



*Photo: Bon Air Historic Area Sign,  
Chesterfield County*

## 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](mailto: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.

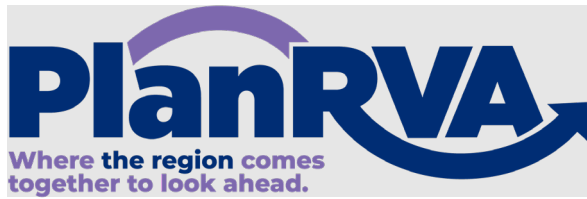
Meetings are also live streamed and archived on our YouTube Channel at [Plan RVA - YouTube](#).

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](mailto: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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# AGENDA

## Audit, Facilities and Finance Committee

March 20, 2024, 11:00 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\\_E5QrQnCUQCez5089gdQ7mA](https://planrva-org.zoom.us/webinar/register/WN_E5QrQnCUQCez5089gdQ7mA)

### 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 3

#### b. [Approval of October 31, 2023, Meeting Minutes](#) – page 5

#### c. [Approval of February 1, 2024, Meeting Minutes](#) – page 7

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

### 3. [February 29, 2024, Financial Statements](#) (*van Doornik*) – page 9

**Information Item:** committee members will receive an update on the agency's financial performance through the end of February 2024.

### 4. [FY2024 Proposed Budget Amendment](#) (*Shickle*) – page 14

**Action Item:** committee members will receive a presentation on the proposed amendment to the FY2024 annual budget. A motion to recommend approval to the Full Commission is requested.

### 5. Upcoming Meeting Schedule and Major Topics

- April 16, 2024 – 9:30 a.m.
  - Cash Flow Management Plan
  - Fund Balance Policy
  - Budget Policy
  - FY2025 Budget Priorities
- May 9, 2024 – 9:30 a.m. (PlanRVA Commission meeting proposed for cancellation)
  - FY2025 Budget Draft

### 6. Adjourn

**Ashland | Charles City | Chesterfield | Goochland | Hanover | Henrico | New Kent | Powhatan | Richmond**

Richmond Regional Planning District Commission | 424 Hull Street, Suite 300, Richmond, VA 23224

PlanRVA Audit, Finance and Facilities Committee Agenda – page 1

**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>
<b>Town of Ashland</b>	Dr. Daniel McGraw	
<b>Chesterfield County</b>	Jim Holland, Chair	X
<b>Hanover County</b>	W. Canova Peterson	X
<b>Henrico County</b>	Patricia O'Bannon	X
<b>New Kent County</b>	Patricia Paige	
<b>City of Richmond</b>	Andreas Addison	X
<b>Ex Officio</b>	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](#).*

<b>Staff Present</b>	
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 31<sup>st</sup>.

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

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<b>Staff Present</b>	
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 30<sup>th</sup> 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.



**PlanRVA Audit, Finance & Facilities Committee  
Zoom Meeting Minutes  
February 1, 2024 – 8:30 a.m.**

<u>LOCALITY</u>	<u>NAME</u>	<u>X (attended)</u>
<b>Town of Ashland</b>	Dr. Daniel McGraw	X
<b>Chesterfield County</b>	Jim Holland, Chair	X
<b>City of Richmond</b>	Andreas Addison	
<b>Ex Officio</b>	Sean Davis	X

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<b>Staff Present</b>	
Martha Shickle	Sidd Kumar
Janice Scott	Dan Van Doornik
Myles Busching	Kerry Ramos

**1. Welcome, Roll Call and Introductions**

Chair Holland welcomed everyone and called the Audit, Finance and Facilities Committee meeting to order at approximately 8:45 a.m. He noted that, because the other voting member of the committee, Dr. McGraw, was not present at the last meeting, the committee will not take action to approve the previous meeting minutes.

**a. Confirmation of Member Participation from a Remote Location**

There were no members participating remotely.

**2. Administrative Items**

**a. Approval of August 22, 2023, Meeting Minutes**

**b. Approval of October 31, 2023, Meeting Minutes**

No action taken on these items.

**3. FY2024 Q2 Financial Statements**

Dan Van Doornik provided members with an update on the second quarter's financial performance. He also provided a Treasurer's report and noted that the balance sheet is sound.

Committee members had questions about funds that are due to the agency. Mr. Van Doornik reported that the accounts receivable billed category is primarily grant funds. Those are paid on a reimbursement basis (billed quarterly). Accrued revenue details funds that have been earned, but billing has not yet occurred.

On motion by James Holland, seconded by Sean Davis, the members of the Audit, Finance and Facilities Committee voted to recommend the full Commission accept the Financial Statements as presented.

#### **4. FY2024 Budget Update**

Mr. Van Doornik gave 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**

- a.** FY2024 Budget Updates and FY2025 Budget
- b.** Fund Balance Policy
- c.** Budget Policy
- d.** Financial Management System Integration

Mr. Van Doornik explained the items that are planned for discussion at upcoming meetings through June 30, 2024. Ms. Shickle detailed plans to fill two open Planner positions. The targeted start date would be March 1, 2024, if the Commission authorizes filling the positions.

Chair Holland asked staff to research ways to counter the drop in revenue.

#### **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)

#### **8. Adjourn**

The meeting was adjourned at approximately 9:28 a.m.



**PlanRVA**  
**Balance Sheet**  
Governmental Funds

	02/29/2024 (Unaudited)	06/30/2023 (Audited)	Net Change
<b>ASSETS</b>			
Cash and cash equivalents	372,589	98,256	274,334
Accounts receivable			
Accounts receivable, billed	621,707	833,385	(211,678)
Accrued revenue	540,903	707,052	(166,148)
Due from CVTA	228,532	103,079	125,452
Total Grants receivable	1,391,141	1,643,516	(252,375)
Prepaid expenses	-	31,225	(31,225)
Total Assets	1,763,731	1,772,997	(9,266)
<b>LIABILITIES</b>			
Accounts payable	290,253	441,224	(150,971)
Due to Grantor	-	-	-
Accrued salaries	108,835	83,504	25,331
Deferred revenue	288,586	73,998	214,588
Security deposit	-	-	-
Total Liabilities	687,675	598,726	88,948
<b>FUND BALANCE</b>			
Nonspendable	-	31,225	(31,225)
Unassigned	1,076,056	1,143,046	(66,989)
Total Fund Balance	1,076,056	1,174,271	(98,215)
Total Liabilities and Fund Balance	1,763,731	1,772,997	(9,266)

**Treasurer's Report**

Cash in bank	221,463	26,560
Investments (LGIP)	151,127	71,696
Total Cash and Cash Equivalents	372,589	98,256

LGIP: Average Monthly Yield

06/2023		5.242%
09/2023	5.492%	
12/2023	5.534%	
01/2024	5.516%	
02/2024	5.491%	

**PlanRVA**  
PlanRVA Summary  
July 2023 - February 2024

PlanRVA Summary	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Actual YTD	% Year Elapsed	66.7%
										FY2024 Budget	% Budget Utilized
Income											
4100 Federal Funding	-	-	-	-	271,984	234,913	1,270,532	-	1,777,429	3,076,031	57.8%
4200 State Funding	85,304	-	-	-	6,121	-	188,444	-	279,869	491,659	56.9%
4300 Local Funding	397,440	-	-	-	-	-	54,196	557,009	1,008,646	1,073,952	93.9%
4400 Private Funding	6,515	-	397,009	25,000	6,371	51,520	-	-	486,414	819,305	59.4%
4900 Revenue Distribution	(152,340)	-	-	-	1,429	73,933	76,977	-	0	-	n/a
Total Income	336,919	-	397,009	25,000	285,905	360,367	1,590,149	557,009	3,552,358	5,460,947	65.1%
Expenses											
5000 Personnel Expenses											
5100 Salaries & Wages	453,212	35,729	54,115	56,984	90,432	172,729	543,795	147,900	1,554,894	2,345,362	66.3%
5500 Fringe Benefit Pool	(60,998)	18,197	27,561	29,022	46,057	82,320	257,341	46,384	445,884	690,976	64.5%
Total 5000 Personnel Expenses	392,214	53,926	81,676	86,006	136,489	255,049	801,136	194,284	2,000,779	3,036,338	65.9%
6000 Direct Cost Pool	-	6,806	348,541	(92)	145,231	45,772	349,943	290,651	1,186,852	1,632,308	72.7%
7000 Indirect Cost Pool											
7100 Professional Fees	45,761	-	-	-	-	-	-	-	45,761	89,200	51.3%
7200 General Operations	182,320	-	-	-	-	-	-	-	182,320	282,545	64.5%
7300 Technology Operations	125,677	-	-	-	-	-	-	-	125,677	149,362	84.1%
7400 Staff Development	42,668	-	-	-	-	-	-	-	42,668	179,200	23.8%
7900 Indirect Cost Allocations	(695,816)	25,210	38,184	40,208	63,810	121,046	374,531	32,828	(0)	0	0.0%
Total 7000 Indirect Cost Pool	(299,390)	25,210	38,184	40,208	63,810	121,046	374,531	32,828	396,426	700,307	56.6%
Total Expenses	92,824	85,942	468,401	126,122	345,529	421,867	1,525,610	517,762	3,584,057	5,368,953	66.8%
Net Operating Income (Loss) before Transfers	244,095	(85,942)	(71,392)	(101,122)	(59,624)	(61,500)	64,539	39,247	(31,699)	91,994	-34.5%
890000 Transfers between Activities	-	15,178	5,049	-	-	47,977	(68,204)	-	(0)	(0)	0.0%
Net Operating Income (Loss)	244,095	(70,763)	(66,343)	(101,122)	(59,624)	(13,524)	(3,665)	39,247	(31,699)	91,994	-34.5%
Transfers to Capital Projects Reserve											
9100 Capital Expense & Projects	(66,515)	-	-	-	-	-	-	-	(66,515)	(87,000)	76.5%
Net Income (Loss)	177,580	(70,763)	(66,343)	(101,122)	(59,624)	(13,524)	(3,665)	39,247	(98,215)	4,994	n/a

**PlanRVA**  
PlanRVA Detail  
July 2023 - February 2024

PlanRVA Detail	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024	% Year Elapsed	66.7%
									Actual YTD	FY2024 Budget	% Budget Utilized
Revenue											
4100 Federal Revenue											
4101 MPO FHWA/PL Funds- Fed Share	-	-	-	-	-	-	779,242	-	779,242	1,456,034	53.5%
4102 MPO Sect 5303 Funds- Fed Share	-	-	-	-	-	-	265,376	-	265,376	716,365	37.0%
4105 MPO Pass-thru	-	-	-	-	-	-	225,914	-	225,914	320,000	70.6%
4111 FY20 Rural Coastal Va Mktg	-	-	-	-	-	8,255	-	-	8,255	7,992	103.3%
4113 Coastal TA & Resiliency	-	-	-	-	-	54,723	-	-	54,723	64,480	84.9%
4115 CBRAP- WIP3/ Fed Share	-	-	-	-	-	43,133	-	-	43,133	58,020	74.3%
4117 Extreme Heat DOF	-	-	-	-	-	10,069	-	-	10,069	8,525	118.1%
4119 EPA Grant	-	-	-	-	-	118,734	-	-	118,734	62,511	189.9%
4120 VDEM SHSP	-	-	-	-	64,487	-	-	-	64,487	74,996	86.0%
4121 Community Outreach	-	-	-	-	14,727	-	-	-	14,727	95,179	15.5%
4129 Emergency Mgmt Admin	-	-	-	-	-	-	-	-	-	15,475	0.0%
4130 VDEM Pass-Through Grants	-	-	-	-	135,374	-	-	-	135,374	143,775	94.2%
4140 Hazard Mitigation Fed Share	-	-	-	-	22,955	-	-	-	22,955	52,681	43.6%
4150 Critical Infrastrcture	-	-	-	-	34,440	-	-	-	34,440	-	n/a
Total 4100 Federal Revenue	-	-	-	-	271,984	234,913	1,270,532	-	1,777,429	3,076,031	57.8%
4200 State Revenue											
4201 MPO FHWA/PL Funds - State Share	-	-	-	-	-	-	98,695	-	98,695	182,004	54.2%
4202 MPO Sec. 5303 - State Share	-	-	-	-	-	-	33,271	-	33,271	89,546	37.2%
4205 MPO Pass-thru	-	-	-	-	-	-	56,478	-	56,478	80,000	70.6%
4220 Hazard Mitigation Plan	-	-	-	-	6,121	-	-	-	6,121	14,048	43.6%
4230 State Appropriation	85,304	-	-	-	-	-	-	-	85,304	126,061	67.7%
Total 4200 State Revenue	85,304	-	-	-	6,121	-	188,444	-	279,869	491,659	56.9%
4300 Local Revenue											
4301 TPO Assessment	-	-	-	-	-	-	54,196	-	54,196	54,196	100.0%
4310 Local Membership Dues	397,440	-	-	-	-	-	-	-	397,440	596,160	66.7%
4315 CVTA Reimbursement	-	-	-	-	-	-	-	518,075	518,075	385,087	134.5%
4316 CVTA Service Fee	-	-	-	-	-	-	-	38,935	38,935	38,509	101.1%
Total 4300 Local Revenue	397,440	-	-	-	-	-	54,196	557,009	1,008,646	1,073,952	93.9%
4400 Private Revenue											
4440 Regional Housing Grant - Partners	-	-	312,556	-	-	-	-	-	312,556	460,000	67.9%
4441 Regional Housing Grant - PlanRVA	-	-	59,453	-	-	-	-	-	59,453	42,500	139.9%
4450 FOLAR Grant	-	-	-	-	-	51,520	-	-	51,520	77,280	66.7%
4460 Project Partner Revenue	-	-	-	-	5,875	-	-	-	5,875	75,000	7.8%
4470 Special Project Revenue	1,950	-	25,000	25,000	-	-	-	-	51,950	150,000	34.6%
4475 Donated Services	-	-	-	-	-	-	-	-	-	8,525	0.0%
4801 Interest Income	4,452	-	-	-	-	-	-	-	4,452	6,000	74.2%
4810 Miscellaneous	112	-	-	-	496	-	-	-	608	-	n/a
Total 4400 Private Revenue	6,515	-	397,009	25,000	6,371	51,520	-	-	486,414	819,305	59.4%

**PlanRVA**  
PlanRVA Detail  
July 2023 - February 2024

PlanRVA Detail	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Actual YTD	% Year Elapsed	66.7%
										FY2024 Budget	% Budget Utilized
4900 Revenue Distribution											
491100 Local Match from General	-	-	-	-	1,429	73,933	76,977	-	152,340	307,842	49.5%
494140 Local Match to Hazard Mitigation	(1,429)	-	-	-	-	-	-	-	(1,429)	(3,512)	40.7%
495101 Local Match to ANPDC Eco Tourism	(8,623)	-	-	-	-	-	-	-	(8,623)	(7,992)	107.9%
495102 Local Match to Eco Technical Asst	(54,500)	-	-	-	-	-	-	-	(54,500)	(64,480)	84.5%
495240 Local Match to Ches Bay Watershed	(10,810)	-	-	-	-	-	-	-	(10,810)	(14,505)	74.5%
497110 Local Match to MPO Prog Mgmt	(9,792)	-	-	-	-	-	-	-	(9,792)	(22,654)	43.2%
497120 Local Match to UPWP Budget	(2,756)	-	-	-	-	-	-	-	(2,756)	(5,830)	47.3%
497210 Local Match to Public Outreach	(10,801)	-	-	-	-	-	-	-	(10,801)	(15,137)	71.4%
497220 Local Match to Special Planning Efforts	(8,339)	-	-	-	-	-	-	-	(8,339)	(23,662)	35.2%
497230 Local Match to Contingency Funding	-	-	-	-	-	-	-	-	-	(32,461)	0.0%
497310 Local Match to Long Range Trans Plan	(1,083)	-	-	-	-	-	-	-	(1,083)	(5,320)	20.4%
497315 Local Match to Scenario Planning	(11,148)	-	-	-	-	-	-	-	(11,148)	(28,328)	39.4%
497320 Local Match to Travel Demand Model	(499)	-	-	-	-	-	-	-	(499)	(6,804)	7.3%
497330 Local Match to Transit	(7,930)	-	-	-	-	-	-	-	(7,930)	(21,192)	37.4%
497340 Local Match to Act Trans - Bike/Ped	(7,902)	-	-	-	-	-	-	-	(7,902)	(19,982)	39.5%
497350 Local Match to System Resiliency	(5,731)	-	-	-	-	-	-	-	(5,731)	(8,700)	65.9%
497410 Local Match to Perf Based Trans Png	(3,907)	-	-	-	-	-	-	-	(3,907)	(5,892)	66.3%
497420 Local Match to Financial Prog/TIP	(7,104)	-	-	-	-	-	-	-	(7,104)	(19,698)	36.1%
497430 Local Match to Rail & Freight	14	-	-	-	-	-	-	-	14	(1,694)	-0.8%
Total 4900 Revenue Distribution	(152,340)	-	-	-	1,429	73,933	76,977	-	0	-	n/a
<b>Total Revenue</b>	<b>336,919</b>	<b>-</b>	<b>397,009</b>	<b>25,000</b>	<b>285,905</b>	<b>360,367</b>	<b>1,590,149</b>	<b>557,009</b>	<b>3,552,358</b>	<b>5,460,947</b>	<b>65.1%</b>
<b>Expenses</b>											
5100 Salaries & Wages											
5101 Salaries & Wages	(50,708)	-	-	-	-	-	-	-	(50,708)	2,345,362	-2.2%
5102 Salaries & Wages - Allocated	2,939	35,729	54,115	56,984	90,432	172,729	543,795	46,525	1,003,246	(628,144)	-159.7%
5111 Wages Allocated - Program	-	-	-	-	-	-	-	101,375	101,375	4,207	2410.0%
5113 Wages Allocated - Administrative	245,174	-	-	-	-	-	-	-	245,174	268,326	91.4%
5120 Wages Allocated - Paid Time Off	255,807	-	-	-	-	-	-	-	255,807	355,612	71.9%
Total 5100 Salaries & Wages	453,212	35,729	54,115	56,984	90,432	172,729	543,795	147,900	1,554,894	2,345,362	66.3%
5500 Fringe Benefit Pool											
5510 Payroll Taxes	109,451	-	-	-	-	-	-	6,843	116,294	186,630	62.3%
5520 Retirement	134,828	-	-	-	-	-	-	10,050	144,878	181,146	80.0%
5530 Healthcare	171,034	-	-	-	-	-	-	5,400	176,434	286,320	61.6%
5531 FSH/HAS Health Accounts	(3,157)	-	-	-	-	-	-	-	(3,157)	2,580	-122.4%
5540 LTD Insurance	11,040	-	-	-	-	-	-	396	11,436	24,300	47.1%
5590 Leave Paid Out	-	-	-	-	-	-	-	-	-	10,000	0.0%
5599 Fringe Benefits Allocated	(484,194)	18,197	27,561	29,022	46,057	82,320	257,341	23,695	(0)	(0)	0.0%
Total 5500 Fringe Benefit Pool	(60,998)	18,197	27,561	29,022	46,057	82,320	257,341	46,384	445,884	690,976	64.5%

**PlanRVA**  
PlanRVA Detail  
July 2023 - February 2024

PlanRVA Detail	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Actual YTD	% Year Elapsed	66.7%
										FY2024 Budget	% Budget Utilized
6000 Direct Cost Pool											
6120 Legal Fees	-	-	-	-	-	-	-	32,000	32,000	42,000	76.2%
6130 Contracted Services	-	-	-	-	25,000	-	18,475	240,829	284,304	402,308	70.7%
6131 Donated Services	-	-	-	-	-	-	-	-	-	8,525	0.0%
6150 Advertising	-	6,657	1,518	-	25,422	43,649	23,479	8,274	108,999	94,600	115.2%
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	-	60	-	(234)	474	-	(7)	2,264	2,557	11,700	21.9%
6350 Computer Supplies	-	-	-	-	-	-	-	-	-	10,500	0.0%
6360 Technology Services	-	-	-	-	-	-	-	-	-	-	n/a
6410 Organizational Dues	-	-	-	-	-	-	8,599	-	8,599	8,100	106.2%
6425 Travel- Agency	-	67	30	143	3,005	447	6,897	1,520	12,109	7,200	168.2%
6430 Training	-	-	-	-	1,635	-	5,060	1,150	7,844	13,000	60.3%
6450 Staff Engagement	-	-	-	-	231	-	317	-	548	-	n/a
6455 Meeting Expenses	-	23	52	-	181	676	4,493	1,647	7,072	7,200	98.2%
6500 Bad Debt Expense	-	-	34,385	-	2,110	-	-	-	36,495	-	n/a
6460 Special Event	-	-	-	-	-	-	181	-	181	-	n/a
6510 Grant Sub-recipient: Contractors	-	-	312,556	-	-	-	-	-	312,556	460,000	67.9%
6590 Miscellaneous Pass-thru	-	-	-	-	87,156	-	282,392	-	369,548	543,775	68.0%
Total 6000 Direct Cost Pool	-	6,806	348,541	(92)	145,231	45,772	349,943	290,651	1,186,852	1,632,308	72.7%
7000 Indirect Cost Pool											
7100 Professional Fees											
7111 Bank Fees	600	-	-	-	-	-	-	-	600	1,200	50.0%
7120 Legal Fees	27,120	-	-	-	-	-	-	-	27,120	10,000	271.2%
7121 Legal Fees - General	-	-	-	-	-	-	-	-	-	36,000	0.0%
7130 Contracted Services	11,565	-	-	-	-	-	-	-	11,565	12,000	96.4%
7131 Consultants: Recurring	-	-	-	-	-	-	-	-	-	-	n/a
7132 Consultants: Non-recurring	-	-	-	-	-	-	-	-	-	-	n/a
7150 Advertising	6,476	-	-	-	-	-	-	-	6,476	30,000	21.6%
Total 7100 Professional Fees	45,761	-	-	-	-	-	-	-	45,761	89,200	51.3%
7200 General Operations											
7210 Rent	148,063	-	-	-	-	-	-	-	148,063	217,445	68.1%
7220 Insurance	8,540	-	-	-	-	-	-	-	8,540	8,000	106.8%
7230 Printing	17,125	-	-	-	-	-	-	-	17,125	19,100	89.7%
7235 Supplies	6,743	-	-	-	-	-	-	-	6,743	18,000	37.5%
7240 Postage	-	-	-	-	-	-	-	-	-	300	0.0%
7290 Miscellaneous	1,849	-	-	-	-	-	-	-	1,849	19,700	9.4%
Total 7200 General Operations	182,320	-	-	-	-	-	-	-	182,320	282,545	64.5%

**PlanRVA**  
PlanRVA Detail  
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PlanRVA Detail	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Actual YTD	% Year Elapsed	66.7%
										FY2024 Budget	% Budget Utilized
7300 Technology Operations											
7310 Virtual Desktop Operations	71,984	-	-	-	-	-	-	-	71,984	90,000	80.0%
7320 Software Services	40,767	-	-	-	-	-	-	-	40,767	35,660	114.3%
7330 Communication Technology	12,874	-	-	-	-	-	-	-	12,874	14,702	87.6%
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	125,677	-	-	-	-	-	-	-	125,677	149,362	84.1%
7400 Staff Development											
7410 Organizational Dues	16,894	-	-	-	-	-	-	-	16,894	32,000	52.8%
7420 Travel- Board	-	-	-	-	-	-	-	-	-	10,000	0.0%
7425 Travel- Agency	10,610	-	-	-	-	-	-	-	10,610	40,000	26.5%
7430 Training	4,882	-	-	-	-	-	-	-	4,882	60,000	8.1%
7440 Books & Periodicals	-	-	-	-	-	-	-	-	-	1,200	0.0%
7450 Staff Engagement	4,635	-	-	-	-	-	-	-	4,635	12,000	38.6%
7455 Meeting Expenses	3,153	-	-	-	-	-	-	-	3,153	12,000	26.3%
7460 Special Event	2,494	-	-	-	-	-	-	-	2,494	12,000	20.8%
7400 Staff Development	42,668	-	-	-	-	-	-	-	42,668	179,200	23.8%
7999 Indirect Costs Allocated	(695,816)	25,210	38,184	40,208	63,810	121,046	374,531	32,828	(0)	0	0.0%
Total 7000 Indirect Cost Pool	(299,390)	25,210	38,184	40,208	63,810	121,046	374,531	32,828	396,426	700,307	56.6%
Total Expenses	92,824	85,942	468,401	126,122	345,529	421,867	1,525,610	517,762	3,584,057	5,368,953	66.8%
<b>Net Operating Income (Loss) before Transfers</b>	<b>244,095</b>	<b>(85,942)</b>	<b>(71,392)</b>	<b>(101,122)</b>	<b>(59,624)</b>	<b>(61,500)</b>	<b>64,539</b>	<b>39,247</b>	<b>(31,699)</b>	<b>91,994</b>	<b>-34.5%</b>
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	-	-	-	-	-	-	(5,049)	-	(5,049)	-	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	(14,503)	-	2,440	(39,744)	-6.1%
895240 Transfer from VA Ches Bay Watershed	-	-	-	-	-	(6,739)	-	-	(6,739)	-	n/a
895410 Transfer from Extreme Heat (DOF)	-	-	-	-	-	-	(16,530)	-	(16,530)	-	n/a



**PlanRVA**  
PlanRVA Detail  
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PlanRVA Detail	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Actual YTD	% Year Elapsed	66.7%
										FY2024 Budget	% Budget Utilized
896320 Transfer to Reg'l Strat Plan	-	10,521	-	-	-	-	(4,657)	-	5,864	-	n/a
897220 Transfer to Special Planning Efforts	-	-	5,049	-	-	-	-	-	5,049	-	n/a
897315 Transfer to Scenario Planning	-	4,657	-	-	-	-	(10,521)	-	(5,864)	-	n/a
897340 Transfer to Active Transportation	-	-	-	-	-	14,503	(16,943)	-	(2,440)	39,744	-6.1%
897350 Transfer to System Resiliency	-	-	-	-	-	16,530	-	-	16,530	-	n/a
897700 Transfer from CVTA	-	-	-	-	-	-	-	-	-	(38,509)	0.0%
Total 890000 Transfers between Activities	-	15,178	5,049	-	-	47,977	(68,204)	-	-	(0)	0.0%
9000 Transfers to Capital Projects Reserve											
9101 Transfer for Office Furniture	(66,515)	-	-	-	-	-	-	-	(66,515)	(62,000)	107.3%
9102 Transfer for Computer Equipment	-	-	-	-	-	-	-	-	-	(25,000)	0.0%
Total 9000 Transfers to Capital Projects Reserve	(66,515)	-	-	-	-	-	-	-	(66,515)	(87,000)	76.5%
<b>Net Operating Income (Loss)</b>	<b>177,580</b>	<b>(70,763)</b>	<b>(66,343)</b>	<b>(101,122)</b>	<b>(59,624)</b>	<b>(13,524)</b>	<b>(3,665)</b>	<b>39,247</b>	<b>(98,215)</b>	<b>4,994</b>	<b>n/a</b>

# PlanRVA

PlanRVA Detail by Month

July 2023 - February 2024

PlanRVA Detail	202307	202308	202309	202310	202311	202312	202401	202402	FY2024	% Year Elapsed	66.7%
									Actual YTD	FY2024 Budget	% Budget Utilized
Revenue											
4100 Federal Revenue											
4101 MPO FHWA/PL Funds- Fed Share	96,236	105,274	75,387	82,936	79,617	130,193	101,678	107,923	779,242	1,456,034	53.5%
4102 MPO Sect 5303 Funds- Fed Share	23,139	37,427	27,612	28,101	41,475	42,731	32,263	32,627	265,376	716,365	37.0%
4105 MPO Pass-thru	(47,381)	47,381	39,728	-	25,445	-	-	160,740	225,914	320,000	70.6%
4111 FY20 Rural Coastal Va Mktg	1,439	3,802	3,014	-	-	-	-	-	8,255	7,992	103.3%
4113 Coastal TA & Resiliency	7,415	5,166	7,000	10,504	10,819	(1,425)	8,924	6,319	54,723	64,480	84.9%
4115 CBRAP- WIP3/ Fed Share	3,867	2,888	3,793	6,740	5,402	12,563	4,912	2,967	43,133	58,020	74.3%
4117 Extreme Heat DOF	2,222	4,242	4,123	4,851	2,545	(8,766)	851	-	10,069	8,525	118.1%
4119 EPA Grant	-	2,121	4,947	7,907	7,352	33,415	26,747	36,244	118,734	62,511	189.9%
4120 VDEM SHSP	7,851	9,584	5,812	6,681	6,950	5,882	11,238	10,489	64,487	74,996	86.0%
4121 Community Outreach	1,074	2,238	1,883	850	-	4,870	277	3,536	14,727	95,179	15.5%
4129 Emergency Mgmt Admin	-	-	-	-	-	-	-	-	-	15,475	0.0%
4130 VDEM Pass-Through Grants	13,140	22,906	6,999	27,853	9,211	19,865	12,799	22,601	135,374	143,775	94.2%
4140 Hazard Mitigation Fed Share	2,288	2,535	1,691	5,006	1,502	5,043	4,005	885	22,955	52,681	43.6%
4150 Critical Infrastrcture	1,143	1,795	796	7,337	5,001	4,016	7,457	6,895	34,440	-	n/a
Total 4100 Federal Revenue	112,433	247,358	182,786	188,767	195,318	248,387	211,153	391,227	1,777,429	3,076,031	57.8%
4200 State Revenue											
4201 MPO FHWA/PL Funds - State Share	12,029	13,594	9,626	10,533	10,437	16,244	12,864	13,367	98,695	182,004	54.2%
4202 MPO Sec. 5303 - State Share	2,892	4,678	3,477	3,533	5,237	5,338	4,052	4,063	33,271	89,546	37.2%
4205 MPO Pass-thru	(11,845)	11,845	9,932	-	6,361	-	-	40,185	56,478	80,000	70.6%
4220 Hazard Mitigation Plan	610	676	451	1,335	401	1,345	1,068	236	6,121	14,048	43.6%
4230 State Appropriation	10,663	10,663	10,663	10,663	10,663	10,663	10,663	10,663	85,304	126,061	67.7%
Total 4200 State Revenue	14,350	41,457	34,149	26,065	33,099	33,589	28,648	68,514	279,869	491,659	56.9%
4300 Local Revenue											
4301 TPO Assessment	-	-	46,095	8,101	-	-	-	-	54,196	54,196	100.0%
4310 Local Membership Dues	49,680	49,680	49,680	49,680	49,680	49,680	49,680	49,680	397,440	596,160	66.7%
4315 CVTA Reimbursement	29,609	70,918	33,241	40,308	51,342	80,097	161,994	50,566	518,075	385,087	134.5%
4316 CVTA Service Fee	2,661	6,792	1,218	1,925	3,028	5,904	14,418	2,989	38,935	38,509	101.1%
Total 4300 Local Revenue	81,950	127,389	130,234	100,014	104,051	135,680	226,092	103,235	1,008,646	1,073,952	93.9%
4400 Private Revenue											
4440 Regional Housing Grant - Partners	-	47,815	-	24,719	81,730	58,291	-	100,000	312,556	460,000	67.9%
4441 Regional Housing Grant - PlanRVA	7,746	10,786	8,604	21,783	7,517	1,573	1,445	-	59,453	42,500	139.9%
4450 FOLAR Grant	6,440	6,440	6,440	6,440	6,440	6,440	6,440	6,440	51,520	77,280	66.7%
4460 Project Partner Revenue	-	-	5,875	-	-	-	-	-	5,875	75,000	7.8%
4470 Special Project Revenue	-	-	1,498	4,460	11,398	22,314	12,280	-	51,950	150,000	34.6%
4475 Donated Services	-	-	-	-	-	-	-	-	-	8,525	0.0%
4801 Interest Income	184	681	669	697	681	706	467	367	4,452	6,000	74.2%
4810 Miscellaneous	-	-	769	-	-	(161)	-	-	608	-	n/a
Total 4400 Private Revenue	14,370	65,722	23,855	58,098	107,767	89,163	20,632	106,807	486,414	819,305	59.4%

# PlanRVA

PlanRVA Detail by Month

July 2023 - February 2024

PlanRVA Detail	202307	202308	202309	202310	202311	202312	202401	202402	FY2024 Actual YTD	% Year Elapsed	66.7%
										FY2024 Budget	% Budget Utilized
4900 Revenue Distribution											
491100 Local Match from General	24,894	28,132	(21,751)	18,099	27,521	23,646	27,098	24,701	152,340	307,842	49.5%
494140 Local Match to Hazard Mitigation	(153)	(169)	(113)	(334)	(100)	(319)	(184)	(59)	(1,429)	(3,512)	40.7%
495101 Local Match to ANPDC Eco Tourism	(1,439)	(3,802)	(3,382)	-	-	-	-	-	(8,623)	(7,992)	107.9%
495102 Local Match to Eco Technical Asst	(7,415)	(5,166)	(7,000)	(10,281)	(10,819)	1,425	(8,924)	(6,319)	(54,500)	(64,480)	84.5%
495240 Local Match to Ches Bay Watershed	(967)	(722)	(948)	(1,685)	(1,350)	(3,141)	(1,228)	(769)	(10,810)	(14,505)	74.5%
497110 Local Match to MPO Prog Mgmt	(1,585)	(1,320)	2,905	(568)	(1,616)	(2,639)	(2,519)	(2,450)	(9,792)	(22,654)	43.2%
497120 Local Match to UPWP Budget	(192)	(832)	1,023	(129)	(416)	(772)	(751)	(688)	(2,756)	(5,830)	47.3%
497210 Local Match to Public Outreach	(1,353)	(2,432)	3,785	(513)	(1,525)	(3,914)	(2,128)	(2,721)	(10,801)	(15,137)	71.4%
497220 Local Match to Special Planning Efforts	(1,697)	(1,764)	3,461	(497)	(1,697)	(1,634)	(1,797)	(2,714)	(8,339)	(23,662)	35.2%
497230 Local Match to Contingency Funding	-	-	-	-	-	-	-	-	-	(32,461)	0.0%
497310 Local Match to Long Range Trans Plan	(214)	(467)	681	(65)	(50)	(158)	(251)	(559)	(1,083)	(5,320)	20.4%
497315 Local Match to Scenario Planning	(3,795)	(3,942)	7,737	(1,411)	(2,316)	(2,652)	(2,414)	(2,355)	(11,148)	(28,328)	39.4%
497320 Local Match to Travel Demand Model	(159)	(6)	166	(33)	-	(255)	(172)	(39)	(499)	(6,804)	7.3%
497330 Local Match to Transit	(1,454)	(2,267)	3,721	(763)	(3,219)	(1,239)	(1,526)	(1,183)	(7,930)	(21,192)	37.4%
497340 Local Match to Act Trans - Bike/Ped	(1,582)	(2,597)	4,179	(958)	(1,725)	(1,756)	(1,739)	(1,724)	(7,902)	(19,982)	39.5%
497350 Local Match to System Resiliency	(1,396)	(977)	2,373	(511)	(659)	(2,402)	(1,304)	(855)	(5,731)	(8,700)	65.9%
497410 Local Match to Perf Based Trans Plng	-	(59)	59	-	(329)	(2,370)	(445)	(763)	(3,907)	(5,892)	66.3%
497420 Local Match to Financial Prog/TIP	(1,475)	(1,611)	3,085	(315)	(1,700)	(1,872)	(1,714)	(1,503)	(7,104)	(19,698)	36.1%
497430 Local Match to Rail & Freight	(20)	-	20	(36)	-	50	-	-	14	(1,694)	-0.8%
Total 4900 Revenue Distribution	0	0	(0)	0	(0)	0	0	0	0	-	n/a
<b>Total Revenue</b>	<b>223,103</b>	<b>481,927</b>	<b>371,023</b>	<b>372,944</b>	<b>440,234</b>	<b>506,820</b>	<b>486,525</b>	<b>669,782</b>	<b>3,552,358</b>	<b>5,460,947</b>	<b>65.1%</b>
<b>Expenses</b>											
5100 Salaries & Wages											
5101 Salaries & Wages	(8,092)	(12,375)	13,951	(15,624)	(13,697)	(6,701)	(17,529)	9,358	(50,708)	2,345,362	-2.2%
5102 Salaries & Wages - Allocated	112,943	137,864	109,950	135,534	116,120	114,150	140,678	136,008	1,003,246	(628,144)	-159.7%
5111 Wages Allocated - Program	-	-	16,896	16,896	16,896	16,896	16,896	16,896	101,375	4,207	2410.0%
5113 Wages Allocated - Administrative	24,127	30,246	27,368	32,525	35,811	31,989	31,645	31,462	245,174	268,326	91.4%
5120 Wages Allocated - Paid Time Off	32,899	19,200	32,646	24,493	53,833	47,033	32,818	12,884	255,807	355,612	71.9%
Total 5100 Salaries & Wages	161,878	174,935	200,811	193,824	208,963	203,366	204,508	206,608	1,554,894	2,345,362	66.3%
5500 Fringe Benefit Pool											
5510 Payroll Taxes	11,597	12,552	14,651	14,118	15,137	14,635	17,752	15,853	116,294	186,630	62.3%
5520 Retirement	17,076	16,776	17,584	20,166	19,701	18,873	18,873	15,829	144,878	181,146	80.0%
5530 Healthcare	19,542	21,256	17,699	23,099	22,970	25,756	23,056	23,056	176,434	286,320	61.6%
5531 FSH/HAS Health Accounts	(625)	(418)	(1,142)	(1,630)	(1,200)	(1,182)	1,762	1,278	(3,157)	2,580	-122.4%
5540 LTD Insurance	(101)	1,390	3,075	1,567	1,613	1,297	1,297	1,297	11,436	24,300	47.1%
5590 Leave Paid Out	-	-	-	-	-	-	-	-	-	10,000	0.0%
5599 Fringe Benefits Allocated	(0)	0	0	(0)	(0)	0	0	(0)	(0)	(0)	0.0%
Total 5500 Fringe Benefit Pool	47,488	51,556	51,867	57,320	58,221	59,379	62,741	57,313	445,884	690,976	64.5%

# PlanRVA

PlanRVA Detail by Month

July 2023 - February 2024

PlanRVA Detail	202307	202308	202309	202310	202311	202312	202401	202402	FY2024 Actual YTD	% Year Elapsed	66.7%
										FY2024 Budget	% Budget Utilized
6000 Direct Cost Pool											
6120 Legal Fees	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	32,000	42,000	76.2%
6130 Contracted Services	3,343	42,283	900	5,500	37,860	65,679	124,268	4,471	284,304	402,308	70.7%
6131 Donated Services	-	-	-	-	-	-	-	-	-	8,525	0.0%
6150 Advertising	218	10,916	2,618	29,103	1,188	28,259	17,381	19,315	108,999	94,600	115.2%
6220 Insurance	2,843	-	-	-	-	-	-	-	2,843	-	n/a
6230 Printing	-	-	-	-	-	1,000	-	-	1,000	1,200	83.3%
6235 Supplies	-	52	16	-	97	15	-	-	180	-	n/a
6290 Miscellaneous	-	18	-	-	-	-	-	-	18	22,200	0.1%
6320 Software Services	50	50	432	693	432	401	86	414	2,557	11,700	21.9%
6350 Computer Supplies	-	-	-	-	-	-	-	-	-	10,500	0.0%
6360 Technology Services	-	-	-	-	-	-	-	-	-	-	n/a
6410 Organizational Dues	7,008	-	-	-	-	399	1,022	170	8,599	8,100	106.2%
6425 Travel- Agency	1,904	412	2,682	711	2,575	248	1,323	2,253	12,109	7,200	168.2%
6430 Training	2,830	-	-	-	-	874	1,305	2,835	7,844	13,000	60.3%
6450 Staff Engagement	-	-	321	231	(4)	-	-	-	548	-	n/a
6455 Meeting Expenses	611	6	274	654	-	1,623	14	3,890	7,072	7,200	98.2%
6500 Bad Debt Expense	-	6,888	2,110	-	-	27,177	320	-	36,495	-	n/a
6460 Special Event	362	-	-	-	(181)	-	-	-	181	-	n/a
6510 Grant Sub-recipient: Contractors	-	47,815	-	24,719	81,730	58,291	-	100,000	312,556	460,000	67.9%
6590 Miscellaneous Pass-thru	(46,046)	77,132	62,473	1,562	39,548	365	12,849	221,664	369,548	543,775	68.0%
Total 6000 Direct Cost Pool	(22,877)	189,573	75,827	67,173	167,244	188,332	162,568	359,012	1,186,852	1,632,308	72.7%
7000 Indirect Cost Pool											
7100 Professional Fees											
7111 Bank Fees	91	100	63	68	60	67	66	85	600	1,200	50.0%
7120 Legal Fees	3,000	3,000	3,000	6,120	3,000	3,000	3,000	3,000	27,120	10,000	271.2%
7121 Legal Fees - General	-	-	-	-	-	-	-	-	-	36,000	0.0%
7130 Contracted Services	-	-	-	-	-	11,275	290	-	11,565	12,000	96.4%
7131 Consultants: Recurring	-	-	-	-	-	-	-	-	-	-	n/a
7132 Consultants: Non-recurring	-	-	-	-	-	-	-	-	-	-	n/a
7150 Advertising	16	140	3,048	451	118	784	1,872	47	6,476	30,000	21.6%
Total 7100 Professional Fees	3,107	3,240	6,111	6,639	3,178	15,126	5,229	3,132	45,761	89,200	51.3%
7200 General Operations											
7210 Rent	19,034	18,251	18,400	18,449	19,151	18,253	18,193	18,332	148,063	217,445	68.1%
7220 Insurance	8,283	-	(94)	351	-	-	-	-	8,540	8,000	106.8%
7230 Printing	988	2,435	988	988	1,920	6,704	988	2,112	17,125	19,100	89.7%
7235 Supplies	369	226	1,689	652	587	1,187	1,029	1,005	6,743	18,000	37.5%
7240 Postage	-	-	-	-	-	-	-	-	-	300	0.0%
7290 Miscellaneous	-	9	499	1,286	25	15	15	-	1,849	19,700	9.4%
Total 7200 General Operations	28,674	20,921	21,481	21,726	21,684	26,160	20,225	21,449	182,320	282,545	64.5%

# PlanRVA

PlanRVA Detail by Month

July 2023 - February 2024

PlanRVA Detail	202307	202308	202309	202310	202311	202312	202401	202402	FY2024 Actual YTD	% Year Elapsed	66.7%
										FY2024 Budget	% Budget Utilized
7300 Technology Operations											
7310 Virtual Desktop Operations	8,308	9,096	9,096	9,096	9,096	9,096	9,096	9,096	71,984	90,000	80.0%
7320 Software Services	18,598	6,962	1,321	4,255	2,556	2,332	2,549	2,194	40,767	35,660	114.3%
7330 Communication Technology	5,371	1,315	811	1,726	736	1,315	1,182	418	12,874	14,702	87.6%
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	32,277	17,373	11,281	15,078	12,389	12,744	12,827	11,709	125,677	149,362	84.1%
7400 Staff Development											
7410 Organizational Dues	150	7,000	(650)	170	1,400	824	1,000	7,000	16,894	32,000	52.8%
7420 Travel- Board	-	-	-	-	-	-	-	-	-	10,000	0.0%
7425 Travel- Agency	2,924	1,083	952	1,847	1,450	732	5	1,618	10,610	40,000	26.5%
7430 Training	125	650	10	35	-	702	610	2,750	4,882	60,000	8.1%
7440 Books & Periodicals	-	-	-	-	-	-	-	-	-	1,200	0.0%
7450 Staff Engagement	370	478	472	820	1,734	360	362	39	4,635	12,000	38.6%
7455 Meeting Expenses	-	-	38	-	388	1,331	319	1,076	3,153	12,000	26.3%
7460 Special Event	(819)	(1,455)	-	-	4,429	339	-	-	2,494	12,000	20.8%
7400 Staff Development	2,750	7,755	822	2,872	9,402	4,288	2,297	12,483	42,668	179,200	23.8%
7999 Indirect Costs Allocated	0	0	-	(0)	0	0	0	0	0	0	0.0%
Total 7000 Indirect Cost Pool	66,807	49,289	39,696	46,314	46,653	58,317	40,578	48,772	396,426	700,307	56.6%
Total Expenses	253,297	465,354	368,201	364,631	481,082	509,394	470,394	671,705	3,584,057	5,368,953	66.8%
Net Operating Income (Loss) before Transfers	(30,195)	16,573	2,823	8,313	(40,848)	(2,574)	16,131	(1,923)	(31,699)	91,994	-34.5%
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)	(2,575)	(358)	(5,049)	-	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'I 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	828	5,877	1,802	5,294	3,142	(4,833)	(6,431)	(3,239)	2,440	(39,744)	-6.1%
895240 Transfer from VA Ches Bay Watershed	-	-	-	-	-	(6,739)	-	-	(6,739)	-	n/a
895410 Transfer from Extreme Heat (DOF)	-	-	-	-	-	(10,908)	(3,196)	(2,426)	(16,530)	-	n/a

## PlanRVA

PlanRVA Detail by Month

July 2023 - February 2024

PlanRVA Detail	202307	202308	202309	202310	202311	202312	202401	202402	FY2024 Actual YTD	% Year Elapsed	66.7%
										FY2024 Budget	% Budget Utilized
896320 Transfer to Reg'l Strat Plan	-	632	2,534	2,076	5,280	(1,734)	(1,433)	(1,490)	5,864	-	n/a
897220 Transfer to Special Planning Efforts	-	-	-	-	-	2,116	2,575	358	5,049	-	n/a
897315 Transfer to Scenario Planning	-	(632)	(2,534)	(2,076)	(5,280)	1,734	1,433	1,490	(5,864)	-	n/a
897340 Transfer to Active Transportation	(828)	(5,877)	(1,802)	(5,294)	(3,142)	4,833	6,431	3,239	(2,440)	39,744	-6.1%
897350 Transfer to System Resiliency	-	-	-	-	-	10,908	3,196	2,426	16,530	-	n/a
897700 Transfer from CVTA	-	-	-	-	-	-	-	-	-	(38,509)	0.0%
Total 890000 Transfers between Activities	-	-	0	0	0	0	0	(0)	0	(0)	0.0%
9000 Transfers to Capital Projects Reserve											
9101 Transfer for Office Furniture	(28,593)	(2,385)	(420)	(33,300)	-	-	(1,818)	-	(66,515)	(62,000)	107.3%
9102 Transfer for Computer Equipment	-	-	-	-	-	-	-	-	-	(25,000)	0.0%
Total 9000 Transfers to Capital Projects Reserve	(28,593)	(2,385)	(420)	(33,300)	-	-	(1,818)	-	(66,515)	(87,000)	76.5%
<b>Net Operating Income (Loss)</b>	<b>(58,787)</b>	<b>14,188</b>	<b>2,403</b>	<b>(24,986)</b>	<b>(40,848)</b>	<b>(2,574)</b>	<b>14,314</b>	<b>(1,923)</b>	<b>(98,215)</b>	<b>4,994</b>	<b>n/a</b>



# PlanRVA

PlanRVA Summary

FY2024 Budget version 2

July 2023 - June 2024

## FY2024 Budget version 2 - Proposed

PlanRVA Summary	FY2024 Budget version 2 - Proposed									Version 1	Change	
	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Proposed	FY2024 Approved	Increase or (Decrease)	% Increase or (Decrease)
Income												
4100 Federal Funding	-	-	-	-	370,956	339,828	2,510,820	-	3,221,604	3,076,031	145,573	4.7%
4200 State Funding	127,956	-	-	-	11,123	-	353,853	-	492,931	491,659	1,272	0.3%
4300 Local Funding	596,160	-	-	-	-	-	54,196	418,064	1,068,420	1,073,952	(5,532)	-0.5%
4400 Private Funding	17,450	-	436,872	73,000	6,375	85,805	-	-	619,502	819,305	(199,803)	-24.4%
4900 Revenue Distribution	(412,839)	-	-	-	3,512	86,976	322,351	-	-	-	-	n/a
Total Income	328,727	-	436,872	73,000	391,965	512,609	3,241,220	418,064	5,402,457	5,460,947	(58,490)	-1.1%
Expenses												
5000 Personnel Expenses												
5100 Salaries & Wages	645,641	41,601	67,519	53,368	118,792	261,243	1,030,202	70,024	2,288,390	2,345,362	(56,972)	-2.4%
5500 Fringe Benefit Pool	(83,687)	21,187	34,387	27,180	60,501	133,051	494,080	35,663	722,363	690,976	31,386	4.5%
Total 5000 Personnel Expenses	561,953	62,788	101,907	80,548	179,293	394,294	1,524,283	105,687	3,010,752	3,036,338	(25,586)	-0.8%
6000 Direct Cost Pool	-	21,000	386,713	1,200	166,130	45,525	834,703	223,627	1,678,898	1,632,308	46,590	2.9%
7000 Indirect Cost Pool												
7100 Professional Fees	69,200	-	-	-	-	-	-	-	69,200	89,200	(20,000)	-22.4%
7200 General Operations	276,545	-	-	-	-	-	-	-	276,545	282,545	(6,000)	-2.1%
7300 Technology Operations	159,362	-	-	-	-	-	-	-	159,362	149,362	10,000	6.7%
7400 Staff Development	110,500	-	-	-	-	-	-	-	110,500	179,200	(68,700)	-38.3%
7900 Indirect Cost Allocations	(1,186,237)	29,353	47,641	37,656	83,819	184,333	752,691	50,744	0	0	(0)	-100.0%
Total 7000 Indirect Cost Pool	(570,630)	29,353	47,641	37,656	83,819	184,333	752,691	50,744	615,607	700,307	(84,700)	-12.1%
Total Expenses	(8,677)	113,142	536,260	119,404	429,242	624,152	3,111,677	380,058	5,305,257	5,368,953	(63,696)	-1.2%
Net Operating Income (Loss) before Transfers	337,404	(113,142)	(99,388)	(46,404)	(37,277)	(111,543)	129,543	38,006	97,200	91,994	5,206	5.7%
890000 Transfers between Activities	(240,204)	113,142	99,388	46,404	37,277	111,543	(129,543)	(38,006)	-	(0)	0	-100.0%
Net Operating Income (Loss)	97,200	-	-	-	-	-	0	(0)	97,200	91,994	5,206	5.7%
Transfers to Capital Projects Reserve												
9100 Capital Expense & Projects	(91,515)	-	-	-	-	-	-	-	(91,515)	(87,000)	(4,515)	5.2%
Net Income (Loss)	5,685	-	-	-	-	-	-	-	5,685	4,994	691	13.8%

# PlanRVA

PlanRVA Detail

FY2024 Budget version 2

July 2023 - January 2024

FY2024 Budget version 2 - Proposed										Version 1	Change	
PlanRVA Detail	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Proposed	FY2024 Approved	Increase or (Decrease)	% Increase or (Decrease)
<b>Revenue</b>												
4100 Federal Revenue												
4101 MPO FHWA/PL Funds- Fed Share	-	-	-	-	-	-	1,463,101	-	1,463,101	1,456,034	7,068	0.5%
4102 MPO Sect 5303 Funds- Fed Share	-	-	-	-	-	-	727,719	-	727,719	716,365	11,354	1.6%
4105 MPO Pass-thru	-	-	-	-	-	-	320,000	-	320,000	320,000	-	0.0%
4111 FY20 Rural Coastal Va Mktg	-	-	-	-	-	17,133	-	-	17,133	7,992	9,142	114.4%
4113 Coastal TA & Resiliency	-	-	-	-	-	75,233	-	-	75,233	64,480	10,754	16.7%
4115 CBRAP- WIP3/ Fed Share	-	-	-	-	-	75,443	-	-	75,443	58,020	17,423	30.0%
4117 Extreme Heat DOF	-	-	-	-	-	9,217	-	-	9,217	8,525	693	8.1%
4119 EPA Grant	-	-	-	-	-	162,801	-	-	162,801	62,511	100,290	160.4%
4120 VDEM SHSP	-	-	-	-	74,996	-	-	-	74,996	74,996	-	0.0%
4121 Community Outreach	-	-	-	-	57,000	-	-	-	57,000	95,179	(38,179)	-40.1%
4129 Emergency Mgmt Admin	-	-	-	-	15,475	-	-	-	15,475	15,475	-	0.0%
4130 VDEM Pass-Through Grants	-	-	-	-	143,775	-	-	-	143,775	143,775	-	0.0%
4140 Hazard Mitigation Fed Share	-	-	-	-	41,710	-	-	-	41,710	52,681	(10,971)	-20.8%
4150 Critical Infrastrcture	-	-	-	-	38,000	-	-	-	38,000	-	38,000	n/a
Total 4100 Federal Revenue	-	-	-	-	370,956	339,828	2,510,820	-	3,221,604	3,076,031	145,573	104.7%
4200 State Revenue												
4201 MPO FHWA/PL Funds - State Share	-	-	-	-	-	-	182,888	-	182,888	182,004	883	0.5%
4202 MPO Sec. 5303 - State Share	-	-	-	-	-	-	90,965	-	90,965	89,546	1,419	1.6%
4205 MPO Pass-thru	-	-	-	-	-	-	80,000	-	80,000	80,000	-	0.0%
4220 Hazard Mitigation Plan	-	-	-	-	11,123	-	-	-	11,123	14,048	(2,926)	-20.8%
4230 State Appropriation	127,956	-	-	-	-	-	-	-	127,956	126,061	1,895	1.5%
Total 4200 State Revenue	127,956	-	-	-	11,123	-	353,853	-	492,931	491,659	1,272	100.3%
4300 Local Revenue												
4301 TPO Assessment	-	-	-	-	-	-	54,196	-	54,196	54,196	-	0.0%
4310 Local Membership Dues	596,160	-	-	-	-	-	-	-	596,160	596,160	-	0.0%
4315 CVTA Reimbursement	-	-	-	-	-	-	-	380,058	380,058	385,087	(5,029)	-1.3%
4316 CVTA Service Fee	-	-	-	-	-	-	-	38,006	38,006	38,509	(503)	-1.3%
Total 4300 Local Revenue	596,160	-	-	-	-	-	54,196	418,064	1,068,420	1,073,952	(5,532)	99.5%
4400 Private Revenue												
4440 Regional Housing Grant - Partners	-	-	347,728	-	-	-	-	-	347,728	460,000	(112,272)	-24.4%
4441 Regional Housing Grant - PlanRVA	-	-	64,144	-	-	-	-	-	64,144	42,500	21,644	50.9%
4450 FOLAR Grant	-	-	-	-	-	77,280	-	-	77,280	77,280	-	0.0%
4460 Project Partner Revenue	-	-	-	48,000	5,875	-	-	-	53,875	75,000	(21,125)	-28.2%
4470 Special Project Revenue	10,000	-	25,000	25,000	-	-	-	-	60,000	150,000	(90,000)	-60.0%
4475 Donated Services	-	-	-	-	-	8,525	-	-	8,525	8,525	0	0.0%
4801 Interest Income	6,000	-	-	-	-	-	-	-	6,000	6,000	-	0.0%
4810 Miscellaneous	1,450	-	-	-	500	-	-	-	1,950	-	1,950	n/a
Total 4400 Private Revenue	17,450	-	436,872	73,000	6,375	85,805	-	-	619,502	819,305	(199,803)	75.6%

# PlanRVA

PlanRVA Detail

FY2024 Budget version 2

July 2023 - January 2024

FY2024 Budget version 2 - Proposed										Version 1	Change	
PlanRVA Detail	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Proposed	FY2024 Approved	Increase or (Decrease)	% Increase or (Decrease)
4900 Revenue Distribution												
491100 Local Match from General	-	-	-	-	3,512	86,976	322,351	-	412,839	307,842	104,997	34.1%
494140 Local Match to Hazard Mitigation	(3,512)	-	-	-	-	-	-	-	(3,512)	(3,512)	-	0.0%
495101 Local Match to ANPDC Eco Tourism	(7,992)	-	-	-	-	-	-	-	(7,992)	(7,992)	-	0.0%
495102 Local Match to Eco Technical Asst	(64,480)	-	-	-	-	-	-	-	(64,480)	(64,480)	-	0.0%
495240 Local Match to Ches Bay Watershed	(14,505)	-	-	-	-	-	-	-	(14,505)	(14,505)	-	0.0%
497110 Local Match to MPO Prog Mgmt	(33,598)	-	-	-	-	-	-	-	(33,598)	(22,654)	(10,944)	48.3%
497120 Local Match to UPWP Budget	(8,647)	-	-	-	-	-	-	-	(8,647)	(5,830)	(2,817)	48.3%
497210 Local Match to Public Outreach	(22,449)	-	-	-	-	-	-	-	(22,449)	(15,137)	(7,312)	48.3%
497220 Local Match to Special Planning Efforts	(35,092)	-	-	-	-	-	-	-	(35,092)	(23,662)	(11,430)	48.3%
497230 Local Match to Contingency Funding	(48,142)	-	-	-	-	-	-	-	(48,142)	(32,461)	(15,681)	48.3%
497310 Local Match to Long Range Trans Plan	(7,890)	-	-	-	-	-	-	-	(7,890)	(5,320)	(2,570)	48.3%
497315 Local Match to Scenario Planning	(42,012)	-	-	-	-	-	-	-	(42,012)	(28,328)	(13,684)	48.3%
497320 Local Match to Travel Demand Model	(10,091)	-	-	-	-	-	-	-	(10,091)	(6,804)	(3,287)	48.3%
497330 Local Match to Transit	(31,430)	-	-	-	-	-	-	-	(31,430)	(21,192)	(10,237)	48.3%
497340 Local Match to Act Trans - Bike/Ped	(29,634)	-	-	-	-	-	-	-	(29,634)	(19,982)	(9,653)	48.3%
497350 Local Match to System Resiliency	(12,903)	-	-	-	-	-	-	-	(12,903)	(8,700)	(4,203)	48.3%
497410 Local Match to Perf Based Trans Plng	(8,738)	-	-	-	-	-	-	-	(8,738)	(5,892)	(2,846)	48.3%
497420 Local Match to Financial Prog/TIP	(29,213)	-	-	-	-	-	-	-	(29,213)	(19,698)	(9,515)	48.3%
497430 Local Match to Rail & Freight	(2,513)	-	-	-	-	-	-	-	(2,513)	(1,694)	(818)	48.3%
Total 4900 Revenue Distribution	(412,839)	-	-	-	3,512	86,976	322,351	-	-	-	(0)	n/a
<b>Total Revenue</b>	<b>328,727</b>	<b>-</b>	<b>436,872</b>	<b>73,000</b>	<b>391,965</b>	<b>512,609</b>	<b>3,241,220</b>	<b>418,064</b>	<b>5,402,457</b>	<b>5,460,947</b>	<b>(58,490)</b>	<b>98.9%</b>
<b>Expenses</b>												
5100 Salaries & Wages												
5101 Salaries & Wages	2,288,390	-	-	-	-	-	-	-	2,288,390	2,345,362	(56,972)	-2.4%
5102 Salaries & Wages - Allocated	(2,270,893)	41,601	67,519	53,368	118,792	261,243	1,030,202	70,024	(628,144)	(628,144)	-	0.0%
5111 Wages Allocated - Program	4,207	-	-	-	-	-	-	-	4,207	4,207	-	0.0%
5113 Wages Allocated - Administrative	268,326	-	-	-	-	-	-	-	268,326	268,326	-	0.0%
5120 Wages Allocated - Paid Time Off	355,612	-	-	-	-	-	-	-	355,612	355,612	-	0.0%
Total 5100 Salaries & Wages	645,641	41,601	67,519	53,368	118,792	261,243	1,030,202	70,024	2,288,390	2,345,362	(56,972)	97.6%
5500 Fringe Benefit Pool												
5510 Payroll Taxes	179,229	-	-	-	-	-	-	-	179,229	186,630	(7,401)	-4.0%
5520 Retirement	243,367	-	-	-	-	-	-	-	243,367	181,146	62,221	34.3%
5530 Healthcare	283,322	-	-	-	-	-	-	-	283,322	286,320	(2,998)	-1.0%
5531 FSH/HAS Health Accounts	403	-	-	-	-	-	-	-	403	2,580	(2,177)	-84.4%
5540 LTD Insurance	16,041	-	-	-	-	-	-	-	16,041	24,300	(8,259)	-34.0%
5590 Leave Paid Out	-	-	-	-	-	-	-	-	-	10,000	(10,000)	-100.0%
5599 Fringe Benefits Allocated	(806,050)	21,187	34,387	27,180	60,501	133,051	494,080	35,663	(0)	(0)	(0)	0.0%
Total 5500 Fringe Benefit Pool	(83,687)	21,187	34,387	27,180	60,501	133,051	494,080	35,663	722,363	690,976	31,386	104.5%

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FY2024 Budget version 2 - Proposed										Version 1	Change	
PlanRVA Detail	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Proposed	FY2024 Approved	Increase or (Decrease)	% Increase or (Decrease)
6000 Direct Cost Pool												
6120 Legal Fees	-	-	-	-	-	-		42,000	42,000	42,000	-	0.0%
6130 Contracted Services	-	-	-	-	28,000	-	353,422	174,427	555,849	402,308	153,541	38.2%
6131 Donated Services	-	-	-	-	-	8,525		-	8,525	8,525	0	0.0%
6150 Advertising	-	9,000	1,600	-	26,000	34,000	24,000	-	94,600	94,600	-	0.0%
6220 Insurance	-	-	-	-	-	-		3,000	3,000	-	3,000	n/a
6230 Printing	-	-	-	-	-	-	1,200	-	1,200	1,200	-	0.0%
6235 Supplies	-	-	-	-	-	-	1,000	-	1,000	-	1,000	n/a
6290 Miscellaneous	-	12,000	3,000	-	3,000	3,000	-	1,200	22,200	22,200	-	0.0%
6320 Software Services	-	-	-	1,200	-	-	10,500	-	11,700	11,700	-	0.0%
6350 Computer Supplies	-	-	-	-	-	-	10,500	-	10,500	10,500	-	0.0%
6360 Technology Services	-	-	-	-	-	-		-	-	-	-	n/a
6410 Organizational Dues	-	-	-	-	600	-	7,500	-	8,100	8,100	-	0.0%
6425 Travel- Agency	-	-	-	-	6,000	-	1,200	-	7,200	7,200	-	0.0%
6430 Training	-	-	-	-	3,000	-	10,000	-	13,000	13,000	-	0.0%
6450 Staff Engagement	-	-	-	-	-	-	-	-	-	-	-	n/a
6455 Meeting Expenses	-	-	-	-	-	-	4,200	3,000	7,200	7,200	-	0.0%
6500 Bad Debt Expense	-	-	34,385	-	2,110	-		-	36,495	-	36,495	n/a
6460 Special Event	-	-	-	-	-	-	11,181	-	11,181	-	11,181	n/a
6510 Grant Sub-recipient: Contractors	-	-	347,728	-	-	-	-	-	347,728	460,000	(112,272)	-24.4%
6590 Miscellaneous Pass-thru	-	-	-	-	97,420	-	400,000	-	497,420	543,775	(46,355)	-8.5%
Total 6000 Direct Cost Pool	-	21,000	386,713	1,200	166,130	45,525	834,703	223,627	1,678,898	1,632,308	46,590	102.9%
7000 Indirect Cost Pool												
7100 Professional Fees												
7111 Bank Fees	1,200	-	-	-	-	-	-	-	1,200	1,200	-	0.0%
7120 Legal Fees	5,000	-	-	-	-	-	-	-	5,000	10,000	(5,000)	-50.0%
7121 Legal Fees - General	36,000	-	-	-	-	-	-	-	36,000	36,000	-	0.0%
7130 Contracted Services	12,000	-	-	-	-	-	-	-	12,000	12,000	-	0.0%
7131 Consultants: Recurring	-	-	-	-	-	-	-	-	-	-	-	n/a
7132 Consultants: Non-recurring	-	-	-	-	-	-	-	-	-	-	-	n/a
7150 Advertising	15,000	-	-	-	-	-	-	-	15,000	30,000	(15,000)	-50.0%
Total 7100 Professional Fees	69,200	-	-	-	-	-	-	-	69,200	89,200	(20,000)	77.6%
7200 General Operations												
7210 Rent	227,445	-	-	-	-	-	-	-	227,445	217,445	10,000	4.6%
7220 Insurance	9,000	-	-	-	-	-	-	-	9,000	8,000	1,000	12.5%
7230 Printing	19,100	-	-	-	-	-	-	-	19,100	19,100	-	0.0%
7235 Supplies	12,000	-	-	-	-	-	-	-	12,000	18,000	(6,000)	-33.3%
7240 Postage	300	-	-	-	-	-	-	-	300	300	-	0.0%
7290 Miscellaneous	8,700	-	-	-	-	-	-	-	8,700	19,700	(11,000)	-55.8%
Total 7200 General Operations	276,545	-	-	-	-	-	-	-	276,545	282,545	(6,000)	97.9%

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FY2024 Budget version 2 - Proposed										Version 1	Change	
PlanRVA Detail	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Proposed	FY2024 Approved	Increase or (Decrease)	% Increase or (Decrease)
7300 Technology Operations												
7310 Virtual Desktop Operations	102,000	-	-	-	-	-	-	-	102,000	90,000	12,000	13.3%
7320 Software Services	39,000	-	-	-	-	-	-	-	39,000	35,660	3,340	9.4%
7330 Communication Technology	15,362	-	-	-	-	-	-	-	15,362	14,702	660	4.5%
7340 Desktops & Support	500	-	-	-	-	-	-	-	500	3,000	(2,500)	-83.3%
7350 Computer Supplies	2,000	-	-	-	-	-	-	-	2,000	3,000	(1,000)	-33.3%
7360 Technology Services	500	-	-	-	-	-	-	-	500	3,000	(2,500)	-83.3%
Total 7300 Technology Operations	159,362	-	-	-	-	-	-	-	159,362	149,362	-	106.7%
7400 Staff Development												
7410 Organizational Dues	20,000	-	-	-	-	-	-	-	20,000	32,000	(12,000)	-37.5%
7420 Travel- Board	12,000	-	-	-	-	-	-	-	12,000	10,000	2,000	20.0%
7425 Travel- Agency	20,000	-	-	-	-	-	-	-	20,000	40,000	(20,000)	-50.0%
7430 Training	30,000	-	-	-	-	-	-	-	30,000	60,000	(30,000)	-50.0%
7440 Books & Periodicals	500	-	-	-	-	-	-	-	500	1,200	(700)	-58.3%
7450 Staff Engagement	10,000	-	-	-	-	-	-	-	10,000	12,000	(2,000)	-16.7%
7455 Meeting Expenses	8,000	-	-	-	-	-	-	-	8,000	12,000	(4,000)	-33.3%
7460 Special Event	10,000	-	-	-	-	-	-	-	10,000	12,000	(2,000)	-16.7%
7400 Staff Development	110,500	-	-	-	-	-	-	-	110,500	179,200	(68,700)	61.7%
7999 Indirect Costs Allocated	(1,186,237)	29,353	47,641	37,656	83,819	184,333	752,691	50,744	0	0	(0)	-100.0%
Total 7000 Indirect Cost Pool	(570,630)	29,353	47,641	37,656	83,819	184,333	752,691	50,744	615,607	700,307	(94,700)	87.9%
Total Expenses	(8,677)	113,142	536,260	119,404	429,242	624,152	3,111,677	380,058	5,305,257	5,368,953	(63,696)	-1.2%
Net Operating Income (Loss) before Transfers	337,404	(113,142)	(99,388)	(46,404)	(37,277)	(111,543)	129,543	38,006	97,200	91,994	5,206	105.7%

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FY2024 Budget version 2 - Proposed										Version 1	Change	
PlanRVA Detail	Administration	Community Engagement	Community Development	Data Research & Analysis	Emergency Management	Environment	Transportation	CVTA	FY2024 Proposed	FY2024 Approved	Increase or (Decrease)	% Increase or (Decrease)
890000 Transfers between Activities												
891100 Transfer from General Fund	-	82,743	50,185	46,404	27,530	71,349	-	-	278,210	410,958	(132,747)	-32.3%
891100 Transfer to General Fund	38,006	-	-	-	-	-	-	-	38,006	38,509	(503)	-1.3%
891700 Transfer to Public Engagement	(82,743)	-	-	-	-	-	-	-	(82,743)	(112,176)	29,433	-26.2%
892100 Transfer to Comm Dev Admin	(50,185)	-	-	-	-	-	-	-	(50,185)	(9,371)	(40,815)	435.6%
892200 Transfer from Local Tech Asst	-	-	-	-	-	-	(49,203)	-	(49,203)	-	(49,203)	n/a
892440 Transfer to Regional Housing	-	-	-	-	-	-	-	-	-	(2,114)	2,114	-100.0%
893200 Transfer to Regional Data & GIS	(46,404)	-	-	-	-	-	-	-	(46,404)	(169,177)	122,773	-72.6%
894090 Transfer to EM Prog Support	(27,530)	-	-	-	-	-	-	-	(27,530)	(1,676)	(25,853)	1542.5%
894100 Transfer to Reg'l EM Plng	-	-	-	-	-	-	-	-	-	(32,293)	32,293	-100.0%
894140 Transfer to Hazard Mitigation	-	-	-	-	-	-	(6,213)	-	(6,213)	(34,685)	28,472	-82.1%
894300 Transfer from Critical Infrastructure	-	-	-	-	-	-	(3,535)	-	(3,535)	-	(3,535)	n/a
895100 Transfer to Env General	(71,349)	-	-	-	-	-	-	-	(71,349)	(49,466)	(21,883)	44.2%
895102 Transfer to TA	-	-	-	-	-	-	-	-	-	-	-	n/a
895230 Transfer from Appomattox River	-	-	-	-	-	-	-	-	-	(39,744)	39,744	-100.0%
895240 Transfer from VA Ches Bay Watershed	-	-	-	-	-	-	-	-	-	-	-	n/a
895410 Transfer from Extreme Heat (DOF)	-	-	-	-	-	-	(40,194)	-	(40,194)	-	(40,194)	n/a
896320 Transfer from Reg'l Strat Plan	-	-	-	-	-	-	(30,399)	-	(30,399)	-	(30,399)	n/a
897220 Transfer to Special Planning Efforts	-	-	49,203	-	-	-	-	-	49,203	-	49,203	n/a
897315 Transfer to Scenario Planning	-	30,399	-	-	-	-	-	-	30,399	-	30,399	n/a
897340 Transfer to Active Transportation	-	-	-	-	-	-	-	-	-	39,744	(39,744)	-100.0%
897350 Transfer to System Resiliency	-	-	-	-	9,748	40,194	-	-	49,941	-	49,941	n/a
897700 Transfer from CVTA	-	-	-	-	-	-	-	(38,006)	(38,006)	(38,509)	503	-1.3%
Total 890000 Transfers between Activities	(240,204)	113,142	99,388	46,404	37,277	111,543	(129,543)	(38,006)	-	(0)	0	-
9000 Transfers to Capital Projects Reserve												
9101 Transfer for Office Furniture	(66,515)	-	-	-	-	-	-	-	(66,515)	(62,000)	(4,515)	7.3%
9102 Transfer for Computer Equipment	(25,000)	-	-	-	-	-	-	-	(25,000)	(25,000)	0	0.0%
Total 9000 Transfers to Capital Projects Reserve	(91,515)	-	-	-	-	-	-	-	(91,515)	(87,000)	(4,515)	105.2%
Net Operating Income (Loss)	5,685	-	-	-	-	-	-	-	5,685	4,994	691	n/a



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	Version 2	Version 1	Change		
	FY2024	FY2024	Increase or	% Increase or	
PlanRVA Detail	Proposed	Approved	(Decrease)	(Decrease)	Explanation
Revenue					
4100 Federal Revenue					
4101 MPO FHWA/PL Funds- Fed Share	1,463,101	1,456,034	7,068	0.5%	Revenue from TPO activities did not change due to reallocation of staff
4102 MPO Sect 5303 Funds- Fed Share	727,719	716,365	11,354	1.6%	
4105 MPO Pass-thru	320,000	320,000	-	0.0%	
4111 FY20 Rural Coastal Va Mktg	17,133	7,992	9,142	114.4%	
4113 Coastal TA & Resiliency	75,233	64,480	10,754	16.7%	
4115 CBRAP- WIP3/ Fed Share	75,443	58,020	17,423	30.0%	
4117 Extreme Heat DOF	9,217	8,525	693	8.1%	
4119 EPA Grant	162,801	62,511	100,290	160.4%	CPRG revenue increased through reallocation of staff and to the grant's actual Year 1 allocation
4120 VDEM SHSP	74,996	74,996	-	0.0%	
4121 Community Outreach	57,000	95,179	(38,179)	-40.1%	Correction between 4121 Community Outreach and 4150 Critical Infrastructure
4129 Emergency Mgmt Admin	15,475	15,475	-	0.0%	
4130 VDEM Pass-Through Grants	143,775	143,775	-	0.0%	
4140 Hazard Mitigation Fed Share	41,710	52,681	(10,971)	-20.8%	
4150 Critical Infrastrcture	38,000	-	38,000	n/a	Correction between 4121 Community Outreach and 4150 Critical Infrastructure
Total 4100 Federal Revenue	3,221,604	3,076,031	145,573	104.7%	
4200 State Revenue					
4201 MPO FHWA/PL Funds - State Share	182,888	182,004	883	0.5%	
4202 MPO Sec. 5303 - State Share	90,965	89,546	1,419	1.6%	
4205 MPO Pass-thru	80,000	80,000	-	0.0%	
4220 Hazard Mitigation Plan	11,123	14,048	(2,926)	-20.8%	
4230 State Appropriation	127,956	126,061	1,895	1.5%	
Total 4200 State Revenue	492,931	491,659	1,272	100.3%	
4300 Local Revenue					
4301 TPO Assessment	54,196	54,196	-	0.0%	
4310 Local Membership Dues	596,160	596,160	-	0.0%	
4315 CVTA Reimbursement	380,058	385,087	(5,029)	-1.3%	CVTA revenue did not change but did see significant decrease in PlanRVA services provided but offset by administrative service fees
4316 CVTA Service Fee	38,006	38,509	(503)	-1.3%	
Total 4300 Local Revenue	1,068,420	1,073,952	(5,532)	99.5%	

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PlanRVA Detail	Version 2	Version 1	Change		Explanation
	FY2024 Proposed	FY2024 Approved	Increase or (Decrease)	% Increase or (Decrease)	
4400 Private Revenue					
4440 Regional Housing Grant - Partners	347,728	460,000	(112,272)	-24.4%	Subrecipients spent a greater proportion in FY2023, thereby reducing FY2024; offset by 6510 Sub-recipients
4441 Regional Housing Grant - PlanRVA	64,144	42,500	21,644	50.9%	Increase available due to related Bad Debt expense (6500)
4450 FOLAR Grant	77,280	77,280	-	0.0%	
4460 Project Partner Revenue	53,875	75,000	(21,125)	-28.2%	Revenue development did not occur as expected
4470 Special Project Revenue	60,000	150,000	(90,000)	-60.0%	Revenue development did not occur as expected
4475 Donated Services	8,525	8,525	0	0.0%	
4801 Interest Income	6,000	6,000	-	0.0%	
4810 Miscellaneous	1,950	-	1,950	n/a	
Total 4400 Private Revenue	619,502	819,305	(199,803)	75.6%	
4900 Revenue Distribution					
491100 Local Match from General	412,839	307,842	104,997	34.1%	
494140 Local Match to Hazard Mitigation	(3,512)	(3,512)	-	0.0%	
495101 Local Match to ANPDC Eco Tourism	(7,992)	(7,992)	-	0.0%	
495102 Local Match to Eco Technical Asst	(64,480)	(64,480)	-	0.0%	
495240 Local Match to Ches Bay Watershed	(14,505)	(14,505)	-	0.0%	
497110 Local Match to MPO Prog Mgmt	(33,598)	(22,654)	(10,944)	48.3%	
497120 Local Match to UPWP Budget	(8,647)	(5,830)	(2,817)	48.3%	
497210 Local Match to Public Outreach	(22,449)	(15,137)	(7,312)	48.3%	
497220 Local Match to Special Planning Efforts	(35,092)	(23,662)	(11,430)	48.3%	
497230 Local Match to Contingency Funding	(48,142)	(32,461)	(15,681)	48.3%	
497310 Local Match to Long Range Trans Plan	(7,890)	(5,320)	(2,570)	48.3%	
497315 Local Match to Scenario Planning	(42,012)	(28,328)	(13,684)	48.3%	
497320 Local Match to Travel Demand Model	(10,091)	(6,804)	(3,287)	48.3%	
497330 Local Match to Transit	(31,430)	(21,192)	(10,237)	48.3%	
497340 Local Match to Act Trans - Bike/Ped	(29,634)	(19,982)	(9,653)	48.3%	
497350 Local Match to System Resiliency	(12,903)	(8,700)	(4,203)	48.3%	
497410 Local Match to Perf Based Trans Plng	(8,738)	(5,892)	(2,846)	48.3%	
497420 Local Match to Financial Prog/TIP	(29,213)	(19,698)	(9,515)	48.3%	
497430 Local Match to Rail & Freight	(2,513)	(1,694)	(818)	48.3%	
Total 4900 Revenue Distribution	-	-	(0)	n/a	
<b>Total Revenue</b>	<b>5,402,457</b>	<b>5,460,947</b>	<b>(58,490)</b>	<b>98.9%</b>	

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PlanRVA Explanations  
FY2024 Budget version 2  
July 2023 - January 2024

PlanRVA Detail	Version 2	Version 1	Change		Explanation
	FY2024 Proposed	FY2024 Approved	Increase or (Decrease)	% Increase or (Decrease)	
<b>Expenses</b>					
5100 Salaries & Wages					
5101 Salaries & Wages	2,288,390	2,345,362	(56,972)	-2.4%	Decrease due to timing of vacant positions
5102 Salaries & Wages - Allocated	(628,144)	(628,144)		0.0%	
5111 Wages Allocated - Program	4,207	4,207		0.0%	
5113 Wages Allocated - Administrative	268,326	268,326		0.0%	
5120 Wages Allocated - Paid Time Off	355,612	355,612		0.0%	
Total 5100 Salaries & Wages	2,288,390	2,345,362	(56,972)	97.6%	
5500 Fringe Benefit Pool					
5510 Payroll Taxes	179,229	186,630	(7,401)	-4.0%	
5520 Retirement	243,367	181,146	62,221	34.3%	Increase due to correction of retirement rate from 8.08% to 10.05%
5530 Healthcare	283,322	286,320	(2,998)	-1.0%	
5531 FSH/HAS Health Accounts	403	2,580	(2,177)	-84.4%	
5540 LTD Insurance	16,041	24,300	(8,259)	-34.0%	Decrease due to staff vacancies
5590 Leave Paid Out	-	10,000	(10,000)	-100.0%	No staff departures anticipated at this time
5599 Fringe Benefits Allocated	(0)	(0)	(0)	0.0%	
Total 5500 Fringe Benefit Pool	722,363	690,976	31,386	104.5%	
6000 Direct Cost Pool					
6120 Legal Fees	42,000	42,000	-	0.0%	
6130 Contracted Services	555,849	402,308	153,541	38.2%	Increase due to activity of CVTA
6131 Donated Services	8,525	8,525	0	0.0%	
6150 Advertising	94,600	94,600	-	0.0%	
6220 Insurance	3,000	-	3,000	n/a	
6230 Printing	1,200	1,200	-	0.0%	
6235 Supplies	1,000	-	1,000	n/a	
6290 Miscellaneous	22,200	22,200	-	0.0%	
6320 Software Services	11,700	11,700	-	0.0%	
6350 Computer Supplies	10,500	10,500	-	0.0%	
6360 Technology Services	-	-	-	n/a	
6410 Organizational Dues	8,100	8,100	-	0.0%	
6425 Travel- Agency	7,200	7,200	-	0.0%	
6430 Training	13,000	13,000	-	0.0%	
6450 Staff Engagement	-	-	-	n/a	
6455 Meeting Expenses	7,200	7,200	-	0.0%	
6500 Bad Debt Expense	36,495	-	36,495	n/a	Increase partially offset by increase in Housing revenue (4441)
6460 Special Event	11,181	-	11,181	n/a	

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6510 Grant Sub-recipient: Contractors	347,728	460,000	(112,272)	-24.4%	Decrease corresponds with related Housing revenue (4440)
6590 Miscellaneous Pass-thru	497,420	543,775	(46,355)	-8.5%	Corresponds with decreases in various Pass-thru revenue
Total 6000 Direct Cost Pool	1,678,898	1,632,308	46,590	102.9%	
7000 Indirect Cost Pool					
7100 Professional Fees					
7111 Bank Fees	1,200	1,200	-	0.0%	
7120 Legal Fees	5,000	10,000	(5,000)	-50.0%	
7121 Legal Fees - General	36,000	36,000	-	0.0%	
7130 Contracted Services	12,000	12,000	-	0.0%	
7131 Consultants: Recurring	-	-	-	n/a	
7132 Consultants: Non-recurring	-	-	-	n/a	
7150 Advertising	15,000	30,000	(15,000)	-50.0%	Adjusted to expected level of activity
Total 7100 Professional Fees	69,200	89,200	(20,000)	77.6%	
7200 General Operations					
7210 Rent	227,445	217,445	10,000	4.6%	
7220 Insurance	9,000	8,000	1,000	12.5%	
7230 Printing	19,100	19,100	-	0.0%	
7235 Supplies	12,000	18,000	(6,000)	-33.3%	Adjusted to expected level of activity
7240 Postage	300	300	-	0.0%	
7290 Miscellaneous	8,700	19,700	(11,000)	-55.8%	Adjusted to expected level of activity
Total 7200 General Operations	276,545	282,545	(6,000)	97.9%	
7300 Technology Operations					
7310 Virtual Desktop Operations	102,000	90,000	12,000	13.3%	
7320 Software Services	39,000	35,660	3,340	9.4%	
7330 Communication Technology	15,362	14,702	660	4.5%	
7340 Desktops & Support	500	3,000	(2,500)	-83.3%	
7350 Computer Supplies	2,000	3,000	(1,000)	-33.3%	
7360 Technology Services	500	3,000	(2,500)	-83.3%	
Total 7300 Technology Operations	159,362	149,362	10,000	106.7%	
7400 Staff Development					
7410 Organizational Dues	20,000	32,000	(12,000)	-37.5%	
7420 Travel- Board	12,000	10,000	2,000	20.0%	
7425 Travel- Agency	20,000	40,000	(20,000)	-50.0%	
7430 Training	30,000	60,000	(30,000)	-50.0%	

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7440 Books & Periodicals	500	1,200	(700)	-58.3%	Adjusted to expected level of activity
7450 Staff Engagement	10,000	12,000	(2,000)	-16.7%	
7455 Meeting Expenses	8,000	12,000	(4,000)	-33.3%	
7460 Special Event	10,000	12,000	(2,000)	-16.7%	
7400 Staff Development	110,500	179,200	(68,700)	61.7%	
7999 Indirect Costs Allocated	0	0	(0)	-100.0%	
Total 7000 Indirect Cost Pool	615,607	700,307	(84,700)	87.9%	
Total Expenses	5,305,257	5,368,953	(63,696)	-1.2%	
<b>Net Operating Income (Loss) before Transfers</b>	<b>97,200</b>	<b>91,994</b>	<b>5,206</b>	<b>105.7%</b>	
890000 Transfers between Activities					
891100 Transfer from General Fund	278,210	410,958	(132,747)	-32.3%	
891100 Transfer to General Fund	38,006	38,509	(503)	-1.3%	
891700 Transfer to Public Engagement	(82,743)	(112,176)	29,433	-26.2%	
892100 Transfer to Comm Dev Admin	(50,185)	(9,371)	(40,815)	435.6%	
892200 Transfer from Local Tech Asst	(49,203)	-	(49,203)	n/a	
892440 Transfer to Regional Housing	-	(2,114)	2,114	-100.0%	
893200 Transfer to Regional Data & GIS	(46,404)	(169,177)	122,773	-72.6%	
894090 Transfer to EM Prog Support	(27,530)	(1,676)	(25,853)	1542.5%	
894100 Transfer to Reg'l EM Plng	-	(32,293)	32,293	-100.0%	
894140 Transfer to Hazard Mitigation	(6,213)	(34,685)	28,472	-82.1%	
894300 Transfer from Critical Infrastructure	(3,535)	-	(3,535)	n/a	
895100 Transfer to Env General	(71,349)	(49,466)	(21,883)	44.2%	
895102 Transfer to TA	-	-	-	n/a	
895230 Transfer from Appomattox River	-	(39,744)	39,744	-100.0%	
895240 Transfer from VA Ches Bay Watershed	-	-	-	n/a	
895410 Transfer from Extreme Heat (DOF)	(40,194)	-	(40,194)	n/a	
896320 Transfer from Reg'l Strat Plan	(30,399)	-	(30,399)	n/a	
897220 Transfer to Special Planning Efforts	49,203	-	49,203	n/a	
897315 Transfer to Scenario Planning	30,399	-	30,399	n/a	
897340 Transfer to Active Transportation	-	39,744	(39,744)	-100.0%	
897350 Transfer to System Resiliency	49,941	-	49,941	n/a	
897700 Transfer from CVTA	(38,006)	(38,509)	503	-1.3%	
Total 890000 Transfers between Activities	-	(0)	0	-	

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9000 Transfers to Capital Projects Reserve					
9101 Transfer for Office Furniture	(66,515)	(62,000)	(4,515)	7.3%	
9102 Transfer for Computer Equipment	(25,000)	(25,000)	0	0.0%	
Total 9000 Transfers to Capital Projects Reserve	(91,515)	(87,000)	(4,515)	105.2%	
<b>Net Operating Income (Loss)</b>	<b>5,685</b>	<b>4,994</b>	<b>691</b>	<b>n/a</b>	