

## Demographics

(as of December 31, 2011):

Population:	*7,727
Housing Units:	**2,491
Square Miles:	***3.15
Acreeage of Existing Corporate Limits:	***2,040.51
Date the Town was settled:	1764
Date of Incorporation:	1908
Commercial Businesses:	845
Town Staff – Full Time:	64
Part Time:	10

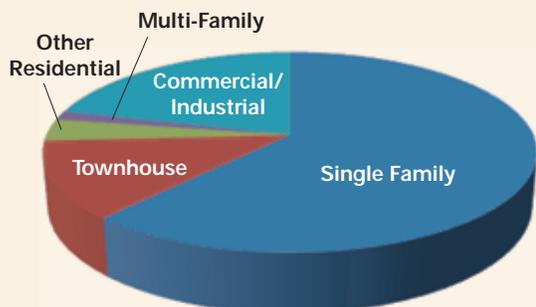
## FY 12/13 Budget

General Fund Operating:	\$9,250,270
General Fund Capital:	\$2,512,678
Special Parks & Recreation:	\$115,212
Water Fund Operating:	\$3,276,729
Water Fund Capital:	\$1,402,920
Wastewater Fund Operating:	\$4,395,626
Wastewater Fund Capital:	\$5,000
<b>Total:</b>	<b>\$20,958,434</b>

## Land Use Classification

Category Assessed Value

Single Family	\$607,939,700
Townhouse	\$122,995,700
Other Residential	\$34,465,100
Multi-Family (5+ units)	\$14,322,500
Commercial/Industrial	\$206,624,800
Agricultural	-0-
<b>Total:</b>	<b>\$986,347,800</b>



\* This information is provided by the Weldon Cooper Center based on 2010 Census

\*\* U.S. Census Bureau, 2010 American Fact Finder

\*\*\* Source U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing, County Business Patterns, Economic Census, Survey of Business Owners, Building Permits, Consolidated Federal Funds Report, Census of Governments.



# Adopted Fiscal Year 2013 Budget in Brief



A great place to live and raise a family

## Financial Fund Structure

The Town of Purcellville utilizes an accounting structure organized by funds or account groups in which each fund represents a separate accounting entity. Operations of each fund are accounted for by providing a separate set of self-balancing accounts reflecting its assets, liabilities, fund balance, revenues and expenditures. Town resources are allocated to and accounted for individual funds based on purposes for which they are to be spent and the means by which spending activities are controlled. *The Town utilizes two types of funds: General Governmental Funds and Proprietary Funds.*

**General Governmental Funds:** Utilize the modified accrual basis of accounting under which revenues and related assets are recorded when measurable and available to finance operations during the year.

**General Fund:** The primary operating fund of the Town, which accounts for normal recurring Town activities such as administration, finance, public safety, public works, planning and debt service. These are funded by revenue sources such as property tax, business license, cigarette, communication and meals tax, sales and use tax, permit fees, fines and forfeitures, funding from other governmental entities such as local, state or federal sources. A new, special Parks & Recreation fund has been established as a subset of the General Fund.

**General Capital Projects Fund:** Used for the acquisition or construction of major capital facilities and equipment. Funding sources include bonds, grants, cash reserves.

**Proprietary Funds:** Utilize the accrual basis of accounting in which revenues are recognized in the accounting period in which they are earned and expenses are recognized in the accounting period in which the related liability is incurred.

**Water & Wastewater Operating Funds:** Operations of the Town's water and wastewater business enterprises including debt service. Primarily funded by user fees.

**Water & Wastewater Capital Projects Funds:** Financial resources used for the acquisition or construction of major capital facilities and equipment related to the Town's water or wastewater enterprises. Funding sources include bonds, grants, cash reserves.

For complete budget details, or more info on water & wastewater rates, visit [www.purcellvilleva.gov](http://www.purcellvilleva.gov)

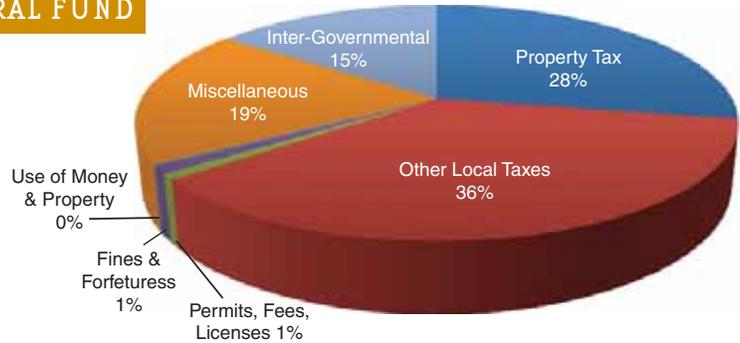
## Real Estate Property Taxes

Are assessed annually by Loudoun County for all property of record as of January 1. The Town bills and collects this based on the assessed values provided by Loudoun County. Real estate taxes are levied annually on January 1 and are due in semi-annual installments on June 5 and December 5.

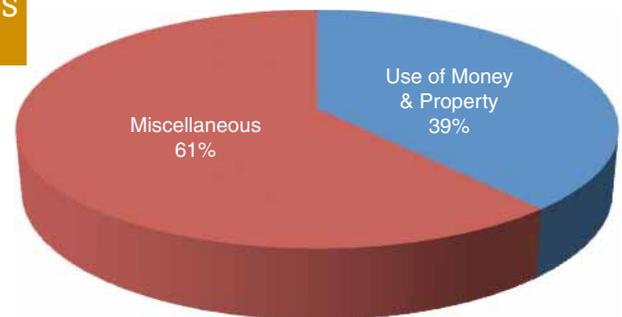
**The Town tax rate is .225 cents per \$100.**

## FY 2013 OPERATING BUDGET REVENUES

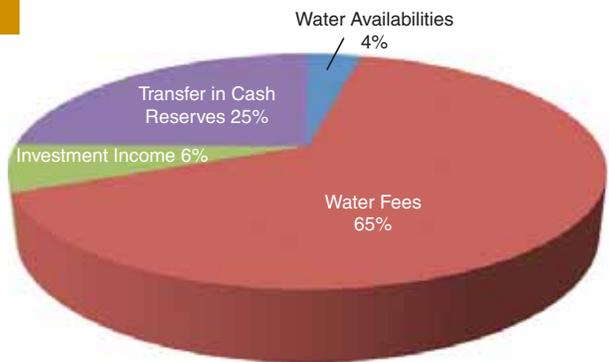
### GENERAL FUND



### SPECIAL PARKS & REC FUND



### WATER FUND



### WASTEWATER FUND

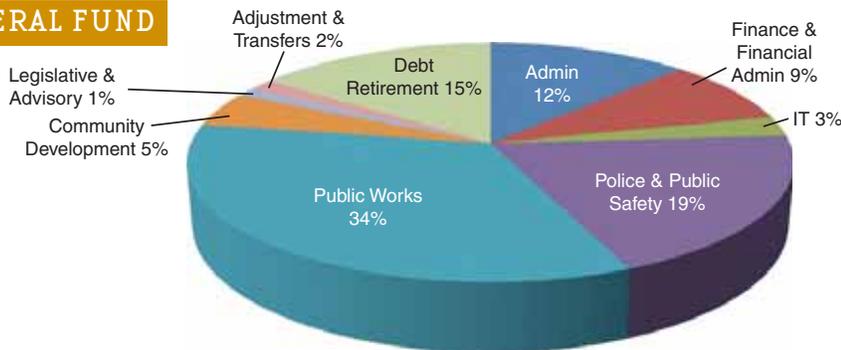


## TYPICAL BUDGET PREPARATION SCHEDULE

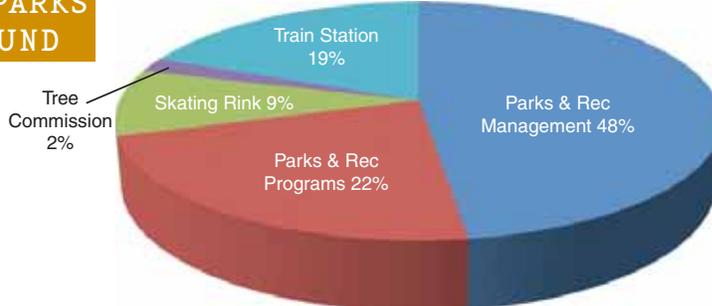
Provide Initial Budget Calendar to Town Council & Town Staff	Oct/Nov
Distribute CIP Instructions & Documents to Departments	Oct/Nov
Develop & Distribute Detailed CIP Budget Schedule	Nov/Dec
Develop Strategy for Operating Budget	Nov/Dec
Initial Draft Operating Budgets, Work Plans, Performance Measures Due to Finance	Dec/Jan
Develop Budget Strategy	Dec/Jan
Town Manager Reviews Budget Requests & Finalizes Budget Strategy	Dec/Jan
Town Manager Delivers Budget to Town Council	Mar
Public Hearings on Tax Rates & Budget	Mar/Apr
Adoption of Budget – Town Council	May/June

## FY 2013 OPERATING BUDGET EXPENDITURES

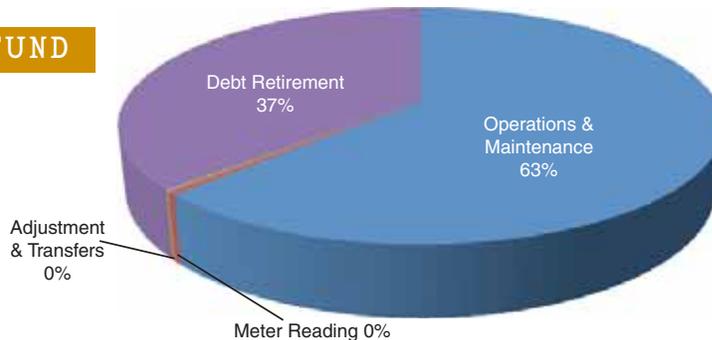
### GENERAL FUND



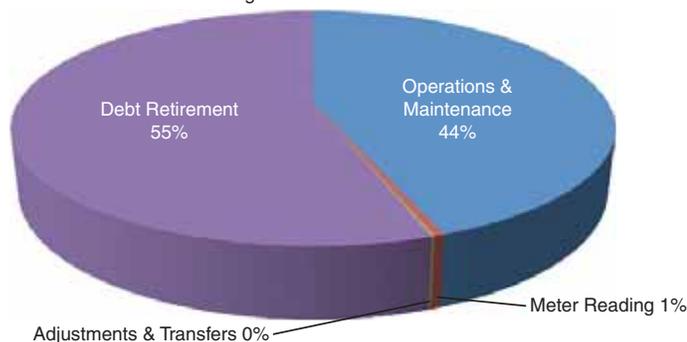
### SPECIAL PARKS & REC FUND



### WATER FUND



### WASTEWATER FUND



## Budget Formulation Process

The overall process includes both the formulation of the Town's Capital Improvement Program (CIP) Budget and the annual Operating Budget. The General Fund Operating Budget and the Capital Projects Budgets are prepared on the modified accrual basis of accounting. The budgets for the Utility Funds are prepared on the full accrual basis.

The process generally runs from late fall to the following spring with both the CIP and Operating Budgets being adopted and approved in May but not later than June. The budget process was recently separated into two distinct phases – the CIP Budget activity and the Operating Budget activity. Both processes conclude with the adoption of the Operating Budget activity in May or June.

During the budget development process, the Budget Committee holds several work sessions to review and modify the budgets as developed.

The Town defines a capital project as a major construction, acquisition, renovation or demolition project, land acquisition or other asset, which adds value to the Town's physical assets or significantly increases an asset's useful life and its value at or in excess of \$50,000. The project must have a useful life in excess of five years.

For the Operating Budget, the Town Manager presents his proposed budget in March to the Budget Committee and Town Council. After the Budget Committee receives the proposed Operating Budget, the Committee holds the requisite number of work sessions to review the proposed Operating Budget. The Town also holds a public hearing to solicit citizen comments on the Proposed Budget.

# Purcellville Capital Improvement Projects (CIP)

Each year, the Town adopts a plan for capital improvements for the next five years. Capital improvements include projects such as street construction, public buildings, traffic systems, park improvements, water and wastewater infrastructure, etc. Capital projects tend to include projects of a higher dollar threshold, large in size, irregular in frequency, and the development of assets that last for many years so the Town issues bonds to help cover the cost. The process is similar to a homeowner taking out

a home improvement loan to complete a major home repair project. The Adopted Fiscal Year 2012-2013 Fiscal Plan includes the Capital Improvement Program for Fiscal Year 2013-2017.

For complete capital project information, see the Town budget document on the Town website, [www.purcellvilleva.gov](http://www.purcellvilleva.gov)



## Mayor & Town Council

Mayor Robert W. Lazaro, Jr.

Vice-Mayor Joan Lehr

Thomas A. Priscilla, Jr.

James O. Wiley

J. Keith Melton, Jr.

John A. Nave

Patrick McConville, II

Robert W. Lohr, Jr., Town Manager

For more information, please contact the Finance Department at 540-338-7093.

## TOWN OF PURCELLVILLE

221 South Nursery Avenue, Purcellville, VA 20132 540-338-7421

[www.purcellvilleva.gov](http://www.purcellvilleva.gov)