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

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

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

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

1. Welcome, Roll Call and Introductions

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

a. Confirmation of Member Participation from a Remote Location

There were no members participating remotely.

2. Administrative Items

a. Approval of August 22, 2023, minutes

No action taken.

3. FY2023 Financial Statements and Audit Report

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

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

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

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

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

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

She also provided an update on staffing and recruitment.

5. FY2025 Budget Review

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

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

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

6. Fund Balance Policy Update

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

7. Other Items

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

8. Adjourn

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