



Audit, Facilities & Finance Committee

AGENDA

May 25, 2021 – 1:30 PM

James River Board Room- PlanRVA

VIRTUAL PARTICIPATION AVAILABLE

Committee Members are provided meeting access information to log in via Zoom. Members of the public may view the live stream of the meeting on YouTube. A recording of the meeting will be available on our site at its conclusion.

1. **Welcome and Introductions**
 - a. **Statement regarding Virtual Meetings for PlanRVApage 2**
 - b. **Roll Call of Attendees & Introductions of Guests**
2. **Old Business**
 - a. **April 2021 Meeting Minutespage 3**
 - b. **COVID Relief Update.....page 6**
3. **New Business**
 - a. **April Financial Statements and FY2021 Outlookpage 10**
 - b. **FY2022 Budget.....page 15**

Targeted adjournment is 2:30 pm



**Opening Statement for Electronic Meetings
PlanRVA Audit, Finance & Facilities Committee Meeting**

Due to the 2020 COVID-19 virus, meetings of the Richmond Regional Planning District Commission have transitioned to a virtual format in accordance with provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia during the current period of the Governor's State of Emergency Declaration for COVID.

While we meet in a remote/virtual format, we remain committed to public accessibility and opportunity to participate. Staff provided notice of this meeting to members and the public via email and by posting on-line. As this meeting will be recorded, audio and visual recordings and materials will be accessible through the PlanRVA website. Any member of the public participating as an observer during the meeting may submit comments or questions at any time via email at info@PlanRVA.org. Additional information for how members of the public may participate are included in the meeting materials and on our website.

For the members who are participating in the meeting today, we ask that you identify yourself first when speaking so we can accurately record the activities of the meeting. Please remember to mute your line when not speaking to minimize additional noise and feedback. You may unmute your line at any time to request acknowledgment from the Chair. Staff will be monitoring the chat functions throughout the meeting to assure we do not overlook anyone wishing to participate, as appropriate, in the discussion.

Does anyone have any questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate?

By reading this statement, staff certifies that we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

Now, please indicate your presence by saying "HERE" when your name is called during the roll call. Staff members will also be asked to identify themselves and anyone else who wishes to identify themselves following the roll call of members will be invited to do so.

<PAUSE for Roll Call>



Audit, Facilities & Finance Committee
April 20, 2020 – 1:30 PM
Meeting Minutes
Virtual Meeting

Link to meeting recording: <https://www.youtube.com/watch?v=tTP23r7Wtxo>

Members Present:

Mr. Nolen Blackwood (Virtual)
Mr. Jim Holland, Chair
Dr. Cynthia Newbille, City of Richmond (Virtual)
Ms. Pat O'Bannon, Henrico County
Ms. Patricia Paige, New Kent County (Virtual)
Mr. Canova Peterson, Hanover County

Staff Present:

Diane Fusco, Office Manager
Martha Heeter, Executive Director

Others Present:

Charles Ramsay, Henrico County (Virtual)
Dan Van Doornik, VML VACo (Virtual)
Eric Gregory, Hefty, Wiley, & Gore (Virtual)

Welcome and Introductions

Chairman Holland called the meeting to order at approximately 1:35 PM.

There were no questions regarding the statement for virtual meetings included in the agenda packet.

Chairman Holland confirmed there was a quorum present for the meeting.

Ms. Fusco took a roll call of members present virtually and in person for the meeting.

Meeting Minutes

Ms. O'Bannon offered a motion to approve the minutes included in the agenda packet which was seconded by Ms. Paige. The motion passed by a vote of acclamation.

Audit Services Engagement

Ms. Heeter explained the need to extend engagement with current audit firm, Dunham, Aukamp and Rhodes and plan to develop RFP during June for audit services for FY2022.

Chairman Holland asked the fee for audit services and Ms. Heeter confirmed the fee would be comparable to previous years.



Chairman Holland offered a motion to approve extending audit services with the current audit firm and Mr. Peterson seconded the motion. The motion passed by a vote of acclamation.

Covid Relief Update

Ms. Heeter reviewed the letter included in the agenda packet to the building manager and property owner. She indicated a meeting is scheduled for the 23rd with the building manager, Ms. Heeter, and Brian Berkey.

It was agreed more discussion would be held during the closed session

There was some discussion of CARES relief funds and Ms. Heeter said the agency continues to look for opportunities with these funds.

Mr. Gregory commented on funds being directed from regional bodies.

March Financial Statements

Ms. Heeter asked Mr. Van Doornik to walk through the financials. He indicated extra time was needed to perform some due diligence and apologized for the delay in getting financial statements in the agenda packets.

Mr. Van Doornik reviewed the 1200 Accounts Receivable and 1250 Accrued Revenue accounts.

There are some timing aspects with revenue due to grants being billed monthly or quarterly.

Ms. Heeter reviewed leave wages and indicated this line item is expected to exceed budget. Mr. Peterson asked about the issue with leave and not having staff available to bill time.

Ms. Heeter said there are staff members at risk of losing time and the possibility of extending the deadline to the end of the calendar year. She plans to discuss with Mr. Gregory scenarios for leave issues. Mr. Peterson suggested including the Board Chair and Vice-Chair.

Ms. Heeter pointed out the value of leave changes over time as salaries change and agreed to evaluate the current policy as noted above.

Chairman Holland thanked Ms. Heeter and team for financial improvements and said he is pleased with performance. Ms. Heeter echoed Mr. Holland's comments and expressed gratitude to Ms. Fusco and Mr. Van Doornik for their work and efforts and to Mr. Ramsay for his advice and assistance.

Mr. Holland said he trusts the financial statements and appreciates the efforts.

FY2022 Budget and Member Dues Update

Ms. Heeter expects revisions to member dues for all nine jurisdictions to be approved. She has been working with Dr. Casey in Chesterfield regarding population change calculation. She feels like concerns with population cap have been alleviated.

Ms. Heeter discussed general assembly approval of an increase in funding for the PDC.

Mr. Holland confirmed his support of the PDC and funding.

Ms. Heeter said on the revenue side stable funding will continue through VDEM, DRPT, and VDOT. She said she will know more about the environmental programs after a call this afternoon and will have more information about funding after the call.

She also discussed a grant for flood awareness that comes with a match requirement and an invitation to apply for funds through Virginia Housing to implement affordable housing investments.

CLOSED SESSION

Mr. Holland read the motion to enter in to closed session.

Action Requested: Motion that the Finance Committee convene in closed meeting pursuant to Section 2.2-3711 (A)(29), Code of Virginia, 1950, as amended, for the discussion of a public contract involving the expenditure of public funds and the discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, during which all recording of the meeting will cease.

Dr. Newbille made the motion which was seconded by Mr. Peterson and the motion carried unanimously.

At the conclusion of the closed session Mr. Holland asked Ms. Fusco to certify the closed session.

Do each of you vote to certify that, to the best of your knowledge, only public matters lawfully exempted from open meeting requirements and that only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or considered?

Name	Aye	Nay	Abstain	Absent
Mr. Blackwood	X			
Mr. Holland	X			
Dr. Newbille	X			
Ms. O'Bannon	X			
Ms. Paige				X
Mr. Peterson	X			

Adjourn

The meeting was adjourned at approximately 3:00 pm.



April 6, 2021

BY ELECTRONIC MAIL

Rebecca Barricklow, Assistant Vice President
Colliers Richmond
2221 Edward Holland Drive, Suite 600
Richmond, Virginia 23230
Rebecca.barricklow@colliers.com

Dear Rebecca:

We recognize this is a challenging time for all of us and hope that you, your family, and colleagues are staying safe.

PlanRVA remains a strong organization. Our member jurisdictions' support has been solid which served us well through the years. We continue to manage and operate the organization prudently, to remain strong during good times, and bad. This has become a major priority for the Commission as we navigate the economic uncertainties of this time. In that spirit, we do have to acknowledge the seriousness of the current situation and what we will face in the future; not just as an organization but as local governments realize the longer-term implications of our nation's economic recovery.

PlanRVA is not eligible for many of the relief programs. We did not receive aid through the CARES Act, nor are we eligible for the Payroll Protection Program. Most other state and federal grants give priority to not for profit organizations and small businesses, which we are not. Despite this, PlanRVA is subject to the same Employer Safety Standards issued by the Department of Labor and has had to endure operational shifts in light of the pandemic. All improvements to the working environment of our office and support to employees as they transitioned to remote work have been funded by the Commission, with no reimbursement from assistance programs. In addition, some of our programs have been delayed due to the pandemic, thereby reducing revenues.

We have been working closely with our Audit, Facilities and Finance Committee members to identify options for reducing operational expenditures during this time, including termination of certain on-site services during remote operations and reductions in spending in certain areas. In consideration of these challenges, our Audit, Facilities and Finance Committee, directed staff to explore the possibilities of rent deferral, as the most reasonable, practical, and effective way to provide near-term liquidity relief. We recognize that you have bills to pay, and staff salaries to consider, but we would appreciate your consideration of deferring 3 months' rent payments (base rent and share of operating expenses/taxes), starting May 1st, 2021 through July 31st, 2021. In exchange, PlanRVA proposes to extend our Lease Term by 3 additional months.



The requested 3 month rent deferral period is based on current estimates of the anticipated timetable before the country is likely to see a durable improvement in economic activity. If there is a shorter or longer period before economic activity recovers, then we will consider shortening the deferral period or may ask to extend the deferral period. We have flexibility in how to achieve an alternative payment structure. Please feel free to propose a repayment structure that is more suitable to you if the abovementioned is not desirable.

Our intent is to maintain regular communication with you and will provide updates as we progress through this crisis.

We are confident that we will get through this period together and emerge on the outset stronger than ever. Please let us know when you are available to further discuss this matter.

Best regards,

A handwritten signature in black ink that reads "Martha Heeter".

Martha Heeter
Executive Director

CC:

Brian Berkey, Thalhimer
Karla Knight, Thalhimer
Eric Gregory, Hefty, Wiley & Gore
Neil Spoonhower, PlanRVA

WOODS END LC

631 Campbell Avenue S.E.

Roanoke, VA 24013

May 18, 2021

Martha Heeter
Executive Director
PlanRVA - The Regional Commission
9211 Forest Hill Avenue
Richmond VA 23235

Re: COVID - Rent Relief and Capital Improvements

Dear Martha:

Thank you for taking the time to meet with us. As a small family-owned Real Estate company we believe in developing and maintaining a personal relationship with all our tenants. By better understanding you and your organization and the unique challenges and circumstances that you face, we believe that we can be better landlords. Similarly, we hope that such a relationship will help you understand us and our perspective.

Regarding your request for rent deferral, we are glad to help. We know that this has been a difficult time, and we would like to ease that burden through rent deferral. As we discussed, and as we have done in other instances, we can defer the requested rent with an agreement that the deferred rent be fully amortized and paid back over the remaining lease term, or over an extended lease term. If this would help, please let us know and we will work to draw up the appropriate agreements.

We also wanted this opportunity to address your concerns regarding the building and improvements we have made and plan to make to improve air quality and public health within the building. We have already:

- Modified our HVAC equipment to increase the amount of fresh air circulation from 10% to 15%
- Replaced the existing filters
- Added hand sanitizers
- Increased our janitorial service

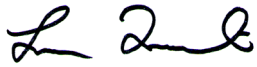
In addition, we are working with our design team to explore additional improvements including:

- Adding UV purification to our HVAC system
- Adding operable window sections
- Installing touchless door hardware
- Adding LED exterior lights to improve safety for individuals working non-traditional hours

We sincerely value your tenancy. If there are other options that you would like us to explore, I hope you will not hesitate to reach out to us.

Thanks again for your time Martha and we look forward to meeting with you again soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'L Thornton', written in a cursive style.

Lucas Thornton
Manager, Woods End LC

Richmond Regional PDC

Balance Sheet

As of April 30, 2021

	Statement of Net Position	Balance Sheet
ASSETS		
Current Assets		
Bank Accounts		
1050 LGIP-Virginia Dept of Treasury	515,612.19	515,612.19
1070 SunTrust Checking 8921	269,660.12	269,660.12
Total Bank Accounts	\$ 785,272.31	\$ 785,272.31
Accounts Receivable		
1200 Accounts Receivable	274,253.82	274,253.82
Total Accounts Receivable	\$ 274,253.82	\$ 274,253.82
Other Current Assets		
1150 Prepaid Expenses	0.00	0.00
1250 Accrued Revenue	592,439.61	592,439.61
1300 Due from CVTA	82,406.19	82,406.19
Total Other Current Assets	\$ 674,845.80	\$ 674,845.80
Total Current Assets	\$ 1,734,371.93	\$ 1,734,371.93
Fixed Assets		
1300 Property & Equipment	351,457.57	
1350 Accumulated Depreciation	-259,897.02	
Total Fixed Assets	\$ 91,560.55	\$ 0.00
Other Assets		
1950 Deferred outflows - VRS Pymts	84,635.67	
1951 Deferred Outflows-Diff Proj vs	174,697.00	
Total Other Assets	\$ 259,332.67	\$ 0.00
TOTAL ASSETS	\$ 2,085,265.15	\$ 1,734,371.93
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	113,970.10	113,970.10
Total Accounts Payable	\$ 113,970.10	\$ 113,970.10
Credit Cards		
2020 Account Payable - Other	23,942.98	23,942.98
Total Credit Cards	\$ 23,942.98	\$ 23,942.98
Other Current Liabilities		
2050 Accrued Expenses	59,937.16	59,937.16
2500 Compensated Absences	94,701.40	0.00
2525 Deferred Revenue	247,532.43	247,532.43
2600 Security Deposit	2,664.66	2,664.66
Total Other Current Liabilities	\$ 404,835.65	\$ 310,134.25
Total Current Liabilities	\$ 542,748.73	\$ 448,047.33

Richmond Regional PDC

Balance Sheet

As of April 30, 2021

	Statement of Net Position	Balance Sheet
Long-Term Liabilities		
2800 Deferred Rent Liability	22,959.30	
2900 Net Pension Liability	584,259.00	
2950 Deferred Inflows	130,799.00	
Total Long-Term Liabilities	\$ 738,017.30	\$ 0.00
Total Liabilities	\$ 1,280,766.03	\$ 448,047.33
Net Position		
Investment in capital assets	91,560.55	
Unrestricted	712,938.57	
Total Net Position	\$ 804,499.12	
Fund Balance		
Nonspendable		0.00
Unassigned		1,286,324.60
Total Net Position		\$ 1,286,324.60
TOTAL LIABILITIES AND EQUITY	\$ 2,085,265.15	\$ 1,734,371.93

Richmond Regional PDC
Profit and Loss
July 2020 - April 2021

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	Total
Income											
4100 Federal Funding											0.00
4101 MPO FHWA/PL Funds - Fed share	99,483.00	78,809.00	70,113.79	82,910.54	76,735.26	25,811.20	76,648.00	83,503.20	98,819.44	86,438.79	779,272.22
4102 MPO Sect 5303 Funds - Fed share	21,635.00	21,316.00	26,540.00	21,993.46	19,600.00	21,653.54	20,225.60	22,648.80	25,340.95	23,077.08	224,030.43
4105 MPO Pass-Through		6,420.03	3,956.20				39,684.86		41,466.19	61,613.65	153,140.93
4110 DEQ-FY18/19Coastal-TAC	478.00	898.00	-743.61	867.05	295.50	4,784.45				0.00	6,579.39
4111 FY20 Rural Coastal VA Mktg				114.91	179.53	191.36		397.75	236.06	148.44	1,268.05
4112 FY20 Lower Chickahominy			0.00	2,147.07	2,848.67	4,970.35	4,063.02	4,286.33	2,975.15	4,135.25	25,425.84
4113 FY20 Coastal TA & Resiliency				135.81	686.50	1,472.43	3,806.17	7,046.68	3,844.78	22,486.59	39,478.96
4114 FY18/19 Coastal - Lwr Chk	8,027.00	6,868.68	-19,877.05	4,981.37		51,040.00				0.00	51,040.00
4115 CBRAP - WIP3/Fed Share	8,032.00	4,220.00	1,426.00	2,525.00	4,746.23	14,416.87	6,854.85	1,963.42	4,260.12	4,393.15	52,837.64
4120 VDEM SHSP	3,227.66	6,297.23	7,221.97	6,941.06	6,238.22	9,966.32	2,887.10	5,841.69	5,885.61	6,983.57	61,490.43
4130 VDEM Pass-through grants				8,502.24		5,400.00	10,800.00	11,463.28	11,081.09	27,946.58	75,193.19
4140 Hazard Mitigation		745.00	6,642.49	955.47	1,155.62	3,975.54	6,232.15	5,896.97	8,158.42	8,263.23	42,024.89
4190 Analysis of Impediments		9,355.50	17,180.70	16,650.00		35,056.75		2,556.93	6,967.22	0.00	87,767.10
Total 4100 Federal Funding	\$ 140,882.66	\$ 134,929.44	\$ 112,460.49	\$ 148,723.98	\$ 112,485.53	\$ 178,738.81	\$ 171,201.75	\$ 145,605.05	\$ 209,035.03	\$ 245,486.33	\$ 1,599,549.07
4200 State Funding											0.00
4201 MPO FHWA/PL Funds - State share	12,435.00	9,726.00	8,889.72	10,363.82	9,591.91	3,226.27	9,581.00	10,437.90	12,352.43	10,804.85	97,408.90
4202 MPO Sec. 5303 - State share	2,705.00	2,665.00	3,316.00	2,749.18	2,450.00	2,705.82	2,528.20	2,831.10	3,167.62	2,884.63	28,002.55
4205 State MPO Pass-Through		1,605.01	989.05				9,921.21		10,366.54	15,403.41	38,285.22
4210 VDOT Rural Planning	915.00		-81.76	753.44	2,362.67	1,868.77	2,655.22	5,221.46	5,853.95	8,037.94	27,586.69
4220 VDEM-Hazard Mitigation Plan			1,771.33	595.45	385.21	983.10	1,661.91	1,572.53	2,012.84	2,120.56	11,102.93
4230 State Appropriation	9,548.63	9,548.63	9,991.46	9,548.63	9,548.63	9,691.29	9,548.63	9,548.63	9,548.63	9,548.63	96,071.79
Total 4200 State Funding	\$ 25,603.63	\$ 23,544.64	\$ 24,875.80	\$ 24,010.52	\$ 24,338.42	\$ 18,475.25	\$ 35,896.17	\$ 29,611.62	\$ 43,302.01	\$ 48,800.02	\$ 298,458.08
4300 Local Funding											0.00
4301 TPO Assessment	4,204.00	4,203.92	4,203.92	4,203.92	4,203.92	4,203.92	4,203.92	4,203.92	4,203.92	4,203.92	42,039.28
4310 Local Membership Dues	45,061.00	45,440.18	45,440.18	45,440.18	45,440.18	40,853.70	45,440.18	45,045.29	45,440.18	45,440.18	449,041.25
4315 Service/Fee Income			29,613.97	15,451.29	14,228.39	24,854.47	15,164.18	16,224.81	19,964.86	16,430.55	151,932.52
4320 Capital Region Collaborative			168.25	1,459.37	733.89	386.16	881.87	5,349.14	3,283.95		12,262.63
Total 4300 Local Funding	\$ 49,265.00	\$ 49,644.10	\$ 79,426.32	\$ 66,554.76	\$ 64,606.38	\$ 70,298.25	\$ 65,690.15	\$ 70,823.16	\$ 72,892.91	\$ 66,074.65	\$ 655,275.68
4400 Private Funding											0.00
4410 Restricted Contributions									0.00		0.00
4360 FOLAR Grant	6,245.83	6,245.83	6,245.83	6,245.83	6,245.83	6,245.83	6,245.83	6,245.83	6,245.83	6,245.83	62,458.30
Total 4410 Restricted Contributions	\$ 6,245.83	\$ 6,245.83	\$ 6,245.83	\$ 6,245.83	\$ 6,245.83	\$ 6,245.83	\$ 6,245.83	\$ 6,245.83	\$ 6,245.83	\$ 6,245.83	\$ 62,458.30
Total 4400 Private Funding	\$ 6,245.83	\$ 6,245.83	\$ 6,245.83	\$ 6,245.83	\$ 6,245.83	\$ 6,245.83	\$ 6,245.83	\$ 6,245.83	\$ 6,245.83	\$ 6,245.83	\$ 62,458.30
5000 Other Income											0.00
5001 Interest Income	131.61	578.82	163.77	335.36	96.11	93.41	86.41	240.61	44.66	97.53	1,868.29
5010 Miscellaneous			-0.40	525.00					0.00		524.60
Total 5000 Other Income	\$ 131.61	\$ 578.82	\$ 163.37	\$ 860.36	\$ 96.11	\$ 93.41	\$ 86.41	\$ 240.61	\$ 44.66	\$ 97.53	\$ 2,392.89
Total Income	\$ 222,128.73	\$ 214,942.83	\$ 223,171.81	\$ 246,395.45	\$ 207,772.27	\$ 273,851.55	\$ 279,120.31	\$ 252,526.27	\$ 331,520.44	\$ 366,704.36	\$ 2,618,134.02
Gross Profit	\$ 222,128.73	\$ 214,942.83	\$ 223,171.81	\$ 246,395.45	\$ 207,772.27	\$ 273,851.55	\$ 279,120.31	\$ 252,526.27	\$ 331,520.44	\$ 366,704.36	\$ 2,618,134.02
Expenses											

Richmond Regional PDC
Profit and Loss
July 2020 - April 2021

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	Total
6000 Salary & Wages											0.00
6110 Salaries FT Chargeable	64,062.08	62,679.12	67,312.71	66,930.37	66,348.81	99,751.15	78,475.88	83,619.72	84,826.03	101,023.50	775,029.37
5100 Fringe Benefit Pool	25,835.75	25,396.15	26,592.49	44,988.00	39,014.60	116,090.69	42,343.06	40,610.47	45,575.55	40,935.86	447,382.62
5105 Fringe Benefits Applied	-25,835.75	-25,396.15	-26,592.49	-44,988.00	-39,014.60	-116,090.69	-42,343.06	-40,610.47	-45,575.55	-40,935.86	-447,382.62
5400 Indirect Costs Pool	61,893.49	60,088.44	113,865.32	76,858.71	75,034.69	109,649.05	77,273.93	82,051.50	94,692.31	85,542.34	836,949.78
5410 Indirect Costs Applied	-61,893.49	-60,088.44	-113,865.32	-76,858.71	-75,034.69	-109,649.05	-77,273.93	-82,051.50	-94,692.31	-85,542.34	-836,949.78
6100 Salaries - Local	23,631.10	35,310.30	30,136.18	29,569.93	30,312.09	-23,256.17	14,583.32	16,240.30	14,262.38	12,149.51	182,938.94
6101 Leave Wages	23,568.54	15,706.99	13,978.77	11,553.89	13,686.76	41,033.27	13,110.67	10,633.48	13,300.85	14,440.64	171,013.86
6105 Salaries - PT Chargeable	15,036.74	12,825.17	8,532.96	8,962.78	8,729.77	12,785.88	8,647.50	7,735.50	9,012.55	8,186.77	100,455.62
Total 6110 Salaries FT Chargeable	\$ 126,298.46	\$ 126,521.58	\$ 119,960.62	\$ 117,016.97	\$ 119,077.43	\$ 130,314.13	\$ 114,817.37	\$ 118,229.00	\$ 121,401.81	\$ 135,800.42	\$ 1,229,437.79
6200 Payroll Taxes	9,376.54	9,421.95	8,793.91	8,812.16	8,690.93	5,262.86	16,204.30	9,078.04	9,033.17	-2,880.91	81,792.95
6500 Benefits											0.00
6512 Healthcare	18,290.20	17,956.80	18,116.60	18,116.60	18,116.60	18,116.60	16,047.60	16,520.60	17,318.60	17,318.60	175,918.80
6530 Retirement											0.00
6531 VRS Retirement Contribution	10,757.77	10,757.77	10,757.77	10,757.77	10,757.77	10,757.77	10,707.77	10,707.77	10,730.17	10,730.17	107,422.50
6532 VRS Employee Contribution	0.13	0.13	0.13	0.13	0.13	0.13	0.13	-5.70	0.13	-171.53	-176.19
6533 ICMA - 401	1,153.11	1,153.11	1,153.11	1,153.11	1,153.11	1,153.11	1,153.11	1,153.11	1,153.11	1,153.11	11,531.10
6534 ICMA - 457	-714.70	-714.70	-714.70	-714.70	-714.70	-714.70	-1,072.05	-1,528.17	-714.70	-714.70	-8,317.82
6535 Hybrid 401 A	1,093.90	1,093.90	1,093.90	1,093.90	1,093.90	1,093.90	899.26	1,092.44	1,097.54	1,104.10	10,756.74
6536 HYBRID 457	0.10	0.10	0.10	0.10	0.10	0.10	0.15	-520.39	-5.74	0.08	-525.30
Total 6530 Retirement	\$ 12,290.31	\$ 12,290.31	\$ 12,290.31	\$ 12,290.31	\$ 12,290.31	\$ 12,290.31	\$ 11,688.37	\$ 10,899.06	\$ 12,260.51	\$ 12,101.23	\$ 120,691.03
6540 Life & Disability											0.00
6541 LTD	969.76	969.76	969.76	969.76	969.76	969.76	821.74	996.71	995.91	995.87	9,628.79
6542 Hybrid VRS ST & LT Disability	175.09	175.09	175.09	175.09	175.09	175.09	175.09	205.59	-61.00	176.63	1,546.85
6543 AFLAC	-0.02	-0.02	-0.02	-0.02	-0.02	-0.02	-162.99	-0.02	-0.02	-0.02	-163.17
Total 6540 Life & Disability	\$ 1,144.83	\$ 1,144.83	\$ 1,144.83	\$ 1,144.83	\$ 1,144.83	\$ 1,144.83	\$ 833.84	\$ 1,202.28	\$ 934.89	\$ 1,172.48	\$ 11,012.47
6550 FSA/HSA Section 125 Plans	105.79	104.79	104.79	104.79	142.59	445.26	277.06	-161.95	289.55	-693.40	719.27
Total 6500 Benefits	\$ 31,831.13	\$ 31,496.73	\$ 31,656.53	\$ 31,656.53	\$ 31,694.33	\$ 31,997.00	\$ 28,846.87	\$ 28,459.99	\$ 30,803.55	\$ 29,898.91	\$ 308,341.57
6580 Payroll Fees	166.40	159.48	164.67	156.02	156.02	151.54	400.64	217.13	1,579.81	172.95	3,324.66
6590 Training	15,667.00	165.00	1,340.00	1,219.39	884.25	25.00			12,863.00		32,163.64
Total 6000 Salary & Wages	\$ 183,339.53	\$ 167,764.74	\$ 161,915.73	\$ 158,861.07	\$ 160,502.96	\$ 167,750.53	\$ 160,269.18	\$ 155,984.16	\$ 175,681.34	\$ 162,991.37	\$ 1,655,060.61
7100 Professional Fees											0.00
7720 Legal Fees	3,000.00	-3,000.00									0.00
7721 General Counsel	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	20,000.00
Total 7720 Legal Fees	\$ 5,000.00	-\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 20,000.00
7730 Contracted Services							10,400.00	4,987.50	5,017.50	12,022.50	32,427.50
Total 7100 Professional Fees	\$ 5,000.00	-\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 12,400.00	\$ 6,987.50	\$ 7,017.50	\$ 14,022.50	\$ 52,427.50
7200 Office Expenses								285.00			285.00
7220 Computer Operations											0.00
7221 Virtual Desktop Operations	8,959.51	9,026.25	8,970.13	8,975.17	8,808.87	8,855.09	9,457.81	8,793.59	9,750.98	8,740.03	90,337.43
7222 Software	394.92	419.92	2,000.15	468.92	551.28	552.92	716.08	552.92	922.44	720.47	7,300.02
7223 Broadband/network/telephone	3,294.10	1,273.23	1,195.26	1,216.72	554.45	605.97	1,208.86	1,133.86	994.81	994.82	12,472.08

Richmond Regional PDC
Profit and Loss
July 2020 - April 2021

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	Total
7224 Desktops & Support	1,076.30	1,076.30	1,192.10	1,076.30	1,076.30	1,076.30	1,076.30	1,076.30	3,126.33	392.97	12,245.50
7226 Technology services		2,577.04								1,270.94	3,847.98
Total 7220 Computer Operations	\$ 13,724.83	\$ 14,372.74	\$ 13,357.64	\$ 11,737.11	\$ 10,990.90	\$ 11,090.28	\$ 12,459.05	\$ 11,556.67	\$ 14,794.56	\$ 12,119.23	\$ 126,203.01
7225 Computer Supplies								4.23	183.46		187.69
7230 Printing	3,813.14	2,579.09	2,909.24	2,579.09	2,828.37	2,635.94	2,911.24	2,579.09	2,467.86	1,187.51	26,490.57
7235 Supplies	1,565.62	2,721.45	226.12	207.22		49.74	38.51	296.57	361.50		5,466.73
7245 Postage		21.78									21.78
7250 Public Outreach/Advertisements						961.00			1,556.96		2,517.96
7290 Miscellaneous Expenses		166.13	1,902.59	2,102.47		1,269.89	500.00	400.00	1,680.00	400.00	8,421.08
7295 Bank Fees	115.00	100.00	85.00	85.00	100.00	82.50	70.00	85.00	100.00	75.00	897.50
Total 7200 Office Expenses	\$ 19,218.59	\$ 19,961.19	\$ 18,480.59	\$ 16,710.89	\$ 13,919.27	\$ 16,089.35	\$ 15,978.80	\$ 15,202.33	\$ 20,965.11	\$ 13,965.20	\$ 170,491.32
7400 Program Expenses											0.00
7410 Organizational Dues	1,247.79	1,337.05	1,222.80	847.80	1,390.80	2,476.30	1,141.67	3,720.29	4,566.64		17,951.14
7425 Travel - Agency	75.92	0.00	8.00			92.18					176.10
7430 Books & Periodicals	11.99	11.99	11.99	11.99	111.99	11.99	11.99	11.99	71.99		267.91
7450 Pass-through and Matching funds											0.00
7451 Pass Through Funds - MPO		8,025.04	10,198.30				49,606.07		51,832.73	77,017.06	196,679.20
7454 Pass-through funds - Lower Ck						47,679.67					47,679.67
7456 Pass - Through Funds - SHSP				8,502.24		5,400.00	10,516.30	6,346.98	7,894.10	31,133.57	69,793.19
7457 Pass-Thru Hazard Mitigation										12,500.00	12,500.00
7459 Other Pass-thru expenses		9,355.50	12,075.13	16,650.00		35,056.75					73,137.38
Total 7450 Pass-through and Matching funds	\$ 0.00	\$ 17,380.54	\$ 22,273.43	\$ 25,152.24	\$ 0.00	\$ 88,136.42	\$ 60,122.37	\$ 6,346.98	\$ 59,726.83	\$ 120,650.63	\$ 399,789.44
Total 7400 Program Expenses	\$ 1,335.70	\$ 18,729.58	\$ 23,516.22	\$ 26,012.03	\$ 1,502.79	\$ 90,716.89	\$ 61,276.03	\$ 10,079.26	\$ 64,365.46	\$ 120,650.63	\$ 418,184.59
7600 Infrastructure											0.00
7210 Rent	20,190.24	20,875.77	20,875.77	20,875.77	20,875.77	20,875.77	20,875.77	20,875.77	20,875.77	20,875.77	208,072.17
7240 Insurance	573.08	573.08	573.08	573.08	573.08	573.08	573.08	573.08	2,292.36		6,877.00
7680 Depreciation Expense	2,102.65	2,102.65	2,102.65	2,102.65	1,710.00	1,710.00	1,710.00	1,710.00	1,710.00	1,710.00	18,670.60
Total 7600 Infrastructure	\$ 22,865.97	\$ 23,551.50	\$ 23,551.50	\$ 23,551.50	\$ 23,158.85	\$ 23,158.85	\$ 23,158.85	\$ 23,158.85	\$ 24,878.13	\$ 22,585.77	\$ 233,619.77
Total Expenses	\$ 231,759.79	\$ 229,007.01	\$ 229,464.04	\$ 227,135.49	\$ 201,083.87	\$ 299,715.62	\$ 273,082.86	\$ 211,412.10	\$ 292,907.54	\$ 334,215.47	\$ 2,529,783.79
Net Operating Income	-\$ 9,631.06	-\$ 14,064.18	-\$ 6,292.23	\$ 19,259.96	\$ 6,688.40	-\$ 25,864.07	\$ 6,037.45	\$ 41,114.17	\$ 38,612.90	\$ 32,488.89	\$ 88,350.23
Other Expenses											
7900 Capital Expense Projects		5,947.01		5,422.50	602.50	1,125.00		150.00			13,247.01
7950 Transfer to/from Reserves	0.00										0.00
7952 Transfer to Local Match				4,981.37		-4,586.48		-394.89			0.00
Total Other Expenses	\$ 0.00	\$ 5,947.01	\$ 0.00	\$ 10,403.87	\$ 602.50	-\$ 3,461.48	\$ 0.00	-\$ 244.89	\$ 0.00	\$ 0.00	\$ 13,247.01
Net Other Income	\$ 0.00	-\$ 5,947.01	\$ 0.00	-\$ 10,403.87	-\$ 602.50	\$ 3,461.48	\$ 0.00	\$ 244.89	\$ 0.00	\$ 0.00	-\$ 13,247.01
Net Income	-\$ 9,631.06	-\$ 20,011.19	-\$ 6,292.23	\$ 8,856.09	\$ 6,085.90	-\$ 22,402.59	\$ 6,037.45	\$ 41,359.06	\$ 38,612.90	\$ 32,488.89	\$ 75,103.22

PlanRVA
Proposed Budget
FY 2022



Income	FY2022 Proposed	FY2021 Predicted	Change from FY2021	Notes
4100 Federal Funding				
4101 MPO FHWA/PL Funds- Fed Share	\$ 1,244,104.42	\$ 848,394.72	\$ 395,709.70	
4102 MPO Sect 5303 Funds- Fed Share	\$ 342,032.45	\$ 306,511.76	\$ 35,520.69	New Positions Increase Revenue
4105 MPO Pass-Through	\$ 200,000.00	\$ 223,559.00	\$ (23,559.00)	
4110 DEQ- FY18/19 Coastal- TAC	\$ -	\$ 6,581.00	\$ (6,581.00)	
4111 FY20 Rural Coastal Va Mktg	\$ 7,617.60	\$ 3,149.00	\$ 4,468.60	Grant Expires 9/30/21
4112 FY20 Lower Chickahominy	\$ 85,868.00	\$ 139,790.00	\$ (53,922.00)	Grant Expires 9/30/21
4113 Coastal TA & Resiliency	\$ 56,708.07	\$ 18,366.00	\$ 38,342.07	Includes FY21 and FY22 awards
4114 FY18/19 Coastal- Lwr Chickahominy	\$ -	\$ 51,040.00	\$ (51,040.00)	
4115 CBRAP- WIP3/ Fed Share	\$ 66,342.17	\$ 70,732.00	\$ (4,389.83)	Grant Expires 12/31/21
4120 VDEM SHSP	\$ 68,976.96	\$ 76,609.00	\$ (7,632.04)	Grant Applications Pending
4130 VDEM Pass-Through Grants	\$ -	\$ 110,000.00	\$ (110,000.00)	Grant Applications Pending
4140 Hazard Mitigation Fed Share	\$ 86,233.92	\$ 100,578.00	\$ (14,344.08)	
4141 Hazard Mitigation Admin	\$ 5,766.72	\$ 3,453.00	\$ 2,313.72	
4190 Analysis of Impediments/ Fair Housing	\$ -	\$ 101,817.00	\$ (101,817.00)	
DCR Floodplain Management Grant	\$ 19,817.93	\$ -	\$ 19,817.93	Grant Applications Pending
Total 4100 Federal Funding	\$ 2,183,468.23	\$ 2,060,580.48	\$ 122,887.75	
4200 State Funding				
4201 MPO FHWA/PL Funds - State Share	\$ 155,513.05	\$ 106,049.00	\$ 49,464.05	
4202 MPO Sec. 5303 - State Share	\$ 42,754.06	\$ 38,313.00	\$ 4,441.06	New Positions Increase Revenue
4205 State MPO Pass Through	\$ 50,000.00	\$ 55,889.00	\$ (5,889.00)	
4210 VDOT Rural Planning	\$ 58,000.00	\$ 58,000.00	\$ -	
4220 Hazard Mitigation Plan	\$ 22,995.71	\$ 26,820.00	\$ (3,824.29)	
4230 State Appropriation	\$ 126,216.07	\$ 112,061.00	\$ 14,155.07	Per 2021 GA Action
Total 4200 State Funding	\$ 454,485.96	\$ 397,132.00	\$ 57,353.96	
4300 Local Funding				
4301 TPO Assessment	\$ 50,797.25	\$ 53,567.50	\$ (2,770.25)	
4310 Local Membership Dues	\$ 526,283.62	\$ 544,903.00	\$ (18,619.38)	
4315 Service/Fee Income	\$ 209,666.16	\$ 188,383.00	\$ 21,283.16	Pending Approval of MOU
4320 Capital Region Collaborative	\$ 81,494.37	\$ 12,645.00	\$ 68,849.37	Transfer from ChamberRVA
Total 4300 Local Funding	\$ 868,241.40	\$ 799,498.50	\$ 68,742.90	
4400 Private Funding				
4420 Community Impact Grant	\$ -	\$ 50,000.00	\$ (50,000.00)	
4360 FOLAR Grant	\$ 74,950.00	\$ 74,957.00	\$ (7.00)	
4430 Virginia Housing Capacity Bldg Grant	\$ 10,000.00	\$ 74,958.00	\$ (64,958.00)	
4440 Regional Housing Production Grant	\$ 1,000,310.14	\$ 74,958.00	\$ 925,352.14	Grant Applications Pending
Total 4410 Restricted Contributions	\$ 1,085,260.14	\$ 274,873.00	\$ 810,387.14	
Total Income	\$ 4,591,455.74	\$ 3,532,083.98	\$ 1,059,371.76	

PlanRVA
Proposed Budget
FY 2022



Expenses					
6000 Salary & Wages					
6100 Wages- Indirect	\$	110,543.01	\$	185,245.00	\$ (74,701.99) Transfer of FT Staff to Contract
6101 Leave Wages	\$	202,211.68	\$	217,515.00	\$ (15,303.32)
6102 Leave Paid Out	\$	10,000.00	\$	10,000.00	\$ -
6105 Salaries- Part Time Chargeable	\$	83,509.45	\$	112,681.43	\$ (29,171.99) 2 PT positions converted to FT
6110 Salaries- Full Time Chargeable	\$	1,296,617.44	\$	961,863.00	\$ 334,754.44 New Positions Assigned to Programs
6200 Payroll Taxes	\$	129,505.44	\$	115,464.00	\$ 14,041.44
6500 Benefits					
6512 Healthcare	\$	300,000.00	\$	225,133.00	\$ 74,867.00
6531 VRS Retirement Contribution	\$	168,000.00	\$	126,000.00	\$ 42,000.00
6533 ICMA- 401	\$	19,000.00	\$	14,000.00	\$ 5,000.00
6535 Hybrid 401 A (matching funds)	\$	7,000.00	\$	5,000.00	\$ 2,000.00
6541 LTD	\$	14,000.00	\$	10,565.00	\$ 3,435.00
6542 Hybrid VRS ST & LT Disability	\$	2,750.00	\$	2,000.00	\$ 750.00
6550 FSH/HAS Section 125 Plans	\$	2,750.00	\$	2,000.00	\$ 750.00
6580 Payroll Fees	\$	3,500.00	\$	3,000.00	\$ 500.00
6590 Training	\$	75,000.00	\$	40,000.00	\$ 35,000.00 Re-established post COVID
Wages Adjustment to Actual	\$	-	\$	(42,441.00)	
Total 6000 Salary & Wages	\$	2,424,387.01	\$	1,988,025.43	\$ 436,361.58
7720 Legal Fees- Other					
7721 General Counsel	\$	15,000.00	\$	-	\$ 15,000.00
	\$	30,000.00	\$	24,000.00	\$ 6,000.00
# Total 7720 Legal	\$	45,000.00	\$	24,000.00	\$ 21,000.00
7730 Contracted Services	\$	145,401.00	\$	46,621.00	\$ 98,780.00 Contract CFO, Audit, HR, Training
Total 7100 Professional Fees	\$	190,401.00	\$	70,621.00	\$ 119,780.00
7200 Office Expenses					
7220 Computer Operations					
7221 Virtual Desktop Operations	\$	120,000.00	\$	108,000.00	\$ 12,000.00
7222 Software	\$	38,738.36	\$	32,738.00	\$ 6,000.36
7223 Broadband/network/telephone	\$	18,000.00	\$	16,000.00	\$ 2,000.00
7224 Desktops & Support	\$	20,000.00	\$	20,450.00	\$ (450.00)
7226 Technology Services	\$	10,000.00	\$	4,500.00	\$ 5,500.00
Total 7220 Computer Operations	\$	206,738.36	\$	181,688.00	\$ 25,050.36
7230 Printing	\$	29,000.00	\$	35,000.00	\$ (6,000.00) In House Only; Outsourced in line 7250
7235 Supplies	\$	14,000.00	\$	8,500.00	\$ 5,500.00 Re-established post COVID
7245 Postage	\$	10,000.00	\$	100.00	\$ 9,900.00 Re-established post COVID
7250 Public Outreach/ Advertisements	\$	50,000.00	\$	2,000.00	\$ 48,000.00 Pending Approval by EC for Obligation
7290 Miscellaneous Expenses	\$	15,000.00	\$	12,000.00	\$ 3,000.00
7295 Bank Fees	\$	2,500.00	\$	1,100.00	\$ 1,400.00
Total 7200 Office Expenses	\$	327,238.36	\$	240,388.00	\$ 86,850.36
7400 Program Expenses					
7410 Organizational Dues	\$	20,000.00	\$	17,500.00	\$ 2,500.00
7420 Travel- Board	\$	7,000.00	\$	-	\$ 7,000.00 Re-established post COVID
7425- Travel- Agency	\$	40,000.00	\$	5,000.00	\$ 35,000.00 Re-established post COVID
7430 Books & Periodicals	\$	1,500.00	\$	1,000.00	\$ 500.00
7450 Pass-Through and Matching Funds					
7451 Pass Through Funds- MPO	\$	250,000.00	\$	279,449.00	\$ (29,449.00) RSTP Allocation by RRTPO
7452 Pass Through Funds (VDEM)	\$	-	\$	100,000.00	\$ (100,000.00) Grant Applications Pending
7454 Pass Through Funds Lower Ck	\$	85,000.00	\$	132,679.00	\$ (47,679.00) Pending FY2021 Reconciliation
7457 Pass- Through Hazard Mitigation	\$	-	\$	70,000.00	\$ (70,000.00) Pending FY2021 Reconciliation
7459 Other Pass Through Awards	\$	931,873.06	\$	123,138.00	\$ 808,735.06 Va Housing Grant Pass Through
Total Pass-Thru and Matching Funds	\$	1,266,873.06	\$	705,266.00	\$ 561,607.06
Total 7400 Program Expenses	\$	1,335,373.06	\$	728,766.00	\$ 606,607.06
7600 Infrastructure					
7210 Rent	\$	258,305.71	\$	249,156.00	\$ 9,149.71 Lease Rent Escalation
7240 Insurance	\$	10,000.00	\$	7,390.00	\$ 2,610.00 Pending Renewal Package
7680 Depreciation Expense	\$	-	\$	21,575.00	\$ (21,575.00)
Total 7600 Infrastructure	\$	268,305.71	\$	278,121.00	\$ (9,815.29)
Total Expenses	\$	4,545,705.14	\$	3,305,921.43	\$ 1,239,783.71

PlanRVA
Proposed Budget
FY 2022



Net Operating Income	\$	45,750.60	\$	226,162.55	\$	(180,411.95)
Other Expenses						
7900 Capital Expense Projects	\$	45,750.60	\$	20,000.00	\$	25,750.60 Pending Approval by EC for Obligation
7950 Transfer to/from Reserves	\$	-	\$	101,888.00	\$	(101,888.00)
7951 Trf to Reserves - Fund Balance Goal	\$	-	\$	32,245.00	\$	(32,245.00)
Total Other Expenses	\$	45,750.60	\$	154,133.00	\$	(108,382.40)
Net Income (Loss)	\$	(0.00)	\$	72,029.55	\$	(72,029.55)