

## **Audit, Facilities & Finance Committee**

### **Meeting Minutes - January 9, 2020**

#### **Members Present:**

K. Gray  
J. Holland  
C. Peterson  
P. Paige  
G. Spagna

#### **Staff Present:**

T. Eckhout  
D. Fusco  
M. Shickle

#### **Other:**

Tenant advisory presentations from:

- Cushman & Wakefield/Thalhimer
- JLL
- CBRE

#### **1. Call to Order & Review of Agenda (Spagna)**

Dr. Spagna called the meeting to order at approximately 9:45 AM.

Mr. Peterson noted he did not realize Item 4, Tenant Advisory Presentations, would be on the agenda and he will not be able to stay for all this item. He was unaware the Finance & Audit committee was involved in this topic.

Dr. Spagna pointed out the committee also covers Facilities and previously discussed Ms. Shickle setting up presentations with tenant advisory firms as the agency begins planning for future space needs. Mr. Peterson stated he may have missed this discussion when he was unable to join a committee meeting by conference call.

Mr. Peterson would like to receive hard copies of agenda packets as time allows going forward.

#### **2. November & December 2019 Financial Statements (Eckhout)**

Ms. Eckhout began a review of the financials included in the agenda packet.

Mr. Peterson pointed out it is difficult to match up income and expenses because the codes and descriptions don't match, i.e. 4120 VDEM income vs. 7452 pass-through funds (FEMA)

Ms. Eckhout agreed to do a summary by project and stated this is information that she already gathers and would be fewer than ten project reports. Ms. Shickle also agreed to work on a report or summary with less detail than what is provided to the grantor for committee to review. Dr. Spagna confirmed the detailed data is not necessary but something that shows the agency is being properly reimbursed for work produced would be helpful.

Ms. Eckhout moved on with the December financials and noted the month is impacted by non-billable days due to the holidays, but this works out over the course of the year.

Ms. Shickle pointed out that Ms. Eckhout has been eager to produce a dashboard for the committee and asked if this would be helpful. Mr. Peterson pointed out the committee does need to look at detail because they have oversight responsibility and suggested a dashboard view made be more appropriate for review by the Executive Committee.

Mr. Holland suggested Ms. Eckhout provide data that shows the number of billable positions each month and feels this information is critical. He said this should be captured on one page.

Mr. Peterson reiterated that the details are important, and codes and descriptions need to match income vs. expenses so the committee can have a better understanding of what they are looking at on the reports.

Ms. Paige suggested having income on one page and expenses on the other. She said the reports should clearly show if the agency met or exceeded budget for the month and YTD.

Dr. Spagna noted numbers should be rounded up in the footnotes section.

Dr. Spagna made a motion that the committee recommend the full commission accept the financial statements. Mr. Holland seconded the motion and it passed unanimously.

### 3. FY2020 Mid-Year Budget Review (Shickle)

Ms. Shickle reviewed the revised FY2020 Budget including questions from Ms. Gray about regional planning and Mr. Peterson regarding 4205 MPO RSTP State Match (Pass-Through). She also went over salary and wages, legal expenses, and contracted expenses, which were lower than expected.

Some funds in 7225 Technology Services have been reallocated and distributed differently within categories. Ms. Shickle noted Ms. Eckhout has been able to maximize savings on bank fees and postage costs have also decreased.

Ms. Shickle said expenses reflect a slight increase but the fund balance contribution is still projected to be \$53,718.70 and the revised budget provides a good picture without significant changes.

Mr. Holland said he would like to review the prior year fund balance to see how we are trending as well as prior year and current year actual.

Mr. Peterson made a motion to recommend full board acceptance of the revised budget and Ms. Gray seconded the motion. Mr. Holland recommended sharing a high-level view of the revised budget with the full board without so many details.

Mr. Peterson noted the fund balance review started two years ago and it looks like the plan for restoring the fund balance is successful. He suggests presenting this to the Board to demonstrate the special assessments and contribution plan is working.

Ms. Eckhout suggested making adjustments to the June 2020 budget rather than monthly. Mr. Holland agreed this method may work best rather than midstream changes. Ms. Shickle agreed to whatever is most simple.

Mr. Peterson said to leave the budget alone so we can see how are doing compared to the original budget. Mr. Holland agreed to keep it simple and added he would like a mechanism for review of new revenue or awards.

Dr. Spagna suggested a motion to undo the earlier motion to accept the FY2020 revised budget. Mr. Peterson made the motion and Ms. Gray seconded the motion which was carried unanimously.

Dr. Spagna made a motion to present the projected budget to the full commission. Ms. Gray made the motion and Mr. Peterson seconded the motion which was carried unanimously.

Dr. Spagna requested the agenda for the next committee meeting include revisiting how to present the budget and midyear revisions. Ms. Eckhout requested the agency adopt the same process used by the jurisdictions.

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#### 4. Tenant Advisory Services for Office Leasing (Shickle)

Mr. Holland requested a timeline of events that need to happen regarding the upcoming lease expiration. Ms. Shickle agreed to follow up.

- a. Brian Berkey - Cushman & Wakefield/Thalhimer (10- 10:30 am)
- b. Charlie Polk - JLL (10:30- 11 am)
- c. Chris Wallace & Tony Beck – CBRE (11- 11:30 am)

#### 5. Other Items

#### 6. Adjourn

The meeting adjourned at approximately 12:20 PM.

## TENANT ADVISORY SERVICES SUMMARY

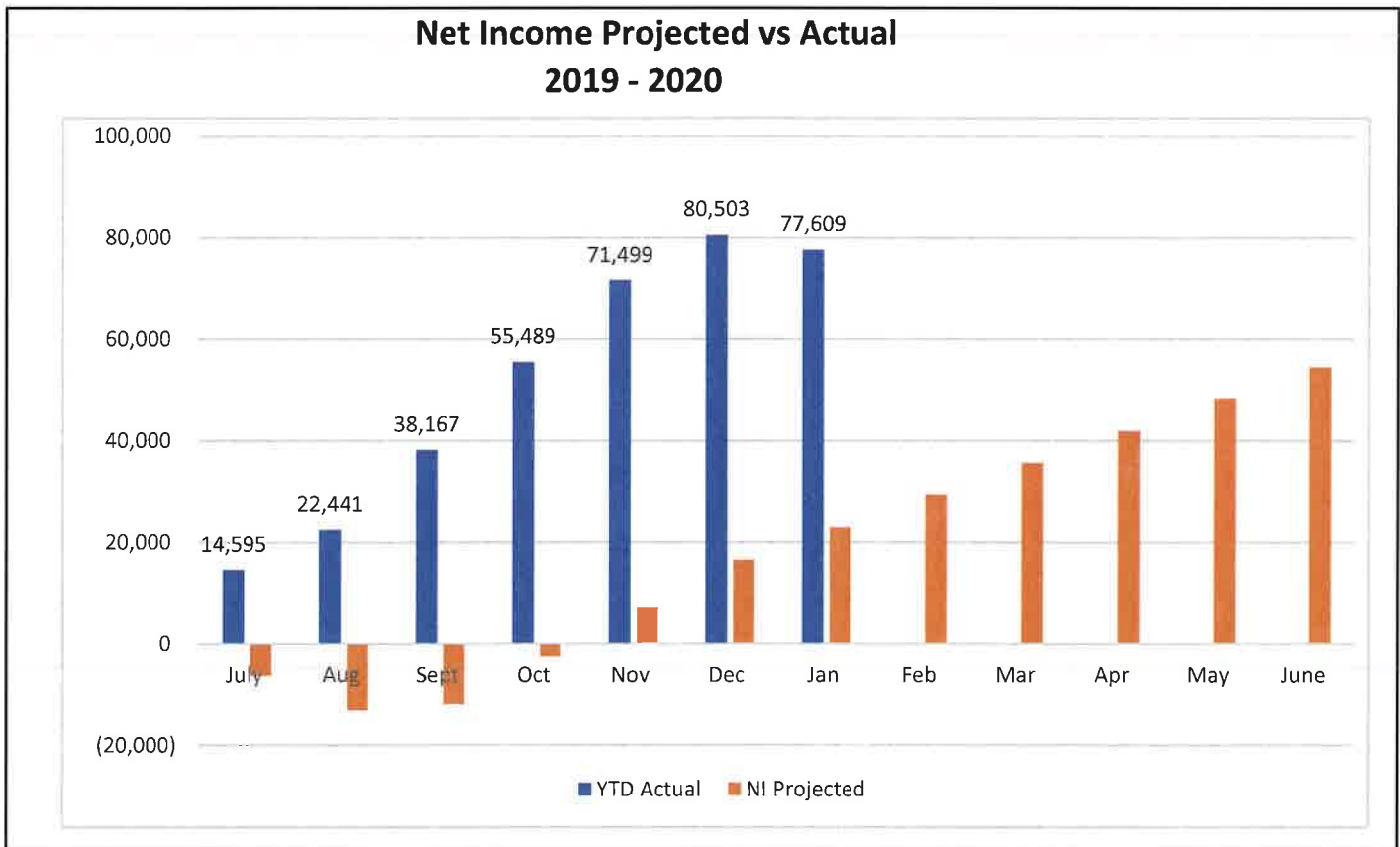
	<b>Cushman &amp; Wakefield / Thalhimer</b>	<b>Jones Lang Lasalle (JLL)</b>	<b>CBRE</b>
<b>CONTACTS</b>	Brian Berkey, Senior VP	Charlie Polk, Executive Managing Director; Christian Creswell, Sr. Interior Designer	Chris Wallace, Senior VP; Tony Beck, Senior Managing Director; Eric Willford, VP
<b>Who they are/benefits</b>	Headquartered in RVA with ten full-service offices. Part of the Cushman & Wakefield Alliance.	Global capabilities, construction and project management expertise with volume purchasing power.	Extensive local knowledge, end-to-end service provider, proven track record working with similar size and scope.
<b>Clients/recent experience</b>	Chesapeake Bay Foundation, Richmond Behavioral Health Authority (RBHA), United Way, VA Society of CPAs, VA Sheriffs Institute	American Heart Association, CVWMA, American Red Cross, YWCA, YMCA, American Cancer Society, VA Poverty Law Center, VA Bankers Association	Dominion Energy Credit Union, Crown Castle, Thomson Reuters, SimpliSafe, Better Business Bureau, Pediatrix Medical Group
<b>Situational Analysis</b>	Goal to promote regional cooperation and collaboration and recognized capabilities of funding, planning, project management, public engagement, research & modeling. Quote from Mrs. O'Bannon taken from 1/22/2019 minutes "thought should be given to prepare for relocation to site with lower per square footage rate."	Perception of PlanRVA's goals: New vibrant space, more collaboration, open plan for more productive work environment, access to public transit, space efficiency, connectivity to community, branding/signage, possibility of renovation of current space.	Per current charter required to be within city limits, improve space utilization by utilizing shared conference facility, parking needs to accommodate meetings, more integrated with public to reflect mission of PlanRVA, mixed-use development desirable if relocating, seeking a full-service partner that will deliver a plan by December 2020.
<b>Market Overview</b>	Healthy overall, RVA 5 <sup>th</sup> lowest office vacancy in the country, high demand for urban space, limit large block availability	Typical suburban Class A rents have risen significantly, significant near term roll over exists in 2021 and 2022, limited supply in Stony Point Submarket.	Limited development activity coupled with an increasing level of demand has compressed vacancy levels for the sixth straight year.

	<b>Cushman &amp; Wakefield / Thalhimer</b>	<b>Jones Lang Lasalle (JLL)</b>	<b>CBRE</b>
<b>Strategy / Process</b>	Cost Savings. Parallel Paths – Sublease and Blend & Extend. Benefits – recognize savings in 2020, improve efficiency and layout, upgrade and enhance. Pitfalls – extending lease in current building, sublease comes with risk. Have provided timeline for blend & extend and relocation options.	Phase 1 – data gathering; Phase 2 – market and alternatives analysis; Phase 3 – transaction negotiation and closing. Four main categories of deal/strategy – economics, operational/flexibility, construction, environment/workplace. Also provided a renewal strategy.	Process - Strategic planning, operational development, transaction implementation. Included activities and deliverables for each step and timeline.
<b>Compensation</b>	Tenant Advisory Services paid by respective landlord, no cost to PlanRVA. Project Management based on fee schedule that totals \$2.75/PSF. Thalhimer will donate 20% of the fee back to PlanRVA which can applied towards project management services.	Offers a 20% fee share on transaction.	Unknown – <i>not included in presentation materials</i>

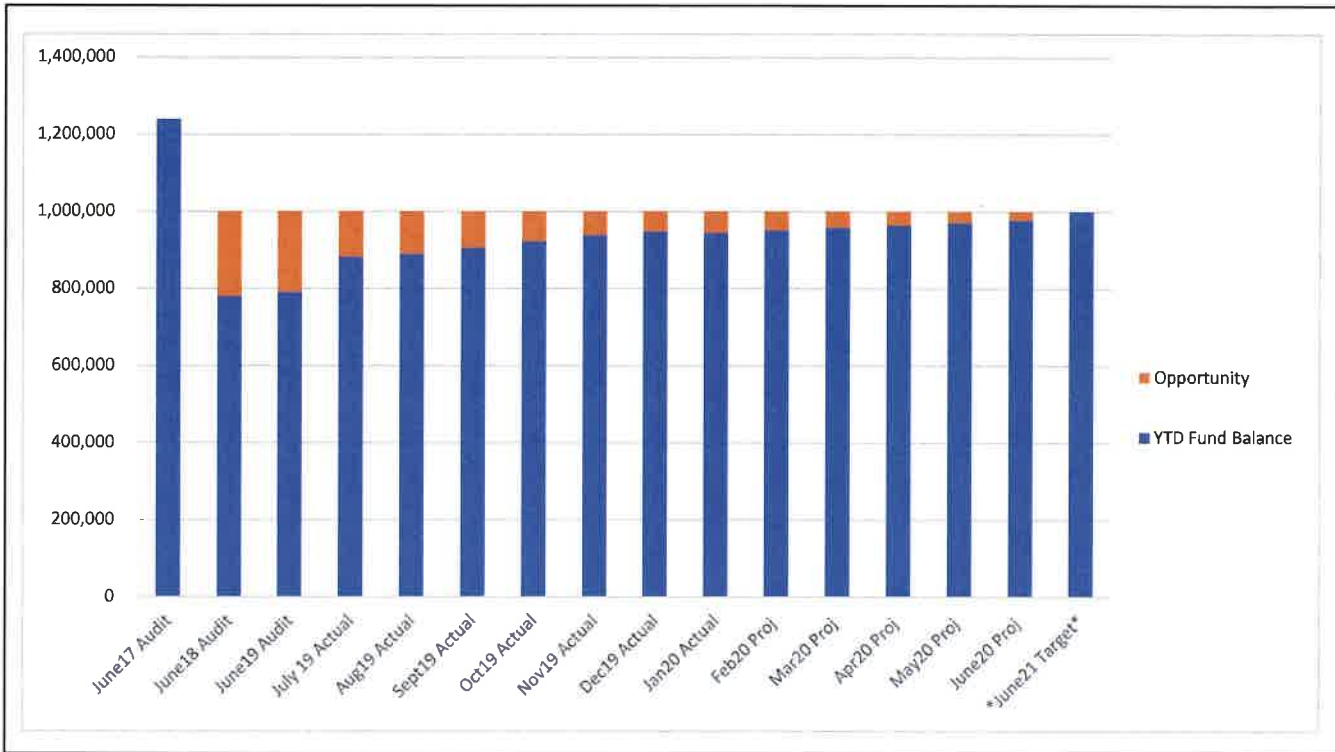
**PlanRVA**  
**Statement of Revenues and Expenses - Budget and Actual**  
**January 31, 2020**

	Month to Date <u>Actual</u>	Year to Date <u>Actual</u>	Year to Date <u>Budget</u>	<u>Variance</u>	<u>% Budget Remaining</u>
<b>Income/Funds:</b>					
Federal	\$177,376	\$1,203,755	\$1,236,645	\$32,890	3%
State	27,782	222,325	239,972	17,647	7%
Local	53,388	373,717	373,717	0	0%
Private	8,732	53,704	48,537	(5,167) *	-11%
Other	995	8,546	0	(8,546) *	0%
<b>Total Income</b>	<u>268,273</u>	<u>1,862,047</u>	<u>1,898,871</u>	<u>36,824</u>	<u>2%</u>
<b>Expenses:</b>					
Salary & Wages	171,929	1,061,761	1,118,396	56,635	5%
Professional Fees	2,000	48,510	53,618	5,108	10%
Office Expenses	16,622	113,827	129,422	15,595	12%
Program Expenses	61,006	419,917	430,209	10,292	2%
Infrastructure	20,060	140,423	144,397	3,974	3%
<b>Total Expense</b>	<u>\$271,617</u>	<u>1,784,438</u>	<u>1,876,042</u>	<u>\$91,604</u>	<u>5%</u>
<b>Net Income</b>	<u><u>(\$3,344)</u></u>	<u><u>\$77,609</u></u>	<u><u>\$22,829</u></u>	<u><u>\$54,780</u></u>	

\* Note: Resolution for budget amendment is forthcoming for Partnership Housing Affordability and Interest Income

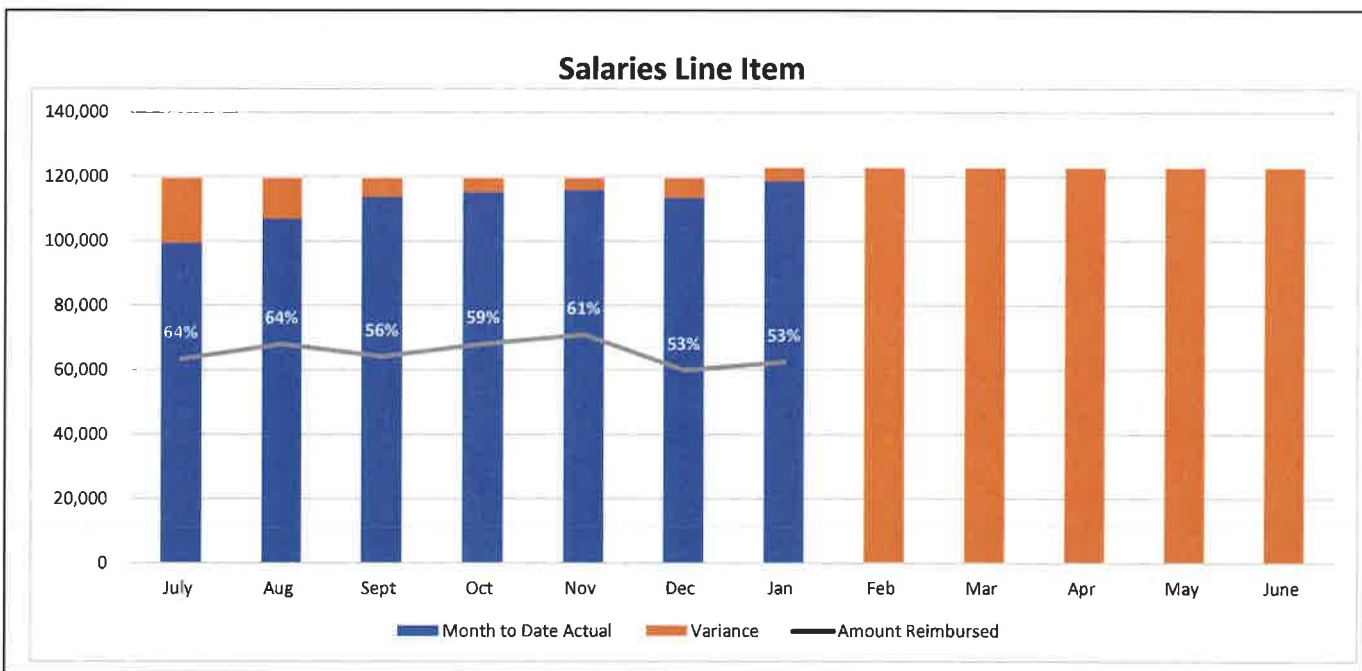


**Plan RVA  
Fund Balance Projection  
FY19-20**



The goal is to meet \$1 million target fund balance by Jun 21; change to accrual accounting in FY19 prevents detailed comparison prior to FY 19.

<b>Unrestricted Reserve - End of FY 19 (adjusted)</b>	790,620
<b>Net Surplus (Deficit) January YTD 2020</b>	77,609
<b>Special Assessments FY20</b>	77,317
<b>Unrestricted Reserve - 1/31/20</b>	<u>945,545</u>



PlanRVA  
Monthly Profit Loss Budget Performance  
January 2020

	Jan 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Federal Funding	177,376	176,664	713	100.4%
4200 · State Funding	27,782	34,282	(6,500)	81.04%
4300 · Local Funding	53,388	53,388	0	100.0%
4400 · Private Funding	8,732	6,934	1,798	125.94%
5000 · Other Income	995			
<b>Total Income</b>	<u>268,273</u>	<u>271,267</u>	<u>(2,994)</u>	<u>98.9%</u>
<b>Gross Profit</b>	268,273	271,267	(2,994)	98.9%
<b>Expense</b>				
6000 · Salary & Wages	171,929	162,453	9,475	105.83%
7100 · Professional Fees	2,000	4,088	(2,088)	48.92%
7200 · Office Expenses	16,622	16,160	461	102.86%
7400 · Program Expenses	61,006	61,458	(453)	99.26%
7600 · Infrastructure				
7210 · Rent	19,528	20,190	(662)	96.72%
7240 · Insurance	533	533	0	100.0%
<b>Total 7600 · Infrastructure</b>	<u>20,060</u>	<u>20,723</u>	<u>(662)</u>	<u>96.8%</u>
<b>Total Expense</b>	<u>271,616</u>	<u>264,883</u>	<u>6,733</u>	<u>102.54%</u>
<b>Net Ordinary Income</b>	<u>(3,344)</u>	<u>6,384</u>	<u>(9,728)</u>	<u>-52.37%</u>
<b>Net Income</b>	<u>(3,344)</u>	<u>6,384</u>	<u>(9,728)</u>	<u>-52.37%</u>

**Net Loss of (\$3,344), resulting in an unfavorable budget variance of (\$9,728)**

**Salaries & wages are (\$9,475) over budget due to addition of staff person to train for retirement of staff member; additional holidays result in non-reimbursable time**



PlanRVA  
Profit Loss - Detailed  
January 2020

Ordinary Income/Expense	Jan 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4101 · MPO FHWA/PL Funds - Fed share	88,882	106,868	(17,986)	83.17%
4102 · MPO Sect 5303 Funds - Fed share	32,022	32,285	(263)	99.18%
4105 · MPO Pass-Through	0	6,667	(6,667)	0.0%
4110 · DEQ-Coastal	11,316	7,258	4,058	155.9%
4120 · VDEM SHSP	8,635	7,436	1,198	116.12%
4130 · VDEM Pass-through grants	36,522	16,149	20,373	226.16%
	<u>177,376</u>	<u>176,664</u>	<u>713</u>	<u>100.4%</u>
4201 · MPO FHWA/PL Funds - State share	11,110	13,359	(2,249)	83.17%
4202 · MPO Sec. 5303 - State share	4,090	4,036	54	101.35%
4205 · State MPO Pass-Through	0	1,667	(1,667)	0.0%
4207 · DEQ WIP3 Funding	2,554	896	1,659	285.15%
4210 · VDOT Rural Planning	535	4,833	(4,298)	11.08%
4230 · State Appropriation	9,492	9,492	0	100.0%
	<u>27,782</u>	<u>34,282</u>	<u>(6,500)</u>	<u>81.04%</u>
4301 · TPO Assessment	4,146	4,146	0	100.0%
4310 · Local Membership Dues	49,242	49,242	0	100.0%
	<u>53,388</u>	<u>53,388</u>	<u>0</u>	<u>100.0%</u>
4410 · Restricted Contributions				
4360 · FOLAR Grant	6,934	6,934	0	100.0%
4410 · Restricted Contributions - Other	1,798	0	1,798	100.0%
Total 4410 · Restricted Contributions	<u>8,732</u>	<u>6,934</u>	<u>1,798</u>	<u>125.94%</u>
	<u>8,732</u>	<u>6,934</u>	<u>1,798</u>	<u>125.94%</u>
5001 · Interest Income	995			
	<u>995</u>			
<b>Total Income</b>	<u>268,273</u>	<u>271,267</u>	<u>(2,994)</u>	<u>98.9%</u>
<b>Gross Profit</b>	<u>268,273</u>	<u>271,267</u>	<u>(2,994)</u>	<u>98.9%</u>
<b>Expense</b>				
6100 · Wages	118,687	122,640	(3,953)	96.78%
6200 · Payroll Taxes	10,977	9,201	1,776	119.31%
6500 · Benefits				
6512 · Healthcare	14,139	17,411	(3,272)	81.21%
6530 · Retirement				
6531 · VRS Retirement Contribution	7,324	8,118	(794)	90.22%
6532 · VRS Employee Contribution	142			
6533 · ICMA - 401	125			
6534 · ICMA - 457	575			
6535 · Hybrid 401 A	1,319			
6536 · HYBRID 457	(227)			
Total 6530 · Retirement	<u>9,258</u>	<u>8,118</u>	<u>1,140</u>	<u>114.04%</u>
6540 · Life & Disability				
6541 · LTD	883	842	41	104.83%
6542 · Hybrid VRS ST & LT Disability	180			
6543 · AFLAC	(0)			
Total 6540 · Life & Disability	<u>1,062</u>	<u>842</u>	<u>220</u>	<u>126.18%</u>

PlanRVA  
Profit Loss - Detailed  
January 2020

	Jan 20	Budget	\$ Over Budget	% of Budget
6550 · FSA/HSA Section 125 Plans	952	113	839	842.9%
6500 · Benefits - Other	0	762	(762)	0.0%
<b>Total 6500 · Benefits</b>	<b>25,412</b>	<b>27,246</b>	<b>(1,834)</b>	<b>93.27%</b>
6580 · Payroll Fees	424	533	(109)	79.59%
6590 · Training	16,428	2,833	13,595	579.82%
	<u>171,929</u>	<u>162,453</u>	<u>9,475</u>	<u>105.83%</u>
<b>7720 · Legal Fees</b>				
7721 · General Counsel	2,000	2,000	0	100.0%
7722 · Legal Fees - Other	0	417	(417)	0.0%
<b>Total 7720 · Legal Fees</b>	<b>2,000</b>	<b>2,417</b>	<b>(417)</b>	<b>82.76%</b>
7730 · Contracted Services	0	1,672	(1,672)	0.0%
	<u>2,000</u>	<u>4,088</u>	<u>(2,088)</u>	<u>48.92%</u>
<b>7220 · Computer Operations</b>				
7221 · Virtual Desktop Operations	8,046	7,000	1,046	114.94%
7222 · Software	339	255	84	132.93%
7223 · Broadband/network/telephone	1,264	614	650	205.85%
7224 · Desktops & Support	1,763	1,455	308	121.16%
7226 · Technology services	0	1,604	(1,604)	0.0%
<b>Total 7220 · Computer Operations</b>	<b>11,412</b>	<b>10,929</b>	<b>484</b>	<b>104.43%</b>
7225 · Computer Supplies	235			
7230 · Printing	2,700	3,117	(416)	86.65%
7235 · Supplies	659	802	(142)	82.25%
7245 · Postage	316	230	86	137.22%
7250 · Advertisements	0	417	(417)	0.0%
7290 · Miscellaneous Expenses	714	417	298	171.47%
7295 · Bank Fees	90	250	(160)	36.0%
7200 · Office Expenses - Other	495			
	<u>16,622</u>	<u>16,160</u>	<u>461</u>	<u>102.86%</u>
7410 · Organizational Dues	3,131	1,250	1,881	250.52%
7420 · Travel - Board	0	542	(542)	0.0%
7425 · Travel - Agency	744	2,708	(1,964)	27.47%
7430 · Books & Periodicals	42	83	(41)	50.44%
<b>7450 · Pass-through and Matching funds</b>				
7451 · Pass Through Funds - MPO	20,567	40,726	(20,160)	50.5%
7452 · Pass Through Funds (FEMA)	0	16,149	(16,149)	0.0%
7456 · Pass - Through Funds - SHSP	36,522			
<b>Total 7450 · Pass-through and Matching funds</b>	<b>57,088</b>	<b>56,875</b>	<b>213</b>	<b>100.38%</b>
	<u>61,006</u>	<u>61,458</u>	<u>(453)</u>	<u>99.26%</u>
7210 · Rent	19,528	20,190	(662)	96.72%
7240 · Insurance	533	533	0	100.0%
	<u>20,060</u>	<u>20,723</u>	<u>(662)</u>	<u>96.8%</u>
<b>Total Expense</b>	<b>271,616</b>	<b>264,883</b>	<b>6,733</b>	<b>102.54%</b>
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	<u><b>(3,344)</b></u>	<u><b>6,384</b></u>	<u><b>-9,728</b></u>	<u><b>-52.37%</b></u>

Net Loss of (\$3,344), resulting in an unfavorable budget variance of (\$9,728)

Salaries & wages are (\$9,475) over budget due to addition of staff person to train for retirement of staff member; additional holidays result in non-reimbursable time

PlanRVA  
Balance Sheet  
January 2020

Jan 31, 20 (Less: non-operating)

**ASSETS**

**Current Assets**

**Checking/Savings**

1050 · LGIP-Virginia Dept of Treasury	695,183	695,183
1070 · SunTrust Checking 8921	93,956	93,956

<b>Total Checking/Savings</b>	<b>789,139</b>	<b>789,139</b>
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**Accounts Receivable**

1200 · Accounts Receivable	439,079	439,079
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<b>Total Accounts Receivable</b>	<b>439,079</b>	<b>439,079</b>
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**Other Current Assets**

1150 · Prepaid Expenses	19,465	19,465
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1250 · Miscellaneous Receivables	161,883	161,883
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1620 · Employee Receivable	1,029	1,029
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<b>Total 1600 · Miscellaneous A/R-EE</b>	<b>1,029</b>	<b>1,029</b>
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<b>Total Other Current Assets</b>	<b>182,377</b>	<b>182,377</b>
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<b>Total Current Assets</b>	<b>1,410,595</b>	<b>1,410,595</b>
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**Fixed Assets**

1300 · Property & Equipment	389,790	389,790
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1350 · Accumulated Depreciation	(267,458)	(267,458)
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<b>Total Fixed Assets</b>	<b>122,332</b>	<b>122,332</b>
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Other Assets	239,467	0
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<b>TOTAL ASSETS</b>	<b>1,772,393</b>	<b>1,532,926</b>
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**LIABILITIES & EQUITY**

**Current Liabilities**

**Accounts Payable**

2000 · Accounts Payable	80,232	80,232
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<b>Total Accounts Payable</b>	<b>80,232</b>	<b>80,232</b>
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**Other Current Liabilities**

2050 · Accrued Expenses	53,197	53,197
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2500 · Compensated Absences	69,894	0
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2525 · Deferred Revenue	328,956	328,956
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2600 · Security Deposit	2,665	2,665
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<b>Total Other Current Liabilities</b>	<b>454,712</b>	<b>384,818</b>
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<b>Total Current Liabilities</b>	<b>534,944</b>	<b>465,050</b>
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**Long Term Liabilities**

2800 · Deferred Rent Liability	32,799	0
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2900 · Net Pension Liability	521,969	0
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2950 · Deferred Inflows	131,122	0
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<b>Total Long Term Liabilities</b>	<b>685,890</b>	<b>0</b>
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<b>Total Liabilities</b>	<b>1,220,834</b>	<b>465,050</b>
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**Fund Balance**

Fixed Asset	122,332	122,332
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Other Unrestricted Reserve	432,122	945,545
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<b>Total Fund Balance</b>	<b>554,454</b>	<b>1,067,877</b>
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<b>TOTAL LIABILITIES &amp; Fund Balance</b>	<b>1,775,288</b>	<b>1,532,926</b>
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PlanRVA  
Balance Sheet  
January 2020

Unrestricted Reserve - End of FY 19 (adjusted)	790,620
Net Surplus (Deficit) January YTD 2020	77,609
Special Assessments FY20	<u>77,317</u>
Unrestricted Reserve - 1/31/20	<u><u>945,545</u></u>

PlanRVA  
Profit Loss Budget Performance  
YTD January 2020

								TOTAL			
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>											
<b>Income</b>											
<b>4100 · Federal Funding</b>											
4101 · MPO FHWA/PL Funds - Fed share	75,463.20	99,579.30	89,941.50	132,900.80	134,174.40	91,273.60	88,882.00	712,214.80	748,078.07	-35,863.27	95.21%
4102 · MPO Sect 5303 Funds - Fed share	63,299.20	19,359.26	21,173.54	17,368.80	19,876.80	20,953.60	32,021.71	194,052.91	225,996.40	-31,943.49	85.87%
4105 · MPO Pass-Through	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,666.65	-46,666.65	0.0%
4110 · DEQ-Coastal	5,269.57	5,269.57	-3,659.53	12,195.00	14,320.00	8,893.00	11,316.06	53,603.67	50,808.35	2,795.32	105.5%
4120 · VDEM SHSP	7,178.72	7,178.72	10,535.98	7,670.73	8,113.82	7,654.05	8,634.88	56,966.90	52,055.26	4,911.64	109.44%
4130 · VDEM Pass-through grants	21,074.49	13,087.65	36,655.77	5,428.00	28,095.84	46,052.91	36,521.71	186,916.37	113,040.59	73,875.78	165.35%
<b>Total 4100 · Federal Funding</b>	<b>172,285.18</b>	<b>144,474.50</b>	<b>154,647.26</b>	<b>175,563.33</b>	<b>204,580.86</b>	<b>174,827.16</b>	<b>177,376.36</b>	<b>1,203,754.65</b>	<b>1,236,645.32</b>	<b>-32,890.67</b>	<b>97.34%</b>
<b>4200 · State Funding</b>											
4201 · MPO FHWA/PL Funds - State share	9,432.90	12,447.41	11,242.69	16,612.60	16,771.80	11,409.20	11,110.00	89,026.60	93,509.75	-4,483.15	95.21%
4202 · MPO Sec. 5303 - State share	7,912.40	2,419.91	2,646.69	2,171.10	2,484.60	2,619.20	4,090.00	24,343.90	28,249.55	-3,905.65	86.17%
4205 · State MPO Pass-Through	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,666.65	-11,666.65	0.0%
4207 · DEQ WIP3 Funding	7,885.98	5,523.00	-3,819.16	2,070.41	517.03	980.95	2,554.45	15,712.66	6,270.85	9,441.81	250.57%
4210 · VDOT Rural Planning	7,416.80	0.00	3,330.34	6,622.03	5,836.14	3,059.37	535.43	26,800.11	33,833.35	-7,033.24	79.21%
4230 · State Appropriation	9,491.67	9,491.67	9,491.67	9,491.67	9,491.67	9,491.67	9,491.67	66,441.69	66,441.65	0.04	100.0%
<b>Total 4200 · State Funding</b>	<b>42,139.75</b>	<b>29,881.99</b>	<b>22,892.23</b>	<b>36,967.81</b>	<b>35,101.24</b>	<b>27,560.39</b>	<b>27,781.55</b>	<b>222,324.96</b>	<b>239,971.80</b>	<b>-17,646.84</b>	<b>92.65%</b>
<b>4300 · Local Funding</b>											
4301 · TPO Assessment	4,145.95	4,145.98	4,145.98	4,145.98	4,145.98	4,145.98	4,145.98	29,021.83	29,021.83	0.00	100.0%
4310 · Local Membership Dues	49,242.15	49,242.14	49,242.14	49,242.14	49,242.14	49,242.14	49,242.14	344,694.99	344,694.99	0.00	100.0%
4320 · Capital Region Collaborative	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
4330 · Greater Richmond Chamber	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total 4300 · Local Funding</b>	<b>53,388.10</b>	<b>53,388.12</b>	<b>53,388.12</b>	<b>53,388.12</b>	<b>53,388.12</b>	<b>53,388.12</b>	<b>53,388.12</b>	<b>373,716.82</b>	<b>373,716.82</b>	<b>0.00</b>	<b>100.0%</b>
<b>4400 · Private Funding</b>											
<b>4410 · Restricted Contributions</b>											
4360 · FOLAR Grant	6,933.87	6,933.87	6,933.87	6,933.87	6,933.87	6,933.87	6,933.87	48,537.09	48,537.09	0.00	100.0%
4410 · Restricted Contributions - Other	0.00	1,206.88	19.08	343.44	1,161.87	637.27	1,798.36	5,166.90	0.00	5,166.90	100.0%
<b>Total 4410 · Restricted Contributions</b>	<b>6,933.87</b>	<b>8,140.75</b>	<b>6,952.95</b>	<b>7,277.31</b>	<b>8,095.74</b>	<b>7,571.14</b>	<b>8,732.23</b>	<b>53,703.99</b>	<b>48,537.09</b>	<b>5,166.90</b>	<b>110.65%</b>
<b>Total 4400 · Private Funding</b>	<b>6,933.87</b>	<b>8,140.75</b>	<b>6,952.95</b>	<b>7,277.31</b>	<b>8,095.74</b>	<b>7,571.14</b>	<b>8,732.23</b>	<b>53,703.99</b>	<b>48,537.09</b>	<b>5,166.90</b>	<b>110.65%</b>
<b>5000 · Other Income</b>											
5001 · Interest Income	324.16	214.00	1,316.11	1,075.91	1,079.17	2,414.46	994.60	7,418.41	0.00	7,418.41	
5010 · Miscellaneous	0.00	0.00	0.00	1,128.18	0.00	0.00	0.00	1,128.18	0.00	1,128.18	
<b>Total 5000 · Other Income</b>	<b>324.16</b>	<b>214.00</b>	<b>1,316.11</b>	<b>2,204.09</b>	<b>1,079.17</b>	<b>2,414.46</b>	<b>994.60</b>	<b>8,546.59</b>	<b>0.00</b>	<b>8,546.59</b>	
<b>Total Income</b>	<b>275,071.06</b>	<b>236,099.36</b>	<b>239,196.67</b>	<b>275,400.66</b>	<b>302,245.13</b>	<b>265,761.27</b>	<b>268,272.86</b>	<b>1,862,047.01</b>	<b>1,898,871.03</b>	<b>-36,824.02</b>	<b>98.06%</b>
<b>Gross Profit</b>	<b>275,071.06</b>	<b>236,099.36</b>	<b>239,196.67</b>	<b>275,400.66</b>	<b>302,245.13</b>	<b>265,761.27</b>	<b>268,272.86</b>	<b>1,862,047.01</b>	<b>1,898,871.03</b>	<b>-36,824.02</b>	<b>98.06%</b>
<b>Expense</b>											
<b>6000 · Salary &amp; Wages</b>											
6100 · Wages	99,379.14	106,988.04	113,770.84	115,241.76	115,899.85	113,487.97	118,686.63	783,454.23	839,701.26	-56,247.03	93.3%

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								TOTAL			
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
<b>6200 · Payroll Taxes</b>	6,979.01	7,553.30	8,108.90	8,454.46	8,492.46	8,902.27	10,977.01	59,467.41	64,403.93	-4,936.52	92.34%
<b>6500 · Benefits</b>											
<b>6512 · Healthcare</b>	14,713.20	14,032.20	14,557.20	17,228.20	17,228.20	16,269.40	14,139.20	108,167.60	121,879.35	-13,711.75	88.75%
<b>6530 · Retirement</b>											
<b>6531 · VRS Retirement Contribution</b>	6,056.89	6,357.62	7,141.42	7,033.09	7,033.09	7,033.09	7,324.24	47,979.44	56,827.15	-8,847.71	84.43%
<b>6532 · VRS Employee Contribution</b>	89.42	-5.51	73.48	0.15	-4.35	12.32	141.72	307.23			
<b>6533 · ICMA - 401</b>	152.87	887.87	1,527.87	1,527.87	247.87	887.87	124.67	5,356.89			
<b>6534 · ICMA - 457</b>	660.30	-74.70	-714.70	-714.70	565.30	-74.70	575.30	222.10			
<b>6535 · Hybrid 401 A</b>	618.70	632.14	673.07	456.92	393.92	782.23	1,319.05	4,876.03			
<b>6536 · HYBRID 457</b>	0.00	0.00	0.00	373.22	373.72	33.58	-226.82	553.70			
<b>Total 6530 · Retirement</b>	7,578.18	7,797.42	8,701.14	8,676.55	8,609.55	8,674.39	9,258.16	59,295.39	56,827.15	2,468.24	104.34%
<b>6540 · Life &amp; Disability</b>											
<b>6541 · LTD</b>	567.86	584.79	615.29	644.33	991.00	885.71	882.56	5,171.54	5,893.40	-721.86	87.75%
<b>6542 · Hybrid VRS ST &amp; LT Disability</b>	137.52	0.00	160.40	179.76	179.76	179.76	179.76	1,016.96			
<b>6543 · AFLAC</b>	-0.01	221.92	-321.84	-0.01	-0.01	-0.01	-0.01	-99.97			
<b>Total 6540 · Life &amp; Disability</b>	705.37	806.71	453.85	824.08	1,170.75	1,065.46	1,062.31	6,088.53	5,893.40	195.13	103.31%
<b>6550 · FSA/HSA Section 125 Plans</b>	395.30	1,266.51	-371.66	451.05	451.05	571.30	952.48	3,716.03	791.00	2,925.03	469.79%
<b>6500 · Benefits - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,333.28	-5,333.28	0.0%
<b>Total 6500 · Benefits</b>	23,392.05	23,902.84	23,340.53	27,179.88	27,459.55	26,580.55	25,412.15	177,267.55	190,724.18	-13,456.63	92.94%
<b>6580 · Payroll Fees</b>	462.08	37.95	327.95	273.33	152.56	228.84	424.49	1,907.20	3,733.35	-1,826.15	51.09%
<b>6590 · Training</b>	3,250.00	17,435.00	225.00	1,763.34	194.00	369.00	16,428.25	39,664.59	19,833.35	19,831.24	199.99%
<b>Total 6000 · Salary &amp; Wages</b>	133,462.28	155,917.13	145,773.22	152,912.77	152,198.42	149,568.63	171,928.53	1,061,760.98	1,118,396.07	-56,635.09	94.94%
<b>7100 · Professional Fees</b>											
<b>7720 · Legal Fees</b>											
<b>7721 · General Counsel</b>	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	14,000.00	14,000.00	0.00	100.0%
<b>7722 · Legal Fees - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,916.65	-2,916.65	0.0%
<b>7720 · Legal Fees - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total 7720 · Legal Fees</b>	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	14,000.00	16,916.65	-2,916.65	82.76%
<b>7730 · Contracted Services</b>	14,310.00	6,600.00	0.00	1,275.00	7,100.00	5,225.00	0.00	34,510.00	36,701.70	-2,191.70	94.03%
<b>Total 7100 · Professional Fees</b>	16,310.00	8,600.00	2,000.00	3,275.00	9,100.00	7,225.00	2,000.00	48,510.00	53,618.35	-5,108.35	90.47%
<b>7200 · Office Expenses</b>											
<b>7280 · Staff Engagement</b>	0.00	0.00	85.99	0.00	275.00	0.00	0.00	360.99			
<b>7220 · Computer Operations</b>											
<b>7221 · Virtual Desktop Operations</b>	6,879.87	7,057.43	7,955.79	7,700.31	7,564.39	8,194.24	8,046.04	53,398.07	49,000.00	4,398.07	108.98%
<b>7222 · Software</b>	0.00	0.00	0.00	228.00	818.91	338.97	338.97	1,724.85	18,085.00	-16,360.15	9.54%
<b>7223 · Broadband/network/telephone</b>	100.00	1,236.14	567.22	1,127.29	1,292.57	548.75	1,263.87	6,135.84	4,297.83	1,838.01	142.77%
<b>7224 · Desktops &amp; Support</b>	1,751.30	1,751.30	1,751.30	1,751.30	1,751.30	1,751.30	1,763.46	12,271.26	10,188.29	2,082.97	120.45%
<b>7226 · Technology services</b>	0.00	2,577.04	0.00	0.00	0.00	0.00	0.00	2,577.04	11,229.15	-8,652.11	22.95%
<b>7220 · Computer Operations - Other</b>	0.00	0.00	0.00	-931.00	0.00	0.00	0.00	-931.00	0.00	-931.00	100.0%

PlanRVA  
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								TOTAL			
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
<b>Total 7220 · Computer Operations</b>	8,731.17	12,621.91	10,274.31	9,875.90	11,427.17	10,833.26	11,412.34	75,176.06	92,800.27	-17,624.21	81.01%
7225 · Computer Supplies	0.00	0.00	0.00	0.00	0.00	0.00	234.50	234.50	0.00		
7230 · Printing	3,943.23	2,967.79	2,890.96	2,468.79	3,102.59	2,619.19	2,700.44	20,692.99	21,816.65	-1,123.66	94.85%
7235 · Supplies	200.66	1,655.76	592.03	961.27	771.36	472.52	659.34	5,312.94	5,611.65	-298.71	94.68%
7245 · Postage	315.60	0.00	0.00	0.00	315.60	0.00	315.60	946.80	1,610.00	-663.20	58.81%
7250 · Advertisements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,916.65	-2,916.65	0.0%
7290 · Miscellaneous Expenses	16.51	1,512.05	303.29	3,069.60	721.63	242.92	714.45	6,580.45	2,916.65	3,663.80	225.62%
7295 · Bank Fees	124.03	131.96	95.00	85.00	85.00	100.00	90.00	710.99	1,750.00	-1,039.01	40.63%
7200 · Office Expenses - Other	0.00	0.00	0.00	3,811.65	-495.00	0.00	495.00	3,811.65	0.00	3,811.65	100.0%
<b>Total 7200 · Office Expenses</b>	13,331.20	18,889.47	14,241.58	20,272.21	16,203.35	14,267.89	16,621.67	113,827.37	129,421.87	-15,594.50	87.95%
<b>7400 · Program Expenses</b>											
7410 · Organizational Dues	499.13	6,988.38	499.13	594.13	2,155.13	1,253.13	3,131.47	15,120.50	8,750.00	6,370.50	172.81%
7420 · Travel - Board	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,791.65	-3,791.65	0.0%
7425 · Travel - Agency	555.95	3,813.03	1,375.10	516.93	4,211.84	1,502.00	743.91	12,718.76	18,958.35	-6,239.59	67.09%
7430 · Books & Periodicals	0.00	28.16	28.16	28.16	221.20	42.03	42.03	389.74	583.35	-193.61	66.81%
7450 · Pass-through and Matching funds											
7451 · Pass Through Funds - MPO	55,182.38	0.00	3,500.00	54,990.67	53,756.83	16,568.59	20,566.60	204,565.07	285,084.57	-80,519.50	71.76%
7452 · Pass Through Funds (FEMA)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7456 · Pass - Through Funds - SHSP	21,074.49	13,674.07	35,758.47	5,428.00	28,095.84	46,052.91	36,521.71	186,605.49	113,040.59	73,564.90	165.08%
7459 · Other Pass-thru expenses	0.00	282.92	-282.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total 7450 · Pass-through and Matching funds</b>	76,256.87	13,956.99	38,975.55	60,418.67	81,852.67	62,621.50	57,088.31	391,170.56	398,125.16	-6,954.60	98.25%
7400 · Program Expenses - Other	0.00	0.00	517.42	0.00	0.00	0.00	0.00	517.42	0.00	517.42	100.0%
<b>Total 7400 · Program Expenses</b>	77,311.95	24,786.56	41,395.36	61,557.89	88,440.84	65,418.66	61,005.72	419,916.98	398,125.16	21,791.82	105.47%
<b>7600 · Infrastructure</b>											
7210 · Rent -	19,527.95	19,527.95	19,527.95	19,527.95	19,527.95	19,527.95	19,527.95	136,695.65	140,669.45	-3,973.80	97.18%
7240 · Insurance	532.50	532.50	532.50	532.50	532.50	532.50	532.50	3,727.50	3,727.50	0.00	100.0%
7610 · Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total 7600 · Infrastructure</b>	20,060.45	20,060.45	20,060.45	20,060.45	20,060.45	20,060.45	20,060.45	140,423.15	144,396.95	-3,973.80	97.25%
<b>Total Expense</b>	<b>260,475.88</b>	<b>228,253.61</b>	<b>223,470.61</b>	<b>258,078.32</b>	<b>286,003.06</b>	<b>256,540.63</b>	<b>271,616.37</b>	<b>1,784,438.48</b>	<b>1,876,041.75</b>	<b>-91,603.27</b>	<b>95.12%</b>
<b>Net Ordinary Income</b>	<b>14,595.18</b>	<b>7,845.75</b>	<b>15,726.06</b>	<b>17,322.34</b>	<b>16,242.07</b>	<b>9,220.64</b>	<b>-3,343.51</b>	<b>77,608.53</b>	<b>22,829.28</b>	<b>54,779.25</b>	<b>339.95%</b>
<b>Other Income/Expense</b>											
<b>Other Expense</b>											
7900 · Capital Expense Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
	<b>14,595.18</b>	<b>7,845.75</b>	<b>15,726.06</b>	<b>17,322.34</b>	<b>16,242.07</b>	<b>9,220.64</b>	<b>-3,343.51</b>	<b>77,608.53</b>	<b>22,829.28</b>	<b>54,779.25</b>	<b>339.95%</b>

## Cash Disbursement Procedures - Proposed

(last updated 1/29/20)

### Background Information

The current Bylaws require the Treasurer to approve payments greater than \$3,00 and the Executive Director may process payroll without review.

The Executive Director authorizes the final payment of invoices, however the Program Director reviews and approves the invoice for expenditure.

The Director of Finance processes invoices for payment on the 10<sup>th</sup> and 25<sup>th</sup> of each month. Cash projections are calculated, and a disbursement list is provided to Executive Director for approval. Next, the approved list is emailed to the Treasurer for approval.

The Treasurer changes periodically and will be provided an orientation concerning the cash disbursement guidelines.

Review of disbursement by Treasurer can raise the following questions:

- Does the agency have funds to pay expenditures?
- Has the agency worked with this vendor before? Do we know this organization?
- Are there any concerns regarding the amount and costs of the expenditure?

A SunTrust agency credit card is being used to process routine invoices to reduce accounts payable processing costs.

The SunTrust credit card is paying 1% upon purchase plus an additional 10% when redeemed and transferred into operating account. The LGIP investment is paying 1.72% per year which is considerably less than the SunTrust credit card yield.

The use of ACH allows for flexible cash management and maximizes investment earnings in LGIP while adding an additional layer of fraud protection. SunTrust offers Fraud Inspector for no additional costs and allows 24 hours to review disbursements before clearing the operating account. The agency is setting up as many vendors on ACH as possible, and there are dual controls established by Executive Director and Director of Finance.



## Budget Preparation Guidelines

(last updated 1/29/20)

### Propose adding a note to require supplementary information section in the annual audit report:

#### **Note 1. Budgets and Budgetary Accounting**

The following procedures are used by the Commission in establishing the budgetary date reflected in the financial statements:

- 1) Prior to June 30<sup>th</sup>, the budget is approved by the Commission through passage of a resolution. The Commission may, from time to time, amend the budget, providing for additional expenditures and the means for financing them.
- 2) Formal budgetary integration is employed as a management control device during the year.
- 3) Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America.
- 4) All budget data presented in the accompanying financial statements includes the original and revised budgets as of June 30<sup>th</sup>.

#### Principles to follow when developing budget

- Prior year unspent (carryover) funding is to be reprogrammed for all grants/programs to be adopted in May each year before new fiscal year.
- New grant awards will require a resolution prior to spending funds.
- The indirect cost rate determined by year-end audit is to be used for developing next budget; VDOT, the cognizant agency, provides the final approved rate within 12 months of prior fiscal year audit.
- A line item budget is maintained; however funds are to be managed by category groups or “buckets.”

For example, Total Salaries and Wages includes individual line item budgets for benefits, salaries and training. The budget may not be overspent within the whole budget category; a budget transfer will need to be requested and approved by Commissioner.

- Establish a contingency line item for budget transfers; this will allow for changes to interim planning while improving transparency in financial reporting and budgeting.