



**Audit, Facilities & Finance Committee**

AGENDA

June 22, 2021 – 1:30 PM

**James River Board Room- PlanRVA**

VIRTUAL PARTICIPATION AVAILABLE

Committee Members may request virtual meeting access. 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. **Roll Call of Attendees & Introductions of Guests**
2. **Old Business**
  - a. **May 25 2021 Meeting Minutes .....page 2**
3. **New Business**
  - a. **May Financial Statements and FY2021 Outlook..... page 5**
4. **Committee Membership, FY2022**
5. **Future Committee Meetings, FY2022**

**Targeted adjournment is 2:30 pm**



**Audit, Facilities & Finance Committee**  
**May 25, 2021 – 1:30 PM**  
**Meeting Minutes**  
**Virtual Meeting**

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

**Members Present:**

Mr. Nolen Blackwood  
Mr. Jim Holland, Chair  
Ms. Pat O'Bannon, Henrico County (virtual)  
Ms. Patricia Paige, New Kent County (virtual)  
Mr. Canova Peterson, Hanover County

**Staff Present:**

Diane Fusco, Office Manager  
Martha Heeter, Executive Director

**Others Present:**

Dan Van Doornik, VML VACo

**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.

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

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

**Meeting Minutes**

Ms. Paige offered a motion to approve the minutes included in the agenda packet which was seconded by Mr. Peterson. The motion passed by a unanimous vote.

**COVID Relief Update**

Ms. Heeter shared a letter sent to the property management company and the letter that was sent back as a response. Ms. Heeter and Mr. Berkey also met with representatives of building management.

The committee agreed the response was not satisfactory due to the expectation of the proposed deferred rent being paid back.

Ms. O'Bannon stated it did not appear Woods End was trying to make it attractive for PlanRVA to stay in the current office space. She said this makes her more inclined to look for other office space.

## **April Financial Statements**

Ms. Heeter turned this portion of the meeting over to Mr. Van Doornik, Interim Director of Finance from VML/VACo. He reviewed the balance sheet and stated the organization is in a net positive position. He said the accrued revenue has been reviewed and is a clean number and said there are no issues of note.

Mr. Van Doornik reviewed the P&L and noted the increase in billing based on staff time and hours worked. April has been the month with the smallest leave impact for the year.

Chairman Holland asked about the status of the audit. Ms. Heeter advised a kick off meeting will be scheduled in June and will update once a date is on the calendar.

## **FY2022 Budget**

Ms. Heeter reviewed the proposed budget document that was included with the agenda packet. An increase in revenue can be attributed to four new staff positions proposed in the transportation area. She summarized the grants included in the proposed budget.

There was some discussion about the Regional Housing Production Grant application that is due June 4<sup>th</sup>. Ms. Heeter stated the intention is to apply with the Partnership for Housing Affordability.

Chairman Holland asked about the FOLAR grant that is in conjunction with the Crater PDC. Ms. Heeter confirmed Heather Barrar is still an employee of PlanRVA and great work is being done through this program.

Ms. Heeter reviewed the FY2022 expenses in the proposed budget. She discussed the changes presented for salary and expenses that include the four new full-time positions. She stated the changes proposed would bring the FTE headcount to 25.5 and reduce the part-time positions.

Chairman Holland asked for a chart or table categorizing the proposed FY2022 positions.

Ms. Heeter said the program support position would include providing CVTA support as needed.

Ms. Paige asked about total salary for the new positions and cost of living and salary increases in FY2022. Ms. Heeter indicated the proposed budget does consider a 3% pool for performance increases and/or cost of living increases for staff.

Ms. O'Bannon asked about the printing line item and Ms. Heeter said the cost does include the leasing of copiers and associated maintenance.

Ms. Heeter agreed to provide a table listing positions that includes current rates and proposed increases and will make a note that the printing line item cost includes leasing of printers.

Ms. Heeter said the proposed FY22 budget will be included in the agenda packet for the full commission and would include changes discussed.

Chairman Holland made a motion to recommend approval of the financials and proposed FY22 budget to the full Board. Ms. Paige seconded the motion and it was carried by a unanimous vote.

**Adjourn**

The meeting was adjourned at approximately 2:30 pm.

DRAFT

# Richmond Regional PDC

## Balance Sheet

As of May 31, 2021

	Statement of Net Position	Balance Sheet Total
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1050 LGIP-Virginia Dept of Treasury	515,647.13	515,647.13
1070 SunTrust Checking 8921	221,728.07	221,728.07
<b>Total Bank Accounts</b>	<b>\$ 737,375.20</b>	<b>\$ 737,375.20</b>
<b>Accounts Receivable</b>		
1200 Accounts Receivable	488,058.43	488,058.43
<b>Total Accounts Receivable</b>	<b>\$ 488,058.43</b>	<b>\$ 488,058.43</b>
<b>Other Current Assets</b>		
1150 Prepaid Expenses	-	-
1250 Misc Receivables - Grants	357,634.26	357,634.26
1300 Due from CVTA	45,320.54	45,320.54
<b>Total Other Current Assets</b>	<b>\$ 402,954.80</b>	<b>\$ 402,954.80</b>
<b>Total Current Assets</b>	<b>\$ 1,628,388.43</b>	<b>\$ 1,628,388.43</b>
<b>Fixed Assets</b>		
1300 Property & Equipment	351,457.57	
1350 Accumulated Depreciation	(261,607.02)	
<b>Total Fixed Assets</b>	<b>\$ 89,850.55</b>	<b>\$ -</b>
<b>Other Assets</b>		
1950 Deferred outflows - VRS Pymts	84,635.67	
1951 Deferred Outflows-Diff Proj vs	174,697.00	
<b>Total Other Assets</b>	<b>\$ 259,332.67</b>	<b>\$ -</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,977,571.65</b>	<b>\$ 1,628,388.43</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 Accounts Payable	44,387.23	44,387.23
<b>Total Accounts Payable</b>	<b>\$ 44,387.23</b>	<b>\$ 44,387.23</b>
<b>Credit Cards</b>		
2020 Account Payable - Other	13,885.57	13,885.57
<b>Total Credit Cards</b>	<b>\$ 13,885.57</b>	<b>\$ 13,885.57</b>
<b>Other Current Liabilities</b>		
2050 Accrued Expenses	62,046.56	62,046.56
2500 Compensated Absences	94,701.40	-
2525 Deferred Revenue	190,031.59	190,031.59
2600 Security Deposit	2,664.66	2,664.66
<b>Total Other Current Liabilities</b>	<b>\$ 349,444.21</b>	<b>\$ 254,742.81</b>
<b>Total Current Liabilities</b>	<b>\$ 407,717.01</b>	<b>\$ 313,015.61</b>

# Richmond Regional PDC

## Balance Sheet

As of May 31, 2021

	<u>Statement of Net Position</u>	<u>Balance Sheet Total</u>
<b>Long-Term Liabilities</b>		
2800 Deferred Rent Liability	22,959.30	
2900 Net Pension Liability	584,259.00	
2950 Deferred Inflows	130,799.00	
<b>Total Long-Term Liabilities</b>	<u>\$ 738,017.30</u>	<u>\$ -</u>
<b>Total Liabilities</b>	<u>\$ 1,145,734.31</u>	<u>\$ 313,015.61</u>
<b>Net Position</b>		
Investment in capital assets	89,850.55	
Unrestricted	741,986.79	
<b>Total Net Position</b>	<u>\$ 831,837.34</u>	
<b>Fund Balance</b>		
Nonspendable		-
Unassigned		1,315,372.82
<b>Total Net Position</b>		<u>\$ 1,315,372.82</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u>\$ 1,977,571.65</u>	<u>\$ 1,628,388.43</u>

**Richmond Regional PDC  
Profit and Loss  
July 2020 - May 2021**

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Total
<b>Income</b>												
<b>4100 Federal Funding</b>												
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	88,383.03	867,655.25
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	25,564.78	249,595.21
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						6,579.39
4111 FY20 Rural Coastal VA Mktg				114.91	179.53	191.36		397.75	236.06	148.44	374.13	1,642.18
4112 FY20 Lower Chickahominy				2,147.07	2,848.67	4,970.35	4,063.02	4,286.33	2,975.15	4,135.25	3,541.44	28,967.28
4113 FY20 Coastal TA & Resiliency				135.81	686.50	1,472.43	3,806.17	7,046.68	3,844.78	22,486.59	(13,737.74)	25,741.22
4114 FY18/19 Coastal - Lwr Chk	8,027.00	6,868.68	(19,877.05)	4,981.37		51,040.00						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	3,247.15	56,084.79
4120 VDEM SHSP	3,227.66	6,297.23	7,221.97	6,941.06	6,238.22	9,966.32	3,411.94	5,841.69	5,885.61	6,983.68	6,588.37	68,603.75
4130 VDEM Pass-through grants				8,502.24		5,400.00	10,800.00	6,063.28	11,081.09	27,946.58	13,551.12	83,344.31
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	7,055.73	49,080.62
4190 Analysis of Impediments		9,355.50	17,180.70	16,650.00		35,056.75		2,556.93	6,967.22			87,767.10
<b>Total 4100 Federal Funding</b>	<b>\$ 140,882.66</b>	<b>\$ 134,929.44</b>	<b>\$ 112,460.49</b>	<b>\$ 148,723.98</b>	<b>\$ 112,485.53</b>	<b>\$ 178,738.81</b>	<b>\$ 171,726.59</b>	<b>\$ 140,205.05</b>	<b>\$ 209,035.03</b>	<b>\$ 245,486.44</b>	<b>\$ 134,568.01</b>	<b>\$ 1,729,242.03</b>
<b>4200 State Funding</b>												
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	11,047.88	108,456.78
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	3,195.72	31,198.27
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	8,161.18	35,747.87
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	1,431.74	12,534.67
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	9,548.63	105,620.42
<b>Total 4200 State Funding</b>	<b>\$ 25,603.63</b>	<b>\$ 23,544.64</b>	<b>\$ 24,875.80</b>	<b>\$ 24,010.52</b>	<b>\$ 24,338.42</b>	<b>\$ 18,475.25</b>	<b>\$ 35,896.17</b>	<b>\$ 29,611.62</b>	<b>\$ 43,302.01</b>	<b>\$ 48,800.02</b>	<b>\$ 33,385.15</b>	<b>\$ 331,843.23</b>
<b>4300 Local Funding</b>												
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	4,203.92	46,243.20
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	45,440.18	494,481.43
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	16,277.12	168,209.64
4320 Capital Region Collaborative			168.25	1,459.37	733.89	386.16	881.87	5,349.14	3,283.92		815.77	13,078.37
<b>Total 4300 Local Funding</b>	<b>\$ 49,265.00</b>	<b>\$ 49,644.10</b>	<b>\$ 79,426.32</b>	<b>\$ 66,554.76</b>	<b>\$ 64,606.38</b>	<b>\$ 70,298.25</b>	<b>\$ 65,690.15</b>	<b>\$ 70,823.16</b>	<b>\$ 72,892.88</b>	<b>\$ 66,074.65</b>	<b>\$ 66,736.99</b>	<b>\$ 722,012.64</b>
<b>4400 Private Funding</b>												
<b>4410 Restricted Contributions</b>												
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	6,245.83	68,704.13
<b>Total 4410 Restricted Contributions</b>	<b>\$ 6,245.83</b>	<b>\$ 6,245.83</b>	<b>\$ 6,245.83</b>	<b>\$ 6,245.83</b>	<b>\$ 6,245.83</b>	<b>\$ 6,245.83</b>	<b>\$ 6,245.83</b>	<b>\$ 6,245.83</b>	<b>\$ 6,245.83</b>	<b>\$ 6,245.83</b>	<b>\$ 6,245.83</b>	<b>\$ 68,704.13</b>
<b>4420 Community Impact</b>												
											10,000.00	10,000.00
<b>Total 4400 Private Funding</b>	<b>\$ 6,245.83</b>	<b>\$ 6,245.83</b>	<b>\$ 6,245.83</b>	<b>\$ 6,245.83</b>	<b>\$ 6,245.83</b>	<b>\$ 6,245.83</b>	<b>\$ 6,245.83</b>	<b>\$ 6,245.83</b>	<b>\$ 6,245.83</b>	<b>\$ 6,245.83</b>	<b>\$ 16,245.83</b>	<b>\$ 78,704.13</b>
<b>5000 Other Income</b>												
5001 Interest Income	131.61	578.82	163.77	335.36	96.11	93.41	86.41	240.61	44.66	97.53	37.22	1,905.51
5010 Miscellaneous			(0.40)	525.00								524.60
<b>Total 5000 Other Income</b>	<b>\$ 131.61</b>	<b>\$ 578.82</b>	<b>\$ 163.37</b>	<b>\$ 860.36</b>	<b>\$ 96.11</b>	<b>\$ 93.41</b>	<b>\$ 86.41</b>	<b>\$ 240.61</b>	<b>\$ 44.66</b>	<b>\$ 97.53</b>	<b>\$ 37.22</b>	<b>\$ 2,430.11</b>
<b>Total Income</b>	<b>\$ 222,128.73</b>	<b>\$ 214,942.83</b>	<b>\$ 223,171.81</b>	<b>\$ 246,395.45</b>	<b>\$ 207,772.27</b>	<b>\$ 273,851.55</b>	<b>\$ 279,645.15</b>	<b>\$ 247,126.27</b>	<b>\$ 331,520.41</b>	<b>\$ 366,704.47</b>	<b>\$ 250,973.20</b>	<b>\$ 2,864,232.14</b>
<b>Gross Profit</b>	<b>\$ 222,128.73</b>	<b>\$ 214,942.83</b>	<b>\$ 223,171.81</b>	<b>\$ 246,395.45</b>	<b>\$ 207,772.27</b>	<b>\$ 273,851.55</b>	<b>\$ 279,645.15</b>	<b>\$ 247,126.27</b>	<b>\$ 331,520.41</b>	<b>\$ 366,704.47</b>	<b>\$ 250,973.20</b>	<b>\$ 2,864,232.14</b>
<b>Expenses</b>												
<b>6000 Salary &amp; Wages</b>												
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	83,745.94	858,775.31
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	42,141.60	489,524.22
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)	(42,141.60)	(489,524.22)

**Richmond Regional PDC  
Profit and Loss  
July 2020 - May 2021**

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Total
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	85,376.80	922,326.58
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)	(85,376.80)	(922,326.58)
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	13,985.04	196,923.98
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	10,731.82	181,745.68
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	5,932.80	106,388.42
<b>Total 6110 Salaries FT Chargeable</b>	<b>\$ 126,298.46</b>	<b>\$ 126,521.58</b>	<b>\$ 119,960.62</b>	<b>\$ 117,016.97</b>	<b>\$ 119,077.43</b>	<b>\$ 130,314.13</b>	<b>\$ 114,817.37</b>	<b>\$ 118,229.00</b>	<b>\$ 121,401.81</b>	<b>\$ 135,800.42</b>	<b>\$ 114,395.60</b>	<b>\$ 1,343,833.39</b>
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)	8,346.11	90,139.06
6500 Benefits												
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	17,318.60	193,237.40
6530 Retirement												
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	10,807.08	118,229.58
6532 VRS Employee Contribution	0.13	0.13	0.13	0.13	0.13	0.13	0.13	(5.70)	0.13	(171.53)	166.04	(10.15)
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	1,153.11	12,684.21
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)	(676.34)	(8,994.16)
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	1,170.58	11,927.32
6536 HYBRID 457	0.10	0.10	0.10	0.10	0.10	0.10	0.15	(520.39)	(5.74)	0.08	33.42	(491.88)
<b>Total 6530 Retirement</b>	<b>\$ 12,290.31</b>	<b>\$ 12,290.31</b>	<b>\$ 12,290.31</b>	<b>\$ 12,290.31</b>	<b>\$ 12,290.31</b>	<b>\$ 12,290.31</b>	<b>\$ 11,688.37</b>	<b>\$ 10,899.06</b>	<b>\$ 12,260.51</b>	<b>\$ 12,101.23</b>	<b>\$ 12,653.89</b>	<b>\$ 133,344.92</b>
6540 Life & Disability												
6541 LTD	969.76	969.76	969.76	969.76	969.76	969.76	821.74	996.71	995.91	995.87	723.95	10,352.74
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	176.63	1,723.48
6543 AFLAC	(0.02)	(0.02)	(0.02)	(0.02)	(0.02)	(0.02)	(162.99)	(0.02)	(0.02)	(0.02)	(325.94)	(489.11)
<b>Total 6540 Life &amp; Disability</b>	<b>\$ 1,144.83</b>	<b>\$ 1,144.83</b>	<b>\$ 1,144.83</b>	<b>\$ 1,144.83</b>	<b>\$ 1,144.83</b>	<b>\$ 1,144.83</b>	<b>\$ 833.84</b>	<b>\$ 1,202.28</b>	<b>\$ 934.89</b>	<b>\$ 1,172.48</b>	<b>\$ 574.64</b>	<b>\$ 11,587.11</b>
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)	165.23	884.50
<b>Total 6500 Benefits</b>	<b>\$ 31,831.13</b>	<b>\$ 31,496.73</b>	<b>\$ 31,656.53</b>	<b>\$ 31,656.53</b>	<b>\$ 31,694.33</b>	<b>\$ 31,997.00</b>	<b>\$ 28,846.87</b>	<b>\$ 28,459.99</b>	<b>\$ 30,803.55</b>	<b>\$ 29,898.91</b>	<b>\$ 30,712.36</b>	<b>\$ 339,053.93</b>
6580 Payroll Fees	166.40	159.48	164.67	156.02	156.02	151.54	400.64	217.13	1,579.81	172.95	167.17	3,491.83
6590 Training	15,667.00	165.00	1,340.00	1,219.39	884.25	25.00			12,863.00		112.00	32,275.64
<b>Total 6000 Salary &amp; Wages</b>	<b>\$ 183,339.53</b>	<b>\$ 167,764.74</b>	<b>\$ 161,915.73</b>	<b>\$ 158,861.07</b>	<b>\$ 160,502.96</b>	<b>\$ 167,750.53</b>	<b>\$ 160,269.18</b>	<b>\$ 155,984.16</b>	<b>\$ 175,681.34</b>	<b>\$ 162,991.37</b>	<b>\$ 153,733.24</b>	<b>\$ 1,808,793.85</b>
7100 Professional Fees												
7720 Legal Fees	3,000.00	(3,000.00)										-
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	2,000.00	22,000.00
<b>Total 7720 Legal Fees</b>	<b>\$ 5,000.00</b>	<b>\$ (1,000.00)</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 22,000.00</b>
7730 Contracted Services							10,400.00	4,987.50	5,017.50	12,022.50		32,427.50
<b>Total 7100 Professional Fees</b>	<b>\$ 5,000.00</b>	<b>\$ (1,000.00)</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 12,400.00</b>	<b>\$ 6,987.50</b>	<b>\$ 7,017.50</b>	<b>\$ 14,022.50</b>	<b>\$ 2,000.00</b>	<b>\$ 54,427.50</b>
7200 Office Expenses												
7220 Computer Operations												
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	9,057.94	99,395.37
7222 Software	394.92	419.92	2,000.15	468.92	551.28	552.92	716.08	552.92	922.44	720.47	3,541.31	10,841.33
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	1,029.31	13,501.39
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	392.97	12,638.47
7225 Computer Supplies									4.23	183.46		187.69
7226 Technology services		2,577.04								1,270.94	1,270.94	5,118.92
<b>Total 7220 Computer Operations</b>	<b>\$ 13,724.83</b>	<b>\$ 14,372.74</b>	<b>\$ 13,357.64</b>	<b>\$ 11,737.11</b>	<b>\$ 10,990.90</b>	<b>\$ 11,090.28</b>	<b>\$ 12,459.05</b>	<b>\$ 11,556.67</b>	<b>\$ 14,798.79</b>	<b>\$ 12,302.69</b>	<b>\$ 15,292.47</b>	<b>\$ 141,683.17</b>
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	1,076.62	27,567.19
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	685.00	1,680.00	400.00	198.29	8,904.37



**Richmond Regional PDC**  
**Profit and Loss**  
July 2020 - May 2021

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Total
7295 Bank Fees	115.00	100.00	85.00	85.00	100.00	82.50	70.00	85.00	100.00	75.00	70.00	967.50
<b>Total 7200 Office Expenses</b>	<b>\$ 19,218.59</b>	<b>\$ 19,961.19</b>	<b>\$ 18,480.59</b>	<b>\$ 16,710.89</b>	<b>\$ 13,919.27</b>	<b>\$ 16,089.35</b>	<b>\$ 15,978.80</b>	<b>\$ 15,202.33</b>	<b>\$ 20,965.11</b>	<b>\$ 13,965.20</b>	<b>\$ 16,637.38</b>	<b>\$ 187,128.70</b>
<b>7400 Program Expenses</b>												
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		8.00			92.18					12.00	188.10
7430 Books & Periodicals	11.99	11.99	11.99	11.99	111.99	11.99	11.99	11.99	71.99			267.91
<b>7450 Pass-through and Matching funds</b>												
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	10,864.80	6,346.98	7,909.49	31,133.57	13,202.62	83,359.70
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					10,000.00	83,137.38
<b>Total 7450 Pass-through and Matching funds</b>	<b>\$ -</b>	<b>\$ 17,380.54</b>	<b>\$ 22,273.43</b>	<b>\$ 25,152.24</b>	<b>\$ -</b>	<b>\$ 88,136.42</b>	<b>\$ 60,470.87</b>	<b>\$ 6,346.98</b>	<b>\$ 59,742.22</b>	<b>\$ 120,650.63</b>	<b>\$ 23,202.62</b>	<b>\$ 423,355.95</b>
<b>Total 7400 Program Expenses</b>	<b>\$ 1,335.70</b>	<b>\$ 18,729.58</b>	<b>\$ 23,516.22</b>	<b>\$ 26,012.03</b>	<b>\$ 1,502.79</b>	<b>\$ 90,716.89</b>	<b>\$ 61,624.53</b>	<b>\$ 10,079.26</b>	<b>\$ 64,380.85</b>	<b>\$ 120,650.63</b>	<b>\$ 23,214.62</b>	<b>\$ 441,763.10</b>
<b>7600 Infrastructure</b>												
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	20,875.77	228,947.94
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	1,710.00	20,380.60
<b>Total 7600 Infrastructure</b>	<b>\$ 22,865.97</b>	<b>\$ 23,551.50</b>	<b>\$ 23,551.50</b>	<b>\$ 23,551.50</b>	<b>\$ 23,158.85</b>	<b>\$ 23,158.85</b>	<b>\$ 23,158.85</b>	<b>\$ 23,158.85</b>	<b>\$ 24,878.13</b>	<b>\$ 22,585.77</b>	<b>\$ 22,585.77</b>	<b>\$ 256,205.54</b>
<b>Total Expenses</b>	<b>\$ 231,759.79</b>	<b>\$ 229,007.01</b>	<b>\$ 229,464.04</b>	<b>\$ 227,135.49</b>	<b>\$ 201,083.87</b>	<b>\$ 299,715.62</b>	<b>\$ 273,431.36</b>	<b>\$ 211,412.10</b>	<b>\$ 292,922.93</b>	<b>\$ 334,215.47</b>	<b>\$ 218,171.01</b>	<b>\$ 2,748,318.69</b>
<b>Net Operating Income</b>	<b>\$ (9,631.06)</b>	<b>\$ (14,064.18)</b>	<b>\$ (6,292.23)</b>	<b>\$ 19,259.96</b>	<b>\$ 6,688.40</b>	<b>\$ (25,864.07)</b>	<b>\$ 6,213.79</b>	<b>\$ 35,714.17</b>	<b>\$ 38,597.48</b>	<b>\$ 32,489.00</b>	<b>\$ 32,802.19</b>	<b>\$ 115,913.45</b>
<b>Other Expenses</b>												
7900 Capital Expense Projects		5,947.01		5,422.50	602.50	1,125.00		150.00			225.00	13,472.01
7950 Transfer to/from Reserves												-
7952 Transfer to Local Match				4,981.37		(4,586.48)		(394.89)				0.00
<b>Total Other Expenses</b>	<b>\$ -</b>	<b>\$ 5,947.01</b>	<b>\$ -</b>	<b>\$ 10,403.87</b>	<b>\$ 602.50</b>	<b>\$ (3,461.48)</b>	<b>\$ -</b>	<b>\$ (244.89)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 225.00</b>	<b>\$ 13,472.01</b>
<b>Net Other Income</b>	<b>\$ -</b>	<b>\$ (5,947.01)</b>	<b>\$ -</b>	<b>\$ (10,403.87)</b>	<b>\$ (602.50)</b>	<b>\$ 3,461.48</b>	<b>\$ -</b>	<b>\$ 244.89</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (225.00)</b>	<b>\$ (13,472.01)</b>
<b>Net Income</b>	<b>\$ (9,631.06)</b>	<b>\$ (20,011.19)</b>	<b>\$ (6,292.23)</b>	<b>\$ 8,856.09</b>	<b>\$ 6,085.90</b>	<b>\$ (22,402.59)</b>	<b>\$ 6,213.79</b>	<b>\$ 35,959.06</b>	<b>\$ 38,597.48</b>	<b>\$ 32,489.00</b>	<b>\$ 32,577.19</b>	<b>\$ 102,441.44</b>