



## REGULAR EDA MEETING AGENDA

January 12, 2024, 9 AM

A regular meeting of the Economic Development Authority (EDA) of Stafford County will be held in the Virginia Smart Community Testbed, 2143 Richmond Hwy, Stafford, VA 22554.

1. CALL TO ORDER
  - a. All members shall state and disclose any real or perceived conflict of interest on any matter on the Agenda.
2. APPROVAL OF MINUTES
  - a. December 1, 2023, Regular Meeting Minutes
  - b. December 22, 2023, Special Meeting Minutes
3. PUBLIC PRESENTATIONS
  - a. Stafford County Economic Development Report
4. TREASURER'S REPORT
  - a. Current Financials
  - b. Fiscal Year 2023 Audit
  - c. Updated Financial Procedures Policy
5. SECRETARY'S REPORT
  - a. Marketing & Events Update
  - b. RIoT and GoVA Grant Update
  - c. ARPA RFP
  - d. Stafford Tree Lighting Expenses
6. CHAIRMAN'S REPORT
7. COMMITTEE AND WORKING GROUP REPORTS
  - a. Loan Committee (J Rowley, D Davis, J Summits)
  - b. Business Resources Committee (J Rowley, P Jett, L Barber)
  - c. Property Group (H Hagerman)
  - d. Technology Committee (M Wilson, J Roosa, D Hendon)
8. OLD BUSINESS
9. NEW BUSINESS
10. CLOSED SESSION - Pursuant to Section 2.2-3711 of the Code of Virginia 1950, as amended. The EDA intends to hold a closed session to discuss matters related to § 2.2-3711.1.
11. ADJOURNMENT - The next regular meeting is Scheduled for February 9th, 2023 at 9:00 AM at the Board of Supervisors Chambers, 1300 Courthouse Rd, Stafford, VA 22554.

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## REGULAR MEETING MINUTES

December 1, 2023

The regular meeting of the Economic Development Authority (EDA), of Stafford County, Virginia, was held at the George L. Gordon Jr. Government Center, 1300 Courthouse Rd, Stafford, VA 22554 with a virtual option on Friday, December 1, 2023.

### 1. CALL TO ORDER

This meeting was called to order by Mr. Howard Owen at 9:00 AM. A quorum was present and accounted for.

#### Members

Howard Owen, Chairman  
Heather Hagerman, Vice-Chairman  
Jack Rowley, Treasurer  
Price Jett,  
Danielle Davis - Virtual  
Marlon Wilson - Absent  
Jeff Roosa

#### ED/EDA Staff Present

Liz Barber  
Dale Hendon  
Linzy Browne  
Kyle Allwine  
Logan Burnette  
Christine Mulrooney

#### Also Present

Jennifer Morgan                      RIoT  
Deuntay T. Diggs                      Supervisor, George Washington District

### 2. APPROVAL OF MINUTES

- A. November 3 2023 Regular Meeting Minutes. Mr. Owen opened up the discussion on the minutes. Ms. Hagerman moved to approve the minutes for both as submitted Mr. Rowley provided a second.

VOTE: 6-0 Approved

### 3. PUBLIC PRESENTATIONS - None

### 4. CHAIRMAN'S REPORT

- Ms. Barber updated the EDA on the business survey. At this time the Department has received a 6-7% response rate from the 2,400 business contacts emailed the survey. Additional efforts to drive responses at events and through individualized email helped drive up the survey completion rate. She expects to have the results analyzed and available to the EDA in the first quarter of 2024.

## Stafford County Economic Development Authority

- Mr. Owen asked Mr. Allwine for an update regarding the current staffing levels at the Economic Development Department. Mr. Allwine stated that they have completed interviews for the Specialist position, intending to make an offer in the next week pending references.
- Mr. Owen continued his inquiry but requested an update on the Retail Attraction contractor. Mr. Allwine said that the documentation to finalize the contract was currently with the County's Procurement Office. Mr. Owen also requested that Mr. Allwine look into establishing a blanket NDA between the Economic Development Department and the EDA.
- Mr. Owen asked Mr. Allwine about the timeline for a Community Partner Agency Request. Mr. Allwine stated that the budget from the EDA would ideally need to be submitted within the next week. Mr. Rowley requested clarity on how the EDA will handle that request process. Mr. Owen stated that he and Mr. Rowley should meet and propose a budget based on past expenses. Mr. Rowley mentioned the annual budget passed by the EDA. Mr. Owen suggested that as a request he felt that this item would be a different document.
- Mr. Owen asked Mr. Allwine for an update on pad-ready sites in the County. Mr. Allwine stated that there is not a significant number of sites available due to demand. Mr. Rowley inquired about sites on Route 1 where there is currently construction. Mr. Allwine stated that he understands these sites already have committed tenants or buyers.
- Mr. Owen asked about the progress of CPACE. Mr. Allwine stated that there are limited opportunities to get it in front of the Board of Supervisors in January, but it is on the list to move forward.
- Mr. Owen noted there will be a planning session after the next EDA meeting on 1/12. There will be lunch and it will be held at the Virginia Smart Community Testbed.
- Mr. Owen brought up the Virginia Smart Community Testbed. He stated that one of his concerns was a failure to memorialize the administration of the program. He feels that the EDA had a pivotal role in starting the program. Mr. Owen noted that others have weighed in with thoughts and his goal to perpetuate and define the future of the Testbed as it relates to the EDA.
- Mr. Owen asked Mr. Jett to introduce Deuntay T. Diggs, Supervisor, George Washington District, and welcome him to the EDA meeting.
- Mr. Owen wanted to also note that the EDA has secured additional outside council to support reviewing upcoming incentive agreements. Mr. Rowley asked if approval is needed to validate the expense. Mr. Owen noted the expense is under \$5,000.

Mr. Rowley moved that the EDA approve securing outside council to help review upcoming incentive agreements. Ms. Hagerman gave a 2<sup>nd</sup>.

VOTE: 6-0 Approved

- Mr. Hendon asked Mr. Owen if the EDA would entertain a motion to approve and set the meeting calendar for 2024. Mr. Owen brought the item up for consideration. Ms. Browne provided several amendments including clarifying the January strategy meeting would be held at the Testbed, the joint meeting with the Board of Supervisors is tentative, and updating the October, November, and December meetings to reflect the 2<sup>nd</sup> Friday.

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Ms. Hagerman moved to accept the amended calendar and approve the 2024 meeting dates. Mr. Rowley provided a second.

VOTE: 6-0 Approved

### 5. **TREASURER'S REPORT**

#### A. Current Financials

- Mr. Rowley noted that there were no unusual income or expenses this month.
- Mr. Rowley asked the Directors to draw their attention to the balance sheet. Mr. Rowley noted that the combined total of cash and assets. He noted that year over year the EDA in 2022 had approximately 1.8 million in assets with approximately \$800,000 in assets this year of the combined items. While that money was spent intentionally and that is not an issue, this highlights the need for a funding request to the Board of Supervisors and revenue generation in general. Mr. Roosa asked to clarify the income items for a "Xmas Event." Mr. Hendon noted that these contributions and expenditures are for the annual tree-lighting event as has been discussed previously.

Mr. Rowley moved that the EDA approve the treasurer's report. Following a 2<sup>nd</sup> by Ms. Davis, the report was approved unanimously.

VOTE: 6-0 Approved

#### B. Audit Update

- Ahead of finalizing the audit at next month's meeting, Mr. Hendon pointed out two items that the EDA should be aware of that are likely to be part of the final audit report. The first is a compliance issue where upon auditing cash balances, it was noted that a bank used by the Authority is not identified as a public depository by the Virginia Department of the Treasury. Mr. Hendon noted that the accounts in question were the holdings at Stifel and that these accounts were opened in 2015. Mr. Hendon shared concerns that this is now an issue after the EDA had been through an annual audit each year after this account was opened. Mr. Hendon also identified an item he anticipates in the audit to ensure we clarify and maintain the segregation of duties when processing credit card statements. These procedures and roles to pay the credit card statements have been addressed.
- Mr. Rowley asked to expand on Mr. Hendon's statements. He clarified that the funds we have at Stifel are FDIC-insured and that he has been in contact with Stifel. The likely response from the EDA will be to work with Stifel and to bring these accounts into compliance as soon as possible.

### 6. **SECRETARY'S REPORT**

- #### A. Marketing & Events Update.
- Ms. Browne shared that the next Beer and Business will be at full-distance brewing on February 7<sup>th</sup>. Additionally, she noted that she has consulted with the Virginia Black Business Chamber of Commerce as directed by the EDA when they approved \$2,500 to support the organization. Ms. Browne noted that there is a sponsorship package included with the agenda and the recommendation is to include an additional \$2,500 to be the cornerstone founding sponsor of the organization. Ms. Browne suggested that the Business Resources Committee should likely take this up. Following some discussion among the EDA

## Stafford County Economic Development Authority

members and clarification regarding the request by VABBC, Ms. Browne requested the EDA hold April 24<sup>th</sup> or May 5<sup>th</sup> on the calendar for the Business Appreciation Reception. She is closing on the final 3 venues and will

- B. Mr. Hendon addressed the EDA regarding the tree-lighting ceremony. Mr. Hendon stated that these types of community events are very important for long-term economic and community vitality. That being said, the EDA should be aware that providing these services is a significant administrative burden given the current payment and file maintenance processes and procedures. Each check, due to filing requirements and request processes requires around 20-30 minutes of processing time. Mr. Hendon also noted that several of the invoices were not made directly to the EDA. He will bring a full list of requested expenditures to date for approval at the next meeting.
- C. Ms. Morgan provided several updates to close out 2024. She noted that they are closing out two Go Virginia grants. A full presentation will be provided in January regarding the results of those efforts.

### 7. **COMMITTEE AND WORKING GROUP REPORTS**

#### A. Loan Committee (*H Owen, D Davis, J Summits*)

- Mr. Rowley noted that there was no update. Mr. Allwine noted that all loan recipients are current on payments. Mr. Hendon stated that the EDA's loan pool funds are getting tight and longer term, this is something the EDA likely needs to address.

#### B. Business Resources (*J Rowley, P Jett, L Barber*)

- No Report.

#### C. Property Group (*H Hagerman*)

- No Report.

#### D. Broadband Expansion (*D Hendon, M Wilson, J Roosa*)

- Mr. Roosa noted that he participated in a RIoT lead event at CyberBytes with the Canadian Embassy. He shared that it was a great coalescence between RIoT and the Testbed. In October, there was a planning meeting for the Testbed and Mr. Roosa echoed that he feels greater attention to governance is important and wants to add momentum to the project.

### 8. **OLD BUSINESS**

### 9. **NEW BUSINESS**

- A. Mr. Rowley noted that Supervisor English had reached out regarding a request for a guard rail to protect the building at the Log Cabin Restaurant from Rt 1 traffic. Mr. Rowley asked the Economic Development Department to take a look at the issue. Mr. Allwine stated that they had received a call as well and had not yet had time to review the matter. Ms. Hagerman asked if there had been any substantial change recently initiating this request? Mr. Owen requested that staff report back regarding any findings following their review.

### 10. **EXECUTIVE SESSION**

Ms. Davis moved the EDA to go into an executive session. Ms. Hagerman provided a 2<sup>nd</sup>.

VOTE: 7-0 Approved

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## Stafford County Economic Development Authority

The EDA Board went into Executive session in accordance with Section 2.2- 3711.A.3 and 5, et al. of the Code of Virginia 1950, as amended. Members of the EDA present at the meeting were in the Executive session. No votes were taken while in Executive session.

### **11. ADJOURNMENT**

There being no further business before the EDA, the EDA did adjourn at approximately 10:46 A.M. The next Regular Meeting will be in person at the Virginia Smart Community Testbed, 2143 Richmond Hwy, Stafford, VA 22554.

#### **MINUTES APPROVED BY:**

Howard Owen  
EDA Chairman

#### **MINUTES SUBMITTED BY:**



Dale Hendon  
EDA Secretary

2B



## **SPECIAL MEETING MINUTES**

**December 22, 2023**

The special meeting of the Economic Development Authority (EDA), of Stafford County, Virginia, was held virtually on Friday, December 22, 2023.

### **1. CALL TO ORDER**

This meeting was called to order by Mr. Howard Owen at 9:00 AM. A quorum was present and accounted for.

#### Members

Howard Owen, Chairman  
Heather Hagerman, Vice-Chairman  
Jack Rowley, Treasurer  
Price Jett  
Danielle Davis  
Marlon Wilson  
Jeff Roosa

#### ED/EDA Staff Present

Dale Hendon  
Linzy Browne  
Kyle Allwine  
Josh Summits  
Jesse Bausch

#### Also Present

Rysheda McClendon	Stafford County
David Honadle	Stafford County
Scott Mayausky	Stafford County

### **2. EXECUTIVE SESSION**

Ms. Davis moved the EDA go into an executive session. Mr. Rowley provided a 2<sup>nd</sup>.

VOTE: 7-0 Approved

The EDA Board went into Executive session in accordance with Sections 2.2-3711 (A) (6) and 2.2-3711(A) (29) of the Code of Virginia 1950 as amended – to discuss (i) a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business and/or industry’s interest in locating or expanding its facilities in the community and (ii) a public contract involving the expenditure of public funds, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. Members of the EDA present at the meeting were in the Executive session. No votes were taken while in Executive session.

Stafford County Economic Development Authority

3. **CERTIFICATION OF EXECUTIVE SESSION**

Mr. Owen requested that each member certify that, to the best of their knowledge, (i) only public business matters lawfully exempted from Open Meeting requirements by Virginia law were discussed in the Closed Meeting, and (ii) only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed or considered by the Board. All members certified verbally or by visibly raising their hand to affirm.

4. **NEW BUSINESS**

Mr. Rowley moved that the EDA enter into a Performance Agreement with Stafford County and Amazon Web Services to support the location and capital investment of this company in Stafford County. Ms. Hagerman provided a 2<sup>nd</sup> to the motion.

VOTE: 7-0 Approved

5. **ADJOURNMENT**

There being no further business before the EDA, the EDA did adjourn at approximately 9:45 A.M. The next Regular Meeting will be in person at the Virginia Smart Community Testbed, 2143 Richmond Hwy, Stafford, VA 22554, and is scheduled for January 12, 2023.

**MINUTES APPROVED BY:**

Howard Owen  
EDA Chairman

**MINUTES SUBMITTED BY:**



Dale Hendon  
EDA Secretary

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January 5, 2024

This cover letter for the January 2024 Treasurer’s Report is followed by the Statement of Activity (profit/loss) in three different formats, the Statement of Financial Position (balance sheet), the General Ledger for November 2023 and the transaction reports for the checking accounts that had activity.

A summary of accounts is listed below:

	Balance as of Oct 31, 2023	Balance as of Nov 31, 2023
Total Cash	\$202,363.58	\$191,477.32
Total Operating Acct (incl in Cash)	\$139,253.22	\$8,369.10
Total Investments/CDs	\$623,623.24	\$654,447.95
Total Long-Term Loans Owed to EDA	\$439,419.16	\$437,778.23
Total Micro Loans Owed to EDA	\$372,359.49	\$368,809.25
Total Assets	\$1,637,765.47	\$1,652,512.75
Total Liabilities	\$7,069.19	\$1,379.37

Income & Expenditures exceeding \$500 are listed below:

Income	Expenditures
Loan Interest Income - \$3,909.50	Hirschler Fleischer (legal) - \$3,616.50
(Xmas Event) - \$51,000 (itemized list attached)	Brolin Creative (marketing) - \$7,609.16
Hendon Family – other event sponsor \$1000.00	Not Just Numbers (accounting) - \$900.00
	Hendon Family (admin/grant) - \$2400.00
	Locus Capital (loan servicing fees) - \$3,974.84

## EDA Balance Sheet Prev Year Comparison As of November 30, 2023

	Nov 30, 23	Nov 30, 22	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
10903 · Money Market VPB 0572	144,494.51	0.00	144,494.51	100.0%
10000 · Checking-Stifel	2.65	139,663.81	-139,661.16	-100.0%
10100 · Checking-VPB Operating -2143	8,369.10	1,144,219.09	-1,135,849.99	-99.3%
10102 · Checking Testbed VPB 4016	15,000.00	0.00	15,000.00	100.0%
10900 · Money Market - VCC 502	23,611.06	121,213.96	-97,602.90	-80.5%
Total Checking/Savings	191,477.32	1,405,096.86	-1,213,619.54	-86.4%
Other Current Assets	0.00	849.35	-849.35	-100.0%
13000 · Prepaid Expense	0.00	849.35	-849.35	-100.0%
Total Other Current Assets	0.00	849.35	-849.35	-100.0%
Total Current Assets	191,477.32	1,405,946.21	-1,214,468.89	-86.4%
Other Assets				
17700 · CD7-Discover Bank	0.00	250,000.00	-250,000.00	-100.0%
17800 · CD8-Goldman Sachs Bank USA	246,218.84	250,000.00	-3,781.16	-1.5%
17805 · CD8-Stifel	280,824.71	0.00	280,824.71	100.0%
17900 · Stifel Smart Rate - Asset	127,404.40	0.00	127,404.40	100.0%
18000 · Long Term Note Recv-1318 JD Hwy	412,594.24	423,114.69	-10,520.45	-2.5%
18200 · Long Term Note - Ace Flight	25,183.99	33,917.28	-8,733.29	-25.8%
18900 · VCC Bank Loans				
18909 · Embry Mills (2nd loan)	50,000.00	0.00	50,000.00	100.0%
18908 · Santana Holdings	49,328.34	0.00	49,328.34	100.0%
18901 · Adventure Brewing Co	0.00	3,567.32	-3,567.32	-100.0%
18902 · Vitale Visual	7,295.62	12,187.73	-4,892.11	-40.1%
18903 · UpNorth Kutz	0.00	31,824.54	-31,824.54	-100.0%
18904 · Embry Mill Primary Urgent Care	86,503.99	103,126.71	-16,622.72	-16.1%
18905 · Stellar Investments	8,227.10	0.00	8,227.10	100.0%
18906 · Columbus Cartography	16,454.20	0.00	16,454.20	100.0%
18907 · Next Level Mosaic LLC	151,000.00	0.00	151,000.00	100.0%
Total 18900 · VCC Bank Loans	368,809.25	150,706.30	218,102.95	144.7%
Total Other Assets	1,461,035.43	1,107,738.27	353,297.16	31.9%
<b>TOTAL ASSETS</b>	<b>1,652,512.75</b>	<b>2,513,684.48</b>	<b>-861,171.73</b>	<b>-34.3%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable	1,182.50	0.00	1,182.50	100.0%
20000 · Accounts Payable	1,182.50	0.00	1,182.50	100.0%
Total Accounts Payable	2,365.00	0.00	2,365.00	100.0%

**EDA**  
**Balance Sheet Prev Year Comparison**  
**As of November 30, 2023**

	Nov 30, 23	Nov 30, 22	\$ Change	% Change
<b>Credit Cards</b>				
20500 · Chase CCard	196.87	-10,234.81	10,431.68	101.9%
<b>Total Credit Cards</b>	196.87	-10,234.81	10,431.68	101.9%
<b>Total Current Liabilities</b>	1,379.37	-10,234.81	11,614.18	113.5%
<b>Total Liabilities</b>	1,379.37	-10,234.81	11,614.18	113.5%
<b>Equity</b>				
32000 · Retained Earnings	285,575.01	635,998.31	-350,423.30	-55.1%
33000 · Undesignated Fund Balance	1,947,026.76	1,947,026.76	0.00	0.0%
<b>Net Income</b>	-581,468.39	-59,105.78	-522,362.61	-883.8%
<b>Total Equity</b>	1,651,133.38	2,523,919.29	-872,785.91	-34.6%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,652,512.75</b>	<b>2,513,684.48</b>	<b>-861,171.73</b>	<b>-34.3%</b>

**EDA**  
**Profit & Loss**  
 July through November 2023

	Jul - Nov 23
Ordinary Income/Expense	
Income	
45550 · Other Event Sponsors	1,000.00
45566 · Xmas Event	56,750.00
46400 · Bank Interest	1,258.43
46500 · Micro Loan Income	
46501 · Micro Loan Interest Income	5,998.04
46502 · Micro Loan Fees	11,210.00
46500 · Micro Loan Income - Other	2,450.00
	19,658.04
Total 46500 · Micro Loan Income	
47000 · Property Interest Income	
47100 · Interest Inc-1318 JD Hwy	9,516.61
	9,516.61
Total 47000 · Property Interest Income	
48751 · GO VA Grant Income 2	8,125.00
	96,308.08
Total Income	96,308.08
Gross Profit	96,308.08
Expense	
65000 · Legal Fees	
65003 · Project Representation	8,771.00
65004 · General Retainer Matters	2,172.50
	10,943.50
Total 65000 · Legal Fees	
66000 · Accounting	4,500.00
66500 · Professional Services	7,200.00
69000 · Fees & Charges	
69002 · Bank Fee	20.00
69004 · Service Fee	131.27
69006 · Loan Servicing Fees	7,756.45
	7,907.72
Total 69000 · Fees & Charges	
71000 · Local Industry Support	565,000.00
71750 · GO VA Grant Expenses	
71752 · Go VA Grant Reimb Expenses 2	19,918.07
	19,918.07
Total 71750 · GO VA Grant Expenses	19,918.07

**EDA**  
**Profit & Loss**  
July through November 2023

	Jul - Nov 23
73000 · Marketing	38,045.80
73100 · Other Events	2,125.67
73101 · Event Xmas	22,027.82
75000 · Business Appreciation Event	107.89
<b>Total Expense</b>	<b>677,776.47</b>
<b>Net Ordinary Income</b>	<b>-581,468.39</b>
<b>Net Income</b>	<b>-581,468.39</b>



EDA  
General Ledger  
As of November 30, 2023

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
<b>10903 - Money Market\VPB 0572</b>									<b>0.00</b>
Transfer	11/01/2023				Funds Transfer	10100 - Checking-VPB Operating -2143	144,000.00		144,000.00
Deposit	11/30/2023				Interest	46400 - Bank Interest	494.51		144,494.51
							144,494.51	0.00	144,494.51
<b>Total 10903 - Money Market\VPB 0572</b>									<b>30,824.71</b>
<b>10000 - Checking-Stifel</b>									<b>0.00</b>
Check	11/22/2023			Stifel	Interest	17805 - CD8-Stifel	30,824.71		0.00
Deposit	11/22/2023				Interest Reinvested	46400 - Bank Interest	2.65		2.65
Check	11/27/2023			Stifel	Deposit	17900 - Stifel Smart Rate - Asset	532.67		-530.02
Deposit	11/27/2023			Stifel		17900 - Stifel Smart Rate - Asset	532.67		2.65
							535.32	31,357.38	2.65
<b>Total 10000 - Checking-Stifel</b>									<b>134,049.12</b>
<b>10100 - Checking-VPB Operating -2143</b>									<b>-9,950.88</b>
Transfer	11/01/2023				Funds Transfer	10903 - Money Market\VPB 0572	144,000.00		-9,950.88
Bill Pmt-Check	11/02/2023	2154		Wireless Research Center	RioT Smart Cities Connect Testbed Expansion.	20000 - Accounts Payable	5,000.00		-14,950.88
Bill Pmt-Check	11/02/2023	2155		Locus Capital	Loan Obsing Santana Holdings and Emrey Mill	20000 - Accounts Payable	3,974.84		-18,925.72
Deposit	11/03/2023			Julio E Montano-Fernandez	Deposit	11500 - Other Accounts Receivable	2,794.10		-16,131.62
Deposit	11/03/2023			Woodstream 610 LLC	Deposit	45566 - Xmas Event	5,000.00		-11,131.62
Deposit	11/03/2023			Comm Foun of Rapp River Region	Deposit	45566 - Xmas Event	10,000.00		-1,131.62
Deposit	11/03/2023			Silver Foundation Inc	Deposit	45566 - Xmas Event	10,000.00		8,868.38
Bill Pmt-Check	11/13/2023	2157		FBGTROLLEY, INC	VOID:	20000 - Accounts Payable	0.00		8,868.38
Bill Pmt-Check	11/13/2023	2158		Earl R. Rodriguez	Christmas Event Entertainment. Payment 1 of 2	20000 - Accounts Payable	1,900.00		6,968.38
Bill Pmt-Check	11/13/2023	2159		Earl R. Rodriguez	Christmas Event Entertainment. Payment 2 of 2	20000 - Accounts Payable	1,900.00		5,068.38
Bill Pmt-Check	11/20/2023	2160		Pyrotechnico Fireworks, Inc	2 of 2	20000 - Accounts Payable	2,995.00		3,068.38
Bill Pmt-Check	11/20/2023	2161		Pyrotechnico Fireworks, Inc		20000 - Accounts Payable	800.00		73.38
Bill Pmt-Check	11/20/2023	2162		Santa Greg		20000 - Accounts Payable	800.00		-726.62
Bill Pmt-Check	11/20/2023	2163		WBQB and WFAV	VOID:	20000 - Accounts Payable	450.00		-1,176.62
Bill Pmt-Check	11/20/2023	2164		Fredericksburg Supplies and Rental		20000 - Accounts Payable	0.00		-1,176.62
Bill Pmt-Check	11/20/2023	2165		Apple Music		20000 - Accounts Payable	2,300.00		-3,476.62
Bill Pmt-Check	11/22/2023	2166		Stafford Printing	Christmas Event Printing.	20000 - Accounts Payable	226.00		-3,702.62
Bill Pmt-Check	11/27/2023	2167		Chase	Account 4246 3153 1331 3577	20000 - Accounts Payable	226.00		-3,928.62
Bill Pmt-Check	11/27/2023	2168		Joy's Delightz,LLC		20000 - Accounts Payable	125.28		-4,053.90
Bill Pmt-Check	11/27/2023	2169		Le Grand Cru Catering and Bistro	November Beer and Business	20000 - Accounts Payable	941.85		-4,995.75
Bill Pmt-Check	11/27/2023	2170		Wine and Design of Fredericksburg	VOID:	20000 - Accounts Payable	0.00		-4,995.75
Bill Pmt-Check	11/27/2023	2171		Pamela Yeung	Décor Reimbursement	20000 - Accounts Payable	273.75		-5,269.50
Bill Pmt-Check	11/27/2023	2182		United Rentals	Marketing and Events Contractor Invoice # 280	20000 - Accounts Payable	2,452.24		-7,721.74
Bill Pmt-Check	11/29/2023	2172		Brolin Creative LLC	Nov 2023 MSP	20000 - Accounts Payable	7,609.16		-15,330.90
Bill Pmt-Check	11/29/2023	2173		Not Just Numbers Inc		20000 - Accounts Payable	900.00		-16,230.90
Bill Pmt-Check	11/29/2023	2174		Hendon Family LLC		20000 - Accounts Payable	2,400.00		-18,630.90
Deposit	11/29/2023			Brittany Fowler	Deposit	45566 - Xmas Event	1,000.00		-17,630.90
Deposit	11/29/2023			Hirscher Fleischer	Deposit	45566 - Xmas Event	5,000.00		-12,630.90
Deposit	11/29/2023			Fredricksburg Regional Alliance	Deposit	45566 - Xmas Event	20,000.00		7,369.10
Deposit	11/29/2023			Hendon Family LLC	Deposit	45550 - Other Event Sponsors	1,000.00		8,369.10
							54,794.10	180,474.12	8,369.10
<b>Total 10100 - Checking-VPB Operating -2143</b>									<b>15,000.00</b>
<b>10102 - Checking Testbed VPB 4016</b>									<b>17,285.65</b>
<b>Total 10102 - Checking Testbed VPB 4016</b>									<b>15,000.00</b>
<b>10900 - Money Market - VCC 502</b>									<b>18,119.48</b>
Deposit	11/02/2023			ACE Flight Solutions Co.	Deposit	11500 - Other Accounts Receivable	833.83		18,119.48
Deposit	11/02/2023			Emrey Mill	Deposit	11500 - Other Accounts Receivable	2,001.19		20,120.67
Deposit	11/02/2023			Stellar Investments	Deposit	11500 - Other Accounts Receivable	311.06		20,431.73
Deposit	11/02/2023			Columbus Cartography	Deposit	11500 - Other Accounts Receivable	622.12		21,053.85
Deposit	11/02/2023			Next Level Mosaic	Deposit	11500 - Other Accounts Receivable	1,069.58		22,123.43
Deposit	11/02/2023			Santana Holdings LLC	Deposit	11500 - Other Accounts Receivable	1,025.83		23,149.26
Check	11/06/2023			Next Level Mosaic	return payment	11500 - Other Accounts Receivable	1,089.58		22,059.68

### EDA General Ledger As of November 30, 2023

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
Deposit	11/09/2023			Vitae Visual	Deposit	11500 - Other Accounts Receivable	442.96		22,522.64
Deposit	11/16/2023			Next Level Mosiac	Deposit	11500 - Other Accounts Receivable	1,069.58		23,592.22
Deposit	11/30/2023				Interest	46400 - Bank Interest	18.84		23,611.06
Total 10900 - Money Market - VCC 502									
General Journal	11/01/2023	NUN-sk081	✓		11/01/23 Note Receivable Pymt on 1318 JD Highw - SPLIT -		7,394.99	1,069.58	23,611.06
General Journal	11/01/2023	NUN-sk083	✓	Vitae Visual	to record Nov 2023 loan payment	18902 - Vitae Visual	2,794.10		2,794.10
General Journal	11/01/2023	NUN-sk084	✓	ACE Flight Solutions Co.	to record Nov 2023 loan payment	18200 - Long Term Note - Ace Flight	442.96		3,237.06
General Journal	11/01/2023	NUN-sk087	✓	Embrey Mill	to record Nov (Sep) 2023 loan payment (skipped 2	18904 - Embry Mill Primary Urgent Care	833.83		4,070.89
General Journal	11/01/2023	NUN-sk082	✓	Stellar Investments	to record Nov 2023 loan payment	18905 - Stellar Investments	2,001.19		6,072.08
General Journal	11/01/2023	NUN-sk082	✓	Columbus Cartography	to record Nov 2023 loan payment	18905 - Columbus Cartography	311.06		6,383.14
General Journal	11/01/2023	NUN-sk083	✓	Next Level Mosiac	to record Nov 2023 loan payment	18907 - Next Level Mosiac LLC	622.12		7,005.26
General Journal	11/01/2023	NUN-sk083	✓	Next Level Mosiac	to record Nov 2023 loan payment	18907 - Next Level Mosiac LLC	1,069.58		8,074.84
Deposit	11/02/2023			ACE Flight Solutions Co.	Deposit	18908 - Santana Holdings	1,025.83		9,100.67
Deposit	11/02/2023			Embrey Mill	Deposit	10900 - Money Market - VCC 502	833.83		8,266.84
Deposit	11/02/2023			Stellar Investments	Deposit	10900 - Money Market - VCC 502	2,001.19		6,265.65
Deposit	11/02/2023			Columbus Cartography	Deposit	10900 - Money Market - VCC 502	311.06		5,954.59
Deposit	11/02/2023			Next Level Mosiac	Deposit	10900 - Money Market - VCC 502	622.12		5,332.47
Deposit	11/02/2023			Santana Holdings LLC	Deposit	10900 - Money Market - VCC 502	1,069.58		4,262.89
Deposit	11/03/2023			Julio E Montano-Fernandez	Deposit	10900 - Money Market - VCC 502	1,025.83		3,237.06
Check	11/06/2023			Next Level Mosiac	return payment	10100 - Checking-VPB Operating -2143	2,794.10		442.96
Deposit	11/09/2023			Vitae Visual	Deposit	10900 - Money Market - VCC 502	1,069.58		1,512.54
Deposit	11/16/2023			Next Level Mosiac	Deposit	10900 - Money Market - VCC 502	442.96		1,069.58
Total 11500 - Other Accounts Receivable									
Total 17800 - CD8-Goldman Sachs Bank USA									
Total 17800 - CD8-Goldman Sachs Bank USA									
17805 - CD8-Stifel									
Check	11/22/2023			Stifel		10000 - Checking-Stifel	30,824.71	0.00	280,824.71
Check	11/27/2023			Stifel	Interest Reinvested		532.67		127,937.07
Deposit	11/27/2023			Stifel	Deposit	10000 - Checking-Stifel	532.67		127,404.40
Total 17900 - Stifel Smart Rate - Asset									
Total 18000 - Long Term Note Recv-1318 JD Hwy									
General Journal	11/01/2023	NUN-sk081	✓		11/01/23 Note Receivable Pymt on 1318 JD Highw	11500 - Other Accounts Receivable	0.00	898.92	413,493.16
General Journal	11/01/2023	NUN-sk084	✓	ACE Flight Solutions Co.	to record Nov 2023 loan payment	-SPLIT-	0.00	898.92	412,594.24
Total 18200 - Long Term Note - Ace Flight									
Total 18200 - Long Term Note - Ace Flight									
18900 - VCC Bank Loans									
18909 - Embry Mills (2nd loan)									
Total 18909 - Embry Mills (2nd loan)									
18908 - Santana Holdings									
General Journal	11/01/2023	NUN-sk083	✓	Next Level Mosiac	to record Nov 2023 loan payment	-SPLIT-	671.66		50,000.00
Total 18908 - Santana Holdings									
18902 - Vitae Visual									
General Journal	11/01/2023	NUN-sk083	✓	Vitae Visual	to record Nov 2023 loan payment	-SPLIT-	671.66		49,328.34
Total 18902 - Vitae Visual									
Total 18902 - Vitae Visual									
18904 - Embry Mill Primary Urgent Care									
General Journal	11/01/2023	NUN-sk087	✓	Embrey Mill	to record Nov (Sep) 2023 loan payment (skipped 2	-SPLIT-	0.00	1,688.84	88,192.83
Total 18904 - Embry Mill Primary Urgent Care									
18905 - Stellar Investments									
General Journal	11/01/2023	NUN-sk082	✓	Stellar Investments	to record Nov 2023 loan payment	-SPLIT-	0.00	1,688.84	86,503.99
Total 18905 - Stellar Investments									
Total 18905 - Stellar Investments									
18905 - Stellar Investments									
Total 18905 - Stellar Investments									
Total 18905 - Stellar Investments									

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Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
Total 18905 - Stellar Investments							0.00	258.03	8,227.10
<b>18906 - Columbus Cartography</b>									<b>16,970.26</b>
General Journal	11/01/2023	NUN-sk082	✓	Columbus Cartography	to record Nov 2023 loan payment	-SPLIT-		516.06	16,454.20
Total 18906 - Columbus Cartography							0.00	516.06	16,454.20
<b>18907 - Next Level Mosaic LLC</b>									<b>151,000.00</b>
General Journal	11/01/2023	NUN-sk083	✓	Next Level Mosaic	to record Nov 2023 loan payment	-SPLIT-			151,000.00
Total 18907 - Next Level Mosaic LLC							0.00		151,000.00
Total 18900 - VCC Bank Loans							0.00	3,550.24	368,809.25
<b>20000 - Accounts Payable</b>									<b>-7,074.84</b>
Bill	11/01/2023	20233954		Wireless Research Center	RioT Smart Cities Connect Testbed Expansion.	71000 - Local Industry Support		5,000.00	-12,074.84
Bill Pmt-Check	11/02/2023	2154		Wireless Research Center	RioT Smart Cities Connect Testbed Expansion.	10100 - Checking-VPB Operating -2143	5,000.00		-7,074.84
Bill Pmt-Check	11/02/2023	2155		Locus Capital	Loan Closing Santana Holdings and Emrey Mill	10100 - Checking-VPB Operating -2143	3,974.84		-3,100.00
Bill	11/02/2023	3350		Imagine Circus LLC		73101 - Event Xmas	1,182.50		-4,282.50
Bill	11/03/2023			WQB and WFPAP		73101 - Event Xmas	450.00		-4,732.50
Bill	11/05/2023	107A		Earl R. Rodriguez	Christmas Event Entertainment. Payment 1 of 2	73101 - Event Xmas	1,900.00		-6,632.50
Bill	11/08/2023	SO-C52297		Pyrotechnico Fireworks, Inc		73101 - Event Xmas	2,000.00		-8,632.50
Bill Pmt-Check	11/13/2023	2157		FBGTROLLEY, INC	VOID:	10100 - Checking-VPB Operating -2143	0.00		-8,632.50
Bill Pmt-Check	11/13/2023	2158		Earl R. Rodriguez	Christmas Event Entertainment. Payment 1 of 2	10100 - Checking-VPB Operating -2143	1,900.00		-6,732.50
Bill	11/13/2023	107B		Earl R. Rodriguez	Christmas Event Entertainment. Payment 2 of 2	73101 - Event Xmas	1,900.00		-8,632.50
Bill Pmt-Check	11/13/2023	2159		Earl R. Rodriguez	Christmas Event Entertainment. Payment 2 of 2	10100 - Checking-VPB Operating -2143	1,900.00		-6,732.50
Bill	11/17/2023	1001		Joy's Delightz,LLC		73101 - Event Xmas		125.28	-6,857.78
Bill	11/19/2023	42806		Fredericksburg Supplies and Rental	old invoice revised is invoice 139191	73101 - Event Xmas	0.00		-6,857.78
Bill Pmt-Check	11/20/2023	2160		Pyrotechnico Fireworks, Inc		73101 - Event Xmas	2,000.00		-4,857.78
Bill	11/20/2023	SO-C52297 2 of 2		Pyrotechnico Fireworks, Inc	2 of 2	73101 - Event Xmas		2,995.00	-7,852.78
Bill Pmt-Check	11/20/2023	2161		Pyrotechnico Fireworks, Inc	2 of 2	10100 - Checking-VPB Operating -2143	2,995.00		-4,857.78
Bill Pmt-Check	11/20/2023	2162		Santa Greg		10100 - Checking-VPB Operating -2143	800.00		-4,057.78
Bill Pmt-Check	11/20/2023	2163		WQB and WFPAP		10100 - Checking-VPB Operating -2143	450.00		-3,607.78
Bill Pmt-Check	11/20/2023	2164		Fredericksburg Supplies and Rental	VOID:	10100 - Checking-VPB Operating -2143	0.00		-3,607.78
Bill Pmt-Check	11/20/2023	2165		Apple Music		10100 - Checking-VPB Operating -2143	2,300.00		-1,307.78
Bill	11/20/2023			Le Grand Cru Catering and Bistro	November Beer and Business	73100 - Other Events		941.85	-2,249.63
Bill	11/21/2023	52111		Stafford Printing	Christmas Event Printing.	73101 - Event Xmas	226.00		-2,475.63
Bill Pmt-Check	11/22/2023	2166		Stafford Printing	Christmas Event Printing.	10100 - Checking-VPB Operating -2143	226.00		-2,249.63
Bill	11/22/2023	Chase 11/16/23		Chase	Account 4246 3153 1331 3577	20500 - Chase CCard		226.00	-2,475.63
Bill	11/25/2023	4385		Not Just Numbers Inc	Nov 2023 MSP	66000 - Accounting		900.00	-3,375.63
Bill Pmt-Check	11/27/2023	2167		Chase	Account 4246 3153 1331 3577	10100 - Checking-VPB Operating -2143	226.00		-3,149.63
Bill Pmt-Check	11/27/2023	2168		Joy's Delightz,LLC	November Beer and Business	10100 - Checking-VPB Operating -2143	125.28		-3,024.35
Bill Pmt-Check	11/27/2023	2169		Le Grand Cru Catering and Bistro	November Beer and Business	10100 - Checking-VPB Operating -2143	941.85		-2,082.50
Bill	11/27/2023	000077		Wine and Design of Fredericksburg	VOID:	73101 - Event Xmas	0.00		-2,082.50
Bill Pmt-Check	11/27/2023	2170		Wine and Design of Fredericksburg	VOID:	10100 - Checking-VPB Operating -2143	0.00		-2,082.50
Bill	11/27/2023			Pamela Yeung	Décor Reimbursement	73101 - Event Xmas	273.75		-2,356.25
Bill Pmt-Check	11/27/2023	2171		Pamela Yeung	Décor Reimbursement	10100 - Checking-VPB Operating -2143	273.75		-2,082.50
Bill	11/27/2023	280		Brolin Creative LLC	Marketing and Events Contractor Invoice # 280	73000 - Marketing		7,609.16	-9,691.66
Bill	11/27/2023	2266898 15-001		United Rentals		73101 - Event Xmas	2,452.24		-12,143.90
Bill Pmt-Check	11/27/2023	2182		United Rentals		10100 - Checking-VPB Operating -2143	2,452.24		-9,691.66
Bill Pmt-Check	11/29/2023	2172		Brolin Creative LLC	Marketing and Events Contractor Invoice # 280	10100 - Checking-VPB Operating -2143	7,609.16		-2,082.50
Bill Pmt-Check	11/29/2023	2173		Not Just Numbers Inc	Nov 2023 MSP	10100 - Checking-VPB Operating -2143	900.00		-1,182.50
Bill	11/29/2023	EDA3		Hendo n Family LLC	66500 - Professional Services	66500 - Professional Services		2,400.00	-3,582.50
Bill Pmt-Check	11/29/2023	2174		Hendo n Family LLC		10100 - Checking-VPB Operating -2143	2,400.00		-1,182.50
Total 20000 - Accounts Payable							36,474.12	30,581.78	-1,182.50
<b>20500 - Chase CCard</b>									<b>5.65</b>
Credit Card Charge	11/02/2023			Panera Bread		73100 - Other Events		209.57	-203.92
Credit Card Charge	11/17/2023			Tote-Bag-Factory	xmas event	73101 - Event Xmas		218.95	-422.87

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Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
Bill	11/22/2023	Chase 11/16/23		Chase	69004 - 48.11 73100 - 458.25	20000 - Accounts Payable	226.00	428.52	-196.87
Total 20500 - Chase CCard							226.00		-196.87
<b>32000 - Retained Earnings</b>									<b>-285,575.01</b>
Total 32000 - Retained Earnings									-285,575.01
<b>33000 - Undesignated Fund Balance</b>									<b>-1,947,026.76</b>
Total 33000 - Undesignated Fund Balance									-1,947,026.76
Deposit	11/29/2023			Hendon Family LLC	Deposit	10100 - Checking-VPB Operating -2143	0.00	1,000.00	-1,000.00
Total 46550 - Other Event Sponsors							0.00	1,000.00	-1,000.00
<b>45566 - Xmas Event</b>									<b>-5,750.00</b>
Deposit	11/03/2023			Woodstream 610 LLC	Deposit	10100 - Checking-VPB Operating -2143		5,000.00	-10,750.00
Deposit	11/03/2023			Comm Foun of Rapp River Region	Deposit	10100 - Checking-VPB Operating -2143		10,000.00	-20,750.00
Deposit	11/03/2023			Silver Foundation Inc	Deposit	10100 - Checking-VPB Operating -2143		10,000.00	-30,750.00
Deposit	11/29/2023			Brittany Fowler	Deposit	10100 - Checking-VPB Operating -2143		1,000.00	-31,750.00
Deposit	11/29/2023			Hirschler Flischer	Deposit	10100 - Checking-VPB Operating -2143		5,000.00	-36,750.00
Deposit	11/29/2023			Fredricksburg Regional Alliance	Deposit	10100 - Checking-VPB Operating -2143		20,000.00	-56,750.00
Total 45566 - Xmas Event							0.00	51,000.00	-56,750.00
<b>46400 - Bank Interest</b>									<b>-742.43</b>
Deposit	11/22/2023				Interest	10000 - Checking-Stifel		2.65	-745.08
Deposit	11/30/2023				Interest	10900 - Money Market - VCC 502		18.84	-763.92
Deposit	11/30/2023				Interest	10903 - Money Market VPB 0572		484.51	-1,258.43
Total 46400 - Bank Interest							0.00	516.00	-1,258.43
<b>46500 - Micro Loan Income</b>									<b>-17,643.72</b>
<b>46501 - Micro Loan Interest Income</b>									<b>-3,983.72</b>
General Journal	11/01/2023	NUN-sk083	✓	Vitae Visual	to record Nov 2023 loan payment	18902 - Vitae Visual		27.31	-4,011.03
General Journal	11/01/2023	NUN-sk084	✓	ACE Flight Solutions Co.	to record Nov 2023 loan payment	18200 - Long Term Note - Ace Flight		91.82	-4,102.85
General Journal	11/01/2023	NUN-sk087	✓	Embrey Mill	to record Nov (Sep) 2023 loan payment (skipped 2	18904 - Embry Mill Primary Urgent Care		312.35	-4,415.20
General Journal	11/01/2023	NUN-sk082	✓	Stellar Investments	to record Nov 2023 loan payment	18905 - Stellar Investments		53.03	-4,468.23
General Journal	11/01/2023	NUN-sk082	✓	Columbus Cartography	to record Nov 2023 loan payment	18906 - Columbus Cartography		106.06	-4,574.29
General Journal	11/01/2023	NUN-sk083	✓	Next Level Mosaic	to record Nov 2023 loan payment	18907 - Next Level Mosaic LLC		1,069.58	-5,643.87
General Journal	11/01/2023	NUN-sk083	✓	Next Level Mosaic	to record Nov 2023 loan payment	18908 - Santara Holdings		354.17	-5,998.04
Total 46501 - Micro Loan Interest Income							0.00	2,014.32	-5,998.04
<b>46502 - Micro Loan Fees</b>									<b>-11,210.00</b>
Total 46502 - Micro Loan Fees									-11,210.00
<b>46500 - Micro Loan Income - Other</b>									<b>-2,450.00</b>
Total 46500 - Micro Loan Income - Other									-2,450.00
<b>47000 - Property Interest Income</b>									<b>-2,450.00</b>
<b>47100 - Interest Inc-1318 JD Hwy</b>									<b>-7,621.43</b>
General Journal	11/01/2023	NUN-sk081	✓		11/01/23 Note Receivable Pymt on 1318 JD Highw	11500 - Other Accounts Receivable		1,895.18	-9,516.61
Total 47100 - Interest Inc-1318 JD Hwy							0.00	1,895.18	-9,516.61
<b>48751 - GO VA Grant Income 2</b>									<b>-8,125.00</b>
Total 48751 - GO VA Grant Income 2									-8,125.00
<b>65000 - Legal Fees</b>									<b>10,943.50</b>
<b>65003 - Project Representation</b>									<b>8,771.00</b>
Total 65003 - Project Representation									8,771.00
<b>65004 - General Retainer Matters</b>									<b>2,172.50</b>
Total 65004 - General Retainer Matters									2,172.50
Total 65000 - Legal Fees									10,943.50
<b>66000 - Accounting</b>									<b>3,600.00</b>
Bill	11/25/2023	4385		Not Just Numbers Inc	Bookkeeping Inv. #4385	20000 - Accounts Payable	900.00	0.00	4,500.00
Total 66000 - Accounting							900.00	0.00	4,500.00

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Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
<b>66500 - Professional Services</b>									
Bill	11/29/2023	EDA3		Hendon Family LLC	Admin & Grant Management Contractor.	20000 - Accounts Payable	2,400.00		4,800.00
Total 66500 - Professional Services							2,400.00	0.00	7,200.00
<b>69000 - Fees &amp; Charges</b>									
69002 - Bank Fee									20.00
Total 69002 - Bank Fee									20.00
69004 - Service Fee									131.27
Total 69004 - Service Fee									131.27
69006 - Loan Servicing Fees									7,756.45
Total 69006 - Loan Servicing Fees									7,756.45
<b>71000 - Local Industry Support</b>									
Bill	11/01/2023	20233954		Wireless Research Center	Riot Smart Cities Connect Testbed Expansion.	20000 - Accounts Payable	5,000.00	0.00	560,000.00
Total 71000 - Local Industry Support							5,000.00	0.00	565,000.00
<b>71500 - COVID-19 Grant</b>									
<b>71750 - GO VA Grant Expenses</b>									
71752 - Go VA Grant Reimb Expenses 2									0.00
Total 71752 - Go VA Grant Reimb Expenses 2									0.00
Total 71750 - GO VA Grant Expenses									19,918.07
<b>73000 - Marketing</b>									
Bill	11/27/2023	280		Brolin Creative LLC	Marketing and Events Contractor Invoice # 280	20000 - Accounts Payable	7,609.16	0.00	19,918.07
Total 73000 - Marketing							7,609.16	0.00	19,918.07
<b>73100 - Other Events</b>									
Credit Card Charge	11/02/2023			Panera Bread	EDA Credit Card. Veterans Business Bootcamp.	20500 - Chase CCard	209.57		1,183.82
Bill	11/20/2023			Le Grand Cru Catering and Bistro	November Beer and Business	20000 - Accounts Payable	941.85		2,125.67
Total 73100 - Other Events							1,151.42	0.00	2,125.67
<b>73101 - Event Xmas</b>									
Bill	11/02/2023	3350		Imagine Circus LLC	Christmas Event Entertainment.	20000 - Accounts Payable	1,182.50		8,304.10
Bill	11/03/2023			WBQB and WFVAP	Christmas Event Radio Broadcasting	20000 - Accounts Payable	450.00		9,486.60
Bill	11/05/2023	107A		Earl R. Rodriguez	Christmas Event Entertainment. Invoice #107.	20000 - Accounts Payable	1,900.00		11,836.60
Bill	11/08/2023	SO-C52287		Pyrotechnico Fireworks, Inc	Christmas Event Fireworks	20000 - Accounts Payable	2,000.00		13,836.60
Bill	11/13/2023	107B		Earl R. Rodriguez	Christmas Event Entertainment. Invoice #107.	20000 - Accounts Payable	1,900.00		15,736.60
Bill	11/17/2023	1001		Joy's Delightz, LLC	Christmas Event. Treats	20000 - Accounts Payable	125.28		15,861.88
Credit Card Charge	11/17/2023			Tote-Bag-Factory	xmas event	20500 - Chase CCard	218.95		16,080.83
Bill	11/19/2023	42806		Fredericksburg Supplies and Rental	Christmas Event Equipment. Contract 42806.	20000 - Accounts Payable	0.00		16,080.83
Bill	11/20/2023	SO-C52287 2 of 2		Pyrotechnico Fireworks, Inc	Christmas Event Fireworks	20000 - Accounts Payable	2,995.00		19,075.83
Bill	11/21/2023	52111		Stafford Printing	Christmas Event Printing.	20000 - Accounts Payable	226.00		19,301.83
Bill	11/27/2023	000077		Wine and Design of Fredericksburg	Christmas Event. Drinking Glasses	20000 - Accounts Payable	0.00		19,301.83
Bill	11/27/2023			Pamela Yeung	Christmas Event. Décor Reimbursement to P.	20000 - Accounts Payable	273.75		19,575.58
Bill	11/27/2023	22688815-001		United Rentals	Christmas Event. Invoice #22688815-001	20000 - Accounts Payable	2,452.24		22,027.82
Total 73101 - Event Xmas							13,723.72	0.00	22,027.82
<b>75000 - Business Appreciation Event</b>									
Total 75000 - Business Appreciation Event									107.89
<b>TOTAL</b>							<b>316,230.97</b>	<b>316,230.97</b>	<b>0.00</b>

EDA  
**Profit & Loss**  
November 2023

	Nov 23
Ordinary Income/Expense	
Income	
45550 · Other Event Sponsors	1,000.00
45566 · Xmas Event	51,000.00
46400 · Bank Interest	516.00
46500 · Micro Loan Income	
46501 · Micro Loan Interest Income	2,014.32
Total 46500 · Micro Loan Income	2,014.32
47000 · Property Interest Income	
47100 · Interest Inc-1318 JD Hwy	1,895.18
Total 47000 · Property Interest Income	1,895.18
Total Income	56,425.50
Gross Profit	56,425.50
Expense	
66000 · Accounting	900.00
66500 · Professional Services	2,400.00
71000 · Local Industry Support	5,000.00
73000 · Marketing	7,609.16
73100 · Other Events	1,151.42
73101 · Event Xmas	13,723.72
Total Expense	30,784.30
Net Ordinary Income	25,641.20
Net Income	<b>25,641.20</b>

## EDA Profit & Loss Prev Year Comparison July through November 2023

	Jul - Nov 23	Jul - Nov 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
42000 · Bond Issuance fees	0.00	4,653.72	-4,653.72	-100.0%
45550 · Other Event Sponsors	1,000.00	1,000.00	0.00	0.0%
45566 · Xmas Event	56,750.00	40,200.00	16,550.00	41.2%
46400 · Bank Interest	1,258.43	4,773.92	-3,515.49	-73.6%
46500 · Micro Loan Income				
46501 · Micro Loan Interest Income	5,998.04	2,047.72	3,950.32	192.9%
46502 · Micro Loan Fees	11,210.00	3,242.26	7,967.74	245.8%
46500 · Micro Loan Income - Other	2,450.00	0.00	2,450.00	100.0%
Total 46500 · Micro Loan Income	19,658.04	5,289.98	14,368.06	271.6%
47000 · Property Interest Income				
47100 · Interest Inc-1318 JD Hwy	9,516.61	9,754.53	-237.92	-2.4%
Total 47000 · Property Interest Income	9,516.61	9,754.53	-237.92	-2.4%
48751 · GO VA Grant Income 2	8,125.00	16,250.00	-8,125.00	-50.0%
Total Income	96,308.08	81,922.15	14,385.93	17.6%
Gross Profit	96,308.08	81,922.15	14,385.93	17.6%
Expense				
63100 · Software Expense	0.00	206.79	-206.79	-100.0%
63500 · Insurance				
63501 · General Insurance	0.00	606.65	-606.65	-100.0%
Total 63500 · Insurance	0.00	606.65	-606.65	-100.0%
65000 · Legal Fees				
65003 · Project Representation	8,771.00	3,254.50	5,516.50	169.5%
65004 · General Retainer Matters	2,172.50	5,000.00	-2,827.50	-56.6%
Total 65000 · Legal Fees	10,943.50	8,254.50	2,689.00	32.6%
66000 · Accounting	4,500.00	4,500.00	0.00	0.0%
66001 · Audit (Annual Financial)	0.00	8,000.00	-8,000.00	-100.0%
66500 · Professional Services	7,200.00	2,070.00	5,130.00	247.8%
69000 · Fees & Charges				
69002 · Bank Fee	20.00	0.00	20.00	100.0%
69003 · Late Fee	0.00	0.00	0.00	0.0%
69004 · Service Fee	131.27	20.00	111.27	556.4%
69006 · Loan Servicing Fees	7,756.45	2,031.16	5,725.29	281.9%
Total 69000 · Fees & Charges	7,907.72	2,051.16	5,856.56	285.5%
71000 · Local Industry Support	565,000.00	5,000.00	560,000.00	11,200.0%

**EDA**  
**Profit & Loss Prev Year Comparison**  
July through November 2023

	Jul - Nov 23	Jul - Nov 22	\$ Change	% Change
71750 · GO VA Grant Expenses				
71752 · Go VA Grant Reimb Expenses 2	19,918.07	74,578.96	-54,660.89	-73.3%
71750 · GO VA Grant Expenses - Other	0.00	155.57	-155.57	-100.0%
<b>Total 71750 · GO VA Grant Expenses</b>	<b>19,918.07</b>	<b>74,734.53</b>	<b>-54,816.46</b>	<b>-73.4%</b>
73000 · Marketing	38,045.80	32,853.30	5,192.50	15.8%
73050 · EDA Meetings/Meals	0.00	741.85	-741.85	-100.0%
73100 · Other Events	2,125.67	1,266.43	859.24	67.9%
73101 · Event Xmas	22,027.82	10,858.74	11,169.08	102.9%
75000 · Business Appreciation Event	107.89	-10,280.00	10,387.89	101.1%
81000 · 204 Thompson Ave Exp (CBE Mgt)				
81100 · Rental Property Utilities (CBE)	0.00	163.98	-163.98	-100.0%
<b>Total 81000 · 204 Thompson Ave Exp (CBE Mgt)</b>	<b>0.00</b>	<b>163.98</b>	<b>-163.98</b>	<b>-100.0%</b>
<b>Total Expense</b>	<b>677,776.47</b>	<b>141,027.93</b>	<b>536,748.54</b>	<b>380.6%</b>
<b>Net Ordinary Income</b>	<b>-581,468.39</b>	<b>-59,105.78</b>	<b>-522,362.61</b>	<b>-883.8%</b>
<b>Net Income</b>	<b>-581,468.39</b>	<b>-59,105.78</b>	<b>-522,362.61</b>	<b>-883.8%</b>



**EDA**  
**Profit & Loss YTD Comparison**  
**November 2023**

	Nov 23	Jul - Nov 23
Ordinary Income/Expense		
Income		
45550 · Other Event Sponsors	1,000.00	1,000.00
45566 · Xmas Event	51,000.00	56,750.00
46400 · Bank Interest	516.00	1,258.43
46500 · Micro Loan Income		
46501 · Micro Loan Interest Income	2,014.32	5,998.04
46502 · Micro Loan Fees	0.00	11,210.00
46500 · Micro Loan Income - Other	0.00	2,450.00
<b>Total 46500 · Micro Loan Income</b>	<b>2,014.32</b>	<b>19,658.04</b>
47000 · Property Interest Income		
47100 · Interest Inc-1318 JD Hwy	1,895.18	9,516.61
<b>Total 47000 · Property Interest Income</b>	<b>1,895.18</b>	<b>9,516.61</b>
48751 · GO VA Grant Income 2	0.00	8,125.00
<b>Total Income</b>	<b>56,425.50</b>	<b>96,308.08</b>
<b>Gross Profit</b>	<b>56,425.50</b>	<b>96,308.08</b>
Expense		
65000 · Legal Fees		
65003 · Project Representation	0.00	8,771.00
65004 · General Retainer Matters	0.00	2,172.50
<b>Total 65000 · Legal Fees</b>	<b>0.00</b>	<b>10,943.50</b>
66000 · Accounting	900.00	4,500.00
66500 · Professional Services	2,400.00	7,200.00
69000 · Fees & Charges		
69002 · Bank Fee	0.00	20.00
69004 · Service Fee	0.00	131.27
69006 · Loan Servicing Fees	0.00	7,756.45
<b>Total 69000 · Fees &amp; Charges</b>	<b>0.00</b>	<b>7,907.72</b>
71000 · Local Industry Support		
71750 · GO VA Grant Expenses	5,000.00	565,000.00
71752 · Go VA Grant Reimb Expenses 2	0.00	19,918.07
<b>Total 71750 · GO VA Grant Expenses</b>	<b>0.00</b>	<b>19,918.07</b>

EDA  
**Profit & Loss YTD Comparison**  
November 2023

	Nov 23	Jul - Nov 23
73000 · Marketing	7,609.16	38,045.80
73100 · Other Events	1,151.42	2,125.67
73101 · Event Xmas	13,723.72	22,027.82
75000 · Business Appreciation Event	0.00	107.89
<b>Total Expense</b>	<b>30,784.30</b>	<b>677,776.47</b>
<b>Net Ordinary Income</b>	<b>25,641.20</b>	<b>-581,468.39</b>
<b>Net Income</b>	<b>25,641.20</b>	<b>-581,468.39</b>

# EDA Account QuickReport As of November 30, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance	
<b>10000 - Checking-Stifel</b>								
Check	11/22/2023		Stifel		17805 · CD8-St...	-30,824.71	30,824.71	
Deposit	11/22/2023		Stifel	Interest	46400 · Bank In...	2.65	0.00	
Check	11/27/2023		Stifel	Interest Reinve...	17900 · Stifel S...	-532.67	2.65	
Deposit	11/27/2023		Stifel	Deposit	17900 · Stifel S...	532.67	-530.02	
Total 10000 · Checking-Stifel							-30,822.06	2.65
<b>TOTAL</b>							<b>-30,822.06</b>	<b>2.65</b>

**EDA**  
**Account QuickReport**  
As of November 30, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance	
<b>10900 - Money Market - VCC 502</b>								
Deposit	11/02/2023		ACE Flight Solutions ...	Deposit	11500 · Other ...	833.83	17,285.65	
Deposit	11/02/2023		Embrey Mill	Deposit	11500 · Other ...	2,001.19	18,119.48	
Deposit	11/02/2023		Stellar Investments	Deposit	11500 · Other ...	311.06	20,120.67	
Deposit	11/02/2023		Columbus Cartography	Deposit	11500 · Other ...	622.12	20,431.73	
Deposit	11/02/2023		Next Level Mosiac	Deposit	11500 · Other ...	1,069.58	21,053.85	
Deposit	11/02/2023		Santana Holdings LLC	Deposit	11500 · Other ...	1,025.83	22,123.43	
Check	11/06/2023		Next Level Mosiac	return payment	11500 · Other ...	-1,069.58	23,149.26	
Deposit	11/09/2023		Vitae Visual	Deposit	11500 · Other ...	442.96	22,079.68	
Deposit	11/16/2023		Next Level Mosiac	Deposit	11500 · Other ...	1,069.58	22,522.64	
Deposit	11/30/2023			Interest	46400 · Bank In...	18.84	23,592.22	
Total 10900 - Money Market - VCC 502							6,325.41	23,611.06
<b>TOTAL</b>							<b>6,325.41</b>	<b>23,611.06</b>

**EDA**  
**Account QuickReport**  
**As of November 30, 2023**

2:51 PM  
01/05/24  
Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>10100 - Checking-VPB Operating -2143</b>							
Transfer	11/01/2023						134,049.12
Bill Pmt -Check	11/02/2023	2154	Wireless Research C...	Funds Transfer	10903 · Money ...	-144,000.00	-9,950.88
Bill Pmt -Check	11/02/2023	2155	Locus Capital	RloT Smart Ci...	20000 · Account...	-5,000.00	-14,950.88
Deposit	11/03/2023		Julio E Montano-Fern...	Loan Closing ...	20000 · Account...	-3,974.84	-18,925.72
Deposit	11/03/2023		Woodstream 610 LLC	Deposit	11500 · Other ...	2,794.10	-16,131.62
Deposit	11/03/2023		Comm Foun of Rapp ...	Deposit	45566 · Xmas ...	5,000.00	-11,131.62
Deposit	11/03/2023		Silver Foundation Inc	Deposit	45566 · Xmas ...	10,000.00	-1,131.62
Bill Pmt -Check	11/13/2023	2157	FBGTROLLEY, INC	VOID:	45566 · Xmas ...	10,000.00	8,868.38
Bill Pmt -Check	11/13/2023	2158	Earl R. Rodriguez	Christmas Eve...	20000 · Account...	0.00	8,868.38
Bill Pmt -Check	11/13/2023	2159	Earl R. Rodriguez	Christmas Eve...	20000 · Account...	-1,900.00	6,968.38
Bill Pmt -Check	11/20/2023	2160	Pyrotechnico Firewor...	Christmas Eve...	20000 · Account...	-1,900.00	5,068.38
Bill Pmt -Check	11/20/2023	2161	Santa Greg	2 of 2	20000 · Account...	-2,000.00	3,068.38
Bill Pmt -Check	11/20/2023	2162	WBQB and WVFAP	VOID:	20000 · Account...	-2,995.00	73.38
Bill Pmt -Check	11/20/2023	2163	Fredericksburg Suppl...	VOID:	20000 · Account...	-800.00	-726.62
Bill Pmt -Check	11/20/2023	2164	Apple Music	VOID:	20000 · Account...	-450.00	-1,176.62
Bill Pmt -Check	11/22/2023	2166	Stafford Printing	Christmas Eve...	20000 · Account...	0.00	-1,176.62
Bill Pmt -Check	11/27/2023	2167	Chase	Account 4246 ...	20000 · Account...	-2,300.00	-3,476.62
Bill Pmt -Check	11/27/2023	2168	Joy's Delightz, LLC	November Bee...	20000 · Account...	-226.00	-3,702.62
Bill Pmt -Check	11/27/2023	2169	Le Grand Cru Caterin...	VOID:	20000 · Account...	-226.00	-3,928.62
Bill Pmt -Check	11/27/2023	2170	Wine and Design of ...	Décor Reimbu...	20000 · Account...	-125.28	-4,053.90
Bill Pmt -Check	11/27/2023	2171	United Rentals	VOID:	20000 · Account...	-941.85	-4,995.75
Bill Pmt -Check	11/27/2023	2172	Brolin Creative LLC	Marketing and ...	20000 · Account...	0.00	-4,995.75
Bill Pmt -Check	11/29/2023	2173	Not Just Numbers Inc	Nov 2023 MSP	20000 · Account...	-273.75	-5,269.50
Bill Pmt -Check	11/29/2023	2174	Brittany Fowler	Deposit	20000 · Account...	-2,452.24	-7,721.74
Deposit	11/29/2023		Hirschler Fleischer	Deposit	20000 · Account...	-7,609.16	-15,330.90
Deposit	11/29/2023		Fredricksburg Region...	Deposit	20000 · Account...	-900.00	-16,230.90
Deposit	11/29/2023		Hendon Family LLC	Deposit	20000 · Account...	-2,400.00	-18,630.90
Deposit	11/29/2023			Deposit	45566 · Xmas ...	1,000.00	-17,630.90
Deposit	11/29/2023			Deposit	45566 · Xmas ...	5,000.00	-12,630.90
Deposit	11/29/2023			Deposit	45566 · Xmas ...	20,000.00	7,369.10
Deposit	11/29/2023			Deposit	45550 · Other ...	1,000.00	8,369.10
Total 10100 · Checking-VPB Operating -2143							8,369.10
<b>TOTAL</b>							<b>8,369.10</b>

EDA  
**Account QuickReport**  
As of November 30, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
10102 - Checking Testbed	VPB 4016						15,000.00
Total 10102 - Checking Testbed	VPB 4016						15,000.00
<b>TOTAL</b>							<b>15,000.00</b>

4B

**ECONOMIC DEVELOPMENT AUTHORITY  
OF STAFFORD COUNTY, VIRGINIA**

**FINANCIAL AND COMPLIANCE REPORTS**

**YEAR ENDED JUNE 30, 2023**



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ASSURANCE, TAX & ADVISORY SERVICES



**ECONOMIC DEVELOPMENT AUTHORITY OF  
STAFFORD COUNTY, VIRGINIA**

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## **INTRODUCTORY SECTION**

**ECONOMIC DEVELOPMENT AUTHORITY OF  
STAFFORD COUNTY, VIRGINIA**

**June 30, 2023**

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**Members**

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Howard Owen, Chairman  
Price Jett  
Danielle Davis  
John F. Rowley III (Jack), Treasurer  
Marlon Wilson  
Heather Hagerman, Vice-Chair  
Charles W. Payne, Jr., Esquire, Counsel  
Dale Hendon, Secretary

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## **FINANCIAL SECTION**



## INDEPENDENT AUDITOR'S REPORT

Members of the Board of Directors  
Economic Development Authority of Stafford County, Virginia

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the financial statements of the Economic Development Authority of Stafford County, Virginia (Authority), a discretely presented component unit of Stafford County, Virginia, as of and for the years ended June 30, 2023 and 2022, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the Authority, as of June 30, 2023 and 2022, and the respective changes in financial position, and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*); and the *Specifications for Audits of Authorities, Boards and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Our responsibilities under those standards and specifications are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Responsibilities of Management for the Financial Statements***

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 4-7 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Information***

Management is responsible for the other information included in the annual report. The other information comprises the introductory section as listed in the table of contents, but does not include the basic financial statements and our auditor's report thereon. Our opinion on the basic financial statements does not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 12, 2023 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Authority's internal control over financial reporting and compliance.

*PBMares, LLP*

Harrisonburg, Virginia  
December 12, 2023

## Management Discussion and Analysis Fiscal Year 2023

### The Members

Economic Development Authority of Stafford County, Virginia  
Stafford County, Virginia

As management of the Economic Development Authority of Stafford County, Virginia, we offer the readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Economic Development Authority of Stafford County, Virginia for the fiscal year end June 30, 2023. We encourage readers to consider the information presented here in conjunction with additional information presented in the financial statements and notes to the financial statements.

### Financial Highlights

The Authority's assets exceeded its liabilities by \$2,232,601 for the fiscal year reported. This compares to the previous year when assets exceeded liabilities by \$2,583,025.

The unrestricted net position balance of \$2,232,601 and \$2,583,025 represents the portion available to maintain the Authority's continuing operations as of June 30, 2023 and 2022, respectively.

Net position decreased from \$350,424 to \$2,232,601 as of June 30, 2023.

The following represents the Authority's financial position for the years ended June 30, 2023 and 2022:

### Summary of Net Position

	2023	2022
<b>ASSETS</b>		
Current assets	\$ 1,473,685	\$ 1,637,100
Noncurrent assets	770,404	959,557
<b>Total Assets</b>	<b>2,244,089</b>	<b>2,596,657</b>
<b>LIABILITIES</b>		
Long-term liabilities	11,488	13,632
<b>Total Liabilities</b>	<b>11,488</b>	<b>13,632</b>
<b>NET POSITION</b>		
Unrestricted	2,232,601	2,583,025
<b>Total Net Position</b>	<b>\$ 2,232,601</b>	<b>\$ 2,583,025</b>



**Summary of Change in Net Position**

	2023		2022	
	Amount	% Total	Amount	% Total
<b>REVENUES</b>				
Sponsorship revenue	\$ 90,293	3.42%	\$ 20,500	8.67%
Bond issuance and loan fees	11,156	0.42%	11,590	4.90%
Assistance and grants	2,492,136	94.28%	155,977	65.99%
Interest income	49,860	1.89%	48,287	20.43%
<b>Total Revenues</b>	<b>2,643,445</b>	<b>100.00%</b>	<b>236,354</b>	<b>100.00%</b>
<b>EXPENSES</b>				
Local industry assistance and grants	2,776,062	92.72%	136,810	39.76%
Administration and marketing	161,170	5.38%	132,921	38.63%
Professional fees	51,790	1.73%	35,922	10.44%
Bank and service fees	4,847	0.16%	4,905	1.43%
Unrealized loss on investment	-	0.00%	33,548	9.75%
<b>Total Expenses</b>	<b>2,993,869</b>	<b>100.00%</b>	<b>344,106</b>	<b>100.00%</b>
<b>Change in Net Position</b>	<b>\$ (350,424)</b>		<b>\$ (107,752)</b>	

**Overview of the Financial Statement**

The Authority is an independent political subdivision of the Commonwealth, with such public and corporate powers as are set forth in this chapter § 15.2 established by Stafford County. The financial statements are reported on accrual basis of accounting. Operating revenue and expenses are distinguished from non-operating revenue and expenses. Examples of operating revenue and expenses include sponsorships and expenses on the Annual Appreciation Reception and other events, whereas non-operating include revenue and expenses on property sales.

Following the Management’s Discussion and Analysis are the basic financial statements of the Authority together with the notes, which are essential to a full understanding of the data contained in the financial statements. The Authority’s basic financial statements are designed to provide readers with a broad overview of the Authority’s finances.

The *Statement of Net Position* presents information on all the Authority’s assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of the Authority’s financial position.

The *Statement of Revenues, Expenses and Changes in Net Position* presents information showing how the Authority’s net position changed during the most recent year. All changes in net position are reported as soon as the underlying event occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future periods.

The *Statements of Cash Flows* relates to the cash and cash equivalents. Consequently, only transactions that affect the Authority’s cash accounts are recorded in this statement. A reconciliation is provided at the bottom of the Statement of Cash Flows to assist in the understanding of the difference between cash flows from operating activities and operating income. In the fiscal year ended June 30, 2023, cash decreased by \$289,626 primarily due to the commitment to Germanna Community College.

## **Economic Factors**

The Authority acts in the capacity of the economic development organization, separate from Stafford County government. However, the Authority works to implement the strategic economic development goals of the County as promulgated by the Stafford County Board of Supervisors in their Strategic Plan and the associated Economic Development and Tourism Strategies and Plans.

- In 2023, the Authority continued to offer businesses support through convening and networking opportunities through its annual business appreciation reception (BAR) for local businesses and quarterly events. The Authority raised over \$20,000 in sponsorship revenues for these events (some of these were previously committed or secured in prior fiscal years). The sponsorships covered approximately 95% of the direct costs of the events.
- The Authority also made significant investments in 2023 to community events and organizations to provide opportunities for workforce training, business services, and increase economic activity. A specific example of this is the EDA contribution of \$25,000 to support an annual tournament with the American Junior Golf Association. These funds contributed to over \$190,000 in local economic impact and over \$24,000 in contributions to local charities through the event.
- In September 2020, the Authority pledged a grant to Germanna Community College for \$750,000 to be paid over five years in equal annual installments. The grant was to be used to expand the Barbara J. Fried Center located in Stafford County. Subsequently, the Authority amended an MOU with Germanna as the Community College chose a more suitable location in Stafford that was in keeping with the spirit of the original pledge. The updated terms of the pledge require Germanna Community College to provide the Authority with various project information including a project budget, expansion plans, and project approvals before the first grant installment is paid. The first installment of \$200,000 was paid in February 2023. A subsequent full payment was made for \$550,000 in July 2023 satisfying the Authority's pledge.
- **Loan programs:** In July 2019, the Stafford Economic Development Authority Loan Program was approved with a Memorandum of Understanding (MOU) with Rappahannock Economic Development Corporation (REDCO), Virginia Community Capital (VCC) and the University of Mary Washington Small Business Development Center (UMWSBDC) to manage the Stafford Economic Development Authority (Authority) Loan Program. The purpose of the program is to encourage the expansion of new and existing businesses in Stafford County. The Authority, REDCO, and VCC will work in coordination and collaboration to accept loan applications, review, underwrite, close, and service loans. The loan program offers three loan types to qualified borrowers: Business Growth Loans, Micro Loans and COVID-19 Loans. In July 2020, the Authority entered into the first loan agreement under this program. As of June 30, 2023, there are seven loan agreements under this program, and \$148,774 remains available for loan programs.
- In the fall of 2022, Stafford County announced a reorganization of the former Economic Development and Tourism Department, moving the Tourism Department into another County Department. This change took the Department staff headcount from 8 to 5 personnel. Subsequently, several members of the County staff announced their departure fluctuating the Department between 2-4 staff members over the last half of fiscal year 2023. These staff transitions include the departure of the Department's Director. Though there are no specific issues we can point to arising from this transition, the fact that it has strained the EDA's capacity should not be overlooked.
- In September of 2023, the Authority entered into a contract to support several administrative functions of the EDA to include the GoVA grants. This contract operates on a month-to-month basis with a 60-day notice required to cancel the agreement by either party. The monthly fee for these services is \$2,400.

- The EDA has engaged with Stafford County to request a transition of the County's parcel at RV Parkway be transferred to the EDA. The EDA would then redevelop the parcel through partnerships or grants. This former landfill is a prime location for industrial use. The County is currently in the process of rezoning the property and the EDA is willing to accept this parcel and has budgeted for this parcel to be transferred in 2024.
- The EDA serves as a conduit for several state and local incentives. In 2023 this accounted for more than 2 million in the EDA's cash flow. It is anticipated that these passthrough incentives will continue and increase in the future.
- ARPA Agreement: In September 2023, the EDA entered into an agreement with Stafford County to use \$72,000 of the County's ARPA funds for a workforce marketing initiative in Qualified Census Tracts (QCTs). These funds will be focused on advertising open positions at Stafford-based businesses and Stafford as a beneficial place to work more generally. An RFP to secure a contractor has been approved and is pending advertisement.
- As part of two Go Virginia Grants, spanning fiscal years 2022, 2023, and 2024 the EDA has helped establish the Virginia Smart Community Testbed. The Testbed is a location for a statewide program that fosters and encourages new "smart" technologies to improve public infrastructure and public services. Stafford County EDA is a Founding Partner of the Testbed. To date, the activities in the Testbed have resulted in supporting over 80 technology-based businesses and have directly resulted in attracting new companies to Stafford County. The EDA secured office equipment and specific supplies for the Testbed through the Grant and a portion of its own financial resources. Additionally, the EDA took on contractual responsibility for the Grant and sub-contracts for a Technology Specialist and contractual work on entrepreneurship with RIoT, LLC through the end of fiscal year 2023. The EDA intends to continue to act in its capacity to sustain the work of the Virginia Smart Community Testbed and spread the entrepreneurial ecosystem regionally. The Authority also plans to aggressively pursue partnerships and seek grant funding to do so.

### **Contacting the Authority's Financial Management**

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the Authority's finances and to show the Authority's accountability for the money it receives and generates. The Authority does not receive any direct funding from Stafford County. If you have questions about this report or need additional information, contact the Authority's office in Stafford, Virginia.

Respectfully submitted,



Jack Rowley, Treasurer

Economic Development Authority of Stafford County, Virginia

## **BASIC FINANCIAL STATEMENTS**

**ECONOMIC DEVELOPMENT AUTHORITY  
OF STAFFORD COUNTY, VIRGINIA**

**STATEMENTS OF NET POSITION  
June 30, 2023 and 2022**

	2023	2022
<b>ASSETS</b>		
Current Assets		
Cash and cash equivalents	\$ 1,287,353	\$ 1,576,979
Other assets	4,002	164
Notes receivable - current	54,928	59,957
Investments	127,402	-
	<hr/>	<hr/>
<b>Total current assets</b>	<b>1,473,685</b>	<b>1,637,100</b>
Noncurrent Assets		
Notes receivable - noncurrent	520,404	459,557
Certificates of deposit	250,000	500,000
	<hr/>	<hr/>
<b>Total noncurrent assets</b>	<b>770,404</b>	<b>959,557</b>
	<hr/>	<hr/>
<b>Total assets</b>	<b>2,244,089</b>	<b>2,596,657</b>
<b>LIABILITIES</b>		
Accounts Payable	11,488	13,632
	<hr/>	<hr/>
<b>Total liabilities</b>	<b>11,488</b>	<b>13,632</b>
<b>NET POSITION</b>		
Unrestricted	2,232,601	2,583,025
	<hr/>	<hr/>
<b>Total net position</b>	<b>\$ 2,232,601</b>	<b>\$ 2,583,025</b>
	<hr/> <hr/>	<hr/> <hr/>

**ECONOMIC DEVELOPMENT AUTHORITY  
OF STAFFORD COUNTY, VIRGINIA**

**STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
Years Ended June 30, 2023 and 2022**

	2023	2022
Revenues:		
Operating revenue:		
Sponsorship revenue	\$ 90,293	\$ 20,500
Bond issuance and loan fees	11,156	11,590
<b>Total operating revenues</b>	<b>101,449</b>	<b>32,090</b>
Expenses:		
Operating expenses:		
Local industry assistance and grants	2,776,062	136,810
Administration and marketing	161,170	132,921
Professional fees	51,790	35,922
Bank and service fees	4,847	4,905
<b>Total operating expenses</b>	<b>2,993,869</b>	<b>310,558</b>
<b>Operating loss</b>	<b>(2,892,420)</b>	<b>(278,468)</b>
Non-operating revenue (expense):		
Unrealized loss on investment	-	(33,548)
Interest income	49,860	48,287
Intergovernmental revenue	2,492,136	155,977
<b>Total nonoperating revenues, net</b>	<b>2,541,996</b>	<b>170,716</b>
<b>Change in net position</b>	<b>(350,424)</b>	<b>(107,752)</b>
Net Position, beginning	2,583,025	2,690,777
Net Position, ending	<b>\$ 2,232,601</b>	<b>\$ 2,583,025</b>

**ECONOMIC DEVELOPMENT AUTHORITY  
OF STAFFORD COUNTY, VIRGINIA**

**STATEMENTS OF CASH FLOWS  
Years Ended June 30, 2023 and 2022**

	2023	2022
Cash Flows from Operating Activities:		
Receipts from economic development activities	\$ 97,611	\$ 44,144
Payment to suppliers and grant recipients	(2,996,013)	(317,210)
<b>Net cash used in operating activities</b>	<b>(2,898,402)</b>	<b>(273,066)</b>
Cash Flows from Noncapital and Related Financing Activities:		
Contributions from governments	2,492,136	155,977
<b>Net cash provided by noncapital and related financing activities</b>	<b>2,492,136</b>	<b>155,977</b>
Cash Flows from Investing Activities:		
Interest and other income	49,860	48,287
Notes receivable issued	(138,000)	-
Payments received on notes receivable	82,182	229,846
Purchase of investments	(127,402)	-
Sale of investments	250,000	-
<b>Net cash provided by investing activities</b>	<b>116,640</b>	<b>278,133</b>
<b>Net increase (decrease) in cash and cash equivalents</b>	<b>(289,626)</b>	<b>161,044</b>
Cash and Cash Equivalents:		
Beginning	1,576,979	1,415,935
Ending	\$ 1,287,353	\$ 1,576,979
Reconciliation of Operating Loss to Net Cash Used in Operating Activities		
Operating loss	\$ (2,892,420)	\$ (278,468)
Changes in operating assets and liabilities:		
Decrease (increase) in:		
Other assets	(3,838)	12,054
Increase (decrease) in:		
Accounts payable	(2,144)	3,348
Other liabilities	-	(10,000)
<b>Net cash used in operating activities</b>	<b>\$ (2,898,402)</b>	<b>\$ (273,066)</b>
Schedule of Noncash Investing Activities		
Unrealized loss on investments	\$ -	\$ 33,548

# ECONOMIC DEVELOPMENT AUTHORITY OF STAFFORD COUNTY, VIRGINIA

## NOTES TO FINANCIAL STATEMENTS

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### **Note 1. Nature of Business**

The Economic Development Authority of Stafford County, Virginia (Authority) is a component unit of Stafford County, Virginia (County). The Authority was established under the Industrial Development and Revenue Bond Act (Chapter 33, Section 15.1-1373 et. seq.) of the *Code of Virginia* (1950, as amended). The Authority has the responsibility to promote industry and develop trade by inviting manufacturing, industrial and commercial enterprises to locate to or remain in the County. The Authority has been determined to be a component unit of the County in accordance with Governmental Auditing Standards. Component units are legally separate entities. The Authority has no direct financial commitment from the County. Per statute, “upon dissolution of the Authority, its assets shall be vested in Stafford County and possession of such funds and properties shall forthwith be delivered to the County.”

### **Note 2. Significant Accounting Policies**

**Measurement focus, basis of accounting and financial statement presentation:** The Authority’s financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

The Authority distinguishes operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services in connection with the Authority’s principal ongoing operations. The principal operating revenues of the Authority arise from bond issuance fees and sponsorships. Operating expenses include various program costs and contractual services. All revenues and expenses not meeting this definition are reported as nonoperating. When both restricted and unrestricted resources are available for use, it is the Authority’s policy to use restricted resources first.

**Cash and cash equivalents:** The Authority considers all highly liquid investments purchased with a maturity of three months or less to be cash equivalents.

**Capital assets:** Capital assets are reported at cost or fair value at time of donation or purchase. Buildings are depreciated using the straight-line method over a useful life of 30 years. At June 30, 2023, the Authority did not have ownership of any capital assets.

**Net position:** Net position is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources.

**Use of estimates:** The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Subsequent events:** The Authority has evaluated subsequent events through December 12, 2023, the date on which the financial statements were available to be issued.



**ECONOMIC DEVELOPMENT AUTHORITY  
OF STAFFORD COUNTY, VIRGINIA**

**NOTES TO FINANCIAL STATEMENTS**

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**Note 3. Deposits and Investments**

**Deposits:** Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the Act), Section 2.2-4400 et seq. of the *Code of Virginia*. Under the Act, banks and savings institutions holding public deposits in excess of the amount insured by the FDIC must pledge collateral to the Commonwealth of Virginia Treasury Board. Financial institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in the amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized.

**Custodial credit risk (deposits):** Custodial credit risk (deposits) is the risk that in the event of a bank failure, the Authority's deposits may not be returned to it. The Authority's investment policy requires all deposits to be insured under FDIC or comply with the Act. At year-end, none of the Authority's deposits were exposed to custodial credit risk.

**Investment policy:** State statutes authorize local governments and other public bodies to invest in obligations of the United States or its agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, "prime quality" commercial paper and certain corporate notes, bankers' acceptances, repurchase agreements, and the LGIP.

An investment policy has been adopted by the Authority which states that the funds of the Authority can only be invested in AAA-rated debt instruments or federally insured certificates of deposit.

The Authority categorizes its fair value measurements within the fair value hierarchy established by U.S. GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs, and Level 3 inputs are significant unobservable inputs.

The Authority has the following investment subject to recurring fair value measurement as of June 30, 2023:

- Certificates of deposit totaling \$250,000, valued using quoted market prices (level 1 inputs), are classified as long-term investments as of June 30, 2023. The certificates bear interest at 3.05% and mature in 60 months.
- Money market account totaling \$127,402, valued using quoted market prices (level 1 inputs), is classified as short-term investments as of June 30, 2023. The account bears interest at 4.50%.

**ECONOMIC DEVELOPMENT AUTHORITY  
OF STAFFORD COUNTY, VIRGINIA**

**NOTES TO FINANCIAL STATEMENTS**

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**Note 4. Notes Receivable**

As of June 30, 2023, notes receivable totaled \$575,332 with a current portion reported in the amount of \$54,928. The notes are the result of property sale financing and the Authority's loan programs. The Authority considers the notes receivable to be collectible; therefore, no allowance for losses has been reported.

**Property sales financing:** The Authority has entered into various property sale agreements and as a result, has agreed to finance the following sales:

In June 2019, the Authority sold 1318 Jefferson Davis Highway in Stafford County for the amount of \$650,000. A note was executed in the amount of \$455,000 with interest of 5.5% per annum and monthly payments of \$2,794. The note is amortized over a 25-year period and matures on June 1, 2026. The note is secured by a deed of trust on the property designated as Stafford County, Virginia Tax Map Parcel A, 38-29. At June 30, 2023, the note balance was \$417,048.

**Micro Loans:** During fiscal year 2021, in accordance with the Authority's loan program, a Micro Loan was made in the amount of \$15,000 with interest of 2% and monthly payments of \$513. The loan matures in July 2023. The loan was fully paid off in June 2023.

During fiscal year 2022, in accordance with the Authority's loan program, three Micro Loans were made totaling \$95,000 with interest of 4.25% and monthly payments ranging from \$443 to \$699. The loans mature in April 2025, August 2026, and June 2027. At June 30, 2023, the note balances were \$38,227. One of these loans was fully paid off in March 2023.

During fiscal year 2023, in accordance with the Authority's loan program, three Micro Loans were made totaling \$95,000 with interest ranging from 4.25% to 7.50% and monthly payments ranging from \$249 to \$1,619. The loans mature in April 2026 and September 2027. At June 30, 2023, the note balances were \$120,057. See Note 6 for more detail on the Micro Loans program.

**Note 5. Conduit Debt**

Periodically, the Authority issues Industrial Revenue Bonds to provide financial assistance to private-sector entities for the acquisition and construction of industrial and commercial facilities deemed to be in the public interest. The bonds are secured by the property financed and are payable solely from payments received on the underlying mortgage loans. Upon repayment of the bonds, ownership of the acquired facilities transfers to the private-sector entity served by the bond issuance. The Authority is not obligated in any manner for repayment of the bonds. Accordingly, the bonds are not reported as liabilities in the accompanying financial statements. There are no such agreements for the Authority as of June 30, 2023.

**ECONOMIC DEVELOPMENT AUTHORITY  
OF STAFFORD COUNTY, VIRGINIA**

**NOTES TO FINANCIAL STATEMENTS**

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**Note 6. Commitments**

***Go Virginia grant:*** The Authority was awarded a grant from Go Virginia for \$215,000 to establish a RioT Accelerator Program in the Rappahannock Regional Entrepreneur Ecosystem. In July 2021, the Authority partnered with RIoT which launched the two-year accelerator program. As a part of this grant, in September 2021 the Authority entered into a two-year agreement with the Virginia Innovation Partnership Corporation (formerly Center for Innovative Technology) and launched a new Smart and Cyber Tech Entrepreneur Development Program with the Virginia Smart Community Testbed. The Authority paid for one-half of the cost for the specialist contractor up to \$130,000 over a two-year program, with that amount, up to \$65,000 of that cost reimbursed by the Go Virginia Grant. VIPC has paid for the other half of the cost to the contractor up to \$65,000. In 2023, the Authority signed a no-cost extension of this program to complete the final accelerator course beginning in August. There is an anticipated final reimbursement for the grant program for approximately \$25,000 in January 2024.

***Germanna Community College grant:*** In September 2020, the Authority pledged a grant to Germanna Community College for \$750,000 to be paid over five years in equal annual installments. The grant will be used to expand the Barbara J. Fried Center located in Stafford County. Subsequently, the Authority amended an MOU with Germanna as the Community College chose a more suitable location in Stafford that was in keeping with the spirit of the original pledge. The updated terms of the pledge require Germanna Community College to provide the Authority with various project information including a project budget, expansion plans, and project approvals before the first grant installment is paid. The first installment of \$200,000 was paid in February 2023. A subsequent full payment was made for \$550,000 in July 2023 satisfying the Authority's pledge.

***Loan programs:*** In July 2019, the Stafford Economic Development Authority Loan Program was approved with a Memorandum of Understanding (MOU) with Rappahannock Economic Development Corporation (REDCO), Virginia Community Capital (VCC) and the University of Mary Washington Small Business Development Center (UMWSBDC) to manage the EDA Loan Program. The purpose of the program is to encourage the expansion of new and existing businesses in Stafford County. The Authority, REDCO, and VCC will work in coordination and collaboration to accept loan applications, review, underwrite, close, and service loans. The loan program offers three loan types to qualified borrowers: Business Growth Loans, Micro Loans and COVID-19 Loans. In July 2020, the Authority entered into the first loan agreement under this program. As of June 30, 2023, there are seven loan agreements under this program, and \$148,774 remains available for loan programs.

***Marketing contract:*** In July 2020, the Authority entered into a one-year marketing contract that has been renewed annually. The contract was renewed for another year commencing August 1, 2023 with a monthly fee of 7,609.

**ECONOMIC DEVELOPMENT AUTHORITY  
OF STAFFORD COUNTY, VIRGINIA**

**NOTES TO FINANCIAL STATEMENTS**

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**Note 7. Related Parties**

Various Board Members of the Authority provide services to the Authority in the normal course of business.

**Note 8. Risk Management**

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. To reduce insurance costs and the need for self-insurance, the Authority has coverage with the Virginia Association of Counties Group Self Insurance Association (Association) for liability insurance. Each Association member jointly and severally agrees to assume, pay and discharge any liability. The Authority pays the Association contributions and assessments based upon classifications and rates into a designated cash reserve fund out of which expenses of the Association and claims and awards are to be paid. In the event of a loss deficit and depletion of all available excess insurance, the Association may assess all members the proportion in which the premium of each bears to the total premiums of all members in the year in which such deficit occurs.

**Note 9. Pending GASB Statements**

At June 30, 2023, the Governmental Accounting Standards Board (GASB) had issued statements not yet implemented by the Authority. The statements which might impact the Authority are as follows:

GASB Statement No. 99, *Omnibus 2022*, will enhance comparability in accounting and financial reporting and improve the consistency of authoritative literature by addressing (1) practice issues that have been identified during implementation and application of certain GASB statements and (2) accounting and financial reporting for financial guarantees. The portion of the Statement related to financial guarantees and the classification and reporting of derivative instruments within the scope of Statement No. 53 are effective for fiscal years beginning after June 15, 2023.

GASB Statement No. 100, *Accounting Changes and Error Corrections – an amendment of GASB Statement No. 62*, will enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. Statement No. 100 will be effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023.

Management has not determined the effect these new Statements may have on prospective financial statements.

**ECONOMIC DEVELOPMENT AUTHORITY  
OF STAFFORD COUNTY, VIRGINIA**

**NOTES TO FINANCIAL STATEMENTS**

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**Note 10. Subsequent Events**

*ARPA Agreement:* In September 2023, the EDA entered into an agreement with Stafford County to use \$72,000 of the County's ARPA funds for a workforce marketing initiative in Qualified Census Tracts (QCTs). These funds will be focused on advertising open positions at Stafford-based businesses and Stafford as a beneficial place to work more generally. An RFP to secure a contractor has been approved and is pending advertisement.

*RV Parkway:* The EDA has engaged with Stafford County to request a transition of the County's parcel at RV Parkway be transferred to the EDA. The EDA would then redevelop the parcel through partnerships or grants. This former landfill is a prime location for industrial use. The County is currently in the process of rezoning the property and the EDA is willing to accept this parcel and has budgeted for this parcel to be transferred in 2024.

*Go Virginia Planning Grant:* In July 2023, the Authority was awarded a one-year grant from Go Virginia for \$195,000 to establish to expand the Testbed Entrepreneurial Ecosystem Across Region 6. As a part of this grant, in October 2023 the Authority entered into an agreement with RIoT to support the planning efforts for this program. RIoT, with support from the Testbed Tech Specialist, EDA Marketing Contractor, and the Grant Manager, will execute three discovery meetings to identify potential opportunities for entrepreneurs to pilot identified community needs across Go Virginia Region 6.

## **COMPLIANCE SECTION**



**INDEPENDENT AUDITOR’S REPORT ON  
INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

Members of the Board of Directors  
Economic Development Authority of Stafford County, Virginia

We have audited, in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the Economic Development Authority of Stafford County, Virginia (Authority), a discretely presented component unit of Stafford County, Virginia, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Authority’s basic financial statements, and have issued our report thereon dated December 12, 2023.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Authority’s internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

## **Report on Compliance and Other Matters**

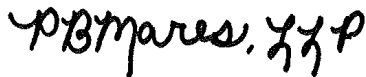
As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. We did identify an instance of noncompliance, described in the accompanying Schedule of Finding and Response as item 2023-001.

## **Authority's Response to Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on the Authority's response to the finding identified in our audit and described in the accompanying Schedule of Finding and Response. The Authority's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Harrisonburg, Virginia  
December 12, 2023



**ECONOMIC DEVELOPMENT AUTHORITY  
OF STAFFORD COUNTY, VIRGINIA**

**SCHEDULE OF FINDING AND RESPONSE  
Year Ended June 30, 2023**

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**Section I. FINANCIAL STATEMENT FINDINGS**

A. Compliance Finding

**2023-001: Compliance with *Security for Public Deposits Act***

Criteria: The *Security for Public Deposits Act*, contained in the *Code of Virginia*, Sections 2.2-4400 to 2.2-4411, governs security for Virginia public deposits held in financial institutions. In Virginia, all public deposits must be identified as such to ensure the safety of the deposit.

Condition: Upon auditing cash balances, it was noted that a bank used by the Authority is not identified as a public deposit by the Virginia Department of the Treasury.

Recommendation: We recommend the Authority contact the bank to ensure the bank is properly reported as a public deposit by the Virginia Department of the Treasury.

Views of Responsible Officials: The auditee agrees with these recommendations and is taking steps to address this finding. While we agree with these findings, it should be noted that these accounts were opened in 2015 according to records from Stifel. We have also completed an annual audit in each of those years following the opening of this account. While we will take swift corrective action, it is our view that these accounts are properly managed at a reputable financial institution. The amounts of these deposits and holdings were reported on at the regular monthly meetings of the Authority, and are held in FDIC-insured accounts.

**CORRECTIVE ACTION PLAN**  
**Year Ended June 30, 2023**

**Identifying Number: 2023-001: Compliance with *Security for Public Deposits Act***

**Finding:**

Upon auditing cash balances, it was noted that a bank used by the Authority is not identified as a public deposit by the Virginia Department of the Treasury.

**Corrective Action Taken or Planned:**

The EDA has contacted the account representatives at Stifel and instructed them to submit the proper compliance materials to the Virginia Department of the Treasury. The Authority's contact person will provide regular progress updates to the Authority at the regular monthly meeting. Should the deposit holder not provide proper compliance paperwork to the Virginia Department of the Treasury or satisfactory progress to the Authority by May 31, 2024, the Authority will move any accounts in question to another institution as soon as practicable.

The contact person responsible for the corrective action is Jack Rowley, Treasurer of the Economic Development Authority with the assistance of the EDA Secretary.

4C

### Banks Accounts

#### LinkBank (formerly Virginia Partners Bank)

- Operating (2143)
- CARES Act (3117)
  - This account was closed on Sept. 19, 2022, with a note to the Bookkeeper to keep \$15,770.11 as a Cares Act balance.
- Testbed Account. A new account was requested and is being established as of April 4, 2023. This account is to hold a Testbed sponsor or other cash account (e.g., grants).
- Money Market Account (0572)

#### Stifel

#### Locus (formerly Virginia Community Capital, Loan Funds)

#### U.S. Bank (Closed)

### Bank Statements

- A. Each month, Admin saves and files bank statements from each bank into the appropriate folder under Z:\S Drive Files\Economic Development\EDA\Financials
- B. Admin sends a copy to Finance (Bookkeeper)
- C. EDA's main checking account—Linkbank (Operating)—is filed here:  
[Z:\S Drive Files\Economic Development\EDA\Financials\Bank Account Info. \(Virginia Partners Bank\)\Account Statements\VPB Bank # 2030002143](Z:\S Drive Files\Economic Development\EDA\Financials\Bank Account Info. (Virginia Partners Bank)\Account Statements\VPB Bank # 2030002143)

### Invoices\Reimbursements (all subject to EDA Procurement Policy)

- A. Admin receives invoices from vendors or reimbursement receipts from employees
- B. Admin notes the date received on the invoice.
- C. Admin scans invoice and saves under Economic Development/EDA/Financials/EDA Payments Out/FYCurrent
- D. EDA Secretary approves expense if applicable and marks with appropriate bank account number and Quickbooks Line Item #; all copies of invoices\receipts are filed electronically here:  
<Z:\S Drive Files\Economic Development\EDA\Financials\EDA Payments Out\Current FY for audit purposes>.
- E. Create new Check Request form, save as PDF, and combine with the Invoice.
- F. Email combined Check Request and Invoice to Finance (Bookkeeper)
  - a. Bookkeeper prepares checks with EDA Chairman's signature

- b. Admin picks up the checks from the bookkeeper.
  - c. Admin has an authorized EDA member/officer sign check also (2 signatures required).
  - d. Admin scans all signed, executed checks (combined with related invoice) for EDA files
  - e. Admin sends checks to payee or vendor
- G. Non-Invoice Checks (e.g., grants to be awarded, contracts, etc.)
- a. Admin fills out check request form and attaches signed agreement letter or executed contract. DO NOT issue or request until letter or contract has been fully executed and complete check issuance form (signed by the Secretary or an authorized EDA member). Admin sends to Bookkeeper (follow steps in “E” above)
  - b. Admin obtains signatures as needed, Payments (Debits)— 2 signatures required by authorized signers.
  - c. Admin mails or delivers checks to vendors as needed
  - d. For grant award payments where there is no invoice the Econ Dev Specialist prepares an “Acknowledgement of Receipt” form or Agreement Letter; which MUST be signed by the grant recipients and filed electronically.
- H. ACH Payments
- a. The EDA, seeking to streamline operations, will begin to transition payments over to ACH. These payments should be for recurring payments (not one-offs) or for frequent vendors to the EDA.
  - b. Admin receives invoices from vendors or reimbursement receipts from employees.
  - c. Admin notes the date received on the invoice.
  - d. Admin scans invoice and saves under Economic Development/EDA/Financials/EDA Payments Out/FYCurrent
  - e. EDA Secretary approves expense if applicable and marks with appropriate bank account number and Quickbooks Line Item #; all copies of invoices\receipts are filed electronically here: <Z:\S Drive Files\Economic Development\EDA\Financials\EDA Payments Out> Current FY for audit purposes.
  - f. Create a Payment Authorization Form, save it as PDF, and combine with the Invoice. Two signatures will be required for the Payment Authorization Form. Only the sitting Chair, Vice-Chair, Treasurer, and Secretary of the EDA may sign this form.
  - g. Email combined Check Request and Invoice to Finance (Bookkeeper)
  - h. The Bookkeeper issues the payment and stores confirmation that the payment was sent in QuickBooks.

## Deposits

- A. Checks for deposit
- a. Checks require an authorized deposit stamp.
  - b. Admin stamps check for deposit and makes copy for electronic files
  - c. Admin scans check to VPB Operating Account using desk scanner (see below instructions) or may deliver to a branch office of the bank.
  - d. Admin holds all canceled checks in physical EDA Deposited Checks file for 180 days per VPB

- e. Admin emails Bookkeeper notice of all deposits.
- B. ACH and EDA Invoices Issued Electronically
  - a. Electronic invoices may be issued for event sponsorship and loans managed outside of the Virginia Community Capital account.
  - b. Invoice payments will be deposited in the operating account unless otherwise noted.
  - c. Invoices may be issued directly by the Secretary or the Bookkeeper and may be automated for recurring payments.

#### Payments - other than with invoice

- A. EDA must have passed motion for payment (per minutes)
- B. Use approved minutes as “invoice” and follow procedures above under “Invoices\Reimbursements”

#### EDA Budget for Monthly Meetings

NOTE: Anytime EDA meeting dates are changed the Finance Contractor must be notified of date change as soon as possible in order to have ample time to compile monthly financials.

- A. Each month the Finance Contractor (NJN) will send the Budget Excel file (EDA-Budget-Actuals\_MONTHYEAR.xlsx”)
- B. New Sheet will be added to that Workbook “jph Notes”
- C. Use this Sheet (jph Notes) as PDF for the EDA Agenda Financials. Save as PDF and then file in appropriate folder as: Copy of EDA\_Budget-Actuals\_MonthYear.pdf

#### EDA Credit Card

The EDA approved the Secretary applying for and maintaining a credit card for the EDA in June 2021. Procedures regarding the credit card can be found here: Economic Development\EDA\Procedures Policies\Purchasing\Credit Card\EDA Credit Card Policies & Procedures.

## Linkbank - Deposit Scanner

Admin manages the check scanner and hosts in at their desk. The following are steps to deposit a check with the VPB scanner:

1. Click on the WebScan Icon
2. Then logon to <https://smartpay.profitstars.com/business/login/vapartnersbank>  
Company Name: StaffordEDA (**Note:** NO space between Stafford and EDA)
3. To make remote deposits:
  1. Click on Transactions on left side menu
  2. Click on Remote Deposit Complete
  3. Click on green Create New Deposit button at bottom right
  4. Enter Deposit Name, Number of Checks, Total \$ Amount
  5. Click Create button at bottom
  6. Place check in scanner with front of check towards you
  7. Click Complete Deposit button at bottom right
  8. New 'Open Deposits' screen will appear; click both boxes at top left of page
  9. Click Close Deposit button
  10. Pop up box will read 'Confirm Deposit(s) Close; click the Close button
  11. Pop up box will read 'Close Deposit(s) Summary; click Ok
  12. Under user account, click Log out button
  13. Pop up box will read 'Leave this page'; click Yes

The Remote Deposit Complete Handbook has detailed information on deposits (pgs. 17-27) and can be found here: [Z:\S Drive Files\Economic Development\EDA\Financials\Bank Account Info. \(Virginia Partners Bank\)\Remote Deposit Complete Handbook.pdf](Z:\S Drive Files\Economic Development\EDA\Financials\Bank Account Info. (Virginia Partners Bank)\Remote Deposit Complete Handbook.pdf)

Wire Transfers: Starting September 1, all wire transfers can be sent directly to VCC Bank using the **routing number 051409524**. Any questions about this new wire transfer process, please contact [csr@vccva.org](mailto:csr@vccva.org).

5B



# Programmatic Review & RIoT Activities

January 2024

# ESTABLISH A RIOT ACCELERATOR PROGRAM IN THE RAPPAHANNOCK REGION

<b>Funder</b> - GO Virginia	<b>Grantee</b> - Stafford EDA
<b>Start Date</b> - 7/1/2021	<b>End Date</b> - 12/31/2023
<b>Award \$</b> - \$215,000 (Cash)	<b>Match \$</b> - \$204,500 (Cash and In-Kind) <ul style="list-style-type: none"><li>● RIoT - \$75,000 (In-Kind: Staff Time)</li><li>● Stafford County - \$20,000 (In-Kind: Staff Time)</li><li>● City of Fredericksburg - \$20,000 (In-Kind: Staff Time)</li><li>● King George County - \$24,500 (In-Kind: Staff Time)</li></ul>

## The Bottom Line:

- Brought RIoT to VA = \$127,500
- Seed funding for the Testbed = \$150,000
- Enhanced Marketing Support = \$20,000
- Total EDA Cash = \$20,000

# STAFFORD EDA / RIOT MOU (RAP IN REGION)



Hire VA-RAP Lead Staff	Jen
Monthly Educational Programming	Lunch & Learns / Bagels & Business
Develop, Market, and Launch 3 cohorts of the RIoT Accelerator Program serving at least 18 entrepreneurs total	<ul style="list-style-type: none"><li>→ RIoT Accelerator Program (Spring 2022, launched April 2022)</li><li>→ RIoT Accelerator Program (Fall 2022, launched Oct 2022)</li><li>→ RIoT Accelerator Program (Fall 2023, launched Aug 2023)</li></ul>
Develop and Launch additional entrepreneur programs	<ul style="list-style-type: none"><li>→ King George Program #1: King George Ag Tech Focus Groups (March 2022)</li><li>→ King George Program #2: Future of Rural Entrepreneurship (June 2022)</li><li>→ FXBG Program #1: RAP Pitch Night (August 2022)</li><li>→ FXBG Program #2: RIoT Developer Day (March 2023)</li></ul>

Monthly series discussing different topics related to starting a business, growing an existing business, expanding knowledge base, and networks.

**Goal:** Provide entrepreneurs, startups, and established businesses with support and educational materials they need to be successful and create a pipeline of entrepreneurs for Foundations & RAP.

Metric	Target	Actual
# of entrepreneurs registered by 12/31/23	100	144
# of entrepreneurs attended by 12/31/23	50	43

# RIOT ACCELERATOR PROGRAM



**Total of 3 Cohorts Held** - Spring 2022, Fall 2022, Fall 2023

<b>Metrics</b>	<b>Contract Outcomes</b>	<b>Actual Outcomes</b>
# of entrepreneur "leads" (discussed program/applied)	—	134
# of entrepreneurs engaged (participated in the effort)	—	51
# of businesses supported	36	22
# of jobs created/filled	72	104
# of new products completed/released to production	3	22

- King George Program #1: King George Ag Tech Focus Groups (March 2022)
- King George Program #2: Future of Rural Entrepreneurship (June 2022)
- FXBG Program #1: RAP Pitch Night (August 2022)
- FXBG Program #2: RIoT Developer Day (March 2023)

# WRAPPING THINGS UP

- Again, Only Part Of The Success Story.
- Final Reports And Remittance Materials Submitted To GOVA And DHCD.
- Approximately \$25,000 In Reimbursements Remaining.
- This Program Has Put Stafford County On The Map.

**R!OT**<sup>TM</sup>

**FOUNDATIONS  
PROGRAM**





# RIOT FOUNDATIONS PROGRAM



RIoT Foundations Program assists small business owners, startup founders, or prospective entrepreneurs interested in exploring their business idea more, interested in starting a business, and/or who are looking to grow and scale their business.

<b>Funder</b> - GO Virginia	<b>Grantee</b> - RIoT
<b>Start Date</b> - 12/15/2021	<b>End Date</b> - 12/14/2023
<b>Award \$</b> - \$96,807 (CASH)	<b>Match \$</b> - \$80,791 (In-Kind) → RIoT - \$29,621 (In-Kind: Staff Time) → Stafford EDA - \$51,170 (Rent/Lease: Use of VSCT space)

# RIOT FOUNDATIONS PROGRAM



**Goal** - Run 3 cohorts serving a total of 18 idea stage entrepreneurs; Total of 5 cohorts were held

Metrics	Contract Outcomes	Actual Outcomes
# of entrepreneur "leads"	—	86
# of entrepreneurs engaged	18	42
# of businesses created	12	13
# of jobs created/filled	25	31
# of mentors engaged	54	168
# of women participating	—	20 (47%)
# of underrepresented minorities participating	—	29 (69%)

2024

# EXPANDING THE TESTBED ECOSYSTEM

<b>Funder</b> - GO Virginia	<b>Grantee</b> - Stafford EDA	<b>Start Date</b> - 7/1/2023	<b>End Date</b> - 6/30/2024
<b>Award \$</b> - \$96,250 (Cash)	<b>Match \$</b> - \$66,250 → Stafford EDA (Event Contractor) - \$15,000 (Cash) → Stafford ED (Department) (Testbed Manager) - \$16,250 (Cash) → Stafford ED (Department) - \$10,000 (In-Kind: Staff Time) → RIoT - \$15,000 (In-Kind: Staff Time) → Town of Colonial Beach - \$5,000 (In-Kind: Local Outreach & Space Provider) → Middlesex EDA - \$5,000 (In-Kind: Local Outreach & Space Provider)		

## The Bottom Line:

- RIoT Lead and Expand = \$25,000
- Sustaining the Testbed = \$16,250
- Continuing Marketing Support = \$20,000
- Additional Grant Management Support = \$15,000
- Total EDA Cash = \$15,000

# STAFFORD EDA / RIOT MOU (*EXPANDING ECOSYSTEM*)



Organize and promote Discovery Workshops	Done
Host Discovery Workshops and document problem statements	November 13 - November 15, 2023
Host Project Shaping Workshops and document input, possible Pilot Projects	Planning for mid-April - mid-May
Develop Smart Tech in Region 6 Strategic Plan	June 2024

# RIOT FUTURE ACTIVITIES



**RIOT ED**  
**BAGELS**   
& **BUSINESS**

**RIOT**  **FOUNDATIONS**  
**PROGRAM**

**RAP**  
RIOT ACCELERATOR PROGRAM

5D

**Tree Lighting Expenses To Date**

Fredericksburg Rentals	Chairs, Tables, Etc	\$ 3,730
Apple Music	Audio Equipment	\$ 2,300
B101.5	MC and Radio	\$ 450
Corner Garden Center	Tree Decoration	\$ 3,425
Local Services	Porta Johns	\$ 2,980
United Rentals	Light Towers	\$ 2,453
Fredericksburg Trolley		\$ 1,050
School Buses		\$ 500
VDOT Permit		\$ 100
Other Permits		\$ 299
Imagine / Christmas Stilt Walkers		\$ 2,365
Pyrotechnico Fireworks		\$ 4,995
Richards Carnival		\$ 3,800
Sunbelt Rentals	Meddage Boards	\$ 3,129
Stafford Printing	Parade Banner	\$ 226
Joy's Delightz Cupcakes		\$ 126
Tote Bag Factory		\$ 219
Shortbread Cookies		\$ 175
Wine and Design	Drinking Glasses	\$ 300
Dr. Yueng Reimbursments	Singer and Decorations	\$ 1,524
Lambert Bounce Parties	Inflatables	\$ 5,205
	<b>TOTAL</b>	<b>\$ 39,351</b>