



**COMMONWEALTH of VIRGINIA**

**DEPARTMENT OF TRANSPORTATION**

Stephen C. Brich, P.E.  
Commissioner

1401 East Broad Street  
Richmond, Virginia 23219

(804) 786-2701  
Fax: (804) 786-2940

May 20, 2025

Mr. Jay Ellington, Executive Director  
Crater Planning District Commission  
1964 Wakefield Street  
Petersburg, VA 23805

RE: FY 2026 Letter of Authorization  
Crater Planning District Commission  
Federal and/or State Funding for Fiscal Year 2026  
FY-2026 Pass-Through Entity Identifying Number: UPC0000127408

Dear Mr. Ellington:

As per Article II of the Crater Planning District Commission Agreement effective July 1, 2022, this is your annual Letter of Authorization for expenditure of funds for Fiscal Year 2026 (July 1, 2025 to June 30, 2026).

These funds are to be used to finance the activities contained in the Crater Planning District Commission 2026 Scope of Work in accordance with the Agreement.

The total amount of Federal and State funds allocated to the Crater Planning District Commission for Fiscal Year 2026 to support approved planning activities that are reimbursable under this Letter of Authorization are as follows:

<b>Fund Type</b>	<b>Federal</b>	<b>State</b>	<b>Total Reimbursable Amount for FY 2026</b>	<b>Local Match</b>	<b>Grand Total of Support for FY 2026 Assistance Program</b>
<b>SPR</b>	\$58,000.00	\$0.00	\$58,000.00	\$14,500.00	\$72,500.00

Also, as required by the agreement, a listing of personnel anticipated charging time against the planning activities of the Assistance Program must be attached to this Letter of Authorization. This list should identify personnel by payroll classification only and their present actual payroll rate per hour or annual salary.

Mr. Jay Ellington  
May 20, 2025  
Page Two

Please complete the attached indirect cost certification statement and comply with instructions contained therein as appropriate.

Please have this Letter of Authorization signed and returned to the Department for execution. The Letter of Authorization must be executed prior to July 1, 2025, if work activities are to continue uninterrupted. In the event that it is not executed by this date, any expenditures made, or work performed by Crater Planning District Commission, after that date and prior to execution will not be eligible for reimbursement. Execution of this Letter of Authorization is being initiated with the understanding that comments on the Fiscal Year 2026 Scope of Work will be satisfactorily addressed. Additionally, please sign the attached certification statement.

The provisions of the Agreement effective July 1, 2022, and any amendments thereto shall govern the expenditure of the funds made available through this Letter of Authorization.

In accordance with the requirements of 2 CFR Part 200, an annual financial audit is required if the Commission expends \$1,000,000 or more in federal funds from all sources in its fiscal year. The Department will request that the locality/entity electronically submits their ACFR, SEFA and reconciliations to VDOT's Assurance and Compliance Office at the same time they submit their information to the Federal Audit Clearinghouse (FAC). Pursuant to § 200.339 Remedies for Noncompliance, failure to comply with federal laws and regulations, or the terms and conditions of federal awards, may result in the impositions or sanctions including but not limited to possible denial or delay of payment of all or a part of the cost associated with the activity not in compliance.

Therefore, the Department and the Crater Planning District Commission have executed this Letter of Authorization on the dates indicated below.

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION

By: Ben Mannell  
Ben Mannell  
Transportation Mobility Planning  
Acting Division Administrator

Date: 5/22/2025

Crater Planning District Commission

By: Jay Ellington  
Signature

Date: 5/21/2025

- Attachment 1 – Certifications
- Attachment 2 – Personnel and Salaries
- Attachment 3 – Indirect Cost Certification Statement
- Attachment 4 – UEI, POP, Audit Point of Contact Information
- Attachment 5 – USDOT 1050.2A Non-Discrimination Assurances (and Appendices A to E)

ATTACHMENT I

**Certification of the Crater Planning District Commission**

I hereby certify that I am the Executive Director of the Crater Planning District Commission whose address is: 1964 Wakefield Street Petersburg, VA 23805, and that neither I nor the above agency I here represent has been required, directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this contract to:

- a) employ or retain, or agree to employ or retain, any firm or person, or
- b) pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished to the Virginia Department of Transportation, and the Federal Highway Administration, U.S. Department of Transportation, in connection with this contract involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

5/21/2025  
DATE

Jay Ellington  
SIGNATURE

**CERTIFICATION OF STATE HIGHWAY AGENCY**

I hereby certify that I am the Transportation Mobility Planning Division Administrator of the Virginia Department of Transportation of the Commonwealth of Virginia, and that the above agency or his representative has not been required, directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this contract to:

- a) employ or retain, or agree to employ or retain, any firm or person, or
- b) pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished to the Federal Highway Administration, Department of Transportation, in connection with this contract involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

5/22/2025  
DATE

Ben Mannell  
Transportation Mobility Planning Division Administrator

ATTACHMENT 2  
PERSONNEL AND SALARIES

This listing is to be prepared by Crater Planning District Commission and (submitted separately for confidentiality).


**ATTACHMENT 3**  
**Indirect Cost Certification Statement**

PDCs have the benefit of claiming indirect costs for reimbursement on federally funded projects. In order to be eligible to claim indirect costs, PDCs must have an approved Indirect Cost Allocation Plan (ICAP) and rate. PDCs that wish to use an established indirect cost allocation rate from another cognizant state agency must provide a copy of the rate approval to VDOT in order to use that rate on transportation projects where VDOT serves as the pass-through agency for reimbursement of federal funds. [2 CFR 200, Appendix VII](#) outlines the requirements for the development, documentation, submission, negotiation, and approval of cost allocation plans for State, Local Governments, and Indian Tribes.


**Section I: Use of Indirect Costs (Check the appropriate box.)**

- Do not charge indirect costs. (You have completed the form.)
- Charge indirect costs. (Fill out sections II and III.)

**Section II: Indirect Cost Plan**

- No change in indirect cost allocation plan previously submitted.
- Indirect cost allocation plan has been revised. (As soon as possible and under separate cover, the PDC submits to their VDOT project manager the new indirect cost allocation plan,  along with a brief explanation of the changes, for review and approval, if VDOT is not the cognizant agency, please provide copy of documents submitted to cognizant agency)

**Section III: Indirect Cost Rate**

- There will be no significant change in the indirect cost rate \_\_\_\_\_% previously used. (**Approved % rate must be provided here**)  
**Provide copy of rate approval (from VDOT or other cognizant agency)**
- There will be a significant change in the indirect cost rate from that previously used. The proposed rate is 51%. (**Proposed % rate must be provided here**)  
(As soon as possible and under separate cover, the PDC  submits to their VDOT project manager the new rate along with a brief explanation for the rate change, for review and approval, if VDOT is not the cognizant agency, please provide copy of documents submitted to cognizant agency)

By: Jay Ellington

Date: 5/21/2025

## ATTACHMENT 4

### Unique Entity Identifier (UEI) Number & POP

As part of the federal award reporting process, VDOT is required to provide FHWA the UEI Number and POP information for entities receiving federal planning funds. Please provide the information for the funds you are receiving through this LOA.

UEI#: LRXKR4U1X

POP: (area in which the project will be completed/performed)

Location: Petersburg

State: Virginia

Zip Code + 4: 23905-1808

### Part B-Point of Contact for Audit Information

As part of the sub-recipient monitoring process, VDOT will be requesting information regarding the Schedule of Expenditures of Federal Awards, and reconciliation of payments received from our MPOs and PDCs. Please provide the point of contact for your organization who is responsible for providing audit information below.

Name: Jay Ellington

Phone: 804-861-1666

Email: jayellington@craterpdc.org

Crater Planning District Commission

By: Jay Ellington

Date: 5/21/2025

## ATTACHMENT 5

### The United States Department of Transportation (USDOT)

#### Standard Title VI/Non-Discrimination Assurances

#### DOT Order No. 1050.2A

The *Crater Planning District Commission* (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the *Federal Highway Administration and/or Federal Transit Administration*, is subject to and will comply with the following:

#### Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.P.R. Part 21 (entitled *Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.P.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

#### General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration and/or Federal Transit Administration.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

#### Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted *Federal-aid Highways and/or Public Transportation Programs*:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (c) of 49 C.P.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a

## ATTACHMENT 5

"facility") operated or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all *Federal-aid Highways and/or Public Transportation Programs* and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*"The Crater Planning District Commission in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
  - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance

ATTACHMENT 5

under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, Crater Planning District Commission also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the *Federal Highway Administration and/or Federal Transit Administration* access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the *Federal Highway Administration and/or Federal Transit Administration*. You must keep records, reports, and submit the material for review upon request to the *Federal Highway Administration and/or Federal Transit Administration*, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The Crater Planning District Commission gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the *Federal-aid Highways and/or Public Transportation Programs*. This ASSURANCE is binding on *the Commonwealth of Virginia*, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the *Federal-aid Highways and/or Public Transportation Programs*. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Crater Planning District Commission

Jay Ellington

\_\_\_\_\_  
*(Name of Recipient)*

by Jay Ellington

\_\_\_\_\_  
*(Signature of Authorized Official)*

5/21/2025

\_\_\_\_\_  
*(Date)*

## ATTACHMENT 5

### 1050.2A APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, and *the Federal Highway Administration and/or Federal Transit Administration*, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regards to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or *the Federal Highway Administration and/or Federal Transit Administration* to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or *the Federal Highway Administration and/or Federal Transit Administration*, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the *Federal Highway Administration and/or Federal Transit Administration* may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or *the Federal Highway Administration and/or Federal Transit Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

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1050.2A  
APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the Crater Planning District Commission will accept title to the lands and maintain the project constructed thereon in accordance with the *Virginia General Assembly*, the Regulations for the Administration of *Federal-aid Highways and/or Public Transportation Programs*, and the policies and procedures prescribed by the *Federal Highway Administration and/or Federal Transit Administration* of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. §2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Crater Planning District Commission all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the Crater Planning District Commission and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the Crater Planning District Commission, its successors and assigns.

The Crater Planning District Commission, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\* (2) that the Crater Planning District Commission will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

ATTACHMENT 5

1050.2A  
APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER  
THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Crater Planning District Commission pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
  1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, the Crater Planning District Commission will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the Crater Planning District Commission will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the Crater Planning District Commission and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

ATTACHMENT 5

1050.2A  
APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED  
UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the Crater Planning District Commission pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, the Crater Planning District Commission will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, the Crater Planning District Commission will there upon revert to and vest in and become the absolute property of the Crater Planning District Commission and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

## ATTACHMENT 5

1050.2A  
APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

**Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

# CRATER PLANNING DISTRICT COMMISSION



## FINANCIAL REPORT

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FOR FISCAL YEAR ENDED JUNE 30, 2024



**CRATER PLANNING DISTRICT COMMISSION**  
**FINANCIAL REPORT**  
**YEAR ENDED JUNE 30, 2024**

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CRATER PLANNING DISTRICT COMMISSION

FINANCIAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2024

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CRATER PLANNING DISTRICT COMMISSION  
FINANCIAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2024

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CRATER PLANNING DISTRICT COMMISSION

DIRECTORY OF PRINCIPAL OFFICIALS

Commissioners

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Chesterfield County:

Kevin P. Carroll  
Jim Ingle  
Natalie Spillman  
Mr. Jacob R. Newton

City of Colonial Heights:

Douglas E. Smith  
John T. Wood

Dinwiddie County:

Kevin Massengill  
Dr. Mark E. Moore

City of Emporia:

William E. Johnson  
  
Yolanda Hines

Greensville County:

James Brown  
Linwood E. Pope, Jr.

Charles City County:

Michelle Johnson  
Michael Hill

City of Hopewell:

Dr. Concetta Manker  
Dominic R. Holloway, Sr.  
Michael B. Harris

City of Petersburg:

John M. Altman, Jr.  
Samuel Parham  
Bernard H. Howard

Prince George County:

Steve McDonough  
Marlene J. Waymack  
David W. Clements

Surry County:

Melissa Rollins  
Dr. Robert L. Elliott, Jr.

Sussex County:

Richard Douglas  
Eric Fly

*Officers*

Michelle Johnson, Chair  
Samuel Parham, Vice-Chair  
Melissa Rollins, Treasurer

E. Jay Ellington, Executive Director

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ROBINSON, FARMER, COX ASSOCIATES, PLLC  
*Certified Public Accountants*

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**Independent Auditors' Report**

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**To the Commissioners  
Crater Planning District Commission  
Petersburg, Virginia**

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

***Opinions***

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Crater Planning District Commission (the "Commission") as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Crater Planning District Commission, as of June 30, 2024, and the changes in financial position, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Basis for Opinions***

We conducted our audit 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. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Crater Planning District Commission, 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 opinions.

***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 Crater Planning District Commission'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.

### ***Auditors' 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 auditors' report that includes our opinions. 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 generally accepted auditing standards, *Government Auditing Standards*, and the *Specifications for Audits of Authorities, Boards, and Commissions* 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 generally accepted auditing standards, *Government Auditing Standards*, and the *Specifications for Audits of Authorities, Boards, and Commissions*, 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 Crater Planning District Commission'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 Crater Planning District Commission'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 and the budgetary comparison information as listed in the table of contents 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 auditing standards generally accepted in the United States of America, 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. The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Crater Planning District Commission's basic financial statements. The accompanying other supplementary information is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated February 27, 2025, on our consideration of Crater Planning District Commission'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 Crater Planning District Commission'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 Crater Planning District Commission's internal control over financial reporting and compliance.

*Robinson, Farnum, Cox Associates*

Richmond, Virginia  
February 27, 2025

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## MANAGEMENT'S DISCUSSION AND ANALYSIS

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### **The Commissioners Crater Planning District Commission Petersburg, Virginia**

Presented here is the Management's Discussion and Analysis Report for the Crater Planning District Commission ("CPDC") for the fiscal year ended June 30, 2024. Responsibility for the accuracy of the data and the completeness and fairness of this presentation (including all disclosures) rests with management. To the best of our knowledge and belief, the data contained herein is accurate in all material respects. This data is reported in a manner designed to fairly present the CPDC's financial position, and the result of operations of the various funds of the CPDC. All disclosures necessary to enable the reader to gain an accurate understanding of the CPDC's financial activities have been included.

The Executive Director and the Finance Officer are responsible for establishing an accounting and internal control structure designed to ensure that the physical, data, informational, intellectual, and human resource assets of the CPDC are protected from loss, theft, and misuse, and to ensure that adequate accounting information is maintained and reported in conformity with generally accepted accounting principles ("GAAP"). Management also strives to ensure that these assets are put to good and effective use. The internal control structure is designed to provide reasonable assurances that these objectives are attained.

### **Overview of the Financial Statements**

The financial statements presented herein include all of the activities of the CPDC using the integrated approach as prescribed by GASB Statement 34.

This discussion and analysis is intended to serve as an introduction to the CPDC's financial statements. This annual report consists of four components:

1. Management's Discussion and Analysis
2. Basic Financial Statements
3. Required Supplementary Information
4. Other Supplementary Information

### **Basic Financial Statements**

The statement of net position presents information on all of the CPDC's assets, liabilities, and net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the CPDC is improving or deteriorating.

The statement of activities shows the actual revenues and expenditures of the CPDC for the fiscal year ended June 30, 2023, and the resulting excess of revenues over expenses. It is important to realize that the CPDC, while not in the business of making a profit, should be managed in such a way to assure that balances are available for the continuation of services.

The CPDC adopts an annual operating budget in June for each fiscal year. A budgetary comparison has been provided to demonstrate compliance with the budget. The actual revenues and expenditures are compared to those budgeted for the fiscal year and the resulting variance is calculated.

Finally, the resulting excess of revenues over expenditures are added (or subtracted if expenditures exceeded revenues) from the fund balance at the beginning of the year. This results in the new unrestricted net position balance or "operating reserve". The "operating reserve" is the funds that the CPDC uses for those programs, studies, and tasks not otherwise funded by a grant.

The MD&A is intended to explain significant changes in the financial position and differences in operations between the current and prior years.

The notes following the financial statements provide additional information that is essential to a full understanding of the data provided in the statement of financial position and the statement of revenues, expenditures and changes in fund balance statements.

**Government-Wide Financial Analysis**

	<u>Net Position</u>	
	<u>2024</u>	<u>2023</u>
Current assets	\$ 1,680,557	\$ 1,870,185
Notes receivable, long-term	108,554	194,245
Lease receivable, long-term	7,910	-
Capital assets	<u>330,904</u>	<u>346,626</u>
 Total assets	 <u>\$ 2,127,925</u>	 <u>\$ 2,411,056</u>
Current liabilities	\$ 596,470	\$ 816,548
Long-term liabilities	<u>27,976</u>	<u>25,120</u>
 Total liabilities	 <u>\$ 624,446</u>	 <u>\$ 841,668</u>
 Lease related	 <u>\$ 13,769</u>	 <u>\$ -</u>
 Total deferred inflows of resources	 <u>\$ 13,769</u>	 <u>\$ -</u>
 Net position:		
Net investment in capital assets	\$ 327,576	\$ 339,974
Unrestricted	<u>1,162,134</u>	<u>1,229,414</u>
 Total net position	 <u>\$ 1,489,710</u>	 <u>\$ 1,569,388</u>

Current assets are comprised of cash and certificates of deposit, accounts receivable, prepaid expenses, and current maturities of notes receivable. These are resources available to the CPDC for on-going operations.

Capital assets consist primarily of office building and furniture and equipment used for the operation of the CPDC. Assets that have been purchased with funds from a grantor may revert to the grantor in the event the program is discontinued.

Current liabilities are the obligations of the CPDC. This category includes accounts payable and accrued expenses.

Long-term liabilities of the CPDC are comprised of compensated absence and lease liabilities.

### Statement of Activities

Changes in net position for the years ended June 30, 2024 and 2023 are as follows:

	Change in Net Position	
	2024	2023
Revenues:		
Operating revenues, and contributions	\$ 812,115	\$ 730,082
Unrestricted revenue	1,775,923	1,538,494
Total revenues	<u>\$ 2,588,038</u>	<u>\$ 2,268,576</u>
Expenses:		
General and administrative	\$ 1,390,327	\$ 1,278,451
Project costs	1,277,389	1,169,185
Total expenses	<u>\$ 2,667,716</u>	<u>\$ 2,447,636</u>
Change in net position	\$ (79,678)	\$ (179,060)
Net position - July 1	1,569,388	1,748,448
Net position - June 30	<u>\$ 1,489,710</u>	<u>\$ 1,569,388</u>

### Economic Factors, Rates and 2024-2025 Budget

The CPDC is the eleventh largest planning district in the Commonwealth of Virginia. The Crater Region is poised for further growth and to that end the CPDC is positioning itself to maintain the level of service to its member governments.

Every effort is made on the part of the Administrative staff to accurately predict revenues and expenses for the upcoming year so that staff can provide the Board with the best estimates of the current and upcoming fiscal years. Factors such as regional economy, past spending patterns, past funding, and population growth estimates are taken into consideration to develop estimates for current and future revenues and expenses.

### **Contacting CPDC's Financial Management**

This financial report is to provide Federal, State, and Local grantors, as well as member localities, with a general overview of the CPDC's finances and to show accountability for the money it receives. If you have questions about this report or need to get additional information, contact the Executive Director at Post Office Box 1808, Petersburg, Virginia 23805, and phone (804) 861-1666.

*BASIC FINANCIAL STATEMENTS*

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*GOVERNMENT-WIDE FINANCIAL STATEMENTS*

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CRATER PLANNING DISTRICT COMMISSION

Exhibit 1

Statement of Net Position  
June 30, 2024

	<u>Governmental Activities</u>
<b>ASSETS</b>	
<b>Current assets:</b>	
Cash and cash equivalents	\$ 778,676
Certificates of deposit	105,446
Accounts receivable	
Governmental Agencies	700,954
Miscellaneous	56,732
Lease receivable	6,994
Notes receivable, current maturity	19,534
Prepays	12,221
Total current assets	<u>\$ 1,680,557</u>
<b>Noncurrent assets:</b>	
Notes receivable, long-term, net of current maturities and allowance of \$6,741	\$ 108,554
Lease receivable	7,910
Total noncurrent assets	<u>\$ 116,464</u>
<b>Capital assets:</b>	
<b>Non-depreciable</b>	
Land	\$ 161,417
<b>Depreciable</b>	
Building and improvements	453,092
Equipment	20,284
Lease equipment	14,505
Accumulated depreciation	(318,394)
Total capital assets, net	<u>\$ 330,904</u>
Total assets	<u>\$ 2,127,925</u>
<b>LIABILITIES</b>	
<b>Current liabilities:</b>	
Accounts payable and other liabilities	\$ 318,886
Unearned revenue	271,894
Compensated absences, current portion	3,034
Lease liabilities, current portion	2,656
Total current liabilities	<u>\$ 596,470</u>
<b>Noncurrent liabilities:</b>	
Compensated absences, noncurrent portion	\$ 27,304
Lease liabilities, noncurrent portion	672
Total noncurrent liabilities	<u>\$ 27,976</u>
Total liabilities	<u>\$ 624,446</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Lease related	\$ 13,769
Total deferred inflows of resources	<u>\$ 13,769</u>
<b>NET POSITION</b>	
Net investment in capital assets	\$ 327,576
Unrestricted	1,162,134
Total net position	<u>\$ 1,489,710</u>
Total liabilities, deferred inflows of resources, and net position	<u>\$ 2,127,925</u>

The accompanying notes to financial statements are an integral part of this statement.

CRATER PLANNING DISTRICT COMMISSION

Exhibit 2

Statement of Activities  
Year Ended June 30, 2024

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position	
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
<b>Primary Government</b>					
Governmental activities					
General government administration	\$ 1,390,327	\$ -	\$ 812,115	\$ -	\$ (578,212)
Economic development	1,277,389	-	-	-	(1,277,389)
<b>Total governmental activities</b>	<u>2,667,716</u>	<u>-</u>	<u>812,115</u>	<u>-</u>	<u>(1,855,601)</u>
<b>Total primary government</b>	<u>\$ 2,667,716</u>	<u>\$ -</u>	<u>\$ 812,115</u>	<u>\$ -</u>	
<b>General Revenues</b>					
Local governmental subdivisions				\$ 271,559	
Commonwealth of Virginia				187,251	
Interest income				4,396	
Miscellaneous				1,312,717	
<b>Total general revenues</b>				<u>\$ 1,775,923</u>	
Change in net position				\$ (79,678)	
Net position, beginning of year					<u>1,569,388</u>
Net position, end of year				\$	<u>1,489,710</u>

The accompanying notes to financial statements are an integral part of this statement.

*FUND FINANCIAL STATEMENTS*

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CRATER PLANNING DISTRICT COMMISSION

Exhibit 3

Balance Sheet  
Year Ended June 30, 2024

	General	Nonmajor Funds Special Revenue	Total Government Funds
<b>Assets:</b>			
Cash	\$ 56,710	\$ 721,966	\$ 778,676
Certificates of Deposit	105,446	-	105,446
Accounts receivable:			
Governmental agencies	576,231	124,723	700,954
Miscellaneous	56,732	-	56,732
Lease receivable	14,904	-	14,904
Notes receivable, less allowance of \$6,741	-	128,088	128,088
Due from Special Revenue Funds	974,777	-	974,777
Prepays	12,221	-	12,221
<b>Total assets</b>	<b>\$ 1,797,021</b>	<b>\$ 974,777</b>	<b>\$ 2,771,798</b>
<b>Liabilities:</b>			
Accounts payable	\$ 318,886	\$ -	\$ 318,886
Due to General Fund	-	974,777	974,777
Unearned revenue	271,894	-	271,894
<b>Total liabilities</b>	<b>\$ 590,780</b>	<b>\$ 974,777</b>	<b>\$ 1,565,557</b>
<b>Deferred Inflows of Resources:</b>			
Lease related	\$ 13,769	\$ -	\$ 13,769
<b>Total deferred inflows of resources</b>	<b>\$ 13,769</b>	<b>\$ -</b>	<b>\$ 13,769</b>
<b>Fund Balance:</b>			
Nonspendable			
Notes receivable	\$ -	\$ 128,088	\$ 128,088
Prepays	12,221	-	12,221
Unassigned	1,180,251	(128,088)	1,052,163
<b>Total fund balance</b>	<b>\$ 1,192,472</b>	<b>\$ -</b>	<b>\$ 1,192,472</b>
<b>Total liabilities, deferred inflows of resources fund balances</b>	<b>\$ 1,797,021</b>	<b>\$ 974,777</b>	<b>\$ 2,771,798</b>

The accompanying notes to financial statements are an integral part of this statement.

CRATER PLANNING DISTRICT COMMISSION

Exhibit 4

Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position  
June 30, 2024

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Amounts reported for governmental activities in the Statement of Net Position are different because:

Total fund balance per Exhibit 3 - Balance Sheet - Governmental Funds		\$ 1,192,472	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.			
Non-depreciable assets			
Land	\$ 161,417		
Depreciable assets			
Building and improvements	453,092		
Equipment	20,284		
Lease equipment	14,505		
Total capital assets	<u>649,298</u>		
Less accumulated depreciation	<u>(318,394)</u>	330,904	
Long-term liabilities related to the governmental fund activities are not due and payable in the current period and, therefore, are not reported in the governmental funds			
Compensated absences	\$ (30,338)		
Lease liabilities	<u>(3,328)</u>	(33,666)	
Net position of governmental activities			<u><u>\$ 1,489,710</u></u>

The notes to the financial statements are an integral part of this statement.

CRATER PLANNING DISTRICT COMMISSION

Exhibit 5  
Page 1 of 2

Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds  
Year Ended June 30, 2024

	General Fund	Nonmajor Funds Special Revenue	Total Governmental Funds
<b>Revenues</b>			
Local government subdivisions	\$ 271,559	\$ -	\$ 271,559
Commonwealth of Virginia	187,251	-	187,251
Federal grants	812,115	-	812,115
Interest income	4,396	-	4,396
Miscellaneous	1,312,717	-	1,312,717
Total revenues	<u>\$ 2,588,038</u>	<u>\$ -</u>	<u>\$ 2,588,038</u>
<b>Expenditures</b>			
Direct charges:			
Personnel services	\$ 631,155	\$ 1,047,851	\$ 1,679,006
Employee benefits:			
Retirement	\$ 103,249	\$ 122,876	\$ 226,125
Hospitalization	107,642	65,205	172,847
Life and Long-Term Care insurance	5,657	4,716	10,373
Disability insurance	3,437	1,932	5,369
Payroll taxes	26,096	32,008	58,104
Total employee benefits	<u>\$ 246,081</u>	<u>\$ 226,737</u>	<u>\$ 472,818</u>
Contractual services:			
Audit and accounting	\$ 90,848	\$ -	\$ 90,848
Contract services	259,130	-	259,130
Marketing	926	-	926
Total contractual services	<u>\$ 350,904</u>	<u>\$ -</u>	<u>\$ 350,904</u>

**CRATER PLANNING DISTRICT COMMISSION**

**Exhibit 5**  
**Page 2 of 2**

**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**  
**Year Ended June 30, 2024**

	General Fund	Nonmajor Funds Special Revenue	Total Governmental Funds
<b>Overhead:</b>			
Capital Outlay	\$ 398	\$ -	\$ 398
Postage	422	-	422
Telecommunications	10,992	-	10,992
Liability insurance	4,749	-	4,749
Maintenance and repairs	12,596	-	12,596
Supplies	5,526	-	5,526
Meetings and conferences	20,906	-	20,906
Memberships and subscriptions	18,085	-	18,085
Miscellaneous	11,138	-	11,138
Printing and reproduction	11,536	-	11,536
Travel, mileage	25,322	-	25,322
Travel, subsistence	639	-	639
Utilities	17,592	-	17,592
Janitorial services	6,564	-	6,564
<b>Total overhead</b>	<b>\$ 146,465</b>	<b>\$ -</b>	<b>\$ 146,465</b>
<b>Total expenditures</b>	<b>\$ 1,374,605</b>	<b>\$ 1,274,588</b>	<b>\$ 2,649,193</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>\$ 1,213,433</b>	<b>\$ (1,274,588)</b>	<b>\$ (61,155)</b>
<b>Other Financing Sources (Uses)</b>			
Transfers in	\$ -	\$ 1,274,588	1,274,588
Transfers out	(1,274,588)	-	(1,274,588)
<b>Total other financing sources (uses)</b>	<b>\$ (1,274,588)</b>	<b>\$ 1,274,588</b>	<b>\$ -</b>
<b>Net changes in fund balances</b>	<b>\$ (61,155)</b>	<b>\$ -</b>	<b>\$ (61,155)</b>
Fund balance, beginning of year	1,253,627	-	1,253,627
<b>Fund balance, end of year</b>	<b>\$ 1,192,472</b>	<b>\$ -</b>	<b>\$ 1,192,472</b>

The notes to the financial statements are an integral part of this statement.

CRATER PLANNING DISTRICT COMMISSION

Exhibit 6

Reconciliation of Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds  
 To the Statement of Activities  
 Year Ended June 30, 2024

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Amounts reported for governmental activities in the Statement of Activities are different because:

Net change in fund balances - total governmental funds \$ (61,155)

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. The following is a summary of items supporting this adjustment:

Capital asset additions	\$ 6,397	
Depreciation expense	<u>(22,119)</u>	(15,722)

The issuance of long-term obligations (e.g. bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term obligations consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. The following is a summary of items supporting this adjustment:

Change in compensated absences	(6,125)	
Principal retired on leases	<u>3,324</u>	\$ (2,801)

Change in net position of governmental activities \$ (79,678)

The notes to the financial statements are an integral part of this statement.

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## CRATER PLANNING DISTRICT COMMISSION

Notes to the Financial Statements  
June 30, 2024

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### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

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#### Description and Purpose of Agency:

The Crater Planning District Commission (the "Commission") was formed in May 1970 under the Virginia Regional Cooperation Act after the General Assembly divided the Commonwealth of Virginia into 22 planning districts.

The Commission is comprised of eleven local governments in South Central Virginia. These are: the Cities of Colonial Heights, Emporia, Hopewell and Petersburg, and the Counties of Chesterfield, Charles City, Dinwiddie, Greensville, Prince George, Surry and Sussex.

The Commission is governed by twenty-eight individuals representing the member local governments. Fourteen of those members are local elected officials. The other members are citizens, some of whom serve on the staffs of local governments.

The Commission's purpose, as stated in its Charter, is to "promote the orderly and efficient development of the physical, social and economic elements of the Planning District by planning, encouraging and assisting governmental subdivisions to plan for the future."

The major focus of the Commissions Work Program is economic, industrial and small business development, reflecting the priorities established by the member localities. The Commission is also involved in environmental issues which include local ramifications with respect to the Chesapeake Bay Preservation Act, air quality standard and solid waste management. The Commission also addresses regional transportation issues and assists localities in their transportation planning efforts.

#### Financial Statement Presentation

##### Government-wide and Fund Financial Statements:

The basic financial statements include both government-wide (based upon the Commission as a whole) and fund financial statements. While the previous model emphasized fund types (the total of all funds in a particular type) in the new reporting model, the focus is on either the Commission as a whole or major individual funds (within the fund financial statements). In the government-wide statement of net position, the Governmental Activities are reflected on a full accrual and economic resources basis, which incorporates long-term assets and receivables as well as long-term debt and net position. The Commission generally first uses restricted assets for expenses incurred for which both restricted and unrestricted assets are available. The Commission may defer the use of restricted assets based on a review of the specific transaction.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The program revenues must be directly associated with the function (economic development). Program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. The Commission allocates indirect expenses. The operating grants include operating-specific and discretionary grants.

Fund financial statements are provided for Governmental Funds.

## CRATER PLANNING DISTRICT COMMISSION

Notes to the Financial Statements  
June 30, 2024 (Continued)

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### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

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#### Government-wide and Fund Financial Statements: (Continued)

The Commission reports the following Governmental Funds:

General Fund is the Commission's primary operating fund. It accounts for and reports all financial resources of the Commission, except those required to be accounted for in another fund. Revenues are derived primarily from eleven local governments in South Central Virginia, as well as the Commonwealth of Virginia.

Special Revenue Funds (nonmajor) account for and report revenue derived from specific sources that are restricted by legal and regulatory provisions to finance specific activities.

#### Measurement focus and basis of accounting:

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All Governmental Funds are accounted for using a current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The term available is limited to collection within forty-five days of the fiscal year end. Levies made prior to the fiscal year end but which are not available are deferred. Expenditures are recorded when the related fund liability is incurred, if measurable (except for unmatured interest on general long-term debt which is recognized when due and paid). Interest on general long-term debt is recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in Governmental Funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financial sources.

Deferred revenues also arise when resources are received by the government before it has a legal claim to them. In subsequent periods, when both revenue recognition criteria are met, or when the government has a legal claim to the resources, the liability for deferred revenue is removed from the balance sheet and revenue is recognized.

#### Notes receivable and allowance for credit losses:

Notes receivable are stated at the amount of unpaid principal. The allowance for credit losses is maintained at a level considered adequate to provide for losses that can be reasonably anticipated. The allowance is increased by provisions charged to operating expense.

#### Cash and cash equivalents:

Cash and cash equivalents are defined as short-term, highly liquid investments with an original maturity of three months or less from the date of acquisition.

**CRATER PLANNING DISTRICT COMMISSION**

Notes to the Financial Statements  
June 30, 2024 (Continued)

---

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**

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Valuation of receivables:

Receivables are stated at face amount with no allowance for doubtful accounts because probable uncollectible accounts are immaterial.

Capital assets and long-term liabilities:

Capital assets, which include property, plant and equipment, are reported in the applicable Governmental or Business-Type Activities columns in the government-wide financial statements. The Commission defines capital assets as assets with an initial, individual cost of \$5,000 and recorded as expenditures in the Governmental Funds and as assets in the government-wide financial statements. Depreciation is recorded on capital assets on a government-wide basis using the straight-line method and the following estimated useful lives:

Buildings and other improvements	30 years
Equipment	3-5 years
Vehicles	5 years
Lease equipment	4-5 years

All capital assets are reported at cost or estimated historical cost if actual cost was not available.

Long-Term Obligations:

In the government-wide financial statements, long-term obligations are reported as liabilities in the applicable Governmental Activities statement of net position.

Operating Budget Process:

The Commission follows these procedures, which comply with legal requirements, in establishing the budgetary data reflected in the financial statements:

Both the General Fund and Special Revenue Fund have a legally adopted combined annual budget. On or before May 1st, the Executive Director submits to the Commission membership a proposed combined operating budget for the fiscal year commencing the following July 1st. The operating budget includes proposed expenditures and the means for financing those expenditures.

The meetings of the Commission are open for public comment on the budget.

The Commission's budget and work program are legally enacted by an affirmative vote of the Commission's membership.

The Executive Director is charged with implementing the approved budget and work program. Budgetary adjustments must be approved by the Commission.

Indirect costs, which support all projects, are allocated based on the ratio of the individual project's personal services, including fringe benefits, to total personal services, including fringe benefits.

Fringe benefits are allocated using the percentage of benefits to total personal services.

The Commission's operational budget is prepared on the modified accrual basis of accounting.

## CRATER PLANNING DISTRICT COMMISSION

Notes to the Financial Statements  
June 30, 2024 (Continued)

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### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

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#### Operating Budget Process: (Continued)

State and/or federal shares of unexpended funds are accrued as a liability in the year in which the grant funds are received.

Budgetary amounts are as originally adopted or as amended by the Commission. No supplementary budgetary appropriations were necessary during the fiscal year, which would have affected the total budget.

The Budgetary Comparison Schedule for the operating budget reflects the original budget, revised budget, and actual amounts for the Commission's operating budget. The actual operating revenues of \$2,588,038 were under budget by \$180,387 for the fiscal year ended June 30, 2024. The actual operating expenditures of \$1,374,605 were over budget by \$119,232 for the fiscal year ended June 30, 2024. The significant deviation of budget is related to one project, staff changes and capital outlay.

#### Compensated absences:

Each year employees accumulate a specified number of days of leave with pay based on years of service. The liability for compensated absences reflects unused leave as of June 30, including applicable employer taxes.

#### Use of Estimates:

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses reported during that period. Actual results could differ from those estimates.

#### Fund Balance:

The following classifications of fund balance describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Nonspendable fund balance - amounts that are either not in spendable form (such as inventory and prepaids) or are legally or contractually required to be maintained intact (corpus of a permanent fund);
- Restricted fund balance - amounts that can be spent only for the specific purposes stipulated by external resource providers such as grantors or enabling federal, state, or local legislation. Restrictions may be changed or lifted only with the consent of the resource providers;
- Committed fund balance - amounts that can be used only for the specific purposes determined by the adoption of an ordinance committing fund balance for a specified purpose by the City Manager prior to the end of the fiscal year. Once adopted, the limitation imposed by the ordinance remains in place until the resources have been spent for the specified purpose or the Executive Director adopts another ordinance to remove or revise the limitation;

## CRATER PLANNING DISTRICT COMMISSION

Notes to the Financial Statements  
June 30, 2024 (Continued)

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### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

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#### Fund Balance: (Continued)

- Assigned fund balance - amounts a government intends to use for a specific purpose but do not meet the criteria to be classified as committed; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment;
- Unassigned fund balance - amounts that are available for any purpose; positive amounts are only reported in the general fund. Additionally, any deficit fund balance within the other governmental fund types is reported as unassigned.

Commissioners establish (and modify or rescind) fund balance commitments by passage of an ordinance. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives).

Assigned fund balance is established by the Executive Director, who has been given the delegated authority by the Commission to assign amounts for a specific purpose (such as the purchase of capital assets, construction, debt service, or for other purposes).

The difference between assets and liabilities in the government-wide statement of net position must be labeled as net position. GAAP further requires that net position be subdivided into three categories: net investment in capital assets; restricted net position; and unrestricted net position.

#### Net Position:

Net position is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources. Net investment in capital assets represents capital assets, reduced by accumulated depreciation and by any outstanding debt, deferred outflows of resources and deferred inflows of resources related to the acquisition, construction or improvement of those assets. Restricted net position represents restricted assets reduced by liabilities and deferred inflows of resources related to those assets.

#### Net Position Flow Assumption:

Sometimes the Commission will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Commission's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

**CRATER PLANNING DISTRICT COMMISSION**

Notes to the Financial Statements  
June 30, 2024 (Continued)

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**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**

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Leases:

The Commission has various lease assets requiring recognition. A lease is a contract that conveys control of the right to use another entity's nonfinancial asset. Lease recognition does not apply to short-term leases, contracts that transfer ownership, leases of assets that are investments, or certain regulated leases.

*Lessee*

The Commission recognizes lease liabilities and intangible right-to-use lease assets (leased equipment) with an initial value of \$5,000, individually or in the aggregate in the government-wide financial statements. At the commencement of the lease, the lease liability is measured at the present value of payments expected to be made during the lease term (less any lease incentives). The lease liability is reduced by the principal portion of payments made. The leased equipment is measured at the initial amount of the lease liability, plus any payments made to the lessor at or before the commencement of the lease term and certain direct costs. The lease asset is amortized over the shorter of the lease term or the useful life of the underlying asset.

*Lessor*

The Commission recognizes leases receivable and deferred inflows of resources in the government-wide and governmental fund financial statements. At commencement of the lease, the lease receivable is measured at the present value of lease payments expected to be received during the lease term, reduced by any provision for estimated uncollectible amounts. Subsequently, the lease receivable is reduced by the principal portion of lease payments received. The deferred inflow of resources is measured at the initial amount of the lease receivable, less lease payments received from the lessee at or before the commencement of the lease term (less any lease incentives).

*Key Estimates and Judgments*

Lease accounting includes estimates and judgments for determining the (1) rate used to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

- The Commission uses the interest rate stated in lease contract. When the interest rate is not provided or the implicit rate cannot be readily determined, the Commission uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease terms include the noncancellable period of the lease and certain periods covered by options to extend to reflect how long the lease is expected to be in effect, with terms and conditions varying by the type of underlying asset.
- Fixed and certain variable payments as well as lease incentives and certain other payments are included in the measurement of the lease receivable (lessor), lease liability (lessee) or subscription liability.

## CRATER PLANNING DISTRICT COMMISSION

Notes to the Financial Statements  
June 30, 2024 (Continued)

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### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

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#### Leases: (Continued)

The Commission monitors changes in circumstances that would require a remeasurement or modification of its leases. The Commission will remeasure the lease receivable and deferred inflows of resources (lessor), the lease asset and liability (lessee) if certain changes occur that are expected to significantly affect the amount of the lease receivable or lease liability.

#### Deferred Inflows of Resources:

In addition to liabilities, the statement of financial position includes a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Commission has one item that qualifies for reporting in this category. Certain items related to leases are reported as deferred inflows of resources. For more detailed information on these items, reference the related notes.

### NOTE 2—DEPOSITS AND INVESTMENTS:

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#### 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.

The carrying value of the Commission's deposits with banks was \$884,122 and the bank balance was \$888,576 as of June 30, 2024. The Commission also has a \$50 petty cash fund. Funds of the Commission on deposit in banks were fully protected under the provisions of the Virginia Security for Public Deposits Act, Section 2.1-359 et seq. All of the Commission's deposits were covered by federal depository insurance or by collateral held by the Virginia State Treasurer under the Virginia Security for Public Deposits Act for the year ended June 30, 2024. Under the Act, banks holding public deposits in excess of the amount insured by FDIC must pledge collateral in the amount of 50 percent of excess deposits to a collateral pool in the name of the State Treasury Board. The State Treasury Board is responsible for monitoring compliance with the Act and for notifying local governments of compliance by banks and savings and loans.

#### Investments

Statutes authorize the Commission to invest in obligations of the United States or 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, banker's acceptances, repurchase agreements and the State Treasurer's Local Government Investment Pool (LGIP).

The Commission does not have a formal investment policy.

**CRATER PLANNING DISTRICT COMMISSION**

Notes to the Financial Statements  
June 30, 2024 (Continued)

**NOTE 3—ACCOUNTS AND GRANTS RECEIVABLE:**

Receivables, as of year-end, including the applicable allowances for uncollectible accounts, are as follows:

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total</u>
Receivables			
Governmental agencies	\$ 576,231	\$ 124,723	\$ 700,954
Miscellaneous	56,732	-	56,732
Gross receivables	<u>632,963</u>	<u>124,723</u>	<u>757,686</u>
Less allowance for uncollectibles	-	-	-
Net total receivables	<u>\$ 632,963</u>	<u>\$ 124,723</u>	<u>\$ 757,686</u>

**NOTE 4—UNEARNED REVENUE:**

Unearned revenues represent amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, such amounts are measurable but not available for current use. At June 30, 2024, unearned revenue consisted of the following:

Petersburg Area Regional Tourism    \$    271,894

**NOTE 5—LEASE RECEIVABLE:**

The Commission leases office space under the following lease contract. In fiscal year 2024, the Commission recognized principal and interest revenue in the amount of \$5,451 and \$1,250, respectively. A description of the lease is as follows:

<u>Lease Description</u>	<u>Start Date</u>	<u>End Date</u>	<u>Payment Frequency</u>	<u>Discount Rate</u>	<u>Receivable Balance</u>
Office space	5/1/2023	4/30/2026	Monthly	8.5%	\$ 14,904
					<u>\$ 14,904</u>

Expected future payments at June 30, 2024 are as follows:

<u>Year Ended June 30</u>	<u>Governmental Activities</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 6,994	\$ 1,006	\$ 8,000
2026	7,910	340	8,250
Total	<u>\$ 14,904</u>	<u>\$ 1,346</u>	<u>\$ 16,250</u>

**CRATER PLANNING DISTRICT COMMISSION**

Notes to the Financial Statements  
June 30, 2024 (Continued)

**NOTE 6—CAPITAL ASSETS:**

**Governmental Activities**

The following is a summary of the changes in capital assets for the fiscal year ended June 30, 2024:

	<u>Balance</u> <u>July 1, 2023</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance</u> <u>June 30, 2024</u>
Capital assets not being depreciated:				
Land	\$ 161,417	\$ -	\$ -	\$ 161,417
Total capital assets not being depreciated	<u>\$ 161,417</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 161,417</u>
Other capital assets:				
Buildings and improvements	453,092	-	-	453,092
Equipment	13,887	6,397	-	20,284
Lease equipment	14,505	-	-	14,505
Total other capital assets	<u>\$ 481,484</u>	<u>\$ 6,397</u>	<u>\$ -</u>	<u>\$ 487,881</u>
Accumulated depreciation:				
Buildings and improvements	\$ 276,242	\$ 18,691	\$ -	\$ 294,933
Equipment	13,887	355	-	14,242
Lease equipment	6,146	3,073	-	9,219
Total accumulated depreciation	<u>\$ 296,275</u>	<u>\$ 22,119</u>	<u>\$ -</u>	<u>\$ 318,394</u>
Total capital assets being depreciated, net	<u>\$ 185,209</u>	<u>\$ (15,722)</u>	<u>\$ -</u>	<u>\$ 169,487</u>
Total capital assets, net	<u>\$ 346,626</u>	<u>\$ (15,722)</u>	<u>\$ -</u>	<u>\$ 330,904</u>

Governmental Activities Capital Assets, net of accumulated depreciation at June 30, 2024 are comprised of the following:

General governmental capital assets, net	\$ 330,904
Total	<u>\$ 330,904</u>

Depreciation was charged to government functions as follows:

Economic development	\$ 22,119
Total	<u>\$ 22,119</u>

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**CRATER PLANNING DISTRICT COMMISSION**

Notes to the Financial Statements  
June 30, 2024 (Continued)

**NOTE 7—LONG-TERM OBLIGATIONS:**

The following is a summary of long-term obligation transactions of the Commission for the year ended June 30, 2024:

	Balance July 1, 2023	Additions	Reductions	Balance June 30, 2024	Amounts Due Within One Year
Compensated absences	\$ 24,213	\$ 6,125	\$ -	\$ 30,338	\$ 3,034
Lease liabilities	6,652	-	3,324	3,328	2,656
Total	\$ 30,865	\$ 6,125	\$ 3,324	\$ 33,666	\$ 5,690

Details of long-term obligations are as follows:

	Total Amount Due	Amount Due Within One Year
Details of long-term obligations:		
Lease liabilities:		
\$11,060 office equipment lease, due in monthly installments of \$224 through September 2025, interest at 1.51%.	\$ 3,328	\$ 2,656
Total lease liabilities	\$ 3,328	\$ 2,656
Compensated absences	\$ 30,338	\$ 3,034
Total long-term obligations	\$ 33,666	\$ 5,690

Annual requirements to amortize long-term obligations and related interest are as follows:

Year Ending June 30,	Lease Liabilities	
	Principal	Interest
2025	\$ 2,656	\$ 32
2026	672	2
Total	\$ 3,328	\$ 34

**NOTE 8—INTERFUND TRANSFERS:**

The Commission has adopted a resolution whereby any excess of expenditures over revenues received or receivable by a grant or project shall be properly chargeable against the unencumbered fund equity of the General Fund of the Commission. The amount charged against the General Fund of the Commission in accordance with this resolution was \$1,274,588 for the year ended June 30, 2024.

**CRATER PLANNING DISTRICT COMMISSION**

Notes to the Financial Statements  
June 30, 2024 (Continued)

**NOTE 9—INDIRECT COSTS:**

Indirect costs, which support all projects, are allocated based on the ratio of the individual project's personnel services, including fringe benefits, to total personal services, including fringe benefits. The indirect cost amounts for the fiscal year ended June 30, 2024 are as follows:

Indirect costs	\$ 447,901
Total personnel services, including fringe benefits	\$ <u>877,236</u> = 51.0582%

The following items are included in the indirect costs allocated to projects:

Audit and accounting	\$ 90,848
Capital outlay	398
Contract services	17,442
Janitorial services	6,564
Liability insurance	4,749
Maintenance and repairs	12,117
Meetings and conferences	18,388
Memberships and subscriptions	16,400
Miscellaneous	1,155
Printing and reproduction	11,536
Postage	422
Salaries	230,559
Supplies	5,526
Telecommunications	9,951
Travel	6,131
Utilities	15,715
Total indirect costs	\$ <u>447,901</u>

**NOTE 10—FRINGE BENEFIT ALLOCATION:**

Fringe benefit expense is allocated using the percentage of benefits to total personal services. Components of fringe benefit expense for the year ended June 30, 2024 is shown below:

Retirement	\$ 96,060
Hospitalization	96,255
Life and Long-Term Care insurance	5,643
Disability insurance and worker's compensation	2,375
Compensated absences	41,057
Payroll taxes	13,589
Fringe benefit expenses	\$ <u>254,979</u>
Total direct personnel services	\$ <u>622,257</u> = 40.9765%

## **CRATER PLANNING DISTRICT COMMISSION**

Notes to the Financial Statements  
June 30, 2024 (Continued)

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### **NOTE 11—VIRGINIA'S GATEWAY REGION:**

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The Crater Planning District Commission serves as the payroll administrator and benefits provider for Virginia's Gateway Region.

### **NOTE 12—PETERSBURG AREA REGIONAL TOURISM (PART):**

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The Commission provides administrative support to PART, which is a 501(c)(3) regional tourism organization serving the counties of Chesterfield, Dinwiddie and Prince George, and the cities of Colonial Heights, Hopewell and Petersburg. PART received funds through fiscal year ended June 30, 2024 in the amount of \$5,607,961, of which \$5,336,067 has been expended for its intended purpose and accordingly has been recognized as revenue through the fiscal year ended June 30, 2024. The remaining \$271,894 has been reflected as unearned revenue as of June 30, 2024.

### **NOTE 13—CRATER REGIONAL WORKFORCE INVESTMENT BOARD:**

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The Crater Planning District Commission serves as the payroll administrator and benefits provider for Crater Regional Workforce Development Board.

### **NOTE 14—CRATER SMALL BUSINESS DEVELOPMENT CENTER:**

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The Crater Planning District Commission serves as the payroll administrator and benefits provider for Crater Small Business Development Center.

### **NOTE 15—COMMONWEALTH CENTER FOR ADVANCED LOGISTICS SYSTEMS (CCALS):**

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The Crater Planning District Commission serves as the payroll administrator and benefits provider for Commonwealth Center for Advanced Logistics Systems (CCALS).

### **NOTE 16—POSTRETIREMENT PLANS:**

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The Commission maintains the "Crater Planning District Commission Profit Sharing Plan". The Plan provides for annual discretionary contributions up to the maximum allowed by the Internal Revenue Code. Contributions to the Plan are authorized by the Commission and are currently set at 15% of qualifying salaries. The Plan covers substantially all employees with at least six months of service, who have attained the age of 21 and are credited with one thousand (1,000) hours of service in the year. Total contributions made for the year were \$226,125.

In addition, the Commission maintains a 457 plan in which employees can elect through salary reduction to contribute up to limits allowed by the Internal Revenue Code.

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*REQUIRED SUPPLEMENTARY INFORMATION*

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CRATER PLANNING DISTRICT COMMISSION

General Fund  
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual  
Year Ended June 30, 2024

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
Local government subdivisions	\$ 271,559	\$ 271,559	\$ 271,559	\$ -
Commonwealth of Virginia	89,971	89,971	187,251	97,280
Federal grants	1,104,011	1,104,011	812,115	(291,896)
Interest income	5,000	5,000	4,396	(604)
Miscellaneous	23,296	1,297,884	1,312,717	14,833
Total revenues	\$ 1,493,837	\$ 2,768,425	\$ 2,588,038	\$ (180,387)
<b>EXPENDITURES</b>				
Direct Charges				
Personnel services	\$ 691,496	\$ 691,496	\$ 631,155	\$ 60,341
Employee benefits				
Retirement	\$ 103,724	\$ 103,724	\$ 103,249	\$ 475
Hospitalization	107,640	107,640	107,642	(2)
Life and Long-Term Care insurance	7,780	7,780	5,657	2,123
Disability insurance and worker's compensation	3,606	3,606	3,437	169
Payroll taxes	12,637	12,637	26,096	(13,459)
Total employee benefits	\$ 235,387	\$ 235,387	\$ 246,081	\$ (10,694)
Contractual services				
Audit	\$ 103,000	\$ 103,000	\$ 90,848	\$ 12,152
Legal	2,000	2,000	-	2,000
Contract services	269,844	269,844	259,130	10,714
Marketing	13,000	13,000	926	12,074
Total contractual services	\$ 387,844	\$ 387,844	\$ 350,904	\$ 36,940

CRATER PLANNING DISTRICT COMMISSION

General Fund

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual  
Year Ended June 30, 2024

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
Overhead				
Capital outlay	\$ 15,000	\$ 15,000	\$ 398	\$ 14,602
Postage	1,500	1,500	422	1,078
Telecommunications	10,000	10,000	10,992	(992)
Liability insurance	4,500	4,500	4,749	(249)
Maintenance and repairs	23,000	23,000	12,596	10,404
Supplies	9,000	9,000	5,526	3,474
Meetings and conferences	15,000	15,000	20,906	(5,906)
Memberships and subscriptions	12,500	12,500	18,085	(5,585)
Miscellaneous	8,000	8,000	11,138	(3,138)
Printing and reproduction	15,000	15,000	11,536	3,464
Travel, mileage	40,110	40,110	25,322	14,788
Travel, subsistence	3,000	3,000	639	2,361
Utilities	15,000	15,000	17,592	(2,592)
Janitorial services	7,500	7,500	6,564	936
Total overhead	\$ 179,110	\$ 179,110	\$ 146,465	\$ 32,645
Total expenditures	\$ 1,493,837	\$ 1,493,837	\$ 1,374,605	\$ 119,232
Excess (deficiency) of revenues over (under) expenditures	\$ -	\$ 1,274,588	\$ 1,213,433	\$ (61,155)
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers out	\$ -	\$ (1,274,588)	\$ (1,274,588)	\$ -
Total other financing sources (uses)	\$ -	\$ (1,274,588)	\$ (1,274,588)	\$ -
Net change in fund balances	\$ -	\$ -	\$ (61,155)	\$ (61,155)
Fund balances - beginning	-	-	1,253,627	1,253,627
Fund balances - ending	\$ -	\$ -	\$ 1,192,472	\$ 1,192,472

*OTHER SUPPLEMENTARY INFORMATION*

CRATER PLANNING DISTRICT COMMISSION

Exhibit 8

Page 1 of 2

Combining Statement of Revenues and Expenditures  
 General Fund  
 Year Ended June 30, 2024

	General Fund	Indirect	Total General (Memoranda Only)
<b>REVENUES</b>			
Local government subdivisions	\$ 271,559	\$ -	\$ 271,559
Commonwealth of Virginia	187,251	-	187,251
Federal grants	812,115	-	812,115
Interest income	4,396	-	4,396
Miscellaneous	1,312,717	-	1,312,717
Total revenues	<u>\$ 2,588,038</u>	<u>\$ -</u>	<u>\$ 2,588,038</u>
<b>EXPENDITURES</b>			
Direct charges:			
Personnel services	<u>\$ 359,539</u>	<u>\$ 271,616</u>	<u>\$ 631,155</u>
Employee benefits:			
Retirement	\$ 7,189	\$ 96,060	\$ 103,249
Hospitalization	11,387	96,255	107,642
Life and Long-Term Care insurance	14	5,643	5,657
Disability insurance and worker's compensation	1,062	2,375	3,437
Payroll taxes	12,507	13,589	26,096
Total employee benefits	<u>\$ 32,159</u>	<u>\$ 213,922</u>	<u>\$ 246,081</u>
Contractual services:			
Audit and accounting	\$ -	\$ 90,848	\$ 90,848
Contract services	241,688	17,442	259,130
Marketing	926	-	926
Total contractual services	<u>\$ 242,614</u>	<u>\$ 108,290</u>	<u>\$ 350,904</u>
Overhead:			
Capital Outlay	\$ -	\$ 398	\$ 398
Postage	-	422	422
Telecommunications	1,041	9,951	10,992
Liability insurance	-	4,749	4,749
Maintenance and repairs	479	12,117	12,596
Supplies	-	5,526	5,526
Meetings and conferences	2,518	18,388	20,906
Memberships and subscriptions	1,685	16,400	18,085

CRATER PLANNING DISTRICT COMMISSION

Exhibit 8  
Page 2 of 2

Combining Statement of Revenues and Expenditures  
General Fund  
Year Ended June 30, 2024

Overhead: (Continued)			
Miscellaneous	\$ 9,983	\$ 1,155	\$ 11,138
Printing and reproduction	-	11,536	11,536
Travel, mileage	19,191	6,131	25,322
Travel, subsistence	639	-	639
Utilities	1,877	15,715	17,592
Janitorial services	-	6,564	6,564
Total overhead	<u>\$ 37,413</u>	<u>\$ 109,052</u>	<u>\$ 146,465</u>
Indirect Charges:			
Indirect costs (51.0582%) of qualified personal service costs and indirect fringe benefits	\$ 447,901	\$ (447,901)	\$ -
Fringe benefits (40.9765%) of qualified direct personal service costs indirect fringe benefits	254,979	(254,979)	-
Total indirect charges	<u>\$ 702,880</u>	<u>\$ (702,880)</u>	<u>\$ -</u>
Total expenditures	<u>\$ 1,374,605</u>	<u>\$ -</u>	<u>\$ 1,374,605</u>
Excess of revenues over expenditures	<u>\$ 1,213,433</u>	<u>\$ -</u>	<u>\$ 1,213,433</u>

CRATER PLANNING DISTRICT COMMISSION

Exhibit 9

Combining Statement of Revenues and Expenditures  
 Special Revenue Funds  
 Year Ended June 30, 2024

	Commonwealth Center for Advanced <u>Logistics Systems</u>	Virginia's Gateway <u>Region</u>	Crater Regional Workforce Investment Board <u>Personnel</u>	Crater Small Business Development <u>Center</u>	Total Special Revenue (Memoranda <u>Only</u> )
<b>EXPENDITURES</b>					
Direct charges:					
Personnel services	\$ 73,578	\$ 576,540	\$ 327,755	\$ 69,978	\$ 1,047,851
Employee benefits:					
Retirement	\$ -	\$ 71,378	\$ 41,079	\$ 10,419	\$ 122,876
Hospitalization	-	16,560	48,645	-	65,205
Life and Long-Term Care Insurance	-	2,083	1,992	641	4,716
Disability insurance	-	1,004	720	208	1,932
Payroll taxes	8,493	14,120	8,016	1,379	32,008
Total employee benefits	\$ 8,493	\$ 105,145	\$ 100,452	\$ 12,647	\$ 226,737
Total expenditures	\$ 82,071	\$ 681,685	\$ 428,207	\$ 82,625	\$ 1,274,588
Excess of revenues over expenditures	\$ (82,071)	\$ (681,685)	\$ (428,207)	\$ (82,625)	\$ (1,274,588)

## *COMPLIANCE*

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ROBINSON, FARMER, COX ASSOCIATES, PLLC  
*Certified Public Accountants*

**Independent Auditors' 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***

---

To the Commissioners  
Crater Planning District Commission  
Petersburg, Virginia

We have audited, in accordance with the 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 governmental activities, each major fund, and the aggregate remaining fund information of Crater Planning District Commission (the "Commission"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise Crater Planning District Commission's basic financial statements and have issued our report thereon dated February 27, 2025.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Crater Planning District Commission's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Crater Planning District Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of Crater Planning District Commission'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 entity'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 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 that 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 Crater Planning District Commission'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. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## 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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Robinson, Farnum, Cox Associates*

Richmond, Virginia  
February 27, 2025



ROBINSON, FARMER, COX ASSOCIATES, PLLC  
*Certified Public Accountants*

**Independent Auditors' Report on Compliance for Each Major Program and on  
Internal Control over Compliance Required by the Uniform Guidance**

---

To the Commissioners  
Crater Planning District Commission  
Petersburg, Virginia

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Crater Planning District Commission's compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of Crater Planning District Commission's major federal programs for the year ended June 30, 2024. Crater Planning District Commission's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, Crater Planning District Commission complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance 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 audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Crater Planning District Commission and to meet our other ethical responsibilities, in accordance with 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 opinion on compliance for each major federal program. Our audit does not provide a legal determination of Crater Planning District Commission's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Crater Planning District Commission's federal programs.

### ***Auditors' Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Crater Planning District Commission's compliance based on our audit. 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 generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Crater Planning District Commission's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, 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 Crater Planning District Commission's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Crater Planning District Commission's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Crater Planning District Commission's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control over Compliance**

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

### Report on Internal Control over Compliance (Continued)

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Robinson, Farnum, Cox Associates*

Richmond, Virginia  
February 27, 2025

CRATER PLANNING DISTRICT COMMISSION

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2024

Federal Grantor/Pass-through Grantor/Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Federal Expenditures
<b>Department of Commerce</b>			
Pass-through payments:			
Economic Development Administration:			
Economic Development Support for Planning Organizations	11.302	Not Available	\$ 70,180
Coastal Zone Management Administration Awards	11.419	Not Available	<u>68,888</u>
Total Department of Commerce			<u>\$ 139,068</u>
<b>Department of Defense</b>			
Pass-through payments:			
Defense Logistics Agency:			
Procurement Technical Assistance For Business Firms	12.002	Not Available	<u>\$ 251,291</u>
Total Department of Defense			<u>\$ 251,291</u>
<b>Department of Housing and Urban Development</b>			
Pass-through payments:			
Department of Housing and Community Development:			
Community Compass Technical Assistance and Capacity Building	14.259	Not Available	<u>\$ 21,517</u>
Total Department of Housing and Urban Development			<u>\$ 21,517</u>
<b>Environmental Protection Agency</b>			
Pass-through payments:			
Virginia Department of Environmental Quality:			
Geographic Programs - Chesapeake Bay Program Implementation, Regulatory/Accountability and Monitoring Grants	66.964	Not Available	<u>\$ 58,000</u>
Total Environmental Protection Agency			<u>\$ 58,000</u>
<b>Department of Transportation</b>			
Pass-through payments:			
Virginia Department of Transportation:			
Highway Planning and Construction	20.205	Not Available	\$ 250,742
Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research	20.505	Not Available	<u>91,497</u>
Total Department of Transportation			<u>\$ 342,239</u>
Total expenditures of federal awards			<u>\$ 812,115</u>

**CRATER PLANNING DISTRICT COMMISSION**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2024**

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**Note 1- Basis of Presentation:**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Crater Virginia Planning District Commission under programs of the federal government for the year ended June 30, 2024. The information in this Schedule is presented in accordance with the requirements of Title 2 *U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Crater Planning District Commission, it is not intended to and does not present the financial position or changes in net position of Crater Planning District Commission.

**Note 2 - Summary of Significant Accounting Policies**

(1) Expenditures on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

(2) Pass-through entity identifying numbers are presented where available.

(3) The Commission did not have any loans or loan guarantees which are subject to reporting requirements for the year.

**Note 3 - Subrecipients**

No awards were passed through to subrecipients.

**Note 4 - Indirect Cost Rate**

The Commission did not elect to use the 10-percent de minimis indirect cost rate allowed under Uniform Guidance.

**Note 5 - Relationship to Financial Statements**

Federal expenditures, revenues and capital contributions are reported in the Commission's financial statements as follows:

Primary government:	
Operating activities	\$ <u>812,115</u>
 Total federal expenditures per the Schedule of Expenditures of Federal Awards	 \$ <u>812,115</u>

**CRATER PLANNING DISTRICT COMMISSION**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**YEAR ENDED JUNE 30, 2024**

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**Section I - Summary of Auditors' Results**

**Financial Statements**

Type of auditors' report issued:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Noncompliance material to financial statements noted?	No

**Federal Awards**

Internal control over major programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None Reported
Type of auditors' report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR section 200.516(a)?	No

Identification of major programs:

<u>Assistance Listing #</u>	<u>Name of Federal Program or Cluster</u>
20.505	Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research
20.205	Highway Planning and Construction

Dollar threshold used to distinguish between Type A and Type B programs	\$750,000
Auditee qualified as low-risk auditee?	No

**Section II - Financial Statement Findings**

There are no financial statement findings to report.

**Section III - Federal Award Findings and Questioned Costs**

There are no federal award findings and questioned costs to report.

**Section IV - Prior Year Audit Findings**

There were no prior year audit findings.

# CRATER PLANNING DISTRICT COMMISSION



## FINANCIAL REPORT

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FOR FISCAL YEAR ENDED JUNE 30, 2024



**CRATER PLANNING DISTRICT COMMISSION**  
**FINANCIAL REPORT**  
**YEAR ENDED JUNE 30, 2024**

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## CRATER PLANNING DISTRICT COMMISSION

FINANCIAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2024

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CRATER PLANNING DISTRICT COMMISSION  
FINANCIAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2024

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CRATER PLANNING DISTRICT COMMISSION

DIRECTORY OF PRINCIPAL OFFICIALS

Commissioners

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Chesterfield County:

Kevin P. Carroll  
Jim Ingle  
Natalie Spillman  
Mr. Jacob R. Newton

City of Colonial Heights:

Douglas E. Smith  
John T. Wood

Dinwiddie County:

Kevin Massengill  
Dr. Mark E. Moore

City of Emporia:

William E. Johnson  
Yolanda Hines

Greensville County:

James Brown  
Linwood E. Pope, Jr.

Charles City County:

Michelle Johnson  
Michael Hill

City of Hopewell:

Dr. Concetta Manker  
Dominic R. Holloway, Sr.  
Michael B. Harris

City of Petersburg:

John M. Altman, Jr.  
Samuel Parham  
Bernard H. Howard

Prince George County:

Steve McDonough  
Marlene J. Waymack  
David W. Clements

Surry County:

Melissa Rollins  
Dr. Robert L. Elliott, Jr.

Sussex County:

Richard Douglas  
Eric Fly

*Officers*

Michelle Johnson, Chair  
Samuel Parham, Vice-Chair  
Melissa Rollins, Treasurer

E. Jay Ellington, Executive Director

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ROBINSON, FARMER, COX ASSOCIATES, PLLC  
*Certified Public Accountants*

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**Independent Auditors' Report**

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**To the Commissioners  
Crater Planning District Commission  
Petersburg, Virginia**

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

***Opinions***

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Crater Planning District Commission (the "Commission") as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Crater Planning District Commission, as of June 30, 2024, and the changes in financial position, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Basis for Opinions***

We conducted our audit 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. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Crater Planning District Commission, 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 opinions.

***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 Crater Planning District Commission'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.

### ***Auditors' 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 auditors' report that includes our opinions. 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 generally accepted auditing standards, *Government Auditing Standards*, and the *Specifications for Audits of Authorities, Boards, and Commissions* 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 generally accepted auditing standards, *Government Auditing Standards*, and the *Specifications for Audits of Authorities, Boards, and Commissions*, 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 Crater Planning District Commission'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 Crater Planning District Commission'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 and the budgetary comparison information as listed in the table of contents 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 auditing standards generally accepted in the United States of America, 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. The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Crater Planning District Commission's basic financial statements. The accompanying other supplementary information is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated February 27, 2025, on our consideration of Crater Planning District Commission'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 Crater Planning District Commission'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 Crater Planning District Commission's internal control over financial reporting and compliance.

*Robinson, Farnum, Cox Associates*

Richmond, Virginia  
February 27, 2025

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## MANAGEMENT'S DISCUSSION AND ANALYSIS

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### **The Commissioners Crater Planning District Commission Petersburg, Virginia**

Presented here is the Management's Discussion and Analysis Report for the Crater Planning District Commission ("CPDC") for the fiscal year ended June 30, 2024. Responsibility for the accuracy of the data and the completeness and fairness of this presentation (including all disclosures) rests with management. To the best of our knowledge and belief, the data contained herein is accurate in all material respects. This data is reported in a manner designed to fairly present the CPDC's financial position, and the result of operations of the various funds of the CPDC. All disclosures necessary to enable the reader to gain an accurate understanding of the CPDC's financial activities have been included.

The Executive Director and the Finance Officer are responsible for establishing an accounting and internal control structure designed to ensure that the physical, data, informational, intellectual, and human resource assets of the CPDC are protected from loss, theft, and misuse, and to ensure that adequate accounting information is maintained and reported in conformity with generally accepted accounting principles ("GAAP"). Management also strives to ensure that these assets are put to good and effective use. The internal control structure is designed to provide reasonable assurances that these objectives are attained.

### **Overview of the Financial Statements**

The financial statements presented herein include all of the activities of the CPDC using the integrated approach as prescribed by GASB Statement 34.

This discussion and analysis is intended to serve as an introduction to the CPDC's financial statements. This annual report consists of four components:

1. Management's Discussion and Analysis
2. Basic Financial Statements
3. Required Supplementary Information
4. Other Supplementary Information

### **Basic Financial Statements**

The statement of net position presents information on all of the CPDC's assets, liabilities, and net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the CPDC is improving or deteriorating.

The statement of activities shows the actual revenues and expenditures of the CPDC for the fiscal year ended June 30, 2023, and the resulting excess of revenues over expenses. It is important to realize that the CPDC, while not in the business of making a profit, should be managed in such a way to assure that balances are available for the continuation of services.

The CPDC adopts an annual operating budget in June for each fiscal year. A budgetary comparison has been provided to demonstrate compliance with the budget. The actual revenues and expenditures are compared to those budgeted for the fiscal year and the resulting variance is calculated.

Finally, the resulting excess of revenues over expenditures are added (or subtracted if expenditures exceeded revenues) from the fund balance at the beginning of the year. This results in the new unrestricted net position balance or "operating reserve". The "operating reserve" is the funds that the CPDC uses for those programs, studies, and tasks not otherwise funded by a grant.

The MD&A is intended to explain significant changes in the financial position and differences in operations between the current and prior years.

The notes following the financial statements provide additional information that is essential to a full understanding of the data provided in the statement of financial position and the statement of revenues, expenditures and changes in fund balance statements.

**Government-Wide Financial Analysis**

	<u>Net Position</u>	
	<u>2024</u>	<u>2023</u>
Current assets	\$ 1,680,557	\$ 1,870,185
Notes receivable, long-term	108,554	194,245
Lease receivable, long-term	7,910	-
Capital assets	<u>330,904</u>	<u>346,626</u>
<b>Total assets</b>	<b><u>\$ 2,127,925</u></b>	<b><u>\$ 2,411,056</u></b>
Current liabilities	\$ 596,470	\$ 816,548
Long-term liabilities	<u>27,976</u>	<u>25,120</u>
<b>Total liabilities</b>	<b><u>\$ 624,446</u></b>	<b><u>\$ 841,668</u></b>
Lease related	<u>\$ 13,769</u>	<u>\$ -</u>
<b>Total deferred inflows of resources</b>	<b><u>\$ 13,769</u></b>	<b><u>\$ -</u></b>
Net position:		
Net investment in capital assets	\$ 327,576	\$ 339,974
Unrestricted	<u>1,162,134</u>	<u>1,229,414</u>
<b>Total net position</b>	<b><u>\$ 1,489,710</u></b>	<b><u>\$ 1,569,388</u></b>

Current assets are comprised of cash and certificates of deposit, accounts receivable, prepaid expenses, and current maturities of notes receivable. These are resources available to the CPDC for on-going operations.

Capital assets consist primarily of office building and furniture and equipment used for the operation of the CPDC. Assets that have been purchased with funds from a grantor may revert to the grantor in the event the program is discontinued.

Current liabilities are the obligations of the CPDC. This category includes accounts payable and accrued expenses.

Long-term liabilities of the CPDC are comprised of compensated absence and lease liabilities.

**Statement of Activities**

Changes in net position for the years ended June 30, 2024 and 2023 are as follows:

	<u>Change in Net Position</u>	
	<u>2024</u>	<u>2023</u>
Revenues:		
Operating revenues, and contributions	\$ 812,115	\$ 730,082
Unrestricted revenue	<u>1,775,923</u>	<u>1,538,494</u>
Total revenues	<u>\$ 2,588,038</u>	<u>\$ 2,268,576</u>
Expenses:		
General and administrative	\$ 1,390,327	\$ 1,278,451
Project costs	<u>1,277,389</u>	<u>1,169,185</u>
Total expenses	<u>\$ 2,667,716</u>	<u>\$ 2,447,636</u>
Change in net position	\$ (79,678)	\$ (179,060)
Net position - July 1	<u>1,569,388</u>	<u>1,748,448</u>
Net position - June 30	<u>\$ 1,489,710</u>	<u>\$ 1,569,388</u>

**Economic Factors, Rates and 2024-2025 Budget**

The CPDC is the eleventh largest planning district in the Commonwealth of Virginia. The Crater Region is poised for further growth and to that end the CPDC is positioning itself to maintain the level of service to its member governments.

Every effort is made on the part of the Administrative staff to accurately predict revenues and expenses for the upcoming year so that staff can provide the Board with the best estimates of the current and upcoming fiscal years. Factors such as regional economy, past spending patterns, past funding, and population growth estimates are taken into consideration to develop estimates for current and future revenues and expenses.

### **Contacting CPDC's Financial Management**

This financial report is to provide Federal, State, and Local grantors, as well as member localities, with a general overview of the CPDC's finances and to show accountability for the money it receives. If you have questions about this report or need to get additional information, contact the Executive Director at Post Office Box 1808, Petersburg, Virginia 23805, and phone (804) 861-1666.

## *BASIC FINANCIAL STATEMENTS*

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*GOVERNMENT-WIDE FINANCIAL STATEMENTS*

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CRATER PLANNING DISTRICT COMMISSION

Exhibit 1

Statement of Net Position  
June 30, 2024

	<u>Governmental Activities</u>
<b>ASSETS</b>	
<b>Current assets:</b>	
Cash and cash equivalents	\$ 778,676
Certificates of deposit	105,446
Accounts receivable	
Governmental Agencies	700,954
Miscellaneous	56,732
Lease receivable	6,994
Notes receivable, current maturity	19,534
Prepays	12,221
Total current assets	<u>\$ 1,680,557</u>
<b>Noncurrent assets:</b>	
Notes receivable, long-term, net of current maturities and allowance of \$6,741	\$ 108,554
Lease receivable	7,910
Total noncurrent assets	<u>\$ 116,464</u>
<b>Capital assets:</b>	
<b>Non-depreciable</b>	
Land	\$ 161,417
<b>Depreciable</b>	
Building and improvements	453,092
Equipment	20,284
Lease equipment	14,505
Accumulated depreciation	(318,394)
Total capital assets, net	<u>\$ 330,904</u>
Total assets	<u>\$ 2,127,925</u>
<b>LIABILITIES</b>	
<b>Current liabilities:</b>	
Accounts payable and other liabilities	\$ 318,886
Unearned revenue	271,894
Compensated absences, current portion	3,034
Lease liabilities, current portion	2,656
Total current liabilities	<u>\$ 596,470</u>
<b>Noncurrent liabilities:</b>	
Compensated absences, noncurrent portion	\$ 27,304
Lease liabilities, noncurrent portion	672
Total noncurrent liabilities	<u>\$ 27,976</u>
Total liabilities	<u>\$ 624,446</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Lease related	\$ 13,769
Total deferred inflows of resources	<u>\$ 13,769</u>
<b>NET POSITION</b>	
Net investment in capital assets	\$ 327,576
Unrestricted	1,162,134
Total net position	<u>\$ 1,489,710</u>
Total liabilities, deferred inflows of resources, and net position	<u>\$ 2,127,925</u>

The accompanying notes to financial statements are an integral part of this statement.

CRATER PLANNING DISTRICT COMMISSION

Exhibit 2

Statement of Activities  
Year Ended June 30, 2024

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position	
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
<b>Primary Government</b>					
Governmental activities					
General government administration	\$ 1,390,327	\$ -	\$ 812,115	\$ -	\$ (578,212)
Economic development	1,277,389	-	-	-	(1,277,389)
<b>Total governmental activities</b>	<b>2,667,716</b>	<b>-</b>	<b>812,115</b>	<b>-</b>	<b>(1,855,601)</b>
<b>Total primary government</b>	<b>\$ 2,667,716</b>	<b>\$ -</b>	<b>\$ 812,115</b>	<b>\$ -</b>	
<b>General Revenues</b>					
Local governmental subdivisions				\$ 271,559	
Commonwealth of Virginia				187,251	
Interest income				4,396	
Miscellaneous				1,312,717	
<b>Total general revenues</b>				<b>\$ 1,775,923</b>	
Change in net position				\$ (79,678)	
Net position, beginning of year					1,569,388
Net position, end of year					<b>\$ 1,489,710</b>

The accompanying notes to financial statements are an integral part of this statement.

*FUND FINANCIAL STATEMENTS*

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## CRATER PLANNING DISTRICT COMMISSION

Exhibit 3

## Balance Sheet

Year Ended June 30, 2024

	General	Nonmajor Funds Special Revenue	Total Government Funds
<b>Assets:</b>			
Cash	\$ 56,710	\$ 721,966	\$ 778,676
Certificates of Deposit	105,446	-	105,446
Accounts receivable:			
Governmental agencies	576,231	124,723	700,954
Miscellaneous	56,732	-	56,732
Lease receivable	14,904	-	14,904
Notes receivable, less allowance of \$6,741	-	128,088	128,088
Due from Special Revenue Funds	974,777	-	974,777
Prepays	12,221	-	12,221
<b>Total assets</b>	<b>\$ 1,797,021</b>	<b>\$ 974,777</b>	<b>\$ 2,771,798</b>
<b>Liabilities:</b>			
Accounts payable	\$ 318,886	\$ -	\$ 318,886
Due to General Fund	-	974,777	974,777
Unearned revenue	271,894	-	271,894
<b>Total liabilities</b>	<b>\$ 590,780</b>	<b>\$ 974,777</b>	<b>\$ 1,565,557</b>
<b>Deferred Inflows of Resources:</b>			
Lease related	\$ 13,769	\$ -	\$ 13,769
<b>Total deferred inflows of resources</b>	<b>\$ 13,769</b>	<b>\$ -</b>	<b>\$ 13,769</b>
<b>Fund Balance:</b>			
Nonspendable			
Notes receivable	\$ -	\$ 128,088	\$ 128,088
Prepays	12,221	-	12,221
Unassigned	1,180,251	(128,088)	1,052,163
<b>Total fund balance</b>	<b>\$ 1,192,472</b>	<b>\$ -</b>	<b>\$ 1,192,472</b>
<b>Total liabilities, deferred inflows of resources fund balances</b>	<b>\$ 1,797,021</b>	<b>\$ 974,777</b>	<b>\$ 2,771,798</b>

The accompanying notes to financial statements are an integral part of this statement.

CRATER PLANNING DISTRICT COMMISSION

Exhibit 4

Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position  
 June 30, 2024

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Amounts reported for governmental activities in the Statement of Net Position are different because:

Total fund balance per Exhibit 3 - Balance Sheet - Governmental Funds		\$ 1,192,472	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.			
Non-depreciable assets			
Land	\$ 161,417		
Depreciable assets			
Building and improvements	453,092		
Equipment	20,284		
Lease equipment	14,505		
Total capital assets	<u>649,298</u>		
Less accumulated depreciation	<u>(318,394)</u>	330,904	
Long-term liabilities related to the governmental fund activities are not due and payable in the current period and, therefore, are not reported in the governmental funds			
Compensated absences	\$ (30,338)		
Lease liabilities	<u>(3,328)</u>	(33,666)	
Net position of governmental activities			<u>\$ 1,489,710</u>

The notes to the financial statements are an integral part of this statement.

CRATER PLANNING DISTRICT COMMISSION

Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds  
Year Ended June 30, 2024

	General Fund	Nonmajor Funds Special Revenue	Total Governmental Funds
<b>Revenues</b>			
Local government subdivisions	\$ 271,559	\$ -	\$ 271,559
Commonwealth of Virginia	187,251	-	187,251
Federal grants	812,115	-	812,115
Interest income	4,396	-	4,396
Miscellaneous	1,312,717	-	1,312,717
Total revenues	<u>\$ 2,588,038</u>	<u>\$ -</u>	<u>\$ 2,588,038</u>
<b>Expenditures</b>			
Direct charges:			
Personnel services	\$ 631,155	\$ 1,047,851	\$ 1,679,006
Employee benefits:			
Retirement	\$ 103,249	\$ 122,876	\$ 226,125
Hospitalization	107,642	65,205	172,847
Life and Long-Term Care insurance	5,657	4,716	10,373
Disability insurance	3,437	1,932	5,369
Payroll taxes	26,096	32,008	58,104
Total employee benefits	<u>\$ 246,081</u>	<u>\$ 226,737</u>	<u>\$ 472,818</u>
Contractual services:			
Audit and accounting	\$ 90,848	\$ -	\$ 90,848
Contract services	259,130	-	259,130
Marketing	926	-	926
Total contractual services	<u>\$ 350,904</u>	<u>\$ -</u>	<u>\$ 350,904</u>

**CRATER PLANNING DISTRICT COMMISSION**

**Exhibit 5**  
**Page 2 of 2**

**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**  
**Year Ended June 30, 2024**

	General Fund	Nonmajor Funds Special Revenue	Total Governmental Funds
<b>Overhead:</b>			
Capital Outlay	\$ 398	\$ -	\$ 398
Postage	422	-	422
Telecommunications	10,992	-	10,992
Liability insurance	4,749	-	4,749
Maintenance and repairs	12,596	-	12,596
Supplies	5,526	-	5,526
Meetings and conferences	20,906	-	20,906
Memberships and subscriptions	18,085	-	18,085
Miscellaneous	11,138	-	11,138
Printing and reproduction	11,536	-	11,536
Travel, mileage	25,322	-	25,322
Travel, subsistence	639	-	639
Utilities	17,592	-	17,592
Janitorial services	6,564	-	6,564
<b>Total overhead</b>	<b>\$ 146,465</b>	<b>\$ -</b>	<b>\$ 146,465</b>
<b>Total expenditures</b>	<b>\$ 1,374,605</b>	<b>\$ 1,274,588</b>	<b>\$ 2,649,193</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>\$ 1,213,433</b>	<b>\$ (1,274,588)</b>	<b>\$ (61,155)</b>
<b>Other Financing Sources (Uses)</b>			
Transfers in	\$ -	\$ 1,274,588	1,274,588
Transfers out	(1,274,588)	-	(1,274,588)
<b>Total other financing sources (uses)</b>	<b>\$ (1,274,588)</b>	<b>\$ 1,274,588</b>	<b>\$ -</b>
<b>Net changes in fund balances</b>	<b>\$ (61,155)</b>	<b>\$ -</b>	<b>\$ (61,155)</b>
Fund balance, beginning of year	1,253,627	-	1,253,627
<b>Fund balance, end of year</b>	<b>\$ 1,192,472</b>	<b>\$ -</b>	<b>\$ 1,192,472</b>

The notes to the financial statements are an integral part of this statement.

CRATER PLANNING DISTRICT COMMISSION

Exhibit 6

Reconciliation of Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds  
 To the Statement of Activities  
 Year Ended June 30, 2024

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Amounts reported for governmental activities in the Statement of Activities are different because:

Net change in fund balances - total governmental funds \$ (61,155)

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. The following is a summary of items supporting this adjustment:

Capital asset additions	\$ 6,397	
Depreciation expense	<u>(22,119)</u>	(15,722)

The issuance of long-term obligations (e.g. bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term obligations consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. The following is a summary of items supporting this adjustment:

Change in compensated absences	(6,125)	
Principal retired on leases	<u>3,324</u>	\$ (2,801)

Change in net position of governmental activities \$ (79,678)

The notes to the financial statements are an integral part of this statement.

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## CRATER PLANNING DISTRICT COMMISSION

Notes to the Financial Statements  
June 30, 2024

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### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

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#### Description and Purpose of Agency:

The Crater Planning District Commission (the "Commission") was formed in May 1970 under the Virginia Regional Cooperation Act after the General Assembly divided the Commonwealth of Virginia into 22 planning districts.

The Commission is comprised of eleven local governments in South Central Virginia. These are: the Cities of Colonial Heights, Emporia, Hopewell and Petersburg, and the Counties of Chesterfield, Charles City, Dinwiddie, Greensville, Prince George, Surry and Sussex.

The Commission is governed by twenty-eight individuals representing the member local governments. Fourteen of those members are local elected officials. The other members are citizens, some of whom serve on the staffs of local governments.

The Commission's purpose, as stated in its Charter, is to "promote the orderly and efficient development of the physical, social and economic elements of the Planning District by planning, encouraging and assisting governmental subdivisions to plan for the future."

The major focus of the Commissions Work Program is economic, industrial and small business development, reflecting the priorities established by the member localities. The Commission is also involved in environmental issues which include local ramifications with respect to the Chesapeake Bay Preservation Act, air quality standard and solid waste management. The Commission also addresses regional transportation issues and assists localities in their transportation planning efforts.

#### Financial Statement Presentation

##### Government-wide and Fund Financial Statements:

The basic financial statements include both government-wide (based upon the Commission as a whole) and fund financial statements. While the previous model emphasized fund types (the total of all funds in a particular type) in the new reporting model, the focus is on either the Commission as a whole or major individual funds (within the fund financial statements). In the government-wide statement of net position, the Governmental Activities are reflected on a full accrual and economic resources basis, which incorporates long-term assets and receivables as well as long-term debt and net position. The Commission generally first uses restricted assets for expenses incurred for which both restricted and unrestricted assets are available. The Commission may defer the use of restricted assets based on a review of the specific transaction.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The program revenues must be directly associated with the function (economic development). Program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. The Commission allocates indirect expenses. The operating grants include operating-specific and discretionary grants.

Fund financial statements are provided for Governmental Funds.

## CRATER PLANNING DISTRICT COMMISSION

Notes to the Financial Statements  
June 30, 2024 (Continued)

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### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

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#### Government-wide and Fund Financial Statements: (Continued)

The Commission reports the following Governmental Funds:

General Fund is the Commission's primary operating fund. It accounts for and reports all financial resources of the Commission, except those required to be accounted for in another fund. Revenues are derived primarily from eleven local governments in South Central Virginia, as well as the Commonwealth of Virginia.

Special Revenue Funds (nonmajor) account for and report revenue derived from specific sources that are restricted by legal and regulatory provisions to finance specific activities.

#### Measurement focus and basis of accounting:

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All Governmental Funds are accounted for using a current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The term available is limited to collection within forty-five days of the fiscal year end. Levies made prior to the fiscal year end but which are not available are deferred. Expenditures are recorded when the related fund liability is incurred, if measurable (except for unmatured interest on general long-term debt which is recognized when due and paid). Interest on general long-term debt is recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in Governmental Funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financial sources.

Deferred revenues also arise when resources are received by the government before it has a legal claim to them. In subsequent periods, when both revenue recognition criteria are met, or when the government has a legal claim to the resources, the liability for deferred revenue is removed from the balance sheet and revenue is recognized.

#### Notes receivable and allowance for credit losses:

Notes receivable are stated at the amount of unpaid principal. The allowance for credit losses is maintained at a level considered adequate to provide for losses that can be reasonably anticipated. The allowance is increased by provisions charged to operating expense.

#### Cash and cash equivalents:

Cash and cash equivalents are defined as short-term, highly liquid investments with an original maturity of three months or less from the date of acquisition.

**CRATER PLANNING DISTRICT COMMISSION**

Notes to the Financial Statements  
June 30, 2024 (Continued)

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**

Valuation of receivables:

Receivables are stated at face amount with no allowance for doubtful accounts because probable uncollectible accounts are immaterial.

Capital assets and long-term liabilities:

Capital assets, which include property, plant and equipment, are reported in the applicable Governmental or Business-Type Activities columns in the government-wide financial statements. The Commission defines capital assets as assets with an initial, individual cost of \$5,000 and recorded as expenditures in the Governmental Funds and as assets in the government-wide financial statements. Depreciation is recorded on capital assets on a government-wide basis using the straight-line method and the following estimated useful lives:

Buildings and other improvements	30 years
Equipment	3-5 years
Vehicles	5 years
Lease equipment	4-5 years

All capital assets are reported at cost or estimated historical cost if actual cost was not available.

Long-Term Obligations:

In the government-wide financial statements, long-term obligations are reported as liabilities in the applicable Governmental Activities statement of net position.

Operating Budget Process:

The Commission follows these procedures, which comply with legal requirements, in establishing the budgetary data reflected in the financial statements:

Both the General Fund and Special Revenue Fund have a legally adopted combined annual budget. On or before May 1st, the Executive Director submits to the Commission membership a proposed combined operating budget for the fiscal year commencing the following July 1st. The operating budget includes proposed expenditures and the means for financing those expenditures.

The meetings of the Commission are open for public comment on the budget.

The Commission's budget and work program are legally enacted by an affirmative vote of the Commission's membership.

The Executive Director is charged with implementing the approved budget and work program. Budgetary adjustments must be approved by the Commission.

Indirect costs, which support all projects, are allocated based on the ratio of the individual project's personal services, including fringe benefits, to total personal services, including fringe benefits.

Fringe benefits are allocated using the percentage of benefits to total personal services.

The Commission's operational budget is prepared on the modified accrual basis of accounting.

## CRATER PLANNING DISTRICT COMMISSION

Notes to the Financial Statements  
June 30, 2024 (Continued)

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### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

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#### Operating Budget Process: (Continued)

State and/or federal shares of unexpended funds are accrued as a liability in the year in which the grant funds are received.

Budgetary amounts are as originally adopted or as amended by the Commission. No supplementary budgetary appropriations were necessary during the fiscal year, which would have affected the total budget.

The Budgetary Comparison Schedule for the operating budget reflects the original budget, revised budget, and actual amounts for the Commission's operating budget. The actual operating revenues of \$2,588,038 were under budget by \$180,387 for the fiscal year ended June 30, 2024. The actual operating expenditures of \$1,374,605 were over budget by \$119,232 for the fiscal year ended June 30, 2024. The significant deviation of budget is related to one project, staff changes and capital outlay.

#### Compensated absences:

Each year employees accumulate a specified number of days of leave with pay based on years of service. The liability for compensated absences reflects unused leave as of June 30, including applicable employer taxes.

#### Use of Estimates:

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses reported during that period. Actual results could differ from those estimates.

#### Fund Balance:

The following classifications of fund balance describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Nonspendable fund balance - amounts that are either not in spendable form (such as inventory and prepaids) or are legally or contractually required to be maintained intact (corpus of a permanent fund);
- Restricted fund balance - amounts that can be spent only for the specific purposes stipulated by external resource providers such as grantors or enabling federal, state, or local legislation. Restrictions may be changed or lifted only with the consent of the resource providers;
- Committed fund balance - amounts that can be used only for the specific purposes determined by the adoption of an ordinance committing fund balance for a specified purpose by the City Manager prior to the end of the fiscal year. Once adopted, the limitation imposed by the ordinance remains in place until the resources have been spent for the specified purpose or the Executive Director adopts another ordinance to remove or revise the limitation;

## CRATER PLANNING DISTRICT COMMISSION

Notes to the Financial Statements  
June 30, 2024 (Continued)

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### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

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#### Fund Balance: (Continued)

- Assigned fund balance - amounts a government intends to use for a specific purpose but do not meet the criteria to be classified as committed; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment;
- Unassigned fund balance - amounts that are available for any purpose; positive amounts are only reported in the general fund. Additionally, any deficit fund balance within the other governmental fund types is reported as unassigned.

Commissioners establish (and modify or rescind) fund balance commitments by passage of an ordinance. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives).

Assigned fund balance is established by the Executive Director, who has been given the delegated authority by the Commission to assign amounts for a specific purpose (such as the purchase of capital assets, construction, debt service, or for other purposes).

The difference between assets and liabilities in the government-wide statement of net position must be labeled as net position. GAAP further requires that net position be subdivided into three categories: net investment in capital assets; restricted net position; and unrestricted net position.

#### Net Position:

Net position is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources. Net investment in capital assets represents capital assets, reduced by accumulated depreciation and by any outstanding debt, deferred outflows of resources and deferred inflows of resources related to the acquisition, construction or improvement of those assets. Restricted net position represents restricted assets reduced by liabilities and deferred inflows of resources related to those assets.

#### Net Position Flow Assumption:

Sometimes the Commission will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Commission's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

## CRATER PLANNING DISTRICT COMMISSION

Notes to the Financial Statements  
June 30, 2024 (Continued)

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### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

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#### Leases:

The Commission has various lease assets requiring recognition. A lease is a contract that conveys control of the right to use another entity's nonfinancial asset. Lease recognition does not apply to short-term leases, contracts that transfer ownership, leases of assets that are investments, or certain regulated leases.

#### *Lessee*

The Commission recognizes lease liabilities and intangible right-to-use lease assets (leased equipment) with an initial value of \$5,000, individually or in the aggregate in the government-wide financial statements. At the commencement of the lease, the lease liability is measured at the present value of payments expected to be made during the lease term (less any lease incentives). The lease liability is reduced by the principal portion of payments made. The leased equipment is measured at the initial amount of the lease liability, plus any payments made to the lessor at or before the commencement of the lease term and certain direct costs. The lease asset is amortized over the shorter of the lease term or the useful life of the underlying asset.

#### *Lessor*

The Commission recognizes leases receivable and deferred inflows of resources in the government-wide and governmental fund financial statements. At commencement of the lease, the lease receivable is measured at the present value of lease payments expected to be received during the lease term, reduced by any provision for estimated uncollectible amounts. Subsequently, the lease receivable is reduced by the principal portion of lease payments received. The deferred inflow of resources is measured at the initial amount of the lease receivable, less lease payments received from the lessee at or before the commencement of the lease term (less any lease incentives).

#### *Key Estimates and Judgments*

Lease accounting includes estimates and judgments for determining the (1) rate used to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

- The Commission uses the interest rate stated in lease contract. When the interest rate is not provided or the implicit rate cannot be readily determined, the Commission uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease terms include the noncancellable period of the lease and certain periods covered by options to extend to reflect how long the lease is expected to be in effect, with terms and conditions varying by the type of underlying asset.
- Fixed and certain variable payments as well as lease incentives and certain other payments are included in the measurement of the lease receivable (lessor), lease liability (lessee) or subscription liability.

## CRATER PLANNING DISTRICT COMMISSION

Notes to the Financial Statements  
June 30, 2024 (Continued)

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### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

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#### Leases: (Continued)

The Commission monitors changes in circumstances that would require a remeasurement or modification of its leases. The Commission will remeasure the lease receivable and deferred inflows of resources (lessor), the lease asset and liability (lessee) if certain changes occur that are expected to significantly affect the amount of the lease receivable or lease liability.

#### Deferred Inflows of Resources:

In addition to liabilities, the statement of financial position includes a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Commission has one item that qualifies for reporting in this category. Certain items related to leases are reported as deferred inflows of resources. For more detailed information on these items, reference the related notes.

### NOTE 2—DEPOSITS AND INVESTMENTS:

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#### 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.

The carrying value of the Commission's deposits with banks was \$884,122 and the bank balance was \$888,576 as of June 30, 2024. The Commission also has a \$50 petty cash fund. Funds of the Commission on deposit in banks were fully protected under the provisions of the Virginia Security for Public Deposits Act, Section 2.1-359 et seq. All of the Commission's deposits were covered by federal depository insurance or by collateral held by the Virginia State Treasurer under the Virginia Security for Public Deposits Act for the year ended June 30, 2024. Under the Act, banks holding public deposits in excess of the amount insured by FDIC must pledge collateral in the amount of 50 percent of excess deposits to a collateral pool in the name of the State Treasury Board. The State Treasury Board is responsible for monitoring compliance with the Act and for notifying local governments of compliance by banks and savings and loans.

#### Investments

Statutes authorize the Commission to invest in obligations of the United States or 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, banker's acceptances, repurchase agreements and the State Treasurer's Local Government Investment Pool (LGIP).

The Commission does not have a formal investment policy.

**CRATER PLANNING DISTRICT COMMISSION**

Notes to the Financial Statements  
June 30, 2024 (Continued)

**NOTE 3—ACCOUNTS AND GRANTS RECEIVABLE:**

Receivables, as of year-end, including the applicable allowances for uncollectible accounts, are as follows:

	General Fund	Special Revenue Fund	Total
Receivables			
Governmental agencies	\$ 576,231	\$ 124,723	\$ 700,954
Miscellaneous	56,732	-	56,732
Gross receivables	<u>632,963</u>	<u>124,723</u>	<u>757,686</u>
Less allowance for uncollectibles	-	-	-
Net total receivables	<u>\$ 632,963</u>	<u>\$ 124,723</u>	<u>\$ 757,686</u>

**NOTE 4—UNEARNED REVENUE:**

Unearned revenues represent amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, such amounts are measurable but not available for current use. At June 30, 2024, unearned revenue consisted of the following:

Petersburg Area Regional Tourism	\$ 271,894
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**NOTE 5—LEASE RECEIVABLE:**

The Commission leases office space under the following lease contract. In fiscal year 2024, the Commission recognized principal and interest revenue in the amount of \$5,451 and \$1,250, respectively. A description of the lease is as follows:

Lease Description	Start Date	End Date	Payment Frequency	Discount Rate	Receivable Balance
Office space	5/1/2023	4/30/2026	Monthly	8.5%	\$ 14,904
					<u>\$ 14,904</u>

Expected future payments at June 30, 2024 are as follows:

Year Ended June 30	Governmental Activities		
	Principal	Interest	Total
2025	\$ 6,994	\$ 1,006	\$ 8,000
2026	7,910	340	8,250
Total	<u>\$ 14,904</u>	<u>\$ 1,346</u>	<u>\$ 16,250</u>

**CRATER PLANNING DISTRICT COMMISSION**

Notes to the Financial Statements  
June 30, 2024 (Continued)

**NOTE 6—CAPITAL ASSETS:**

**Governmental Activities**

The following is a summary of the changes in capital assets for the fiscal year ended June 30, 2024:

	<u>Balance</u> <u>July 1, 2023</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance</u> <u>June 30, 2024</u>
Capital assets not being depreciated:				
Land	\$ 161,417	\$ -	\$ -	\$ 161,417
Total capital assets not being depreciated	<u>\$ 161,417</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 161,417</u>
Other capital assets:				
Buildings and improvements	453,092	-	-	453,092
Equipment	13,887	6,397	-	20,284
Lease equipment	14,505	-	-	14,505
Total other capital assets	<u>\$ 481,484</u>	<u>\$ 6,397</u>	<u>\$ -</u>	<u>\$ 487,881</u>
Accumulated depreciation:				
Buildings and improvements	\$ 276,242	\$ 18,691	\$ -	\$ 294,933
Equipment	13,887	355	-	14,242
Lease equipment	6,146	3,073	-	9,219
Total accumulated depreciation	<u>\$ 296,275</u>	<u>\$ 22,119</u>	<u>\$ -</u>	<u>\$ 318,394</u>
Total capital assets being depreciated, net	<u>\$ 185,209</u>	<u>\$ (15,722)</u>	<u>\$ -</u>	<u>\$ 169,487</u>
Total capital assets, net	<u>\$ 346,626</u>	<u>\$ (15,722)</u>	<u>\$ -</u>	<u>\$ 330,904</u>

Governmental Activities Capital Assets, net of accumulated depreciation at June 30, 2024 are comprised of the following:

General governmental capital assets, net	\$	<u>330,904</u>
Total	\$	<u>330,904</u>

Depreciation was charged to government functions as follows:

Economic development	\$	<u>22,119</u>
Total	\$	<u>22,119</u>

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**CRATER PLANNING DISTRICT COMMISSION**

Notes to the Financial Statements  
June 30, 2024 (Continued)

**NOTE 7—LONG-TERM OBLIGATIONS:**

The following is a summary of long-term obligation transactions of the Commission for the year ended June 30, 2024:

	Balance July 1, 2023	Additions	Reductions	Balance June 30, 2024	Amounts Due Within One Year
Compensated absences	\$ 24,213	\$ 6,125	\$ -	\$ 30,338	\$ 3,034
Lease liabilities	6,652	-	3,324	3,328	2,656
<b>Total</b>	<b>\$ 30,865</b>	<b>\$ 6,125</b>	<b>\$ 3,324</b>	<b>\$ 33,666</b>	<b>\$ 5,690</b>

Details of long-term obligations are as follows:

	Total Amount Due	Amount Due Within One Year
Details of long-term obligations:		
Lease liabilities:		
\$11,060 office equipment lease, due in monthly installments of \$224 through September 2025, interest at 1.51%.	\$ 3,328	\$ 2,656
Total lease liabilities	\$ 3,328	\$ 2,656
Compensated absences	\$ 30,338	\$ 3,034
Total long-term obligations	\$ 33,666	\$ 5,690

Annual requirements to amortize long-term obligations and related interest are as follows:

	Year Ending June 30,	Lease Liabilities	
		Principal	Interest
	2025	\$ 2,656	\$ 32
	2026	672	2
	<b>Total</b>	<b>\$ 3,328</b>	<b>\$ 34</b>

**NOTE 8—INTERFUND TRANSFERS:**

The Commission has adopted a resolution whereby any excess of expenditures over revenues received or receivable by a grant or project shall be properly chargeable against the unencumbered fund equity of the General Fund of the Commission. The amount charged against the General Fund of the Commission in accordance with this resolution was \$1,274,588 for the year ended June 30, 2024.

**CRATER PLANNING DISTRICT COMMISSION**

Notes to the Financial Statements  
June 30, 2024 (Continued)

**NOTE 9—INDIRECT COSTS:**

Indirect costs, which support all projects, are allocated based on the ratio of the individual project's personnel services, including fringe benefits, to total personal services, including fringe benefits. The indirect cost amounts for the fiscal year ended June 30, 2024 are as follows:

Indirect costs	\$ 447,901
Total personnel services, including fringe benefits	\$ <u>877,236</u> = 51.0582%

The following items are included in the indirect costs allocated to projects:

Audit and accounting	\$ 90,848
Capital outlay	398
Contract services	17,442
Janitorial services	6,564
Liability insurance	4,749
Maintenance and repairs	12,117
Meetings and conferences	18,388
Memberships and subscriptions	16,400
Miscellaneous	1,155
Printing and reproduction	11,536
Postage	422
Salaries	230,559
Supplies	5,526
Telecommunications	9,951
Travel	6,131
Utilities	15,715
Total indirect costs	\$ <u>447,901</u>

**NOTE 10—FRINGE BENEFIT ALLOCATION:**

Fringe benefit expense is allocated using the percentage of benefits to total personal services. Components of fringe benefit expense for the year ended June 30, 2024 is shown below:

Retirement	\$ 96,060
Hospitalization	96,255
Life and Long-Term Care insurance	5,643
Disability insurance and worker's compensation	2,375
Compensated absences	41,057
Payroll taxes	13,589
Fringe benefit expenses	\$ <u>254,979</u>
Total direct personnel services	\$ <u>622,257</u> = 40.9765%

**CRATER PLANNING DISTRICT COMMISSION**

Notes to the Financial Statements  
June 30, 2024 (Continued)

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**NOTE 11—VIRGINIA'S GATEWAY REGION:**

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The Crater Planning District Commission serves as the payroll administrator and benefits provider for Virginia's Gateway Region.

**NOTE 12—PETERSBURG AREA REGIONAL TOURISM (PART):**

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The Commission provides administrative support to PART, which is a 501(c)(3) regional tourism organization serving the counties of Chesterfield, Dinwiddie and Prince George, and the cities of Colonial Heights, Hopewell and Petersburg. PART received funds through fiscal year ended June 30, 2024 in the amount of \$5,607,961, of which \$5,336,067 has been expended for its intended purpose and accordingly has been recognized as revenue through the fiscal year ended June 30, 2024. The remaining \$271,894 has been reflected as unearned revenue as of June 30, 2024.

**NOTE 13—CRATER REGIONAL WORKFORCE INVESTMENT BOARD:**

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The Crater Planning District Commission serves as the payroll administrator and benefits provider for Crater Regional Workforce Development Board.

**NOTE 14—CRATER SMALL BUSINESS DEVELOPMENT CENTER:**

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The Crater Planning District Commission serves as the payroll administrator and benefits provider for Crater Small Business Development Center.

**NOTE 15—COMMONWEALTH CENTER FOR ADVANCED LOGISTICS SYSTEMS (CCALS):**

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The Crater Planning District Commission serves as the payroll administrator and benefits provider for Commonwealth Center for Advanced Logistics Systems (CCALS).

**NOTE 16—POSTRETIREMENT PLANS:**

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The Commission maintains the "Crater Planning District Commission Profit Sharing Plan". The Plan provides for annual discretionary contributions up to the maximum allowed by the Internal Revenue Code. Contributions to the Plan are authorized by the Commission and are currently set at 15% of qualifying salaries. The Plan covers substantially all employees with at least six months of service, who have attained the age of 21 and are credited with one thousand (1,000) hours of service in the year. Total contributions made for the year were \$226,125.

In addition, the Commission maintains a 457 plan in which employees can elect through salary reduction to contribute up to limits allowed by the Internal Revenue Code.

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*REQUIRED SUPPLEMENTARY INFORMATION*

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CRATER PLANNING DISTRICT COMMISSION

General Fund  
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual  
Year Ended June 30, 2024

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
Local government subdivisions	\$ 271,559	\$ 271,559	\$ 271,559	\$ -
Commonwealth of Virginia	89,971	89,971	187,251	97,280
Federal grants	1,104,011	1,104,011	812,115	(291,896)
Interest income	5,000	5,000	4,396	(604)
Miscellaneous	23,296	1,297,884	1,312,717	14,833
Total revenues	\$ 1,493,837	\$ 2,768,425	\$ 2,588,038	\$ (180,387)
<b>EXPENDITURES</b>				
Direct Charges				
Personnel services	\$ 691,496	\$ 691,496	\$ 631,155	\$ 60,341
Employee benefits				
Retirement	\$ 103,724	\$ 103,724	\$ 103,249	\$ 475
Hospitalization	107,640	107,640	107,642	(2)
Life and Long-Term Care insurance	7,780	7,780	5,657	2,123
Disability insurance and worker's compensation	3,606	3,606	3,437	169
Payroll taxes	12,637	12,637	26,096	(13,459)
Total employee benefits	\$ 235,387	\$ 235,387	\$ 246,081	\$ (10,694)
Contractual services				
Audit	\$ 103,000	\$ 103,000	\$ 90,848	\$ 12,152
Legal	2,000	2,000	-	2,000
Contract services	269,844	269,844	259,130	10,714
Marketing	13,000	13,000	926	12,074
Total contractual services	\$ 387,844	\$ 387,844	\$ 350,904	\$ 36,940

CRATER PLANNING DISTRICT COMMISSION

General Fund  
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual  
Year Ended June 30, 2024

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
Overhead				
Capital outlay	\$ 15,000	\$ 15,000	\$ 398	\$ 14,602
Postage	1,500	1,500	422	1,078
Telecommunications	10,000	10,000	10,992	(992)
Liability insurance	4,500	4,500	4,749	(249)
Maintenance and repairs	23,000	23,000	12,596	10,404
Supplies	9,000	9,000	5,526	3,474
Meetings and conferences	15,000	15,000	20,906	(5,906)
Memberships and subscriptions	12,500	12,500	18,085	(5,585)
Miscellaneous	8,000	8,000	11,138	(3,138)
Printing and reproduction	15,000	15,000	11,536	3,464
Travel, mileage	40,110	40,110	25,322	14,788
Travel, subsistence	3,000	3,000	639	2,361
Utilities	15,000	15,000	17,592	(2,592)
Janitorial services	7,500	7,500	6,564	936
Total overhead	\$ 179,110	\$ 179,110	\$ 146,465	\$ 32,645
Total expenditures	\$ 1,493,837	\$ 1,493,837	\$ 1,374,605	\$ 119,232
Excess (deficiency) of revenues over (under) expenditures	\$ -	\$ 1,274,588	\$ 1,213,433	\$ (61,155)
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers out	\$ -	\$ (1,274,588)	\$ (1,274,588)	\$ -
Total other financing sources (uses)	\$ -	\$ (1,274,588)	\$ (1,274,588)	\$ -
Net change in fund balances	\$ -	\$ -	\$ (61,155)	\$ (61,155)
Fund balances - beginning	-	-	1,253,627	1,253,627
Fund balances - ending	\$ -	\$ -	\$ 1,192,472	\$ 1,192,472

*OTHER SUPPLEMENTARY INFORMATION*

CRATER PLANNING DISTRICT COMMISSION

Combining Statement of Revenues and Expenditures  
General Fund  
Year Ended June 30, 2024

	General Fund	Indirect	Total General (Memoranda Only)
<b>REVENUES</b>			
Local government subdivisions	\$ 271,559	\$ -	\$ 271,559
Commonwealth of Virginia	187,251	-	187,251
Federal grants	812,115	-	812,115
Interest income	4,396	-	4,396
Miscellaneous	1,312,717	-	1,312,717
Total revenues	<u>\$ 2,588,038</u>	<u>\$ -</u>	<u>\$ 2,588,038</u>
<b>EXPENDITURES</b>			
Direct charges:			
Personnel services	\$ 359,539	\$ 271,616	\$ 631,155
Employee benefits:			
Retirement	\$ 7,189	\$ 96,060	\$ 103,249
Hospitalization	11,387	96,255	107,642
Life and Long-Term Care insurance	14	5,643	5,657
Disability insurance and worker's compensation	1,062	2,375	3,437
Payroll taxes	12,507	13,589	26,096
Total employee benefits	<u>\$ 32,159</u>	<u>\$ 213,922</u>	<u>\$ 246,081</u>
Contractual services:			
Audit and accounting	\$ -	\$ 90,848	\$ 90,848
Contract services	241,688	17,442	259,130
Marketing	926	-	926
Total contractual services	<u>\$ 242,614</u>	<u>\$ 108,290</u>	<u>\$ 350,904</u>
Overhead:			
Capital Outlay	\$ -	\$ 398	\$ 398
Postage	-	422	422
Telecommunications	1,041	9,951	10,992
Liability insurance	-	4,749	4,749
Maintenance and repairs	479	12,117	12,596
Supplies	-	5,526	5,526
Meetings and conferences	2,518	18,388	20,906
Memberships and subscriptions	1,685	16,400	18,085

CRATER PLANNING DISTRICT COMMISSION

Combining Statement of Revenues and Expenditures  
General Fund  
Year Ended June 30, 2024

Overhead: (Continued)			
Miscellaneous	\$ 9,983	\$ 1,155	\$ 11,138
Printing and reproduction	-	11,536	11,536
Travel, mileage	19,191	6,131	25,322
Travel, subsistence	639	-	639
Utilities	1,877	15,715	17,592
Janitorial services	-	6,564	6,564
Total overhead	<u>\$ 37,413</u>	<u>\$ 109,052</u>	<u>\$ 146,465</u>
Indirect Charges:			
Indirect costs (51.0582%) of qualified personal service costs and indirect fringe benefits	\$ 447,901	\$ (447,901)	\$ -
Fringe benefits (40.9765%) of qualified direct personal service costs indirect fringe benefits	254,979	(254,979)	-
Total indirect charges	<u>\$ 702,880</u>	<u>\$ (702,880)</u>	<u>\$ -</u>
Total expenditures	\$ 1,374,605	\$ -	\$ 1,374,605
Excess of revenues over expenditures	<u>\$ 1,213,433</u>	<u>\$ -</u>	<u>\$ 1,213,433</u>

CRATER PLANNING DISTRICT COMMISSION

Exhibit 9

Combining Statement of Revenues and Expenditures  
 Special Revenue Funds  
 Year Ended June 30, 2024

	Commonwealth Center for Advanced Logistics Systems	Virginia's Gateway Region	Crater Regional Workforce Investment Board Personnel	Crater Small Business Development Center	Total Special Revenue (Memoranda Only)
<b>EXPENDITURES</b>					
Direct charges:					
Personnel services	\$ 73,578	\$ 576,540	\$ 327,755	\$ 69,978	\$ 1,047,851
Employee benefits:					
Retirement	\$ -	\$ 71,378	\$ 41,079	\$ 10,419	\$ 122,876
Hospitalization	-	16,560	48,645	-	65,205
Life and Long-Term Care Insurance	-	2,083	1,992	641	4,716
Disability Insurance	-	1,004	720	208	1,932
Payroll taxes	8,493	14,120	8,016	1,379	32,008
Total employee benefits	\$ 8,493	\$ 105,145	\$ 100,452	\$ 12,647	\$ 226,737
Total expenditures	\$ 82,071	\$ 681,685	\$ 428,207	\$ 82,625	\$ 1,274,588
Excess of revenues over expenditures	\$ (82,071)	\$ (681,685)	\$ (428,207)	\$ (82,625)	\$ (1,274,588)

## *COMPLIANCE*

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ROBINSON, FARMER, COX ASSOCIATES, PLLC  
*Certified Public Accountants*

**Independent Auditors' 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***

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To the Commissioners  
Crater Planning District Commission  
Petersburg, Virginia

We have audited, in accordance with the 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 governmental activities, each major fund, and the aggregate remaining fund information of Crater Planning District Commission (the "Commission"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise Crater Planning District Commission's basic financial statements and have issued our report thereon dated February 27, 2025.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Crater Planning District Commission's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Crater Planning District Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of Crater Planning District Commission'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 entity'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 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 that 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 Crater Planning District Commission'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. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## 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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Robinson, Farnum, Cox Associates*

Richmond, Virginia  
February 27, 2025



ROBINSON, FARMER, COX ASSOCIATES, PLLC  
*Certified Public Accountants*

**Independent Auditors' Report on Compliance for Each Major Program and on  
Internal Control over Compliance Required by the Uniform Guidance**

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To the Commissioners  
Crater Planning District Commission  
Petersburg, Virginia

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Crater Planning District Commission's compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of Crater Planning District Commission's major federal programs for the year ended June 30, 2024. Crater Planning District Commission's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, Crater Planning District Commission complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance 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 audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Crater Planning District Commission and to meet our other ethical responsibilities, in accordance with 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 opinion on compliance for each major federal program. Our audit does not provide a legal determination of Crater Planning District Commission's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Crater Planning District Commission's federal programs.

### ***Auditors' Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Crater Planning District Commission's compliance based on our audit. 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 generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Crater Planning District Commission's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, 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 Crater Planning District Commission's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Crater Planning District Commission's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Crater Planning District Commission's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control over Compliance**

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

### Report on Internal Control over Compliance (Continued)

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Robinson, Farnum, Cox Associates*

Richmond, Virginia  
February 27, 2025

CRATER PLANNING DISTRICT COMMISSION

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2024

Federal Grantor/Pass-through Grantor/Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Federal Expenditures
<b>Department of Commerce</b>			
Pass-through payments:			
Economic Development Administration:			
Economic Development Support for Planning Organizations	11.302	Not Available	\$ 70,180
Coastal Zone Management Administration Awards	11.419	Not Available	<u>68,888</u>
Total Department of Commerce			\$ <u>139,068</u>
<b>Department of Defense</b>			
Pass-through payments:			
Defense Logistics Agency:			
Procurement Technical Assistance For Business Firms	12.002	Not Available	\$ <u>251,291</u>
Total Department of Defense			\$ <u>251,291</u>
<b>Department of Housing and Urban Development</b>			
Pass-through payments:			
Department of Housing and Community Development:			
Community Compass Technical Assistance and Capacity Building	14.259	Not Available	\$ <u>21,517</u>
Total Department of Housing and Urban Development			\$ <u>21,517</u>
<b>Environmental Protection Agency</b>			
Pass-through payments:			
Virginia Department of Environmental Quality:			
Geographic Programs - Chesapeake Bay Program Implementation, Regulatory/Accountability and Monitoring Grants	66.964	Not Available	\$ <u>58,000</u>
Total Environmental Protection Agency			\$ <u>58,000</u>
<b>Department of Transportation</b>			
Pass-through payments:			
Virginia Department of Transportation:			
Highway Planning and Construction	20.205	Not Available	\$ 250,742
Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research	20.505	Not Available	<u>91,497</u>
Total Department of Transportation			\$ <u>342,239</u>
Total expenditures of federal awards			\$ <u>812,115</u>

**CRATER PLANNING DISTRICT COMMISSION**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2024**

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**Note 1 - Basis of Presentation:**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Crater Virginia Planning District Commission under programs of the federal government for the year ended June 30, 2024. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Crater Planning District Commission, it is not intended to and does not present the financial position or changes in net position of Crater Planning District Commission.

**Note 2 - Summary of Significant Accounting Policies**

(1) Expenditures on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

(2) Pass-through entity identifying numbers are presented where available.

(3) The Commission did not have any loans or loan guarantees which are subject to reporting requirements for the year.

**Note 3 - Subrecipients**

No awards were passed through to subrecipients.

**Note 4 - Indirect Cost Rate**

The Commission did not elect to use the 10-percent de minimis indirect cost rate allowed under Uniform Guidance.

**Note 5 - Relationship to Financial Statements**

Federal expenditures, revenues and capital contributions are reported in the Commission's financial statements as follows:

Primary government:	
Operating activities	\$ <u>812,115</u>
Total federal expenditures per the Schedule of Expenditures of Federal Awards	\$ <u>812,115</u>

CRATER PLANNING DISTRICT COMMISSION

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2024

**Section I - Summary of Auditors' Results**

Financial Statements

Type of auditors' report issued:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Noncompliance material to financial statements noted?	No

Federal Awards

Internal control over major programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None Reported

Type of auditors' report issued on compliance for major programs:	Unmodified
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Any audit findings disclosed that are required to be reported in accordance with 2 CFR section 200.516(a)?	No
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Identification of major programs:

<u>istance Listing #</u>	<u>Name of Federal Program or Cluster</u>
20.505	Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research
20.205	Highway Planning and Construction

Dollar threshold used to distinguish between Type A and Type B programs	\$750,000
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Auditee qualified as low-risk auditee?	No
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**Section II - Financial Statement Findings**

There are no financial statement findings to report.

**Section III - Federal Award Findings and Questioned Costs**

There are no federal award findings and questioned costs to report.

**Section IV - Prior Year Audit Findings**

There were no prior year audit findings.

### Certificate Of Completion


Envelope Id: AE7FA6B5-E5E3-4768-9E02-02FEB0B5849A	Status: Completed
Subject: Please DocuSign: SPR FY26 Letter of Authorization for Crater Planning District Commission 127408	
Contract No: 1	
UPC: 127408	
Change Order No.:	
Use Case Name:	
MPO Long Name: Crater Planning District Commission	
Source Envelope:	
Document Pages: 134	Signatures: 7
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	
EnvelopeId Stamping: Enabled	
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	
Envelope Originator: Tatjana Milanovic 801 E Main St Richmond, VA 23219 Tatjana.Milanovic@vdot.virginia.gov IP Address: 161.69.116.10	

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<p>Tatjana Milanovic tatjana.milanovic@vdot.virginia.gov Financial Services Spec II Virginia Department of Transportation Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via Docusign</p>	<p><b>Completed</b></p> <p>Using IP Address: 161.69.116.10</p>	<p>Sent: 5/19/2025 12:30:46 PM Viewed: 5/20/2025 1:03:26 PM Signed: 5/20/2025 1:03:48 PM</p>
<p>Jay Ellington jayellington@craterpdc.org executive director CRATER PLANNING DISTRICT COMMISSION Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 5/21/2025 4:21:20 PM ID: 152fd864-3425-4a2b-9fa4-733d7664f32b</p>	<p><i>Jay Ellington</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.240.80.67</p>	<p>Sent: 5/20/2025 1:03:51 PM Viewed: 5/20/2025 3:00:25 PM Signed: 5/21/2025 4:26:23 PM</p>
<p>Tatjana Milanovic tatjana.milanovic@vdot.virginia.gov Financial Services Spec II Virginia Department of Transportation Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via Docusign</p>	<p><b>Completed</b></p> <p>Using IP Address: 161.69.116.10</p>	<p>Sent: 5/21/2025 4:26:25 PM Viewed: 5/22/2025 7:53:25 AM Signed: 5/22/2025 8:17:19 AM</p>

Signer Events	Signature	Timestamp
Ben Mannell Ben.Mannell@vdot.virginia.gov Prog Admin Manager III Virginia Department of Transportation Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 161.69.116.10	Sent: 5/22/2025 8:17:21 AM Viewed: 5/22/2025 8:52:01 AM Signed: 5/22/2025 8:52:17 AM

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Envelope Sent	Hashed/Encrypted	5/19/2025 12:30:46 PM
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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [matt.segreto@vita.virginia.gov](mailto:matt.segreto@vita.virginia.gov)

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