

# Agenda

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## *Town of Fairview*



**Agenda**  
Town Council Meeting  
**March 14, 2023**  
6:30 pm

*Meeting will be in the Fairview Town Hall Meeting Room*

**1. Call the meeting to order: ---Mayor Thomas**

Invocation  
Pledge of Allegiance

- a. Agenda Changes
- b. Approval of Agenda

**2. Public Comments\*\***

**3. Presentations:**

Pat Kahle, President/CEO, Union County Chamber of Commerce

Bjorn Hansen, Senior Planner, Union County – 2023 Critical Intersection Information

**4. Consent Agenda:**

- a) Financial and Tax Reports--- *Report Accepted as Information (including Pending Bills documentation provided at meeting)*
- b) Land Use Report---*Report Accepted as Information*
- c) Fund Balance Worksheet 2022-2023 --- *Report Accepted as Information*
- d) Fairview Park Event February Draft Minutes (*Minutes Accepted as Information*)

# Agenda

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- e) Fairview Park Facility February Draft Minutes (*Minutes Accepted as Information*)
- f) Planning Board February Draft Minutes (*Minutes Accepted as Information*)
- g) Approve Council Minutes for February 14, 2023

## **5. Items of Business:**

**Item 1: Approve J.B. Watson Audit Contract --- Darrell Baucom**

**Item 2: Discuss Town Hall Driveway and Parking Lot --- Ed Humphries**

**Item 3: Discuss/Approve Setting Up Park Capital Fund --- Mayor Thomas**

## **6. Council Comments:**

## **7. Adjournment**

**AS A COURTESY, PLEASE TURN CELL PHONES OFF WHILE MEETING IS IN PROGRESS**

**\*\* Public Comments are limited to 3 minutes**

**Presentation:  
Pat Kahle  
Chamber of  
Commerce**

# Presentation: Bjorn Hansen UC Planner

# Consent Agenda

A consent agenda is an effective means of managing the length of a meeting. It is normally made up of routine items that are not controversial in nature and upon which no further discussion is anticipated. Action on the consent agenda usually occurs early in the meeting with all items listed being approved by one motion and vote.

If any member of the governing body feels the need to discuss one or more of the items more fully, the item may be removed from the consent agenda and placed on the regular agenda.

**Town of Fairview**  
**Balance Sheet**  
 As of March 8, 2023

	<u>Mar 8, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
First National Bank	854,392.53
Total Checking/Savings	854,392.53
Other Current Assets	
Franchise Tax Receivable	29,458.38
Investments	
Investments NCCMT	1,082.81
Total Investments	1,082.81
Prepaid assets	5,452.00
Sales Tax Receivable	8,289.82
Taxes receivable	1,375.23
Taxes receivable - ad valorem	-868.91
Taxes receivable - motor veh	1,156.98
Total Other Current Assets	45,946.31
Total Current Assets	900,338.84
Fixed Assets	
Accumulated Depreciation	-509,525.10
Building and Improvements	1,332,303.56
Computer Equipment	10,073.66
Construction in Progress	8,123.05
Furniture and Equipment	1,698.00
Land	734,289.94
Land improvements	17,545.00
Leasehold improvements	27,486.25
Park equipment	152,883.99
Rental House	137,436.59
Total Fixed Assets	1,912,314.94
<b>TOTAL ASSETS</b>	<b>2,812,653.78</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	14,742.48
Total Accounts Payable	14,742.48
Other Current Liabilities	
Accrued payroll	4,592.83
Deferred revenue - ad valorem	1,375.23
Payroll Liabilities	75.58
Prepaid taxes	41.29
Security deposit - rental house	1,450.00
Total Other Current Liabilities	7,534.93
Total Current Liabilities	22,277.41
Long Term Liabilities	
Note payable on park land	440,000.00
Total Long Term Liabilities	440,000.00
Total Liabilities	462,277.41
Equity	
Amount to be provided for LTD	-440,000.00

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03/08/23  
Accrual Basis

**Town of Fairview**  
**Balance Sheet**  
As of March 8, 2023

	<u>Mar 8, 23</u>
Equity	
Fixed assets	1,912,314.94
Total Fund Balance	<u>1,207,568.00</u>
Total Equity	3,119,882.94
Retained Earnings	-462,174.70
Net Income	<u>132,668.13</u>
Total Equity	<u>2,350,376.37</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>2,812,653.78</u></u></b>

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Town of Fairview  
 Operating Actual vs Budget  
 Year ended 06/30/23

Ordinary Income/Expense	<u>Operating</u>	Budget	Actual Fav to Budget
<b>Income</b>			
Ad Valorem taxes	111,765.74	109,000.00	2,765.74
Alcoholic beverage		16,000.00	-16,000.00
Donation			0.00
Donation - vendors	945.00		945.00
Farm Land rental	4,693.00	2,000.00	2,693.00
Fund balance appropriated		-116,080.00	116,080.00
Interest on delinquent taxes	366.98		366.98
Investment income	2,290.21		2,290.21
Miscellaneous income			0.00
Motor vehicle taxes	8,628.81	12,000.00	-3,371.19
Park rental income	1,100.00	2,000.00	-900.00
Proceeds from roof ins claim	38,249.22		
Rental house income	10,150.00	15,000.00	-4,850.00
Sales and use tax	36,326.99	41,000.00	-4,673.01
Transfer from ARP fund	57,968.34	119,000.00	-61,031.66
Utility Franchise taxes	64,620.82	130,000.00	-65,379.18
Zoning fees	12,775.00	12,000.00	775.00
<b>Total Income</b>	<u>349,880.11</u>	341,920.00	7,960.11
<b>Expense</b>			
Advertising and Promotion	303.48	1,000.00	696.52
Audit fees	9,600.00	9,200.00	-400.00
Bank Service Charges	332.01	500.00	167.99
Capital outlay - Park		0.00	0.00
Capital outlay - Roof replacement	27,750.00		
Capital Outlay - Town Hall		0.00	0.00
Debt repayment	58,720.00	58,720.00	0.00
Dues and Subscriptions	5,550.00	6,200.00	650.00
Elections expense		0.00	0.00
Festival expense	11,987.54	22,000.00	10,012.46
Fire Dept Grant		0.00	0.00
Grants	2,000.00	2,000.00	0.00
Insurance Expense	5,268.91	6,700.00	1,431.09
Internet and website	4,633.80	11,000.00	6,366.20
Legal fees	3,766.43	12,000.00	8,233.57
Miscellaneous Expense	26.00	1,000.00	974.00
Office expense	17,215.02	21,000.00	3,784.98
Office utilities	2,918.49	4,800.00	1,881.51
Park Maintenance	19,919.67	38,000.00	18,080.33
Park Utilities	1,708.95	2,400.00	691.05





Town of Fairview  
 Operating Actual vs Budget  
 Year ended 06/30/23

	<u>Operating</u>	<u>Budget</u>	<u>to Budget</u>
Payroll Expenses	82,328.87	56,659.00	-25,669.87
Payroll Taxes	67.43	9,100.00	9,032.57
Planning and zoning	0.00	51,133.00	51,133.00
Professional Fees		3,000.00	3,000.00
Rental house repairs, etc	308.74	2,000.00	1,691.26
Salaries - Park		11,208.00	11,208.00
Solid Waste Manage cost share		8,000.00	8,000.00
Tax collection fees	1,685.50	2,200.00	514.50
Telephone Expense	744.02	1,200.00	455.98
Training expense	170.00	500.00	330.00
Travel Expense		400.00	400.00
<b>Total Expense</b>	<u>257,004.86</u>	<u>341,920.00</u>	84,915.14
<b>Net Ordinary Income</b>	<u>92,875.25</u>	0.00	92,875.25
<b>Net Income</b>	<u><u>92,875.25</u></u>		

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Accrual Basis

### Town of Fairview Transactions by Account

As of March 8, 2023

Type	Date	Num	Name	Memo	Class	Clr	Debit	Credit	Balance
<b>First National Bank</b>									843,402.91
Bill Pmt -Check	02/10/2023	103999	Alfred Benesch & C...	Master plan update and R...		X		2,254.00	841,148.91
Bill Pmt -Check	02/10/2023	104000	Cox Law Firm, PLLC	Various legal matters		X		529.00	840,619.91
Bill Pmt -Check	02/10/2023	104001	Darrell H. Baucom_	Reimbursement for softwa...		X		976.69	839,643.22
Bill Pmt -Check	02/10/2023	104002	FNB Commercial Cr...	Credit card charges for Ja...		X		1,851.43	837,791.79
Bill Pmt -Check	02/10/2023	104003	Patricia Kindley_	Reimburse Lakeshore Le...		X		35.35	837,756.44
Bill Pmt -Check	02/10/2023	104004	Perry Laney Septic ...			X		600.00	837,156.44
Bill Pmt -Check	02/10/2023	104005	RLI Surety Bond	Land use administrator bo...		X		100.00	837,056.44
Bill Pmt -Check	02/10/2023	104006	Taylor's Landscapin...	Landscape maintenance		X		2,177.50	834,878.94
Bill Pmt -Check	02/10/2023	104007	Union County Publi...			X		261.98	834,616.96
Bill Pmt -Check	02/10/2023	104008	WM Corporate Serv...	Waste management servi...		X		211.56	834,405.40
Bill Pmt -Check	02/10/2023	104009	Teresa Clontz	Monthly cleaning		X		200.00	834,205.40
Deposit	02/10/2023			Deposit		X	400.00		834,605.40
Check	02/13/2023	Draft	Duke Energy	Office utilities		X		481.77	834,123.63
Check	02/13/2023	Draft	Duke Energy	Park utilities		X		123.49	834,000.14
Paycheck	02/14/2023	104010	Darrell H. Baucom			X		757.61	833,242.53
Paycheck	02/14/2023	104018	Teresa Gregorius			X		1,457.82	831,784.71
Paycheck	02/14/2023	104011	Edward D Humphries			X		2,606.15	829,178.56
Paycheck	02/14/2023	104012	Gary H Wilfong			X		161.61	829,016.95
Paycheck	02/14/2023	104013	Jerry C. Clontz			X		1,000.07	828,016.88
Paycheck	02/14/2023	104014	John A Biggers, Jr.			X		138.53	827,878.35
Paycheck	02/14/2023	104015	Patricia H. Kindley			X		138.53	827,739.82
Paycheck	02/14/2023	104016	Phillip C Thomas			X		184.70	827,555.12
Paycheck	02/14/2023	104017	Spencer L. Thomas			X		770.76	826,784.36
Paycheck	02/14/2023	104019	Teresa Gregorius			X		184.70	826,599.66
Liability Check	02/14/2023	To Print	IRS	55-0789092		X		2,636.58	823,963.08
Liability Check	02/14/2023	To Print	NC Dept of Revenue_	600391020		X		275.00	823,688.08
Deposit	02/14/2023			Deposit		X	400.00		824,088.08
Deposit	02/14/2023			Deposit		X	1,091.55		825,179.63
Check	02/14/2023	104020	Jerry C. Clontz	Reimburse park supplies		X		123.39	825,056.24
Deposit	02/15/2023			Deposit		X	22,576.98		847,633.22
Deposit	02/15/2023			Deposit		X	4,554.52		852,187.74
Check	02/16/2023	Draft	Verizon Wireless	Ed's cell phone		X		93.18	852,094.56
Deposit	02/17/2023			Deposit		X	1,305.00		853,399.56
Deposit	02/21/2023			Deposit		X	50.00		853,449.56
Deposit	02/23/2023			Deposit		X	100.00		853,549.56
Deposit	02/27/2023			Deposit		X	275.00		853,824.56
Check	02/27/2023	Draft	Great American Fin...	Copier lease		X		168.51	853,656.05
Check	02/28/2023			Service Charge		X		39.00	853,617.05
Deposit	02/28/2023			Interest		X	425.48		854,042.53
Deposit	03/03/2023			Deposit		X	50.00		854,092.53
Deposit	03/03/2023			Deposit		X	100.00		854,192.53
Deposit	03/03/2023			Deposit		X	200.00		854,392.53
Total First National Bank							31,528.53	20,538.91	854,392.53
<b>TOTAL</b>							<b>31,528.53</b>	<b>20,538.91</b>	<b>854,392.53</b>

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## Town of Fairview Transaction Detail By Account July 2022 through June 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Office expense							
Bill	07/12/2022	07122022	Darrell H. Baucom_	Software reimbursement	60.00		60.00
Check	07/12/2022	103797	Teresa Clontz	Cleaning 07/11/22	200.00		260.00
Bill	07/12/2022	132308	RCS. Inc.	Septic pumping for 07/12/22	250.00		510.00
Bill	07/18/2022	0125870-47...	Waste Management	Garbage service	215.26		725.26
Bill	07/26/2022	132349	RCS. Inc.	Septic pumping 300 gallons	250.00		975.26
Bill	08/02/2022	1555	Taylor's Landscaping Servic...	Landscaping for July 2022	140.00		1,115.26
Bill	08/05/2022	08052022	Darrell H. Baucom_	Software reimbursement	60.00		1,175.26
Check	08/09/2022	103823	FNB Commercial Credit Card	Credit card payment	345.20		1,520.46
Check	08/09/2022	103825	Teresa Clontz	Cleaning	200.00		1,720.46
Bill	08/11/2022	08112022	Bill Riffle	Weedeating ditch at Town hall	250.00		1,970.46
Check	08/16/2022	103821	RCS. Inc.	pumping septic tank	250.00		2,220.46
Bill	08/16/2022	1017805	Killingsworth Environmental	Pest control	150.94		2,371.40
Bill	08/16/2022	0128505-47...	Waste Management	Dumpster service	210.26		2,581.66
Bill	08/23/2022	132448	RCS. Inc.	Septic tank pumping	250.00		2,831.66
Check	08/25/2022	Draft	Great American Financial Se...	Copier lease	159.96		2,991.62
Check	08/31/2022	Draft	Great American Financial Se...	Copier charges	165.51		3,157.13
Bill	09/02/2022	09022022	Darrell H. Baucom_	software reimbursement	60.00		3,217.13
Bill	09/06/2022	1558	Taylor's Landscaping Servic...	Landscaping	140.00		3,357.13
Bill	09/13/2022	09132022	Teresa Clontz	Cleaning	200.00		3,557.13
Check	09/13/2022	103847	FNB Commercial Credit Card	payment on credit card	136.32		3,693.45
Bill	09/14/2022	13253	RCS. Inc.	Septic pumping	250.00		3,943.45
Bill	09/16/2022	0131135-47...	Waste Management	Garbage service	211.56		4,155.01
Bill	09/27/2022	132573	RCS. Inc.	Septic pumping	250.00		4,405.01
Bill	09/30/2022	09302022	Darrell H. Baucom_	Software reimbursement	60.00		4,465.01
Bill	10/02/2022	4760	FNB Commercial Credit Card	Credit card payment	266.62		4,731.63
Bill	10/06/2022	1562	Taylor's Landscaping Servic...	Round-about	140.00		4,871.63
Bill	10/10/2022	10102022	Teresa Clontz	Cleaning	200.00		5,071.63
Bill	10/17/2022	0133797-47...	WM Corporate Services	November charge	211.56		5,283.19
Bill	10/18/2022	1083216	Killingsworth Environmental	Pest control	150.94		5,434.13
Check	10/25/2022	Draft	Great American Financial Se...	Copier lease	159.96		5,594.09
Bill	10/27/2022	132649	RCS. Inc.	Pump septic tank	250.00		5,844.09
Bill	11/01/2022	11022022	Darrell H. Baucom_	Reimbursement	60.00		5,904.09
Bill	11/01/2022	1567	Taylor's Landscaping Servic...	Lawn maintenance	140.00		6,044.09
Bill	11/01/2022	4760	FNB Commercial Credit Card	Payment on credit card	932.41		6,976.50
Bill	11/08/2022	11082022	Teresa Clontz	Cleaning	200.00		7,176.50
Bill	11/11/2022	11112022	Perry Laney Septic Tank		300.00		7,476.50
Bill	11/16/2022	0136410-47...	WM Corporate Services	Garbage service	211.56		7,688.06
Check	11/25/2022	Draft	Great American Financial Se...	Copier	205.74		7,893.80
Bill	11/28/2022	11282022	Perry Laney Septic Tank	Septic tank pumping	300.00		8,193.80
Bill	11/30/2022	1570	Taylor's Landscaping Servic...	Monthly maintenance	190.00		8,383.80
Bill	12/01/2022	4786	FNB Commercial Credit Card	Credit card charges for November	875.08		9,258.88
Bill	12/04/2022	12042022	Patricia Kindley_	Holiday Lights contest	52.38		9,311.26
Bill	12/05/2022	12052022	Teresa Clontz	Cleaning	200.00		9,511.26
Bill	12/06/2022	1145040	Killingsworth Environmental	Pest control	150.94		9,662.20
Bill	12/09/2022	12092022	Darrell H. Baucom_	Software reimbursement	60.00		9,722.20
Check	12/13/2022	103946	Perry Laney Septic Tank	Pump septic tank 12/08	300.00		10,022.20
Check	12/15/2022	Draft	Great American Financial Se...		166.00		10,188.20
Bill	12/16/2022	0139000-47...	WM Corporate Services	Garbage removal for December	211.56		10,399.76
Bill	12/23/2022	12232022	Perry Laney Septic Tank	Pump septic tank	300.00		10,699.76
Check	01/02/2023	Draft	Great American Financial Se...	Copier	0.00		10,699.76
Bill	01/03/2023	01032023	Darrell H. Baucom_	Software reimbursement	60.00		10,759.76
Bill	01/03/2023	1577	Taylor's Landscaping Servic...	Lawn maintenance	140.00		10,899.76
Bill	01/09/2023		Perry Laney Septic Tank	Pumping septic tank	300.00		11,199.76
Bill	01/09/2023	4760	FNB Commercial Credit Card	Credit card payment	1,841.94		13,041.70
Bill	01/10/2023	01102023	Teresa Clontz	Office cleaning	200.00		13,241.70
Bill	01/17/2023	0141549-47...	WM Corporate Services	Waste management services	211.56		13,453.26
Bill	01/21/2023	01212023	Perry Laney Septic Tank	Pump septic tank	300.00		13,753.26
Check	01/25/2023	Draft	Great American Financial Se...	Copier	168.51		13,921.77
Bill	01/27/2023	01272023	Patricia Kindley_	Reimburse Lakeshore Learning ...	35.35		13,957.12
Bill	01/31/2023	01312023	Darrell H. Baucom_	Reimbursement for software co...	976.69		14,933.81
Bill	02/01/2023	4760	FNB Commercial Credit Card	Credit card charges for January	440.20		15,374.01
Bill	02/02/2023	1580	Taylor's Landscaping Servic...	Landscape maintenance	210.00		15,584.01
Bill	02/02/2023	02022023	Perry Laney Septic Tank	Pump septic tank	300.00		15,884.01
Bill	02/14/2023	02142023	Teresa Clontz	Monthly cleaning	200.00		16,084.01
Bill	02/16/2023	1201987	Killingsworth Environmental	Pest control	150.94		16,234.95
Bill	02/16/2023	0144118-47...	WM Corporate Services	Garbage service	211.56		16,446.51
Bill	02/18/2023	02182023	Perry Laney Septic Tank	Septic pumping	300.00		16,746.51
Check	02/27/2023	Draft	Great American Financial Se...	Copier lease	168.51		16,915.02
Bill	03/04/2023	03042023	Perry Laney Septic Tank	Septic pumping	300.00		17,215.02
					17,215.02	0.00	17,215.02
<b>TOTAL</b>					<b>17,215.02</b>	<b>0.00</b>	<b>17,215.02</b>

**Town of Fairview**  
**Transaction Detail By Account**  
 July 2022 through June 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>Park Maintenance</b>							
Bill	07/13/2022	3377	Medlin Electric Comp...	Service call for Park	220.00		220.00
Bill	08/02/2022	1555	Taylor's Landscaping...	Landscaping for July 2022	1,337.50		1,557.50
Bill	08/02/2022	1555	Taylor's Landscaping...	Additional areas	430.00		1,987.50
Check	08/09/2022	103823	FNB Commercial Cre...	Credit card payment	1,898.72		3,886.22
Bill	08/11/2022	08112022	Bill Riffle	Park expenses	83.72		3,969.94
Bill	09/06/2022	1558	Taylor's Landscaping...	Landscaping	1,337.50		5,307.44
Bill	09/09/2022	1558	Taylor's Landscaping...	Additional areas and ditch	1,025.00		6,332.44
Check	09/13/2022	103847	FNB Commercial Cre...	payment on credit card	771.35		7,103.79
Check	09/13/2022	103848	Jerry C. Clontz	Park supplies	164.17		7,267.96
Bill	10/06/2022	1562	Taylor's Landscaping...	Landscape services	1,337.50		8,605.46
Bill	10/06/2022	1562	Taylor's Landscaping...	Additional areas to mow	900.00		9,505.46
Check	10/11/2022	103862	Jerry C. Clontz	Reimburse for park supplies	206.39		9,711.85
Bill	11/01/2022	1567	Taylor's Landscaping...	Lawn maintenance	1,337.50		11,049.35
Bill	11/01/2022	1567	Taylor's Landscaping...	Lawn maintenance	630.00		11,679.35
Check	11/08/2022	103912	Bill Riffle	Installing camera	250.00		11,929.35
Bill	11/30/2022	1570	Taylor's Landscaping...	Monthly maintenance	1,337.50		13,266.85
Bill	11/30/2022	1570	Taylor's Landscaping...	Other requested services	1,380.00		14,646.85
Bill	12/01/2022	4786	FNB Commercial Cre...	Conder Flag	340.29		14,987.14
Check	12/13/2022	103944	Mike Medlin	Reimburse fuel for park mowing	100.00		15,087.14
Check	12/13/2022	103945	Laon Whitley	Reimburse fuel for park mowing	100.00		15,187.14
Check	12/13/2022	103949	Jerry C. Clontz	Blower, etc for Park	580.58		15,767.72
Bill	01/03/2023	1577	Taylor's Landscaping...	Lawn maintenance	1,337.50		17,105.22
Bill	01/03/2023	1577	Taylor's Landscaping...	Additional areas to maintain	630.00		17,735.22
Bill	02/01/2023	4760	FNB Commercial Cre...	Credit card charges for January	93.56		17,828.78
Bill	02/02/2023	1580	Taylor's Landscaping...	Landscape maintenance	1,337.50		19,166.28
Bill	02/02/2023	1580	Taylor's Landscaping...	Additional areas	630.00		19,796.28
Check	02/14/2023	104020	Jerry C. Clontz	Reimburse park supplies	123.39		19,919.67
Total Park Maintenance					19,919.67	0.00	19,919.67
<b>TOTAL</b>					<b>19,919.67</b>	<b>0.00</b>	<b>19,919.67</b>

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03/08/23

Accrual Basis

## Town of Fairview Transaction Detail By Account

July 2022 through June 2023

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>Festival expense</b>								
Bill	08/04/2022	08042...		Magic Barry Entertal...	Magic show for Fall Festival	150.00		150.00
Check	08/09/2022	103823		FNB Commercial Cr...	Credit card payment	21.60		171.60
Check	09/13/2022	103847		FNB Commercial Cr...	payment on credit card	773.03		944.63
Bill	10/02/2022	4760		FNB Commercial Cr...	Credit card payment	589.84		1,534.47
Bill	11/01/2022	4760		FNB Commercial Cr...	Signs	34.16		1,568.63
Bill	12/01/2022	4786		FNB Commercial Cr...	Credit card charges for N...	1,829.15		3,397.78
Bill	12/02/2022	12022...		John Biggers_	Reimburse festival expen...	788.86		4,186.64
Bill	12/09/2022	12092...		Allison Plyler	Reimburse festival expen...	544.88		4,731.52
Check	12/13/2022	103947		Ronald Thomas	Reimburse festival expen...	108.39		4,839.91
Check	12/13/2022	103948		Spencer L Thomas	Reimburse Christmas tre...	350.00		5,189.91
Bill	12/21/2022	12212...		Jeff Campagna	Festival functions	350.00		5,539.91
Bill	12/21/2022	12212...		Todd Donaldson	Festival functions	120.00		5,659.91
Bill	12/21/2022	12212...		Justin Brock	Festival functions	20.00		5,679.91
Bill	12/21/2022	12212...		Mike Medlin	Festival functions	120.00		5,799.91
Bill	12/21/2022	12212...		Michael Thomas	Festival functions	240.00		6,039.91
Bill	12/21/2022	12212...		Carlton Brock	Festival functions	140.00		6,179.91
Bill	12/21/2022	12212...		Wesley Gordon	Festival functions	180.00		6,359.91
Bill	12/21/2022	12212...		Donald Thomas	Festival functions	490.00		6,849.91
Bill	12/21/2022	12212...		Ronald Thomas	Festival functions	980.00		7,829.91
Bill	12/21/2022	12212...		Samuel Harting	Festival functions	170.00		7,999.91
Bill	12/21/2022	12212...		Allison Plyler	Festival functions	400.00		8,399.91
Bill	12/21/2022	12212...		Garrett Cox	Festival functions	590.00		8,989.91
Bill	01/09/2023	4760		FNB Commercial Cr...	Credit card payment	909.10		9,899.01
Check	01/10/2023	103993		Justin Brock	Festival labor	180.00		10,079.01
Check	01/10/2023	103994		Marvin Tarlton	Festival labor	60.00		10,139.01
Check	01/10/2023	103995		Union County Antiq...	Festival labor	150.00		10,289.01
Check	01/10/2023	103996		Spencer L Thomas	Reimbursement for Festiv...	50.00		10,339.01
Check	01/10/2023	103997		Ronald Thomas	Reimbursement for Festiv...	330.86		10,669.87
Bill	02/01/2023	4760		FNB Commercial Cr...	1313.39 Brio Live	1,317.67		11,987.54
Total Festival expense						11,987.54	0.00	11,987.54
<b>TOTAL</b>						<b>11,987.54</b>	<b>0.00</b>	<b>11,987.54</b>



# FUND BALANCE WORKSHEET 2022/2023

Beginning Spendable Fund Balance (as of 6/30/2022)	<b>\$743,094</b>
Less Restricted Funds from State	<b>\$300,000</b>
POLICY - Reserve in Spendable Fund Balance	<b><u>\$200,000</u></b>
Spendable Fund Balance (as of 6/30/2022)	<b>\$243,094</b>

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
New Spendable Fund Balance				

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
New Spendable Fund Balance				

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
New Spendable Fund Balance				

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
New Spendable Fund Balance				

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
New Spendable Fund Balance				

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
New Spendable Fund Balance				

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
New Spendable Fund Balance				

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
New Spendable Fund Balance				

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
New Spendable Fund Balance				



**Town of Fairview  
Fairview Park Event Committee Meeting  
February 2, 2023**

The following Fairview Park Event Committee members were present: Lisa Thomas, Gayle Brock, Scott Cuthbertson, Theresa Donaldson, Mike Medlin, and Traci Price-Ferguson,

Others present: Pat Simpson, Amy Hartig, Brian Minor and Teresa Gregorius, Town Clerk

**Public Comments**

None

**Items of Business**

A. Chairman Thomas reported on the upcoming events:

1. Easter Egg Hunt will be April 1<sup>st</sup> from 10:00 AM till 12:00
  - Jeff Campagna will be the Easter Bunny
  - Jimmy Huntley will be the DJ
  - Will need one deputy for traffic
  - Plastic Easter eggs have been ordered
  - Minimal decorating will be required
  - Will need parking attendants
2. Music in the Park will be June 9<sup>th</sup> from 7:00 to 9:00 PM
  - Music will be by Too Much Sylvia
  - Will need at least 3 food vendors in addition to snack vendors.
  - Will need two deputies – one to direct traffic and one for crowd control
  - Minimal decorating will be required other than the stage
  - Will need parking attendants
3. Fall Festival – October 7<sup>th</sup> 10:00 AM – 5:00 PM
4. Winter Festival – December 9<sup>th</sup> 4:00 PM – 7:00 PM



B. Paying for Services

Chairman Thomas discussed with the Committee about paying for persons to help with parking etc. The Committee concurred that if no organizations could be found, individuals would be contracted to park.

C. Minutes

Theresa Donaldson made a motion to approve the January 5, 2023 minutes. Traci Price-Ferguson seconded the motion. Committee members Thomas, Brock, Cuthbertson, Theresa Donaldson, and Medlin, Price-Ferguson voted yes (6-0).

Chairman Thomas adjourned the meeting.

Respectfully submitted,

\_\_\_\_\_  
Teresa Gregorius  
Town Clerk

\_\_\_\_\_  
Lisa Thomas  
Chairman

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2023



**Town of Fairview  
Fairview Park Facility Committee Meeting  
February 9, 2023**

The following Fairview Park Facility Committee members were present: Kirk Ellison, Jane Link, Penny Love, Mike Medlin, Bill Riffle and Leon Whitley

Others present: Teresa Gregorius, Town Clerk

**Public Comments**

None

**Items of Business**

A. Discuss Park Second Driveway

Chairman Medlin presented the proposal for the exit driveway at the park from Huntley Brothers in the amount of \$25,535. The town clerk noted that NCDOT may have to approve the second driveway since it exits onto Hwy. 601. She will contact NCDOT to verify.

B. Discuss Lighting/Electrical Service

Chairman Medlin presented the proposal from Duke Energy regarding lighting around the lake. Ten decorative light poles/fixtures and upfront cost of boring for the cable \$19,575. The Committee discussed.

Leon Whitley made a motion to recommend approval to the Council of the Duke Energy lighting proposal for \$19,575. Jane Link seconded the motion. Committee members Ellison, Link, Love, Medlin, Riffle and Whitley voted yes (6-0).

C. Clean Limbs/Trees

Chairman Medlin reported that there were several trees and limbs that needed to be cut down. Council has suggested that members of the Facility Committee gather quotes and bring to the next Council meeting. The Committee discussed and agreed to contact several companies for quotes.

D. Clean Up Day at Park

The Committee discussed the date for the next park clean up and decided on March 25<sup>th</sup> beginning at 9:00 AM.

E. Minutes

Penny Love made a motion to approve the January 12, 2023 minutes. Bill Riffle seconded the motion. Committee members Ellison, Link, Love, Medlin, Riffle and Whitley voted yes (6-0).

Chairman Medlin adjourned the meeting.

Respectfully submitted,

\_\_\_\_\_  
Teresa Gregorius  
Town Clerk

\_\_\_\_\_  
Mike Medlin  
Chairman

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2023



**Town of Fairview  
Planning Board Meeting  
February 21, 2023**

The following Planning Board members were present: Chrisie Black, Doug Buchanan, Mike Medlin, Greg Morgan, Josh Presley, Bill Thomas, Fred Rogers (Alt.), Rodney Stephens (Alt.). Sharon Clontz was absent.

Others present: Ed Humphries, Land Use Administrator/Deputy Clerk; Teresa Gregorius, Town Clerk and Spencer Thomas, Administrative Assistant

**Public Comments**

None

**Items of Business**

A. Code Enforcement

Ed Humphries presented several different code enforcement violations that he has recently received. He noted each violation and what process he went through to rectify the violation. The Board discussed the various violations and decided to research the livestock ordinance further at the next meeting.

B. Website

Mr. Humphries reviewed the land use area of the Fairview website with the Board. He reported to them that we could now take credit cards on the website.

C. Minutes

Bill Thomas made a motion to approve the October 18, 2022 minutes. Josh Presley seconded the motion. Board members Black, Buchanan, Medlin, Morgan, Presley, Thomas and Rogers (Alt) voted yes (7-0).

Mike Medlin made a motion to adjourn. Chrisie Black seconded the motion. Board members Black, Buchanan, Medlin, Morgan, Presley, Thomas and Rogers (Alt) voted yes (7-0).

Respectfully submitted,

\_\_\_\_\_  
Teresa Gregorius, Town Clerk

\_\_\_\_\_  
Doug Buchanan, Chairman

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

20



**Town of Fairview  
Regular Town Council Meeting  
February 14, 2023**

The following Council members were present: Mayor Phil Thomas, Jerry Clontz, Patricia Kindley, and Gary Wilfong. John Biggers was absent.

Others present: Darrell Baucom, Financial Officer; Ed Humphries, Land Use Administrator/Deputy Clerk; Teresa Gregorius, Town Clerk and Spencer Thomas, Administrative Assistant

**Agenda Changes/Approval**

Mayor Thomas stated that he would like to remove Item 1: NCLM Conference from the Items of Business.

Jerry Clontz made a motion to approve the agenda as amended. Patricia Kindley seconded the motion. Council members Clontz, Kindley and Wilfong voted yes (3-0).

**Public Comments**

Richard Laney, Scott Helms, Albert Gordon and Phyllis Walsh-Zabel spoke about code violations on Noah Helms Road.

**Consent Agenda**

- a) Financial and Tax Reports--- *Report Accepted as Information*
- b) Land Use Report---*Report Accepted as Information*
- a) Fund Balance Worksheet 2022-2023 --- *Report Accepted as Information*
- b) Fairview Park Event January Draft Minutes (*Minutes Accepted as Information*)
- c) Fairview Park Facility January Draft Minutes (*Minutes Accepted as Information*)
- d) Planning Board January Draft Minutes (*No January Meeting*)
- e) Approve Council Minutes for January 10, 2023

Gary Wilfong made a motion to approve the consent agenda. Patricia Kindley seconded the motion. Council members Clontz, Kindley and Wilfong voted yes (3-0).

## **Items of Business**

### **Item 1: Discuss Code Enforcement Position**

Ed Humphries discussed with the Council the need for a Code Enforcement position on an "As Needed" basis. The town is receiving more code enforcement complaints requiring more extensive research, calls, letters, etc. Some of these complaints would be quicker completed by a person who deals with code enforcement on a day-to-day basis. Mr. Humphries reported that he had contacted N-Focus regarding their contractor that has code enforcement expertise. John Ganus with N-Focus currently works for the town of Unionville as well as others as their code enforcement officer. The Council discussed.

Patricia Kindley made a motion to approval a contract with N-Focus for code enforcement on an "as need" basis and authorize the mayor to sign the contract. Gary Wilfong seconded the motion. Council members Clontz, Kindley and Wilfong voted yes (3-0).

### **Item 2: Discuss/Approve Lighting Around Park Pond**

Gary Wilfong presented the estimate from Duke Energy for lighting around the pond at the park. The total for boring the cable will be \$11,666.91 and the poles/light fixtures will be \$7,908.50 for a total of \$19,575.41. The Council discussed.

Gary Wilfong made a motion to approve a committee (Phil Thomas, Mike Medlin, Jerry Clontz, Gary Wilfong) meet with Duke Energy to finalize placement and boring sites and authorize Mayor Thomas to sign the contract. The contract should not exceed \$25,000. Patricia Kindley seconded the motion. Council members Clontz, Kindley and Wilfong voted yes (3-0).

The Council also recommended that bids be obtained for electricity around the park pond.

## **Council Comments**

Patricia Kindley reported that she attended the Groundhog Economic Summit

Jerry Clontz expressed his disappointment that the town did not get information together to apply for a PARTF grant for the park this year.

Ed Humphries reported that the town can now take credit cards on the website to pay for permits and park shelter rentals.

Mayor Thomas reported: (1) Attended the Groundhog Economic Summit, (2) Walked and marked the proposed park trail, (3) Town hall roof replacement was completed, (4) Council planning retreat is scheduled for Saturday, February 25<sup>th</sup> from 8:00 AM – Noon, (5) Piedmont Band Boosters BBQ will be Saturday 18<sup>th</sup> at the Fairview Fire Department.

Jerry Clontz made a motion to adjourn. Gary Wilfong seconded the motion. Council members Clontz, Kindley and Wilfong voted yes (3-0).

Respectfully submitted,

\_\_\_\_\_  
Teresa Gregorius  
Town Clerk

\_\_\_\_\_  
Phil Thomas  
Mayor

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

DRAFT

# Approve J.B. Watson Audit Contract

Additional details and signature  
pages omitted  
(On File in office if needed)



The of and	Governing Board Town Council
	Primary Government Unit Town of Fairview, NC
	Discretely Presented Component Unit (DPCU) (if applicable)

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name J.B. Watson & Co., P.L.L.C.
	Auditor Address PO Box 341; Wadesboro, NC 28170

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending 06/30/23	Date Audit Will Be Submitted to LGC 10/31/23
-----	--------------------------------	---

*Must be within four months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.
2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.

9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.
15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.  
**See attached engagement letter.**
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

**#26**

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

**FEES FOR AUDIT SERVICES**

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by:  Auditor  Governmental Unit  Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

<b>Name:</b> Darrell H. Baucom, CPA	<b>Title and Unit / Company:</b> Finance Officer	<b>Email Address:</b> dbaucom@fairviewnc.gov
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OR Not Applicable  (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

**PRIMARY GOVERNMENT FEES**

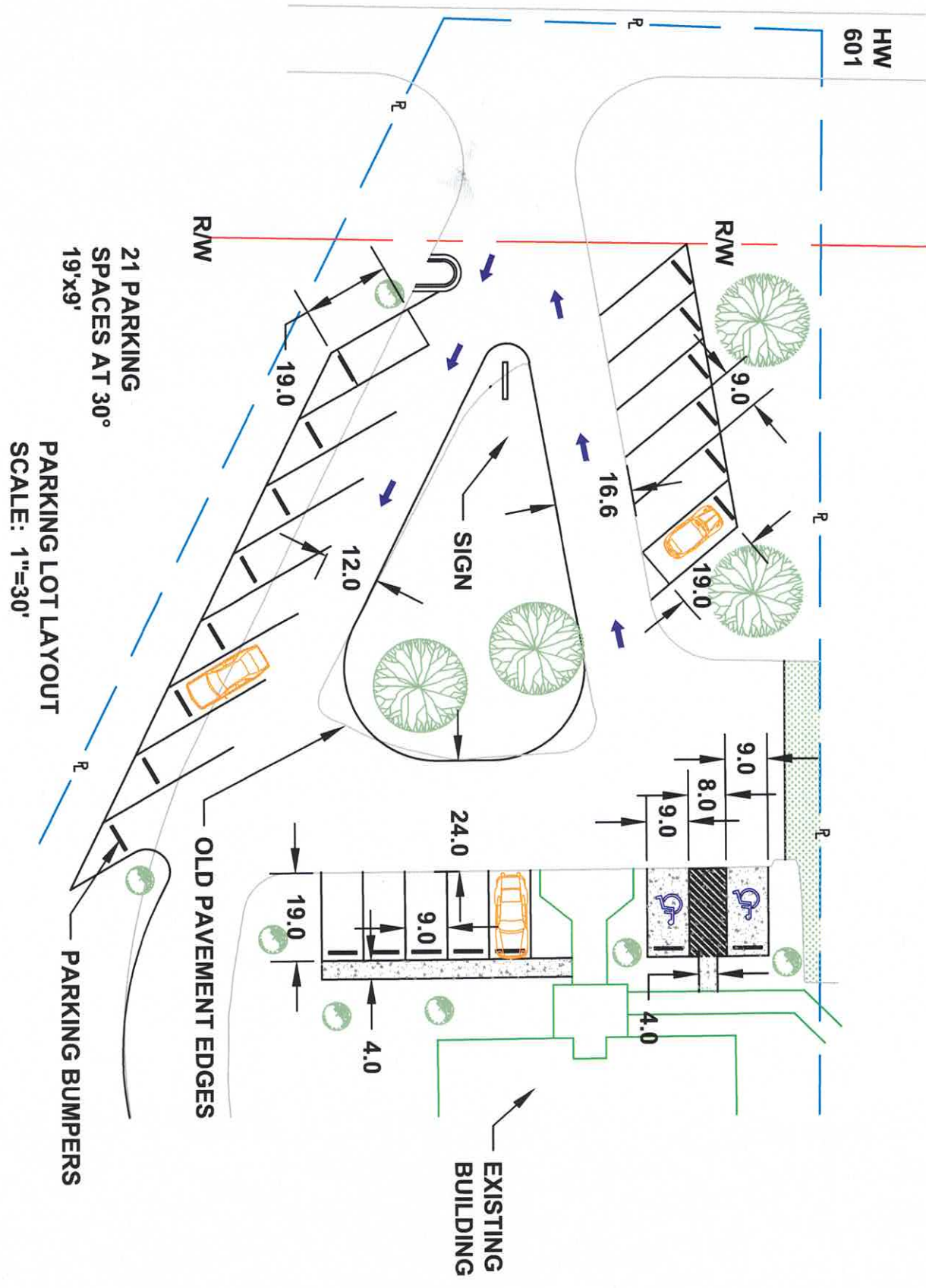
Primary Government Unit	Town of Fairview, NC
Audit Fee	\$ 5,600 + \$140/hr for any Single Audit procedures, if applicable
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$ 3,000
All Other Non-Attest Services	\$ 140/hour

**DPCU FEES (if applicable)**

Discretely Presented Component Unit	
Audit Fee	\$
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$

**Discuss  
Town Hall  
Driveway &  
Parking Lot**





Discuss/  
Approve  
Park Capital  
Fund