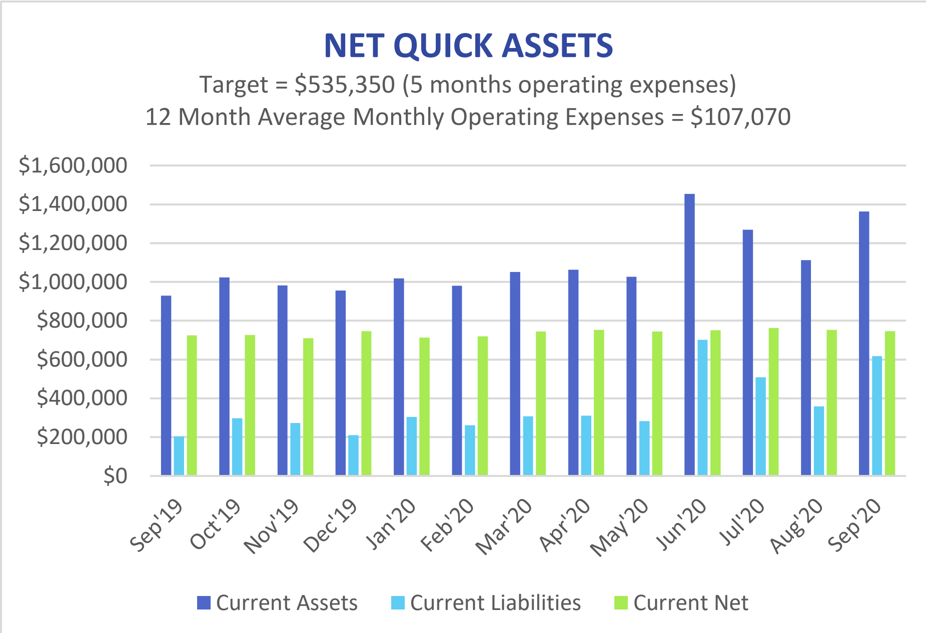
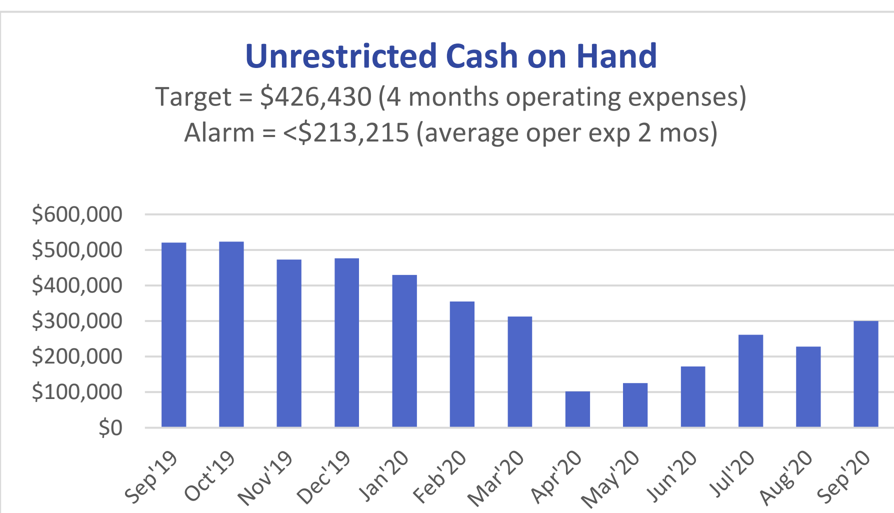
Thomas Jefferson Planning District Commission

FINANCIAL DASHBOARD
Through September 30, 2020



Sep’19= $725,255
Oct’19= $735,829
Nov’19=$710,578
Dec’19=$745,566
Jan’20= $713,207
Feb’20=$719,287
Mar’20=$744,936
Apr’20= $752,299
May’20=$744,520
Jun’20 = $751,339
Jul’20= $761,878
Aug’20=$753,340
Sep’20=$746,274

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 just under 7 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses increased to $107,070. The 3-month average of expenses is $108,803. Actual operating expenses for September were $114,080 compared to $109,676 in August. Capital reserves = $746,274-$535,350 = $210,924.



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 $299,705 represents 2.8 months of operating expenses. Unrestricted cash has increased from an April level of $102,049 to $299,705 at the end of September.

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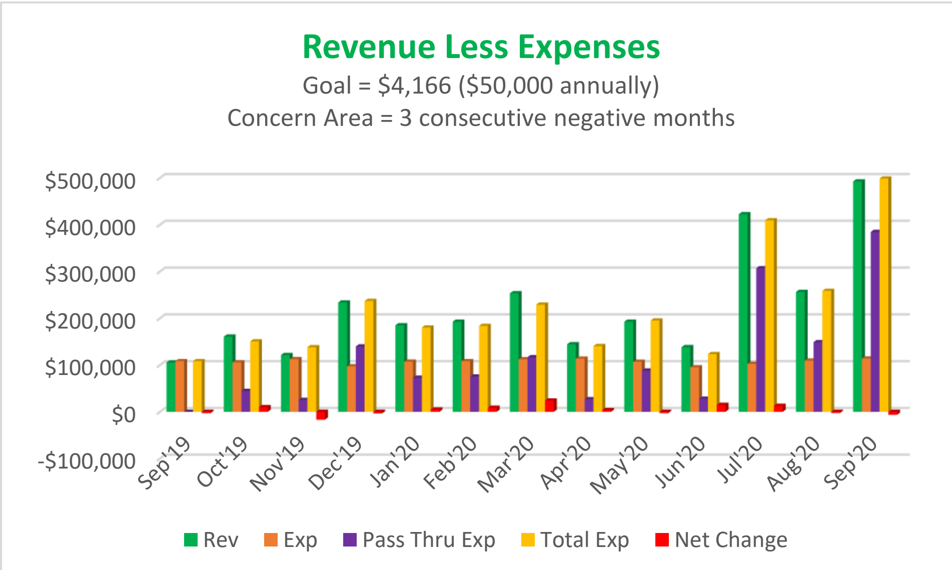

Monthly Net Revenue

Sep'19=	($2,733)
Oct'19=	$10,130
Nov'19=	($16,753)
Dec'19=	($3,154)
Jan'20=	$4,862
Feb'20=	$8,863
Mar'20=	$24,130
Apr'20=	$3,722
May'20=	($2,591)
Jun'20=	$14,870
Jul'20=	$12,974
Aug'20=	($2,388)
Sep'20=	($6,222)

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The FY21 Budget adopted is estimating a $ 0 net gain. There was a loss in September of $6,222 resulting in a net gain of $ 4,364 for the year to date. (Expenses are revised over time as they may be reclassified from operating expenses to assets) Much higher than normal revenues and expenses are due to the RMRP Cares Act grant that began in July. The Accrued Revenue Report shows available funds of $112,549 per month for FY21. Actual operating expenses for September were $114,080. We have experienced increased one-time expenditures in August and September for Housing Website development, purchase of two laptops, audit payments and equipment, and decreased revenues due to quarterly DRPT reimbursements. We are though ahead of where we were last year through 3 months. FY20 through 3 months was ($5,674).

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 11:39 AM

Consolidated Profit and Loss

10/22/20

September 2020 Accrual Basis

	Sep 20	Budget	Jul - Sep 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	425,925	97,131	994,844	291,392	1,165,569
4120 · State Funding Source	18,052	29,551	60,556	88,655	354,622
4130 · Local Source	30,343	41,204	85,506	123,613	495,278
4131 · Event Sponsors & Fees	0	0	0	0	0
42000 · Local Match Per Capita	18,010	17,138	37,903	45,179	158,365
4280 · Interest Income	171	833	508	2,500	10,000
Total Income	492,500	185,857	1,179,316	551,339	2,183,834
Gross Profit	492,500	185,857	1,179,316	551,339	2,183,834
Expense					
61000 · Personnel	84,742	87,664	255,007	257,081	1,032,784
6900 · Overhead Allocation	0	0	0	0	0
62391 · Postage Expense	62	159	471	476	1,904
62392 · Subscriptions, Publications	0	46	184	138	550
62393 · Supplies	684	928	1,303	2,794	11,200
62394 · Audit -Legal Expenses	7,750	8,250	7,801	8,250	16,500
6240 · Advertising	499	1,936	1,500	5,809	24,061
62404 · Meeting Expenses	40	857	142	2,572	10,286
62410 · TJPDC Contractual	5,619	3,546	15,880	10,996	46,100
6281 · Dues	405	818	1,633	2,455	9,820
62850 · Insurance	481	282	1,444	800	3,336
62890 · Printing/Copier	49	387	679	1,161	4,642
63200 · Rent Expense	10,279	7,860	25,812	23,580	94,319
63210 · Equipment/Data Use	787	1,483	8,533	4,450	17,800
63220 · Telephone Expense	1,818	489	2,500	1,466	5,862
63300 · Travel-Vehicle	316	1,828	1,329	5,484	22,080
6345 · Janitorial Service	348	827	982	2,480	9,920
6390 · Professional Development	200	1,495	1,264	4,486	17,944
Total Expense	114,080	118,855	326,462	334,475	1,329,108
Net Ordinary Income	378,420	67,002	852,854	216,865	854,726
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	80,530	48,356	196,703	145,069	580,277
8399 · Grants Contractual Services	304,112	22,871	651,576	68,612	274,449
Total Other Expense	384,643	71,227	848,280	213,682	854,726
Net Other Income	(384,643)	(71,227)	(848,280)	(213,682)	(854,726)
Net Income	**(6,223)**	**(4,226)**	**4,575**	**3,183**	**0**

7:59 AM
10/28/20
Accrual Basis

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of September 30, 2020

	Sep 30, 20	Sep 30, 19	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	899,267.96	475,622.30	423,645.66
1189 · Capital Reserve	210,924.00	228,470.00	-17,546.00
Total Checking/Savings	1,110,191.96	704,092.30	406,099.66
Accounts Receivable			
1190 · Receivable Grants	213,748.73	204,490.29	9,258.44
Total Accounts Receivable	213,748.73	204,490.29	9,258.44
Other Current Assets			
1310 · Prepaid Rent	0.00	3,125.00	-3,125.00
1330 · Prepaid Insurance	16,720.11	4,401.68	12,318.43
1360 · Prepaid Other	22,534.66	14,177.56	8,357.10
Total Other Current Assets	39,254.77	21,704.24	17,550.53
Total Current Assets	1,363,195.46	930,286.83	432,908.63
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	0.00	9,175.61
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	122,260.29	111,737.79	10,522.50
1410 · Server	0.00	11,384.00	-11,384.00
1499 · Accumulated Depreciation	-115,044.17	-122,153.35	7,109.18
Total Fixed Assets	21,589.23	6,165.94	15,423.29
TOTAL ASSETS	1,384,784.69	936,452.77	448,331.92
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	24,627.46	16,834.68	7,792.78
Total Accounts Payable	24,627.46	16,834.68	7,792.78
Credit Cards			
2155 · Accounts Payable Credit Card	1,615.93	5,099.28	-3,483.35
Total Credit Cards	1,615.93	5,099.28	-3,483.35
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2467 · Employee Deferred Compensation	83.33	0.00	83.33
2800 · Deferred Revenue	590,185.26	183,771.01	406,414.25
Total Other Current Liabilities	590,268.59	183,771.01	406,497.58
Total Current Liabilities	616,511.98	205,704.97	410,807.01
Long Term Liabilities			
2200 · Leave Payable	45,018.30	43,581.04	1,437.26
Total Long Term Liabilities	45,018.30	43,581.04	1,437.26
Total Liabilities	661,530.28	249,286.01	412,244.27
Equity			
3000 · General Operating Fund	507,230.16	463,694.61	43,535.55
3100 · Restricted Capital Reserve	210,924.00	228,470.00	-17,546.00
3600 · Net Investment in Fixed Assets	116.78	1,401.58	-1,284.80
Net Income	4,983.47	-6,399.43	11,382.90
Total Equity	723,254.41	687,166.76	36,087.65
TOTAL LIABILITIES & EQUITY	1,384,784.69	936,452.77	448,331.92

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2021

Grant or Contract	GRANT-CONTRACT START DATE	GRANT-CONTRACT END DATE	GRANT-CONTRACT TOTAL	JULY FY21	AUG FY21	SEPT FY21	OCT FY21	NOV FY21	DEC FY21	JAN FY21	FEB FY21	MARCH FY21	APRIL FY21	MAY FY21	JUNE FY21	YEAR TO DATE FY21	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY22	GRANT TO DATE	GRANT-CONTRACT REMAINING FY21	NOTES
MPO-FTA	07/01/20	06/30/21	102,624	11,439	10,816	6,802										29,057			29,057	73,567	MPO FTA Transit Planning
MPO-PL	07/01/20	06/30/21	187,626	21,600	17,488	14,137										53,225			53,225	134,401	MPO PL Transp Planning
HOME TJPDC	07/01/20	06/30/21	64,475	3,806	4,986	6,101										14,893		9,047	14,893	40,535	HUD HOME Housing Grants Admin
HOME PASS-THRU	07/01/20	06/30/21	580,277	83,050	25,329	80,531										188,910			188,910	391,367	HUD HOME Housing Grants Construction
HOUSING HPG	07/01/20	06/30/21	28,656	2,002	2,391	356										4,749			4,749	23,907	USDA Housing Repair Admin
HPG PASS-THRU	07/01/20	06/30/21	191,043	10,139	2,550											12,689			12,689	178,354	USDA Housing Repair Construction
STATE SUPPORT TO PDC	07/01/20	06/30/21	75,971	6,330	6,331	6,331										18,992			18,992	56,979	State funding to TJPDC General
RIDESHARE	07/01/20	06/30/21	177,070	10,121	10,263	8,865										29,249		16,404	29,249	131,417	Rideshare TDM Program Marketing & Management
RURAL TRANSPORTATION	07/01/20	06/30/21	58,000	3,969	2,997	6,054										13,020			13,020	44,980	VDOT Rural Transp Planning
RTP-TDM	07/01/20	06/30/21	33,068	726	2,850	2,644										6,220		0	6,220	26,848	Regional Transit Partnership
RTP Pass Through	07/01/20	06/30/21	16,932													0			0	16,932	Grant Match if needed
LOVINGSTON	11/01/18	06/30/21	23,192	2,234	470	1,640										4,344	15,753	0	20,097	3,095	CDBG Downtown Plan Grant
LOVINGSTON PASS THRU	11/01/18	06/30/21	13,735			13,385										13,385	350	0	13,735	0	Consultant Design Costs
NELSON CARES 2020	08/12/20	12/31/20	15,000		2,709	4,910														15,000	CARES Business Grants Admin
Pass Thorughs	08/12/20	12/31/20	335,000																	335,000	CARES Business Grants Pass Through
TJPDC CORPORATION	07/01/20	06/30/21	0													0			0	0	Non-profit Arm
LEGISLATIVE LIAISON	07/01/20	06/30/21	102,171	6,581	7,134	9,940										23,655			23,655	78,516	
VAPDC-ED	07/01/20	06/30/21	50,000	4,167	4,167	4,262										12,596			12,596	37,404	Contract for Admin Services
SOLID WASTE	07/01/20	06/30/21	10,500	384	279	329										992		0	992	9,508	Contract for annual reporting
RIVANNA RIVER CORRIDOR Ph 2	07/01/20	06/30/21	87,464	1,676	3,097	4,449										9,222	33,165	0	42,387	45,077	Regional River Plan
RRBC	07/01/20	06/30/21	10,500	933	967	969										2,869			2,869	7,631	Rivanna Commission
WIP PHASE III	06/01/18	12/30/20	50,997	2,801	3,144	2,761										8,706	0	0	8,706	42,291	Chesapeake Watershed Assistance to DEQ
Hazard Mitigation		06/30/21	31,040													0			0	31,040	24 month planning project resiliency
Haz Mit Pass Through		06/30/21	0													0	0		0	0	
TJCLT	10/19/17	06/30/21	26,985	7,508	7,911	3,996										19,415			19,415	7,570	Contract for Admin Land Trust
AFFORDABLE HSG																0			0	0	Regional Housing Partnership
REGL HSG PLAN	10/31/18	06/30/21	95,875	3,275	3,444	2,302										9,021	55,823	0	64,844	31,031	Regional Housing Plan Grant
RHP PASS-THROUGH	10/31/18	06/30/21	54,125													0	54,125		54,125	0	Housing Plan Contract with others
MEMBER PER CAPITA	07/01/20	06/30/21	158,365	9,946	9,946	18,010										37,902			37,902	120,463	Local Govt Annual Contributions
WATER STREET CENTER	07/01/20	06/30/21	0													0			0	0	Rental Fees
OFFICE LEASES - RENT	07/01/20	06/30/21	13,230	950	600	1,300										2,850			2,850	10,380	Rental Fees
STANARDSVILLE TAP	04/06/15	10/01/20	25,500	462	293	682										1,437	17,856	0	19,293	6,207	VDOT Streetscape Contract
RMRP	04/01/20	12/31/20	67,500	14,541	4,847	8,046										27,434	6,562		33,996	33,504	Regional Rent Refief Grants COVID Admin
RMRP Pass Through			1,282,500	213,730	121,046	283,527										618,303			618,303	664,197	RMRP Pass Through Grants
5TH STREET TAP	11/16/16	10/01/20	0													0	0	0	0	0	VDOT Bike Path Grant
5th STREET TAP Pass Through	11/16/16	10/01/20	0													0	0	0	0	0	VDOT Bike Path Design & Constr
BANK INTEREST	07/01/20	06/30/21	2,100	177	159	171										507			507	1,593	Investment Pool Savings Income
TOTAL			**3,971,521**	**422,547**	**256,214**	**492,500**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,163,642**	**183,634**	**25,451**	**1,347,276**	**2,598,794**	

Op Expenses	12 month average	$107,070
	3 month average	$108,803
	last month	$114,080

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Pass-through funds	$1,585,850
Contract funds	
TJPDC Available Funds	$1,012,944
Available funds per month	$112,549.33

Possible new funding grants non shown: additional RMRP up to $2.2m total; CEDS $125,000; Alb Transit $107,000; Regional Transit $400,000
Possible loss: Rideshare ($100,000); HOME reduction ($100,000); HPG transfer to FY22 ($50,000)