



## **Audit, Facilities & Finance Committee**

AGENDA

July 27, 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, Roll Call and Introductions**
  - a. Opening Statement regarding virtual participation of members .....page 2**
- 2. Administrative Items**
  - a. Selection of a Chair for FY2022**
  - b. June Meeting Minutes.....page 3**
- 3. Finance Report**
  - a. June Financial Statements .....page 5**
- 4. Discussion Items and Updates**
  - a. Priorities for FY2022 and proposed meeting schedule**
- 5. Other Items**

**Targeted adjournment is 2:30 pm**



## Opening Statement for Electronic Meetings

Due to the 2020 COVID-19 virus, meetings of the Richmond Regional Planning District Commission were 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. The opportunity for public bodies to continue functioning in a virtual format has been extended by virtue of the recent Richmond City Council Action under Ordinance 2021-181 permitting public bodies located within the City Limits to meet by virtual means through the extended local emergency declaration through December 31, 2021.

While members may choose to participate via remote/virtual platform, we remain committed to public accessibility and opportunity to participate. Staff provided advance notice of this meeting to members and the public including instructions for accessing the meeting and materials. 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](mailto: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 acknowledgement 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.

If anyone has questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate, they should communicate by email if viewing via YouTube or chat if within the Zoom platform.

Staff certifies that we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.



**Audit, Facilities & Finance Committee**  
**June 22, 2021 – 1:30 PM**  
**Meeting Minutes**

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

**Members Present:**

Mr. Jim Holland, Chair  
Dr. Cynthia Newbille, City of Richmond (virtual)  
Ms. Patricia 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:**

Dan Van Doornik, VML VACo

**Welcome and Introductions**

Chairman Holland called the meeting to order at approximately 1:30 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.

**May 25, 2021 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.

**May Financial Statements**

Ms. Heeter turned this portion of the meeting over to Mr. Van Doornik, Interim Director of Finance from VML/VACo. There was some discussion about the fund balance and the location of those funds. Mr. Peterson asked how easily accessible the fund balance is for the agency to retrieve.

Ms. O'Bannon supplied the GASB definition of the fund balance.



He reviewed the profit and loss and net income for the month. Chairman Holland summarized the agency's performance year to date and asked for June projected net income.

Ms. Heeter said she expects there will not be as much billable time in June due to scheduled vacation. She still expects a positive net income for the month of June.

Ms. Heeter reviewed primary drivers for losses earlier in the year. She stated July through January of FY2021 are not good benchmarks for future years going forward.

Chairman Holland asked about accruals. Mr. Van Doornik stated accrued leave may affect the bottom line to a small degree. Ms. Heeter did not have any other issues to point out for the end of FY2021.

Dr. Newbille and Ms. Paige did not have any further questions.

### **FY2022 Committee Membership**

There was discussion concerning a Chair for the Finance Committee for FY2022. Chairman Holland and Mr. Peterson both stated they would be willing to stay on the committee.

Ms. Paige asked if the next Treasurer of the Commission would be joining the committee. Ms. Heeter said the Treasurer would normally serve on the committee and she would extend the invitation to Mr. Byerly, the incoming Treasurer.

Chairman Holland asked about the status of things at the agency overall. Ms. Heeter provided a summary of work staff is currently completing.

Ms. O'Bannon asked about the status of the lease and current office space. Ms. Heeter said a move schedule is being considered with a potential move in October 2022.

Ms. Heeter discussed the current hybrid schedule of staff through the summer. The goal is to develop a plan for implementation in the fall that will maximize collaboration.

There was some discussion about the plans for salary increases for staff that was approved by the Commission. Ms. Paige asked about plans to show appreciation to staff that have performed above and beyond.

Ms. O'Bannon pointed out Henrico recently completed a salary analysis of various positions in the county.

Mr. Peterson suggested bringing a bonus proposal to the Finance Committee prior to recommending to the Executive Committee. Chairman Holland said any other type of staff appreciation ideas would be welcomed as well.

The preliminary fieldwork for the audit and a timeline is being worked on and the schedule will be communicated soon.

Mr. Peterson said the live streaming of meetings should be continued on YouTube and Ms. O'Bannon agreed the forum is important for public participation.

### **Adjourn**

The meeting was adjourned at approximately 2:30 pm.

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

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Total
<b>Income</b>													
<b>4100 Federal Funding</b>													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	88,383.03	80,476.65	948,131.90
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	21,775.19	271,370.40
4105 MPO Pass-Through		6,420.03	3,956.20				39,684.86		41,466.19	61,613.65		39,084.52	192,225.45
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	374.13	854.16	2,496.34
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	3,541.44	3,788.48	32,755.76
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)	6,904.47	32,645.69
4114 FY18/19 Coastal - Lwr Chk	8,027.00	6,868.68	(19,877.05)	4,981.37		51,040.00				0.00	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	3,247.15	5,079.34	61,164.13
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	6,635.47	75,239.22
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	42,531.78	125,876.09
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	777.33	49,857.95
4190 Analysis of Impediments		9,355.50	17,180.70	16,650.00		35,056.75		2,556.93	6,967.22	0.00	0.00	0.00	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>\$ 207,907.39</b>	<b>\$ 1,937,149.42</b>
<b>4200 State Funding</b>													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	11,047.88	10,059.71	118,516.49
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	2,721.90	33,920.17
4205 State MPO Pass-Through		1,605.01	989.05				9,921.21		10,366.54	15,403.41		9,771.13	48,056.35
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	10,475.44	46,223.31
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	6,564.72	19,099.39
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	10,608.47	116,228.89
<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>\$ 50,201.37</b>	<b>\$ 382,044.60</b>
<b>4300 Local Funding</b>													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	4,203.92	4,203.80	50,447.00
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	45,092.20	539,573.63
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	19,931.63	188,141.27
4320 Capital Region Collaborative			168.25	1,459.37	733.89	386.16	881.87	5,349.14	3,283.92		815.77	466.15	13,544.52
<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>\$ 69,693.78</b>	<b>\$ 791,706.42</b>
<b>4400 Private Funding</b>													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	6,245.83	6,245.83	74,949.96
<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>\$ 6,245.83</b>	<b>\$ 74,949.96</b>
4420 Community Impact											10,000.00	40,000.00	50,000.00
<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>\$ 46,245.83</b>	<b>\$ 124,949.96</b>
<b>5000 Other Income</b>													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	37.22	462.53	2,368.04
5010 Miscellaneous			(0.40)	525.00					0.00				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>\$ 462.53</b>	<b>\$ 2,892.64</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>\$ 374,510.90</b>	<b>\$ 3,238,743.04</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>\$ 374,510.90</b>	<b>\$ 3,238,743.04</b>

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

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Total
<b>Expenses</b>													
<b>6000 Salary &amp; Wages</b>													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	83,745.94	88,974.02	947,749.33
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	43,992.57	533,516.79
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)	(43,992.57)	(533,516.79)
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	94,505.22	1,016,831.80
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)	(94,505.22)	(1,016,831.80)
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	8,983.05	205,907.03
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	13,758.45	195,504.13
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	8,723.53	115,111.95
<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>\$ 120,439.05</b>	<b>\$ 1,464,272.44</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	8,868.17	99,007.23
<b>6500 Benefits</b>													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	17,318.60	17,318.60	210,556.00
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	10,807.08	10,807.08	129,036.66
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	0.13	(10.02)
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	1,153.11	13,837.32
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)	(714.70)	(9,708.86)
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	1,236.89	13,164.21
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	33.38	(458.50)
<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>\$ 12,515.89</b>	<b>\$ 145,860.81</b>
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	723.95	857.63	11,210.37
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	220.44	1,943.92
6543 AFLAC	(0.02)	(0.02)	(0.02)	(0.02)	(0.02)	(0.02)	(162.99)	(0.02)	(0.02)	(0.02)	(325.94)	(0.02)	(489.13)
<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>\$ 1,078.05</b>	<b>\$ 12,665.16</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	(1,041.11)	(156.61)
<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>\$ 29,871.43</b>	<b>\$ 368,925.36</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	165.24	3,657.07
6590 Training	15,667.00	165.00	1,340.00	1,219.39	884.25	25.00			12,863.00		112.00	5,723.84	37,999.48
<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>\$ 165,067.73</b>	<b>\$ 1,973,861.58</b>
<b>7100 Professional Fees</b>													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	2,000.00	2,000.00	24,000.00
<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>\$ 2,000.00</b>	<b>\$ 24,000.00</b>
7730 Contracted Services							10,400.00	4,987.50	5,017.50	12,022.50		25,770.00	58,197.50
<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>\$ 27,770.00</b>	<b>\$ 82,197.50</b>
<b>7200 Office Expenses</b>													0.00
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	9,057.94	8,951.05	108,346.42
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	589.41	11,430.74
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	1,018.08	14,519.47
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	392.97	13,031.44

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

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Total
7225 Computer Supplies									4.23	183.46		6,079.96	6,267.65
7226 Technology services		2,577.04								1,270.94	1,270.94	(143.88)	4,975.04
<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>\$ 16,887.59</b>	<b>\$ 158,570.76</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	118.57	27,685.76
7235 Supplies	1,565.62	2,721.45	226.12	207.22		49.74	38.51	296.57	361.50			2,633.03	8,099.76
7245 Postage		21.78										14.52	36.30
7250 Public Outreach/Advertisements						961.00			1,556.96			616.30	3,134.26
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
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	70.00	1,037.50
<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>\$ 20,340.01</b>	<b>\$ 207,468.71</b>
<b>7400 Program Expenses</b>													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			435.00	18,386.14
7425 Travel - Agency	75.92	0.00	8.00			92.18					12.00	1,116.60	1,304.70
7430 Books & Periodicals	11.99	11.99	11.99	11.99	111.99	11.99	11.99	11.99	71.99			5.00	272.91
<b>7450 Pass-through and Matching funds</b>													0.00
7451 Pass Through Funds - MPO		8,025.04	10,198.30				49,606.07		51,832.73	77,017.06		48,855.65	245,534.85
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	42,411.93	125,771.63
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	40,000.00	123,137.38
<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>\$ 131,267.58</b>	<b>\$ 554,623.53</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>\$ 132,824.18</b>	<b>\$ 574,587.28</b>
<b>7600 Infrastructure</b>													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	20,875.77	11,036.13	239,984.07
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	1,710.00	22,090.60
<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>\$ 12,746.13</b>	<b>\$ 268,951.67</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>\$ 358,748.05</b>	<b>\$ 3,107,066.74</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>\$ 15,762.85</b>	<b>\$ 131,676.30</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	0.00												0.00
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>\$ -</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>\$ -</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>\$ 15,762.85</b>	<b>\$ 118,204.29</b>

**Richmond Regional PDC**  
**Balance Sheet**  
As of June 30, 2021

	Statement of Net Position	Balance Sheet
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1050 LGIP-Virginia Dept of Treasury	\$ 410,669.77	\$ 410,669.77
1070 SunTrust Checking 8921	85,998.97	85,998.97
<b>Total Bank Accounts</b>	<b>\$ 496,668.74</b>	<b>\$ 496,668.74</b>
<b>Accounts Receivable</b>		
1200 Accounts Receivable	507,918.96	507,918.96
<b>Total Accounts Receivable</b>	<b>\$ 507,918.96</b>	<b>\$ 507,918.96</b>
<b>Other Current Assets</b>		
1150 Prepaid Expenses	8,938.36	8,938.36
1250 Misc Receivables - Grants	491,546.73	491,546.73
1300 Due from CVTA	68,252.17	68,252.17
<b>Total Other Current Assets</b>	<b>\$ 568,737.26</b>	<b>\$ 568,737.26</b>
<b>Total Current Assets</b>	<b>1,573,324.96</b>	<b>1,573,324.96</b>
<b>Fixed Assets</b>		
1300 Property & Equipment	351,457.57	
1350 Accumulated Depreciation	(263,317.02)	
<b>Total Fixed Assets</b>	<b>\$ 88,140.55</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>\$ 1,920,798.18</b>	<b>\$ 1,573,324.96</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 Accounts Payable	64,980.11	64,980.11
<b>Total Accounts Payable</b>	<b>\$ 64,980.11</b>	<b>\$ 64,980.11</b>
<b>Credit Cards</b>		
2020 Account Payable - Other	33,131.90	33,131.90
<b>Total Credit Cards</b>	<b>\$ 33,131.90</b>	<b>\$ 33,131.90</b>
<b>Other Current Liabilities</b>		
2050 Accrued Expenses	64,783.52	64,783.52
2500 Compensated Absences	94,701.40	-
2525 Deferred Revenue	84,758.74	84,758.74
2600 Security Deposit	2,664.66	2,664.66
<b>Total Other Current Liabilities</b>	<b>\$ 246,908.32</b>	<b>\$ 152,206.92</b>
<b>Total Current Liabilities</b>	<b>\$ 345,020.33</b>	<b>\$ 250,318.93</b>
<b>Long-Term Liabilities</b>		
2800 Deferred Rent Liability	13,119.66	
2900 Net Pension Liability	584,259.00	
2950 Deferred Inflows	130,799.00	
<b>Total Long-Term Liabilities</b>	<b>\$ 728,177.66</b>	<b>\$ -</b>
<b>Total Liabilities</b>	<b>\$ 1,073,197.99</b>	<b>\$ 250,318.93</b>



**Richmond Regional PDC  
Balance Sheet  
As of June 30, 2021**

	<b>Statement of Net Position</b>	<b>Balance Sheet</b>
<b>Net Position</b>		
Investment in capital assets	88,140.55	
Unrestricted	759,459.64	
<b>Total Net Position</b>	<b>\$ 847,600.19</b>	
<b>Fund Balance</b>		
Nonspendable		8,938.36
Unassigned		1,314,067.67
<b>Total Net Position</b>		<b>\$ 1,323,006.03</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,920,798.18</b>	<b>\$ 250,318.93</b>