Thomas Jefferson
Planning District Commission

To: Thomas Jefferson Planning District Commission
From: Chip Boyles, Executive Director
Date: February 4, 2021

Re: Final Amended Budget FY21

Purpose: To present the amended FY21 budget, to be used as the basis for financial reports throughout the year.

Background: The budget process for each fiscal year consists of three steps: 1) approval of the projected budget in September/October, setting the per capita rate, population basis, and amounts requested for specific programs, to serve as the basis for budget submissions to localities, 2) the operating budget adopted in May as prescribed in the TJPDC Bylaws, and 3) a revised operating budget for approval in March, to serve as the budget for financial reports through the year. At the March 4, 2021 meeting, the Commission will consider the amended budget for FY21.

In your agenda packet is the Amended FY21 Budget. For your reference, the FY20 Actual, FY21 Original and FY21 Recommended Amended operating budgets are included.

Staff operates from a detailed line item program working budget and is available to you upon request.

Proposed Final FY21 Budget:

The Recommended Amended FY21 Budget incorporates changes to revenue and expense assumptions from the FY21 Budget adopted at the May meeting and adjusted to include changes that have occurred during the first half of FY21.

Changes to revenue in the Amended FY20 budget include:

- Substantial increase in federal revenues of $2,202,730
  - Rental Relief Program funded with federal CARES of approximately $1,813,890
  - Increase in federal local CARES funds for the RHP affordable housing web site of $25,000
  - Lovingston CDBG Planning Grant of $20,325
  - Nelson County CARES Grant Program of $350,000
- State revenues of $ 355,000 remained constant.
- Local contract revenues remained constant at $494,000
  - TJCLT contract from part time to full time
- Decrease in Interest Income of $8,000

    - Virginia Investment Pool average dropped from over 2% to less than 1% rate of return
- Increase of $8,120 in reserve transfer for a refund for cancelled Housing Summit expenses that had been accounted for in FY20 and for a one-time approved carry-over funding for Rideshare from FY20 balance (COVID related).

Changes to expenses in the FY20 budget include

- Decreased salaries and benefits to adjust for one open position (the ED for 4 ½ months) during FY21.
- Decreased supplies, travel, meeting and professional development due to the limited opportunities due to COVID restrictions.
- Decreased advertising as DRPT decreased their funding to reduce the advertising for Rideshare during the pandemic.
- Increased contractual expenses as TJPDC staff worked from home requiring additional computer and software set-up and ongoing maintenance and troubleshooting by our IT consultant, NWG.
- Increase in equipment, software and data use to purchase four new laptops due to older units being unable to run newer software and applications required for remote working.
- Increase in Telephone and Data Use for reimbursement to staff for voice and data capabilities at home.
- The largest increase was the unanticipated award of the Regional Rental & Mortgage Relief Program. We expended $1,723,195 in Pass Through funds to area non-profits to distribute to eligible families and for management of the program. The TJPDC received $90,695 for administrative expenses.

Overall, we expect revenues to exceed expenditures by $91,846 for the year.

Several projects will extend from FY21 into FY22. Staff is working on additional potential grant applications and projects for FY22.

Staff is working on the FY22 Budget to be delivered to you in April. The excess revenues accumulated in FY21 may be required to be used to balance the FY22 budget. I expect in FY22 and/or FY23, as federal deficits are addressed and as COVID related programs go away, federal, state and local programs will experience a decrease in funds available for programs that the TJPDC normally deliver. The regional cigarette tax program could be a sustainable program for the TJPDC to offset these other potential losses.

Recommended Motion by Commission: To approve the amended final FY21 Budget for use in approved expenditures, financial reporting and auditing.