



AGENDA

Audit, Facilities and Finance Committee

April 26, 2022 - 1:30 p.m.
James River Board Room – PlanRVA

Members of the public may observe the meeting on our YouTube Channel at www.youtube.com/PlanRVA
View our complete [Public Participation Guide](#) for other ways to participate.
Register to attend the meeting virtually [here](#)

1. Welcome, Roll Call and Introductions

2. Administrative Items

a. March 22, 2022 and April 13, 2022 Meeting Minutes

Requested Action: Motion to approve 3/22/22 and 4/13/22 meeting minutes.

3. Financial Statements- FY2022 Q3- Mr. Van Doornik

Requested Action: Motion to recommend approval by full Commission on May 12.

4. Administrative Updates- Ms. Heeter

a. Audit RFP

b. Financial Administration & Management

c. Financial System Updates

5. New Office Space and Relocation Update- Ms. Chalmers/ Mr. Gaza

a. Schematic Design Review: Floor/Floor Finish & Reflected Ceiling Plans

Requested Action: Motion to approve Floor/Floor Finish & Reflected Ceiling Plans

b. Schematic Design Review: Power Plan

Requested Action: Motion to authorize staff to finalize this plan in coordination with Managed Services Provider (Proxios) and AV provider (Productive AV).

c. Furniture Plan

Information Item: Staff is finalizing inventory including disposition schedule and is working with Creative to assist with furniture selection and pricing for items to be purchased new.

d. Project Schedule

Information item: Project Management will review the project schedule, status of milestones and next set of actions.

6. FY2023 Budget Presentation

Requested Action: Motion to recommend approval by full Commission on May 12.

7. Adjourn



**Audit, Facilities & Finance Committee
March 22, 2022 – 11:00 AM
Meeting Minutes**

Link to meeting recording: <https://www.youtube.com/watch?v=xCTgtizaJ0>

Members Present:

Mr. Michael Byerly, Powhatan County
Mr. Jim Holland, Chesterfield County, AFFC Chair
Mrs. Patricia O'Bannon, Henrico County(virtual)
Mr. Canova Peterson, Hanover County
Mr. Christopher Winslow, Chesterfield County, Board Chair

Staff Present:

Diane Fusco, Finance Manager
Gilbrith Gogel, Administrative Assistant
Sidd Kumar, Public Outreach Coordinator
Martha Heeter, Executive Director

Others Present:

Whitney Brown, Liaison for Andreas Addison
Katie Chalmers, Thalhimer Project Manager
Samantha Thompson, Baskervill Interior Designer
Dan Van Doornik, VML VACo
Eric Gregory, Hefty, Wiley & Gore, PC

Welcome and Introductions

Chairman Holland called the meeting to order at approximately 11:00 AM.

Members and guests introduced themselves. Chairman Holland confirmed a quorum was present.

New Office Space Update

Ms. Heeter shared an organizational chart designed to illustrate the points of contact for the office space project.

Ms. Thompson reviewed the office space layout design provided for the new office space.

Ms. Chalmers and Ms. Thompson addressed questions regarding the floor plan.

Mr. Winslow asked about the comparison of open space to office space.

Mr. Peterson asked about the number of private offices and how many would be occupied upon moving into the office. Ms. Heeter advised office location would be determined in part by staff members' plans to be in the office based on the hybrid work policy.



Mr. Byerly inquired about the number of PlanRVA staff that are considered for office spaces and there was some discussion on plans.

Mr. Peterson asked about timing for schematics review. Ms. Heeter checked the timeline and Ms. Chalmers confirmed that review would be in mid-April.

Mr. Peterson made a motion and Mr. Byerly seconded the motion to approve the space layout design as presented. The motion was passed unanimously.

Ms. Heeter read the Closed Session motion to review vendor proposals for mechanical, electrical, and plumbing (MEP) design.

Mr. Byerly made a motion to enter closed session and Mr. Winslow seconded.

The closed session concluded, and the public meeting was reconvened.

Ms. Heeter certified the closed session and polled the members present.

Do each of you vote to certify that, to the best of your knowledge, only public matters lawfully exempted from open meeting requirements and that only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or considered?

Name	Aye	Nay	Abstain	Absent
A. Addison				X
M. Byerly	X			
J. Holland	X			
P. O'Bannon	X			
C. Peterson	X			
C. Winslow	X			

Project Timeline Updates

Ms. Heeter reviewed the timeline and provided updates. She noted areas where decisions would need to be made. Ms. Heeter advised City of Richmond officials have agreed to treat the project as a City of Richmond project to expedite the permitting process. She noted the enthusiasm for the project from the city.

Work is being done to identify and address the impacts of the presented timeline on the move out schedule of the current location.

Ms. Chalmers reviewed the project timeline.

Ms. Heeter suggested putting holds on calendars to efficiently move the timeline along.

Ms. Heeter suggested moving the regular committee schedule around to accommodate decision making points on the timeline.



Ms. Heeter asked the committee if they would like to meet to review general contractor recommendations. It was agreed to schedule this meeting at the appropriate time.

Ms. Heeter indicated an inventory of existing office furniture has been identified with the intention to furnish the enclosed offices with already owned items. Furniture will need to be purchased for the open areas and Board Room.

Adjourn

Chairman Holland adjourned the meeting at approximately 12:15 PM.

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**Audit, Facilities & Finance Committee
April 13, 2022 – 10:00 AM
Meeting Minutes**

Link to meeting recording: [PlanRVA Audit, Facilities & Finance Committee Meeting](#)

Members Present:

Mr. Michael Byerly, Powhatan County
Mr. Jim Holland, Chesterfield County, Chair
Ms. Patricia O'Bannon, Henrico County (virtual)
Mr. Canova Peterson, Hanover County

Staff Present:

Diane Fusco, Finance Manager
Gilbrith Gogel, Administrative Assistant
Sidd Kumar, Public Outreach Coordinator
Martha Heeter, Executive Director

Others Present:

Katie Chalmers, Thalhimer Project Manager
Michael Gaza, Thalhimer
Eric Gregory, Hefty, Wiley & Gore, PC

1. Welcome, Roll Call and Introductions

Chairman Holland called the meeting to order at approximately 10:00 AM.

Ms. Fusco conducted a roll call and confirmed a quorum was present.

2. Mechanical, Electrical and Plumbing (MEP) Design Proposal Review- Closed Session

Chair Holland read the motion to enter a closed session.

Requested Action: Motion to enter a Closed Session for “discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body” (FOIA Sect. 2.2-3711(A)(3) and (A)(29)).

Mr. Byerly made a motion, which was seconded by Mr. Peterson, and the committee entered a closed session.

At the end of the closed session members were polled to certify the closed session.

Do each of you vote to certify that, to the best of your knowledge, only public matters lawfully exempted from open meeting requirements and that only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or considered?

Name	Aye	Nay	Abstain	Absent
A. Addison				X
M. Byerly	X			
J. Holland	X			
P. O'Bannon	X			
C. Peterson	X			

Requested Action: Motion to select vendor and authorize staff to execute MEP design agreement.

Mr. Peterson made a motion which was seconded by Mr. Peterson. The motion carried unanimously.

3. Adjourn

Mr. Byerly made a motion to adjourn the meeting and Mr. Peterson seconded the motion. Chair Holland adjourned the meeting at approximately 10:45 AM.

Richmond Regional PDC

Balance Sheet Governmental Funds

	03/31/2022 (Unaudited)	06/30/2021 (Audited)	Net Change
ASSETS			
Cash and cash equivalents	870,920.36	496,669	374,252
Grants receivable			
Accounts receivable	243,182.72	506,750	(263,568)
Accrued revenue	610,127.40	505,173	104,955
Due from CVTA	83,159.18	68,379	14,781
Total Grants receivable	<u>936,469.30</u>	<u>1,080,302</u>	<u>(143,833)</u>
Prepaid expenses	-	8,938	(8,938)
Total Assets	<u><u>1,807,389.66</u></u>	<u><u>1,585,909</u></u>	<u><u>221,481</u></u>
LIABILITIES			
Accounts payable	46,983.70	98,112	(51,128)
Accrued salaries	71,098.12	64,784	6,315
Deferred revenue	237,790.16	84,759	153,031
Security deposit	2,664.66	2,665	-
Total Liabilities	<u>358,536.64</u>	<u>250,319</u>	<u>108,218</u>
FUND BALANCE			
Nonspendable	-	8,938	(8,938)
Unassigned	<u>1,448,853.02</u>	<u>1,326,652</u>	<u>122,201</u>
Total Fund Balance	<u>1,448,853.02</u>	<u>1,335,590</u>	<u>113,263</u>
Total Liabilities and Fund Balance	<u><u>1,807,389.66</u></u>	<u><u>1,585,909</u></u>	<u><u>221,481</u></u>
	-	-	-

Richmond Regional PDC

Profit and Loss: Summary

July, 2021 - March, 2022

Account	FY2023 Q1	FY2023 Q2	Jan 2022	Feb 2022	Mar 2022	FY2023 Q3	Total YTD	FY2022	
								Budget	% of Budget
Income									
4100 Federal Funding	523,243.58	457,740.17	173,203.88	165,334.61	188,489.75	527,028.24	1,508,011.99	2,183,468.24	69.06%
4200 State Funding	100,664.29	86,663.51	29,599.67	31,103.15	31,336.21	92,039.03	279,366.83	455,478.89	61.33%
4300 Local Funding	205,891.46	214,907.93	66,015.11	69,624.01	64,837.02	200,476.14	621,275.53	868,241.40	71.56%
4400 Private Funding	24,028.62	46,894.54	22,471.93	4,758.03	1,796.46	29,026.42	99,949.58	1,085,260.14	9.21%
5000 Other Income	518.49	290.04	83.58	700.18	148.85	932.61	1,741.14	-	
Total Income	854,346.44	806,496.19	291,374.17	271,519.98	286,608.29	849,502.44	2,510,345.07	4,592,448.67	54.66%
Expenses									
6000 Salary & Wages									
6110 Salaries	381,145.47	386,148.61	130,969.47	128,212.69	131,844.19	391,026.35	1,158,320.43	1,702,881.58	68.02%
6500 Benefits	125,948.01	126,076.43	48,937.39	48,933.34	44,743.34	142,614.07	394,638.51	721,505.44	54.70%
Total 6000 Salary & Wages	507,093.48	512,225.04	179,906.86	177,146.03	176,587.53	533,640.42	1,552,958.94	2,424,387.02	64.06%
7100 Professional Fees	79,208.04	76,771.80	6,550.00	9,925.00	10,375.00	26,850.00	182,829.84	190,401.00	96.02%
7200 Office Expenses	84,974.21	76,781.08	16,006.32	28,380.67	32,188.80	76,575.79	238,331.08	327,238.36	72.83%
7400 Program Expenses	86,625.49	79,129.61	29,054.33	7,630.15	4,180.64	40,865.12	206,620.22	1,335,373.06	15.47%
7600 Infrastructure	70,734.85	64,753.62	21,584.54	21,584.54	21,584.54	64,753.62	200,242.09	268,305.71	74.63%
Total Expenses	828,636.07	809,661.15	253,102.05	244,666.39	244,916.51	742,684.95	2,380,982.17	4,545,705.15	52.38%
Net Operating Income	25,710.37	(3,164.96)	38,272.12	26,853.59	41,691.78	106,817.49	129,362.90	46,743.52	276.75%
Other Expenses: Capital Projects	-	14,600.00	-	-	1,500.00	1,500.00	16,100.00	45,750.60	35.19%
Net Income	25,710.37	(17,764.96)	38,272.12	26,853.59	40,191.78	105,317.49	113,262.90	992.92	11407.05%

Richmond Regional PDC

Profit and Loss

July, 2021 - March, 2022

	FY2023 Q1	FY2023 Q2	Jan 2022	Feb 2022	Mar 2022	FY2023 Q3	Total YTD	FY2022	
								Budget	% of Budget
Income									
4100 Federal Funding									
4101 MPO FHWA/PL Funds - Fed share	229,608.89	235,501.65	92,917.00	136,944.60	121,789.00	351,650.60	816,761.14	1,244,104.42	65.65%
4102 MPO Sect 5303 Funds - Fed share	148,038.60	65,804.00	29,195.00	(6,951.00)	35,787.00	58,031.00	271,873.60	342,032.45	79.49%
4105 MPO Pass-Through	35,131.65	-				-	35,131.65	200,000.00	17.57%
4110 DEQ-FY18/19Coastal-TAC	-	-				-	-	-	
4111 FY20 Rural Coastal VA Mktg	5,359.14	681.54	104.87	529.79	237.86	872.52	6,913.20	7,617.60	90.75%
4112 FY20 Lower Chickahominy	9,598.28	16,474.65	7,322.76	10,613.92	11,044.21	28,980.89	55,053.82	85,868.00	64.11%
4113 FY20 Coastal TA & Resiliency	20,225.71	21,191.63	6,838.97	3,258.18	3,740.39	13,837.54	55,254.88	56,708.07	97.44%
4115 CBRAP - WIP3/Fed Share	11,994.24	16,498.29	3,631.62	1,443.62	3,128.59	8,203.83	36,696.36	66,342.17	55.31%
4116 Flood Protection and Prevention	-	-	757.79	439.50	533.60	1,730.89	1,730.89	19,817.93	8.73%
4120 VDEM SHSP	26,807.36	19,570.75	6,562.38	9,911.33	6,773.15	23,246.86	69,624.97	68,976.96	100.94%
4130 VDEM Pass-through grants	28,939.72	48,736.60	20,513.16	7,131.42	1,795.51	29,440.09	107,116.41	-	
4140 Hazard Mitigation	7,539.99	33,281.06	5,360.33	2,013.25	3,660.44	11,034.02	51,855.07	86,233.92	60.13%
4141 Hazard Mitigation Admin	-	-	-	-	-	-	-	5,766.72	0.00%
Total 4100 Federal Funding	523,243.58	457,740.17	173,203.88	165,334.61	188,489.75	527,028.24	1,508,011.99	2,183,468.24	69.06%
4200 State Funding									
4201 MPO FHWA/PL Funds - State share	28,701.76	28,723.37	11,615.00	17,118.70	15,224.00	43,957.70	101,382.83	155,513.05	65.19%
4202 MPO Sec. 5303 - State share	18,504.83	8,225.00	3,649.00	(870.00)	4,473.00	7,252.00	33,981.83	42,754.06	79.48%
4205 State MPO Pass-Through	8,782.91	-			-	-	8,782.91	50,000.00	17.57%
4210 VDOT Rural Planning	11,015.82	15,417.12		3,654.49	-	3,654.49	30,087.43	58,000.00	51.87%
4220 VDEM-Hazard Mitigation Plan	1,669.73	2,308.78	3,672.59	536.87	976.11	5,185.57	9,164.08	22,995.71	39.85%
4230 State Appropriation	31,989.24	31,989.24	10,663.08	10,663.09	10,663.10	31,989.27	95,967.75	126,216.07	76.03%
Total 4200 State Funding	100,664.29	86,663.51	29,599.67	31,103.15	31,336.21	92,039.03	279,366.83	455,478.89	61.33%
4300 Local Funding									
4301 TPO Assessment	12,699.75	12,699.75	4,233.25	4,233.25	4,233.25	12,699.75	38,099.25	50,797.25	75.00%
4310 Local Membership Dues	131,571.24	131,571.24	43,857.08	43,857.08	43,857.08	131,571.24	394,713.72	526,283.62	75.00%
4315 Service/Fee Income	57,298.85	61,033.36	16,964.42	21,533.68	16,746.69	55,244.79	173,577.00	209,666.16	82.79%
4320 Capital Region Collaborative	4,321.62	9,603.58	960.36	-	-	960.36	14,885.56	81,494.37	18.27%
Total 4300 Local Funding	205,891.46	214,907.93	66,015.11	69,624.01	64,837.02	200,476.14	621,275.53	868,241.40	71.56%
4400 Private Funding									
4410 Restricted Contributions									
4360 FOLAR Grant	18,757.50	18,757.50	18,757.50			18,757.50	56,272.50	74,950.00	75.08%
Total 4410 Restricted Contributions	18,757.50	18,757.50	18,757.50	-	-	18,757.50	56,272.50	74,950.00	75.08%
4430 Regional Housing Development								10,000.00	0.00%
4440 Regional Housing Production Grant	5,271.12	8,137.04	3,714.43	4,758.03	1,796.46	10,268.92	23,677.08	1,000,310.14	2.37%
Total 4400 Private Funding	24,028.62	26,894.54	22,471.93	4,758.03	1,796.46	29,026.42	79,949.58	1,085,260.14	7.37%
5000 Other Income									
5001 Interest Income	518.49	289.94	83.58	700.18	148.85	932.61	1,741.04	-	
5010 Miscellaneous	-	0.10				-	0.10	-	
Total 5000 Other Income	518.49	290.04	83.58	700.18	148.85	932.61	1,741.14	-	
Total Income	854,346.44	786,496.19	291,374.17	271,519.98	286,608.29	849,502.44	2,490,345.07	4,592,448.67	54.23%

Richmond Regional PDC

Profit and Loss

July, 2021 - March, 2022

	FY2023 Q1	FY2023 Q2	Jan 2022	Feb 2022	Mar 2022	FY2023 Q3	Total YTD	FY2022	
								Budget	% of Budget
Expenses									
6000 Salary & Wages									
6102 Leave Paid Out	5,940.38	-				-	5,940.38	10,000.00	59.40%
6110 Salaries FT Chargeable	278,859.32	253,554.78	101,309.13	98,317.68	108,010.04	307,636.85	840,050.95	1,296,617.44	64.79%
5100 Fringe Benefit Pool	135,047.93	122,544.08	47,350.97	44,409.67	55,504.12	147,264.76	404,856.77	-	
5105 Fringe Benefits Applied	(135,047.93)	(122,544.08)	(47,350.97)	(44,409.67)	(55,504.12)	(147,264.76)	(404,856.77)	-	
5400 Indirect Costs Pool	273,215.90	242,554.37	93,238.90	88,398.27	110,460.81	292,097.98	807,868.25	-	
5410 Indirect Costs Applied	(273,215.90)	(242,554.37)	(93,238.90)	(88,398.27)	(110,460.81)	(292,097.98)	(807,868.25)	-	
6100 Salaries - Local	33,090.86	33,267.23	12,728.12	10,998.70	13,476.63	37,203.45	103,561.54	110,543.01	93.68%
6101 Leave Wages	39,499.12	81,438.17	11,824.53	13,983.57	4,606.49	30,414.59	151,351.88	202,211.68	74.85%
6105 Salaries - PT Chargeable	23,755.79	17,888.43	5,107.69	4,912.74	5,751.03	15,771.46	57,415.68	83,509.45	68.75%
Total 6110 Salaries FT Chargeable	375,205.09	386,148.61	130,969.47	128,212.69	131,844.19	391,026.35	1,152,380.05	1,692,881.58	68.07%
6200 Payroll Taxes	28,242.26	30,510.72	12,371.80	9,958.22	9,629.22	31,959.24	90,712.22	129,505.44	70.05%
6500 Benefits									
6512 Healthcare	53,768.80	51,244.80	19,736.00	22,640.60	20,233.60	62,610.20	167,623.80	300,000.00	55.87%
6530 Retirement									
6531 VRS Retirement Contribution	33,555.62	35,206.77	12,187.57	12,319.20	12,266.64	36,773.41	105,535.80	168,000.00	62.82%
6532 VRS Employee Contribution	299.46	558.70	(10.16)	34.54	0.15	24.53	882.69	-	
6533 ICMA - 401	1,344.87	1,359.69	453.23	453.23	453.23	1,359.69	4,064.25	19,000.00	21.39%
6534 ICMA - 457	-	-	-	-	-	-	-	-	
6535 Hybrid 401 A	3,793.19	3,689.24	1,291.80	1,298.17	1,310.20	3,900.17	11,382.60	7,000.00	162.61%
6536 HYBRID 457	-	-	-	-	-	-	-	-	
Total 6530 Retirement	38,993.14	40,814.40	13,922.44	14,105.14	14,030.22	42,057.80	121,865.34	194,000.00	62.82%
6540 Life & Disability									
6541 LTD	2,560.13	2,773.13	883.61	883.61	1,014.73	2,781.95	8,115.21	14,000.00	57.97%
6542 Hybrid VRS ST & LT Disability	677.15	656.53	248.98	248.98	253.97	751.93	2,085.61	2,750.00	75.84%
6543 AFLAC	(0.06)	(0.06)	(0.02)	0.26	0.26	0.50	0.38	-	
Total 6540 Life & Disability	3,237.22	3,429.60	1,132.57	1,132.85	1,268.96	3,534.38	10,201.20	16,750.00	60.90%
6550 FSA/HSA Section 125 Plans	(2,781.40)	(614.60)	271.02	(197.63)	(1,635.82)	(1,562.43)	(4,958.43)	2,750.00	-180.31%
Total 6500 Benefits	93,217.76	94,874.20	35,062.03	37,680.96	33,896.96	106,639.95	294,731.91	513,500.00	57.40%
6580 Payroll Fees	522.70	501.51	414.56	317.16	167.16	898.88	1,923.09	3,500.00	54.95%
6590 Training	3,965.29	190.00	1,089.00	977.00	1,050.00	3,116.00	7,271.29	75,000.00	9.70%
Total 6000 Salary & Wages	507,093.48	512,225.04	179,906.86	177,146.03	176,587.53	533,640.42	1,552,958.94	2,424,387.02	64.06%
7100 Professional Fees									
7720 Legal Fees	-	3,421.80				-	3,421.80	15,000.00	22.81%
7721 General Counsel	7,500.00	7,500.00	2,500.00	2,500.00	2,500.00	7,500.00	22,500.00	30,000.00	75.00%
Total 7720 Legal Fees	7,500.00	10,921.80	2,500.00	2,500.00	2,500.00	7,500.00	25,921.80	45,000.00	57.60%
7730 Contracted Services	71,708.04	65,850.00	4,050.00	7,425.00	7,875.00	19,350.00	156,908.04	145,401.00	107.91%
Total 7100 Professional Fees	79,208.04	76,771.80	6,550.00	9,925.00	10,375.00	26,850.00	182,829.84	190,401.00	96.02%

Richmond Regional PDC

Profit and Loss

July, 2021 - March, 2022

	FY2023 Q1	FY2023 Q2	Jan 2022	Feb 2022	Mar 2022	FY2023 Q3	Total YTD	FY2022	
								Budget	% of Budget
7200 Office Expenses									
7220 Computer Operations									
7221 Virtual Desktop Operations	27,317.32	27,836.69	9,950.71	10,668.51	10,412.85	31,032.07	86,186.08	120,000.00	71.82%
7222 Software	26,172.64	2,969.91	340.29	352.29	4,010.78	4,703.36	33,845.91	38,738.36	87.37%
7223 Broadband/network/telephone	3,054.46	3,128.31	2,215.35	1,024.99	1,302.69	4,543.03	10,725.80	18,000.00	59.59%
7224 Desktops & Support	392.97	-	-	-	9.99	9.99	402.96	-	-
7225 Computer Supplies	9,772.52	3,483.73	-	-	-	-	13,256.25	20,000.00	66.28%
7226 Technology services	311.05	-	-	-	-	-	311.05	10,000.00	3.11%
Total 7220 Computer Operations	67,020.96	37,418.64	12,506.35	12,045.79	15,736.31	40,288.45	144,728.05	206,738.36	70.01%
7230 Printing	5,327.97	5,870.07	1,078.29	-	1,764.39	2,842.68	14,040.72	29,000.00	48.42%
7235 Supplies	5,500.74	1,531.00	209.50	538.73	472.22	1,220.45	8,252.19	14,000.00	58.94%
7236 Meeting Expenses	1,404.05	590.01	-	493.43	339.26	832.69	2,826.75	-	-
7245 Postage	239.59	300.00	-	114.52	-	114.52	654.11	10,000.00	6.54%
7250 Public Outreach/Advertisements	4,098.14	28,761.01	1,464.50	13,097.91	13,555.42	28,117.83	60,976.98	50,000.00	121.95%
7280 Staff Engagement	136.80	2,026.96	619.11	2,058.86	271.20	2,949.17	5,112.93	-	-
7290 Miscellaneous Expenses	600.00	-	58.57	(58.57)	-	-	600.00	15,000.00	4.00%
7295 Bank Fees	645.96	355.96	70.00	90.00	50.00	210.00	1,211.92	2,500.00	48.48%
Total 7200 Office Expenses	84,974.21	76,853.65	16,006.32	28,380.67	32,188.80	76,575.79	238,403.65	327,238.36	72.85%
7400 Program Expenses									
7410 Organizational Dues	11,931.95	6,249.50	959.00	35.00	-	994.00	19,175.45	20,000.00	95.88%
7420 Travel - Board	-	-	-	-	-	-	-	7,000.00	0.00%
7425 Travel - Agency	1,813.26	3,470.94	82.17	463.73	2,385.13	2,931.03	8,215.23	40,000.00	20.54%
7430 Books & Periodicals	26.00	100.00	-	-	-	-	126.00	1,500.00	8.40%
7450 Pass-through and Matching funds	-	-	-	-	-	-	-	-	-
7451 Pass Through Funds - MPO	43,914.56	-	-	-	-	-	43,914.56	250,000.00	17.57%
7452 Pass Through Funds (VDEM)	-	-	-	-	-	-	-	-	-
7454 Pass Through Funds Lower Ck	-	-	-	-	-	-	-	85,000.00	0.00%
7456 Pass - Through Funds - SHSP	28,939.72	48,736.60	20,513.16	7,131.42	1,795.51	29,440.09	107,116.41	-	-
7457 Pass-Thru Hazard Mitigation	-	20,500.00	7,500.00	-	-	7,500.00	28,000.00	-	-
7459 Other Pass Through Awards	-	-	-	-	-	-	-	931,873.06	0.00%
Total 7450 Pass-through and Matching funds	72,854.28	69,236.60	28,013.16	7,131.42	1,795.51	36,940.09	179,030.97	1,266,873.06	14.13%
Total 7400 Program Expenses	86,625.49	79,057.04	29,054.33	7,630.15	4,180.64	40,865.12	206,547.65	1,335,373.06	15.47%
7600 Infrastructure									
7210 Rent	64,044.85	64,753.62	21,584.54	21,584.54	21,584.54	64,753.62	193,552.09	258,305.71	74.93%
7240 Insurance	6,690.00	-	-	-	-	-	6,690.00	10,000.00	66.90%
Total 7600 Infrastructure	70,734.85	64,753.62	21,584.54	21,584.54	21,584.54	64,753.62	200,242.09	268,305.71	74.63%
Total Expenses	828,636.07	809,661.15	253,102.05	244,666.39	244,916.51	742,684.95	2,380,982.17	4,545,705.15	52.38%
Net Operating Income	25,710.37	(23,164.96)	38,272.12	26,853.59	41,691.78	106,817.49	109,362.90	46,743.52	233.96%
Other Expenses									
7900 Capital Expense Projects	-	14,600.00	-	-	1,500.00	1,500.00	16,100.00	45,750.60	35.19%
Total Other Expenses	-	14,600.00	-	-	1,500.00	1,500.00	16,100.00	45,750.60	35.19%
Net Other Income	-	(14,600.00)	-	-	(1,500.00)	(1,500.00)	(16,100.00)	(45,750.60)	35.19%
Net Income	25,710.37	(37,764.96)	38,272.12	26,853.59	40,191.78	105,317.49	93,262.90	992.92	9392.79%