

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

SRPC Executive Committee Meeting Agenda
SRPC Small Conference Room (within the SRPC office)
July 19, 2019

Time: 8:30–9:00 a.m.

150 Wakefield Street, Suite 12
Rochester, NH

- 1. Welcome/Introductions**
- 2. Action Items (Motions Required)**
 - a. Approval of the Minutes of June 21, 2019 (**Enclosed**)
 - b. Acceptance of Draft June Financials (**Enclosed**)
 - c. Concurrence with July Monthly Minors (**Separate Mailing**)
 - d. Approval of FY 2020 Billing Rate Structure (**Enclosed**)
- 3. Updates**
 - a. Awards, Contracts, and General Business Update (**see memo**)
- 4. Other Business**
- 5. Adjourn**

Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need including as much detail as you can. Also include a way we can contact you if we need more information. Make your request as early as possible; please allow at least 5 days advance notice. Last minute requests will be accepted, but may be impossible to fill. Please call (603) 994-3500 or email srpc@strafford.org.

Rules of Procedure

Strafford Regional Planning Commission Strafford Metropolitan Planning Organization, and Strafford Economic Development District

Meeting Etiquette

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

Ensure that only one person talks at a time. Raising your hand to be recognized by the chair or facilitator is good practice.

Do not interrupt others, or start talking before someone finishes.

Do not engage in cross talk.

Avoid individual discussions in small groups during the meeting. When one person speaks, others should listen.

Active participation is encouraged from all members.

When speaking, participants should adhere to topics of discussion directly related to agenda items.

When speaking, individuals should be brief and concise when speaking.

The Strafford Regional Planning Commission & Metropolitan Planning Organization holds both public meetings and public hearings.

For public meetings, guests are welcome to observe, but should follow proper meeting etiquette allowing the meeting to proceed uninterrupted. Members of the public who wish to be involved and heard should use venues such as Citizen Forum, Public Hearings, Public Comment Periods, outreach events, seminars, workshops, listening sessions, etc.

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Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867

DRAFT Meeting Minutes
June 21, 2019

Committee members present: Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury; Donald Hamann, Rochester; David Landry, Dover; Michael Bobinsky, Somersworth

Staff members present: Jen Czysz, executive director; Shayna Sylvia, communications and outreach planner; Colin Lentz, senior transportation planner

Guests present: Barb Holstein, Rochester; Richard Michaud, Somersworth

Committee members absent: Vice Chair Peter Nelson, Newmarket; Marcia Gasses, Dover

1. Welcome/Introductions

Introductions were given around the room. The meeting began at 8:00 a.m.

2. Non-Public

- a. RSA 91-A, II (a) ""The dismissal, promotion, or compensation of any public employee or the disciplining of such employee..."

Michael Bobinsky **MOVED** to enter into non-public per RSA 91-A; 3 II (b). Tom Crosby **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of Victoria Parmele, T. Crosby, M. Bobinsky, Dave Landry, and Donald Hamann in the affirmative.

The non-public session began at 8:07 a.m.

At 8:35 a.m. M. Bobinsky **MOVED** to leave the non-public session. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of V. Parmele, T. Crosby, M. Bobinsky, D. Landry, and D. Hamann in the affirmative.

D. Hamann **MOVED** to seal the minutes. M. Bobinsky **SECONDED** the motion, of which all were **IN FAVOR**.

3. Action Items

a. Approval of the Minutes of May 17, 2019

V. Parmele asked for a motion to accept the minutes of the May 17, 2019, Executive Committee meeting. D. Hamann **MOVED** to accept the minutes. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

b. Acceptance of Draft May Financials

Jennifer Czysz reviewed the draft May financials. She said municipalities are beginning to send in their dues and noted this on the financials. She explained the aging summary, including an overdue \$200 mapping contract, which the organization will most likely write off. She stated that the other overdue items noted are dues, which aren't due until July.

J. Czysz reviewed the profit and loss statement, sharing that we are gradually recouping the loss left by the EDA grant funding. She provided details on net profit and billable hours during the month of May, in addition to offering a look of the overall financial position the organization will be in at the end of Fiscal Year 2019. She discussed the challenge of filling the deficit in the budget left by the EDA grant.

J. Czysz update the committee on the Bicycle Level of Traffic Stress project, explaining that the timeline was tight as all tasks need to be completed by September and funding was granted later than expected.

M. Bobinsky **MOVED** to accept the draft May financials. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

c. Concurrence with June Monthly Minors

C. Lentz reviewed the three monthly minor project amendments.

He shared that the Milton-Lebanon bridge project will be underway shortly after 2020. This project is being completed a few years later than initially planned for.

C. Lentz reviewed the minor relative to funding for the recreational trails program. Funds are being updated for this round of solicitation for the bike trail grant program and will now reflect the actual amount allocated for 2019. M. Bobinsky asked if municipalities can apply for those funds. C. Lentz shared that the program is administered by Alexis Rudko, and that funding supports a wide range of programs, like snow mobile trails, Riverwalks, etc.

A discussion ensued concerning this program and the spring timeline for its grant round.

C. Lentz reviewed the final monthly minors project for June. It included changes to a statewide program, a grant to study alternatives to the gas tax. A federal grant to support this effort was awarded and will be implemented at a committee level. The minor allows for state flexible funding to

be used as well. This was not in the SRPC Transportation Improvement Program (TIP) as it was an unknown project up until this amendment.

T. Crosby **MOVED** to concur with the June Monthly Minors. M. Bobinsky **SECONDED** the motion, of which all were **IN FAVOR**.

d. Recommendations of FY2020 Budget to the Full Commission

J. Czysz reviewed the budget. She explained that there were some changes since the last iteration including a placeholder for Dover's recreation chapter of its master plan, for which we submitted a proposal. The Town of Farmington also increased our circuit riding contract through December for 16 hours a week. J. Czysz added that the organization is in communication with the Town of Nottingham, who is looking for a circuit rider. She noted a projected GIS project, in addition to GIS projects with funds carrying over.

J. Czysz returned to the topic of the organization's EDA funding, noting a phone call with EDA that resulted in the organization having to resubmit its paperwork. EDA contract documents are expected to be in place for quarter one. She added that the organization has discussed our lack of funding issues with our delegation.

J. Czysz explained that the Brownfields grant was also added to the budget, as the organization was awarded \$300,000 to continue its program under the Environmental Protection Agency (EPA). The organization is also planning for another coastal resilience project with Dover, and potentially with Durham.

J. Czysz commented on the healthier revenues in the FY 2020 budget. Two interns have been hired for the data collection season. She reviewed budgeting for equipment including dataset purchasing with other regional planning commissions (RPCs), replacing computers and other hardware and software for the phones and internet.

V. Parmele asked about staffing. J. Czysz explained that if we get some of the contracts we have applied for we may need to hire another staff member.

J. Czysz explained that the proposed budget also includes leasing a vehicle for data collection.

D. Hamann **MOVED** to recommend the FY2020 Budget to the Full Commission. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

4. Discussion

a. Strategic Plan Update

This item was tabled. It was decided that a working session would occur at the July E.C. meeting and that this meeting would occur after the Policy meeting instead of the regularly scheduled 8:00 a.m. Executive Committee meeting.

5. Updates

a. Awards, Contracts, and General Business Update

J. Czysz explained that the organization decided to continue offering insurance through HealthTrust and that two plans would be offered.

6. Other Business

There was no other business.

7. Adjournment

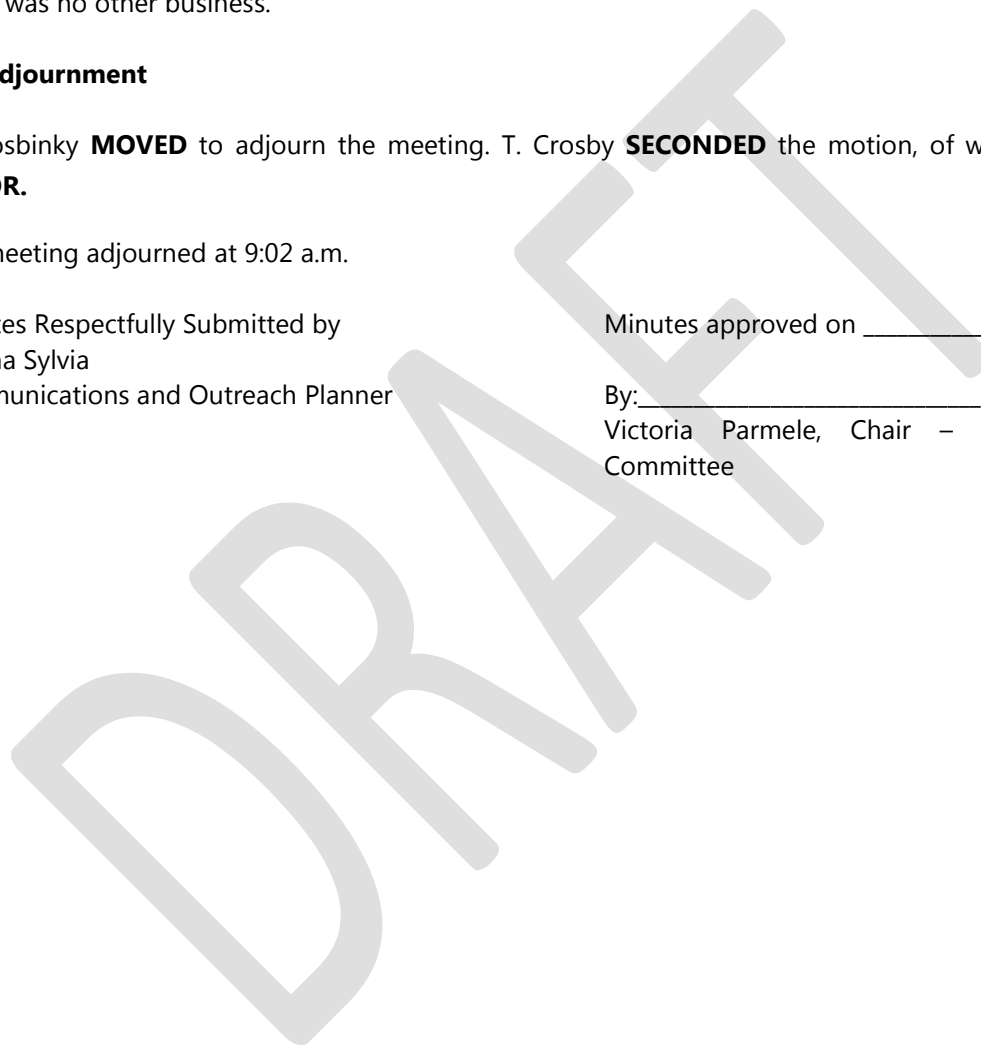
M. Bosbinky **MOVED** to adjourn the meeting. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 9:02 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner

Minutes approved on _____

By: _____
Victoria Parmele, Chair – SRPC Executive
Committee



SRPC FY 2019 Dashboard - July

June 30, 2019	
FSB Checking Beginning Balance	\$83,802.55
Deposits	\$70,812.12
Payments	\$(59,507.97)
Uncleared Transactions	\$(23,532.92)
FSB Checking Ending Balance	\$71,573.78

Accounts Receivable	\$148,327.98
FSB Savings Account	\$16,074.85

OVERSIGHT ACTIVITIES	
Line of Credit Activated?	No; extended to 12/31/2019
Audit Status	Scheduled for September

BUDGET NARRATIVE	
Federal Savings Bank Balance/Case on hand:	We continue to have adequate cash on hand to meet monthly expenses
Payables and Receivables	Remains current to be paid/received within 30 to 60 days
FY19 Working Budget:	Includes new projects: Dover MP, NOT circuit rider, FAR MP support

FUNDING SOURCES - WORKING BUDGET	
Due, Interest & Reimbursement	\$116,476
Metropolitan Planning Organization	\$513,737
State Agencies	\$112,555
Municipal & Nonprofit Agreements	\$132,001
Economic Development District	\$155,401
Total Revenue	\$1,030,170
Pending Grant Applications	\$25,818

EXPENSES - WORKING BUDGET	
Personnel	\$652,392
Equipment	\$34,485
Communications	\$14,990
Fixed Expenses	\$46,156
Miscellaneous Expenses	\$31,765
Contracted Work	\$194,341
Total Expenses	\$974,130

STAFF PRESENTATIONS - ACTIVITIES JUNE/JULY

Farmington office hours (Kyle, James)
 EPA Brownfields Grantee Training (James)
 Northwood Hazard Mitigation Meeting (James)
 Northwood PB June meeting (James)
 Strafford CAP CDBG meeting (Jen, Nancy, James)
 Strafford County emergency warming shelter tour (Jen, James)
 Northwood PB July work session (James)
 Nottingham Circuit Rider Meeting (Stef, Jen)
 Nottingham Planning Board Meeting and Office Hours (Stef, Jen)
 Esri Seminar (Stef, Marcia)
 SADES Pedestrian Training (Stef)
 Culvert Training (Stef)
 RSMS Training (Stef, Rachel)
 New Durham RSMS Forecasting (Stef, Rachel, Gordon, Stephen)
 SRPC Annual Meeting (SRPC Staff)
 Partnering For Performance NH (Rachel, Colin)
 Bicycle Level of Traffic Stress Meeting (LTS) (Rachel)
 Rochester Farmer's Market (Rachel, Shayna, Jen)
 Meeting w/ Madbury Fire Department (Kyle)
 Conference call w/ Climate Summit Planning Team (Kyle)
 Meeting w/ Campus Community Resilience Coordinator (Kyle)
 Meeting w/ Dover Staff to Discuss Climate Resilience Grants (Kyle)
 Coastal Flood Risk STAP Meeting (Kyle)
 Dover Recreation Master Plan Interview (Kyle, Jen, Marcia)
 Conference Call w/ UNH Intern (Kyle)
 Follow-Up Meeting w/ Dover Staff to Discuss Climate Resilience Grants (Kyle)
 Meeting w/ Barrington Public Works Department (Kyle)
 Conference Call w/ Campus Community Resilience Coordination (Kyle)
 CommuteSmart NH Full Committee Meeting (Shayna, Colin)
 Seacoast Stormwater Coalition Meeting (Nancy)
 LTS Outreach Meetings with regional bike shops x 5 (Nancy, Marcia)
 Pathways to Play Outreach with Somersworth Recreation Staff and Library x 3 (Nancy)
 EDA Grant Coordinator Meeting (James, Kathy, Jen)
 Middleton Board of Selectmen (Jen)
 Greater Seacoast Workforce Housing Coalition Board Meeting (Jen)
 COAST Board (Colin)
 ACT (Colin)

WEB AND SOCIAL MEDIA STATISTICS



Stafford.org

Sessions 725(+30)
 Users 561(+12)



Constant Contact

Subscribers 811*(-9)
 Avg. Open Rate 34%(+1%)



Facebook

Posts 14(-27)
 Reach 808(-9,456)
 Engagement 80(-727)



Twitter

Tweets 6(-11)
 Profile Visits 95(-8)
 Impressions 2,850(-1,001)
 Followers 263 (+2)
 Mentions 5(+1)



Map Geo

Total Visits 1038(-192)
 Unique Visitors 566(-101)

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WAKEFIELD

DATE: Revised July 15, 2019
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the July 2019 Meeting

The following notes correspond to individual agenda items for discussion.

2b. Acceptance of Draft June Financials

Final draft monthly financials are now included in your packets. Only this section of the memo has been updated since initially circulated on Friday July 12th.

Balance Sheet: Bank balances are up as FY2020 dues start to come in. In terms of cash flow our June deposits were slightly greater than credits. Overall net assets as of June 2019 exceed those of June 2018 by about 2018, despite overall losses for the fiscal year. Looking at the liabilities – this is attributable to the increased amount of contract revenues and dues received in advance.

Aging Summary: Most all receivables are current within 30 days. Milton and Newmarket dues are showing as 61-90 day overdue, however, this is a function of invoices being sent out well in advance of the July 1 due date. Milton, we expect to eventually submit a letter stating they will once again opt out of paying dues. Until that time, their invoiced balance due remains on our books. Additionally, there are now only \$185 due >90 days for mapping services; payments are coming in gradually.

Profit and Loss: There are a couple items driving the differences between June 2019 and June 2018: MapGeo, which is due on 7/1, was paid in June 2019 this year. MapGeo had previously been on a fall billing schedule. We made a prorated partial year payment last fall and then a full year payment in June, increasing the total amount paid in 2019. July 2019's rent was paid on June 30 instead of July 1. Additionally, in June, to close out the fiscal year, we recorded the net accrued vacation time as additional liability under salaries. This was a journal entry of approximately \$4000. Looking at the Year to Date-A couple projects had additional staff time worked in June that we weren't able to bill in June as they are task based and have a minor amount of work to be completed in July (Durham PRB, Northwood Hazard Mitigation/PDM 17). The CTAP Commute Smart program and has increased on the FHWA Level of Traffic Stress pilot project. While there may still be minor adjustments to the financial reports, we are looking at a loss off \$19,715 for the year down from \$23,827 as of May.

2d. Approval of the FY 2020 Billing Rate Structure

The new rates structure is attached. The key change is a shift in nomenclature – tying rates to standardized planning positions

3a. Awards, Contracts and General Business Update

Awards and Contracts:

Recently finalized new contracts include:

- Nottingham Circuit Rider. Contract is complete and staff attended their first planning board meeting on 7/10/2019. (\$28,000)

Awarded but still pending contracts for FY2019 and 2020 include:

- SRPC's FY19 Brownfields Assessment Grant was approved and the contract is in process. The grant will provide \$300,000 to operate a 3-year program (\$32,000 would be for SRPC costs, the balance for the environmental professional).
- EDA Economic Development District Funding (\$70,000 contract is in process and will hopefully be executed by the date of the E.C. meeting or shortly thereafter)
- Durham Groundwater Model (final application submitted to DES)
- Dover Arts and Recreation Master Plan chapter – interviewed on 7/10/19 and were selected as the city's consultant. Contract is forthcoming (\$25,000).
- Farmington Master Plan. We will be a subconsultant to ADG the town's consultant to provide GIS and outreach support. Contract is in process. (\$7,500)

Pending Grant Applications and Municipal Contracts include:

- Working in partnership with CAPSC, SRPC submitted an EPA [Environmental Justice Small Grants](#) (\$30,000) to develop a Tri-Cities Lead Paint and Healthy Homes initiative.

Dues: Dues expenditures to date are summarized below.

July – June Year to Date	
Income:	
Billable Mapping Services	\$6,767.25
FY19 Dues Paid	\$117,048.76
Total Income	\$123,816.01

Expenses:	
Planning Salaries ⁺	\$11,909.55
Dues and Subscriptions	\$332.34
Office Software	\$4,000.00
Travel	\$585.60
Meeting Expense	\$1,899.58
Office Expense	\$85.67
Finance Charge	\$4.33
Accounting	\$237.50
Mapping Supplies	\$6,000.00
Mapping Salaries	\$2,216.69
Indirect ⁺	\$18,081.59
Total SRPC Expenses	\$45,382.85

Cash Match:	
UPWP	\$56,974.86
Commute Smart/CTAP	\$1,331.65
Level of Traffic Stress Analysis	\$2,314.32
Total Cash Match	\$60,620.83

Contract Overages:	
Coastal FY18, NOT Aquifer	\$1,669.57
UNH Lamprey River	\$10.66
FAR Tax Map	\$244.73
NDU Build Out Analysis	\$25.00
NHARPC Brochure	\$168.84
Targeted Block Grant	\$217.34
NOT RSMS	\$121.85
BCC Natural Resource Mapping	\$303.07
Coastal 2019	\$99.21
UPWP	\$606.25
Lee Floodplain	\$64.04
Total Contract Overages	\$3,530.56

Total Expenses	\$109,534.24
Annual Dues Remaining	\$14,281.77

⁺ Includes EDA match funds, local technical assistance

Indirect Rate: SRPC's approved indirect rate (fringe benefits, plus overhead) for FY 2019 is 128% as approved by NH DOT. Our unaudited year end is at 134% down from a peak of 145% at the end of February. SRPC has a negotiated predetermined rate, meaning there is no requirement to "settle up" at the end of the fiscal year, nor an opportunity to be reimburse if we exceed our approved rate. We have negotiated with DOT to keep our rate at 128% for the next two years. This is a conservative estimate is based upon our adopted budget. After two years of underestimating our rate, Kathy and I did a review of the estimation methodology and have modified the approach to yield what is hopefully a more accurate estimate.

Strafford Regional Planning Commission
Balance Sheet
As of June 30, 2019

	Jun 30, 19	Jun 30, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	71,573.76	55,331.94	16,241.82
FSB Savings	16,074.85	16,026.76	48.09
Total Checking/Savings	87,648.61	71,358.70	16,289.91
Accounts Receivable			
Accounts Receivable	148,327.98	157,677.29	-9,349.31
Total Accounts Receivable	148,327.98	157,677.29	-9,349.31
Other Current Assets			
Prepaid Expenses			
Prepaid Dues and Subscriptions	1,494.73	1,822.72	-327.99 ¹
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	2,094.73	2,422.72	-327.99
Prepaid software support	4,542.89	426.03	4,116.86 ²
Undeposited Funds	7,449.60	128.00	7,321.60 ³
Total Other Current Assets	14,087.22	2,976.75	11,110.47
Total Current Assets	250,063.81	232,012.74	18,051.07
Fixed Assets			
Property and Equipment			
Accumulated Depreciation	-30,383.48	-30,383.48	0.00
Equipment Purchase			
Canon iPF760 Plotter	3,353.04	3,353.04	0.00
Lenova Think Server	3,983.04	3,983.04	0.00
Xerox Workcentre 7545P	11,285.00	11,285.00	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
Total Equipment Purchase	30,383.48	30,383.48	0.00
Total Property and Equipment	0.00	0.00	0.00
Total Fixed Assets	0.00	0.00	0.00
TOTAL ASSETS	250,063.81	232,012.74	18,051.07
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	3,320.86	0.00	3,320.86 ⁴

Strafford Regional Planning Commission
Balance Sheet
As of June 30, 2019

	Jun 30, 19	Jun 30, 18	\$ Change
Total Accounts Payable	3,320.86	0.00	3,320.86
Credit Cards			
FSB Credit Card	112.91	195.26	-82.35
Citizens credit card Parent			
Citizens credit card_CJC	0.00	96.39	-96.39
Total Citizens credit card Parent	0.00	96.39	-96.39
Total Credit Cards	112.91	291.65	-178.74
Other Current Liabilities			
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	26,674.35	0.00	26,674.35
FY19 Dues in Advance	0.00	117,048.75	-117,048.75
FY20 Dues in Advance	121,486.11	0.00	121,486.11
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	0.02	-0.02	0.00
Payroll Liabilities - Other	2,510.87	3,058.18	-547.31
Total Payroll Liabilities	2,541.26	3,088.57	-547.31
Total Other Current Liabilities	150,749.72	120,185.32	30,564.40
Total Current Liabilities	154,183.49	120,476.97	33,706.52
Long Term Liabilities			
Accrued expenses			
Accrued Payroll	21,136.80	21,569.67	-432.87
Accrued Vacation	22,216.21	17,888.47	4,327.74
Annual Audit Accrual	10,665.00	10,500.00	165.00
Total Accrued expenses	54,018.01	49,958.14	4,059.87
Total Long Term Liabilities	54,018.01	49,958.14	4,059.87
Total Liabilities	208,201.50	170,435.11	37,766.39
Equity			
Retained Earnings	61,577.63	63,398.70	-1,821.07
Net Income	-19,715.32	-1,821.07	-17,894.25
Total Equity	41,862.31	61,577.63	-19,715.32
TOTAL LIABILITIES & EQUITY	250,063.81	232,012.74	18,051.07

JMC
7/15/19

Strafford Regional Planning Commission
Balance Sheet
As of June 30, 2019

1. Go to My PC was being utilized for remote access in FY18, it was replaced with a VPN for part of FY19.
2. ESRI licenses were adjusted down for FY19, and the entire year contract paid up front for FY19. FY18 did not prepay the ESRI contract and an amount was paid monthly with finance charges.
3. Undeposited funds is an account unique to QuickBooks. It "holds" customer payments until they are deposited to the bank. Funds shown in this account were deposited in the month of July.
4. Kathy did not book any payables for FY18. The auditors made an adjustment to the financials moving checks written towards the end of June to payables, assuming those checks would not clear the bank until July. She took this approach with checks cut in late June to avoid any adjustment during audit.
5. Contract Revenue in Advance remaining at the end of FY19 consists of the following (rounded): NHCHF \$19,400, City of Rochester Sidewalk Assessment \$5,000, Barrington Master Plan \$2,300
6. Staff vacation time on record at the end of FY19 was substantially higher than in FY18. Total staff vacation time accrued at FY19 year end was 764.80 hours, nearly 100 hours more than in FY18.

DRAFT

**Strafford Regional Planning Commission
A/R Aging Summary
As of June 30, 2019**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
LRPC	506.60	0.00	0.00	0.00	0.00	506.60
Central NH RPC						
CTAP Planning/State Coord	785.27	2,924.60	0.00	0.00	0.00	3,709.87
Total Central NH RPC	785.27	2,924.60	0.00	0.00	0.00	3,709.87
DEPT OF SAFETY (OEM)						
PDM 2017	4,125.00	0.00	0.00	0.00	0.00	4,125.00
Total DEPT OF SAFETY (OEM)	4,125.00	0.00	0.00	0.00	0.00	4,125.00
DOT UPWP 18_19	42,459.42	0.00	0.00	0.00	0.00	42,459.42
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
EPA						
Brownfields 2015-2018	4,960.28	0.00	0.00	0.00	0.00	4,960.28
Total EPA	4,960.28	0.00	0.00	0.00	0.00	4,960.28
Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
LTA (Local Technical Assistance)						
Dues						
City of Dover dues	0.00	21,049.13	0.00	0.00	0.00	21,049.13
City of Rochester dues	0.00	20,706.38	0.00	0.00	0.00	20,706.38
City of Somersworth dues	0.00	10,029.19	0.00	0.00	0.00	10,029.19
Town of Milton dues	0.00	0.00	0.00	5,610.05	0.00	5,610.05
Town of Newmarket dues	0.00	0.00	0.00	8,646.06	0.00	8,646.06
Total Dues	0.00	51,784.70	0.00	14,256.11	0.00	66,040.81
LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total LTA (Local Technical Assistance)	0.00	51,784.70	0.00	14,256.11	0.00	66,040.81
Mapping Projects						
Billable Mapping Services						
Karen Gould	0.00	0.00	0.00	0.00	185.00	185.00
Total Billable Mapping Services	0.00	0.00	0.00	0.00	185.00	185.00
MapGeo						
Farmington	0.00	1,000.00	0.00	0.00	0.00	1,000.00
Lee	0.00	1,000.00	0.00	0.00	0.00	1,000.00
Total MapGeo	0.00	2,000.00	0.00	0.00	0.00	2,000.00
Total Mapping Projects	0.00	2,000.00	0.00	0.00	185.00	2,185.00
NH DES						
PSM 18 Flood Risk Science & Guidance	794.95	0.00	0.00	0.00	0.00	794.95
Lee Floodplain Mgmt	922.17	0.00	0.00	0.00	0.00	922.17
PRB-Oyster River	7,329.00	0.00	0.00	0.00	0.00	7,329.00
Total NH DES	9,046.12	0.00	0.00	0.00	0.00	9,046.12
Rockingham Planning Commission						
LTS - Traffic Stress Pilot	3,767.09	2,896.02	0.00	0.00	0.00	6,663.11
Total Rockingham Planning Commission	3,767.09	2,896.02	0.00	0.00	0.00	6,663.11
Town of Durham						
Wagon Hill Living Shoreline	1,250.00	0.00	0.00	0.00	0.00	1,250.00
Total Town of Durham	1,250.00	0.00	0.00	0.00	0.00	1,250.00

**Strafford Regional Planning Commission
A/R Aging Summary
As of June 30, 2019**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Town of Farmington FAR Circuit Rider	2,866.00	3,156.05	0.00	0.00	0.00	6,022.05
Total Town of Farmington	2,866.00	3,156.05	0.00	0.00	0.00	6,022.05
Town of Northwood 2019 Tech Svcs	1,359.72	0.00	0.00	0.00	0.00	1,359.72
Total Town of Northwood	1,359.72	0.00	0.00	0.00	0.00	1,359.72
TOTAL	71,125.50	62,761.37	0.00	14,256.11	185.00	148,327.98

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*June
2/15/19*

Strafford Regional Planning Commission
A/R Aging Summary
As of June 30, 2019

1. Karen is sent a statement monthly and is remitting \$20 approximately every other month.
2. Kathy did receive an email from Milton confirming that they will not be paying dues. She will be doing a credit memo to adjust this to zero for the end of FY19, prior to sending the file to the auditors.
3. Newmarket's fiscal year begins on 7/1. Payment should be received during the month of July or early August.
4. A statement reminder will be sent during the month of July to the three cities.
5. A statement reminder will be sent during the month of July for MapGeo renewals.
6. Farmington Circuit Rider payment was received in early July.

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Strafford Regional Planning Commission Profit & Loss

07/15/19

June 2019

Accrual Basis

	Jun 19	Jun 18	\$ Change
Ordinary Income/Expense			
Income			
SRPC Revenue			
SRPC Membership Dues	9,753.98	8,973.16	780.82
Municipal and NonProfit Revenue			
Northwood Planning Services	1,359.72	2,243.09	-883.37
Barrington Master Plan	866.69	0.00	866.69
NHCHF Pathways to Play	2,540.57	0.00	2,540.57 ¹
MapGeo Subscriptions	4,000.00	0.00	4,000.00 ²
GIS Projects	12.00	1,305.13	-1,293.13
Municipal and NonProfit Revenue - Other	4,622.60	3,465.24	1,157.36
Total Municipal and NonProfit Revenue	13,401.58	7,013.46	6,388.12
Total SRPC Revenue	23,155.56	15,986.62	7,168.94
Economic Development Revenue			
EPA Brownfields	4,960.28	3,366.03	1,594.25
Total Economic Development Revenue	4,960.28	3,366.03	1,594.25
State Award Revenue			
NHDES			
Lee Floodplain Mapping	6,483.97	3,052.50	3,431.47
Watershed PRB	15,250.42	0.00	15,250.42
PSM18	794.95	0.00	794.95
Total NHDES	22,529.34	3,052.50	19,476.84 ³
OEM Haz Mit			
PDM 2017	5,307.27	0.00	5,307.27
Total OEM Haz Mit	5,307.27	0.00	5,307.27
Total State Award Revenue	27,836.61	3,052.50	24,784.11
MPO Revenue			
NH DOT			
UPWP	47,783.38	45,808.55	1,974.83
FHWA MultiModal Pilot (Bike LTS)	4,708.86	0.00	4,708.86 ⁴
CTAP CommuteSMART	998.42	0.00	998.42 ⁵
Total NH DOT	53,490.66	45,808.55	7,682.11
Total MPO Revenue	53,490.66	45,808.55	7,682.11
Contra Income Cash Match			
RPC LTS Cash Match	-941.77	0.00	-941.77
CTAP Cash Match	-213.15	0.00	-213.15
DOT Cash Match	-4,717.71	-4,580.86	-136.85

**Strafford Regional Planning Commission
Profit & Loss**

07/15/19

June 2019

Accrual Basis

	Jun 19	Jun 18	\$ Change
Total Contra Income Cash Match	-5,872.63	-4,580.86	-1,291.77
Contra Income InKind/Soft Match			
In Kind Lee Floodplain Match	-5,497.76	0.00	-5,497.76
In-Kind HazMit Match	-1,182.27	0.00	-1,182.27
Contra Income InKind/Soft Match - Other	-7,921.42	0.00	-7,921.42
Total Contra Income InKind/Soft Match	-14,601.45	0.00	-14,601.45
Contract Overage	-670.29	0.00	-670.29
Total Income	88,298.74	63,632.84	24,665.90
Gross Profit	88,298.74	63,632.84	24,665.90
Expense			
Personnel Expenses			
Salary and Wages	40,697.80	33,168.43	7,529.37
Payroll Expenses			
Payroll Taxes			
Medicare Expense	527.61	507.15	20.46
Social Security expense	2,255.98	2,168.53	87.45
Payroll Taxes - Other	-0.01	-0.02	0.01
Total Payroll Taxes	2,783.58	2,675.66	107.92
Dental insurance expense	278.34	272.10	6.24
Health Insurance expense	4,057.78	4,264.01	-206.23
Life Insurance expense	89.00	77.51	11.49
LTD Insurance expense	47.64	49.25	-1.61
STD insurance expense	160.71	137.75	22.96
Health incentive	0.00	1,005.47	-1,005.47
Pension expense	1,104.10	1,032.51	71.59
Unemployment expense	552.18	240.25	311.93
Workers Compensation	172.02	145.34	26.68
Payroll Processing Fees	167.50	175.50	-8.00
Dues and Subscriptions	479.01	-170.64	649.65
Total Payroll Expenses	9,891.86	9,904.71	-12.85
Total Personnel Expenses	50,589.66	43,073.14	7,516.52
Equipment expense			
Copier Maintenance Contract	319.85	412.64	-92.79
Computer Supplies	0.00	29.99	-29.99
Office furniture	0.00	528.50	-528.50
Software expense			
MapGeo Software	6,000.00	0.00	6,000.00
ArcInfo/View software	425.00	1,064.00	-639.00

Strafford Regional Planning Commission Profit & Loss

07/15/19

June 2019

Accrual Basis

	Jun 19	Jun 18	\$ Change
Grant Finder	0.00	82.92	-82.92 ¹⁰
Prezi	13.25	13.25	0.00
Adobe In Design	153.90	139.90	14.00
Anti-virus software	34.38	45.84	-11.46
Office Software			
Microsoft	185.00	0.00	185.00 ¹¹
Office operating software	0.00	-334.42	334.42 ¹²
Total Office Software	185.00	-334.42	519.42
Software expense - Other	167.89	0.00	167.89 ¹³
Total Software expense	6,979.42	1,011.49	5,967.93
Traffic Count Expenses			
Traffic counting supplies	155.63	9.99	145.64
Total Traffic Count Expenses	155.63	9.99	145.64
Total Equipment expense	7,454.90	1,992.61	5,462.29
Communications			
Telephone			
Internet Communication Expense	0.00	121.00	-121.00
Telephone - Other	280.75	142.68	138.07
Total Telephone	280.75	263.68	17.07 ¹⁴
Travel & Ent			
Travel	1,041.10	1,156.61	-115.51
Total Travel & Ent	1,041.10	1,156.61	-115.51
Postage and Delivery	17.99	15.99	2.00
Total Communications	1,339.84	1,436.28	-96.44
Fixed Expenses			
Insurance			
Liability Insurance	879.64	423.38	456.26
Total Insurance	879.64	423.38	456.26
Rent	5,000.00	2,500.00	2,500.00 ¹⁵
Total Fixed Expenses	5,879.64	2,923.38	2,956.26
Administrative			
Bank Service Charges	1.48	27.00	-25.52
Meetings Advertising Expense	25.00	0.00	25.00
Meetings Expense	560.49	-119.73	680.22
Office Expense	76.75	76.86	-0.11

Strafford Regional Planning Commission
Profit & Loss
 June 2019

	Jun 19	Jun 18	\$ Change
Office Supplies	9.99	89.30	-79.31
Printing and Reproduction	0.00	0.00	0.00
Professional Fees			
Accounting, Audit	888.75	5,700.00	-4,811.25 ¹⁶
Total Professional Fees	888.75	5,700.00	-4,811.25
Uncollectible Accounts Expense	0.00	15.00	-15.00
Total Administrative	1,562.46	5,788.43	-4,225.97
Contract Labor			
Accounting & Bookkeeping	3,962.50	3,537.50	425.00
Consulting Engineering Services	11,085.39	6,418.53	4,666.86 ¹⁷
Network support	270.00	270.00	0.00
Model Assistance MOVES	2,061.91	0.00	2,061.91 ¹⁸
Website maintenance and updates	3.90	43.89	-39.99
Total Contract Labor	17,383.70	10,269.92	7,113.78
Total Expense	84,210.20	65,483.76	18,726.44
Net Ordinary Income	4,088.54	-1,850.92	5,939.46
Other Income/Expense			
Other Income			
Interest Income	23.40	8.73	14.67
Total Other Income	23.40	8.73	14.67
Net Other Income	23.40	8.73	14.67
Net Income	4,111.94	-1,842.19	5,954.13

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 7/15/19

Strafford Regional Planning Commission
Profit & Loss
June 2019

1. NHCHF was a new funding source for FY19.
2. Map Geo billing was modified to SRPC's fiscal year, previously paid and billed around Sep-Oct.
3. Lee Floodplain Mapping and Watershed PRB are new funding for FY19.
4. The FHWA MultiModal Pilot was a new funding source for FY19.
5. CTAP was also a new funding source for FY19 and SRPC received additional funds for the month of June over and above the original contract amount.
6. Contract overages for June 2019 consisted of the following: \$606 UPWP, \$64 Lee Floodplain
7. Total increase in salaries for June 2019 were 23% higher than in 2018. 7 employees received raises in FY19. *+ Several months in 2018 w/o an Exec. Dir.*
8. MapGeo software was paid for in Sep during FY18, and the subscription period was modified to Jul-June for FY20 forward.
9. One ArcInfo/View license was removed during FY19 to match current utilization.
10. SRPC no longer uses the Grant Finder software.
11. Microsoft Office 365 was added during 2019.
12. This was an accounting adjustment to prepaid software to reflect actual expense remaining for 2018.
13. This is the accounting adjustment to prepaid software to reflect actual expense remaining for 2019.
14. Telephone and internet service providers were changed during 2019. SRPC currently has a bundled package and costs will not split between internet and telephone going forward.
15. The July 2019 rent check was dated in June and booked as accounts payable.
16. SRPC was going through the competitive bidding process for audit services during 2018. A \$5,000 adjustment was made in June of 2018 to record the proper amount of the awarded contract for that fiscal year. The contract awarded was for a three-year period and costs for each year were disclosed in the contract upon signing.
17. SRPC has 3 contracts in 2019 that utilize contracted engineering services, compared to one contract in 2018. Costs billed are project specific and based on engineering utilization.
18. Model Assistance costs were for the travel demand and transportation model work done in 2019 only.

Strafford Regional Planning Commission
Income by Customer
June 2019

07/15/19

Accrual Basis

Date	Name	Memo	Amount
LRPC			
06/30/2019	LRPC	June 2019 Comm Svcs - Organizational Style Book	92.11
06/30/2019	LRPC	June 2019 Comm Svcs - TIP Formatting	414.49
Total LRPC			506.60
NHCHF			
Pathways to Play			
06/30/2019	NHCHF:Pathwa...	Progress Billing June 2019	2,540.57
Total Pathways to Play			2,540.57
Total NHCHF			2,540.57
Central NH RPC			
CTAP Planning/State Coord			
06/30/2019	Central NH RPC...	Final Invoice - June 2019	998.42
06/30/2019	Central NH RPC...	SRPC Match	-158.82
06/30/2019	Central NH RPC...	NCC Match	-54.33
Total CTAP Planning/State Coord			785.27
Total Central NH RPC			785.27
DEPT OF SAFETY (OEM)			
PDM 2017			
06/30/2019	DEPT OF SAFE...	Progress Billing June 2019	5,307.27
06/30/2019	DEPT OF SAFE...	In Kind Match for Hazard Mitigation contracts	-1,182.27
Total PDM 2017			4,125.00
Total DEPT OF SAFETY (OEM)			4,125.00
DOT UPWP 18_19			
06/30/2019	DOT UPWP 18...	June 2019 Progress Billing - UPWP	39,288.29
06/30/2019	DOT UPWP 18...	10% Matching Funds	-3,868.20
06/30/2019	DOT UPWP 18...	Cost over budget amount, added to 10% match	-606.25
06/30/2019	DOT UPWP 18...	Adjustment to May billing	8,495.09
06/30/2019	DOT UPWP 18...	10% Matching Funds	-849.51
Total DOT UPWP 18_19			42,459.42
EPA			
Brownfields 2015-2018			
06/30/2019	EPA:Brownfield...	Progress Billing, June 2019 - Hazardous	1,596.41
06/30/2019	EPA:Brownfield...	Petroleum	3,363.87
Total Brownfields 2015-2018			4,960.28
Total EPA			4,960.28
LTA (Local Technical Assistance)			

Strafford Regional Planning Commission
Income by Customer
June 2019

07/15/19

Accrual Basis

Date	Name	Memo	Amount
06/01/2019	LTA (Local Tech...	Dues 129216.90, LESS NOT, MIL, BRK=117048.76/12=9754.07	9,753.98
Total LTA (Local Technical Assistance)			9,753.98
Mapping Projects			
Billable Mapping Services			
06/10/2019	Mapping Project...	Maps - John Kubiczki 2 map copies	12.00
Total Billable Mapping Services			12.00
MapGeo			
Durham			
06/10/2019	Mapping Project...	MapGeo Subscription - 7/1/19-6/30/20	1,000.00
Total Durham			1,000.00
Farmington			
06/10/2019	Mapping Project...	MapGeo Subscription, 7/1/19-6/30/20	1,000.00
Total Farmington			1,000.00
Lee			
06/10/2019	Mapping Project...	MapGeo Subscription, 7/1/19-6/30/20	1,000.00
Total Lee			1,000.00
Strafford			
06/10/2019	Mapping Project...	MapGeo Subscription, 7/1/19-6/30/20	1,000.00
Total Strafford			1,000.00
Total MapGeo			4,000.00
Total Mapping Projects			4,012.00
NH DES			
PSM 18 Flood Risk Science & Guidance			
06/30/2019	NH DES:PSM 1...	Progress Billing June 2019	794.95
Total PSM 18 Flood Risk Science & Guidance			794.95
Lee Floodplain Mgmt			
06/30/2019	NH DES:Lee Fl...	Final Invoice - June 2019	6,483.97
06/30/2019	NH DES:Lee Fl...	To record when contracts go over budget in QuickBooks	-64.04
06/30/2019	NH DES:Lee Fl...	Lee Floodplain Mapping InKind Match	-5,497.76
Total Lee Floodplain Mgmt			922.17
PRB-Oyster River			
06/30/2019	NH DES:PRB-O...	PRB Progress Billing, PO 1064375	14,181.92
06/30/2019	NH DES:PRB-O...	In Kind Match - PRB	-7,921.42

Strafford Regional Planning Commission
Income by Customer
June 2019

07/15/19

Accrual Basis

Date	Name	Memo	Amount
	Total PRB-Oyster River		6,260.50
	Total NH DES		7,977.62
	Rockingham Planning Commission		
	LTS - Traffic Stress Pilot		
06/30/2019	Rockingham Pla...	Progress Billing June 2019	4,708.86
06/30/2019	Rockingham Pla...	Cash match FHWA Pilot Grant	-941.77
	Total LTS - Traffic Stress Pilot		3,767.09
	Total Rockingham Planning Commission		3,767.09
	Town of Barrington		
	Barrington Master Plan Chapter		
06/30/2019	Town of Barringt...	Progress Billing June 2019	866.69
	Total Barrington Master Plan Chapter		866.69
	Total Town of Barrington		866.69
	Town of Durham		
	Wagon Hill Living Shoreline		
06/30/2019	Town of Durha...	Progress Billing June 2019	1,250.00
	Total Wagon Hill Living Shoreline		1,250.00
	Total Town of Durham		1,250.00
	Town of Farmington		
	FAR Circuit Rider		
06/30/2019	Town of Farmin...	Progress Billing June 2019 - Circuit Rider	2,866.00
	Total FAR Circuit Rider		2,866.00
	Total Town of Farmington		2,866.00
	Town of Northwood		
	2019 Tech Svcs		
06/30/2019	Town of Northw...	Progress Billing June 2019	1,359.72
	Total 2019 Tech Svcs		1,359.72
	Total Town of Northwood		1,359.72
	TOTAL		87,230.24

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Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
SRPC Revenue				
SRPC Membership Dues	117,048.75	117,049.00	-0.25	100.0%
Municipal and NonProfit Revenue				
Northwood Planning Services	28,401.90	24,000.00	4,401.90	118.3%
Barrington Master Plan	6,537.38	8,844.00	-2,306.62	73.9%
UNH Lamprey River	2,355.87	1,871.00	484.87	125.9%
ROC Technical Services	500.00	500.00	0.00	100.0%
BCC Barrington Conservation	7,303.07	7,000.00	303.07	104.3%
NHCHF Pathways to Play	10,631.94	15,000.00	-4,368.06	70.9%
Nottingham RSMS	9,679.85	9,558.00	121.85	101.3%
FAR Tax Map Updates	1,944.73	1,700.00	244.73	114.4%
NDU GIS Buildout Analysis	1,490.26	1,465.00	25.26	101.7%
DUR Future Land Use	0.00	0.00	0.00	0.0%
MapGeo Subscriptions	6,334.00	4,000.00	2,334.00	158.4%
GIS Projects	859.50	5,800.00	-4,940.50	14.8%
Municipal and NonProfit Revenue - Other	11,279.40	0.00	11,279.40	100.0%
Total Municipal and NonProfit Revenue	87,317.90	79,738.00	7,579.90	109.5%
Total SRPC Revenue	204,366.65	196,787.00	7,579.65	103.9%
Economic Development Revenue				
EDD Partnership Planning	0.00	35,000.00	-35,000.00	0.0%
EPA Brownfields	52,180.97	63,320.00	-11,139.03	82.4%
Total Economic Development Revenue	52,180.97	98,320.00	-46,139.03	53.1%
State Award Revenue				
OEP Targeted Block	11,328.34	11,111.00	217.34	102.0%
NHDES				
Durham Groundwater Modeling	0.00	33,200.00	-33,200.00	0.0%
Coastal 2019	25,846.03	12,500.00	13,346.03	206.8%
Lee Floodplain Mapping	41,526.24	25,090.00	16,436.24	165.5%
Watershed PRB	21,776.42	30,450.00	-8,673.58	71.5%
PSM18	4,228.39	4,500.00	-271.61	94.0%
Coastal Resilience Grant	462.31	2,000.00	-1,537.69	23.1%
Coastal 2017	0.00	0.00	0.00	0.0%
Coastal 2018	2,140.91	0.00	2,140.91	100.0%
Local Water 17 ROC DOV	0.00	0.00	0.00	0.0%
NERRS	0.00	0.00	0.00	0.0%
Project of Special Merit SAIL	0.00	0.00	0.00	0.0%
Total NHDES	95,980.30	107,740.00	-11,759.70	89.1%
OEM Haz Mit				
PDM 2016	4,375.00	4,375.00	0.00	100.0%
PDM 2017	18,701.09	15,000.00	3,701.09	124.7%

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Lee HMPG	6,000.00			
Haz Mit with Towns	0.00	6,000.00	-6,000.00	0.0%
OEM Haz Mit - Other	0.00	0.00	0.00	0.0%
Total OEM Haz Mit	29,076.09	25,375.00	3,701.09	114.6%
Total State Award Revenue	136,384.73	144,226.00	-7,841.27	94.6%
MPO Revenue				
NH DOT				
SHRP2	0.00	0.00	0.00	0.0%
UPWP	578,849.98	520,418.00	58,431.98	111.2%
FHWA MultiModal Pilot (Bike LTS	11,571.61	13,885.00	-2,313.39	83.3%
CTAP CommuteSMART	11,182.73	6,939.00	4,243.73	161.2%
Total NH DOT	601,604.32	541,242.00	60,362.32	111.2%
Total MPO Revenue	601,604.32	541,242.00	60,362.32	111.2%
Contra Income Cash Match				
RPC LTS Cash Match	-2,314.32			
CTAP Cash Match	-1,923.35			
DOT Cash Match	-57,824.37	0.00	-57,824.37	100.0%
EDD Cash Match	0.00	0.00	0.00	0.0%
EPA Cash Match	0.00	0.00	0.00	0.0%
Contra Income Cash Match - Other	-3,300.31			
Total Contra Income Cash Match	-65,362.35	0.00	-65,362.35	100.0%
Contra Income InKind/Soft Match				
In Kind Lee Floodplain Match	-16,372.20			
In-Kind Coastal Match	-9,946.51	0.00	-9,946.51	100.0%
In-Kind EDD Match	0.00	0.00	0.00	0.0%
In-Kind HazMit Match	-5,576.09	0.00	-5,576.09	100.0%
Contra Income InKind/Soft Match - Other	-7,921.42			
Total Contra Income InKind/Soft Match	-39,816.22	0.00	-39,816.22	100.0%
Contract Overage	-3,530.56	0.00	-3,530.56	100.0%
Miscellaneous Income				
HealthTrust Credits	0.00	0.00	0.00	0.0%
Miscellaneous Income - Other	2,462.20	2,392.00	70.20	102.9%
Total Miscellaneous Income	2,462.20	2,392.00	70.20	102.9%
Total Income	888,289.74	982,967.00	-94,677.26	90.4%
Gross Profit	888,289.74	982,967.00	-94,677.26	90.4%
Expense				

Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Personnel Expenses				
Salary and Wages	524,066.92	530,121.00	-6,054.08	98.9%
Payroll Expenses				
Payroll Taxes				
Medicare Expense	7,418.06	0.00	7,418.06	100.0%
Social Security expense	31,718.56	0.00	31,718.56	100.0%
Payroll Taxes - Other	0.01	40,554.00	-40,553.99	0.0%
Total Payroll Taxes	39,136.63	40,554.00	-1,417.37	96.5%
Dental insurance expense	3,225.91	3,433.00	-207.09	94.0%
Health Insurance expense	46,744.33	50,046.00	-3,301.67	93.4%
Life Insurance expense	1,078.00	1,068.00	10.00	100.9%
LTD Insurance expense	582.33	743.00	-160.67	78.4%
STD insurance expense	1,966.08	2,099.00	-132.92	93.7%
Health incentive	3,452.08	4,540.00	-1,087.92	76.0%
Pension expense	15,250.22	15,604.00	-353.78	97.7%
Unemployment expense	3,374.13	2,883.00	491.13	117.0%
Workers Compensation	1,474.03	1,744.00	-269.97	84.5%
Payroll Processing Fees	2,258.25	2,250.00	8.25	100.4%
Staff Training and Seminars	4,905.00	5,000.00	-95.00	98.1%
Dues and Subscriptions	5,302.09	5,500.00	-197.91	96.4%
Total Payroll Expenses	128,749.08	135,464.00	-6,714.92	95.0%
Total Personnel Expenses	652,816.00	665,585.00	-12,769.00	98.1%
Equipment expense				
Copier Maintenance Contract	4,348.06	4,348.00	0.06	100.0%
Computer equipment	765.00	0.00	765.00	100.0%
Computer Supplies	294.41	0.00	294.41	100.0%
Office furniture	40.28	1,765.00	-1,724.72	2.3%
Software expense				
MapGeo Software	6,000.00	0.00	6,000.00	100.0%
ArclInfo/View software	5,424.00	6,384.00	-960.00	85.0%
Transportation Software	1,200.00	1,200.00	0.00	100.0%
Grant Finder	165.84	0.00	165.84	100.0%
Prezi	159.00	0.00	159.00	100.0%
Adobe In Design	1,748.80	0.00	1,748.80	100.0%
Anti-virus software	435.40	0.00	435.40	100.0%
Office Software				
Microsoft	435.00	0.00	435.00	100.0%
Sonic Wall Remote Access	375.00	0.00	375.00	100.0%
Office operating software	4,650.76	0.00	4,650.76	100.0%
Office Software - Other	0.00	8,090.00	-8,090.00	0.0%

Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Total Office Software	5,460.76	8,090.00	-2,629.24	67.5%
Software expense - Other	167.89			
Total Software expense	20,761.69	15,674.00	5,087.69	132.5% 7
Traffic Count Expenses				
Traffic Count Police Detail	847.98			
Traffic Count Equipment Repair	0.00	0.00	0.00	0.0%
Traffic counting equipment	0.00	0.00	0.00	0.0%
Traffic counting supplies	2,292.79	0.00	2,292.79	100.0%
Traffic Count Expenses - Other	0.00	3,228.00	-3,228.00	0.0%
Total Traffic Count Expenses	3,140.77	3,228.00	-87.23	97.3%
Other Equipment Repair and Cost				
Equipment Rental & Repair	0.00	294.00	-294.00	0.0%
Other Equipment Repair and Cost - Other	0.00	0.00	0.00	0.0%
Total Other Equipment Repair and Cost	0.00	294.00	-294.00	0.0%
Total Equipment expense	29,350.21	25,309.00	4,041.21	116.0%
Communications				
Telephone				
Internet Communication Expense	1,026.00	1,368.00	-342.00	75.0%
Telephone - Other	2,419.42	2,040.00	379.42	118.6%
Total Telephone	3,445.42	3,408.00	37.42	101.1% 8
Travel & Ent				
Meals	0.00	0.00	0.00	0.0%
Hotel	0.00	0.00	0.00	0.0%
Travel	14,358.54	0.00	14,358.54	100.0%
Travel & Ent - Other	0.00	18,000.00	-18,000.00	0.0%
Total Travel & Ent	14,358.54	18,000.00	-3,641.46	79.8%
Marketing Expense	0.00	0.00	0.00	0.0%
Postage and Delivery	402.88	780.00	-377.12	51.7%
Total Communications	18,206.84	22,188.00	-3,981.16	82.1%
Fixed Expenses				
Depreciation Expense	0.00	0.00	0.00	0.0%
Insurance				
Liability Insurance	5,509.76	5,051.00	458.76	109.1%
Total Insurance	5,509.76	5,051.00	458.76	109.1%

Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Rent	32,500.00	30,000.00	2,500.00	108.3%
Total Fixed Expenses	38,009.76	35,051.00	2,958.76	108.4%
Administrative				
Bank Service Charges	1.48	0.00	1.48	100.0%
Library & Planning Books	1,834.45	2,000.00	-165.55	91.7%
Meetings Advertising Expense	375.28	0.00	375.28	100.0%
Meetings Expense	2,585.07	2,175.00	410.07	118.9%
Office Expense	956.03	1,300.00	-343.97	73.5%
Plotter Ink and Supplies	176.23			
Office Supplies	1,163.16	2,520.00	-1,356.84	46.2%
Printing and Reproduction	1,218.42	1,200.00	18.42	101.5%
Professional Fees				
Accounting, Audit	10,665.00	10,665.00	0.00	100.0%
Consulting	0.00	0.00	0.00	0.0%
Legal Fees	300.00	1,000.00	-700.00	30.0%
Total Professional Fees	10,965.00	11,665.00	-700.00	94.0%
Repairs				
Building Repairs	0.00	0.00	0.00	0.0%
Total Repairs	0.00	0.00	0.00	0.0%
Interest Expense				
Finance Charge	4.33	0.00	4.33	100.0%
Loan Interest	0.00	0.00	0.00	0.0%
Total Interest Expense	4.33	0.00	4.33	100.0%
Uncollectible Accounts Expense	20.00			
Total Administrative	19,299.45	20,860.00	-1,560.55	92.5%
Contract Labor				
Pass Through Expense				
DUR Groundwater Consultant	0.00	0.00	0.00	0.0%
DUR Septic Pass Through	0.00	0.00	0.00	0.0%
SHRP2 Pass Through Expense	0.00	0.00	0.00	0.0%
UNH Local Source Water 2016-NKT	0.00	0.00	0.00	0.0%
Watershed Assist DUR	0.00	0.00	0.00	0.0%
Total Pass Through Expense	0.00	0.00	0.00	0.0%
Accounting & Bookkeeping	45,645.00	54,600.00	-8,955.00	83.6%
Consulting Engineering Services	76,839.63	132,410.00	-55,570.37	58.0%
Network support	3,881.25	3,390.00	491.25	114.5%
Model Assistance MOVES	20,775.68	20,795.00	-19.32	99.9%
Website and logo design	0.00	47.00	-47.00	0.0%

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2018 through June 2019**

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Website maintenance and updates	113.22	0.00	113.22	100.0%
GIS Contract Support	0.00	1,155.00	-1,155.00	0.0%
Other contract labor	3,355.00			
Total Contract Labor	150,609.78	212,397.00	-61,787.22	70.9%
Suspense	0.00	0.00	0.00	0.0%
Total Expense	908,292.04	981,390.00	-73,097.96	92.6%
Net Ordinary Income	-20,002.30	1,577.00	-21,579.30	-1,268.4%
Other Income/Expense				
Other Income				
Interest Income	286.98	100.00	186.98	287.0%
Other Income	0.00	0.00	0.00	0.0%
Total Other Income	286.98	100.00	186.98	287.0%
Net Other Income	286.98	100.00	186.98	287.0%
Net Income	-19,715.32	1,677.00	-21,392.32	-1,175.6%

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7/15/19

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2018 through June 2019

1. Budget variances due largely to timing differences. Most notably, Barrington Master Plan has been moving ahead slowly and the NHCHF Pathways to Play was expected to be started earlier than the actual start date.
2. The EDA grant was never awarded for FY19.
3. Brownfields has slowed some as the project searches for additional sites.
4. Watershed PRB: Sites initially chosen were found to be unsuitable after further testing/sampling. Reimbursement has been requested to cover a majority of the costs spent to date and an amendment is in process to add additional funds so that new project sites can be chosen to complete the project.
5. Coastal Resilience: This project is conducted during the school season. This project will resume in the fall.
6. The LTS project got off to a slower start than the budget anticipated.
7. The 2019-2020 MapGeo subscription period changed to SRPC's fiscal year. The annual fee due in July was paid in June.
8. Telephone service providers were changed during 2019 and telephone and internet are no longer being reported separately.
9. July's rent is included in the June financials.

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BARRINGTON
 BROOKFIELD
 DOVER
 DURHAM
 FARMINGTON
 LEE
 MADBURY
 MIDDLETON
 MILTON



NEW DURHAM
 NEWMARKET
 NORTHWOOD
 NOTTINGHAM
 ROCHESTER
 ROLLINSFORD
 SOMERSWORTH
 STRAFFORD
 WAKEFIELD

BILLING RATE STRUCTURE
 FISCAL YEAR 2020
 July 1, 2019 – June 30, 2020

For Consideration by the Executive Committee on 7/19/2019

Billing Level	Per Hour Rates For Dues Paying Communities	Per Hour Rates For Non-Dues Paying Communities**
Executive Director	\$105	\$110
Principal Planner	\$75	\$80
Senior Planner	\$65	\$70
Municipal Circuit Rider Regional Planner III	\$60	\$65
Regional Planner II	\$55	\$60
Regional Planner I	\$48	\$53
Intern	\$35	\$40

**The Non-Dues Municipal Rate reflects a \$5 adjustment over the Dues Paying Municipal rate.