



**Audit, Facilities & Finance Committee**

**AGENDA**

**January 26, 2021 – 1:30 PM**

**VIRTUAL MEETING**

**Members are provided meeting access information to log in via Zoom. Members of the public may view the live stream of the meeting on YouTube. A recording of the meeting will be available on our site at its conclusion.**

**1. Welcome and Introductions**

**a. Statement regarding Virtual Meetings for PlanRVA.....page 2**

b. Roll Call of Attendees

**c. December 22, 2020 Meeting Minutes .....page 3**

**3. New Business**

**a. Revised November and December 2020 Financial Statements..... page 6**

**b. Financial Improvement Plan- FY2021**

**4. Adjourn**

Targeted adjournment is 3:00 pm



**Opening Statement for Electronic Meetings  
PlanRVA Audit, Finance & Facilities Committee Meeting, January 26, 2021**

Due to the 2020 COVID-19 virus, meetings of the Richmond Regional Planning District Commission have transitioned to a virtual format in accordance with provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia during the current period of the Governor's State of Emergency Declaration for COVID.

While we meet in a remote/virtual format, we remain committed to public accessibility and opportunity to participate. Staff provided notice of this meeting to members and the public on Wednesday, January 20, 2021. As this meeting will be recorded, audio and visual recordings and materials will be accessible through the PlanRVA website. Any member of the public participating as an observer during the meeting may submit comments or questions at any time via email at [info@PlanRVA.org](mailto:info@PlanRVA.org). Additional information for how members of the public may participate are included in the meeting materials and on our website.

For the members who are participating in the meeting today, we ask that you identify yourself first when speaking so we can accurately record the activities of the meeting. Please remember to mute your line when not speaking to minimize additional noise and feedback. You may unmute your line at any time to request acknowledgment from the Chair. Staff will be monitoring the chat functions throughout the meeting to assure we do not overlook anyone wishing to participate, as appropriate, in the discussion.

Does anyone have any questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate?

By reading this statement, staff certifies that we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

Now, please indicate your presence by saying "HERE" when your name is called during the roll call. Staff members will also be asked to identify themselves and anyone else who wishes to identify themselves following the roll call of members will be invited to do so.

<PAUSE for Roll Call>

**Audit, Facilities & Finance Committee**  
**December 22, 2020 – 1:30 PM**  
**Meeting Minutes**  
**Virtual Meeting**

Link to meeting recording: <https://planrva.org/planrva-audit-finance-facilities-committee-meetings/>

**Members Present:**

Mr. Jim Holland, Chair  
Ms. Patricia O'Bannon  
Mr. Canova Peterson

**Staff Present:**

Terry Eckhout, Director of Finance  
Diane Fusco, Office Manager  
Martha Heeter, Executive Director

**Others Present:**

Mr. Brian Berkey, Cushman & Wakefield | Thalhimer  
Neil Spoonhower, PlanRVA Board Chair

**Welcome and Introductions**

Chairman Holland called the meeting to order at approximately 1:30 PM.

Ms. Fusco took roll call and Ms. Heeter confirmed a quorum was present.

**November 24, 2020 Meeting Minutes**

Mr. Holland asked the committee to review the meeting minutes from the November 24, 2020 committee meeting. There were no changes or revisions.

On motion of Mr. Peterson and seconded by Ms. O'Bannon the November 24, 2020 minutes were approved.

**Closed Session**

Mr. Holland identified the need to enter in to closed session. Ms. Heeter read the closed session motion. Ms. O'Bannon made a motion to enter in to closed session and

At the conclusion of the closed session Ms. Fusco asked the members 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
Mr. Blackwood				X
Mr. Holland	X			
Ms. O'Bannon	X			
Ms. Paige				X
Mr. Peterson	X			
Mr. Spoonhower	X			

### Financial Management Policies

Ms. Heeter introduced the financial management policies and opened this topic for discussion. She reviewed sections in the policy for the committee members.

Mr. Peterson asked about the need to seek approval for capital expenses that are already in the budget. Ms. Heeter noted this process is intended to address Board's concern for oversight and meant to provide more specifics on allocation of funds.

Ms. Heeter offered to circulate documentation to Finance staff of localities for additional feedback and then bring back before committee at next meeting.

### November 2020 YTD Financial Narrative and Statements

Ms. Heeter reviewed financial statements and introduced a new format for narrative that incorporates charts and graphs for November 2020. She also reviewed summary of staff time. Ms. Heeter mentioned operational costs are being reviewed for potential cost savings.

Mr. Holland asked for a headcount number compared to budget for next meeting. He also asked about savings due to COVID. Ms. Heeter mentioned savings related to travel, postage and upcoming savings for copier and printing with a renegotiation for copier lease.

Ms. Heeter said the February 2021 Board meeting will include a review of December 2020 and January 2021 financial statements. Any changes to the budget will be brought before the Finance committee in January.

### Program Methodology Review

Ms. Heeter reviewed a variable rate and fixed rate billing method and recommendation to submit adjustments to Q1 billing when Q2 billing occurs. She suggested this may not be feasible with VDEM.

Mr. Peterson commented he agrees with fixed rate method and if the agency is going to attempt to recoup funds it should be consistent across all grants.

Other committee members agreed with the fixed rate billing method. It was also agreed to forego attempting to recoup funds from the 1<sup>st</sup> quarter billing.

A motion was made by Chairman Spoonhower and seconded by Mr. Peterson. The motion carried unanimously.

Ms. Heeter mentioned work with the finance working group for the CVTA and taking advantage of their knowledge and resource.

Mr. Holland confirmed the need to look at budget and adjustments that need to be made based on current circumstances and performance.

Ms. Heeter thanked the committee and mentioned follow up would be forthcoming on space planning. She also mentioned Ms. Gray will be leaving this committee as her term is coming to an end with the commission.

### **Adjourn**

The meeting was adjourned at approximately 3:00 pm.

DRAFT

PlanRVA  
Statement of Net Position  
Balance Sheet - YTD  
November 30, 2020

	Statement of Net Position	Balance Sheet
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
1050 · LGIP-Virginia Dept of Treasury	754,045	754,045
1070 · SunTrust Checking 8921	107,345	107,345
<b>Total Checking/Savings</b>	<b>861,390</b>	<b>861,390</b>
<b>Accounts Receivable</b>		
1200 · Accounts Receivable	388,360	388,360
<b>Total Accounts Receivable</b>	<b>388,360</b>	<b>388,360</b>
<b>Other Current Assets</b>		
1150 · Prepaid Expenses	13,493	13,493
1250 · Miscellaneous Receivables	344,656	344,656
1300 · Due from CVTA	89,008	89,008
<b>Total Other Current Assets</b>	<b>447,157</b>	<b>447,157</b>
<b>Total Current Assets</b>	<b>1,696,907</b>	<b>1,696,907</b>
<b>Fixed Assets</b>		
1300 · Property & Equipment	351,457	351,457
1350 · Accumulated Depreciation	(251,347)	(251,347)
<b>Total Fixed Assets</b>	<b>100,110</b>	<b>100,110</b>
<b>Other Assets</b>	259,333	0
	<b>2,056,350</b>	<b>1,797,014</b>
<b>TOTAL ASSETS</b>		
<b>LIAI Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 · Accounts Payable	37,302	37,302
<b>Total Accounts Payable</b>	<b>37,302</b>	<b>37,302</b>
<b>Other Current Liabilities</b>		
2050 · Accrued Expenses	58,863	70,921
2500 · Compensated Absences	98,169	98,169
2525 · Deferred Revenue	419,089	419,089
2600 · Security Deposit	2,665	2,665
<b>Total Other Current Liabilities</b>	<b>578,786</b>	<b>590,844</b>
<b>Total Current Liabilities</b>	<b>616,088</b>	<b>628,146</b>
<b>Long Term Liabilities</b>		
2800 · Deferred Rent Liability	22,959	0
2900 · Net Pension Liability	584,259	0
2950 · Deferred Inflows	130,799	0
<b>Total Long Term Liabilities</b>	<b>738,017</b>	<b>0</b>
<b>Total Liabilities</b>	<b>1,354,105</b>	<b>628,146</b>
<b>**Fund Balance (see proposed restatement below)</b>		
Nonspendable	13,493	13,493
Unassigned Fund Balance	691,035	1,155,375
<b>Total Fund Balance</b>	<b>704,528</b>	<b>1,168,868</b>
	<b>2,058,633</b>	<b>1,797,014</b>

Discussion at AFFC April 29th meeting. Balance Sheet liabilities are not current and due

\$1m is target

PlanRVA  
Statement of Net Position  
Balance Sheet - YTD  
November 30, 2020

**TOTAL LIABILITIES & Fund Balance**

<b>Unrestricted Reserve - End of FY 20 (adjusted)</b>	1,165,897
<b>Net Surplus (Deficit) November YTD 2020</b>	(27,151)
<b>Special Assessments Collected FY21</b>	30,122
<b>Unrestricted Reserve - 11/30/20</b>	<u><u>1,168,868</u></u>

**PlanRVA**  
**Profit & Loss Statement**  
**November 2020 YTD**

Income	Nov-20	Oct-20	Sep-20	Aug-20	Jul-20	YTD Actual Total	Annual Budget	41.67% Total Budget	YTD Notes for Variance
<b>4100 Federal Funding</b>									
4101 MPO FHWA/PL Funds - Fed share	76,735	82,911	70,113	78,809	99,483	408,051	1,204,736	33.87%	
4102 MPO Sect 5303 Funds - Fed share	19,600	21,993	26,540	21,316	21,635	111,084	433,984	25.60%	
4105 MPO Pass-Through	0	0	3,956	6,420		10,376	450,077	2.31%	
4110 DEQ-FY18/19Coastal - TAC	296	867	(743)	898	478	1,796	8,612	20.85%	
4111 FY20 Rural Coastal VA Mktg	180	115	0	0	0	295	9,095	3.24%	
4112 FY20 Lower Chickahominy	2,849	2,147	0	0	0	4,996	18,087	27.62%	
4113 FY20 Coastal TA & Resiliency	687	136	0	0	0	823	44,990	1.83%	
4114 FY18/19 Coastal - Lwr Chickahominy	0	4,981	(19,877)	6,869	8,027	0	114,918	0.00%	
4115 CBRAP - WIP3/Fed Share	4,746	2,525	1,426	4,220	8,032	20,949	20,460	102.39%	Project ending date 12/31
4120 VDEM SHSP	6,238	6,941	7,222	6,297	3,228	29,926	95,650	31.29%	
4130 VDEM Pass-through grants	0	8,502	0	0	0	8,502	216,125	3.93%	
4140 Hazard Mitigation	1,153	956	2,130	745	0	4,984	140,625	3.54%	
4190 Analysis of Impediments/Fair Housing	0	16,650	17,181	9,355	0	43,186	5,000	863.72%	Budget amendment forthcoming in Nov
<b>Total 4100 Federal Funding</b>	<b>\$112,484</b>	<b>\$148,724</b>	<b>\$107,948</b>	<b>\$134,929</b>	<b>\$140,883</b>	<b>644,968</b>	<b>\$2,762,359</b>	<b>23.35%</b>	
<b>4200 State Funding</b>									
4201 MPO FHWA/PL Funds - State share	9,592	10,364	8,889	9,726	12,435	51,006	150,592	33.87%	
4202 MPO Sec. 5303 - State share	2,450	2,749	3,316	2,665	2,705	13,885	54,248	25.60%	
4205 State MPO Pass-Through	0	0	989	1,605	0	2,594	112,519	2.31%	
4210 VDOT Rural Planning	2,363	753	(81)	0	915	3,950	58,000	0.00%	
4220 Hazard Mitigation Plan	385	595	568	0	0	1,548	0	0.00%	
4230 State Appropriation	9,549	9,549	9,549	9,549	9,549	47,743	113,900	41.92%	
<b>Total 4200 State Funding</b>	<b>\$24,339</b>	<b>\$24,010</b>	<b>\$23,230</b>	<b>\$23,545</b>	<b>\$25,604</b>	<b>120,726</b>	<b>\$489,259</b>	<b>24.68%</b>	
<b>4300 Local Funding</b>									
4301 TPO Assessment	4,204	4,204	4,204	4,204	4,204	21,020	50,447	41.67%	
4310 Local Membership Dues	45,440	45,440	45,440	45,440	45,061	226,821	544,903	41.63%	
4315 Service/Fee Income	14,228	15,451	29,614	0	0	59,293	0	0.00%	Budget amendment forthcoming
4320 Capital Region Collaborative	734	1,459	168			2,361	24,290	9.72%	
<b>Total 4300 Local Funding</b>	<b>\$64,606</b>	<b>\$66,554</b>	<b>\$79,426</b>	<b>\$49,644</b>	<b>\$49,265</b>	<b>309,495</b>	<b>\$619,640</b>	<b>49.95%</b>	
<b>4400 Private Funding</b>									
4410 Restricted Contributions						0			



	Nov-20	Oct-20	Sep-20	Aug-20	Jul-20	YTD Actual Total	Annual Budget	41.67% Total Budget	YTD Notes for Variance
4360 FOLAR Grant	6,246	6,246	6,246	6,246	6,246	31,229	74,957	41.66%	
<b>Total 4410 Restricted Contributions</b>	<b>\$6,246</b>	<b>\$6,246</b>	<b>\$6,246</b>	<b>\$6,246</b>	<b>\$6,246</b>	<b>31,229</b>	<b>\$74,957</b>	<b>41.66%</b>	
<b>5000 Other Income</b>									
5001 Interest Income	96	335	164	578	132	1,305	0	0.00%	
5010 Miscellaneous Income	0	525	0	0	0	0	0	0.00%	
<b>Total 5000 Other Income</b>	<b>96</b>	<b>860</b>	<b>164</b>	<b>578</b>	<b>132</b>	<b>1,305</b>	<b>0</b>	<b>0.00%</b>	
<b>Total Income</b>	<b>\$207,770</b>	<b>\$246,393</b>	<b>\$217,013</b>	<b>\$214,941</b>	<b>\$222,129</b>	<b>\$1,107,723</b>	<b>\$3,946,215</b>	<b>28.07%</b>	<b>13.6% below budget</b>
<b>Expenses</b>									
<b>6000 Salary &amp; Wages</b>									
6100 Wages - Local	30,312	29,570	30,136	35,310	23,631	148,959	1,442,094	10.33%	
6101 Leave Wages	13,687	11,554	13,979	15,707	23,568	78,495	150,000	52.33%	(1) staff member ill
6102 Leave Paid Out						0	10,000	0.00%	
6105 Salaries - Part Time Chargeable	8,730	8,963	8,533	12,825	15,037	54,088	0	0.00%	
6110 Salaries - Full Time Chargeable	66,349	66,930	67,313	62,679	64,062	327,333	0	0.00%	
6200 Payroll Taxes	8,690	8,812	8,794	9,422	9,377	45,095	115,464	39.06%	
<b>6500 Benefits</b>									
6512 Healthcare	18,116	18,116	18,116	17,957	18,290	90,595	225,133	40.24%	
6531 VRS Retirement Contribution	10,758	10,758	10,758	10,758	10,758	53,790	101,880	52.80%	
retirement)	1,153	1,153	1,153	1,153	1,153	5,766	0	0.00%	
6535 Hybrid 401 A (matching funds)	379	379	379	379	379	1,897	0	0.00%	
6541 LTD	970	970	970	970	970	4,849	10,565	45.89%	
6542 Hybrid VRS ST & LT Disability	175	175	175	175	175	875	0	0.00%	
6550 FSA/HSA Section 125 Plans	143	105	105	105	106	564	0	0.00%	
6580 Payroll Fees	156	156	165	160	166	803	3,000	26.78%	
6590 Training	884	1,219	1,340	165	15,667	19,275	85,000	22.68%	
<b>Total 6000 Salary &amp; Wages</b>	<b>\$160,502</b>	<b>\$158,860</b>	<b>\$161,916</b>	<b>\$167,765</b>	<b>\$183,339</b>	<b>\$832,383</b>	<b>\$2,143,136</b>	<b>38.84%</b>	<b>2.83% below budget</b>
7720 Legal Fees - Other	0	0	0	(3,000)	3,000	0	7,500	0.00%	
7721 General Counsel	2,000	2,000	2,000	2,000	2,000	10,000	24,000	41.67%	
<b>Total 7720 Legal Fees</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>(\$1,000)</b>	<b>\$5,000</b>	<b>\$10,000</b>	<b>31,500</b>	<b>31.75%</b>	
7730 Contracted Services	\$0	\$0	\$0	\$0	\$0	0	25,000	0.00%	
<b>Total 7100 Professional Fees</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>(\$1,000)</b>	<b>\$5,000</b>	<b>\$10,000</b>	<b>\$56,500</b>	<b>17.70%</b>	
<b>7200 Office Expenses</b>									
<b>7220 Computer Operations</b>									
7221 Virtual Desktop Operations	8,809	8,975	8,970	9,026	8,960	44,740	95,000	47.09%	
7222 Software	551	469	2,000	586	395	4,001	35,000	11.43%	
7223 Broadband/network/telephone	554	1,216	1,195	1,313	3,294	7,572	9,750	77.66%	Adjustment of (\$1,128) to be settled in Nov, Dec
7224 Desktops & Support	1,076	1,076	1,192	1,076	1,076	5,497	12,000	45.81%	

	Nov-20	Oct-20	Sep-20	Aug-20	Jul-20	YTD Actual Total	Annual Budget	41.67% Total Budget	YTD Notes for Variance
7226 Technology services	0	0	0	2,577	0	2,577	10,000	25.77%	
<b>Total 7220 Computer Operations</b>	<b>\$10,990</b>	<b>\$11,736</b>	<b>\$13,357</b>	<b>\$14,578</b>	<b>\$13,725</b>	<b>\$64,386</b>	<b>\$161,750</b>	<b>39.81%</b>	<b>on budget</b>
7230 Printing	2,828	2,579	2,909	2,579	3,813	14,708	37,400	39.33%	
7235 Supplies	0	207	226	2,721	1,566	4,720	10,000	47.20%	
7245 Postage	0	0	0	22	0	22	2,000	1.10%	
7250 Advertisements	0	0	0	0	0	0	7,500	0.00%	
7290 Miscellaneous Expenses	0	2,103	1,865	0	0	3,968	10,000	39.68%	
7295 Bank Fees	100	85	85	100	115	485	1,500	32.33%	
<b>Total 7200 Office Expenses</b>	<b>\$13,918</b>	<b>\$16,710</b>	<b>\$18,442</b>	<b>\$20,000</b>	<b>\$19,219</b>	<b>\$88,289</b>	<b>\$230,150</b>	<b>38.36%</b>	
<b>7400 Program Expenses</b>									
7410 Organizational Dues	1,391	848	1,223	1,337	1,248	6,047	17,500	34.55%	
7420 Travel - Board						0	3,500	0.00%	
7425 Travel - Agency	0	0	8	0	76	84	32,500	0.26%	
7430 Books & Periodicals	112	12	12	12	12	160	1,000	16.00%	
<b>7450 Pass-through and Matching funds</b>									
7451 Pass Through Funds - MPO	0	0	10,198	8,025	0	18,223	593,550	3.07%	} will offset federal revenues
7452 Pass Through Funds (VDEM)	0	8,502	0	0	0	8,502	216,125	3.93%	
7454 Pass-through funds - Lower Ck	0	0	0	0	0	0	100,000	0.00%	
7457 Pass-Thru Hazard Mitigation	0	0	0	0	0	0	120,000	0.00%	
7459 Other Pass-Thru Expenses - AI	0	16,650	12,075	9,355	0	38,080	0	0.00%	Budget amendment forthcoming in Nov
<b>Total 7450 Pass-thru and Matching funds</b>	<b>0</b>	<b>25,152</b>	<b>22,273</b>	<b>17,380</b>	<b>0</b>	<b>64,805</b>	<b>1,029,675</b>	<b>6.29%</b>	
<b>Total 7400 Program Expenses</b>	<b>\$1,503</b>	<b>\$26,012</b>	<b>\$23,516</b>	<b>\$18,729</b>	<b>\$1,336</b>	<b>\$71,096</b>	<b>\$1,084,175</b>	<b>6.56%</b>	<b>Pass-thru is 35% below budget</b>
<b>7600 Infrastructure</b>									
7210 Rent	20,876	20,875	20,875	20,875	20,190	103,691	249,156	41.62%	
7240 Insurance	573	573	573	573	573	2,865	7,390	38.77%	
7680 Depreciation Expense	1,710	2,103	2,103	2,103	2,103	10,121	21,575	46.91%	
<b>Total 7600 Infrastructure</b>	<b>23,159</b>	<b>23,551</b>	<b>23,551</b>	<b>23,551</b>	<b>22,866</b>	<b>116,677</b>	<b>278,121</b>	<b>41.95%</b>	
<b>Total Expenses</b>	<b>201,082</b>	<b>227,133</b>	<b>229,425</b>	<b>229,045</b>	<b>231,759</b>	<b>1,118,445</b>	<b>3,792,082</b>	<b>29.49%</b>	
<b>Net Operating Income</b>	<b>\$6,688</b>	<b>\$19,260</b>	<b>(\$12,411)</b>	<b>(\$14,104)</b>	<b>(\$9,631)</b>	<b>(10,197)</b>	<b>\$154,133</b>	<b>-6.62%</b>	
<b>Other Expenses</b>									
7900 Capital Expense Projects	603	5,423	0	5,947	0	11,973	20,000	59.87%	
7950 Transfer to/from Reserves	0	0	0	0	0	0	101,888	0.00%	
7951 Trf to Reserves - Fund Balance Goal	0	0	0	0	0	0	32,245	0.00%	
7952 Trf to Local Match	0	4,981	0	0	0	4,981	0	0.00%	
<b>Total Other Expenses</b>	<b>603</b>	<b>10,404</b>	<b>0</b>	<b>5,947</b>	<b>0</b>	<b>16,954</b>	<b>154,133</b>	<b>11.00%</b>	
<b>Net Income (Loss)</b>	<b>\$6,085</b>	<b>\$8,856</b>	<b>(\$12,411)</b>	<b>(\$20,051)</b>	<b>(\$9,631)</b>	<b>(\$27,151)</b>	<b>\$0</b>	<b>0.00%</b>	

**Notes:**

YTD Net Loss is (\$27,151)

Total Income is underbudget 13.5%; the year-to-date average on salary reimbursements is 58%

Salaries & Wages are in line YTD with budget

Program Expenses are 35% below expected due to program deadlines extended

Computer Operations and Office Expenses are on budget

Transfer to Local Match \$4,981 for FY19 Lower Chickahominy grant

PlanRVA  
Statement of Net Position  
Balance Sheet - YTD  
December 31, 2020

	<b>Statement of Net Position</b>	<b>Balance Sheet</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
1050 · LGIP-Virginia Dept of Treasury	854,136	854,136
1070 · SunTrust Checking 8921	105,150	105,150
<b>Total Checking/Savings</b>	959,286	959,286
<b>Accounts Receivable</b>		
1200 · Accounts Receivable	555,137	555,137
<b>Total Accounts Receivable</b>	555,137	555,137
<b>Other Current Assets</b>		
1150 · Prepaid Expenses	14,089	14,089
1250 · Miscellaneous Receivables	135,225	135,225
1300 · Due from CVTA	119,999	119,999
<b>Total Other Current Assets</b>	269,313	269,313
<b>Total Current Assets</b>	1,783,736	1,783,736
<b>Fixed Assets</b>		
1300 · Property & Equipment	351,457	351,457
1350 · Accumulated Depreciation	(253,057)	(253,057)
<b>Total Fixed Assets</b>	98,400	98,400
<b>Other Assets</b>	259,333	0
	<b>2,141,469</b>	<b>1,882,135</b>
<b>TOTAL ASSETS</b>		
<b>LIAI Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 · Accounts Payable	129,893	129,893
<b>Total Accounts Payable</b>	129,893	129,893
<b>Other Current Liabilities</b>		
2050 · Accrued Expenses	119,842	131,901
2500 · Compensated Absences	94,701	94,701
2525 · Deferred Revenue	369,058	369,058
2600 · Security Deposit	2,665	2,665
<b>Total Other Current Liabilities</b>	586,266	598,325
<b>Total Current Liabilities</b>	716,159	728,218
<b>Long Term Liabilities</b>		
2800 · Deferred Rent Liability	22,959	0
2900 · Net Pension Liability	584,259	0
2950 · Deferred Inflows	130,799	0
<b>Total Long Term Liabilities</b>	738,017	0
<b>Total Liabilities</b>	1,454,176	728,218
<b>**Fund Balance (see proposed restatement below)</b>		
Nonspendable	14,089	14,089
Unassigned Fund Balance	673,204	1,139,828
<b>Total Fund Balance</b>	687,293	1,153,917
	2,141,469	1,882,135

Discussion at AFFC April 29th meeting. Balance Sheet liabilities are not current and due

\$1m is target

PlanRVA  
Statement of Net Position  
Balance Sheet - YTD  
December 31, 2020

**TOTAL LIABILITIES & Fund Balance**

<b>Unrestricted Reserve - End of FY 20 (adjusted)</b>	1,165,897
<b>Net Surplus (Deficit) December YTD 2020</b>	(42,102)
<b>Special Assessments Collected FY21</b>	30,122
<b>Unrestricted Reserve - 12/31/20</b>	<u><u>1,153,917</u></u>

**PlanRVA**  
**Profit & Loss Statement**  
**December 2020 YTD**

	Dec-20	Nov-20	Oct-20	Sep-20	Aug-20	Jul-20	YTD Actual Total	Annual Budget	50.00% Total Budget	YTD Notes for Variance
<b>Income</b>										
<b>4100 Federal Funding</b>										
4101 MPO FHWA/PL Funds - Fed share	78,914	76,735	82,911	70,113	78,809	99,483	486,965	1,204,736	40.42%	
4102 MPO Sect 5303 Funds - Fed share	27,538	19,600	21,993	26,540	21,316	21,635	138,622	433,984	31.94%	
4105 MPO Pass-Through	0	0	0	3,956	6,420		10,376	450,077	2.31%	
4110 DEQ-FY18/19Coastal - TAC	4,785	296	867	(743)	898	478	6,581	8,612	76.42%	
4111 FY20 Rural Coastal VA Mktg	191	180	115	0	0	0	486	9,095	5.34%	
4112 FY20 Lower Chickahominy	4,970	2,849	2,147	0	0	0	9,966	18,087	55.10%	
4113 FY20 Coastal TA & Resiliency	1,472	687	136	0	0	0	2,295	44,990	5.10%	
4114 FY18/19 Coastal - Lwr Chickahominy	51,040	0	4,981	(19,877)	6,869	8,027	51,040	114,918	44.41%	
4115 CBRAP - WIP3/Fed Share	14,417	4,746	2,525	1,426	4,220	8,032	35,366	20,460	172.85%	Project ending date 12/31
4120 VDEM SHSP	9,966	6,238	6,941	7,222	6,297	3,228	39,892	95,650	41.71%	
4130 VDEM Pass-through grants	5,400	0	8,502	0	0	0	13,902	216,125	6.43%	
4140 Hazard Mitigation	896	1,153	956	2,130	745	0	5,880	140,625	4.18%	
4190 Analysis of Impediments/Fair Housing	35,057	0	16,650	17,181	9,355	0	78,243	101,817	76.85%	
<b>Total 4100 Federal Funding</b>	<b>\$234,646</b>	<b>\$112,484</b>	<b>\$148,724</b>	<b>\$107,948</b>	<b>\$134,929</b>	<b>\$140,883</b>	<b>879,614</b>	<b>\$2,859,176</b>	<b>30.76%</b>	
<b>4200 State Funding</b>										
4201 MPO FHWA/PL Funds - State share	9,864	9,592	10,364	8,889	9,726	12,435	60,870	150,592	40.42%	
4202 MPO Sec. 5303 - State share	3,442	2,450	2,749	3,316	2,665	2,705	17,327	54,248	31.94%	
4205 State MPO Pass-Through	0	0	0	989	1,605	0	2,594	112,519	2.31%	
4210 VDOT Rural Planning	1,868	2,363	753	(81)	0	915	5,818	58,000	0.00%	
4220 Hazard Mitigation Plan	162	385	595	568	0	0	1,710	0	0.00%	
4230 State Appropriation	9,236	9,549	9,549	9,549	9,549	9,549	56,979	113,900	50.03%	
<b>Total 4200 State Funding</b>	<b>\$24,572</b>	<b>\$24,339</b>	<b>\$24,010</b>	<b>\$23,230</b>	<b>\$23,545</b>	<b>\$25,604</b>	<b>145,298</b>	<b>\$489,259</b>	<b>29.70%</b>	
<b>4300 Local Funding</b>										
4301 TPO Assessment	4,204	4,204	4,204	4,204	4,204	4,204	25,224	50,447	50.00%	
4310 Local Membership Dues	40,854	45,440	45,440	45,440	45,440	45,061	267,675	544,903	49.12%	
4315 Service/Fee Income	24,854	14,228	15,451	29,614	0	0	84,147	0	0.00%	Budget amendment forthcoming
4320 Capital Region Collaborative	386	734	1,459	168			2,747	24,290	11.31%	
<b>Total 4300 Local Funding</b>	<b>\$70,298</b>	<b>\$64,606</b>	<b>\$66,554</b>	<b>\$79,426</b>	<b>\$49,644</b>	<b>\$49,265</b>	<b>379,793</b>	<b>\$619,640</b>	<b>61.29%</b>	
<b>4400 Private Funding</b>										
4420 Community Impact							0	50,000	0.00%	
4360 FOLAR Grant	6,246	6,246	6,246	6,246	6,246	6,246	37,475	74,957	50.00%	
<b>Total 4410 Restricted Contributions</b>	<b>\$6,246</b>	<b>\$6,246</b>	<b>\$6,246</b>	<b>\$6,246</b>	<b>\$6,246</b>	<b>\$6,246</b>	<b>37,475</b>	<b>\$124,957</b>	<b>29.99%</b>	

	Dec-20	Nov-20	Oct-20	Sep-20	Aug-20	Jul-20	YTD Actual Total	Annual Budget	50.00% Total Budget	YTD Notes for Variance
<b>5000 Other Income</b>										
5001 Interest Income	94	96	335	164	578	132	1,399	0	0.00%	
5010 Miscellaneous Income	0	0	525	0	0	0	0	0	0.00%	
<b>Total 5000 Other Income</b>	<b>94</b>	<b>96</b>	<b>860</b>	<b>164</b>	<b>578</b>	<b>132</b>	<b>1,399</b>	<b>0</b>	<b>0.00%</b>	
<b>Total Income</b>	<b>\$335,856</b>	<b>\$207,770</b>	<b>\$246,393</b>	<b>\$217,013</b>	<b>\$214,941</b>	<b>\$222,129</b>	<b>\$1,443,578</b>	<b>\$4,093,032</b>	<b>35.27%</b>	<b>15.73% below budget</b>
<b>Expenses</b>										
<b>6000 Salary &amp; Wages</b>										
6100 Wages - Local	27,247	30,312	29,570	30,136	35,310	23,631	176,206	1,442,094	12.22%	
6101 Leave Wages	41,033	13,687	11,554	13,979	15,707	23,568	119,528	150,000	79.69%	
6102 Leave Paid Out							0	10,000	0.00%	
6105 Salaries - Part Time Chargeable	12,785	8,730	8,963	8,533	12,825	15,037	66,873	0	0.00%	
6110 Salaries - Full Time Chargeable	99,751	66,349	66,930	67,313	62,679	64,062	427,084	0	0.00%	
6200 Payroll Taxes	9,313	8,690	8,812	8,794	9,422	9,377	54,408	115,464	47.12%	
<b>6500 Benefits</b>										
6512 Healthcare	18,116	18,116	18,116	18,116	17,957	18,290	108,711	225,133	48.29%	
6531 VRS Retirement Contribution	10,758	10,758	10,758	10,758	10,758	10,758	64,547	125,559	51.41%	
retirement)	1,153	1,153	1,153	1,153	1,153	1,153	6,919	0	0.00%	
6535 Hybrid 401 A (matching funds)	379	379	379	379	379	379	2,276	0	0.00%	
6541 LTD	970	970	970	970	970	970	5,819	10,565	55.07%	
6542 Hybrid VRS ST & LT Disability	175	175	175	175	175	175	1,050		0.00%	
6550 FSA/HSA Section 125 Plans	445	143	105	105	105	106	1,009		0.00%	
6580 Payroll Fees	152	156	156	165	160	166	955	3,000	31.85%	
6590 Training	25	884	1,219	1,340	165	15,667	19,300	85,000	22.71%	
<b>Total 6000 Salary &amp; Wages</b>	<b>\$222,302</b>	<b>\$160,502</b>	<b>\$158,860</b>	<b>\$161,916</b>	<b>\$167,765</b>	<b>\$183,339</b>	<b>\$1,054,685</b>	<b>\$2,166,815</b>	<b>48.67%</b>	<b>on budget</b>
7720 Legal Fees - Other	0	0	0	0	(3,000)	3,000	0	7,500	0.00%	
7721 General Counsel	2,000	2,000	2,000	2,000	2,000	2,000	12,000	24,000	50.00%	
<b>Total 7720 Legal Fees</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>(\$1,000)</b>	<b>\$5,000</b>	<b>\$12,000</b>	<b>31,500</b>	<b>38.10%</b>	
7730 Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	0	25,000	0.00%	
<b>Total 7100 Professional Fees</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>(\$1,000)</b>	<b>\$5,000</b>	<b>\$12,000</b>	<b>\$56,500</b>	<b>21.24%</b>	
<b>7200 Office Expenses</b>										
<b>7220 Computer Operations</b>										
7221 Virtual Desktop Operations	8,855	8,809	8,975	8,970	9,026	8,960	53,595	95,000	56.42%	
7222 Software	553	551	469	2,000	586	395	4,554	35,000	13.01%	
7223 Broadband/network/telephone	606	554	1,216	1,195	1,313	3,294	8,178	9,750	83.88%	
7224 Desktops & Support	1,076	1,076	1,076	1,192	1,076	1,076	6,573	12,000	54.77%	
7226 Technology services	0	0	0	0	2,577	0	2,577	10,000	25.77%	
<b>Total 7220 Computer Operations</b>	<b>\$11,090</b>	<b>\$10,990</b>	<b>\$11,736</b>	<b>\$13,357</b>	<b>\$14,578</b>	<b>\$13,725</b>	<b>\$75,476</b>	<b>\$161,750</b>	<b>46.66%</b>	<b>on budget</b>
7230 Printing	2,636	2,828	2,579	2,909	2,579	3,813	17,344	37,400	46.37%	
7235 Supplies	50	0	207	226	2,721	1,566	4,770	10,000	47.70%	
7245 Postage	0	0	0	0	22	0	22	2,000	1.10%	

	Dec-20	Nov-20	Oct-20	Sep-20	Aug-20	Jul-20	YTD Actual Total	Annual Budget	50.00% Total Budget	YTD Notes for Variance
7250 Public Outreach/Advertisements	961	0	0	0	0	0	961	7,500	12.81%	
7290 Miscellaneous Expenses	1,270	0	2,103	1,865	0	0	5,238	10,000	52.38%	
7295 Bank Fees	82	100	85	85	100	115	567	1,500	37.80%	
<b>Total 7200 Office Expenses</b>	<b>\$16,089</b>	<b>\$13,918</b>	<b>\$16,710</b>	<b>\$18,442</b>	<b>\$20,000</b>	<b>\$19,219</b>	<b>\$104,378</b>	<b>\$230,150</b>	<b>45.35%</b>	
<b>7400 Program Expenses</b>										
7410 Organizational Dues	2,476	1,391	848	1,223	1,337	1,248	8,523	17,500	48.70%	
7420 Travel - Board							0	3,500	0.00%	
7425 Travel - Agency	92	0	0	8	0	76	176	32,500	0.54%	
7430 Books & Periodicals	12	112	12	12	12	12	172	1,000	17.20%	
<b>7450 Pass-through and Matching funds</b>										
7451 Pass Through Funds - MPO	0	0	0	10,198	8,025	0	18,223	593,550	3.07%	} will offset federal revenues
7452 Pass Through Funds (VDEM)	5,400	0	8,502	0	0	0	13,902	216,125	6.43%	
7454 Pass-through funds - Lower Ck	0	0	0	0	0	0	0	100,000	0.00%	
7457 Pass-Thru Hazard Mitigation	0	0	0	0	0	0	0	120,000	0.00%	
7459 Other Pass-Thru Expenses - AI/CI	82,737	0	16,650	12,075	9,355	0	120,817	123,138	98.12%	
<b>Total 7450 Pass-thru and Matching funds</b>	<b>88,137</b>	<b>0</b>	<b>25,152</b>	<b>22,273</b>	<b>17,380</b>	<b>0</b>	<b>152,942</b>	<b>1,152,813</b>	<b>13.27%</b>	
<b>Total 7400 Program Expenses</b>	<b>\$90,717</b>	<b>\$1,503</b>	<b>\$26,012</b>	<b>\$23,516</b>	<b>\$18,729</b>	<b>\$1,336</b>	<b>\$161,813</b>	<b>\$1,207,313</b>	<b>13.40%</b>	<b>Pass-thru is 36.6% below budget</b>
<b>7600 Infrastructure</b>										
7210 Rent	20,876	20,876	20,875	20,875	20,875	20,190	124,567	249,156	50.00%	
7240 Insurance	573	573	573	573	573	573	3,438	7,390	46.53%	
7680 Depreciation Expense	1,710	1,710	2,103	2,103	2,103	2,103	11,831	21,575	54.83%	
<b>Total 7600 Infrastructure</b>	<b>23,159</b>	<b>23,159</b>	<b>23,551</b>	<b>23,551</b>	<b>23,551</b>	<b>22,866</b>	<b>139,836</b>	<b>278,121</b>	<b>50.28%</b>	
<b>Total Expenses</b>	<b>354,267</b>	<b>201,082</b>	<b>227,133</b>	<b>229,425</b>	<b>229,045</b>	<b>231,759</b>	<b>1,472,712</b>	<b>3,938,899</b>	<b>37.39%</b>	
<b>Net Operating Income</b>	<b>(\$18,411)</b>	<b>\$6,688</b>	<b>\$19,260</b>	<b>(\$12,411)</b>	<b>(\$14,104)</b>	<b>(\$9,631)</b>	<b>(28,608)</b>	<b>\$154,133</b>	<b>-18.56%</b>	
<b>Other Expenses</b>										
7900 Capital Expense Projects	1,125	603	5,423	0	5,947	0	13,098	20,000	65.49%	
7950 Transfer to/from Reserves	0	0	0	0	0	0	0	101,888	0.00%	
7951 Trf to Reserves - Fund Balance Goal	0	0	0	0	0	0	0	32,245	0.00%	
7952 Trf to Local Match	(4,586)	0	4,981	0	0	0	395	0	0.00%	
<b>Total Other Expenses</b>	<b>(3,461)</b>	<b>603</b>	<b>10,404</b>	<b>0</b>	<b>5,947</b>	<b>0</b>	<b>13,493</b>	<b>154,133</b>	<b>8.75%</b>	
<b>Net Income (Loss)</b>	<b>(\$14,950)</b>	<b>\$6,085</b>	<b>\$8,856</b>	<b>(\$12,411)</b>	<b>(\$20,051)</b>	<b>(\$9,631)</b>	<b>(\$42,102)</b>	<b>\$0</b>	<b>0.00%</b>	

**Notes:**

YTD Net Loss is (\$42,102)

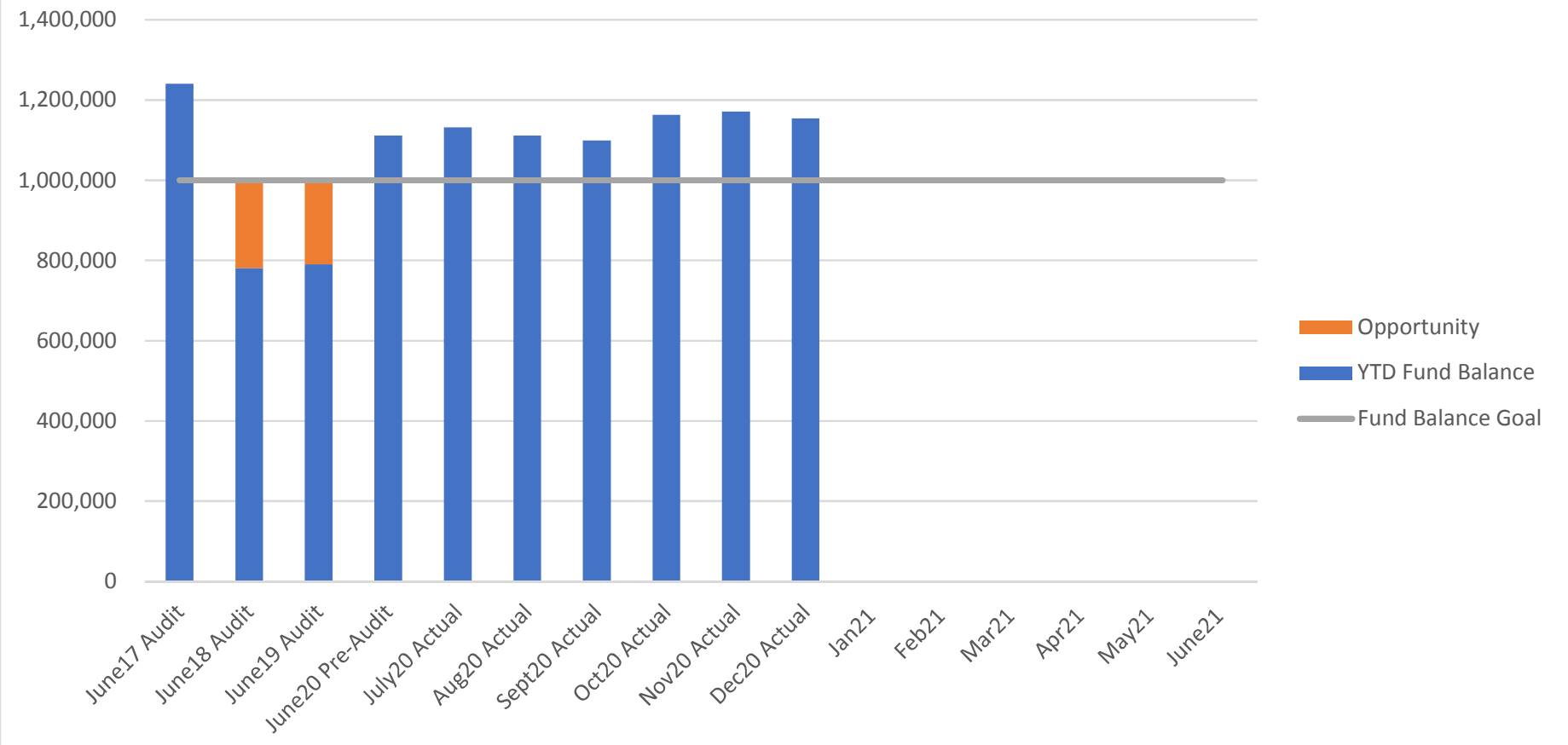
Total Income is underbudget 15.73%; the year-to-date average on salary reimbursements is 56%

Salaries & Wages are in line YTD with budget

Program Expenses are 36.6% below expected due to program deadlines extended

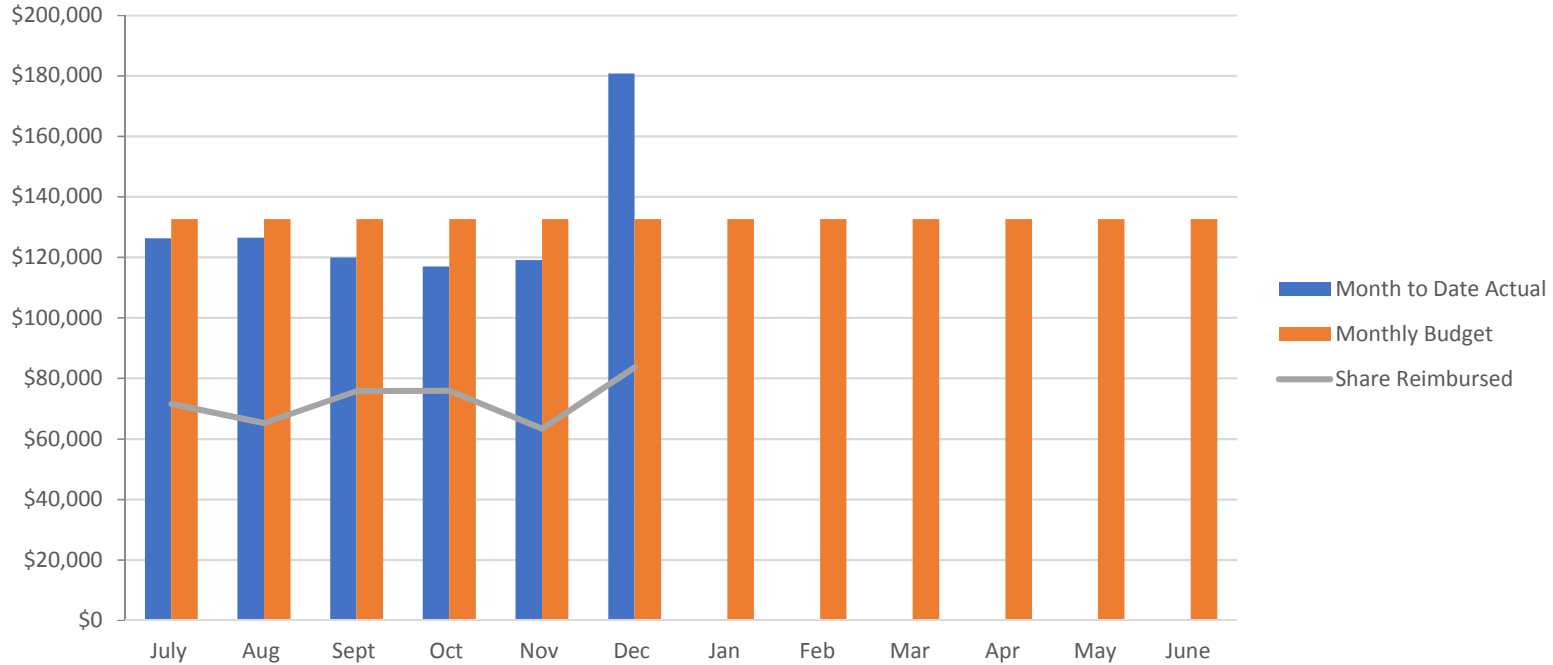
Computer Operations and Office Expenses are on budget

# Fund Balance Projection FY20 - FY21





## Salaries - Monthly Actual vs Monthly Budget



### PlanRVA Filled Positions Summary

	Total Budgeted Positions*	Total Approved Positions*	Total Filled Positions*
Full Time	22	19	19
Part Time	8	8	5

\*budgeted positions included full time resiliency planner, economist and outreach coordinator

\*\*includes additional PT position approved for support to CVTA