

MOTION:

SECOND:

**RE: AUTHORIZATION TO ACCEPT THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION
COMMISSION FY2019 AUDITED FINANCIAL STATEMENTS, REQUIRED COMMUNICATION
TO THE COMMISSIONERS, AND PBMARES, LLP MANAGEMENT LETTER**

ACTION:

WHEREAS, the accounting firm of PBMares, LLP has completed the Potomac and Rappahannock Transportation Commission's (PRTC or Commission) FY2019 audit; and

WHEREAS, PBMares, LLP determined that the financial statements present fairly, in all material respects, the Potomac and Rappahannock Transportation Commission's financial position as of June 30, 2019; and

WHEREAS, PBMares, LLP presented the required communication to the Commissioners about the audit, which is required under auditing standards generally accepted in the United States; and

WHEREAS, PBMares, LLP presented a management letter, noting new Governmental Accounting Standards Board (GASB) pronouncements which might impact the Commission.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby accept the FY2019 audited financial statements, required communication to the Commissioners, and management letter as presented by PBMares, LLP.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

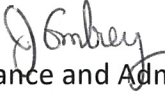
Alternate Present Not Voting:

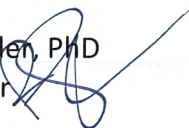
Absent from Meeting:



December 5, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Joyce Embrey 
Director of Finance and Administration

THROUGH: Robert A. Schneider, PhD 
Executive Director

SUBJECT: Authorization to Accept the Potomac and Rappahannock Transportation
Commission FY2019 Audited Financial Statements, Required Communication to
the Commissioners, and PBMares, LLP Management Letter

Recommendation:

Authorize acceptance of the Potomac and Rappahannock Transportation Commission (PRTC) FY2019 audited financial statements, required communication to the Commissioners, and PBMares, LLP management letter.

Background:

The accounting firm of PBMares, LLP has completed the PRTC FY2019 audit and determined that the financial statements (attached) present fairly, in all material respects, PRTC's financial position as of June 30, 2019. PBMares has presented the required communication to the Commissioners about the audit (attached), which is required under auditing standards generally accepted in the United States. PBMares also presented a management letter (attached), noting new Governmental Accounting Standards Board (GASB) pronouncements which might impact the Commission.

Fiscal Impact:

Not applicable

Attachments: As stated

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

FINANCIAL AND COMPLIANCE REPORTS

YEAR ENDED JUNE 30, 2019



ASSURANCE, TAX & ADVISORY SERVICES

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

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FINANCIAL SECTION



INDEPENDENT AUDITOR'S REPORT

To the Honorable Commission Board Members
Potomac and Rappahannock Transportation Commission

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities and each major fund of the Potomac and Rappahannock Transportation Commission (Commission), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditor's Responsibility

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; 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. Those standards and specifications require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and each major fund of the Commission, as of June 30, 2019, and the respective 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.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require the Management's Discussion and Analysis and the required supplementary information on pages 4-10 and 57-62, respectively, be presented to supplement the basic financial statements. Such 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. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The accompanying schedules listed in the table of contents as supplementary information and Schedule of Expenditures of Federal Awards, as required by the Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary information and Schedule of Expenditures of Federal Awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information and Schedule of Expenditures of Federal Awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 21, 2019 on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 the Commission's internal control over financial reporting and compliance.

PBMares, LLP

Harrisonburg, Virginia
November 21, 2019

MANAGEMENT'S DISCUSSION AND ANALYSIS

The management of the Potomac and Rappahannock Transportation Commission ("PRTC") offers the users of PRTC's financial statements this narrative overview and analysis of the financial activities for the fiscal year ended June 30, 2019. Please read it in conjunction with the accompanying financial statements which follow this section.

FINANCIAL HIGHLIGHTS

The basic financial statements report information about the PRTC reporting entity as a whole. The PRTC reporting entity is composed of two funds: Bus Service and Member Jurisdictions Fund and the Commuter Rail Service Fund.

As of June 30, 2019, PRTC's assets exceeded liabilities by \$337,653,165. Of this total, \$114,011,800 is for bus service and member jurisdictions and \$223,641,365 is for commuter rail service.

The net position of PRTC increased by \$44,080,904 for fiscal year 2019. This is the net effect of a \$35,792,728 increase from bus service and member jurisdictions and a \$8,288,176 increase from commuter rail service.

As of June 30, 2019, PRTC's unrestricted net position is \$74,747,793. Of this total, \$22,912,926 is for bus service and member jurisdictions and \$51,834,867 is for commuter rail service.

OVERVIEW OF THE BASIC FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to PRTC's basic financial statements. PRTC's basic financial statements are comprised of: Statement of Net Position; Statement of Revenues, Expenses and Changes in Net Position; Statement of Cash Flows; and notes to the financial statements. This report also contains required supplementary information and supplementary information in addition to the basic financial statements.

The *Statement of Net Position* presents information on all of PRTC's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of PRTC is improving or declining.

The *Statement of Revenues, Expenses and Changes in Net Position* presents information on revenues, expenses, and changes in PRTC's net position. All changes in net position are reported when the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in the statement for some items that will only result in cash flows in future fiscal periods. The increase or decrease in net position may serve as an indicator of the effect of PRTC's current year operation on its financial position.

The *Statement of Cash Flows* summarizes all of PRTC's cash flows into four categories: cash flows from operating activities; cash flows from capital and related financing activities; cash flows from noncapital financing activities; and cash flows from investing activities. The Statement of Cash Flows, along with related notes and information in other financial statements, can be used to assess the following:

- PRTC's ability to generate future cash flows,
- PRTC's ability to pay its debt as it matures,
- Explanations of differences between PRTC's operating cash flows and operating loss, and
- The effect on PRTC's financial position of cash and non-cash transactions from investing, capital and financing activities.

The *notes to the financial statements* provide additional information that is essential to a full understanding of the data provided in the basic financial statements. The notes to the financial statements can be found immediately following the financial statements.

The Bus Service and Member Jurisdictions Fund accounts for operation and maintenance costs for PRTC bus service as well as the 2.1% motor fuel tax activity for the PRTC member jurisdictions.

PRTC operates commuter bus service from the Prince William County and Manassas areas to various points in the metropolitan Washington, D.C. area, and local bus service within Prince William County and the Cities of Manassas and Manassas Park.

PRTC member jurisdictions receive motor fuel tax revenue from a 2.1% sales tax levied by the Commonwealth of Virginia through its Department of Motor Vehicles. The Department of Motor Vehicles collects the tax and remits funds to PRTC monthly, after deducting its administrative costs. These funds are separately maintained by PRTC for the benefit of each member jurisdiction and are used to pay administrative costs of PRTC and transportation projects serving a particular jurisdiction.

The Commuter Rail Service Fund accounts for PRTC's portion of operation and maintenance costs of the Virginia Railway Express (VRE) commuter rail service. Assets owned by PRTC and the Northern Virginia Transportation Commission (NVTC) for the VRE operations have been funded by a variety of sources including federal assistance with PRTC as grantee, Commonwealth of Virginia assistance with NVTC as grantee, local contributions, and various loans and other financing arrangements for which one or both Commissions have served as issuer, borrower, or in other related capacities. For financial statement reporting purposes, assets, liabilities, and operations are assigned and allocated to NVTC and PRTC based on asset ownership, named entity on debt instruments, and sources of funding.

In order to present a full and accurate picture of VRE operations, all financial transactions related to the commuter rail program reported separately in the financial statements of PRTC and NVTC are combined in a separate set of financial statements. These audited financial statements can be obtained from the Director of Finance and Administration of PRTC at 14700 Potomac Mills Road, Woodbridge, Virginia 22192.

FINANCIAL ANALYSIS OF THE PRTC REPORTING ENTITY AS A WHOLE

Statement of Net Position

The following table presents a summary of the Statement of Net Position for the PRTC reporting entity as of June 30, 2019 and 2018:

Summary of Net Position As of June 30

	Bus Service and Member Jurisdictions		Commuter Rail Service		Total	
	2019	2018	2019	2018	2019	2018
Assets and deferred outflows of resources:						
Current assets	\$ 57,071,389	\$ 47,074,164	\$ 62,213,825	\$ 48,449,185	\$ 119,285,214	\$ 95,523,349
Capital assets, net	70,358,325	38,428,003	170,998,515	176,399,440	241,356,840	214,827,443
Net pension asset	231,536	217,448	320,509	292,569	552,045	510,017
Deferred outflows of resources	294,875	315,925	416,635	429,179	711,510	745,104
Total assets and deferred outflows of resources	127,956,125	86,035,540	233,949,484	225,570,373	361,905,609	311,605,913
Liabilities and deferred inflows of resources:						
Current liabilities	12,075,981	5,600,799	5,069,271	4,206,955	17,145,252	9,807,754
Noncurrent liabilities	1,716,893	1,997,684	5,024,779	5,713,615	6,741,672	7,711,299
Deferred inflows of resources	151,451	217,985	214,069	296,614	365,520	514,599
Total liabilities and deferred inflows of resources	13,944,325	7,816,468	10,308,119	10,217,184	24,252,444	18,033,652
Net Position:						
Net investment in capital Assets	69,154,496	36,951,457	165,982,307	170,664,839	235,136,803	207,616,296
Restricted	21,944,378	15,647,935	5,824,191	5,815,291	27,768,569	21,463,226
Unrestricted	22,912,926	25,619,680	51,834,867	38,873,059	74,747,793	64,492,739
Total net position	\$ 114,011,800	\$ 78,219,072	\$ 223,641,365	\$ 215,353,189	\$ 337,653,165	\$ 293,572,261

As noted earlier, net position may serve as a useful indicator of a government's financial position. As shown above, total assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$337.7 million, an increase of \$44.1 million over the previous fiscal year. The largest portion of net position, \$235.1 million or 69.6%, represents the investment in capital assets (e.g., buses, rail rolling stock, building, building improvements and accumulated depreciation and amortization), less the related indebtedness outstanding used to acquire those capital assets. These assets are used to provide bus and rail service and consequently, are not available for future spending.

A portion of the net position, \$27.8 million or 8.2%, represents resources restricted for member jurisdictions, commuter rail liability insurance plan, and commuter rail grants or contributions.

Current assets consist primarily of cash, cash equivalents, and investments; grant revenue due from the Federal Government and the Commonwealth of Virginia; and motor fuel tax revenue receivable collected on PRTC's behalf by the Commonwealth. Current assets increased approximately \$23.8 million or 24.9% from the prior year, primarily due to increased cash and investments of \$11.3 million, increased grant and other receivables of \$12.2 million, increased prepaid expenses and other assets of \$0.4 million, offset by decreased inventory of \$0.2 million.

Capital assets, net of accumulated depreciation and amortization, increased approximately \$26.5 million or 12.3 %, primarily as the result of bus additions, bus overhauls, and the construction in progress of the western bus maintenance facility.

Statement of Revenues, Expenses and Changes in Net Position

The following table shows the revenues and expenses and the change in net position of the PRTC reporting entity for the fiscal years ended June 30, 2019 and 2018:

Summary of Revenues, Expenses and Changes in Net Position Years Ended June 30

	Bus Service and Member Jurisdictions		Commuter Rail Service		Total	
	2019	2018	2019	2018	2019	2018
Revenues:						
Operating revenues	\$ 39,871,572	\$ 34,578,463	\$ 22,848,842	\$ 22,328,585	\$ 62,720,414	\$ 56,907,048
Nonoperating revenues	27,723,674	27,206,783	23,088,111	11,578,196	50,811,785	38,784,979
Capital grants & assistance, net	42,377,659	11,417,094	(1,083,803)	(3,672,531)	41,293,856	7,744,563
Transfers, net	(18,312,322)	(24,849,836)	18,312,322	24,849,836	-	-
Total revenues	91,660,583	48,352,504	63,165,472	55,084,086	154,826,055	103,436,590
Expenses:						
Operating expenses	47,878,521	41,315,024	45,356,075	41,468,588	93,234,596	82,783,612
Depreciation and amortization	7,903,798	6,416,523	9,271,402	9,100,535	17,175,200	15,517,058
Nonoperating expenses	85,536	162,555	249,819	558,082	335,355	720,637
Total expenses	55,867,855	47,894,102	54,877,296	51,127,205	110,745,151	99,021,307
Change in net position	35,792,728	458,402	8,288,176	3,956,881	44,080,904	4,415,283
Net position, beginning	78,219,072	77,760,670	215,353,189	211,396,308	293,572,261	289,156,978
Net position, ending	\$ 114,011,800	\$ 78,219,072	\$ 223,641,365	\$ 215,353,189	\$ 337,653,165	\$ 293,572,261

For the fiscal year ended June 30, 2019, revenues totaled \$154.8 million, compared to \$103.4 million in the preceding year, an increase of \$51.4 million or 49.7%. Expenses increased by \$11.7 million or 11.8%. A discussion of the key components of these changes follows.

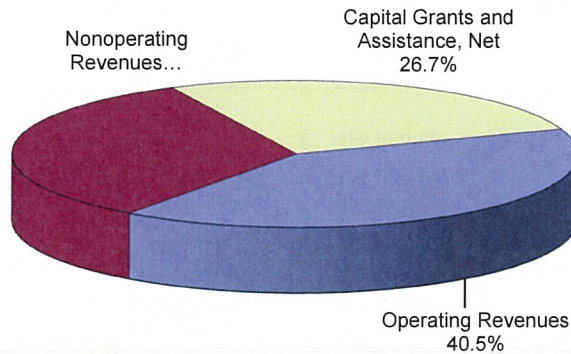
Operating revenues increased \$5.8 million or 10.2% from the prior year, primarily the result of an increase in motor fuel tax revenue of \$5.3 million and \$0.5 million increase in passenger revenue.

Nonoperating revenues increased by \$12.0 million or 31.0% from the prior year, primarily the result of \$10.0 million in commuter rail operating and capital (C-ROC) funding, increase in commuter rail jurisdictional contributions of \$1.2 million, increase of \$0.8 million in investment income.

Net capital grants and assistance increased by \$33.5 million, which is attributable to more bus service related federal, state, and regional capital grants for fiscal year 2019 compared to fiscal year 2018. In addition, the increase is due to the change in the contribution to NVTC as a result of allocating rail service between PRTC and NVTC for financial reporting purposes. Fiscal year 2019 reflects contributions to NVTC of \$2.6 million while fiscal year 2018 reflects contributions to NVTC of \$4.0 million.

The following chart shows PRTC reporting entity revenues by source for the fiscal year ended June 30, 2019.

FY19 Revenues



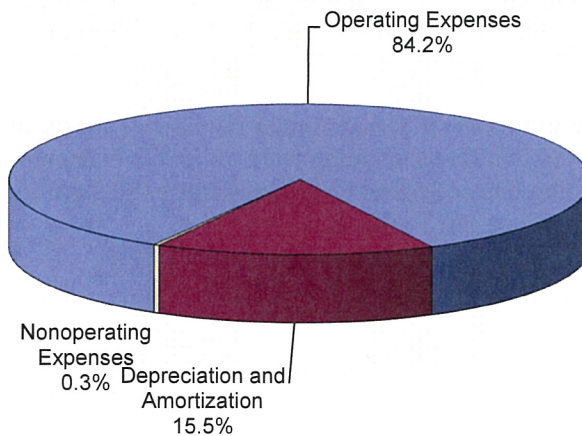
Operating expenses increased by \$10.5 million or 12.6%.

For the Bus Service and Member Jurisdictions Fund, operating expenses increased by \$6.5 million, primarily due to direct transportation expenses. Direct transportation expenses, which represent the use of jurisdictional motor fuel tax funds for the VRE subsidy as well as other jurisdictional transportation projects independent of PRTC, increased by \$4.5 million, while combined expenses for fuel, supplies, contractual and other services increased by \$2.0 million.

For the Commuter Rail Service Fund, operating expenses increased by \$3.9 million or 9.4%. PRTC's share of the reporting entity increased from 53% to 54%, with a corresponding decrease for NVTC.

The following chart shows PRTC reporting entity expenses for the fiscal year ended June 30, 2019.

FY19 Expenses



CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

The details of capital assets as of June 30, 2019 and 2018 are as follows:

	Bus Service and Member Jurisdictions		Commuter Rail Service		Total	
	2019	2018	2019	2018	2019	2018
Buses and related equipment	\$ 96,374,678	\$ 77,998,888	\$ -	\$ -	\$ 96,374,678	\$ 77,998,888
Rail rolling stock		-	142,639,959	142,639,959	142,639,959	142,639,959
Land	6,639,270	6,639,270	-	-	6,639,270	6,639,270
Buildings	8,052,341	8,052,341	-	-	8,052,341	8,052,341
Building improvements	4,347,976	4,067,332	-	-	4,347,976	4,067,332
Construction in progress	18,422,652	3,437,331	15,370,835	13,648,998	33,793,487	17,086,329
Site improvements	1,430,513	1,430,513	-	-	1,430,513	1,430,513
Bus shelters	1,512,303	1,491,530	-	-	1,512,303	1,491,530
Vehicles	143,131	143,131	72,781	58,522	215,912	201,653
Furniture and equipment	2,412,678	2,513,229	-	-	2,412,678	2,513,229
Software and easement	3,914,290	3,920,724	-	-	3,914,290	3,920,724
Facilities	-	-	54,925,894	52,967,852	54,925,894	52,967,852
Track and signal improvements	-	-	41,717,264	41,717,264	41,717,264	41,717,264
Furniture, equipment and software	-	-	9,090,291	8,918,939	9,090,291	8,918,939
Equity in property of others	-	-	2,893,643	2,893,643	2,893,643	2,893,643
	143,249,832	109,694,289	266,710,667	262,845,177	409,960,499	372,539,466
Less accumulated depreciation and amortization	72,891,507	71,266,286	95,712,152	86,445,737	168,603,659	157,712,023
Total capital assets, net	\$ 70,358,325	\$ 38,428,003	\$ 170,998,515	\$ 176,339,440	\$ 241,356,840	\$ 214,827,443

PRTC's investment in capital assets as of June 30, 2019, amounted to \$241.3 million (net of accumulated depreciation and amortization), which represents an increase of \$26.5 million or 12.3%.

For bus service and member jurisdictions, thirty-seven OmniRide buses were delivered at a cost of \$21.4 million. Twelve OmniRide buses were overhauled at a cost of \$2.8 million. Twelve buses were disposed of during fiscal year 2019. Construction in progress increased by \$15 million due to the construction of the western bus maintenance facility, which is anticipated to be completed during fiscal year 2020.

For commuter rail service, the L'Enfant north storage track project was completed (\$1.8 million), the VRE Headquarters Suite 202 office renovation project was completed (\$0.2 million), as well as the automated parking counter system project (\$.1 million).

The major additions to construction in progress for commuter rail service during the fiscal year were related to Slater's Lane track improvements (\$0.7 million); ongoing work toward implementation of Positive Train Control (PTC) (\$0.7 million); work supporting fare collection EMV compliance (\$0.2 million); and ongoing development work for the Midday Storage Yard project (\$0.3 million).

Debt Administration

At June 30, 2019, PRTC had an outstanding principal balance of \$1,065,000 for its Series 2012 Revenue Bond with the Virginia Resources Authority.

PRTC's portion of debt for the commuter rail service is \$5.0 million. PRTC and NVTC are co-lessees of the capital lease for rolling stock, which is secured by the related equipment.

REQUEST FOR INFORMATION

This financial report is designed to provide a general overview of PRTC's finances for all those interested. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Director of Finance and Administration, Potomac and Rappahannock Transportation Commission, 14700 Potomac Mills Road, Woodbridge, Virginia 22192, or by email to jembrey@omniride.com.

BASIC FINANCIAL STATEMENTS

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

STATEMENT OF NET POSITION June 30, 2019

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	Bus Service and Member Jurisdictions	Commuter Rail Service	Total
Current Assets			
Cash and investments in bank	\$ 12,992,209	\$ 40,204,191	\$ 53,196,400
Receivables:			
Due from other governments	35,251,024	-	35,251,024
Trade receivables, net of allowance for doubtful accounts	-	1,693,866	1,693,866
Miscellaneous	230,065	1,566,091	1,796,156
Internal balances	(11,293,818)	11,293,818	-
Inventory	-	1,537,676	1,537,676
Prepaid expenses and other assets	424,217	93,992	518,209
Restricted assets:			
Cash and investments in pooled funds - member jurisdictions	19,467,692	-	19,467,692
Cash, cash equivalents and investments	-	5,824,191	5,824,191
Total current assets	57,071,389	62,213,825	119,285,214
Noncurrent Assets			
Net pension asset	231,536	320,509	552,045
Capital assets:			
Transportation equipment:			
Buses and related equipment	96,374,678	-	96,374,678
Rail rolling stock	-	142,639,959	142,639,959
Less: accumulated depreciation	(58,415,025)	(46,768,104)	(105,183,129)
Transportation equipment, net	37,959,653	95,871,855	133,831,508
Land, buildings and equipment:			
Land	6,639,270	-	6,639,270
Buildings	8,052,341	-	8,052,341
Building improvements	4,347,976	-	4,347,976
Construction in progress	18,422,652	15,370,835	33,793,487
Site improvements	1,430,513	-	1,430,513
Bus shelters	1,512,303	-	1,512,303
Vehicles	143,131	72,781	215,912
Furniture and equipment	2,412,678	-	2,412,678
Software and easement	3,914,290	-	3,914,290
Facilities	-	54,925,894	54,925,894
Track and signal improvements	-	41,717,264	41,717,264
Furniture, equipment and software	-	9,090,291	9,090,291
Equity in property of others	-	2,893,643	2,893,643
Less: accumulated depreciation and amortization	(14,476,482)	(48,944,048)	(63,420,530)
Land, buildings and equipment, net	32,398,672	75,126,660	107,525,332
Total capital assets, net	70,358,325	170,998,515	241,356,840
Total noncurrent assets	70,589,861	171,319,024	241,908,885
Deferred Outflows of Resources			
Pension plan	246,329	340,985	587,314
Other postemployment benefits	48,546	75,650	124,196
Total deferred outflows of resources	294,875	416,635	711,510
Total assets and deferred outflows of resources	\$ 127,956,125	\$ 233,949,484	\$ 361,905,609

See Notes to Financial Statements.

LIABILITIES AND NET POSITION	Bus Service and Member Jurisdictions	Commuter Rail Service	Total
Current Liabilities			
Accounts payable and other liabilities	\$ 7,012,283	\$ 1,590,031	\$ 8,602,314
Accrued expenses	-	1,666,781	1,666,781
Accrued payroll and benefits	508,762	-	508,762
Accrued interest	12,833	38,364	51,197
Due to other governments	3,036,147	-	3,036,147
Unearned revenue	1,256,483	1,013,839	2,270,322
Capital leases	-	745,249	745,249
Compensated absences	4,473	15,007	19,480
Bond payable	245,000	-	245,000
Total current liabilities	12,075,981	5,069,271	17,145,252
Noncurrent Liabilities			
Compensated absences	480,916	321,969	802,885
Net other postemployment benefits liability	277,148	431,852	709,000
Capital leases	-	4,270,958	4,270,958
Bond payable, net	958,829	-	958,829
Total noncurrent liabilities	1,716,893	5,024,779	6,741,672
Total liabilities	13,792,874	10,094,050	23,886,924
Deferred Inflows of Resources			
Pension plan	126,043	174,477	300,520
Other postemployment benefits	25,408	39,592	65,000
Total deferred inflows of resources	151,451	214,069	365,520
Net Position			
Net investment in capital assets	69,154,496	165,982,307	235,136,803
Restricted	21,944,378	5,263,810	27,208,188
Restricted grants and contributions	-	560,381	560,381
Unrestricted	22,912,926	51,834,867	74,747,793
Total net position	114,011,800	223,641,365	337,653,165
Total liabilities and net position	\$ 127,956,125	\$ 233,949,484	\$ 361,905,609

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION Year Ended June 30, 2019

	Bus Service and Member Jurisdictions	Commuter Rail Service	Total
Operating Revenues			
Motor fuel tax	\$ 28,517,370	\$ -	\$ 28,517,370
Farebox and passenger	11,235,523	22,679,123	33,914,646
Advertising	118,679	-	118,679
Equipment rental and other	-	169,719	169,719
Total operating revenues	39,871,572	22,848,842	62,720,414
Operating Expenses			
Direct transportation	12,701,074	-	12,701,074
Salaries and related benefits	5,056,121	-	5,056,121
Contractual services	24,057,908	-	24,057,908
Other services	2,095,728	-	2,095,728
Materials, supplies and minor equipment	1,323,159	-	1,323,159
Fuel	2,644,531	-	2,644,531
Contract operations and maintenance	-	14,553,688	14,553,688
Other operations and maintenance	-	8,954,338	8,954,338
Property leases and access fees	-	9,019,074	9,019,074
Insurance	-	2,131,055	2,131,055
Marketing and sales	-	1,390,532	1,390,532
General and administrative	-	9,307,388	9,307,388
Total operating expenses	47,878,521	45,356,075	93,234,596
Operating loss before depreciation and amortization	(8,006,949)	(22,507,233)	(30,514,182)
Depreciation and amortization	(7,903,798)	(9,271,402)	(17,175,200)
Operating loss	(15,910,747)	(31,778,635)	(47,689,382)
Nonoperating Revenues (Expenses)			
Jurisdictional contributions	-	12,025,284	12,025,284
Commonwealth of Virginia grants	6,773,121	-	6,773,121
Federal grants	19,958,817	-	19,958,817
Regional transportation funding	-	97,253	97,253
Commuter Rail Operating and Capital (C-ROC) Fund	-	10,030,038	10,030,038
Investment income	662,032	935,536	1,597,568
Pass-through grants - member jurisdictions	(74,299)	-	(74,299)
Interest, amortization and other nonoperating expenses, net	(11,237)	(249,819)	(261,056)
Other revenue	315,629	-	315,629
Total nonoperating revenues, net	27,624,063	22,838,292	50,462,355
Capital Grants and Assistance			
Commonwealth of Virginia grants	20,389,243	381,451	20,770,694
Federal grants	13,769,171	-	13,769,171
Regional transportation funding - NVT A	8,219,245	1,152,103	9,371,348
Contribution to NVTC	-	(2,617,357)	(2,617,357)
Total capital grants and assistance, net	42,377,659	(1,083,803)	41,293,856
Income (loss) before transfers and gain on disposal of assets	54,090,975	(10,024,146)	44,066,829
Transfers, net	(18,312,322)	18,312,322	-
Gain on Disposal of Assets	14,075	-	14,075
Change in net position	35,792,728	8,288,176	44,080,904
Net Position, beginning	78,219,072	215,353,189	293,572,261
Net Position, ending	\$ 114,011,800	\$ 223,641,365	\$ 337,653,165

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

STATEMENT OF CASH FLOWS Year Ended June 30, 2019

	Bus Service and Member Jurisdictions	Commuter Rail Service	Total
Cash Flows from Operating Activities			
Receipts from motor fuel tax	\$ 27,891,618	\$ -	\$ 27,891,618
Receipts from customers	10,202,289	22,573,877	32,776,166
Receipts from advertising	118,679	-	118,679
Payments to suppliers	(30,250,240)	(38,142,299)	(68,392,539)
Payments to member jurisdictions	(9,824,952)	-	(9,824,952)
Payments to employees	(5,808,090)	(6,996,624)	(12,804,714)
Net cash used in operating activities	(7,670,696)	(22,565,046)	(30,235,742)
Cash Flows from Capital and Related Financing Activities			
Interest payments on revenue bond	(56,576)	-	(56,576)
Principal payments on revenue bond	(230,000)	-	(230,000)
Principal payments on capital leases	-	(718,394)	(718,394)
Interest payments on capital leases	-	(255,258)	(255,258)
Proceeds from sale of assets	15,596	-	15,596
Insurance recoveries	20,000	-	20,000
Contribution to NVTC	-	(2,617,357)	(2,617,357)
Capital grants and assistance	51,633,704	-	51,633,704
Purchase of buses and related equipment	(24,068,517)	-	(24,068,517)
Acquisition of capital assets	(12,679,163)	(2,749,050)	(15,428,213)
Net cash provided by (used in) capital and related financing activities	14,635,044	(6,340,059)	8,294,985
Cash Flows from Noncapital Financing Activities			
Governmental subsidies	8,125,013	23,947,984	32,072,997
Interfund transfers	(18,010,126)	18,010,126	-
Payments for jurisdiction grant - related expenditures	(74,299)	-	(74,299)
Net cash provided by (used in) noncapital financing activities	(9,959,412)	41,958,110	31,998,698
Cash Flows From Investing Activities			
Investment income	662,032	951,708	1,613,740
Other revenues	315,629	-	315,629
Net cash provided by investing activities	977,661	951,708	1,929,369
Increase (decrease) in cash and cash equivalents	(2,017,403)	14,004,713	11,987,310
Cash and Cash Equivalents			
Beginning	34,477,304	32,023,669	66,500,973
Ending	\$ 32,459,901	\$ 46,028,382	\$ 78,488,283

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

STATEMENT OF CASH FLOWS (Continued) Year Ended June 30, 2019

	Bus Service and Member Jurisdictions	Commuter Rail Service	Total
Reconciliation of Operating Loss to Net Cash Used in Operating Activities			
Operating loss	\$ (15,910,747)	\$ (31,778,635)	\$ (47,689,382)
Adjustments to reconcile operating loss to net cash used in operating activities:			
Depreciation and amortization	7,903,798	9,271,402	17,175,200
Pension (benefit) expense	(71,971)	(104,719)	(176,690)
Other postemployment benefits expense	(25,528)	(7,470)	(32,998)
Changes in assets and liabilities:			
(Increase) decrease in:			
Due from other governments	(1,406,467)	-	(1,406,467)
Miscellaneous receivables	(187,335)	(128,585)	(315,920)
Prepaid expenses and other assets	(387,110)	(13,445)	(400,555)
Deferred outflows of resources - pension contributions	27,709	31,513	59,222
Deferred outflows of resources - other postemployment benefits contributions	401	(1,448)	(1,047)
Trade receivables	-	(242,169)	(242,169)
Inventory	-	239,122	239,122
Increase (decrease) in:			
Accounts payable and other liabilities	258,196	75,063	333,259
Accrued payroll and benefits	(682,580)	-	(682,580)
Due to other governments	2,876,122	-	2,876,122
Unearned revenue	(65,184)	94,325	29,141
Net cash used in operating activities	\$ (7,670,696)	\$ (22,565,046)	\$ (30,235,742)
Schedule of Noncash Capital Activities			
Capital assets acquired through:			
Accounts payable	\$ 3,324,235	\$ 963,136	\$ 4,287,371
Accrued expenses	-	391,236	391,236

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 1. Organization

The Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”) was created on June 19, 1986, as a public body corporate and politic under the provisions of Chapter 32, Article 2, Title 15.1, of the *Code of Virginia*, 1950, as amended, for the purpose of facilitating the planning and development of an improved transportation system. The transportation system is composed of transit facilities, public highways, and other modes of transportation required in order to promote orderly transportation into, within, and from the various contiguous counties and cities composing the Commission, and to secure the comfort, convenience, and safety of its citizens through joint action by those contiguous counties and cities. The Commission includes the counties of Prince William, Spotsylvania, and Stafford, as well as the cities of Fredericksburg, Manassas, and Manassas Park (collectively referred to as “member jurisdictions”). The Commission was created to manage and control the function, affairs, and property of PRTC.

The Commission has 17 members, including three from the General Assembly and one ex-officio representative from the Virginia Department of Rail and Public Transportation. The governing body of each member jurisdiction appoints, from among its members, its representatives to act as Commissioners. The composition of the Commission is as follows:

	Members	Represented Jurisdictions
Prince William County	6	1
Stafford County	2	1
Spotsylvania County	2	1
City of Manassas	1	1
City of Manassas Park	1	1
City of Fredericksburg	1	1
Commonwealth House of Delegates	2	1
Commonwealth Senate	1	1
Virginia Department of Rail and Public Transportation	1	-
	17	8

Each Commission member, including the Virginia Department of Rail and Public Transportation representative, is entitled to one vote in all matters requiring action by the Commission. A majority vote of the Commission members present and voting, and a majority of the jurisdictions represented are required to act. For purposes of determining the number of jurisdictions present, the Virginia Department of Rail and Public Transportation is not counted as a separate jurisdiction.

Member jurisdictions do not have an explicit equity interest in PRTC. Each jurisdiction controls PRTC’s use of the motor fuel tax proceeds from that jurisdiction.

Revenues of PRTC consist principally of a 2.1% motor fuel tax, farebox and passenger revenues, and federal and state grants. The fuel tax revenues represent a sales tax on retail sales of motor vehicle fuel levied by the Commonwealth of Virginia through its Department of Motor Vehicles. The Department of Motor Vehicles collects the tax and remits funds to PRTC monthly, after deducting its administrative costs. These funds are separately maintained by PRTC for the benefit of each member jurisdiction and are used to pay administrative costs of PRTC and transportation projects serving a particular jurisdiction.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 2. Summary of Significant Accounting Policies

The following summarizes PRTC's significant accounting policies:

Reporting entity: PRTC has considered its relationship with the member jurisdictions in establishing the appropriate reporting entity in terms of financial accountability and fiscal dependency. None of the member jurisdictions appoint a voting majority of the Commission. Although action by PRTC, including adoption of a budget and issuance of debt, requires approval of a majority of the member jurisdictions, each jurisdiction controls PRTC's use of its 2.1% motor fuel tax proceeds. PRTC is not fiscally dependent on one particular jurisdiction. Thus, PRTC does not consider itself a component unit of any government.

The Northern Virginia Transportation Commission ("NVTC") and PRTC reporting entities each include a portion of the financial activity of the joint venture Virginia Railway Express ("VRE") commuter rail service. Pursuant to a Master Agreement signed in 1989, NVTC and PRTC jointly (as the "Commissions") own and operate VRE. Assets for VRE operations have been purchased in the name of the Commissions and funded primarily by grants, loans or other financing arrangements for which one or both Commissions have served as grantee, issuer, borrower, or in other related capacities. VRE provides commuter rail service on two railroad lines originating in Fredericksburg and Manassas, Virginia and terminating at Union Station, Washington, D.C. The service uses existing tracks of the CSX Transportation Corporation ("CSX"), and the Norfolk Southern Railway Company, under respective operating access agreements. Trains are operated and maintained pursuant to an agreement between the Commissions and Keolis Rail Services Virginia, LLC, and Amtrak provides the Commissions with access to storage at Union Station and other services.

Basis of presentation: The accounting policies of PRTC conform to accounting principles generally accepted in the United States of America as applicable to enterprise funds of governmental units. While separate funds are maintained internally to account for each member jurisdiction's 2.1% motor fuel tax revenues, one combined enterprise fund (Bus Service and Member Jurisdictions Fund) is used for financial statement presentation. The activities of PRTC are similar to those of proprietary funds of local jurisdictions.

PRTC reports the following major enterprise funds:

Bus Service and Member Jurisdictions Fund: The Bus Service and Member Jurisdictions Fund accounts for operation and maintenance costs for PRTC bus service, financed by the 2.1% motor fuel tax, charges for services and operating and capital funding received from the Federal government and Commonwealth of Virginia. This fund also includes the 2.1% motor fuel tax activity for the PRTC member jurisdictions.

Commuter Rail Service Fund: The Commuter Rail Service Fund accounts for PRTC's portion of operation and maintenance costs for commuter rail service, financed by passenger charges and operating and capital funding received from jurisdictional contributions, the Federal government, Commonwealth of Virginia and regional grants.

Basis of accounting: Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to timing of the measurements made, regardless of the measurement focus applied. PRTC uses the accrual basis of accounting, where revenues are recognized when they are earned and expenses are recognized when they are incurred. Eliminations have been made to minimize the double counting of internal activities.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 2. Summary of Significant Accounting Policies (Continued)

Cash and investments in pooled funds, member jurisdictions: Cash and investments in pooled funds represent PRTC's share of the pooled cash and investments held by the State Treasurer's Local Government Investment Pool ("LGIP") for the benefit of the member jurisdictions. The LGIP holds and invests certain funds of PRTC on its behalf.

The Commission classifies as cash and cash equivalents amounts on deposit with banks and cash invested temporarily in various instruments with maturities of three months or less at time of purchase.

Restricted assets: Restricted assets represent funds designated for specific purposes.

Restricted cash and investments in pooled funds – member jurisdictions of \$19,467,692 at June 30, 2019 for the Bus Service and Member Jurisdictions Fund are comprised of funds related to the 2.1% motor fuel tax revenue received on behalf of the Member Jurisdictions to be used for transit related projects.

Restricted cash, cash equivalents and investments of \$5,824,191 at June 30, 2019 for the Commuter Rail Service Fund are comprised of funds related to the balance in the Liability Insurance Plan, a small liability claims account, and funds related to a property transfer with restricted future uses.

Allowance for uncollectible accounts: The allowance for uncollectible accounts is calculated by using historical collection data and specific account analysis. The allowance was approximately \$113,000 at June 30, 2019.

Inventory: An inventory of spare parts for rail rolling stock has been purchased and is maintained and managed at the Commissions' warehouse located at the Crossroads yard. Inventory is stated at cost, which approximates market, and is valued using the first-in, first-out method.

Prepaid expenses: Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid expenses in the financial statements using the consumption method.

Deferred outflows/inflows of resources: In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expenditure) until then. PRTC currently has items related to the pension plan and other postemployment benefits (OPEB) – Group Life Insurance Program (GLI) that qualify for reporting in this category. See Notes 13 and 14 for details regarding these items.

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. PRTC currently has items related to the pension plan and GLI - OPEB that qualify for reporting in this category. See Notes 13 and 14 for details regarding these items.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 2. Summary of Significant Accounting Policies (Continued)

Capital assets: Capital assets are stated at historical cost. Capital assets are defined by PRTC for the Bus Service and Member Jurisdictions Fund as tangible assets with an initial, individual cost of more than \$5,000 or intangible assets costing more than \$25,000 with an estimated useful life in excess of one year. Donated capital assets are recorded at estimated fair market value at the date of donation. The Commuter Rail Service Fund capitalizes assets that have an initial cost of \$5,000 or more per unit and a useable life of two or more years, with the exception of software purchases, which are only capitalized if the initial cost is \$15,000 or more.

Depreciation and amortization of all exhaustible equipment and buildings is charged as an expense against operations using the straight-line method over the following estimated useful lives:

Buses and related equipment	2 - 12 years
Rail rolling stock	8 - 25 years
Buildings and improvements	5 - 30 years
Site improvements	5 - 20 years
Bus shelters	5 years
Vehicles	5 years
Facilities	30 - 40 years
Track and signal improvements	30 years
Furniture, equipment, and software	2 - 15 years
Equity in property of others	3 - 35 years

When, in the opinion of management, certain assets are impaired, any estimated decline in value is accounted for as a non-operating expense. There were no impaired assets as of June 30, 2019.

Compensated absences: Employees are granted annual and sick leave based on years of service. Employees with less than ten years of service may carry over a total of 225 hours of annual leave from year to year, while those with more than ten years may carry over 300 hours of annual leave. Excess annual leave may convert to sick leave or may be paid out with the approval of the Executive Director or Commuter Rail Service Chief Executive Officer. In the event of termination, an employee is reimbursed in full for accumulated annual leave.

Employees may accumulate sick leave without limitation. Employees who separate in good standing after five or more years of service will be paid for 25 percent of their sick leave credit in excess of 450 hours. Certain employees may accumulate compensatory leave for overtime worked and is payable upon termination of employment.

Compensated absences are accrued when incurred. The liability for compensated absences is included in the accompanying financial statements as both a current and noncurrent liability.

Long-term obligations: Bond premiums are deferred and amortized over the life of the bond using the straight-line method.

Pensions: For purposes of measuring the net pension asset or liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Virginia Retirement System (VRS) PRTC's Retirement Plan and the additions to/deductions from the VRS PRTC's Retirement Plan net fiduciary position have been determined on the same basis as they were reported by VRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 2. Summary of Significant Accounting Policies (Continued)

Group life insurance program (GLI): The VRS GLI is a multiple employer, cost-sharing OPEB plan. It provides coverage to state employees, teachers, and employees of participating political subdivisions. The GLI was established pursuant to Section 51.1-500 et seq. of the *Code of Virginia*, as amended, and which provides the authority under which benefit terms are established or may be amended. The GLI is a defined benefit plan that provides a basic GLI benefit for employees of participating employers. For purposes of measuring the net GLI OPEB liability, deferred outflows of resources and deferred inflows of resources related to the GLI OPEB, and GLI OPEB expense, information about the fiduciary net position of the VRS GLI OPEB and the additions to/deductions from the VRS GLI OPEB's net fiduciary position have been determined on the same basis as they were reported by VRS. In addition, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Net position: Net position represents the difference between assets, deferred outflows of resources, liabilities, and deferred inflows of resources. The net position caption "net investment in capital assets" consists of capital assets, net of accumulated depreciation and amortization, reduced by outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. Net investment in capital assets excludes unspent debt proceeds. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by PRTC or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

PRTC first applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

Revenue recognition: Intergovernmental revenues, consisting primarily of Federal and Commonwealth of Virginia grants, designated for payment of specific expenses, are recognized at the time the expenses are incurred. Capital grants and assistance are recognized as additions are made to capital assets and operating resources are included in the Statement of Revenues, Expenses and Changes in Net Position when expended.

Operating revenues and expenses: Operating revenues are generated from activities related to providing public transportation services to users. Operating revenues include 2.1% motor fuel tax revenues, farebox and passenger revenues, and advertising revenues. Nonoperating revenues include jurisdictional contributions, federal and state grants and investment income.

Operating expenses are incurred for activities related to providing public transportation services to users. Operating expenses include direct transportation expenses and general and administrative expenses. Nonoperating expenses include interest expense.

Statement of cash flows: For purposes of reporting cash flows, cash and cash equivalents include cash on hand, demand deposits, pooled funds, money market funds, overnight repurchase agreements, and U.S. Government agency obligations having an original maturity of three months or less.

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

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 2. Summary of Significant Accounting Policies (Continued)

Inter-fund transfers: Transactions among the Commission's funds would be treated as revenues and expenditures or expenses if they involved organizations external to the Commission are accounted for as revenues and expenditures or expenses in funds involved.

Transactions, which constitute reimbursements to a fund for expenditures initially made from it, which are properly applicable to another fund, are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the reimbursed fund.

Transactions, which constitute the transfer of resources from a fund receiving revenues to a fund through which the revenues are to be expended, are separately reported in the respective funds' operating statements.

Subsequent events: The Commission has evaluated subsequent events through November 21, 2019, which was the date the financial statements were available to be issued.

Note 3. Cash and Investments

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

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

The Commission has investments in the LGIP and Federated Government Obligations Fund (FG), which are professionally managed money market funds that invest in qualifying obligations and securities as permitted by state statutes. Pursuant to Section 2.2-4605 *Code of Virginia*, the Treasury Board of the Commonwealth sponsors the LGIP and has delegated certain functions to the State Treasurer. The LGIP reports to the Treasury Board at their regularly scheduled monthly meetings. PRTC's investments in the LGIP are stated at amortized cost and classified as cash and cash equivalents. The LGIP and FG have been assigned an "AAAm" rating by Standard & Poor's. The maturity of the LGIP and FG is less than one year.

The Commonwealth of Virginia Department of the Treasury manages PRTC's Insurance Trust. State statutes govern the portion of assets invested in the Commonwealth's pooled accounts, while the remainder is invested by an external portfolio manager. At June 30, 2019, PRTC had \$5,235,935 invested in the Insurance Trust.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 3. Cash and Investments (Continued)

Interest Rate Risk

Interest rate risk is defined as the risk that changes in interest rates will adversely affect the fair value of an investment if the investment is held for a long period of time. Interest rate risk does not apply to the LGIP since it is an external investment pool classified in accordance with Governmental Accounting Standards Board (GASB) Statement No. 79.

As of June 30, 2019, the carrying values and maturity of investments were as follows:

	Bus Service and Member Jurisdictions	Commuter Rail Service	Total	Fair Value	Maturities Less Than One Year
Sweep Account	\$ 13,011,000	\$ -	\$ 13,011,000	\$ 13,011,000	\$ 13,011,000
LGIP	-	38,109,029	38,109,029	38,109,029	38,109,029
	13,011,000	38,109,029	51,120,029	51,120,029	51,120,029
Restricted:					
Insurance trust fund -					
pooled funds	-	5,235,935	5,235,935	5,235,935	5,235,935
LGIP	19,467,692	588,256	20,055,948	20,055,948	20,055,948
	19,467,692	5,824,191	25,291,883	25,291,883	25,291,883
	\$ 32,478,692	\$ 43,933,220	\$ 76,411,912	\$ 76,411,912	\$ 76,411,912

The Commission categorizes its fair value measurements within the fair value hierarchy established by accounting principles generally accepted in the United States of America. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

The Commission has the following recurring fair value measurement as of June 30, 2019:

- Sweep Account of \$13,011,000 is valued using quoted market prices (Level 2 inputs).

PRTC has adopted a formal investment policy. The policy specifies eligible and ineligible investments; diversification requirements; maximum length of time for various types of investments; and the process for purchasing securities.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 3. Cash and Investments (Continued)

PRTC's investment policy establishes the maximum percentages of the portfolio permitted on each of the following instruments:

Authorized Investments

Authorized investments for public funds are set forth in Chapter 18, Sections 2.1-327 to 2.1-329.1 of the *Code of Virginia*. The following are included on the list of authorized investments:

1. Obligations issued or guaranteed by the U.S. Government, an agency thereof, or U.S. Government sponsored corporation.
2. Certificates of deposit and time deposits in any of Virginia's qualified public depositories federally insured to the maximum extent possible and collateralized under the Virginia Security for Public Deposits Act.
3. Repurchase agreements collateralized by U.S. Treasury/agency securities.
4. Bankers' acceptances from "prime quality" major U.S. banks and domestic offices of international banks.
5. "Prime quality" commercial paper issued by domestic corporations.
6. Short-term corporate notes and/or bank notes of domestic corporations/banks.
7. The LGIP as established by the Virginia Department of the Treasury.

Diversification

Diversification of investments by security type and by issuer will be consistent with the following guidelines:

1. The portfolio will be diversified with not more than 5% of the value of the investment pool's assets invested in the securities of any single issuer. This limitation will not apply to securities of the U.S. Government or agency thereof, government sponsored corporation securities, or fully insured and/or collateralized certificates of deposit.
2. The Bus Service and Member Jurisdiction Fund investment policy establishes the maximum percentages of the portfolio permitted in each of the following instruments:

LGIP	100% maximum
U.S. Treasury and Agency Securities	100% maximum
Certificates of Deposit	25% maximum
Repurchase Agreements	50% maximum
Bankers' Acceptances	40% maximum
Commercial Paper	35% maximum
Corporate Notes and Bank Notes	25% maximum

The Commuter Rail Service Fund's investment policy provides limitations on the percentage of the portfolio that can be invested in each type of security, as indicated in the following chart.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 3. Cash and Investments (Continued)

The limitations provided in the investment policy for maximum maturity and the percentages of the portfolio permitted for each category of investments are as follows:

Investment	Length of Maturity	Percent Allowed
Bonds, notes, and other evidence of indebtedness of the United States	60 months or less	100%
Bonds, notes, and other evidence of indebtedness of the Commonwealth of Virginia	60 months or less	100%
Bonds, notes, and other evidence of indebtedness of any county, city, town, district, authority, or other public body of the Commonwealth of Virginia	36 months or less	100%
Bonds and notes of FNMA and FHLB	36 months or less	75%
Savings accounts or CD's of any bank or savings and loan association within the Commonwealth of Virginia	12 months or less	20%
Money market mutual funds	13 months or less	60%
Repurchase agreements	24 months or less	20%
Bankers' acceptances	24 months or less	10%
Prime Quality Commercial Paper (no more than 5% from one issuer)	270 days or less	35%
High Quality Corporate Notes	24 months or less	50%
Certificates representing ownership in treasury bond principal	24 months or less	50%
LGIP	N/A	100%
Negotiable CD's and negotiable bank deposit notes	24 months or less	25%

Funds are held in the LGIP for the benefit of the various member jurisdictions as follows:

	Bus Service and Member Jurisdictions
Stafford County	\$ 4,753,986
Prince William County	6,251,698
City of Manassas	555,743
City of Manassas Park	2,700,124
City of Fredericksburg	1,250,750
Spotsylvania County	3,955,391
	<u>\$ 19,467,692</u>

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 4. Due To/From Other Governments

Amounts due from other governments are as follows:

	Bus Service and Member Jurisdictions
Virginia Department of Motor Vehicles - motor fuel tax receipts	\$ 5,509,093
Virginia Department of Rail and Public Transportation	3,551,035
Federal Transit Administration	20,849,530
Washington Metropolitan Area Transit Authority	1,456,721
Northern Virginia Transportation Authority	3,612,956
Virginia Department of Transportation	34,793
Northern Virginia Transportation Commission	216,269
Prince William County	3,851
Metropolitan Washington Council of Governments	14,606
City of Manassas	2,170
	<hr/>
	\$ 35,251,024

Amounts due to other governments are as follows:

	Bus Service and Member Jurisdictions
Spotsylvania County	\$ 3,032,407
Virginia Department of Rail and Public Transportation	3,740
	<hr/>
	\$ 3,036,147

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 5. Capital Assets

Changes in capital assets for the year ended June 30, 2019 are as follows:

	Balance July 1, 2018	Increases	Decreases	Transfers	Balance June 30, 2019
Capital assets not being depreciated or amortized:					
Land	\$ 6,639,270	\$ -	\$ -	\$ -	\$ 6,639,270
Construction in progress	17,086,329	18,846,383	-	(2,139,225)	33,793,487
Total capital assets not being depreciated or amortized	23,725,599	18,846,383	-	(2,139,225)	40,432,757
Capital assets being depreciated and amortized:					
Buses and related equipment	77,998,888	24,304,860	(5,929,070)	-	96,374,678
Rail rolling stock	142,639,959	-	-	-	142,639,959
Buildings	8,052,341	-	-	-	8,052,341
Building improvements	4,067,332	303,306	(22,662)	-	4,347,976
Site improvements	1,430,513	-	-	-	1,430,513
Bus shelters	1,491,530	31,947	(33,316)	22,142	1,512,303
Vehicles	201,653	14,259	-	-	215,912
Furniture and equipment	2,513,229	26,969	(127,520)	-	2,412,678
Software and easement	3,920,724	161,095	(167,529)	-	3,914,290
Facilities	52,967,852	4,098	-	1,953,944	54,925,894
Track and signal improvements	41,717,264	-	-	-	41,717,264
Furniture, equipment and software	8,918,939	13,202	(4,989)	163,139	9,090,291
Equity in property of others	2,893,643	-	-	-	2,893,643
Total capital assets being depreciated and amortized	348,813,867	24,859,736	(6,285,086)	2,139,225	369,527,742
Less accumulated depreciation and amortization for:					
Buses and related equipment	58,235,731	6,108,364	(5,929,070)	-	58,415,025
Rail rolling stock	40,967,663	5,800,441	-	-	46,768,104
Buildings	5,501,482	268,512	-	-	5,769,994
Building improvements	2,255,180	258,724	(21,141)	-	2,492,763
Site improvements	638,272	69,577	-	-	707,849
Bus shelters	1,296,438	108,649	(33,316)	-	1,371,771
Vehicles	112,346	28,354	-	-	140,700
Furniture and equipment	1,214,485	437,493	(127,519)	-	1,524,459
Software and easement	2,035,898	637,255	(167,529)	-	2,505,624
Facilities	20,762,724	1,622,280	-	-	22,385,004
Track and signal improvements	14,688,779	1,408,354	-	-	16,097,133
Furniture, equipment and software	8,101,069	344,900	(4,989)	-	8,440,980
Equity in property of others	1,901,956	82,297	-	-	1,984,253
Total accumulated depreciation and amortization	157,712,023	17,175,200	(6,283,564)	-	168,603,659
Total capital assets being depreciated and amortized, net	191,101,844	7,684,536	(1,522)	2,139,225	200,924,083
Total capital assets, net	\$ 214,827,443	\$ 26,530,919	\$ (1,522)	\$ -	\$ 241,356,840

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 6. Long-Term Liabilities

Revenue Bond

\$2,335,000, Series 2012 Revenue Bond, due in annual installments of \$245,000 to \$285,000 through October 2022, plus interest at 4.82% to 4.83%

\$ 1,065,000

Mandatory debt service requirements consist of the following:

Year Ending June 30,	Principal	Interest	Total Required
2020	\$ 245,000	\$ 45,428	\$ 290,428
2021	260,000	33,263	293,263
2022	275,000	20,378	295,378
2023	285,000	6,878	291,878
	<u>\$ 1,065,000</u>	<u>\$ 105,947</u>	<u>\$ 1,170,947</u>

Capitalized Lease - Gallery IV (11 cars)

	Total	PRTC Reporting Entity
\$25,100,000 capitalized lease obligation (PRTC reporting entity, \$12,550,000); \$965,679 due semi-annually (PRTC reporting entity, \$482,840), interest at 4.59%, maturing in 2025, collateralized with Gallery IV railcars with a carrying value of \$14,072,353 (PRTC reporting entity, \$7,036,177)	<u>\$ 10,029,785</u>	<u>\$ 5,014,893</u>

Future minimum lease payments as of June 30, 2019 are as follows:

Year(s) Ending June 30,	Total	PRTC Reporting Entity
2020	\$ 1,931,357	\$ 965,679
2021	1,931,357	965,679
2022	1,931,357	965,679
2023	1,931,357	965,679
2024	1,931,357	965,678
Thereafter	1,931,357	965,678
Total minimum lease payments	11,588,142	5,794,072
Less amount representing interest	<u>1,558,357</u>	<u>779,179</u>
Present value of lease payments	<u>\$ 10,029,785</u>	<u>\$ 5,014,893</u>

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 6. Long-Term Liabilities (Continued)

Capitalized Leases – Copiers

	Total	PRTC Reporting Entity
\$63,450 capitalized lease obligations; \$1,329 due monthly, interest at 9.39%, maturing in 2020; collateralized with two multifunction copiers with a carrying value of \$0 (PRTC reporting entity, \$0)	\$ 2,628	\$ 1,314

Future minimum lease payments as of June 30, 2019 are as follows:

Year Ending June 30,	Total	PRTC Reporting Entity
2020	\$ 2,658	\$ 1,329
Less amount representing interest	30	15
Present value of lease payments	\$ 2,628	\$ 1,314

The following is a summary of long-term liability activity for the year ended June 30, 2019:

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
Revenue bond	\$ 1,295,000	\$ -	\$ 230,000	\$ 1,065,000	\$ 245,000
Unamortized premium	181,546	-	42,717	138,829	-
Capital leases	5,734,601	-	718,394	5,016,207	745,249
	\$ 7,211,147	\$ -	\$ 991,111	\$ 6,220,036	\$ 990,249

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 7. Net Position

Restricted net position represents net assets subject to restrictions beyond PRTC's control. Following is a summary of the components of restricted net position as of June 30, 2019:

	Bus Service and Member Jurisdictions	Commuter Rail Service	Total
Cash and investments	\$ 19,467,692	\$ 27,875	\$ 19,495,567
Due from other governments, net	2,476,686	-	2,476,686
Grants and contributions	-	560,381	560,381
Cash and investments - insurance trust fund	-	5,235,935	5,235,935
	<u>\$ 21,944,378</u>	<u>\$ 5,824,191</u>	<u>\$ 27,768,569</u>

Unrestricted net position consists of the following as of June 30, 2019:

	Bus Service and Member Jurisdictions	Commuter Rail Service	Total
Designation of unrestricted net assets:			
Carry forward to support future years' budgets	\$ 5,975,000	\$ -	\$ 5,975,000
Local match for federal/state grants	1,265,688	-	1,265,688
Total designations	<u>7,240,688</u>	<u>-</u>	<u>7,240,688</u>
Undesignated unrestricted net position	<u>15,672,238</u>	<u>51,834,867</u>	<u>67,507,105</u>
Total unrestricted net position	<u>\$ 22,912,926</u>	<u>\$ 51,834,867</u>	<u>\$ 74,747,793</u>

Note 8. Joint Venture – Virginia Railway Express

The NVTC reporting entity and the PRTC reporting entity contain their respective shares of the financial activity of the VRE joint venture. In order to present a full and accurate picture of VRE operations, all financial transactions related to the commuter rail program are combined in a separate set of financial statements. These audited financial statements can be obtained from the Director of Finance and Administration of PRTC at 14700 Potomac Mills Road, Woodbridge, Virginia 22192.

Assets owned by the Commissions for the VRE operations have been funded by a variety of sources including federal assistance with PRTC as grantee, Commonwealth of Virginia assistance with NVTC-VRE as grantee, local contributions, and various loans and other financing arrangements for which one or both Commissions have served as issuer, borrower, or in other related capacities.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 8. Joint Venture – Virginia Railway Express (Continued)

The federal grant agreements control the use and disposal of property acquired with federal grant funds. If property is removed from service prior to the end of its useful life, the grant recipient may be required to return to the grantor agency the federal assistance expended on that property. In addition, permission of the grantor agency is required if property is disposed of prior to the end of its useful life or at any time for an amount in excess of \$5,000.

The Master Agreement for the use of Commonwealth of Virginia Transportation Funds controls the use and disposal of property acquired with state grant funds. If any project equipment are not used for the purpose for which they were purchased for the duration of their useful lives, the Commonwealth has the option of requiring the grantee to relinquish title to the project equipment or remit an amount equal to the proportional share of the fair market value based upon the ratio of participation by the state. For facilities, the Commonwealth requires an amount equal to the proportional share of fair market value based upon the ratio of participation by the state be remitted.

Pursuant to a Master Agreement signed in 1989, the Commissions own and operate VRE. VRE provides commuter rail service on two railroad lines originating in Fredericksburg and Manassas, Virginia and terminating at Union Station, Washington, D.C. The service uses existing track of the CSX Transportation Corporation ("CSX"), and the Norfolk Southern Railway Company, under respective operating access agreements. Trains are operated and maintained pursuant to an agreement between the Commissions and Keolis Rail Services Virginia, LLC, and Amtrak provides the Commissions with access to storage at Union Station and other services.

VRE is managed by the Commissions. Certain functions have been delegated to the VRE Operations Board, which consists of representatives of all contributing and participating jurisdictions and one representative of the Commonwealth of Virginia's Department of Rail and Public Transportation. The system is not currently configured for fare revenues alone to produce positive operating income. In addition to fares, the project is financed with proceeds from the Commuter Rail Revenue Bonds, a federal loan (refinanced in fiscal year 2018 to a bond), a lease financing, Federal and Commonwealth of Virginia grants, Northern Virginia Transportation Authority (NVTA) regional grants and jurisdictional contributions apportioned through a formula based on ridership, supplemented by voluntary donations from contributing jurisdictions. Grants and contributions fund both operations and capital projects. Participating jurisdictions include the counties of Fairfax, Prince William, Spotsylvania, and Stafford; and the cities of Manassas, Manassas Park, and Fredericksburg, Virginia. Contributing jurisdictions include Arlington County and the City of Alexandria, Virginia.

In July 2007, the Commissions adopted amendments to the VRE Master Agreement that expanded the Operations Board to include all member jurisdictions and provided for board representation proportionate to system ridership, and weighted voting proportionate to jurisdictional subsidy. In addition, the amendments apportioned jurisdictional subsidies on system ridership only, rather than the former 90% system ridership and 10% population formula. The amendment to the subsidy formula was phased in over four years, beginning in fiscal year 2008. The amendments also allowed for greater autonomy for the Operations Board, with progressively more decisions made by the Board without referral to PRTC and NVTC.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 8. Joint Venture – Virginia Railway Express (Continued)

Financial information from VRE's fiscal year 2019 audited financial statements is shown below.

VIRGINIA RAILWAY EXPRESS STATEMENT OF NET POSITION June 30, 2019

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	
Current Assets	
Cash and cash equivalents	\$ 75,278,280
Accounts receivable:	
Due from PRTC	13,690,788
Commonwealth of Virginia grants	8,033,524
Commuter Rail Operating and Capital (C-ROC) Fund	3,750,000
Trade receivables, net of allowance for doubtful accounts	3,136,008
Other receivables	2,344,239
Inventory	2,846,838
Prepaid expenses and other	174,015
Restricted cash, cash equivalents and investments	13,677,765
Total current assets	122,931,457
Noncurrent Assets	
Pension asset	320,509
Capital assets (net of \$191,424,304 accumulated depreciation and amortization)	341,997,029
Total noncurrent assets	342,317,538
Total assets	465,248,995
Deferred Outflows of Resources	
Loss on refunding	424,280
Pension plan	340,985
Other postemployment benefits	75,650
Total deferred outflows of resources	840,915
Total assets and deferred outflows of resources	\$ 466,089,910
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	
Current Liabilities	
Accounts payable and accrued liabilities	\$ 8,901,137
Unearned revenue	1,877,011
Current portion of:	
Capital lease obligations	1,490,497
Bonds payable	2,240,000
Total current liabilities	14,508,645
Noncurrent Liabilities	
Other postemployment benefits	431,852
Capital lease obligations	8,541,916
Bonds payable	47,594,689
Compensated absences	596,091
Total noncurrent liabilities	57,164,548
Total liabilities	71,673,193
Deferred Inflows of Resources	
Pension plan	174,477
Other postemployment benefits	39,592
Total deferred inflows of resources	214,069
Net Position	
Net investment in capital assets	282,554,207
Restricted for liability insurance plan	10,527,621
Restricted for debt service	2,029,382
Restricted grants or contributions	1,120,762
Unrestricted assets	97,970,676
Total net position	394,202,648
Total liabilities, deferred inflows of resources and net position	\$ 466,089,910

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 8. Joint Venture – Virginia Railway Express (Continued)

VIRGINIA RAILWAY EXPRESS STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION Year Ended June 30, 2019

Operating Revenues	\$ 42,304,835
Operating Expenses	<u>77,681,532</u>
Operating loss before depreciation and amortization	(35,376,697)
Depreciation and Amortization	<u>(18,542,805)</u>
Operating loss	<u>(53,919,502)</u>
Nonoperating Revenues (Expenses)	
Subsidies:	
Commonwealth of Virginia grants	17,447,509
Federal grants – with PRTC as grantee	15,229,460
Jurisdictional contributions	17,767,748
Commuter Rail Operating and Capital (C-ROC) Fund	15,000,000
Regional transportation funding (NVT A)	194,506
Interest income:	
Operating funds	1,360,241
Insurance trust	221,184
Commuter Rail Operating and Capital (C-ROC) Fund	117,075
Other restricted funds	63,483
Interest, amortization and other nonoperating expenses, net	<u>(2,188,383)</u>
Total nonoperating revenues, net	<u>65,212,823</u>
Capital Grants and Assistance	
Commonwealth of Virginia grants	1,417,527
Federal grants – with PRTC as grantee	3,541,398
Regional transportation funding (NVT A)	<u>2,304,206</u>
Total capital grants and assistance	<u>7,263,131</u>
Change in net position	18,556,452
Net Position, beginning of year	<u>375,646,196</u>
Net Position, ending	<u>\$ 394,202,648</u>

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 9. Direct Transportation Expenses

In addition to PRTC administrative costs, the member jurisdictions authorize disbursements from their respective 2.1% motor fuel tax revenues for transportation projects operating or originating within their jurisdiction. During the year ended June 30, 2019, amounts expended for joint and jurisdictional transportation projects consisted of:

	Bus Service and Member Jurisdictions
VRE support	\$ 5,391,539
Other jurisdictional projects	7,309,535
	<u>\$ 12,701,074</u>

VRE payments are made in accordance with operating and capital budgets prepared by VRE and adopted by its Operations Board.

Note 10. Risk Management and Liability Insurance Plan

PRTC and the VRE commuter rail operation is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Commercial insurance is purchased to address these risks, including workers' compensation and employee health and accidental insurance. The Virginia Department of Treasury, Division of Risk Management has established the terms of VRE's Commuter Rail Operations Liability Plan (the Insurance Plan). The Insurance Plan consists of a combination of self-insurance reserves and purchased insurance in amounts actuarially determined to meet the indemnification requirements of the Operating Access Agreements and the Purchase of Services Agreement and for liability and property coverage. The Commissions indemnify each of the railroads in an amount up to the passenger rail liability cap (currently at \$295,000,000) for any claims against persons or property associated with commuter rail operations. Settled claims have not exceeded commercial coverage during any of the past three fiscal years. The liability for incurred but not reported claims was approximately \$133,000 at June 30, 2019, of which \$66,500 was included in the PRTC reporting entity. PRTC is indemnified from risk related to its bus/bus facility issues by virtue of its contract with First Transit, the third-party bus services provider.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 10. Risk Management and Liability Insurance Plan (Continued)

The Division of Risk Management manages the Insurance Trust Fund pursuant to provisions of the Insurance Plan. Since November 2006, all plan assets have been invested in the Department of the Treasury common pool. Activity in the Insurance Trust Fund for the year ended June 30, 2019 was as follows:

	Total	PRTC Reporting Entity
Beginning balance, July 1, 2018	\$ 10,481,904	\$ 5,240,952
Contribution to reserves	3,700,000	1,850,000
Insurance premiums paid	(3,714,256)	(1,857,128)
Claims mitigation and losses incurred	(189,035)	(94,518)
Investment income	221,184	110,592
Actuarial and administrative charges	(27,927)	(13,963)
Ending balance, June 30, 2019	<u>\$ 10,471,870</u>	<u>\$ 5,235,935</u>

An actuarial study is performed annually to determine the adequacy of the Insurance Trust Fund for the risk retained and to determine the required contribution to reserves.

Note 11. Related Party Transactions

For the year ended June 30, 2019, expenses incurred for legal services provided by Prince William County were \$39,000.

Note 12. Deferred Compensation Benefits

PRTC offers a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan is available to all employees and permits them to defer a portion of their current salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are held in trust for the exclusive benefit of plan participants and/or beneficiaries. PRTC has the duty of due care that would be required of any prudent investor.

PRTC contributions to the deferred compensation plan for the year ended June 30, 2019 were \$16,925.

PRTC also offers a Governmental Money Purchase Plan (401a) to the Executive Director for deferred compensation purposes. PRTC contributions to the 401a for the year ended June 30, 2019 were \$6,162.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 13. Pension Plan

Name of Plan: Virginia Retirement System (VRS)
Identification of Plan: Agent Multiple-Employer Pension Plan
Administering Entity: Virginia Retirement System (System)

A. Plan Description

All full-time, salaried permanent employees of PRTC are automatically covered by VRS Retirement Plan upon employment. This plan is administered by the Virginia Retirement System (the System) along with plans for other employer groups in the Commonwealth of Virginia. Members earn one month of service credit for each month they are employed and for which they and their employer pay contributions to VRS. Members are eligible to purchase prior service, based on specific criteria as defined in the *Code of Virginia*, as amended. Eligible prior service that may be purchased includes prior public service, active military service, certain periods of leave, and previously refunded service.

The System administers three different benefit structures for covered employees – Plan 1, Plan 2, and Hybrid. Each of these benefit structures has a different eligibility criteria. The specific information for each plan and the eligibility for covered groups within each plan are set out in the table below:

PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
About Plan 1 Plan 1 is a defined benefit plan. The retirement benefit is based on a member's age, creditable service and average final compensation at retirement using a formula.	About Plan 2 Plan 2 is a defined benefit plan. The retirement benefit is based on a member's age, creditable service and average final compensation at retirement using a formula.	About the Hybrid Retirement Plan The Hybrid Retirement Plan combines the features of a defined benefit plan and a defined contribution plan. <ul style="list-style-type: none">•The defined benefit is based on a member's age, creditable service and average final compensation at retirement using a formula.•The benefit from the defined contribution component of the plan depends on the member and employer contributions made to the plan and the investment performance of those contributions.•In addition to the monthly benefit payment payable from the defined benefit plan at retirement, a member may start receiving distributions from the balance in the defined contribution account, reflecting the contributions, investment gains or losses, and any required fees.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 13. Pension Plan (Continued)

A. Plan Description (Continued)

PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
Eligible Members Employees are in Plan 1 if their membership date is before July 1, 2010, and they were vested as of January 1, 2013 and they have not taken a refund.	Eligible Members Employees are in Plan 2 if their membership date is on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013.	Eligible Members Employees are in the Hybrid Retirement Plan if their membership date is on or after January 1, 2014. This includes: <ul style="list-style-type: none"> • Political subdivision employees.* • Members in Plan 1 or Plan 2 who elected to opt into the plan during the election window held January 1 through April 30, 2014; the plan's effective date for opt-in members was July 1, 2014.
Hybrid Opt-In Election Non-hazardous duty covered Plan 1 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014.	Hybrid Opt-In Election Eligible Plan 2 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014.	*Non-Eligible Members Some employees are not eligible to participate in the Hybrid Retirement Plan. They include: <ul style="list-style-type: none"> • Political subdivision employees who are covered by enhanced benefits for hazardous duty employees
The Hybrid Retirement Plan's effective date for eligible Plan 1 members who opted in was July 1, 2014.	The Hybrid Retirement Plan's effective date for eligible Plan 2 members who opted in was July 1, 2014.	Those employees eligible for an optional retirement plan (ORP) must elect the ORP plan or the Hybrid Retirement Plan. If these members have prior service under Plan 1 or Plan 2, they are not eligible to elect the Hybrid Retirement Plan and must select Plan 1 or Plan 2 (as applicable) or ORP.
If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.	If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.	
Members who were eligible for an optional retirement plan (ORP) and had prior service under Plan 1 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 1 or ORP.	Members who were eligible for an optional retirement plan (ORP) and have prior service under Plan 2 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 2 or ORP.	

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 13. Pension Plan (Continued)

A. Plan Description (Continued)

PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
Retirement Contributions Employees contribute 5% of their compensation each month to their member contribution account through a pre-tax salary reduction. Member contributions are tax-deferred until they are withdrawn as part of a retirement benefit or as a refund. The employer makes a separate actuarially determined contribution to VRS for all covered employees. VRS invests both member and employer contributions to provide funding for the future benefit payment.	Retirement Contributions Same as Plan 1.	Retirement Contributions A member's retirement benefit is funded through mandatory and voluntary contributions made by the member and the employer to both the defined benefit and the defined contribution components of the plan. Mandatory contributions are based on a percentage of the employee's creditable compensation and are required from both the member and the employer. Additionally, members may choose to make voluntary contributions to the defined contribution component of the plan, and the employer is required to match those voluntary contributions according to specified percentages.
Creditable Service Creditable service includes active service. Members earn creditable service for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional creditable service the member was granted. A member's total creditable service is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit.	Creditable Service Same as Plan 1.	Creditable Service <u>Defined Benefit Component</u> Under the defined benefit component of the plan, creditable service includes active service. Members earn creditable service for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional creditable service the member was granted. A member's total creditable service is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit. <u>Defined Contribution Component</u> Under the defined contribution component, creditable service is used to determine vesting for the employer contribution portion of the plan.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 13. Pension Plan (Continued)

A. Plan Description (Continued)

PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
Vesting Vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members become vested when they have at least five years (60 months) of creditable service. Vesting means members are eligible to qualify for retirement if they meet the age and service requirements for their plan. Members also must be vested to receive a full refund of their member contribution account balance if they leave employment and request a refund. Members are always 100% vested in the contributions they make.	Vesting Same as Plan 1.	Vesting <u>Defined Benefit Component</u> Defined benefit vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members are vested under the defined benefit component of the Hybrid Retirement Plan when they reach five years (60 months) of creditable service. Plan 1 or Plan 2 members with at least five years (60 months) of creditable service who opted into the Hybrid Retirement Plan remain vested in the defined benefit component. <u>Defined Contribution Component</u> Defined contribution vesting refers to the minimum length of service a member needs to be eligible to withdraw the employer contributions from the defined contribution component of the plan. Members are always 100% vested in the contributions they make. Upon retirement or leaving covered employment, a member is eligible to withdraw a percentage of employer contributions to the defined contribution component of the plan, based on service. <ul style="list-style-type: none"> • After two years, a member is 50% vested and may withdraw 50% of employer contributions. • After three years, a member is 75% vested and may withdraw 75% of employer contributions. • After four or more years, a member is 100% vested and may withdraw 100% of employer contributions. Distribution is not required by law until age 70½.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 13. Pension Plan (Continued)

A. Plan Description (Continued)

PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
Calculating the Benefit The Basic Benefit is calculated based on a formula using the member's average final compensation, a retirement multiplier and total service credit at retirement. It is one of the benefit payout options available to a member at retirement. An early retirement reduction factor is applied to the Basic Benefit if the member retires with a reduced retirement benefit or selects a benefit payout option other than the Basic Benefit.	Calculating the Benefit See definition under Plan 1.	Calculating the Benefit <u>Defined Benefit Component</u> See definition under Plan 1 <u>Defined Contribution Component</u> The benefit is based on contributions made by the member and any matching contributions made by the employer, plus net investment earnings on those contributions.
Average Final Compensation A member's average final compensation is the average of the 36 consecutive months of highest compensation as a covered employee.	Average Final Compensation A member's average final compensation is the average of their 60 consecutive months of highest compensation as a covered employee.	Average Final Compensation Same as Plan 2. It is used in the retirement formula for the defined benefit component of the plan.
Service Retirement Multiplier The retirement multiplier is a factor used in the formula to determine a final retirement benefit. The retirement multiplier for non-hazardous duty members is 1.70%.	Service Retirement Multiplier Same as Plan 1 for service earned, purchased or granted prior to January 1, 2013. For non-hazardous duty members the retirement multiplier is 1.65% for creditable service earned, purchased or granted on or after January 1, 2013.	Service Retirement Multiplier <u>Defined Benefit Component</u> The retirement multiplier for the defined benefit component is 1.0%. For members who opted into the Hybrid Retirement Plan from Plan 1 or Plan 2, the applicable multipliers for those plans will be used to calculate the retirement benefit for service credited in those plans.
Normal Retirement Age Age 65.	Normal Retirement Age Normal Social Security retirement age.	Normal Retirement Age <u>Defined Benefit Component</u> Same as Plan 2. <u>Defined Contribution Component</u> Members are eligible to receive distributions upon leaving employment, subject to restrictions.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 13. Pension Plan (Continued)

A. Plan Description (Continued)

PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
Earliest Unreduced Retirement Eligibility Age 65 with at least five years (60 months) of creditable service or at age 50 with at least 30 years of creditable service.	Earliest Unreduced Retirement Eligibility Normal Social Security retirement age and have at least five years (60 months) of creditable service or when their age and service equal 90.	Earliest Unreduced Retirement Eligibility Defined Benefit Component Normal Social Security retirement age and have at least five years (60 months) of creditable service or when their age and service equal 90. Defined Contribution Component Members are eligible to receive distributions upon leaving employment, subject to restrictions.
Earliest Reduced Retirement Eligibility Age 55 with at least five years (60 months) of creditable service or age 50 with at least 10 years of creditable service.	Earliest Reduced Retirement Eligibility Age 60 with at least five years (60 months) of creditable service.	Earliest Reduced Retirement Eligibility Defined Benefit Component Age 60 with at least five years (60 months) of creditable service. Defined Contribution Component Members are eligible to receive distributions upon leaving employment, subject to restrictions.
Cost-of-Living Adjustment (COLA) in Retirement The Cost-of-Living Adjustment (COLA) matches the first 3% increase in the Consumer Price Index for all Urban Consumers (CPI-U) and half of any additional increase (up to 4%) up to a maximum COLA of 5%. Eligibility: For members who retire with an unreduced benefit or with a reduced benefit with at least 20 years of creditable service, the COLA will go into effect on July 1 after one full calendar year from the retirement date. For members who retire with a reduced benefit and who have less than 20 years of creditable service, the COLA will go into effect on July 1 after one calendar year following the unreduced retirement eligibility date.	Cost-of-Living Adjustment (COLA) in Retirement The Cost-of-Living Adjustment (COLA) matches the first 2% increase in the Consumer Price Index for all Urban Consumers (CPI-U) and half of any additional increase (up to 2%), for a maximum COLA of 3%. Eligibility: Same as Plan 1.	Cost-of-Living Adjustment (COLA) in Retirement Defined Benefit Component Same as Plan 2. Defined Contribution Component Not applicable. Eligibility: Same as Plan 1 and Plan 2.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 13. Pension Plan (Continued)

A. Plan Description (Continued)

PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
Cost-of-Living Adjustment (COLA) in Retirement (Continued)	Cost-of-Living Adjustment (COLA) in Retirement (Continued)	Cost-of-Living Adjustment (COLA) in Retirement (Continued)
<p><u>Exceptions to COLA Effective Dates:</u></p> <p>The COLA is effective July 1 following one full calendar year (January 1 to December 31) under any of the following circumstances:</p> <ul style="list-style-type: none"> • The member is within five years of qualifying for an unreduced retirement benefit as of January 1, 2013. • The member retires on disability. • The member retires directly from short-term or long-term disability under the Virginia Sickness and Disability Program (VSDP). • The member is involuntarily separated from employment for causes other than job performance or misconduct and is eligible to retire under the Workforce Transition Act or the Transitional Benefits Program. • The member dies in service and the member's survivor or beneficiary is eligible for a monthly death-in-service benefit. The COLA will go into effect on July 1 following one full calendar year (January 1 to December 31) from the date the monthly benefit begins. 	<p><u>Exceptions to COLA Effective Dates:</u></p> <p>Same as Plan 1.</p>	<p><u>Exceptions to COLA Effective Dates:</u></p> <p>Same as Plan 1 and Plan 2.</p>
<p>Disability Coverage</p> <p>Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.7% on all service, regardless of when it was earned, purchased or granted.</p>	<p>Disability Coverage</p> <p>Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.65% on all service, regardless of when it was earned, purchased or granted.</p>	<p>Disability Coverage</p> <p>Eligible political subdivision (including Plan 1 and Plan 2 opt-ins) participate in the Virginia Local Disability Program (VLDP) unless their local governing body provides an employer-paid comparable program for its members.</p> <p>Hybrid members (including Plan 1 and Plan 2 opt-ins) covered under VLDP are subject to a one-year waiting period before becoming eligible for non-work related disability benefits.</p>

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 13. Pension Plan (Continued)

A. Plan Description (Continued)

PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
Purchase of Prior Service Members may be eligible to purchase service from previous public employment, active duty military service, an eligible period of leave or VRS refunded service as creditable service in their plan. Prior creditable service counts toward vesting, eligibility for retirement and the health insurance credit. Only active members are eligible to purchase prior service. Members also may be eligible to purchase periods of leave without pay.	Purchase of Prior Service Same as Plan 1.	Purchase of Prior Service <u>Defined Benefit Component</u> Same as Plan 1, with the following exceptions: <ul style="list-style-type: none">• Hybrid Retirement Plan members are ineligible for ported service. <u>Defined Contribution Component</u> Not applicable.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 13. Pension Plan (Continued)

B. Employees Covered by Benefit Terms

As of the June 30, 2017 actuarial valuation, the following employees were covered by the benefit terms of the pension plan:

	Number
Inactive members or their beneficiaries currently receiving benefits	23
Inactive members:	
Vested	17
Non-vested	26
Active elsewhere in VRS	9
Total inactive members	52
Active members	99
Total covered employees	174

C. Contributions

The contribution requirement for active employees is governed by Section 51.1-145 of the *Code of Virginia*, as amended, but may be impacted as a result of funding options provided to political subdivisions by the Virginia General Assembly. Employees are required to contribute 5.00% of their compensation toward their retirement.

PRTC's contractually required contribution rate for the year ended June 30, 2019 was 4.93% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2017.

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by an employee during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from PRTC were \$354,543 and \$413,760 for the years ended June 30, 2019 and 2018, respectively.

D. Net Pension (Asset) Liability

PRTC's net pension (asset) liability was measured as of June 30, 2018. The total pension liability used to calculate the net pension (asset) liability was determined by an actuarial valuation performed as of June 30, 2017, rolled forward to the measurement date of June 30, 2018.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 13. Pension Plan (Continued)

E. Actuarial Assumptions

The total pension liability for the Commission's retirement plan was based on an actuarial valuation as of June 30, 2017, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2018.

Inflation	2.5 percent
Salary increases, including inflation	3.5 percent – 5.35 percent
Investment rate of return	7.0 percent, net of pension plan investment expense, including inflation*

* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of pension liabilities.

Mortality Rates:	15% of deaths are assumed to be service related.
– Pre-retirement:	RP-2014 Employee Rates at age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.
– Post-retirement:	RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.
– Post-disablement:	RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (Pre-retirement, post-retirement healthy, and disabled)	Update to a more current mortality table – RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through nine years of service
Disability Rates	Lowered rates
Salary Scale	No change

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 13. Pension Plan (Continued)

F. Long-Term Expected Rate of Return

The long-term expected rate of return on pension System investments was determined using log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension System investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class (Strategy)	Target Allocation	Arithmetic Long-Term Expected Rate of Return	Weighted Average Long-Term Expected Rate of Return
Public Equity	40.00%	4.54%	1.82%
Fixed Income	15.00%	0.69%	0.10%
Credit Strategies	15.00%	3.96%	0.59%
Real Assets	15.00%	5.76%	0.86%
Private Equity	15.00%	9.53%	1.43%
Total	100.00%		4.80%
		Inflation	2.50%
		* Expected arithmetic nominal return	7.30%

* The above allocation provides a one-year return of 7.30%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the system, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 6.83%, including expected inflation of 2.50%.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 13. Pension Plan (Continued)

G. Discount Rate

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that System member contributions will be made per the VRS Statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Consistent with the phased-in funding provided by the General Assembly for state and teacher employer contributions; political subdivisions were also provided with an opportunity to use an alternate employer contribution rate. For the year ended June 30, 2018, the alternate rate was the employer contribution rate used in fiscal year 2012 or 90% of the actuarially determined employer contribution rate from the June 30, 2015, actuarial valuations, whichever was greater. From July 1, 2018 on, participating employers are assumed to continue to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

H. Changes in the Net Pension (Asset) Liability

	Total Pension Liability	Plan Fiduciary Net Position	Net Pension (Asset) Liability
Balance at June 30, 2017	\$ 16,411,809	\$ 16,921,826	\$ (510,017)
Changes for the year:			
Service cost	796,518	-	796,518
Interest	1,132,348	-	1,132,348
Difference between expected and actual experience	108,387	-	108,387
Contributions – employer	-	413,760	(413,760)
Contributions – employee	-	411,106	(411,106)
Net investment income	-	1,265,980	(1,265,980)
Benefit payments, including refunds of employee contributions	(470,829)	(470,829)	-
Administrative expense	-	(10,415)	10,415
Other changes	-	(1,150)	1,150
Net changes	1,566,424	1,608,452	(42,028)
Balance at June 30, 2018	\$ 17,978,233	\$ 18,530,278	\$ (552,045)

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 13. Pension Plan (Continued)

I. Sensitivity of the Net Pension (Asset) Liability to Changes in the Discount Rate

The following presents the net pension (asset) liability of the Commission, using the discount rate of 7.00%, as well as what the Commission's net pension (asset) liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.00%) or 1-percentage-point higher (8.00%) than the current rate:

	1% Decrease (6.00%)	Current Discount Rate (7.00%)	1% Increase (8.00%)
Plan's net pension (asset) liability	\$ 1,979,776	\$ (552,045)	\$ (2,644,302)

J. Pension Expense and Deferred Outflows and Inflows of Resources Related to Pensions

For the year ended June 30, 2019, the Commission recognized pension expense of \$237,069. The Commission also reported deferred outflows and inflows of resources from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 232,771	\$ -
Changes of assumptions	-	131,417
Net difference between projected and actual earnings on pension plan investments	-	169,103
Employer contributions subsequent to the measurement date	354,543	-
Total	\$ 587,314	\$ 300,520

The \$354,543 reported as deferred outflows of resources related to pensions resulting from PRTC's contributions subsequent to the measurement date will be recognized as a decrease of the net pension liability in the year ending June 30, 2020.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 13. Pension Plan (Continued)

J. Pension Expense and Deferred Outflows and Inflows of Resources Related to Pensions (Continued)

Other amounts reported as deferred outflows and (inflows) of resources related to pensions will be recognized in pension expense in future reporting periods as follows:

Year Ending June 30,	Amount
2020	\$ 91,120
2021	6,229
2022	(163,676)
2023	(1,422)
	<u>\$ (67,749)</u>

K. Pension Plan Data

Information about the VRS Political Subdivision Retirement Plan is also available in the separately issued VRS 2018 Comprehensive Annual Financial Report (CAFR). A copy of the 2018 VRS CAFR may be downloaded from the VRS website at <http://www.varetire.org/Pdf/Publications/2018-annual-report.pdf>, or by writing to the VRS Chief Financial Officer at P.O. Box 2500, Richmond, Virginia 23218-2500.

Note 14. Other Postemployment Benefits Plan – Group Life Insurance Program

A. Plan Description

All full-time, salaried permanent employees of PRTC are automatically covered by the VRS Group Life Insurance Program (GLI) upon employment. This plan is administered by the Virginia Retirement System (the System), along with pensions and other OPEB plans, for public employer groups in the Commonwealth of Virginia.

In addition to the Basic GLI benefit, members are also eligible to elect additional coverage for themselves as well as a spouse or dependent children through the Optional GLI program. For members who elect the optional GLI coverage, the insurer bills employers directly for the premiums. Employers deduct these premiums from the members' paychecks and pay the premiums to the insurer. Since this is a separate and fully insured program, it is not included as part of the GLI Program OPEB.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 14. Other Postemployment Benefits Plan – Group Life Insurance Program (Continued)

A. Plan Description (Continued)

The specific information for GLI Program OPEB, including eligibility, coverage and benefits is set out in the table below:

GROUP LIFE INSURANCE PROGRAM PLAN PROVISIONS
<p>Eligible Employees</p> <p>The GLI was established July 1, 1960, for state employees, teachers and employees of political subdivisions that elect the program.</p> <p>Basic GLI coverage is automatic upon employment. Coverage ends for employees who leave their position before retirement eligibility or who take a refund of their accumulated retirement member contributions and accrued interest.</p>
<p>Benefit Amounts</p> <p>The benefits payable under the GLI have several components.</p> <ul style="list-style-type: none">• Natural Death Benefit – The natural death benefit is equal to the employee's covered compensation rounded to the next highest thousand and then doubled.• Accidental Death Benefit – The accidental death benefit is double the natural death benefit.• Other Benefit Provisions – In addition to the basic natural and accidental death benefits, the program provides additional benefits provided under specific circumstances. These include:<ul style="list-style-type: none">○ Accidental dismemberment benefit○ Safety belt benefit○ Repatriation benefit○ Felonious assault benefit○ Accelerated death benefit option
<p>Reduction in Benefit Amounts</p> <p>The benefit amounts provided to members covered under the GLI are subject to a reduction factor. The benefit amount reduces by 25% on January 1 following one calendar year of separation. The benefit amount reduces by an additional 25% on each subsequent January 1 until it reaches 25% of its original value.</p>
<p>Minimum Benefit Amount and Cost-of-Living Adjustment (COLA)</p> <p>For covered members with at least 30 years of creditable service, there is a minimum benefit payable under GLI. The minimum benefit was set at \$8,000 by statute. This amount is increased annually based on the VRS Plan 2 COLA and was increased to \$8,279 effective July 1, 2018.</p>

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 14. Other Postemployment Benefits Plan – Group Life Insurance Program (Continued)

B. Contributions

The contribution requirements for the GLI are governed by Sections 51.1-506 and 51.1-508 of the *Code of Virginia*, as amended, but may be impacted as a result of funding provided to state agencies and school divisions by the Virginia General Assembly. The total rate for the GLI was 1.31% of covered employee compensation. This was allocated into an employee and an employer component using a 60/40 split. The employee component was 0.79% (1.31% X 60%) and the employer component was 0.52% (1.31% X 40%). Employers may elect to pay all or part of the employee contribution, however, the employer must pay all of the employer contribution. Each employer's contractually required employer contribution rate for the year ended June 30, 2019 was .52% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2017. The actuarially determined rate, when combined with employee contributions, was expected to finance the costs of benefits payable during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the GLI from PRTC were \$47,196 and \$46,151 for the years ended June 30, 2019 and June 30, 2018, respectively.

C. GLI OPEB Liabilities, GLI OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the Group Life Insurance Program OPEB

At June 30, 2019, PRTC reported a liability of \$709,000 for its proportionate share of the net GLI OPEB liability. The net GLI OPEB liability was measured as of June 30, 2018 and the total GLI OPEB liability used to calculate the net GLI OPEB liability was determined by an actuarial valuation as of that date. The covered employer's proportion of the net GLI OPEB liability was based on the covered employer's actuarially determined employer contributions to the GLI for the year ended June 30, 2018 relative to the total of the actuarially determined employer contributions for all participating employers. At June 30, 2018, the participating employer's proportion was \$46,174 or 0.04670% as compared to \$44,865 or 0.04678% at June 30, 2017.

For the year ended June 30, 2019, PRTC recognized GLI OPEB benefit of \$34,045. Since there was a change in the proportionate share between measurement dates, a portion of the GLI OPEB expense was related to deferred amounts from changes in proportion.

At June 30, 2019, the employer reported deferred outflows of resources and deferred inflows of resources related to the GLI OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Net difference between expected and actual experience	\$ 35,000	\$ 12,000
Changes of assumptions	-	30,000
Net difference between projected and actual earnings on GLI OPEB program investments	-	23,000
Changes in proportion	42,000	-
Employer contributions subsequent to the measurement date	47,196	-
Total	\$ 124,196	\$ 65,000

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 14. Other Postemployment Benefits Plan – Group Life Insurance Program (Continued)

C. GLI OPEB Liabilities, GLI OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the Group Life Insurance Program OPEB (Continued)

The \$47,196 reported as deferred outflows of resources related to the GLI OPEB resulting from the employer's contributions subsequent to the measurement date will be recognized as a reduction of the net GLI OPEB liability in the fiscal year ending June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the GLI OPEB will be recognized in the GLI OPEB expense in future reporting periods as follows:

Year Ending June 30,	Amount
2020	\$ (1,000)
2021	(1,000)
2022	(1,000)
2023	5,000
2024	8,000
Thereafter	2,000
	<u>\$ 12,000</u>

D. Actuarial Assumptions

The total GLI OPEB liability was based on an actuarial valuation as of June 30, 2017, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2018.

Inflation	2.5%
Salary increases, including inflation:	
Locality – general employees	3.5%-5.35%
Investment rate of return	7.0%, net of investment expenses, including inflation*

* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of the OPEB liabilities.

Mortality Rates – Non-Largest Ten Locality Employers – General Employees

Pre-Retirement: RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with Scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement: RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with Scale BB to 2020; males set forward three years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement: RP-2014 Disability Life Mortality Table projected with Scale BB to 2020; males set forward two years, 110% of rates; females 125% of rates.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 14. Other Postemployment Benefits Plan – Group Life Insurance Program (Continued)

D. Actuarial Assumptions (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table – RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change

E. Net GLI OPEB Liability

The net OPEB liability (NOL) for the GLI represents the program's total OPEB liability determined in accordance with GASB Statement No. 74, less the associated fiduciary net position. As of the measurement date of June 30, 2018, NOL amounts for the GLI is as follows (expressed in thousands):

	GLI OPEB Program
Total GLI OPEB liability	\$ 3,113,508
Plan fiduciary net position	1,594,773
Employers' net GLI OPEB liability	\$ 1,518,735

Plan fiduciary net position as a percentage of the total GLI OPEB liability 51.22%

The total GLI OPEB liability is calculated by the System's actuary, and each plan's fiduciary net position is reported in the System's financial statements. The net GLI OPEB liability is disclosed in accordance with the requirements of GASB Statement No. 74 in the System's notes to the financial statements and required supplementary information.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 14. Other Postemployment Benefits Plan – Group Life Insurance Program (Continued)

F. Long-Term Expected Rate of Return

The long-term expected rate of return on the System's investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of System's investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class (Strategy)	Target Allocation	Arithmetic Long-Term Expected Rate of Return	Weighted Average Long-Term Expected Rate of Return
Public Equity	40.00%	4.54%	1.82%
Fixed Income	15.00%	0.69%	0.10%
Credit Strategies	15.00%	3.96%	0.59%
Real Assets	15.00%	5.76%	0.86%
Private Equity	15.00%	9.53%	1.43%
Total	100.00%		4.80%
		Inflation	2.50%
		* Expected arithmetic nominal return	7.30%

* The above allocation provides a one-year return of 7.30%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the System, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 6.83%, including expected inflation of 2.50%.

G. Discount Rate

The discount rate used to measure the total GLI OPEB liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made per the VRS guidance and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Through the fiscal year ending June 30, 2018, the rate contributed by PRTC for the GLI OPEB will be subject to the portion of the VRS Board-certified rates that are funded by the Virginia General Assembly which was 100% of the actuarially determined contribution rate. From July 1, 2018 on, employers are assumed to continue to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the GLI OPEB's fiduciary net position was projected to be available to make all projected future benefit payments of eligible employees. Therefore, the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total GLI OPEB liability.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 14. Other Postemployment Benefits Plan – Group Life Insurance Program (Continued)

H. Sensitivity of PRTC's Proportionate Share of the Net OPEB Liability to Changes in the Discount Rate

The following presents PRTC's proportionate share of the net GLI OPEB liability using the discount rate of 7.00%, as well as what PRTC's proportionate share of the net GLI OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

	1% Decrease (6.00%)	Current Discount Rate (7.00%)	1% Increase (8.00%)
PRTC's proportionate share of the GLI net OPEB liability	\$ 927,000	\$ 709,000	\$ 532,000

I. GLI Fiduciary Net Position

Detailed information about the GLI's Fiduciary Net Position is available in the separately issued VRS 2018 Comprehensive Annual Financial Report (CAFR). A copy of the 2018 VRS CAFR may be downloaded from the VRS website at <http://www.varetire.org/Pdf/Publications/2018-annual-report.pdf>, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, Virginia, 23218-2500.

Note 15. Contingencies and Contractual Commitments

Fuel Contractual Commitments

PRTC entered into contracts in January and June 2019 to purchase fuel at set prices for delivery in July 2019 through June 2020. The total commitment is for 1,008,000 gallons of fuel at approximately \$1,923,800. The fuel will be used in the normal course of business and is not being purchased for resale.

Federal and State-Assisted Programs

The Commission has received proceeds from several federal and state grant programs. Periodic audits of these grants are required and certain costs may be questioned as not being appropriate expenditures under the grant agreements. Such audits could result in the refund of grant monies to the grantor agencies. Management believes that any required refunds will be immaterial. Based upon past experience, no provision has been made in the accompanying financial statements for the refund of grant monies.

A combination of federal and state grants and local funds are relied upon to finance a majority of PRTC contractual services and capital projects.

At June 30, 2019, there were disputes between VRE and certain vendors. The amounts of any settlements, should they occur, are not determinable at this time. However, such amounts are not expected to be material in relation to the recorded amounts.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 15. Contingencies and Contractual Commitments (Continued)

The Commissions have outstanding commitments for construction of facilities and equipment. A combination of Federal (with PRTC as grantee) and Commonwealth of Virginia grants (with NVTC – VRE as grantee) and local funds will be used to finance these capital projects. The following is a summary of the more significant contractual commitments, net of expenses incurred as of June 30, 2019:

Stations and parking lots	\$ 3,979,508
Rail rolling stock	6,650,353
Maintenance and layover yards	3,302,179
Track and signal improvements	102,601
Other administrative	451,160
	<hr/>
Total	\$ 14,485,801

Note 16. Operating Leases

Operating Access Agreements with the CSX and Norfolk Southern railroads provide the Commissions the right to use tracks owned by the railroads in the provision of commuter rail passenger service. These agreements require the Commissions to pay the railroads a monthly base fee and to reimburse the railroads for any incremental cost incurred by the railroads as a result of providing tracks for commuter rail service. For the year ended June 30, 2019, annual track usage fees totaled approximately \$9,875,000, of which \$5,333,000 is recognized by the PRTC reporting entity, and facility and other identified costs totaled approximately \$639,000, of which \$345,000 is recognized by the PRTC reporting entity.

The agreement between Amtrak and the Commissions for access to and storage of equipment at Union Station and mid-day services and electrical power became effective on July 1, 2015. For the year ended June 30, 2019, costs for track access and equipment storage totaled approximately \$6,597,000, of which \$3,563,000 was recognized by the PRTC reporting entity. Costs for mid-day maintenance, utility, and other services totaled approximately \$4,515,000, of which \$2,439,000 was recognized by the PRTC reporting entity. Cost adjustments will be made in fiscal year 2020 to reflect changes to various published cost indices and the number of trains that have access to and are stored and serviced at the terminal. After October 1, 2015, charges for terminal access are determined in accordance with the cost-sharing arrangement for the Northeast Corridor passenger rail infrastructure mandated by the Passenger Rail Investment and Improvement Act of 2008 (PRIIA).

The Commissions signed a contract with Keolis Rail Services Virginia, LLC for train operations and maintenance for a five year period beginning July 1, 2015. The cost of train operations and maintenance for the year ended June 30, 2019, based on an annual budget prepared in advance, was approximately \$22,512,000, of which \$12,159,000 is recognized by the PRTC reporting entity. Costs for fiscal year 2020 will be adjusted for service additions or deletions and annual changes to the Consumer Price Index.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 17. Interfund Transfers

	Bus Service and Member Jurisdictions	Commuter Rail Service	Total Transferred Out
Transfer from fund:			
Bus Service and Member Jurisdictions	\$ -	\$ 18,389,407	\$ 18,389,407
Commuter Rail Service	(77,085)	-	(77,085)
Total transferred in	\$ (77,085)	\$ 18,389,407	\$ 18,312,322

The transfer from the Commuter Rail Service Fund to the Bus Service and Member Jurisdictions Fund is for general administrative services related to grant activity performed by staff of the Bus Service and Member Jurisdictions Fund.

The transfer from the Bus Service and Member Jurisdictions Fund to the Commuter Rail Service Fund is for federal grant activity in which PRTC serves as grantee on behalf of VRE.

Note 18. Pending GASB Statements

At June 30, 2019, GASB had issued statements not yet implemented by PRTC. The statements which might impact PRTC are as follows:

GASB Statement No. 87, *Leases*, will increase the usefulness of PRTC's financial statements by requiring reporting of certain lease assets and liabilities and deferred inflows of resources for leases that previously were classified as operating leases. Statement No. 87 will be effective for fiscal years beginning after December 15, 2019.

GASB Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period*, will (1) enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period. Statement No. 89 will be effective for fiscal years beginning after December 15, 2019.

GASB Statement No. 90, *Majority Equity Interests*, is intended to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. Statement No. 90 will be effective for fiscal years beginning after December 15, 2018.

GASB Statement No. 91, *Conduit Debt Obligations*, will provide a single method of reporting conduit debt obligations by issuer and eliminate diversity in practice associated with (1) commitments extended by issuer, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. Statement No. 91 will be effective for fiscal years beginning after December 15, 2020.

PRTC has not yet determined the effect of these statements on its financial statements.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 19. Subsequent Events

In July 2019, the VRE Operations Board authorized the Chief Executive Officer to execute a contract with Simmons Machine Tool Corporation of Albany, New York, to fabricate, manufacture, install and test a Wheel Truing Machine for the Lifecycle Overhaul and Upgrade (LOU) Facility for a total amount not to exceed \$2,540,438, inclusive of contingency.

In July 2019, the VRE Operations Board authorized the Chief Executive Officer to execute a Sole Source Contract with REACH NOW for Maintenance and Hosting Support of the VRE Mobile Ticketing Application. The contract is for one base year and four option years for an estimated cost of \$3,244,972, inclusive of contingency.

In August 2019, VRE was repaid \$1.37 million in Railroad Rehabilitation and Improvement Financing (RRIF) Loan Credit Risk Premium funds. This cost was previously expensed in fiscal year 2013 in accordance with implementation of GASB 65 and was not considered likely to be repaid to VRE. This repayment will be accounted for as an unusual event revenue in fiscal year 2020.

In September 2019, VRE, in collaboration with CSX, completed and placed into service the Slater's Lane Track Crossover project. This project will provide operational flexibility to VRE and other passenger and freight operations. The project will be capitalized in fiscal year 2020.

In September 2019, the VRE Operations Board authorized the Chief Executive Officer to amend the Passenger Tariff to replace the current 5-Day Pass with a 7-Day Pass and the Monthly Pass in VRE Mobile with a 31-Day Pass. The current estimate of the potential impact on annual fare revenue is slightly less than \$500,000 per year.

In September 2019, the VRE Operations Board was asked to authorize the Chief Executive Officer to execute a contract with Vanasse Hangen Brustlin (VHB) of Watertown, MA for the Base Task of preliminary engineering and environmental services for the VRE Crystal City Station Improvements Project for a total amount not to exceed \$1,368,716, inclusive of contingency.

REQUIRED SUPPLEMENTARY INFORMATION

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

SCHEDULE OF CONTRIBUTIONS – VIRGINIA RETIREMENT SYSTEM

	Fiscal Year June 30,					
	2014	2015	2016	2017	2018	2019
Contractually required contribution (CRC)	\$ 528,296	\$ 460,763	\$ 478,465	\$ 419,283	\$ 413,760	\$ 354,543
Contributions in relation to the CRC	528,296	460,763	478,465	419,283	413,760	354,543
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 6,582,460	\$ 7,265,941	\$ 7,785,947	\$ 8,627,885	\$ 8,875,155	\$ 9,076,294
Contributions as a percentage of covered payroll	8.03%	6.34%	6.15%	4.86%	4.66%	3.91%

Note to Schedule:

- (1) This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the Commission will present information for those years for which information is available.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

SCHEDULE OF CHANGES IN THE NET PENSION (ASSET) LIABILITY AND RELATED RATIOS – VIRGINIA RETIREMENT SYSTEM

	Fiscal Year June 30,				
	2014	2015	2016	2017	2018
Total Pension Liability					
Service cost	\$ 722,134	\$ 743,258	\$ 778,686	\$ 756,831	\$ 796,518
Interest	763,704	850,266	942,652	1,051,830	1,132,348
Changes of assumptions	-	-	-	(243,263)	108,387
Differences between expected and actual experience	-	92,275	284,843	38,724	-
Benefit payments, including refunds of employee contributions	(222,525)	(275,932)	(456,078)	(436,912)	(470,829)
Net change in total pension liability	1,263,313	1,409,867	1,550,103	1,167,210	1,566,424
Total pension liability - beginning	11,021,316	12,284,629	13,694,496	15,244,599	\$ 16,411,809
Total pension liability - ending (a)	\$ 12,284,629	\$ 13,694,496	\$ 15,244,599	\$ 16,411,809	\$ 17,978,233
Plan Fiduciary Net Position					
Contributions - employer	\$ 528,296	\$ 460,763	\$ 478,465	\$ 419,283	\$ 413,760
Contributions - employee	414,844	494,240	375,574	407,825	411,106
Net investment income	1,697,173	603,590	259,738	1,829,732	1,265,980
Benefit payments, including refunds of employee contributions	(222,525)	(275,932)	(456,078)	(436,912)	(470,829)
Administrative expense	(8,482)	(7,442)	(8,396)	(9,970)	(10,415)
Other	89	(131)	(107)	(1,654)	(1,150)
Net change in plan fiduciary net position	2,409,395	1,275,088	649,196	2,208,304	1,608,452
Plan fiduciary net position - beginning	10,379,843	12,789,238	14,064,326	14,713,522	16,921,826
Plan fiduciary net position - ending (b)	12,789,238	14,064,326	14,713,522	16,921,826	18,530,278
PRTC's net pension (asset) liability - ending (a) - (b)	\$ (504,609)	\$ (369,830)	\$ 531,077	\$ (510,017)	\$ (552,045)
 Plan fiduciary net position as a percentage of the total pension liability	 104.11%	 102.70%	 96.52%	 103.11%	 103.07%
Covered payroll	\$ 6,582,460	\$ 7,265,941	\$ 7,785,947	\$ 8,627,885	\$ 8,875,155
PRTC's net pension (asset) liability as a percentage of covered payroll	-7.67%	-5.09%	6.82%	-5.91%	-6.22%

Note to Schedule:

- (1) This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, PRTC will present information for those years for which information is available.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

SCHEDULE OF NET OPEB LIABILITY – GROUP LIFE INSURANCE PROGRAM

	Fiscal Year June 30,	
	2017	2018
Total Group Life Insurance OPEB Liability		
The Commission's Portion of the Net GLI OPEB Liability	0.04678%	0.04670%
The Commission's Proportionate Share of the Net GLI OPEB Liability	\$ 703,000	\$ 709,000
The Commission's Covered Payroll	\$ 8,627,885	\$ 8,875,155
The Commission's Proportionate Share of the Net GLI OPEB Liability as a Percentage of its Covered Payroll	8.15%	7.99%
Plan Fiduciary Net Position as a Percentage of the Total GLI OPEB Liability	48.86%	51.22%

Note to Schedule:

- (1) This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the Commission will present information for those years for which information is available.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

SCHEDULE OF PRTC CONTRIBUTIONS – OPEB – GROUP LIFE INSURANCE PROGRAM

	Fiscal Year June 30,										
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	
Contractually required contribution (CRC)	\$ 20,469	\$ 25,277	\$ 25,929	\$ 34,313	\$ 34,887	\$ 38,509	\$ 41,266	\$ 44,865	\$ 46,151	\$ 47,196	
Contributions in relation to the CRC	20,469	25,277	25,929	34,313	34,887	38,509	41,266	44,865	46,151	47,196	
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Employer's covered payroll	\$ 5,685,905	\$ 5,744,800	\$ 5,892,844	\$ 6,474,129	\$ 6,582,460	\$ 7,265,941	\$ 7,785,947	\$ 8,627,885	\$ 8,875,155	\$ 9,076,294	
Contributions as a percentage of covered payroll	0.27%	0.28%	0.28%	0.48%	0.48%	0.48%	0.48%	0.52%	0.52%	0.52%	

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION – VIRGINIA RETIREMENT SYSTEM Year Ended June 30, 2019

Note 1. Changes of Benefit Terms

There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation.

Note 2. Changes of Assumptions

The following changes in actuarial assumptions were made effective June 30, 2016 based on the most recent experience study of the System for the four-year period ended June 30, 2016:

Non-Hazardous Duty

Mortality Rates (Pre-retirement, post-retirement healthy, and disabled)	Update to a more current mortality table – RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through nine years of service
Disability Rates	Lowered rates
Salary Scale	No change

Note 3. Contractually Required Contributions

The actuarially determined contribution rates are calculated as of June 30, one year prior to the beginning of the fiscal year in which contributions are reported.

Methods and assumptions used to determine contribution rates:

Non-Hazardous Duty

Mortality Rates:	15% of deaths are assumed to be service related.
Pre-retirement:	RP-2014 Employee Rates at age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.
Post-retirement:	RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.
Post-disablement:	RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION – OTHER POSTEMPLOYMENT BENEFITS Year Ended June 30, 2019

Note 1. Group Life Insurance Program

A. Changes of Benefit Terms

There have been no actuarially material changes to the Virginia Retirement System benefit provisions since the prior actuarial valuation.

B. Changes of Assumptions

The following changes in actuarial assumptions were made effective June 30, 2016 based on the most recent experience study of the Virginia Retirement System for the four-year period ended June 30, 2016:

Non-Largest Ten Locality Employers – General Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table – RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change

SUPPLEMENTARY INFORMATION

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

COMPARATIVE STATEMENTS OF NET POSITION – BUS SERVICE AND MEMBER JURISDICTIONS June 30, 2019 and 2018

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	2019	2018
Current Assets		
Cash and investments in bank	\$ 12,992,209	\$ 23,556,425
Receivables:		
Due from other governments	35,251,024	24,137,500
Due from Commuter Rail Service Fund	2,015,520	1,383,417
Miscellaneous	230,065	45,979
Prepaid expenses and other assets	424,217	37,106
Restricted assets:		
Cash and investments in pooled funds - member jurisdictions	19,467,692	10,920,879
Total current assets	70,380,727	60,081,306
Noncurrent Assets		
Net pension asset	231,536	217,448
Capital assets:		
Transportation equipment:		
Buses and related equipment	96,374,678	77,998,888
Less: accumulated depreciation	(58,415,025)	(58,235,731)
Transportation equipment, net	37,959,653	19,763,157
Land, buildings and equipment:		
Land	6,639,270	6,639,270
Buildings	8,052,341	8,052,341
Building improvements	4,347,976	4,067,332
Construction in progress	18,422,652	3,437,331
Site improvements	1,430,513	1,430,513
Bus shelters	1,512,303	1,491,530
Vehicles	143,131	143,131
Furniture and equipment	2,412,678	2,513,229
Software and easement	3,914,290	3,920,724
Less: accumulated depreciation and amortization	(14,476,482)	(13,030,555)
Land, buildings and equipment, net	32,398,672	18,664,846
Total capital assets, net	70,358,325	38,428,003
Total noncurrent assets	70,589,861	38,645,451
Total assets	140,970,588	98,726,757
Deferred Outflows of Resources		
Pension plan	246,329	276,257
Other postemployment benefits	48,546	39,668
Total deferred outflows of resources	294,875	315,925
Total assets and deferred outflows of resources	\$ 141,265,463	\$ 99,042,682

LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION			2019	2018
Current Liabilities				
Accounts payable and other liabilities	\$	7,012,283	\$	3,666,125
Accrued payroll and benefits		508,762		539,473
Accrued interest		12,833		15,455
Due to other governments		3,036,147		160,025
Due to Commuter Rail Service Fund		13,309,338		13,007,142
Unearned revenue		1,256,483		948,739
Compensated absences		4,473		40,982
Bond payable - current portion		245,000		230,000
Total current liabilities		25,385,319		18,607,941
Noncurrent Liabilities				
Compensated absences		480,916		464,173
Net other postemployment benefits liability		277,148		286,965
Bond payable, net		958,829		1,246,546
Total noncurrent liabilities		1,716,893		1,997,684
Total liabilities		27,102,212		20,605,625
Deferred Inflows of Resources				
Pension plan		126,043		186,145
Other postemployment benefits		25,408		31,840
Total deferred inflows of resources		151,451		217,985
Net Position				
Net investment in capital assets		69,154,496		36,951,457
Restricted		21,944,378		15,647,935
Unrestricted		22,912,926		25,619,680
Total net position		114,011,800		78,219,072
Total liabilities, deferred inflows of resources and net position	\$	141,265,463	\$	99,042,682

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

COMPARATIVE STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION – BUS SERVICE AND MEMBER JURISDICTIONS Years Ended June 30, 2019 and 2018

	2019	2018
Operating Revenues		
Motor fuel tax	\$ 28,517,370	\$ 23,256,152
Farebox	11,235,523	11,224,123
Advertising	118,679	98,188
Total operating revenues	39,871,572	34,578,463
Operating Expenses		
Direct transportation	12,701,074	8,172,398
Salaries and related benefits	5,056,121	5,068,323
Contractual services	24,057,908	22,978,494
Other services	2,095,728	1,900,078
Materials, supplies and minor equipment	1,323,159	1,055,230
Fuel	2,644,531	2,140,501
Total operating expenses	47,878,521	41,315,024
Operating loss before depreciation and amortization	(8,006,949)	(6,736,561)
Depreciation and amortization	(7,903,798)	(6,416,523)
Operating loss	(15,910,747)	(13,153,084)
Nonoperating Revenues (Expenses)		
Commonwealth of Virginia grants	6,773,121	6,983,628
Federal grants	19,958,817	19,405,200
Investment income	662,032	314,313
Pass-through grants - member jurisdictions	(74,299)	(140,920)
Interest expense	(11,237)	(21,635)
Other revenue	315,629	486,228
Total nonoperating revenues, net	27,624,063	27,026,814
Capital Grants and Assistance		
Commonwealth of Virginia grants	20,389,243	1,713,905
Federal grants	13,769,171	9,703,189
Regional transportation funding - NVT A	8,219,245	-
Total capital grants and assistance	42,377,659	11,417,094
Income before transfers and gain on disposal of assets	54,090,975	25,290,824
Transfers In	77,085	72,022
Transfers Out	(18,389,407)	(24,921,858)
Transfers, net	(18,312,322)	(24,849,836)
Gain on Disposal of Assets	14,075	17,414
Change in net position	35,792,728	458,402
Net Position, beginning	78,219,072	77,760,670
Net Position, ending	\$ 114,011,800	\$ 78,219,072

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

COMPARATIVE STATEMENTS OF NET POSITION – COMMUTER RAIL SERVICE June 30, 2019 and 2018

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	2019	2018
Current Assets		
Cash and investments in bank	\$ 40,204,191	\$ 26,898,426
Receivables:		
Due from Bus Service and Member Jurisdictions Fund	13,309,338	13,007,142
Trade receivables, net of allowance for doubtful accounts	1,693,866	1,412,364
Miscellaneous	1,566,091	894,641
Inventory	1,537,676	1,728,657
Prepaid expenses and other assets	93,992	76,081
Restricted cash, cash equivalents and investments	5,824,191	5,815,291
Total current assets	64,229,345	49,832,602
Noncurrent Assets		
Net pension asset	320,509	292,569
Capital assets:		
Transportation equipment:		
Rail rolling stock	142,639,959	142,639,959
Less: accumulated depreciation	(46,768,104)	(40,967,663)
Transportation equipment, net	95,871,855	101,672,296
Buildings and equipment:		
Construction in progress	15,370,835	13,648,998
Vehicles	72,781	58,522
Facilities	54,925,894	52,967,852
Track and signal improvements	41,717,264	41,717,264
Furniture, equipment and software	9,090,291	8,918,939
Equity in property of others	2,893,643	2,893,643
Less: accumulated depreciation and amortization	(48,944,048)	(45,478,074)
Buildings and equipment, net	75,126,660	74,727,144
Total capital assets, net	170,998,515	176,399,440
Total noncurrent assets	171,319,024	176,692,009
Total assets	235,548,369	226,524,611
Deferred Outflows of Resources		
Pension plan	340,985	371,696
Other postemployment benefits	75,650	57,483
Total deferred outflows of resources	416,635	429,179
Total assets and deferred outflows of resources	\$ 235,965,004	\$ 226,953,790

LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION		2019	2018
Current Liabilities			
Accounts payable and other liabilities	\$	1,590,031	\$ 1,335,879
Accrued expenses		1,666,781	1,173,058
Due to Bus Service and Member Jurisdictions Fund		2,015,520	1,383,417
Unearned revenue		1,013,839	894,600
Capital lease		745,249	718,395
Interest payable - capital lease		38,364	43,802
Compensated absences		15,007	41,221
Total current liabilities		7,084,791	5,590,372
Noncurrent Liabilities			
Net other postemployment benefits liability		431,852	416,035
Compensated absences		321,969	281,374
Capital lease		4,270,958	5,016,206
Total noncurrent liabilities		5,024,779	5,713,615
Total liabilities		12,109,570	11,303,987
Deferred Inflows of Resources			
Pension plan		174,477	250,454
Other postemployment benefits		39,592	46,160
Total deferred inflows of resources		214,069	296,614
Net Position			
Net investment in capital assets		165,982,307	170,664,839
Restricted for liability insurance plan		5,263,810	5,268,168
Restricted grants and contributions		560,381	547,123
Unrestricted		51,834,867	38,873,059
Total net position		223,641,365	215,353,189
Total liabilities, deferred inflows of resources and net position	\$	235,965,004	\$ 226,953,790

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

SCHEDULE OF MEMBER JURISDICTIONS' FUNDS Year Ended June 30, 2019

	2019	2018
Operating Revenues		
Passenger revenues	\$ 22,679,123	\$ 22,187,137
Equipment rental and other	169,719	141,448
Total operating revenues	22,848,842	22,328,585
Operating Expenses		
Contract operations and maintenance	14,553,688	14,144,926
Other operations and maintenance	8,954,338	9,192,071
Property leases and access fees	9,019,074	8,772,404
Insurance	2,131,055	1,979,202
Marketing and sales	1,390,532	1,329,193
General and administrative	9,307,388	6,050,792
Total operating expenses	45,356,075	41,468,588
Operating loss before depreciation and amortization	(22,507,233)	(19,140,003)
Depreciation and amortization	(9,271,402)	(9,100,535)
Operating loss	(31,778,635)	(28,240,538)
Nonoperating Revenues (Expenses)		
Jurisdictional contributions	12,025,284	10,804,659
Regional transportation funding	97,253	383,293
Commuter Rail Operating and Capital (C-ROC) Fund	10,030,038	-
Investment income	935,536	390,244
Interest, amortization and other nonoperating expenses, net	(249,819)	(282,354)
Total nonoperating revenues, net	22,838,292	11,295,842
Capital Grants and Assistance		
Commonwealth of Virginia grants	381,451	-
Regional transportation funding	1,152,103	307,595
Contributions to NVTC	(2,617,357)	(3,980,126)
Total capital grants and assistance, net	(1,083,803)	(3,672,531)
Loss before transfers and loss on disposal of assets	(10,024,146)	(20,617,227)
Transfers Out	(77,085)	(72,022)
Transfers In	18,389,407	24,921,858
Transfers, net	18,312,322	24,849,836
Loss on Disposal of Assets	-	(275,728)
Change in net position	8,288,176	3,956,881
Net Position, beginning	215,353,189	211,396,308
Net Position, ending	\$ 223,641,365	\$ 215,353,189

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

SCHEDULE OF MEMBER JURISDICTIONS' FUNDS

Year Ended June 30, 2019

	City of Fredericksburg	City of Manassas	City of Manassas Park	County of Prince William	County of Stafford	County of Spotsylvania	Total
Funds Available - July 1, 2018	\$ 1,224,460	\$ 401,853	\$ 2,642,285	\$ 3,626,816	\$ 3,344,342	\$ 4,408,179	\$ 15,647,935
Funds Received:							
Motor fuel tax	1,743,228	1,085,043	818,263	14,810,716	4,750,315	5,309,805	28,517,370
Transfer from PRTC (carryforward)	31,800	43,300	30,400	5,414,300	71,400	88,800	5,680,000
Other	-	94,539	-	-	-	-	94,539
Interest	35,062	9,722	59,339	99,328	70,375	101,682	375,508
Total funds received	1,810,090	1,232,604	908,002	20,324,344	4,892,090	5,500,287	34,667,417
Funds Disbursed:							
Direct transportation expenses:							
VRE operating and capital	436,568	335,898	511,311	-	2,475,127	1,632,635	5,391,539
Other jurisdictional projects	1,027,206	66,000	-	-	-	6,216,329	7,309,535
Transfers to PRTC:							
Administrative	34,700	21,000	18,900	295,400	92,600	102,300	564,900
OmniRide, OmniLink, Capital Improvement, Marketing, VanPool	5,600	364,000	165,100	14,539,000	14,900	16,400	15,105,000
Total funds disbursed	1,504,074	786,898	695,311	14,834,400	2,582,627	7,967,664	28,370,974
Funds Available - June 30, 2019	\$ 1,530,476	\$ 847,559	\$ 2,854,976	\$ 9,116,760	\$ 5,653,805	\$ 1,940,802	\$ 21,944,378

Note 1 - The schedule of member jurisdictions' funds is prepared on an accrual basis and reflects the funds held by the Potomac and Rappahannock Transportation Commission (PRTC) for the benefit of the various member jurisdictions and the activity for the year ended June 30, 2019. Total funds available reconcile to amounts reported on the statement of net position as follows:

Cash and investments in pooled funds - member jurisdictions	\$ 19,467,692
Due from other governments - Motor fuel tax revenue receipts (see Note 4)	5,509,093
Due to other governments - member jurisdictions (see Note 4)	(3,032,407)
	<u>\$ 21,944,378</u>

Note 2 - Expenses for other jurisdictional projects consist of:

Road improvements/maintenance	\$ 276,206	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 276,206
Airport maintenance	21,000	-	-	-	-	-	21,000
Parking garage debt service, parking leases	250,000	66,000	-	-	-	-	316,000
FRED transit costs	480,000	-	-	-	-	601,757	1,081,757
Transportation salaries/benefits; debt service	-	-	-	-	-	5,614,572	5,614,572
	<u>\$ 1,027,206</u>	<u>\$ 66,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,216,329</u>	<u>\$ 7,309,535</u>

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

SCHEDULE OF EXPENDITURES OF STATE AWARDS

Year Ended June 30, 2019

State Granting Agency	State Grant Number	Expenditures
<u>Direct Payments:</u>		
Virginia Department of Rail and Public Transportation:		
Operating Assistance	72019-27	\$ 5,123,820
Commuter Assistance	71019-11; 72519-15	203,582
Transportation Intern	71219-04	11,533
I-95 Transit and TDM Bus Services	72019-47; 72019-48; 72019-49	748,941
I-395 Transit and TDM Bus Services	72518-15	113,024
I-66 TMP Bus Services	72518-12	4,463
Vanpool Program	71118-05; 72518-10	134,313
Technical Assistance	71318-06; 71318-07	45,984
WMATA Platform Improvement Project	71319-10	51,195
Capital - FY 12	73012-95	50,907 *
Capital - FY 14	72514-09	129,220
Capital - FY 15	73115-02; 73115-03	2,523
Capital - FY 16	72516-09; 73116-05	382,396
Capital - FY 17	73017-85; 73017-97; 73017-98; 73117-01	1,400,183
Capital - FY 18	73018-77	767,451
Capital - FY 18	73018-79	16,875
Capital - FY 18	73018-81	58,280
Capital - FY 18	73018-84	14,068
Capital - FY 18	73018-85	17,136
Capital - FY 18	73018-86 (pending)	91
Capital - FY 19	72519-14	13,225,560
Capital - FY 19	73019-51	74,299
Capital - FY 19	73019-52	22,440
Capital - FY 19	73019-53	14,892
Capital - FY 19	73019-54	969
Capital - FY 19	73019-56	24,982
Capital - FY 19	73019-57	268
Capital - FY 19	73019-82	100,192
Capital - FY 19	50014-01	4,234,157
		<u>26,973,744</u>
Northern Virginia Transportation Commission:		
Gainesville to Pentagon Bus Service		<u>216,269</u>
Virginia Department of Transportation:		
Congestion Mitigation & Air Quality (Employer Outreach)		<u>15,994</u>
Total State Awards Expended		<u><u>\$ 27,206,007</u></u>

Notes:

(1) State funds of \$1,289,686 from 72518-11 classified as farebox revenue on Comparative Statements of Revenues, Expenses, and Changes in Net Assets for Bus Service and Member Jurisdictions.

(2) * State funds of \$43,643 from 73012-95 shown as deferred revenue at June 30, 2019.

COMPLIANCE SECTION

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Year Ended June 30, 2019

Federal Grantor / Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures
DEPARTMENT OF TRANSPORTATION:				
<u>Direct Payments:</u>				
Federal Transit Cluster:				
VA-05-0038	20.500		\$ -	\$ 271,118
VA-05-0048	20.500		-	706,152
Federal Transit - Capital Investment Grants				977,270
VA-90-X368	20.507		-	45,172
VA-90-X401	20.507		-	34,066
VA-90-X435	20.507		-	416,017
VA-95-X046	20.507		-	733,421
VA-95-X149	20.507		-	2,152,003
VA-2017-023	20.507		-	1,080,730
VA-2018-016	20.507		-	8,185,526
VA-2018-019	20.507		-	4,477,234
VA-2019-020 (Pending)	20.507		-	2,376,950
VA-2020-XXX (Pending)	20.507		-	1,015,436
TBD	20.507		-	1,576,494
Federal Transit - Formula Grants				22,093,049
VA-2016-014	20.525		-	1,347,107
VA-2019-020 (Pending)	20.525		-	613,450
TBD	20.525		-	5,375,626
Federal Transit - State of Good Repair Grants Program				7,336,183
VA-2019-008	20.526		-	3,511,511
VA-2019-020 (Pending)	20.526		-	160
Federal Transit - Bus and Bus Facilities Formula Program				3,511,671
Total Federal Transit Cluster				33,918,173
<u>Pass-through Payments:</u>				
Metropolitan Washington Council of Governments:				
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	DC-2016-012-01	-	58,251
Virginia Department of Transportation:				
Highway Planning and Construction Cluster:				
Highway Planning and Construction (Federal Highway)	20.205	5A01(947)	-	63,964
Highway Planning and Construction (Federal Highway)	20.205	5A01(236)	-	(246)
Total Highway Planning and Construction Cluster				63,718
Virginia Department of Rail and Public Transportation:				
Transportation Planning	20.505	46019-16	-	11,132
Total Expenditures of Federal Awards				\$ 34,051,274

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS Year Ended June 30, 2019

Note 1. Basis of Presentation and Accounting

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of PRTC under programs of the federal government for the year ended June 30, 2019. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of PRTC, it is not intended to and does not present the financial position or changes in net position of PRTC.

Federal Financial Assistance – The Single Audit Act Amendments of 1996 (Public Law 104-156) and Uniform Guidance define federal financial assistance as grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations or other assistance.

Direct Payments – Assistance received directly from the Federal government is classified as direct payments on the Schedule.

Pass-through Payments – Assistance received in a pass-through relationship from entities other than the Federal government is classified as pass-through payments on the Schedule.

Major Programs – The Single Audit Act Amendments of 1996 and Uniform Guidance establish the criteria to be used in defining major programs. Major programs for PRTC were determined using a risk-based approach in accordance with Uniform Guidance.

Catalog of Federal Domestic Assistance – The Catalog of Federal Domestic Assistance (CFDA) is a government-wide compendium of individual federal programs. Each program included in the catalog is assigned a five-digit program identification number (CFDA Number), which is reflected in the Schedule.

Cluster of Programs – Closely related programs that share common compliance requirements are grouped into clusters of programs. A cluster of programs is considered as one federal program for determining major programs. The following are the clusters administered by PRTC: Federal Transit Cluster and Highway Planning and Construction Cluster.

Note 2. Summary of Significant Accounting Policies

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

Pass-through identifying numbers are presented where available and applicable.

Note 3. Indirect Cost Rate

PRTC has elected not to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.



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

To the Honorable Commission Board Members
Potomac and Rappahannock Transportation Commission

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 and each major fund of the Potomac and Rappahannock Transportation Commission (Commission), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated November 21, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility a material misstatement of the Commission'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 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 may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. 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 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 Commission'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 Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

PBMares, LLP

Harrisonburg, Virginia
November 21, 2019



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
FOR EACH MAJOR FEDERAL PROGRAM AND
REPORT ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE**

To the Honorable Commission Board Members
Potomac and Rappahannock Transportation Commission

Report on Compliance for Each Major Federal Program

We have audited the Potomac and Rappahannock Transportation Commission's (Commission) compliance with the types of compliance requirements described in the OMB *Compliance Supplement* that could have a direct and material effect on each of the Commission's major federal programs for the year ended June 30, 2019. The Commission's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Commission's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Commission's compliance.

Opinion on Each Major Federal Program

In our opinion, the Commission complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

Report on Internal Control over Compliance

Management of the Commission is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Commission's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control over compliance.

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

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Purpose of this Report

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

PBMares, LLP

Harrisonburg, Virginia
November 21, 2019

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended June 30, 2019

Section I. SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Material weaknesses identified?

 Yes √ No

Significant deficiencies identified?

 Yes √ None Reported

Noncompliance material to financial statements noted?

 Yes √ No

Federal Awards

Internal control over major programs:

Material weaknesses identified?

 Yes √ No

Significant deficiencies identified?

 Yes √ None Reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required
to be reported in accordance with section
2 CFR 200.516(a)?

 Yes √ No

Identification of major programs:

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>
Federal Transit Cluster:	
20.500	Federal Transit – Capital Investment Grants
20.507	Federal Transit – Formula Grants
20.525	Federal Transit – State of Good Repair Grants Program
20.526	Federal Transit – Bus and Bus Facilities Formula Program

Dollar threshold used to distinguish between type A and type B programs \$ 1,021,538

Auditee qualified as low-risk auditee? √ Yes No

Section II. FINANCIAL STATEMENT FINDINGS

No matters were reported.

Section III. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

No matters were reported.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

Year Ended June 30, 2019

The prior year single audit disclosed no findings in the Schedule of Findings and Questioned Costs and no uncorrected or unresolved findings exist from prior audit's Summary Schedule of Prior Audit Findings.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

**REPORT TO THE HONORABLE COMMISSION
BOARD MEMBERS**

DECEMBER 5, 2019



ASSURANCE, TAX & ADVISORY SERVICES



December 5, 2019

To the Honorable Commission Board Members
Potomac and Rappahannock Transportation Commission
Woodbridge, Virginia

We are pleased to present this report related to our audit of the financial statements and compliance of the Potomac and Rappahannock Transportation Commission (Commission) for the year ended June 30, 2019. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the Commission's financial and compliance reporting process.

This report is intended solely for the information and use of Commission Board Members and management and is not intended to be and should not be used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have regarding this report. We appreciate the opportunity to continue to be of service to the Commission.

PBMares, LLP

PBMares, LLP

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

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POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

REQUIRED COMMUNICATIONS

Year Ended June 30, 2019

Generally accepted auditing standards (AU-C 260, *The Auditor's Communication with Those Charged with Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the basic financial statement audit and compliance reporting process, as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial and compliance reporting process.

Area	Comments
Our Responsibilities With Regard to the Financial Statement and Compliance Audit	Our responsibility under auditing standards generally accepted in the United States of America; <i>Government Auditing Standards</i> , issued by the Comptroller General of the United States; the provisions of the Single Audit Act; Subpart F of Title 2 U.S. CFR Part 200, Uniform Guidance; and <i>Specifications for Audits of Authorities, Boards and Commissions</i> provided by the Auditor of Public Accounts of the Commonwealth of Virginia has been described to you in our arrangement letter dated June 5, 2019. Our audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.
Overview of the Planned Scope and Timing of the Financial Statement and Compliance Audit	We have issued a separate communication dated June 5, 2019 regarding the planned scope and timing of our audit and have discussed with you our identification of and planned audit response to significant risks of material misstatement.
Accounting Policies and Practices	Preferability of Accounting Policies and Practices Under accounting principles generally accepted in the United States of America, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice. Adoption of, or Change in, Accounting Policies Management has the ultimate responsibility for the appropriateness of the accounting policies used by the Commission. The Commission adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 83, <i>Certain Asset Retirement Obligations</i> , and GASB Statement No. 88, <i>Certain Disclosures Related to Debt</i> , in the current year. At June 30, 2019, GASB issued several statements not yet implemented by PRTC. The statements which might impact PRTC are included in the separately issued Management Letter.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

REQUIRED COMMUNICATIONS (Continued)

Year Ended June 30, 2019

Area	Comments
Accounting Policies and Practices (Continued)	Significant or Unusual Transactions We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus. Management's Judgments and Accounting Estimates Summary information about the process used by management in formulating particularly sensitive accounting estimates and about our conclusions regarding the reasonableness of those estimates is in the attached Summary of Significant Accounting Estimates.
Audit Adjustments	There were no audit adjustments made to the original trial balance presented to us to begin our audit.
Uncorrected Misstatement	We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.
Disagreements with Management	We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the financial statements.
Consultations with Other Accountants	We are not aware of any consultations management had with other accountants about accounting or auditing matters.
Significant Issues Discussed with Management	No significant issues arising from the audit were discussed or were the subject of correspondence with management.
Significant Difficulties Encountered in Performing the Audit	We did not encounter any significant difficulties in dealing with management during the audit.
Significant Written Communications Between Management and Our Firm	Copies of material communications between our firm and management of the Commission, including the representation letter provided to us by management, are attached as Exhibit A.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

SUMMARY OF SIGNIFICANT ACCOUNTING ESTIMATES

Year Ended June 30, 2019

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events and certain assumptions about future events. You may wish to monitor throughout the year the process used to determine and record these accounting estimates. The following describes the significant accounting estimates reflected in the Commission's June 30, 2019 financial statements:

Estimate	Accounting Policy	Management's Estimation Process	Basis for Our Conclusions on Reasonableness of Estimate
Capital Assets	Estimated lives of amortizable and depreciable assets	Management assigns lives to assets purchased or constructed internally based on the expected useful life of those assets or the product associated with those assets.	Management's approach to depreciation and amortization is consistent with practices of similar organizations. While these estimates are based on historical information, management should continue to monitor the lives assigned to the Commission's assets to ensure the recovery period of these costs are accurate.
Pension Liability and Other Postemployment Benefits (OPEB)	Pension and OPEB (assets) liabilities and costs for financial accounting and disclosure purposes	Management recognizes pension and OPEB (assets) liabilities based on market trends and industry standards.	Management's approach to recognizing pension and OPEB (assets) liabilities appears reasonable with accepted practice. While these estimates are based on assumptions provided by market trends and industry standards, management should monitor these estimates and compare to actual costs over time.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

SUMMARY OF SIGNIFICANT ACCOUNTING ESTIMATES (Continued)

Year Ended June 30, 2019

Estimate	Accounting Policy	Management's Estimation Process	Basis for Our Conclusions on Reasonableness of Estimate
Inventory Valuation	Valuation assigned to inventory	Management values inventory using the first-in, first-out method. Inventory is stated at cost, which approximates market value.	While some of the items valued in inventory are based on reasonable and accurate prices, management should monitor these items to ensure values assigned to inventory items are adjusted accordingly to reflect market value.
Receivables	Allowance for doubtful accounts	Management records an allowance for uncollectible accounts based on an analysis of historical write-offs and collections to arrive at an overall assessment of whether past due accounts will be collected.	Management's approach to estimating uncollectable accounts is reasonable and consistent with prior periods. While these estimates are based on sound financial information, management should monitor these estimates and compare the actual collections of these revenues to ensure the accuracy of these estimates.

**Exhibit A – Significant Written Communications between Management and
Our Firm**

Arrangement Letter



June 5, 2019

Potomac and Rappahannock Transportation Commission
14700 Potomac Mills Road
Woodbridge, Virginia 22192-2730

Attention: Robert Schneider, Executive Director

The Objective and Scope of the Audit of the Financial Statements

You have requested we audit Potomac and Rappahannock Transportation Commission's (Commission) two business-type activities and each major fund as of and for the year ending June 30, 2019, which collectively comprise the basic financial statements. Also, the required supplementary information (RSI) and supplementary information presented in relation to the financial statements taken as a whole will be subjected to the auditing procedures applied in our audit of the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

We will also perform the audit of the Commission as of June 30, 2019 so as to satisfy the audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The Responsibilities of the Auditor

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS); *Government Auditing Standards* issued by the Comptroller General of the United States (GAS); the provisions of the Single Audit Act; Subpart F of Title 2 U.S. CFR Part 200, Uniform Guidance; the U.S. Office of Management and Budget's (OMB) Compliance Supplement; and the *Specifications for Audits of Authorities, Boards, and Commissions*, provided by the Auditor of Public Accounts for the Commonwealth of Virginia. Those standards, regulations, supplement, and specifications require we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of abuse is subjective; therefore, GAS does not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to the Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Commission (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

The funds you have told us are maintained by the Commission and that are to be included as part of our audit are listed here:

- I. Bus Service and Member Jurisdictions
- II. Commuter Rail Service

No component units are to be included in the Commission's basic financial statements.

The federal financial assistance programs and awards you have told us the Commission participates in and are to be included as part of the single audit are listed on Attachment A.

We are responsible for the compliance audit of the major programs under the Uniform Guidance, including the determination of major programs, the consideration of internal control over compliance, and reporting responsibilities.

Our reports on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of updating our understanding of internal control and performing tests of internal control consistent with requirements of the standards, regulations, supplement, and specifications identified above. Our reports on compliance matters will address material errors, fraud, abuse, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with requirements of the standards, regulations, supplement, and specifications identified above.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees they will not evaluate subsequent events earlier than the date of the management representation letter referred to below;
3. 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;
4. For establishing and maintaining effective internal control over financial reporting, and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;
5. For report distribution; and
6. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
 - b. Additional information we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the Commission from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and, when appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit, including, among other items, that:

1. Management has fulfilled its responsibilities as set out in the terms of this letter; and
2. It believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for identifying and ensuring the Commission complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the Commission involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse or suspected fraud or abuse affecting the Commission received in communications from employees, former employees, analysts, regulators, or others.

Management is responsible for the preparation of the RSI and supplementary information presented in relation to the financial statements as a whole in accordance with accounting principles generally accepted in the United States of America. Management agrees to include the auditor's report on the RSI and supplementary information in any document that contains the RSI and supplementary information and indicates that the auditor has reported on such RSI and supplementary information. Management also agrees to present the RSI and supplementary information with the audited financial statements or, if the RSI and supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the RSI and supplementary information no later than the date of issuance of the RSI and supplementary information and the auditor's report thereon.

Because the audit will be performed in accordance with the Single Audit Act and the Uniform Guidance, management is responsible for (a) identifying all federal awards received; (b) preparing the Schedule of Expenditures of Federal Awards (including notes and noncash assistance received) in accordance with Uniform Guidance requirements; (c) internal control over compliance; (d) compliance with federal statutes, regulations and the terms and conditions of federal awards; (e) making us aware of significant vendor relationships where the vendor is responsible for program compliance; (f) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings and a corrective action plan; and (g) submitting the reporting package and data collection form.

The Executive Committee is responsible for informing us of its views about the risks of fraud or abuse within the Commission, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the Commission.

Our association with an official statement is a matter for which separate arrangements will be necessary. The Commission agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing, and with a copy of the final reproduced material for our approval before it is distributed. In the event our auditor/client relationship has been terminated when the Commission seeks such consent, we will be under no obligation to grant such consent or approval.

The Commission agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, the Commission agrees to contact us before it includes our reports, or otherwise makes reference to us, in any public or private securities offering.

Records and Assistance

If circumstances arise relating to the condition of the Commission's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Commission's books and records. The Commission will determine all such data, if necessary, will be so reflected. Accordingly, the Commission will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by Commission personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Joyce Embrey, Director of Finance and Administration. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

In connection with our audit, you have requested us to perform certain non-audit services necessary for the preparation of the financial statements, including drafting the financial statements. The GAS independence standards require the auditor maintain independence so that opinions, findings, conclusions, judgments and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to the Commission, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is considerations of management's ability to effectively oversee the non-audit services to be performed. The Commission has agreed Joyce Embrey, Director of Finance and Administration, possesses suitable skill, knowledge and experience and she understands the services to be performed sufficiently to oversee them. Accordingly, the management of the Commission agrees to the following:

1. The Commission has designated Joyce Embrey, Director of Finance and Administration, as a senior member of management who possesses suitable skill, knowledge and experience to oversee the services;
2. Joyce Embrey, Director of Finance and Administration, will assume all management responsibilities for subject matter and scope of the non-audit services;
3. The Commission will evaluate the adequacy and results of the services performed; and
4. The Commission accepts responsibility for the results and ultimate use of the services.

GAS further requires we establish an understanding with the Commission's management and those charged with governance of the objectives of the non-audit services, the services to be performed, the Commission's acceptance of its responsibilities, the auditor's responsibilities and any limitations of the non-audit services. We believe this letter documents that understanding.

Other Relevant Information

PBMares, LLP may mention the Commission's name and provide a general description of the engagement in PBMares, LLP's client lists and marketing materials.

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

In accordance with GAS, a copy of our most recent peer review report can be located on our website at www.pbmares.com.

Fees, Costs, and Access to Workpapers

Our fees for the audit and accounting services described above are not expected to exceed \$71,750. Our fee estimate and completion of our work are based upon the following criteria:

1. Anticipated cooperation from Commission personnel.
2. Timely responses to our inquiries.
3. Timely completion and delivery of client assistance requests.
4. Timely communication of all significant accounting and financial reporting matters.
5. The assumption unexpected circumstances will not be encountered during the engagement.

If any of the aforementioned criteria are not met, then fees may increase. Fees may also increase based on the extent of accounting services and other assistance required to render a complete set of financial statements. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission. Amounts not paid within thirty days from the invoice date(s) will be subject to a late payment charge of 1.5% per month (18% per year).

Our professional standards require we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, the Commission agrees it will compensate PBMares, LLP for any additional costs incurred as a result of the Commission's employment of a partner or professional employee of PBMares, LLP.

In the event we are requested or authorized by the Commission or are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the Commission, the Commission will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of PBMAres, LLP. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of PBMAres, LLP audit personnel and at a location designated by our firm.

Other Terms

While there is an attorney-client privilege, there is no accountant-client privilege. Accordingly, any information that you provide to us is subject to discovery. Unless prohibited by law, we will notify you if we receive any subpoena, or other third-party request for our information and/or records concerning you. If you direct us to disclose the requested information, we will comply with the subpoena and, in the case of a third-party request, we will need you to sign a form authorizing the disclosure. If you do not direct us to disclose the requested information, we will engage counsel to protect your interest in non-disclosure. In either event, we will bill you for all of our costs associated with complying with your directions. Our bill will include, in addition to our then standard fees and charges and, by way of illustration only, our attorney's fees, court costs, outside advisor's costs, penalties, and fines imposed because of our non-disclosure.

We reserve the right to withdraw from this engagement without completing our services for any reason, including, but not limited to, your failure to comply with the terms of this arrangement letter, or as we determine professional standards require.

If any portion of this engagement letter is deemed invalid or unenforceable, such a finding shall not invalidate the remainder of the terms set forth in this engagement letter.

Dispute Resolution

If any dispute other than fees arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties. You and we consent to personal jurisdiction, both for mediation and/or litigation, of the Federal District Court, Eastern District of Virginia, sitting in Richmond, Virginia, or the Richmond Circuit Court. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identity for purposes of the award of attorneys' fees.

The parties hereto both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. The arbitration shall take place in Richmond, Virginia. Any award rendered by the Arbitrator pursuant to this Agreement may be filed and entered and shall be enforceable in the Superior Court of the County in which the arbitration proceeds. In agreeing to arbitration, we both acknowledge that, in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury, and instead we are accepting the use of arbitration for resolution.

Information Security – Miscellaneous Terms

PBMares, LLP is committed to the safe and confidential treatment of the Commission's proprietary information. PBMares, LLP is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. The Commission agrees that it will not provide PBMares, LLP with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of Commission information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

Reporting

We will issue a written report upon completion of our audit of the Commission's financial statements. Our report will be addressed to the Honorable Commission Board Members. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph, or withdraw from the engagement.

In addition to our report on the Commission's financial statements, we will also issue the following types of reports:

1. A report on the fairness of the presentation of the Commission's schedule of expenditures of federal awards for the year ending June 30, 2019;
2. Reports on internal control related to the financial statements and major programs. These reports will describe the scope of testing of internal control and the results of our tests of internal control;
3. Reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance that could have a material effect on the financial statements and any noncompliance that could have a material effect, as defined by Subpart F of Title 2 U.S. CFR Part 200, Uniform Guidance, on each major program; and
4. An accompanying schedule of findings and questioned costs.

Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature of a party to this agreement or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (i) to be "written" or "in writing," (ii) to have been signed, and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (i) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (ii) an electronic copy of a traditional signature affixed to a document, (iii) a signature incorporated into a document utilizing touchscreen capabilities, or (iv) a digital signature. This agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

Potomac and Rappahannock Transportation Commission

June 5, 2019

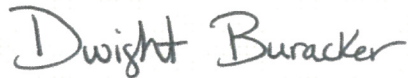
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This letter constitutes the complete and exclusive statement of agreement between PBMares, LLP and the Commission, superseding all proposals, oral or written, and all other communications with respect to the terms of the engagement between the parties.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.

Sincerely,

PBMares, LLP



Dwight A. Buracker, Partner

Confirmed on behalf of the Potomac and Rappahannock Transportation Commission:


Robert A. Schneider (Jun 20, 2019)

Signature

Jun 20, 2019

Date

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

ATTACHMENT A

Year Ending June 30, 2019

Federal Grantor/State Pass-Through Grantor/ Program Title	Federal CFDA Number
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DEPARTMENT OF TRANSPORTATION:

Direct payments:

Federal Transit Cluster:

Capital Investment Grants	20.500
Formula Grants	20.507
State of Good Repair Grants Program	20.525
Bus and Bus Facilities Formula and Discretionary Programs (Bus Program)	20.526

Pass-through payments:

Metropolitan Washington Council of Governments:

Enhanced Mobility of Seniors and Individuals with Disabilities	20.513
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Virginia Department of Transportation:

Highway Planning and Construction Cluster:

Highway Planning and Construction (Federal Highway)	20.205
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Representation Letter



November 21, 2019

PBMares, LLP
558 South Main Street
Harrisonburg, Virginia 22801

This representation letter is provided in connection with your audit of the basic financial statements of Potomac and Rappahannock Transportation Commission (Commission) as of and for the year ended June 30, 2019 for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

We confirm, to the best of our knowledge and belief, as of November 21, 2019, the following representations made to you during your audit:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit arrangement letter dated June 5, 2019, for the preparation and fair presentation of the financial statements referred to above in accordance with U.S. GAAP.
2. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements free from material misstatement, whether due to fraud or error.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
4. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable and reflect our judgment based on our knowledge and experience about past and current events and our assumptions about conditions we expect to exist and courses of action we expect to take.
5. Related party transactions, including those with the Virginia Railway Express, a joint venture in which the Commission has a material financial interest, and Prince William County, as defined in Section 2100 of the Governmental Accounting Standards Board's Codification of Governmental Accounting and Financial Reporting Standards, and interfund transactions, including interfund accounts and advances receivable and payable, sale and purchase transactions, interfund transfers, long-term loans, leasing arrangements, and guarantees, have been recorded in accordance with the economic substance of the transaction and appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
6. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.

7. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP, if any.
8. The following have been properly recorded and/or disclosed in the financial statements:
 - a. Guarantees whether written or oral, under which the Commission is contingently liable.
 - b. The fair value of investments.
 - c. Amounts of contractual obligations for construction and purchase of real property or equipment not included in the liabilities or encumbrances recorded on the books.
 - d. Debt issue provisions.
 - e. Leases and material amounts of rental obligations under long-term leases.
 - f. The effect on the financial statements of GASB Statement No. 87, *Leases*, GASB Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, GASB Statement No. 90, *Majority Equity Interests – An Amendment of GASB Statements No. 14 and No. 61*, and GASB Statement No. 91, *Conduit Debt Obligations*, which have been issued, but which we have not yet adopted.
 - g. Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances.
 - h. Assets and liabilities measured at fair value.
 - i. Significant estimates and material concentrations known to management which are required to be disclosed.
9. We have no plans or intentions that may materially affect the carrying value or classification of assets. In that regard:
 - a. The Commission has no significant amounts of idle property and equipment.
 - b. The Commission has no plans or intentions to discontinue the operations of any activities or programs or to discontinue any significant operations.
 - c. Provision has been made to reduce applicable assets that have permanently declined in value to their realizable values.
 - d. We have reviewed long-lived assets and certain identifiable intangibles to be held and used for impairment whenever events or changes in circumstances have indicated that the carrying amount of the assets might not be recoverable and have appropriately recorded the adjustment.
10. We are responsible for making the accounting estimates included in the financial statements. Those estimates reflect our judgment based on our knowledge and experience about past and current events and our assumptions about conditions we expect to exist and courses of action we expect to take. In that regard, adequate provisions have been made:
 - a. To reduce receivables to their estimated net collectable amounts.
 - b. To reduce obsolete, damaged, or excess inventories to their estimated net realizable values.

- c. For pension obligations, post-retirement benefits other than pensions, and deferred compensation agreements attributable to employee services rendered through June 30, 2019.

11. There are no:

- a. Material transactions that have not been properly recorded in the accounting records underlying the financial statements.
- b. Violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency. In that regard, we specifically represent we have not been designated as, or alleged to be, a "potentially responsible party" by the Environmental Protection Agency in connection with any environmental contamination.
- c. Violations (and possible violations) of laws, regulations, and provisions of contracts and grant agreements whose effects should be considered for disclosure in the auditor's report on noncompliance.
- d. Agreements to repurchase assets previously sold.
- e. Security agreements in effect under the Uniform Commercial Code.
- f. Liens or encumbrances on assets or revenues or any assets or revenues which were pledged as collateral for any liability or which were subordinated in any way.
- g. Liabilities which are subordinated in any way to any other actual or possible liabilities.
- h. Debt issue repurchases options or agreements, or sinking fund debt repurchases ordinance requirements.
- i. Risk financing activities.
- j. Derivative financial instruments.
- k. Arbitrage rebate liabilities.
- l. Impaired capital assets.
- m. Risk retentions, including uninsured losses or loss retentions (deductibles) attributable to events occurring through June 30, 2019 and/or for expected retroactive insurance premium adjustments applicable to periods through June 30, 2019.
- n. Material losses to be sustained in the fulfillment of, or from the inability to fulfill, any service commitments.
- o. Material losses to be sustained as a result of purchase commitments.
- p. Environmental clean up obligations.
- q. Authorized but unissued bonds and/or notes.
- r. Line of credit or similar arrangements.

12. We have no direct or indirect, legal or moral obligation for any debt of any organization, public or private, or to special assessment bond holders that is not disclosed in the financial statements.
13. The Commission has satisfactory title to all owned assets.
14. We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
15. Net position components (net investment in capital assets, restricted; and unrestricted), are properly classified and, when applicable, approved.
16. Expenses have been appropriately classified in the Statement of Revenues, Expenses and Changes in Net Position.
17. Revenues are appropriately classified in the Statement of Revenues, Expenses and Changes in Net Position.
18. Capital assets, including intangibles, are properly capitalized, reported, and depreciated or amortized.
19. We have no knowledge of any uncorrected misstatements in the financial statements.
20. We agree with the findings of the specialist in evaluating the assertions found in Footnote 13, Pension Plan, Footnote 14, Other Postemployment Benefits Plan – Group Life Insurance Program, and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to the specialist with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialist.

Information Provided

21. We have provided you with:
 - a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the Commission from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of the governing body and committees of the board, or summaries of actions of recent meetings for which minutes have not yet been prepared.
22. All transactions have been recorded in the accounting records and are reflected in the financial statements.
23. We have disclosed to you the results of our assessment of risk that the financial statements may be materially misstated as a result of fraud.

24. We have no knowledge of allegations of fraud or suspected fraud, affecting the Commission's financial statements involving:
 - a. Management.
 - b. Employees who have significant roles in the internal control.
 - c. Others where the fraud could have a material effect on the financial statements.
25. We have no knowledge of any allegations of fraud or suspected fraud affecting the Commission's financial statements received in communications from employees, former employees, analysts, regulators, or others.
26. We have no knowledge of noncompliance or suspected noncompliance with laws and regulations.
27. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.
28. We are aware of no significant deficiencies, including material weaknesses in the design or operation of internal controls that could adversely affect the Commission's ability to record, process, summarize, and report financial data.
29. We have disclosed to you the identity of the Commission's related parties and all the related-party relationships and transactions of which we are aware.
30. We have informed you of all communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
31. During the course of your audit, you may have accumulated records containing data that should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.

Supplementary Information

32. With respect to supplementary information presented in relation to the financial statements as a whole:
 - a. We acknowledge our responsibility for the presentation of such information.
 - b. We believe such information, including its form and content, is fairly presented in accordance with U.S. GAAP.
 - c. The methods of measurement or presentation have not changed from those used in the prior period.

Required Supplementary Information

33. With respect to the Management's Discussion and Analysis and Required Supplementary Information presented as required by the Governmental Accounting Standards Board to supplement the basic financial statements:
 - a. We acknowledge our responsibility for the presentation of such required supplementary information.

- b. We believe such required supplementary information is measured and presented in accordance with guidelines prescribed by U.S. GAAP.
- c. The methods of measurement or presentation have not changed from those used in the prior period.
- d. All underlying significant assumptions or interpretations are presented in the financial statements.

Compliance Considerations

In connection with your audit, conducted in accordance with *Government Auditing Standards*, we confirm management:

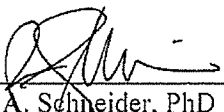
- 34. Is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework.
- 35. Is responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to the Commission.
- 36. Has not identified any instances that have occurred or are likely to have occurred of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 37. Has not identified any instances that have occurred or are likely to have occurred of noncompliance with provisions of contracts and grant agreements that have a material effect on the determination of financial statement amounts.
- 38. Has not identified any instances that have occurred or are likely to have occurred of abuse that could be quantitatively or qualitatively material to the financial statements.
- 39. Is responsible 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.
- 40. Acknowledges its responsibility for the design, implementation, and maintenance of internal controls to prevent and detect fraud.
- 41. Has a process to track the status of audit findings and recommendations.
- 42. Acknowledges its responsibilities as it relates to non-audit services (such as drafting the financial statements) performed by the auditor, including a statement that it assumes all management responsibilities; that it oversees the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and experience; that it evaluates the adequacy and results of the services performed; and that it accepts responsibility for the results of the services.

In connection with your audit of federal awards conducted in accordance with Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), we confirm:

43. We are responsible for complying, and we have complied, with the requirements of Uniform Guidance.
44. We are responsible for understanding and complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal programs.
45. We are responsible for establishing and maintaining, and we have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance we are managing federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on our federal programs in existence prior to December 26, 2014, as well as for funding increments and new awards obtained after that date.
46. We have prepared the Schedule of Expenditures of Federal Awards in accordance with Uniform Guidance and have included expenditures made during the period being audited for all awards provided by federal agencies in the form of grants.
47. We have identified and disclosed all of the Commission's government programs and related activities subject to the Uniform Guidance compliance audit.
48. We have identified and disclosed to you the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major program. We have further identified each award resulting from programs in existence prior to December 26, 2014 and funding increments or new awards obtained after that date.
49. We have made available all federal awards (including amendments, if any) and any other correspondence relevant to federal programs and related activities that have taken place with federal agencies or pass-through entities.
50. We believe we have complied with the direct and material compliance requirements.
51. We have made available all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for reimbursements.
52. We have provided you our interpretations of any compliance requirements subject to varying interpretations.
53. We have disclosed to you any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of your report.
54. We have disclosed all contracts or other agreements with service organizations.
55. There have been no changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action taken by us with regard to significant deficiencies in internal control over compliance (including material weaknesses in internal control over compliance), have occurred subsequent to the date as of which compliance is audited.

56. Federal program financial reports and claims for reimbursements are supported by the books and records from which the basic financial statements have been prepared.
57. The copies of federal program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the federal agency or pass-through entity, as applicable.
58. We have charged costs to federal awards in accordance with applicable cost principles and the Uniform Guidance.
59. We are responsible for, and have accurately prepared, the summary schedule of prior audit findings to include all findings required to be included by Uniform Guidance.
60. The reporting package does not contain protected personally identifiable information.
61. We will accurately complete appropriate sections of the data collection form. We further acknowledge our responsibility for the complete, accurate, and timely filing of the data collection form with the Federal Audit Clearinghouse.

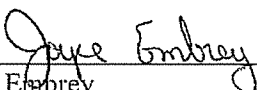
POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION



Robert A. Schneider, PhD
Executive Director

11/21/19

Date Signed



Joyce Embrey
Director of Finance and Administration

11/21/19

Date Signed



November 21, 2019

To the Honorable Commission Board Members
Potomac and Rappahannock Transportation Commission
Woodbridge, Virginia

In connection with our audit of the financial statements of the Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”) for the year ended June 30, 2019, we are recommending the following comment as a constructive suggestion for your consideration.

New GASB Pronouncements

As of June 30, 2019, the Governmental Accounting Standards Board (GASB) had issued several statements not yet implemented by the Commission. The statements which might impact the Commission are as follows:

Statement No. 87, *Leases*

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments’ financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments’ leasing activities. A lease is defined as a contract that conveys control of the right to use another entity’s nonfinancial asset as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment. Any contract that meets this definition should be accounted for under the leases guidance, unless specifically excluded in this Statement.

The requirements of Statement No. 87 are effective for reporting periods beginning after December 15, 2019.

Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*

The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period.

This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund.

This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

The requirements of Statement No. 89 are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged. The requirements of Statement No. 89 should be applied prospectively.

Statement No. 90, *Majority Equity Interests – An Amendment of GASB Statements No. 14 and No. 61*

The primary objectives of this Statement are to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government's holding of the equity interest meets the definition of an investment. A majority equity interest that meets the definition of an investment should be measured using the equity method, unless it is held by a special-purpose government engaged only in fiduciary activities, a fiduciary fund, or an endowment (including permanent and term endowments) or permanent fund. Those governments and funds should measure the majority equity interest at fair value.

For all other holdings of a majority equity interest in a legally separate organization, a government should report the legally separate organization as a component unit, and the government or fund that holds the equity interest should report an asset related to the majority equity interest using the equity method. This Statement establishes that ownership of a majority equity interest in a legally separate organization results in the government being financially accountable for the legally separate organization and, therefore, the government should report that organization as a component unit.

This Statement also requires that a component unit in which a government has a 100 percent equity interest account for its assets, deferred outflows of resources, liabilities, and deferred inflows of resources at acquisition value at the date the government acquired a 100 percent equity interest in the component unit. Transactions presented in flows statements of the component unit in that circumstance should include only transactions that occurred subsequent to the acquisition.

The requirements of this Statement are effective for reporting periods beginning after December 15, 2018.

Statement No. 91, *Conduit Debt Obligations*

The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures.

The requirements of Statement No. 91 are effective for reporting periods beginning after December 15, 2020.

This report is intended solely for the information and use of management, the Commission, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

If you have any questions concerning any of these items or if we can be of further assistance, please contact us. We thank you for the opportunity to conduct your audit for the year ended June 30, 2019 and express our appreciation to everyone for their cooperation during this engagement.

PBMares, LLP

PBMares, LLP

