

---

**TOWN OF CHEVY CHASE,  
MARYLAND**

**Financial Statements and Report  
of Independent Certified Public  
Accountants**

**For the Years Ended  
June 30, 2009 and 2008**

---

**LSWG**

Linton Shafer Warfield & Garrett, P.A.  
CERTIFIED PUBLIC ACCOUNTANTS

**TOWN OF CHEVY CHASE, MARYLAND**  
**Table of Contents**  
**June 30, 2009 and 2008**

<b>DESCRIPTION</b>	<b>EXHIBIT</b>
Report of Independent Certified Public Accountants	
Management's Discussion and Analysis	
Basic Financial Statements	
Government-Wide Financial Statements:	
Statements of Net Assets	A-1
Statement of Program Activities	A-2
Fund Financial Statements:	
Governmental Fund Financial Statements:	
Balance Sheets	A-3
Statements of Revenues, Expenditures and Changes in Fund Balance	A-4
Reconciliation of the Statements of Revenues, Expenditures and Changes in Fund Balances to the Statements of Activities	A-5
Notes to Financial Statements	A-6
Required Supplemental Information	
Budgetary Comparison Schedule – General Fund	B-1
Notes to Required Supplemental Information	B-2



Linton Shafer Warfield & Garrett, P.A.  
 CERTIFIED PUBLIC ACCOUNTANTS

EDWARD T. GARRETT, CPA  
 MEREDITH C. HARSHMAN, CPA  
 PAUL D. HEMME, CPA  
 KEVIN R. HESSLER, CPA  
 DONALD C. LINTON, CPA, CFP, PFS  
 JOSEPH M. MCCATHRAN, CPA  
 BRIAN E. RIPPEON, CPA  
 BARBARA CLINE-ROMAN, CPA  
 RONALD W. SHAFER, CPA  
 ROBERT C. WARFIELD, CPA, CVA

**REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS**

The Mayor and Council  
 Town of Chevy Chase, Maryland

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Chevy Chase, Maryland (the Town), as of and for the years ended June 30, 2009 and 2008, which collectively comprise the Town's basic financial statements as Exhibits A-1 to A-6 listed in the table of contents. These financial statements are the responsibility of the Town of Chevy Chase, Maryland's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Chevy Chase Maryland as of June 30, 2009 and 2008, and the respective changes in financial position for the years then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis and budgetary comparison information are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

September 25, 2009

*Linton Shafer Warfield & Garrett*

**TOWN OF CHEVY CHASE, MARYLAND  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2009 and 2008**

As management of the Town of Chevy Chase, (the "Town"), we offer readers of the Town's financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended June 30, 2009. The MD&A is best understood if read in conjunction with the Town's basic financial statements.

**Financial Highlights**

The assets of the Town exceeded its liabilities at the close of the 2009 fiscal year by \$6,603,416, (net assets). Of the total net assets, \$5,953,286 (unrestricted net assets) may be used to meet the Town's ongoing obligations to citizens and creditors and \$650,130 is invested in capital assets.

As of June 30, 2009, the Town's governmental fund reported an ending fund balance of \$6,248,110.

As of June 30, 2009, unreserved, undesignated fund balance for the General Fund (primary operating fund) was \$6,225,251 or 186% of total fiscal year 2009 General Fund expenditures.

**Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the Town's basic financial statements. The basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other required supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The *government-wide financial statements* are designed to provide readers with a broad overview of the Town's finances, in a manner similar to a private-sector business.

The *Statement of Net Assets*, Exhibit A-1, presents information on all of the Town's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The *Statement of Activities*, Exhibit A-2, presents information showing how the Town's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

**TOWN OF CHEVY CHASE, MARYLAND  
MANAGEMENT'S DISCUSUSSION AND ANALYSIS  
June 30, 2009 and 2008**

Government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the Town include general government, public safety, streets and roads, sanitation and waste removal, and parks and recreation. The Town does not have any business-type activities.

The government-wide financial statements include only the Town of Chevy Chase because the Town has no component unit relationships with any other agency. The government-wide financial statements can be found in Exhibits A-1 and A-2 of this report.

**Fund financial statements.** A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds. The Town of Chevy Chase has only a governmental fund, the General Fund.

**Governmental funds.** *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of available, spendable resources*, as well as on *balances of those resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By so doing, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds and governmental activities*.

The Town adopts an annual appropriated budget for its governmental fund. A budgetary comparison statement has been provided for the fund to demonstrate compliance with this budget. The basic governmental fund financial statements can be found in Exhibits A-3 to A-5.

**Proprietary funds.** The Town does not have a proprietary-type fund (enterprise fund.) *Enterprise funds* are used to report the same functions presented as *business-type activities* in the governmental-wide financial statements.

**TOWN OF CHEVY CHASE, MARYLAND  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2009 and 2008**

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statement because the resources of those funds are *not* available to support the Town's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. The Town has no fiduciary funds.

**Summary of significant accounting policies and notes to the financial statements.** The summary and notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. They are part of the basic financial statements and can be found on pages 1 to 12 of Exhibit A-6.

**Other information.** In addition to the basic financial statements and accompanying notes, this report also presents certain *supplementary information* in Exhibits B-1 and B-2.

**Government-Wide Financial Analysis**

As noted earlier, net assets may serve over time as a useful indicator of a government's overall financial condition and position. In the case of the Town, assets exceeded liabilities by \$6,603,416 at the close of the current fiscal year. The Town of Chevy Chase's net assets are divided into two categories - invested in capital assets, net of related debt, and unrestricted net assets. The smaller portion of the Town's net assets (**10%**) reflects its investment in capital assets net of depreciation (e.g., land, improvements, buildings, machinery, equipment and vehicles). The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Unrestricted net assets of the government have a balance of \$5,953,286 (**90%** of total net assets), which may be used to meet the government's ongoing obligations to citizens and creditors.

For the fiscal years ended June 30, 2009 and 2008 the Town reported the following assets and liabilities:

**Town of Chevy Chase's Net Assets**

	<u>2009</u>	<u>2008</u>
<b>Assets</b>		
Current and other assets	\$ 6,769,627	\$ 4,696,539
Capital assets	<u>650,130</u>	<u>662,008</u>
Total assets	<u>7,419,757</u>	<u>5,358,547</u>
<b>Liabilities</b>	<u>816,341</u>	<u>274,399</u>
<b>Net Assets</b>		
Invested in capital assets	650,130	662,008
Unrestricted and undesignated	<u>5,953,286</u>	<u>4,422,140</u>
<b>Total net assets</b>	<u>\$ 6,603,416</u>	<u>\$ 5,084,148</u>

**TOWN OF CHEVY CHASE, MARYLAND  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2009 and 2008**

The following table indicates the changes in net assets for governmental activities:

**Town of Chevy Chase's Change in Net Assets**

	<b>2009</b>	<b>2008</b>
<b>Revenues</b>		
Program revenues:		
Charges for services	\$ 104,563	\$ 105,524
Operating grants and contributions	131,585	151,812
General revenues:		
Property and income, taxes levied for general purposes	4,423,371	2,897,209
Miscellaneous	141,218	147,375
Unrestricted investment earnings	70,454	174,272
Total revenues	<b>4,871,191</b>	<b>3,476,192</b>
<b>Expenses</b>		
General government	1,620,658	1,930,983
Public safety	299,130	176,742
Parks and recreation	383,903	241,381
Public works	1,048,232	654,473
Total expenses	<b>3,351,923</b>	<b>3,003,579</b>
<b>Increase in net assets</b>	<b>1,519,268</b>	<b>472,613</b>
<b>Net assets, beginning of year</b>	<b>5,084,148</b>	<b>4,611,535</b>
<b>Net assets, end of year</b>	<b>\$ 6,603,416</b>	<b>\$ 5,084,148</b>

Governmental activities: General revenues for the governmental activities were \$4,635,043, while total expenses, net of charges for services, grants and contributions, were \$3,115,775. The increase in net assets for governmental activities was \$1,283,120 and can largely be attributed to the following:

Income tax revenues increased by \$1,518,903 or 56%, during the year.

Expenditures increased by \$409,205 or 14% during the year.

**TOWN OF CHEVY CHASE, MARYLAND  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2009 and 2008**

**Financial Analysis of the Town's Funds**

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of the Town's *governmental fund* is to provide information on current inflows, outflows, and balances of available, *spendable* resources. Such information is useful in assessing the Town's financing requirements. In particular, *unreserved fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year-end.

The General Fund is the operating fund of the Town of Chevy Chase. At June 30, 2009, the Town's General Fund reported an ending fund balance of \$6,248,110, an increase of \$1,805,145 in comparison with the prior year. Of this amount of \$6,225,251 constitutes *undesignated fund balance*, which is available for spending at the government's discretion. As a measure of the General Fund's liquidity, it may be useful to compare the total fund balance to total fund expenditures. The total fund balance represents 186% of total General Fund expenditures including capital projects for Town office improvements.

The key factor in the fund balance increase is the increase in income tax revenue.

**General Fund Budgetary Highlights**

General government expenditures were \$252,406 under final budget. Investments for streets and roads totaled \$508,503.

There was an increase of \$1,915,548 in income taxes and other revenues of \$276,324 over budgeted amounts.

**Capital Assets and Debt Administration**

**Capital assets.** The Town's investment in capital assets for its governmental activities as of June 30, 2009, was \$650,130 (net of accumulated depreciation). This investment in capital assets includes buildings and improvements, vehicles and furniture and equipment.



**TOWN OF CHEVY CHASE, MARYLAND  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2009 and 2008**

The following table of the Town's capital assets is listed below. Additional information can be found in Note 3 on page 24 of this report.

**Town of Chevy Chase's Capital Assets  
(net of depreciation)**

	<b>2009</b>	<b>2008</b>
Building and improvements	\$ 323,314	\$ 348,289
Vehicles	58,228	69,282
Furniture and Equipment	96,172	111,303
Streets and roads, Parks and Grounds	172,416	133,134
<b>Total</b>	<b>\$ 650,130</b>	<b>\$ 662,008</b>

Major capital asset events during the year ending June 30, 2009 included the following:

Expenditures for street work were \$61,487.

**Economic Factors and Next Year's Budgets and Rates**

While the State of Maryland is realizing significant growth in real property assessments, this trend did not have a major impact on the Town's property tax revenues until fiscal year 2009. The delay of the impact was due to the triennial assessment system, which assesses the Town every third year, along with a cap of 10% on residential properties. For fiscal year 2010, the growth in both real and personal property taxes is budgeted at below the level of fiscal year 2009 budgeted property taxes. Town residents approved adopting the a property tax rate of .01 cent, which was .009 cent below the Constant Yield Tax Rate for property taxes as recommended by the Town Council.

Income tax revenues for fiscal year 2010 are budgeted at \$2,300,000, which represents no increase over the FY09 budget, due to economic uncertainties.

The fiscal year 2010 revenues for Highway User Revenue are budgeted 22% less than those estimated for fiscal year 2009 based on estimates provided by the Maryland State Highway Administration.

All of these factors were considered in preparing the Town's budget for the 2010 fiscal year.

**TOWN OF CHEVY CHASE, MARYLAND  
MANAGEMENT'S DISCUSUSSION AND ANALYSIS  
June 30, 2009 and 2008**

**Requests for Information**

This financial report is designed to provide a general overview of the Town of Chevy Chase's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be directed to the Town Manager, Town of Chevy Chase, 4301 Willow Avenue, Chevy Chase, Maryland 20815 or send an e-mail to [asilverstone@townofchevyCHASE.org](mailto:asilverstone@townofchevyCHASE.org).

**TOWN OF CHEVY CHASE, MARYLAND**  
**Statements of Net Assets**  
**June 30,**

	<b>Governmental Activities <u>2009</u></b>	<b>Governmental Activities <u>2008</u></b>
<b>Assets</b>		
Cash and cash equivalents	\$ 829,020	\$ 721,605
Investments	5,881,510	3,912,649
Receivables, net	2,315	1,333
Due from other governments	33,923	35,530
Prepaid expenses	22,859	25,422
Capital assets, net	<u>650,130</u>	<u>662,008</u>
 Total Assets	 <u>\$ 7,419,757</u>	 <u>\$ 5,358,547</u>
<b>Liabilities</b>		
Accounts payable	\$ 375,986	\$ 85,196
Performance bonds	126,943	155,718
Accrued salaries	10,162	4,736
Accrued compensated absences	30,281	28,749
Deferred revenue	<u>272,969</u>	<u>-</u>
 Total Liabilities	 <u>816,341</u>	 <u>274,399</u>
<b>Net Assets</b>		
Invested in capital assets	650,130	662,008
Unrestricted	<u>5,953,286</u>	<u>4,422,140</u>
 Total Net Assets	 <u>6,603,416</u>	 <u>5,084,148</u>
 Total Liabilities and Net Assets	 <u>\$ 7,419,757</u>	 <u>\$ 5,358,547</u>

The accompanying notes are an integral part of these statements.

**TOWN OF CHEVY CHASE, MARYLAND**  
**Statement of Program Activities**  
**For the Year Ended June 30, 2009 (with comparative totals for 2008)**

	Program Revenue		Net (Expenses) Revenue and Changes in Net Assets	
	Expenses	Charges for Services and Contributions	Operating Grants and Contributions	Governmental Activities
			2009 Total	2008 Total
<b>Functions/Programs</b>				
Governmental Activities				
General government	\$ 1,591,419	\$ 24,502	\$ (1,566,917)	\$ (1,883,137)
Building and zoning	29,239	17,300	(11,939)	(3,988)
Public works	1,048,232	52,385	(864,262)	(450,079)
Public safety	299,130	10,376	(288,754)	(167,658)
Parks and recreation	383,903	-	(383,903)	(241,381)
<b>Total Governmental Activities</b>	<b>\$ 3,351,923</b>	<b>\$ 104,563</b>	<b>(3,115,775)</b>	<b>(2,746,243)</b>
General Revenues				
Property taxes			207,823	200,564
Income taxes			4,215,548	2,696,645
Intergovernmental			137,697	137,697
Interest			70,454	174,272
Miscellaneous			3,521	9,678
<b>Total General Revenues</b>			<b>4,635,043</b>	<b>3,218,856</b>
Changes in Net Assets			1,519,268	472,613
Net Assets, Beginning of Year			5,084,148	4,611,535
Net Assets, End of Year			<b>\$ 6,603,416</b>	<b>\$ 5,084,148</b>

The accompanying notes are an integral part of this statement.

**TOWN OF CHEVY CHASE, MARYLAND**  
**Balance Sheets**  
**Governmental Funds**  
**June 30,**

	<b>General Fund <u>2009</u></b>	<b>General Fund <u>2008</u></b>
<b>Assets</b>		
Cash and cash equivalents	\$ 829,020	\$ 721,605
Investments	5,881,510	3,912,649
Receivables, net	2,315	1,333
Due from other governments	33,923	35,530
Prepaid expenses	<u>22,859</u>	<u>25,422</u>
<b>Total Assets</b>	<b><u>\$ 6,769,627</u></b>	<b><u>\$ 4,696,539</u></b>
<b>Liabilities</b>		
Accounts payable	\$ 375,986	\$ 85,196
Performance bonds	126,943	155,718
Accrued salaries	10,162	4,736
Accrued compensated absences - current	6,111	6,810
Deferred property tax	<u>2,315</u>	<u>1,114</u>
<b>Total Liabilities</b>	<b><u>521,517</u></b>	<b><u>253,574</u></b>
<b>Fund Balances</b>		
Unreserved, undesignated	6,225,251	4,417,543
Reserved for prepaid expenses	<u>22,859</u>	<u>25,422</u>
<b>Total Fund Balances</b>	<b><u>6,248,110</u></b>	<b><u>4,442,965</u></b>
<b>Total Liabilities and Fund Balances</b>	<b><u>\$ 6,769,627</u></b>	<b><u>\$ 4,696,539</u></b>
<b>Reconciliation of Total Governmental Fund Balances To Net</b>		
<b>Assets of the Governmental Activities</b>		
Total Governmental Fund Balances	\$ 6,248,110	\$ 4,442,965
Amounts reported for governmental activities in the statement of net assets are different because:		
Property tax revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.	2,315	1,114
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	650,130	662,008
WSSC and playground revenue in the statement of revenues, expenditures and changes in fund balance are for future periods and therefore not reported as income in program activities	(272,969)	-
Compensated absences that are not available to pay for current-period expenditures deferred in the funds.	<u>(24,170)</u>	<u>(21,939)</u>
<b>Net Assets of Governmental Activities</b>	<b><u>\$ 6,603,416</u></b>	<b><u>\$ 5,084,148</u></b>

The accompanying notes are an integral part of these statements.

**TOWN OF CHEVY CHASE, MARYLAND**  
**Statements of Revenues, Expenditures**  
**and Changes in Fund Balances**  
**Governmental Funds**  
**For the Years Ended June 30, 2009 and 2008**

	<b>2009</b>	<b>2008</b>
	<b>General</b>	<b>General</b>
	<b>Fund</b>	<b>Fund</b>
	<u>          </u>	<u>          </u>
<b>Revenues</b>		
General property taxes	\$ 206,622	\$ 201,019
State shared taxes	4,215,548	2,696,645
Permits, fee and licenses	41,802	43,858
Intergovernmental revenue	320,657	341,081
Miscellaneous	358,663	202,388
	<u>          </u>	<u>          </u>
Total Revenues	<u>5,143,292</u>	<u>3,484,991</u>
<b>Expenditures</b>		
General government	1,584,634	1,890,385
Public safety	298,375	175,987
Public works	1,455,138	862,570
	<u>          </u>	<u>          </u>
Total Expenditures	<u>3,338,147</u>	<u>2,928,942</u>
Excess of Revenues Over Expenditures	1,805,145	556,049
<b>Fund Balance at Beginning of Year</b>	<u>4,442,965</u>	<u>3,886,916</u>
<b>Fund Balance at End of Year</b>	<u>\$ 6,248,110</u>	<u>\$ 4,442,965</u>

The accompanying notes are an integral part of these statements.

**TOWN OF CHEVY CHASE, MARYLAND**  
**Reconciliation of the Statements of Revenues, Expenditures**  
**and Changes in Fund Balances of Governmental Funds**  
**to the Statements of Activities**  
**For the Years Ended June 30,**

	<u>2009</u>	<u>2008</u>
Net Change in Fund Balance - Total Governmental Funds	\$ 1,805,145	\$ 556,049
Amounts reported for governmental activities in the statement of activities are different because:		
Property tax revenues in the Statement of Activities that (do) do not provide current financial resources (are) are not reported as revenues in the funds.	1,201	(455)
Sale of property is reported as a gain or loss on sale in the Statement of Activities but is shown as proceeds from sale and expenses are expensed in the governmental funds.	(332)	(8,344)
WSSC and playground revenues are reported in the Statement of Revenues, Expenditures and Changes in Net Assets but are not shown in the governmental activities revenue as they are revenues for fiscal year 2009-2	(272,969)	-
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 as depreciation expense. This is the amount by which depreciation exceeded capital outlay in the current period.	(11,546)	(75,669)
Compensated absences in the Statement of Program Activities do (do not) require the use of current financial resources and therefore are (are not) reported as expenditures in governmental funds.	<u>(2,231)</u>	<u>1,032</u>
Net Changes in Net Assets	<u>\$ 1,519,268</u>	<u>\$ 472,613</u>

The accompanying notes are an integral part of these statements.

**TOWN OF CHEVY CHASE, MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2009 and 2008**

**Note 1 - Summary of Significant Accounting Policies**

**A. Financial Reporting Entity**

The Town of Chevy Chase (Town) was established as a municipality and incorporated in 1918 under the laws of the State of Maryland. The Town operates under a Council-Manager form of government consisting of a Town Manager and Town Council. The Town provides the following services as authorized by its charter: streets, sanitation, building inspection, public safety and general administration services. The basic financial statements of the Town have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for established governmental and financial reporting principles. The Town implemented the new accounting and financial reporting requirements of GASB Statements No. 34, Basic Financial Statements and Management's Discussion and Analysis for States and Local Governments. As a result, an entirely new financial reporting format is presented. GASB Statement No. 34 adds the following components to the financial statements:

Management's Discussion and Analysis – A narrative introduction and analytical overview of the government's financial activities. This analysis is similar to analysis the private sector provides in their annual reports.

Government-Wide Financial Statements – These include financial statements prepared using full accrual accounting for all of the government's activities. This approach includes not just current assets and liabilities (such as cash and accounts payable) but also capital assets and long-term liabilities (such as buildings and infrastructure, including bridges and roads). Accrual accounting also reports all of the revenues and cost of providing services each year, not just those received or paid in the current year or soon thereafter. The government-wide statements include the Statement of Net Assets and the Statement of Program Activities.

Statement of Net Assets – The Statement of Net Assets displays the financial position of the Town. Governments report all capital assets, including infrastructure, in the government-wide Statement of Net Assets and report depreciation expense – the cost of “using up” capital assets – in the Statement of Activities. The net assets of a government are broken into three categories – 1) invested in capital assets, net of related debt; 2) restricted; and 3) unrestricted.

Statement of Program Activities – The Statement of Program Activities reports expenses and revenues in a format that focuses on the cost of each of the government's functions. The expense of individual functions is compared to the revenues generated directly by the function (for instance, through user charges or intergovernmental grants.)



**TOWN OF CHEVY CHASE, MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2009 and 2008**

**Note 1 - Summary of Significant Accounting Policies (continued)**

**A. Financial Reporting Entity (continued)**

Budgetary Comparison Schedules – Demonstrating compliance with the adopted budget is an important component of a government's accountability to the public. Many citizens participate in the process of establishing the annual operating budgets of state and local governments, and have a keen interest in following the actual financial progress of their governments over the course of the year. The Town and many other governments revise their original budgets over the course of the year for a variety of reasons.

The financial statements were prepared in accordance with GASB Statement No.14, The Financial Reporting Entity, which establishes standards for defining and reporting on the financial reporting entity. The definition of the financial reporting entity is based upon the concept that elected officials are accountable to their constituents for their actions. One of the objectives of financial reporting is to provide users of financial statements with the basis for assessing the accountability of the elected officials. The financial reporting entity consists of the Town of Chevy Chase. There are no organizations for which the Town is financially accountable and there are no component units of the Town.

**B. Government-Wide and Fund Financial Statements**

The basic financial statements include both government-wide (based on the Town as a whole) and fund financial statements. The reporting model focus is on both the Town as a whole and the fund financial statements, including the major individual funds of the governmental and business-type categories. The government-wide financial statements (i.e., the statement of net assets and the statement of activities and changes in net assets) report information on all of the activities of the Town. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which primarily rely on fees and charges for support. The Town has one governmental fund, the general fund, to account for all activities of the government, and does not have any business-type activities at this time.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

**TOWN OF CHEVY CHASE, MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2009 and 2008**

**Note 1 - Summary of Significant Accounting Policies (continued)**

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide 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 related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenue to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Property taxes, franchise fees, utility taxes, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Town reports the following major governmental fund:

The General Fund – This is the Town’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. No other funds are currently required.

**D. Assets, Liabilities and Net Assets**

**1. Deposits and Investments**

Cash and cash equivalents, which are cash and short-term investments with maturities of three months or less, include cash on hand and demand deposit accounts.

**TOWN OF CHEVY CHASE, MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2009 and 2008**

**Note 1 - Summary of Significant Accounting Policies (continued)**

**D. Assets, Liabilities and Net Assets (continued)**

2. Capital Assets

Capital assets, which include property improvements, furniture, equipment, infrastructure and vehicles are reported in the governmental column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$500 and an estimated useful life of five years or more. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. General infrastructure assets acquired prior to July 1, 2004 are not reported in the basic financial statements. Total infrastructure for June 30, 2009 and 2008 was \$61,487 and \$1,040, respectively. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the Town are depreciated using the straight-line method over the following estimated useful lives:

Infrastructure – 10 years  
Property improvements – 16-40 years  
Furniture and equipment – 5 - 10 years  
Vehicles – 10 years

3. Compensated Absences

Town employees are granted vacation in varying amounts based on length of service. Carryover is limited to two hundred and forty (240) hours. Unused vacation pay, if any, is paid with the employee's termination or retirement. Those amounts estimated to be liquidated with expendable available financial resources from the general fund are reported as an expenditure and a fund liability of the general fund.

**TOWN OF CHEVY CHASE, MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2009 and 2008**

**Note 1 - Summary of Significant Accounting Policies (continued)**

**D. Assets, Liabilities and Net Assets (continued)**

4. Property Taxes

Property taxes for the current year were assessed and collected by Montgomery County and subsequently remitted to the Town. Property taxes are assessed on July 1st and are due and payable one half by September 30th and one half by December 31st. All unpaid taxes levied July 1st become delinquent on October 1st and January 1st. The real property tax rate for the Town for fiscal year ended June 30, 2009 and 2008 was .021 and .023, respectively, per \$100 of assessed taxable value. The public utilities, corporate and personal property tax rates for the Town for the fiscal year ended June 30, 2009 and 2008 was .001 and .001, respectively, per \$100 of assessed taxable value. Procedures for the collection of delinquent taxes by Montgomery County are provided for in the laws of Maryland.

5. Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose.

The government-wide financial statements utilize a net asset presentation. Net assets are categorized as invested in capital (net of related debt), restricted and unrestricted.

Invested in capital assets, net of related debt – This category groups all capital assets into one component of net assets. Accumulated depreciation and the outstanding balances of debt that are attributed to the acquisition, construction or improvement of these assets reduce the balance in this category.

Restricted net assets – This category presents external restrictions imposed by creditors, grantors or laws and regulations of other governments. There are no restricted net assets as of June 30, 2009 and 2008, respectively.

Unrestricted net assets – This category presents the net assets of the Town not included elsewhere.

**TOWN OF CHEVY CHASE, MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2009 and 2008**

**Note 1 - Summary of Significant Accounting Policies (continued)**

**D. Assets, Liabilities and Net Assets (continued)**

6. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. A material estimate that is particularly susceptible to significant change in the near term relates to the determination of the actuarially accrued liability for unpaid claims which is prepared based on certain assumptions pertaining to interest rates, inflation rates, etc. Although these estimates are based on management's knowledge of current events and actions it may undertake in the future, they may ultimately differ from actual results.

**Note 2 – Reconciliation of Government-Wide and Fund Financial Statements**

A. Explanation of certain differences between the governmental fund balance and the government-wide statement of net assets:

The governmental fund balance sheet includes reconciliation between fund balance – total government funds and net assets – governmental activities as reported in the government-wide statement of net assets.

**Note 3 – Detailed Notes on All Funds**

A. Deposits and Temporary Investments

Deposits

State statutes require all deposits be insured by the Federal Depository Insurance Corporation (FDIC) or fully collateralized. Cash and cash equivalents as presented on the balance sheet and statement of net assets include, deposits (cash) and money market accounts.

**TOWN OF CHEVY CHASE, MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2009 and 2008**

**Note 3 – Detailed Notes on All Funds (continued)**

A. Deposits and Investments (continued)

Deposits (continued)

At June 30, 2009 and 2008 the carrying amount of the Town's cash and deposits totaled \$829,020 and \$721,605 and the bank balances totaled \$911,643 and \$764,308, respectively. Of the bank balances at June 30 2009 and 2008, \$261,741 and \$111,718 was covered by federally depository insurance, respectively, and the remaining balance was covered by collateral held by the bank's trust department in the Town's name.

Investments

The Town investments are pooled in the Montgomery County Pooled Investment Fund. These funds are part of collateralized investment pools. The Fund is managed by Montgomery County, with oversight by the Investment Committee and in compliance with the Annotated Code of Maryland. The average maturity of the portfolio is generally less than six months. Deposits are fully insured or collateralized. Investment income during the year is allocated to pool participants based upon their average equity in the pool. The carrying amount and fair value of the Fund at June 30, 2009 and 2008 is \$5,881,510 and \$3,912,649, respectively.

Credit Risk

Town investment policy does not permit investments in commercial paper or corporate bonds, except under state law in the state investment pool. The Town invests in the Montgomery County Pooled Investment Fund (the Fund). The Fund seeks to maintain a constant yield value of \$1.00 per unit. Unit value is computed using the amortized cost method. In addition, the net asset value of the pool, marked to market, is calculated and maintained on a weekly basis to ensure a \$1.00 per unit constant value.

Custodial Credit Risk

For an investment, custodial credit risk is the risk that, in the event of failure of the counterparty, the Town will not be able to recover all or a portion of the value of its investments or collateral securities that are in the possession of an outside party. For the Town's \$250,000 in repurchase agreements, \$250,000 in underlying securities were held by M&T Bank in the Town's name. At June 30, 2009 and 2008, all of the Town's investments were insured or registered, or for which the securities were held by the Town or its agent in the Town's name or were invested in the Fund.

**TOWN OF CHEVY CHASE, MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2009 and 2008**

**Note 3 – Detailed Notes on All Funds (continued)**

B. Receivables

Receivables as of June 30, 2009 and 2008 for the Town's individual major and non-major governmental funds, in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	<u>2009</u>	<u>2008</u>
Receivables:		
Property taxes	\$ 2,315	\$ 1,114
Other	-	219
Gross Receivables	<u>2,315</u>	<u>1,333</u>
Less: allowance for uncollectibles	-	-
Total Receivables - Net	<u>\$ 2,315</u>	<u>\$ 1,333</u>

Governmental funds report deferred revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned.

C. Due From Other Governments

Due from other governments represents accrued revenue at June 30, 2009 and 2008 consisting of the following:

	<u>2009</u>	<u>2008</u>
Primary Government		
State		
General Fund	\$ 25,254	\$ 28,838
Total State	<u>25,254</u>	<u>28,838</u>
County		
General Fund	<u>8,669</u>	<u>6,692</u>
Total County	<u>8,669</u>	<u>6,692</u>
Total Primary Government	<u>\$ 33,923</u>	<u>\$ 35,530</u>

**TOWN OF CHEVY CHASE, MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2009 and 2008**

**Note 3 – Detailed Notes on All Funds (continued)**

D. Fund Balance

Reservations of Fund Balance

Reserve for prepaid expenses – these funds have been reserved for reported expenses in the general fund to comply with accounting standards.

E. Capital Assets

Capital asset activity for the year ended June 30, 2009 was as follows:

	<b>Beginning</b>			<b>Ending</b>
	<b><u>7/1/2008</u></b>	<b><u>Increases</u></b>	<b><u>Decreases</u></b>	<b><u>6/30/2009</u></b>
Governmental Activities:				
Capital assets, being depreciated				
Building improvements	\$ 466,195	\$ -	\$ -	\$ 466,195
Vehicles	110,542	-	-	110,542
Furniture and equipment	213,998	7,075	(2,326)	218,747
Streets and roads	<u>181,061</u>	<u>61,487</u>	<u>-</u>	<u>242,548</u>
Total capital assets being depreciated	<u>971,796</u>	<u>68,562</u>	<u>(2,326)</u>	<u>1,038,032</u>
Less accumulated depreciation for:				
Building improvements	(117,906)	(24,975)	-	(142,881)
Vehicles	(41,260)	(11,054)	-	(52,314)
Furniture and equipment	(102,695)	(21,874)	1,994	(122,575)
Streets and roads	<u>(47,927)</u>	<u>(22,205)</u>	<u>-</u>	<u>(70,132)</u>
Total accumulated depreciation	(309,788)	(80,108)	1,994	(387,902)
Total capital assets, being depreciated, net	<u>662,008</u>	<u>(11,546)</u>	<u>(332)</u>	<u>650,130</u>
Governmental activities capital assets, net	<u>\$ 662,008</u>	<u>\$ (11,546)</u>	<u>\$ (332)</u>	<u>\$ 650,130</u>



**TOWN OF CHEVY CHASE, MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2009 and 2008**

**Note 3 – Detailed Notes on All Funds (continued)**

E. Capital Assets (continued)

Depreciation expense was charged to function/programs of the primary government as follows:

Governmental activities

	<u>2009</u>	<u>2008</u>
General government	\$ 40,870	\$ 41,630
Public works	36,312	33,454
Public safety	755	755
Recreation	<u>2,171</u>	<u>871</u>
Total depreciation expense, governmental activities	<u>\$ 80,108</u>	<u>\$ 76,710</u>

F. Long-Term Debt

Changes in Long-Term Debt are as follows:

	<u>Balance</u>			<u>Balance</u>
	<u>June 30, 2008</u>	<u>Additions</u>	<u>Reductions</u>	<u>June 30, 2009</u>
Accrued compensated absences	\$ 21,939	\$ 2,231	\$ -	\$ 24,170
	<u>\$ 21,939</u>	<u>\$ 2,231</u>	<u>\$ -</u>	<u>\$ 24,170</u>

**TOWN OF CHEVY CHASE MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2009 and 2008**

**Note 4 – Commitment and Contingencies**

A. Risk Management

The Town is exposed to various risks of loss related to torts, theft of or damage to and destruction of assets, errors and omissions, injuries to employees, and natural disasters for which the Town carries insurance through Local Government Insurance Trust. Premiums for coverages are charged to the Town's general fund, with no provision made for claim liability in addition to premiums unless an assessment is made by the Trust. Claims over the past three years have been significantly less than that amount. The agreement with the pool provides that the pool will be self-sustaining through member premiums, and will reinsure through commercial companies for claims in excess of \$1,000,000. The Town continues to carry commercial insurance for health, life, short-term disability and workers compensation. Settled claims resulting from these risks have not exceeded commercial insurance coverage, and no significant reductions in insurance coverage have occurred, in any of the past three fiscal years.

B. Retirement Plans

The Town participates in two retirement plans. The old plan, the Employees Retirement System of Montgomery County (the Plan) which is a cost-sharing multiple employer defined benefit plan which covers all full time employees of the Town hired prior to June 30, 1996. At June 30, 2009 and 2008 three employees participated in the plan.

The policy of the Town is to make contributions at the rate required by the Plan, which was 21.34% and 22.26% of eligible employee's salaries for the fiscal years ended June 30, 2009 and 2008, respectively. In addition, employees had 4% withheld from their wages. The amounts withheld are forwarded to the plan.

The new plan, for those employees hired after June 30, 1996, is the Montgomery County Retirement Savings Plan, which is a cost-sharing, multiple employer defined contribution plan. As of June 30, 2009, there were five employees enrolled in the plan. For the years ended June 30, 2009 and 2008, the required contribution was 8% and 6% respectively, plus a 0.1% administrative fee. For the years ended June 30, 2009 and 2008, the administrative fee was waived by the County. The employees also have 3% withheld from wages and forwarded to the new plan.

Pension expense for the years ended June 30, 2009 and 2008 was \$75,035 and \$68,752, respectively.

**TOWN OF CHEVY CHASE, MARYLAND**  
**Notes to Financial Statements**  
**June 30, 2009 and 2008**

**Note 5 – Leases**

The Town rents office space from Montgomery County under a 35 year lease that began in 1986. During the time period that general obligation bonds were outstanding, no rent was due under the lease. Once the bonds had completely matured, in 2002, the Town began paying rent. As of July 1, 2003, rent was \$795 per month, with annual inflationary adjustments.

During the 2004 fiscal year, the Town entered into an agreement with Montgomery County (the County), which assigned additional space in the County owned Leland Center where the Town offices are located. In consideration of the transfer of office space to the Town, the Town agreed to construct an addition to the Leland Center for use by the County.

The Town agreed to bear the entire cost of the construction of the addition and the incorporation of the additional space into the Town offices. The County agreed to suspend the lease payments for the remaining 16 years of the lease.

The project was completed in 2005 and rent payments ceased.

**REQUIRED SUPPLEMENTAL INFORMATION**

**TOWN OF CHEVY CHASE, MARYLAND**  
**Required Supplemental Information**  
**Budgetary Comparison Schedule**  
**General Fund**  
**For the Year Ended June 30, 2009**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
<b>Taxes</b>				
<b>Local</b>				
Real property tax	\$ 192,000	\$ 192,000	\$ 206,622	\$ 14,622
Total Taxes - Local	<u>192,000</u>	<u>192,000</u>	<u>206,622</u>	<u>14,622</u>
<b>State Shared</b>				
Income taxes	<u>2,300,000</u>	<u>2,300,000</u>	<u>4,215,548</u>	<u>1,915,548</u>
Total Taxes - State Shared	<u>2,300,000</u>	<u>2,300,000</u>	<u>4,215,548</u>	<u>1,915,548</u>
Total Taxes	<u>2,492,000</u>	<u>2,492,000</u>	<u>4,422,170</u>	<u>1,930,170</u>
<b>Licenses and Permits</b>				
Variance application fee	5,000	5,000	4,000	(1,000)
Permit fees	16,000	16,000	13,200	(2,800)
Demolition Permit fees	-	-	100	100
Cable franchise tax	<u>27,000</u>	<u>27,000</u>	<u>24,502</u>	<u>(2,498)</u>
Total Licenses and Permits	<u>48,000</u>	<u>48,000</u>	<u>41,802</u>	<u>(6,198)</u>
<b>Intergovernmental Revenues</b>				
County revenue sharing	137,000	137,000	137,187	187
State highway user tax	156,000	156,000	131,585	(24,415)
Dump fees	52,000	52,000	51,375	(625)
Financial corporation -bank shares	<u>500</u>	<u>500</u>	<u>510</u>	<u>10</u>
Total Intergovernmental Revenues	<u>345,500</u>	<u>345,500</u>	<u>320,657</u>	<u>(24,843)</u>
<b>Miscellaneous</b>				
Special trash pickup	1,000	1,000	1,010	10
Miscellaneous revenues	500	500	276,824	276,324
Parking fines and meters	7,000	7,000	10,375	3,375
Municipal citations	1,000	1,000	-	(1,000)
Interest	<u>75,000</u>	<u>75,000</u>	<u>70,454</u>	<u>(4,546)</u>
Total Miscellaneous	<u>84,500</u>	<u>84,500</u>	<u>358,663</u>	<u>274,163</u>
<b>Total Revenues</b>	<u>\$ 2,970,000</u>	<u>\$ 2,970,000</u>	<u>\$ 5,143,292</u>	<u>\$ 2,173,292</u>

Continued

**TOWN OF CHEVY CHASE, MARYLAND**  
**Required Supplemental Information**  
**Budgetary Comparison Schedule**  
**General Fund**  
**For the Year Ended June 30, 2009**

Expenditures	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>General Government</b>				
Administration:				
Salaries and benefits	\$ 918,500	\$ 858,500	\$ 786,680	\$ 71,820
Services and supplies	622,000	652,000	570,199	81,801
Civic affairs and constituent services:				
Services and supplies	319,500	282,625	220,715	61,910
Total General Government	<u>1,860,000</u>	<u>1,793,125</u>	<u>1,577,594</u>	<u>215,531</u>
<b>Public Safety</b>				
Parking control, building inspections, services and supplies	201,500	298,375	298,375	-
Total Public Safety	<u>201,500</u>	<u>298,375</u>	<u>298,375</u>	<u>-</u>
<b>Public Works</b>				
Sanitation and waste removal:				
Household trash	199,500	199,500	194,744	4,756
Yard trash	33,500	33,500	31,121	2,379
Leaf collection	87,000	87,000	86,828	172
Recycling	53,500	53,500	51,988	1,512
Streets and roads	248,500	248,500	200,222	48,278
Parks, grounds and trees	286,500	299,775	300,225	(450)
Total Public Works	<u>908,500</u>	<u>921,775</u>	<u>865,128</u>	<u>56,648</u>
<b>Total Expenditures Before Capital Projects Expenditures</b>	<u>2,970,000</u>	<u>3,013,275</u>	<u>2,741,097</u>	<u>272,177</u>
<b>Capital Project Expenditures</b>				
General Government	25,000	25,000	7,040	17,960
Streets and roads	750,000	736,725	508,503	228,222
Parks, grounds and trees	1,050,000	1,050,000	81,507	968,493
Total Capital Project Expenditures	<u>1,825,000</u>	<u>1,811,725</u>	<u>597,050</u>	<u>1,214,675</u>
<b>Total Expenditures After Capital Project Expenditures</b>	<u>\$ 4,795,000</u>	<u>\$ 4,825,000</u>	<u>\$ 3,338,147</u>	<u>\$ 1,486,853</u>

The accompanying notes are an integral part of this schedule.

**TOWN OF CHEVY CHASE, MARYLAND**  
**Notes to Required Supplemental Information**  
**June 30, 2009**

**Note 1 – Summary of Significant Budget Policies**

The Town Council annually adopts a budget for the General Fund of the primary government. All appropriations are legally controlled at the departmental level for the General Fund. On April 9, 2008 the Town Council approved the original adopted budget and on October 14, 2009 approved the revised budget reflected in the financial statements for the fiscal year ending June 30, 2009.

The budgets are integrated into the accounting system, and the budgetary data, as presented in the financial statements for all funds with annual budgets, compare the expenditures with the amended budgets. All budgets are presented on the modified accrual basis of accounting. Accordingly, the accompanying Budgetary Comparison Schedule for the General Fund presents actual expenditures in accordance with the accounting principles generally accepted in the United States on a basis consistent with the legally adopted budgets as amended. Unexpended appropriations on annual budgets lapse at the end of each fiscal year.

**Note 2 – Material Violations**

There were no material violations of the annual appropriated budgets for the General Fund for the fiscal years ended June 30, 2009. In addition, there were no excesses of budgetary expenditures for that period.