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AGENDA

Audit, Facilities and Finance Committee

January 24, 2023 – 1:30 p.m.
PlanRVA James River Board Room, 424 Hull Street, Suite 300,
Richmond, VA 23224 and via Zoom

This meeting is open to the public. Members of the public are invited to attend in-person or virtually. Please alert PlanRVA at input@PlanRVA.org if electronic transmission of this meeting fails for the public. If such transmission fails, the commission will take a recess until public access is restored. Please refer to our [Statement Regarding Virtual Meeting Participation by Members of the Public](#) for more information.

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_T10XMWgZRQmDLrfoG5pedQ

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 www.youtube.com/c/PlanRVA.

1. **Welcome, Roll Call and Introductions**
2. **Administrative Items**
 - a. **Approval of October 25, 2022, Meeting Minutes** – page 2
Action requested: motion to approve meeting minutes as presented.
 - b. **New Office Space Update - Ms. Heeter**
Information item
3. **Financial Report**
 - a. **Financial Review as of December 31, 2022** – page 4
 - b. **FY2023 Budget Update**
4. **Other Items**
 - a. **Future Meetings Schedule**
TBD
5. **Adjourn**



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**PlanRVA Audit, Finance & Facilities Committee
 Zoom Meeting Minutes
 October 25, 2022 – 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
New Kent County	Patricia Paige	
Powhatan County	Michael Byerly	
City of Richmond	Andreas Addison	X

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	Others Present
Martha Heeter	Sean M. Davis, Commission Chair
Janice Firestone	Mike Gaza, Thalhimer (virtual)
Ken Lantz	Eric Gregory, Legal Counsel
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. Approval of August 16, 2022, meeting minutes

On motion by W. Canova Peterson, IV, seconded by Patricia O'Bannon, 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			

3. New Office Space and Relocation Update

a. Project Budget and Timeline

Martha Heeter reported that the constructions is on schedule and a certificate of occupancy is expected to be issued on November 21, 2022. She noted that the offices at Stony Point have been decommissioned and staff will be working remotely until the new offices are done. Meeting locations have been reserved for all the scheduled in-person meetings during the interim period. In terms of cost, the current budget is less than what was expected.

4. Other Items

a. Future Meetings Schedule

- November 17th, 10:30 a.m. @ the Current (Regular Meeting)
- January 24th, 1:30 pm @ the Current (Regular Meeting)
- April 24th, 1:30 pm @ the Current (Regular Meeting)

5. Adjournment

The meeting was adjourned at 1:52 p.m.

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Balance Sheet

Governmental Funds

	<u>12/31/2022</u> (Unaudited)	<u>06/30/2022</u> (Audited)	<u>Net Change</u>
ASSETS			
Cash and cash equivalents			
Cash in bank	497,212	130,808	366,404
Investments (LGIP)	143,202	290,991	(147,788)
Total Cash and Cash Equivalents	<u>640,414</u>	<u>421,798</u>	<u>218,616</u>
Grants receivable			
Accounts receivable	442,472	699,226	(256,753)
Accrued revenue	631,524	1,208,257	(576,734)
Due from CVTA	86,024	123,621	(37,597)
Total Grants receivable	<u>1,160,020</u>	<u>2,031,104</u>	<u>(871,084)</u>
Prepaid expenses	-	8,982	(8,982)
Total Assets	<u>1,800,434</u>	<u>2,461,885</u>	<u>(661,450)</u>
LIABILITIES			
Accounts payable	48,736	798,269	(749,533)
Due to Grantor	-	102,997	(102,997)
Accrued salaries	83,274	77,268	6,005
Deferred revenue	415,026	70,834	344,193
Security deposit	2,665	2,665	-
Total Liabilities	<u>549,700</u>	<u>1,052,033</u>	<u>(502,332)</u>
FUND BALANCE			
Nonspendable	-	8,982	(8,982)
Unassigned	1,250,734	1,400,870	(150,136)
Total Fund Balance	<u>1,250,734</u>	<u>1,409,852</u>	<u>(159,118)</u>
Total Liabilities and Fund Balance	<u>1,800,434</u>	<u>2,461,885</u>	<u>(661,450)</u>

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Profit and Loss Summary

July - December, 2022

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	FY2023 YTD	FY2023 Budget	% Utilized
Income									
4100 Federal Funding	159,707	188,790	185,801	147,597	141,202	195,781	1,018,878	2,726,871	37.4%
4200 State Funding	27,078	28,634	25,292	24,551	25,404	35,313	166,272	453,095	36.7%
4300 Local Funding	86,983	96,144	124,226	93,685	80,131	71,788	552,957	920,895	60.0%
4400 Private Funding	11,135	100,164	17,004	315,069	7,576	14,341	465,290	777,564	59.8%
4900 Revenue Distribution	-	-	-	-	-	-	-	-	n/a
Total Income	284,903	413,732	352,322	580,902	254,313	317,224	2,203,396	4,878,424	45.2%
Expenses									
5000 Personnel Expenses									
5100 Salaries & Wages	150,342	154,798	159,750	152,101	152,687	153,936	923,614	1,950,920	47.3%
5500 Fringe Benefit Pool	49,039	47,275	47,619	52,390	46,456	44,614	287,391	649,219	44.3%
Total 5000 Personnel Expenses	199,381	202,072	207,369	204,491	199,143	198,549	1,211,006	2,600,138	46.6%
6000 Direct Cost Pool	29,805	122,873	60,063	347,657	44,466	66,735	671,599	1,445,750	46.5%
7000 Indirect Cost Pool									
7100 Professional Fees	4,824	12,622	2,651	2,613	(3,060)	2,900	22,551	122,500	18.4%
7200 General Operations	31,317	24,044	24,930	28,780	20,297	21,702	151,070	367,036	41.2%
7300 Technology Operations	13,423	11,330	13,905	14,035	18,349	25,959	97,001	190,500	50.9%
7400 Staff Development	2,264	9,993	12,857	6,112	8,604	1,885	41,715	152,500	27.4%
7900 Indirect Cost Allocations	-	-	-	-	-	-	-	-	n/a
Total 7000 Indirect Cost Pool	51,827	57,988	54,343	51,541	44,190	52,446	312,335	832,536	37.5%
Total Expenses	281,014	382,934	321,775	603,688	287,799	317,731	2,194,940	4,878,424	45.0%
Net Operating Income (Loss) before Transfers	3,890	30,798	30,548	(22,787)	(33,485)	(507)	8,457	-	n/a
890000 Transfers between Activities	-	-	-	-	-	-	-	-	n/a
Net Operating Income (Loss)	3,890	30,798	30,548	(22,787)	(33,485)	(507)	8,457	-	n/a

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FY2023 Profit and Loss by Month

July - December, 2022

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	FY2023 YTD	FY2023 Budget	% Utilized
Revenue									
4100 Federal Revenue									
4101 MPO FHWA/PL Funds- Fed Share	103,527	112,042	88,106	82,933	70,863	102,130	559,602	1,365,541	41.0%
4102 MPO Sect 5303 Funds- Fed Share	25,259	29,458	27,194	25,212	24,885	33,538	165,546	528,154	31.3%
4105 MPO Pass-thru					10,400	30,400	40,800	354,840	11.5%
4111 FY20 Rural Coastal Va Mktg	4,904	4,795	2,853	(719)	128	58	12,019	11,481	104.7%
4112 Lower Chickahominy						(12,502)	(12,502)	-	n/a
4113 Coastal TA & Resiliency	3,554	4,035	7,317	8,438	5,511	7,872	36,727	64,263	57.2%
4115 CBRAP- WIP3/ Fed Share	2,524	(433)	3,784	5,430	4,147	18,511	33,964	57,745	58.8%
4116 Flood Protection and Prevention					5,836		5,836	-	n/a
4120 VDEM SHSP	7,630	8,679	8,023	8,072	6,494	7,263	46,160	105,003	44.0%
4130 VDEM Pass-Through Grants	11,121	29,151	47,712	16,847	12,292	8,168	125,291	233,800	53.6%
4140 Hazard Mitigation Fed Share	1,187	1,062	811	1,385	646	344	5,435	6,044	89.9%
4141 Hazard Mitigation Admin								-	n/a
Total 4100 Federal Revenue	159,707	188,790	185,801	147,597	141,202	195,781	1,018,878	2,726,871	37.4%
4200 State Revenue									
4201 MPO FHWA/PL Funds - State Share	12,941	14,005	11,013	10,367	8,858	12,766	69,950	170,693	41.0%
4202 MPO Sec. 5303 - State Share	3,157	3,682	3,399	3,152	3,111	4,192	20,693	66,019	31.3%
4205 MPO Pass-thru					2,600	7,600	10,200	88,710	11.5%
4220 Hazard Mitigation Plan	317	283	216	369	172	92	1,449	1,612	89.9%
4230 State Appropriation	10,663	10,663	10,663	10,663	10,663	10,663	63,979	126,061	50.8%
Total 4100 State Revenue	27,078	28,634	25,292	24,551	25,404	35,313	166,272	453,095	36.7%
4300 Local Revenue									
4301 TPO Assessment	16,098	17,687	14,866	5,116			53,768	53,768	100.0%
4310 Local Membership Dues	49,287	49,287	49,287	49,287	49,287	49,287	295,723	591,446	50.0%
4315 CVTA Reimbursement	11,793	16,854	13,949	15,932	12,152	8,642	79,323	121,137	65.5%
4316 CVTA Service Fee	1,179	1,685	2,852	1,593	1,215	864	9,390	12,114	77.5%
4320 Capital Region Collaborative	2,800	-	2,270	12,831	12,259	12,994	43,154	67,481	63.9%
4360 FOLAR Grant	6,440	6,440	6,440	6,440	6,440	6,440	38,640	74,950	51.6%
Total 4300 Local Revenue	87,597	91,954	89,665	91,199	81,354	78,228	519,997	920,895	56.5%

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FY2023 Profit and Loss by Month

July - December, 2022

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	FY2023 YTD	FY2023 Budget	% Utilized
4400 Private Revenue									
4430 Virginia Housing Capacity Bldg Grant							-	-	n/a
4440 Regional Housing Grant - Partners	-	87,000		281,673			368,673	675,000	54.6%
4441 Regional Housing Grant - PlanRVA	4,374	6,457	8,496	26,572	694	7,382	53,975	61,929	87.2%
4460 Project Partner Revenue							-	40,000	0.0%
4470 Special Project Revenue	5,826	10,630	41,001	8,926	5,217		71,600	-	n/a
4801 Interest Income	321	268	2,068	384	442	519	4,002	635	630.2%
4810 Miscellaneous							-	-	n/a
Total 4400 Private Revenue	10,521	104,354	51,565	317,555	6,353	7,901	498,250	777,564	64.1%
4900 Revenue Distribution									
491100 Local Match from General	(9,043)	(9,197)	(10,716)	(16,160)	(18,688)	(29,539)	(93,343)	(276,880)	33.7%
494140 Local Match to Hazard Mitigation Plng	79	71	54	92	43	23	362	403	89.9%
495101 Local Match to ANPDC Eco Tourism	4,904	4,795	2,853	708	128	58	13,446	14,834	90.6%
495102 Local Match to Eco Technical Assistance	3,554	4,035	7,317	5,600	5,511	2,028	28,045	64,263	43.6%
495240 Local Match to VA Chesap Bay Watershed	631	453	946	1,357	1,037	10,472	14,896	14,436	103.2%
497110 Local Match to MPO Prog Mgmt	-	-	-	1,006	1,471	2,543	5,019	13,906	36.1%
497120 Local Match to UPWP Budget & Contracts	-	-	-	120	174	94	388	4,954	7.8%
497210 Local Match to Public Outreach/Equity Analysis	(79)	(91)	-	803	416	662	1,712	17,027	10.1%
497220 Local Match to Special Planning Efforts	-	(46)	(454)	907	1,539	112	2,059	16,840	12.2%
497310 Local Match to Long Range Trans Plan	(46)	(21)	-	328	-	268	530	2,132	24.8%
497315 Local Match to Scenario Planning	-	-	-	739	2,253	5,707	8,699	32,121	27.1%
497320 Local Match to Travel Demand Model	-	-	-	584	74	444	1,103	10,510	10.5%
497330 Local Match to Transit	-	-	-	1,062	1,933	1,969	4,964	18,229	27.2%
497340 Local Match to Act Trans - Bike/Ped	-	-	-	843	1,315	1,295	3,453	15,590	22.1%
497350 Local Match to System Resiliency	-	-	-	696	827	1,452	2,975	13,282	22.4%
497410 Local Match to Perf Based Trans Plng	-	-	-	107	7	532	645	6,153	10.5%
497420 Local Match to Financial Prog/TIP	-	-	-	1,112	1,959	1,810	4,881	28,001	17.4%
497430 Local Match to Rail & Freight	-	-	-	95	-	70	166	4,197	3.9%
Total 4900 Revenue Distribution	(0)	0	-	-	-	-	-	-	n/a
Total Revenue	284,903	413,732	352,322	580,902	254,313	317,224	2,203,396	4,878,424	45.2%

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FY2023 Profit and Loss by Month

July - December, 2022

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	FY2023 YTD	FY2023 Budget	% Utilized
Expenses									
5100 Salaries & Wages									
5101 Salaries & Wages	150,342	154,798	159,750	152,101	152,687	153,936	923,614	1,950,920	47.3%
5102 Salaries & Wages - Allocated	(150,342)	(154,798)	(159,750)	(152,101)	(152,687)	(153,936)	(923,614)	(1,930,920)	47.8%
5111 Wages Allocated - Program (FT)	101,801	102,426	108,050	99,483	80,442	87,886	580,087	1,358,719	42.7%
5112 Wages Allocated - Program (PT)	6,920	9,708	7,449	6,809	6,243	6,916	44,045	94,547	46.6%
5113 Wages Allocated - Administrative	19,185	26,619	25,811	29,106	26,554	24,114	151,390	277,821	54.5%
5120 Wages Allocated - Paid Time Off	22,436	16,045	18,440	16,704	39,448	35,019	148,092	199,833	74.1%
Total 5100 Salaries & Wages	150,342	154,798	159,750	152,101	152,687	153,936	923,614	1,950,920	47.3%
5500 Fringe Benefit Pool									
5510 Payroll Taxes	10,946	11,284	11,932	13,967	11,072	12,556	71,758	157,261	45.6%
5520 Retirement	14,969	14,714	12,456	13,830	13,830	13,350	83,148	184,729	45.0%
5530 Healthcare	21,724	21,162	20,526	21,970	21,385	18,685	125,452	271,336	46.2%
5531 FSH/HAS Health Accounts	27	(1,154)	(2,153)	1,212	(1,119)	(1,266)	(4,453)	2,064	-215.8%
5540 LTD Insurance	1,027	904	850	1,048	949	949	5,725	18,979	30.2%
5541 Hybrid VRS STD & LTD	347	364	364	364	340	340	2,119	4,850	43.7%
5590 Leave Paid Out			3,643				3,643	10,000	36.4%
5598 Fringe Benefits Applied	-	-	-	-	-	-	-	-	n/a
5599 Fringe Benefits Allocated	-	-	-	-	-	-	-	-	n/a
Total 5500 Fringe Benefit Pool	49,039	47,275	47,619	52,390	46,456	44,614	287,391	649,219	44.3%
6000 Direct Cost Pool									
6120 Legal Fees							-		n/a
6130 Contracted Services				25,000			25,000	25,000	100.0%
6153 Advertising: Mission Advancement	2,100	2,965	10,000	14,550	17,336	9,632	56,583	27,600	205.0%
6230 Printing					17		17	1,200	1.4%
6320 Software Services	9,019	464	25	25	25	25	9,584	23,900	40.1%
6350 Computer Supplies							-	3,600	0.0%
6360 Technology Services		2,398					2,398	-	n/a
6410 Organizational Dues	564		541	5,974		1,919	8,998	7,500	120.0%
6425 Travel- Agency	1,684	39	2,784	4,754	3,363	876	13,499	1,400	964.2%
6430 Training	3,170	635	2,044	334	588	8,115	14,886	10,000	148.9%
6455 Meeting Expenses	57		125	97			280	4,400	6.4%
6510 Grant Sub-recipient: Contractors		87,000		281,673			368,673	675,000	54.6%
6590 Miscellaneous Pass-thru	13,211	29,371	44,544	15,251	23,138	46,168	171,683	666,150	25.8%
Total 6000 Direct Cost Pool	29,805	122,873	60,063	347,657	44,466	66,735	671,599	1,445,750	46.5%

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FY2023 Profit and Loss by Month

July - December, 2022

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	FY2023 YTD	FY2023 Budget	% Utilized
7000 Indirect Cost Pool									
7100 Professional Fees									
7111 Bank Fees	95	93	87	69	66	65	475	2,500	19.0%
7120 Legal Fees							-	10,000	0.0%
7121 Legal Fees - General	4,650	2,500	2,500	2,500	3,710	2,500	18,360	30,000	61.2%
7131 Consultants: Recurring							-	12,000	0.0%
7132 Consultants: Non-recurring							-	18,000	0.0%
7151 Advertising: General							-	5,000	0.0%
7152 Advertising: Public Notices							-	5,000	0.0%
7153 Advertising: Mission Advancement	79	10,029	64	44	(6,836)	335	3,716	40,000	9.3%
Total 7100 Professional Fees	4,824	12,622	2,651	2,613	(3,060)	2,900	22,551	122,500	18.4%
7200 General Operations									
7210 Rent	24,249	24,970	22,305	27,124	18,766	18,994	136,407	311,135	43.8%
7211 Rent (sub-lease)	(2,665)	(2,665)					(5,329)	(10,659)	50.0%
7220 Insurance	7,087			12			7,099	10,000	71.0%
7230 Printing	2,497	968	1,844	968	968	2,105	9,351	26,560	35.2%
7235 Supplies	48	692	182	674	210	603	2,409	14,000	17.2%
7240 Postage	100	33	100	2			235	6,000	3.9%
7290 Miscellaneous		45	499		353		897	10,000	9.0%
Total 7200 General Operations	31,317	24,044	24,930	28,780	20,297	21,702	151,070	367,036	41.2%
7300 Technology Operations									
7310 Virtual Desktop Operations	10,589	11,093	10,894	10,770	15,311	22,206	80,863	132,000	61.3%
7320 Software Services	1,836	1,667	1,403	1,988	1,816	2,874	11,584	22,200	52.2%
7330 Communication Technology	871	958	1,030	1,267	1,212	880	6,218	17,100	36.4%
7340 Desktops & Support	10	10	10	10	10		50	1,200	4.2%
7350 Computer Supplies	116						116	12,000	1.0%
7360 Technology Services		(2,398)	567				(1,831)	6,000	-30.5%
Total 7300 Technology Operations	13,423	11,330	13,905	14,035	18,349	25,959	97,001	190,500	50.9%
7400 Staff Development									
7410 Organizational Dues	400	5,700		399	4,624	107	11,230	20,000	56.2%
7420 Travel- Board			700	876			1,576	7,000	22.5%
7425 Travel- Agency	494	601	181	2,918	2,081	669	6,944	40,000	17.4%
7430 Training	98	3,115	10,625	1,142	1,224	430	16,634	60,000	27.7%
7440 Books & Periodicals	52						52	1,500	3.5%
7450 Staff Engagement	545	505	1,102	265	559	602	3,579	12,000	29.8%
7455 Meeting Expenses	675	71	250	512	115	76	1,699	12,000	14.2%
7400 Staff Development	2,264	9,993	12,857	6,112	8,604	1,885	41,715	152,500	27.4%

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FY2023 Profit and Loss by Month

July - December, 2022

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	FY2023 YTD	FY2023 Budget	% Utilized
7998 Indirect Costs Applied	-	-	-	-	-	-	-	-	n/a
7999 Indirect Costs Allocated	-	-	-	-	-	-	-	-	n/a
Total 7000 Indirect Cost Pool	51,827	57,988	54,343	51,541	44,190	52,446	312,335	832,536	37.5%
Total Expenses	281,014	382,934	321,775	603,688	287,799	317,731	2,194,940	4,878,424	45.0%
Net Operating Income (Loss)	3,890	30,798	30,548	(22,787)	(33,485)	(507)	8,457	-	n/a
Non-Operating Activities									
9000 Transfers between PlanRVA Lines-of-business	-	-	-	-	-	-	-	-	n/a
9100 Capital Expense & Projects	(4,318)	(3,093)	(13,538)	(2,568)	(30,255)	(113,802)	(167,575)	-	n/a
Total Non-Operating Activities	(4,318)	(3,093)	(13,538)	(2,568)	(30,255)	(113,802)	(167,575)	-	n/a
Net Income (Loss)	(429)	27,705	17,010	(25,355)	(63,740)	(114,309)	(159,118)	-	n/a

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Profit and Loss by Line-of-Business

July - December, 2022

	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	-	-	-	-	-	-	559,602	559,602	1,365,541	41.0%
4102 MPO Sect 5303 Funds- Fed Share	-	-	-	-	-	-	165,546	165,546	528,154	31.3%
4105 MPO Pass-thru	-	-	-	-	-	-	40,800	40,800	354,840	11.5%
4111 FY20 Rural Coastal Va Mktg	-	-	-	-	12,019	-	-	12,019	11,481	104.7%
4112 Lower Chickahominy	-	-	-	-	(12,502)	-	-	(12,502)	-	n/a
4113 Coastal TA & Resiliency	-	-	-	-	36,727	-	-	36,727	64,263	57.2%
4115 CBRAP- WIP3/ Fed Share	-	-	-	-	33,964	-	-	33,964	57,745	58.8%
4116 Flood Protection and Prevention	-	-	-	-	5,836	-	-	5,836	-	n/a
4120 VDEM SHSP	-	-	-	46,160	-	-	-	46,160	105,003	44.0%
4130 VDEM Pass-Through Grants	-	-	-	125,291	-	-	-	125,291	233,800	53.6%
4140 Hazard Mitigation Fed Share	-	-	-	5,435	-	-	-	5,435	6,044	89.9%
4141 Hazard Mitigation Admin	-	-	-	-	-	-	-	-	-	n/a
Total 4100 Federal Revenue	-	-	-	176,886	76,043	-	765,948	1,018,878	2,726,871	37.4%
4200 State Revenue										
4201 MPO FHWA/PL Funds - State Share	-	-	-	-	-	-	69,950	69,950	170,693	41.0%
4202 MPO Sec. 5303 - State Share	-	-	-	-	-	-	20,693	20,693	66,019	31.3%
4205 MPO Pass-thru	-	-	-	-	-	-	10,200	10,200	88,710	11.5%
4220 Hazard Mitigation Plan	-	-	-	1,449	-	-	-	1,449	1,612	89.9%
4230 State Appropriation	63,979	-	-	-	-	-	-	63,979	126,061	50.8%
Total 4200 State Revenue	63,979	-	-	1,449	-	-	100,844	166,272	453,095	36.7%
4300 Local Revenue										
4301 TPO Assessment	-	-	-	-	-	-	53,768	53,768	53,768	100.0%
4310 Local Membership Dues	295,723	-	-	-	-	-	-	295,723	591,446	50.0%
4315 CVTA Reimbursement	-	-	-	-	-	-	79,323	79,323	121,137	65.5%
4316 CVTA Service Fee	-	-	-	-	-	-	9,390	9,390	12,114	77.5%
4320 Capital Region Collaborative	-	-	43,154	-	-	-	-	43,154	67,481	63.9%
4360 FOLAR Grant	-	-	-	-	38,640	-	-	38,640	74,950	51.6%
Total 4300 Local Revenue	295,723	-	43,154	-	38,640	-	142,480	519,997	920,895	56.5%
4400 Private Revenue										
4430 Virginia Housing Capacity Bldg Grant	-	-	-	-	-	-	-	-	-	n/a
4440 Regional Housing Grant - Partners	-	368,673	-	-	-	-	-	368,673	675,000	54.6%
4441 Regional Housing Grant - PlanRVA	-	53,975	-	-	-	-	-	53,975	61,929	87.2%
4460 Project Partner Revenue	-	-	-	-	-	-	-	-	40,000	0.0%
4470 Special Project Revenue	-	-	70,000	-	1,600	-	-	71,600	-	n/a
4801 Interest Income	4,002	-	-	-	-	-	-	4,002	635	630.2%
4810 Miscellaneous	-	-	-	-	-	-	-	-	-	n/a
Total 4400 Private Revenue	4,002	422,648	70,000	-	1,600	-	-	498,250	777,564	64.1%

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	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	-	-	-	362	56,386	-	36,594	93,343	-	n/a
494140 Local Match to Hazard Mitigation Plng	(362)	-	-	-	-	-	-	(362)	-	n/a
495101 Local Match to ANPDC Eco Tourism	(13,446)	-	-	-	-	-	-	(13,446)	-	n/a
495102 Local Match to Eco Technical Assistance	(28,045)	-	-	-	-	-	-	(28,045)	-	n/a
495240 Local Match to VA Chesap Bay Watershed	(14,896)	-	-	-	-	-	-	(14,896)	-	n/a
497110 Local Match to MPO Prog Mgmt	(5,019)	-	-	-	-	-	-	(5,019)	-	n/a
497120 Local Match to UPWP Budget & Contracts	(388)	-	-	-	-	-	-	(388)	-	n/a
497210 Local Match to Public Outreach/Equity Analysis	(1,712)	-	-	-	-	-	-	(1,712)	-	n/a
497220 Local Match to Special Planning Efforts	(2,059)	-	-	-	-	-	-	(2,059)	-	n/a
497310 Local Match to Long Range Trans Plan	(530)	-	-	-	-	-	-	(530)	-	n/a
497315 Local Match to Scenario Planning	(8,699)	-	-	-	-	-	-	(8,699)	-	n/a
497320 Local Match to Travel Demand Model	(1,103)	-	-	-	-	-	-	(1,103)	-	n/a
497330 Local Match to Transit	(4,964)	-	-	-	-	-	-	(4,964)	-	n/a
497340 Local Match to Act Trans - Bike/Ped	(3,453)	-	-	-	-	-	-	(3,453)	-	n/a
497350 Local Match to System Resiliency	(2,975)	-	-	-	-	-	-	(2,975)	-	n/a
497410 Local Match to Perf Based Trans Plng	(645)	-	-	-	-	-	-	(645)	-	n/a
497420 Local Match to Financial Prog/TIP	(4,881)	-	-	-	-	-	-	(4,881)	-	n/a
497430 Local Match to Rail & Freight	(166)	-	-	-	-	-	-	(166)	-	n/a
Total 4900 Revenue Distribution	(93,343)	-	-	362	56,386	-	36,594	-	-	n/a
Total Revenue	270,361	422,648	113,154	178,698	172,670	-	1,045,866	2,203,396	4,878,424	45.2%
Expenses										
5100 Salaries & Wages										
5101 Salaries & Wages	923,614	-	-	-	-	-	-	923,614	1,950,920	47.3%
5102 Salaries & Wages - Allocated	(923,614)	-	-	-	-	-	-	(923,614)	(1,930,920)	47.8%
5111 Wages Allocated - Program (FT)	23,529	11,373	56,834	42,251	82,379	11,782	351,940	580,087	1,358,719	42.7%
5112 Wages Allocated - Program (PT)	-	-	-	-	-	-	44,045	44,045	94,547	46.6%
5113 Wages Allocated - Administrative	151,390	-	-	-	-	-	-	151,390	277,821	54.5%
5120 Wages Allocated - Paid Time Off	148,092	-	-	-	-	-	-	148,092	199,833	74.1%
Total 5100 Salaries & Wages	323,011	11,373	56,834	42,251	82,379	11,782	395,985	923,614	1,950,920	47.3%
5500 Fringe Benefit Pool										
5510 Payroll Taxes	71,758	-	-	-	-	-	-	71,758	157,261	45.6%
5520 Retirement	83,148	-	-	-	-	-	-	83,148	184,729	45.0%
5530 Healthcare	125,452	-	-	-	-	-	-	125,452	271,336	46.2%
5531 FSH/HAS Health Accounts	(4,453)	-	-	-	-	-	-	(4,453)	2,064	-215.8%
5540 LTD Insurance	5,725	-	-	-	-	-	-	5,725	18,979	30.2%
5541 Hybrid VRS STD & LTD	2,119	-	-	-	-	-	-	2,119	4,850	43.7%
5590 Leave Paid Out	3,643	-	-	-	-	-	-	3,643	10,000	36.4%
5598 Fringe Benefits Applied	80,877	5,385	26,911	20,006	39,006	5,579	170,012	347,776	-	n/a
5599 Fringe Benefits Allocated	(347,776)	-	-	-	-	-	-	(347,776)	-	n/a
Total 5500 Fringe Benefit Pool	20,493	5,385	26,911	20,006	39,006	5,579	170,012	287,391	649,219	44.3%

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	Community							PlanRVA FY2023 YTD	FY2023	
	Administration	Development	Data Research & Analysis	Emergency Management	Environment	Strategic Partnerships	Transportation		Budget	% Utilized
6000 Direct Cost Pool										
6120 Legal Fees	-	-	-	-	-	-	-	-	-	n/a
6130 Contracted Services	-	25,000	-	-	-	-	-	25,000	25,000	100.0%
6153 Advertising: Mission Advancement	-	1,229	21,500	15	17,255	-	4,334	44,333	27,600	160.6%
6230 Printing	-	-	-	-	-	-	17	17	1,200	1.4%
6320 Software Services	-	-	9,560	-	-	-	24	9,584	23,900	40.1%
6350 Computer Supplies	-	-	-	-	-	-	-	-	3,600	0.0%
6360 Technology Services	-	-	-	2,398	-	-	-	2,398	-	n/a
6410 Organizational Dues	-	-	-	-	553	-	8,445	8,998	7,500	120.0%
6425 Travel- Agency	-	858	-	5,294	428	-	5,665	12,245	1,400	874.6%
6430 Training	-	-	-	-	35	-	13,151	13,186	10,000	131.9%
6455 Meeting Expenses	-	-	-	-	-	-	229	229	4,400	5.2%
6510 Grant Sub-recipient: Contractors	-	368,673	-	-	-	-	-	368,673	675,000	54.6%
6590 Miscellaneous Pass-thru	-	-	-	120,683	-	-	51,000	171,683	666,150	25.8%
Total 6000 Direct Cost Pool	-	395,760	31,060	128,390	18,270	-	82,864	656,343	1,445,750	45.4%
7000 Indirect Cost Pool										
7100 Professional Fees										
7111 Bank Fees	475	-	-	-	-	-	-	475	2,500	19.0%
7120 Legal Fees	-	-	-	-	-	-	-	-	10,000	0.0%
7121 Legal Fees - General	18,360	-	-	-	-	-	-	18,360	30,000	61.2%
7131 Consultants: Recurring	-	-	-	-	-	-	-	-	12,000	0.0%
7132 Consultants: Non-recurring	-	-	-	-	-	-	-	-	18,000	0.0%
7151 Advertising: General	-	-	-	-	-	-	-	-	5,000	0.0%
7152 Advertising: Public Notices	-	-	-	-	-	-	-	-	5,000	0.0%
7153 Advertising: Mission Advancement	15,966	-	-	-	-	-	-	15,966	40,000	39.9%
Total 7100 Professional Fees	34,801	-	-	-	-	-	-	34,801	122,500	28.4%
7200 General Operations										
7210 Rent	136,407	-	-	-	-	-	-	136,407	311,135	43.8%
7211 Rent (sub-lease)	(5,329)	-	-	-	-	-	-	(5,329)	(10,659)	50.0%
7220 Insurance	7,099	-	-	-	-	-	-	7,099	10,000	71.0%
7230 Printing	9,351	-	-	-	-	-	-	9,351	26,560	35.2%
7235 Supplies	2,409	-	-	-	-	-	-	2,409	14,000	17.2%
7240 Postage	235	-	-	-	-	-	-	235	6,000	3.9%
7290 Miscellaneous	897	-	-	-	-	-	-	897	10,000	9.0%
Total 7200 General Operations	151,070	-	-	-	-	-	-	151,070	367,036	41.2%
7300 Technology Operations										
7310 Virtual Desktop Operations	80,863	-	-	-	-	-	-	80,863	132,000	61.3%
7320 Software Services	9,069	-	-	-	-	-	-	9,069	22,200	40.8%
7330 Communication Technology	6,218	-	-	-	-	-	-	6,218	17,100	36.4%
7340 Desktops & Support	50	-	-	-	-	-	-	50	1,200	4.2%
7350 Computer Supplies	116	-	-	-	-	-	-	116	12,000	1.0%
7360 Technology Services	685	-	-	-	-	-	-	685	6,000	11.4%
Total 7300 Technology Operations	97,001	-	-	-	-	-	-	97,001	190,500	50.9%

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	Administration	Community Development	Data Research & Analysis	Emergency Management	Environment	Strategic Partnerships	Transportation	PlanRVA FY2023 YTD	FY2023 Budget	% Utilized
7400 Staff Development										
7410 Organizational Dues	11,230	-	-	-	-	-	-	11,230	20,000	56.2%
7420 Travel- Board	1,576	-	-	-	-	-	-	1,576	7,000	22.5%
7425 Travel- Agency	8,198	-	-	-	-	-	-	8,198	40,000	20.5%
7430 Training	18,334	-	-	-	-	-	-	18,334	60,000	30.6%
7440 Books & Periodicals	52	-	-	-	-	-	-	52	1,500	3.5%
7450 Staff Engagement	3,579	-	-	-	-	-	-	3,579	12,000	29.8%
7455 Meeting Expenses	1,750	-	-	-	-	-	-	1,750	12,000	14.6%
7400 Staff Development	44,720	-	-	-	-	-	-	44,720	152,500	29.3%
7998 Indirect Costs Applied	19,951	10,130	50,624	37,634	73,377	10,494	342,143	544,354		n/a
7999 Indirect Costs Allocated	(544,354)	-	-	-	-	-	-	(544,354)		n/a
Total 7000 Indirect Cost Pool	(196,812)	10,130	50,624	37,634	73,377	10,494	342,143	327,591	832,536	39.3%
Total Expenses	146,692	422,648	165,429	228,280	213,033	27,855	991,003	2,194,940	4,878,424	45.0%
Net Operating Income (Loss)	123,669	0	(52,275)	(49,582)	(40,363)	(27,855)	54,863	8,457	-	n/a
Non-Operating Activities										
895230 Transfer from Appomattox River							(17,618)	(17,618)	-	n/a
896320 Transfer from Regional Strategic Plan							(27,855)	(27,855)	-	n/a
897315 Transfer to Scenario Planning					17,618	27,855		45,473	-	n/a
Total Non-Operating Activities	-	-	-	-	17,618	27,855	(45,473)	-	-	n/a
Net Income (Loss)	123,669	0	(52,275)	(49,582)	(22,745)	-	9,390	8,457	-	n/a