying	826	3,074	11,907	15,807
Supplies and store expenses	6,372	3,833	4,571	14,776
Advertising	6,893	-	6,894	13,787
Professional fees	-	3,401	8,000	11,401
Utilities	8,290	975	488	9,753
Training, meetings and travel	6,799	89	2,814	9,702
Temporary help	6,023	1,000	120	7,143
Dues, licenses and permits	649	1,476	4,657	6,782
Visiting Artist/Mother Goose	5,390	-	176	5,566
Bank fees	43	5,032	106	5,181
Postage	1,013	1,805	2,159	4,977
Insurance	3,817	449	225	4,491
Subscriptions and memberships	1,426	858	1,529	3,813
Miscellaneous	995	2,143	340	3,478
Telephone	-	3,051	-	3,051
Summer camp	972	-	-	972
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	<u>\$ 371,053</u>	<u>\$ 92,906</u>	<u>\$ 186,242</u>	<u>\$ 650,201</u>

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SHENANDOAH VALLEY DISCOVERY MUSEUM, INC.

STATEMENT OF CASH FLOWS
For the Year Ended December 31, 2006

Cash flows from operating activities	
Change in net assets	\$ 948,084
Adjustments to reconcile change in net assets to net cash provided by operating activities	
Depreciation and amortization	17,712
Gain on sale of stock	(390)
Unrealized gain on investments	(6,270)
In-kind contributions of property and equipment	(29,634)
In-kind contributions of marketable securities	(63,714)
Changes in operating assets and liabilities:	
(Increase) decrease in accounts and grants receivable	(26,935)
(Increase) decrease in unconditional promises to give	28,777
(Increase) decrease in inventory	1,202
(Increase) decrease in prepaid expenses	4,186
Increase (decrease) in accounts payable and accrued expenses	(21,402)
Increase (decrease) in payroll tax liability	2,262
Increase (decrease) in accrued vacation	(655)
Increase (decrease) in deferred dues	971
Long-term promises to give restricted for capital acquisition and construction	<u>(4,121)</u>
Net cash provided by operating activities	<u>850,073</u>
Cash flows from investing activities	
Purchases of property and equipment	(495,970)
Proceeds from sale of marketable securities	65,634
Purchase of certificate of deposit	(100,000)
Purchases of marketable securities	<u>(72,281)</u>
Net cash (used) in investing activities	<u>(602,617)</u>
Cash flows from financing activities	
Proceeds from line of credit	<u>3,474</u>
Net cash provided by financing activities	<u>3,474</u>
Increase in cash and cash equivalents	250,930
Cash and cash equivalents, beginning of year	<u>31,124</u>
Cash and cash equivalents, end of year	<u><u>\$ 282,054</u></u>
Supplemental Disclosure of Cash Flow Information	
Interest	<u><u>\$ 1,670</u></u>
Income Taxes	<u><u>\$ -</u></u>

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The accompanying notes are an integral part of these financial statements.

SHENANDOAH VALLEY DISCOVERY MUSEUM, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 1 - Organization and Summary of Significant Accounting Policies

The Shenandoah Valley Discovery Museum, Inc. (the Museum) was incorporated in 1993 as a non-stock, non-profit organization under the laws of the Commonwealth of Virginia. The objectives of the Museum are to ignite creativity, spark curiosity, and inspire learning in people of all ages by providing a rich variety of interactive, hands-on exhibits and educational programs that focus on the sciences, mathematics, humanities and the arts. The Museum operates as a charitable and educational organization and has approximately 350 members and affiliated organizations.

A summary of the corporation's significant accounting policies consistently applied in the preparation of the accompanying financial statements follows:

- (a) Cash and Cash Equivalents - For purposes of the statement of cash flows, the Museum considers all highly liquid investments with a maturity of three months or less, when purchased, to be cash equivalents.
 - (b) Investments - Investments consist primarily of certificate of deposits, mutual funds and corporate equities. Investments are reported at fair value, with any unrealized and realized gains and losses included as components of investment income.
 - (c) Accounts and Grants Receivable -- The Museum solicits pledges and grants from individuals, corporations, foundations, local businesses and Federal and State governmental entities. Given the nature of the underlying funding documents, the Museum's current grants are accounted for as conditional promises-to-give where by revenue is recognized as the grantor's conditions are met and/or as allowable costs are incurred. Depending upon the funding status as of the end of the reporting period, the Museum may reflect a grant receivable or deferred grant revenue based upon an analysis of cost incurred to draws received and the continued availability of the grant funding.
- Due to the nature of the pledges and grants, and given the amount that is expected to be collected by the Museum, accounts and grants receivable are reported net of a reserve for doubtful accounts of \$10,000 as of December 31, 2006.
- (d) Unconditional Promises to Give -- Unconditional promises to give are total pledges of future contributions for the capital campaign fund made by individuals, foundations and/or local businesses. In accordance with FASB Statement of Financial Accounting Standards No. 116, unconditional promises to give, less an appropriate reserve, are recorded at their estimated fair value. Amounts due more than one year later are recorded at the present value of the estimated future cash flows, discounted at the risk-free rate of 3.99%. Amortization of the discount is credited to contributions and donations income. The expiration of a donor-imposed restriction on a contribution or endowment is recognized in the period in which the restriction expires, and the related resources then are classified as unrestricted net assets.

SHENANDOAH VALLEY DISCOVERY MUSEUM, INC.

NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 1 - Organization and Summary of Significant Accounting Policies (continued)

(d) Unconditional Promises to Give (continued)

Unconditional promises to give consisted of the following as of December 31, 2006:

Unconditional promises expected to be collected in:

Less than one year	\$147,406
One year to five years	241,416
More than five years	5,000
Less discount to present value (\$31,609)	
and allowance for doubtful accounts (\$10,000)	<u>(41,609)</u>
	<u>\$352,213</u>

- (e) Inventory – Inventory consists primarily of educational and promotional items and toys held for sale that are valued at the lower of cost or market on an average cost basis, with shipping and handling cost included in the cost of goods sold for inventoried items sold. Management determined that a reserve for obsolete inventory was unnecessary as of December 31, 2006.
- (f) Financial Statement Presentation – the Museum has adopted Statement of Financial Accounting Standards (SFAS) No. 117, "Financial Statements of Not-for-Profit Organizations." Under SFAS No. 117, the Museum is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.
- (g) Property and Equipment – The Museum capitalizes property and equipment acquisitions at cost or estimated fair value at time of donation, for any item in excess of \$500 and depreciates these items using the straight-line method over their estimated useful lives. Property and equipment are reported net of accumulated depreciation except for building and improvement design and engineering costs. During the year ended December 31, 2006, the Museum was in the initial phases of the design and construction of a new educational facility to be located in the City of Winchester, Virginia. Given that the Museum has yet to enter the construction phase of the project, the current year cost of the new building and improvements totaling \$405,525 was capitalized but was not depreciated because the building is yet to be constructed or placed in service. Educational exhibits and displays, office and computer equipment, and corporate automobiles are depreciated over estimated useful lives of 5-10 years. Office and computer equipment costs include \$21,375 of unamortized computer software for the Museum's website. Leasehold improvements are depreciated over the shorter of the estimated life of the improvement or the term of the underlying lease agreement, which is also currently 5-7 years. Expenditures for repairs and maintenance that do not extend the useful life of an asset and small items and supplies are expensed as incurred. Depreciation expense for the year ended December 31, 2006, was \$17,712.

SHENANDOAH VALLEY DISCOVERY MUSEUM, INC.

NOTES TO FINANCIAL STATEMENTS

(Continued)

NOTE 1 - Organization and Summary of Significant Accounting Policies (continued)

- (h) Deferred Revenue – Deferred revenue consists principally of membership dues receipts received in advance of the applicable membership term. The Museum's policy is to allocate membership dues receipts ratably over 12-months subsequent to the month of receipt. Memberships are based upon the month of receipts.
- (i) Support and Revenue – Contributions received and unconditional promises to give are measured at their fair values and are reported as an increase in net assets.
- (j) Revenue Recognition - All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. However, if a restriction is fulfilled in the same time period in which the contribution is received, the organization reports the support as unrestricted.

Contributions of services are recognized if the services received (a) create or enhance nonfinancial assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. The items contributed are also reflected as either expenses or capital assets, if they meet the Museum's capitalization criteria. During 2006, the value of contributed services recognized as revenues in the accompanying statement of activities was \$43,498 and included architectural services.

- (k) Income Tax Matters – The Museum is a nonprofit organization exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code on all income other than unrelated business income. The Museum has been classified as an organization that is not a private foundation.
- (l) Use of Estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

SHENANDOAH VALLEY DISCOVERY MUSEUM, INC.

NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 1 - Organization and Summary of Accounting Policies (continued)

- (m) Concentrations of Credit and Market Risk - Financial instruments that potentially expose the Museum to concentrations of credit and market risk consist primarily of cash equivalents and investments. Cash equivalents are maintained at high-quality financial institutions which, at times, may exceed federally insured limits. Credit exposure is limited to any one institution. The Museum has not experienced any losses on its cash equivalents. The Museum's investments do not represent significant concentrations of market risk inasmuch as the organization's investment portfolio is adequately diversified amongst issuers.
- (n) Donated Goods - Donated materials, equipment and other assets are reflected as contributions in the accompanying financial statements at their estimated fair market values at the date of the gift.
- (o) Advertising Costs - Advertising costs are expensed as incurred. Total advertising expense for the year ended December 31, 2006, was \$13,787.

NOTE 2 - Concentrations of Risk

Federal and State Grants: The Museum receives a significant portion of its revenue and support in the form of grants from Federal and State governmental entities. For the year ended December 31, 2006, \$189,548 or 12% of the Museum's total revenue and support was from the Small Business Administration. Additionally \$375,862 or 23.6% was from the State of Virginia. These two grants account for 61% of the Museum's accounts and grants receivable.

Contributions & Donations: \$150,000 or 9% of the Museum's total revenue and support was provided by one contributor.

NOTE 3 - Marketable Securities

The Museum's investments in marketable securities are reported at fair values in the accompanying financial statements, with any realized and unrealized gains or losses included in investment income. The Museum's investment portfolio consists primarily of certificates of deposit, mutual funds and corporate equities with a total cost basis of \$232,795 and fair value of \$247,135 as of December 31, 2006. Investment income for the year ended December 31, 2006, consists of interest and dividends of \$10,618, net realized gain of \$4,117 and a net unrealized gain of \$6,270 for total investment income of \$18,124.

SHENANDOAH VALLEY DISCOVERY MUSEUM, INC.

NOTES TO FINANCIAL STATEMENTS

(Continued)

NOTE 4 – Depreciation and Amortization

	<u>Cost</u>	<u>Depreciation and Amortization Expense</u>	<u>Accumulated Depreciation and Amortization</u>
Pre-Construction cost	\$ 763,858	\$ -0-	\$ -0-
Museum exhibits and displays	211,883	8,419	94,636
Office and computer equipment	54,438	5,293	20,440
Leasehold improvements	35,971	-0-	35,971
Transportation equipment	20,000	4,000	12,000
	<u>\$1,086,150</u>	<u>\$17,712</u>	<u>\$163,047</u>

NOTE 5 – Line of Credit

The Museum maintains a \$50,000 unsecured line-of-credit with a local bank that is used to provide working capital as needed. The line of credit agreement calls for a variable interest rate that fluctuates with the bank's prime lending rate, which was approximately 11.6% as of December 31, 2006. The line-of-credit matures annually and is payable upon the lender's demand. The credit agreement also has restrictive loan covenants that require monthly interest payments and also requires the Museum pay the principle balance down to a maximum of \$100 for 30-consecutive days during each annual renewal period. As of December 31, 2006, there was an outstanding principal balance on the line of credit of \$13,474.

NOTE 6 – Restricted Net Assets

The Museum classifies its net assets based upon the existence or lack of donor imposed restrictions. When the Museum receives contributions that are restricted by the donor or limited as to their use and the Museum has not met the donor's restriction by the end of the reporting year, then the Museum reports these amounts as temporarily restricted or permanently restricted depending upon the nature of the restriction. Any restricted amounts that are received and released from restriction during the same fiscal year are reported as unrestricted since the donor-imposed restriction was met during the same year as receipt of the temporarily restricted contribution. As of December 31, 2006, the nature of the Museum's temporarily restricted and permanently restricted net assets consist of the following:

Temporarily restricted net assets:	
Capital campaign pledges	\$723,057
Ohrstrom grant	119,174
State of Virginia grant	62,018
Mother goose program	6,010
Visiting artist program	<u>2,358</u>
	<u>\$912,617</u>
Permanently restricted net assets:	
Endowment fund	<u>\$ 4,200</u>

SHENANDOAH VALLEY DISCOVERY MUSEUM, INC.

NOTES TO FINANCIAL STATEMENTS

(Concluded)

NOTE 7 – Functional Allocation of Expenses

The costs of providing the various programs, fund-raising and other activities have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and other activities benefited.

NOTE 8 – Lease Commitments

The Museum leases office space and equipment under noncancelable operating leases with original terms that range from 24-36 months. The leases expire at various times through the year ending December 31, 2007. The leases require minimum monthly rental payments totaling approximately \$1,900. Rent expense for the year ended December 31, 2006, was \$22,143.

The total minimum lease commitments at December 31, 2006 under the leases listed above are due as follows:

For the year ended December 31,

2007	\$ <u>900</u>
Total	\$ <u><u>900</u></u>

NOTE 9 – Commitments & Contingencies

In December 2004, the Museum entered into a noncancelable operating lease with the City of Winchester, Virginia to lease 3.5 acres of land for a new educational facility. The original term of the lease is for approximately 40 years, expiring in January 2044. The Museum has committed to construct a 30,000 square foot educational facility on land owned by the City. The Museum plans to fund the new facility through grants from Federal and State organizations, private foundations, and corporate sponsors. Additionally, the Museum has initiated a capital campaign seeking contributions and pledges from members and individuals throughout the region. All improvements on the land are subject to the review and approval of the Winchester Parks and Recreation Board. As per amendment to original lease, granted December 13, 2005, in the event the Museum fails to complete construction by December 31, 2008, the lease is automatically terminated and all rights to the improvements immediately revert to the City of Winchester. The Museum has requested and approval is pending that the above terms be additionally amended to allow for a further extension, until January 2009, to commence construction of the facility with completion dates extended proportionately. Furthermore, should the Museum cease to exist during the term of the lease, the lease is automatically terminated and any improvements are to be transferred to a substantially similar organization exempt under Section 501(c)(3) of the IRC. For the years ending December 2006 – 2044, the Museum will annually recognize the estimated fair value of the lease property as an in-kind donation. The estimated lease value of the property for the year ended December 31, 2006 was \$120,000.

FREDERICK COUNTY SHERIFF'S OFFICE



ROBERT T. WILLIAMSON
Sheriff

MAJOR R.C. ECKMAN
Chief Deputy

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/722-4001

TO : Finance Department

FROM : Sheriff R. T. Williamson *RTW/usc*

SUBJECT : Donation

DATE : July 5, 2007

FY07

10CR 3-010-18990-0006

Enclosed please find a check, endorsed, made payable to the Frederick Co. Sheriff's Office.

The memo section of the check indicates this money is to be used for child seatbelt safety. We are requesting this amount, \$200.00, be appropriated into our budget line for Crime Prevention/Public Relations; 3102-5413-004.

Thank you.

R
E

TURNER REAL ESTATE LLC
(540) 722-2200
2971 VALLEY AVENUE
WINCHESTER, VA 22601

Date 5/29/07

Pay to the Order of Frederick Co. Sheriff's Dept. \$ 200.00

Two Hundred Dollars

THE MARATHON BANK
"Going the distance for you"
P.O. Box 998, Stephens City, Virginia 22655

CHILD SEATBELT SAFETY

2591
68-532/514
01

M. J. Furr



COUNTY OF FREDERICK, VIRGINIA

FIRE AND RESCUE DEPARTMENT

107 North Kent Street
Winchester, VA 22601

Gary A. DuBrueler
Director

Dennis D. Linaburg
Fire Marshal

MEMORANDUM

TO: Sharon Gibler
Finance Department

FROM: Judy L. Combs, Administrative Assistant
Frederick County Fire and Rescue

SUBJECT: Newton B. Shingleton Trust

DATE: July 12, 2007

The attached check is a gift from the Newton B. Shingletown Trust Fund to five (5) Frederick County, VA Companies. As we discussed this date, please deposit the attached check #50228193 in the amount of \$1,626.75 into the Frederick County Fire and Rescue Department line item 3505-~~5613~~⁵⁴¹³-000 Other Operating Supplies. Upon deposit please then issue individual checks in the amount of \$325.35 each to the following five companies:

Stephens City Fire and Rescue
Gainesboro Fire and Rescue
Greenwood Fire and Rescue
North Mountain Fire and Rescue
Millwood Fire and Rescue

Please issue these checks through the established line items in the fire company budget. If you have any questions, please do not hesitate to contact me. I am also assuming this will be complete through the current FY07/08 fiscal budget as we are still paying expenditures between this year and last budget year.

Thank you for your assistance in this matter.

/jlc

cc: Christine Franchok, Vol. Coordinator
File

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Wachovia Bank, N.A.
VA7515
Post Office Box 14061
Roanoke, VA 24038

Fax 540 563-7059
800 945-7798

RECEIVED JUL 09 2007



July 3, 2007

WACHOVIA TRUST

County of Frederick
Attn: Christina L. Franchok
Volunteer Coordinator
1080 Coverstone Drive
Winchester, VA 22602

RE: Newton B. Shingleton Trust

Dear Ms. Franchok:

The organizations listed below are not a 501(c)(3) but is a non-profit organization. Under current tax laws, you, as the local government entity can direct the funds designated to them as a gift. Please distribute the enclosed check to the following organizations:

Stephens City Fire and Rescue	\$325.35
Gainesboro Fire and Rescue	\$325.35
Greenwood Volunteer Fire Dept.	\$325.35
North Mountain Volunteer Fire	\$325.35
Millwood Station Volunteer Fire and Rescue	\$325.35

Should you have any questions, I may be reached at (540) 563-7744.

Sincerely,

James K. Dill
Vice President and Philanthropic Consultant

JKD/jcb

Enclosure

50228193

REG 537
DISP 5516
OFF 3327
BR 204
CF-VIRGINIA

Account NEWTON B SHINGLETON TRUST WACHOVIA BANK, N.A. &
Name: HAROLD SPURLING, CO-TRUSTEES UNDER THE WILL OF NEWTON
SHINGLETON DTD 3/27/81

Account 5013668911

Number:

Date
06/26/07

00368 COUNTY OF FREDERICK
ATTN: CHRISTINE L. FRANCHOK
VOLUNTEER COORDINATOR
1080 COVERSTONE DRIVE
WINCHESTER, VA 22602

Remittance Amount	
Income	Principal
\$*****1,626.75	\$*****0.00

For: INCOME DISTRIBUTION

FBO STEPHENS CITY F&R,
GAINESBORO F&R, GREENWOOD VOL
FIRE, N. MOUNTAIN VOL FIRE AND
MILLWOOD STATION VOL F&R

PLEASE FOLD AND DETACH AT PERFORATION BEFORE PRESENTING FOR PAYMENT

WACHOVIA

66-21
530

50228193

WACHOVIA BANK, N.A.
CHARLOTTE, NC 28288-1151
1-888-216-2308

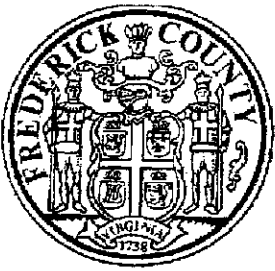
Account No.
5013668911 SHINGLETON TUW

Date
06/26/07
Amount
\$*****1,626.75

Pay: One Thousand Six Hundred Twenty-Six DOLLARS AND Seventy-Five CENTS

To The COUNTY OF FREDERICK
Order
Of:

Leon Mc Lennan
Authorized Signature



Paula A. Nofsinger
Director of Human Resource

(540) 665-566
FAX: (540) 665-566
pnofsing@co.frederick.va.u

To: Cheryl Shiffler
Finance Director

From: Paula Nofsinger
HR Director

Date: March 8, 2007

Subject: HR Committee Recommendation

The HR Committee met on Wednesday, March 7, 2007, at 9:00 a.m. with the following people present: Charles DeHaven, Chairman, Barbara VanOsten, Philip Farley, Verne Collins, Kris Tierney, LeeAnna Pyles, and myself. The following was approved by the committee and was recommended to be forwarded to the Finance Committee for funding consideration.

The Director of Public Safety Communications received approval to add the position of Radio Technician. Attached is the request from LeeAnna Pyles, Director, for an additional full-time position classified at a Range 9, starting salary of \$43,932.01. The anticipated hiring date will be no earlier than May 1, 2007.

The Director of Public Safety Communications is requesting approval in fiscal year 2007 for a budget transfer in the amount of \$9,500.00 for salary and fringes and a general fund supplemental appropriation in the amount of \$78,000.00 for equipment. She is also requesting approval for a general fund supplemental appropriation for the position and fringes in the amount of \$60,164.15 for fiscal year 2008.

No other business was discussed and please contact me with any questions.

Thank you.

update:

78,000 equipment
50,140 10 months salary & fringes

\$128,140



Received 7/2/07
Jamy

COUNTY of FREDERICK, VIRGINIA

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

5 North Kent Street, Winchester, VA 22601

LeeAnna Pyles
Director,
Public Safety
Communications

To: Human Resources Committee

From: LeeAnna Pyles, Director *LeeAnna Pyles*

Date: January 30, 2007

Ref: Request to Acquire Public Safety Communications Radio Technician

The Frederick County Department of Public Safety Communications is requesting approval to **acquire a Public Safety Communications Radio Technician**. This would be a full time position within the Communications Department, but would also assist Fire & Rescue and the Sheriff's Department, both of which are in agreement of hiring for this position.

This position would provide emergency service response on an as needed basis, installation, maintenance, and repair of radio equipment as well as communications console equipment. The department currently uses a radio repair service company out of Frederick, Md. Due to location and other business contracts they are unable to provide 24/7 coverage. When not available we utilize employees of the Sheriff's Office and Fire & Rescue. If this occurs during their off hours, this will incur overtime pay for these Departments. In a few instances the radio system has gone down and a Dispatcher has had to dispatch from a cruiser. For the safety of emergency workers and County citizens, it is imperative that the radio equipment has little or no down time.

The position requirements would be as follows:

- Extensive specialized knowledge of a wide variety of communications equipment
- Valid drivers license
- High school graduation or GED equivalent;
- Post high school education at a technical school, college, or university in two-way radio communications design or servicing, or in electronics or a closely related field with coursework in two-way radio communications may be substituted for one (1) year of the work experience requirement;

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- General Class FCC Licensing or the ability to obtain within one (1) year.
- Five (5) years technical experience and or education in Public Safety communications and or two-way radio servicing.

This position would have a pay grade of R9. We have current fiscal year funding available due to unfilled Dispatcher positions. The position and funding in the amount of \$43,932.01 (\$60,164.15 with fringes) would have to be added to the 07-08 budget. Equipment needed for the position is estimated at \$78,000.00. Some equipment could be purchased through state contracts at a lower cost. Partial funding could also be available through our line item, *Repair & Maintenance of Equipment*. A vehicle will be provided by the Fire & Rescue Department.

PUBLIC SAFETY COMMUNICATIONS RADIO TECHNICIAN

JOB FUNCTION:

This is a technical position responsible for performing specialized work in the installation, maintenance and repair of public safety communication equipment and service related electronic equipment.

TYPICAL DUTIES:

Specific job duties of this position may not be included in the list below, nor do the examples cover all duties that may be performed;

- Installs, maintains, tests, adjusts and repairs the public safety dispatch system;
- Operates and maintains a wide variety of hand and power tools, and test equipment related to electronics work;
- Operates County vehicle;
- Installs, services, and optimizes a variety of land-mobile, mobile data, microwave and base transmitter communications systems and electronic equipment such as hand-held and mobile radios, pagers, base transmitters mobile data computers, microwave units, communications consoles and associated data networks, system controllers, E9-1-1 call display and routing equipment, and system management terminals;
- Tests operational parameters of equipment to ensure compliance with specifications, FCC rules and compatibility with users' system and the trunked radio system;
- Diagnoses and isolates malfunctions in a wide variety technical of equipment; researches technical service manuals and reviews schematic diagrams; performs optimization and service to the component level; and tests equipment for proper functioning;
- Performs installation of communications systems and consoles (9-1-1 dispatcher centers);
- Maintains and repairs the mobile data and microwave networks;
- Performs scheduling and prioritization of repairs and maintenance, and responds to requests for service;
- Provides accurate and detailed record of services performed on automated database system including time spent on services, parts used, and other relevant information for billing and costing purposes;
- Implements periodic optimization of the mobile data and microwave network system infrastructure;
- Provides emergency service response on an as needed basis.
- Maintains testing and repair equipment, tools, and workspace;
- Establishes and maintains effective working relationships with other County departments, outside organizations, vendors, and co-workers;
- Performs other duties as required;

- Supervises contract workers and as-needed employees.

KNOWLEDGE/SKILLS/ABILITIES:

- Read and comprehend schematic diagrams, blueprints and rough sketches;
- Communicate effectively in written and verbal form in the English language;
- Effectively follow written and verbal instructions;
- Exercise independent judgment and initiative within established guidelines;
- Establish and maintain tactful, courteous, and effective working relationships with those contacted in the course of a day and including the general public;
- Work in a team-based environment and achieve common goals;
- Bend, stoop, crawl, lift, reach, walk up and down stairs to perform assigned duties;
- Lift, and remove or install parts weighing up to 50 pounds;
- Differentiate colors of wires encountered in the course of work;
- Considerable knowledge of the use, operation, calibration, and care of various electronic tools and diagnostic equipment and software;
- Considerable knowledge of the state and federal rules, regulations, codes and standards governing radio communications operations and installation;
- Ability to diagnose problems, and make repairs at the component level;
- Ability to establish and maintain effective working relationships;
- Knowledge of different manufactures and equipment.

EDUCATION/EXPERIENCE/LICENSE:

- High school graduation or GED equivalent;
- Minimum of five (5) years of technical experience in the public safety communications systems or comparable advanced military communications system experience.
- Post high school education at a technical school, college, or university in two-way radio communications design or servicing, or in electronics or a closely related field with coursework in two-way radio communications may be substituted for one (1) year of the work experience.
- Valid drivers license;
- General Class FCC Licensing or the ability to obtain within one (1) year.



COUNTY of FREDERICK, VIRGINIA

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

5 North Kent Street, Winchester, VA 22601

LeeAnna Pyles
Director

TO: Sharon Kibler, Finance Department

FROM: LeeAnna Pyles, Director Public Safety Communications

DATE: July 13, 2007

REF: Radio Problem Documentation

The only other Motorola radio shop in the area is Clear Communications. This company is out of Charlottesville with a satellite office in Staunton. They do not offer 24/7 service.

There have been 8 trouble tickets with the radios since the last finance committee meeting I attended.

- 4-16-07 NM loud static on the radio. 0140 hrs Verizon contacted. 0700 hrs a tech from Verizon responded to the tower. Operating on backup radio. No power at the site, generator running. Backup went down, **dispatch had to operate from a police cruiser for approx. 1 ½ hrs.** A power supply had to be obtained and replaced on the backup. NM has to replace a card on a circuit, also a wet line. Tasker still not operating. Verizon cannot locate problem. NM went down again, tech returned and checked. Had to reset the UPS.
- 4-25-07 2228 hrs. NM down, contacted Verizon. They tested the circuit. At 0118 NM working, unknown what the problem was.
- 6-11-07 NM down at 1900 hrs. Both Sheriffs and Fire. Contacted Fred Kinder. He responded to the tower. He advised that there was not power, the UPS had operated for a while, generator did not start. Fred had to jumpstart the battery (a new one was purchased and replaced the old one). Fred stayed until the power was back on and he was sure that the radios were functioning properly. This was approx. midnight.
- 6-12-07 Soldiers Rest tower is down. Karl Steudl and Fred Kinder checked the tower. Transmitter was able to transmit and receive. They came to the ECC and performed different hook-ups at several different points in the circuits the transmitter began working. They advised the problem was either a loose jumper or an oxidized wire.
- 6-20-07 0355 the NM tower started making noise. Verizon contacted. 0445 Verizon re-contacted, they will have a tech enroute. 0730 NM went into fail, Verizon re-contacted for status. They advised it had been turned over to a cable tech because of a lightening strike. Dispatchers are operating on the

backup radio because Tasker is now making a noise. Verizon notified of this. 0930 Tasker is in fail. Verizon contacted, they have not sent anyone out to Tasker yet.

- 6-21-07 1919 NM static, poor transmission. Verizon contacted. Early morning the static stopped, Verizon contacted advised they would send someone out in the morning. 0432 Radio was keying open after a unit talked, Units in the field were not being heard. Switched to Tasker. 0511 NM is working again.
- 6-25-07 2000 hrs, dispatch is unable to transmit, can hear Units in the field. Contacted Verizon. On the 26th no one had checked the site. I contacted the Verizon supervisor for this area and advised him of the problem. He assured that a tech would be enroute. 1855 hrs NM is back up.
- 6-27-07 Tasker 730 hrs unable to transmit; however dispatch can hear Units. NM still having problems. Verizon notified. 1709 hrs there is a tech at NM and also at Tasker. 1855 Verizon advised that the problem at Tasker not phone circuits. Hankies advised that they could not get to Tasker for a couple days.
- 7-2-07 Hankies checked Tasker site, advised that they needed to replace a board the following next day.
- 7-3-07 Hankies replaced the board and it is still in fail. They checked at the dispatch center and advised that the problem is a phone circuit from 5 North Kent Street to the tower site. Verizon notified. Hankies also advised that they checked NM and that there is a problem with the lines to that location. Verizon notified of this also. Both problems were corrected.

Our primary radios were out of service, for several hours, on different occasions. Since the last Finance Committee meeting we have paid Hankies \$1650.00. I do not have a total amount for the Fire/Rescue personnel hours. Battery was \$173.99.

(NM: North Mountain Tower on Timber Ridge Trail, Shawneeland)

(Tasker: Tower site on Macedonia Church Rd.)



OFFICE OF VOTER REGISTRATION & ELECTION ADMINISTRATION

General Registrar of Voters

E-mail: fevotes@co.frederick.va.us

Rick Miller
540/665-5660
Fax 540/665-8976

MEMORANDUM

TO: Finance Department

FROM: Rick Miller, Voter Registrar

RJM 7/26/07

SUBJECT: Request to be placed on Finance Committee agenda for 8/15/07 for
Supplemental Budget Request

DATE: July 26, 2007

The Voter Registrar/Electoral Board requests to be placed on the Frederick County Finance Committee agenda for the August 15, 2007 meeting at 8:00 am. The purpose of this request is to ask for a supplemental appropriation to the 2007 – 2008 Voter Registrar/Electoral Board budget to cover the costs of voter machine upgrades mandated by the State Board of Elections new machine software certification. This upgrade had not been announced or approved at the time of the original budget submission.

- 53 -



Election Systems & Software
PO Box 30161
Omaha, NE 68103-1261
800-247-8683

COPY

INVOICE NO.	PAGE
637101	1
INVOICE DATE	
04/12/07	

BILL TO: FREDERICK COUNTY, VIRGINIA
RICK MILLER, GENERAL REGISTRAR
107 NORTH KENT ST. SUITE 102
WINCHESTER, VA 22601

SHIP TO: FREDERICK COUNTY, VIRGINIA
RICK MILLER, GENERAL REGISTRAR
107 NORTH KENT ST. SUITE 102
WINCHESTER, VA 22601

ACCOUNT NO.	CUSTOMER P.O. NUMBER	TERMS	ORDER NO.	SALES REP.	SHIP VIA
F71117	HMA 2007	NET 90 DAY	716772	GARY GREENHALGH	ES&S DELIV
QTY. ORDERED	DESCRIPTION		UNIT PRICE	UOM DISC. %	EXTENDED PRICE

ELECTION DATE: NA

RENEWAL PERIOD: 7/1/2007 THRU 6/30/2008

1 GOLD-HDW MAINT/SUPPORT-M100

213.1500

213.15

** PLEASE NOTE:

Renewal fee is due and payable no later than 30 days prior to the beginning of the renewal period per your maintenance agreement.

1 Firmware Usage Agrmt-100

30.4500

30.45

122 GOLD-HDW MAINT/SUPPORT-IVOTR

92.4000

11,272.80

** PLEASE NOTE:

Renewal fee is due and payable no later than 30 days prior to the beginning of the renewal period per your maintenance agreement.

122 Firmware Usage Agrmt-iVotronic

16.3500

1,994.70

TAX EXEMPT

.00

.00

.00

.00

FREIGHT DISCOUNT
SHIPPING & HANDLING
TOTAL

.00

.00

13,511.10

INVOICE NO.	ACCOUNT NO.	AMOUNT
637101	F71117	\$13,511.10

PLEASE DETACH AND RETURN THIS STUB WITH YOUR PAYMENT.
THANK YOU!

-54-



COUNTY of FREDERICK

Department of Public Works

540/665-5643

FAX: 540/678-0682

MEMORANDUM

TO: Kris Tierney, Assistant County Administrator

FROM: Harvey E. Strawsnyder, Jr., P.E., Director of Public Works *HES*

SUBJECT: Request to Carry Forward Funds from Fiscal Year Budget 06/07 to Fiscal Year Budget 07/08 for New Frederick County Animal Shelter

DATE: June 21, 2007

As you may or may not be aware, there are some outstanding invoices associated with the construction of the new Frederick County Animal Shelter. The services and/or goods were provided during the current fiscal year; however, the amount on one invoice is in dispute and we have not received the others. Consequently, it will be necessary to carry the remaining allocated funding forward into the Fiscal Year 2007/2008 budget. The remaining amount is in the buildings/animal shelter line item - 26 1226- 8800 - 01.

Please let me know if there are any problems with the carry forward request.

HES/rls

cc: file

-55-

Company No: 001 Account Number: 4026 122608800 000 001 Period:
 Date: 8/02/07 BUILDINGS/ANIMAL SHELTER Time: 0923
 Budget Amount Year To Date Encumbrances Balance
 \$2,407,750.90 \$2,009,762.83 \$0.00 \$397,988.07

Date	Source	Reference Number	PO#	Amount	Period	Description
08152006	AP	1 275-0500011		\$207,100.00	200608	LANTZ CONSTRUCTION OFB
08292006	AP	1 30511		\$1,277.35	200608	TRIAD ENGINEERING, INCB
09142006	AP	1 275-0500012		\$293,871.86	200609	LANTZ CONSTRUCTION OFB
09142006	AP	1 479		\$11,942.50	200609	DESIGN LEARNED, INC. B
09282006	JE	1 211		\$3,207.06	200609	CHG. PROPERTY INS. FY07
10132006	AP	1 275-0500013		\$326,325.00	200610	LANTZ CONSTRUCTION OFB
11152006	AP	1 30890REV		\$165.35	200611	TRIAD ENGINEERING, INCB
11152006	AP	1 30101REV		\$5,043.30	200611	TRIAD ENGINEERING, INCB
11152006	AP	1 275-0500014		\$398,525.00	200611	LANTZ CONSTRUCTION OFB
11152006	AP	1 306510		\$800.00	200611	SHOR-LINE B
11152006	AP	1 306601	20645	\$3,300.00	200611	SHOR-LINE B
11152006	AP	1 7	20547	\$34,335.00	200611	ZUK INSTALLATION B
11292006	AP	1 639		\$8,398.71	200611	DESIGN LEARNED, INC. B
11292006	AP	1 306910		\$1,200.00	200611	SHOR-LINE B
11292006	AP	1 307029		\$740.00	200611	SHOR-LINE B
11292006	AP	1 306509	20546	\$163,247.90	200611	SHOR-LINE B
12132006	AP	1 31968		\$529.50	200612	TRIAD ENGINEERING, INCB
12132006	AP	1 275-0500015		\$277,355.69	200612	LANTZ CONSTRUCTION OFB
12132006	AP	1 1061257-IN		\$325.95	200612	ANIMAL CARE EQUIPMENTB
12132006	AP	1 307599		\$150.00	200612	SHOR-LINE B
12282006	AP	1 33137		\$849.53	200612	WINCHESTER BUSINESS B
01102007	AP	1 86138-0	20631	\$8,107.00	200701	B-K OFFICE SUPPLY, INB
01102007	AP	1 32137		\$47.25	200701	TRIAD ENGINEERING, INCB
01102007	AP	1 31471		\$745.60	200701	TRIAD ENGINEERING, INCB
01102007	AP	1 275-0500016		\$76,570.00	200701	LANTZ CONSTRUCTION OFB
01252007	AP	1 11207	20689	\$3,550.20	200701	WARREN SYSTEMS INC. B
02122007	AP	1 32643		\$33.50	200702	TRIAD ENGINEERING, INCB
02122007	AP	1 1-2007		\$55.20	200702	IMPRESSIONS PLUS PRINB
02262007	AP	1 275-0500018		\$77,664.81	200702	LANTZ CONSTRUCTION OFB
03132007	AP	1 742		\$28,087.50	200703	DESIGN LEARNED, INC. B
04232007	AP	1 8-738-81311		\$19.41	200704	FEDERAL EXPRESS CORP. B
05252007	AP	1 848		\$1,817.00	200705	DESIGN LEARNED, INC. B
05252007	AP	1 443670		\$12,268.57	200705	NU-VISION TECHNOLOGIEB
06072007	AP	1 275-0500019		\$8,647.73	200706	LANTZ CONSTRUCTION OFB
06072007	AP	1 275-0500020		\$38,119.94	200706	LANTZ CONSTRUCTION OFB
07102007	AP	1 9530		\$1,598.00	200706	APPLE VALLEY OFFICE B
07102007	AP	1 907		\$7,072.50	200706	DESIGN LEARNED, INC. B
07102007	AP	1 3791	20742	\$6,045.00	200706	MILL CREEK SAW SHOP, B
07102007	AP	1 3791	20742	\$303.96	200706	MILL CREEK SAW SHOP, B
07102007	AP	1 3791	20742	\$319.96	200706	MILL CREEK SAW SHOP, B
G/L Year-To-Date-				\$2,009,762.83		

06082007			20742	\$6,045.00	200706	MILL CREEK SAW SHOP, I
06082007			20742	\$303.96	200706	MILL CREEK SAW SHOP, I
06082007			20742	\$319.96	200706	MILL CREEK SAW SHOP, I
07102007			20742	\$6,045.00-	200706	MILL CREEK SAW SHOP, I
3791						

Company No: 001	Account Number: 4026	122608800	000	001	Period:
Date: 8/02/07	BUILDINGS/ANIMAL SHELTER				Time: 0923
Budget Amount	Year To Date	Encumbrances		Balance	
\$2,407,750.90	\$2,009,762.83	\$.00		\$397,988.07	
=====					
Date	Source	Reference Number	P0#	Amount	Description
07102007		3791	20742	\$303.96-	200706 MILL CREEK SAW SHOP. I
07102007		3791	20742	\$319.96-	200706 MILL CREEK SAW SHOP. I
*****		Encumbrance-			
*****	A/P	Holding File-			
*****	P/R	Holding File-			
*****	U/T	Holding File-			
*****	A/R	Holding File-			
*****	G/L	Holding File-			
*****	S/S	Holding File-			
*****	INV	Holding File-			
09132006 BS	1	190		\$166,355.90	200609 B.A.9/13/06 C/F P0
09132006 BS	1	190		\$34,335.00	200609 B.A.9/13/06 C/F P0
09132006 BS	1	190		\$2,207,060.00	200609 B.A.9/13/06 C/F
*****		Budget Amount-		\$2,407,750.90	



improving grants performance

funding • community • success

August 8th, 2007

Sharon Kibler

County of Frederick, VA

Dear Frederick County Team,

I am pleased to submit a proposal to you and your team for a grants program toolset and training solution for the County of Frederick. eCivis's software, training, and services have been proven to increase grant success for over 400 cities and counties around the country. With over **\$1.5 Billion in Funding** awarded to these communities, we pride ourselves in our customers' grant success.

The County of Frederick will have access to a broad array of funding opportunities, including Virginia state, federal, and foundation grants, and eCivis is confident that the **Grants Network: Research** toolset will improve the management of your grants as well as the funding opportunities associated with your projects.

We look forward to following up with you to discuss the proposal and how we can move forward in helping the County of Frederick continually improve its grants program and training needs.

Sincerely,

Nicole L. Haskins
Regional Account Manager
540.921.3244
nhaskins@ecivis.com
www.ecivis.com

"The efficiency of Grants Network: Research beats any manual process we could have. Our return on investment for Grants Network: Research surpasses other products or services. It's the best way to cut search time and spend more time writing the proposal for a grant."

NEEDS & SOLUTIONS

- Continued access to the most timely federal, Virginia state, and foundation grant information.
- Getting timely information allows you to compete for funding more effectively, win more often, and submit more proposals than agencies that do not have a search system in place.
- Grants Network: Research provides access to all pertinent federal, state, and foundation grants and provides support in identifying more funding opportunities. Other large agencies around the country rely on Grants Network: Research, and win more funding.
- The agency currently uses grants to fund many high visibility projects. As new projects are announced, new sources of grant funding must be identified in a timely manner in order to win funding and minimize the budgetary impact. Currently the agency searches for funds via various websites, listservs, and word of mouth from professional contacts. Every department searches for their own needs with different levels of success.
- The current process is ineffective and inefficient: one never knows if all resources have been found and identified, resulting in too much time spent searching and the risk of missing a funding opportunity. This results in some projects remaining unfunded because grant funding was not found or found too late to apply. Not all departments are equally successful due to lack of standardized, reliable information for every department. This process can create frustration for staff and reduce grants activity.
- The Grants Network: Research toolset provides comprehensive coverage of all federal, state, and foundation grants available for every department and affiliated nonprofit for the agency. The service is equally useful for every department or nonprofit. The database contains over 8,000 grants with \$400 billion in funding.
- The agency needs to protect all of its revenue streams by successfully capturing, storing, and collecting electronic copies of all pertinent grant information for every department in a secure, central repository.
- Lack of information management tools in this area puts the agency at risk in the case that a department loses a key member due to retirement or staff change.
- eCivis provides a secure, Internet-based repository for all of the agency's grant information as part of its service.
- All Grants Network: Research users need to be well trained on how to effectively utilize the system.
- Trained employees are more likely to use Grants Network: Research and, therefore, will have access to more funding opportunities, making good use of the agency's investment.
- Grants Network: Research Client Support is designed specifically for an elite set of clients. These clients receive more attention and personal funding recommendations from their dedicated representative.

• The agency's staff needs to become more efficient in finding and researching grants.

• Grant-active staff has less time to write quality grant applications when they spend the majority of their time looking for grant opportunities.

• Grants Network: Research saves staff hundreds of hours in research. eCivis analysts spend 40,000 hours each year doing the research for your team.

• Many of those tasked with identifying and applying for grant funding have not had formal training in grants and are performing these duties in addition to other responsibilities as their schedule allows. The agency would like to improve results without adding staff.

• Funding results are inconsistent and suffer especially when schedules are busy. Often grant opportunities are missed when staff is too busy to look. Activity around grants is less than it could be as staff lacks confidence and tools to be successful.

• eCivis will provide the agency with dedicated client support to personally assist every user. Our email alert service protects the agency when staff is too busy to look for grants. Additionally, eCivis offers a full range of training service to build capacity and increase grants proficiency at all levels.

• The agency wants to adopt a more proactive approach to finding grants.

• Waiting for RFPs limits the time to apply and creates tight deadlines, jeopardizing your chances for funding.

• Your staff will be notified of the latest opportunities with Grants Network: Research. Your department will stay ahead of other entities and gain a competitive advantage.

• The agency wants to be able to monitor and measure what grants are being applied for and saved from each department and user.

• A lack of performance measurement in any process within an agency can cause miscommunication and a decrease in accountability.

• Reporting tools and measurement processes are in place with the Grants Network: Research toolset to allow user performance and activity to be viewed and assessed to ensure successful grant processes are being utilized.

• The agency wants to know what types of projects are receiving funding.

• Successful applications are a valuable resource when applying for grants. They help staff determine what the funding agency has awarded in the past and how to format and structure a winning application.

• Grants Network: Research includes a library of over 400 previously funded applications. Don't reinvent the wheel—discover what has worked in the past

- Community-based organizations (CBOs) struggle to meet community needs due to lack of funding; they also rely heavily on the agency to relieve budget issues.

- Nonprofits that cannot raise their own funding create a heavy burden on the agency and its resources.

- More effective use of funding dollars to increase services and projects

- Grants Network: Research Community Access provides nonprofits with their own funding search tools, applications, and processes. Allowing CBOs to search for grants themselves saves the agency a great deal of money, while continuing to aid in building a stronger community.

- All grant-active employees need to be on the same page; working to streamline the process of grants location, application, and management.

- Failure to align all grant-active departments results in missed opportunities, lag time in responding to grants, and less funding being driven into the community.

- Not creating a uniform strategy in writing and skill set techniques can lead to confusion and mistakes in the grants process and requirements of the NOFA.

- eCivis's Onsite Professional Training is designed to get your entire organization in the same mindset regarding grants, to create a process for effectively bringing funding to your community, and to drive more success in a cost-effective manner. Statistics show that 90 percent of all grant-active individuals would be more effective with some formal training.

"We found eCivis to be the best solution out there for our members' needs."

-Charles Archer, North Carolina League of Municipalities

"Grants Locator is a valuable tool for our county, especially because it gives us the ability to track and get updates on all federal grants. This is helpful in our efforts to stay on top of opportunities."

-Chuck Williams, Gov. Relations Director, King County, WA

"eCivis worked with us to deliver a system that really thinks of everything. I am consistently impressed with the efforts, ability, and knowledge of eCivis."

-Debbie Majors, Grants Coordinator, Agency of Boynton Beach, FL

County of Frederick, VA – population 66,000 (according to census)
RECOMMENDED PROPOSAL & CUSTOMIZATIONS

Recommendations are based on population and internal structure needs to maximize the success of the toolsets, training, and processes being implemented.

Solution with Schools & CBO's and Group Buy-In –OPTION A

Product & Services**	Description	Details	Price	Extended Price
Grants Network: Research & Onsite Training	Federal, Virginia, Foundation access with onsite training with your staff to release GN to the users and internal resources	Unlimited Agency users & One day onsite training unlimited attendees	\$19,000	\$19,000
Maintenance and Support	Client Health Process, Online Training, Toll Free Support	Unlimited	Included	Included
Reporting and Process Implementation	Training Reports, Year-End Report, Performance Management and Evaluation Report, Action Plan Development	Unlimited	Included	Included
CBO Access	Community Based organization and Non-Profit Access	Up to 20 users	\$10,000	\$5,000 (50% discount with group buy in and shared training)
Schools Access	School districts and community colleges access	Up to 5 users & shared training	\$5,000	\$5,000 (shared training with the county)
Kick-Off Project Definition Training	Project definitions for departments, customized search agents assigned for these departments, initial meeting agenda for grant meetings, etc.	On site meeting required in combination with GN Training	\$5,000	\$3,000
Grants Network Knowledgebase	Library of documents, planning white papers, best practices, online seminars and detailed training to help build comprehensive grants knowledge for all users for ease of use and training	Unlimited	\$5,000	\$4,000
Total (discounts through 9/30/07)	Successful Grant Program	Grants Network: Research, Training & CBO Access	\$44,000 – Retail Pricing	\$36,000 – Fredrick County, VA Pricing

(I am also recommending a multi-year contract to lock in the discounts and rates for as long as possible in order to maximize cost and efficiency with contract renewals every year. We offer two- and three-year agreements with locked-in rates. Please let me know if you are interested in exploring a multi-year agreement.)

Solution with Only CBO's – OPTION B

Product & Services**	Description	Details	Price	Extended Price
Grants Network: Research & Onsite Training	Federal, Virginia, Foundation access with onsite training with your staff to release GN to the users and internal resources	Unlimited Agency users & One day onsite training unlimited attendees	\$19,000	\$19,000
Maintenance and Support	Client Health Process, Online Training, Toll Free Support	Unlimited	Included	Included
Reporting and Process Implementation	Training Reports, Year-End Report, Performance Management and Evaluation Report, Action Plan Development	Unlimited	Included	Included
CBO Access	Community Based organization and Non-Profit Access	Up to 25 users	\$10,000	\$7,500 (account manager special discount)
Kick-Off Project Definition Training	Project definitions for departments, customized search agents assigned for these departments, initial meeting agenda for grant meetings, etc.	On site meeting required in combination with GN Training	\$5,000	\$3,000
Grants Network: Knowledgebase	Library of documents, planning white papers, best practices, online seminars and detailed training to help build comprehensive grants knowledge for all users for ease of use and training	Unlimited	\$5,000	\$4,000
Total (discounts through 9/30/07)	Successful Grant Program	Grants Network: Research, Training & CBO Access	\$49,000 – Retail Pricing	\$33,500 – Fredrick County, VA Pricing

"Mecklenburg County has used eCivis's Grants Locator for two and one-half years. It is quick, easy-to-use, meaty, and well researched. It helps us identify and preview grants, often before our competitors, track them, and organize them into useful categories for future reference.

We now have 200 active users, representing city, county, and nonprofit agencies. Here's what they are saying about the Grants Locator resource:

- *'It helps me wade through the maze...'*
- *'It enables me to navigate smoothly...and narrow down the search...'*
- *'It brings more ideas and options to consider.'*
- *'It has helped me think in the language of grants, especially government grants.'*
- *'...an ideal place to start for nonprofits on a tight budget facing a time crunch...'*

As for myself, thank you eCivis for 'showing us the money.'"

Expectations of this Proposal

The expectations of this proposal are that this combination of products, training, and services will accomplish the following:

- Better grant selection that matches project needs
- Time savings of at least 70% during the pre-award grant process
- World-class client services support using our eCivis Client Health Process to help you set and achieve your organization's goals around your grant-related project needs
- Create an "institutional memory" of grants researched, applied for, and not applied for by person or department
- Ability to better and more quickly understand the grant requirements before applying/accepting
- Increased grant applications in less time equaling more grant wins, assuming your win rate stays the same
- Increased win rate because of having more time to write grants and a professional grant training program that will allow agency employees to learn the proper ways to write and manage grants
- Timely and accurate updates to your existing grant programs, therefore helping you preserve the grants you currently receive
- Better communication and collaboration between departments around grant programs and related projects
- Better knowledge of all available grant programs at all levels of your organization
- Better communication between program staff and finance staff around grants and associated projects
- Quicker ramp-up time for those employees new to grants
- Better support of community-based organizations/nonprofits
- Ability to access all application files for each grant, saving you hours
- Ability to quickly determine if no appropriate funding is available for a project
- Access to previously funded applications so that your staff can see what winning applications look like

Expectations for...

...You of Us

eCivis is expected to provide an on-time and accurate service in Grants Network: Research that captures 98 percent or more of the possible local government grants for which your organization is eligible. eCivis is expected to provide web-based Grants Network: Research training to those unable to attend the in-person training. In addition, your organization will receive unlimited client support from our Client Services staff. You will also receive implementation of our Client Health Process, which helps ensure that you meet your grant goals and therefore increase your organization's overall grants success!

...Us of You

eCivis is dedicated to the success of your agency and helping it improve its grants success. We do, however, need your organization's help in the following ways in order to produce the very best results. Below are a few of the expectations we have of your organization:

- Support from management in this initiative is perhaps the most important aspect of success for a program like this. This means encouraging/requiring attendance to the training (both GN: R and Professional Grant Training, where applicable) and marketing the use of the system/training whenever possible (meetings, internal news letters, internal e-mails, etc.). Our staff will suggest some easy ways to accomplish the above.
- Provide a location for both the Grants Network: Research and Professional Grant training that will accommodate both parties.
- Provide a point of contact, or Master Account Holder, to manage the Grants Network: Research account and work with the assigned Client Services staff member. This is a very small commitment since the eCivis Client Services Associate works directly with departments.

eCivis Timeline of Client Health Process™

The eCivis Client Health Process helps to ensure success for the agency. Created from seven years of experience in implementing programs like yours, our Client Health Process maximizes the agency's ability to utilize the Grants Network solution combined with the proposed training.

Time Period			
Quarter 1	eCivis Activity	Client Activity	Value/Comments
	Initiate agency-wide access: <ul style="list-style-type: none"> Announce services Market to grant-active departments Initiate user access Provide initial product information across the organization 	<ul style="list-style-type: none"> Create goals and expectations for the agency to see results in the first quarter and year Identify a preliminary list of GN users Share current grants processes with Client Service Associate (CSA) 	eCivis will dedicate senior level staff and resources to the most grant-active departments in order to announce and roll out the product and facilitate a positive experience at the user level.
	Set up dedicated support for agency: <ul style="list-style-type: none"> Identify primary Master Account Holder (MAH) within agency Document preferences, goals, and capabilities Review progress plan Initiate Client Health Process at organizational level Set up communication path for eCivis, CBOs, and agency departments 	<ul style="list-style-type: none"> Provide full user list Release notifications of product purchase and goals Post the eCivis Grants Network: Research link on the jurisdiction's Intranet Involve leadership and management to reflect on the importance of alternative funding. Preferably have management/leadership open the training session 	eCivis will help the agency understand the best practice approach to system and grants structure and ensure we have a clear understanding of the high-level goals of the agency. Clearly defined roles and capabilities allow more time and energy to go toward grants acquisition instead of long-term administration.
	Initiate community-based organization (CBO) program <ul style="list-style-type: none"> Assess depth and breadth of needs through surveys and agency and community contact Recommend most effective organizational structure for sustained support Recommend CBO rollout plan to agency 	<ul style="list-style-type: none"> Provide full user list Release notifications of product purchase and goals Involve leadership and management to reflect on the importance of alternative funding 	CBO access helps these area nonprofits achieve success while reducing the funding requirements of the agency. In short, the program helps nonprofits search for themselves. Furthermore, these nonprofits win more money, and the agency receives positive press due to eCivis's PR success program.
	Phased training protocol: <ul style="list-style-type: none"> Coordinate logistics for onsite product training & best practices Schedule users from departments Initiate full training assessment Report to MAH on product training proliferation Initiate individual and departmental action plans and current projects of priority 	<ul style="list-style-type: none"> Training assessment meeting prior to training with stakeholder to confirm goals of training Coordinate onsite training within training parameters Notify all potential users of the Client Service Associate's contact information and that training emails and information will be released Create training attendee list 	eCivis will train and effectively establish best practices with staff through our professional training and implementation of Grants Network: Research. The onsite training will be coordinated with the MAH to determine the best time and date, introduction and leadership goals to be addressed, and critical product and processes information.

Quarter 2	eCivis Activity	Client Activity	Value / Comments
	Continue Client Health Process: <ul style="list-style-type: none"> • Report to MAH on training and user progress • Document goals • Receive and analyze current agency information on grants 	Contact your CSA regarding your questions, concerns, and feedback on the quarterly report and how we can continue to improve the grants process.	eCivis's Client Health Process has been developed to maximize valuable support services. Through a process of goal tracking, support reporting, and analysis, both eCivis and the agency are apprized of the organization's grants health.
	Extend usage to outlying departments: <ul style="list-style-type: none"> • Market to historically non-active grants departments • Communicate feature set and value • Initiate access and training 	Refer to user reports and sub-account management for accountability on usage and what departments may need additional training and/or emphasis on the product.	This staged approach to rollout—getting highly active departments in Quarter 1 up and running as new departments get started—ensures the needs of departments are met and effective implementation is not delayed.
	Phased training protocol: <ul style="list-style-type: none"> • Coordinate all logistics for remaining training 	Assess users' training needs with the help of the CSA to implement additional training where bottlenecks may exist or where users specifically request training.	eCivis will train and establish best practices with staff through our professional training and implementation of Grants Network: Research. The onsite training will be coordinated with the MAH to determine the best time and date, introduction and leadership goals to be addressed, and critical product and processes information.
Quarter 2	eCivis Activity	Client Activity	Value / Comments
	Continue Client Health Process: <ul style="list-style-type: none"> • Report to MAH on user progress, and update goal matrix • Quarterly report of support activities • Take action on need areas 	Contact your CSA regarding your questions, concerns, and feedback on the quarterly report and, of course, how we can continue to improve the grants process.	eCivis's Client Health Process has been developed to maximize valuable support services. Through a process of goal tracking, support reporting, and analysis, both eCivis and the agency are apprized of the organization's grants health.
Quarter 4	eCivis Activity	Client Activity	Value / Comments
	Continue Client Health Process: <ul style="list-style-type: none"> • Report to MAH on user progress, and update goal matrix • Quarterly report of support activities • Take action on need areas 	Contact your CSA regarding your questions, concerns, and feedback on the quarterly report and, of course, how we can continue to improve the grants process.	eCivis's Client Health Process has been developed to maximize valuable support services. Through a process of goal tracking, support reporting, and analysis, both eCivis and the agency are apprized of the organization's grants health.

"Grant Locator's newest feature of providing updates on latest federal appropriations has really helped my department in our strategic planning. I also rely on the search agents to help me manage grant opportunities for ten different areas in my department and to quickly communicate this information to our partners."

**-Kimberly Henderson, Grants Manager
County of Santa Clara, CA**



John R. Riley, Jr.
County Administrator

540/665-5666

Fax 540/667-0370

E-mail:

jriley@co.frederick.va.us

MEMORANDUM

TO:	Finance Committee
FROM:	John R. Riley, Jr., County Administrator
SUBJECT:	Hiring of County Attorney
DATE:	August 7, 2007

This is a request for permission to create and advertise the position of County Attorney with a suggested departmental budget of \$200,000, which includes salaries for the County Attorney and one support position, office supplies, and other operating expenses. It is my desire to have the position filled by late fall and would recommend the appropriation of \$120,000 to hire one attorney and one support position.

You will also find attached for your review a copy of the draft job description and equivalent salaries for like sized jurisdictions.

If you need further information, please do not hesitate to contact me.

JRR/jet

Attachment

DRAFT

COUNTY ATTORNEY

GENERAL DEFINITION OF WORK:

Performs complex professional and administrative work in overseeing the legal affairs of the County; manages the Office of the County Attorney; does related work as required. Work is performed under general supervision of the County Administrator with direct responsiveness necessary to the Board of Supervisors. Supervision is exercised over the professional and clerical staff within the office of the County Attorney.

ESSENTIAL FUNCTIONS:

- Supervises the legal affairs of the County and serves as legal counsel for the Board of Supervisors, Planning Commission, and all other County Boards, Commissions, agencies, and departments, the Emergency Operations Center, Constitutional officers, and employees of each;
- Assists with the drafting of ordinances, resolutions, legal instruments and documents for the County; Meets regularly with County Administrator and other Senior County staff to provide Legal advice and consultation;
- Attends or directs meetings of the Board of Supervisors, and other County Boards, Commissions, and agencies and renders immediate legal advice when necessary;
- Represents the County in legal matters, brings suits necessary to be instituted by the County and defends the County in suits brought against it, and handles appellate litigation;
- Prepares departmental budget and oversees expenditures;
- Plans, directs, and supervises all activities of the Office of the County Attorney;
- Assists with preparation of legislative requests for General Assembly consideration;
- Plans and conducts periodic training sessions for County personnel on current legal issues of concern.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of local government law, torts, contracts, civil rights, administrative process, and real property; comprehensive knowledge of local, State, and Federal laws and court decisions affecting local governments; comprehensive knowledge of school law, employment law, child and adult welfare law and land use law in Virginia; comprehensive knowledge of the principles, methods, materials, practices and references utilized in legal research; comprehensive knowledge of standard office procedures, practices and equipment; ability to plan and supervise the work of other attorneys; ability to present complex ideas effectively orally and in writing to professional and law persons; ability to establish and maintain effective working relationships with County officials, court officials, members of the bar, and the public; ability to handle complex trial and appellate litigation; ability to plan and supervise the work of others.

EDUCATION AND EXPERIENCE:

Graduation from a law school of recognized standing and a minimum of 10 years experience as a practicing attorney, a considerable amount of which shall have been in the practice of local government law. SPECIAL REQUIREMENTS: Must be licensed to practice law in the Commonwealth of Virginia. Must be admitted to practice before the Virginia Supreme Court and Federal District Courts or be able to obtain admission within six months of employment.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Work is typically performed in an office setting. Occasional walking, light lifting up to 25 pounds and other limited physical activities may be required. Regular attendance at night meetings and work beyond regular office hours involving travel throughout the County is required. Daily contact is made with County employees, other legal professionals, and the general public in person, by phone, and in writing. Regular contact with local elected and appointed officials is necessary. Occasional contact is required to defend, justify, negotiate and occasionally definitively settle issues. Considerable skill in diplomacy, tact and persuasion is necessary.

EVALUATION:

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

County Attorney Comparisons

City/County	Minimum Salary	Midpoint/Actual Salary	Maximum Salary	Direct Supervisor	JD
Albemarle	\$94,055.00	\$122,271.00	\$150,487.00	County Executive	Yes
Augusta	UNC	\$104,685.00	UNC	BOS	No
Roanoke	UNC	\$130,321.18	UNC	City Council	No
Rockingham	UNC	\$111,865.00	UNC	BOS	No
Stafford	\$91,101.96	\$116,154.96	\$141,207.96	BOS	Yes
Winchester	UNC	\$94,994.00	UNC	City Council	Yes

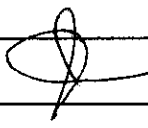


John R. Riley, Jr.
County Administrator

540/665-5666
Fax 540/667-0370

E-mail:
jriley@co.frederick.va.us

MEMORANDUM

TO:	Cheryl B. Shiffler, Finance Director
FROM:	John R. Riley, Jr., County Administrator 
SUBJECT:	Carry Forward Request
DATE:	August 8, 2007

This is a request to carry forward \$62,310.00 in line item 026-012260-8800-000-002 – Buildings/Public Safety Center. This represents the balance of funds appropriated by the Board of Supervisors on January 24, 2006 to finance the purchase of Furniture, Fixtures, & Equipment for the new Public Safety Building. These monies will be used to pay for the following equipment:

1. First Witness – 9 cameras and recording equipment for use in recording interviews performed in the Interview Rooms at the Public Safety Building. - \$15,334.
2. Harris Stratex – One 6' radome (microwave) antenna with associated guidelines and installation hardware for North Mountain - \$46,976.

If you need further information, please do not hesitate to contact me.

JRR/jet



Frederick County Public Schools

... to ensure all students an excellent education

Lisa K. Frye, Executive Director of Finance

fryel@frederick.k12.va.us

DATE: August 8, 2007

TO: Cheryl Shiffler, Finance Director

FROM: Lisa K. Frye, Executive Director of Finance

SUBJECT: **FY2008 Budget Adjustment for Carryforward Encumbrances**

The school board finance committee took action on August 7, 2007, and the school board will take action on August 21, 2007, on a budget adjustment for FY2008 to accommodate outstanding encumbrances carried forward from the prior year. A listing of the encumbrances is attached.

Fund 47	NREP Operating Fund	\$	658.40
Fund 50	School Operating Fund	\$	147,406.03
Fund 51	School Food Service Fund	\$	4,225.00
Fund 59	School Capital Project Fund	\$	102,190.30
Fund 60	School Construction Fund	\$	2,001,693.59 ¹

Please submit this request for appropriation by the board of supervisors.

Thank you.

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¹ Separate BOS action will occur for the remaining construction project balance.

FREDERICK COUNTY PUBLIC SCHOOLS
Outstanding Encumbrance Listing as of June 30, 2007

Purchase Order Number	Vendor # Description	Date	Amount	Purchase Order Number	Vendor # Description	Date	Amount
31843 PO	3645 OFFICE 2007 ALL LNG MVL	5/30/2007	658.40	31720 PO	162 KURTZ ORDER ONLINE - INSTRUCTIONAL SUPPLIES	5/21/2007	15.50
47,1100.2.1.000.006044.30.00	ADP EQUIP-NEW		658.40	51406 SPO	549 FLUENCY KIT 1	5/18/2007	236.50
31323 PO	6262 HUMES & BERG TROMBONE STRAIGHT MUTE	4/4/2007	58.96	51470 SPO	2887 CLASSIC BLOOMS PLANNING PAGES	6/6/2007	57.04
50,1100.1.1.000.006044.03.33	BAND INSTRUCTIONAL SUPPLIES		58.96	50,1100.2.1.040.006044.00.00	INSTRUCTIONAL SUPPLIES		309.04
31643 PO	1360 LITPLAN CHRISTMAS CAROL	5/16/2007	319.27	51473 SPO	6762 NZ CLASSROOMS GUIDED READING, TOGETHER	6/26/2007	189.09
50,1100.1.1.000.006044.05.37	ENGLISH INSTRUCTIONAL SUPPLIES		319.27	50,1100.2.1.042.006044.00.00	INSTRUCTIONAL SUPPLIES		189.09
31643 PO	1360 STUDENT PACKET ROLL OF THUNDER, HEAR MYC	5/16/2007	60.75	50546 SPO	274 SAT COLLEGE BOUND SENIORS REPORTS	3/8/2007	180.00
50,1100.1.1.000.006044.05.44	SCIENCE INSTRUCTIONAL SUPPLIES		60.75	50,1100.3.1.000.006014.20.00	OTHER OPERATING SUPPLIES		180.00
31643 PO	1360 STUDENT PACKET YEAR DOWN YONDER	5/16/2007	269.94	31862 MANPO	6376 4X8 FRAMED MAGNETIC MARKER BOARDS W/ TRAYS	5/31/2007	5,250.00
50,1100.1.1.000.006044.05.45	SOCIAL STUDIES INSTRUCTIONAL SUPPLIES		269.94	50,1100.3.1.000.006044.16.00	INSTRUCTIONAL SUPPLIES		5,250.00
31771 PO	1139 EIGHTH-GRADE MANIPULATIVES KIT	5/23/2007	678.49	50585 SPO	365 ENAMELING MED HLD AGENT OPAQUE ENAMELS	4/30/2007	185.71
50,1100.1.1.000.006044.19.00	INSTRUCTIONAL SUPPLIES		678.49	50,1100.3.1.000.006044.20.31	INSTRUCTIONAL SUPPLIES		185.71
31323 PO	6262 ROSS MALLETT R135 CONCERT BELLS	4/4/2007	2,511.00	31483 PO	6854 POWER MAX KETTLEBELLS AND RACK	4/30/2007	248.00
50,1100.1.1.000.006044.01.00	FURNITURE & EQUIP-NEW		2,511.00	50,1100.3.1.000.006044.28.43	INSTRUCTIONAL SUPPLIES		248.00
31434 PO	2220 PHYSICAL EDUCATION SUPPLIES ORDER FORM	4/24/2007	21.83	50,1100.3.1.000.006044.28.44	INSTRUCTIONAL SUPPLIES		11.90
50,1100.1.1.000.006044.04.43	INSTRUCTIONAL SUPPLIES		21.83	50,1100.3.1.000.006044.40.00	INSTRUCTIONAL SUPPLIES		11.90
31762 PO	1214 STUDENT EDITIONS UNDATED SCHOOL/SMART	5/23/2007	598.50	50987 SPO	710 PHOTOS WITHOUT CAPTIONS CODE 7P132	6/4/2007	80.15
50,1100.2.1.000.006044.06.00	INSTRUCTIONAL SUPPLIES		598.50	31174 PO	112 SEE ATTACHED QUOTE FOR TECH ED SUPPLIES.	3/14/2007	174.25
31898 PO	162 INSTRUCTIONAL SUPPLIES FOR MATH DEPT.	6/4/2007	2,191.48	50,1100.3.3.000.006044.01.66	INSTRUCTIONAL SUPPLIES		174.25
31901 PO	1673 INSTRUCTIONAL SUPPLIES FOR MATH DEPT.	6/4/2007	25.06	31732 PO	2040 MODEL#79107 CRAFTSMAN 32CC GAS LINE TRIM	5/22/2007	119.99
31986 PO	549 INSTRUCTIONAL SUPPLIES FOR LANGUAGE ARTS	6/11/2007	7,795.00	60,1100.3.3.005.005207.00.00	ADP EQUIP-NEW		119.99
31988 PO	501 INSTRUCTIONAL SUPPLIES FOR LANGUAGE ARTS	6/11/2007	2,143.00	32063 PO	3117 SCORING OF GRADE 4 WRITING ESSAYS	6/15/2007	3,000.00
31982 PO	2359 ELL BOOK COLLECTION, GRADE 2	6/11/2007	597.00	50,1310.3.1.000.003123.00.18	OTHER CONTRACTED SERVICES		3,000.00
32051 PO	2263 KINDERGARTEN SUPPLIES	6/15/2007	3,254.40	31564 PO	6043 ANNUAL DUES FOR MEMBERSHIP	5/8/2007	325.00
50,1100.2.1.000.006044.07.00	INSTRUCTIONAL SUPPLIES		16,005.94	50,1310.3.1.000.006044.00.00	DUES AND ASSOC MEMBERSHIP		325.00
31849 PO	247 GUIDED READING SUPPLIES	5/31/2007	316.61	31833 PO	6007 SONY DVD/VR COMBO - QTY 55	5/29/2007	5,449.45
50,1100.2.1.000.006044.11.00	INSTRUCTIONAL SUPPLIES		316.61	32029 PO	693 PEERLESS LCD ADAPTER PLATES FOR ROLLING CARTS	6/14/2007	199.98
31878 PO	3804 MAROON ON WHITE, VARIETY PACK, GREEN ON WHITE	6/11/2007	919.75	32060 PO	2427 VIEWSONIC VG730M - FLAT PANELS DISPLAYS - QTY 30	6/19/2007	6,600.00
50420 SPO	2177 BENCHMATH ASSESSMENT SYSTEM 2	5/24/2007	495.00	32109 PO	2003 SONY 1 GB MEMORY STICK PRO DUO, CARRYING CASE	6/21/2007	1,469.00
50,1100.2.1.000.006044.14.00	INSTRUCTIONAL SUPPLIES		1,414.75	50,1321.2.1.000.006014.00.00	OTHER OPERATING SUPPLIES		13,718.43
31830 PO	1196 SUNDANCE PUBLISHING	5/28/2007	330.20	32054 PO	3324 ADD-ON SOFTWARE AGENT	6/15/2007	4,995.00
50,1100.2.1.000.006044.22.00	INSTRUCTIONAL SUPPLIES		330.20	50,1321.2.1.000.006040.00.00	TECHNOLOGY SOFTWARE		4,995.00
31938 PO	3640 TIMPANI DRUM & CHROMATIC GLOCKENSPIELS	6/7/2007	442.34	32125 PO	4871 POWEREDGE 2850	6/22/2007	7,451.44
31939 PO	3640 TIMPANI DRUM	6/7/2007	257.64	50,1321.2.1.000.008107.00.00	ADP EQUIP-REPLACEMENT		7,451.44
31967 PO	4484 7" CYMBAL	6/11/2007	77.71	32029 PO	693 2 - EA 28" LCD TV & PEERLESS LCD ROLLING CARTS	6/14/2007	2,934.00
31968 PO	3640 TIMPANI DRUM/STAND, GUITAR & GLOCKENSPIELS	6/11/2007	930.29	50,1321.2.1.000.008201.00.00	FURNITURE & EQUIP-NEW		2,934.00
31971 PO	2828 YAMAHA YPG-525 88 KEY KEYBOARD-707481	6/11/2007	469.99	31964 PO	363 FRONT PROJECTION SMART BOARD & FLOOR STANDS	6/11/2007	2,936.00
31972 PO	3640 TIMPANI DRUM/STAND & GLOCKENSPIELS 25 NOTE	6/11/2007	791.11	50,1321.2.1.000.008207.00.00	ADP EQUIP-NEW		2,936.00
31975 PO	3640 2 OCTAVE CHROMATIC GLOCKENSPIEL-200246	6/11/2007	501.65				
50966 SPO	2828 SET OF 24 LUMMI STICKS ITEM 441044	6/12/2007	28.37				
50,1100.2.1.000.006044.40.00	INSTRUCTIONAL SUPPLIES		3,528.10				
30982 PO	3108 DISTRICT REPORTS, HIGH SCHOOL REPORTS, VALUE	2/7/2007	1,050.00				
32012 PO	3688 SELP PRE-IT, PRIMARY, ELEM, RESPONSE BOOKLETS	6/12/2007	7,022.92				
50,1100.2.1.000.006067.00.18	TESTING MATERIALS		8,073.92				

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FREDERICK COUNTY PUBLIC SCHOOLS
Outstanding Encumbrance Listing as of June 30, 2007

Purchase Order Number	Date	Vendor # Description	Amount
51160 SPO	6/5/2007	2157 REPAIR NB182508-19855, RO42166 PARTS	150.00
51161 SPO	6/11/2007	2157 REPAIR: NB182508-19850 ROW 42744	50.00
50.1321.3.1.000.003312.00.00		REPAIRS AND MNT-COMPUTER	200.00
32076 PO	6/19/2007	6722 EPSON POWERLITE 83C	689.00
50.1321.3.1.000.008107.00.00		ADP EQUIP-REPLACEMENT	689.00
31218 PO	3/22/2007	2808 UNITY, SW/FEATURE LICENSE UPGRADE	418.68
50.1321.3.1.000.008187.00.00		REPLACEMENT COMPUTER	418.68
31833 PO	5/29/2007	6007 SONY DVOVCR COMBO - QTY 65	6,489.35
50.1321.3.1.017.008107.00.00		ADP EQUIP-REPLACEMENT	6,489.35
30316 PO	0/02/06	2635 2/3 HOLE PUNCH KIT 1045 #412543	385.20
50.1410.2.1.000.006401.12.00		LEASE/RENT OF EQUIPMENT	385.20
30711 PO	2/11/2006	2635 ADDITIONAL ITEM TO BE ADDED TO COTER	71.88
50.1410.3.1.000.006401.20.00		LEASE/RENT OF EQUIPMENT	71.88
30896 PO 1	2/8/2006	6378 CONSULTING SERVICES	1,588.25
50.2180.9.0.000.003376.00.00		CONTRACTED ACTIVITIES	1,588.25
31918 PO	6/5/2007	6542 COMMUNICATIONS EQUIPMENT	289.88
50.2190.9.0.000.006014.00.00		OTHER OPERATING SUPPLIES	289.88
31846 PO	5/30/2007	1535 ANNUAL INSPECTIONS & REPAIRS TO BASKETBALL	5,980.00
31847 PO	5/31/2007	1535 ANNUAL INDOOR BLEACHER INSPECTION	3,590.00
31961 PO	6/6/2007	1535 ANNUAL INSPECTIONS OF OPERABLE PARTITIONS	8,125.00
50.4200.9.0.000.003316.00.00		REPAIRS AND MAINTENANCE	17,695.00
28846 PO	8/10/2006	2784 INSTALL CABLE AT MODULAR UNITS AT FCMS	1,068.87
50.4200.9.0.000.003310.02.00		REPAIRS AND MAINTENANCE - FRED CO MIDDLE	1,068.87
31925 MANPO	6/6/2007	529 FIRE ALARM & PA SYSTEM REPAIRS	2,460.00
50.4200.9.0.000.003310.20.00		REPAIRS AND MAINTENANCE - SHERANDO	2,490.00
28860 PO	8/14/2006	1738 INSPECTIONS AND MINOR REPAIR ON LIFTS DJH	750.00
30782 PO	2/20/2006	1738 ONE CONCRETE SLAB FOR OVERHEAD LIFT	1,500.00
50.4200.9.0.000.003310.34.00		REPAIRS AND MAINTENANCE	2,250.00
30308 MANPO	6/27/2007	316 SECURITY ALARM UPGRADE	12,510.95
50.4200.9.0.000.003310.50.00		REPAIRS AND MAINTENANCE	12,510.95
31840 PO	5/30/2007	6376 4'X 8'X 1/4" PREFINISHED WALL PANELS	4,736.00
50.4200.9.0.000.006097.02.00		REPAIRS AND MAINTENANCE	4,736.00
31476 PO	4/27/2007	6646 LOCKERS TO BE INSTALLED AT BYRD MIDDLE SCHOOL	7,410.00
50.4200.9.0.000.009251.19.00		FURNITURE & EQUIP-NEW	7,410.00
32037 MANPO	7/24/2007	2808 CISCO IP PHONE SYSTEM	3,030.60
50.4200.9.0.000.009257.00.00		NEW COMPUTER EQUIPMENT	3,030.60
30666 PO	2/1/2006	1280 SERVICES TO PRODUCE THE PERMIT REPORT FOR MILLBROOK	9,758.00
50.4300.9.0.000.003100.28.00		CONTRACTED SERVICES	9,758.00
31316 PO	4/4/2007	1658 FOOD PREPARATION WORK TABLE	4,225.00
51.6100.9.0.000.008101.05.00		FURNITURE & EQUIP-REPL	4,225.00

FREDERICK COUNTY PUBLIC SCHOOLS
Outstanding Encumbrance Listing as of June 30, 2007

Purchase Order Number	Date	Vendor # Description	Amount
31265 PO	3/28/2007	6593 REPAIR DAMAGE TO MAIN & AUX GYM FLOORS	23,750.00
32030 PO	6/14/2007	6593 REMOVE BASE OUTSIDE PERIMETER OF GYM.	9,000.00
59.4200.9.0.000.003310.20.00		REPAIRS AND MAINTENANCE - SHERANDO HIGH	32,750.00
30734 MANPO	6/27/2007	2606 APR AIR CONDITIONING PROJECT	35,327.50
59.4200.9.0.000.008201.12.00		FURNITURE & EQUIP-NEW	35,327.50
31003 PO	2/15/2007	6469 JAMES WOOD HIGH-NEW MODULAR	15,353.40
31003 PO	2/15/2007	6499 SHERANDO HIGH-NEW MODULAR	15,749.40
59.4200.9.0.000.008256.00.00		NEW MODULARS	31,102.80
30945 PO	1/31/2007	2755 DESIGN, FABRICATE & DELIVER DRAIN GRATE.	600.00
31287 PO	3/28/2007	3679 PARKING LOT REPAIRS	400.00
59.4300.9.0.000.003310.14.00		REPAIRS AND MAINTENANCE	1,000.00
31402 PO	4/18/2007	3500 LABOR, MATERIALS & EQUIPMENT FOR LAYOUT	2,010.00
59.4300.9.0.000.003310.20.00		REPAIRS AND MAINTENANCE	2,010.00
20080 PO	2/18/2006	1280 A/E SERVICES	28,503.00
30234 PO	9/21/2006	3414 ENGINEERING SERVICES FOR GAINESBORO	17,348.89
31931 PO	8/7/2007	3414 FEE FOR SERVICES TO PROVIDE WELL PLAT	800.00
32092 PO	8/19/2007	4457 SERVICES TO PREPARE A MAINTENANCE	4,031.00
60.6300.9.0.000.003000.07.00		PURCHASED SERVICES	60,642.89
29452 PO	7/7/2006	2089 CONSTRUCTION OF THE NEW GAINESBORO	1,212,163.00
60.6500.9.0.000.003000.07.00		PURCHASED SERVICES	1,212,163.00
26722 MANPO	6/27/2006	2089 CONSTRUCTION OF EVENDALE ELEMENTARY	460,370.95
50.6500.9.0.000.003000.22.00		PURCHASED SERVICES	460,370.95
32105 PO	6/20/2007	733 PELCO INDOOR ENCLOSURE & ROTATING MOUNTING PLATE	3,612.50
60.6500.9.0.000.006000.07.00		MATERIALS & SUPPLIES	3,612.50
31151 PO	3/9/2007	101 LIBRARY COLLECTION FOR THE NEW GAINESBORO	103,006.90
50.6500.9.0.000.006000.07.41		MATERIALS & SUPPLIES	103,006.90
31281 PO	3/30/2007	3875 INSTRUCTIONAL FURNITURE - FOR NEW GAINESBORO	114,289.80
31282 PO	3/30/2007	302 INSTRUCTIONAL FURNITURE - FOR NEW GAINESBORO	34,369.00
60.6500.9.0.000.008281.07.00		FURNITURE & EQUIP-NEW	148,658.80
30907 PO	1/23/2007	6303 FUEL MASTER UNIT EQUIPMENT AND LABOR	13,438.55
60.6500.9.0.000.008251.07.00		NEW EQUIPMENT	13,438.55
31677 PO	5/18/2007	4457 SERVICE TO PREPARE OPERATION AND	9,900.00
60.6500.9.0.000.008000.07.00		MATERIALS & SUPPLIES	9,900.00
FUND 000047 TOTAL		INREP Operating Fund	658.40
FUND 000060 TOTAL		School Operating Fund	147,406.03
FUND 000061 TOTAL		School Food Service Fund	4,225.00
FUND 000059 TOTAL		School Capital Project Fund	102,190.36
FUND 000060 TOTAL		School Construction Fund	2,001,693.59
ENCUMBRANCE GRAND TOTAL			2,256,173.32

Open Purchase Orders
June 30, 2007

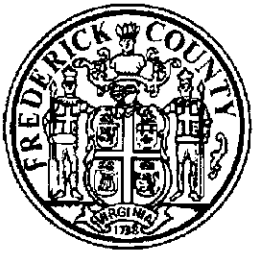
PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	\$ TOTAL \$
HR				
20747	6001	OFFICE DEPOT, INC.	4010-012030-5401-000-000-	\$ 9,423.00
IT				
20748	5859	CDW GOVERNMENT, INC.	4010-012200-5413-000-000-	\$ 15,913.79
20768	5751	UNITY BUSINESS SYSTEMS	4010-012200-8007-000-000-	\$ 154,312.00
Clerk				
20751	2601	TREASURER OF VIRGINIA	4010-021060-5401-000-002-	\$ 15,300.00
Sheriff				
20752	4569	DELL MARKETING L.P.	4010-031020-5401-000-000-	\$ 68,520.80
20753	5859	CDW GOVERNMENT, INC.	4010-031020-5401-000-000-	\$ 8,172.75
20719	5802	SHEEHY FORD OF RICHMOND	4010-031020-8005-000-000-	\$ 271,752.00
20752	4569	DELL MARKETING L.P.	4010-031020-8007-000-000-	\$ 7,734.88
Fire & Rescue				
20673	4243	MARYLAND FIRE EQUIPMENT	4010-035050-5410-000-000-	\$ 252.00
20760	6211	BARRIER WEAR, INC.	4010-035050-5410-000-000-	\$ 4,846.06
20761	6210	CHIEF SUPPLY CORPORATION	4010-035050-5410-000-000-	\$ 3,324.20
20762	5095	BJ'S CUSTOM CREATIONS	4010-035050-5410-000-000-	\$ 11,603.00
20763	4243	MARYLAND FIRE EQUIPMENT	4010-035050-5410-000-000-	\$ 13,698.82
20765	5418	ACTION TRAINING SYSTEMS,	4010-035050-5411-000-000-	\$ 5,455.00
20743	4192	MOTOROLA, INC.	4010-035050-5413-000-000-	\$ 3,128.80
20759	4569	DELL MARKETING L.P.	4010-035050-5413-000-000-	\$ 57,043.05
20764	5769	MUNICIPAL EMERGENCY SERVI	4010-035050-5413-000-000-	\$ 29,721.10
20766	5589	MASON-DIXON FIRE	4010-035050-5413-000-000-	\$ 6,431.44
20767	247	PIFER OFFICE SUPPLY, INC.	4010-035050-5413-000-000-	\$ 2,535.24
20556	5932	STAUFFER GLOVE & SAFETY	4010-035050-5605-000-002-	\$ 4,967.36
20699	2668	R.K.CHEVROLET, INC.	4010-035050-8005-000-000-	\$ 15,748.00
20694	6029	WAVE 2 NET	4010-035050-8007-000-000-	\$ 24,471.00
Refuse Collection				
20636	5995	MID-ATLANTIC WASTE SYSTEM	4010-042030-8900-000-000-	\$ 47,094.00
20757	6206	GULL CORPORATION	4010-042030-8900-000-000-	\$ 76,924.00
20758	6204	W-L CONSTRUCTION &	4010-042030-8900-000-000-	\$ 36,005.20
Parks & Rec				
20705	5806	SHALLOW CREEK ELECTRICAL	4010-071090-3004-000-003-	\$ 4,800.00
20754	5627	BLUE RIDGE LANDSCAPE &	4010-071090-3004-000-003-	\$ 5,362.00
20728	3386	PATTON, HARRIS, RUST &	4010-071090-8900-000-000-	\$ 7,834.94
20749	134	FRED. CO. SANITATION	4010-071090-8900-000-000-	\$ 55,831.00
20755	6207	DLB, INC.	4010-071090-8900-000-000-	\$ 291,880.00
20481	5426	NEWSOM SEED, INC.	4010-071100-5403-000-000-	\$ 1,350.00
20750	4256	TURF EQUIPMENT & SUPPLY	4010-071100-8001-000-000-	\$ 10,784.87
20731	4840	COMMERCIAL PROJECT	4010-071100-8900-000-000-	\$ 34,035.00
NRADC				
20756	6205	BLANE CHASE INDUSTRIAL	4011-033010-3004-000-003-	\$ 9,680.00
20615	4059	EAGLE MILITARY OUTFITTERS	4011-033010-5409-000-000-	\$ 7,579.00
20741	4061	SHANK WHOLESALERS, INC.	4011-033010-5604-000-001-	\$ 8,035.00
20721	6019	WIRE ONE COMMUNICATIONS,	4011-033010-8007-000-000-	\$ 15,545.68
Landfill				
20744	1230	ALBAN TRACTOR CO., INC.	4012-042040-8006-000-000-	\$ 637,378.00
20559	1219	RICKETTS CONSTRUCTION CO.	4012-042040-8900-000-000-	\$ (6,065.40) (A)
20629	3868	PERRY ENGINEERING CO.,INC	4012-042040-8900-000-000-	\$ 130,032.59
20656	3868	PERRY ENGINEERING CO.,INC	4012-042040-8900-000-000-	\$ 191,979.98
Capital Projects				
20568	919	SHOCKEY, HOWARD & SONS	4026-012260-8800-000-002-	\$ 2,509,286.00
20734	5542	HANKEY'S RADIO, INC	4026-012260-8800-000-002-	\$ 45,369.00

Open Purchase Orders
June 30, 2007

PO#	VEND#	NAME	FUND-DEPT-LOC-ACCT	\$ TOTAL \$
Airport Capital				
20532	5915	SIMPSON UNLIMITED, INC.	4085-081030-8801-000-056-	\$ 33,325.50
20715	5006	DELTA AIRPORT CONSULTANTS	4085-081030-8801-000-056-	\$ 13,080.00
				<u>\$ 4,907,546.05</u>

(A) Not included in total.

Fund 10	General Fund	\$	1,312,320.70
Fund 11	NRADC	\$	40,839.68
Fund 12	Landfill	\$	953,325.17
Fund 26	Capital Projects	\$	2,554,655.00
Fund 85	Airport Authority Capital Projects	\$	46,405.50
		<u>\$</u>	<u>4,907,546.05</u>



COUNTY of FREDERICK

Finance Department
Cheryl B. Shiffler
Director

540/665-5610

Fax: 540/667-0370

E-mail: cshiffle@co.frederick.va.us

MEMORANDUM

TO: Finance Committee

FROM: Cheryl B. Shiffler, Finance Director

DATE: August 3, 2006

SUBJECT: Fire Program and Four for Life Supplemental Appropriations

Funds received from the State of Virginia for Fire Programs and Four for Life exceeded the amounts budgeted; therefore, a supplemental appropriation is requested for both FY 2007 and FY 2008.

	EXPENSE BUDGETED	REVENUE RECEIVED	SUPPLEMENTAL APPROPRIATION REQUESTED
FY 2007			
Fire Programs	138,373	138,373	\$0
Four for Life	57,500	62,014	\$4,514
FY 2008			
Fire Programs	138,373	150,384 *	\$12,011
Four for Life	62,015	65,000 **	\$ 2,985

* Commonwealth of Virginia Department of Fire Programs allocation

**estimated

Thank you.

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Company No: 001	Account Number: 4010	122405604	000	074	Period:
Date: 7/27/07	TRANSPORTATION				Time: 1018
Budget Amount	Year To Date	\$.00	Encumbrances	\$.00	Balance
\$225,500.00					\$225,500.00
=====					
Date	Source Reference Number	P0#	Amount	Period	Description
10252006 JE 1	281		\$24,500.00-	200610	RT.37 SURVEYING
12182006 JE 1	388		\$24,500.00	200612	CORRECT JE281
*****	G/L Year-To-Date-				
*****	Encumbrance-				
*****	A/P Holding File-				
*****	P/R Holding File-				
*****	U/T Holding File-				
*****	A/R Holding File-				
*****	G/L Holding File-				
*****	S/S Holding File-				
*****	INV Holding File-				
08242006 BA 1	0000320		\$250,000.00	200607	-APPROPRIATION ENTRY-
12012006 BT 1	377		\$24,500.00-	200612	B.A.9/27/06 RT.37 SURV
*****	Budget Amount-		\$225,500.00		

§ 15.2-2507. Amendment of budget.

A. Any locality may amend its budget to adjust the aggregate amount to be appropriated during the current fiscal year as shown in the currently adopted budget as prescribed by § 15.2-2504. However, any such amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by publishing a notice of a meeting and a public hearing once in a newspaper having general circulation in that locality at least seven days prior to the meeting date. The notice shall state the governing body's intent to amend the budget and include a brief synopsis of the proposed budget amendment. Any local governing body may adopt such amendment at the advertised meeting, after first providing a public hearing during such meeting on the proposed budget amendments.

B. Pursuant to the requirements of §§ 15.2-1609.1, 15.2-1609.7, 15.2-1636.8, and 15.2-1636.13 through 15.2-1636.17 every county and city shall appropriate as part of its annual budget or in amendments thereto amounts for salaries, expenses and other allowances for its constitutional officers that are not less than those established for such offices in the locality by the Compensation Board pursuant to applicable law or, in the event of an appeal pursuant to § 15.2-1636.9, by the circuit court in accordance with the provisions of that section.

(1983, c. 319, § 15.1-162.1; 1984, c. 523; 1997, cc. 587, 602; 2007, c. 297.)

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CLEAN^{INC.}

Community Connections for Youth & Family

July 25, 2007



Cheryl B. Shiffler, Finance Director
County of Frederick
107 North Kent Street
Winchester, VA 22601

Dear Ms. Shiffler:

On behalf of CLEAN, Inc.'s Board of Directors, the staff and, most importantly, the young people and families served by CLEAN, we wish to express our sincerest appreciation for the County of Frederick's FY07-08 local funding support of \$13,750.

This local funding will assist us in our mission of working towards a safe, drug-free community by connecting with youth and families to support positive, healthy choices through information, education, community activities and programs. We know that prevention is the key!

Thank you again for your support!

Sincerely,

James Stevenson, Chair
Board of Directors

*Helping our community, one family at a time, because . . .
Kids Are Our Concern!*

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Connecting with Youth & Families to Support Positive Healthy Choices



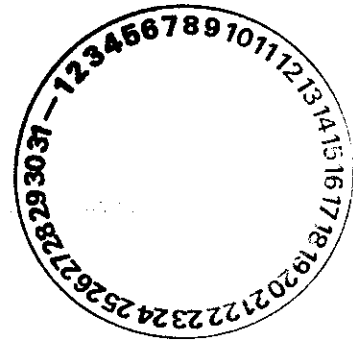
Youth Development
Center, Inc.

July 17, 2007

Dear Cheryl,

Thanks so much to you
and Frederick County for your
support again during this next
fiscal year. Our programs are
booming and we very much
appreciate your support!

Sincerely, Regina



Felicia Hart,
Executive Director

Sally Coates,
Chairman
Dick Creasey,
Vice-Chairman
Felicia Hart,
Secretary
Ed Grainger,
Treasurer

Ms. Cheryl Shiffler
Finance Director
County of Frederick
107 N. Kent St.
Winchester, VA 22601

Kristin Alexander
Linda Coffman
Gary Ganoe
Bill Jarvis
Debbie Jeunette
Sandy Jones
Kathy Nerangis
Dick Rounseville
Jeff Stern
Leslie Straight
Holly Wilfong

Dear Cheryl,

Thank you very much for the very generous support of First Night Winchester. We were extremely grateful for the \$2,500 commitment that has been made to our organization from the County of Frederick.

We have been busy all summer planning this year's event for a safe and happy New Year's Eve in our community. We are very excited about the entertainment and plans that have been made. We hope you enjoy the rest of the summer.

Most gratefully yours,

Kathy Nerangis
Board Member

Felicia Hart
Executive Director

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