Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

Thomas Jefferson Planning District Commission
Thursday, November 7, 2019 at 7 pm
Water Street Center
407 East Water Street
Charlottesville, VA 22902

AGENDA

1.	**Call to Order**	7:00
2.	**Matters from the Public**	7:00 – 8:30
3.	**Executive Director's Report**	8:30 – 8:35
4.	***Consent Agenda**	8:35– 8:35
5.	*** Finance Report**	8:35 – 8:45
6.	**Other Business**	8:45 – 9:00
7.	*** ADJOURN**	9:00

1. Call to Order — 7:00

2. Matters from the Public — 7:00 – 8:30

a. Comments by the public are limited to no more than 2 minutes per person.
b. Regional Solid Waste & Recycling Presentations:
  i. TJPDC Regional Solid Waste & Recycling – Shirese Franklin
  ii. van der Linde Recycling – Andrea Johnson, CEO
  iii. UVA Sustainability – Jesse Warren
  iv. Albemarle County Facilities & Environmental – Lance Stewart
  v. Greene County Solid Waste Facility - Allen Morris
  vi. Others
c. FY19 Annual Financial Audit (click here for audit)
  i. David Foley, Robinson Farmer Cox

3. Executive Director's Report — 8:30 – 8:35

a. The Executive Director's Report is attached. (click here for report)
  i. Review of agenda items
  ii. Organizational Structure
  iii. FY17 -FY21 Local Government Program Contributions
  iv. Rideshare FY15-18 Compliance Audit
  v. Monthly staff activity report

4. *Consent Agenda — 8:35– 8:35

Action Items:
a. * Minutes of the October 3, 2019 Meeting (click here for draft minutes)
b. *Acceptance of FY19 Annual Financial Audit (click here for document)
c. * Legislative support letter for broadband (click here for letter)

5. * Finance Report — 8:35 – 8:45

a. **Quarterly Financial Reports** (click here for financial documents)
  i. September Dashboard Report
  ii. September Profit & Loss Statement
  iii. September Balance Sheet
  iv. September Accrued Revenues report

6. Other Business — 8:45 – 9:00

a. Roundtable Discussion by Jurisdiction
b. Next Meeting – December 5, 2019

7. * ADJOURN — 9:00

NOTE: Audit Committee meets at 6:00 PM

**Proposed action items*

401 East Water Street ▪ Post Office Box 1505 ▪ Charlottesville, Virginia 22902-1505
Telephone (434) 979-7310 ▪ **Fax** (434) 979 1597 ▪ **Virginia Relay Users:** 711 (TDD) ▪ **email:** info@tjpdc.org ▪ **web:** www.tjpdc.org

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

FINANCIAL REPORT

YEAR ENDED JUNE 30, 2019

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

DIRECTORY OF PRINCIPAL OFFICIALS
AS OF JUNE 30, 2019

OFFICERS

Richard Randolph, Chairperson
Dale Herring, Vice Chairperson
Keith Smith, Treasurer

COMMISSIONERS

City of Charlottesville

Nikuyah Walker *
Lisa Green

Fluvanna County

Tony O'Brien*
Keith B. Smith

Louisa County

Willie Gentry*
Robert Babyok*

Albemarle County

Richard Randolph*
Liz Palmer*

Greene County

Dale Herring*
Andrea Wilkinson

Nelson County

Ernie Reed*
Jesse Rutherford*

* Denotes local elected official

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

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ROBINSON, FARMER, COX ASSOCIATES, PLLC
Certified Public Accountants
CPAs | CONSULTANTS

Independent Auditors' Report

To the Commissioners
Thomas Jefferson Planning District Commission
Charlottesville, Virginia

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Thomas Jefferson Planning District Commission, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions,* issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Thomas Jefferson Planning District Commission, as of June 30, 2019, and the respective changes in financial position, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and schedules related to pension and OPEB funding, on pages 4-7, 50, and 51-57 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Thomas Jefferson Planning District Commission's basic financial statements. The supporting schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supporting schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supporting schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated Draft, 2019 on our consideration of the Thomas Jefferson Planning District Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Thomas Jefferson Planning District Commission's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Thomas Jefferson Planning District Commission's internal control over financial reporting and compliance.

Charlottesville, Virginia
Draft, 2019

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2019
CHIP BOYLES EXECUTIVE DIRECTOR

Management's discussion and analysis (MD&A) is a required element of the reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments. Its purpose is to provide an overview of the financial activities of the Thomas Jefferson Planning District Commission (TJPDC) based on currently known facts, decisions, and/or conditions.

USING THIS REPORT AND FINANCIAL STATEMENTS

The annual report consists of the management's discussion and analysis, financial statements on government-wide and fund basis, supporting schedules, compliance reports, and the schedule of expenditures of federal awards. The government-wide financial statements present financial information for all activities of the TJPDC. The fund-basis financial statements concentrate on separate sets of self-balancing accounts.

FINANCIAL HIGHLIGHTS

For FY19, TJPDC had total revenues of $1,709,281 and total expenditures of $1,665,438 resulting in a general fund balance increase of $43,843. Included in revenues and expenditures are $224,984 in HOME pass-through funds. The FY19 audit calculates the indirect cost rate based on actual indirect costs divided by the total staff salary and fringe costs applied to projects for the year. That calculated rate is 62%, compared to 67% in FY18.

The General Fund

The General Fund is the general operating fund of the Commission. It is used to account for and report financial resources outside of the grant-funded programs that make up most of the budget. These consist of locality contributions, locally-funded projects, state allocation, interest earned and rental revenue from the Water Street Center and office space.

The following table (Table 1) is a summary of the General Fund's revenues and expenditures for the years ended June 30, 2019 and 2018:

TABLE 1 - GENERAL FUND REVENUE AND EXPENDITURES

	FY 2019	FY 2018	Change From FY 2018
Revenue	$ 360,902	$ 401,489	$ (40,587)
Expenditures	319,350	293,446	25,904
Excess revenue over expenditures	$ 41,552	$ 108,043	$ (66,491)
Other financing sources - transfer in	2,291	-	2,291
Net change in fund balance	$ 43,843	$ 108,043	$ (64,200)
Fund balance, beginning	685,207	577,164	
Fund balance, ending	$ 729,050	$ 685,207	

During FY19, General Fund revenues decreased by $40,587, from $401,489 in FY18 to $360,9029 in FY19. Expenditures increased from $293,446 in FY18 to $319,350 in FY19. Excess revenue over expenditures for FY2019 was $41,552, significantly less than the FY2018 change of $108,043, a decrease of $66,491.

FINANCIAL HIGHLIGHTS: (CONTINUED)

The General Fund: (Continued)
FINANCIAL HIGHLIGHTS: (CONTINUED)

Primary changes between FY18 and FY19 were:

- Revenue from locally-funded Community Development projects decreased by almost $90,000 from FY18 to FY19. The largest change was in the Albemarle Plan Review, with $58,663 in revenue in FY18 compared to $8,603 in FY19. The Greene 29 Corridor project was completed in FY18, with $21,390 in revenue in FY18 and no revenue in FY19. $5,000 of funding was available for GO Virginia in FY18, but not FY19. Revenues decreased from FY18 to FY19 for the CACF Bike/Ped project, Stanardsville Streetscape, Albemarle Inventory, and Cherry Avenue.
- Revenue increased for the staffing contract with the Thomas Jefferson Community Land Trust (TJCLT) from FY18 to FY19. The contract was put in place in February 2018 and continued through the full FY19 year. TJPDC also had a contract to provide Executive Director services for the VAPDC in FY19, which was not in place in FY18. Revenue also increased for the Rivanna River Basin Commission (RRBC) from FY18 to FY19.
- Interest income increased from $5,601 in FY18 to $16,690 in FY19, due to a change from Certificates of Deposit to an account with the Virginia Investment Pool (VIP).

Special Revenue Funds

Special Revenue Funds are the grant funds and other revenues dedicated to specific programs and projects. Special Revenue Funds income accounts for the vast majority of funds coming to the TJPDC. For FY19, both the transportation and HOME programs were less than $750,000 in federal funding and were not classified as major programs. HOME pass-through funds were $224,984 compared to $357,736 in FY18. Special Revenue Funds decreased by $25,781 between FY19 and FY18, which represents a 2% decrease.

A summary of the Commission's Statement of Activities is presented below on a full accrual basis.

TABLE 2 - STATEMENT OF ACTIVITIES

		FY 2019		FY 2018		Change From FY 2018
Federal Grant Revenues	$	721,152	$	912,226	$	(191,074)
Non-Federal Grant Revenues		627,227		461,934		165,293
Special Fund Revenues	$	1,348,379	$	1,374,160	$	(25,781)
General Fund Revenues	$	360,902	$	401,489	$	(40,587)
Total Revenues	$	1,709,281	$	1,775,649	$	(66,368)
Current Operation Expenses	$	1,375,991	$	1,229,799	$	146,192
Pass-Through Funds		224,984		357,736		(132,752)
Total Expenses	$	1,600,975	$	1,587,535	$	13,440
Excess of Revenues over/(under) Expenses	$	108,306	$	188,114	$	(79,808)
Capital Outlays and Depreciation, net		1,217		(8,239)		9,456
Change in Net Position	$	109,523	$	179,875	$	(70,352)

FINANCIAL HIGHLIGHTS: (CONTINUED)

Special Revenue Funds: (Continued)

During the fiscal year ended June 30, 2019, Special Revenue Funds income totaled $1.348 million, a decrease of $25,781 from FY18's total of $1.374 million. Special Fund Revenues consisted of:

- $622,656 for transportation. This included the MPO, Rural Transportation, RideShare, and the 5th Street Trails grant. Of the total, $328,944 consisted of federal funds.
- $277,693 for the HOME program funded through the US Department of Housing and Urban Development (HUD).
- $448,030 for other governmental funds, including the Columbia Hazard Mitigation Planning Grant (HMPG), UDSA's Housing Preservation Grant, the Regional Housing Partnership and Plan, the Legislative Liaison program, and the Watershed Implementation Plan.

YEAR-END ANALYSIS OF THE COMMISSION

During FY19, the Commission's net position increased by $109,523. A summary of the Commission's Statement of Net Position is presented below:

TABLE 3 - STATEMENT OF NET POSITION

		FY 2019		FY 2018		Change From FY 2018
Current and Other Assets	$	1,359,549	$	1,363,353	$	(3,804)
Capital Assets, net		6,948		5,731		1,217
Total Assets	$	1,366,497	$	1,369,084	$	(2,587)
Deferred Outflows of Resources	$	21,226	$	14,042	$	7,184
Total Assets and Deferred Outflows	$	1,387,723	$	1,383,126	$	4,597
Long-term Liabilities	$	51,000	$	44,000	$	7,000
Current Liabilities		287,172	$	359,236	$	(72,064)
Total Liabilities	$	338,172	$	403,236	$	(65,064)
Deferred Inflows of Resources	$	21,673	$	61,535	$	(39,862)
Investment in Capital Assets	$	6,948	$	5,731	$	1,217
Unrestricted Net Position		1,020,930		912,624		108,306
Total Net Position	$	1,027,878	$	918,355	$	109,523
Total Liabilities, Deferred Inflows and Net Position	$	1,387,723	$	1,383,126	$	4,597

Total Liabilities and Net Position shows a snapshot of receivables and payables on June 30, 2019; the change from FY18 reflects the normal variation from year to year.

ORIGINAL BUDGET VS FINAL BUDGET

The Commission approved equalized member assessments for FY19 based on the 2016 Provisional Weldon Cooper Population Estimates and a $0.62 per capita rate and adopted the initial FY19 budget at their September 7, 2017 meeting to serve as the basis for budget requests to the member localities. The FY19 budget requests were slightly higher than FY18, due to population increases. The total request for Legislative Liaison was based on a per capita rate of $0.40, a change instituted with the FY18 budget. The Solid Waste total of $10,500 was unchanged from FY18, with small changes among the localities due to relative changes in population. RideShare requests were unchanged for the five participating localities, but an assessment for RideShare was also included in the budget submission to Greene County. Greene County chose not to participate in the program; locality contributions were unchanged from FY18. The budget requests also included funding for the Rivanna River Basin Commission (RRBC) for localities within the watershed (Charlottesville, Albemarle, Fluvanna and Greene). All four localities provided funding for the RRBC for FY19. Budget requests were submitted between October 2017 and January 2018. In accordance with the Bylaws, the Commission adopted the FY19 operating budget at their May 3, 2018 meeting; this was used for the submission to the Virginia Department of Housing and Community Development (DHCD) along with the FY19 Work Program. The Commission adopted the final budget at their May 5, 2019 meeting, reflecting updated projections of revenues and expenditures. This budget was used for the financial reporting to the Commission for FY19.

FINAL BUDGET VS ACTUAL RESULTS

A summary of the Commission's Final Budget (see page 50 for detail) is presented below:

TABLE 4 - BUDGET TO ACTUAL

	Budget	Actual	% of Budget
REVENUES (INFLOWS)			
Federal grants............................	$ 593,762	$ 496,168	83.56%
Federal pass-through...............	561,599	224,984	40.06%
State grants.............................	387,881	351,573	90.64%
Localities....................................	589,176	600,256	101.88%
Miscellaneous sources...............	23,000	36,300	157.83%
	$ 2,155,418	$ 1,709,281	79.30%
EXPENDITURES (OUTFLOWS)			
Operating expenses...............	$ 1,582,329	$ 1,440,454	91.03%
Pass-through expenses.........	561,599	224,984	40.06%
	$ 2,143,928	$ 1,665,438	77.68%

FY19 total revenues were about 79% of budgeted revenues. In general, unrealized revenues carry forward to FY20. Expenditures for TJPDC operations, taking out pass-through, represent 93% of the budget.

Statement of Net Position
As of June 30, 2019

		Governmental Activities
Assets:		
Current assets:		
Cash and cash equivalents	$	763,114
Receivables, net		50,890
Due from other governments:		
Federal		119,425
State		23,193
Prepaid expenses		17,547
Total current assets	$	974,169
Noncurrent assets:		
Net pension asset	$	385,380
Capital assets (net of depreciation):		
Leasehold improvements, vehicles, furniture and equipment		6,948
Total noncurrent assets	$	392,328
Total assets	$	1,366,497
Deferred Outflows of Resources:		
Pension deferrals	$	9,939
Group life insurance OPEB deferrals		11,287
Total deferred outflows of resources	$	21,226
Total assets and deferred outflows of resources	$	1,387,723
Liabilities:		
Current liabilities:		
Accounts payable	$	56,427
Compensated absences		42,053
Unearned revenue		188,692
Total current liabilities	$	287,172
Noncurrent liabilities:		
Net group life insurance OPEB liability	$	51,000
Total liabilities	$	338,172
Deferred Inflows of Resources:		
Pension deferrals	$	16,673
Group life insurance OPEB deferrals		5,000
Total deferred inflows of resources	$	21,673
Net Position:		
Investment in capital assets	$	6,948
Unrestricted		1,020,930
Total net position	$	1,027,878
Total liabilities, deferred inflows of resources and net position	$	1,387,723

The accompanying notes to financial statements are an integral part of this statement.

Statement of Activities
For the Year Ended June 30, 2019

			Program Revenues		Net (Expense) Revenue and Changes in Net Position
Functions/Programs	**Expenses**	**Indirect Expense Allocation**	**Charges for Services**	**Operating Grants and Contributions**	**Governmental Activities**
Primary Government					
Governmental activities					
Passed-through to other agencies	$ 224,984	$ -	$ -	$ 224,984	$ -
Programs administration:					
Office	593,673	(340,003)	-	-	(253,670)
Department of Transportation	291,235	157,894	-	449,129	-
Department of Housing and Urban Development	31,760	20,949	-	52,709	-
Department of Homeland Security	82,970	4,056	-	87,026	-
Environmental Protection Agency	36,377	25,469	-	64,137	2,291
Virginia Housing Development Authority	129,641	34,723	-	164,364	-
Virginia Department of Agriculture	40,018	3,779	-	43,797	-
Virginia Department of Rail and Public Transportation	113,355	60,172	-	173,527	-
Legislative Liaison	55,745	32,961	-	88,706	-
Total governmental activities	$ 1,599,758	$ -	$ -	$ 1,348,379	$ (251,379)

General Revenues	
Intergovernmental revenue not restricted to specific programs	$ 324,602
Revenue from use of money	36,300
Total general revenues	$ 360,902
Change in net position	$ 109,523
Net position, beginning of year	918,355
Net position, end of year	$ 1,027,878

The accompanying notes to financial statements are an integral part of this statement.

Balance Sheet
Governmental Funds
As of June 30, 2019

	General Fund	Department of Transportation	HOME Department of Housing and Urban Development	Other Governmental Funds	Total Governmental Funds
Assets:					
Cash and cash equivalents	$ 763,114	$ -	$ -	$ -	$ 763,114
Receivables (net of allowance for uncollectibles):					
Accounts	50,890	-	-	-	50,890
Due from other governments:					
Federal	-	91,833	3,188	24,404	119,425
State	-	13,114	-	10,079	23,193
Due from other funds	-	64,538	12,484	-	77,022
Prepaid items	16,682	820	45	-	17,547
Total assets	$ 830,686	$ 170,305	$ 15,717	$ 34,483	$ 1,051,191
Liabilities:					
Accounts payable and accrued expenses	$ 27,508	$ 13,202	$ 15,717	$ -	$ 56,427
Due to other funds	53,773	-	-	23,249	77,022
Unearned revenue	20,355	157,103	-	11,234	188,692
Total liabilities	$ 101,636	$ 170,305	$ 15,717	$ 34,483	$ 322,141
Fund Balance:					
Nonspendable:					
Prepaid items	$ 16,682	$ 820	$ 45	$ -	$ 16,682
Committed:					
Capital reserve	230,565	-	-	-	230,565
Unassigned	481,803	(820)	(45)	-	481,803
Total fund balance	$ 729,050	$ -	$ -	$ -	$ 729,050
Total liabilities and fund balance	$ 830,686	$ 170,305	$ 15,717	$ 34,483	$ 1,051,191

The accompanying notes to financial statements are an integral part of this statement.

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
As of June 30, 2019

Total fund balance for governmental funds (Exhibit 3)		$ 729,050
Total net position reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. Those assets consist of:		
Depreciable capital assets, net of accumulated depreciation	$ 6,948	
Total capital assets		6,948
The net pension asset is not an available resource and, therefore, is not reported in the funds.		385,380
Items related to measurement of the net pension and GLI OPEB liability are considered deferred outflows or deferred inflows and will be amortized and recognized in pension and GLI expense over future years.		
Pension deferrals - Deferred outflows		9,939
Group life insurance OPEB deferrals - Deferred outflows		11,287
Pension deferrals - Deferred inflows		(16,673)
Group life insurance OPEB deferrals - Deferred inflows		(5,000)
Long-term liabilities applicable to the Commission's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. Balances of long-term liabilities affecting net position are as follows:		
Net group life insurance OPEB liability	$ (51,000)	
Compensated absences	(42,053)	
Total long-term liabilities		(93,053)
Total net position of governmental activities (Exhibits 1 and 2)		$ 1,027,878

The accompanying notes to financial statements are an integral part of this statement.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION **Exhibit 5**

Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2019

	General Fund	Department of Transportation	HOME Department of Housing and Urban Development	Other Governmental Funds	Total Governmental Funds
Revenues:					
Federal Grants:					
Commission	$ -	$ 328,944	$ 52,706	$ 114,518	$ 496,168
Pass-Through	-	-	224,984	-	224,984
State Grants	75,971	169,523	-	106,079	351,573
Other:					
Localities	248,631	124,189	3	227,433	600,256
Revenue from the use of money and property	36,300	-	-	-	36,300
Total revenues	$ 360,902	$ 622,656	$ 277,693	$ 448,030	$ 1,709,281
Expenditures:					
Current:					
Administrative	$ 319,350	$ -	$ -	$ -	$ 319,350
Department of Transportation	-	449,129	-	-	449,129
Department of Housing and Urban Development	-	-	277,693	-	277,693
Department of Homeland Security	-	-	-	87,026	87,026
Environmental Protection Agency	-	-	-	61,846	61,846
Virginia Housing Development Authority	-	-	-	164,364	164,364
Virginia Department of Agriculture	-	-	-	43,797	43,797
Virginia Department of Rail and Public Transportation	-	173,527	-	-	173,527
Legislative Liason	-	-	-	88,706	88,706
Total expenditures	$ 319,350	$ 622,656	$ 277,693	$ 445,739	$ 1,665,438
Excess (deficiency) of revenues over (under) expenditures	$ 41,552	$ -	$ -	$ 2,291	$ 43,843
Other financing sources (uses):					
Transfers in	$ 2,291	$ -	$ -	$ -	$ 2,291
Transfers (out)	-	-	-	(2,291)	(2,291)
Total other financing sources (uses)	$ 2,291	$ -	$ -	$ (2,291)	$ -
Net changes in fund balance	$ 43,843	$ -	$ -	$ -	$ 43,843
Fund balance at beginning of year	685,207	-	-	-	685,207
Fund balance at end of year	$ 729,050	$ -	$ -	$ -	$ 729,050

The accompanying notes to financial statements are an integral part of this statement.

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances
of Governmental Funds to the Statement of Activities
For the Year Ended June 30, 2019

Net change in fund balance - total governmental funds (Exhibit 5)	$	43,843
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.		
Capital outlays		5,198
Depreciation expense		(3,981)
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds. Details of this adjustment consist of the change in deferred inflows of resources related to the measurement of the net pension asset and net group life insurance OPEB liability.		
Change in deferred inflows of resources related to measurement of net pension asset		39,862
Change in deferred inflows of resources related to measurement of net group life insurance OPEB liability		-
Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds. The following is a summary of items supporting this adjustment:		
Change in net pension asset		21,916
Change in net group life insurance OPEB liability		(7,000)
Change in deferred outflows of resources related to measurement of net pension asset		(779)
Change in deferred outflows of resources related to measurement of net group life insurance OPEB liability		7,963
Change in compensated absences		2,501
Change in net position of governmental activities (Exhibit 2)	$	109,523

The accompanying notes to financial statements are an integral part of this statement.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Thomas Jefferson Planning District Commission (Commission) conform to generally accepted accounting principles (GAAP) applicable to governmental units promulgated by the Governmental Accounting Standards Board (GASB). The following is a summary of the more significant polices:

A. Financial Reporting Entity

As required by generally accepted accounting principles, these financial statements present the Commission and its component units. There are no such component units that are required to be included in the Commission's financial statements.

The Commission has been organized by the governing authorities of the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson and the City of Charlottesville pursuant to the Regional Cooperation Act for the purpose of promoting the orderly and efficient development of the physical, social, and economic elements of Planning District Number Ten by planning, encouraging, and assisting governmental subdivisions to plan for the future.

B. Basic Financial Statements – Government-wide Statements

The Commission's basic financial statements include both government-wide (reporting the Commission as a whole) and fund financial statements (reporting the Commission's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business-type. The Commission's general administrative services are classified as governmental activities. The Commission has no business-type activities at this time.

In the government-wide statement of net position, both the governmental and business-type activities columns (if any) are presented on a consolidated basis by column and are reported on a full accrual economic resource basis which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Commission's net position is reported in three parts – net investment in capital assets, restricted net position, and unrestricted net position.

The government-wide statement of activities reports both the gross and net cost of each of the Commission's functions. The functions are also supported by general government revenues. The statement of activities reduces gross expenses (including depreciation) by related program revenues and operating and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column reflects capital-specific grants.

The net costs (by function) are normally covered by general revenue (intergovernmental revenues, interest income, etc.).

The Commission allocates indirect costs using a specific percentage of use method.

This government-wide focus is on the sustainability of the Commission as an entity and the change in the Commission's net position resulting from the current year's activities.

NOTE 1–SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

C. Basic Financial Statements – Fund Financial Statements

The financial transactions of the Commission are reported in individual funds in the fund statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues, and expenses. The various funds are reported by generic classification within the financial statements.

The following fund types are used by the Commission:

Governmental Funds:

The focus of the governmental funds measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the Commission:

1. *General Fund* is the general operating fund of the Commission. It is used to account for and report all financial resources except those required to be accounted for in another fund.

2. *Special revenue funds* are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenses for specified purposes.

Major and Nonmajor Funds:

All funds are classified as either major or nonmajor. The following criteria are used when determining the fund types:

1. The General Fund is always classified as major.

2. All other major funds have assets, liabilities, revenues, or expenditures that are at least 10% of the corresponding element total (i.e., assets, liabilities, etc.) for all funds of that category or type (i.e., total governmental or enterprise funds). In addition, the same element that met the 10% criterion is at least 5% of the corresponding element total for all governmental and enterprise funds combined.

The Commission's funds are classified as follows:

Fund	Brief Description
Major:	
General	See above for description.
Special Revenue Funds:	
Department of Transportation	Accounts for and reports revenues and expenses restricted for the purposes of various projects funded by the Department of Transportation.
HOME Department of Housing and Urban Development	Accounts for and reports revenues and expenses restricted for the purpose of HOME program.

NOTE 1–SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

C. Basic Financial Statements – Fund Financial Statements: (Continued)

Major and Nonmajor Funds: (Continued)

Fund	Brief Description
Nonmajor-Other Governmental Funds:	
Special Revenue Funds:	
Virginia Department of Rail and Public Transportation	Accounts for and reports revenues and expenses restricted for the purpose of various projects funded by the Virginia Department of Rail and Public Transportation.
Department of Homeland Security	Accounts for and reports revenues and expenses restricted for the purpose of various projects funded by the Department of Homeland Security.
Environmental Protection Agency	Accounts for and reports revenues and expenses restricted for the purpose of various projects funded by the Environmental Protection Agency.
Virginia Housing Development Authority	Accounts for and reports revenues and expenses restricted for the purpose of various projects funded by the Virginia Housing Development Authority.
Virginia Department of Agriculture	Accounts for and reports revenues and expenses restricted for the purpose of various projects funded by the Virginia Department of Agriculture.
Legislative Liaison	See Note 13–Local Legislative Liaison note.

D. Basis of Accounting

Basis of accounting refers to the point at which revenues or expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

1. *Accrual* – Governmental activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

2. *Modified Accrual* – The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e. both measurable and available. “Available” means collectible within the current period or within 60 days after the year end. Expenses are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that debt service expenditures as well as expenditures related to compensated absences, and claims and judgments are recognized when due.

NOTE 1–SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

E. Budgets and Budgetary Accounting

The following procedures are used by the Commission in establishing the budgetary data reflected in the required supplementary information:

1. Prior to due dates for budget submissions to localities, the Executive Director submits to the Commission a proposed budget for the fiscal year commencing the following July 1. The budget includes proposed expenditures and the means of financing them.

2. After the budget is approved by the Commission, it is presented to the local governing bodies within its jurisdiction for approval of appropriations to the Commission.

3. The budget amounts depend on the staff securing grants and contracts throughout the year; therefore, appropriate budget revisions are proposed and approved by the Commission during the year. The Commission adopts a working budget for the fiscal year beginning July 1 at their May meeting, per the Bylaws. The Commission adopts the final budget for use in financial reporting at the February, FY19 meeting.

4. The approved budget is utilized as a management control device.

5. All budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).

6. All budgetary data presented in the accompanying financial statements represents both the original and revised budgets as of June 30.

F. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

G. Cash and Cash Equivalents

The Commission's cash and cash equivalents are considered to be cash on hand, demand deposits, and all highly-liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

State statutes authorize the Commission to invest in obligations of the U.S. Treasury, commercial paper, corporate bonds, repurchase agreements, and the Local Government Investment Pool.

Money market investments, participating interest-earning investment contracts (repurchase agreements) that have a remaining maturity at time of purchase of one year or less, nonparticipating interest-earning investment contracts (nonnegotiable certificates of deposit (CDs)) and external investment pools are measured at amortized cost. All other investments are reported at fair value.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

H. Receivables and Payables

Outstanding balances between funds at the end of the fiscal year are reported as due to/from other funds. No allowance for uncollectibles is included in the receivables, due to the limited exposure related to the contractual nature of governmental receivables.

I. Prepaid Items

Certain payments to vendors represent costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

J. Net Position

Net Position is the difference between a) assets and deferred outflows of resources and b) liabilities and deferred inflows of resources. Net investment in capital assets represents capital assets, less accumulated depreciation, less any outstanding debt related to the acquisition, construction or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position.

K. Net Position Flow Assumption

Sometimes the Commission funds outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Commission's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

L. Capital Assets

Property and equipment are recorded at the original cost. Depreciation is computed by the straight-line method over the estimated useful lives of the assets as follows:

Office furniture and equipment	3 - 10 years
Vehicle	5 years
Website	3 years
Leasehold improvements	Remaining life of lease

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

M. Unearned Revenue

The Commission reports unearned revenue on its statement of net position. Unearned revenues arise when a potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Unearned revenues also arise when resources are received by the Commission before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the Commission has a legal claim to the resources, the liability for unearned revenue is removed from the balance sheet and revenue is recognized.

N. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Commission has one item that qualifies for reporting in this category. It is comprised of certain items related to the measurement of the net pension asset and net OPEB liability and contributions to the pension and OPEB plans made during the current year and subsequent to the net pension asset and net OPEB liability measurement date. For more detailed information on these items, reference the related notes. For more detailed information on these items, reference the related notes.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Commission has one type of item that qualifies for reporting in this category. Certain items related to the measurement of the net pension asset and net OPEB liability are reported as deferred inflows of resources. For more detailed information on these items, reference the related notes.

O. Pensions

For purposes of measuring the net pension asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Commission's Retirement Plan and the additions to/deductions from the Commission's Retirement Plan's net fiduciary position have been determined on the same basis as they were reported by the Virginia Retirement System (VRS). For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTE 1–SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

P. OPEB

Group Life Insurance

The Virginia Retirement System (VRS) Group Life Insurance (GLI) Program provides coverage to state employees, teachers, and employees of participating political subdivisions. The GLI Program was established pursuant to §51.1-500 et seq. of the Code of Virginia, as amended, and which provides the authority under which benefit terms are established or may be amended. The GLI Program is a defined benefit plan that provides a basic group life insurance benefit for employees of participating employers. For purposes of measuring the net GLI Program OPEB liability, deferred outflows of resources and deferred inflows of resources related to the GLI OPEB, and GLI OPEB expense, information about the fiduciary net position of the VRS GLI Program OPEB and the additions to/deductions from the VRS GLI OPEB's net fiduciary position have been determined on the same basis as they were reported by VRS. In addition, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Q. Fund Balance

The Commission reports fund balance in accordance with GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Nonspendable fund balance – amounts that are not in spendable form (such as inventory and prepaids) or are required to be maintained intact (corpus of a permanent fund);
- Restricted fund balance – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- Committed fund balance – amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- Assigned fund balance – amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- Unassigned fund balance – amounts that are available for any purpose; positive amounts are only reported in the general fund.

NOTE 2–DEPOSITS AND INVESTMENTS:

Deposits

Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the "Act") Section 2.2-4400 et. seq. of the Code of Virginia. Under the Act, banks and savings institutions holding public deposits in excess of the amount insured by the FDIC must pledge collateral to the Commonwealth of Virginia Treasury Board. Financial Institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in the amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized. No deposits exceed FDIC insurance limits.

Investments

Statutes authorize the Commission to invest in obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, "prime quality" commercial paper and certain corporate notes, banker's acceptances, repurchase agreements and the State Treasurer's Local Government Investment Pool (LGIP).

The Commission does not have a policy related to credit risk of debt securities.

The Commission's rated debt investments as of June 30, 2019 were rated by Standard & Poor's and the ratings are presented below using Standard & Poor's rating scale.

Rated Debt Investments' Values

	Fair Quality Ratings	
Rated Debt Investments	**AAAm**	**AAf**
Virginia Investment Pool	$ 736,881	$ -
Total	$ 736,881	$ -

Investment maturities in years:

Investment Type	Fair Value	Less Than 1 Year
Virginia Investment Pool	$ 736,881	$ 736,881
Total	$ 736,881	$ 736,881

Redemption Restrictions: Commission is limited to two withdrawals per month.

Fair Value Measurements: Fair value of the Virginia Investment Pool is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Commission has measured fair value of the above investments at the net asset value (NAV).

NOTE 3—ACCOUNTS RECEIVABLE AND DUE FROM OTHER GOVERNMENTS:

Accounts and due from other governments are as follows:

Federal Government:		
Department of Transportation	$	91,833
Department of Housing and Urban Development		15,024
Environmental Protection Agency		12,568
Total Federal Government	$	119,425
State:		
Department of Transportation	$	6,584
Virginia Housing Development Authority		10,079
Department of Rail and Public Transportation		6,530
Total State	$	23,193
Accounts Receivable:		
Lovingston CDBG	$	8,430
Albemarle Facilitation		4,845
Louisa		15,614
VAPDC-ED		11,297
RR Planning		536
TJCLT		4,244
Other		5,924
Total Accounts Receivable	$	50,890

NOTE 4—INTERFUND OBLIGATIONS:

Interfund obligations arise due to timing differences between the receipt of restricted funds and their use.

	Interfund Receivable	Interfund Payable
General Fund	$ -	$ 53,773
Department of Transportation	64,538	-
HOME Department of Housing and Urban Development	12,484	-
Nonmajor Governmental Funds	-	23,249
Total	$ 77,022	$ 77,022

NOTE 5–CAPITAL ASSETS:

Capital asset activity for the year ended June 30, 2019 was as follows:

	Balance July 1, 2018	Additions	Deletions	Balance June 30, 2019
Governmental Activities:				
Capital assets, being depreciated:				
Office furniture and equipment	$ 71,565	$ 5,198	$ -	$ 76,763
Vehicle	31,734	-	-	31,734
Website	7,830	-	-	7,830
Leasehold improvements	11,993	-	-	11,993
Total capital assets being depreciated	$ 123,122	$ 5,198	$ -	$ 128,320
Less accumulated depreciation for:				
Office furniture and equipment	$ 67,356	$ 2,459	$ -	$ 69,815
Vehicle	31,734	-	-	31,734
Website	6,308	1,522	-	7,830
Leasehold improvements	11,993	-	-	11,993
Total accumulated depreciation	$ 117,391	$ 3,981	$ -	$ 121,372
Total capital assets being depreciated, net	$ 5,731	$ 1,217	$ -	$ 6,948
Governmental activities capital assets, net	$ 5,731	$ 1,217	$ -	$ 6,948

Depreciation expense was charged to functions/programs as follows:

Governmental activities:	
Office administration	$ 3,981
Total governmental activities	$ 3,981

NOTE 6–COMPENSATED ABSENCES:

The Commission employees earn sick leave at the rate of ten hours per month and may accumulate a maximum of 480 hours (60 days). No benefits or pay are received for unused sick leave upon termination. The amount of annual leave earned by an employee each month, with the exception of the Executive Director, depends upon the number of years the permanent full-time and part-time staff were employed by the Commission, as noted below. The Executive Director’s leave is set by the Commission as part of the employment contract.

Years of Services	Days Per Month	Days of Annual Leave Per Year
0-5	1	12
6-10	1 1/4	15
Over 10	1 1/2	18

NOTE 6–COMPENSATED ABSENCES: (CONTINUED)

An employee may accumulate a maximum of 30 days of annual leave. At the time of separation of employment, the employee will be compensated for the accumulated leave balance. Accrued annual leave was $42,053 as of June 30, 2019. The following is a summary of changes in accrued annual leave for the year ended June 30, 2019:

Balance July 1, 2018	Additions	Deletions	Balance June 30, 2019
$ 44,554	$ -	$ 2,501	$ 42,053

NOTE 7–COMMITMENTS/CONTINGENT LIABILITIES:

Federal programs in which the Commission participates were audited in accordance with the provisions of the Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Pursuant to the provisions of this circular, all major programs and certain other programs were tested for compliance with applicable grant requirements.

Additionally, the federal government may subject grant programs to additional compliance tests, which could result in disallowed expenditures. In the opinion of management, any future disallowances of grant program expenditures would be immaterial.

NOTE 8–PENSION PLAN:

Plan Description

All full-time, salaried permanent employees of the Thomas Jefferson Planning District Commission are covered by a VRS Retirement Plan after six months of employment. This is an agent multiple-employer plan administered by the Virginia Retirement System (the System) along with plans for other employer groups in the Commonwealth of Virginia. Members earn one month of service credit for each month they are employed and for which they and their employer pay contributions to VRS. Members are eligible to purchase prior service, based on specific criteria as defined in the Code of Virginia, as amended. Eligible prior service that may be purchased includes prior public service, active military service, certain periods of leave, and previously refunded service.

NOTE 8−PENSION PLAN: (CONTINUED)

Plan Description (Continued)

Benefit Structures

The System administers three different benefit structures for covered employees – Plan 1, Plan 2 and Hybrid. Each of these benefit structures has different eligibility criteria, as detailed below.

a. Employees hired before July 1, 2010, vested as of January 1, 2013, and have not taken a refund, are covered under Plan 1, a defined benefit plan. Non-hazardous duty employees are eligible for an unreduced retirement benefit beginning at age 65 with at least 5 years of creditable service or age 50 with at least 30 years of creditable service. Non-hazardous duty employees may retire with a reduced benefit as early as age 55 with at least 5 years of creditable service or age 50 with at least 10 years of creditable service.

b. Employees hired on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013 are covered under Plan 2, a defined benefit plan. Non-hazardous duty employees are eligible for an unreduced benefit beginning at their normal social security retirement age with at least 5 years of creditable service or when the sum of their age and service equals 90. Non-hazardous duty employees may retire with a reduced benefit as early as age 60 with at least 5 years of creditable service.

c. Non-hazardous duty employees hired on or after January 1, 2014 are covered by the Hybrid Plan combining the features of a defined benefit plan and a defined contribution plan. Plan 1 and Plan 2 members also had the option of opting into this plan during the election window held January 1 – April 30, 2014 with an effective date of July 1, 2014. Employees covered by this plan are eligible for an unreduced benefit beginning at their normal social security retirement age with at least 5 years of creditable service, or when the sum of their age and service equal 90. Employees may retire with a reduced benefit as early as age 60 with at least 5 years of creditable service. For the defined contribution component, members are eligible to receive distributions upon leaving employment, subject to restrictions.

NOTE 8—PENSION PLAN: (CONTINUED)

Average Final Compensation and Service Retirement Multiplier

The VRS defined benefit is a lifetime monthly benefit based on a retirement multiplier as a percentage of the employee's average final compensation multiplied by the employee's total creditable service. Under Plan 1, average final compensation is the average of the employee's 36 consecutive months of highest compensation and the multiplier is 1.7% for non-hazardous duty employees, 1.85% for sheriffs and regional jail superintendents. Under Plan 2, average final compensation is the average of the employee's 60 consecutive months of highest compensation and the retirement multiplier is 1.65% for non-hazardous duty employees, 1.85% for sheriffs and regional jail superintendents. Under the Hybrid Plan, average final compensation is the average of the employee's 60 consecutive months of highest compensation and the multiplier is 1.00%. For members who opted into the Hyrbrid Retirement Plan from Plan 1 or Plan 2, the applicable multipliers for those plans will be used to calculate the retirement benefit for service credited in those plans.

Cost-of-Living Adjustment (COLA) in Retirement and Death and Disability Benefits

Retirees with an unreduced benefit or with a reduced benefit with at least 20 years of creditable service are eligible for an annual COLA beginning July 1 after one full calendar year from the retirement date. Retirees with a reduced benefit and who have less than 20 years of creditable service are eligible for an annual COLA beginning on July 1 after one calendar year following the unreduced retirement eligibility date. Under Plan 1, the COLA cannot exceed 5.00%. Under Plan 2 and the Hybrid Plan, the COLA cannot exceed 3.00%. The VRS also provides death and disability benefits. Title 51.1 of the Code of Virginia, as amended, assigns the authority to establish and amend benefit provisions to the General Assembly of Virginia.

Employees Covered by Benefit Terms

As of the June 30, 2017 actuarial valuation, the following employees were covered by the benefit terms of the pension plan:

	Number
Inactive members or their beneficiaries currently receiving benefits	9
Inactive members:	
Vested inactive members	6
Non-vested inactive members	8
Inactive members active elsewhere in VRS	9
Total inactive members	23
Active members	9
Total covered employees	41

NOTE 8–PENSION PLAN: (CONTINUED)

Contributions

The contribution requirement for active employees is governed by §51.1-145 of the Code of Virginia, as amended, but may be impacted as a result of funding options provided to political subdivisions by the Virginia General Assembly. Employees are required to contribute 5.00% of their compensation toward their retirement.

The Commission's contractually required employer contribution rate for the year ended June 30, 2019 was .79% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2017.

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the Commission were $8,299 and $10,718 for the years ended June 30, 2019 and June 30, 2018, respectively.

Net Pension Asset

The net pension asset is calculated separately for each employer and represents that particular employer's total pension asset determined in accordance with GASB Statement No. 68, less that employer's fiduciary net position. For Thomas Jefferson Planning District Commission, the net pension asset was measured as of June 30, 2018. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of June 30, 2017 rolled forward to the measurement date of June 30, 2018.

Actuarial Assumptions - General Employees

The total pension liability for General Employees in the Commission's Retirement Plan was based on an actuarial valuation as of June 30, 2017, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2018.

Inflation	2.5%
Salary increases, including inflation	3.5% – 5.35%
Investment rate of return	7.0%, net of pension plan investment expenses, including inflation*

* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of pension liabilities.

NOTE 8—PENSION PLAN: (CONTINUED)

Actuarial Assumptions – General Employees: (Continued)

Mortality rates:

Largest 10 – Non-Hazardous Duty: 20% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

All Others (Non 10 Largest) – Non-Hazardous Duty: 15% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

NOTE 8–PENSION PLAN: (CONTINUED)

Actuarial Assumptions – General Employees (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Largest 10 – Non-Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 20%

All Others (Non 10 Largest) – Non-Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%

NOTE 8–PENSION PLAN: (CONTINUED)

Long-Term Expected Rate of Return

The long-term expected rate of return on pension System investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension System investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class (Strategy)	Target Allocation	Arithmetic Long-Term Expected Rate of Return	Weighted Average Long-Term Expected Rate of Return
Public Equity	40.00%	4.54%	1.82%
Fixed Income	15.00%	0.69%	0.10%
Credit Strategies	15.00%	3.96%	0.59%
Real Assets	15.00%	5.76%	0.86%
Private Equity	15.00%	9.53%	1.43%
Total	100.00%		4.80%
		Inflation	2.50%
		*Expected arithmetic nominal return	7.30%

*The above allocation provides a one-year return of 7.30%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the system, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 6.83%, including expected inflation of 2.50%.

NOTE 8–PENSION PLAN: (CONTINUED)

Discount Rate

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that System member contributions will be made per the VRS Statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Consistent with the phased-in funding provided by the General Assembly for state and teacher employer contributions; the Commission was also provided with an opportunity to use an alternative employer contribution rate. For the year ended June 30, 2018, the alternate rate was the employer contribution rate used in FY 2012 or 90% of the actuarially determined employer contribution rate from the June 30, 2015 actuarial valuations, whichever was greater. From July 1, 2018 on, participating employers are assumed to continue to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

Changes in Net Pension Liability (Asset)

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a) - (b)
Balances at June 30, 2017	$ 1,493,456	$ 1,856,920	$ (363,464)
Changes for the year:			
Service cost	$ 47,097	$ -	$ 47,097
Interest	102,465	-	102,465
Differences between expected and actual experience	4,016	-	4,016
Contributions - employer	-	9,937	(9,937)
Contributions - employee	-	29,495	(29,495)
Net investment income	-	137,364	(137,364)
Benefit payments, including refunds of employee contributions	(59,339)	(59,339)	-
Administrative expenses	-	(1,180)	1,180
Other changes	-	(122)	122
Net changes	$ 94,239	$ 116,155	$ (21,916)
Balances at June 30, 2018	$ 1,587,695	$ 1,973,075	$ (385,380)

NOTE 8–PENSION PLAN: (CONTINUED)

Sensitivity of the Net Pension Asset to Changes in the Discount Rate

The following presents the net pension asset of the Commission using the discount rate of 7.00%, as well as what the Commission's net pension liability/asset would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

	Rate		
	1% Decrease (6.00%)	Current Discount (7.00%)	1% Increase (8.00%)
Commission's Net Pension Liability (Asset)	$ (180,005)	$ (385,380)	$ (553,288)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended June 30, 2019, the Commission recognized pension expense of ($53,481). At June 30, 2019, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 1,640	$ -
Net difference between projected and actual earnings on pension plan investments	-	16,673
Employer contributions subsequent to the measurement date	8,299	-
Total	$ 9,939	$ 16,673

NOTE 8–PENSION PLAN: (CONTINUED)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

$8,299 reported as deferred outflows of resources related to pensions resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the fiscal year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future reporting periods as follows:

Year ended June 30	
2020	$ 7,575
2021	(1,799)
2022	(19,183)
2023	(1,626)
Thereafter	-

Pension Plan Data

Information about the VRS Political Subdivision Retirement Plan is also available in the separately issued VRS 2018 Comprehensive Annual Financial Report (CAFR). A copy of the 2018 VRS CAFR may be downloaded from the VRS website at http://www.varetire.org/Pdf/Publications/2018-annual-report.pdf, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA 23218-2500.

NOTE 9–DEFERRED COMPENSATION PLAN:

During the year ended June 30, 1998, the employees of the Commission adopted a Section 457 Deferred Compensation Plan. The Commission delegates administrative and investment responsibilities for its 457 Plan assets to a third-party administrator. Based on an analysis of GASB Statement No. 32, it appears the Commission does not have to report these assets on their financial statements.

Employee contributions to this plan for the year ended June 30, 2019 were $23,750. There were no matching contributions.

NOTE 10–UNEARNED REVENUE:

The details of unearned revenue at June 30, 2019 are as follows:

Fund Name		Amount
General Fund	$	20,355
Department of Transportation		157,103
Other Governmental Funds		11,234
	$	188,692

NOTE 11–LITIGATION:

As represented by management, there were no lawsuits pending which would materially affect the Commission's financial position as of the date of these financial statements.

NOTE 12–COST ALLOCATION BASIS - INDIRECT COSTS AND FRINGE BENEFITS:

Indirect costs are those costs which are not readily identifiable within a particular program but, nevertheless, are necessary to the general operation and the conduct of the activities it performs. Allocations from the General Fund and to the Special Revenue Funds are made based on a ratio of indirect costs to the individual program's direct costs associated with salaries and fringe benefits (personnel costs). The rate is determined by a relation of total administrative costs to program salary costs. Program salary costs are calculated as follows:

Total personnel costs (salaries and fringes)
Less: Administrative personnel costs
Less: Contractual personnel costs

This ratio is calculated on an annual basis. The rate used during the fiscal year ended June 30, 2019 was 72%, for billing purposes.

The actual indirect cost rate for the fiscal year ended June 30, 2019 was 62% and was calculated as follows:

Indirect costs	$	413,599	=	62%
Individual programs' personnel costs		671,706		

NOTE 13–LOCAL LEGISLATIVE LIAISON:

The Liaison reports regularly to the local governments during the General Assembly session and when studies are undertaken by the General Assembly and are pertinent to local government interests. The Liaison prepares a Legislative Program in consultation with the localities who subsequently adopt the Program. This Program is fully funded by the six participating members (Charlottesville, Albemarle, Fluvanna, Greene, Louisa, and Nelson), with additional appropriations from local government funds. The Program is located at the Planning District at the localities' request. The Liaison is generally supervised by the Executive Director, but receives direction from the local governments.

NOTE 14–GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN):

Plan Description

The Group Life Insurance (GLI) Program was established pursuant to §51.1-500 et seq. of the Code of Virginia, as amended, and which provides the authority under which benefit terms are established or may be amended. All full-time, salaried permanent employees of the state agencies, teachers, and employees of participating political subdivisions are automatically covered by the VRS GLI Program upon employment. This is a cost-sharing multiple-employer plan administered by the Virginia Retirement System (the System), along with pensions and other OPEB plans, for public employer groups in the Commonwealth of Virginia.

In addition to the Basic GLI benefit, members are also eligible to elect additional coverage for themselves as well as a spouse or dependent children through the Optional GLI Program. For members who elect the optional group life insurance coverage, the insurer bills employers directly for the premiums. Employers deduct these premiums from members' paychecks and pay the premiums to the insurer. Since this is a separate and fully insured program, it is not included as part of the GLI Program OPEB.

The specific information for GLI OPEB, including eligibility, coverage and benefits is described below:

Eligible Employees

The GLI Program was established July 1, 1960, for state employees, teachers, and employees of political subdivisions that elect the program. Basic GLI coverage is automatic upon employment. Coverage ends for employees who leave their position before retirement eligibility or who take a refund of their accumulated retirement member contributions and accrued interest.

NOTE 14—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Benefit Amounts

The GLI Program is a defined benefit plan with several components. The natural death benefit is equal to the employee's covered compensation rounded to the next highest thousand and then doubled. The accidental death benefit is double the natural death benefit. In addition to basic natural and accidental death benefits, the program provides additional benefits provided under specific circumstances that include the following: accidental dismemberment benefit, safety belt benefit, repatriation benefit, felonious assault benefit, and accelerated death benefit option. The benefit amounts are subject to a reduction factor. The benefit amount reduces by 25% on January 1 following one calendar year of separation. The benefit amount reduces by an additional 25% on each subsequent January 1 until it reaches 25% of its original value. For covered members with at least 30 years of creditable service, the minimum benefit payable was set at $8,000 by statute. This amount is increased annually based on the VRS Plan 2 cost-of-living adjustment and was increased to $8,279 effective July 1, 2018.

Contributions

The contribution requirements for the Group Life Insurance Program are governed by §51.1-506 and §51.1-508 of the Code of Virginia, as amended, but may be impacted as a result of funding provided to state agencies and school divisions by the Virginia General Assembly. The total rate for the Group Life Insurance Program was 1.31% of covered employee compensation. This was allocated into an employee and an employer component using a 60/40 split. The employee component was 0.79% (1.31% x 60%) and the employer component was 0.52% (1.31% x 40%). Employers may elect to pay all or part of the employee contribution; however, the employer must pay all of the employer contribution. Each employer's contractually required employer contribution rate for the year ended June 30, 2019 was 0.52% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2017. The actuarially determined rate, when combined with employee contributions, was expected to finance the costs of benefits payable during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the Group Life Insurance Program from the entity were $3,287 and $3,324 for the years ended June 30, 2019 and June 30, 2018, respectively.

GLI OPEB Liabilities, GLI OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the GLI Program OPEB

At June 30, 2019, the entity reported a liability of $51,000 for its proportionate share of the Net GLI OPEB Liability. The Net GLI OPEB Liability was measured as of June 30, 2018 and the total GLI OPEB liability used to calculate the Net GLI OPEB Liability was determined by an actuarial valuation as of that date. The covered employer's proportion of the Net GLI OPEB Liability was based on the covered employer's actuarially determined employer contributions to the Group Life Insurance Program for the year ended June 30, 2018 relative to the total of the actuarially determined employer contributions for all participating employers. At June 30, 2018, the participating employer's proportion 0.00333% as compared to 0.00292% at June 30, 2017.

For the year ended June 30, 2019, the participating employer recognized GLI OPEB expense of $1,000. Since there was a change in proportionate share between measurement dates, a portion of the GLI OPEB expense was related to deferred amounts from changes in proportion.

NOTE 14—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

GLI OPEB Liabilities, GLI OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the GLI Program OPEB (Continued)

At June 30, 2019, the employer reported deferred outflows of resources and deferred inflows of resources related to the GLI OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 2,000	$ 1,000
Net difference between projected and actual earnings on GLI OPEB program investments	-	2,000
Change in assumptions	-	2,000
Changes in proportion	6,000	-
Employer contributions subsequent to the measurement date	3,287	-
Total	$ 11,287	$ 5,000

$3,287 reported as deferred outflows of resources related to the GLI OPEB resulting from the employer's contributions subsequent to the measurement date will be recognized as a reduction of the Net GLI OPEB Liability in the fiscal year ending June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the GLI OPEB will be recognized in the GLI OPEB expense in future reporting periods as follows:

Year Ended June 30	
2020	$ -
2021	-
2022	-
2023	1,000
2024	1,000
Thereafter	1,000

NOTE 14—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions

The total GLI OPEB liability was based on an actuarial valuation as of June 30, 2017, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2018.

Inflation	2.5%
Salary increases, including inflation:	
General state employees	3.5% – 5.35%
Teachers	3.5%-5.95%
SPORS employees	3.5%-4.75%
VaLORS employees	3.5%-4.75%
JRS employees	4.5%
Locality - General employees	3.5%-5.35%
Locality - Hazardous Duty employees	3.5%-4.75%
Investment rate of return	7.0%, net of investment expenses, including inflation*

*Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of OPEB liabilities.

Mortality Rates – General State Employees

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males set back 1 year, 85% of rates; females set back 1 year.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year; females set back 1 year with 1.5% increase compounded from ages 70 to 85.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males 115% of rates; females 130% of rates.

NOTE 14–GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – General State Employees: (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 25%

Mortality Rates – Teachers

Pre-Retirement:

RP-2014 White Collar Employee Rates to age 80, White Collar Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020.

Post-Retirement:

RP-2014 White Collar Employee Rates to age 49, White Collar Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males 1% increase compounded from ages 70 to 90; females set back 3 years with 1.5% increase compounded from ages 65 to 70 and 2.0% increase compounded from ages 75 to 90.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; 115% of rates for males and females.

NOTE 14–GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – Teachers: (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change

Mortality Rates – SPORS Employees

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year with 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

NOTE 14–GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – SPORS Employees: (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020 and reduced margin for future improvement in accordance with experience
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Increased rate from 60% to 85%

Mortality Rates – VaLORS Employees

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year with 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

NOTE 14–GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – VaLORS Employees: (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020 and reduced margin for future improvement in accordance with experience
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 50% to 35%

Mortality Rates – JRS Employees

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males set back 1 year, 85% of rates; females set back 1 year.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year; females set back 1 year with 1.5% compounding increase from ages 70 to 85.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males 115% of rates; females 130% of rates.

NOTE 14—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – JRS Employees: (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Decreased rates at first retirement eligibility
Withdrawal Rates	No change
Disability Rates	Removed disability rates
Salary Scale	No change

Mortality Rates – Largest Ten Locality Employers - General Employees

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

NOTE 14—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – Largest Ten Locality Employers – General Employees: (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 20%

Mortality Rates – Non-Largest Ten Locality Employers - General Employees

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

NOTE 14–GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates - Non-Largest Ten Locality Employers - General Employees: (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%

Mortality Rates - Largest Ten Locality Employers - Hazardous Duty Employees

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year with 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

NOTE 14—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – Largest Ten Locality Employers – Hazardous Duty Employees: (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Increased disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 60% to 70%

Mortality Rates – Non-Largest Ten Locality Employers – Hazardous Duty Employees

Pre-Retirement:
RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:
RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year with 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:
RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

NOTE 14—GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Actuarial Assumptions: (Continued)

Mortality Rates – Non-Largest Ten Locality Employers – Hazardous Duty Employees: (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 60% to 45%

NET GLI OPEB Liability

The net OPEB liability (NOL) for the Group Life Insurance Program represents the program's total OPEB liability determined in accordance with GASB Statement No. 74, less the associated fiduciary net position. As of the measurement date of June 30, 2018, NOL amounts for the Group Life Insurance Program are as follows (amounts expressed in thousands):

		Group Life Insurance OPEB Program
Total GLI OPEB Liability	$	3,113,508
Plan Fiduciary Net Position		1,594,773
Employers' Net GLI OPEB Liability (Asset)	$	1,518,735
Plan Fiduciary Net Position as a Percentage of the Total GLI OPEB Liability		51.22%

The total GLI OPEB liability is calculated by the System's actuary, and each plan's fiduciary net position is reported in the System's financial statements. The net GLI OPEB liability is disclosed in accordance with the requirements of GASB Statement No. 74 in the System's notes to the financial statements and required supplementary information.

NOTE 14–GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Long-Term Expected Rate of Return

The long-term expected rate of return on the System's investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of System's investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class (Strategy)	Target Allocation	Arithmetic Long-term Expected Rate of Return	Weighted Average Long-term Expected Rate of Return
Public Equity	40.00%	4.54%	1.82%
Fixed Income	15.00%	0.69%	0.10%
Credit Strategies	15.00%	3.96%	0.59%
Real Assets	15.00%	5.76%	0.86%
Private Equity	15.00%	9.53%	1.43%
Total	100.00%		4.80%
		Inflation	2.50%
		*Expected arithmetic nominal return	7.30%

*The above allocation provides a one-year return of 7.30%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the system, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 6.83%, including expected inflation of 2.50%.

Discount Rate

The discount rate used to measure the total GLI OPEB liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made per the VRS guidance and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Through the fiscal year ended June 30, 2018, the rate contributed by the entity for the GLI OPEB will be subject to the portion of the VRS Board-certified rates that are funded by the Virginia General Assembly which was 100% of the actuarially determined contribution rate. From July 1, 2018 on, employers are assumed to continue to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the GLI OPEB's fiduciary net position was projected to be available to make all projected future benefit payments of eligible employees. Therefore, the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total GLI OPEB liability.

NOTE 14–GROUP LIFE INSURANCE (GLI) PROGRAM (OPEB PLAN): (CONTINUED)

Sensitivity of the Employer's Proportionate Share of the Net GLI OPEB Liability to Changes in the Discount Rate

The following presents the employer's proportionate share of the net GLI OPEB liability using the discount rate of 7.00%, as well as what the employer's proportionate share of the net GLI OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

	Rate		
	1% Decrease (6.00%)	**Current Discount (7.00%)**	**1% Increase (8.00%)**
Commission's proportionate share of the Group Life Insurance Program Net OPEB Liability	$ 66,000	$ 51,000	$ 38,000

Group Life Insurance Program Fiduciary Net Position

Detailed information about the Group Life Insurance Program's Fiduciary Net Position is available in the separately issued VRS 2018 Comprehensive Annual Financial Report (CAFR). A copy of the 2018 VRS CAFR may be downloaded from the VRS website at http://www.varetire.org/Pdf/Publications/2018-annual-report.pdf, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218-2500.

Schedule of Revenues, Expenditures and Change in Fund Balance -
Budget and Actual - Governmental Funds
For the Year Ended June 30, 2019

	Original Budget	Final Budget	Actual	Variance With Final Budget Positive (Negative)
Revenues				
Federal Grants:				
Commission	$ 920,370	$ 593,762	$ 496,168	$ (97,594)
Pass-Through	411,216	561,599	224,984	(336,615)
State Grants	304,337	387,881	351,573	(36,308)
Other:				
Localities	533,354	589,176	600,256	11,080
Revenue from the use of money	16,200	23,000	36,300	13,300
Total revenues	$ 2,185,477	$ 2,155,418	$ 1,709,281	$ (446,137)
Expenditures				
Current:				
Administrative	$ 523,366	$ 607,568	$ 319,350	$ 288,218
Department of Transportation	873,827	501,970	449,129	52,841
Department of Housing and Urban Development	456,907	624,000	277,693	346,307
Department of Homeland Security	3,024	82,030	87,026	(4,996)
Environmental Protection Agency	-	-	61,846	(61,846)
Virginia Housing Development Authority	-	-	164,364	(164,364)
Virginia Department of Agriculture	54,338	54,345	43,797	10,548
Virginia Department of Rail and Public Transportation	174,073	174,073	173,527	546
Legislative Liaison	99,942	99,942	88,706	11,236
Total expenditures	$ 2,185,477	$ 2,143,928	$ 1,665,438	$ 478,490
Excess (deficiency) of revenues over (under) expenditures	$ -	$ 11,490	$ 43,843	$ 32,353
Net change in fund balance	$ -	$ 11,490	$ 43,843	$ 32,353
Fund balance, beginning of year	685,207	685,207	685,207	-
Fund balance, end of year	$ 685,207	$ 696,697	$ 729,050	$ 32,353

The budgetary data presented above is on the modified accrual basis of accounting which is in accordance with generally accepted accounting principles.

Schedule of Pension Funding Progress
Last Three Fiscal Years

Actuarial Valuation Date	Actuarial Value of Assets (AVA) (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded Actuarial Accrued Liability (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a % of Covered Payroll ((b-a)/c)
June 30, 2013	$ 1,298,237	$ 1,273,173	$ (25,064)	101.97%	$ 719,363	-3.48%
June 30, 2012	1,206,953	1,192,840	(14,113)	101.18%	626,105	-2.25%
June 30, 2011	1,176,946	1,052,810	(124,136)	111.79%	621,100	-19.99%

Schedule of Employer Contributions
For the Years Ended June 30, 2010 through June 30, 2019

Date	Contractually Required Contribution (1)	Contributions in Relation to Contractually Required Contribution (2)	Contribution Deficiency (Excess) (3)	Employer's Covered Payroll (4)	Contributions as a % of Covered Payroll (5)
2019	$ 8,299	$ 8,299	$ -	$ 632,061	1.31%
2018	10,718	10,718	-	634,356	1.69%
2017	11,001	11,001	-	539,257	2.04%
2016	19,773	19,773	-	517,609	3.82%
2015	21,536	21,536	-	563,802	3.82%
2014	37,157	37,157	-	615,185	6.04%
2013	42,416	42,416	-	702,256	6.04%
2012	30,492	30,492	-	680,616	4.48%
2011	27,056	27,056	-	603,927	4.48%
2010	33,149	33,149	-	532,079	6.23%

Current year contributions are from Thomas Jefferson Planning District Commission's records and prior year contributions are from the VRS actuarial valuation performed each year.

Changes of benefit terms - There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation.

Changes of assumptions – The following changes in actuarial assumptions were made effective June 30, 2016 based on the most recent experience study of the System for the four-year period ending June 30, 2016:

Largest 10 – Non-Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 20%

All Others (Non 10 Largest) – Non-Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%

Schedule of the Commission's Share of Net OPEB Liability
Group Life Insurance Program
For the Measurement Dates of June 30, 2018 and 2017

Date (1)	Employer's Proportion of the Net GLI OPEB Liability (Asset) (2)	Employer's Proportionate Share of the Net GLI OPEB Liability (Asset) (3)	Employer's Covered Payroll (4)	Employer's Proportionate Share of the Net GLI OPEB Liability (Asset) as a Percentage of Covered Payroll (3)/(4) (5)	Plan Fiduciary Net Position as a Percentage of Total GLI OPEB Liability (6)
2018	0.00333%	$ 51,000	$ 634,356	8.04%	51.22%
2017	0.00292%	$ 44,000	$ 539,257	8.16%	48.86%

Schedule is intended to show information for 10 years. Information prior to the 2017 valuation is not available. However, additional years will be included as they become available.

Schedule of Employer Contributions
Group Life Insurance Program
For the Years Ended June 30, 2017 through June 30, 2019

Date	Contractually Required Contribution (1)	Contributions in Relation to Contractually Required Contribution (2)	Contribution Deficiency (Excess) (3)	Employer's Covered Payroll (4)	Contributions as a % of Covered Payroll (5)
2019	$ 3,287	$ 3,287	$ -	$ 632,061	0.52%
2018	3,324	3,324	-	634,356	0.52%
2017	2,822	2,822	-	539,257	0.52%

Schedule is intended to show information for 10 years. Information prior to the 2017 is not available. However, additional years will be included as they become available.

DRAFT

Notes to Required Supplementary Information
Group Life Insurance Program
For the Year Ended June 30, 2019

Changes of benefit terms – There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation.

Changes of assumptions – The following changes in actuarial assumptions were made effective June 30, 2016 based on the most recent experience study of the System for the four-year period ending June 30, 2016:

General State Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 25%

Teachers

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change

SPORS Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020 and reduced margin for future improvement in accordance with experience
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Increased rate from 60% to 85%

VaLORS Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020 and reduced margin for future improvement in accordance with experience
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better fit experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 50% to 35%

JRS Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Decreased rates at first retirement eligibility
Withdrawal Rates	No change
Disability Rates	Removed disability rates
Salary Scale	No change

Largest Ten Locality Employers - General Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 20%

Non-Largest Ten Locality Employers - General Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%

Largest Ten Locality Employers - Hazardous Duty Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Increased disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 60% to 70%

Non-Largest Ten Locality Employers - Hazardous Duty Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 60% to 45%

Schedule of Expenditures - General Fund
For the Year Ended June 30, 2019

Administrative		
Current Operating:		
Salaries and fringe	$	439,278
Contractual		34,475
Insurance		3,667
Subscriptions and publications		817
Dues		7,753
Advertising		2,049
Supplies		7,294
Copier		3,832
Meetings		10,021
Rent		87,025
Janitorial service		9,632
Postage		1,191
Travel		7,496
Professional development		8,505
Telephone		6,035
Audit and legal		14,000
Indirect costs allocation		(340,003)
Equipment use and maintenance		16,283
Total expenditures	$	319,350

Schedule of Indirect Costs
For the Year Ended June 30, 2019

Administrative		
Current operating:		
Personnel	$	236,435
Postage		1,185
Subscriptions and publications		395
Supplies		6,529
Travel		4,926
Audit/legal services		14,000
Advertising		1,575
Professional meetings and development		5,697
Contractual services		29,401
Dues		7,753
Insurance/bonding		3,167
Printing and copier		3,257
Rent		67,895
Janitorial		9,632
Equipment repair/maintenance/use		10,895
Meeting expenses		4,822
Telephone		6,035
Total indirect costs	$	413,599

Schedule of Individual Programs' Personnel Costs
For the Year Ended June 30, 2019

Total Salaries and Fringes:		
Salaries	$	746,805
Fringe benefits		167,268
Total	$	914,073
Less Administrative Personnel Costs:		
Administration	$	231,107
Network support		2,827
Total Administrative Personnel Costs	$	233,934
Less Contractual Personnel Costs:		
Stanardsville TAP	$	3,373
5th Street Hub & Trails		5,060
Total Contractual Personnel Costs	$	8,433
Total Individual Programs' Personnel Costs	$	671,706
Calculation of indirect cost rate:		
Indirect Costs /		413,599
Individual Programs' Personnel Costs		671,706
Indirect cost rate		62%

Schedule of Grant Contracts
For the Year Ended June 30, 2019

Grant or Contract	Grant-Contract Start Date	Grant-Contract End Date	Grant-Contract Total	Year to Date FY19	Grant-Contract To Date	Budgeted Amount For Fy20	Grant-Contract Remaining
MPO-FTA	07/01/18	06/30/19	$ 97,230	$ 97,230	$ 97,230	$ -	$ -
MPO-PL	07/01/18	06/30/19	179,140	179,140	179,140	-	-
MPO-HYDRAULIC	03/01/17	06/30/19	60,000	7,034	60,000	-	-
HOME TJPDC	07/01/18	06/30/19 *	62,401	52,705	52,705	-	9,696
HOME PASS-THROUGH	07/01/18	06/30/19 *	411,216	224,984	224,984	-	186,232
HOUSING HPG	07/01/18	09/30/18	9,570	9,570	9,570	-	-
HPG PASS-THROUGH	07/01/18	09/30/18 *	46,188	34,212	34,212	-	11,976
STATE SUPPORT TO PDC	07/01/18	06/30/19	75,971	75,971	75,971	-	-
CLEAN COMMUTE DAY	07/01/18	06/30/19 *	825	-	-	-	825
RIDESHARE	07/01/18	06/30/19 *	174,073	173,531	173,531	-	542
RURAL TRANSPORTATION	07/01/18	06/30/19	58,000	58,000	58,000	-	-
CACF GREENWAYS GRANT	07/01/18	06/30/19	40,320	13,344	36,219	4,101	-
NELSON BUS ASSESS	07/01/18	06/30/19	2,406	2,406	2,406	-	-
LOVINGSTON	11/01/18	06/30/20	30,000	8,429	8,429	21,571	-
CHERRY AVE	08/30/17	11/30/18	127,134	61,208	127,134	-	-
TJPDC CORPORATION	07/01/18	06/30/19	4,203	4,203	4,203	-	-
LEGISLATIVE LIAISON	07/01/18	06/30/19 *	99,942	88,709	88,709	-	11,233
VAPDC-ED	07/01/18	06/30/19	50,000	52,231	52,231	-	(2,231)
SOLID WASTE	07/01/18	06/30/19	10,500	7,387	7,387	3,113	-
RIVANNA RIVER CORRIDOR	07/01/18	06/30/19	88,000	536	536	87,464	-
RRBC	07/01/18	06/30/19	14,314	14,314	14,314	-	-
RRBC PASS-THROUGH	07/01/18	06/30/19	2,890	-	-	2,890	-
WIP PHASE II	07/01/18	09/30/19	71,500	62,568	62,568	8,932	-
COLUMBIA-HMPG	02/29/16	07/31/18	33,557	2,428	33,557	-	-
HMPG PASS-THROUGH	02/29/16	07/31/18	151,360	76,230	151,360	-	-
TJCLT	10/19/17	10/19/19	49,652	45,761	45,761	-	3,891
AFFORDABLE HOUSING	07/01/18	06/30/19	29,205	29,205	29,205	-	-
REGL HSG PLAN	10/31/18	06/30/20	82,000	16,984	16,984	64,873	143
RHP PASS-THROUGH	10/31/18	06/30/20	68,000	40,875	40,875	-	27,125
MEMBER PER CAPITA	07/01/18	06/30/19	154,837	154,837	154,837	-	-
WATER STREET CENTER	07/01/18	06/30/19	6,929	6,929	6,929	-	-
OFFICE LEASES - RENT	07/01/18	06/30/19	12,200	12,200	12,200	-	-
OFFICE LEASES - DIRECT COSTS	07/01/18	06/30/19	-	-	-	-	-
STANARDSVILLE TAP	04/06/15	10/01/19	25,500	3,427	14,573	10,927	-
ALBEMARLE CTY PLAN REVIEW	07/01/18	06/30/19	8,459	8,459	8,459	-	-
ALBEMARLE CTY PILOT INVENTORY	01/12/18	07/31/18	20,000	5,754	20,000	-	-
ALBEMARLE INVENTORY	01/12/18	07/31/18	-	4,845	-	-	-
5TH STREET TAP	11/16/16	10/01/20	40,000	5,317	13,138	26,777	85
5TH STREET TAP PASS THROUGH	11/16/16	10/01/20	559,880	52,833	93,263	137,332	329,285
BANK INTEREST	07/01/18	06/30/19	16,690	16,690	16,690	-	-
TOTAL			$ 2,974,092	$ 1,710,486	$ 2,027,310	$ 367,980	$ 578,802

* Funds are available for completion of the project.

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Commissioners
Thomas Jefferson Planning District Commission
Charlottesville, Virginia

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions,* issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Thomas Jefferson Planning District Commission as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Thomas Jefferson Planning District Commission's basic financial statements and have issued our report thereon dated Draft, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Thomas Jefferson Planning District Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Thomas Jefferson Planning District Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of Thomas Jefferson Planning District Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Thomas Jefferson Planning District Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Charlottesville, Virginia
Draft, 2019

Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

MEMO

To: TJPD Commissioners
From: Chip Boyles, Executive Director
Date: November 7, 2019
Re: Executive Director's Report

Purpose: To inform Commissioners of Agency Activities since October 3, 2019

Administration

- November Meeting Agenda

2. **Matters from the Public**
   a. Comments from public.
   b. Regional Solid Waste & Recycling Presentations
      Presentations from area local governments, UVA and private recycling companies regarding the state of waste and recycling in our region
   c. David Foley of Robinson Farmer Cox will present the TJPDC's FY19 Annual Financial Audit
      For FY19, TJPDC had total revenues of $1,709,281 and total expenditures of $1,665,438 resulting in a general fund balance increase of $43,843. The FY19 audit calculates the indirect cost rate based on actual indirect costs divided by the total staff salary and fringe costs applied to projects for the year. That calculated rate is 62%, compared to 67% in FY18. Interest income increased from $5,601 in FY18 to $16,690 in FY19, due to a change from Certificates of Deposit to an account with the Virginia Investment Pool (VIP). During FY19, the Commission's net position increased by $109,523

3. **Executive Director's Report**
   i. Review of the agenda items.
   ii. Staffing and organizational structure changes
      Billie Campbell retired on October 31st, but effective November 30th. With her retirement and with the five new staff members in the last six months, we are now prepared to fully implement the changes reviewed with the Commission during last year's Executive Director review. I have attached a revised organizational chart for your review. We continue to use a circular organizational chart for internal responsibilities and reporting but use this hierarchical chart for external information.

City of Charlottesville Albemarle County Fluvanna County Greene County Louisa County Nelson County

401 East Water Street ▪ Post Office Box 1505 ▪ Charlottesville, Virginia 22902-1505
Telephone (434) 979-7310 ▪ **Fax** (434) 979 1597 ▪ **Virginia Relay Users:** 711 (TDD) ▪ **email:** info@tjpdc.org ▪ **web:** www.tjpdc.org

David Blount has moved into the position of Deputy Director / Director of Legislative Affairs. He is assisted by Dominque Lavorata as a Legislative Aid and Planner. In addition to legislative duties, Dominique provides work managing the RRBC, the Chesapeake Bay Watershed Program and provides internet web design.

Christine Jacobs is becoming the TJPDC's Chief Operating Officer / Director of Housing. She will transition out of the role as part-time Director for the Thomas Jefferson Community Land Trust. We will begin to search for her replacement as TJCLT Director and TJPDC Housing Coordinator. As COO, Christine will be third in charge at TJPDC which will be very needed during the General Assembly months when David and I are both away from the office. She will oversee the Regional Housing Partnership, HOME and Housing Preservation Grants and perform day to day office operational duties.

Shirese Franklin as a Planner will assume the Regional Housing Plan management and assist with Regional Housing Partnership management. She will assist with TJCLT until a replacement is found and additional TJPDC is hired.

All other staff remain with the same duties.

iii. FY17-FY21 Local Government Contributions
The Commission asked at the last meeting for a copy of previous fiscal years local contributions for per capita and designated funding. This is attached.

iv. The Department of Rail and Public Transportation completed its Compliance Audit for FY15-18. DRPT's review had no compliance findings. DRPT found that TJPDC materially complied with the requirements of the various agreements and policies and procedures that govern the receipt of DRPT controlled funding. No instances of noncompliance were found. The report is attached.

v. Staff activity and responsibility report

4. Consent Agenda

a. Minutes of the October 3, 2019 Commission meeting

b. Acceptance of the FY19 Annual Financial Audit

   i. Staff recommends acceptance of the FY19 Financial Audit as presented by Robinson Farmer Cox

c. Legislative support letter for broadband

   i. Staff recommends approval to send the presented letter of support to the region's state delegation. This letter promotes additional funding be budgeted for broadband expansion and to allow decreased public land use restrictions that would allow increased broadband infrastructure opportunities.

5. Quarterly Finance Report

a. Finance Report

i. Dashboard Report

Net quick assets are $725,255. Based upon the twelve-month average for operating expenses, we have over 7 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are $228,472. (Net Quick Assets minus 5 months operating expenses; $725,255 – $495,405 = $229,850)

Unrestricted Cash on Hand as of September 30, 2019 was $520,622 or 5.25 months of average monthly operating expenses. 4 months is our current target level and concern level is less than 2 months.

Revenue less Expenses - We had a net loss of $ 2,866 for the month of September. This gives us a fiscal year net loss of $4,615. Budgeted fiscal year gain/loss is $0. September experienced a couple of non-reoccurring expenses for IT server work and an audit payment to Robinson Farmer Cox that increased our normal operating expenses. Also, two of our new employees did not begin work until the 16th leaving us with fewer program billable hours for work and for reimbursement. October should show an increase but November and December may be loss months due to one staff member retirement, one staff member on leave and numerous holidays and vacation days that we can not bill for.

ii. Profit & Loss. Total income through September is $386,796. With 3 months or 25% of the fiscal year complete, we have received 21% of our total budgeted income. Total expenses are $ 392,522 or 21% of the budgeted total expenses of $1,886,559.

Operating expenses for the same period are $294,168 or 23% of our total budgeted operating expenses of $1,255,477. Operating revenue through September is $288,442 or 23% of the budgeted operating revenue of $1,255,477.

iii. Balance Sheet. As of September 30, 2019, we have total current assets of $929,326 and total fixed assets of $6,166 giving total assets of $935,492. Total assets are down by $8,169 from the same time last year. Total liabilities have decreased from a year ago by $59,507 with total liabilities as of September 30, 2019 of $247,652. Total Equity has increased by $51,338 to $687,840 since the same time last year.

iv. Accrued revenues of existing grant and contract balances for FY20 are shown. We currently have $1,037,026 available in contracts and grants to end the year. September operating expenses were $108,535. The 12-month average is $99,081. We have $115,225 in available funds per month for these operating expenses.

As a reminder, it is our goal to build our reserves back to and above FY12 levels (year-end FY12 = $579,293) where we will have 1) at least 6 months operating expenses in reserves 2) utilize reserves for unanticipated grant match for local/regional grant opportunities and 3) to save for the possible purchase of a building (space) at some time in the future.

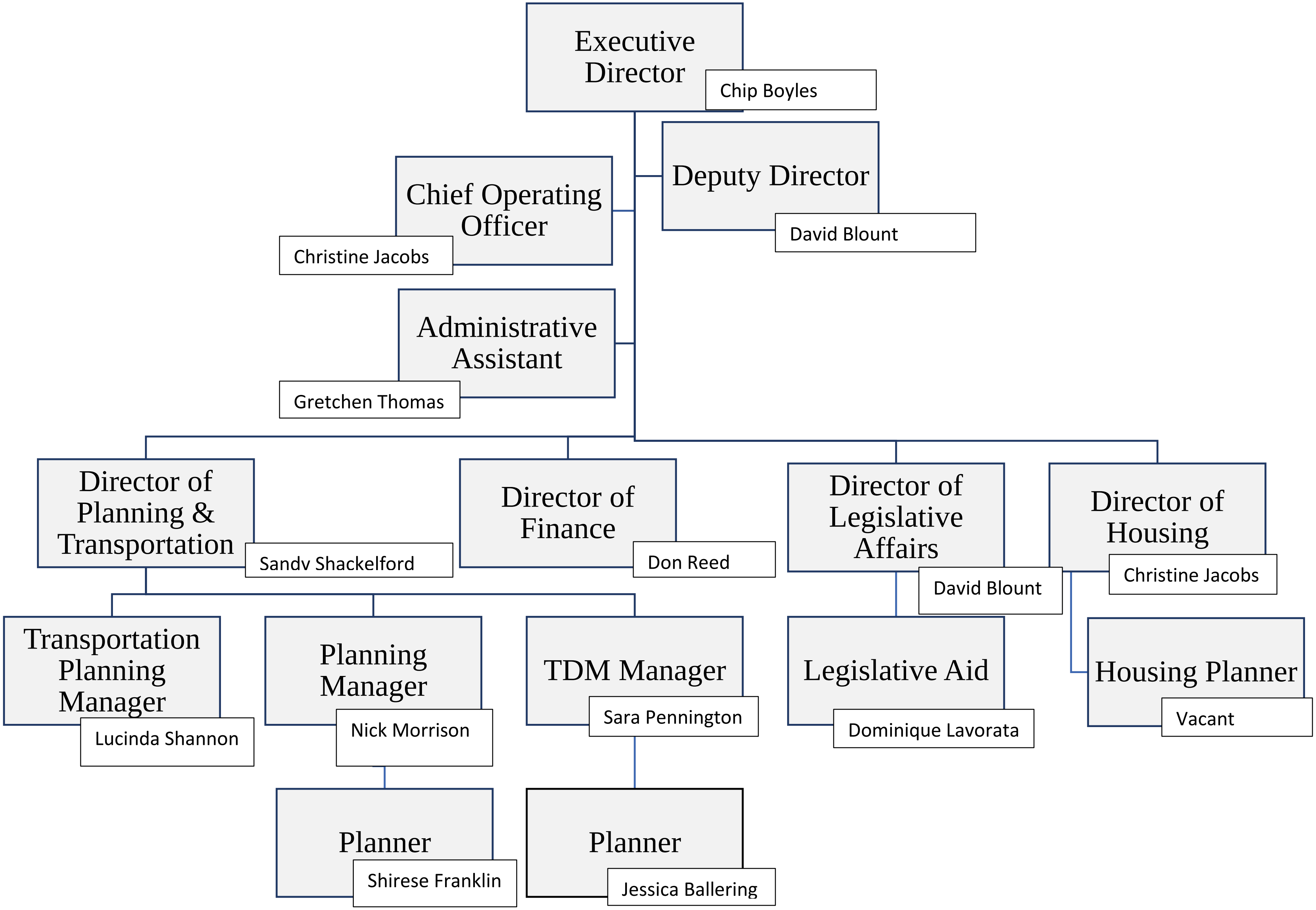
6. Other Business

a. Discussions by jurisdictions of timely topics from each local government.

b. Next Meeting – December 5, 2019

7. Adjourn

END OF AGENDA REPORT



Executive Director
Chip Boyles
Deputy Director
David Blount
Chief Operating Officer
Christine Jacobs
Administrative Assistant
Gretchen Thomas
Director of Planning & Transportation
Sandv Shackelford
Director of Finance
Don Reed
Director of Legislative Affairs
David Blount
Director of Housing
Christine Jacobs
Transportation Planning Manager
Lucinda Shannon
Planning Manager
Nick Morrison
TDM Manager
Sara Pennington
Legislative Aid
Dominique Lavorata
Housing Planner
Vacant
Planner
Shirese Franklin
Planner
Jessica Ballering

Member Assessments

FY15 as requested and funded	2010 Census	July 1, 2011 Estimate	% of Region	FY15 Membership Assessments ($0.62 per capita)	FY15 Legislative Liaison Assessments	FY15 Rideshare Assessments	FY15 Solid Waste District Assessments	N/A	Total FY15 Requested and Funded
Charlottesville	43,475	44,471	18.6%	$27,572	$17,689	$7,013	$2,454		$54,728
Albemarle	98,970	100,780	42.2%	$62,484	$40,088	$15,892	$5,561		$124,024
Fluvanna County	25,691	25,989	10.9%	$16,113	$10,338	$4,098	$1,434		$31,983
Greene County	18,403	19,042	8.0%	$11,806	$7,574	$0	$1,051		$20,431
Louisa County	33,153	33,456	14.0%	$20,743	$13,308	$5,276	$0		$39,326
Nelson County	15,020	15,092	6.3%	$9,357	$6,003	$2,380	$0		$17,740
Total	234,712	238,830	100.0%	$148,075	$95,000	$34,658	$10,500		$288,233

FY16 Requests	2010 Census	July 1, 2013 Estimate	% of Region	FY17 Per Capita Assessments ($0.62)	FY17 Legislative Liaison Assessments	Proportional FY17 Rideshare Assessments	Proportional FY17 Solid Waste District Assessments	RRBC (based on combination of population & land area)	Total FY16	Difference from FY15
Charlottesville	43,475	47,783	19%	$28,906	$18,157	$7,194	$2,514		$56,771	$2,043
Albemarle County	98,970	103,707	42%	$63,693	$40,008	$15,851	$5,540		$125,092	$1,068
Fluvanna County	25,691	25,970	11%	$16,132	$10,133	$4,015	$1,404		$31,684	-$299
Greene County	18,403	19,618	8%	$11,978	$7,525	$0	$1,042		$20,545	$114
Louisa County	33,153	34,317	14%	$20,724	$13,323	$5,279	$0		$39,326	$0
Nelson County	15,020	15,074	6%	$9,319	$5,854	$2,319	$0		$17,492	-$248
Total	234,712	246,469	100%	$150,752	$95,000	$34,658	$10,500		$290,910	$2,677

FY17 Requests	2010 Census	July 1, 2014 Estimate	% of Region	FY17 Per Capita Assessments ($0.62)	FY17 Legislative Liaison Assessments	Proportional FY17 Rideshare Assessments	Proportional FY17 Solid Waste District Assessments	RRBC (based on combination of population & land area)	Total FY17	Difference from FY16
Charlottesville	43,475	47,783	19%	$29,625	$19,309	$7,300	$2,520	$1,337	$57,571	$800
Albemarle County	98,970	103,717	42%	$64,305	$41,911	$15,845	$5,565	$6,210	$133,797	$8,705
Fluvanna County	25,691	25,970	11%	$16,101	$10,494	$3,967	$1,365	$1,897	$33,843	$2,159
Greene County	18,403	19,618	8%	$12,163	$7,927	$2,780	$1,050	$1,056	$22,191	$1,646
Louisa County	33,153	34,317	14%	$21,277	$13,867	$5,243	$0	$0	$40,387	$1,061
Nelson County	15,020	15,074	6%	$9,346	$6,091	$2,303	$0	$0	$17,740	$248
Total	234,712	246,479	100%	$152,817	$99,600	$37,438	$10,500	$10,500	$305,529	$14,619

FY18 Proposed Requests	2010 Census	July 1, 2015 Estimate	% of Region	FY18 Per Capita ($0.62)	FY18 Legislative Liaison ($0.40 per capita)	FY18 Rideshare	FY18 Solid Waste	FY18 RRBC	Total Proposed FY18 Request	Difference from FY17 Request	Rural	MPO	Haz	Balance	75% Regional	25% Local
Charlottesville	43,475	48,210	19%	$29,890	$19,284	$7,300	$2,520	$1,337	$60,331	$2,760	$0	-$7,367	0	$37,257	$27,943	$9,314
Albemarle County	98,970	105,051	42%	$65,132	$42,020	$15,845	$5,565	$6,210	$134,772	$946	$2,620	$20,205	0	$42,307	$31,730	$10,577
Fluvanna County	25,691	26,162	11%	$16,220	$10,465	$3,967	$1,365	$1,897	$33,914	$85	$3,261	$0	0	$12,959	$9,720	$3,240
Greene County	18,403	19,840	8%	$12,301	$7,936	$2,780	$1,050	$1,056	$25,123	$2,927	$2,471	$0	0	$9,830	$7,372	$2,457
Louisa County	33,153	34,244	14%	$21,231	$13,698	$5,243	$0	$0	$40,172	($215)	$4,278	$0	0	$16,953	$12,715	$4,238
Nelson County	15,020	14,993	6%	$9,296	$5,997	$2,303	$0	$0	$17,596	($144)	$1,869	$0	0	$7,427	$5,570	$1,857
Total	234,712	248,500	100%	$154,070	$99,400	$37,438	$10,500	$10,500	$311,908	$3,833	$14,499	$20,205	0	$89,476	$67,107	$44,738

FY19 Proposed Requests	2010 Census	July 1, 2016 Estimate	% of Region	FY19 Per Capita ($0.62)	FY19 Legislative Liaison ($0.40 per capita)	FY19 Rideshare	FY19 Solid Waste	FY19 RRBC	Total Proposed FY19 Request	Difference from FY18 Request	Rural	MPO	Haz	Balance	75% Regional	25% Local
Charlottesville	43,475	49,071	20%	$30,424	$19,628	$7,300	$2,520	$1,337	$61,209	$878	$0	-$11,304	$0	$19,120	$14,340	$4,780
Albemarle County	98,970	105,715	42%	$65,543	$42,286	$15,845	$5,565	$6,210	$135,449	$677	-$2,620	-$19,699	$0	$43,224	$32,418	$10,806
Fluvanna County	25,691	26,133	10%	$16,202	$10,453	$3,967	$1,365	$1,897	$33,884	($30)	-$3,261	$0	$0	$12,941	$9,706	$3,235
Greene County	18,403	19,785	8%	$12,267	$7,914	$2,780	$1,050	$1,056	$25,067	($56)	-$2,472	$0	$0	$9,794	$7,346	$2,449
Louisa County	33,153	34,316	14%	$21,276	$13,726	$5,243	$0	$0	$40,245	$73	-$4,278	$0	$0	$16,998	$12,749	$4,250
Nelson County	15,020	14,835	6%	$9,198	$5,934	$2,303	$0	$0	$17,435	($161)	-$1,869	$0	$0	$7,329	$5,496	$1,832
Total	234,712	249,855	100%	$154,910	$99,941	$37,438	$10,500	$10,500	$313,289	$1,381	-$14,500	-$31,003	$0	$109,407	$82,055	$27,352

FY20 Proposed Requests	2010 Census	July 1, 2018 Estimate	% of Region	FY20 Per Capita ($0.62)	FY20 Legislative Liaison ($0.40 per capita)	FY20 Rideshare	FY20 Solid Waste	FY20 RRBC	Total Proposed FY20 Request	Difference from FY19 Funding	Rural	MPO	Haz	Balance	75% Regional	25% Local
Charlottesville	43,475	49,132	19%	$30,462	$19,653	$7,331	$2,540	$1,337	$61,323	$114	$0	-$11,304	$0	$19,158	$14,369	$4,790
Albemarle County	98,970	107,697	43%	$66,772	$43,079	$15,876	$5,560	$6,210	$137,497	$2,048	-$2,620	-$19,699	$0	$44,453	$33,340	$11,113
Fluvanna County	25,691	26,467	10%	$16,410	$10,587	$3,999	$1,370	$1,897	$34,263	$379	-$3,261	$0	$0	$13,148	$9,861	$3,287
Greene County	18,403	19,985	8%	$12,391	$7,994	$2,997	$1,030	$1,056	$25,468	$401	-$2,472	$0	$0	$9,918	$7,439	$2,480
Louisa County	33,153	35,035	14%	$21,722	$14,014	$5,274	$0	$0	$41,010	$765	-$4,278	$0	$0	$17,444	$13,083	$4,361
Nelson County	15,020	14,858	6%	$9,212	$5,943	$2,335	$0	$0	$17,490	$55	-$1,869	$0	$0	$7,343	$5,507	$1,836
Total	234,712	253,174	100%	$156,969	$101,270	$37,812	$10,500	$10,500	$317,051	$3,762	-$14,500	-$31,003	$0	$111,465	$83,599	$27,866

FY21 Projected Request	2010 Census	July 1, 2019 Estimate	% of Region	FY21 Per Capita ($0.62)	FY 21 Legislative Liaison ($0.40 per capita)	FY 21 Rideshare	FY21 Solid Waste	FY21 RRBC	Total Proposed FY21 Request	Difference from FY20 Funding	Rural	MPO	Haz	Balance	75% Regional	25% Local
Charlottesville	43,475	50,714	19%	$31,443	$20,286	$7,331	$2,520	$1,337	$62,916	$1,593	$0	-$11,304	$0	$20,139	$15,104	$5,035
Albemarle	98,970	111,039	43%	$68,844	$44,416	$15,876	$5,565	$6,210	$140,911	$3,414	-$2,620	-$19,699	$0	$46,525	$34,894	$11,631
Fluvanna	25,691	26,965	10%	$16,718	$10,786	$3,999	$1,365	$1,897	$34,765	$502	-$3,261	$0	$0	$13,457	$10,093	$3,364
Greene	18,403	20,348	8%	$12,616	$8,139	$2,997	$1,050	$1,056	$25,858	$390	-$2,472	$0	$0	$10,144	$7,608	$2,536
Louisa	33,153	36,737	14%	$22,777	$14,695	$5,274	$0	$0	$42,746	$1,736	-$4,278	$0	$0	$18,499	$13,875	$4,625
Nelson	15,020	14,828	6%	$9,193	$5,931	$2,335	$0	$0	$17,460	-$30	-$1,869	$0	$0	$7,324	$5,493	$1,831

Total	234,712	260,631	100%	$161,591	$104,252	$37,812	$10,500	$10,500	$324,656	$7,605	-$14,500	-$31,003	$0	$116,088	$87,066	$29,022

Greene County receives benefit but does not contribute to Rideshare

COMMONWEALTH of VIRGINIA

Jennifer L. Mitchell
Director

Virginia Department of Rail and Public Transportation
600 E. Main Street, Suite 2102
Richmond, VA 23219

Ph: 804-786-4440
Fax: 804-225-3752
Virginia Relay Center
800-828-1120 (TDD)

October 25, 2019

Mr. Chip Boyles, Executive Director
Thomas Jefferson Planning District Commission
401 East Water Street
Charlottesville, Va. 22902

Dear Mr. Boyles,

The attached report represents the formal conclusion to the DRPT compliance review that was undertaken at the Thomas Jefferson Planning District Commission (TJPDC) for the period covering FY2015 to FY2018. We would like to thank the management and staff at TJPDC for their assistance during this compliance review.

As the Commonwealth continues to face significant budget issues, more scrutiny is cast upon the results of the Commonwealth's investment in public transportation. Our compliance review program is part of an integrated DRPT process to ensure that this scrutiny is fully satisfied and that the unmet financial needs of public transportation in Virginia receive strong consideration for further funding. The compliance review tests adherence to the various agreements and policies and procedures that govern the receipt of DRPT controlled funding. Additionally, the review is designed to ensure, if applicable, that TJPDC has properly implemented corrective action for any findings related to previous DRPT Compliance Reviews.

TJPDC had no compliance review findings. If you have any questions regarding this report or the compliance review process, please do not hesitate to contact me or any of my staff.

Sincerely,

William S. Pittard
Chief Financial Officer
Department of Rail and Public Transportation

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
CHARLOTTESVILLE, VIRGINIA

COMPLIANCE REVIEW FOR THE PERIOD JULY 1, 2014
THROUGH JUNE 30, 2018

OBJECTIVE

The objective of the DRPT compliance review is to determine whether the Thomas Jefferson Planning District Commission (TJPDC) has materially complied with the various agreements and policies and procedures that govern the receipt of DRPT-controlled funding and to ensure, if applicable, that TJPDC has properly implemented the Corrective Action Plan that they submitted as a result of the findings related to their third DRPT Compliance Review. It is the responsibility of the management of TJPDC to ensure adherence to the various agreements and policies and procedures that govern the use of funds received from DRPT.

SCOPE

DRPT performed a compliance review of grant payments made to TJPDC between July 1, 2014 and June 30, 2018. We reviewed 21 of 70 payments made to TJPDC during this time frame. See Appendix A for a detailed list of payments reviewed. These payments included Federal Transit Administration (FTA) 5303 MPO Planning funding as well as state funding for 5303 MPO Planning, Transportation Demand Management (TDM), and Transportation Management Program (TMP) projects.

Our review was more limited than would be necessary to provide assurance on internal controls or to provide an opinion on overall compliance with laws and regulations. Due to inherent limitations in internal control and the limited basis of our test work, other errors, irregularities, or instances of noncompliance may have occurred and not been detected by our review. Additionally, projecting the results of this review is subject to the risk that the controls may become inadequate because of changes in conditions or that the effectiveness of the design and operation of controls may deteriorate.

CONCLUSION

We found that TJPDC materially complied with the requirements of the various agreements and policies and procedures that govern the receipt of DRPT-controlled funding. No instances of noncompliance were found.

APPENDIX A
Thomas Jefferson Planning District Commission
Listing by Project of Payments Reviewed

Description	Project	Task	Fund	Total Payments Reviewed
FY2014 - FTA 5303 MPO Planning	46014	3	401/477	7,541.00
FY2015 - FTA 5303 MPO Planning	46015	3	401/477	35,879.00
FY2016 - FTA 5303 MPO Planning	46016	3	401/477	35,227.00
FY2017 - FTA 5303 MPO Planning	46017	3	401/477	36,508.00
FY2018 - FTA 5303 MPO Planning	46018	3	401/477	52,827.00
FY2015 - TDM Operating	71015	2	477	137,200.00
FY2016 - TDM Operating	71016	2	477	139,105.00
FY2017 - TDM Operating	71017	2	477	139,258.00
FY2018 - TDM Operating	71018	2	477	139,258.00
FY2015 - TMP	71415	1	477	11,224.00
TOTAL				$ 734,027.00

		Lead	Support	Weekly Update	In Wrike	Add to Wrike
ADMINISTRATION		Chip				
Finance & Executive Committee	110	Chip	Don	Meets again November 7th at 6:00		No
FY21 Budget & Local Requests	110	Billie	Chip, Don	Cville & Albemarle Due October 29. Billie will complete. We will complete all others after Nov 1st. Louisa County is next funding request due in Nov.	Yes	
FY20 Budget Amendment	110	Chip		Draft is due Jan 29th	Yes	
Equity & Title VI	110 /190/191	Lucinda	Shirese	Join the Albemarle County monthly meetings. 10.18.19		
Town Gown Visit	301/302	Dominique	Chip	Develop a committee and set 1st meeting date with Chamber		Yes
Annual TJPDC Meeting	110	David	Dominique	Working on April date & location	Yes	
Annual DHCD Report	110			Submitted to DHCD September 30, 2019. Log in for CAMS. Have contract.		
Annual New Fiscal Year's Eve	110	Gretchen	David	Tuesday, June 30, 2020		
Holiday Party	110	Gretchen				
Staff & Family Picnic	110	Christine		Spring time staff with family event		
Annual April 13 Retreat	110	Gretchen	Chip			
Annual office clean up day	110	Gretchen	Christine			
Pers Policy Education Reimb	110	Chip		Developing policy. Date TBD		
Pers Policy Remote Work	110	Chip		Draft policy available for review.		
Develop an abbreviations list	110	Gretchen				
Communications						
TJPDC Web Site Development	110	Dominique	Sara	WIP III Tab created; reformatted scope and schedule uploaded with maps; Dominique and Jessica added to Staff; in the process of learning Wordpress interface with Ryan for site(s).		
Census Count Committee	300	Sara	Jessica	CCC Meeting set October 7, 2019		Yes
PACC / PACC Tech	301/302	Chip	Dominique	Next meeting is TBD. Update web site as needed.	No	No
Cloud Based IT	110	Chip		1. Richmond consultant to advise. 2. NWG given go ahead to transfer Q:drive and P: drive to Office365 OneDrive.	Yes	
Regional Quality of Life Indicators	300	Chip		Example Baton Rouge CityStats	Yes	
LEGISLATIVE		David				
Legislative Affairs	277	David	Dominique	Leg. Prog. Development underway		
VAPDC	278	David	Dominique	Possible VHDA grants		No
FINANCE		Don				
Monthly Reporting	110	Don		Ongoing		
Annual Audit	110	Don		Audit Comm Mtg Nov 7th. Sign Christine up to CAMS and upload audit after adoption by Comm.		
H&W Contract Services	110	Don				
Annual Health Benefits Report	110	Don				
Annual Health Insurance	110	Don				
Annual Liability Insurance	110	Don				
Monthly bank reconciliation	110	COO				
Human Resources Onboarding	110	COO		Developing a document for new and current staff. Date TBD		
PLANNING / ENVIRONMENTAL		Sandy	Nick			
Cherry Avenue	*316*	Nick	Sandy	1 community engagement meeting and 1 tech meeting and final draft prep	Yes	
Albemarle Inventory	323	Sandy	Nick/	2 field workers to do data entry are hired. Agreement amendment sent to Siri for extension		Yes
Lovingston CDBG	308	Nick		On-hold		
Zion Crossroads	171/309	Sandy	Nick/Shirese	Met Oct 20. Staff to prepare detailed schedule and engagement options	Yes	
Scottsville	337	Nick		Two maps due and then invoice in full. Nick meeting on Friday		No
CAA Action Plan	300 (note)	Lucinda		Develop an AARP Action Plan for the CAA. Due by end of January		Yes
ENVIRONMENT						
RRBC Admin	908	Dominique		Board meeting in September. RRBC Conf in September		
Rural Rivanna Plan	908	Nick	Shirese/Sandy/Je	RRBC acting as Steering Committee. Set up an internal staff meeting.		Yes
Urban Rivanna Plan	329	Nick	Shirese/Sandy	Steering Committee now meeting	Yes	
WIP	907	Dominique	Shirese	Submitting and rennewing on 10/1/19	Yes	
rd Mitigation & Climate Change Plan	330	Shirese	Jessica / Lucinda	includes Albemarle County Committee		
Solid Waste/Recycling	303	Shirese	Dominique			
Scenic Rivers - James & Hardware	908	Sandy	Nick			
HOUSING & COMM DEVELOPMENT		Christine	Shirese			
HOME	727	Shirese	Christine	Nick environmental review		
HPG	728	Shirese	Christine	Nick environmental review		
REGIONAL HOUSING	729	Christine	Shirese	Meeting this week		
Phase II Housing Plan	730	Christine	Nick / Shirese/ Dominique	Extend to Sept 30th. Staff scoped new schedule to end of Sept	Yes	
TJCLT	723	Christine	Shirese	Meet with Exec Leadership		
Community Development						
Charlottesville Area Alliance	300	Chip		Monthly meetings. 3 year action plan. Create 3 Task Forces for action plan.	No	
Region 9 GO Va Council	300	Chip		Next meeting January 30, 2020	No	
CVPED Board	300	Chip		Next meeting December 13th. SBDC is looking for a financial sponsor and office host.	No	
CEDS FY21	300	Sandy	Chip	Application submittal in FY20.		
TRANSPORTATION		Sandy	Lucinda			
MPO		Lucinda	Sandy		Yes	
Policy Board	190/191	Lucinda	Sandy	Lucinda, send email asking for meeting date & attendance or delay until January. By January 27th requires adoption of safety measures and annual obligation report.January should have Hydraulic modeling complete.		
CTAC	190/191	Jessica	Sandy			
MPO Tech	190/191	Nick	Lucinda			
Smart Scale FY20	198	Nick	Lucinda	Meeting held with city/county staff on 8/30/19		
Bike / Ped Planning	193/195/196	Jessica	Lucinda	Advisory Meeting Oct 31st		
Revenue Study	195/196	Dominique	Lucinda			
TIP	190/191	Lucinda	Sandy			
RURAL TRANSPORTATION		Nick	Lucinda		Yes	
Rural Tech	*170/171*	Nick	Lucinda			
VDOT Invoicing	*170/190/191*	Sandy	Lucinda	Monthly Program Invoicing to VDOT due by last day of month for the previous month	Yes	
PEC/CACF Greenways	187	Billie	Jessica	PROJECT COMPLETE		
STAR TAP	315	Lucinda	Jessica	Right of Way Phase . Quarterly Report and Invoice		Yes
RIDESHARE-TDM		Sara	Jessica	Rideshare Week October 21		
RTP	181/193	Sara	Jessica	Schedule next meeting for early December. Copy of G Williams remarks from Oct mtg.		
RTP Reporting	181	Jessica		Set up a committee meeting to include Energy Efficient Committee & Peer Visit Committee		
Amtrak	191/196/199	Chip	Jessica	Consultant work underway. Next mtg at TJPDC is Nov 5th	Yes	
SAW Intercity	193/196	Sara	Chip	November 18th meeting Brite Facility		
JAUNT Board	191	Chip	Sara	Next Board Mtg Nov 13th	No	
Community Engagement Bus	195	Jessica	Chip	Search for grants $		
Fifth Street Trails	192	Jessica	Lucinda			Yes
TJPDC Corp.		COO	Chip	Apply for extension VDACS. Robinson Farmer Cox info		

Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Draft Minutes, October 3, 2019

Commissioners Present:
Nikuyah Walker – Charlottesville (7:30)
Liz Palmer – Albemarle County
Rick Randolph – Albemarle County
Tony O'Brien – Fluvanna County (7:55)
Dale Herring – Greene County
Andrea Wilkinson – Greene County
Robert Babyok – Louisa County
Willie Gentry—Louisa County
Ernie Reed – Nelson County

Commissioners Absent:
Lisa Green – Charlottesville
Keith Smith – Fluvanna County
Jesse Rutherford – Nelson County

Staff Present:
Chip Boyles, Executive Director
Billie Campbell, Senior Program Manager
Jessica Hersh-Ballering
Sherise Franklin
Lucinda Shannon

Guests Present: None

Call to Order: Dale Herring called the meeting to order.

Matters from the Public:
Comments by the Public: None

Introduction of New Staff: Chip Boyles informed the Commission that Shirese Franklin and Lucinda Shannon joined the TJPDC Staff on September 16, and Jessica Hersh-Ballering joined the staff on August 16. Each briefly introduced themselves and shared information about their experience and training. Chip also noted that Nick Morrison, TJPDC's Director of Planning and Environment has now been with the TJPDC for five years. Chip read a Resolution of Appreciation for Billie Campbell, whose last working day at the TJPDC will be October 31, with an effective retirement date of December 1, 2019. On a motion by Rick Randolph, seconded by Bob Babyok, the Commission unanimously accepted the resolution.

Executive Director's Report: A written report was included in the meeting packet. Chip Boyles highlighted several items from the report:

- TJPDC Finances: TJPDC is fully staffed and is building its programs. There was a surplus for the month of August. A table showing current projects and work assignments was included in the meeting packet.
- DHCD Annual Report: Each PDC is required to submit an Annual Report to the Department of Housing and Community Development (DHCD) describing its activities and accomplishments for the year. TJPDC's full report for FY19 was included in the meeting packet for the information of Commissioners.
- Day of Caring: Christine Jacobs led TJPDC participation in this annual event organized by the United Way. TJPDC Staff worked at Hollymead Elementary School.
- Project Updates:
  - A stakeholder meeting will be held the week of October 7 for the Zion Crossroads Plan.
  - Work on the Louisa Comprehensive Plan is wrapping up.

- The annual Rivanna River Basin Commission (RRBC) Conference was held Friday morning, September 27, with about 40 people attending. Planning work for the Rivanna River urban and rural segments is moving forward.
- The 2019 PDC Locality Implementation Program for Phase III of the Watershed Implementation Plan wrapped up September 30. TJPDC is still awaiting word on a new contract for continued assistance to localities.
- The Department of Environmental Quality (DEQ) has been looking at the possibility of submitting legislation to enact the Chesapeake Bay Preservation Act. Legislation looks unlikely. The Committee met yesterday and recommended keeping action voluntary. One standard would not work for each locality; flexibility is needed at the local level. A proposal to mandate pumping out septic tanks on a 5-year cycle was also discussed. There are issues related to the capacity of treatment plans, the costs of hauling, and access to septic tanks. Liz Palmer noted that the state is placing more emphasis on larger treatment plants, which has the potential to increase costs.
- Town Gown Visit: TJPDC is partnering with the Chamber to arrange for a peer visit to a college town with similar issues. The trip would address the combined issues of transit, University/community relationships, and economic development activities. This would involve one or two buses of elected officials and staff to learn about initiatives and get new ideas for our region. Several localities are currently being considered.

Consent Agenda: The consent agenda consisted of the draft minutes of the September 5, 2019 Commission meeting and Financial Reports for August 2019. There was one correction to the minutes: Nikuyah Walker indicated that the sentence in her Roundtable report should indicate that Garland Williams had been hired as the new Transit Director for Charlottesville Area Transit (CAT). **On a motion by Rick Randolph, seconded by Bob Babyok, the Commission unanimously approved the Consent Agenda, with corrections to the minutes as noted, and Liz Palmer abstaining on the minutes.**

Resolutions:

FY21 Projected budget and Local Government Revenue Rates: Materials in the meeting packet included a memo on the FY21 Projected Budget, a table showing the projected budget as well as columns for FY18 Actual, FY19 Budget, FY19 Actual, and FY20 Budget, and a spreadsheet showing the breakdown of requests to localities. This is the first action of a three-step budget process to set the per capita rate, population basis and the amounts requested for specific programs, to serve as the basis for budget submissions to member localities. Per the Bylaws, an operating budget will be adopted at the May 2020 meeting and the final budget will be approved the following May to serve as the basis for the FY21 audit.

The budget reflects the unchanged per capita rate of $0.62, with population adjusted based on the most recent projected figures from the Weldon Cooper Center. The request for legislative services was changed to a per capita basis of $0.40 per capita a few years ago, and this remains the same. The projected budget anticipates an ongoing DEQ contract for WIP technical assistance services in the amount of $58,000 as well as a $45,450 contract with Albemarle County to continue the ongoing inventory initiated in FY19. The projected budget includes possible revenue of $26,392 for a Comprehensive Economic Development Strategy (CEDS) plan; funds are not yet secured or applied for. The budget assumes that the current contracts with VAPDC and TJCLT will continue. This initial budget does not project any salary adjustments or bonuses, includes the annual 3% escalation in rent based on the current lease. The budget includes an increase in contractual and professional development expenses, reduces health coverage expenses, increased RideShare advertising and Guaranteed Ride Home expense, with all other expenses in line with FY19 and FY20 budget levels. With the projected budget, the indirect cost rate is projected to decrease from the current 67% rate to 63%; a lower rate is more attractive to TJPDCS funders. **On a motion by Liz Palmer, seconded by Andrea Wilkinson, the Commission unanimously adopted the Resolution Approving the Fiscal Year 2021 TJPDC Projected Budget.**

Other Business:

TJPD Commissioner Roundtable Reports:

- Albemarle: Liz Palmer reported that VDOT's evaluation of bridges has changed, with the new evaluations based on dump trucks with more than 2 axles. When the additional wheel axle is lower, the distance between axles shortens, so VDOT is re-evaluating the bridges and, especially for some shorter bridges, lowering the weight limit. Some residents are concerned about the ability of Fire engines to cross the bridges. VDOT said there is a new process that fire departments can go through to get their trucks permitted to cross these bridges. The Planning Commission is undertaking a major review of densities in the development areas. The new VATI application is very exciting, working with Century Link on service to more than 800 houses. Rick Randolph noted that the County observed its 275th anniversary. An integrated planning effort between the schools and the Board of Supervisors represents a significant change in the approach to developing the Capital Improvements Plan (CIP). Participants were divided into three groups, with each using dots to identify top issues. All three groups included transit in their top three priorities. Both the BOS and School Board are coming to grips with the needs. Building housing without transit compromises affordability. The County is looking at the development areas and buildout capacity.

- Nelson: Ernie Reed reported that the anniversary of Hurricane Camille in August, the lawsuit related to the pipeline in the floodplains, and DMME's mapping of Light Detection and Ranging (LiDAR) digital elevation data in western Albemarle and Nelson Counties was a confluence of events. There was a presentation at a recent Board of Supervisors meeting on the history of landslides and slippages, the new technology for mapping, and the grant deliverables of GIS layers and recommendations. Work is expected to be completed in 2020.

- Louisa: Bob Babyok reported on the water project and recent news stories about the archeologist and the Monacan tribe objection to work at the possible site of Rassawek. Bob expects more information to be coming out soon. Upcoming elections may change the office holders on the receiving end of local lobbying efforts. The Chamber of Commerce held a fabulous meeting with UVA's Directors of Planning and Operations. Willie Gentry noted that the two main issues were the water project and Broadband. The BOS held a work session on affordable housing; defining it is almost impossible. There are no easy solutions.

- Charlottesville: Nikuyah Walker noted that there was a lot of change occurring in the City. The Redevelopment Committee visited Raleigh-Durham and has a trip planned to Richmond. Multiple funding streams are coming together to support public housing redevelopment efforts. The focus is on the families who currently live there. A relocation specialist has been hired, to realize the goal of no displacements. The first part of the construction work is expected to begin in late 2019. The plan for Crescent Halls has changed, and will be carried out on a floor-by-floor basis instead of tiers. There will be a work session in October with indigenous groups regarding the statue of Meriwether Lewis, William Clark and Sacagawea and the West Main Street Corridor. Chip Boyles mentioned the Amtrak site feasibility study.

- Greene: Andrea Wilkinson reported on an Open House event held at the new school facilities to showcase new technology labs, expanded cafeteria space, and work on the exterior of the building to extend the life of the facility. Dale Herring mentioned this was the final phase of a $28 million long range project. Andrea also mentioned recycling difficulties tand possible approaches may include encouraging recyclable packaging by providing incentives such as reduced sales tax or rebates. Dale Herring announced that an event will be held in Greene County on Saturday, October 5, to showcase the new pavilion and farmers market. The second annual Stanardsville Oktoberfest will take place in the town from 1-6 p.m. on Saturday, October 12.

- Fluvanna: Tony O’Brien noted that more information would be coming out regarding the water project. There is increased pressure for recruitment and retainage at the fire department. Young people are not as interested in public service jobs. Smaller counties feel the impact of changes in the composite index. The county had to accommodate early voting for absentee voters. Unfunded mandates force the County to raise taxes. Meeting with legislators has become more frustrating. Rick Randolph commented that 50 years ago most legislators had been local officials. Now more are lawyers without local government experience and don’t understand locality issues.

Next Meeting: The next Commission meeting will be held on Thursday, November 7. Dale Herring noted that recycling would be a topic at the meeting. He will be inviting others from Greene to the meeting. The agenda will also include the 2019 Audit.

Adjournment: **Without objection, the Commission meeting was adjourned.**

Thomas Jefferson
Planning District Commission

November 8, 2019

TO: Legislators Representing the TJPDC Region

FROM: Dale Herring, TJPDC Chair

RE: Expanding Broadband Infrastructure

As you know, access to broadband, or high-speed internet, is essential in the 21st century for economic growth, equity in access to public education, community growth, and consumer communications and information. Many communities, particularly those in unserved rural areas, need thoughtful, longer-term strategies to bridge the broadband gap.

Localities in our region appreciate state actions that increased funding to $19 million for the Virginia Telecommunication Initiative (VATI) in FY20. However, we believe additional, significant increases in investments for localities/private sector providers to help extend service to unserved areas are critical moving forward. We also support provisions and incentives that would provide for the use of existing electrical, road right-of-way, and railroad crossing easements for broadband infrastructure, and a sales tax exemption for materials used to construct such infrastructure.

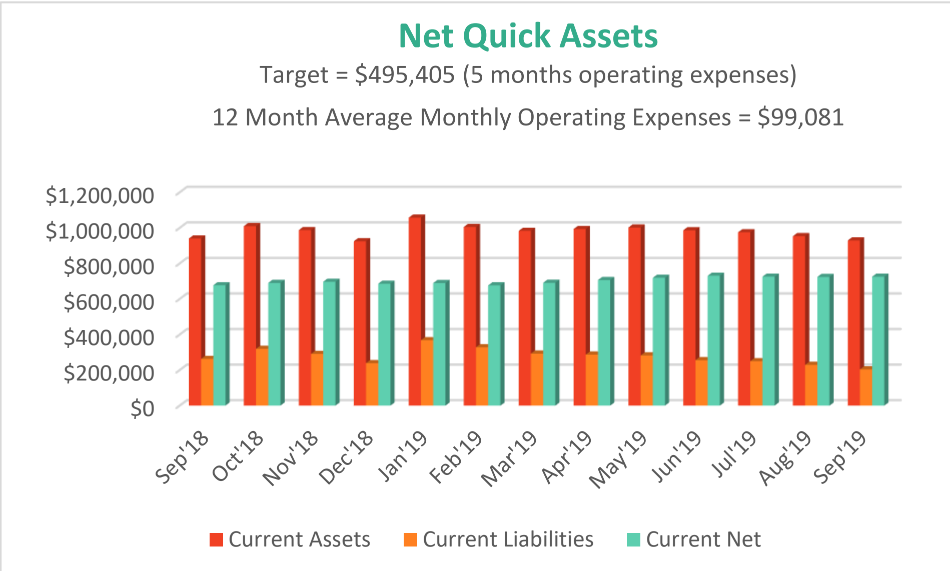
In the most recently-completed VATI grant application round (FY19), requests statewide totaling about $10.3 million were made for just over $4 million in available funding; applications from three counties (Albemarle, Fluvanna and Louisa) in the TJPDC region were approved.

In the current (FY20) grant round, which closed for applications in early September, 39 applications were submitted requesting $43.6 million for the $19 million in available funding. If all the applications were to be approved, an additional $58 million would be leveraged and 55,000 homes and businesses would be connected. This is the fourth consecutive year that the amount of funding being requested has been more than twice the dollars available. Three counties (Albemarle, Greene and Louisa) in the TJPDC region applied for awards that are expected to be announced around the first of the year.

We expect Governor Northam will propose a significant increase in VATI funding in the budget proposal he will submit to the legislature in December. On behalf of the Thomas Jefferson Planning District Commission and its member localities, I urge you to support and work to provide additional resources for this critical need.

Thank you for your efforts and consideration.

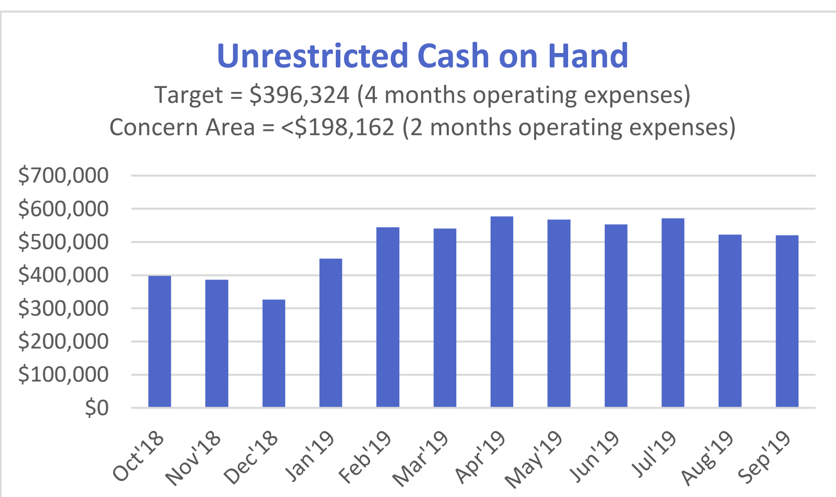
FINANCIAL DASHBOARD
Through September 30, 2019



Net Quick Assets

Sep'18 =	$677,044
Oct'18 =	$690,063
Nov'18 =	$696,672
Dec'18 =	$685,850
Jan'19 =	$689,386
Feb'19 =	$676,690
Mar'19 =	$690,735
Apr'19 =	$706,271
May'19 =	$719,299
Jun'19 =	$730,707
Jul'19 =	$725,313
Aug'19 =	$723,877
Sep'19=	$725,255

NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The target is 5 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. The Commission has earmarked excess NQA above the target as Capital Reserves. TJPDC had 7.32 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses remained at $99,081. The 3-month average of expenses is $98,056. Actual operating expenses for September were $108,535 compared to $89,959 in August. Staff costs were about $10,767 more in September than August and TJPDC contractual costs were about $5,000 more in September than August due to an audit payment.

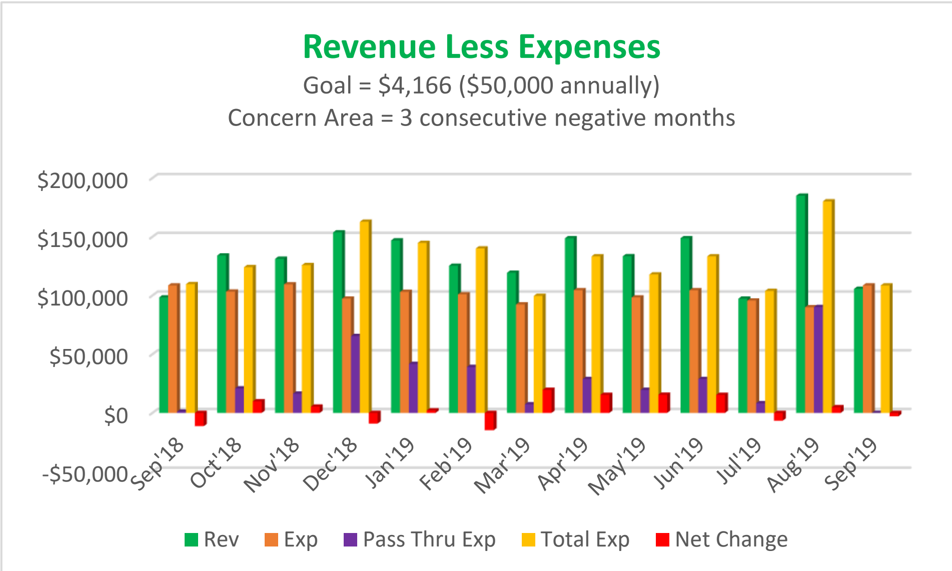


UNRESTRICTED CASH ON HAND consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

MONTHS OF UNRESTRICTED CASH divides unrestricted cash on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received. The end of month level of Unrestricted Cash on Hand of $520,622 represents 5.25 months of operating expenses, exceeding the 4-month target.

Thomas Jefferson Planning District Commission

FINANCIAL DASHBOARD
Through September 30, 2019



Monthly Net Revenue

Sep'18 =	($11,276)
Oct'18 =	$9,885
Nov'18 =	$5,381
Dec'18 =	($9,056)
Jan'19 =	$2,087)
Feb'19 =	($14,753)
Mar'19 =	$19,668
Apr'19 =	$15,398
May'19 =	$15,505
Jun'19 =	$15,756
Jul'19 =	($6,621)
Aug'19 =	$4,872
Sep'19=	($2,866)

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The FY20 Budget adopted in May 2019 is balanced. There was a loss for the month of September of $2,866, resulting in a short-fall of $4,615 for the year to date. The Accrued Revenue Report shows available funds of $115,225per month for FY20. Actual operating expensed for September were $108,535. Monthly operating expenses increased due to new staff onboarding and one of two payments for audit expenses. A new WIP contract is expected in December in an amount of $52,000.

NOTES

1. Target is a reasonable expectation that the TJPDC may reach this level to achieve our long-range financial goals. A plan will be developed showing how these target goals are expected to be achieved through daily financial management practices.
2. Concern is a level where staff will immediately identify causes of the change in financial position, whether this is a special one-time circumstance caused by a financial action or whether a trend is emerging caused by one of more operational or financial circumstances and prepare a plan of action to correct or reverse the trend.
3. Back up documentation and details of this Financial Dashboard can be found in the monthly financial statements of Balance Sheet, Consolidated Profit and Loss Report, and the Accrued Revenue Report supplied to the TJPDC Commissioners.
4. The average monthly operating expense is a rolling twelve-month average of operating expenses (TJPDC costs minus pass-through and project contractual expenses).
5. The TJPDC earmarked some of TJPDC's reserves for a building or capital fund in FY18, tied to Net Quick Assets.

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
September 2019

7:49 AM
10/29/19
Accrual Basis

	Sep 19	Budget	Jul - S...	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	32,476	85,973	177,426	257,919	1,031,676
4120 · State Funding Source	23,474	24,165	69,242	75,151	245,933
4130 · Local Source	35,081	38,334	96,758	111,722	445,982
42000 · Local Match Per Capita	13,365	13,081	39,178	39,242	156,968
4280 · Interest Income	1,272	500	4,193	1,500	6,000
Total Income	105,669	162,053	386,796	485,534	1,886,559
Gross Profit	105,669	162,053	386,796	485,534	1,886,559
Expense					
61000 · Personnel	80,338	82,169	220,521	248,822	955,008
62391 · Postage Expense	104	287	486	863	3,452
62392 · Subscriptions, Publications	344	46	653	138	550
62393 · Supplies	598	692	2,373	2,078	8,360
62394 · Audit -Legal Expenses	5,000	8,250	5,000	8,250	16,500
6240 · Advertising	1,567	1,828	4,316	5,485	22,765
62404 · Meeting Expenses	932	592	2,071	1,777	7,108
62410 · TJPDC Contractual	4,310	4,401	13,264	12,592	51,209
6281 · Dues	77	873	955	2,418	9,220
62850 · Insurance	361	296	1,036	888	3,300
62890 · Printing/Copier	362	429	1,274	1,558	5,451
63200 · Rent Expense	7,714	7,678	22,706	23,033	92,134
63210 · Equipment/Data Use	2,505	2,451	4,505	7,354	29,417
63220 · Telephone Expense	532	493	1,867	1,480	5,919
63300 · Travel-Vehicle	1,562	1,417	4,194	4,487	17,207
6345 · Janitorial Service	1,005	910	2,490	2,730	10,920
6390 · Professional Development	1,224	1,413	6,457	4,239	16,957
Total Expense	108,535	114,227	294,168	328,192	1,255,477
Net Ordinary Income	(2,866)	47,826	92,628	157,341	631,082
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	0	34,268	86,107	102,804	411,216
8399 · Grants Contractual Services	0	18,322	12,247	54,967	219,866
Total Other Expense	0	52,590	98,354	157,771	631,082
Net Other Income	0	(52,590)	(98,354)	(157,771)	(631,082)
Net Income	**(2,866)**	**(4,764)**	**(5,726)**	**(429)**	**0**

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of September 30, 2019

	Sep 30, 19	Sep 30, 18	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	475,514.30	391,590.21	83,924.09
1189 · Capital Reserve	228,470.00	190,499.00	37,971.00
Total Checking/Savings	703,984.30	582,089.21	121,895.09
Accounts Receivable			
1190 · Receivable Grants	203,746.99	341,969.87	-138,222.88
Total Accounts Receivable	203,746.99	341,969.87	-138,222.88
Other Current Assets			
1310 · Prepaid Rent	3,125.00	625.00	2,500.00
1330 · Prepaid Insurance	4,401.68	4,107.99	293.69
1360 · Prepaid Other	14,068.52	11,196.23	2,872.29
Total Other Current Assets	21,595.20	15,929.22	5,665.98
Total Current Assets	929,326.49	939,988.30	-10,661.81
Fixed Assets			
1413 · Server Software	5,197.50	0.00	5,197.50
1400 · Office furniture and Equipment	111,737.79	111,737.79	0.00
1410 · Server	11,384.00	11,384.00	0.00
1499 · Accumulated Depreciation	-122,153.35	-119,448.61	-2,704.74
Total Fixed Assets	6,165.94	3,673.18	2,492.76
TOTAL ASSETS	**935,492.43**	**943,661.48**	**-8,169.05**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	15,609.78	16,606.40	-996.62
Total Accounts Payable	15,609.78	16,606.40	-996.62
Credit Cards			
2155 · Accounts Payable Credit Card	5,099.28	3,601.50	1,497.78
Total Credit Cards	5,099.28	3,601.50	1,497.78
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2800 · Deferred Revenue	183,362.33	242,740.19	-59,377.86
Total Other Current Liabilities	183,362.33	242,740.19	-59,377.86
Total Current Liabilities	204,071.39	262,948.09	-58,876.70
Long Term Liabilities			
2200 · Leave Payable	43,581.04	44,212.21	-631.17
Total Long Term Liabilities	43,581.04	44,212.21	-631.17
Total Liabilities	247,652.43	307,160.30	-59,507.87
Equity			
3000 · General Operating Fund	463,694.61	452,727.64	10,966.97
3100 · Restricted Capital Reserve	228,470.00	190,499.00	37,971.00
3600 · Net Investment in Fixed Assets	1,401.58	2,803.30	-1,401.72
Net Income	-5,726.19	-9,528.76	3,802.57
Total Equity	687,840.00	636,501.18	51,338.82
TOTAL LIABILITIES & EQUITY	**935,492.43**	**943,661.48**	**-8,169.05**

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2020

Grant or Contract	GRANT-CONTRACT START DATE	GRANT-CONTRACT END DATE	GRANT-CONTRACT TOTAL	JULY FY2O	AUG FY20	SEPT FY20	OCT FY20	NOV FY20	DEC FY20	JAN FY20	FEB FY20	MARCH FY20	APRIL FY20	MAY FY20	JUNE FY20	YEAR TO DATE FY20	PREVIOUS YEARS	BUDGETED AMOUNT FOR FY21	GRANT TO DATE	GRANT-CONTRACT REMAINING FY20
MPO-FTA	07/01/19	06/30/20	97,475	6,050	5,590	7,090										18,730			18,730	78,745
MPO-PL	07/01/19	06/30/20	184,419	6,329	7,812	12,128										26,269			26,269	158,150
HOME TJPDC	07/01/19	06/30/20	45,690	4,325	5,360	3,555										13,240			13,240	32,450
HOME PASS-THROUGH	07/01/19	06/30/20	411,216	6,107	80,000											86,107			86,107	325,109
HOUSING HPG	07/01/19	06/30/20	8,928	2,441	1,062	982										4,485			4,485	4,443
HPG PASS-THROUGH	07/01/19	06/30/20	50,942	2,100	6,047											8,147			8,147	42,795
STATE SUPPORT TO PDC	07/01/19	06/30/20	75,971	6,331	6,331	6,330										18,992			18,992	56,979
RIDESHARE	07/01/19	06/30/20	177,070	12,430	17,329	11,926										41,685			41,685	135,385
RURAL TRANSPORTATION	07/01/19	06/30/20	58,000	3,670	3,784	4,573										12,027			12,027	45,973
RTP-TDM	07/01/19	06/30/20	50,000		1,704	2,939										4,643			4,643	45,357
CACF GREENWAYS GRANT	07/01/17	10/15/19	40,320	438	579	1,111										2,128	35,464		37,592	2,728
LOVINGSTON	11/01/18	06/30/20	0	628												628	8,430		9,058	-9,058
SCOTTSVILLE PLAN	07/01/19	01/01/20	4,000	135	1,164	889										2,188			2,188	1,812
ALBEMARLE INVENTORY	05/04/19	09/30/19	45,450	2,487	19	469										2,975	4,845		7,820	37,630
TJPDC CORPORATION	07/01/19	06/30/20	2,569	767	1,032	770										2,569			2,569	0
LEGISLATIVE LIAISON	07/01/19	06/30/20	101,269	6,319	7,365	8,176										21,860			21,860	79,409
VAPDC-ED	07/01/19	06/30/20	53,952	5,909	4,185	4,482										14,576			14,576	39,376
SOLID WASTE	07/01/19	06/30/20	10,500	985		126										1,111			1,111	9,389
RIVANNA RIVER CORRIDOR Ph 2	07/01/19	06/30/20	87,464	2,945	3,332	4,536										10,813			10,813	76,651
RRBC	07/01/19	06/30/20	3,908	338	2,014	2,583										4,935			4,935	-1,027
RRBC PASS-THROUGH	07/01/19	06/30/20	6,592													0			0	6,592
WIP PHASE III	07/01/19	09/30/20	73,500	4,197	3,927	6,284										14,408	12,080	13,000	26,488	34,012
TJCLT	10/19/17	10/19/19	54,990	3,754	4,751	4,821										13,326			13,326	41,664
REGL HSG PLAN	10/31/18	06/30/20	63,150	2,083	4,474	5,467										12,024	14,776	20,000	26,800	16,350
RHP PASS-THROUGH	10/31/18	06/30/20	61,850													0	54,125		54,125	7,725
MEMBER PER CAPITA	07/01/19	06/30/20	156,968	12,906	12,906	13,365										39,177			39,177	117,791
WATER STREET CENTER	07/01/19	06/30/20	7,800		840	525										1,365			1,365	6,435
OFFICE LEASES - RENT	07/01/19	06/30/20	9,000	1,200	1,200	1,200										3,600			3,600	5,400
OFFICE LEASES - DIRECT COSTS	07/01/19	06/30/20														0			0	0
STANARDSVILLE TAP	04/06/15	10/01/20	25,500	264	477	394										1,135	11,995		13,130	12,370
5TH STREET TAP	11/16/16	10/01/20	27,352	629	266											895	19,652		20,547	6,805
5th STREET TAP Pass Through	11/16/16	10/01/20	572,528													0	85,964		85,964	486,564
BANK INTEREST	07/01/19	06/30/19	6,000	1,493	1,428	1,272										4,193			4,193	1,807
TOTAL			**2,574,373**	**97,260**	**184,978**	**105,993**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**388,231**	**247,331**	**33,000**	**635,562**	**1,905,811**

			Pass-through funds	$868,785
Op Expenses	12 month average	$99,081	Contract funds	
	3 month average	$98,056	TJPDC Available Funds	$1,037,026
	last month	$108,535	Available funds per month	$115,225.11

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