



Photo: Charles City County Courthouse

PlanRVA Audit, Finance & Facilities Committee



NOTES

This meeting is open to the public. Members of the public are invited to attend virtually. Please alert the RRTPO at PlanRVA@PlanRVA.org if electronic transmission of this meeting fails for the public. Please refer to our [Statement Regarding Virtual Meeting Participation by Members of the Public](#) for more information.

Check out our complete [Public Participation Guide](#) online to learn about the different ways you can stay connected and involved.

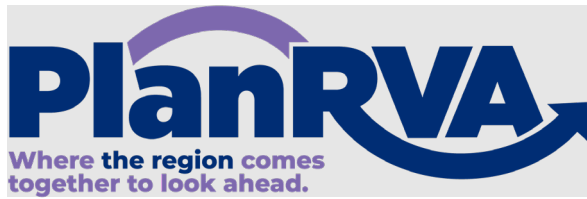
Meetings are also live streamed and archived on our YouTube Channel at [Plan RVA - YouTube](#).

Members of the public are invited to submit public comments either verbally or in writing. Written comments can be submitted through the Q&A/Chat function on Zoom by email to PlanRVA@PlanRVA.org. Written comments will be read aloud or summarized during the meeting when possible and will be included in the meeting minutes. Verbal comments will be taken during the Public Comment Period on the agenda. Please through the Q&A/Chat functions on Zoom if you would like to comment. When acknowledged by the Chairman, please clearly state your name so that it may be recorded in the meeting minutes.

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PlanRVA is where the region comes together to look ahead. Established in 1969, PlanRVA promotes cooperation across the region's nine localities and supports programs and organizations like the Richmond Regional Transportation Planning Organization, Central Virginia Transportation Authority, the Emergency Management Alliance of Central Virginia, Lower Chickahominy Watershed Collective and Don't Trash Central Virginia.



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AGENDA

Audit, Facilities and Finance Committee

February 1, 2024, 8:30 a.m.

PlanRVA James River Board Room, 424 Hull Street, Suite 300,
Richmond, VA 23224 and via Zoom

If you wish to participate in this meeting virtually, please register via Zoom at the following link:
https://planrva-org.zoom.us/webinar/register/WN_CrH_H3gVTRKHIN2yLEWzXQ

1. Welcome, Roll Call and Introductions

a. Approval of Member Participation from a Remote Location *(Holland)*

Action requested: motion to confirm that the Chair's decision to approve or disapprove the member(s) request to participate from a remote location was in conformance with the PlanRVA Commission Policy for Remote Participation of Members; and, the voice of the remotely participating member(s) can be heard by all persons at the primary or central meeting location (voice vote).

2. Administrative Items *(Holland)*

a. Approval of August 22, 2023, Meeting Minutes – page 4

b. Approval of October 31, 2023, Meeting Minutes – page 6

Action requested: motion to approve meeting minutes as presented (voice vote).

3. FY2024 Q2 Financial Statements *(van Doornik)* – page 8

Action Item: committee members will receive an update on the second quarter's financial performance. A recommendation to the Full Commission for acceptance of the Financial Statements is requested.

4. FY2024 Budget Update *(Van Doornik)*

Discussion Item: committee members will receive a presentation on the proposed updates to the FY2024 annual budget, including management's plan to fulfill the original year-end goal of "break-even", including changes to staff organizational structure, staff recruitment, and reduction in planned expenses for the remainder of the fiscal year.

5. Proposed Discussion Items for Future Meetings *(Holland)*

a. FY2024 Budget Updates and FY2025 Budget

b. Fund Balance Policy

c. Budget Policy

d. Financial Management System Integration

Information Items: committee members will hear an update on future meeting topics and a proposed schedule for addressing priorities through June 30, 2024.

6. Proposed Meeting Schedule

- February 29, 2024 – 9:30 a.m.
- April 4, 2024 – 9:30 a.m. (RRTPO regular meeting proposed for cancellation)
- May 9, 2024 – 9:30 a.m. (No PlanRVA meeting in May)

7. Adjourn

**PlanRVA Audit, Finance & Facilities Committee
Zoom Meeting Minutes
August 22, 2023 – 1:30 p.m.**

<u>LOCALITY</u>	<u>NAME</u>	<u>X (attended)</u>
Town of Ashland	Dr. Daniel McGraw	
Chesterfield County	Jim Holland, Chair	X
Hanover County	W. Canova Peterson	X
Henrico County	Patricia O'Bannon	X
New Kent County	Patricia Paige	
City of Richmond	Andreas Addison	X
Ex Officio	Sean Davis	X

The technology used for the meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

Staff Present	
Martha Shickle	Sidd Kumar
Janice Firestone	Karen Robinson
Diane Fusco	Dan Van Doornik

1. Welcome, Roll Call and Introductions

Chair Holland welcomed everyone and called the Audit, Finance and Facilities Committee meeting to order at approximately 1:30 p.m.

a. Confirmation of Member Participation from a Remote Location

There were no members participating remotely.

2. Administrative Items

a. Approval of January 24 and July 25, 2023, minutes

On motion by Patricia O'Bannon, seconded by W. Canova Peterson, the members of the Audit, Facilities and Finance Committee voted to approve the January 24, 2023, meeting minutes as presented (voice vote; Sean M. Davis abstained).

On motion by W. Canova Peterson, seconded by Patricia O'Bannon, the members of the Audit, Facilities and Finance Committee voted to approve the July 25, 2023, meeting minutes as presented (voice vote).

3. Financial Report

a. FY2023 Year-end Closing and Audit

Mr. Van Doornik provided an update on the year-end closing and progress to date with the audit.

b. FY2023 June 20, 2023, Financial Statements Update

Mr. Van Doornik provided this report and noted the process for collecting payments from the localities has improved. He described efforts being made to collect outstanding receivables. There was a discussion about cash reserves and possibly authorizing PlanRVA to have a line of credit and other possible options for unforeseen circumstances/expenditures.

c. FY2024 Budget Update

Mr. Van Doornik provided this report and noted that there are significant changes to the budget that are currently being analyzed. A million dollar EPA grant has been received. Other grant applications are in the process that will be used as supplemental funding. Further updates will be provided following the close of the quarter.

d. Fund Balance Policy Review

Mr. Van Doornik provided this report. He described the research being done to determine the best policy. The plan is to do a risk assessment and determine the appropriate amount of money to have available.

4. Other Items

a. Future Meeting Schedule

The committee meets on October 31st.

5. Adjournment

The meeting was adjourned at approximately 2:32 p.m.

**PlanRVA Audit, Finance & Facilities Committee
Zoom Meeting Minutes
October 31, 2023 – 1:30 p.m.**

<u>LOCALITY</u>	<u>NAME</u>	<u>X (attended)</u>
Town of Ashland	Dr. Daniel McGraw	
Chesterfield County	Jim Holland, Chair	X
Hanover County	W. Canova Peterson	X
Henrico County	Patricia O'Bannon	X
New Kent County	Patricia Paige	
City of Richmond	Andreas Addison	
Ex Officio	Sean Davis	

The technology used for the meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

Staff Present	
Martha Shickle	Sidd Kumar
Janice Firestone	Karen Robinson
Diane Fusco	Dan Van Doornik

1. Welcome, Roll Call and Introductions

Chair Holland welcomed everyone and called the Audit, Finance and Facilities Committee meeting to order at approximately 1:35 p.m. He noted that, due to lack of a quorum, the committee will not take any action during the meeting.

a. Confirmation of Member Participation from a Remote Location

There were no members participating remotely.

2. Administrative Items

a. Approval of August 22, 2023, minutes

No action taken.

3. FY2023 Financial Statements and Audit Report

Mark Rhodes, Dunham, Aukamp and Rhodes, PLC, provided an overview of the financial statements and audit report and offered to answer any questions. He clarified that the lease of office space is listed as an asset because PlanRVA has the right to occupy the space, which makes it an asset.

Mr. Rhodes reported that no issues or concerns were found during the audit.

Martha Shickle, Executive Director, provided additional details on the financial statements. Committee members discussed the quarterly reviews of assets and expenditures. Having those reports be accepted by the committee was suggested.

Due to lack of a quorum, no action was taken to accept the reports.

4. FY2024 Financial Report for quarter ended 09/30/2023

Ms. Shickle reported that the financial reports have not yet been finalized. They will be distributed to members as soon as they are complete.

She also provided an update on staffing and recruitment.

5. FY2025 Budget Review

Ms. Shickle reported that adjustments can be made to the draft FY25 budget once the quarterly financial reports have been finalized and reviewed.

Historically, assessments for the Planning District Commission have been slightly different than the Metropolitan Planning Organization. She reported consensus is being sought not proceeding with assessing the PDC and MPO the same. The July 1, 2022, population estimates will be the most current for the next assessment.

It was noted that this is the second year in a 3-year engagement with this audit firm. The Contracted Services Committee will meet November 30th and will begin their review process of all contracts.

6. Fund Balance Policy Update

Ms. Shickle reported that the next meeting will be devoted primarily to a review of the fund balance policy.

7. Other Items

There was a suggestion to look into reducing the number of members on the committee.

8. Adjourn

The meeting was adjourned at approximately 2:32 p.m.



This narrative is intended to assist with the review of the financial reports presented as of and for the period ended December 31, 2023, including budget variances and personnel census.

Balance Sheet

The Balance Sheet as of December 31, 2023 is presented in the same format and basis of accounting as the Governmental Funds Balance Sheet in the organization's Financial Statements. This statement focuses on the assets expected to be available for use and liabilities expected to be satisfied during the year or soon thereafter.

Treasury Information	12/31/23	06/30/23
Cash in bank	143,260	26,560
Investments (LGIP)	150,296	71,696
Total Cash and Cash Equivalents	293,556	98,256
LGIP: Average Monthly Yield		
06/2023		5.24%
09/2023	5.49%	
12/2023	5.53%	

PlanRVA cash and cash equivalents are invested solely in a Commonwealth of Virginia LGIP account. Local Government Investment Pool (LGIP) is a State-administered fund that enables governmental entities to realize the economies of large-scale investing and professional funds management. Both funds held as cash in bank and in the LGIP account hold no custodial risk as they are fully collateralized.

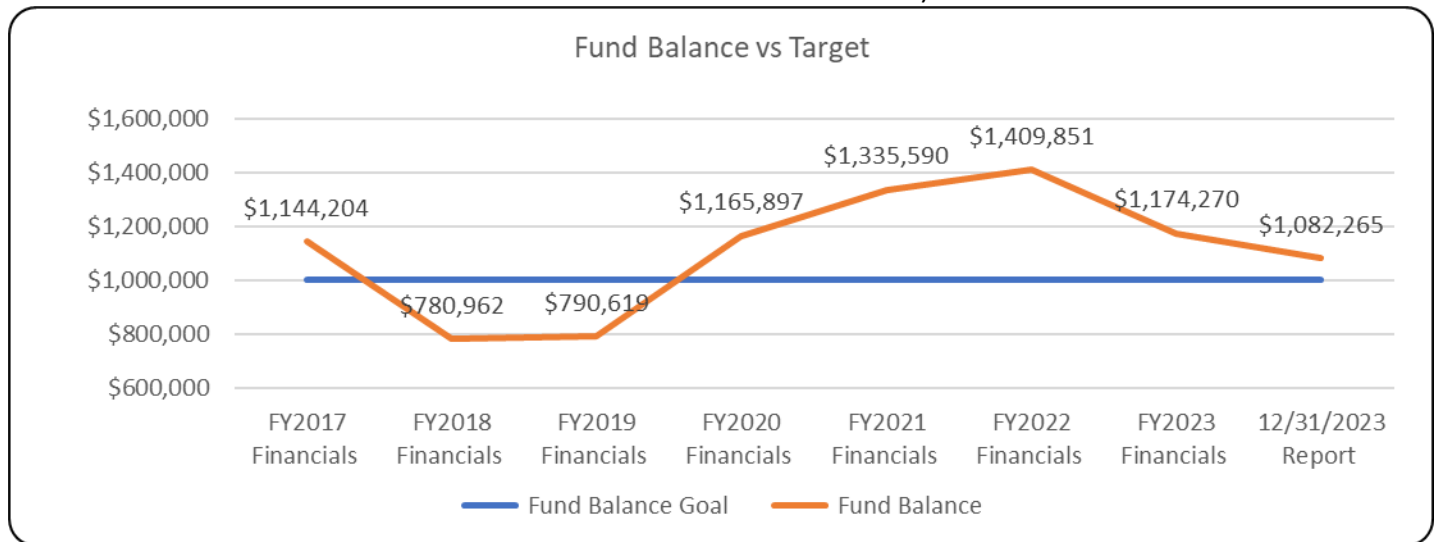
Balance Sheet comparison of December 31, 2023 to June 30, 2023

Significant changes in Balance Sheet accounts (see the Balance Sheet for specific balances)

- Cash and cash equivalents increased \$195,300
Increase primarily due to the collection of Member Dues for FY2024 during July 2023, but not yet used (see increase in Deferred Revenue)
- Total Grants receivable decrease of \$265,556
Decrease primarily due to increased efficiency in collection of grants
- Accounts payable decrease of \$327,013
Decrease primarily due to payment of subcontractors in the Housing program
- Deferred revenue increased \$292,206
Increase due to collection of member dues during July 2023, but not yet considered earned as of 12/31/2023
- Fund Balance decreased \$92,006 due to the Net Loss incurred during July 1 thru December 31, 2023

Fund Balance

Fund Balance continues to exceed the \$1,000,000 goal set by the Commissioners (as measured on the modified-accrual basis used in the Governmental Funds Balance Sheet).



Profit and Loss

The Profit and Loss statement shows the results of the Commission's operations for the six months ended 12/31/2023 and the FY2023 Budget and % of the Budget utilized as of 12/31/2023. The columns of the Profit and Loss statement show the division of the current year's financial results by PlanRVA's eight operating business units. Those business units showing a net loss for the period are being funded through the general operating unit.

The following should be noted when reviewing the monthly results as shown in this report:

- Revenues and expenses are recorded on the accrual basis of accounting
 - Revenue is generally recognized when earned, not when received
 - Expenses are recorded when incurred, not when paid
- For revenue that is collected at the beginning of the year or quarter, said revenue is recognized as earned evenly by month over the year or quarter; the unrecognized portion is included in Deferred Revenue.

Analysis of FY2023 YTD vs Budget

Net Income (Loss) for July 1 through December 31, 2023 is a loss of \$92,006. This loss is comprised of the following primary components

- Seasonality: PlanRVA revenue streams are based primarily upon staff time performed for our primary funding sources; the 1st half of each fiscal year has fewer billable hours than the 2nd half due to higher volume of holidays and PTO incurred. Accordingly, revenue derived from staff time will lag during the 1st six months of versus that of the 2nd six months



- Revenue: Revenue is less than budget for staff driven revenue sources, especially Federal, State and Private funding
 - The transfer of PlanRVA's Director of Transportation to the CVTA's Executive Director effective 09/01/2023 created a reduction in revenue capacity due to the ensuing positional vacancy. This vacancy has yet to be filled.
 - Reorganization of staff to reconfigure the leadership of the PlanRVA and redistribute related responsibilities.
- Capital Projects: the 1st component of the planned Capital Projects spending was incurred during the 1st half of the year but represents 75% of the FY2024 Capital Projects budget. As planned, the FY2024 Budget included these capital projects within the operating portion of the budget. As the year progresses, Management expectation is that the effect of this seasonality will diminish.
- Expenses less than the planned FY2024 Budget
 - Salaries: the report shows that 48.8% of budget has been spent but, due to an anomaly concerning the treatment of the CVTA Executive Director, adjusted spending for salaries is actually 45.6% of budget
 - Direct expenses: spending levels are 40% of budget
 - Indirect expenses: spending levels are 43.8% of budget

Management Response:

Management is addressing the current Net Loss in the following ways

- 1) Continue to control spending based upon actual revenues earned
- 2) Reorganize staff, especially planning leadership, in order to achieve the expected base from which to earn the planned staff-based revenue
- 3) Focus staff time on projects with funding currently available

An updated budget for FY2024 is being prepared currently, updating all revenue plans and staffing changes. This 2nd version of the FY2024 Budget is expected to be presented to the Board when finalized.



Summary of Personnel

The table below summarizes the status of PlanRVA Personnel

New Positions in FY2024 Budget	Status	Actual/Target Start	Name
Bookkeeper	Filled	07/01/23	Robinson, Karen
Senior Planner	Converted	n/a	n/a
Senior Planner	Converted	n/a	n/a
Planner	Filled	10/02/23	Molly, Frey
Planner	Filled	10/23/23	Ramos, Kerry
Grant Writer	Filled	01/23/204	Williams, Emily

Vacated Positions	Date Vacated	Target Start Date	Name
Community Engagement Manager	06/15/23	08/28/23	Gordon, Holly
Senior Planner	03/15/23	09/12/23	Cook, Ellen
Director of Transportation	09/01/23	n/a	Converted
Director of Richmond Regional TPO	n/a	07/01/24	On Hold

New Positions added to FY2024 Budget	Status	Actual/Target Start	Name
Planner	In Recruitment	03/01/24	
Planner	In Recruitment	03/01/24	

All new positions approved in the FY2024 Budget have been filled. 1 position has become vacant during FY2024 and has been reconsidered as listed above.

The New Positions added to the FY2024 Budget are positions requested in order to satisfy the current workload as necessitated by the vacancy and reorganization of staff. Approval of these positions is discussed in Executive Committee and are expected to be incorporated into the updated FY2024 Budget currently being developed.

PlanRVA
Balance Sheet
Governmental Funds

	12/31/2023 (Unaudited)	06/30/2023 (Audited)	Net Change
ASSETS			
Cash and cash equivalents	293,556	98,256	195,300
Accounts receivable			
Accounts receivable, billed	506,612	833,385	(326,773)
Accrued revenue	688,445	707,052	(18,606)
Due from CVTA	182,902	103,079	79,823
Total Grants receivable	<u>1,377,960</u>	<u>1,643,516</u>	<u>(265,556)</u>
Prepaid expenses	-	31,225	(31,225)
Total Assets	<u><u>1,671,515</u></u>	<u><u>1,772,997</u></u>	<u><u>(101,482)</u></u>
LIABILITIES			
Accounts payable	114,211	441,224	(327,013)
Due to Grantor	-	-	-
Accrued salaries	108,835	83,504	25,331
Deferred revenue	366,204	73,998	292,206
Security deposit	-	-	-
Total Liabilities	<u>589,250</u>	<u>598,726</u>	<u>(9,476)</u>
FUND BALANCE			
Nonspendable	-	31,225	(31,225)
Unassigned	1,082,265	1,143,046	(60,780)
Total Fund Balance	<u>1,082,265</u>	<u>1,174,271</u>	<u>(92,006)</u>
Total Liabilities and Fund Balance	<u><u>1,671,515</u></u>	<u><u>1,772,997</u></u>	<u><u>(101,482)</u></u>

Treasurer's Report

Cash in bank	143,260	26,560
Investments (LGIP)	150,296	71,696
Total Cash and Cash Equivalents	<u><u>293,556</u></u>	<u><u>98,256</u></u>

LGIP: Average Monthly Yield

06/2023		5.242%
09/2023	5.492%	
12/2023	5.534%	

PlanRVA
PlanRVA Summary
July 2023 - December 2023

PlanRVA Summary	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Actual YTD	% Year Elapsed	50.0%
										FY2024 Budget	% Budget Utilized
Income											
4100 Federal Funding	-	-	-	-	194,547	148,879	847,422	-	1,190,849	3,076,031	38.7%
4200 State Funding	63,978	-	-	-	4,817	-	115,427	-	184,223	491,659	37.5%
4300 Local Funding	298,080	-	-	-	-	-	54,196	327,363	679,640	1,073,952	63.3%
4400 Private Funding	5,680	-	283,816	25,432	6,371	38,640	-	-	359,938	819,305	43.9%
4900 Revenue Distribution	(102,370)	-	-	-	1,187	57,006	44,177	-	0	-	n/a
Total Income	265,368	-	283,816	25,432	206,922	244,526	1,061,223	327,363	2,414,650	5,460,947	44.2%
Expenses											
5000 Personnel Expenses											
5100 Salaries & Wages	353,589	27,635	31,790	42,981	63,818	118,206	405,018	100,741	1,143,778	2,345,362	48.8%
5500 Fringe Benefit Pool	(38,626)	14,074	16,191	21,890	32,503	56,141	191,645	32,013	325,831	690,976	47.2%
Total 5000 Personnel Expenses	314,964	41,709	47,980	64,871	96,321	174,347	596,663	132,754	1,469,609	3,036,338	48.4%
6000 Direct Cost Pool	-	6,502	248,830	(92)	111,688	24,018	126,298	148,027	665,272	1,632,308	40.8%
7000 Indirect Cost Pool											
7100 Professional Fees	37,401	-	-	-	-	-	-	-	37,401	89,200	41.9%
7200 General Operations	140,646	-	-	-	-	-	-	-	140,646	282,545	49.8%
7300 Technology Operations	101,141	-	-	-	-	-	-	-	101,141	149,362	67.7%
7400 Staff Development	27,889	-	-	-	-	-	-	-	27,889	179,200	15.6%
7900 Indirect Cost Allocations	(529,322)	20,596	23,693	32,033	47,563	86,092	294,632	24,712	(0)	0	0.0%
Total 7000 Indirect Cost Pool	(222,245)	20,596	23,693	32,033	47,563	86,092	294,632	24,712	307,077	700,307	43.8%
Total Expenses	92,718	68,808	320,503	96,813	255,572	284,457	1,017,593	305,494	2,441,957	5,368,953	45.5%
Net Operating Income (Loss) before Transfers	172,650	(68,808)	(36,687)	(71,381)	(48,650)	(39,931)	43,630	21,870	(27,308)	91,994	-29.7%
890000 Transfers between Activities	-	12,255	2,116	-	-	32,685	(47,056)	-	-	(0)	0.0%
Net Operating Income (Loss)	172,650	(56,553)	(34,571)	(71,381)	(48,650)	(7,246)	(3,426)	21,870	(27,308)	91,994	-29.7%
Transfers to Capital Projects Reserve											
9100 Capital Expense & Projects	(64,698)	-	-	-	-	-	-	-	(64,698)	(87,000)	74.4%
Net Income (Loss)	107,953	(56,553)	(34,571)	(71,381)	(48,650)	(7,246)	(3,426)	21,870	(92,006)	4,994	n/a

PlanRVA
PlanRVA Detail
July 2023 - December 2023

PlanRVA Detail	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024	% Year Elapsed	50.0%
									Actual YTD	FY2024 Budget	% Budget Utilized
Revenue											
4100 Federal Revenue											
4101 MPO FHWA/PL Funds- Fed Share	-	-	-	-	-	-	578,883	-	578,883	1,456,034	39.8%
4102 MPO Sect 5303 Funds- Fed Share	-	-	-	-	-	-	203,366	-	203,366	716,365	28.4%
4105 MPO Pass-thru	-	-	-	-	-	-	65,173	-	65,173	320,000	20.4%
4111 FY20 Rural Coastal Va Mktg	-	-	-	-	-	8,255	-	-	8,255	7,992	103.3%
4113 Coastal TA & Resiliency	-	-	-	-	-	39,793	-	-	39,793	64,480	61.7%
4115 CBRAP- WIP3/ Fed Share	-	-	-	-	-	35,253	-	-	35,253	58,020	60.8%
4117 Extreme Heat DOF	-	-	-	-	-	9,217	-	-	9,217	8,525	108.1%
4119 EPA Grant	-	-	-	-	-	56,361	-	-	56,361	62,511	90.2%
4120 VDEM SHSP	-	-	-	-	42,760	-	-	-	42,760	74,996	57.0%
4121 Community Outreach	-	-	-	-	11,109	-	-	-	11,109	95,179	11.7%
4129 Emergency Mgmt Admin	-	-	-	-	-	-	-	-	-	15,475	0.0%
4130 VDEM Pass-Through Grants	-	-	-	-	102,224	-	-	-	102,224	143,775	71.1%
4140 Hazard Mitigation Fed Share	-	-	-	-	18,065	-	-	-	18,065	52,681	34.3%
4150 Critical Infrastrcture	-	-	-	-	20,390	-	-	-	20,390	-	n/a
Total 4100 Federal Revenue	-	-	-	-	194,547	148,879	847,422	-	1,190,849	3,076,031	38.7%
4200 State Revenue											
4201 MPO FHWA/PL Funds - State Share	-	-	-	-	-	-	73,618	-	73,618	182,004	40.4%
4202 MPO Sec. 5303 - State Share	-	-	-	-	-	-	25,516	-	25,516	89,546	28.5%
4205 MPO Pass-thru	-	-	-	-	-	-	16,293	-	16,293	80,000	20.4%
4220 Hazard Mitigation Plan	-	-	-	-	4,817	-	-	-	4,817	14,048	34.3%
4230 State Appropriation	63,978	-	-	-	-	-	-	-	63,978	126,061	50.8%
Total 4200 State Revenue	63,978	-	-	-	4,817	-	115,427	-	184,223	491,659	37.5%
4300 Local Revenue											
4301 TPO Assessment	-	-	-	-	-	-	54,196	-	54,196	54,196	100.0%
4310 Local Membership Dues	298,080	-	-	-	-	-	-	-	298,080	596,160	50.0%
4315 CVTA Reimbursement	-	-	-	-	-	-	-	305,806	305,806	385,087	79.4%
4316 CVTA Service Fee	-	-	-	-	-	-	-	21,557	21,557	38,509	56.0%
Total 4300 Local Revenue	298,080	-	-	-	-	-	54,196	327,363	679,640	1,073,952	63.3%
4400 Private Revenue											
4440 Regional Housing Grant - Partners	-	-	212,556	-	-	-	-	-	212,556	460,000	46.2%
4441 Regional Housing Grant - PlanRVA	-	-	58,972	-	-	-	-	-	58,972	42,500	138.8%
4450 FOLAR Grant	-	-	-	-	-	38,640	-	-	38,640	77,280	50.0%
4460 Project Partner Revenue	-	-	-	-	5,875	-	-	-	5,875	75,000	7.8%
4470 Special Project Revenue	1,950	-	12,288	25,432	-	-	-	-	39,670	150,000	26.4%
4475 Donated Services	-	-	-	-	-	-	-	-	-	8,525	0.0%
4801 Interest Income	3,618	-	-	-	-	-	-	-	3,618	6,000	60.3%
4810 Miscellaneous	112	-	-	-	496	-	-	-	608	-	n/a
Total 4400 Private Revenue	5,680	-	283,816	25,432	6,371	38,640	-	-	359,938	819,305	43.9%

PlanRVA
PlanRVA Detail
July 2023 - December 2023

PlanRVA Detail	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Actual YTD	% Year Elapsed	50.0%
										FY2024 Budget	% Budget Utilized
4900 Revenue Distribution											
491100 Local Match from General	29	-	-	-	1,187	57,006	44,177	-	102,400	307,842	33.3%
494140 Local Match to Hazard Mitigation	(1,187)	-	-	-	-	-	-	-	(1,187)	(3,512)	33.8%
495101 Local Match to ANPDC Eco Tourism	(8,623)	-	-	-	-	-	-	-	(8,623)	(7,992)	107.9%
495102 Local Match to Eco Technical Asst	(39,570)	-	-	-	-	-	-	-	(39,570)	(64,480)	61.4%
495240 Local Match to Ches Bay Watershed	(8,813)	-	-	-	-	-	-	-	(8,813)	(14,505)	60.8%
497110 Local Match to MPO Prog Mgmt	(4,969)	-	-	-	-	-	-	-	(4,969)	(22,654)	21.9%
497120 Local Match to UPWP Budget	(1,380)	-	-	-	-	-	-	-	(1,380)	(5,830)	23.7%
497210 Local Match to Public Outreach	(6,148)	-	-	-	-	-	-	-	(6,148)	(15,137)	40.6%
497220 Local Match to Special Planning Efforts	(3,997)	-	-	-	-	-	-	-	(3,997)	(23,662)	16.9%
497230 Local Match to Contingency Funding	-	-	-	-	-	-	-	-	-	(32,461)	0.0%
497310 Local Match to Long Range Trans Plan	(301)	-	-	-	-	-	-	-	(301)	(5,320)	5.7%
497315 Local Match to Scenario Planning	(6,675)	-	-	-	-	-	-	-	(6,675)	(28,328)	23.6%
497320 Local Match to Travel Demand Model	(297)	-	-	-	-	-	-	-	(297)	(6,804)	4.4%
497330 Local Match to Transit	(5,345)	-	-	-	-	-	-	-	(5,345)	(21,192)	25.2%
497340 Local Match to Act Trans - Bike/Ped	(4,605)	-	-	-	-	-	-	-	(4,605)	(19,982)	23.0%
497350 Local Match to System Resiliency	(3,685)	-	-	-	-	-	-	-	(3,685)	(8,700)	42.4%
497410 Local Match to Perf Based Trans Png	(2,758)	-	-	-	-	-	-	-	(2,758)	(5,892)	46.8%
497420 Local Match to Financial Prog/TIP	(4,032)	-	-	-	-	-	-	-	(4,032)	(19,698)	20.5%
497430 Local Match to Rail & Freight	(16)	-	-	-	-	-	-	-	(16)	(1,694)	1.0%
Total 4900 Revenue Distribution	(102,370)	-	-	-	1,187	57,006	44,177	-	0	-	n/a
Total Revenue	265,368	-	283,816	25,432	206,922	244,526	1,061,223	327,363	2,414,650	5,460,947	44.2%
Expenses											
5100 Salaries & Wages											
5101 Salaries & Wages	(41,521)	-	-	-	-	-	-	-	(41,521)	2,345,362	-1.8%
5102 Salaries & Wages - Allocated	2,939	27,635	31,790	42,981	63,818	118,206	405,018	33,158	725,544	(628,144)	-115.5%
5111 Wages Allocated - Program	-	-	-	-	-	-	-	67,583	67,583	4,207	1606.6%
5113 Wages Allocated - Administrative	182,066	-	-	-	-	-	-	-	182,066	268,326	67.9%
5120 Wages Allocated - Paid Time Off	210,105	-	-	-	-	-	-	-	210,105	355,612	59.1%
Total 5100 Salaries & Wages	353,589	27,635	31,790	42,981	63,818	118,206	405,018	100,741	1,143,778	2,345,362	48.8%
5500 Fringe Benefit Pool											
5510 Payroll Taxes	78,127	-	-	-	-	-	-	4,562	82,689	186,630	44.3%
5520 Retirement	103,476	-	-	-	-	-	-	6,700	110,176	181,146	60.8%
5530 Healthcare	126,722	-	-	-	-	-	-	3,600	130,322	286,320	45.5%
5531 FSH/HAS Health Accounts	(6,197)	-	-	-	-	-	-	-	(6,197)	2,580	-240.2%
5540 LTD Insurance	8,577	-	-	-	-	-	-	264	8,841	24,300	36.4%
5590 Leave Paid Out	-	-	-	-	-	-	-	-	-	10,000	0.0%
5599 Fringe Benefits Allocated	(349,331)	14,074	16,191	21,890	32,503	56,141	191,645	16,887	-	(0)	0.0%
Total 5500 Fringe Benefit Pool	(38,626)	14,074	16,191	21,890	32,503	56,141	191,645	32,013	325,831	690,976	47.2%

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PlanRVA Detail	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Actual YTD	% Year Elapsed	50.0%
										FY2024 Budget	% Budget Utilized
6000 Direct Cost Pool											
6120 Legal Fees	-	-	-	-	-	-	-	24,000	24,000	42,000	57.1%
6130 Contracted Services	-	-	-	-	25,000	-	18,475	112,090	155,565	402,308	38.7%
6131 Donated Services	-	-	-	-	-	-	-	-	-	8,525	0.0%
6150 Advertising	-	6,462	2,179	-	27,672	22,009	8,692	5,289	72,303	94,600	76.4%
6220 Insurance	-	-	-	-	-	-	-	2,843	2,843	-	n/a
6230 Printing	-	-	-	-	-	1,000	-	-	1,000	1,200	83.3%
6235 Supplies	-	-	-	-	16	-	49	115	180	-	n/a
6290 Miscellaneous	-	-	-	-	-	-	9	9	18	22,200	0.1%
6320 Software Services	-	-	-	(234)	459	-	30	1,802	2,057	11,700	17.6%
6350 Computer Supplies	-	-	-	-	-	-	-	-	-	10,500	0.0%
6360 Technology Services	-	-	-	-	-	-	-	-	-	-	n/a
6410 Organizational Dues	-	-	-	-	-	-	7,407	-	7,407	8,100	91.4%
6425 Travel- Agency	-	41	30	143	2,631	422	5,117	148	8,533	7,200	118.5%
6430 Training	-	-	-	-	-	-	3,704	-	3,704	13,000	28.5%
6450 Staff Engagement	-	-	-	-	231	-	317	-	548	-	n/a
6455 Meeting Expenses	-	-	-	-	-	587	851	1,731	3,168	7,200	44.0%
6500 Bad Debt Expense	-	-	34,065	-	2,110	-	-	-	36,175	-	n/a
6460 Special Event	-	-	-	-	-	-	181	-	181	-	n/a
6510 Grant Sub-recipient: Contractors	-	-	212,556	-	-	-	-	-	212,556	460,000	46.2%
6590 Miscellaneous Pass-thru	-	-	-	-	53,568	-	81,466	-	135,035	543,775	24.8%
Total 6000 Direct Cost Pool	-	6,502	248,830	(92)	111,688	24,018	126,298	148,027	665,272	1,632,308	40.8%
7000 Indirect Cost Pool											
7100 Professional Fees											
7111 Bank Fees	449	-	-	-	-	-	-	-	449	1,200	37.4%
7120 Legal Fees	21,120	-	-	-	-	-	-	-	21,120	10,000	211.2%
7121 Legal Fees - General	-	-	-	-	-	-	-	-	-	36,000	0.0%
7130 Contracted Services	11,275	-	-	-	-	-	-	-	11,275	12,000	94.0%
7131 Consultants: Recurring	-	-	-	-	-	-	-	-	-	-	n/a
7132 Consultants: Non-recurring	-	-	-	-	-	-	-	-	-	-	n/a
7150 Advertising	4,557	-	-	-	-	-	-	-	4,557	30,000	15.2%
Total 7100 Professional Fees	37,401	-	-	-	-	-	-	-	37,401	89,200	41.9%
7200 General Operations											
7210 Rent	111,537	-	-	-	-	-	-	-	111,537	217,445	51.3%
7220 Insurance	8,540	-	-	-	-	-	-	-	8,540	8,000	106.8%
7230 Printing	14,024	-	-	-	-	-	-	-	14,024	19,100	73.4%
7235 Supplies	4,710	-	-	-	-	-	-	-	4,710	18,000	26.2%
7240 Postage	-	-	-	-	-	-	-	-	-	300	0.0%
7290 Miscellaneous	1,834	-	-	-	-	-	-	-	1,834	19,700	9.3%
Total 7200 General Operations	140,646	-	-	-	-	-	-	-	140,646	282,545	49.8%
7300 Technology Operations											
7310 Virtual Desktop Operations	53,791	-	-	-	-	-	-	-	53,791	90,000	59.8%

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PlanRVA Detail	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Actual YTD	% Year Elapsed	50.0%
										FY2024 Budget	% Budget Utilized
7320 Software Services	36,024	-	-	-	-	-	-	-	36,024	35,660	101.0%
7330 Communication Technology	11,274	-	-	-	-	-	-	-	11,274	14,702	76.7%
7340 Desktops & Support	-	-	-	-	-	-	-	-	-	3,000	0.0%
7350 Computer Supplies	53	-	-	-	-	-	-	-	53	3,000	1.8%
7360 Technology Services	-	-	-	-	-	-	-	-	-	3,000	0.0%
Total 7300 Technology Operations	101,141	-	-	-	-	-	-	-	101,141	149,362	67.7%
7400 Staff Development											
7410 Organizational Dues	8,894	-	-	-	-	-	-	-	8,894	32,000	27.8%
7420 Travel- Board	-	-	-	-	-	-	-	-	-	10,000	0.0%
7425 Travel- Agency	8,987	-	-	-	-	-	-	-	8,987	40,000	22.5%
7430 Training	1,522	-	-	-	-	-	-	-	1,522	60,000	2.5%
7440 Books & Periodicals	-	-	-	-	-	-	-	-	-	1,200	0.0%
7450 Staff Engagement	4,234	-	-	-	-	-	-	-	4,234	12,000	35.3%
7455 Meeting Expenses	1,757	-	-	-	-	-	-	-	1,757	12,000	14.6%
7460 Special Event	2,494	-	-	-	-	-	-	-	2,494	12,000	20.8%
7400 Staff Development	27,889	-	-	-	-	-	-	-	27,889	179,200	15.6%
7999 Indirect Costs Allocated	(529,322)	20,596	23,693	32,033	47,563	86,092	294,632	24,712	(0)	0	0.0%
Total 7000 Indirect Cost Pool	(222,245)	20,596	23,693	32,033	47,563	86,092	294,632	24,712	307,077	700,307	43.8%
Total Expenses	92,718	68,808	320,503	96,813	255,572	284,457	1,017,593	305,494	2,441,957	5,368,953	45.5%
Net Operating Income (Loss) before Transfers	172,650	(68,808)	(36,687)	(71,381)	(48,650)	(39,931)	43,630	21,870	(27,308)	91,994	-29.7%
890000 Transfers between Activities											
891100 Transfer from General Fund	-	-	-	-	-	-	-	-	-	410,958	0.0%
891100 Transfer to General Fund	-	-	-	-	-	-	-	-	-	38,509	0.0%
891700 Transfer to Public Engagement	-	-	-	-	-	-	-	-	-	(112,176)	0.0%
892100 Transfer to Comm Dev Admin	-	-	-	-	-	-	-	-	-	(9,371)	0.0%
892200 Transfer from Local Tech Asst	-	-	-	-	-	-	(2,116)	-	(2,116)	-	n/a
892440 Transfer to Regional Housing	-	-	-	-	-	-	-	-	-	(2,114)	0.0%
893200 Transfer to Regional Data & GIS	-	-	-	-	-	-	-	-	-	(169,177)	0.0%
894090 Transfer to EM Prog Support	-	-	-	-	-	-	-	-	-	(1,676)	0.0%
894100 Transfer to Reg'l EM Plng	-	-	-	-	-	-	-	-	-	(32,293)	0.0%
894140 Transfer to Hazard Mitigation	-	-	-	-	-	-	-	-	-	(34,685)	0.0%
895100 Transfer to Env General	-	-	-	-	-	-	-	-	-	(49,466)	0.0%
895102 Transfer to TA	-	-	-	-	-	6,739	-	-	6,739	-	n/a
895230 Transfer from Appomattox River	-	-	-	-	-	16,943	(4,833)	-	12,110	(39,744)	-30.5%
895240 Transfer from VA Ches Bay Watershed	-	-	-	-	-	(6,739)	-	-	(6,739)	-	n/a
895410 Transfer from Extreme Heat (DOF)	-	-	-	-	-	-	(10,908)	-	(10,908)	-	n/a
896320 Transfer to Reg'l Strat Plan	-	10,521	-	-	-	-	(1,734)	-	8,787	-	n/a
897220 Transfer to Special Planning Efforts	-	-	2,116	-	-	-	-	-	2,116	-	n/a
897315 Transfer to Scenario Planning	-	1,734	-	-	-	-	(10,521)	-	(8,787)	-	n/a

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PlanRVA Detail	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Actual YTD	% Year Elapsed	50.0%
										FY2024 Budget	% Budget Utilized
897340 Transfer to Active Transportation	-	-	-	-	-	4,833	(16,943)	-	(12,110)	39,744	-30.5%
897350 Transfer to System Resiliency	-	-	-	-	-	10,908	-	-	10,908	-	n/a
897700 Transfer from CVTA	-	-	-	-	-	-	-	-	-	(38,509)	0.0%
Total 890000 Transfers between Activities	-	12,255	2,116	-	-	32,685	(47,056)	-	-	(0)	0.0%
9000 Transfers to Capital Projects Reserve											
9101 Transfer for Office Furniture	(64,698)	-	-	-	-	-	-	-	(64,698)	(62,000)	104.4%
9102 Transfer for Computer Equipment	-	-	-	-	-	-	-	-	-	(25,000)	0.0%
Total 9000 Transfers to Capital Projects Reserve	(64,698)	-	-	-	-	-	-	-	(64,698)	(87,000)	74.4%
Net Operating Income (Loss)	107,953	(56,553)	(34,571)	(71,381)	(48,650)	(7,246)	(3,426)	21,870	(92,006)	4,994	n/a