



PlanRVA Audit, Facilities & Finance 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.

AGENDA

Audit, Facilities and Finance Committee

July 25, 2023 – 1:30 p.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_BmSGE9qnQ_yfMgk3T4igOw

1. Welcome, Roll Call and Introductions

a. Confirmation 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

a. [Approval of April 25, 2023, Meeting Minutes](#) – page 3

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

3. Financial Reports

a. [Profit and Loss](#) – page 5

b. [Balance Sheet](#) - page 15

Action requested: motion to forward the Financial Statements to the full Commission with recommendation for acceptance.

4. Other Items

a. Disposition of Publicly Owned Property- Furniture

Action requested: motion to approve plan to dispose of furniture and equipment owned by PlanRVA (voice vote).

b. Future Meetings Schedule

5. Adjourn

**PlanRVA Audit, Finance & Facilities Committee
Zoom Meeting Minutes
April 25, 2023 – 1:30 p.m.**

LOCALITY	NAME	X (attended)
Chesterfield County	Jim Holland, Chair	X
Hanover County	W. Canova Peterson	
Henrico County	Patricia O'Bannon	
New Kent County	Patricia Paige	
Powhatan County	Michael Byerly	
City of Richmond	Andreas Addison	

The technology used for the PlanRVA Executive Committee 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](#). Virtual participation of this meeting by members of the Executive Committee is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).

Others Present

Sean M. Davis, Commission Chair

Staff Present

Martha Heeter
Janice Firestone
Diane Fusco
Sidd Kumar
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.

2. Administrative Items

a. Approval of January 24, 2023, meeting minutes

Due to the lack of a quorum, no action was taken on the meeting minutes.

b. New Office Space Update

Martha Heeter reported that the move came in under budget. There is a surplus of \$8,900 in unobligated funds. The plan is to use those funds for remaining furniture and other finishing items, such as meeting room signage, etc.

3. Financial Report

a. Financial Review as of March 31, 2023

Dan Van Doornik provided this report and reviewed the significant items on the financial report. His report included the following:

- A highlight of the areas where revenue is greater than expected.
- The regional indicators will pace a little less this quarter than the last.
- 4.7% is the current return on investment.

b. FY2023 Budget Update

Mr. Van Doornik reported on the status of the current year budget. He noted that a surplus is expected for the end of the budget year.

c. FY2024 Budget

Ms. Shickle reported on the work that has been done to date on the upcoming year's proposed budget.

Commission Chair Davis reported that the continuity and work of this committee has helped improve the fiscal performance of the organization. He opened a discussion about increasing PlanRVA's role in providing services and assistance to the localities in the Region.

Ms. Shickle reported on the highlights of the budget. The new positions planned for the next budget year are Grant Writer, Bookkeeper and two Transportation Planners. The proposed budget will be finalized and brought before the full Commission in May.

4. Other Items

a. Future Meetings Schedule, Leadership and Membership

Ms. Shickle reported that committee appointments are done in July; she is hopeful that the committee will be able to meet in July, which is leading into audit season.

5. Adjournment

The meeting was adjourned at approximately 2:17 p.m.

PlanRVA
FY2023 Profit and Loss by Month
Year ended June 30, 2023

	FY2023 Q1	FY2023 Q2	FY2023 Q3	Apr 2023	May 2023	Jun 2023	FY2023 Q4	FY2023	FY2023 Budget	% Utilized
Revenue										
4100 Federal Revenue										
4101 MPO FHWA/PL Funds- Fed Share	303,676	258,745	336,509	117,879	126,327	114,419	358,625	1,257,555	1,365,541	92.1%
4102 MPO Sect 5303 Funds- Fed Share	81,911	80,816	82,878	27,046	24,737	30,408	82,191	327,797	528,154	62.1%
4110 DEQ-FY18/19Coastal-TAC	-	-	-	277			277	277	-	n/a
4111 FY20 Rural Coastal Va Mktg	12,552	(533)	1,319	546	1,186	801	2,533	15,870	11,481	138.2%
4112 Lower Chickahominy	-	(12,502)	-				-	(12,502)	-	n/a
4113 Coastal TA & Resiliency	14,906	20,800	16,687	3,538	3,621	1,207	8,367	60,759	64,263	94.5%
4115 CBRAP- WIP3/ Fed Share	5,875	29,723	14,716	3,198	2,071	2,594	7,863	58,177	57,745	100.7%
4116 Flood Protection and Prevention	-	5,836	-				-	5,836	-	n/a
4117 Extreme Heat DOF	-	-	215	66	33	537	636	851	-	n/a
4120 VDEM SHSP	24,333	21,828	25,209	7,181	7,106	7,238	21,525	92,894	105,003	88.5%
4140 Hazard Mitigation Fed Share	3,060	2,374	2,301	335	2,368	3,171	5,875	13,610	6,044	225.2%
4141 Hazard Mitigation Admin	-	-	-				-	-	-	n/a
Total 4100 Federal Revenue	446,312	407,088	479,834	160,067	167,450	160,375	487,891	1,821,126	2,138,231	85.2%
4200 State Revenue										
4201 MPO FHWA/PL Funds - State Share	37,959	32,343	42,186	14,769	15,665	14,302	44,736	157,225	170,693	92.1%
4202 MPO Sec. 5303 - State Share	10,239	10,102	10,375	3,385	3,092	3,801	10,278	40,994	66,019	62.1%
4220 Hazard Mitigation Plan	816	633	614	89	631	846	1,567	3,629	1,612	225.2%
4230 State Appropriation	31,990	31,989	31,989	10,663	10,663	10,663	31,989	127,957	126,061	101.5%
Total 4200 State Revenue	81,004	75,068	85,164	28,906	30,052	29,612	88,570	329,805	364,385	90.5%
4300 Local Revenue										
4301 TPO Assessment	48,652	5,116	-				-	53,768	53,768	100.0%
4310 Local Membership Dues	147,862	147,862	147,862	49,287	49,287	49,287	147,862	591,446	591,446	100.0%
4315 CVTA Reimbursement	42,596	36,727	28,702	8,967	10,783	12,914	32,663	140,688	121,137	116.1%
4316 CVTA Service Fee	5,717	8,321	6,036	2,491	3,732	2,402	8,624	28,698	12,114	236.9%
4320 Capital Region Collaborative	5,069	38,084	17,255	10,425	-	-	10,425	70,834	67,481	105.0%
Total 4300 Local Revenue	249,896	236,109	199,855	71,169	63,801	64,603	199,574	885,434	845,945	104.7%
4400 Private Revenue										
4430 Virginia Housing Capacity Bldg Grant								-	-	n/a
4441 Regional Housing Grant - PlanRVA	19,327	34,648	10,106	3,439	22,695	28,637	54,770	118,851	61,929	191.9%
4450 FOLAR Grant	19,320	19,320	19,320	6,440	6,440	6,440	19,320	77,280	74,950	103.1%
4460 Project Partner Revenue	57,457	14,143	-		2,234		2,234	73,834	40,000	184.6%
4470 Special Project Revenue	-	-	-				-	-	-	n/a
4801 Interest Income	2,656	1,345	2,902	592	639	610	1,841	8,744	635	1377.1%
4810 Miscellaneous	-	-	-				-	-	-	n/a
Total 4400 Private Revenue	98,760	69,457	32,327	10,471	32,007	35,687	78,165	278,709	177,514	157.0%

PlanRVA
FY2023 Profit and Loss by Month
Year ended June 30, 2023

	FY2023 Q1	FY2023 Q2	FY2023 Q3	Apr 2023	May 2023	Jun 2023	FY2023 Q4	FY2023	FY2023 Budget	% Utilized
4500 Pass-thru Revenue and Expense										
4105 MPO Pass-thru	-	40,800	79,264	23,760	44,619	23,474	91,854	211,918	354,840	59.7%
4205 MPO Pass-thru	-	10,200	19,816	5,940	11,155	5,869	22,963	52,979	88,710	59.7%
4130 VDEM Pass-Through Grants	87,984	37,307	20,861	17,877	66,909	36,394	121,180	267,332	233,800	114.3%
4140 Hazard Mitigation Fed Share	-	-	25,000			5,000	5,000	30,000	-	n/a
4440 Regional Housing Grant - Partners	87,000	281,673	468,672	369,599		342,503	712,102	1,549,446	675,000	229.5%
6510 Grant Sub-recipient: Contractors	(87,000)	(281,673)	(468,672)	(369,599)		(342,503)	(712,102)	(1,549,446)	(675,000)	229.5%
6590 Miscellaneous Pass-thru	(87,126)	(84,684)	(142,101)	(44,622)	(123,341)	(71,199)	(239,162)	(553,072)	(666,150)	83.0%
Total 4500 Pass-thru Revenue and Expense	859	3,623	2,840	2,955	(658)	(463)	1,834	9,156	11,199	81.8%
4900 Revenue Distribution										
491100 Local Match from General	28,956	63,774	74,447	23,092	24,273	21,508	68,873	236,050	(276,880)	-85.3%
494140 Local Match to Hazard Mitigation Plng	(204)	(158)	(66)	(22)	(158)	(211)	(392)	(820)	403	-203.6%
495101 Local Match to ANPDC Eco Tourism	(12,552)	(894)	(1,319)	(546)	(1,186)	(801)	(2,533)	(17,297)	14,834	-116.6%
495102 Local Match to Eco Technical Assistance	(14,906)	(13,139)	(16,687)	(3,538)	(3,621)	(1,207)	(8,367)	(53,099)	64,263	-82.6%
495240 Local Match to VA Chesap Bay Watershed	(2,030)	(12,253)	(3,721)	(799)	(518)	(648)	(1,966)	(19,969)	14,436	-138.3%
495410 Local Match to Extreme Heat DOF	-	-	(215)	(66)	(33)	(537)	(636)	(851)	-	n/a
497110 Local Match to MPO Prog Mgmt	-	(5,019)	(7,037)	(1,658)	2,341	(982)	(299)	(12,355)	13,906	-88.8%
497120 Local Match to UPWP Budget & Contracts	-	(388)	(1,442)	(711)	(1,275)	(574)	(2,561)	(4,391)	4,954	-88.6%
497210 Local Match to Public Outreach	169	(1,882)	(6,634)	(2,202)	(4,036)	(1,500)	(7,738)	(16,085)	17,027	-94.5%
497220 Local Match to Special Planning Efforts	499	(2,559)	(5,393)	(2,585)	(3,980)	(1,727)	(8,292)	(15,744)	16,840	-93.5%
497310 Local Match to Long Range Trans Plan	67	(596)	(1,761)	(280)	(148)	(73)	(501)	(2,792)	2,132	-130.9%
497315 Local Match to Scenario Planning	-	(8,699)	(7,414)	(4,043)	(5,611)	(7,741)	(17,395)	(33,508)	32,121	-104.3%
497320 Local Match to Travel Demand Model	-	(1,103)	(2,603)	(1,100)	(74)	-	(1,174)	(4,879)	10,510	-46.4%
497330 Local Match to Transit	-	(4,964)	(5,868)	(1,711)	(2,037)	(1,774)	(5,522)	(16,354)	18,229	-89.7%
497340 Local Match to Act Trans - Bike/Ped	-	(3,453)	(4,794)	(1,218)	(1,214)	(1,571)	(4,002)	(12,249)	15,590	-78.6%
497350 Local Match to System Resiliency	-	(2,975)	(4,102)	(1,412)	(1,635)	(1,033)	(4,080)	(11,157)	13,282	-84.0%
497410 Local Match to Perf Based Trans Plng	-	(645)	(344)	-	-	(96)	(96)	(1,086)	6,153	-17.6%
497420 Local Match to Financial Prog/TIP	-	(4,881)	(5,046)	(1,200)	(1,070)	(1,033)	(3,303)	(13,230)	28,001	-47.2%
497430 Local Match to Rail & Freight	-	(166)	-	-	(19)	-	(19)	(184)	4,197	-4.4%
Total 4900 Revenue Distribution	-	-	-	-	-	-	-	-	-	n/a
Total Revenue	876,832	791,344	800,020	273,568	292,652	289,814	856,034	3,324,230	3,537,274	94.0%

PlanRVA
FY2023 Profit and Loss by Month
Year ended June 30, 2023

	FY2023 Q1	FY2023 Q2	FY2023 Q3	Apr 2023	May 2023	Jun 2023	FY2023 Q4	FY2023	FY2023 Budget	% Utilized
Expenses										
5100 Salaries & Wages										
5101 Salaries & Wages	464,890	450,364	460,233	173,344	150,810	154,329	478,483	1,853,969	1,950,920	95.0%
5102 Salaries & Wages - Allocated	(464,890)	(450,364)	(460,233)	(173,344)	(150,810)	(154,329)	(478,483)	(1,853,969)	(1,930,920)	96.0%
5111 Wages Allocated - Program (FT)	312,277	259,450	309,147	132,994	99,220	93,442	325,656	1,206,529	1,358,719	88.8%
5112 Wages Allocated - Program (PT)	24,077	19,968	21,019	6,758	6,439	8,338	21,535	86,599	94,547	91.6%
5113 Wages Allocated - Administrative	71,616	79,774	76,341	20,692	26,694	29,444	76,830	304,560	277,821	109.6%
5120 Wages Allocated - Paid Time Off	56,921	91,171	53,726	12,900	18,458	23,105	54,463	256,281	199,833	128.2%
Total 5100 Salaries & Wages	464,890	450,364	460,233	173,344	150,810	154,329	478,483	1,853,969	1,950,920	95.0%
5500 Fringe Benefit Pool										
5510 Payroll Taxes	34,163	37,595	35,942	12,746	10,867	10,864	34,477	142,177	157,261	90.4%
5520 Retirement	42,139	41,009	41,573	15,741	14,304	14,247	44,293	169,014	184,729	91.5%
5530 Healthcare	63,412	62,040	58,524	18,685	21,299	17,562	57,546	241,522	271,336	89.0%
5531 FSH/HAS Health Accounts	(3,280)	(1,173)	7,402	1,793	(250)	(263)	1,281	4,230	2,064	204.9%
5540 LTD Insurance	2,780	2,945	5,026	1,036	1,077	1,115	3,228	13,979	18,979	73.7%
5541 Hybrid VRS STD & LTD	1,076	1,044	1,094	342	339	339	1,021	4,234	4,850	87.3%
5590 Leave Paid Out	3,643	-	1,748			2,509	2,509	7,900	10,000	79.0%
5598 Fringe Benefits Applied	-	-	-				-	-	-	n/a
5599 Fringe Benefits Allocated	-	-	-				-	-	-	n/a
Total 5500 Fringe Benefit Pool	143,932	143,459	151,309	50,343	47,637	46,374	144,355	583,055	649,219	89.8%
6000 Direct Cost Pool										
6120 Legal Fees	-	-	-				-	-		n/a
6130 Contracted Services	-	25,000	-		20,000		20,000	45,000	25,000	180.0%
6153 Advertising: Mission Advancement	9,765	34,567	20,727	6,202	7,108	10,938	24,249	89,308	27,600	323.6%
6230 Printing	-	17	-				-	17	1,200	1.4%
6235 Supplies	-	-	79	56			56	134	-	n/a
6320 Software Services	11,907	75	189	880	50	170	1,100	13,271	23,900	55.5%
6350 Computer Supplies	-	-	16,145				-	16,145	3,600	448.5%
6360 Technology Services	-	-	-				-	-	-	n/a
6410 Organizational Dues	1,105	7,893	565	400	1,150	689	2,239	11,802	7,500	157.4%
6425 Travel- Agency	3,252	8,976	5,147	2,587	250	1,834	4,671	22,046	1,400	1574.7%
6430 Training	4,149	9,036	2,672		8,155	595	8,750	24,607	10,000	246.1%
6450 Staff Engagement	-	-	-			532	532	532	-	n/a
6455 Meeting Expenses	132	97	5,132	4,025	-		4,025	9,386	4,400	213.3%
6460 Events	-	-	-		-	1,419	1,419	1,419	-	n/a
Total 6000 Direct Cost Pool	30,310	85,661	50,656	14,149	36,713	16,177	67,039	233,667	104,600	223.4%

PlanRVA
FY2023 Profit and Loss by Month
Year ended June 30, 2023

	FY2023 Q1	FY2023 Q2	FY2023 Q3	Apr 2023	May 2023	Jun 2023	FY2023 Q4	FY2023	FY2023 Budget	% Utilized
7000 Indirect Cost Pool										
7100 Professional Fees										
7111 Bank Fees	275	200	268	76	60	82	218	961	2,500	38.4%
7120 Legal Fees	-	-	-				-	-	10,000	0.0%
7121 Legal Fees - General	9,650	8,710	7,500	2,500	2,500	2,500	7,500	33,360	30,000	111.2%
7131 Consultants: Recurring	-	-	-		10,950		10,950	10,950	12,000	91.3%
7132 Consultants: Non-recurring	-	-	2,885	4,149	2,431	11,421	18,001	20,886	18,000	116.0%
7151 Advertising: General	-	-	-				-	-	5,000	0.0%
7152 Advertising: Public Notices	-	-	-				-	-	5,000	0.0%
7153 Advertising: Mission Advancement	15,472	293	17,967	7,853	5,382	1,707	14,942	48,675	40,000	121.7%
Total 7100 Professional Fees	25,397	9,203	28,620	14,578	21,323	15,710	51,611	114,832	122,500	93.7%
7200 General Operations										
7210 Rent	74,188	64,883	51,405	1,844	18,656	18,492	38,991	229,468	311,135	73.8%
7211 Rent (sub-lease)	(7,994)	(2,665)	-				-	(10,659)	(10,659)	100.0%
7220 Insurance	7,087	12	-				-	7,099	10,000	71.0%
7230 Printing	5,309	4,042	3,489	1,976	2,084	2,022	6,083	18,923	26,560	71.2%
7235 Supplies	923	1,277	8,402	2,429	949	1,455	4,833	15,434	14,000	110.2%
7240 Postage	233	2	-			100	100	335	6,000	5.6%
7290 Miscellaneous	544	353	-				-	897	10,000	9.0%
Total 7200 General Operations	80,291	67,905	63,296	6,250	21,688	22,069	50,007	261,498	367,036	71.2%
7300 Technology Operations										
7310 Virtual Desktop Operations	32,576	36,812	23,106	7,482	7,482	8,308	23,272	115,766	132,000	87.7%
7320 Software Services	4,907	6,678	5,087	2,571	1,432	1,690	5,692	22,364	22,200	100.7%
7330 Communication Technology	2,860	3,358	4,133	6,303	(2,816)	1,300	4,786	15,137	17,100	88.5%
7340 Desktops & Support	30	20	480				-	529	1,200	44.1%
7350 Computer Supplies	116	-	72				-	188	12,000	1.6%
7360 Technology Services	(1,831)	-	32				-	(1,799)	6,000	-30.0%
Total 7300 Technology Operations	38,658	46,868	32,910	16,355	6,097	11,298	33,751	152,186	190,500	79.9%
7400 Staff Development										
7410 Organizational Dues	6,100	5,130	1,426		400	3,411	3,811	16,468	20,000	82.3%
7420 Travel- Board	700	876	4,169	7,557			7,557	13,303	7,000	190.0%
7425 Travel- Agency	2,530	5,685	9,734	2,186	1,187	5,281	8,654	26,603	40,000	66.5%
7430 Training	15,538	2,796	1,336	2,857	65		2,922	22,592	60,000	37.7%
7440 Books & Periodicals	52	-	60				-	112	1,500	7.5%
7450 Staff Engagement	2,152	1,427	765	438	637	719	1,795	6,138	12,000	51.2%
7455 Meeting Expenses	1,046	704	2,849	106	760		866	5,465	12,000	45.5%
7460 Events	-	-	-	192	2,152	(1,954)	391	391	-	n/a
Total 7400 Staff Development	28,119	16,618	20,340	13,336	5,201	7,458	25,995	91,071	152,500	59.7%

PlanRVA
FY2023 Profit and Loss by Month
Year ended June 30, 2023

	FY2023 Q1	FY2023 Q2	FY2023 Q3	Apr 2023	May 2023	Jun 2023	FY2023 Q4	FY2023	FY2023 Budget	% Utilized
7998 Indirect Costs Applied	-	-	-	-	-	-	-	-	-	n/a
7999 Indirect Costs Allocated	-	-	-	-	-	-	-	-	-	n/a
Total 7000 Indirect Cost Pool	172,464	140,594	145,165	50,519	54,309	56,535	161,363	619,587	832,536	74.4%
Total Expenses	811,596	820,078	807,363	288,356	289,470	273,415	851,240	3,290,278	3,537,274	93.0%
Net Operating Income (Loss) before Transfers	65,235	(28,734)	(7,343)	(14,787)	3,183	16,399	4,795	33,953	-	n/a
890000 Transfers between Activities										
895230 Transfer from Appomattox River	-	17,618	11,951	3,122	4,086	2,556	9,765	39,333		n/a
896320 Transfer from Regional Strategic Plan	-	27,855	1,529	425	-	-	425	29,808		n/a
897315 Transfer to Special Planning Efforts	-	(27,855)	(1,529)	(425)	-	-	(425)	(29,808)		n/a
897340 Transfer to Active Transportation	-	(17,618)	(11,951)	(3,122)	(4,086)	(2,556)	(9,765)	(39,333)		n/a
Total 890000 Transfers between Activities	-	-	-	-	-	-	-	-	-	n/a
Net Operating Income (Loss)	65,235	(28,734)	(7,343)	(14,787)	3,183	16,399	4,795	33,953	-	n/a
Non-Operating Activities										
9100 Capital Projects	(20,949)	(146,835)	(55,618)		(8,229)	(13,575)	(21,804)	(245,206)	-	n/a
9150 Capital Outlays	-	(11,475)	-				-	(11,475)	-	n/a
Total Non-Operating Activities	(20,949)	(158,310)	(55,618)	-	(8,229)	(13,575)	(21,804)	(256,681)	-	n/a
Net Income (Loss)	44,286	(187,044)	(62,961)	(14,787)	(5,046)	2,824	(17,009)	(222,728)	-	n/a

PlanRVA
FY2023 P&L - Line-of-Business
Year ended June 30, 2023

	Administration	Community Development	Data Research & Analysis	Emergency Management	Environment	Strategic Partnerships	Transportation	PlanRVA FY2023 YTD	FY2023 Budget	% Utilized
Revenue										
4100 Federal Revenue										
4101 MPO FHWA/PL Funds- Fed Share	-	-	-	-	-	-	1,257,555	1,257,555	1,365,541	92.1%
4102 MPO Sect 5303 Funds- Fed Share	-	-	-	-	-	-	327,797	327,797	528,154	62.1%
4105 MPO Pass-thru	-	-	-	-	-	-	211,918	211,918	354,840	59.7%
4111 FY20 Rural Coastal Va Mktg	-	-	-	-	15,870	-	-	15,870	11,481	138.2%
4112 Lower Chickahominy	-	-	-	-	(12,502)	-	-	(12,502)	-	n/a
4113 Coastal TA & Resiliency	-	-	-	-	61,037	-	-	61,037	64,263	95.0%
4115 CBRAP- WIP3/ Fed Share	-	-	-	-	58,177	-	-	58,177	57,745	100.7%
4116 Flood Protection and Prevention	-	-	-	-	5,836	-	-	5,836	-	n/a
4117 Extreme Heat DOF	-	-	-	-	851	-	-	851	-	n/a
4120 VDEM SHSP	-	-	-	92,894	-	-	-	92,894	105,003	88.5%
4130 VDEM Pass-Through Grants	-	-	-	267,332	-	-	-	267,332	233,800	114.3%
4140 Hazard Mitigation Fed Share	-	-	-	43,610	-	-	-	43,610	6,044	721.6%
4141 Hazard Mitigation Admin	-	-	-	-	-	-	-	-	-	n/a
Total 4100 Federal Revenue	-	-	-	403,836	129,270	-	1,797,269	2,330,375	2,726,871	85.5%
4200 State Revenue										
4201 MPO FHWA/PL Funds - State Share	-	-	-	-	-	-	157,225	157,225	170,693	92.1%
4202 MPO Sec. 5303 - State Share	-	-	-	-	-	-	40,994	40,994	66,019	62.1%
4205 MPO Pass-thru	-	-	-	-	-	-	52,979	52,979	88,710	59.7%
4220 Hazard Mitigation Plan	-	-	-	3,629	-	-	-	3,629	1,612	225.2%
4230 State Appropriation	127,957	-	-	-	-	-	-	127,957	126,061	101.5%
Total 4100 State Revenue	127,957	-	-	3,629	-	-	251,198	382,785	453,095	84.5%
4300 Local Revenue										
4301 TPO Assessment	-	-	-	-	-	-	53,768	53,768	53,768	100.0%
4310 Local Membership Dues	591,446	-	-	-	-	-	-	591,446	591,446	100.0%
4315 CVTA Reimbursement	-	-	-	-	-	-	140,688	140,688	121,137	116.1%
4316 CVTA Service Fee	-	-	-	-	-	-	28,698	28,698	12,114	236.9%
4320 Capital Region Collaborative	-	-	70,834	-	-	-	-	70,834	67,481	105.0%
Total 4300 Local Revenue	591,446	-	70,834	-	-	-	223,154	885,434	845,945	104.7%
4400 Private Revenue										
4430 Virginia Housing Capacity Bldg Grant	-	-	-	-	-	-	-	-	-	n/a
4440 Regional Housing Grant - Partners	-	1,549,446	-	-	-	-	-	1,549,446	675,000	229.5%
4441 Regional Housing Grant - PlanRVA	-	118,851	-	-	-	-	-	118,851	61,929	191.9%
4450 FOLAR Grant	-	-	-	-	77,280	-	-	77,280	74,950	103.1%
4460 Project Partner Revenue	2,234	-	-	-	-	-	-	2,234	40,000	5.6%
4470 Special Project Revenue	-	-	70,000	-	1,600	-	-	71,600	-	n/a
4801 Interest Income	8,744	-	-	-	-	-	-	8,744	635	1377.1%
4810 Miscellaneous	-	-	-	-	-	-	-	-	-	n/a
Total 4400 Private Revenue	10,978	1,668,298	70,000	-	78,880	-	-	1,828,155	852,514	214.4%

PlanRVA
FY2023 P&L - Line-of-Business
Year ended June 30, 2023

	Administration	Community Development	Data Research & Analysis	Emergency Management	Environment	Strategic Partnerships	Transportation	PlanRVA FY2023 YTD	FY2023 Budget	% Utilized
4900 Revenue Distribution										
491100 Local Match from General	-	-	-	820	91,217	-	144,013	236,050		n/a
494140 Local Match to Hazard Mitigation Plng	(820)	-	-	-	-	-	-	(820)		n/a
495101 Local Match to ANPDC Eco Tourism	(17,297)	-	-	-	-	-	-	(17,297)		n/a
495102 Local Match to Eco Technical Assistance	(53,099)	-	-	-	-	-	-	(53,099)		n/a
495240 Local Match to VA Chesap Bay Watershed	(19,969)	-	-	-	-	-	-	(19,969)		n/a
495410 Local Match to Extreme Heat DOF	(851)	-	-	-	-	-	-	(851)		n/a
497110 Local Match to MPO Prog Mgmt	(12,355)	-	-	-	-	-	-	(12,355)		n/a
497120 Local Match to UPWP Budget & Contracts	(4,391)	-	-	-	-	-	-	(4,391)		n/a
497210 Local Match to Public Outreach	(16,085)	-	-	-	-	-	-	(16,085)		n/a
497220 Local Match to Special Planning Efforts	(15,744)	-	-	-	-	-	-	(15,744)		n/a
497310 Local Match to Long Range Trans Plan	(2,792)	-	-	-	-	-	-	(2,792)		n/a
497315 Local Match to Scenario Planning	(33,508)	-	-	-	-	-	-	(33,508)		n/a
497320 Local Match to Travel Demand Model	(4,879)	-	-	-	-	-	-	(4,879)		n/a
497330 Local Match to Transit	(16,354)	-	-	-	-	-	-	(16,354)		n/a
497340 Local Match to Act Trans - Bike/Ped	(12,249)	-	-	-	-	-	-	(12,249)		n/a
497350 Local Match to System Resiliency	(11,157)	-	-	-	-	-	-	(11,157)		n/a
497410 Local Match to Perf Based Trans Plng	(1,086)	-	-	-	-	-	-	(1,086)		n/a
497420 Local Match to Financial Prog/TIP	(13,230)	-	-	-	-	-	-	(13,230)		n/a
497430 Local Match to Rail & Freight	(184)	-	-	-	-	-	-	(184)		n/a
Total 4900 Revenue Distribution	(236,050)	-	-	820	91,217	-	144,013	-	-	n/a
Total Revenue	494,331	1,668,298	140,834	408,285	299,366	-	2,415,635	5,426,749	4,878,424	111.2%
Expenses										
5100 Salaries & Wages										
5101 Salaries & Wages	584,880	-	-	-	-	-	-	584,880	1,950,920	30.0%
5102 Salaries & Wages - Allocated	(584,880)	-	-	-	-	-	-	(584,880)	(1,930,920)	30.3%
5111 Wages Allocated - Program (FT)	71,055	28,659	100,503	84,663	153,332	12,608	758,030	1,208,850	1,358,719	89.0%
5112 Wages Allocated - Program (PT)	660	-	-	-	-	-	83,938	84,598	94,547	89.5%
5113 Wages Allocated - Administrative	304,560	-	-	-	-	-	-	304,560	277,821	109.6%
5120 Wages Allocated - Paid Time Off	255,961	-	-	-	-	-	-	255,961	199,833	128.1%
Total 5100 Salaries & Wages	632,236	28,659	100,503	84,663	153,332	12,608	841,969	1,853,969	1,950,920	95.0%
5500 Fringe Benefit Pool										
5510 Payroll Taxes	142,177	-	-	-	-	-	-	142,177	157,261	90.4%
5520 Retirement	169,014	-	-	-	-	-	-	169,014	184,729	91.5%
5530 Healthcare	241,522	-	-	-	-	-	-	241,522	271,336	89.0%
5531 FSH/HAS Health Accounts	4,230	-	-	-	-	-	-	4,230	2,064	204.9%
5540 LTD Insurance	13,979	-	-	-	-	-	-	13,979	18,979	73.7%
5541 Hybrid VRS STD & LTD	4,234	-	-	-	-	-	-	4,234	4,850	87.3%
5590 Leave Paid Out	7,900	-	-	-	-	-	-	7,900	10,000	79.0%
5598 Fringe Benefits Applied	165,624	13,805	47,901	39,651	72,790	5,970	367,687	713,428	-	n/a
5599 Fringe Benefits Allocated	(713,544)	-	-	115	-	-	-	(713,428)	-	n/a
Total 5500 Fringe Benefit Pool	35,135	13,805	47,901	39,767	72,790	5,970	367,687	583,055	649,219	89.8%

PlanRVA
FY2023 P&L - Line-of-Business
Year ended June 30, 2023

	Administration	Community Development	Data Research & Analysis	Emergency Management	Environment	Strategic Partnerships	Transportation	PlanRVA FY2023 YTD	FY2023 Budget	% Utilized
6000 Direct Cost Pool										
6120 Legal Fees	-	-	-	-	-	-	-	-	-	n/a
6130 Contracted Services	-	45,000	-	5,000	-	-	-	50,000	25,000	200.0%
6153 Advertising: Mission Advancement	-	5,441	21,500	53,610	20,881	-	39,804	141,236	27,600	511.7%
6230 Printing	-	-	-	-	-	-	17	17	1,200	1.4%
6235 Supplies	-	-	-	-	-	-	134	134	-	n/a
6320 Software Services	-	-	10,184	-	-	-	689	10,873	23,900	45.5%
6350 Computer Supplies	-	-	-	-	-	-	16,145	16,145	3,600	448.5%
6360 Technology Services	-	-	-	2,398	-	-	-	2,398	-	n/a
6410 Organizational Dues	-	-	-	565	842	-	10,395	11,802	7,500	157.4%
6425 Travel- Agency	-	948	-	6,259	743	-	14,125	22,075	1,400	1576.8%
6430 Training	-	-	80	-	65	-	24,462	24,607	10,000	246.1%
6450 Staff Engagement	-	-	-	-	-	-	532	532	-	n/a
6455 Meeting Expenses	-	-	-	10	-	-	9,377	9,386	4,400	213.3%
6460 Events	-	-	-	6,766	80	-	2,438	9,284	-	n/a
6510 Grant Sub-recipient: Contractors	-	1,549,446	-	-	-	-	-	1,549,446	675,000	229.5%
6590 Miscellaneous Pass-thru	-	-	-	223,353	-	-	264,897	488,250	666,150	73.3%
Total 6000 Direct Cost Pool	-	1,600,835	31,764	297,961	22,611	-	383,014	2,336,186	1,445,750	161.6%
7000 Indirect Cost Pool										
7100 Professional Fees										
7111 Bank Fees	961	-	-	-	-	-	-	961	2,500	38.4%
7120 Legal Fees	-	-	-	-	-	-	-	-	10,000	0.0%
7121 Legal Fees - General	33,360	-	-	-	-	-	-	33,360	30,000	111.2%
7131 Consultants: Recurring	10,950	-	-	-	-	-	-	10,950	12,000	91.3%
7132 Consultants: Non-recurring	20,886	-	-	-	-	-	-	20,886	18,000	116.0%
7151 Advertising: General	-	-	-	-	-	-	-	-	5,000	0.0%
7152 Advertising: Public Notices	-	-	-	-	-	-	-	-	5,000	0.0%
7153 Advertising: Mission Advancement	48,675	-	-	-	-	-	-	48,675	40,000	121.7%
Total 7100 Professional Fees	114,832	-	-	-	-	-	-	114,832	122,500	93.7%
7200 General Operations										
7210 Rent	229,468	-	-	-	-	-	-	229,468	311,135	73.8%
7211 Rent (sub-lease)	(10,659)	-	-	-	-	-	-	(10,659)	(10,659)	100.0%
7220 Insurance	7,099	-	-	-	-	-	-	7,099	10,000	71.0%
7230 Printing	18,923	-	-	-	-	-	-	18,923	26,560	71.2%
7235 Supplies	15,434	-	-	-	-	-	-	15,434	14,000	110.2%
7240 Postage	335	-	-	-	-	-	-	335	6,000	5.6%
7290 Miscellaneous	897	-	-	-	-	-	-	897	10,000	9.0%
Total 7200 General Operations	261,498	-	-	-	-	-	-	261,498	367,036	71.2%

PlanRVA
FY2023 P&L - Line-of-Business
Year ended June 30, 2023

	Administration	Community Development	Data Research & Analysis	Emergency Management	Environment	Strategic Partnerships	Transportation	PlanRVA FY2023 YTD	FY2023 Budget	% Utilized
7300 Technology Operations										
7310 Virtual Desktop Operations	115,766	-	-	-	-	-	-	115,766	132,000	87.7%
7320 Software Services	22,364	-	-	-	-	-	-	22,364	22,200	100.7%
7330 Communication Technology	15,137	-	-	-	-	-	-	15,137	17,100	88.5%
7340 Desktops & Support	529	-	-	-	-	-	-	529	1,200	44.1%
7350 Computer Supplies	188	-	-	-	-	-	-	188	12,000	1.6%
7360 Technology Services	(1,799)	-	-	-	-	-	-	(1,799)	6,000	-30.0%
Total 7300 Technology Operations	152,186	-	-	-	-	-	-	152,186	190,500	79.9%
7400 Staff Development										
7410 Organizational Dues	16,468	-	-	-	-	-	-	16,468	20,000	82.3%
7420 Travel- Board	13,303	-	-	-	-	-	-	13,303	7,000	190.0%
7425 Travel- Agency	26,603	-	-	-	-	-	-	26,603	40,000	66.5%
7430 Training	22,592	-	-	-	-	-	-	22,592	60,000	37.7%
7440 Books & Periodicals	112	-	-	-	-	-	-	112	1,500	7.5%
7450 Staff Engagement	6,138	-	-	-	-	-	-	6,138	12,000	51.2%
7455 Meeting Expenses	5,465	-	-	-	-	-	-	5,465	12,000	45.5%
7460 Events	391	-	-	-	-	-	-	391	-	n/a
7400 Staff Development	91,071	-	-	-	-	-	-	91,071	152,500	59.7%
7998 Indirect Costs Applied	40,874	24,998	89,053	74,311	135,558	11,230	724,115	1,100,139		n/a
7999 Indirect Costs Allocated	(1,100,139)	-	-	-	-	-	-	(1,100,139)		n/a
Total 7000 Indirect Cost Pool	(439,679)	24,998	89,053	74,311	135,558	11,230	724,115	619,587	832,536	74.4%
Total Expenses	227,692	1,668,298	269,221	496,702	384,291	29,808	2,316,785	5,392,796	4,878,424	110.5%
Net Operating Income (Loss) before Transfers	266,639	0	(128,388)	(88,417)	(84,924)	(29,808)	98,851	33,953	-	n/a
890000 Transfers between Activities										
895230 Transfer from Appomattox River							(39,333)	(39,333)	-	n/a
896320 Transfer from Regional Strategic Plan							(29,808)	(29,808)	-	n/a
897315 Transfer to Special Planning Efforts					39,333	-		39,333	-	n/a
897315 Transfer to Scenario Planning						29,808		29,808	-	n/a
Total 890000 Transfers between Activities	-	-	-	-	39,333	29,808	(69,141)	-	-	n/a
Net Income (Loss)	266,639	0	(128,388)	(88,417)	(45,591)	-	29,709	33,953	-	n/a

PlanRVA
Profit and Loss Summary
Year ended June 30, 2023

	FY2023 Q1	FY2023 Q2	FY2023 Q3	Apr 2023	May 2023	Jun 2023	FY2023 Q4	FY2023	FY2023 Budget	% Utilized
Income										
4100 Federal Funding	446,312	407,088	479,834	160,067	167,450	160,375	487,891	1,821,126	2,138,231	85.2%
4200 State Funding	81,004	75,068	85,164	28,906	30,052	29,612	88,570	329,805	364,385	90.5%
4300 Local Funding	249,896	236,109	199,855	71,169	63,801	64,603	199,574	885,434	845,945	104.7%
4400 Private Funding	98,760	69,457	32,327	10,471	32,007	35,687	78,165	278,709	177,514	157.0%
4500 Pass-thru Revenue & Expenses	859	3,623	2,840	2,955	(658)	(463)	1,834	9,156	11,199	81.8%
4900 Revenue Distribution	-	-	-	-	-	-	-	-	-	n/a
Total Income	876,832	791,344	800,020	273,568	292,652	289,814	856,034	3,324,230	3,537,274	94.0%
Expenses										
5000 Personnel Expenses										
5100 Salaries & Wages	464,890	450,364	460,233	173,344	150,810	154,329	478,483	1,853,969	1,950,920	95.0%
5500 Fringe Benefit Pool	143,932	143,459	151,309	50,343	47,637	46,374	144,355	583,055	649,219	89.8%
Total 5000 Personnel Expenses	608,822	593,823	611,541	223,687	198,447	200,704	622,837	2,437,024	2,600,138	93.7%
6000 Direct Cost Pool	30,310	85,661	50,656	14,149	36,713	16,177	67,039	233,667	104,600	223.4%
7000 Indirect Cost Pool										
7100 Professional Fees	25,397	9,203	28,620	14,578	21,323	15,710	51,611	114,832	122,500	93.7%
7200 General Operations	80,291	67,905	63,296	6,250	21,688	22,069	50,007	261,498	367,036	71.2%
7300 Technology Operations	38,658	46,868	32,910	16,355	6,097	11,298	33,751	152,186	190,500	79.9%
7400 Staff Development	28,119	16,618	20,340	13,336	5,201	7,458	25,995	91,071	152,500	59.7%
7900 Indirect Cost Allocations	-	-	-	-	-	-	-	-	-	n/a
Total 7000 Indirect Cost Pool	172,464	140,594	145,165	50,519	54,309	56,535	161,363	619,587	832,536	74.4%
Total Expenses	811,596	820,078	807,363	288,356	289,470	273,415	851,240	3,290,278	3,537,274	93.0%
Net Operating Income (Loss) before Transfers	65,235	(28,734)	(7,343)	(14,787)	3,183	16,399	4,795	33,953	-	n/a
890000 Transfers between Activities	-	-	-	-	-	-	-	-	-	n/a
Net Operating Income (Loss)	65,235	(28,734)	(7,343)	(14,787)	3,183	16,399	4,795	33,953	-	n/a
Non-Operating Activities										
9100 Capital Expense & Projects	(20,949)	(158,310)	(55,618)	-	(8,229)	(13,575)	(21,804)	(256,681)	-	n/a
Net Income (Loss)	44,286	(187,044)	(62,961)	(14,787)	(5,046)	2,824	(17,009)	(222,728)	-	n/a

PlanRVA
Balance Sheet
Governmental Funds

	06/30/2023 (Unaudited)	06/30/2022 (Audited)	Net Change
ASSETS			
Cash and cash equivalents	98,256	421,798	(323,542)
Accounts receivable			
Accounts receivable, billed	793,259	699,226	94,033
Accrued revenue	691,825	1,208,257	(516,432)
Due from CVTA	103,079	123,621	(20,542)
Total Grants receivable	<u>1,588,164</u>	<u>2,031,104</u>	<u>(442,941)</u>
Prepaid expenses	31,225	8,982	22,243
Total Assets	<u><u>1,717,645</u></u>	<u><u>2,461,885</u></u>	<u><u>(744,240)</u></u>
LIABILITIES			
Accounts payable	355,393	798,269	(442,876)
Due to Grantor	-	102,997	(102,997)
Accrued salaries	83,504	77,268	6,236
Deferred revenue	91,623	70,834	20,790
Security deposit	-	2,665	(2,665)
Total Liabilities	<u>530,521</u>	<u>1,052,033</u>	<u>(521,512)</u>
FUND BALANCE			
Nonspendable	31,225	8,982	22,243
Unassigned	1,155,899	1,400,870	(244,971)
Total Fund Balance	<u>1,187,124</u>	<u>1,409,852</u>	<u>(222,728)</u>
Total Liabilities and Fund Balance	<u><u>1,717,645</u></u>	<u><u>2,461,885</u></u>	<u><u>(744,240)</u></u>

Treasurer's Report

Cash in bank	26,560	130,808
Investments (LGIP)	71,696	290,991
Total Cash and Cash Equivalents	<u><u>98,256</u></u>	<u><u>421,798</u></u>

LGIP: Average Monthly Yield

06/2022		1.148%
04/2023	4.947%	
05/2023	5.151%	
06/2023	5.242%	