

BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

**SRPC Executive Committee Meeting Agenda**  
**January 17, 2020**

***Time: 8:00-9:00 a.m.***

**SRPC Small Conference Room (within the SRPC office)**  
**150 Wakefield Street**  
**Rochester, NH 03867**

- 1. Welcome/Introductions**
- 2. Action Items (Motions Required)**
  - a. Approval of the Minutes of December 20, 2019 (**Enclosed**)
  - b. Acceptance of Draft December Financials (**Enclosed**)
- 3. Updates and Discussion**
  - a. January Monthly Minors (**Separate Mailing**)
  - b. Awards, Contracts, and General Business Update (**See Memo**)
  - c. NHARPC Membership (**See Memo**)
  - d. Progress toward FY2020 Goals (**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](mailto: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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WAKEFIELD

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

**DRAFT** Meeting Minutes  
December 20, 2019

**Committee members present:** Vice Chair Peter Nelson, Newmarket; Donald Hamann, Rochester; David Landry, Dover; Michael Bobinsky, Somersworth; Barbara Holstein, Rochester;

**Committee members absent:** Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury

**Staff members present:** Jen Czysz, executive director;

**Committee members absent:**

## 1. Welcome/Introductions

The meeting began at 8:02 a.m.

## 2. Action Items

### a. Approval of the Minutes of November 15, 2019

Peter Nelson asked for a motion to accept the minutes of the November 15, 2019 Executive Committee meeting. Donald Hamann **MOVED** to accept the minutes. David Landry **SECONDED** the motion, of which all were **IN FAVOR**.

D. Landry **MOVED** to add an agenda item, item d. Approval of additional signatory on the SRPC account under item 2. Action Items. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

### b. Acceptance of the Draft November Financials

J. Czysz reviewed the draft November financials.

She discussed funds for Rochester Sidewalk assessments, noting its documentation in the financials.

J. Czysz shared that billing in November was heavy on staff training hours. She stated that she attended a governance conference in Portland, OR, followed by the EPA Brownfields training in L.A.

along with James. J. Czynsz explained that Rachel and Colin attended the FHWA/FTA training in D.C. She reminded Commissioners that NNECAPA was in mid-November.

J. Czynsz stated that the balance sheet was lower than normal due to timing of a NHDOT invoice. This affected the aging summary in the way the numbers were recorded. D. Landry asked about securing timely payments, this is Kathy Foster's job as the financial consultant.

Michael Bobinsky asked for clarification on the Dover Coastal Resilience Grant, and what a stormwater demo was. J. Czynsz responded that the City of Dover designed a stormwater collection retention system which will be installed as a demonstration project as part of the urban tree plan.

J. Czynsz continued to review the financials, explaining that to date the organization has a net income of \$16,000. This will be useful with the upcoming three payroll month.

D. Landry asked about pending approval from G and C, which stands for governor and council. J. Czynsz explained that state contracts go through a long process, where they need to be approved by the governor and council for SRPC to receive the funding. Jen reviewed the process.

D. Landry asked about the dollar threshold for bypassing Governor and Council. It had gone up to \$25,000, but it has decreased since. M. Bobinsky explained that this process is typical for any grant, even for municipalities. He used the example of some historic preservation grants Somersworth is waiting to receive.

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

### **c. Concurrence with December Monthly Minors**

J. Czynsz explained that the process for reviewing the minors at the E.C. meetings would be changing. The new process will include senior transportation planner Colin Lentz reaching out to the municipality relevant to the project in order to allow them the opportunity to address concerns. J. Czynsz explained that the E.C. doesn't need to concur with the minors but may still send comments and concerns to Colin.

D. Landry asked if it is the responsibility of the E.C. members to notify the municipality of funding changes reflected in the monthly minors. J. Czynsz responded that C. Lentz will be responsible for reaching out to the communities.

M. Bobinsky shared that C. Lentz had already reached out to him concerning a Somersworth project.

A discussion ensued about how changing the process for the minors made sense. P. Nelson suggested that C. Lentz should include notes on the minors reports about what municipal representative he talked to, and when.

P. Nelson commented on the minor database that SRPC keeps, opining that it should be an online database allowing for historical review. This is possible; J. Czynsz explained that we are starting to work on our new webpage. A discussion ensued about design and content.

J. Czysz reviewed the minors including one in Somersworth, where the funding shift was reflective of a request made by the City.

J. Czysz explained that the state's Tier 2 resurfacing program had a child project in Somersworth, which includes repaving Route 108. A discussion ensued about paving responsibilities considering that 108 is a state road.

J. Czysz reviewed the final project where funds were shifting for a COAST and UNH Wildcat project.

M. Bobinsky **MOVED** to concur with the December Monthly Minors. D. Haman **SECONDED** the motion, of which all were **IN FAVOR**.

#### **d. Approval of additional signatory on the SRPC account**

J. Czysz explained that per our bylaws we can have three commissioners as account signatories. She added that the current signatories are Tom Crosby and Victoria Parmele. D. Hamann offered to be the third signatory. B. Holstein **MOVED** to nominate Donald Hamann as a signer on the account. D. Landry **SECONDED** the motion, of which all were **IN FAVOR**.

### **3. Updates and Discussion**

#### **a. Awards, Contracts, and General Business Update**

J. Czysz shared that SRPC finalized its contract with the Town of Strafford to update its tax maps. Data collection intern Stephen Geis is working with GIS planner Jackson Rand on this project.

She explained that SRPC had already completed its contact with the Town of Milton for its MS4 Notice of Intent (NOI); this project had a fast turnaround. SRPC has offered to assist Milton with its stormwater management plan, which is the next step following EPA's approval of the MS4 NOI. J. Czysz explained that J. Rand worked on MS4 with communities at his last job in MA.

J. Czysz shared that SRPC assisted Dover and Durham with their Coastal Resilience grants, which were successful. The grants are to go before Governor and Council in the coming weeks.

J. Czysz updated E.C. members on Durham's groundwater modeling project, sharing that money from the state's revolving loan funds are also working their way through Governor and Council as well. This has been in process overall for a year.

J. Czysz reviewed other projects including Lee's Tax Maps, a grant submission with RPC for a DES sourcewater protection grant, an unsuccessful RFP submission for a visioning session for REDC, and a successful 604B grant for a watershed-based plan for Sunrise Lake.

J. Czysz reviewed receipt of dues and how they are applied to the budget in monthly increments. She updated the E.C. on the indirect rate, which is currently lower than the target.

D. Landry asked about the indirect rate and for reasoning behind the target rate. J. Czysz explained it ensures we do not make a profit.

P. Nelson asked if there is a requirement to use the organization's line of credit from time to time, there is not. SRPC does have to renew it every December.

#### **b. NHARPC Membership**

J. Czysz updated E.C. members on the latest NHARPC meeting. D Hamann shared that the group discussed two bills which will impact planning and zoning boards. The new bills would require new planning board members to go through a training process. It would also require them to take a test and if they didn't pass they could participate in board meetings but could not be a voting member.

A discussion ensued about training for board members, about state funding for RPCs., and about inclusionary housing.

J. Czysz shared that there is an open seat on NHARPC for an SRPC Commissioner.

#### **c. Commissioner Engagement – Modes of Governance**

J. Czysz asked E.C. members to come to the January meeting with ideas for what they want to discuss at the upcoming modes of governance workshop.

A discussion ensued concerning the different modes of governance.

#### **4. Other Business**

There was no other business.

#### **5. Adjourn**

D. Landry **MOVED** to adjourn the meeting. B. Holstein **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 9:05 a.m.

Minutes Respectfully Submitted by  
Shayna Sylvia  
Communications and Outreach Planner

Minutes approved on \_\_\_\_\_

By: \_\_\_\_\_  
Victoria Parmele, Secretary/Treasurer  
– SRPC Executive Committee

# SRPC FY 2019 Dashboard - December

For the January 17, 2020 Executive Committee Meeting

December 31, 2019	
FSB Checking Beginning Balance	\$61,898.93
Deposits	\$91,776.95
Payments	-\$69,560.90
Uncleared Transactions	-\$5,542.09
<b>FSB Checking Ending Balance</b>	<b>\$78,572.89</b>

Accounts Receivable	<b>\$82,282.03</b>
FSB Savings Account	<b>\$16,099.14</b>

OVERSIGHT ACTIVITIES	
Line of Credit Activated?	No; Renewal pending to extend to 12/31/2020
Audit Status	Complete

BUDGET NARRATIVE	
<b>Federal Savings Bank Balance/Case on hand:</b>	We continue to have adequate cash on hand to meet monthly expenses
<b>Payables and Receivables</b>	Remains current to be paid/received within 30 to 60 days
<b>FY19 Working Budget:</b>	Updated to reflect mid year budget amendment

FUNDING SOURCES - WORKING BUDGET	
Due, Interest & Reimbursement	\$116,726
Metropolitan Planning Organization	\$516,256
State Agencies	\$148,897
Municipal & Nonprofit Agreements	\$174,638
Economic Development District	\$155,266
<b>Total Revenue</b>	<b>\$1,111,783</b>
<b>Pending Grant Applications</b>	<b>\$76,698</b>

EXPENSES - WORKING BUDGET	
Personnel	\$669,330
Equipment	\$37,975
Communications	\$11,730
Fixed Expenses	\$46,156
Miscellaneous Expenses	\$32,765
Contracted Work	\$243,092
<b>Total Expenses</b>	<b>\$1,041,049</b>

## STAFF PRESENTATIONS - ACTIVITIES DEC./JAN.

### Standing Committees and Appointments

CommuteSmart NH Committee Meeting (Shayna)  
 Explore Moose Mountains (Shayna)  
 ACT Board & Executive Committee (Colin)  
 CAW Outreach Committee (Kyle)  
 COAST Board (Colin)  
 HSIP Meeting (Colin)  
 Farmington, Northwood and Nottingham Planning Board Staff (Kyle, James, Stef)  
 NHPA Executive Committee (Kyle)  
 Seacoast Drinking Water Commission (Kyle)  
 Greater Seacoast Workforce Housing Council Board of Directors (Jen)  
 Nottingham ZBA Meeting (Stef, Jen)  
 Regional Workshop (All staff)  
 Partnering for Performance NH (Rachel, Colin)  
 LTS (Rachel Colin)  
 SB43 Density Commission (Jen)

### RPC Activity

RPC Directors Meeting (Jen)  
 Pathways to Plan Somersworth Pilot Meeting (Nancy, Jen)  
 Strafford Board of Selectmen (Jen)  
 Dover Recreation Steering Committee Meeting (Kyle, Nancy)

### EDD Activity

Rochester Phase I ESA meeting (James, Brownfields QEP) [NOTE: not definitely scheduled right now, but we're trying to schedule for the week of 1/13]

CDFA's CDBG Grant Administration Training (Nancy, Jen)

### MPO Activity

Economic Benefits of Transit Research Team Meeting (Colin, James, Jen)  
 South East Land Trust (Colin)  
 Joint Landuse Study Committee (Colin, James, Jen)

### Staff Development & Trainings

Wellness Coordinator Training (Nancy, Stef)  
 Regional Workshop (all staff)

## WEB AND SOCIAL MEDIA STATISTICS



### Stafford.org

Sessions 104(-334)  
 Users 89(-264)



### Constant Contact

Subscribers 800(0)  
 Avg. Open Rate 31%(0)



### Facebook

Posts 22(+3)  
 Reach 1436(-231)  
 Engagement 144(-3)



### Twitter

Tweets 9(+6)  
 Profile Visits 25(\_25)  
 Impressions 2,181(+1,128)  
 Followers 275(+2)  
 Mentions 0(0)



### Map Geo

Total Visits 527(-65)  
 Unique Visitors 308(-27)







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WAKEFIELD

**DATE:** January 10, 2020  
**TO:** Executive Committee Members  
**FROM:** Jen Czysz, Executive Director  
**RE:** Director's Report for the January 2020 Meeting

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The following notes correspond to individual agenda items for discussion.

### **2b. Acceptance of Draft December Financials**

*Balance Sheet:* Bank balances are back up where we'd like to see them and slightly below this time last year. The lag from last year is in part attributable to a delayed reimbursement from EDA. Additionally, in January we had a few one time expenses including a new computer, Windows 10 upgrades, partial payment on the phone system, and conference expenses. Overall net assets are now ahead of this time last year.

*Aging Summary:* Most all receivables are current within 60 days. There is about \$19,000 accounts that are more than 31 days overdue; most of which were paid in January, reminders have been sent for the others. We are having some delays with DOTs processing of the LTS grant project invoices. The items due beyond 90 days are both accounted for: one is a small mapping project and SRPC receives periodic installment payments, the other is the LTS payment.

*Profit and Loss:* As noted previously, the goal for November and December was to break even given several paid holidays and vacations. We met this goal both months and again saw a small profit, earning \$6,667 in December. Compared to this time last year, the largest differences are the increase in municipal projects, addition of EDA funding, and decrease in state funded efforts. Staffing and contractual labor differences are the key distinguishing factor within the month to month expense differences. As of the end of December 2019, the year-to-date net profit (\$22,694) positions us to be able to fully absorb January's third payroll.

### **3a. Awards, Contracts and General Business Update**

*Awards and Contracts:*

Recently finalized new contracts include:

- Durham Groundwater Model (final application submitted to DES) approved by G&C

Awarded but still pending contracts for FY 2020 include:

- REDC Economic Development Visioning Sessions, submitted jointly with RPC, SNHPC and NRPC
- NH DES 604(b) Grant, Sunrise Lake Watershed Management Plan, selected by NH DES for full application submission and funding, submitted on December 5<sup>th</sup>.

Pending Grant Applications and Municipal Contracts include:

- Lee Tax Map updates

- NH DES Source Water Protection Grant, Model Buffer Ordinance, submitted jointly with RPC

*Dues:* Dues expenditures to date are summarized below.

July – December Year to Date (accrual based)	
<b>Income:</b>	
Billable Mapping Services	\$0.00
FY20 Dues Paid	\$57,938.02
<b>Total Income</b>	<b>\$57,938.02</b>

<b>Expenses:</b>	
Planning Salaries	\$4,033.91
Dues and Subscriptions	\$56.34
Office Software	\$0.00
Travel	\$479.33
Meeting Expense	\$98.32
Office Expense	\$73.87
Finance Charge	\$0.00
Accounting	\$0.00
Mapping Supplies	\$0.00
Mapping Salaries	\$18.75
Indirect	\$5,187.40
<b>Total SRPC Expenses</b>	<b>\$13,729.21</b>

<b>Cash Match:</b>	
UPWP	\$16,679.33
Level of Traffic Stress Analysis	\$2,146.86
EDA	\$5,104.49
<b>Total Cash Match</b>	<b>\$23,930.68</b>

<b>Contract Overages:</b>	
Farmington Tax Maps 2019	\$447.45
EPA Brownfields 2015-2018	\$24.66
Milton MS4 NOI	\$24.27
NHCHF Pathways to Play	\$113.61
Lamprey River Mapping (EDA)	\$840.00
<b>Total Contract Overages</b>	<b>\$1,449.99</b>

<b>Total Expenses</b>	<b>\$39,109.88</b>
<b>Annual Dues Remaining</b>	<b>\$18,828.14</b>

*Indirect Rate:* SRPC’s approved indirect rate (fringe benefits, plus overhead) for FY 2020 is 128% as approved by NH DOT. 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. As of the end of December the rate is 117%, up slightly from October and November’s 112%. The increase was expected and is associated with the purchase of a computer, phone system, and staff holidays.

### 3b. NHARPC Membership

SRPC has a vacancy for one new representative to the NH Association of Regional Planning Commissions. Don Hamann currently represents SRPC and Victoria Parmele serves as an alternate.

### 3c. Update on FY 2020 Goals

Goal 1: *Complete the SRPC strategic plan and begin to implement priority areas for organizational growth and direction over the next couple years.*

#### Goal 1 Progress:

- Updates are still ongoing. Content is there, just need to finish refining and incorporating final ideas and supporting documentation. Goal is to present for commission approval in February or March.
- In the meantime, we are using the draft findings internally to shape ongoing business decisions and hope to launch an RFP by the end of January for a website redesign.

Goal 2: *Continue to build relationships with municipalities and allied organization in the region.*

- Schedule and complete a second round of annual check in meetings with each community’s Board of Selectmen, Town/City Council, and/or Planning Board.

- Encourage commissioners to attend the annual check in meetings.
- Develop a listing of local and regional “wish list” project to reference when monitoring grant funding.

Goal 2 Progress:

- This is picking back up in January – next visit is scheduled for next week in Strafford. Shayna and I will be building a more regular and spread out schedule for the year.
- This morning we hosted a very well attended workshop to update the long-range transportation plan, economic development strategy and housing needs assessment. The sessions were designed to maximize opportunities for participants from each of the communities to meet one another and SRPC staff, as well as generate valuable content for the plan updates.

Goal 3: *Strengthen participation of and better define the role of SRPC commissioners and executive committee members.*

- Engage commissioners as the direct liaison between communities and the organization.
- Schedule annual community check in meetings in coordination with commissioners.
- Invite commissioners to participate in local outreach events.
- Develop opportunities to engage commissioners and committee members in all modes of governance ([generative, strategic and fiduciary](#)).

Goal 3 Progress:

- Stay tuned! I will be sending something out next week (before our meeting) to schedule a session to begin exploring the modes of governance. Think about topics you’d like to explore as a board.

Goal 4: *Complete the IT Plan for the organization and begin to implement priority initiatives such as:*

- Improvements to the SRPC website and/or complete site redesign.
- Enhancements to online map features and interoperability with state (DOT) systems/databases.
- Updated IT services contract (due to go out to bid).
- Replace the office phone system

Goal 4 Progress:

- RFP for the website redesign is anticipated to go out by the end of January, this will factor in significant improvements to online mapping and data access.
- Phone systems are being replace in January (part 1 of the install is set for Monday 1/13/20).
- All computers have been updated to Windows 10 and we have replaced 3 desktop units to support more advanced graphics and GIS work.



**Strafford Regional Planning Commission**  
**Balance Sheet**  
As of December 31, 2019

	Dec 31, 19	Dec 31, 18	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
FSB Checking	79,919.58	89,161.80	-9,242.22
FSB Savings	16,099.14	16,050.98	48.16
<b>Total Checking/Savings</b>	<b>96,018.72</b>	<b>105,212.78</b>	<b>-9,194.06</b> <sup>1</sup>
<b>Accounts Receivable</b>			
Accounts Receivable	82,282.03	59,224.11	23,057.92
<b>Total Accounts Receivable</b>	<b>82,282.03</b>	<b>59,224.11</b>	<b>23,057.92</b>
<b>Other Current Assets</b>			
<b>Prepaid Expenses</b>			
Prepaid Dues and Subscriptions	2,495.85	2,583.99	-88.14
Prepaid training	600.00	600.00	0.00
<b>Total Prepaid Expenses</b>	<b>3,095.85</b>	<b>3,183.99</b>	<b>-88.14</b>
Prepaid software support	1,319.13	523.07	796.06
Undeposited Funds	0.00	10,293.66	-10,293.66
<b>Total Other Current Assets</b>	<b>4,414.98</b>	<b>14,000.72</b>	<b>-9,585.74</b>
<b>Total Current Assets</b>	<b>182,715.73</b>	<b>178,437.61</b>	<b>4,278.12</b>
<b>Fixed Assets</b>			
<b>Property and Equipment</b>			
Accumulated Depreciation	-15,745.44	-30,383.48	14,638.04
<b>Equipment Purchase</b>			
Canon iPF760 Plotter	0.00	3,353.04	-3,353.04
Lenova Think Server	3,983.04	3,983.04	0.00
Xerox Workcentre 7545P	0.00	11,285.00	-11,285.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
<b>Total Equipment Purchase</b>	<b>15,745.44</b>	<b>30,383.48</b>	<b>-14,638.04</b> <sup>4</sup>
<b>Total Property and Equipment</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Fixed Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>182,715.73</b>	<b>178,437.61</b>	<b>4,278.12</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Credit Cards			
FSB Credit Card	1,487.58	435.36	1,052.22

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of December 31, 2019**

	Dec 31, 19	Dec 31, 18	\$ Change
<b>Total Credit Cards</b>	1,487.58	435.36	1,052.22 <sup>5</sup>
<b>Other Current Liabilities</b>			
<b>Benefits payable</b>			
Simple IRA payable	48.00	48.00	0.00
<b>Total Benefits payable</b>	48.00	48.00	0.00
<b>Contract Revenue In Advance</b>	1,526.79	12,801.74	-11,274.95 <sup>6</sup>
FY19 Dues in Advance	0.00	58,524.33	-58,524.33
FY20 Dues in Advance	57,742.19	0.00	57,742.19
<b>Payroll Liabilities</b>			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	2,500.55	3,096.86	-596.31
<b>Total Payroll Liabilities</b>	2,530.94	3,127.25	-596.31
<b>Total Other Current Liabilities</b>	61,847.92	74,501.32	-12,653.40
<b>Total Current Liabilities</b>	63,335.50	74,936.68	-11,601.18
<b>Long Term Liabilities</b>			
<b>Accrued expenses</b>			
Accrued Payroll	21,136.80	21,569.67	-432.87
Accrued Vacation	22,216.21	17,888.47	4,327.74
Annual Audit Accrual	8,120.00	5,332.50	2,787.50
<b>Total Accrued expenses</b>	51,473.01	44,790.64	6,682.37 <sup>7</sup>
<b>Total Long Term Liabilities</b>	51,473.01	44,790.64	6,682.37
<b>Total Liabilities</b>	114,808.51	119,727.32	-4,918.81
<b>Equity</b>			
Retained Earnings	45,213.16	61,577.63	-16,364.47 <sup>8</sup>
Net Income	22,694.06	-2,867.34	25,561.40
<b>Total Equity</b>	67,907.22	58,710.29	9,196.93
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>182,715.73</b>	<b>178,437.61</b>	<b>4,278.12</b>

*WJC*  
1/9/20

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of December 31, 2019**

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1. Cash: Computer and software upgrades and travel costs associated with several training events.
2. Prepaid Software: Majority of the increase is due to full payment of ESRI ArcGIS licenses in the current fiscal year. SRPC made monthly payments with a hefty finance fee in the previous fiscal year.
3. Undeposited Funds: Prior year funds received but not deposited until the following month.
4. Accumulated Depreciation and Equipment: Removal of old copier and old plotter sold to Lee from the financial statements.
5. Credit Card: Accommodations charged for several training events during December.
6. Contract Revenue in Advance: Funds remaining in current fiscal year - Barrington Master Plan \$410, Durham Living Shoreline \$1117
7. Accrued Expenses: Adjusted at year and based on differences between when time is worked and paid, amount of accrued vacation for all employees, and current audit charges per contract
8. Retained Earnings: Cumulative posting of net income from all prior years.

**Strafford Regional Planning Commission  
A/R Aging Summary  
As of December 31, 2019**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>2000 LTA (Local Technical Assistance)</b>						
<b>2200 PLUR Books</b>						
2206 Town of Lee PLUR	0.00	0.00	0.00	20.55 <b>1</b>	0.00	20.55
<b>Total 2200 PLUR Books</b>	0.00	0.00	0.00	20.55	0.00	20.55
<b>2000 LTA (Local Technical Assistance) - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 2000 LTA (Local Technical Assistance)</b>	0.00	0.00	0.00	20.55	0.00	20.55
<b>3300 City of Dover Master Plan</b>	2,495.08	0.00	3,676.81 <b>2</b>	0.00	0.00	6,171.89
<b>3400 Town of Durham</b>						
3402 Wagon Hill Living Shoreline	0.00	1,639.78 <b>3</b>	0.00	0.00	0.00	1,639.78
<b>Total 3400 Town of Durham</b>	0.00	1,639.78	0.00	0.00	0.00	1,639.78
<b>3500 Town of Farmington</b>						
3501 FAR Circuit Rider	3,896.24	0.00	0.00	3,716.00 <b>4</b>	0.00	7,612.24
3503 ADG Master Plan Support	342.50	0.00	0.00	2,465.00	0.00	2,807.50
<b>Total 3500 Town of Farmington</b>	4,238.74	0.00	0.00	6,181.00	0.00	10,419.74
<b>3900 Town of Milton</b>						
3902 Milton MS4 Notice of Intent	1,480.00 <b>5</b>	0.00	0.00	0.00	0.00	1,480.00
<b>Total 3900 Town of Milton</b>	1,480.00	0.00	0.00	0.00	0.00	1,480.00
<b>4200 Town of Northwood</b>						
4201 NOR Circuit Rider	1,356.94	0.00	1,847.21 <b>6</b>	0.00	0.00	3,204.15
<b>Total 4200 Town of Northwood</b>	1,356.94	0.00	1,847.21	0.00	0.00	3,204.15
<b>4300 Town of Nottingham</b>						
4301 NOT Circuit Rider	2,308.90	0.00	0.00	0.00	0.00	2,308.90
<b>Total 4300 Town of Nottingham</b>	2,308.90	0.00	0.00	0.00	0.00	2,308.90
<b>4700 Town of Strafford</b>						
4702 Strafford Tax Map Update	610.00	0.00	0.00	0.00	0.00	610.00
<b>Total 4700 Town of Strafford</b>	610.00	0.00	0.00	0.00	0.00	610.00
<b>5200 UNH Climate in the Classroom</b>	327.84	0.00	0.00	0.00	459.09 <b>7</b>	786.93
<b>5310 Lamprey River LAC</b>						
5310.001 2016 Land Protection Map	600.00	0.00	0.00	0.00	0.00	600.00
5310 Lamprey River LAC - Other	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 5310 Lamprey River LAC</b>	600.00	0.00	0.00	0.00	0.00	600.00
<b>5500 Mapping Projects</b>						
5510 Cynthia Wyatt	0.00	45.00	0.00	0.00	0.00	45.00
5511 Karen Gould	0.00	0.00	0.00	0.00	125.00 <b>8</b>	125.00
<b>Total 5500 Mapping Projects</b>	0.00	45.00	0.00	0.00	125.00	170.00
<b>6000 Office of Strategic Initiatives</b>						
6000.000 FY20 TBG	2,560.96	0.00	0.00	0.00	0.00	2,560.96
<b>Total 6000 Office of Strategic Initiatives</b>	2,560.96	0.00	0.00	0.00	0.00	2,560.96
<b>6100 NH DES</b>						
6100.000 Coastal 2020	1,423.59	0.00	0.00	0.00	0.00	1,423.59
6150.000 PSM 18 Flood Risk Sci & Guidance	457.42	0.00	0.00	0.00	0.00	457.42
6250.000 PRB-Oyster River	1,000.00	0.00	0.00	0.00	0.00	1,000.00



**Stafford Regional Planning Commission  
A/R Aging Summary  
As of December 31, 2019**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Total 6100 NH DES	2,881.01	0.00	0.00	0.00	0.00	2,881.01
7000 ECONOMIC DEVELOPMENT ADMINISTRATION	6,373.89	0.00	5,940.41 <sup>9</sup>	0.00	0.00	12,314.30
7100 EPA						
7110 Brownfields 2019-2022	8,938.76	0.00	0.00	0.00	0.00	8,938.76
Total 7100 EPA	8,938.76	0.00	0.00	0.00	0.00	8,938.76
8000 DOT UPWP 20_21	27,136.67	0.00	0.00	0.00	0.00	27,136.67
8100 RPC LTS - Traffic Stress Pilot	0.00	0.00	537.94	500.45 <sup>10</sup>	0.00	1,038.39
City of Rochester						
UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
Total City of Rochester	0.00	0.00	0.00	0.00	0.00	0.00
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>61,308.79</b>	<b>1,684.78</b>	<b>12,002.37</b>	<b>6,702.00</b>	<b>584.09</b>	<b>82,282.03</b>

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1/9/20*

**Strafford Regional Planning Commission**  
**A/R Aging Summary**  
As of December 31, 2019

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1. Town of Lee: PLUR books just arrived 1/8/20, so a reminder invoice will be sent now that the books can be distributed to the town.
2. City of Dover: Paid \$3676.81 in January.
3. Durham: Paid \$1639.78 in January. This is to pre-pay the contract balance remaining for Wagon Hill Living Shoreline.
4. Farmington: A reminder will be sent for Farmington Circuit Rider October invoice. ADG paid \$2465.00 in January.
5. Milton: Paid \$1480.00 in January.
6. Northwood: Paid \$1847.21 in January.
7. UNH: A reminder will be sent for the Climate in the Classroom September invoice.
8. Karen Gould: Monthly statement sent. SRPC typically receives a \$20 payment each month.
9. EDA: On 1/8/20 the project manager at EDA finally approved our November invoice. Waiting for ASAP draw down approval.
10. LTS: Paid \$500.45 in January.

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01/08/20

Accrual Basis

**Strafford Regional Planning Commission**  
**Profit & Loss**  
December 2019

	Dec 19	Dec 18	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
SRPC Membership Dues	9,656.34		
SRPC Revenue		9,754.07	-97.73 <sup>1</sup>
<b>Municipal and NonProfit Revenue</b>			
Barrington Master Plan	0.00	649.81	-649.81
DOV Recreation MP Chapter	2,495.08	0.00	2,495.08
DUR Wagon Hill Living Shoreline	522.50	0.00	522.50
FAR Circuit Rider	3,896.24	0.00	3,896.24
FAR Master Plan Support	342.50	0.00	342.50
GIS Projects	45.00	0.00	45.00
LRAC Mapping	1,440.00	0.00	1,440.00
MIL MS4 NOI	1,504.27	0.00	1,504.27
NHCHF Pathways to Play	1,481.23	0.00	1,481.23
Northwood Planning Services	1,356.94	1,722.28	-365.34
NOT Circuit Rider	2,308.90	0.00	2,308.90
Strafford Tax Map	610.00	0.00	610.00
Nottingham RSMS	0.00	638.28	-638.28
UNH Lamprey River	327.84	0.00	327.84
<b>Total Municipal and NonProfit Revenue</b>	<b>16,330.50</b>	<b>3,010.37</b>	<b>13,320.13</b>
<b>Total SRPC Revenue</b>	<b>16,330.50</b>	<b>3,010.37</b>	<b>13,320.13 <sup>2</sup></b>
<b>Economic Development Revenue</b>			
EDD Partnership Planning	13,454.00	0.00	13,454.00 <sup>3</sup>
EPA Brownfields	8,938.76	1,030.00	7,908.76 <sup>4</sup>
<b>Total Economic Development Revenue</b>	<b>22,392.76</b>	<b>1,030.00</b>	<b>21,362.76</b>
<b>State Award Revenue</b>			
<b>NHDES</b>			
Coastal 2019	0.00	2,398.70	-2,398.70
Coastal 2020	3,482.10	0.00	3,482.10
PSM18	457.42	784.72	-327.30
Watershed PRB	1,000.00	4,595.00	-3,595.00
<b>Total NHDES</b>	<b>4,939.52</b>	<b>7,778.42</b>	<b>-2,838.90</b>
<b>OEM Haz Mit</b>			
Lee HMPG	0.00	1,615.08	-1,615.08
<b>Total OEM Haz Mit</b>	<b>0.00</b>	<b>1,615.08</b>	<b>-1,615.08</b>
<b>OEP Targeted Block</b>	<b>2,560.96</b>	<b>1,434.17</b>	<b>1,126.79</b>
<b>Total State Award Revenue</b>	<b>7,500.48</b>	<b>10,827.67</b>	<b>-3,327.19 <sup>5</sup></b>
<b>MPO Revenue</b>			
NH DOT			

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Accrual Basis

**Strafford Regional Planning Commission**  
**Profit & Loss**  
December 2019

	Dec 19	Dec 18	\$ Change
<b>UPWP</b>	30,151.86	43,720.94	-13,569.08
<b>Total NH DOT</b>	30,151.86	43,720.94	-13,569.08
<b>Total MPO Revenue</b>	30,151.86	43,720.94	-13,569.08
<b>Contra Income Cash Match</b>			
DOT Cash Match	-3,015.19	-4,372.09	1,356.90
EDD Cash Match	-1,366.11	0.00	-1,366.11
<b>Total Contra Income Cash Match</b>	-4,381.30	-4,372.09	-9.21
<b>Contra Income InKind/Soft Match</b>			
In-Kind Coastal Match	-2,058.51	-1,687.03	-371.48
In-Kind EDD Match	-5,714.00	0.00	-5,714.00
<b>Total Contra Income InKind/Soft Match</b>	-7,772.51	-1,687.03	-6,085.48
<b>Contract Overage</b>	-977.88	0.00	-977.88
<b>Total Income</b>	72,900.25	62,283.93	10,616.32
<b>Gross Profit</b>	72,900.25	62,283.93	10,616.32
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	39,123.28	41,090.74	-1,967.46
<b>Payroll Expenses</b>			
Dental insurance expense	284.76	278.34	6.42
Health Insurance expense	4,256.60	4,057.78	198.82
Life Insurance expense	86.00	89.00	-3.00
LTD Insurance expense	47.84	47.64	0.20
STD insurance expense	135.32	160.71	-25.39
Payroll Processing Fees	174.00	174.00	0.00
Pension expense	1,150.06	1,232.73	-82.67
Unemployment expense	276.01	240.25	35.76
Workers Compensation	85.99	145.26	-59.27
<b>Payroll Taxes</b>			
Medicare Expense	560.95	579.15	-18.20
Social Security expense	2,398.58	2,476.38	-77.80
Payroll Taxes - Other	-0.01	-0.01	0.00
<b>Total Payroll Taxes</b>	2,959.52	3,055.52	-96.00
<b>Total Payroll Expenses</b>	9,456.10	9,481.23	-25.13
<b>Dues and Subscriptions</b>	350.92	439.37	-88.45
<b>Staff Training and Seminars</b>	972.72	0.00	972.72

## Strafford Regional Planning Commission

## Profit &amp; Loss

December 2019

01/08/20

Accrual Basis

	Dec 19	Dec 18	\$ Change
<b>Total Personnel Expenses</b>	49,903.02	51,011.34	-1,108.32
<b>Equipment expense</b>			
Copier Maintenance Contract	319.85	639.70	-319.85 <sup>8</sup>
Office furniture			
Computer equipment	1,185.00	0.00	1,185.00 <sup>9</sup>
<b>Total Office furniture</b>	1,185.00	0.00	1,185.00
<b>Software expense</b>			
ArcInfo/View software	425.00	0.00	425.00 <sup>10</sup>
Office Software			
Windows 10 Upgrade	1,309.00	0.00	1,309.00 <sup>11</sup>
Adobe In Design	73.98	139.90	-65.92
Anti-virus software	27.95	34.38	-6.43
Constant Contact	40.50	0.00	40.50
Microsoft Office 365	125.00	0.00	125.00
Office operating software	0.00	-15.45	15.45
Sonic Wall Remote Access	0.00	0.00	0.00
<b>Total Office Software</b>	1,576.43	158.83	1,417.60
Prezi	0.00	13.25	-13.25
<b>Total Software expense</b>	2,001.43	172.08	1,829.35
<b>Total Equipment expense</b>	3,506.28	811.78	2,694.50
<b>Fixed Expenses</b>			
Insurance			
Liability Insurance	458.84	420.92	37.92
<b>Total Insurance</b>	458.84	420.92	37.92
Rent	2,500.00	2,500.00	0.00
<b>Total Fixed Expenses</b>	2,958.84	2,920.92	37.92
<b>Communications</b>			
Postage and Delivery	17.99	15.99	2.00
Telephone			
Internet Communication Expense	0.00	114.00	-114.00
Telephone - Other	0.00	174.77	-174.77
<b>Total Telephone</b>	0.00	288.77	-288.77
Telephone and Internet	281.70	0.00	281.70
<b>Total Communications</b>	299.69	304.76	-5.07
<b>Administrative</b>			

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Accrual Basis

**Strafford Regional Planning Commission**  
**Profit & Loss**  
 December 2019

	Dec 19	Dec 18	\$ Change
Office Expense	57.49	130.46	-72.97
Office Supplies	223.68	300.97	-77.29
Professional Fees			
Accounting, Audit	902.50	888.75	13.75
<b>Total Professional Fees</b>	902.50	888.75	13.75
Travel & Ent			
Meals	259.55	0.00	259.55
Travel	3,056.13	532.14	2,523.99
<b>Total Travel &amp; Ent</b>	3,315.68	532.14	2,783.54
<b>Total Administrative</b>	4,499.35	1,852.32	2,647.03 <sup>12</sup>
Contract Labor			
Financial Services	4,767.50	3,987.50	780.00
IT and Network support	307.50	270.00	37.50
Pass Through Expense			
Consulting Engineering Services	0.00	1,030.00	-1,030.00
<b>Total Pass Through Expense</b>	0.00	1,030.00	-1,030.00 <sup>13</sup>
Website maintenance and updates	3.90	3.90	0.00
<b>Total Contract Labor</b>	5,078.90	5,291.40	-212.50
<b>Total Expense</b>	66,246.08	62,192.52	4,053.56
<b>Net Ordinary Income</b>	6,654.17	91.41	6,562.76
Other Income/Expense			
Other Income			
Interest Income	23.58	23.36	0.22
<b>Total Other Income</b>	23.58	23.36	0.22
<b>Net Other Income</b>	23.58	23.36	0.22
<b>Net Income</b>	6,677.75	114.77	6,562.98

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**Strafford Regional Planning Commission**  
**Profit & Loss**  
December 2019

1. Dues: In the prior fiscal year SRPC had 3 communities that did not pay dues (BRK, MIL, NOT). This fiscal year, Lee declined to pay dues.
2. Municipal Revenue: Details from last month still apply. Several unanticipated municipal contracts have been put into place.
3. EDD: There was no funding in FY19.
4. EPA Brownfields: November and December staffing, along with Brownfields conference costs were billed in December.
5. State Award Revenue: Local Source Water municipal contract received in November with Newmarket. Kyle is working to get PRB projects up and running. PRB site identified and additional funding approved 11/6/19. Waiting for HSEM approval for Northwood PDM to close out.
6. MPO Revenue: Possible purchase or lease of vehicle using UPWP funds to spend down the grant. Can carry over any unused cost to second year of grant period.
7. Salaries: Prior year included costs for Editor. Current fiscal year, turnover in GIS Planner position.
8. Copier Maintenance Contract: Prior year was the first billing received when the new copier was leased and consisted of Dec and Jan payments due.
9. Office Furniture: New computer for GIS planner so that upgrade to Windows 10 could be completed.
10. ArcInfo/View software: Prior year did not have a December payment. Negotiating licenses with ESRI and payment in full up front for FY20.
11. Windows 10 Upgrade: Window 7 support ending mid-January 2020. Almost half of the computers have been upgraded, and the remainder of the computers should be upgraded by 1/9/20.
12. Travel: Brownfields conference and FHWA workshop airfare, lodging, meals, etc.
13. Pass Through Expenses: New EPA Brownfields contract starting 10/1/19 required consulting engineers to go through formal bidding process. Final contract with new engineering firm signed early December (retroactive to 10/18/19).

## Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>SRPC Membership Dues</b>	57,938.02	57,938.02	0.00
<b>SRPC Revenue</b>			
<b>Municipal and NonProfit Revenue</b>			
Barrington Master Plan	1,896.76	2,307.00	-410.24
DOV Recreation MP Chapter	18,107.48	18,675.00	-567.52
DUR Wagon Hill Living Shoreline	4,275.41	3,196.50	1,078.91
FAR Circuit Rider	22,983.84	24,000.00	-1,016.16
FAR Master Plan Support	5,263.92	3,750.00	1,513.92
FAR Tax Map Updates	3,034.95	2,588.00	446.95
GIS Projects	45.00	0.00	45.00
NHCHF Pathways to Play	19,481.69	19,368.00	113.69
NKT Tax Maps	961.60	1,800.00	-838.40
Northwood Planning Services	13,325.97	15,141.00	-1,815.03
NOT Circuit Rider	15,944.40	13,999.96	1,944.44
UNH Lamprey River	786.93	0.00	786.93
Municipal and NonProfit Revenue - Other	211.47	0.00	211.47
<b>Total Municipal and NonProfit Revenue</b>	<u>109,873.69</u>	<u>104,825.46</u>	<u>5,048.23</u>
<b>Total SRPC Revenue</b>	<u>109,873.69</u>	<u>104,825.46</u>	<u>5,048.23</u> <b>1</b>
<b>Economic Development Revenue</b>			
EDD Partnership Planning	39,178.39	58,333.62	-19,155.23 <b>2</b>
EPA Brownfields	26,422.64	41,099.96	-14,677.32 <b>3</b>
<b>Total Economic Development Revenue</b>	<u>65,601.03</u>	<u>99,433.58</u>	<u>-33,832.55</u>
<b>State Award Revenue</b>			
<b>NHDES</b>			
NKT Local Source Water	0.00	1,000.10	-1,000.10
Coastal 2019	1,363.90	0.00	1,363.90
Coastal 2020	7,283.41	12,500.02	-5,216.61
Durham Groundwater Modeling	0.00	27,856.50	-27,856.50
Local Source Water 2020	0.00	9,999.80	-9,999.80
PSM18	1,331.92	1,181.34	150.58
UNH Climate in the Class	0.00	444.45	-444.45
Watershed PRB	1,000.00	30,006.00	-29,006.00
<b>Total NHDES</b>	<u>10,979.23</u>	<u>82,988.21</u>	<u>-72,008.98</u>
<b>OEM Haz Mit</b>			
PDM 2017	1,500.00	1,875.00	-375.00
<b>Total OEM Haz Mit</b>	<u>1,500.00</u>	<u>1,875.00</u>	<u>-375.00</u>
<b>OEP Targeted Block</b>	<u>3,409.78</u>	<u>5,050.46</u>	<u>-1,640.68</u>
<b>Total State Award Revenue</b>	<u>15,889.01</u>	<u>89,913.67</u>	<u>-74,024.66</u> <b>4</b>
<b>MPO Revenue</b>			
FHWA MultiModal Pilot (Bike LTS)	10,734.30	7,602.64	3,131.66 <b>5</b>
NH DOT			
ROC Sidewalk Assessment	5,000.00	5,000.00	0.00
UPWP	216,674.95	276,609.00	-59,934.05 <b>6</b>



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

	Jul - Dec 19	Budget	\$ Over Budget
Total NH DOT	221,674.95	281,609.00	-59,934.05
Total MPO Revenue	232,409.25	289,211.64	-56,802.39
Miscellaneous Income			
Plotter Sale	250.00	250.00	0.00
Total Miscellaneous Income	250.00	250.00	0.00
Contra Income Cash Match			
NKT Local Source Water Match	0.00	-1,000.10	1,000.10
DOT Cash Match			
402.1 ROC Match	-5,000.00	-5,000.00	0.00
DOT Cash Match - Other	-16,667.50	-25,410.98	8,743.48
Total DOT Cash Match	-21,667.50	-30,410.98	8,743.48
EDD Cash Match	-5,104.49	-6,250.00	1,145.51
RPC LTS Cash Match	-2,146.86	-1,695.99	-450.87
Total Contra Income Cash Match	-28,918.85	-39,357.07	10,438.22
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-2,058.51	-6,249.98	4,191.47
In-Kind EDD Match	-10,257.74	-22,916.80	12,659.06
PRB IK Match	0.00	-12,006.00	12,006.00
Total Contra Income InKind/Soft Match	-12,316.25	-41,172.78	28,856.53
Contract Overage	-1,449.99	0.00	-1,449.99
Total Income	439,275.91	561,042.52	-121,766.61
Gross Profit	439,275.91	561,042.52	-121,766.61
Expense			
Personnel Expenses			
Salary and Wages	260,660.87	263,480.51	-2,819.64
Payroll Expenses			
Dental insurance expense	1,708.56	1,826.48	-117.92
Health incentive	5,433.70	4,681.00	752.70
Health Insurance expense	25,539.60	26,628.98	-1,089.38
Life Insurance expense	522.60	498.00	24.60
LTD Insurance expense	282.10	285.98	-3.88
STD insurance expense	804.09	964.50	-160.41
Payroll Processing Fees	1,111.75	1,299.98	-188.23
Pension expense	7,387.39	7,904.48	-517.09
Unemployment expense	1,656.46	1,656.76	-0.30
Workers Compensation	387.59	693.94	-306.35
Payroll Taxes			
Medicare Expense	3,815.91	0.00	3,815.91
Social Security expense	16,316.34	0.00	16,316.34
Payroll Taxes - Other	-0.03	20,156.50	-20,156.53
Total Payroll Taxes	20,132.22	20,156.50	-24.28
Total Payroll Expenses	64,966.06	66,596.60	-1,630.54

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

	Jul - Dec 19	Budget	\$ Over Budget
Dues and Subscriptions	2,220.08	2,210.48	9.60
Staff Training and Seminars	2,652.72	4,999.96	-2,347.24 <b>8</b>
<b>Total Personnel Expenses</b>	<b>330,499.73</b>	<b>337,287.55</b>	<b>-6,787.82</b>
<b>Equipment expense</b>			
Copier Maintenance Contract	1,919.10	1,919.02	0.08
Office furniture			
Computer equipment	3,555.00	3,000.00	555.00
<b>Total Office furniture</b>	<b>3,555.00</b>	<b>3,000.00</b>	<b>555.00</b>
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	500.00	-500.00
<b>Total Other Equipment Repair and Cost</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>
<b>Software expense</b>			
ArcInfo/View software	2,550.00	2,550.00	0.00
Office Software			
Windows 10 Upgrade	1,309.00	1,990.00	-681.00
Adobe In Design	502.81	420.00	82.81
Anti-virus software	124.66	129.00	-4.34
Constant Contact	243.00	243.00	0.00
DropBox	119.88	99.00	20.88
Microsoft Office 365	856.64	750.00	106.64
Sonic Wall Remote Access	0.00	400.00	-400.00
<b>Total Office Software</b>	<b>3,155.99</b>	<b>4,031.00</b>	<b>-875.01</b>
Prezi	26.50	0.00	26.50
Transcad software/maintenance	0.00	600.00	-600.00
<b>Total Software expense</b>	<b>5,732.49</b>	<b>7,181.00</b>	<b>-1,448.51 <b>9</b></b>
<b>Traffic Count Expenses</b>			
Traffic counting supplies	266.72	3,000.00	-2,733.28
<b>Total Traffic Count Expenses</b>	<b>266.72</b>	<b>3,000.00</b>	<b>-2,733.28</b>
<b>Total Equipment expense</b>	<b>11,473.31</b>	<b>15,600.02</b>	<b>-4,126.71</b>
<b>Fixed Expenses</b>			
Insurance			
Liability Insurance	2,546.02	2,528.02	18.00
<b>Total Insurance</b>	<b>2,546.02</b>	<b>2,528.02</b>	<b>18.00</b>
Office Vehicle Lease & Maint	0.00	7,050.00	-7,050.00 <b>10</b>
Rent	15,000.00	15,000.00	0.00
<b>Total Fixed Expenses</b>	<b>17,546.02</b>	<b>24,578.02</b>	<b>-7,032.00</b>
<b>Communications</b>			
Office Telephone System	2,250.00	4,000.00	-1,750.00 <b>11</b>
Postage and Delivery	207.94	200.02	7.92
Telephone and Internet	1,775.87	1,665.00	110.87

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

	Jul - Dec 19	Budget	\$ Over Budget
<b>Total Communications</b>	4,233.81	5,865.02	-1,631.21
<b>Administrative</b>			
Library & Planning Books	-383.60	0.00	-383.60 <sup>12</sup>
Meetings Expense			
Meetings Advertising Expense	384.32	0.00	384.32
Meetings Expense - Other	-382.08	681.80	-1,063.88 <sup>13</sup>
<b>Total Meetings Expense</b>	2.24	681.80	-679.56
Office Expense	617.87	650.02	-32.15
Office Supplies			
Plotter Ink and Supplies	700.30	0.00	700.30
Office Supplies - Other	988.03	1,800.00	-811.97
<b>Total Office Supplies</b>	1,688.33	1,800.00	-111.67
Printing and Reproduction	944.06	1,118.10	-174.04
Professional Fees			
Accounting, Audit	5,580.00	5,332.50	247.50
Legal Fees	0.00	500.02	-500.02
<b>Total Professional Fees</b>	5,580.00	5,832.52	-252.52
Travel & Ent			
Meals	259.55	0.00	259.55
Tolls & Parking	9.25	0.00	9.25
Travel	10,814.57	5,000.02	5,814.55
<b>Total Travel &amp; Ent</b>	11,083.37	5,000.02	6,083.35 <sup>14</sup>
<b>Total Administrative</b>	19,532.27	15,082.46	4,449.81
<b>Contract Labor</b>			
Financial Services	22,292.50	30,000.00	-7,707.50 <sup>15</sup>
IT and Network support	1,657.50	2,120.02	-462.52
Pass Through Expense			
DUR Groundwater Consultant	0.00	22,260.52	-22,260.52
EPA Brownfields Consultants	9,250.32	34,813.62	-25,563.30
PRB Consultants	0.00	15,499.96	-15,499.96
<b>Total Pass Through Expense</b>	9,250.32	72,574.10	-63,323.78 <sup>16</sup>
Website maintenance and updates	258.34	0.00	258.34
<b>Total Contract Labor</b>	33,458.66	104,694.12	-71,235.46
<b>Total Expense</b>	416,743.80	503,107.19	-86,363.39
<b>Net Ordinary Income</b>	22,532.11	57,935.33	-35,403.22
<b>Other Income/Expense</b>			
Other Income			
Interest Income	161.95	50.02	111.93
<b>Total Other Income</b>	161.95	50.02	111.93
<b>Net Other Income</b>	161.95	50.02	111.93

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Accrual Basis

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

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	Jul - Dec 19	Budget	\$ Over Budget
Net Income	22,694.06	57,985.35	-35,291.29

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

1. Municipal Revenue: DUR Living Shoreline prepaid the balance remaining on their contract; Other consists of communications services provided to RPC.
2. EDA: Grant was received late and did not start until August.
3. EPA Brownfields: New engineering form contract signed early December for new Brownfields contract.
4. State Awards-DES: DOV Resilience and Durham Groundwater Modeling contracts have been sent on 11/6/19 to NHDES for submission to G&C. Local Source Water- contract received for Newmarket project approved by DES on 11/8/19. Watershed PRB request for additional funds approved on 11/6/19. PDM17 waiting on HSEM final approval for Northwood to close out grant. Targeted Block: Most economic development work is being billed to EDD. TBG funds are being reserved for any possible future RIC work required.
5. LTS: Contract end date amended to March, 2020. Staff were working towards a September end date initially, and most work has already been completed.
6. UPWP: The hours for the Intern retained after traffic count season will be increased during school vacation times, and a new intern will be hired for May-June to help draw down current year costs. In addition, \$8,200 for NPMRDS data analytics tools will be billed to UPWP in June. SRPC hopes to use UPWP funds to purchase/lease a vehicle prior to the field work season start.
7. Contract Overages: Farmington Tax Map Update \$450, EPA \$25, MIL MS4 NOI \$24, NHCHF \$114, Lamprey River mapping \$840 was used as match for the EDA grant.
8. Staff Training: It is hard to predict the timing of various training events. Several trainings took place during the months of November and December. Further training will probably be needed for new field staff in the spring.
9. Office Software: Budget funds are likely to spent for additional computers that need Windows upgrade, Sonic Wall remote is likely to renew in January.
10. Vehicle Lease not done yet. Investigating use of UPWP funds for lease/purchase.
11. Office telephone system contract signed. 50% paid in November for down payment. Balance of \$2,250 to be paid in January when installed.
12. Library and Planning Books: Reimbursement for non-dues paying communities has been received, the bill from the printing service has not been received yet.
13. Meeting Expense Other: Annual meeting ticket funds received, cost was paid in previous fiscal year.
14. Travel: Two interns during traffic count season in current fiscal year, only one intern in previous year. In addition, sidewalk assessment work has resulted in increased travel requirements. SRPC also has several circuit rider contracts and other local contracts requiring increased trips to municipalities. Increased number of staff attending workshops and conferences.
15. Financial Services: Decreased hours from 24 hours per week (M-W) to 21 hours, also only working 1-2 days per week last two weeks of the month, depending on need.

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Accrual Basis

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

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16. Pass Through Expenses: DUR and DOV Groundwater contracts have not been finalized yet-sent to NHDOT 11/6, Brownfields contract concluded 9/30/19-new contract had 10/1/19 start date and engineering consultant contract finalized early December, PRB project suitable site identified - additional funding approved 11/6/19.
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