Thomas Jefferson Planning District Commission
Regional Vision ▪ Collaborative Leadership ▪ Professional Service

Thomas Jefferson Planning District Commission
Thursday, December 5, 2019 at 7 pm
407 Water Street East
Charlottesville, VA 22902

AGENDA

1.	**Call to Order**	7:00
2.	**Matters from the Public** a. Comments by the public are limited to no more than 2 minutes per person.	7:00 – 7:15
3.	**Executive Director's Report** a. Report is attached (click here for report) b. Current Activity Report (click here for report)	7:15 – 7:30
4.	*** Consent Agenda** Action Items: a. * Minutes of November 7, 2019 Meeting (click here for draft minutes) b. * Financial Reports (click here for financial reports) i. October Dashboard Report ii. October Profit & Loss Statement iii. October Balance Sheet iv. October Accrued Revenues report	7:30– 7:35
5.	***Resolutions** **N/A**	7:35 – 7:35
6.	**Other Business** a. Roundtable Discussion by Jurisdiction b. Next Meeting – February 6, 2019 a. Delivery of Amended FY20 Budget	7:35 – 8:30
7.	**ADJOURN** **Proposed action items*	8:30

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

MEMO

To: TJPD Commissioners
From: Chip Boyles, Executive Director
Date: December 5, 2019
Re: Executive Director's Report

Purpose: To inform Commissioners of Agency Activities since November 7, 2019

Administration

- November Meeting Agenda

2. Matters from the Public

a. Comments from public.

3. Executive Director's Report

i. Review of the agenda items.
ii. November's meeting was filled with solid waste and recycling discussions and did not leave much time for open discussion by the jurisdictions. I have allowed ample time at this meeting for the round table discussions and for an early adjournment. There will be no meeting in December but we will resume in January.
iii. Staff activity and responsibility report. For the calendar year end, I will be providing a presentation of the status of our active projects and projections for upcoming projects.

4. Consent Agenda

a. Minutes of the November 7, 2019 Commission meeting
b. November Financial Report
   i. Dashboard Report

Net quick assets are $735,829. 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 $236,189. (Net Quick Assets minus 5 months operating expenses: $735,829 – $499,640 = $236,189)

Unrestricted Cash on Hand as of October 31, 2019 was $523,668 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 GAIN of $10,903 for the month of October. This gives us a fiscal year net GAIN of $6,288. Budgeted fiscal year gain/loss is $0. With October showing an increase, 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 cannot bill for.

ii. Profit & Loss. Total income through October is $549,542. With 4 months or 33% of the fiscal year complete, we have received 29% of our total budgeted income. Total expenses are $544,314 or 29% of the budgeted total expenses of $1,886,559.

Operating expenses for the same period are $401,164 or 32% of our total budgeted operating expenses of $1,255,477. Operating revenue through October is $406,392 or 32% of the budgeted operating revenue of $1,255,477.

iii. Balance Sheet. As of October 31, 2019, we have total current assets of $1,022,663 and total fixed assets of $5,905 giving total assets of $1,028,567. Total assets are up by $15,119 from the same time last year. Total liabilities have decreased from a year ago by $37,291 with total liabilities as of October 31, 2019 of $329,889. Total Equity has increased by $52,410 to $698,678 since the same time last year.

iv. Accrued revenues of existing grant and contract balances for FY20 are shown. We currently have $918,433 available in contracts and grants to end the year. October operating expenses were $105,878. The 12-month average is $99,298. We have $114,804 in available funds per month for these operating expenses for the remaining 8 months in the fiscal year.

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.

5. Resolutions

6. Other Business

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

b. Next Meeting – February 6, 2019

7. Adjourn

END OF AGENDA REPORT

		Lead	Support	Weekly Update	In Wrike	Add to Wrike
ADMINISTRATION		Chip				
Finance & Executive Committee	110	Chip	Don			No
FY21 Budget & Local Requests	110	Chip	Don	Cville & Albemarle submitted October 29. Louisa County submitted Nov. 15th.	Yes	
FY20 Budget Amendment	110	Chip	Christine, Don	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		Dec 13th or 20th.		
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		
Develop an abbreviations list	110	Gretchen				
Communications						
TJPDC Web Site Development	110	Dominique	Sara	Designing a bulleted list to show where site material should be moved to onto the shell Toole site.		
Census Count Committee	300	Sara	Jessica	CCC Meeting held October 7, 2019		Yes

PACC / PACC Tech	301/302	Chip	Dominique	Next meeting is TBD. Update web site as needed. Working with Ryan to add a "Comments" section for Transportation	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	
IT Inventory		Dominique		Identifying all IT inventory and status	No	No
Regional Quality of Life Indicators	300	Chip		Example Baton Rouge CityStats	Yes	
Meetings		Chip	David	Attended Annual VACO Conference		
Meetings		David		Attended Annual VML Conference		
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	December 5th FNA Meeting. December 12th Community Meeting. December 16th presentation to City Council. Future final presentation to City Planning Commission	Yes	
Albemarle Inventory	323	Sandy	Nick/	2 field workers to do data entry are hired and working. Hired through Network2Work Program. Agreement amendment sent to Siri for extension		Yes
Lovingston CDBG	308	Nick		Proposal submitted to A School		Yes
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 Ryan slowly updating site with 20+ façade changes		
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 renewing on 10/1/19. Waiting on DEQ signed contract	Yes	

rd Mitigation & Climate Change Plan	330	Shirese	Jessica / Lucinda	includes Albemarle County Committee		
Solid Waste/Recycling	303	Shirese	Dominique	Preparing solid waste presentation of 3-4 mins. Dominique as support staff when needed.		
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.		
Meetings		Christine		Attended Governor's Housing Conf		
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			
Meetings		Chip		Attended Governor's Transp Conf in NOVA		
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	
STAR TAP	315	Lucinda	Jessica	Right of Way Phase . Quarterly Report and Invoice		Yes
RIDESHARE-TDM		Sara	Jessica			
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. Preliminary Report provided Nov 5th. Attended DRPT Rail Conf in Richmond	Yes	
SAW Intercity	193/196	Sara	Chip	November 18th meeting Brite Facility		
JAUNT Board	191	Chip	Sara	Presenting JAUNT plan to Greene County	No	
Community Engagement Bus	195	Jessica	Chip	Search for grants $		
Fifth Street Trails	192	Jessica	Lucinda			Yes
TJPDC Corp.		Christine	Chip	Applied for VDACS Extension 11/14/19. Applied for 990s Extension 11/14/19.		

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Draft Minutes, November 7, 2019

Commissioners Present:
Nikuyah Walker – Charlottesville (7:36)
Liz Palmer – Albemarle County
Rick Randolph – Albemarle County
Tony O'Brien – Fluvanna County (7:10)
Dale Herring – Greene County
Andrea Wilkinson – Greene County
Robert Babyok – Louisa County
Willie Gentry—Louisa County
Ernie Reed – Nelson County
Lisa Green – Charlottesville (7:45)
Jesse Rutherford – Nelson County

Commissioners Absent:
Keith Smith – Fluvanna County

Staff Present:
Chip Boyles, Executive Director
David Blount
Don Reed
Christine Jacobs
Sherise Franklin

Guests Present:
David Foley, Robinson, Farmer, Cox
Margaret-Eldridge – ED of VA Recycling Association

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

2. Matters from the Public:
a. Comments by the Public: None

Suggested Agenda Change: Chip Boyles recommended switching the order of agenda items 2b and 2c so David Foley could leave after he presented the FY19 Annual Financial Audit. There were no objections

c. FY19 Annual Financial Audit: Chip Boyles introduced David Foley, partner with Robinson, Farmer, Cox Associates, PLLC. The Executive Finance/Audit committee met immediately prior to the Commission meeting at 6:00pm. David Foley shared that the completed audit contained 2 draft reports. The first report, the Independent Auditors' Report, detailed an 'unmodified opinion;' an expressed opinion that financial statements presented fairly, in all material respects, the respective financial position of the government activities, each major fund, and the aggregate remaining fund information of the TJPDC. The second report, the Independent Auditor's Report on Internal Controls Over Financial Reporting, did not find any deficiencies. Therefore, no audit adjustments were made. One difference noted in the TJPDC's financial statements was the indirect cost rate decrease from 72% to 62% in FY19.

b. Regional Solid Waste & Recycling Presentations: Chip Boyles introduced planner, Shirese Franklin. Shirese presented a brief overview of the environmental work that the TJPDC had done in the past, what they are currently doing, and what they strive to do moving forward. Specifically, the TJPDC strives to help recycling and solid waste stakeholders with coordination and collaboration.

- Andrea Johnson, CEO of van der Linde Recycling: Andrea detailed the process that van der Linde uses to sort and recycle materials from large scale construction dumpsters. She shared that van der Linde participates in Louisa' Work Release Program, a reentry program for formerly incarcerated persons in Louisa County.
- Jesse Warren, UVA Sustainability Program Manager: Jesse detailed UVA's sustainability program, to include its recycling and composting programs. He shared opportunities to work with the

surrounding community to reduce the amount of waste sent to landfills, as well as goals stemming from the Climate Action Plan. Jesse currently serves on both Albemarle County's Solid Waste Committee and the Climate Action Plan committee.
- Lance Stewart, Albemarle County Facilities and Environmental Services: Unable to attend.
- Marty Silman, Public Works Charlottesville: Marty shared that the City of Charlottesville is to release a Request for Proposals to comprehensively review the City's Solid Waste Program. The RFP is written in the form a problem statement with the consultant to identify solutions based on their review.
- Allen Morris, Greene County Solid Waste: Allen shared that Greene has had to put much of their recycling program 'on hold' due to changes in the market. He stressed the desire to work collaboratively with other localities to identify solutions.
- Phillip McKalips, Rivanna Solid Waste Authority: Phillip discussed a unique partnership with trucking companies as a means to transport glass recyclables to North Carolina. He suggested that there may be opportunities to work with others in the region on this.
- General Discussion: There was a brief discussion about coordinating regionally. Sherise noted that the TJPDC is happy to serve as the convener on a quarterly basis and asked others to indicate interest. She will follow up with scheduling a regional quarterly meeting for Solid Waste & Recycling. There was also a brief discussion about plants producing virgin plastics, their effect on recycling programs, and how states want the plants due to jobs and related industries.

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

- Organizational Structure: Chip shared that David Blount will now serve as the Deputy Director/Director of Legislative Affairs, as second in charge. Christine Jacobs will serve as the Chief Operating Officer/Director of Housing and will no longer be with the Thomas Jefferson Community Land Trust (TJCLT). The TJPDC will hire a new staff member to fill Christine's old roll as half-time TJCLT and half-time housing coordinator (or as other planner, as available). Shirese Franklin will assume the Regional Housing Plan management and assist with the Regional Housing Partnership management.
- DRPT Audit: The Department of Rail and Public Transportation completed its Compliance Audit for FY15-18. Findings indicated that the TJPDC materially complied with all necessary requirements to receive DRPT controlled funding.

4. Consent Agenda: The consent agenda consisted of the draft minutes of the October 3, 2019 Commission meeting, the FY19 Annual Financial Audit, and the Legislative support letter for broadband.

- **On a motion by Rick Randolph, seconded by Bob Babyok, the Commission unanimously approved the minutes of the October 3, 2019 Commission meeting.**
- **On a motion by Rick Randolph, seconded by Andrea Wilkinson, the Commission unanimously accepted the FY19 Annual Financial Audit.**
- **On a motion by Rick Randolph, seconded by Tony O'Brien, the Commission unanimously approved the Legislative support letter for broadband.**

5. Finance Report: Chip Boyles shared that there was a small deficit in September due to a couple of non-recurring expenses for IT server work and an audit payment to Robinson Farmer Cox. Further, there was a reduction in billable hours caused by two staff members not being hired until the 16th of the month. He also highlighted that the TJPDC's 12-month average operating expenses are $99,081 per month. The

TJPDC's grants and contract balances for FY20 show $115,225 in available funds per month to cover the operating expenses.

6. Other Business:

a. TJPD Commissioner Roundtable Reports:

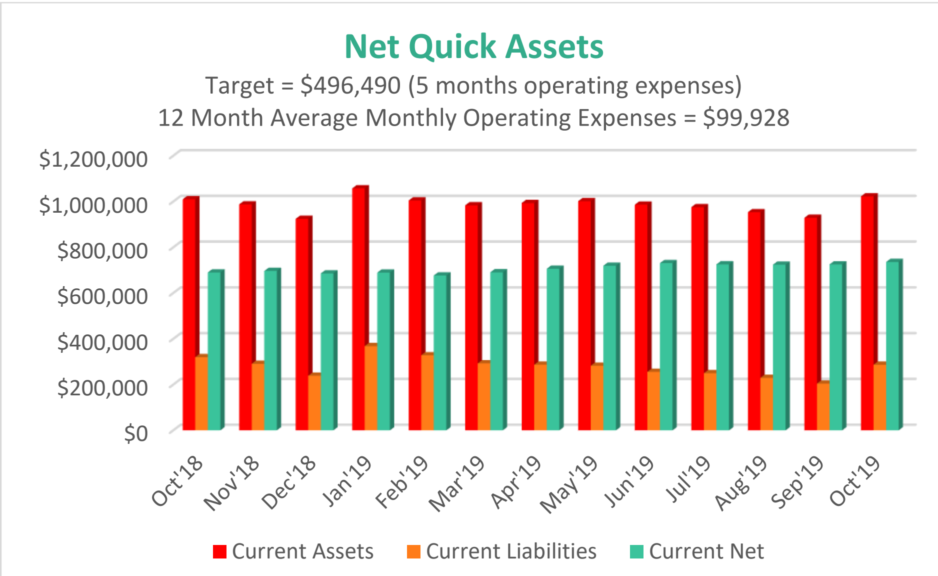
- Albemarle: Rick Randolph shared that Albemarle was planning on $5 million in mitigation money from installation of the Atlantic Coast Pipeline. The County has a 99-year lease on the parkland at Biscuit Run. The Albemarle County Board of Supervisors passed a resolution asking the Virginia General Assembly for support in the form of $5 million for each of the next 2 years. Rick noted that the park would not be funded regionally but would serve as a Regional Park with soccer fields. The state would need $45 million to open it as a state park. Albemarle County would only need $35 million to open the park. Liz Palmer shared that the Planning and Coordination Council (PACC) is dissolving and turning into a technical committee with staff representation. She also noted that Albemarle County Board of Supervisors passed a Resolution of Intent to Address Fill and Waste Activities and will consider a recycling ordinance next year to manage redevelopment issues related to demolition debris. Finally, she shared that the Albemarle County Board of Supervisors welcomed two new board members.
- Nelson: Ernie Reed reported that Nelson County also welcomed two new board members. Jesse Rutherford shared that Nelson County had an upcoming project that will be the first in the state. He withheld details until a future date. He also noted that Nelson will be working on the Lovingston streetscape project and Schuyler's wastewater project. The Schuyler project was denied both grant and loan funding. They will be looking at private sewage/drain fields for 44 homes. With the lots on soapstone it could amount to a $5 million project.
- Louisa: Bob Babyok shared that Louisa is in the final stages of their Comprehensive Plan rewrite. They are now looking at a zoning rewrite. He shared frustration with the James River Water Authority project because only one half of the story is being publicized. Bob shared that the county dropped their concealed carry permit fee. He also shared that 12 new businesses were coming to the Zion Crossroads area.
- Charlottesville: Lisa Green noted that the City of Charlottesville had a Comprehensive Plan, Housing Policy, and Zoning rewrite coming up and that a consultant had been selected. She is particularly excited about the South First Street Public Housing Project and the community-led design and engagement that has occurred. Nikuyah Walker reiterated the work that was going in to the planning and financing of the South First Street project. She shared that the City of Charlottesville is working on reconfiguring schools for upper elementary and middle so that there will be a true 6^{th}-8^{th} grade middle school.
- Greene: Andrea Wilkerson shared that the chair of the TJPDC Commission, Dale Herring, was re-elected to the Greene County Board of Supervisors. Dale Herring shared that they were excited about the ground-breaking for the new farmers' market. He also shared that the Greene County Board of Supervisors welcomed 2 new board members.
- Fluvanna: Tony O'Brien shared that the new water tower was going up and that there were frustrations with the water project.

b. Next Meeting: The next Commission meeting will be held on Thursday, December 5, 2019. There will not be a January Commission meeting.

7. Adjournment: **Without objection, the Commission meeting was adjourned at 9:13 pm.**

Thomas Jefferson Planning District Commission

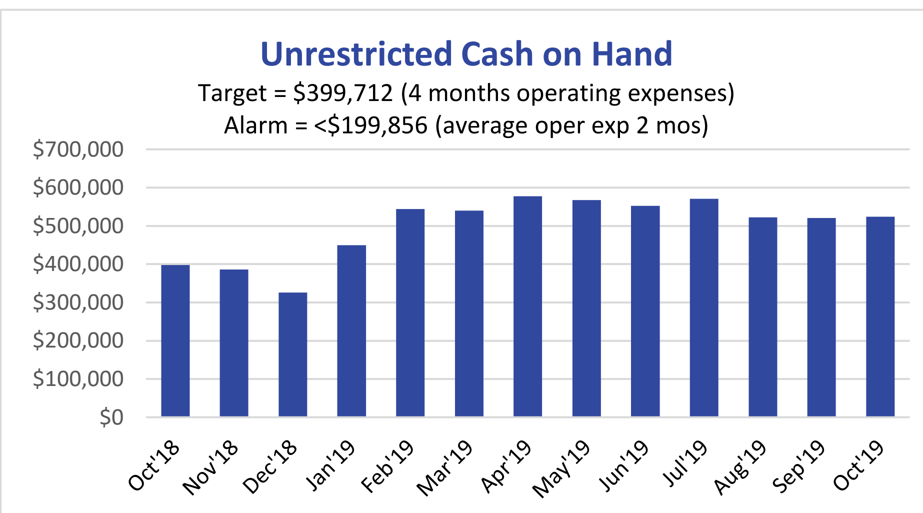
FINANCIAL DASHBOARD
Through October 31, 2019



Net Quick Assets

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
Oct'19=	$735,829

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 7.36 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses remained at $99,928. The 3-month average of expenses is $101,457. Actual operating expenses for October were $105,878 compared to $108,535 in September.

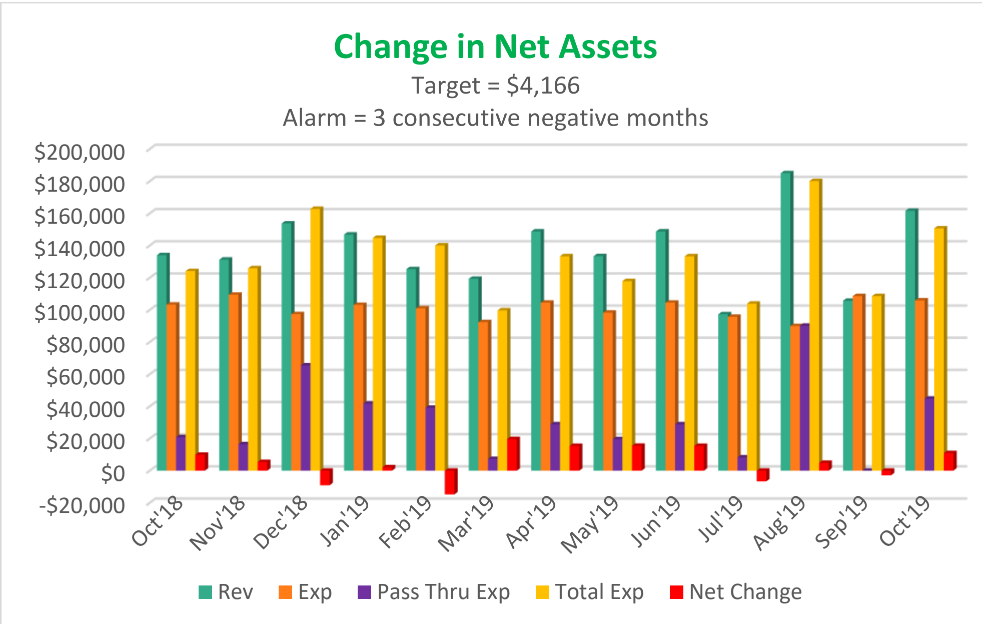


UNRESTRICTED CASH ON HAND consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

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 $523,668 represents 5.25 months of operating expenses.

Planning District Commission

FINANCIAL DASHBOARD
Through October 31, 2019



Monthly Net Revenue

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)
Oct'19=	$10,903

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 gain for the month of October of $10,903, resulting in a gain of $6,288 for the year to date. The Accrued Revenue Report shows available funds of $115,225 per month for FY20. Actual operating expensed for October were $105,878.

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
October 2019

8:46 AM
11/21/19
Accrual Basis

	Oct 19	Budget	Jul - Oct 19	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	84,989	85,973	263,130	343,892	1,031,676
4120 · State Funding Source	23,373	24,536	93,523	99,686	245,933
4130 · Local Source	38,954	38,888	135,257	150,609	445,982
42000 · Local Match Per Capita	13,059	13,081	52,237	52,323	156,968
4280 · Interest Income	1,202	500	5,395	2,000	6,000
Total Income	161,577	162,977	549,542	648,510	1,886,559
Gross Profit	161,577	162,977	549,542	648,510	1,886,559
Expense					
61000 · Personnel	82,793	81,452	303,314	330,274	955,008
6900 · Overhead Allocation	246	0	246	0	0
62391 · Postage Expense	61	287	557	1,151	3,452
62392 · Subscriptions, Publications	32	46	460	183	550
62393 · Supplies	934	693	3,307	2,770	8,360
62394 · Audit -Legal Expenses	0	0	5,000	8,250	16,500
6240 · Advertising	2,363	1,828	8,058	7,313	22,765
62404 · Meeting Expenses	2,367	592	5,163	2,369	7,108
62410 · TJPDC Contractual	3,526	4,273	16,790	16,865	51,209
6281 · Dues	170	723	1,125	3,140	9,220
62850 · Insurance	361	296	1,397	1,183	3,300
62890 · Printing/Copier	524	275	1,798	1,833	5,451
63200 · Rent Expense	7,766	7,678	30,472	30,711	92,134
63210 · Equipment/Data Use	802	2,451	5,307	9,806	29,417
63220 · Telephone Expense	427	493	2,294	1,973	5,919
63300 · Travel-Vehicle	1,561	1,458	5,482	5,945	17,207
6345 · Janitorial Service	693	910	3,183	3,640	10,920
6390 · Professional Development	1,253	1,413	7,210	5,652	16,957
Total Expense	105,878	104,868	401,164	433,060	1,255,477
Net Ordinary Income	55,699	58,109	148,378	215,450	631,082
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	24,386	34,268	110,493	137,072	411,216
8399 · Grants Contractual Services	20,410	18,322	32,657	73,289	219,866
Total Other Expense	44,796	52,590	143,150	210,361	631,082
Net Other Income	(44,796)	(52,590)	(143,150)	(210,361)	(631,082)
Net Income	**10,903**	**5,519**	**5,229**	**5,090**	**0**

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of October 31, 2019

	Oct 31, 19	Oct 31, 18	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	521,353.36	474,764.74	46,588.62
1189 · Capital Reserve	236,189.00	198,250.00	37,939.00
Total Checking/Savings	757,542.36	673,014.74	84,527.62
Accounts Receivable			
1190 · Receivable Grants	232,634.72	323,540.67	-90,905.95
Total Accounts Receivable	232,634.72	323,540.67	-90,905.95
Other Current Assets			
1310 · Prepaid Rent	2,864.58	416.67	2,447.91
1330 · Prepaid Insurance	3,870.22	3,651.53	218.69
1360 · Prepaid Other	25,750.73	9,486.34	16,264.39
Total Other Current Assets	32,485.53	13,554.54	18,930.99
Total Current Assets	1,022,662.61	1,010,109.95	12,552.66
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	-122,414.53	-119,782.91	-2,631.62
Total Fixed Assets	5,904.76	3,338.88	2,565.88
TOTAL ASSETS	**1,028,567.37**	**1,013,448.83**	**15,118.54**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	50,040.08	41,660.41	8,379.67
Total Accounts Payable	50,040.08	41,660.41	8,379.67
Credit Cards			
2155 · Accounts Payable Credit Card	2,919.88	3,296.58	-376.70
Total Credit Cards	2,919.88	3,296.58	-376.70
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2800 · Deferred Revenue	233,874.40	275,093.67	-41,219.27
Total Other Current Liabilities	233,874.40	275,093.67	-41,219.27
Total Current Liabilities	286,834.36	320,050.66	-33,216.30
Long Term Liabilities			
2200 · Leave Payable	43,055.12	47,129.96	-4,074.84
Total Long Term Liabilities	43,055.12	47,129.96	-4,074.84
Total Liabilities	329,889.48	367,180.62	-37,291.14
Equity			
3000 · General Operating Fund	455,975.61	444,976.64	10,998.97
3100 · Restricted Capital Reserve	236,189.00	198,250.00	37,939.00
3600 · Net Investment in Fixed Assets	1,284.78	2,686.50	-1,401.72
Net Income	5,228.50	355.07	4,873.43
Total Equity	698,677.89	646,268.21	52,409.68
TOTAL LIABILITIES & EQUITY	**1,028,567.37**	**1,013,448.83**	**15,118.54**

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	6,428									25,158			25,158	72,317
MPO-PL	07/01/19	06/30/20	184,419	6,329	6,701	12,128	13,696									38,854			38,854	145,565
HOME TJPDC	07/01/19	06/30/20	45,690	4,325	5,360	3,555	10,307									23,547			23,547	22,143
HOME PASS-THROUGH	07/01/19	06/30/20	411,216	6,107	80,000		24,386									110,493			110,493	300,723
HOUSING HPG	07/01/19	06/30/20	8,928	2,441	1,062	982	1,563									6,048			6,048	2,880
HPG PASS-THROUGH	07/01/19	06/30/20	50,942	2,100	6,047		18,332									26,479			26,479	24,463
STATE SUPPORT TO PDC	07/01/19	06/30/20	75,971	6,331	6,331	6,330	6,331									25,323			25,323	50,648
RIDESHARE	07/01/19	06/30/20	177,070	12,120	18,944	11,926	13,486									56,476			56,476	120,594
RURAL TRANSPORTATION	07/01/19	06/30/20	58,000	3,670	3,784	4,573	7,466									19,493			19,493	38,507
RTP-TDM	07/01/19	06/30/20	50,000		1,704	2,939	1,718									6,361			6,361	43,639
CACF GREENWAYS GRANT	07/01/17	10/15/19	40,320	438	579	1,111	2,728									4,856	35,464		40,320	0
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	1,335									3,523			3,523	477
ALBEMARLE INVENTORY	05/04/19	09/30/19	45,450	2,487	19	469	2,061									5,036	4,845		9,881	35,569
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	7,851	9,835									31,370			31,370	69,899
VAPDC-ED	07/01/19	06/30/20	53,952	5,909	4,185	4,482	4,447									19,023			19,023	34,929
SOLID WASTE	07/01/19	06/30/20	10,500	985		126	2,541									3,652			3,652	6,848
RIVANNA RIVER CORRIDOR Ph 2	07/01/19	06/30/20	87,464	2,945	3,332	4,536	2,426									13,239			13,239	74,225
RRBC	07/01/19	06/30/20	3,908	338	2,014	2,583	1,279									6,214			6,214	-2,306
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	3,273									17,681	12,080	13,000	29,761	30,739
TJCLT	10/19/17	10/19/19	54,990	3,754	4,751	4,821	5,019									18,345			18,345	36,645
REGL HSG PLAN	10/31/18	06/30/20	63,150	2,083	4,474	5,332	4,018									15,907	14,776	20,000	30,683	12,467
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	13,059									52,236			52,236	104,732
WATER STREET CENTER	07/01/19	06/30/20	7,800		840	525	420									1,785			1,785	6,015
OFFICE LEASES - RENT	07/01/19	06/30/20	9,000	1,200	1,200	1,200	1,200									4,800			4,800	4,200
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	804									1,939	11,995		13,934	11,566
5TH STREET TAP	11/16/16	10/01/20	27,352	629	266		2,217									3,112	19,652		22,764	4,588
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	1,202									5,395			5,395	605
TOTAL			**2,574,373**	**96,950**	**185,482**	**105,533**	**161,577**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**549,542**	**247,331**	**33,000**	**796,873**	**1,744,500**

Op Expenses	12 month average	$99,298	Pass-through funds	$826,067
	3 month average	$101,457	Contract funds	
			TJPDC Available Funds	$918,433
	last month	$105,878	Available funds per month	$114,804.17

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