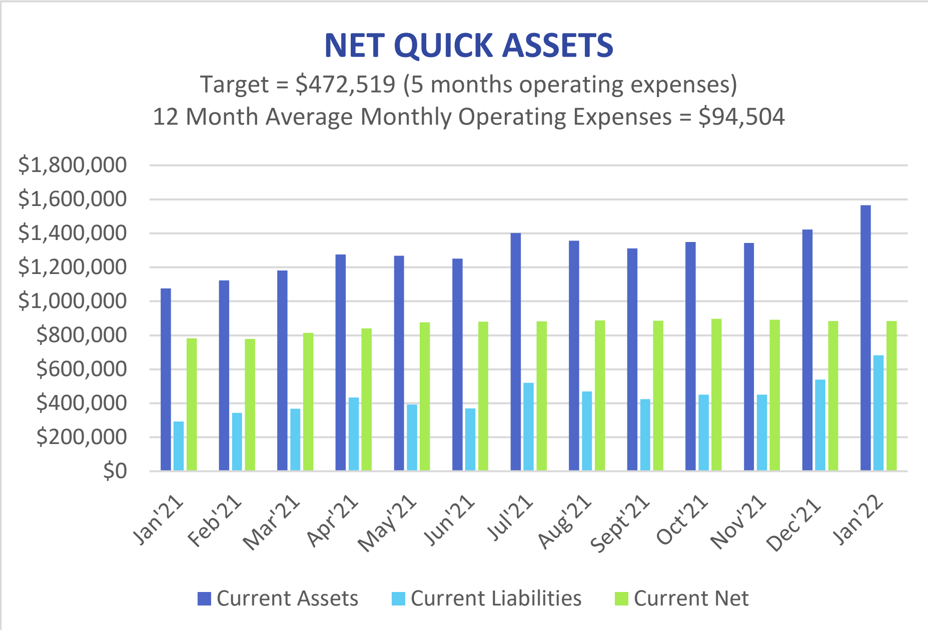
Thomas Jefferson Planning District Commission

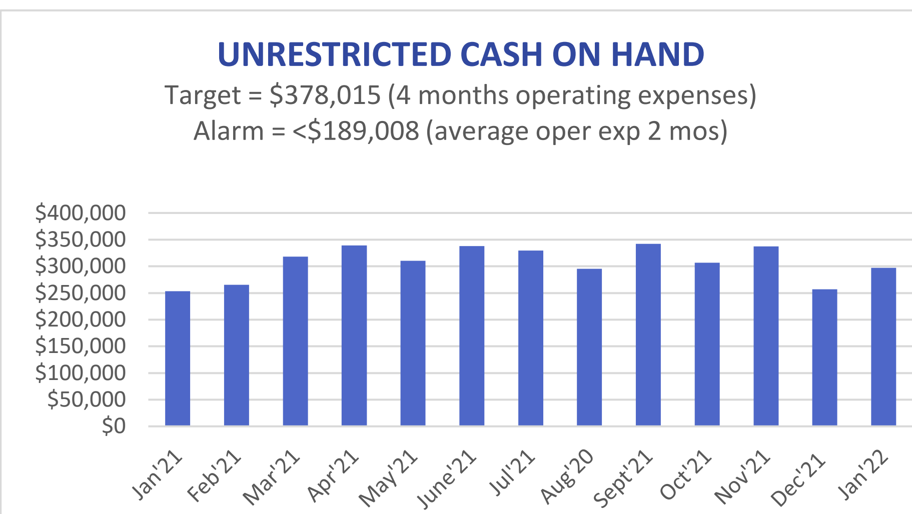
FINANCIAL DASHBOARD
Through January 2022



<u>Monthly Net Quick Assets</u>

<u>Jan'21 = $782,692</u>
<u>Feb'21 = $779,333</u>
<u>Mar'21 = $814,363</u>
<u>Apr'21 = $840,928</u>
<u>May'21 = $876,846</u>
<u>Jun'21 = $879,382</u>
<u>Jul'21 = $881,176</u>
<u>Aug'21 = $886,917</u>
<u>Sept'21 = $886,391</u>
<u>Oct'21 = $897,702</u>
<u>Nov'21 = $892,289</u>
<u>Dec'21 = $882,982</u>
<u>Jan'22 = $883,614</u>

<u>Net Quick Assets</u> 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. As of the end of January 2022, the TJPDC had 9.35 months of operating expenses. The rolling twelve-month average operating expenses decreased to $94,504. The 3-month average of expenses is $98,883. Actual operating expenses for January were $88,366 compared to $108,355 in December. Capital reserves = $883,614 - $472,519 = $411,094.



<u>Unrestricted Cash on Hand</u> 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.

<u>Months of Unrestricted Cash</u> 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. <u>The end of month level of Unrestricted Cash on Hand of $297,100 represents 3.14 months of operating expenses. Unrestricted cash has increased from a Jan'21 level of $253,567 to $297,100 at the end of January 2022.</u>

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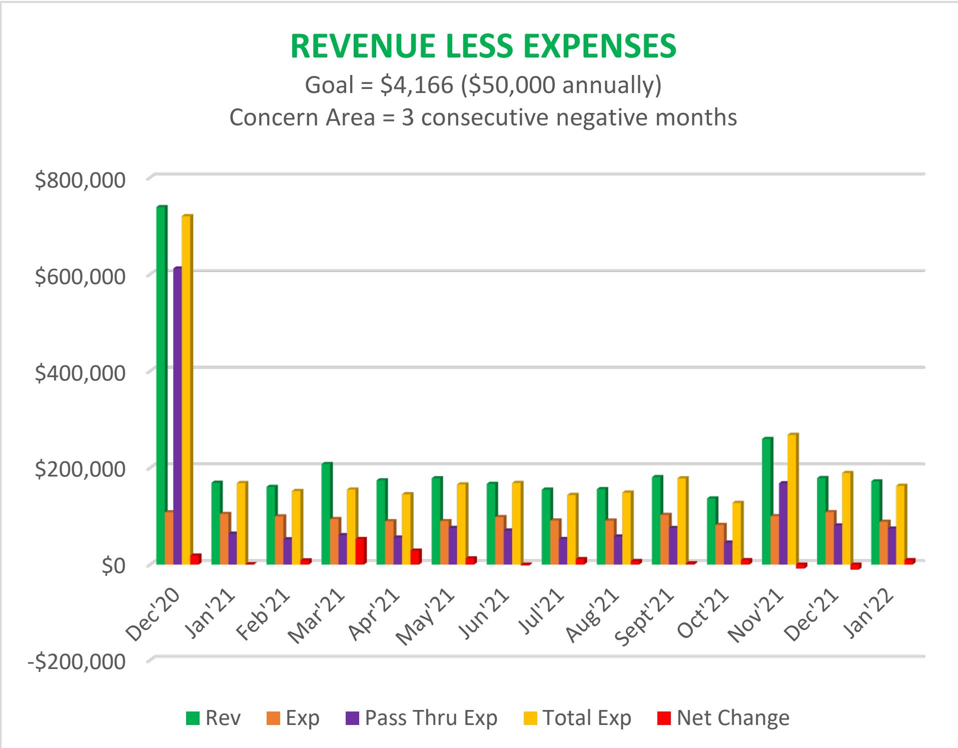

MONTHLY NET REVENUE

Jan'21 = $630
Feb'21 = $8,647
Mar'21 = $52,770
Apr'21 = $28,784
May'21 = $12,695
June'21 = ($1,788)
Jul'21 = $11,242
Aug'21 = $7,223
Sept'21 = $2,582
Oct'21 = $9,237
Nov'21 = ($8,348)
Dec'21 = ($10,435)
Jan'22 = $9,246

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The approved FY22 Budget estimated a $0 net gain. There was a total net gain in the second quarter (October 2021-December 2021) of $7,150. January's net gain was $9,246. Due to an unanticipated change of one of our grant programs not covering indirect costs, the revised overall net gain for the year to date is $11,756. (Expenses are revised over time as they may be reclassified from operating expenses to assets). The Accrued Revenue Report shows total available funds of $1,287,326 remaining in FY22 ($131,343 per month remaining in FY22). Actual operating expenses for December were $88,366.

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.

Consolidated Profit and Loss

January 2022

	Jan 22	Budget	Jul '21 - Jan 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	87,731	96,109	479,991	712,526	1,193,070
4120 · State Funding Source	34,272	39,524	329,753	282,016	479,636
4130 · Local Source	36,570	40,417	328,044	282,916	484,999
42000 · Local Match Per Capita	13,302	9,020	93,120	72,163	159,620
4280 · Interest Income	106	167	495	1,167	2,000
Total Income	171,981	185,236	1,231,402	1,350,787	2,319,325
Gross Profit	171,981	185,236	1,231,402	1,350,787	2,319,325
Expense					
6260 · COGS	0		5,028		
61000 · Personnel	69,423	78,316	491,335	574,313	940,173
6900 · Overhead Allocation	0	0	0	0	0
62391 · Postage Expense	100	170	1,210	1,407	2,254
62392 · Subscriptions, Publications	0	46	31	321	550
62393 · Supplies	334	614	4,100	4,294	7,364
62394 · Audit -Legal Expenses	0	0	15,537	16,500	16,500
6240 · Advertising	586	2,392	8,995	16,176	27,798
62401 · Professional Dev-Conference	0	0	0	0	0
62404 · Meeting Expenses	537	500	671	3,498	5,996
62410 · TJPDC Contractual	3,857	9,097	41,862	65,450	112,312
6281 · Dues	609	985	6,835	7,093	12,016
62850 · Insurance	521	278	3,857	1,946	3,336
62890 · Printing/Copier	347	503	2,257	3,544	6,060
63200 · Rent Expense	8,249	8,171	56,814	57,200	98,058
63210 · Equipment/Data Use	2,525	1,700	10,708	12,109	21,037
63220 · Telephone Expense	427	489	3,942	3,420	5,862
63300 · Travel-Vehicle	455	2,261	3,845	15,949	27,253
6345 · Janitorial Service	76	743	1,262	5,203	8,920
6390 · Professional Development	320	1,721	7,645	12,048	20,654
Total Expense	88,366	107,985	665,934	800,470	1,316,143
Net Ordinary Income	83,614	77,251	565,468	550,317	1,003,182
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	57,706	50,746	251,232	355,223	608,954
8399 · Grants Contractual Services	16,662	32,852	302,480	229,966	394,228
Total Other Expense	74,368	83,599	553,712	585,190	1,003,182
Net Other Income	(74,368)	(83,599)	(553,712)	(585,190)	(1,003,182)
Net Income	**9,246**	**(6,347)**	**11,756**	**(34,873)**	**0**

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Accrual Basis

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of January 31, 2022

	Jan 31, 22	Jan 31, 21	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	844,079.32	528,462.76	315,616.56
1189 · Capital Reserve	392,987.00	244,427.00	148,560.00
Total Checking/Savings	1,237,066.32	772,889.76	464,176.56
Accounts Receivable			
1190 · Receivable Grants	308,788.78	292,725.32	16,063.46
Total Accounts Receivable	308,788.78	292,725.32	16,063.46
Other Current Assets			
1310 · Prepaid Rent	1,666.67	1,666.67	0.00
1330 · Prepaid Insurance	10,512.67	14,405.59	-3,892.92
1360 · Prepaid Other	7,837.02	9,219.34	-1,382.32
Total Other Current Assets	20,016.36	25,291.60	-5,275.24
Total Current Assets	1,565,871.46	1,090,906.68	474,964.78
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	9,175.61	0.00
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	92,151.29	123,885.29	-31,734.00
1499 · Accumulated Depreciation	-94,869.81	-117,325.97	22,456.16
Total Fixed Assets	11,654.59	20,932.43	-9,277.84
TOTAL ASSETS	**1,577,526.05**	**1,111,839.11**	**465,686.94**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	131,540.51	11,157.47	120,383.04
Total Accounts Payable	131,540.51	11,157.47	120,383.04
Credit Cards			
2155 · Accounts Payable Credit Card	3,738.41	1,493.26	2,245.15
Total Credit Cards	3,738.41	1,493.26	2,245.15
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2460 · Fitness Requirement Payable	0.00	0.00	0.00
2465 · VRS Optional Life Payable	0.00	-18.72	18.72
2800 · Deferred Revenue	546,979.00	303,284.72	243,694.28
Total Other Current Liabilities	546,979.00	303,266.00	243,713.00
Total Current Liabilities	682,257.92	315,916.73	366,341.19
Long Term Liabilities			
2200 · Leave Payable	41,330.35	50,488.10	-9,157.75
Total Long Term Liabilities	41,330.35	50,488.10	-9,157.75
Total Liabilities	723,588.27	366,404.83	357,183.44
Equity			
3000 · General Operating Fund	449,194.62	473,727.42	-24,532.80
3100 · Restricted Capital Reserve	392,987.00	244,427.00	148,560.00
Net Income	11,756.16	27,279.86	-15,523.70
Total Equity	853,937.78	745,434.28	108,503.50
TOTAL LIABILITIES & EQUITY	**1,577,526.05**	**1,111,839.11**	**465,686.94**

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2022

Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thrus	GRANT-CONTRACT START DATE	GRANT-CONTRACT END DATE	TOTAL PROGRAM CONTRACT/ GRANT AMOUNT	JULY 2021	AUGUST 2021	SEPTEMBER 2021	OCTOBER 2021	NOVEMBER 2021	DECEMBER 2021	JANUARY 2022	YEAR TO DATE FY22	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY23+	GRANT TO DATE	GRANT-CONTRACT REMAINING FY22	NOTES
110	**State Support to PDC (DHCD)**	07/01/21	06/30/22	89,971	6,330	6,331	9,831	7,497	7,497	7,497	7,497	52,480			52,480	37,491	State funding to TJPDC General
110	**Bank Interest**	07/01/21	06/30/22	750	59	64	56	62	66	82	106	495			495	255	Investment Pool Savings Income
170/171	**Rural Transportation**	07/01/21	06/30/22	58,000	7,184	4,458	3,238	2,297	2,704	2,872	2,453	25,206			25,206	32,794	VDOT Rural Transp Planning
190/195/198	**MPO-PL**	07/01/21	06/30/22	190,065	10,754	5,094	5,865	5,062	6,725	5,976	9,576	49,052		82,500	49,052	58,513	MPO PL Transp Planning
191/196/199	**MPO-FTA**	07/01/21	06/30/22	98,746	4,741	3,147	3,313	3,700	5,561	5,290	4,407	30,159		26,662	30,159	41,925	MPO FTA Transit Planning
273	**Water Street Center**	07/01/21	06/30/22	0	0	0	0					0			0	0	Rental Fees
273	**Office Leases - Rent**	07/01/21	06/30/22	13,190	1,150	2,070	3,010	1,950	1,810	1,950	1,250	13,190			13,190	0	Rental Fees
277	**Legislative Liaison**	07/01/21	06/30/22	102,981	6,486	6,515	7,263	5,705	8,050	5,942	12,988	52,949			52,949	50,032	David & Dominique Legis Operations
278	**VAPDC-ED**	07/01/21	06/30/22	50,000	4,167	4,167	4,167	4,352	4,166	4,167	4,167	29,353			29,353	20,647	Contract for Admin Services
296	**Member Per Capita**	07/01/21	06/30/22	159,620	13,303	13,303	13,303	13,303	13,303	13,302	13,302	93,119			93,119	66,501	Local Govt Annual Contributions
303	**Solid Waste**	07/01/21	06/30/22	24,156	3,724	3,864	5,051	1,483	464	990	1,265	16,841			16,841	7,315	Contract for annual reporting
315	**Stanardsville TAP**	04/06/15	10/01/20	37,000	530	706	367	112	551	865	1,382	4,513	21,958	5,500	26,471	5,029	VDOT Streetscape Contract
316	**Cherry Avenue**	07/01/20	06/30/21	0								0		0	0	0	Reimbursement - Work Change Order
329	**Rivanna River Corridor Phase II**	07/01/21	06/30/22	88,000	3,339	1,409	0					4,748	83,252		88,000	0	Regional River Plan
334	**Nelson TAP**	07/01/21	06/30/22	5,831	384	441	4,710	296				5,831			5,831	0	Lovingston Transporation Alternative Grant Assistance
907	**WIP Phase III**	06/01/18	12/30/20	37,747								0	37,747	0	37,747	0	Chesapeake Watershed Assistance to DEQ
907	**WIP Phase IV**	06/01/19	12/31/21	58,000	4,779	4,189	3,005	2,465	4,136	5,982	0	24,556	33,464		58,020	-20	Watershed Improvement Plan
907	**WIP Phase V**	06/01/21	01/01/22	58,000	0	0	0	0			2,878	2,878		24,000	2,878	31,122	Watershed Improvement Plan
908	**RRBC**	07/01/21	06/30/22	20,500	1,581	2,961	2,647	1,850	2,204	1,004	2,076	14,323			14,323	6,177	Rivanna Commission
Program Code	**PROGRAM COTRACTS/GRANTS With Pass-Thrus**			0													
181	**RTP-TDM**	07/01/21	06/30/22	50,000	4,087	4,590	3,971	2,329	2,619	3,304	4,401	25,301			25,301	24,699	Regional Transit Partnership
	RTP Pass-Thru	07/01/21	06/30/22	0	0	0	0					0			0	0	Grant Match if needed
182	**Regional Transit Grant**	01/01/21	06/30/22	34,138	1,021	1,757	2,274	2,550	2,755	1,629	1,883	13,869	5,045	4,000	18,914	11,224	Regional Transit Vision Plan - Admin
	Regional Transit Pass-Thru	01/01/21	06/30/22	315,862	0	0	39,232		63,079	35,768		138,079		40,000	138,079	137,783	Regional Transit Vision Plan - Consultant
183	**Albemarle Transit Grant**	01/01/21	12/31/21	14,950	2,829	1,631	863	1,300	371	696	1,506	9,196	5,626	0	14,822	128	Albemarle Transit Expansion - Admin
	Alb Transit Pass-Thru	01/01/21	12/31/21	91,265	13,083	14,768	6,911	18,281	10,232	5,438	8,537	77,250	2,021	0	79,271	11,994	Albemarle Transit Expansion - Consultant
193	**Rideshare**	07/01/21	06/30/22	166,670	11,360	13,797	10,844	13,231	10,686	8,464	11,038	79,420	13,797		93,217	73,453	Rideshare TDM Program Marketing & Management
	Rideshare Pass-Thru	07/01/21	06/30/22	10,500	0	0	0				1,445	1,445			1,445	9,055	Potential contract for marketing plan
330	**Hazard Mitigation**	07/01/21	06/30/22	62,200	502	1,475	4,148	2,566	2,013	3,492	3,623	17,819	10,701	6,000	34,520	21,680	24 month planning project resiliency
	Haz Mit Pass-Thru	07/01/21	06/30/22	5,000	0	0	0					0			0	5,000	Technical Support/Mapping (if needed)
726	**HOME ARP**	10/01/21	06/30/22	25,000	0	0	0	3,034	2,301	3,595	3,629	12,559			12,559	12,441	HUD-ARPA Planning funds (not to exceed 5% of grant)
	HOME ARP Pass-Thru	10/01/21	06/30/22	10,000	0	0	0	0	0			0				10,000	Consultant for Gap Analysis
727	**HOME TJPDC Admin**	07/01/21	06/30/22	64,661	5,904	5,908	6,673	4,655	7,276	3,943	3,805	38,164			38,164	26,497	HUD HOME Housing Grants Admin
	HOME Pass-Thru	07/01/21	06/30/22	611,954	32,414	20,529	24,234		78,148	38,200	57,706	251,231			251,231	360,723	HUD HOME Housing Grants Construction
728	**Housing Preservation Grant Admin**	07/01/21	06/30/22	17,673	1,502	2,267	1,678	2,200	1,757	1,476	815	11,695			11,695	5,978	USDA Housing Repair Admin
	HPG Pass-Thru	07/01/20	06/30/21	100,148	0	15,406	4,973		6,250		1,155	27,784			27,784	72,364	USDA Housing Repair Construction
729	**Affordable Housing**	07/01/21	06/30/22	4,500	2,396	604	1,000	0	0	500		4,500			4,500	0	Regional Housing Partnership
	RHP - Strategic Plan	07/01/21	06/30/22	21,000	0	0	0		10,400		5,525	15,925			15,925	5,075	Spark Mill - RHP Strategic Planning Consultant
732	**VERP**	07/01/21	10/30/21	10,682	2,216	558	1,645	0	0		452	4,871			4,871	5,811	VA Eviction Planning Grant - Admin
	VERP Pass-Thru	07/01/21	10/30/21	149,689	7,250	7,250		27,815	0			42,315			42,315	107,374	VA Eviction Planning Grant - Consultants
733	**VA Housing**	07/01/21	06/30/21	40,000	1,108	4,614	1,629	3,406	1,155	2,767	2,999	17,678			17,678	22,322	VA Housing PDC - Admin
	VA Housing Pass-Through	07/01/21	06/30/21	0	0	0						0			0	0	VA Housing PDC - Construction/Partnership
760	**Blue Ridge Cigaratte Tax Board**	07/01/21	06/30/21	77,550	437	1,450	2,123	3,481	2,081	10,101	699	20,372			20,372	57,178	Includes Admin and One-time start up costs
	Cig Tax Pass-Through	07/01/21	06/30/21	0	0	0	0	0	0	0	0	0			0	0	Pass through - direct costs
761	**VATI - Admin**	04/01/22	04/01/25	875,000	0	0	0	0	0	0	0	0		799,778	0	75,222	VATI Admin - 36-42 months
	VATI Pass-Through	04/01/22	04/01/25	0	0	0	0	0	0	0	0	0		0		0	Program/Construction Pass-Through
	TOTAL - All Programs			3,850,998	154,620	155,323	178,024	134,982	258,360	175,292	172,565	1,229,166	323,100	205,628	1,558,266	1,287,326	TOTAL - All Programs
	Pass Thru Sub-totals			**1,315,418**	52,747	57,953	75,350	46,096	168,109	79,406	74,368	554,029	90,779	40,000	644,808	630,610	Pass-Thru Subtotal

Op Expenses		
	$94,504	12 month average
	$98,883	3 month average
	$88,366	last month

Total Grant Funds Remaining	1,287,326
Pass-through funds	$630,610
TJPDC Available Funds	$656,717
Available funds per month	**$131,343.33**