



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

August 22, 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_y2MImSHkSk6FytAJOOZSCQ

- 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 January 24, 2023, and July 25, 2023 Meeting Minutes](#) – page 3**

Action requested: motion to approve meeting minutes as presented (voice vote).
- 3. Financial Reports**
 - a. FY2023 Year-end Closing and Audit**
 - b. [FY2023 June 30, 2023, Financial Statements Update](#) – page 7**
 - c. FY2024 Budget Update**
 - d. Fund Balance Policy Review**
- 4. Other Items**
 - a. Future Meetings Schedule**
- 5. Adjourn**

**PlanRVA Audit, Finance & Facilities Committee
Zoom Meeting Minutes
January 24, 2023 – 1:30 p.m.**

LOCALITY	NAME	X (attended)
Chesterfield County	Jim Holland, Chair	X
Hanover County	W. Canova Peterson	X
Henrico County	Patricia O'Bannon	X (virtual)
New Kent County	Patricia Paige	X
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](#).

Staff Present

Martha Heeter
Janice Firestone
Dan Van Doornik
Diane Fusco

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 October 25, 2022, meeting minutes

On motion by Patricia O'Bannon, seconded by W. Canova Peterson, IV, the members of the Audit, Finance & Facilities Committee voted unanimously to approve the minutes as presented (voice vote).

Jurisdiction/Agency	Member	Aye	Nay	Abstain	Absent
Chesterfield County	Jim Holland, Chair	X			
Hanover County	W. Canova Peterson	X			
Henrico County	Patricia O'Bannon	X			
New Kent County	Patricia Paige			X	
Powhatan County	Michael Byerly				X
City of Richmond	Andreas Addison				X

b. New Office Space Update

Martha Heeter reported that the move came in under budget. Quotes have been received for wall-mounted monitors in the board room. Other board room equipment related quotes are expected soon. The network installation went well.

3. Financial Report

a. Financial Review as of December 31, 2022

Dan Van Doornik provided this report and reviewed the significant items on the financial report. Committee members discussed the financial and work-flow related impacts of the recent retirement/resignation of two former staff members.

There was a question about eco-tourism. Ms. Shickle reported that it is a partnership among the coastal Virginia communities and explained some of the costs related to it. She will have staff provide further information.

Mr. Van Doornik reported that January is expected to be a much more productive month as holiday leave has been completed.

On motion by W. Canova Peterson, seconded by Patricia A. Paige, the members of the Audit, Finance & Facilities Committee voted unanimously to recommend full Commission approval of the financial reports, subject to the noted corrections (listed below). (voice vote).

- Regional Strategic Planning should be listed as Scenario Planning. A fourth line will be added to add the transfer from Appomatrix River to Active Transportation (rather than Scenario Planning).
- Correct discrepancy on page 5, local funding summary chart as it compares to page 6, line 4310.
- Correction to non-operating activities line.

b. FY2023 Budget Update

Mr. Van Doornik reported that the budget needs to be reworked for the remainder of the fiscal year due to changes in revenue.

there was a discussion about the current audit firm and the delay in deliverables from the firm. The matter will be on the next Executive Committee agenda.

4. Other Items

a. Future Meetings Schedule

- April 25th @ the Current (Regular Meeting). This meeting will include a budget review.

5. Adjournment

The meeting was adjourned at approximately 2:30 p.m.

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

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

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Staff Present	
Martha Heeter	Sidd Kumar
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

Chair Holland announced that one member requested approval to participate remotely: Sean Davis. Reason: Personal matter; specifically a scheduling conflict that presents in-person attendance.

Chair Holland announced his approval of the request to participate remotely. On motion by W. Canova Peterson, seconded by Patricia O'Bannon, the members of the Audit, Facilities and Finance Committee voted to approve the member's request to participate from a remote location were in conformance with the PlanRVA Policy for Remote Participation of members; and, the voice of the remotely participating member could be heard by all persons at the primary or central meeting location (voice vote).

The quorum was updated to show the presence of the remote member.

2. Administrative Items

a. Approval of April 25, 2023, minutes

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

It was noted that there was no quorum at the April meeting, therefore, the minutes from the January meeting were not approved. Those minutes will be on the August agenda for approval.

3. Financial Report

a. Profit and Loss

b. Balance Sheet

Mr. Van Doornik provided these two reports and answered committee members' questions.

Ms. Shickle gave an update on the strategic hiring plan. Currently interviews are being conducted for the Community Engagement Manager and Senior Planner positions. An additional four positions were approved in the budget and one new vacancy is expected due to the CVTA's recent selection of an Executive Director. The plan is to be fully staffed by the end of December.

Committee members discussed the fund balance policy and the dues structure. If staff conducts a review of the fund balance policy and brings recommendations to the committee in August and October, the goal will be to have recommendations for the full Commission in November or January

W. Canova Peterson made a motion, seconded by Patricia O'Bannon, to direct staff to bring back recommendations on the fund balance policy. After discussion, the motion was amended to clarify that the committee will be updated at the August and October meetings. The members of the Audit, Facilities and Finance Committee voted unanimously to approve the motion (voice vote).

On motion by W. Canova Peterson, seconded by Patricia O'Bannon, the members of the Audit, Facilities and Finance Committee voted to forward the Financial Statements along with a narrative and updated treasurers report to the full Commission with a recommendation for acceptance (voice vote).

4. Other Items

a. Disposition of Publicly Owned Property - Furniture

Ms. Heeter reported on the furniture proposed for disposition. The plan is to outfit four staff offices and redo the furnishings in the boardroom. Ms. Shickle is awaiting the quote for the new furnishings. The goal is to dispose of the old furniture by listing on gov deals. Any revenue received from the sale would be reinvested in the new furniture to be purchased.

On motion by W. Canova Peterson, seconded by Patricia O'Bannon, the members of the Audit, Facilities and Finance Committee voted to approve the plan to dispose of furniture and equipment owned by PlanRVA (voice vote).

b. Future Meeting Schedule

The committee meets on August 22nd and on October 31st.

5. Adjournment

The meeting was adjourned at approximately 2:20 p.m.

PlanRVA
Balance Sheet
Governmental Funds

	07/31/2023 (Unaudited)	06/30/2023 (Unaudited)	06/30/2022 (Audited)	Net Change
ASSETS				
Cash and cash equivalents	309,795	98,256	421,798	(323,542)
Accounts receivable				
Accounts receivable, billed	919,867	774,919	699,226	75,693
Accrued revenue	839,479	691,825	1,208,257	(516,432)
Due from CVTA	134,940	103,079	123,621	(20,542)
Total Grants receivable	<u>1,894,286</u>	<u>1,569,824</u>	<u>2,031,104</u>	<u>(461,281)</u>
Prepaid expenses	10,000	31,225	8,982	22,243
Total Assets	<u><u>2,214,082</u></u>	<u><u>1,699,305</u></u>	<u><u>2,461,885</u></u>	<u><u>(762,580)</u></u>
LIABILITIES				
Accounts payable	334,231	355,393	798,269	(442,876)
Due to Grantor	-	-	102,997	(102,997)
Accrued salaries	83,504	83,504	77,268	6,236
Deferred revenue	657,571	73,998	70,834	3,165
Security deposit	-	-	2,665	(2,665)
Total Liabilities	<u>1,075,307</u>	<u>512,896</u>	<u>1,052,033</u>	<u>(539,137)</u>
FUND BALANCE				
Nonspendable	10,000	31,225	8,982	22,243
Unassigned	<u>1,128,775</u>	<u>1,155,184</u>	<u>1,400,870</u>	<u>(245,686)</u>
Total Fund Balance	<u>1,138,775</u>	<u>1,186,409</u>	<u>1,409,852</u>	<u>(223,443)</u>
Total Liabilities and Fund Balance	<u><u>2,214,082</u></u>	<u><u>1,699,305</u></u>	<u><u>2,461,885</u></u>	<u><u>(762,580)</u></u>

Treasurer's Report

Cash in bank	162,918	26,560	130,808
Investments (LGIP)	<u>146,878</u>	<u>71,696</u>	<u>290,991</u>
Total Cash and Cash Equivalents	<u><u>309,795</u></u>	<u><u>98,256</u></u>	<u><u>421,798</u></u>

LGIP: Average Monthly Yield

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

PlanRVA
Balance Sheet
Governmental Funds

	07/31/2023 (Unaudited)	06/30/2023 (Unaudited)	06/30/2022 (Audited)	Net Change
07/2023	<u>5.319%</u>			