



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

### **AGENDA**

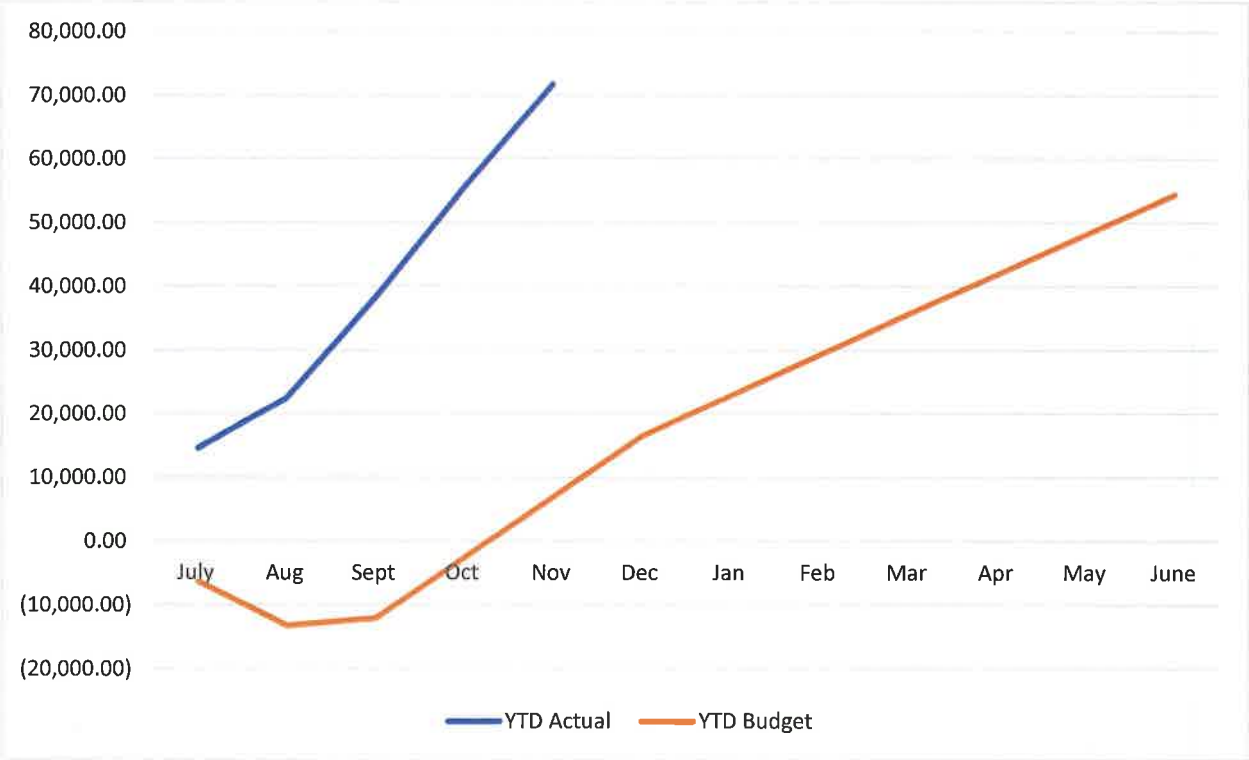
**January 9, 2020**

1. Call to Order & Review of Agenda (Spagna)
2. November & December 2019 Financial Statements (Eckhout)
3. FY2020 Mid Year Budget Review (Shickle)
4. Tenant Advisory Services for Office Leasing (Shickle)
  - 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



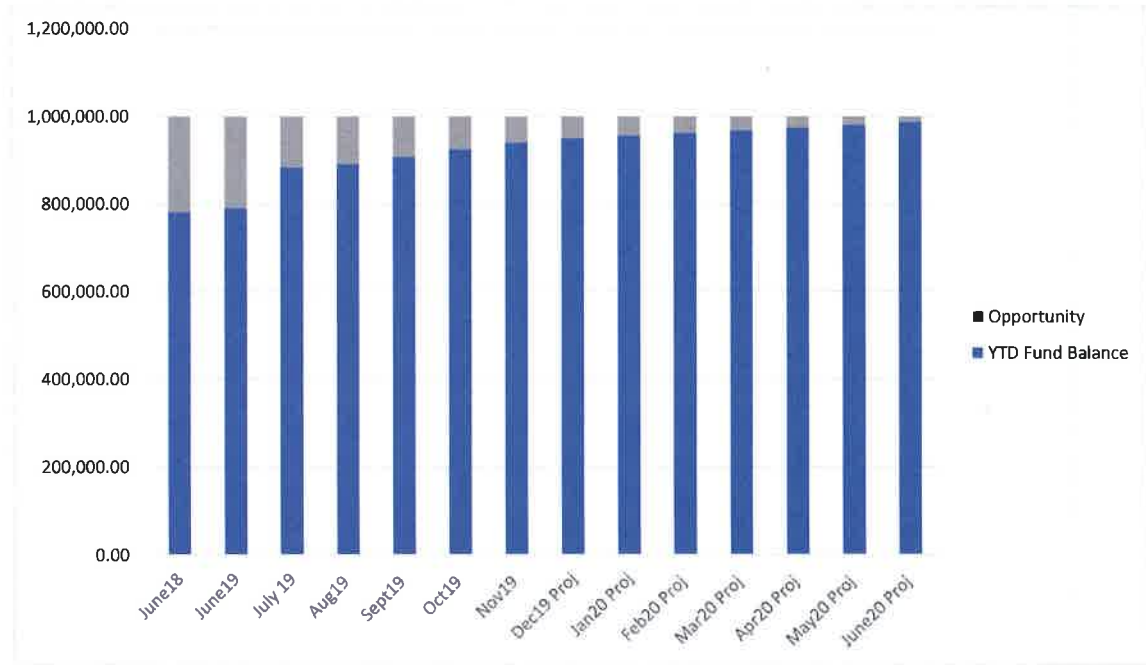
**Plan RVA  
YTD Budget vs YTD Actual  
Month Ending November 30, 2019**

	<b>YTD Actual</b>	<b>YTD Budget</b>
July	14,595.18	(6,356.64)
Aug	22,440.93	(13,276.29)
Sept	38,166.99	(12,095.94)
Oct	55,489.33	(2,582.25)
Nov	71,731.40	6,931.44
Dec		16,445.13
Jan		22,829.28
Feb		29,213.43
Mar		35,597.58
Apr		41,873.36
May		48,149.14
June		54,424.92



**Plan RVA  
Fund Balance Projection  
Month Ending November 30, 2019**

	<b>YTD Fund Balance</b>	<b>YTD Net Income thru Nov19</b>	<b>Opportunity</b>
June18	780,962.00		219,038.00
June19	790,619.00		209,381.00
July 19	882,531.00	14,595.18	117,469.00
Aug19	890,377.00	22,440.93	109,623.00
Sept19	906,103.00	38,166.99	93,897.00
Oct19	923,425.00	55,489.33	76,575.00
Nov19	939,667.97	71,498.65	60,332.03
Dec19 Proj	949,181.66	81,012.34	50,818.34
Jan20 Proj	955,565.81	87,396.49	44,434.19
Feb20 Proj	961,949.96	93,780.64	38,050.04
Mar20 Proj	968,334.11	100,164.79	31,665.89
Apr20 Proj	974,609.89	106,440.57	25,390.11
May20 Proj	980,885.67	112,716.35	19,114.33
June20 Proj	987,161.45	118,992.13	12,838.55



PlanRVA  
Profit Loss Budget Performance  
November 2019

	Nov 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Federal Funding	204,580.86	176,663.61	27,917.25	115.8%
4200 · State Funding	35,101.24	34,281.69	819.55	102.39%
4300 · Local Funding	53,388.12	53,388.12	0.00	100.0%
4400 · Private Funding	8,095.74	6,933.87	1,161.87	116.76%
5000 · Other Income	1,079.17			
<b>Total Income</b>	<u>302,245.13</u>	<u>271,267.29</u>	<u>30,977.84</u>	<u>111.42%</u>
<b>Expense</b>				
6000 · Salary & Wages	152,198.42	159,323.88	-7,125.46	95.53%
7100 · Professional Fees	9,100.00	4,088.33	5,011.67	222.59%
7200 · Office Expenses	16,203.35	16,160.29	43.06	100.27%
7400 · Program Expenses	88,440.84	61,458.35	26,982.49	143.9%
7600 · Infrastructure	20,060.45	20,722.75	-662.30	96.8%
<b>Total Expense</b>	<u>286,003.06</u>	<u>261,753.60</u>	<u>24,249.46</u>	<u>109.26%</u>
<b>Net Ordinary Income</b>	16,242.07	9,513.69	6,728.38	170.72%
<b>Other Income/Expense</b>				
Other Expense	0.00	0.00	0.00	0.0%
<b>Net Other Income</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Net Income</b>	<u><u>16,242.07</u></u>	<u><u>9,513.69</u></u>	<u><u>6,728.38</u></u>	<u><u>170.72%</u></u>

**PlanRVA**  
**Profit Loss - Detailed**  
November 2019

	<u>Nov 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4100 · Federal Funding</b>				
4101 · MPO FHWA/PL Funds -- Fed share	134,174.40	106,868.30	27,306.10	125.55%
4102 · MPO Sect 5303 Funds - Fed share	19,876.80	32,285.20	-12,408.40	61.57%
4105 · MPO Pass-Through	0.00	6,666.67	-6,666.67	0.0%
4110 · DEQ-Coastal	14,320.00	7,258.33	7,061.67	197.29%
4120 · VDEM SHSP	8,113.82	7,436.46	677.36	109.11%
4130 · VDEM Pass-through grants	28,095.84	16,148.65	11,947.19	173.98%
<b>Total 4100 · Federal Funding</b>	<b>204,580.86</b>	<b>176,663.61</b>	<b>27,917.25</b>	<b>115.8%</b>
<b>4200 · State Funding</b>				
4201 · MPO FHWA/PL Funds - State share	16,771.80	13,358.54	3,413.26	125.55%
4202 · MPO Sec. 5303 - State share	2,484.60	4,035.65	-1,551.05	61.57%
4205 · State MPO Pass-Through	0.00	1,666.67	-1,666.67	0.0%
4207 · DEQ WIP3 Funding	517.03	895.83	-378.80	57.72%
4210 · VDOT Rural Planning	5,836.14	4,833.33	1,002.81	120.75%
4230 · State Appropriation	9,491.67	9,491.67	0.00	100.0%
<b>Total 4200 · State Funding</b>	<b>35,101.24</b>	<b>34,281.69</b>	<b>819.55</b>	<b>102.39%</b>
<b>4300 · Local Funding</b>				
4301 · TPO Assessment	4,145.98	4,145.98	0.00	100.0%
4310 · Local Membership Dues	49,242.14	49,242.14	0.00	100.0%
<b>Total 4300 · Local Funding</b>	<b>53,388.12</b>	<b>53,388.12</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	0.00	100.0%
4410 · Restricted Contributions - Other	1,161.87	0.00	1,161.87	100.0%
<b>Total 4410 · Restricted Contributions</b>	<b>8,095.74</b>	<b>6,933.87</b>	<b>1,161.87</b>	<b>116.76%</b>
<b>Total 4400 · Private Funding</b>	<b>8,095.74</b>	<b>6,933.87</b>	<b>1,161.87</b>	<b>116.76%</b>
<b>5000 · Other Income</b>				
5001 · Interest Income	1,079.17			
<b>Total 5000 · Other Income</b>	<b>1,079.17</b>			
<b>Total Income</b>	<b>302,245.13</b>	<b>271,267.29</b>	<b>30,977.84</b>	<b>111.42%</b>
<b>Expense</b>				
<b>6000 · Salary &amp; Wages</b>				
6100 · Wages	115,899.85	119,510.24	-3,610.39	96.98%
6200 · Payroll Taxes	8,492.46	9,200.56	-708.10	92.3%
<b>6500 · Benefits</b>				
6512 · Healthcare	17,228.20	17,411.33	-183.13	98.95%
<b>6530 · Retirement</b>				
6531 · VRS Retirement Contribution	7,033.09	8,118.17	-1,085.08	86.63%
6532 · VRS Employee Contribution	-4.35			
6533 · ICMA - 401	-752.13			
6534 · ICMA - 457	1,565.30			
6535 · Hybrid 401 A	393.92			
6536 · HYBRID 457	373.72			
<b>Total 6530 · Retirement</b>	<b>8,609.55</b>	<b>8,118.17</b>	<b>491.38</b>	<b>106.05%</b>
<b>6540 · Life &amp; Disability</b>				
6541 · LTD	991.00	841.92	149.08	117.71%
6542 · Hybrid VRS ST & LT Disability	179.76			
6543 · AFLAC	-0.01			
<b>Total 6540 · Life &amp; Disability</b>	<b>1,170.75</b>	<b>841.92</b>	<b>328.83</b>	<b>139.06%</b>
6550 · FSA/HSA Section 125 Plans	451.05	113.00	338.05	399.16%
6500 · Benefits - Other	0.00	762.00	-762.00	0.0%

**PlanRVA**  
**Profit Loss - Detailed**  
November 2019

	<u>Nov 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 6500 · Benefits	27,459.55	27,246.42	213.13	100.78%
6580 · Payroll Fees	152.56	533.33	-380.77	28.61%
6590 · Training	194.00	2,833.33	-2,639.33	6.85%
<b>Total 6000 · Salary &amp; Wages</b>	<b>152,198.42</b>	<b>159,323.88</b>	<b>-7,125.46</b>	<b>95.53%</b>
7100 · Professional Fees				
7720 · Legal Fees				
7721 · General Counsel	2,000.00	2,000.00	0.00	100.0%
7722 · Legal Fees - Other	0.00	416.67	-416.67	0.0%
<b>Total 7720 · Legal Fees</b>	<b>2,000.00</b>	<b>2,416.67</b>	<b>-416.67</b>	<b>82.76%</b>
7730 · Contracted Services	7,100.00	1,671.66	5,428.34	424.73%
<b>Total 7100 · Professional Fees</b>	<b>9,100.00</b>	<b>4,088.33</b>	<b>5,011.67</b>	<b>222.59%</b>
7200 · Office Expenses				
7280 · Staff Engagement	275.00			
7220 · Computer Operations				
7221 · Virtual Desktop Operations	7,564.39	7,000.00	564.39	108.06%
7222 · Software	818.91	255.00	563.91	321.14%
7223 · Broadband/network/telephone	1,292.57	613.97	678.60	210.53%
7224 · Desktops & Support	1,751.30	1,455.47	295.83	120.33%
7226 · Technology services	0.00	1,604.17	-1,604.17	0.0%
<b>Total 7220 · Computer Operations</b>	<b>11,427.17</b>	<b>10,928.61</b>	<b>498.56</b>	<b>104.56%</b>
7230 · Printing	3,102.59	3,116.67	-14.08	99.55%
7235 · Supplies	771.36	801.67	-30.31	96.22%
7245 · Postage	315.60	230.00	85.60	137.22%
7250 · Advertisements	0.00	416.67	-416.67	0.0%
7290 · Miscellaneous Expenses	721.63	416.67	304.96	173.19%
7295 · Bank Fees	85.00	250.00	-165.00	34.0%
7200 · Office Expenses - Other	-495.00			
<b>Total 7200 · Office Expenses</b>	<b>16,203.35</b>	<b>16,160.29</b>	<b>43.06</b>	<b>100.27%</b>
7400 · Program Expenses				
7410 · Organizational Dues	2,155.13	1,250.00	905.13	172.41%
7420 · Travel - Board	0.00	541.67	-541.67	0.0%
7425 · Travel - Agency	4,211.84	2,708.33	1,503.51	155.51%
7430 · Books & Periodicals	221.20	83.33	137.87	265.45%
7450 · Pass-through and Matching funds				
7451 · Pass Through Funds - MPO	53,756.83	40,726.37	13,030.46	132.0%
7452 · Pass Through Funds (FEMA)	28,095.84	16,148.65	11,947.19	173.98%
7459 · Other Pass-thru expenses	0.00	0.00	0.00	0.0%
<b>Total 7450 · Pass-through and Matching funds</b>	<b>81,852.67</b>	<b>56,875.02</b>	<b>24,977.65</b>	<b>143.92%</b>
7400 · Program Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total 7400 · Program Expenses</b>	<b>88,440.84</b>	<b>61,458.35</b>	<b>26,982.49</b>	<b>143.9%</b>
7600 · Infrastructure				
7210 · Rent	19,527.95	20,190.25	-662.30	96.72%
7240 · Insurance	532.50	532.50	0.00	100.0%
<b>Total 7600 · Infrastructure</b>	<b>20,060.45</b>	<b>20,722.75</b>	<b>-662.30</b>	<b>96.8%</b>
<b>Total Expense</b>	<b>286,003.06</b>	<b>261,753.60</b>	<b>24,249.46</b>	<b>109.26%</b>
Net Ordinary Income	16,242.07	9,513.69	6,728.38	170.72%
Other Income/Expense				
<b>Net Income</b>	<b>16,242.07</b>	<b>9,513.69</b>	<b>6,728.38</b>	<b>170.72%</b>

PlanRVA  
Balance Sheet  
November 2019

Nov 30, 19 (Less: non-operating)

ASSETS

Current Assets

Checking/Savings

1050 · LGIP-Virginia Dept of Treasury 743,089.22 743,089.22

1070 · SunTrust Checking 8921 111,305.47 111,305.47

Total Checking/Savings 854,394.69 854,394.69

Accounts Receivable

1200 · Accounts Receivable 208,742.11 208,742.11

Total Accounts Receivable 208,742.11 208,742.11

Other Current Assets

1150 · Prepaid Expenses 18,507.86 18,507.86

1250 · Miscellaneous Receivables 401,204.89 401,204.89

1499 · Undeposited Funds 1.00 1.00

1620 · Employee Receivable 1,271.00 1,271.00

Total 1600 · Miscellaneous A/R-EE 1,271.00 1,271.00

Total Other Current Assets 420,984.75 420,984.75

Total Current Assets 1,484,121.55 1,484,121.55

Fixed Assets

1300 · Property & Equipment 389,789.80 389,789.80

1350 · Accumulated Depreciation (267,458.21) (267,458.21)

Total Fixed Assets 122,331.59 122,331.59

Other Assets 239,466.71 0.00

**TOTAL ASSETS 1,845,919.85 1,606,453.14**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable 57,566.29 57,566.29

Total Accounts Payable 57,566.29 57,566.29

Other Current Liabilities

2050 · Accrued Expenses 53,196.81 53,196.81

2500 · Compensated Absences 69,894.39 0.00

2525 · Deferred Revenue 431,025.84 431,025.84

2600 · Security Deposit 2,664.66 2,664.66

Total Other Current Liabilities 556,781.68 486,887.29

Total Current Liabilities 614,347.97 544,453.58

Long Term Liabilities

2800 · Deferred Rent Liability 32,798.94 0.00

2900 · Net Pension Liability 521,969.00 0.00

2950 · Deferred Inflows 131,122.00 0.00

Total Long Term Liabilities 685,889.94 0.00

Total Liabilities 1,300,237.91 544,453.58

Fund Balance

Fixed Asset 122,331.59 122,331.59

Other Unrestricted Reserve 423,350.35 939,667.97

Total Fund Balance 545,681.94 1,061,999.56

**TOTAL LIABILITIES & Fund Balance 1,845,919.85 1,606,453.14**



PlanRVA  
Balance Sheet  
November 2019

Unrestricted Reserve - End of FY 19 (adjusted)	790,619.57
Net Surplus (Deficit) November YTD 2019	71,731.40
Special Assessments FY20	<u>77,317.00</u>
Unrestricted Reserve - 11/30/19	<u><u>939,667.97</u></u>



PlanRVA  
Profit Loss Budget Performance  
YTD November 2019

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Jul - Nov 19 YTD Actual	Jul - Nov 19 YTD Budget	% Spent		
6531 · VRS Retirement Contribution	6,056.89	6,357.62	7,141.42	7,033.09	7,033.09	33,622.11	40,590.81	82.83%		
6532 · VRS Employee Contribution	89.42	-5.51	73.48	0.15	-4.35	153.19		0.00%		
6533 · ICMA - 401	152.87	-752.13	-1,752.13	-1,752.13	-752.13	-4,855.65		0.00%		
6534 · ICMA - 457	660.30	1,565.30	2,565.30	2,565.30	1,565.30	8,921.50		0.00%		
6535 · Hybrid 401 A	618.70	632.14	673.07	456.92	393.92	2,774.75		0.00%		
6536 · HYBRID 457	0.00	0.00	0.00	373.22	373.72	746.94		0.00%		
<b>Total 6530 · Retirement</b>	<b>7,578.18</b>	<b>7,797.42</b>	<b>8,701.14</b>	<b>8,676.55</b>	<b>8,609.55</b>	<b>41,362.84</b>	<b>40,590.81</b>	<b>101.90%</b>	<b>1.90%</b>	<b>772.03</b>
<b>6540 · Life &amp; Disability</b>										
6541 · LTD	567.86	584.79	615.29	644.33	991.00	3,403.27	4,209.56	80.85%		
6542 · Hybrid VRS ST & LT Disability	137.52	0.00	160.40	179.76	179.76	657.44		0.00%		
6543 · AFLAC	-0.01	221.92	-321.84	-0.01	-0.01	-99.95		0.00%		
<b>Total 6540 · Life &amp; Disability</b>	<b>705.37</b>	<b>806.71</b>	<b>453.85</b>	<b>824.08</b>	<b>1,170.75</b>	<b>3,960.76</b>	<b>4,209.56</b>	<b>94.09%</b>		
6550 · FSA/HSA Section 125 Plans	395.30	1,266.51	-371.66	451.05	451.05	2,192.25	565.00	388.01%		
6500 · Benefits - Other	0.00	0.00	0.00	0.00	0.00	0.00	3,809.28	0.00%		
<b>Total 6500 · Benefits</b>	<b>23,392.05</b>	<b>23,902.84</b>	<b>23,340.53</b>	<b>27,179.88</b>	<b>27,459.55</b>	<b>125,274.85</b>	<b>136,231.34</b>	<b>91.96%</b>	<b>-8.04%</b>	<b>(10,956.49)</b>
6580 · Payroll Fees	462.08	37.95	327.95	273.33	152.56	1,253.87	2,666.69	47.02%		
6590 · Training	3,250.00	17,435.00	225.00	1,763.34	194.00	22,867.34	14,166.69	161.42%		
<b>Total 6000 · Salary &amp; Wages</b>	<b>133,462.28</b>	<b>155,917.13</b>	<b>145,773.22</b>	<b>152,912.77</b>	<b>152,198.42</b>	<b>740,263.82</b>	<b>796,618.77</b>	<b>92.93%</b>	<b>-7.07%</b>	<b>(56,354.95)</b>
<b>7100 · Professional Fees</b>										<b>(2a)</b>
<b>7720 · Legal Fees</b>										<b>Wages under budget</b>
7721 · General Counsel	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	10,000.00	10,000.00	100.00%		
7722 · Legal Fees - Other	0.00	0.00	0.00	0.00	0.00	0.00	2,083.31	0.00%		
<b>Total 7720 · Legal Fees</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>10,000.00</b>	<b>12,083.31</b>	<b>82.76%</b>		
7730 · Contracted Services	14,310.00	6,600.00	0.00	1,275.00	7,100.00	29,285.00	33,358.38	87.79%		
<b>Total 7100 · Professional Fees</b>	<b>16,310.00</b>	<b>8,600.00</b>	<b>2,000.00</b>	<b>3,275.00</b>	<b>9,100.00</b>	<b>39,285.00</b>	<b>45,441.69</b>	<b>86.45%</b>	<b>-13.55%</b>	<b>(6,156.69)</b>
<b>7200 · Office Expenses</b>										
7280 · Staff Engagement	0.00	0.00	85.99	0.00	275.00	360.99		0.00%		
<b>7220 · Computer Operations</b>										
7221 · Virtual Desktop Operations	6,879.87	7,057.43	7,955.79	7,700.31	7,564.39	37,157.79	35,000.00	106.17%		
7222 · Software	0.00	0.00	0.00	228.00	818.91	1,046.91	17,575.00	5.96%		
7223 · Broadband/network/telephone	100.00	1,236.14	567.22	1,127.29	1,292.57	4,323.22	3,069.89	140.83%		
7224 · Desktops & Support	1,751.30	1,751.30	1,751.30	1,751.30	1,751.30	8,756.50	7,277.35	120.33%		
7226 · Technology services	0.00	2,577.04	0.00	0.00	0.00	2,577.04	8,020.81	32.13%		
7220 · Computer Operations - Other	0.00	0.00	0.00	-931.00	0.00	-931.00	0.00	0.00%		<b>(20,320.17)</b>
<b>Total 7220 · Computer Operations</b>	<b>8,731.17</b>	<b>12,621.91</b>	<b>10,274.31</b>	<b>9,875.90</b>	<b>11,427.17</b>	<b>52,930.46</b>	<b>70,943.05</b>	<b>74.61%</b>		<b>(2b)</b>
7230 · Printing	3,943.23	2,967.79	2,890.96	2,468.79	3,102.59	15,373.36	15,583.31	98.65%		
7235 · Supplies	200.66	1,655.76	592.03	961.27	771.36	4,181.08	4,008.31	104.31%		
7245 · Postage	315.60	0.00	0.00	0.00	315.60	631.20	1,150.00	54.89%		
7250 · Advertisements	0.00	0.00	0.00	0.00	0.00	0.00	2,083.31	0.00%		
7290 · Miscellaneous Expenses	16.51	1,512.05	303.29	3,069.60	721.63	5,623.08	2,083.31	269.91%		
7295 · Bank Fees	124.03	131.96	95.00	85.00	85.00	520.99	1,250.00	41.68%		
7200 · Office Expenses - Other	0.00	0.00	0.00	3,811.65	-495.00	3,316.65		0.00%		

PlanRVA  
Profit Loss Budget Performance  
YTD November 2019

	<u>Jul 19</u>	<u>Aug 19</u>	<u>Sep 19</u>	<u>Oct 19</u>	<u>Nov 19</u>	<u>Jul - Nov 19 YTD Actual</u>	<u>Jul - Nov 19 YTD Budget</u>	<u>% Spent</u>		
<b>Total 7200 · Office Expenses</b>	13,331.20	18,889.47	14,241.58	20,272.21	16,203.35	82,937.81	97,101.29	85.41%	-14.59%	(14,163.48)
<b>7400 · Program Expenses</b>										
7410 · Organizational Dues	499.13	6,988.38	499.13	594.13	2,155.13	10,735.90	6,250.00	171.77%		
7420 · Travel - Board	0.00	0.00	0.00	0.00	0.00	0.00	2,708.31	0.00%		
7425 · Travel - Agency	555.95	3,813.03	1,375.10	516.93	4,211.84	10,472.85	13,541.69	77.34%		
7430 · Books & Periodicals	0.00	28.16	28.16	28.16	221.20	305.68	416.69	73.36%		
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	167,429.88	203,631.83	82.22%		
7452 · Pass Through Funds (FEMA)	21,074.49	13,674.07	35,758.47	5,428.00	28,095.84	104,030.87	80,743.29	128.84%		
7459 · Other Pass-thru expenses	0.00	282.92	-282.92	0.00	0.00	0.00	0.00	0.00%		
<b>Total 7450 · Pass-through and Matching funds</b>	<b>76,256.87</b>	<b>13,956.99</b>	<b>38,975.55</b>	<b>60,418.67</b>	<b>81,852.67</b>	<b>271,460.75</b>	<b>284,375.12</b>	<b>95.46%</b>		
7400 · Program Expenses - Other	0.00	0.00	517.42	0.00	0.00	517.42	0.00	0.00%		
<b>Total 7400 · Program Expenses</b>	<b>77,311.95</b>	<b>24,786.56</b>	<b>41,395.36</b>	<b>61,557.89</b>	<b>88,440.84</b>	<b>293,492.60</b>	<b>307,291.81</b>	<b>95.51%</b>	<b>-4.49%</b>	<b>(13,799.21)</b>
<b>7600 · Infrastructure</b>										(2c)
7210 · Rent	19,527.95	19,527.95	19,527.95	19,527.95	19,527.95	97,639.75	100,288.95	97.36%		
7240 · Insurance	532.50	532.50	532.50	532.50	532.50	2,662.50	2,662.50	100.00%		
<b>Total 7600 · Infrastructure</b>	<b>20,060.45</b>	<b>20,060.45</b>	<b>20,060.45</b>	<b>20,060.45</b>	<b>20,060.45</b>	<b>100,302.25</b>	<b>102,951.45</b>	<b>97.43%</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>1,256,281.48</b>	<b>1,349,405.01</b>	<b>93.10%</b>	<b>-6.90%</b>	<b>(93,123.53)</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>71,731.40</b>	<b>6,931.44</b>	<b>1034.87%</b>		(2)
<b>Other Income/Expense</b>										Expenditures under budget
<b>7900 · Capital Expense Projects</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>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</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>Net 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>71,731.40</b>	<b>6,931.44</b>	<b>1034.87%</b>		

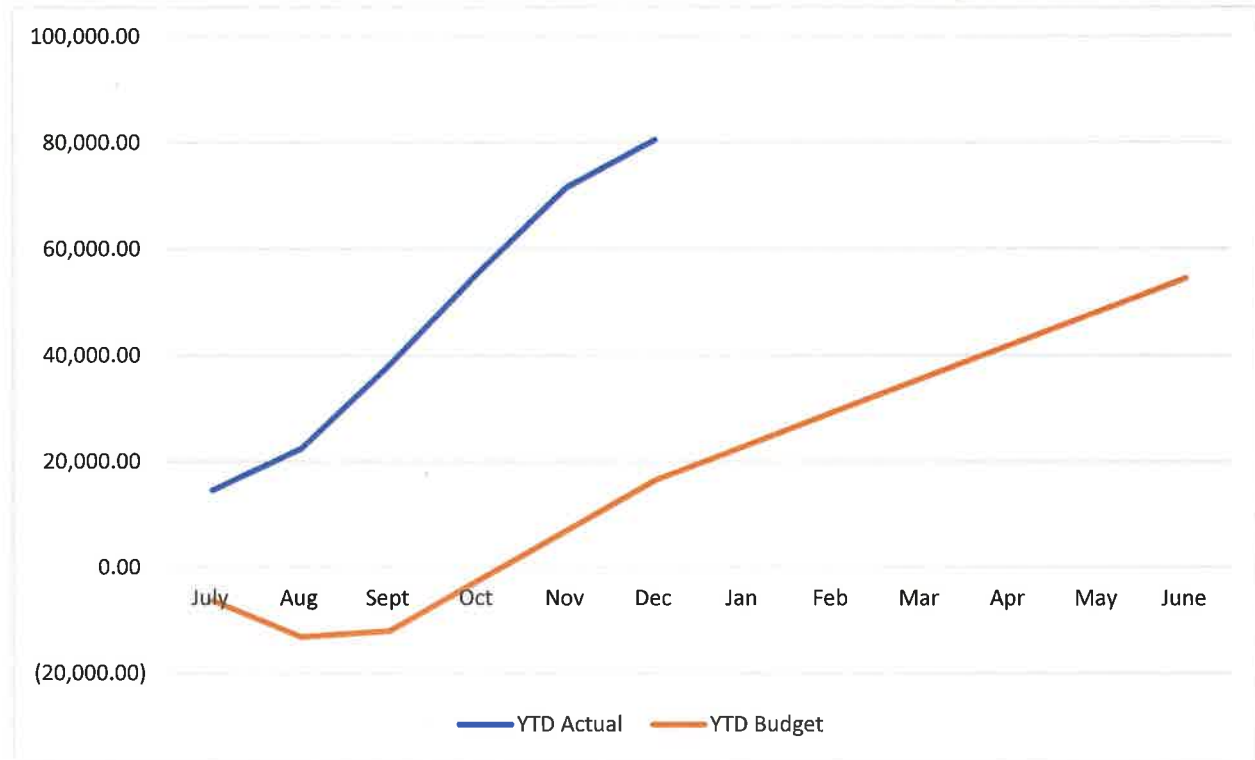
**Comments Regarding November 2019 YTD Variances:**

- (1) Income is under budget by \$28k for the year; Federal funding is \$31k under budget in total for all programs
- (2) Expenditures are under budget by \$92k; Salaries & wages/benefits were \$56k below; program expenses are below budget by \$13k office & contractual are below budget \$20k



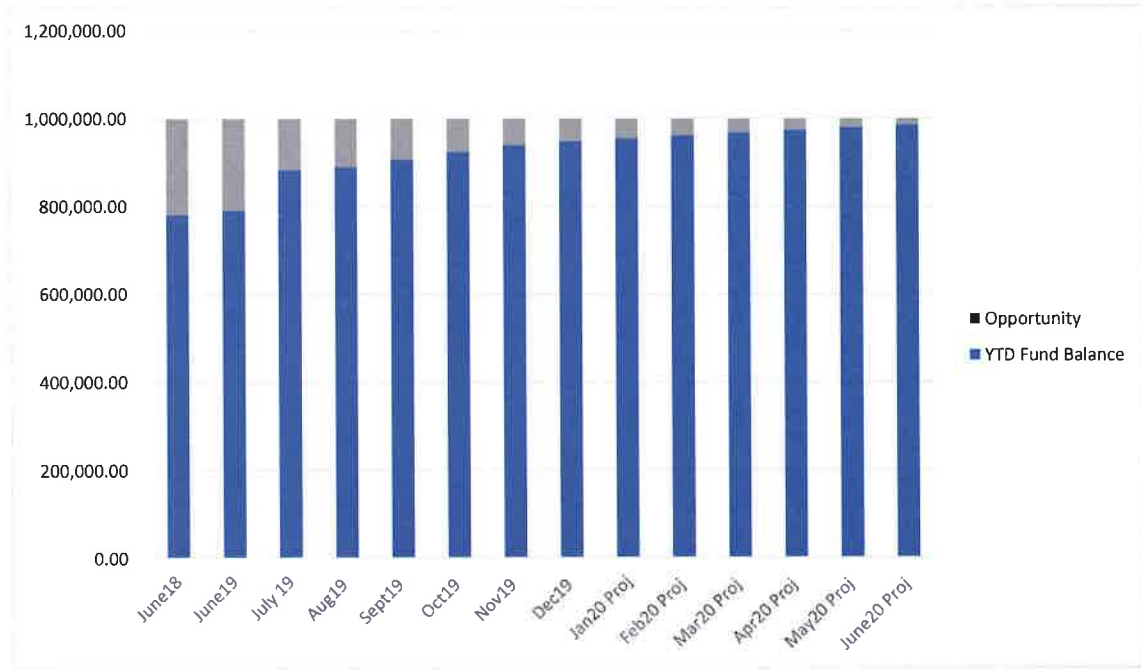
**Plan RVA  
YTD Budget vs YTD Actual  
Month Ending December 31, 2019**

	<b>YTD Actual</b>	<b>YTD Budget</b>
July	14,595.18	(6,356.64)
Aug	22,440.93	(13,276.29)
Sept	38,166.99	(12,095.94)
Oct	55,489.33	(2,582.25)
Nov	71,498.65	6,931.44
Dec	80,503.10	16,445.13
Jan		22,829.28
Feb		29,213.43
Mar		35,597.58
Apr		41,873.36
May		48,149.14
June		54,424.92



**Plan RVA  
Fund Balance Projection  
Month Ending December 31, 2019**

	<b>YTD Fund Balance</b>	<b>YTD Net Income thru Nov19</b>	<b>Opportunity</b>
June18	780,962.00		219,038.00
June19	790,619.00		209,381.00
July 19	882,531.00	14,595.18	117,469.00
Aug19	890,377.00	22,440.93	109,623.00
Sept19	906,103.00	38,166.99	93,897.00
Oct19	923,425.00	55,489.33	76,575.00
Nov19	939,435.32	71,498.65	60,564.68
Dec19	948,439.67	78,968.00	51,560.33
Jan20 Proj	954,823.82	85,352.15	45,176.18
Feb20 Proj	961,207.97	91,736.30	38,792.03
Mar20 Proj	967,592.12	98,120.45	32,407.88
Apr20 Proj	973,867.90	104,396.23	26,132.10
May20 Proj	980,143.68	110,672.01	19,856.32
June20 Proj	986,419.46	116,947.79	13,580.54



PlanRVA  
Profit Loss Budget Performance  
December 2019

	<u>Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Federal Funding	174,827.16	176,663.61	-1,836.45	98.96%
4200 · State Funding	27,560.39	34,281.69	-6,721.30	80.39%
4300 · Local Funding	53,388.12	53,388.12	0.00	100.0%
4400 · Private Funding	7,603.83	6,933.87	669.96	109.66%
5000 · Other Income	2,414.46			
<b>Total Income</b>	<u>265,793.96</u>	<u>271,267.29</u>	<u>-5,473.33</u>	<u>97.98%</u>
<b>Expense</b>				
6000 · Salary & Wages	150,050.26	159,323.88	-9,273.62	94.18%
7100 · Professional Fees	7,225.00	4,088.33	3,136.67	176.72%
7200 · Office Expenses	14,267.89	16,160.29	-1,892.40	88.29%
7400 · Program Expenses	65,418.66	61,458.35	3,960.31	106.44%
7600 · Infrastructure	20,060.45	20,722.75	-662.30	96.8%
<b>Total Expense</b>	<u>257,022.26</u>	<u>261,753.60</u>	<u>-4,731.34</u>	<u>98.19%</u>
<b>Net Ordinary Income</b>	8,771.70	9,513.69	-741.99	92.2%
<b>Other Income/Expense</b>				
Other Expense	0.00	0.00	0.00	0.0%
<b>Net Other Income</b>	0.00	0.00	0.00	0.0%
<b>Net Income</b>	<u><u>8,771.70</u></u>	<u><u>9,513.69</u></u>	<u><u>-741.99</u></u>	<u><u>92.2%</u></u>



**PlanRVA**  
**Profit Loss - Detailed**  
**December 2019**

	<u>Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4100 · Federal Funding</b>				
4101 · MPO FHWA/PL Funds - Fed share	91,273.60	106,868.30	-15,594.70	85.41%
4102 · MPO Sect 5303 Funds - Fed share	20,953.60	32,285.20	-11,331.60	64.9%
4105 · MPO Pass-Through	0.00	6,666.67	-6,666.67	0.0%
4110 · DEQ-Coastal	8,893.00	7,258.33	1,634.67	122.52%
4120 · VDEM SHSP	7,654.05	7,436.46	217.59	102.93%
4130 · VDEM Pass-through grants	46,052.91	16,148.65	29,904.26	285.18%
<b>Total 4100 · Federal Funding</b>	<u>174,827.16</u>	<u>176,663.61</u>	<u>-1,836.45</u>	<u>98.96%</u>
<b>4200 · State Funding</b>				
4201 · MPO FHWA/PL Funds - State share	11,409.20	13,358.54	-1,949.34	85.41%
4202 · MPO Sec. 5303 - State share	2,619.20	4,035.65	-1,416.45	64.9%
4205 · State MPO Pass-Through	0.00	1,666.67	-1,666.67	0.0%
4207 · DEQ WIP3 Funding	980.95	895.83	85.12	109.5%
4210 · VDOT Rural Planning	3,059.37	4,833.33	-1,773.96	63.3%
4230 · State Appropriation	9,491.67	9,491.67	0.00	100.0%
<b>Total 4200 · State Funding</b>	<u>27,560.39</u>	<u>34,281.69</u>	<u>-6,721.30</u>	<u>80.39%</u>
<b>4300 · Local Funding</b>				
4301 · TPO Assessment	4,145.98	4,145.98	0.00	100.0%
4310 · Local Membership Dues	49,242.14	49,242.14	0.00	100.0%
<b>Total 4300 · Local Funding</b>	<u>53,388.12</u>	<u>53,388.12</u>	<u>0.00</u>	<u>100.0%</u>
<b>4400 · Private Funding</b>				
4360 · FOLAR Grant	6,933.87	6,933.87	0.00	100.0%
4410 · Restricted Contributions - Other	669.96	0.00	669.96	100.0%
<b>Total 4410 · Restricted Contributions</b>	<u>7,603.83</u>	<u>6,933.87</u>	<u>669.96</u>	<u>109.66%</u>
<b>Total 4400 · Private Funding</b>	<u>7,603.83</u>	<u>6,933.87</u>	<u>669.96</u>	<u>109.66%</u>
<b>5000 · Other Income</b>				
5001 · Interest Income	2,414.46			
<b>Total 5000 · Other Income</b>	<u>2,414.46</u>			
<b>Total Income</b>	<u>265,793.96</u>	<u>271,267.29</u>	<u>-5,473.33</u>	<u>97.98%</u>
<b>Expense</b>				
<b>6000 · Salary &amp; Wages</b>				
6100 · Wages	113,487.97	119,510.24	-6,022.27	94.96%
6200 · Payroll Taxes	8,902.27	9,200.56	-298.29	96.76%
<b>6500 · Benefits</b>				
6512 · Healthcare	16,429.20	17,411.33	-982.13	94.36%
6530 · Retirement				
6531 · VRS Retirement Contribution	7,033.09	8,118.17	-1,085.08	86.63%
6532 · VRS Employee Contribution	12.32			
6533 · ICMA - 401	887.87			
6534 · ICMA - 457	-74.70			
6535 · Hybrid 401 A	782.23			
6536 · HYBRID 457	33.58			
<b>Total 6530 · Retirement</b>	<u>8,674.39</u>	<u>8,118.17</u>	<u>556.22</u>	<u>106.85%</u>
6540 · Life & Disability				
6541 · LTD	885.71	841.92	43.79	105.2%
6542 · Hybrid VRS ST & LT Disability	179.76			
6543 · AFLAC	321.82			
<b>Total 6540 · Life &amp; Disability</b>	<u>1,387.29</u>	<u>841.92</u>	<u>545.37</u>	<u>164.78%</u>
6550 · FSA/HSA Section 125 Plans	571.30	113.00	458.30	505.58%
6500 · Benefits - Other	0.00	762.00	-762.00	0.0%
<b>Total 6500 · Benefits</b>	<u>27,062.18</u>	<u>27,246.42</u>	<u>-184.24</u>	<u>99.32%</u>

**PlanRVA**  
**Profit Loss - Detailed**  
**December 2019**

	<u>Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6580 · Payroll Fees	228.84	533.33	-304.49	42.91%
6590 · Training	369.00	2,833.33	-2,464.33	13.02%
<b>Total 6000 · Salary &amp; Wages</b>	<b>150,050.26</b>	<b>159,323.88</b>	<b>-9,273.62</b>	<b>94.18%</b>
<b>7100 · Professional Fees</b>				
7720 · Legal Fees				
7721 · General Counsel	2,000.00	2,000.00	0.00	100.0%
7722 · Legal Fees - Other	0.00	416.67	-416.67	0.0%
<b>Total 7720 · Legal Fees</b>	<b>2,000.00</b>	<b>2,416.67</b>	<b>-416.67</b>	<b>82.76%</b>
7730 · Contracted Services	5,225.00	1,671.66	3,553.34	312.56%
<b>Total 7100 · Professional Fees</b>	<b>7,225.00</b>	<b>4,088.33</b>	<b>3,136.67</b>	<b>176.72%</b>
<b>7200 · Office Expenses</b>				
7280 · Staff Engagement	0.00			
7220 · Computer Operations				
7221 · Virtual Desktop Operations	8,194.24	7,000.00	1,194.24	117.06%
7222 · Software	338.97	255.00	83.97	132.93%
7223 · Broadband/network/telephone	548.75	613.97	-65.22	89.38%
7224 · Desktops & Support	1,751.30	1,455.47	295.83	120.33%
7226 · Technology services	0.00	1,604.17	-1,604.17	0.0%
<b>Total 7220 · Computer Operations</b>	<b>10,833.26</b>	<b>10,928.61</b>	<b>-95.35</b>	<b>99.13%</b>
7230 · Printing	2,619.19	3,116.67	-497.48	84.04%
7235 · Supplies	472.52	801.67	-329.15	58.94%
7245 · Postage	0.00	230.00	-230.00	0.0%
7250 · Advertisements	0.00	416.67	-416.67	0.0%
7290 · Miscellaneous Expenses	242.92	416.67	-173.75	58.3%
7295 · Bank Fees	100.00	250.00	-150.00	40.0%
<b>Total 7200 · Office Expenses</b>	<b>14,267.89</b>	<b>16,160.29</b>	<b>-1,892.40</b>	<b>88.29%</b>
<b>7400 · Program Expenses</b>				
7410 · Organizational Dues	1,253.13	1,250.00	3.13	100.25%
7420 · Travel - Board	0.00	541.67	-541.67	0.0%
7425 · Travel - Agency	1,502.00	2,708.33	-1,206.33	55.46%
7430 · Books & Periodicals	42.03	83.33	-41.30	50.44%
7450 · Pass-through and Matching funds				
7451 · Pass Through Funds - MPO	16,568.59	40,726.37	-24,157.78	40.68%
7452 · Pass Through Funds (FEMA)	46,052.91	16,148.65	29,904.26	285.18%
<b>Total 7450 · Pass-through and Matching funds</b>	<b>62,621.50</b>	<b>56,875.02</b>	<b>5,746.48</b>	<b>110.1%</b>
<b>Total 7400 · Program Expenses</b>	<b>65,418.66</b>	<b>61,458.35</b>	<b>3,960.31</b>	<b>106.44%</b>
<b>7600 · Infrastructure</b>				
7210 · Rent	19,527.95	20,190.25	-662.30	96.72%
7240 · Insurance	532.50	532.50	0.00	100.0%
<b>Total 7600 · Infrastructure</b>	<b>20,060.45</b>	<b>20,722.75</b>	<b>-662.30</b>	<b>96.8%</b>
<b>Total Expense</b>	<b>257,022.26</b>	<b>261,753.60</b>	<b>-4,731.34</b>	<b>98.19%</b>
<b>Net Ordinary Income</b>	<b>8,771.70</b>	<b>9,513.69</b>	<b>-741.99</b>	<b>92.2%</b>
<b>Other Income/Expense</b>				
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>8,771.70</b>	<b>9,513.69</b>	<b>-741.99</b>	<b>92.2%</b>

PlanRVA  
Balance Sheet  
December 2019

Dec 31, 19 (Less: non-operating)

**ASSETS**

**Current Assets**

**Checking/Savings**

1050 · LGIP-Virginia Dept of Treasury	744,189.09	744,189.09
1070 · SunTrust Checking 8921	43,303.41	43,303.41

<b>Total Checking/Savings</b>	<u>787,492.50</u>	<u>787,492.50</u>
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**Accounts Receivable**

1200 · Accounts Receivable	571,949.56	571,949.56
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<b>Total Accounts Receivable</b>	<u>571,949.56</u>	<u>571,949.56</u>
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**Other Current Assets**

1150 · Prepaid Expenses	16,780.19	16,780.19
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1250 · Miscellaneous Receivables	39,330.49	39,330.49
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1620 · Employee Receivable	1,050.00	1,050.00
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<b>Total 1600 · Miscellaneous A/R-EE</b>	<u>1,050.00</u>	<u>1,050.00</u>
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<b>Total Other Current Assets</b>	<u>57,160.68</u>	<u>57,160.68</u>
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<b>Total Current Assets</b>	<u>1,416,602.74</u>	<u>1,416,602.74</u>
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**Fixed Assets**

1300 · Property & Equipment	389,789.80	389,789.80
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1350 · Accumulated Depreciation	(267,458.21)	(267,458.21)
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<b>Total Fixed Assets</b>	<u>122,331.59</u>	<u>122,331.59</u>
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<b>Other Assets</b>	239,466.71	0.00
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<b>TOTAL ASSETS</b>	<u><u>1,778,401.04</u></u>	<u><u>1,538,934.33</u></u>
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**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

2000 · Accounts Payable	61,056.40	61,056.40
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<b>Total Accounts Payable</b>	<u>61,056.40</u>	<u>61,056.40</u>
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**Other Current Liabilities**

2050 · Accrued Expenses	53,196.81	53,196.81
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2500 · Compensated Absences	69,894.39	0.00
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2525 · Deferred Revenue	351,245.22	351,245.22
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2600 · Security Deposit	2,664.66	2,664.66
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<b>Total Other Current Liabilities</b>	<u>477,001.06</u>	<u>407,106.67</u>
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<b>Total Current Liabilities</b>	<u>538,057.46</u>	<u>468,163.07</u>
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**Long Term Liabilities**

2800 · Deferred Rent Liability	32,798.94	0.00
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2900 · Net Pension Liability	521,969.00	0.00
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2950 · Deferred Inflows	131,122.00	0.00
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<b>Total Long Term Liabilities</b>	<u>685,889.94</u>	<u>0.00</u>
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<b>Total Liabilities</b>	<u>1,223,947.40</u>	<u>468,163.07</u>
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**Fund Balance**

Fixed Asset	122,331.59	122,331.59
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Other Unrestricted Reserve	432,122.05	948,439.67
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<b>Total Fund Balance</b>	<u>554,453.64</u>	<u>1,070,771.26</u>
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<b>TOTAL LIABILITIES &amp; Fund Balance</b>	<u><u>1,778,401.04</u></u>	<u><u>1,538,934.33</u></u>
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PlanRVA  
Balance Sheet  
December 2019

Unrestricted Reserve - End of FY 19 (adjusted)	790,619.57
Net Surplus (Deficit) December YTD 2019	80,503.10
Special Assessments FY20	<u>77,317.00</u>
Unrestricted Reserve - 12/31/19	<u><u>948,439.67</u></u>



PlanRVA  
Profit Loss Budget Performance  
YTD December 2019

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jul - Dec 19 YTD Actual	Jul - Dec 19 YTD Budget	% Spent		
6531 · VRS Retirement Contribution	6,056.89	6,357.62	7,141.42	7,033.09	7,033.09	7,033.09	40,655.20	48,708.98	83.47%		
6532 · VRS Employee Contribution	89.42	-5.51	73.48	0.15	-4.35	12.32	165.51		0.00%		
6533 · ICMA - 401	152.87	-752.13	-1,752.13	-1,752.13	-752.13	887.87	-3,967.78		0.00%		
6534 · ICMA - 457	660.30	1,565.30	2,565.30	2,565.30	1,565.30	-74.70	8,846.80		0.00%		
6535 · Hybrid 401 A	618.70	632.14	673.07	456.92	393.92	782.23	3,556.98		0.00%		
6536 · HYBRID 457	0.00	0.00	0.00	373.22	373.72	33.58	780.52		0.00%		
<b>Total 6530 · Retirement</b>	<b>7,578.18</b>	<b>7,797.42</b>	<b>8,701.14</b>	<b>8,676.55</b>	<b>8,609.55</b>	<b>8,674.39</b>	<b>50,037.23</b>	<b>48,708.98</b>	<b>102.73%</b>	<b>2.73%</b>	<b>1,328.25</b>
<b>6540 · Life &amp; Disability</b>											
6541 · LTD	567.86	584.79	615.29	644.33	991.00	885.71	4,288.98	5,051.48	84.91%		
6542 · Hybrid VRS ST & LT Disability	137.52	0.00	160.40	179.76	179.76	179.76	837.20		0.00%		
6543 · AFLAC	-0.01	221.92	-321.84	-0.01	-0.01	321.82	221.87		0.00%		
<b>Total 6540 · Life &amp; Disability</b>	<b>705.37</b>	<b>806.71</b>	<b>453.85</b>	<b>824.08</b>	<b>1,170.75</b>	<b>1,387.29</b>	<b>5,348.05</b>	<b>5,051.48</b>	<b>105.87%</b>		
6550 · FSA/HSA Section 125 Plans	395.30	1,266.51	-371.66	451.05	451.05	571.30	2,763.55	678.00	407.60%		
6500 · Benefits - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,571.28	0.00%		
<b>Total 6500 · Benefits</b>	<b>23,392.05</b>	<b>23,902.84</b>	<b>23,340.53</b>	<b>27,179.88</b>	<b>27,459.55</b>	<b>27,062.18</b>	<b>152,337.03</b>	<b>163,477.76</b>	<b>93.19%</b>	<b>-6.81%</b>	<b>(11,140.73)</b>
6580 · Payroll Fees	462.08	37.95	327.95	273.33	152.56	228.84	1,482.71	3,200.02	46.33%		
6590 · Training	3,250.00	17,435.00	225.00	1,763.34	194.00	369.00	23,236.34	17,000.02	136.68%		
<b>Total 6000 · Salary &amp; Wages</b>	<b>133,462.28</b>	<b>155,917.13</b>	<b>145,773.22</b>	<b>152,912.77</b>	<b>152,198.42</b>	<b>150,050.26</b>	<b>890,314.08</b>	<b>955,942.65</b>	<b>93.13%</b>	<b>-6.87%</b>	<b>(65,628.57)</b>
<b>7100 · Professional Fees</b>											<b>(2a)</b>
<b>7720 · Legal Fees</b>											<b>Wages under budget</b>
7721 · General Counsel	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	12,000.00	12,000.00	100.00%		
7722 · Legal Fees - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,499.98	0.00%		
<b>Total 7720 · Legal Fees</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>12,000.00</b>	<b>14,499.98</b>	<b>82.76%</b>		
7730 · Contracted Services	14,310.00	6,600.00	0.00	1,275.00	7,100.00	5,225.00	34,510.00	35,030.04	98.52%		
<b>Total 7100 · Professional Fees</b>	<b>16,310.00</b>	<b>8,600.00</b>	<b>2,000.00</b>	<b>3,275.00</b>	<b>9,100.00</b>	<b>7,225.00</b>	<b>46,510.00</b>	<b>49,530.02</b>	<b>93.90%</b>	<b>-6.10%</b>	<b>(3,020.02)</b>
<b>7200 · Office Expenses</b>											
7280 · Staff Engagement	0.00	0.00	85.99	0.00	275.00	0.00	360.99		0.00%		
<b>7220 · Computer Operations</b>											
7221 · Virtual Desktop Operations	6,879.87	7,057.43	7,955.79	7,700.31	7,564.39	8,194.24	45,352.03	42,000.00	107.98%		
7222 · Software	0.00	0.00	0.00	228.00	818.91	338.97	1,385.88	17,830.00	7.77%		
7223 · Broadband/network/telephone	100.00	1,236.14	567.22	1,127.29	1,525.32	316.00	4,871.97	3,683.86	132.25%		
7224 · Desktops & Support	1,751.30	1,751.30	1,751.30	1,751.30	1,751.30	1,751.30	10,507.80	8,732.82	120.33%		
7226 · Technology services	0.00	2,577.04	0.00	0.00	0.00	0.00	2,577.04	9,624.98	26.77%		
7220 · Computer Operations - Other	0.00	0.00	0.00	-931.00	0.00	0.00	-931.00	0.00	0.00%		<b>(19,075.90)</b>
<b>Total 7220 · Computer Operations</b>	<b>8,731.17</b>	<b>12,621.91</b>	<b>10,274.31</b>	<b>9,875.90</b>	<b>11,659.92</b>	<b>10,600.51</b>	<b>63,763.72</b>	<b>81,871.66</b>	<b>77.88%</b>		<b>(2b)</b>
7230 · Printing	3,943.23	2,967.79	2,890.96	2,468.79	3,102.59	2,619.19	17,992.55	18,699.98	96.22%		
7235 · Supplies	200.66	1,655.76	592.03	961.27	771.36	472.52	4,653.60	4,809.98	96.75%		
7245 · Postage	315.60	0.00	0.00	0.00	315.60	0.00	631.20	1,380.00	45.74%		
7250 · Advertisements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,499.98	0.00%		
7290 · Miscellaneous Expenses	16.51	1,512.05	303.29	3,069.60	721.63	242.92	5,866.00	2,499.98	234.64%		
7295 · Bank Fees	124.03	131.96	95.00	85.00	85.00	100.00	620.99	1,500.00	41.40%		
7200 · Office Expenses - Other	0.00	0.00	0.00	3,811.65	-495.00	0.00	3,316.65		0.00%		

PlanRVA  
Profit Loss Budget Performance  
YTD December 2019

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jul - Dec 19 YTD Actual	Jul - Dec 19 YTD Budget	% Spent		
Total 7200 · Office Expenses	13,331.20	18,889.47	14,241.58	20,272.21	16,436.10	14,035.14	97,205.70	113,261.58	85.82%	-14.18%	(16,055.88)
<b>7400 · Program Expenses</b>											
7410 · Organizational Dues	499.13	6,988.38	499.13	594.13	2,155.13	1,253.13	11,989.03	7,500.00	159.85%		
7420 · Travel - Board	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,249.98	0.00%		
7425 · Travel - Agency	555.95	3,813.03	1,375.10	516.93	4,211.84	1,502.00	11,974.85	16,250.02	73.69%		
7430 · Books & Periodicals	0.00	28.16	28.16	28.16	221.20	42.03	347.71	500.02	69.54%		
<b>7450 · Pass-through and Matching funds</b>											
7451 · Pass Through Funds - MPO	55,182.38	0.00	3,500.00	54,990.67	53,756.83	16,568.59	183,998.47	244,358.20	75.30%		
7452 · Pass Through Funds (FEMA)	21,074.49	13,674.07	35,758.47	5,428.00	28,095.84	46,052.91	150,083.78	96,891.94	154.90%		
7459 · Other Pass-thru expenses	0.00	282.92	-282.92	0.00	0.00	0.00	0.00	0.00	0.00%		
<b>Total 7450 · Pass-through and Matching funds</b>	<b>76,256.87</b>	<b>13,956.99</b>	<b>38,975.55</b>	<b>60,418.67</b>	<b>81,852.67</b>	<b>62,621.50</b>	<b>334,082.25</b>	<b>341,250.14</b>	<b>97.90%</b>		
7400 · Program Expenses - Other	0.00	0.00	517.42	0.00	0.00	0.00	517.42	0.00	0.00%		
<b>Total 7400 · Program Expenses</b>	<b>77,311.95</b>	<b>24,786.56</b>	<b>41,395.36</b>	<b>61,557.89</b>	<b>88,440.84</b>	<b>65,418.66</b>	<b>358,911.26</b>	<b>368,750.16</b>	<b>97.33%</b>	<b>-2.67%</b>	<b>(9,838.90)</b>
<b>7600 · Infrastructure</b>											<b>(2c)</b>
7210 · Rent	19,527.95	19,527.95	19,527.95	19,527.95	19,527.95	19,527.95	117,167.70	120,479.20	97.25%		
7240 · Insurance	532.50	532.50	532.50	532.50	532.50	532.50	3,195.00	3,195.00	100.00%		
<b>Total 7600 · Infrastructure</b>	<b>20,060.45</b>	<b>20,060.45</b>	<b>20,060.45</b>	<b>20,060.45</b>	<b>20,060.45</b>	<b>20,060.45</b>	<b>120,362.70</b>	<b>123,674.20</b>	<b>97.32%</b>		
<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>286,235.81</b>	<b>256,789.51</b>	<b>1,513,303.74</b>	<b>1,611,158.61</b>	<b>93.93%</b>	<b>-6.07%</b>	<b>(97,854.87)</b>
Net Ordinary Income	14,595.18	7,845.75	15,726.06	17,322.34	16,009.32	9,004.45	80,503.10	16,445.13	489.53%		(2)
Other Income/Expense											Expenditures under budget
<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%		
<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>		
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
<b>Net Income</b>	<b>14,595.18</b>	<b>7,845.75</b>	<b>15,726.06</b>	<b>17,322.34</b>	<b>16,009.32</b>	<b>9,004.45</b>	<b>80,503.10</b>	<b>16,445.13</b>	<b>489.53%</b>		

**Comments Regarding December 2019 YTD Variances:**

- (1) Income is under budget by \$33k for the year; Federal funding is \$33k under budget in total for all programs
- (2) Expenditures are under budget by \$97k; Salaries & wages/benefits were \$65k below; program expenses are below budget by \$10k office & contractual are below budget \$19k





**PlanRVA FY 2020 (Draft) Revised Budget**

		FY18	FY19	FY20	FY20	FY20	Notes
		Final	Final	App Budget	Rev Budget	Variance	(Over \$5,000 Variance from Original Budget)
<b>INCOME</b>	<b>Federal Funding</b>						
	4101 · MPO FHWA/PL Funds - 80%	861,405.00	823,828.00	1,282,419.57	1,247,000.00	(35,419.57)	Forecast based on FY2020 YTD; Add'l \$ avail in UPWP
	4102 · MPO FTA Section 5303 Funds - 80%	310,284.00	557,977.00	387,422.40	325,000.00	(62,422.40)	Forecast based on FY2020 YTD; Add'l \$ avail in UPWP
	4105 · MPO RSTP - 80% Pass-Through	56,734.70	52,723.18	80,000.00	80,000.00	0.00	Add'l \$ avail in UPWP if needed
	4110 · DEQ-Coastal (Lower Chick/TA)	81,809.10	69,326.29	87,100.00	94,500.00	7,400.00	Award Confirmed
	4115 · DEQ-Coastal (Lower Chick/TA) Pass-Through				75,000.00	75,000.00	Award Confirmed
	4xxx- Bay TMDL WIP3 Funding				31,200.00	31,200.00	Award Confirmed; New Grant
	4120 · SHSP Reg'l Planning & Grant Admin	148,860.60	104,887.85	89,237.56	95,000.00	5,762.44	Award Confirmed
	4130- SHSP Projects Pass-Through for EMACV		153,937.20	193,783.84	235,238.00	41,454.16	Award Confirmed
	4xxx - Analysis of Impediments to Fair Housing Admin				15,000.00	15,000.00	Award Confirmed; New Grant (Max \$15k Admin)
	4xxx- Analysis of Impediments to Fair Housing				110,000.00	110,000.00	Award Confirmed; New Grant (Max \$15k Admin)
	<b>Total Federal Funding</b>	<b>1,459,093.40</b>	<b>1,762,679.52</b>	<b>2,119,963.37</b>	<b>2,307,938.00</b>	<b>62,974.63</b>	
	<b>State Funding</b>						
	4201 · MPO FHWA/PL VDOT State Match - 10%		102,976.50	160,302.45	156,000.00	(4,302.45)	Forecast based on FY2020 YTD; Add'l \$ avail in UPWP
	4202 · MPO FTA Section 5303 DRPT State Match- 10%		69,746.00	48,427.80	40,500.00	(7,927.80)	Forecast based on FY2020 YTD; Add'l \$ avail in UPWP
	4205 MPO RSTP State Match (Pass-Through)- 20%		13,180.80	20,000.00	20,000.00	0.00	Add'l \$ avail in UPWP if needed
	4207 DEQ WIP3 Funding		11,910.18	10,750.00	10,750.00	0.00	
	4220 VDEM - Hazard Mitigation Plan	42,450.04					
	4210 · SPR VDOT Rural Transportation Planning	52,530.91	58,000.00	58,000.00	58,000.00	0.00	
	4230 · General Assembly Appropriation	113,957.00	113,957.00	113,900.00	113,900.00	0.00	
	<b>Total State Funding</b>	<b>208,937.95</b>	<b>369,770.48</b>	<b>411,380.25</b>	<b>399,150.00</b>	<b>(12,230.25)</b>	
	<b>Local Funding</b>						
	4310 * Local Membership Dues	630,458.69	590,200.35	590,905.70	590,905.70	0.00	
	4301 * RRTPO Assessment		49,751.65	49,751.73	49,751.73	(0.00)	
	4320 * Capital Region Collaborative Special Assessment	102,621.62	25,524.40	0.00	0.00	0.00	
	4330 * Greater Richmond Chamber		25,524.40				
	<b>Total Local Funding</b>	<b>733,080.31</b>	<b>691,000.80</b>	<b>640,657.43</b>	<b>640,657.43</b>	<b>(0.00)</b>	
	<b>Private Funding</b>						
	4400 · Restricted Contributions			0.00	0.00	0.00	
	4410 FOLAR		55,470.40	83,206.00	83,206.00	0.00	
	xxxx- Other Private Funding	3,000.00			12,000.00	12,000.00	New Grant (PHA) and Reimb Req'd (RMHF)
	<b>Total Private Funding</b>	<b>3,000.00</b>	<b>55,470.40</b>	<b>83,206.00</b>	<b>95,206.00</b>	<b>12,000.00</b>	
	<b>Other Income</b>						
	5001 · Interest Income	6,071.56	8,151.39	0.00	6,423.81	6,423.81	YTD as of December 31
	5010 · Miscellaneous	3,656.19	500.00		1,128.18	1,128.18	YTD as of December 31
	5020 · Restitution --Scott Newcomer	6,000.00	2,000.00	0.00	0.00	0.00	
	<b>Total Other Income</b>	<b>15,727.75</b>	<b>10,651.39</b>	<b>0.00</b>	<b>1,128.18</b>	<b>1,128.18</b>	
	<b>Total Income</b>	<b>2,419,839.41</b>	<b>2,889,572.59</b>	<b>3,255,207.05</b>	<b>3,444,079.61</b>	<b>63,872.56</b>	

**PlanRVA FY 2020 (Draft) Revised Budget**

		FY18	FY19	FY20	FY20	FY20	Notes
		Final	Final	App Budget	Rev Budget	Variance	(Over \$5,000 Variance from Original Budget)
<b>EXPENSE</b>	<b>6000 · Salary &amp; Wages</b>						
	<b>6100 · Wages</b>	1,496,945.56	1,363,515.68	1,453,225.27	1,425,000.00	(28,225.27)	Forecast based on YTD expenses & stable staffing
	<b>6200 · Payroll Taxes</b>	114,696.15	101,523.77	110,406.73	100,000.00	(10,406.73)	Forecast based on YTD expenses & stable staffing
	<b>6500 · Benefits</b>	258,174.27	244,967.40	326,956.28	310,000.00	(16,956.28)	Forecast based on YTD expenses & stable staffing
	<b>6580 · Payroll Fees</b>	14,060.29	5,586.40	6,400.00	3,000.00	(3,400.00)	Eliminated some services
	<b>6590 · Training &amp; Employee Engagement</b>	45,040.38	21,813.51	34,000.00	34,000.00	0.00	
	<b>Total 6000 · Salary &amp; Wages</b>	1,928,916.65	1,737,406.76	1,930,988.28	1,872,000.00	(58,988.28)	
	<b>7100 · Professional Fees</b>						
	<b>7720 · Legal Fees</b>						
	<b>7721 · General Counsel</b>	18,000.00	20,125.00	24,000.00	24,000.00	0.00	
	<b>7720 · Legal Fees - Other</b>	0.00	0.00	5,000.00	2,500.00	(2,500.00)	Forecast based on YTD expenses
	<b>Total 7720 · Legal Fees</b>	18,000.00	20,125.00	29,000.00	26,500.00	(2,500.00)	
	<b>7730 · Contracted Services</b>	69,450.02	112,280.17	45,060.00	35,030.00	(10,030.00)	Phased out Fractional CFO earlier than expected
	<b>Total 7100 · Professional Fees</b>	87,450.02	132,405.17	74,060.00	61,530.00	(12,530.00)	
	<b>7200 · Office Expenses</b>						
	<b>7220 · Computer Operations</b>	95,590.15	104,931.85				
	<b>7221 - Virtual Desktop Operations &amp; Support</b>			84,000.00	91,000.00	7,000.00	Increased Capacity for GIS
	<b>7222 - Software</b>			19,360.00	19,360.00	0.00	
	<b>7223 - Broadband/network/telephone</b>		427.13	7,367.68	9,750.00	2,382.32	Forecast based on YTD expenses
	<b>7224 - Desktops &amp; Support</b>			17,465.64	21,000.00	3,534.36	Windows/ Computer Upgrades
	<b>7225 - Technology Services</b>			19,250.00	6,333.32	(12,916.68)	Reserved for Technology Projects in FY20
	<b>7230 · Printing</b>	42,903.32	34,224.31	37,400.00	37,400.00	0.00	Forecast based on YTD expenses
	<b>7235 · Supplies</b>	15,339.21	9,989.97	9,620.00	9,620.00	0.00	Forecast based on YTD expenses
	<b>7245 · Postage</b>	5,481.00	2,810.80	2,760.00	1,500.00	(1,260.00)	Forecast based on YTD expenses
	<b>7250 · Advertisements</b>	2,688.48	2,520.00	5,000.00	2,500.00	(2,500.00)	Forecast based on YTD expenses
	<b>7290 · Miscellaneous Expenses</b>	(1,822.81)	9,591.55	5,000.00	10,000.00	5,000.00	Forecast based on YTD expenses
	<b>7295 · Bank Fees</b>	4,840.76	6,027.40	3,000.00	1,500.00	(1,500.00)	Eliminated some services
	<b>Total 7200 · Office Expenses</b>	165,020.11	170,523.01	210,223.32	209,963.32	(260.00)	
	<b>7400 · Program Expenses</b>						
	<b>7400 - Program Expenses - Other</b>		6,144.61				
	<b>7410 · Organizational Dues</b>	12,344.66	16,171.00	15,000.00	18,000.00	3,000.00	Forecast based on YTD expenses
	<b>7420 · Travel - Board</b>	120.00		6,500.00	1,000.00	(5,500.00)	Forecast based on YTD expenses
	<b>7425 · Travel - Agency</b>	42,348.49	35,578.74	32,500.00	32,500.00	0.00	
	<b>7430 · Books &amp; Periodicals</b>	1,214.77	521.78	1,000.00	1,000.00	0.00	Forecast based on YTD expenses
	<b>7450 · Pass-through and Matching funds</b>						
	<b>7451 · Pass Through Funds - MPO</b>	56,734.70	258,947.10	488,716.42	523,195.86	34,479.44	Reserved in UPWP for contracted Services
	<b>7454 · Pass-Through funds - Brown Is(18)/Lower Chick</b>	26,988.00	0.00		75,000.00	75,000.00	Contract with UVA's EIN

**PlanRVA FY 2020 (Draft) Revised Budget**

	FY18	FY19	FY20	FY20	FY20	Notes
	Final	Final	App Budget	Rev Budget	Variance	(Over \$5,000 Variance from Original Budget)
<b>7452 · Pass Through Funds (FEMA) - SHSP</b>	20,846.55	172,340.37	193,783.84	235,238.00	41,454.16	Consultant(s) and Purchasing
<b>7459 · Other Pass-thru expenses</b>	55,514.35	3,846.83		110,000.00	110,000.00	Analysis of Impediments PT for Consultant
<b>Total 7450 · Pass-through and Matching funds</b>	160,083.60	435,134.30	682,500.26	943,433.86	260,933.60	
<b>Total 7400 · Program Expenses</b>	216,111.52	493,550.43	737,500.26	995,933.86	258,433.60	
<b>7600 · Infrastructure</b>						
<b>7610 · Telephone</b>	9,133.45	4,331.99	0.00	0.00	0.00	
<b>7630 · Vehicles</b>	1,401.11	0.00	0.00	0.00	0.00	
<b>7680 Depreciation</b>	12,570.12	18,652.75				
<b>7210 · Rent</b>	222,414.37	226,155.65	241,620.70	241,620.70	0.00	
<b>7240 · Insurance</b>	18,692.80	16,419.32	6,390.00	6,390.00	0.00	
<b>Total 7600 · Infrastructure</b>	264,211.85	265,559.71	248,010.70	248,010.70	0.00	
<b>Total Expense</b>	2,661,710.15	2,799,445.08	3,200,782.56	3,387,437.88	186,655.32	
<b>Net Ordinary Income</b>	(241,870.74)	90,127.51	54,424.49	56,641.73	2,217.24	
<b>Other Income/Expense</b>						
<b>Other Expense</b>						
<b>7900 · Capital Expense Projects</b>	48,481.15	1,486.83			0.00	
<b>Transfer to Reserves- Fund Balance Goal</b>			53,718.70	53,718.70	0.00	Set aside to Fund Balance
<b>Total Other Expense</b>	48,481.15	1,486.83	53,718.70	53,718.70	0.00	
<b>Net Other Income</b>	(48,481.15)	(1,486.83)	(53,718.70)	(53,718.70)	0.00	
<b>Net Income</b>	<b>(290,351.89)</b>	<b>88,640.68</b>	<b>705.79</b>	<b>2,923.03</b>	<b>2,217.24</b>	