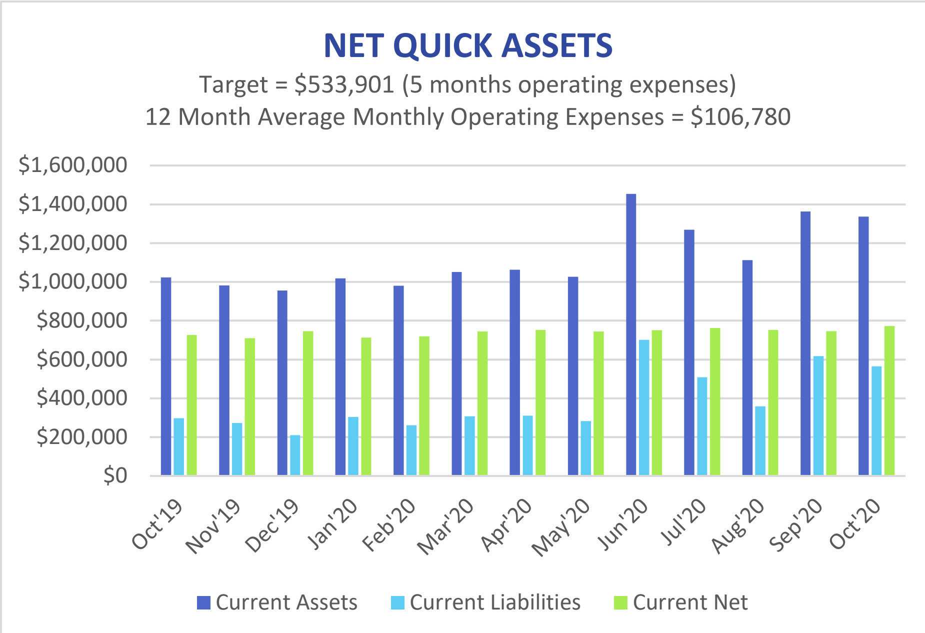
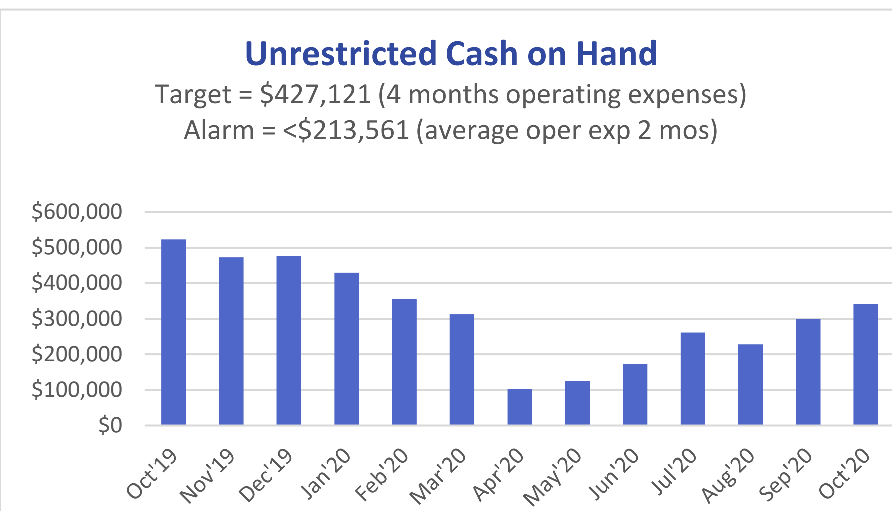
Thomas Jefferson Planning District Commission

FINANCIAL DASHBOARD
Through October 31, 2020



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
Oct'20=$773,192

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 7.24 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses decreased to $106,780. The 3-month average of expenses is $108,721. Actual operating expenses for October were $102,406 compared to $114,080 in September. Capital reserves = $773,192-$533,901 = $239,291.



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 $341,493 represents 3.2 months of operating expenses. Unrestricted cash has increased from an April level of $102,049 to $341,493 at the end of October.

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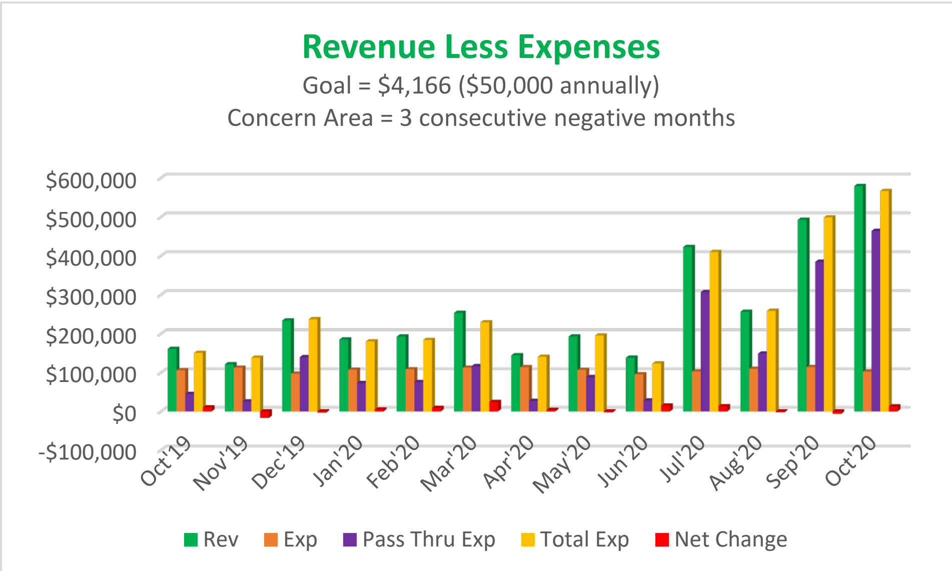

Monthly Net Revenue

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)
Oct'20=	$12,874

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 net gain in October of $12,874 resulting in a net gain of $ 30,401 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 but ends December 30th. The Accrued Revenue Report shows available funds of $112,549 per month for FY21. Actual operating expenses for October were $102,406.

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 2020

9:44 AM
11/19/20
Accrual Basis

	Oct 20	Budget	Jul - Oct 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	497,252	97,131	1,497,771	388,523	1,165,569
4120 · State Funding Source	20,955	29,552	81,022	118,207	354,622
4130 · Local Source	47,694	41,204	140,558	164,818	495,278
42000 · Local Match Per Capita	13,152	9,207	51,054	54,386	158,365
4280 · Interest Income	182	833	689	3,333	10,000
Total Income	579,234	177,927	1,771,094	729,267	2,183,834
Gross Profit	579,234	177,927	1,771,094	729,267	2,183,834
Expense					
61000 · Personnel	85,564	85,091	340,570	342,172	1,032,784
62391 · Postage Expense	0	159	471	635	1,904
62392 · Subscriptions, Publications	0	46	184	183	550
62393 · Supplies	0	929	1,303	3,722	11,200
62394 · Audit -Legal Expenses	0	0	7,801	8,250	16,500
6240 · Advertising	191	1,936	1,691	7,745	24,061
62404 · Meeting Expenses	0	857	142	3,429	10,286
62410 · TJPDC Contractual	3,421	3,448	19,301	14,445	46,100
6281 · Dues	585	818	2,218	3,273	9,820
62850 · Insurance	481	282	1,925	1,082	3,336
62890 · Printing/Copier	231	387	910	1,547	4,642
63200 · Rent Expense	8,090	7,860	33,902	31,440	94,319
63210 · Equipment/Data Use	1,508	1,483	10,042	5,933	17,800
63220 · Telephone Expense	698	489	2,789	1,954	5,862
63300 · Travel-Vehicle	1,288	1,880	2,617	7,363	22,080
6345 · Janitorial Service	348	827	1,330	3,307	9,920
6390 · Professional Development	0	1,495	1,264	5,981	17,944
Total Expense	102,406	107,987	428,459	442,461	1,329,108
Net Ordinary Income	476,828	69,941	1,342,635	286,806	854,726
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	51,807	48,356	248,510	193,426	580,277
8399 · Grants Contractual Services	412,147	22,871	1,063,723	91,483	274,449
Total Other Expense	463,954	71,227	1,312,233	284,909	854,726
Net Other Income	(463,954)	(71,227)	(1,312,233)	(284,909)	(854,726)
Net Income	**12,874**	**(1,286)**	**30,401**	**1,897**	**0**

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of October 31, 2020

	Oct 31, 20	Oct 31, 19	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	837,962.42	521,379.28	316,583.14
1189 · Capital Reserve	239,291.00	236,189.00	3,102.00
Total Checking/Savings	1,077,253.42	757,568.28	319,685.14
Accounts Receivable			
1190 · Receivable Grants	219,734.88	223,426.29	-3,691.41
Total Accounts Receivable	219,734.88	223,426.29	-3,691.41
Other Current Assets			
1310 · Prepaid Rent	2,291.67	2,864.58	-572.91
1330 · Prepaid Insurance	16,141.48	3,870.22	12,271.26
1360 · Prepaid Other	21,664.30	25,859.77	-4,195.47
Total Other Current Assets	40,097.45	32,594.57	7,502.88
Total Current Assets	1,337,085.75	1,013,589.14	323,496.61
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	123,060.29	111,737.79	11,322.50
1410 · Server	0.00	11,384.00	-11,384.00
1499 · Accumulated Depreciation	-115,954.47	-122,414.53	6,460.06
Total Fixed Assets	21,478.93	5,904.76	15,574.17
TOTAL ASSETS	**1,358,564.68**	**1,019,493.90**	**339,070.78**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	39,061.72	50,040.08	-10,978.36
Total Accounts Payable	39,061.72	50,040.08	-10,978.36
Credit Cards			
2155 · Accounts Payable Credit Card	0.90	2,919.88	-2,918.98
Total Credit Cards	0.90	2,919.88	-2,918.98
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2800 · Deferred Revenue	524,838.96	226,299.07	298,539.89
Total Other Current Liabilities	524,838.96	226,299.07	298,539.89
Total Current Liabilities	563,901.58	279,259.03	284,642.55
Long Term Liabilities			
2200 · Leave Payable	46,116.00	43,055.12	3,060.88
Total Long Term Liabilities	46,116.00	43,055.12	3,060.88
Total Liabilities	610,017.58	322,314.15	287,703.43
Equity			
3000 · General Operating Fund	478,863.42	455,975.61	22,887.81
3100 · Restricted Capital Reserve	239,291.00	236,189.00	3,102.00
3600 · Net Investment in Fixed Assets	0.00	1,284.78	-1,284.78
Net Income	30,392.68	3,730.36	26,662.32
Total Equity	748,547.10	697,179.75	51,367.35
TOTAL LIABILITIES & EQUITY	**1,358,564.68**	**1,019,493.90**	**339,070.78**

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	9,138									38,195			38,195	64,429	MPO FTA Transit Planning
MPO-PL	07/01/20	06/30/21	187,626	21,600	17,488	14,137	15,077									68,302			68,302	119,324	MPO PL Transp Planning
HOME TJPDC	07/01/20	06/30/21	64,475	3,806	4,986	6,101	4,195									19,088		9,047	19,088	36,340	HUD HOME Housing Grants Admin
HOME PASS-THRU	07/01/20	06/30/21	580,277	83,050	25,329	80,531	51,807									240,717			240,717	339,560	HUD HOME Housing Grants Construction
HOUSING HPG	07/01/20	06/30/21	28,656	2,002	2,391	356	1,256									6,005			6,005	22,651	USDA Housing Repair Admin
HPG PASS-THRU	07/01/20	06/30/21	191,043	10,139	2,550		14,713									27,402			27,402	163,641	USDA Housing Repair Construction
STATE SUPPORT TO PDC	07/01/20	06/30/21	75,971	6,330	6,331	6,331	6,331									25,323			25,323	50,648	State funding to TJPDC General
RIDESHARE	07/01/20	06/30/21	135,411	10,121	10,263	8,865	9,904									39,153			39,153	96,258	Rideshare TDM Program Marketing & Management
RURAL TRANSPORTATION	07/01/20	06/30/21	58,000	3,969	2,997	6,054	3,113									16,133			16,133	41,867	VDOT Rural Transp Planning
RTP-TDM	07/01/20	06/30/21	33,068	726	2,850	2,644	6,642									12,862		0	12,862	20,206	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	1,355	424									4,483	15,753	0	20,236	2,956	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	5,143									12,762			12,762	2,238	CARES Business Grants Admin
Pass Thorughs	08/12/20	12/31/20	335,000				123,113									123,113			123,113	211,887	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	6,967									30,622			30,622	71,549	
VAPDC-ED	07/01/20	06/30/21	50,000	4,167	4,324	4,262	4,167									16,920			16,920	33,080	Contract for Admin Services
SOLID WASTE	07/01/20	06/30/21	10,500	384	279	329	161									1,153		0	1,153	9,347	Contract for annual reporting
RIVANNA RIVER CORRIDOR Ph 2	07/01/20	06/30/21	87,464	1,676	3,097	4,449	8,155									17,377	33,165	0	50,542	36,922	Regional River Plan
RRBC	07/01/20	06/30/21	10,500	933	967	969	444									3,313			3,313	7,187	Rivanna Commission
WIP PHASE III	06/01/18	12/30/20	50,997	2,801	3,144	2,761	2,786									11,492	0	0	11,492	39,505	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	01/31/21	38,244	7,508	7,911	3,996	3,914									23,329			23,329	14,915	Contract for Admin Land Trust
AFFORDABLE HSG	07/01/20	06/30/21														0			0	0	Regional Housing Partnership
REGL HSG PLAN	10/31/18	06/30/21	95,875	3,275	3,444	2,302	4,009									13,030	55,823	0	68,853	27,022	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	13,152									51,054			51,054	107,311	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	258									1,695	17,856	0	19,551	5,949	VDOT Streetscape Contract
RMRP	04/01/20	12/31/20	67,500	14,541	4,847	8,046	9,862									37,296	6,562		43,858	23,642	Regional Rent Refief Grants COVID Admin
RMRP Pass Through			1,282,500	213,730	121,046	283,527	274,321									892,624			892,624	389,876	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	182									689			689	1,411	Investment Pool Savings Income
TOTAL			**3,941,121**	**422,547**	**256,371**	**492,215**	**579,234**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,750,367**	**183,634**	**9,047**	**1,934,001**	**1,998,073**	

Op Expenses	12 month average	$106,780
	3 month average	$108,721
	last month	$102,406

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Pass-through funds	$1,121,896
Contract funds	
TJPDC Available Funds	$876,177
Available funds per month	$109,522.13

Possible new funding grants non shown: CEDS $125,000; Alb Transit $107,000; Regional Transit $400,000

Does not include $37,500 in FY21 Revenues for Housing Locator Project.