



## **Economic Development Authority Prince George County, Virginia**

### **MINUTES OF MEETING**

January 17, 2024 – 12:00 p.m.

Community Room, 1st Floor, Human Services Building  
6450 Administration Drive  
Prince George, Virginia 23875

#### **CALL TO ORDER**

A meeting of the Prince George County Economic Development Authority (EDA) was called to order at 12:02 p.m. on January 17, 2024, in the Community Room, 1st Floor of the Human Services Building, 6450 Administration Drive, Prince George, Virginia, by Ms. Andrea Erard, Attorney for Prince George County. She indicated to the Board that in the absence of a Chair, she would direct the meeting as Parliamentarian.

#### **PROOF OF NOTICE OF MEETING**

Notice of the meeting was distributed to the media on January 3, 2024.

Ms. Erard moved to New Business for election of officers. Mr. Hunt questioned why he would not lead the meeting as Vice Chair to which Ms. Erard indicated all officer terms ended at the end of CY23. Mr. Hunt then questioned why the meeting was not being conducted as per the proposed Agenda (Attachment A); Ms. Erard continued that officers should be elected prior to the meeting continuing. Mr. Hunt politely disagreed but said he would not object to either inconsistency.

#### **NEW BUSINESS**

##### **Election of Officers:**

*(Held per the By-Laws Article III - Officers, Section 2. Election.)*

##### **Chair:**

Ms. Erard opened the floor for nominations for the position of Chair.

Mr. Cheek nominated himself for the position of Chair. Mrs. Jackson nominated Mr. Hunt for the position of Chair.

Ms. Erard announced that Mr. Cheek and Mr. Hunt had been nominated for the position of Chair. Ms. Erard asked Mr. Hunt if he would consent to the nomination, which he declined. Mrs. Jackson withdrew her nomination. With no additional nominations, objections, or discussions, Ms. Erard asked for a Roll Call Vote for the position of Chair.

On Roll Call vote for Mr. Cheek as Chair:

Dr. Lillian K. Boyd	Y
Mr. Darryl Cheek	Y
Mr. James H. Clements	Y
Mr. Sterling K. Hunt, Sr.	Y
Mr. Yousef Jabri	Y
Mrs. G. LaVern Jackson	Y
Mr. Pete Washington	Y

*At 12:08 p.m., control of the meeting was turned over to Chair Cheek for election of the remaining officers and completion of the meeting.*

#### **APPROVAL OF MINUTES**

A copy of the draft minutes of the November 15, 2023, meeting (Attachment A) was provided to the Directors via email on January 3, 2024.

Chair Cheek asked the Directors if there were any changes or additions to the November 15, 2023 meeting minutes. With no changes suggested, Chair Cheek asked for a motion to approve the minutes of the November 15, 2023, meeting as presented.

Mr. Hunt moved, seconded by Mr. Washington, to approve the minutes of the November 15, 2023 meeting as presented.

On vote:

In favor:	(7) Boyd, Cheek, Clements Hunt, Jabri, Jackson, Washington
Opposed:	(0)
Abstain:	(0)
Absent:	(0)

#### **PUBLIC COMMENT**

Chair Cheek announced at 12:09 p.m. that anyone wishing to come before the Board could do so during public comments. There being no one to speak, Chair Cheek closed the public comment period at 12:09 p.m.

Mr. Cheek introduced the newest Director, Mr. James H. Clements, and thanked him for agreeing to serve on the EDA Board.

## **REPORTS OF OFFICERS:**

### **a. Chair's Report:**

Chair Cheek had to report.

### **b. Treasurer's Report:**

Mrs. Jackson presented the Treasurer's Report (Attachment B). As of December 31, 2023, the balances were:

Checking: \$20,613.98

Certificates of deposit: \$71,980.15

Total of all funds: \$92,594.163

Chair Cheek asked the Directors if there were any questions or concerns regarding the Treasurer's Report. Mr. Cheek asked if there was any movement on the proposal to move assets to another bank. Mrs. Jackson had to report. Dr. Boyd indicated she had a list CD interest rates from several remote banks. Mrs. Jackson reminded the Board that CD Maturity Dates should be determined by the Treasurer ahead of the due date. Mr. Clements offered to look into alternate uses of the EDA assets other than CD's. Mr. Cheek asked for a meeting with Mr. Clements and Mr. Hunt to determine a path forward once information has been gathered. Mr. Hunt questioned if three Directors met, would it be considered a quorum and therefore, a Board meeting; there being no direct response from the County Attorney, the meeting continued.

### **c. Economic Development Director's Report:**

Mr. Yoti Jabri gave the Economic Development Director's Report (Attachment D), highlighting business and tourism activities in the County from November 13, 2023 to January 12, 2024. Mrs. Makayla Christensen gave a report on her trip to New York in December 2023 for ICSC; the Directors inquired about several businesses and the possibility of any locating in Prince George County.

Mr. Yoti Jabri updated the Directors that the Economic Development Department had submitted the VATi Grant, as explained at the November 15, 2023 meeting; notification expected mid-year 2024. Mr. Yoti Jabri also informed the Directors that the County has won a Cameron Foundation Grant; it would require a 10% match by the County (approximately \$193k). The Economic Development Department had also applied for a Business Ready Sites Grant which should be announced in Spring 2024.

Mr. Cheek asked Mr. Yoti Jabri if the Directors could receive a detailed report with a breakdown on new licenses for home-based, industrial, etc., possibly once a year. Mr. Washington indicated he would like to see a study on the effect the interstates/intrastates have on the County; Mr. Cheek offered to contact VDOT.

Mr. Hunt asked for a "Secretary's Report". Dr. Boyd asked all Directors to sign a card for Mr. Richard Henshaw, thanking him for his years of service to the IDA/EDA.

### **CLOSED SESSION**

Chair Cheek indicated a Closed Session would not be necessary and moved to the next scheduled item.

### **UNFINISHED BUSINESS**

Chair Cheek noted there was no Unfinished Business and suggested the Board continue with the election of Officers.

### **NEW BUSINESS**

#### **Election of Officers (continued):**

(Held per the By-Laws Article III - Officers, Section 2. Election.)

#### **Vice-Chair:**

Chair Cheek opened the floor for nominations for the position of Vice Chair.

Mr. Washington nominated Mr. Hunt for the position of Vice Chair. Chair Mr. Cheek asked Mr. Hunt if he would consent to the nomination, to which he agreed. Chair Cheek announced that Mr. Hunt had been nominated for the position of Vice Chair. With no additional nominations, objections, or discussions, Chair Cheek asked for a Roll Call Vote for the position of Vice Chair.

On Roll Call vote for Mr. Hunt as Vice Chair:

Dr. Lillian K. Boyd	Yes
Mr. Darryl Cheek	Yes
Mr. James H. Clements	Yes
Mr. Sterling K. Hunt, Sr.	Yes
Mr. Yousef Jabri	Yes
Mrs. G. LaVern Jackson	Yes
Mr. Pete Washington	Yes

#### **Secretary:**

Chair Cheek opened the floor for nominations for the position of Secretary.

Mrs. Jackson nominated Dr. Boyd for the position of Secretary. Chair Cheek asked Dr. Boyd if she would consent to the nomination, to which she agreed. Chair Cheek announced that Dr. Boyd had been nominated for the position of Secretary. With no additional nominations, objections, or discussion, Chair Cheek asked for a Roll Call Vote for the position of Secretary.

On Roll Call vote for Dr. Boyd as Secretary:

Dr. Lillian K. Boyd	Yes
Mr. Darryl Cheek	Yes
Mr. James H. Clements	Yes
Mr. Sterling K. Hunt, Sr.	Yes
Mr. Yousef Jabri	Yes
Mrs. G. LaVern Jackson	Yes
Mr. Pete Washington	Yes

**Treasurer:**

Chair Cheek opened the floor for nominations for the position of Treasurer.

Mr. Clements nominated himself for the position of Treasurer. Chair Cheek announced that Mr. Clements had been nominated for the position of Treasurer. With no additional nominations, objections, or discussions, Chair Cheek asked for a Roll Call Vote for the position of Treasurer.

On Roll Call vote for Mr. Clements as Treasurer:

Dr. Lillian K. Boyd	Yes
Mr. Darryl Cheek	Yes
Mr. James H. Clements	Yes
Mr. Sterling K. Hunt, Sr.	Yes
Mr. Yousef Jabri	Yes
Mrs. G. LaVern Jackson	Yes
Mr. Pete Washington	Yes

**b. Approval of EDA Meeting Schedule:**

Chair Cheek presented the proposed meeting dates as listed on the meeting agenda (Attachment C) for the remainder of calendar year 2024. Chair Cheek asked the Directors for a motion to approve the dates as proposed.

With no discussion or objections:

On vote:

In favor:	(7) Boyd, Cheek, Clements, Hunt, Jabri, Jackson, Washington
Opposed:	(0)
Abstain:	(0)
Absent:	(0)

Chair Cheek asked the Board if there was any need to meet monthly. Dr. Boyd was opposed to meet “just to be meeting”, only if there were a purpose. Mr. Washington felt a Special Meeting might be helpful to review the direction of the Board first. Mr. Yousef Jabri indicated he would like the Board to allow more electronic participation. Mr. Cheek inquired about evening meetings. Most of the Directors were opposed to that idea. Mr. Hunt felt the County’s staff time would need to be considered before moving to additional meetings and changing the meeting time. Per Chair Cheek, meetings would remain as approved for the time being.

**c. Approval of Draft FY23 Audit:**

Chair Cheek indicated the Draft FY23 Audit (Attachment D) had been received from Robinson, Farmer, Cox Associates, PLLC, and distributed to the Directors on

December 13, 2023, for review. Chair Cheek asked the Board for a motion to accept the Draft FY23 Audit.

Dr. Boyd moved, seconded by Mr. Hunt, that the Draft FY23 Audit be accepted as presented.

On Roll Call vote:

Dr. Lillian K. Boyd	Yes
Mr. Darryl Cheek	Yes
Mr. James H. Clements	Yes
Mr. Sterling K. Hunt, Sr.	Yes
Mr. Yousef Jabri	Yes
Mrs. G. LaVern Jackson	Yes
Mr. Pete Washington	Yes

Chair Cheek asked staff to have the Engagement Letter and the Representation Letter (both included with Attachment D) executed and returned to Robinson, Farmer, Cox Associates, PLLC, as directed.

Dr. Boyd asked for another opportunity for training; would be beneficial for all Directors.

Mr. Yoti Jabri suggested the Board consider attending an EDA meeting of another locality or have members of another EDA speak at a future meeting; would give Directors a chance to learn what other EDAs in the area are doing; might assist with developing a direction for the EDA Board. The Directors were amicable. Chair Cheek asked Mr. Yoti Jabri to reach out to other EDA for future discussions.

## **XI. ADJOURNMENT**

Chair Cheek asked if there were additional questions or business of the Board to be discussed; with nothing presented, the Chair asked for a motion that the meeting be adjourned.

Dr. Boyd moved, seconded by Mr. Washington, that the meeting be adjourned.

On vote:

In favor:	(6) Boyd, Clements, Hunt, Jabri, Jackson, Washington
Opposed:	(1) Cheek
Abstain:	(0)
Absent:	(0)

The meeting was adjourned at 1:13 p.m.



## AGENDA

Prince George County Economic Development Authority  
County of Prince George, Virginia

January 17, 2024 – 12:00 P.M.  
Community Room, Human Services Building  
6450 Administration Drive  
Prince George, VA 23875

- I. Call to Order
- II. Roll Call
- III. Proof of Notice of Meeting
- IV. Approval of Agenda
- V. Approval of November 15, 2023 Minutes
- VI. Public Comment
- VII. Reports of Officers
  - a. Vice Chair Report
  - b. Treasurer Report
  - c. Economic Development Report
- VIII. Closed Session – if necessary
- IX. Unfinished Business
- X. New Business
  - a. Election of Officers
  - b. Approval of EDA Meeting Schedule
  - c. Approval Draft FY23 Audit
- XI. Adjournment

In addition to EDA members and staff, the County Board of Supervisors, County Administrator, County Attorney, and County support staff will be invited to the meeting.

Proposed Meeting schedule:

Wednesday: March 20, 2024  
May 15, 2024  
July 17, 2024  
September 18, 2024  
November 20, 2024

\*Special Meetings called as needed





## PRINCE GEORGE ECONOMIC DEVELOPMENT AUTHORITY, DBA IDA

STATEMENTS OF RECEIPTS & DISBURSEMENTS  
NOVEMBER 1, 2023 - DECEMBER 31, 2023

<b><u>CHECKING ACCOUNT WITH BSV:</u></b>				
<b>Beginning Balance on Statement 11/01/23</b>			\$	17,395.44
<b><u>DEPOSITS TO CHECKING ACCOUNT:</u></b>				
11/30/2023	Interest Earned-November 2023	\$	1.43	
12/15/2023	Deposit-Richard Bland College	\$	3,215.49	
12/31/2023	Interest Earned-December 2023	\$	1.62	
<b>Total Deposits</b>		\$	<b>3,218.54</b>	
<b>Balance After Deposits</b>			\$	20,613.98
<b><u>DISBURSEMENTS FROM CHECKING ACCOUNT:</u></b>				
<b>Total Disbursements From Checking</b>		\$	-	
<b>Ending Balance-Checking Statement 10/31/23</b>			\$	<b>20,613.98</b>

<b><u>CERTIFICATES OF DEPOSIT WITH BSV:</u></b>				
#153007481	Rate 0.750%	5 Year Certificate-Matures 5/12/2025	\$	37,750.37
#193007482	Rate 0.500%	3 Year Certificate-Matures 5/12/2026	\$	34,229.78

<b>Total Balance of CDs as of 12/31/23</b>		\$	<b>71,980.15</b>
<b>GRAND TOTAL OF ALL FUNDS as of 12/31/23</b>		\$	<b>92,594.13</b>

## NOTES

Checking annual signature renewal required-NO: Only to add/remove/change

Effective 12 JAN 24-Type of account changes: Premier checking is now "Personal Interest Checking"

REPORT DATE 1/11/24

Prepared by: G. LaVern Jackson





Attachment C

**ECONOMIC DEVELOPMENT AUTHORITY  
OF PRINCE GEORGE COUNTY, VIRGINIA**

Dr. Lillian K. Boyd  
Darryl Cheek  
John James Clements.  
Sterling Hunt Sr.  
Yousef Jabri  
G. LaVern Jackson  
Pete Washington

**Department of Economic Development & Tourism Report  
(November 13<sup>th</sup> – January 12, 2024)**

**Activities**

**November 14, 2023** – Commonwealth Center for Advanced Manufacturing Research Day  
**November 14, 2023** – Central Virginia Regional Entrepreneurship Summit  
**November 17, 2023** – Sheetz Grand Opening  
**November 19, 2023** – Virginia Telecommunications Initiative Application Submitted  
**November 20-25, 2023** – Small Business Saturday Promotion  
**November 30, 2023** – Virginia Economic Development Association (VEDA) Winter Meeting  
**December 1, 2023** – Virginia Chamber Annual Meeting  
**December 5-8, 2023** – International Council of Shopping Centers (ICSC) Retail Tradeshow  
**December 18, 2023** – Virginia Economic Development Partnership (VEDP) Local Economic Development Organization Meeting  
**December 19, 2023** – Awarded Cameron Foundation Broadband Grant  
**December 21, 2023** – Colliers International Sites Tour  
**January 8, 2024** – HPG Chamber of Commerce Full Board Retreat  
**January 11, 2024** – Virginia Business Ready Sites Program Application Submitted  
**January 11, 2024** – Crater Workforce Development Board Meeting

**Upcoming Economic Development or Tourism Events**

**January 23, 2024** – Greater Crater Partnership for Small Business and Entrepreneurship Development Meeting  
**January 24, 2024** – Prince George County Business Resource Meeting with keynote speaker from the U.S. Small Business Administration  
**January 31, 2024** – Petersburg Region Job Fair at Virginia State University  
**February 22, 2024** – Prince George High School Career Fair

**Business Retention and Expansion (FY 24)**

- |   |                                       |
|---|---------------------------------------|
| 1. Virginia Sealing Products – July 17    | 7. Redline Powersports - November 6   |
| 2. Service Center Metals – August 9       | 8. Breez-In - November 29             |
| 3. Oakley Logistics – September 5         | 9. Jay C. Paul Attorney - December 20 |
| 4. Haley's Honey Meadery –<br>September 5 | 10. Goya – January 4                  |
| 5. Nucor – September 12                   | 11. El Arriero – January 4            |
| 6. Perdue - September 19                  |                                       |

### Business Turnover (2021-2023)

- Calendar Year 2019: Businesses Retained – 1,844; New Businesses – 416; 2,260
- Calendar Year 2020: Businesses Retained – 1,948; New Businesses – 396; 2,344
- Calendar Year 2021: Businesses Retained – 2,019; New Businesses – 381; 2,400
- Calendar Year 2022: Businesses Retained – 2,170; New Businesses – 383; 2,553
- Calendar Year 2023, YTD: Businesses Retained – 2,090; New Businesses – 257; 2,347

### Business Attraction – Conferences (FY 24)

Feb 4-6, 2024 - International Economic Development Council Leadership Summit

Feb 6-8, 2024 – Medical Devices & Manufacturing West

March 11-14, 2024 - Modex 2024

May 20-22, 2024 - International Council for Shopping Centers RECON

June 23-26, 2024 - Select USA

### Business Attraction (FY 24)

	Date	Name	Type of Industry	Building Need (sq.ft.)	Land Need (acres)	Lead From	Response Given	Jobs +/-	Investment
1)	7/5/2023	Project Storm	Manufacturer	300,000 SF	70	VEDP	Crosspointe	659	\$54 M
2)	8/10/2023	Project Care	Commercial	1,200 SF	N/A	PG	Branchester Lakes	5	\$80 K
3)	8/18/2023	Project Battery Mo	Manufacturer	400,000 SF	N/A	VEDP	Crosspointe	N/A	N/A
4)	8/23/2023	Project Swiss	Pharma	N/A	N/A	VGR	Crosspointe	N/A	N/A
5)	9/12/2023	Project Journey	Commercial	5-10,000 SF	2 acres	PG	Continental	N/A	N/A
6)	10/5/2023	Project Mystery	Pharma	5-8,000 SF	N/A	VGR	Harvest Road	15	N/A
7)	10/10/2023	Project Plaza	Commercial	1,500 SF	N/A	PG	Continental, Crossings	N/A	N/A
8)	10/18/2023	Project Tract	Other	1 Million SF	200-1000	PG	Various sites	100	\$500M-\$ 1B
9)	10/19/2023	Project CFA	Commercial	2500-3000 SF	1 acres	PG	Crossings	15	N/A
10)	12/12/2023	Project Sugarok	Manufacturer	N/A	100 acres	VGR	NS Site	250-350	N/A
11)	12/12/2023	Project Mercury	Pharma	900K SQ FT	20-80 acres	VGR	Crosspointe	N/A	N/A
12)	12/19/2023	Project FES	Manufacturer	N/A	200+	PG	NS Site	100	\$50 M
13)	1/3/2024	Project AgPack	Food Processing	50K SQ FT	5-10 acres	VEDP	County Sites	10	\$1.5 M

Manufacturing	4
Food Processing	1
Distribution	
Pharma	3
Commercial	4
Other	1
<b>TOTAL SUBMITTALS</b>	<b>13</b>



# ICSC New York 2023

## Businesses

Companies	Notes	Sites	Action	Date Completed	Response
Ollie's	Not looking to expand in the area		No Action		
Spirit Halloween		Steven Kent	Send Site	12/19/2023	No Response
Pickleball Smash-It	One NY location, looking to expand	All	Send Sites	12/19/2023	No Response
Sourgum Waste	Not applicable to the County at this time		No Action		
Crexi	Not interested in their services		No Action		
Tim Hortons	Expanding; not yet in VA	45, Walton	Send Sites	12/18/2023	No Response
Resimplifi	Sending us a proposal		No Action		
United Public Adjusters	Not interested in their services		No Action		
SportClips	Does build ups	Walton	Send Site	12/19/2023	No Response
The Learning Experience		Walton	Send Site	12/18/2023	No Response
Dutch Bros	Expanding into East	All	Send Sites	12/18/2023	No Response
AutoZone	Interested in Walton	Walton	Send Site	12/18/2023	Sent other contact info
SweatHouz		All	Send Sites	12/19/2023	Not interested in area
Subway		45	Submit Site	Not Yet Completed	
Sonny's Car Wash		All	Send Sites	12/19/2023	No Response
NaviRetail	Sending Us A Proposal		No Action		\$60,000
Domino's		All	Send Sites	12/19/2023	No Response
Publix		Walton	Send Site	12/19/2023	No Response
Grocery Outlet		Walton	Send Site	12/18/2023	No Response
Jersey Mikes		All	Send Sites	12/19/2023	No Response
Burlington	No Sites Available for Size Req		No Action		
Panda Express	New POC		Follow Up	12/19/2023	No Response
RegisCorporation	Does build up	Crossings	Send Sites	12/15/2023	No Response
Alamo Drafthouse	Need 250K Population	None	No Action		
Five Guys		All	Introduction	12/19/2023	No Response
Great Clips		All	Send Sites	Not Yet Completed	
TNT Fireworks			Introduction	Not Yet Completed	
Take 5 Oil Change	Does Build Up	Walton, 45	Send Sites	12/19/2023	No Response
Food Lion		Walton	Send Site	12/19/2023	No Response
Phillips Edison	Shopping Center Management		No Action		
Onvo	Travel Plazas	45	Send Site	Not Yet Completed	
ModWash		All	Send Sites	12/19/2023	No Response
Little Caesars			Introduction	12/19/2023	No Response
Dollar General			Send Sites	Not Yet Completed	
WaWa		460	Send Site/Follow Up	12/19/2023	No Response
Dollar Tree	Site Plan Under Review		No Action		
Tropical Smoothie Cafe		All	Send Sites	12/18/2023	No Response
Mattress Warehouse	Need 4500 sq. ft.	Crossings	Send Site	12/18/2023	No Response
CVS	Consolidating, not expanding		No Action		
Popeyes	Interested in area	All	Send Sites	12/15/2023	No Response
Kroger	Did not attend	Walton	Send Site	12/18/2023	No Response

# ICSC New York 2023 QUICK FACTS

total businesses

43

5

different sites marketed

32

still reaching out to

33

follow ups sent

35

retail/QSR's

**ECONOMIC DEVELOPMENT AUTHORITY  
OF PRINCE GEORGE COUNTY, VIRGINIA**

**FINANCIAL REPORT**

**YEAR ENDED JUNE 30, 2023**

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**ECONOMIC DEVELOPMENT AUTHORITY OF  
PRINCE GEORGE COUNTY, VIRGINIA**

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

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INDEPENDENT AUDITORS' REPORT

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TO THE HONORABLE MEMBERS OF  
ECONOMIC DEVELOPMENT AUTHORITY OF PRINCE GEORGE COUNTY  
PRINCE GEORGE, VIRGINIA

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

***Opinion***

We have audited the accompanying financial statements of the business-type activities of Economic Development Authority of Prince George County, Virginia, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of Economic Development Authority of Prince George County, Virginia, as of June 30, 2023, and the changes in financial position, and, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Basis for Opinion***

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

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

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

### ***Responsibilities of Management for the Financial Statements (Continued)***

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

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

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

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the *Specifications for Audits of Authorities, Boards, and Commissions*, we:

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

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

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

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 30, 2023, on our consideration of Economic Development Authority of Prince George County, Virginia's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Economic Development Authority of Prince George County, Virginia's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Economic Development Authority of Prince George County, Virginia's internal control over financial reporting and compliance.

Charlottesville, Virginia  
October 30, 2023

## **Basic Financial Statements**

## Statement of Net Position

As of June 30, 2023 (With Comparative Totals for the Prior Year)

	<u>2023</u>	<u>2022</u>
<b>ASSETS</b>		
Current Assets:		
Cash and cash equivalents	\$ <u>89,226</u>	\$ <u>91,288</u>
Total assets	\$ <u><u>89,226</u></u>	\$ <u><u>91,288</u></u>
<b>NET POSITION</b>		
Net Position:		
Unrestricted	\$ <u>89,226</u>	\$ <u>91,288</u>
Total net position	\$ <u><u>89,226</u></u>	\$ <u><u>91,288</u></u>

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

## ECONOMIC DEVELOPMENT AUTHORITY OF PRINCE GEORGE COUNTY, VIRGINIA

Exhibit 2

Statement of Revenues, Expenses, and Changes in Net Position  
Year Ended June 30, 2023 (With Comparative Totals for the Prior Year)

	<u>2023</u>	<u>2022</u>
Operating revenues:		
Administrative fees	\$ <u>3,400</u>	\$ <u>3,523</u>
Total operating revenues	\$ <u>3,400</u>	\$ <u>3,523</u>
Operating expenses:		
Professional services	\$ 5,690	\$ 3,992
Economic development	75	225
Miscellaneous	<u>141</u>	<u>271</u>
Total operating expenses	\$ <u>5,906</u>	\$ <u>4,488</u>
Operating income (loss)	\$ <u>(2,506)</u>	\$ <u>(965)</u>
Nonoperating income:		
Interest income	\$ <u>444</u>	\$ <u>471</u>
Total nonoperating income	\$ <u>444</u>	\$ <u>471</u>
Change in net position	\$ (2,062)	\$ (494)
Net position, beginning of year	<u>91,288</u>	<u>91,782</u>
Net position, end of year	\$ <u><u>89,226</u></u>	\$ <u><u>91,288</u></u>

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

## Statement of Cash Flows

Year Ended June 30, 2023 (With Comparative Totals for the Prior Year)

	<u>2023</u>	<u>2022</u>
Cash flows from operating activities:		
Receipts from customers and users	\$ 3,400	\$ 3,523
Payments for operating activities	<u>(5,906)</u>	<u>(4,488)</u>
Net cash provided by (used for) operating activities	\$ <u>(2,506)</u>	\$ <u>(965)</u>
Cash flows from investing activities:		
Interest received	\$ <u>444</u>	\$ <u>471</u>
Increase (decrease) in cash and cash equivalents	\$ (2,062)	\$ (494)
Cash and cash equivalents at beginning of year	<u>91,288</u>	<u>91,782</u>
Cash and cash equivalents at end of year	<u><u>\$ 89,226</u></u>	<u><u>\$ 91,288</u></u>

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

# ECONOMIC DEVELOPMENT AUTHORITY OF PRINCE GEORGE COUNTY, VIRGINIA

Notes to Financial Statements  
As of June 30, 2023

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## NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

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### A. Organization and Purpose:

Economic Development Authority of Prince George County, Virginia (the Authority) was created as a political subdivision of the Commonwealth of Virginia by ordinance of Board of Supervisors pursuant to the provisions of the Economic Development and Revenue Bond Act (Chapter 33, Section 15.2-4901 Et Seq., of the Code of Virginia (1950), as amended.) The Authority is governed by seven directors appointed by the Board of Supervisors. It is authorized to acquire, own, lease and dispose of properties to the end that such activities may promote industry and develop trade by inducing enterprises to locate and remain in Virginia.

In addition, the Authority is authorized to issue revenue bonds for the purpose of obtaining and constructing facilities. Liability under the bonds may be retained by the Authority or it may be assumed by the enterprises for whom facilities are constructed. Collection of revenues pledged to liquidate the bonds may be assigned to a trustee. The revenue bonds are not deemed to constitute a debt or pledge of the faith and credit of the Commonwealth of Virginia or any political subdivision thereof. The bonds are payable solely from revenues generated from the lease of the facilities constructed or acquired and are normally collateralized by a deed of trust on those facilities. Collection of revenues pledged to liquidate the bonds are typically assigned to the bond trustee. As of June 30, 2023, the aggregate principal amount payable of these conduit revenue bonds outstanding was \$2,635,819.

### B. Determination of the Reporting Entity:

The basic criterion for including organizations within the reporting entity is financial accountability. Financial accountability includes the appointment of a voting majority of the organization's governing body and the ability of the primary government to impose its will on the organization or if there is a financial benefit/burden relationship. In addition, an organization which is fiscally dependent on the primary government should be included in the reporting entity. These financial statements present Economic Development Authority of Prince George County, Virginia (the primary government), which is not considered a component unit of Prince George County. Economic Development Authority of Prince George County, Virginia's financial statements include all operations of Economic Development Authority of Prince George County, Virginia.

### C. Financial Statement Presentation:

Management's Discussion and Analysis—Financial statements are accompanied by a narrative introduction and analytical overview of the government's financial activities in the form of "management's discussion and analysis" (MD&A). Management elected to omit the Management's Discussion and Analysis in these financial statements.

#### Enterprise Fund Financial Statements

Since the Authority is only engaged in business-type activities, it is required to present only financial statements for Enterprise Funds. For the Authority, the basic financial statements consist of the following:

- a) Statement of Net Position
- b) Statement of Revenues, Expenses, and Changes in Net Position
- c) Statement of Cash Flows
- d) Notes to Financial Statements



## ECONOMIC DEVELOPMENT AUTHORITY OF PRINCE GEORGE COUNTY, VIRGINIA

Notes to Financial Statements  
As of June 30, 2023 (Continued)

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

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#### C. Financial Statement Presentation: (Continued)

##### Enterprise Fund Financial Statements: (Continued)

The Authority distinguishes operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from developing real estate for business use. Nonoperating revenues consist of interest income. When both restricted and unrestricted resources are available for use, it is the Authority's policy to use restricted resources first, then unrestricted resources as needed.

#### D. Cash and Cash Equivalents:

Cash and cash equivalents include cash on hand, amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the government. For purposes of the statement of cash flows, the government's proprietary funds consider their demand deposits and all highly liquid investments with an original maturity of three months or less when purchased to be cash equivalents.

#### E. Use of Estimates:

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

#### F. Net Position:

The difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources is called net position. Net position is comprised of three components: net investment in capital assets, restricted, and unrestricted.

- Net investment in capital assets consists of capital assets, net of accumulated depreciation and reduced by outstanding balances of bonds, notes, and other debt that are attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are included in this component of net position.
- Restricted net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Assets are reported as restricted when constraints are placed on asset use either by external parties or by law through constitutional provision or enabling legislation.
- Unrestricted net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that does not meet the definition of the two preceding categories.

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

## ECONOMIC DEVELOPMENT AUTHORITY OF PRINCE GEORGE COUNTY, VIRGINIA

Notes to Financial Statements  
As of June 30, 2023 (Continued)

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

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#### G. Bond Maintenance Fees:

Bond maintenance fees are due to the Authority while bonds are outstanding.

### NOTE 2—DEPOSITS AND INVESTMENTS:

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#### Deposits:

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

### NOTE 3—CONDUIT DEBT OBLIGATIONS:

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From time to time, the Authority has issued Economic Revenue Bonds to provide financial assistance to private-sector entities for the acquisition and construction of Economic and commercial facilities deemed to be in the public interest. The bonds are secured by the property financed and are payable solely from payments received on the underlying mortgage loans. Upon repayment of the bonds, ownership of the acquired facilities transfers to the private-sector entities served by the bond issuance. Neither the County, the State, nor any political subdivision thereof is obligated in any manner for repayment of the bonds. Accordingly, the bonds are not reported as liabilities in the accompanying financial statements.

### NOTE 4—RISK MANAGEMENT:

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The Authority is exposed to various risks of losses related to torts; damage to, and destruction of assets; errors and omissions; and natural disasters. The Authority has not obtained liability insurance coverage to cover claims if they were to arise. The Authority indicates that there are no current unpaid claims outstanding and therefore estimates that there would be no liability for claims. The Authority has not incurred any costs, nor have they been subject to any claims during the current year.

### NOTE 5—LITIGATION:

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At June 30, 2023, there were no matters of litigation involving the Authority which would materially affect the Authority's financial position should any court decisions on pending matters not be favorable to the Authority.

## Compliance



ROBINSON, FARMER, COX ASSOCIATES, PLLC

*Certified Public Accountants*

**Independent Auditors' Report on Internal Control over Financial Reporting and on  
Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards***

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**To the Honorable Members of  
Economic Development Authority of Prince George County, Virginia  
Prince George, Virginia**

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the business-type activities of Economic Development Authority of Prince George County, Virginia, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise Economic Development Authority of Prince George County, Virginia's basic financial statements and have issued our report thereon dated October 30, 2023.

**Report on Internal Control over Financial Reporting**

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

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

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

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

As part of obtaining reasonable assurance about whether Economic Development Authority of Prince George County, Virginia's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of This Report**

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

Charlottesville, Virginia  
October 30, 2023

