



SRPC Executive Committee Meeting Agenda
October 16, 2020 from 8:00 – 9:00 a.m.

IMPORTANT MESSAGE

The Chair of SRPC has found that, due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-18, SRPC and committees thereof are authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order.

SRPC is utilizing Zoom for this electronic meeting. All members of the Committee have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in the meeting as follows:

Online Access: <https://us02web.zoom.us/j/83494437750>

Meeting ID: 834 9443 7750

Telephone-only Access: 1-646-558-8656

These instructions have also been provided on the SRPC website at www.trafford.org.

If anybody has a problem accessing the meeting, please email jczyk@trafford.org. In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

1. Welcome/Introductions

2. Action Items (Motions Required)

- a. Approval of the Minutes of September 18, 2020 (**enclosed**)
- b. Acceptance of Draft September Financials (**separate mailing**)
- c. Approval of SIMPLE IRA Employer Contribution for CY2021 (**enclosed, see memo**)

3. Updates and Discussion

- a. Draft Fiscal Year 2021 Executive Director Organizational Goals (**see memo**)
- b. Awards, Contracts, and General Business Update (**see memo**)
- c. Executive Director Review Procedures (**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@trafford.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.

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

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

September 18, 2020

DRAFT Meeting Minutes
Zoom Meeting

Committee members present: Chair Victoria Parmele, Northwood; Vice Chair Peter Nelson, Newmarket; Treasurer Tom Crosby, Madbury; Donald Hamann, Rochester; David Landry, Dover; Barbara Holstein, Rochester; Bill Fisher, Farmington; Michael Bobinsky, Somersworth

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

Absent: (all members were present)

1. Welcome/Introductions

The meeting began at 8:01 a.m.

Victoria Parmele called the meeting to order. She shared that due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-17, this Committee is authorized to meet electronically. There was no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order: each member in attendance (via Zoom) confirmed their participation and name, and that they were the only one in the room (if connecting with video), or on the phone (if connecting with audio).

Those in attendance at the start of the meeting included David Landry, Peter Nelson, Tom Crosby, Barbara Holstein, Donald Hamann, Victoria Parmele, Bill Fisher, Shayna Sylvia and Jennifer Czysz.

Mike Bobinsky joined the meeting at 8:04 a.m.

2. Action Items

a. Approval of the Minutes of August 21, 2020

D. Hamann **MOVED** to accept the August 21, 2020 minutes. M. Bobinsky **SECONDED** the motion, of which all members were **IN FAVOR**.

The motion **CARRIED** via roll call vote of Don Hamann, Dave Landry, Victoria Parmele, Peter Nelson, Mike Bobinsky, Barbarba Holstein, Tom Crosby in the affirmative.

b. Acceptance of the Draft August Financials

J. Czysz commented on the status of the checking account at the end of August. She explained that dues payments have been transferred to the savings account. She mentioned there was a delayed NHDOT payment and that this was briefly reflected in the checking balance.

J. Czysz explained that the checking account balance is back up, and that the savings account is in good shape. She explained that we are at a good place financially, exceeding our balances at this point last year.

J. Czysz shared that SRPC is awaiting a dues payment from the City of Somersworth. She reviewed payments from NHDES that SRPC is awaiting.

J. Czysz explained that SRPC as of the end of September Fiscal Year 2021 is slightly in the black. She added that SRPC's EDA grant wasn't in place until September of FY 2021, which was one of the biggest differences between August of FY 2020 and FY 2021.

D. Landry asked if there is a specific month where the line of credit gets reassessed. This is renewed by the bank each year in December. D. Landry questioned if banks are reassessing lines of credit this year especially due to COVID-19. A discussion ensued concerning SRPC's banks account and line of credit.

P. Nelson asked if there is a requirement to use or lose on the line of credit; no, there is not. V. Parmele opined that this system works well.

P. Nelson **MOVED** to accept the Draft Financials. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

The motion **CARRIED** via roll call vote of Don Hamann, Dave Landry, Victoria Parmele, Peter Nelson, Mike Bobinsky, Barbarba Holstein, and Tom Crosby in the affirmative.

c. FY 2022 Dues Recommendation to SRPC Commission

J. Czysz reviewed the three dues options she prepared for Fiscal Year 2022. This included an option calculated with the traditional methodology based on population estimates and the per capita rate tied to the 'June 2019 to June 2020 CPI-U-all items'; a modified methodology only increasing dues using population estimates; and an option freezing the FY 2021 rate for FY 2022. J. Czysz explained the effect of the first two options on the organization's revenues.

M. Bobinsky stated that FY 2022 will have different challenges for municipalities and expressed his concerns. He opined that freezing the FY 2021 dues would be appreciated by communities. Each Commissioner shared their opinion of the different dues options. P. Nelson suggested having individual discussions with municipalities on this topic.

J. Czysz agreed that communities do not know where they will be next year, and this is important to consider. She shared that she has had conversations with municipalities and that there is a lot of uncertainty. She discussed freezing the dues rates, and shared that there is the option to write off increases. D. Landry confirmed that there is a hardship argument in place. Bill Fisher shared an anecdote from Farmington about town funds being needed for bridge repair and opined that freezing dues in the best option.

M. Bobinsky thanked J. Czysz for the options, and the discussion.

M. Bobinsky **MOVED** to recommend dues option 1, freezing the FY 2021 rate for FY 2022. V. Parmele **SECONDED**.

A roll call vote occurred.

Don Hamman – NO
Victoria Parmele – AYE
Dave Landry – NO
Peter Nelson – NO
Mike Bobinsky – AYE
Barbara Holstein – AYE
Tom Crosby - NO

The motion did not pass.

D. Hamann **MOVED** to recommend the dues option where FY 2022 rates were calculated solely on population estimates. P. Nelson **SECONDED** the motion.

A roll call vote occurred.

Don Hamman – AYE
Victoria Parmele – NO
Dave Landry – AYE
Peter Nelson – AYE
Mike Bobinsky – NO
Barbara Holstein – NO
Tom Crosby - AYE

The motion passed.

d. Appointment to the Commission to Study Offshore Wind and Port Development

Jen explained that language in the bill, TITLE XXXIV PUBLIC UTILITIES CHAPTER 374-F ELECTRIC UTILITY RESTRUCTURING Section 374-F:10, called for a SRPC representative to serve on the Commission to Study Offshore Wind and Port Development. J. Czynsz shared that she is happy to be SRPC's representative.

D. Landry **MOVED** to appoint J. Czynsz to the Commission to Study Offshore Wind and Port Development. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

The motion **CARRIED** via roll call vote of Don Hamann, Dave Landry, Victoria Parmele, Peter Nelson, Mike Bobinsky, Barbara Holstein, Tom Crosby in the affirmative.

3. Updates and Discussion

a. Draft Fiscal Year 2021 Executive Director Organizational Goals

Jen shared the first draft of her FY 2021 goals with the E.C. She explained that her goals build off prior years and address items in the SRPC Strategic Plan. She stated that for this fiscal year she updated her goals to be more specific to her, in addition to the goals for the larger organization with a focus on implementation of SRPC's strategic plan.

J. Czynsz explained that she would refine her goals and bring them back to the next E.C. meeting. She added that comments are welcome.

b. Awards, Contracts, and General Business Update

Jen stated that the EDA grant is now in place, as of Sept. 1.

SRPC received a positive response on its coastal resilience grant application, for a project in Dover with a focus on coastal equity. SRPC was offered an additional \$12,000 for this project, without increased match. The other coastal resilience application was a partnership with Rockingham Planning Commission, where they were the primary applicant. This project would allow RPC and SRPC to develop innovative land use guides for coastal communities.

J. Czynsz shared that SRPC is still awaiting EDA CARES Act funds; we have conditional approval. J. Czynsz added that SRPC now has a contract in place with New Durham to complete an additional phase of Road Surface Management Systems (RSMS) assessment work. M. Bobinsky asked if this is pavement management. Jen responded that it is and shared that this is the Statewide Asset Data Exchange System (SADES) program. J. Czynsz shared that SRPC is awaiting a response on a NH Fish and Wildlife Foundation grant submitted by NHDES.

J. Czynsz stated the SRPC has been working with Community Action Partnership of Strafford County (CAPSC) to write a grant proposal in response to homelessness. This has been a challenge. CAPSC and partners are currently identifying a location to host a homeless shelter.

J. Czynsz updated E.C. members on the indirect rate and shared that it is looking good.

c. September Monthly Minors

J. Czysz shared that the majority of minors are statewide. She explained that there is one local project, the Milton-Lebanon bridge project, which is increasing and moving engineering funds from 2020 to 2021.

d. Executive Director Review Procedures

This will be tabled. E.C. members were asked to work on this for next meeting. A short procedure would be good to have. V. Parmele suggested a subcommittee.

4. Other Business

Shayna Sylvia asked E.C. members if the annual report should be a printed document this year, or online one. E.C. members suggested it be online only.

B. Holstein shared that at the Tri-City fidelity meeting a location for a homeless shelter was suggested and the mayors of Dover, Rochester, and Somersworth, and CAPSC agree on the location.

5. Adjourn

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

The motion **CARRIED** via roll call vote of Don Hamann, Dave Landry, Victoria Parmele, Peter Nelson, Mike Bobinsky, Barbara Holstein, Tom Crosby in the affirmative.

The meeting adjourned at 8:58 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner

SRPC FY 2021 Dashboard - September

For the October 16, 2020 Executive Committee Meeting

STAFF PRESENTATIONS - ACTIVITIES SEPTEMBER

September 30, 2020	
FSB Checking Beginning Balance	\$24,356.67
Deposits	\$79,311.98
Payments	-\$67,175.79
Uncleared Transactions	-\$25,433.58
FSB Checking Ending Balance	\$11,059.28

Accounts Receivable	\$148,246.87
FSB Savings Account	\$104,613.38

OVERSIGHT ACTIVITIES	
Line of Credit Activated?	No; Extend to 12/31/2020
Audit Status	Underway; draft due in Nov

BUDGET NARRATIVE	
Federal Savings Bank Balance/Case on hand:	2 months cash on hand
Payables and Receivables	Current; several payments received in September
FY20 Working Budget:	Updated to include awarded grants & adjust staffing

FUNDING SOURCES - WORKING BUDGET	
Due, Interest & Reimbursement	\$119,406
Metropolitan Planning Organization	\$585,645
State Agencies	\$239,149
Municipal & Nonprofit Agreements	\$174,554
Economic Development District	\$322,174
Total Revenue	\$1,440,927
Pending Grant Applications	\$110,250

EXPENSES - WORKING BUDGET	
Personnel	\$884,921
Equipment	\$38,889
Communications	\$15,686
Fixed Expenses	\$47,043
Miscellaneous Expenses	\$32,765
Contracted Work	\$295,303
Total Expenses	\$1,314,606

Standing Committees and Appointments

Explore Moose Mountains (Shayna)
 Commute Smart NH Meeting (Shayna)
 Seacoast Stormwater Coalition (Jackson)
 COAST Board (Colin)
 ACT Executive Committee (Colin)
 HSIP Meeting (Colin)
 Policy Committee Meeting (Colin, Rachel, Jen, Nancy)
 TAC Committee meeting (Colin, Rachel, Jen)
 CAW Outreach (Kyle)
 Farmington Board Meetings as Staff (Kyle) x 3
 Northwood Board Meetings as Staff (James) x 3
 Nottingham Board Meetings as Staff (Stef)
 RPC Directors Meeting (Jen, Rachel)
 Full CAW Meeting (Kyle)
 Seacoast Drinking Water Commission (Kyle)
 SRPC Commission Meeting (all staff)
 NH Project for Code Reform Product Review Team (Jen)
 Strafford Public Health Advisory Committee (Nancy) x 2

RPC Activity

Strafford County Homeless Shelter CDBG-CV Hearings (Jen, Nancy, James)
 Model Buffer Project Meeting (Kyle, Alaina)
 Durham Climate Adaptation Stakeholder Input Session (Kyle, Alaina)
 Coastal Resilience Grant Meeting (Kyle, Jen)
 King Tide Planning Meeting (Kyle)
 Sunrise Lake Project Team Meeting (Kyle, Alaina)
 PRB Meeting w/ NHDES (Kyle, Jen)
 Community Planning Grant Meeting w/ NH Housing (Kyle)
 CHAT Steering Committee Meeting (Shayna, Jen, Nancy)
 Recycling Roundtable (Alaina, Jen, Colin, Stef, Nancy, Stephen, Jackson)
 POP! Meetings with Durham and Barrington (Stephen, Jackson)
 SRPC Resiliency Subcommittee (Stef, Jen)

EDD Activity

Seacoast Economy Meetings (Jen, Nancy, James) x 5
 Information Sharing meeting (Stef)

MPO Activity

Statewide Bike/Ped plan development meeting (Rachel, Stef, Colin)
 COAST Legislative outreach committee (Colin)
 COAST Annual Meeting (Colin)
 Discussion with Naval Shipyard Staff about public transit (Colin)
 Meeting with First Seacoast Bank re FTA transit study (Nancy)

Staff Development & Trainings

NNECAPA (Jen, Kyle, Stef, James)
 ArcGIS Urban Virtual Workshop and Seminar (Jackson, Stef, Stephen,)
 Enhancing Opportunities for Socially Vulnerable Populations (Alaina)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 683 (-231)
 Users 490 (-208)



Constant Contact

Subscribers 803 (0)
 Avg. Open Rate 26% (-2%)



Facebook

Posts 10 (3)
 Reach 390 (27)
 Engagement 38 (6)



Twitter

Tweets 2 (0)
 Profile Visits 36 (25)
 Impressions 1183 (627)
 Followers 287 (287)
 Mentions 10 (10)



Instagram

Followers 0 (-3)
 Posts 0 (-26)
 Reach 0 (-208)
 Engagement 117 (5)



ArcGIS

Open Data 558 (-14)
 Portal Views
 Tax Parcel 719 (211)
 Viewer Views

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

DATE: UPDATED October 13, 2020
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the October 16, 2020 Meeting

Per the Governor's Emergency Order #12, SRPC will hold a virtual meeting. The following notes correspond to individual agenda items for discussion.

2b. Acceptance of Draft September Financials

Please refer to the financial reports in your packet for more detailed information.

Balance Sheet: The September end of month checking balance was again low, given the timing of several payments that weren't received until early October. The savings account is very healthy as all dues were deposited into Savings. Total bank balances are comparable to September last year. Notable difference is within the account receivable that are nearly double this year reflecting the increased number of NH DES contracts and a slow down of payment processing in many state agencies and municipalities.

Aging Summary: The September billing amounts to \$67,094 and is not overdue at this time (included in the aging summary total of \$153,057). \$56,164 of invoices issued in September, or earlier, were paid in October. This leaves a balance of \$29,799 overdue beyond the 30-day payable term. All municipal dues have been paid at this time.

Profit and Loss: September ended with a net income of \$8,123, up about \$5,500 from this time last year. YTD we are at a net income of \$3,076, essentially breaking even. The primary differences between September 2020 and 2019 are more nuanced – DOT and DES billing as well as payroll expenses are up this year (increased staffing) otherwise most other items are fairly comparable.

2c. Approval of SIMPLE IRA Employer Contribution for CY2021

Strafford RPC has offered a Simple IRA retirement plan option since 2000. The plan has been unchanged since it was amended and restated in 2004. Retirement benefits are available to SRPC employees who earn at least \$5,000 a year. SRPC offers a matching contribution equal to each employee's contribution up to a limit of 3% of their annual compensation. Each year the executive committee is asked to approve the contribution limit, before completion of the annual Participant Notice that must be distributed to all eligible employees by October 31, 2020.

3a. Draft Fiscal Year 2021 Executive Director Organizational Goals

The following goals build off my 2020 goals and current initiatives underway:

- Continue implementation of the Strategic Plan with a focus on:
 - Build an implementation table to track progress

- Report implementation progress quarterly to the Executive Committee
- Present annual updates to the full Commission
- Continue to build relationships with municipalities and allied organization in the region.
 - Schedule and complete a second round of check in meetings with each community's Board of Selectmen, Town/City Council, and/or Planning Board in coordination with commissioners.
 - Encourage commissioners to attend the check in meetings.
- Strengthen leadership opportunities for staff and SRPC 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](#)).
 - Launch and run the SRPC Commissioner's Resiliency Subcommittee (Stef C. staff lead) and Recycling Roundtable (Alaina R. staff lead).
 - Build senior staff's contract management skills and introduce opportunities to take on supervisory roles (James, Colin, Kyle).
 - Create opportunities for all staff to be a project team lead.
- Implement priority initiatives such as:
 - Finalize and launch new SRPC website (staff leads Shayna, Rachel, Jackson).
 - Market GIS services and online mapping functionality (staff lead Jackson).
 - Offer planning visualization and design services (staff lead Shayna).
 - Complete IT plan and computer hardware replacements (staff lead Rachel, Stephen support)
 - Update the SRPC employee handbook to formalize telecommuting policies and identify any other needed updates
- Contract administration – two contracts to go out to bid:
 - IT services
 - Financial services

3b. Awards, Contracts and General Business Update

COVID-19: As the field work season draws to an end, I anticipate fewer staff members will be working in the office. We are working to configure the office to allow all staff to use the office as needed, keeping the total number of employees in the office at or below 7 at any one time.

Awards and Contracts: Please refer to the table of pending and recently awarded grants and contracts at the end of this memo for full details. Highlights include –

Newly funded:

- EDA: CARES Act Regional Recovery and Resiliency Planning and Technical
- New Durham: RSMS Update

Awarded Pending Contract:

- NHDES Coastal Resilience: Climate Change Impacts on Vulnerable Populations (SRPC)
- NHDES Coastal Resilience: (RPC)

Recently Submitted and Pending Decision:

- National Fish and Wildlife Foundation: Great Bay Living Shorelines
- CDBG-CV: Strafford CAP Homeless Shelter

In Development:

- Local Source Water Protection (TBD)

Indirect Rate: SRPC’s approved indirect rate (fringe benefits, plus overhead) for FY 2020-2021 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 reimbursed if we exceed our approved rate. The negotiated rate is based on the net of all programs that do not have indirect cost rate restrictions. The average FY2021 rate, across all programs, is 117.7% at the end of September.

Dues: Dues expenditures to date are summarized below.

August 2020 (FY2021 YTD)	
Income:	
Billable Mapping Services	\$0.00
FY20 Dues Paid	\$29,615.69
Total Income	\$29,615.69

Expenses:	
Vehicle Expenses	\$1,906.72
Planning Salaries	\$3,704.50
Dues and Subscriptions	\$28.71
Office Software	\$0.00
Travel	\$0.00
Meeting Expense	\$0.00
Office Expense	\$0.00
Finance Charge	\$0.00
Accounting	\$0.00
Mapping Supplies	\$0.00
Mapping Salaries	\$0.00
Indirect	\$4,741.76
Total SRPC Expenses	\$10,381.69

Cash Match:	
UPWP	\$12,511.98
EDA	\$768.27
Coastal	\$0.00
Total Cash Match	\$13,280.25

Contract Overages:	
Strafford Tax Maps 2020	\$147.50
Barrington MP	\$166.52
Durham Living Shoreline	\$41.80
Total Contract Overages	\$355.82

Total Expenses	\$24,017.76
Annual Dues Remaining	\$5,597.93

3d. Executive Director Review Procedures

(The following is a repeat of information from August for your reference)

SRPC does not currently have set procedures for conducted executive director reviews. The last couple years I have been providing a self-assessment using a similar format as completed by SRPC’s employees. Per the chair’s request, time has been included on the August agenda to discuss establishing a procedure. To aid in this discussion, I have enclosed the personnel evaluation procedures I use with staff. Additionally, there are several resources online that I would recommend reviewing. While we are not a non-profit organization, the principals are similar and may be helpful. These include:

- NH Charitable Trusts Unit: [Guidebook for NH Charitable Organizations](#) (see page 6)
- BoardSource: [Recommended Governance Practices](#) (see page 2, item E7)
- BoardSource: [CEO Assessment Sample Report](#)
- National Council of Nonprofits: [Executive Compensation](#)

NEXT MEETING November 20, 2020, 8 AM, tentatively scheduled to be a call or “Zoom” in.

Status of Grant Applications and Project Proposals

Title	Funder	Funding Year(s)	Award \$	Dues Match \$	Contract ual \$	Application Status	Contract Status	Description/Notes
CARES Act	EDA	FY2021-2022	\$379,131			awarded	complete	Proposed activities are intended to prevent further economic damage by providing information and technical assistance to at-risk businesses and industries, while also adding capacity to municipalities to ensure resilient and efficient municipal operations in the face of tightening budgets.
RSMS Update	New Durham	FY2021	\$4,937			awarded	complete	Reassessment of road conditions and preparation of asset management report
Climate Change Impacts on Vulnerable Populations (SRPC)	NHDES Coastal Resilience	FY2021-2022	\$40,000 +\$2,500 DOV cash match	\$1,000	\$13,500	awarded	pending	Assessment of how Dover's socially vulnerable populations, including minority, POCs (people of color), disabled, and lower income populations will be unequally affected by climate change impacts.
Coastal Innovative Land Use Guide & Regional Sustainability and Resiliency Program Framework	NHDES Coastal Resilience	FY2021-2022	\$8,750	\$1,250		awarded	pending	Rockingham Planning Commission will subcontract with SRPC to assist with development a user-friendly coastal innovative land use guide that will provide guidance and best practices through model regulations and implementable actions to achieve local goals.
COVID Decompression Homeless Shelter	CDFA CDBG-CV	FY2020-2021	\$29,000			submitted	pending	Grant writing and administration for Strafford County and CAPSC application to provide homeless shelter operations and services (\$471,000 to sheltering)
Great Bay Living Shorelines	NFWF	FY2021-2022	\$30,000			submitted	pending	DES Coastal is the applicant. Create a pipeline of living shoreline erosion management and asset protection projects that enhance resilience of salt marsh habitat and coastal community assets and avoid future hard shoreline stabilization in Dover, Durham, and Newmarket along the Great Bay Estuary. SRPC will assist with community planning, site assessments and community engagement activities.

Updates since last meeting

Strafford Regional Planning Commission
Balance Sheet
As of September 30, 2020

DRAFT

	Sep 30, 20	Sep 30, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	6,509.28	97,785.25	-91,275.97
FSB Savings	104,613.38	16,086.99	88,526.39
Total Checking/Savings	111,122.66	113,872.24	-2,749.58 ¹
Accounts Receivable			
Accounts Receivable	153,057.11	68,681.27	84,375.84
Total Accounts Receivable	153,057.11	68,681.27	84,375.84 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	244.76	0.00	244.76
Prepaid Dues and Subscriptions	2,060.86	1,795.57	265.29
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	2,905.62	2,395.57	510.05
Prepaid software support	2,789.34	2,888.13	-98.79
Undeposited Funds	14,439.80	2,456.42	11,983.38 ³
Total Other Current Assets	20,134.76	7,740.12	12,394.64
Total Current Assets	284,314.53	190,293.63	94,020.90
Fixed Assets			
Vehicles			
Vehicle Accumulated Depreciatio	-1,911.79	0.00	-1,911.79
Ford Transit	22,943.35	0.00	22,943.35
Total Vehicles	21,031.56	0.00	21,031.56
Property and Equipment			
Accumulated Depreciation	-15,745.44	-19,098.48	3,353.04
Equipment Purchase			
Canon iPF760 Plotter	0.00	3,353.04	-3,353.04
Lenova Think Server	3,983.04	3,983.04	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
Total Equipment Purchase	15,745.44	19,098.48	-3,353.04
Total Property and Equipment	0.00	0.00	0.00
Total Fixed Assets	21,031.56	0.00	21,031.56
TOTAL ASSETS	305,346.09	190,293.63	115,052.46
LIABILITIES & EQUITY			

Strafford Regional Planning Commission
Balance Sheet
As of September 30, 2020

LHAP

	Sep 30, 20	Sep 30, 19	\$ Change
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	80.36	197.05	-116.69
Total Credit Cards	80.36	197.05	-116.69
Other Current Liabilities			
FY21 Dues in Advance	88,847.01	0.00	88,847.01
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	21,380.25	13,510.24	7,870.01 ⁴
FY20 Dues in Advance	0.00	86,711.21	-86,711.21
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	2,249.08	2,609.75	-360.67
Total Payroll Liabilities	2,279.47	2,640.14	-360.67
Total Other Current Liabilities	112,554.73	102,909.59	9,645.14
Total Current Liabilities	112,635.09	103,106.64	9,528.45
Long Term Liabilities			
Lease Payable - Ford Motor Cred	16,956.20	0.00	16,956.20 ⁵
Accrued expenses			
Accrued Payroll	31,349.33	21,136.80	10,212.53
Accrued Vacation	32,697.38	22,216.21	10,481.17
Annual Audit Accrual	12,537.50	12,537.50	0.00
Total Accrued expenses	76,584.21	55,890.51	20,693.70 ⁶
Total Long Term Liabilities	93,540.41	55,890.51	37,649.90
Total Liabilities	206,175.50	158,997.15	47,178.35
Equity			
Retained Earnings	96,094.51	45,213.16	50,881.35 ⁷
Net Income	3,076.08	-13,916.68	16,992.76
Total Equity	99,170.59	31,296.48	67,874.11
TOTAL LIABILITIES & EQUITY	305,346.09	190,293.63	115,052.46

Strafford Regional Planning Commission
Balance Sheet
As of September 30, 2020

DRAFT

-
1. Cash: Dues are being deposited to the Savings account. The monthly amount recognized as income each month is being transferred to the Checking account, which is \$9,871.89.

 2. Accounts Receivable: See the Accounts Receivable Summary report for other Accounts Receivable comments.

 3. Undeposited Funds: Payments received on 9/30, but not yet deposited to the bank.

 4. Contract Revenue in Advance: Funds remaining in current fiscal year – GSCH Creating Age Friendly Communities \$11,738, NHCHF Promoting Outdoor Play \$9,642

 5. Lease Payable: This is the principal amount due for the lease to own Ford Transit Connect.

 6. Accrued Expenses: These amounts are adjusted at year-end and have been carried forward from the 6/30/20 adjusting entries to reflect wages paid in FY21 worked in FY20 and vacation hours accrued by staff at 6/30/20. The annual audit accrual is the FY20 audit expected charge, per the auditors' engagement letter. The actual amount is anticipated to be less, as I don't believe that we will meet the threshold requiring the preparation of a single audit.

 7. Retained Earnings: Cumulative posting of net income.

**Strafford Regional Planning Commission
A/R Aging Summary
As of September 30, 2020**

DRAFT

	61 - 90	> 90	TOTAL
2000 LTA (Local Technical Assistance)			
2100 Dues			
2116 City of Somersworth dues	0.00	10,266.79 1	10,266.79
Total 2100 Dues	0.00	10,266.79	10,266.79
2000 LTA (Local Technical Assistance) - Other	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	0.00	10,266.79	10,266.79
3302 Dover Resilience Grant	0.00	0.00	7,002.22
3400 Town of Durham			
3403 Durham Groundwater Modeling	0.00	0.00	4,810.24
3404 Durham Resilience Grant	0.00	0.00	3,064.74
Total 3400 Town of Durham	0.00	0.00	7,874.98
3500 Town of Farmington			
3501 FAR Circuit Rider	0.00	0.00	4,140.70
Total 3500 Town of Farmington	0.00	0.00	4,140.70
3600 Town of Lee	0.00	0.00	100.00
4100 Town of Newmarket			
4103 NKT Local Source Water Cash Match	0.00	0.00	533.40
Total 4100 Town of Newmarket	0.00	0.00	533.40
4200 Town of Northwood			
4201 NOR Circuit Rider	0.00	1,977.50	6,457.50 3
Total 4200 Town of Northwood	0.00	1,977.50	6,457.50
4300 Town of Nottingham			
4301 NOT Circuit Rider	0.00	0.00	2,217.50
Total 4300 Town of Nottingham	0.00	0.00	2,217.50
4700 Town of Strafford			
4702 Strafford Tax Map Update	158.75 4	0.00	158.75
Total 4700 Town of Strafford	158.75	0.00	158.75
5310 Lamprey River LAC	0.00	0.00	0.00
6000 Office of Strategic Initiatives			
6000.000 FY20_21 TBG	0.00	0.00	1,875.32
Total 6000 Office of Strategic Initiatives	0.00	0.00	1,875.32
6100 NH DES			
6251 Sunrise Lake	0.00	0.00	1,540.00
6101 Coastal 2021	0.00	0.00	1,692.68
6250.000 PRB-Oyster River	0.00	0.00	18,053.00
6301.000 Local Source Water 2020	0.00	0.00	6,850.00
Total 6100 NH DES	0.00	0.00	28,135.68
6500 DEPT OF SAFETY (OEM)			
6500.000 PDM 2017	0.00	375.00 5	375.00
Total 6500 DEPT OF SAFETY (OEM)	0.00	375.00	375.00
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7001 EDA FY21	0.00	0.00	3,584.56
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION	0.00	0.00	3,584.56
8000 DOT UPWP	0.00	0.00	80,334.71
4400 City of Rochester			
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00
Total 4400 City of Rochester	0.00	0.00	0.00
DOT_UPWP 2010-2011	0.00	0.00	0.00
TOTAL	158.75	12,619.29	153,057.11

**Strafford Regional Planning Commission
A/R Aging Summary
As of September 30, 2020**

DRAFT

	Current	1 - 30	31 - 60
2000 LTA (Local Technical Assistance)			
2100 Dues			
2116 City of Somersworth dues	0.00	0.00	0.00
Total 2100 Dues	0.00	0.00	0.00
2000 LTA (Local Technical Assistance) - Other	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	0.00	0.00	0.00
3302 Dover Resilience Grant	4,678.20	2,324.02	0.00
3400 Town of Durham			
3403 Durham Groundwater Modeling	4,810.24	0.00	0.00
3404 Durham Resilience Grant	1,817.93	1,246.81	0.00
Total 3400 Town of Durham	6,628.17	1,246.81	0.00
3500 Town of Farmington			
3501 FAR Circuit Rider	4,140.70	0.00	0.00
Total 3500 Town of Farmington	4,140.70	0.00	0.00
3600 Town of Lee	100.00	0.00	0.00
4100 Town of Newmarket			
4103 NKT Local Source Water Cash Match	0.00	0.00	533.40
Total 4100 Town of Newmarket	0.00	0.00	533.40
4200 Town of Northwood			
4201 NOR Circuit Rider	1,437.50	3,042.50	0.00
Total 4200 Town of Northwood	1,437.50	3,042.50	0.00
4300 Town of Nottingham			
4301 NOT Circuit Rider	2,217.50	0.00	0.00
Total 4300 Town of Nottingham	2,217.50	0.00	0.00
4700 Town of Strafford			
4702 Strafford Tax Map Update	0.00	0.00	0.00
Total 4700 Town of Strafford	0.00	0.00	0.00
5310 Lamprey River LAC	0.00	0.00	0.00
6000 Office of Strategic Initiatives			
6000.000 FY20_21 TBG	1,875.32	0.00	0.00
Total 6000 Office of Strategic Initiatives	1,875.32	0.00	0.00
6100 NH DES			
6251 Sunrise Lake	0.00	1,540.00	0.00
6101 Coastal 2021	1,692.68	0.00	0.00
6250.000 PRB-Oyster River	1,559.00	16,494.00	0.00
6301.000 Local Source Water 2020	0.00	0.00	6,850.00
Total 6100 NH DES	3,251.68	18,034.00	6,850.00
6500 DEPT OF SAFETY (OEM)			
6500.000 PDM 2017	0.00	0.00	0.00
Total 6500 DEPT OF SAFETY (OEM)	0.00	0.00	0.00
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7001 EDA FY21	3,584.56	0.00	0.00
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION	3,584.56	0.00	0.00
8000 DOT UPWP	39,990.58	40,344.13	0.00
4400 City of Rochester			
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00
Total 4400 City of Rochester	0.00	0.00	0.00
DOT_UPWP 2010-2011	0.00	0.00	0.00
TOTAL	67,904.21	64,991.46	7,383.40

Strafford Regional Planning Commission
A/R Aging Summary
As of September 30, 2020

DRAFT

-
1. City of Somersworth dues received in October

 2. Town of Newmarket payment received in October

 3. Town of Northwood sent a check for the June and August invoices (1977.50, \$3042.50). The check was illegible and sent back. Still waiting for replacement check.

 4. Town of Strafford – reminder sent about payment for the July invoice

 5. PDM17 – The final hazardous mitigation project was final approved by FEMA on 9/18. Reminder sent for payment of March invoice.

 6. UPWP paid \$40,344.13 in October.

Strafford Regional Planning Commission
Profit & Loss
 September 2020

DRAFT

	Sep 20	Sep 19	\$ Change
Ordinary Income/Expense			
Income			
SRPC Membership Dues	9,871.89	9,656.34	215.55
SRPC Revenue			
Municipal and NonProfit Revenue			
GSCH - Tufts	3,123.47	0.00	3,123.47
DOV Recreation MP Chapter	0.00	3,972.58	-3,972.58
DUR Wagon Hill Living Shoreline	0.00	2,184.62	-2,184.62
FAR Circuit Rider	4,140.70	3,266.00	874.70
GIS Projects	100.00	0.00	100.00
NHCHF	2,919.26	3,098.28	-179.02
Northwood Planning Services	1,437.50	1,564.44	-126.94
NOT Circuit Rider	2,217.50	2,348.50	-131.00
UNH Climate in the Classroom	0.00	459.09	-459.09
Municipal and NonProfit Revenue - Other	0.00	30.21	-30.21
Total Municipal and NonProfit Revenue	<u>13,938.43</u>	<u>16,923.72</u>	<u>-2,985.29</u>
Total SRPC Revenue	13,938.43	16,923.72	-2,985.29
Economic Development Revenue			
EDD Partnership Planning	7,290.29	8,560.39	-1,270.10
EPA Brownfields	0.00	1,368.90	-1,368.90
Total Economic Development Revenue	<u>7,290.29</u>	<u>9,929.29</u>	<u>-2,639.00</u>
State Award Revenue			
NHDES			
DUR Resilience	2,818.17	0.00	2,818.17
Coastal	2,114.95	2,303.89	-188.94
DOV Coastal Resilience	6,634.93	0.00	6,634.93
Durham Groundwater Modeling	4,810.24	0.00	4,810.24
Watershed PRB	3,796.86	0.00	3,796.86
Total NHDES	<u>20,175.15</u>	<u>2,303.89</u>	<u>17,871.26</u>
OEP Targeted Block	1,875.32	0.00	1,875.32
Total State Award Revenue	<u>22,050.47</u>	<u>2,303.89</u>	<u>19,746.58</u>
MPO Revenue			
FHWA MultiModal Pilot (Bike LTS)	0.00	1,023.37	-1,023.37
NH DOT			
UPWP	44,433.98	31,789.73	12,644.25
Total NH DOT	<u>44,433.98</u>	<u>31,789.73</u>	<u>12,644.25</u>
Total MPO Revenue	44,433.98	32,813.10	11,620.88
Contra Income Cash Match			

Strafford Regional Planning Commission
Profit & Loss
 September 2020

DRAFT

	Sep 20	Sep 19	\$ Change
DOT Cash Match			
402.1 ROC Match	0.00	-381.34	381.34
DOT Cash Match - Other	-4,443.40	-2,797.63	-1,645.77
Total DOT Cash Match	-4,443.40	-3,178.97	-1,264.43
EDD Cash Match	-768.27	-1,088.17	319.90
RPC LTS Cash Match	0.00	-204.67	204.67
Total Contra Income Cash Match	-5,211.67	-4,471.81	-739.86
Contra Income InKind/Soft Match			
IK DOV Resilience	-1,956.73	0.00	-1,956.73
IK DUR Resilience	-1,000.24	0.00	-1,000.24
In-Kind Coastal Match	-422.27	0.00	-422.27
In-Kind EDD Match	-2,937.46	-2,395.11	-542.35
Contra Income InKind/Soft Match - Other	-2,237.86	0.00	-2,237.86
Total Contra Income InKind/Soft Match	-8,554.56	-2,395.11	-6,159.45
Contract Overage	0.00	-24.66	24.66
Total Income	83,818.83	64,734.76	19,084.07
Gross Profit	83,818.83	64,734.76	19,084.07
Expense			
Personnel Expenses			
Salary and Wages	46,512.66	37,613.36	8,899.30
Payroll Expenses			
Dental insurance expense	366.89	284.76	82.13
Health Insurance expense	5,541.10	4,256.60	1,284.50
Life Insurance expense	81.94	81.00	0.94
LTD Insurance expense	46.40	42.64	3.76
STD insurance expense	175.83	122.31	53.52
Payroll Processing Fees	183.75	174.00	9.75
Pension expense	1,356.96	1,081.83	275.13
Unemployment expense	-529.64	276.09	-805.73
Workers Compensation	327.55	0.00	327.55
Payroll Taxes			
Medicare Expense	656.18	539.06	117.12
Social Security expense	2,805.72	2,304.96	500.76
Payroll Taxes - Other	0.01	0.03	-0.02
Total Payroll Taxes	3,461.91	2,844.05	617.86
Total Payroll Expenses	11,012.69	9,163.28	1,849.41
Dues and Subscriptions	332.99	344.08	-11.09

Strafford Regional Planning Commission
Profit & Loss
 September 2020

DRAFT

	Sep 20	Sep 19	\$ Change
Staff Training and Seminars	45.00	285.00	-240.00
Total Personnel Expenses	57,903.34	47,405.72	10,497.62
Equipment expense			
Copier Maintenance Contract	319.85	319.85	0.00
Office furniture			
Computer equipment	0.00	2,370.00	-2,370.00
Total Office furniture	0.00	2,370.00	-2,370.00
Other Equipment Repair and Cost	62.37	0.00	62.37
Software expense			
ArcInfo/View software	400.00	425.00	-25.00
Office Software			
Adobe In Design	73.98	73.98	0.00
Anti-virus software	30.10	0.00	30.10
Constant Contact	40.50	40.50	0.00
Microsoft Office 365	209.73	125.00	84.73
Total Office Software	354.31	239.48	114.83
Total Software expense	754.31	664.48	89.83
Traffic Count Expenses			
Traffic counting supplies	256.37	0.00	256.37
Total Traffic Count Expenses	256.37	0.00	256.37
Total Equipment expense	1,392.90	3,354.33	-1,961.43
Fixed Expenses			
Insurance			
Liability Insurance	480.42	458.84	21.58
Total Insurance	480.42	458.84	21.58
Rent	2,500.00	2,500.00	0.00
Vehicle Expenses			
Depreciation Expense	477.99	0.00	477.99
Vehicle Gas	50.36	0.00	50.36
Vehicle Interest	167.29	0.00	167.29
Total Vehicle Expenses	695.64	0.00	695.64
Total Fixed Expenses	3,676.06	2,958.84	717.22
Communications			
Postage and Delivery	17.99	17.99	0.00
Telephone and Internet	283.58	377.16	-93.58

Strafford Regional Planning Commission
Profit & Loss
 September 2020

DRAFT

	Sep 20	Sep 19	\$ Change
Website maintenance and updates			
Website and logo design	8.44	0.00	8.44
Website maintenance and updates - Other	0.00	3.90	-3.90
Total Website maintenance and updates	8.44	3.90	4.54
Total Communications	310.01	399.05	-89.04
Administrative			
Meetings Expense			
Meetings Advertising Expense	393.84	0.00	393.84
Total Meetings Expense	393.84	0.00	393.84
Office Expense			
Office Supplies	600.99	41.96	559.03
Plotter Ink and Supplies	0.00	394.52	-394.52
Office Supplies - Other	9.99	9.99	0.00
Total Office Supplies	9.99	404.51	-394.52
Printing and Reproduction	0.00	944.06	-944.06
Professional Fees			
Accounting, Audit	902.50	902.50	0.00
Total Professional Fees	902.50	902.50	0.00
Travel & Ent			
Tolls & Parking	0.00	9.25	-9.25
Travel	91.43	1,352.61	-1,261.18
Total Travel & Ent	91.43	1,361.86	-1,270.43
Total Administrative	1,998.75	3,654.89	-1,656.14
Contract Labor			
Financial Services	2,537.50	3,437.50	-900.00
IT and Network support	495.00	270.00	225.00
Pass Through Expense			
Dov Resilience	2,850.00	0.00	2,850.00
DUR Groundwater Consultant	4,550.00	0.00	4,550.00
EPA Brownfields Consultants	0.00	734.68	-734.68
Total Pass Through Expense	7,400.00	734.68	6,665.32
Total Contract Labor	10,432.50	4,442.18	5,990.32
Total Expense	75,713.56	62,215.01	13,498.55
Net Ordinary Income	8,105.27	2,519.75	5,585.52
Other Income/Expense			

4:13 PM
10/13/20
Accrual Basis

Strafford Regional Planning Commission
Profit & Loss
September 2020

DRAFT

	Sep 20	Sep 19	\$ Change
Other Income			
Interest Income	17.43	32.37	-14.94
Total Other Income	17.43	32.37	-14.94
Net Other Income	17.43	32.37	-14.94
Net Income	8,122.70	2,552.12	5,570.58

4:13 PM

10/13/20

Accrual Basis

Strafford Regional Planning Commission
Profit & Loss
September 2020

DRAFT

-
1. Payroll Expenses: Prior year had 10 permanent employees, this year there are 11 permanent staff. Newest staff member went permanent in September.

 2. Computer Equipment: Prior year a new tower computer was purchased. SRPC is currently accepting bids for 2 new laptop computers, to be paid with UPWP funds.

 3. Travel: Limited due to COVID

 4. Consulting Engineering Services: In the prior fiscal year, these were clumped into one account. For FY20 forward, consultants are broken out by project.

Strafford Regional Planning Commission
Income by Customer
September 2020

DRAFT

Date	Name	Memo	Amount
5150 GSCH			
5151 Creating Age Friendly Communities			
09/30/2020	5150 GSCH:515...	Progress Billing - GSCH - Sept 2020	3,123.47
Total 5151 Creating Age Friendly Communities			3,123.47
Total 5150 GSCH			3,123.47
2000 LTA (Local Technical Assistance)			
09/01/2020	2000 LTA (Local...	Dues 137284.46, LESS NOT, MIL, LEE, BRK, NOR REDUCTION=118462.70=98...	9,871.89
Total 2000 LTA (Local Technical Assistance)			9,871.89
3302 Dover Resilience Grant			
09/30/2020	3302 Dover Res...	Dover Resilience Progress Billing - September 2020	6,634.93
09/30/2020	3302 Dover Res...	Dover Resilience In-Kind Match	-1,956.73
Total 3302 Dover Resilience Grant			4,678.20
3400 Town of Durham			
3403 Durham Groundwater Modeling			
09/30/2020	3400 Town of D...	Progress Billing Durham Groundwater - Sep 2020	4,810.24
Total 3403 Durham Groundwater Modeling			4,810.24
3404 Durham Resilience Grant			
09/30/2020	3400 Town of D...	Progress Billing - Durham Resilience Grant - Sep 2020	2,818.17
09/30/2020	3400 Town of D...	In Kind Match	-1,000.24
Total 3404 Durham Resilience Grant			1,817.93
Total 3400 Town of Durham			6,628.17
3500 Town of Farmington			
3501 FAR Circuit Rider			
09/30/2020	3500 Town of F...	Progress Billing - Farmington Circuit Rider - Sep 2020	4,140.70
Total 3501 FAR Circuit Rider			4,140.70
Total 3500 Town of Farmington			4,140.70
3600 Town of Lee			
09/30/2020	3600 Town of Lee	Maps - Road changes update map - town yard sale	100.00
Total 3600 Town of Lee			100.00
4200 Town of Northwood			
4201 NOR Circuit Rider			
09/30/2020	4200 Town of N...	Progress Billing Northwood Circuit Rider - Sep 2020	1,437.50
Total 4201 NOR Circuit Rider			1,437.50

Strafford Regional Planning Commission
Income by Customer
September 2020

DRAFT

10/13/20

Accrual Basis

Date	Name	Memo	Amount
Total 4200 Town of Northwood			1,437.50
4300 Town of Nottingham			
4301 NOT Circuit Rider			
09/30/2020	4300 Town of N...	Progress Billing - Nottingham Circuit Rider - Sep 2020	2,217.50
Total 4301 NOT Circuit Rider			2,217.50
Total 4300 Town of Nottingham			2,217.50
5100 NHCHF			
5101 NHCHF Promoting Outdoor Play			
09/30/2020	5100 NHCHF:5...	Progress Billing - Promoting Outdoor Play - Sep 2020	2,919.26
Total 5101 NHCHF Promoting Outdoor Play			2,919.26
Total 5100 NHCHF			2,919.26
6000 Office of Strategic Initiatives			
6000.000 FY20_21 TBG			
09/30/2020	6000 Office of S...	Targeted Block Grant Progress Billing - Sept 2020	1,875.32
Total 6000.000 FY20_21 TBG			1,875.32
Total 6000 Office of Strategic Initiatives			1,875.32
6100 NH DES			
6101 Coastal 2021			
09/30/2020	6100 NH DES:6...	Coastal 2021 Progress Billing - Sep 2020	2,114.95
09/30/2020	6100 NH DES:6...	In Kind match for Coastal grant	-422.27
Total 6101 Coastal 2021			1,692.68
6250.000 PRB-Oyster River			
09/30/2020	6100 NH DES:6...	PRB Progress Billing, PO 1064375, 9/1-9/30/20	3,796.86
09/30/2020	6100 NH DES:6...	In Kind Match - PRB - RCCD Inv 87798-877801, 877812	-2,237.86
Total 6250.000 PRB-Oyster River			1,559.00
Total 6100 NH DES			3,251.68
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7001 EDA FY21			
09/30/2020	7000 ECONOMI...	Progress Billing - September 2020	7,290.29
09/30/2020	7000 ECONOMI...	Cash Match	-768.27
09/30/2020	7000 ECONOMI...	In Kind Match	-2,937.46
Total 7001 EDA FY21			3,584.56
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			3,584.56
8000 DOT UPWP			

4:18 PM

10/13/20

Accrual Basis

Strafford Regional Planning Commission
Income by Customer
September 2020

DRAFT

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
09/30/2020	8000 DOT UPWP	Progress Billing - UPWP - September 2020	44,433.98
09/30/2020	8000 DOT UPWP	10% Matching Funds	-4,443.40
Total 8000 DOT UPWP			39,990.58
TOTAL			83,818.83

Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July through September 2020

DRAFT

	Jul - Sep 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
SRPC Membership Dues	29,615.69	29,701.50	-85.81
SRPC Revenue			
Municipal and NonProfit Revenue			
CDBG Grant	0.00	1.00	-1.00
GSCH - Tufts	7,261.96	9,499.97	-2,238.01 ¹
Barrington Master Plan	192.50	0.00	192.50
DUR Wagon Hill Living Shoreline	67.50	0.00	67.50
FAR Circuit Rider	10,363.90	12,499.97	-2,136.07
FAR Tax Map Updates	1,091.42	0.00	1,091.42
GIS Projects	100.00	750.00	-650.00
MIL MS4 NOI	0.00	1.00	-1.00
NHCHF	10,357.77	4,999.97	5,357.80
Northwood Planning Services	8,857.50	7,000.03	1,857.47
NOT Circuit Rider	5,767.50	7,000.03	-1,232.53
Total Municipal and NonProfit Revenue	<u>46,213.80</u>	<u>41,751.97</u>	<u>4,461.83</u>
Total SRPC Revenue	46,213.80	41,751.97	4,461.83 ²
Economic Development Revenue			
EDD Partnership Planning	7,290.29	25,454.57	-18,164.28 ³
EPA Brownfields	1,021.58	27,499.97	-26,478.39 ⁴
Total Economic Development Revenue	8,311.87	52,954.54	-44,642.67
State Award Revenue			
NHDES			
RPC Water Buffers	0.00	2,040.00	-2,040.00 ⁵
NFWF Great Bay Living Shoreline	0.00	1.00	-1.00
Sunrise Lake	1,540.00	10,672.03	-9,132.03 ⁶
DUR Resilience	6,120.42	5,577.47	542.95
NKT Local Source Water	800.10	0.00	800.10
Coastal	3,659.27	6,250.03	-2,590.76 ⁷
DOV Coastal Resilience	13,004.03	6,627.75	6,376.28 ⁸
Durham Groundwater Modeling	15,030.94	13,046.25	1,984.69
Local Source Water	10,583.50	12,584.00	-2,000.50 ⁹
Watershed PRB	26,679.08	9,632.25	17,046.83 ¹⁰
Total NHDES	<u>77,417.34</u>	<u>66,430.78</u>	<u>10,986.56</u>
OEP Targeted Block	1,875.32	2,777.75	-902.43
Total State Award Revenue	79,292.66	69,208.53	10,084.13
MPO Revenue			
NH DOT			
UPWP	143,870.21	155,804.25	-11,934.04
Total NH DOT	<u>143,870.21</u>	<u>155,804.25</u>	<u>-11,934.04</u>
Total MPO Revenue	143,870.21	155,804.25	-11,934.04
Contra Income Cash Match			
RPC Water Buffers Cash Match	0.00	-200.00	200.00
Local Source Water Cash Match	0.00	-1,250.00	1,250.00
NKT Local Source Water Match	-800.10	-1,334.00	533.90

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July through September 2020

DRAFT

	Jul - Sep 20	Budget	\$ Over Budget
DOT Cash Match	-14,359.48	-15,580.22	1,220.74
EDD Cash Match	-768.27	-2,727.24	1,958.97
Total Contra Income Cash Match	-15,927.85	-21,091.46	5,163.61
Contra Income InKind/Soft Match			
IK DOV Resilience	-3,448.31	-3,252.75	-195.56
IK DUR Resilience	-2,032.98	-1,317.47	-715.51
In-Kind Coastal Match	-607.16	-3,124.97	2,517.81
In-Kind EDD Match	-2,937.46	-10,000.00	7,062.54
PRB IK Match	0.00	-3,853.97	3,853.97
Total Contra Income InKind/Soft Match	-17,651.99	-21,549.16	3,897.17
Contract Overage	-355.82	0.00	-355.82
Total Income	273,368.57	306,780.17	-33,411.60
Gross Profit	273,368.57	306,780.17	-33,411.60
Expense			
Personnel Expenses			
Salary and Wages	166,495.00	177,143.06	-10,648.06
Payroll Expenses			
FSA Fees	0.00	49.50	-49.50
Dental insurance expense	1,102.49	1,386.28	-283.79
Health incentive	4,647.88	5,247.00	-599.12
Health Insurance expense	16,468.23	18,389.72	-1,921.49
Life Insurance expense	250.82	273.00	-22.18
LTD Insurance expense	144.19	160.03	-15.84
STD Insurance expense	539.98	452.72	87.26
Payroll Processing Fees	609.75	649.97	-40.22
Pension expense	4,599.82	4,934.72	-334.90
Unemployment expense	-529.64	541.97	-1,071.61
Workers Compensation	645.73	477.28	168.45
Payroll Taxes			
Medicare Expense	2,421.16	0.00	2,421.16
Social Security expense	10,352.54	0.00	10,352.54
Payroll Taxes - Other	0.00	13,551.49	-13,551.49
Total Payroll Taxes	12,773.70	13,551.49	-777.79
Total Payroll Expenses	41,252.95	46,113.68	-4,860.73
Dues and Subscriptions	998.89	1,984.03	-985.14
Staff Training and Seminars	135.00	2,500.03	-2,365.03
Total Personnel Expenses	208,881.84	227,740.80	-18,858.96
Equipment expense			
Copier Maintenance Contract	1,107.05	959.53	147.52
Office furniture			
Computer equipment	1,479.98	1,933.78	-453.80
Office furniture - Other	0.00	300.00	-300.00
Total Office furniture	1,479.98	2,233.78	-753.80

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July through September 2020

DRAFT

	Jul - Sep 20	Budget	\$ Over Budget
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	124.97	-124.97
Total Other Equipment Repair and Cost	512.37	124.97	387.40
Software expense			
ArcInfo/View software	1,200.00	1,624.97	-424.97
Office Software			
Timesheet Software	0.00	510.00	-510.00
Adobe In Design	741.92	221.94	519.98
Anti-virus software	88.15	96.75	-8.60
Constant Contact	121.50	121.50	0.00
DropBox	119.88	29.97	89.91
Microsoft Office 365	629.19	487.50	141.69
Sonic Wall Remote Access	0.00	136.22	-136.22
Total Office Software	1,700.64	1,603.88	96.76
Transcad software/maintenance	0.00	375.00	-375.00
Total Software expense	2,900.64	3,603.85	-703.21
Traffic Count Expenses			
Traffic counting supplies	385.15	1,500.00	-1,114.85
Total Traffic Count Expenses	385.15	1,500.00	-1,114.85
Total Equipment expense	6,545.17	8,422.13	-1,876.96
Fixed Expenses			
Insurance			
Liability Insurance	1,441.22	1,441.22	0.00
Total Insurance	1,441.22	1,441.22	0.00
Rent	7,500.00	7,500.00	0.00
Vehicle Expenses			
Depreciation Expense	1,433.97	1,050.00	383.97
Vehicle Gas	131.45	1,125.00	-993.55
Total Vehicle Expenses	1,906.72	2,175.00	-268.28
Total Fixed Expenses	10,847.94	11,116.22	-268.28
Communications			
Media Outreach Expense	0.00	124.97	-124.97
Office Telephone System	0.00	360.00	-360.00
Postage and Delivery	53.97	100.03	-46.06
Telephone and Internet	846.51	843.00	3.51
Website maintenance and updates			
Website and logo design	25.32	868.50	-843.18
Total Website maintenance and updates	114.32	868.50	-754.18
Total Communications	1,014.80	2,296.50	-1,281.70
Administrative			
Meetings Expense	393.84	272.72	121.12

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through September 2020**

DRAFT

	Jul - Sep 20	Budget	\$ Over Budget
Office Expense	2,303.33	325.03	1,978.30 ¹²
Office Supplies	357.52	900.00	-542.48
Printing and Reproduction	24.92	300.00	-275.08
Professional Fees			
Accounting, Audit	2,707.50	2,666.25	41.25
Legal Fees	0.00	250.03	-250.03
Total Professional Fees	2,707.50	2,916.28	-208.78
Travel & Ent			
Travel	295.38	0.00	295.38
Travel & Ent - Other	0.00	2,500.03	-2,500.03 ¹³
Total Travel & Ent	295.38	2,500.03	-2,204.65
Total Administrative	6,082.49	7,214.06	-1,131.57
Contract Labor			
Financial Services	8,350.00	15,000.00	-6,650.00 ¹⁴
IT and Network support	1,447.50	1,060.03	387.47
Pass Through Expense			
DUR Resilience Subcontract	0.00	885.00	-885.00
Sunrise Lake Subcontract	0.00	5,578.57	-5,578.57
Dov Resilience	5,450.00	1,875.00	3,575.00
DUR Groundwater Consultant	13,292.50	9,778.97	3,513.53
EPA Brownfields Consultants	0.00	25,999.97	-25,999.97
PRB Consultants	8,430.03	4,964.25	3,465.78
Total Pass Through Expense	27,172.53	49,081.76	-21,909.23
Total Contract Labor	36,970.03	65,141.79	-28,171.76 ¹⁵
Total Expense	270,342.27	321,931.50	-51,589.23
Net Ordinary Income	3,026.30	-15,151.33	18,177.63
Other Income/Expense			
Other Income			
Interest Income	49.78	0.00	49.78
Other Income	0.00	28.00	-28.00
Total Other Income	49.78	28.00	21.78
Net Other Income	49.78	28.00	21.78
Net Income	3,076.08	-15,123.33	18,199.41

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through September 2020

DRAFT

1. GSCH: This contract is billed July and January only. Budget assumed monthly billing.
2. Total Municipal contracts: Circuit Rider contracts are somewhat limited due to COVID and more time is being spent on contracts that don't require customer contact.
3. EDA: EDA: Contract received. Start date is 9/1/20. Budget was established with an August start date.
4. EPA Brownfields: Need to coordinate engineering invoices with SRPC billing cycle.
5. RPC Water Buffers: Contract start date is 8/6, but work is yet to be started. Budget spread out evenly each month, starting August.
6. Sunrise Lake: Contract start date is late June. This contract is billed based on completion of tasks and is billed at 50% and 100% completion of each task. Budget is set up for monthly revenue starting in July, which may not coincide with actual billings.
7. Coastal: This amount includes match, which is currently impacted due to COVID.
8. Dover Resilience: This project is running ahead of schedule. Budget was spread out evenly each month.
9. Local Source Water: This project is billed based on completion of tasks. Budget was spread out evenly each month, which may not coincide with actual billings.
10. PRB: This project has had difficulty finding suitable sites. The project was behind schedule, but is now moving forward. This project is also billed based on completion of tasks and the budget may not coincide with actual billings.
11. Personnel Expenses: Budgeted personnel costs include two temporary planners that have not been hired yet. Due to COVID, there has been no staff training.
12. Office Expense: Includes COVID health supplies and employee work-at-home reimbursements and small equipment needs not anticipated in original budget process.
13. Travel: Impacted by COVID.
14. Financial Services: Decreased hours from 24 hours per week (M-W) to 21 hours for the first week of the month and decreased hours to one day per week for remaining weeks in the month, depending on need.
15. Pass Through Expenses: (See notes pertaining to various contracts above)

**Savings Incentive Match Plan
for Employees of Small Employers (SIMPLE)—Not
for Use With a Designated Financial Institution**

STRAFFORD REGIONAL PLANNING COMMISSION

Name of Employer

establishes the following SIMPLE

IRA plan under section 408(p) of the Internal Revenue Code and pursuant to the instructions contained in this form.

Article I—Employee Eligibility Requirements (complete applicable box(es) and blanks—see instructions)

- 1 General Eligibility Requirements.** The Employer agrees to permit salary reduction contributions to be made in each calendar year to the SIMPLE IRA established by each employee who meets the following requirements (select either 1a or 1b):
- a** **Full Eligibility.** All employees are eligible.
- b** **Limited Eligibility.** Eligibility is limited to employees who are described in both (i) and (ii) below:
- (i) Current compensation.** Employees who are reasonably expected to receive at least \$ 5000.00 in compensation (not to exceed \$5,000) for the calendar year.
- (ii) Prior compensation.** Employees who have received at least \$ _____ in compensation (not to exceed \$5,000) during any _____ calendar year(s) (insert 0, 1, or 2) preceding the calendar year.
- 2 Excludable Employees.**
- The Employer elects to exclude employees covered under a collective bargaining agreement for which retirement benefits were the subject of good faith bargaining. **Note:** This box is deemed checked if the Employer maintains a qualified plan covering only such employees.

Article II—Salary Reduction Agreements (complete the box and blank, if applicable—see instructions)

- 1 Salary Reduction Election.** An eligible employee may make an election to have his or her compensation for each pay period reduced. The total amount of the reduction in the employee's compensation for a calendar year cannot exceed the applicable amount for that year.
- 2 Timing of Salary Reduction Elections**
- a** For a calendar year, an eligible employee may make or modify a salary reduction election during the 60-day period immediately preceding January 1 of that year. However, for the year in which the employee becomes eligible to make salary reduction contributions, the period during which the employee may make or modify the election is a 60-day period that includes either the date the employee becomes eligible or the day before.
- b** In addition to the election periods in 2a, eligible employees may make salary reduction elections or modify prior elections N/A. If the Employer chooses this option, insert a period or periods (for example, semi-annually, quarterly, monthly, or daily) that will apply uniformly to all eligible employees.
- c** No salary reduction election may apply to compensation that an employee received, or had a right to immediately receive, before execution of the salary reduction election.
- d** An employee may terminate a salary reduction election at any time during the calendar year. If this box is checked, an employee who terminates a salary reduction election not in accordance with 2b may not resume salary reduction contributions during the calendar year.

Article III—Contributions (complete the blank, if applicable—see instructions)

- 1 Salary Reduction Contributions.** The amount by which the employee agrees to reduce his or her compensation will be contributed by the Employer to the employee's SIMPLE IRA.
- 2a Matching Contributions**
- (i)** For each calendar year, the Employer will contribute a matching contribution to each eligible employee's SIMPLE IRA equal to the employee's salary reduction contributions up to a limit of 3% of the employee's compensation for the calendar year.
- (ii)** The Employer may reduce the 3% limit for the calendar year in (i) only if:
- (1)** The limit is not reduced below 1%; **(2)** The limit is not reduced for more than 2 calendar years during the 5-year period ending with the calendar year the reduction is effective; and **(3)** Each employee is notified of the reduced limit within a reasonable period of time before the employees' 60-day election period for the calendar year (described in Article II, item 2a).
- b Nonelective Contributions**
- (i)** For any calendar year, instead of making matching contributions, the Employer may make nonelective contributions equal to 2% of compensation for the calendar year to the SIMPLE IRA of each eligible employee who has at least \$ N/A, (not more than \$5,000) in compensation for the calendar year. No more than \$250,000* in compensation can be taken into account in determining the nonelective contribution for each eligible employee.
- (ii)** For any calendar year, the Employer may make 2% nonelective contributions instead of matching contributions only if:
- (1)** Each eligible employee is notified that a 2% nonelective contribution will be made instead of a matching contribution; and
- (2)** This notification is provided within a reasonable period of time before the employees' 60-day election period for the calendar year (described in Article II, item 2a).
- 3 Time and Manner of Contributions**
- a** The Employer will make the salary reduction contributions (described in 1 above) for each eligible employee to the SIMPLE IRA established at the financial institution selected by that employee no later than 30 days after the end of the month in which the money is withheld from the employee's pay. See instructions.
- b** The Employer will make the matching or nonelective contributions (described in 2a and 2b above) for each eligible employee to the SIMPLE IRA established at the financial institution selected by that employee no later than the due date for filing the Employer's tax return, including extensions, for the taxable year that includes the last day of the calendar year for which the contributions are made.

* This is the amount for 2012. For later years, the limit may be increased for cost-of-living adjustments. The IRS announces the increase, if any, in a news release, in the Internal Revenue Bulletin, and on the IRS's internet website at IRS.gov.

Article IV—Other Requirements and Provisions

- 1 **Contributions in General.** The Employer will make no contributions to the SIMPLE IRAs other than salary reduction contributions (described in Article III, item 1) and matching or nonelective contributions (described in Article III, items 2a and 2b).
- 2 **Vesting Requirements.** All contributions made under this SIMPLE IRA plan are fully vested and nonforfeitable.
- 3 **No Withdrawal Restrictions.** The Employer may not require the employee to retain any portion of the contributions in his or her SIMPLE IRA or otherwise impose any withdrawal restrictions.
- 4 **Selection of IRA Trustee.** The Employer must permit each eligible employee to select the financial institution that will serve as the trustee, custodian, or issuer of the SIMPLE IRA to which the Employer will make all contributions on behalf of that employee.
- 5 **Amendments To This SIMPLE IRA Plan.** This SIMPLE IRA plan may not be amended except to modify the entries inserted in the blanks or boxes provided in Articles I, II, III, VI, and VII.
- 6 **Effects Of Withdrawals and Rollovers**
 - a An amount withdrawn from the SIMPLE IRA is generally includible in gross income. However, a SIMPLE IRA balance may be rolled over or transferred on a tax-free basis to another IRA designed solely to hold funds under a SIMPLE IRA plan. In addition, an individual may roll over or transfer his or her SIMPLE IRA balance to any IRA or eligible retirement plan after a 2-year period has expired since the individual first participated in any SIMPLE IRA plan of the Employer. Any rollover or transfer must comply with the requirements under section 408.
 - b If an individual withdraws an amount from a SIMPLE IRA during the 2-year period beginning when the individual first participated in any SIMPLE IRA plan of the Employer and the amount is subject to the additional tax on early distributions under section 72(t), this additional tax is increased from 10% to 25%.

Article V—Definitions

- 1 **Compensation**
 - a **General Definition of Compensation.** Compensation means the sum of the wages, tips, and other compensation from the Employer subject to federal income tax withholding (as described in section 6051(a)(3)), the amounts paid for domestic service in a private home, local college club, or local chapter of a college fraternity or sorority, and the employee's salary reduction contributions made under this plan, and, if applicable, elective deferrals under a section 401(k) plan, a SARSEP, or a section 403(b) annuity contract and compensation deferred under a section 457 plan required to be reported by the Employer on Form W-2 (as described in section 6051(a)(8)).
 - b **Compensation for Self-Employed Individuals.** For self-employed individuals, compensation means the net earnings from self-employment determined under section 1402(a), without regard to section 1402(c)(6), prior to subtracting any contributions made pursuant to this plan on behalf of the individual.
- 2 **Employee.** Employee means a common-law employee of the Employer. The term employee also includes a self-employed individual and a leased employee described in section 414(n) but does not include a nonresident alien who received no earned income from the Employer that constitutes income from sources within the United States.
- 3 **Eligible Employee.** An eligible employee means an employee who satisfies the conditions in Article I, item 1 and is not excluded under Article I, item 2.
- 4 **SIMPLE IRA.** A SIMPLE IRA is an individual retirement account described in section 408(a), or an individual retirement annuity described in section 408(b), to which the only contributions that can be made are contributions under a SIMPLE IRA plan and rollovers or transfers from another SIMPLE IRA.

Article VI—Procedures for Withdrawals *(The Employer will provide each employee with the procedures for withdrawals of contributions received by the financial institution selected by that employee, and that financial institution's name and address (by attaching that information or inserting it in the space below) unless: (1) that financial institution's procedures are unavailable, or (2) that financial institution provides the procedures directly to the employee. See Employee Notification in the instructions.)*

Article VII—Effective Date

This SIMPLE IRA plan is effective APRIL 1, 2000 AND AMENDED AND RESTATED JANUARY 1, 2004 . See instructions.

* * * * *

STRAFFORD REGIONAL PLANNING COMMISSION
Name of Employer
150 WAKEFIELD ST, SUITE 12, ROCHESTER, NH 03867
Address of Employer

By: JENNIFER CZYSZ, EXECUTIVE DIRECTOR Date
Name and title

Model Notification to Eligible Employees

I. Opportunity to Participate in the SIMPLE IRA Plan

You are eligible to make salary reduction contributions to the STRAFFORD REGIONAL PLANNING COMMISSION SIMPLE IRA plan. This notice and the attached summary description provide you with information that you should consider before you decide whether to start, continue, or change your salary reduction agreement.

II. Employer Contribution Election

For the 2021 calendar year, the Employer elects to contribute to your SIMPLE IRA (employer must select either (1), (2), or (3)):

- (1) A matching contribution equal to your salary reduction contributions up to a limit of 3% of your compensation for the year;
- (2) A matching contribution equal to your salary reduction contributions up to a limit of _____% (employer must insert a number from 1 to 3 and is subject to certain restrictions) of your compensation for the year; or
- (3) A nonelective contribution equal to 2% of your compensation for the year (limited to compensation of \$250,000*) if you are an employee who makes at least \$ _____ (employer must insert an amount that is \$5,000 or less) in compensation for the year.

III. Administrative Procedures

To start or change your salary reduction contributions, you must complete the salary reduction agreement and return it to KATHY FOSTER (employer should designate a place or individual by 12/23/2020 (employer should insert a date that is not less than 60 days after notice is given).

IV. Employee Selection of Financial Institution

You must select the financial institution that will serve as the trustee, custodian, or issuer of your SIMPLE IRA and notify your Employer of your selection.

Model Salary Reduction Agreement

I. Salary Reduction Election

Subject to the requirements of the SIMPLE IRA plan of STRAFFORD REGIONAL PLANNING COMMISSION (name of employer) I authorize _____% or \$ _____ (which equals _____% of my current rate of pay) to be withheld from my pay for each pay period and contributed to my SIMPLE IRA as a salary reduction contribution.

II. Maximum Salary Reduction

I understand that the total amount of my salary reduction contributions in any calendar year cannot exceed the applicable amount for that year. See instructions.

III. Date Salary Reduction Begins

I understand that my salary reduction contributions will start as soon as permitted under the SIMPLE IRA plan and as soon as administratively feasible or, if later, N/A. (Fill in the date you want the salary reduction contributions to begin. The date must be after you sign this agreement.)

IV. Employee Selection of Financial Institution

I select the following financial institution to serve as the trustee, custodian, or issuer of my SIMPLE IRA.

Name of financial institution

Address of financial institution

SIMPLE IRA account name and number

I understand that I must establish a SIMPLE IRA to receive any contributions made on my behalf under this SIMPLE IRA plan. If the information regarding my SIMPLE IRA is incomplete when I first submit my salary reduction agreement, I realize that it must be completed by the date contributions must be made under the SIMPLE IRA plan. If I fail to update my agreement to provide this information by that date, I understand that my Employer may select a financial institution for my SIMPLE IRA.

V. Duration of Election

This salary reduction agreement replaces any earlier agreement and will remain in effect as long as I remain an eligible employee under the SIMPLE IRA plan or until I provide my Employer with a request to end my salary reduction contributions or provide a new salary reduction agreement as permitted under this SIMPLE IRA plan.

Signature of employee _____ Date _____

* This is the amount for 2012. For later years, the limit may be increased for cost-of-living adjustments. The IRS announces the increase, if any, in a news release, in the Internal Revenue Bulletin, and on the IRS website at IRS.gov.