

# STRAFFORD

Regional Planning Commission

## SRPC EXECUTIVE COMMITTEE MEETING

February 17, 2023, 8:00 a.m. to 9:00 a.m.

Hybrid Meeting (Conference Rm 1A & via Zoom)

In accordance with RSA 91:A, the Commission requires a minimum of an in-person quorum. To organize this, the Commission staff will confirm the necessary in-person attendance. It is the preference of the Commission that others participate via Zoom, however, guests may attend the meeting at the SRPC Office. All participants, both in-person and virtual, can communicate contemporaneously. View the remote access information below.

**Meeting URL:** <https://us02web.zoom.us/j/84905778392>

**Meeting ID:** 849 0577 8392

**Telephone-only Access:** +1 312 626 6799

These instructions have also been provided at [www.trafford.org](http://www.trafford.org). If anybody is unable to access the meeting, please email [mtaylorfetter@trafford.org](mailto:mtaylorfetter@trafford.org) or call 603-994-3500 (x115).

Agenda Item	Time	Notes
1) Welcome and Introductions	8:00-8:05	N/A
2) Action Items (Motions Required) a) Approval of the January 20, 2023 Minutes b) Acceptance of Revised Draft Dec. Financials c) Acceptance of the Draft January Financials d) Acceptance of Single Audit	8:05-8:20	a) Enclosed b) See Memo & Enclosed c) See Memo & Enclosed d) Separate Mailing
3) Updates a) Awards, Contracts, and General Business b) Progress Toward Goals c) February Monthly Minors	8:20-8:50	a) See Memo b) See Memo c) Enclosed
4) Other Business	8:50-8:55	N/A
5) Adjourn	9:00	N/A

Reasonable accommodations for people with disabilities are available upon request. Include a detailed description of the accommodation you will need along with your contact info. Please make your request as early as possible; allowing at least 5 days advance notice. Last minute requests will be accepted but may be impossible to fill. Please call (603) 994-3500 x115 or email [srpc@trafford.org](mailto:srpc@trafford.org).

## STRAFFORD REGIONAL PLANNING COMMISSION

150 Wakefield Street, Suite 12, Rochester, NH 03867

Barrington | Brookfield | Dover | Durham | Farmington | Lee | Madbury | Middleton | Milton | New Durham  
Newmarket | Northwood | Nottingham | Rochester | Rollinsford | Somersworth | Strafford | Wakefield



## **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.



# STRAFFORD

Regional Planning Commission

Strafford Regional Planning Commission  
Executive Committee Meeting  
150 Wakefield Street, Conference Room 1A  
Rochester, NH 03867  
January 20, 2023  
Meeting Minutes

## 1. Welcome/Introductions

Chair Dave Landry called the meeting to order and declared that, due to a weather emergency, the committee is meeting virtually so they may conduct essential business. He then asked for introductions.

**Members attending remotely:** Bill Fisher, Farmington; Dave Landry, Dover; Mike Bobinsky, Somersworth; Barbara Holstein, Rochester; Joe Boudreau, Rochester; Peter Nelson, Newmarket; Katrin Kasper, Lee; Tom Crosby, Madbury.

**Staff attending remotely:** Jennifer Czysz, Megan Taylor-Fetter, Kyle Pimental

## 2. Action Items (Motions Required/Requested)

### a. Approval of the December 26, 2022 Minutes

M. Bobinsky motioned to approve the December 26, 2022 meeting minutes as written. B. Holstein seconded. A roll call vote was taken: B. Fisher, M. Bobinsky, D. Landry, B. Holstein, J. Boudreau, K. Kasper voted in favor. P. Nelson, abstained. The motion passed with a unanimous vote in favor.

### b. Acceptance of the Draft December Financials

J. Czysz reviewed the Draft December Financials. The Balance sheet remains healthy and is ahead of a year ago largely in part due to the timing of receivables; we have three contracts that pay in advance. The last few years have had a net positive income.

On the Aging Summary, the outstanding balance is the current months billings. Payments were received during January leaving a past due balance of \$43,805. This includes the first quarter advanced for the Invest NH Housing Navigator.

On the Profit and Loss, December had a net gain of almost 7,000. December was a 3-payroll month. This is the 2<sup>nd</sup> year we have shifted the invoicing process based on payroll as opposed to days worked. It is better capturing the actuals as they occur each month. DOT billing has started to pick up with a large invoice from our consultant VHB received in December and an intern coming on board full time in January as a permanent staff member.

P. Nelson motioned to accept the Draft December Financials as presented. M. Bobinsky seconded the motion. A roll call vote was taken: B. Fisher, M. Bobinsky, D. Landry, B. Holstein, J. Boudreau, K. Kasper and P. Nelson voted in favor. The motion passed with a unanimous vote in favor.

At 8:18 A.M. T. Crosby of Madbury joined the meeting remotely followed by staff member Mark Davie.

**c. Recommend Commission approval of the draft mid-year budget amendments.**

J. Czysz announced that Regional Planner James Burdin resigned and is now working for the City of Dover. Staff has shuffled to cover critical pieces of his work. Brownfields has been closed out. This draft does not include the now vacant regional planner position.

J. Czysz presented Summary of Changes – REVENUE:

- Minor adjustments to the Municipal and Non-Profit Agreements to reflect current funding levels and three new small contracts:
  - Lee trail maps
  - Nottingham trail maps
  - Explore Moose Mountains market study
- Adjustment of to reflect balances carried forward on multi-year projects including:
  - EDA CARES Act
  - EPA Brownfields
  - ARPA Housing Needs Assessment
  - Various DES Grants
  - DOT funding levels
- Shift a portion of HUD grant funds originally budgeted for FY2023 into FY2024
- Add the new Housing Navigator Grant

Summary of Changes – EXPENSES:

- Adjustments to several personnel related lines to reflect actual staffing levels, the loss of our Sr. Regional Planner (Economic Development) and hiring of a Housing Navigator
- Reduction in health and dental as one employee had a plan change at the beginning of the year
- Adjustment of equipment to reflect software subscriptions for adjusted staffing
- Increase in Office Expense to extend the staff \$25/pay period phone stipend through to the end of the fiscal year
- Increase of travel funds to reflect projected expenses
- Adjustment of outsources contracts to reflect actual carryforward contract amounts on multiyear projects
- Reduction of HUD grant pass through to shift expenses from FY2023 to 2024

M. Bobinsky motioned to recommend approval of the mid-year budget amendments to the full commission. P. Nelson seconded the motion. A roll call vote was taken B. Fisher, M. Bobinsky, D. Landry, B. Holstein, J. Boudreau, K. Kasper and P. Nelson and Tom Crosby voted in favor. The motion passed with a unanimous vote in favor.

**3. Updates and Discussion Items**

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

J. Czysz highlighted the Awards, Contracts and General Business updates.

Awards and Contracts:

Recently Completed Contracts:

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (pending notice to proceed)

Awarded Pending Contract:

- Town of Milton Nitrogen Source Identification Plans - SRF
- Town of Rollinsford Nitrogen Source Identification Plans - SRF
- NHDES Source Water Protection grant – Newmarket Open Space Plan

Submitted Pending Decisions:

- Safe Streets for All - FHWA
- Brownfields Assessment
- Rochester Recreation Master Plan Chapter proposal (due 12/14)
- Barrington Housing Opportunity Grant (InvestNH) Master Plan Update
- FTA 5305e Connecting Transit Access to Local Land Use Planning

In Development:

- Fiscal agent support to a CLF Septic System Retrofit Pilot Project in the Great Bay watershed
- Lamprey River Local Advisory Committee Watershed Plan Update
- Great Bay 2030 Initiatives
  - Adapt to Climate Change
  - Advocacy Bootcamp
  - Coast Access Mapping
  - Signage Project

Other Items on the Horizon:

- NHDES Coastal Resilience grant postponed (early 2023)
- UNH PREPA Coastal Watershed Grants (early 2023)
- Northwood Master Plan Chapters and HOP Grant

**b. January Monthly Minors**

C. Lentz joined the meeting to present the Minors. He explained that as part of due diligence as an MPO, we track the development of the 4-year transportation Improvement Plan. This is a governmental process to make sure everything is progressing smoothly.

C. Lentz explained that the Minors are not seen by the public in the processing. Amendments are conducted for larger changes and have a 10-30 public comment period. He recognized that the traditional engagement and outreach public notice process has a limited reach.

C. Lentz reported that M. Davie will be taking over the minors and TIP amendments.

Colin presented on the Minors and explained they do not include changes to projects in our region. For Bridges and Resurfacing, we have a couple projects in this program that were not affected.

No changes to the Highway Safety Program.

**4. Other Business**

No other business was discussed.

**5. Adjourn**

M. Bobinsky motioned to adjourn seconded by P Nelson. A roll call vote was taken: B. Fisher, M. Bobinsky, D. Landry, B. Holstein, J. Boudreau, K. Kasper and P. Nelson and Tom Crosby voted in favor. The motion passed with a unanimous vote in favor. Meeting adjourned at 8:56 A.M.



# STRAFFORD

Regional Planning Commission

**DATE:** February 14, 2023  
**TO:** Executive Committee Members  
**FROM:** Jen Czysz, Executive Director  
**RE:** Director's Report for the February 17, 2023 Meeting

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The following notes correspond to individual agenda items for discussion.

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

If you recall last month I noted that December broke even because billing is now conducted based upon payroll each month, allowing a 3-payperiod month to not sustain a loss. This was unfortunately not the case. We discovered an error when recording an invoice for what was to be contract revenue in advance (project #6802 NHHFA Housing Navigator, \$29,408.75) that was mistakenly coded as revenue. This artificially inflated the month's year to date's profit and loss. At the end of December we were operating at a loss of just over \$42,000. On a much smaller scale, we corrected the overdraw of funds for the transportation task of a contract with the town of Barrington for their master plan update. Enclosed in your packet please find a revised draft of the December financials. All changes from the version presented last month are highlighted and annotated.

## **2c. Acceptance of Draft January Financials**

*Balance Sheet:* The checking account remains ahead of this time last year. The savings account is substantially lower. This is due to the timing of advance payments from EDA and Greater Seacoast Community Health that will be deposited in February this year rather than in January last year. Additionally, as noted below under the Aging Summary, there are several large payments received in February that will boost balances back up to where we would like to see them.

*Aging Summary:* January's accounts receivable is on the high side, however the payment's received in February is also significant. \$64,950 of the outstanding \$244,738 is the current month's billings. Payments totaling \$152,635 were received in January, leaving a past due balance of \$27,152, within the typical range.

*Profit and Loss:* January had a net loss of \$11,098, bringing our year-to-date (YTD) net loss to \$42,507. January's net revenue was a loss because the first pay date in January included Christmas and New Year's holidays, plus leave time taken between the two holidays. As a result, there were fewer billable hours, leading our expenses to outpace revenue for the month. You can also see the impacts of this in the indirect rate that jumped to nearly 122% in January. Through the end of the year the focus will be on billable hours for all not on approved leaves of absence.

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## **2d. Acceptance of the Single Audit**

A single audit is conducted when revenues from Federal Funds exceed \$750,000. In fiscal year 2022, federal funds were just shy of a million which met the requirement for a single audit. Like in FY 2021 when federal funds were just over a million, the auditors selected our transportation programs to test compliance with the Federal Uniform Guidance for grant management. In fiscal years 2019 and 2020, the threshold was not met and a single audit was not required.

The auditor's opinion, SRPC has "complied in all materials respects, with the compliance requirements" and they "did not identify any deficiencies in internal control over compliance." Despite this, SRPC is not a low-risk auditee because we did not require a single audit in the previous two fiscal years. We are budgeting for and anticipate completing a single audit of FY2023. At that time, should we remain compliant, we would be considered low risk.

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

COVID-19: We keep the office open with a few people in each day with a mix of telecommuting. The budget continues the \$25/pay period Covid stipend each staff member receives to offset their personal phone and internet expenses.

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 –

### Recently Completed Contracts:

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (pending Notice to Proceed)

### Awarded Pending Contract:

- Town of Milton Nitrogen Source Identification Plans - SRF
- Town of Rollinsford Nitrogen Source Identification Plans - SRF - on hold
- NHDES Source Water Protection grant – Newmarket Open Space Plan
- Barrington Housing Opportunity Grant (InvestNH) Master Plan Update
- Rochester Recreation Master Plan Chapter
- Safe Streets for All - FHWA

### Submitted Pending Decisions:

- Brownfields Assessment
- FTA 5305e Connecting Transit Access and Local Land Use Planning
- Somersworth HOP Grant - Master Plan and Audit

### In Development:

- Fiscal agent for CLF Septic System Retrofit Pilot Project in the Great Bay watershed
- Great Bay 2030 Initiatives
  - Adapt to Climate Change (potential for watershed plan project funding in CY24)
  - Advocacy Bootcamp
  - Stream Crossing Signage Project (potential implementation funding in CY2024)

### Other Items on the Horizon:

- NHDES Coastal Resilience grant (early 2023, meeting with Newmarket to discuss funding opportunity for existing coastal technical assistance efforts)
- UNH PREPA Coastal Watershed Grants (early 2023)
- Northwood Master Plan Chapters and HOP Grant



*Indirect Rate and Dues:* On October 5, 2021 we received our final approval from EDA to have a predetermined rate of 117% for FY2022 and 2023. As of the end of January the rate was 121.6%.

<b>January 2022 Dues (YTD)</b>	
<b>Income:</b>	
FY23 Dues Paid	\$76,273.50
<b>Total Income</b>	<b>\$76,273.50</b>

<b>Expenses:</b>	
Vehicle Expenses	\$278.47
Planning Salaries	\$4,200.53
Dues and Subscriptions	\$68.55
Media Outreach	\$721.10
Travel	\$419.75
Office Expense	\$463.76
Indirect	\$4,912.94
<b>Total SRPC Expenses</b>	<b>\$11,065.10</b>

<b>Cash Match:</b>	
UPWP	\$29,351.64
EDA	\$9,603.25
Coastal	\$1,575.70
Source Water	\$1,602.54
Tufts Health Plan-CHAT	\$1,203.15
<b>Total Cash Match</b>	<b>\$43,336.28</b>

<b>Contract Overages:</b>	
EDA CARES	\$9,234.41
Farmington Tax Maps	\$32.25
Lee Trail Maps	\$401.25
Wakefield Circuit Rider	\$240.62
ARPA	\$36.16
<b>Total Contract Overages</b>	<b>\$9,944.69</b>

<b>Total Expenses</b>	<b>\$64,346.07</b>
<b>Annual Dues Remaining</b>	<b>\$11,927.43</b>

**NEXT MEETING March 17, 2023, 8 AM. – 9:00 A.M.**

**3b. Progress Toward Goals**

Goals (more work needed)	Progress
<p><b>Develop an advocacy strategy and market new SRPC services.</b></p> <p>a. Continue to expand upon the SRPC website building out the portfolio of current planning and design services.</p> <p>b. Market design services such as planning visualization, design, and interactive planning services.</p> <p>c. Enable commissioners to become advocates for SRPC and the face of the organization.</p>	<ul style="list-style-type: none"> <li>• Internal monthly staff meeting has been reconfigured to help identify new content and projects to feature on the website.</li> <li>• With new project proposals, building in design services and planning visualization – will be conducting scenario planning with Barrington and likely Somersworth.</li> </ul>
<p><b>Finalize the IT plan for the office and implement key improvements</b></p> <p>a. Using the Cyber Security and IT Assessments, formulate a strategic plan for IT improvements.</p> <p>b. Launch an RFP for IT services to include cloud server migration, on call IT and server maintenance, and key improvements IDed in the two assessments.</p>	<ul style="list-style-type: none"> <li>• Completed procurement process for a new IT service provider using the Cyber Security and IT assessments as a basis for the work plan, plus cloud migration.</li> <li>• New IT service provider (ANS Networking) is now on board, services completely transferred as of 1/31.</li> <li>• ANS is finalizing the onboarding process (getting SRPC's basics updated) and will begin to work on key improvements.</li> </ul>
<p><b>Strengthen Commissioner Engagement.</b></p> <p>a. Re-work or re-organize the current orientation so that commissioners can gain a better understanding of what SRPC does, impacts of the work, their responsibilities, and how it all fits into a bigger statewide framework.</p> <p>b. Offer ongoing trainings for commissioners on topics such as land use, transportation etc. For example, we could host webinar “viewing parties.”</p> <p>c. Discuss and explore the meeting schedule and re-configure the annual calendar to increase engagement, relevance, and opportunities to discuss non-transportation topics more frequently.</p> <p>d. Engage commissioners to act as conduits to share information about projects that communities are undertaking and the role SRPC may have to collaborate.</p> <p>e. Increase regular communication with commissioners to ensure they are aware of efforts within their and surrounding community.</p> <p>f. Create opportunities for peer learning among commissioners and their respective communities through increased regular communication, peer learning, networking meetings between communities, and small group discussions and/or commission presentations</p>	<ul style="list-style-type: none"> <li>• Strategy identified for an annual or bi-annual commissioner training/SRPC 101 sessions. First to be conducted after the annual town meeting/early April.</li> <li>• We have several new commissioners, can we set up a commissioner buddy system for them?</li> <li>• Conducting more split RPC Commission/MPO Policy Committee meetings on the 3<sup>rd</sup> Friday to create greater topical balance.</li> <li>• The Quarterly Commission meeting agendas have been redesigned to be more focused on commissioner engagement, workshops, and more hands on input into projects.</li> <li>• All agendas will be shifted to provide commissioner roundtable at the beginning to ensure enough time is available for peer learning and networking.</li> </ul>

**Status of Grant Applications and Project Proposals**

Title	Funder	Funding Year(s)	Award \$	Dues Match \$	Application Status	Contract Status	Description/Notes
Comprehensive Plan Update ( <b>Region Wide</b> )	Senate Earmark	FY2023-2024	SRPC \$150,000		approved	In hand	SRPC submitted an application for earmark funding on behalf of all nine NH RPCs to support each in their efforts to update their comprehensive plans.
Town of <b>Milton</b> Nitrogen Source Identification Plans	NHDES CWSRF	FY2023-2024	\$100,000		approved	pending	Develop a plan for total nitrogen source reductions, from both point source and non-point sources, for the duration of the Great Bay Total Nitrogen General Permit.
Town of <b>Rollinsford</b> Nitrogen Source Identification Plans	NHDES CWSRF	FY2023-2024	\$100,000		approved	On Hold, need to reapply	Develop a plan for total nitrogen source reductions, from both point source and non-point sources, for the duration of the Great Bay Total Nitrogen General Permit.
<b>Newmarket</b> Open Space Plan	NHDES LSWP	FY2024	\$18,223		Approved	In process	Open Space Planning in Newmarket with a focus on source water sites to protect
<b>Barrington</b> Demographics and Housing Master Plan Update	NHHFA InvestNH	FY2023-2024	\$25,000		Approved	pending	Comprehensive update to the town's Demographic and Housing Master Plan chapter to incorporate new Census Data, SRPC's RHNA findings, and engage in scenario planning to test housing policies.
<b>Rochester</b> Recreation Master Plan Update	Rochester	FY2023-2024	\$25,000		Approved	pending	Comprehensive update to the City's Recreation Master Plan Chapter
Safe Streets for All ( <b>Region Wide</b> )	FHWA	FY2023	\$50,000	\$12,500	Approved	Pending	Working in collaboration with NH's MPOs to develop action plans that would make municipalities eligible for the Safe Streets for all implementation grants.
Brownfields Assessments ( <b>Region Wide</b> with <b>Farmington, Dover</b> focus)	EPA	FY2024-2026	\$500,000		Submitted	pending	Renewal of SRPCs ongoing Brownfields Program, providing Phase I and II environmental assessments and redevelopment planning
Connecting Transit Access to Local Land Use Planning ( <b>Region Wide + Dover Pilot</b> )	NHDOT/FTA 5305e	FY2024-2025	\$27,900	\$3,100	Submitted	pending	A three-phase project to 1) develop and run a bicycle level of stress model; 2) conduct network analysis of bicycle, pedestrian, and ADA access to transit stops; 3) develop model land use regulations to address common barriers and better integrate transit accessibility into the site planning process. Project is in collaboration with RPC.
<b>Somersworth</b> Housing Master Plan Update and Regulatory Audit	NHHFA InvestNH	FY2023-2024	\$75,000		Submitted	pending	Comprehensive Housing Master Plan chapter to incorporate new data & RHNA, engage in scenario planning, and review the existing regulations for plan and housing goals and policies consistency.
<b>Unified Planning Work Program (Region Wide)</b>	NHDOT	FY2024-2025	\$1,241,230	\$137,914	Submitted	pending	Our 2-year contract renewal with NHDOT to support all MPO programs. The draft as submitted to DOT will be emailed to all Policy Committee members.
Miscellaneous Projects ( <b>Region Wide</b> )	Great Bay 2030	FY2023-2024	TBD		In development	pending	Possible initiatives that SRPC will assist with may include: Adapt to Climate Change, Advocacy Bootcamp, Coast Access Mapping, Signage Project
Stormwater Innovations	CLF	FY2023	\$2,000		In development	pending	SRPC will serve as the fiscal agent for a Septic System Retrofit Pilot Project in the Great Bay watershed

Updates since last meeting



# SRPC FY 2023 Dashboard - January

For the Feb. 17, 2023 Executive Committee Meeting

## January 31, 2023

FSB Checking Beginning Balance	\$153,795.96
Deposits	\$81,500.82
Payments	-\$108,537.09
Uncleared Transactions	-\$68,873.50
FSB Checking Ending Balance	\$57,886.19

<b>Accounts Receivable</b>	<b>\$244,737.75</b>
<b>FSB Savings Account</b>	<b>\$34,700</b>

## OVERSIGHT ACTIVITIES

Line of Credit Activated?	Renewal pending
Audit Status	Complete

## BUDGET NARRATIVE

FSB Balance/Cash on hand:	Approx. 1 month cash on hand
Accounts Receivable:	Current, most all payments have been timely received
FY22 Working Budget:	Adopted mid year amendment

## FUNDING SOURCES - WORKING BUDGET

Due, Interest & Reimbursement	\$134,211
Metropolitan Planning Organization	\$602,400
State Agencies	\$299,613
Municipal & Nonprofit Agreements	\$229,399
Economic Development District	\$387,875
<b>Total Revenue</b>	<b>\$1,653,498</b>
<b>Pending Grant Applications</b>	<b>\$515,123</b>

## EXPENSES - WORKING BUDGET

Personnel	\$1,089,373
Equipment	\$39,434
Communications	\$8,207
Fixed Expenses	\$47,929
Miscellaneous Expenses	\$62,249
Contracted Work	\$392,857
Reserve Funds	\$10,000
<b>Total Expenses</b>	<b>\$1,650,049</b>

## STAFF PRESENTATIONS - ACTIVITIES JAN.

### Standing Committees and Appointments

Farmington Planning Board (Kyle, Courtney) x 2  
 CAW Outreach (Kyle)  
 NNECAPA Conference Organizing Group (Kyle)  
 NHPA Executive Committee (Kyle)  
 SRPC Executive Committee (Jen, Kyle, Colin, Megan)  
 NNECAPA Executive Committee (Kyle)  
 Full CAW Meeting (Kyle, Autumn)  
 NHPA Legislative Committee (Jen)  
 RPC Directors Meeting (Jen)  
 Housing and Community Development Planning Council (Jen)  
 COAST Finance Committee (Jen)  
 Northwood Planning Board (Mark, Jen)  
 EMM (Shayna)  
 Nottingham Board Meetings (Blair) x 2  
 Strafford Board Meetings (Blair & Autumn) x 2

### RPC Activity

Milton Hazard Mitigation Meeting #2 (Stephen)  
 State Hazard Mitigation Plan Meeting (Stephen, Jen, Kyle)  
 Regional Leadership and Coordination Workgroup (Natalie, Jen)  
 Age-Friendly Action Plan for Farmington (Kyle, Shayna)  
 Seacoast Flood Smart Project Team Meeting (Kyle, Autumn) x 2  
 Rising Tides Site Visit (Kyle)  
 Rollinsford Planning Board Meeting (Kyle)  
 New Durham Planning Board (Courtney)  
 Council on Housing Stability (Jen)  
 Resiliency Roundtable: NHSaves (Autumn, Jen)  
 UNH capstone meetings (Autumn, Jen) x 2  
 STR MP meeting with PB (Autumn, Jen)

## WEB AND SOCIAL MEDIA STATISTICS



### Strafford.org

Sessions 1027 (111)  
 Users 700 (91)



### Constant Contact

Subscribers 6401 (-5)  
 Avg. Open Rate 0.29 (-0.04)



### Facebook

Posts 2 (1)  
 Engagement 0 (-2)  
 Reach 36 (-35)  
 Followers 456 (-1)



### Twitter

Tweets 0 (0)  
 Profile Visits 18 (0)  
 Impressions 1 (-53)  
 Followers 281 (1)  
 Mentions 1 (0)



### Instagram

Posts 2 (1)  
 Engagement 5 (-4)  
 Reach 92 (31)  
 Followers 224 (1)



### ArcGIS

Open Data Portal Views 2128 (-77)  
 Tax Parcel Viewer Views 708 (169)

## STAFF PRESENTATIONS - ACTIVITIES JAN

### **EDD Activity**

BEA Community and Economic Development Call (Natalie, James)  
Seacoast Economic Development Call (Natalie, James, Jen, Shayna) x 2  
SEDS Workforce Training Project Kick Off with Soho Creative (Shayna, Jen)

### **MPO Activity**

DOT UPWP Contract Meeting (Jen, Colin)  
PSNY Joint Land Use Housing Discussion (Jen)

### **Staff Development & Trainings**

Slice of Life (All staff)  
Housing Academy (Courtney)

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of December 31, 2022**

	Dec 31, 22	Dec 31, 21	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
FSB Checking	102,589.75	48,636.34	53,953.41
FSB Savings	61,985.19	69,267.75	-7,282.56
<b>Total Checking/Savings</b>	<b>164,574.94</b>	<b>117,904.09</b>	<b>46,670.85</b>
<b>Accounts Receivable</b>			
Accounts Receivable	190,389.31	179,762.66	10,626.65
<b>Total Accounts Receivable</b>	<b>190,389.31</b>	<b>179,762.66</b>	<b>10,626.65</b>
<b>Other Current Assets</b>			
<b>Prepaid Expenses</b>			
Prepaid Website Expenses	0.00	118.16	-118.16
Prepaid Dues and Subscriptions	2,695.27	2,490.43	204.84
Prepaid training	600.00	600.00	0.00
<b>Total Prepaid Expenses</b>	<b>3,295.27</b>	<b>3,208.59</b>	<b>86.68</b>
Prepaid software support	2,680.48	1,762.23	918.25
<b>Total Other Current Assets</b>	<b>5,975.75</b>	<b>4,970.82</b>	<b>1,004.93</b>
<b>Total Current Assets</b>	<b>360,940.00</b>	<b>302,637.57</b>	<b>58,302.43</b>
<b>Fixed Assets</b>			
<b>Right of Use Asset - Building</b>			
Accumulated Amortization - Buil	-25,761.00	0.00	-25,761.00
Right of Use Asset - Building - Other	112,410.00	0.00	112,410.00
<b>Total Right of Use Asset - Building</b>	<b>86,649.00</b>	<b>0.00</b>	<b>86,649.00</b>
<b>Vehicles</b>			
Vehicle Accumulated Depreciatio	-14,817.52	-9,081.64	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
<b>Total Vehicles</b>	<b>8,125.83</b>	<b>13,861.71</b>	<b>-5,735.88</b>
<b>Property and Equipment</b>			
Accumulated Depreciation	-15,745.44	-15,745.44	0.00
<b>Equipment Purchase</b>			
Lenova Think Server	3,983.04	3,983.04	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
<b>Total Equipment Purchase</b>	<b>15,745.44</b>	<b>15,745.44</b>	<b>0.00</b>
<b>Total Property and Equipment</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Strafford Regional Planning Commission  
Balance Sheet  
As of December 31, 2022**

	Dec 31, 22	Dec 31, 21	\$ Change
Total Fixed Assets	94,774.83	13,861.71	80,913.12
<b>TOTAL ASSETS</b>	<b>455,714.83</b>	<b>316,499.28</b>	<b>139,215.55</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
FSB Credit Card	1,364.45	955.56	408.89
<b>Total Credit Cards</b>	1,364.45	955.56	408.89
<b>Other Current Liabilities</b>			
Building Lease Liab Current	27,458.00	0.00	27,458.00
FY23 Dues in Advance	65,013.08	0.00	65,013.08
Current Portion of Lease Payabl	2,448.03	2,311.46	136.57
FY22 Dues in Advance	0.00	59,701.18	-59,701.18
Benefits payable			
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>	<b>38,240.19</b>	4,667.13	33,573.06
<b>Payroll Liabilities</b>			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	1,530.50	1,857.17	-326.67
<b>Total Payroll Liabilities</b>	1,560.89	1,887.56	-326.67
<b>Total Other Current Liabilities</b>	<b>134,768.19</b>	68,615.33	66,152.86
<b>Total Current Liabilities</b>	<b>136,132.64</b>	69,570.89	66,561.75
<b>Long Term Liabilities</b>			
Building Lease Liab Non Current	60,268.00	0.00	60,268.00
Lease Payable - Ford Motor Cred	4,673.84	9,501.13	-4,827.29
<b>Accrued expenses</b>			
Accrued Payroll	51,939.13	40,801.82	11,137.31
Accrued Vacation	42,091.38	37,692.28	4,399.10
Annual Audit Accrual	16,000.02	10,500.00	5,500.02
<b>Total Accrued expenses</b>	110,030.53	88,994.10	21,036.43
<b>Total Long Term Liabilities</b>	174,972.37	98,495.23	76,477.14
<b>Total Liabilities</b>	311,105.01	168,066.12	143,038.89
<b>Equity</b>			
Retained Earnings	176,019.32	166,301.80	9,717.52

increased by \$29,408.75 NHHFA Housing Navigator mistakenly recorded as revenue instead of contract revenue in advance and \$83.67 Barrington Transportation Match previously overdrawn from contract revenue in advance.



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02/15/23

Accrual Basis

**Strafford Regional Planning Commission**  
**Balance Sheet**  
As of December 31, 2022

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	Dec 31, 22	Dec 31, 21	\$ Change
Net Income	-31,409.50	-17,868.64	-13,540.86
Total Equity	144,609.82	148,433.16	-3,823.34
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>455,714.83</b>	<b>316,499.28</b>	<b>139,215.55</b>

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**Strafford Regional Planning Commission  
A/R Aging Summary  
As of December 31, 2022**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>2000 LTA (Local Technical Assistance)</b>						
2021 Annual Dinner Attendance	0.00	0.00	0.00	0.00	60.00	60.00
2100 Dues						
2109 Town of Milton dues	0.00	0.00	0.00	0.00	2,879.84	2,879.84
<b>Total 2100 Dues</b>	0.00	0.00	0.00	0.00	2,879.84	2,879.84
<b>2200 PLUR Books</b>						
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 2200 PLUR Books</b>	0.00	0.00	0.00	0.00	0.00	0.00
<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	0.00	2,939.84	2,939.84
<b>3500 Town of Farmington</b>						
3501 FAR Circuit Rider	3,935.00	0.00	3,967.50	0.00	0.00	7,902.50
<b>Total 3500 Town of Farmington</b>	3,935.00	0.00	3,967.50	0.00	0.00	7,902.50
<b>3600 Town of Lee</b>						
3604 Lee Trail Maps	1,020.00	0.00	0.00	0.00	0.00	1,020.00
<b>Total 3600 Town of Lee</b>	1,020.00	0.00	0.00	0.00	0.00	1,020.00
<b>4200 Town of Northwood</b>						
4201 NOR Circuit Rider	1,548.75	0.00	3,297.50	0.00	0.00	4,846.25
<b>Total 4200 Town of Northwood</b>	1,548.75	0.00	3,297.50	0.00	0.00	4,846.25
<b>4300 Town of Nottingham</b>						
4301 NOT Circuit Rider	2,563.13	0.00	0.00	0.00	0.00	2,563.13
<b>Total 4300 Town of Nottingham</b>	2,563.13	0.00	0.00	0.00	0.00	2,563.13
<b>4400 City of Rochester</b>						
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 4400 City of Rochester</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>4700 Town of Strafford</b>						
4701 Strafford Circuit Rider	1,671.25	0.00	0.00	0.00	0.00	1,671.25
<b>Total 4700 Town of Strafford</b>	1,671.25	0.00	0.00	0.00	0.00	1,671.25
<b>4800 Town of Wakefield</b>						
4803 WAK NBRC Union Hotel Grant Admin	0.00	0.00	0.00	0.00	519.86	519.86
4801 Wakefield Circuit Rider	194.38	0.00	0.00	0.00	0.00	194.38
<b>Total 4800 Town of Wakefield</b>	194.38	0.00	0.00	0.00	519.86	714.24

**Strafford Regional Planning Commission**  
**A/R Aging Summary**  
As of December 31, 2022

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
<b>6000 NH Office of Planning &amp; Development</b>						
6003 BEA CEDR	4,007.55	0.00	884.29	0.00	0.00	4,891.84
6001 TBG22-23	625.32	0.00	943.34	0.00	0.00	1,568.66
6002 ARPA RHNA	1,088.65	0.00	2,513.61	0.00	0.00	3,602.26
<b>Total 6000 NH Office of Planning &amp; Development</b>	5,721.52	0.00	4,341.24	0.00	0.00	10,062.76
<b>6100 NH DES</b>						
6103 Coastal 23	687.25	0.00	0.00	2,107.11	755.51	3,549.87
6304 LSWP Aquifers SWP-333	2,287.00	0.00	505.25	0.00	0.00	2,792.25
6151 PSM Flood Smart Seacoast	2,289.13	0.00	1,110.82	0.00	0.00	3,399.95
6250.000 PRB-Oyster River	10,744.00	0.00	5,922.71	0.00	0.00	16,666.71
<b>Total 6100 NH DES</b>	16,007.38	0.00	7,538.78	2,107.11	755.51	26,408.78
<b>6500 DEPT OF SAFETY (OEM)</b>						
6502 BRIC DUR MID MIL NOT STR	0.00	0.00	3,574.89	0.00	0.00	3,574.89
<b>Total 6500 DEPT OF SAFETY (OEM)</b>	0.00	0.00	3,574.89	0.00	0.00	3,574.89
<b>6600 CDFA-CDBG Grant Administration</b>						
6602 CDBG Gafney Home	1,933.75	0.00	0.00	0.00	0.00	1,933.75
<b>Total 6600 CDFA-CDBG Grant Administration</b>	1,933.75	0.00	0.00	0.00	0.00	1,933.75
<b>6800 NH Housing Authority</b>						
6802 Housing Navigator	0.00	29,408.75	0.00	0.00	0.00	29,408.75
<b>Total 6800 NH Housing Authority</b>	0.00	29,408.75	0.00	0.00	0.00	29,408.75
<b>7100 EPA</b>						
7110 Brownfields 2019-2022	1,789.92	0.00	0.00	0.00	0.00	1,789.92
<b>Total 7100 EPA</b>	1,789.92	0.00	0.00	0.00	0.00	1,789.92
<b>8000 DOT UPWP</b>						
8001 UPWP 22-23	95,553.25	0.00	0.00	0.00	0.00	95,553.25
<b>Total 8000 DOT UPWP</b>	95,553.25	0.00	0.00	0.00	0.00	95,553.25
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>131,938.33</b>	<b>29,408.75</b>	<b>22,719.91</b>	<b>2,107.11</b>	<b>4,215.21</b>	<b>190,389.31</b>

**Strafford Regional Planning Commission  
Profit & Loss  
December 2022**

	Dec 22	Dec 21	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
2000 SRPC Membership Dues	10,896.22	9,950.20	946.02
<b>SRPC Revenue</b>			
<b>Municipal and NonProfit Revenue</b>			
3604 Lee Trail Maps	1,421.25	0.00	1,421.25
5330 EMM Market Study	1,800.00	0.00	1,800.00
3103 BAR Land Use Chapter	2,387.28	0.00	2,387.28
3501 FAR Circuit Rider	3,935.00	6,385.20	-2,450.20
4201 NORPlanning Services	1,548.75	3,278.08	-1,729.33
4301 NOT Circuit Rider	2,563.13	4,545.34	-1,982.21
4701 Strafford Circuit Rider	1,671.25	6,973.80	-5,302.55
4801 WAK Circuit Rider	435.00	846.28	-411.28
5151 GSCH - Tufts	3,547.32	5,745.98	-2,198.66
4602 SOM Tax Map	0.00	560.00	-560.00
3504 FAR Tax Map Updates	0.00	1,601.50	-1,601.50
4102 NKT Tax Maps	0.00	1,146.45	-1,146.45
<b>Total Municipal and NonProfit Revenue</b>	<b>19,308.98</b>	<b>31,082.63</b>	<b>-11,773.65</b>
<b>Total SRPC Revenue</b>	<b>19,308.98</b>	<b>31,082.63</b>	<b>-11,773.65</b>
<b>Federal Agencies Incl EDD</b>			
7003 EDD Planning Partnership	18,886.07	10,155.43	8,730.64
7002 EDA CARES	0.00	15,433.57	-15,433.57
7110 EPA Brownfields	1,789.92	6,135.73	-4,345.81
<b>Total Federal Agencies Incl EDD</b>	<b>20,675.99</b>	<b>31,724.73</b>	<b>-11,048.74</b>
<b>State Award Revenue</b>			
<b>Office Of Planning and Dev</b>			
6001 TBG 22-23	625.32	0.00	625.32
6002 ARPA RHNA	1,124.81	10,378.02	-9,253.21
6003 CEDR	4,007.55	0.00	4,007.55
<b>Total Office Of Planning and Dev</b>	<b>5,757.68</b>	<b>10,378.02</b>	<b>-4,620.34</b>
<b>NHDES</b>			
6103 Coastal FY23	1,596.02	0.00	1,596.02
6151 Project of Special Merit	2,289.13	0.00	2,289.13
5052 RPC CILUG	0.00	2,406.78	-2,406.78
3303 DOV Equity	0.00	3,184.62	-3,184.62
6180 NFWF Great Bay Shoreline	0.00	2,336.79	-2,336.79
6251 Sunrise Lake	0.00	2,930.50	-2,930.50
6102 Coastal FY22	0.00	3,063.20	-3,063.20
3302 DOV Coastal Resilience	0.00	7,008.86	-7,008.86
3403 Dur Groundwater Modeling	0.00	1,532.20	-1,532.20
6250 Watershed PRB	15,164.52	0.00	15,164.52

← removed 6802 NHHA Housing Navigator, \$29,408.75

**Strafford Regional Planning Commission  
Profit & Loss  
December 2022**

	Dec 22	Dec 21	\$ Change
6304 LSWP - Aquifers	3,151.95	0.00	3,151.95
<b>Total NHDES</b>	<b>22,201.62</b>	<b>22,462.95</b>	<b>-261.33</b>
<b>UNH</b>			
5203 UNH Pathways to Resilience	0.00	1,000.00	-1,000.00
<b>Total UNH</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>
<b>CDFA</b>			
6601 CDBG Grant	1,933.75	0.00	1,933.75
<b>Total CDFA</b>	<b>1,933.75</b>	<b>0.00</b>	<b>1,933.75</b>
<b>Pre-Disaster Mitigation</b>			
6501 PDM19 BAR NDU ROL SOM	0.00	675.00	-675.00
<b>Total Pre-Disaster Mitigation</b>	<b>0.00</b>	<b>675.00</b>	<b>-675.00</b>
<b>Total State Award Revenue</b>	<b>decreased from 59,301.80</b>	<b>29,893.05</b>	<b>34,515.97</b>
<b>MPO Revenue</b>			
<b>NH DOT</b>			
8001 UPWP 22-23	106,170.28	39,047.31	67,122.97
<b>Total NH DOT</b>	<b>106,170.28</b>	<b>39,047.31</b>	<b>67,122.97</b>
<b>Total MPO Revenue</b>	<b>106,170.28</b>	<b>39,047.31</b>	<b>67,122.97</b>
<b>Contra Income Cash Match</b>			
Cash Match GSCH	-587.82	0.00	-587.82
Coastal Cash Match	-229.08	-442.79	213.71
<b>LSWP Cash Match</b>			
LSWP SRPC Cash Match	-196.14	0.00	-196.14
<b>Total LSWP Cash Match</b>	<b>-196.14</b>	<b>0.00</b>	<b>-196.14</b>
<b>EDD Cash Match</b>	<b>-2,761.35</b>	<b>0.00</b>	<b>-2,761.35</b>
Cash Match RPC CILUG	0.00	-300.85	300.85
<b>Dover Equity Cash Match</b>			
Dover Cash Match	0.00	-156.23	156.23
SRPC Cash Match	0.00	-62.50	62.50
<b>Total Dover Equity Cash Match</b>	<b>0.00</b>	<b>-218.73</b>	<b>218.73</b>
<b>DOT Cash Match</b>	<b>-10,617.03</b>	<b>-3,904.73</b>	<b>-6,712.30</b>
<b>Total Contra Income Cash Match</b>	<b>-14,391.42</b>	<b>-4,867.10</b>	<b>-9,524.32</b>
<b>Contra Income InKind/Soft Match</b>			
In-Kind Coastal Match	-679.69	-405.40	-274.29
PRB IK Match	-4,420.52	0.00	-4,420.52

**Strafford Regional Planning Commission  
Profit & Loss  
December 2022**

	Dec 22	Dec 21	\$ Change
IK LSWP	-668.81	0.00	-668.81
IK DOV Equity	0.00	-466.08	466.08
IK DOV Resilience	0.00	-6,345.81	6,345.81
In-Kind EDD Match	-5,079.36	-3,097.76	-1,981.60
In-Kind HazMit Match	0.00	-168.75	168.75
<b>Total Contra Income InKind/Soft Match</b>	<b>-10,848.38</b>	<b>-10,483.80</b>	<b>-364.58</b>
<b>Contract Overage</b>	<b>-761.70</b>	<b>-146.45</b>	<b>-615.25</b>
<b>Total Income</b>	<b>160,943.02</b>	<b>130,823.49</b>	<b>30,119.53</b>
<b>Gross Profit</b>	<b>160,943.02</b>	<b>130,823.49</b>	<b>30,119.53</b>
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	97,835.43	94,163.08	3,672.35
<b>Payroll Expenses</b>			
Dental insurance expense	431.27	465.50	-34.23
Health incentive	0.00	100.00	-100.00
Health Insurance expense	5,915.33	7,215.33	-1,300.00
Life Insurance expense	114.07	134.64	-20.57
LTD Insurance expense	60.30	81.99	-21.69
STD insurance expense	207.05	316.96	-109.91
Payroll Processing Fees	285.00	258.50	26.50
Pension expense	2,595.52	2,726.51	-130.99
Unemployment expense	164.08	0.00	164.08
Workers Compensation	159.08	0.00	159.08
<b>Payroll Taxes</b>			
Medicare Expense	1,392.37	1,333.37	59.00
Social Security expense	5,953.47	5,701.33	252.14
Payroll Taxes - Other	-0.01	0.00	-0.01
<b>Total Payroll Taxes</b>	<b>7,345.83</b>	<b>7,034.70</b>	<b>311.13</b>
<b>Total Payroll Expenses</b>	<b>17,277.53</b>	<b>18,334.13</b>	<b>-1,056.60</b>
<b>Dues and Subscriptions</b>	<b>580.07</b>	<b>442.91</b>	<b>137.16</b>
<b>Total Personnel Expenses</b>	<b>115,693.03</b>	<b>112,940.12</b>	<b>2,752.91</b>
<b>Equipment expense</b>			
Copier Maintenance Contract	319.85	319.85	0.00
Office furniture			
Computer equipment	0.00	2,094.68	-2,094.68
<b>Total Office furniture</b>	<b>0.00</b>	<b>2,094.68</b>	<b>-2,094.68</b>
<b>Software expense</b>			
ArcInfo/View software	455.25	400.00	55.25

decreased from  
190,435.44

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**December 2022**

	Dec 22	Dec 21	\$ Change
<b>Office Software</b>			
iDrive	66.63	49.97	16.66
Timesheet Software	140.00	140.00	0.00
Survey Monkey	66.23	0.00	66.23
Zoom	58.32	58.32	0.00
Adobe In Design	96.97	73.98	22.99
Anti-virus software	38.70	38.70	0.00
Constant Contact	85.50	85.50	0.00
DropBox	11.99	11.99	0.00
Microsoft Office 365	163.30	200.00	-36.70
<b>Total Office Software</b>	<u>727.64</u>	<u>658.46</u>	<u>69.18</u>
<b>Total Software expense</b>	<u>1,182.89</u>	<u>1,058.46</u>	<u>124.43</u>
<b>Total Equipment expense</b>	1,502.74	3,472.99	-1,970.25
<b>Fixed Expenses</b>			
<b>Insurance</b>			
Liability Insurance	597.75	406.45	191.30
<b>Total Insurance</b>	<u>597.75</u>	<u>406.45</u>	<u>191.30</u>
<b>Rent</b>	2,500.00	2,500.00	0.00
<b>Vehicle Expenses</b>			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	49.18	0.00	49.18
Vehicle Interest	35.99	58.32	-22.33
<b>Total Vehicle Expenses</b>	<u>563.16</u>	<u>536.31</u>	<u>26.85</u>
<b>Total Fixed Expenses</b>	<u>3,660.91</u>	<u>3,442.76</u>	<u>218.15</u>
<b>Communications</b>			
Media Outreach Expense	721.10	0.00	721.10
Postage and Delivery	35.04	17.99	17.05
Telephone and Internet	254.79	289.77	-34.98
<b>Website maintenance and updates</b>			
Website and logo design	8.44	8.44	0.00
Website maintenance and updates - Other	0.00	9.99	-9.99
<b>Total Website maintenance and updates</b>	<u>8.44</u>	<u>18.43</u>	<u>-9.99</u>
<b>Total Communications</b>	<u>1,019.37</u>	<u>326.19</u>	<u>693.18</u>
<b>Administrative</b>			
<b>Meetings Expense</b>			
Meetings Advertising Expense	-125.78	0.00	-125.78
<b>Total Meetings Expense</b>	<u>-125.78</u>	<u>0.00</u>	<u>-125.78</u>

**Stafford Regional Planning Commission**  
**Profit & Loss**  
**December 2022**

	Dec 22	Dec 21	\$ Change
Office Expense	1,484.33	1,334.22	150.11
Office Supplies			
Plotter Ink and Supplies	205.00	162.00	43.00
Office Supplies - Other	10.99	124.34	-113.35
<b>Total Office Supplies</b>	<b>215.99</b>	<b>286.34</b>	<b>-70.35</b>
Professional Fees			
Accounting, Audit	1,333.33	1,250.00	83.33
<b>Total Professional Fees</b>	<b>1,333.33</b>	<b>1,250.00</b>	<b>83.33</b>
Travel & Ent			
Travel	169.38	308.03	-138.65
<b>Total Travel &amp; Ent</b>	<b>169.38</b>	<b>308.03</b>	<b>-138.65</b>
<b>Total Administrative</b>	<b>3,077.25</b>	<b>3,178.59</b>	<b>-101.34</b>
Contract Labor			
IT and Network support	270.00	270.00	0.00
Pass Through Expense			
CEDR Consultants	730.00	0.00	730.00
PRB Consultants	11,426.27	0.00	11,426.27
EDA CARES Contract Support	0.00	1,865.00	-1,865.00
EPA Brownfields Consultants	0.00	5,684.50	-5,684.50
NHDOT Consultant	40,148.76	0.00	40,148.76
RPC FTA Subcontract	6,078.70	0.00	6,078.70
Project Supplies	39.30	150.00	-110.70
Sunrise Lake Subcontract	0.00	21,213.59	-21,213.59
DUR Groundwater Consultant	0.00	1,079.00	-1,079.00
<b>Total Pass Through Expense</b>	<b>58,423.03</b>	<b>29,992.09</b>	<b>28,430.94</b>
<b>Total Contract Labor</b>	<b>58,693.03</b>	<b>30,262.09</b>	<b>28,430.94</b>
<b>Total Expense</b>	<b>183,646.33</b>	<b>153,622.74</b>	<b>30,023.59</b>
<b>Net Ordinary Income</b>	<b>-22,703.31</b>	<b>-22,799.25</b>	<b>95.94</b>
Other Income/Expense			
Other Income			
Interest Income	17.56	13.66	3.90
<b>Total Other Income</b>	<b>17.56</b>	<b>13.66</b>	<b>3.90</b>
<b>Net Other Income</b>	<b>17.56</b>	<b>13.66</b>	<b>3.90</b>
<b>Net Income</b>	<b>-22,685.75</b>	<b>-22,785.59</b>	<b>99.84</b>

decreased from  
6,726.67



## Strafford Regional Planning Commission Income by Customer December 2022

Date	Name	Memo	Amount
<b>5330 EMM</b>			
<b>5331 EMM Market Study</b>			
12/13/2022	5330 EMM:5331 E...	EMM Market Study	1,800.00
Total 5331 EMM Market Study			1,800.00
Total 5330 EMM			1,800.00
<b>2000 LTA (Local Technical Assistance)</b>			
12/01/2022	2000 LTA (Local Te...	Dues 130754.60 (LESS NOT, BRK) = 10896.22/mo Aug-Jun 2022 (Jul 10896.18)	10,896.22
Total 2000 LTA (Local Technical Assistance)			10,896.22
<b>3100 Town of Barrington</b>			
<b>3103 Barrington Land Use Chapter</b>			
12/31/2022	3100 Town of Barri...	Progress Billing - Barrington Land Use Chapter - December 2022	1,941.80
12/31/2022	3100 Town of Barri...	Progress Billing - Barrington Land Use Chapter - Transportation Match December 2022	445.48
12/31/2022	3100 Town of Barri...	To record when contracts go over budget in QuickBooks (matches Dec UPWP FY23)	-82.50
12/31/2022	3100 Town of Barri...	To record when contracts go over budget in QuickBooks (amount June 22 not brought forward in U...	-1.17
Total 3103 Barrington Land Use Chapter			2,303.61
Total 3100 Town of Barrington			2,303.61
<b>3500 Town of Farmington</b>			
<b>3501 FAR Circuit Rider</b>			
12/31/2022	3500 Town of Farmi...	Progress Billing - Farmington Circuit Rider - December 2022	3,935.00
Total 3501 FAR Circuit Rider			3,935.00
Total 3500 Town of Farmington			3,935.00
<b>3600 Town of Lee</b>			
<b>3604 Lee Trail Maps</b>			
12/31/2022	3600 Town of Lee:3...	Lee Trail Mapping - Planner I Geis	673.75
12/31/2022	3600 Town of Lee:3...	Lee Trail Mapping - Planner III Rand	747.50
12/31/2022	3600 Town of Lee:3...	To record when contracts go over budget in QuickBooks	-401.25
Total 3604 Lee Trail Maps			1,020.00
Total 3600 Town of Lee			1,020.00
<b>4200 Town of Northwood</b>			
<b>4201 NOR Circuit Rider</b>			
12/31/2022	4200 Town of North...	Progress Billing - Northwood Circuit Rider - December 2022	1,548.75
Total 4201 NOR Circuit Rider			1,548.75
Total 4200 Town of Northwood			1,548.75
<b>4300 Town of Nottingham</b>			
<b>4301 NOT Circuit Rider</b>			

corrected overdraw on the transportation match progress billing drawn down from contract revenue in advance

**Strafford Regional Planning Commission  
Income by Customer  
December 2022**

Date	Name	Memo	Amount
12/31/2022	4300 Town of Nottin...	Progress Billing - Nottingham Circuit Rider - December 2022	2,563.13
Total 4301 NOT Circuit Rider			2,563.13
Total 4300 Town of Nottingham			2,563.13
<b>4700 Town of Strafford</b>			
<b>4701 Strafford Circuit Rider</b>			
12/31/2022	4700 Town of Straff...	Progress Billing - Strafford Circuit Rider - December 2022	1,671.25
Total 4701 Strafford Circuit Rider			1,671.25
Total 4700 Town of Strafford			1,671.25
<b>4800 Town of Wakefield</b>			
<b>4801 Wakefield Circuit Rider</b>			
12/31/2022	4800 Town of Wake...	Progress Billing - Wakefield Circuit Rider - December 2022	435.00
12/31/2022	4800 Town of Wake...	To record when contracts go over budget in QuickBooks	-240.62
Total 4801 Wakefield Circuit Rider			194.38
Total 4800 Town of Wakefield			194.38
<b>5150 GSCH</b>			
<b>5151 Creating Age Friendly Communities</b>			
12/31/2022	5150 GSCH:5151 C...	Progress Billing - GSCH - December 2022	3,547.32
12/31/2022	5150 GSCH:5151 C...	Cash Match	-587.82
Total 5151 Creating Age Friendly Communities			2,959.50
Total 5150 GSCH			2,959.50
<b>6000 NH Office of Planning &amp; Development</b>			
<b>6003 BEA CEDR</b>			
12/31/2022	6000 NH Office of P...	Progress Billing Seacoast CEDR Grant - December 2022	4,007.55
Total 6003 BEA CEDR			4,007.55
<b>6001 TBG22-23</b>			
12/31/2022	6000 NH Office of P...	Progress Billing Targeted Block Grant FY23 - December 2022	625.32
Total 6001 TBG22-23			625.32
<b>6002 ARPA RHNA</b>			
12/31/2022	6000 NH Office of P...	Final Billing - ARPA Regional Housing Needs Assessment - December 2022	1,124.81
12/31/2022	6000 NH Office of P...	To record when contracts go over budget in QuickBooks	-36.16
Total 6002 ARPA RHNA			1,088.65
Total 6000 NH Office of Planning & Development			5,721.52
<b>6100 NH DES</b>			

**Strafford Regional Planning Commission  
Income by Customer  
December 2022**

Date	Name	Memo	Amount
<b>6103 Coastal 23</b>			
12/31/2022	6100 NH DES:6103...	Progress Billing Grant #21-306-09, Coastal 2023 - December 2022	1,596.02
12/31/2022	6100 NH DES:6103...	Cash Match	-229.08
12/31/2022	6100 NH DES:6103...	In Kind match for Coastal grant	-679.69
Total 6103 Coastal 23			687.25
<b>6304 LSWP Aquifers SWP-333</b>			
12/31/2022	6100 NH DES:6304...	Progress Billing - LSWP 333 -	3,151.95
12/31/2022	6100 NH DES:6304...	Cash Match	-196.14
12/31/2022	6100 NH DES:6304...	In Kind Match - LSWP	-668.81
Total 6304 LSWP Aquifers SWP-333			2,287.00
<b>6151 PSM Flood Smart Seacoast</b>			
12/31/2022	6100 NH DES:6151...	Progress Billing PSM Flood Smart 21-2, December 2022	2,289.13
Total 6151 PSM Flood Smart Seacoast			2,289.13
<b>6250.000 PRB-Oyster River</b>			
12/31/2022	6100 NH DES:6250...	PRB Final Billing, PO 1064375, December 2022	15,164.52
12/31/2022	6100 NH DES:6250...	In Kind Match - PRB	-4,420.52
Total 6250.000 PRB-Oyster River			10,744.00
Total 6100 NH DES			16,007.38
<b>6600 CDFA-CDBG Grant Administration</b>			
<b>6602 CDBG Gafney Home</b>			
12/31/2022	6600 CDFA-CDBG ...	CDBG Grant Administration - Gafney Home - Oct-Dec 2022	1,933.75
Total 6602 CDBG Gafney Home			1,933.75
Total 6600 CDFA-CDBG Grant Administration			1,933.75
<b>7000 ECONOMIC DEVELOPMENT ADMINISTRATION</b>			
<b>7003 EDA FY22</b>			
12/31/2022	7000 ECONOMIC ...	Progress Billing EDD Planning Partnership -December 2022	18,886.07
12/31/2022	7000 ECONOMIC ...	Cash Match	-2,761.35
12/31/2022	7000 ECONOMIC ...	In Kind Match	-5,079.36
Total 7003 EDA FY22			11,045.36
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			11,045.36
<b>7100 EPA</b>			
<b>7110 Brownfields 2019-2022</b>			
12/31/2022	7100 EPA:7110 Bro...	Final Billing - December 2022	1,789.92
Total 7110 Brownfields 2019-2022			1,789.92

removed  
6802 NH  
Housing,  
Housing  
Navigator,  
\$29,408.75

**Strafford Regional Planning Commission**  
**Income by Customer**  
**December 2022**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total 7100 EPA			1,789.92
<b>8000 DOT UPWP</b>			
<b>8001 UPWP 22-23</b>			
12/31/2022	8000 DOT UPWP:8...	Progress Billing - UPWP - December 2022	106,170.28
12/31/2022	8000 DOT UPWP:8...	10% Matching Funds	-10,617.03
Total 8001 UPWP 22-23			<u>95,553.25</u>
Total 8000 DOT UPWP			<u>95,553.25</u>
<b>TOTAL</b>			<b><u><u>160,943.02</u></u></b>

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**Strafford Regional Planning Commission  
Profit & Loss Budget vs. Actual  
July through December 2022**

	Jul - Dec 22	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
2000 SRPC Membership Dues	65,377.28	65,377.28	0.00
<b>SRPC Revenue</b>			
<b>Municipal and NonProfit Revenue</b>			
3604 Lee Trail Maps	1,421.25	1,020.00	401.25
5330 EMM Market Study	1,800.00	1,800.00	0.00
3103 BAR Land Use Chapter	8,731.66	5,699.02	3,032.64
3501 FAR Circuit Rider	22,740.02	20,000.02	2,740.00
3506 FAR Tax Maps FY23	0.00	842.00	-842.00
4201 NORPlanning Services	16,461.63	12,500.02	3,961.61
4301 NOT Circuit Rider	15,879.38	12,500.02	3,379.36
4603 SOM Historic Sites GIS	812.50	750.00	62.50
4604 SOM Tax Maps FY23	1,088.75	1,000.00	88.75
4701 Strafford Circuit Rider	11,416.88	18,999.98	-7,583.10
4703 STR MP Update	13,279.38	15,297.52	-2,018.14
4801 WAK Circuit Rider	1,305.00	2,500.00	-1,195.00
4802 Sanbornville Precinct	0.00	2,000.02	-2,000.02
4803 WAK NBRC Union Hotel	519.86	1,500.00	-980.14
5002 NHARPC Administration	0.00	3,999.98	-3,999.98
5151 GSCH - Tufts	7,466.18	17,587.50	-10,121.32
3504 FAR Tax Map Updates	874.25	0.00	874.25
5501 GIS Projects	0.00	1.00	-1.00
<b>Total Municipal and NonProfit Revenue</b>	<b>104,666.74</b>	<b>117,997.08</b>	<b>-13,330.34</b>
<b>Total SRPC Revenue</b>	<b>104,666.74</b>	<b>117,997.08</b>	<b>-13,330.34</b>
<b>Federal Agencies Incl EDD</b>			
7003 EDD Planning Partnership	77,425.33	69,999.98	7,425.35
7002 EDA CARES	65,995.29	56,760.00	9,235.29
7001 EDD Planning Grant	12,570.27	0.00	12,570.27
7110 EPA Brownfields	22,849.08	23,615.00	-765.92
<b>Total Federal Agencies Incl EDD</b>	<b>178,839.97</b>	<b>150,374.98</b>	<b>28,464.99</b>
<b>State Award Revenue</b>			
6802 NHHA Housing Navigator	0.00	10,503.16	-10,503.16
<b>Office Of Planning and Dev</b>			
6001 TBG 22-23	7,687.01	5,555.48	2,131.53
6002 ARPA RHNA	38,272.16	38,236.00	36.16
6003 CEDR	5,532.70	16,666.64	-11,133.94
<b>Total Office Of Planning and Dev</b>	<b>51,491.87</b>	<b>60,458.12</b>	<b>-8,966.25</b>
<b>NHDES</b>			
6103 Coastal FY23	9,002.03	15,000.00	-5,997.97
6151 Project of Special Merit	10,657.87	8,379.00	2,278.87
6250 Watershed PRB	21,087.23	20,378.00	709.23
6304 LSWP - Aquifers	19,385.41	13,810.90	5,574.51
<b>Total NHDES</b>	<b>60,132.54</b>	<b>57,567.90</b>	<b>2,564.64</b>
<b>UNH</b>			
5205 UNH PREPA NDU	8,107.16	7,500.00	607.16
<b>Total UNH</b>	<b>8,107.16</b>	<b>7,500.00</b>	<b>607.16</b>

**Strafford Regional Planning Commission  
Profit & Loss Budget vs. Actual  
July through December 2022**

	Jul - Dec 22	Budget	\$ Over Budget
<b>CDFA</b>			
6601 CDBG Grant	7,517.72	3,999.98	3,517.74
<b>Total CDFA</b>	7,517.72	3,999.98	3,517.74
<b>Pre-Disaster Mitigation</b>			
6501 PDM19 BAR NDU ROL SOM	1,650.00	667.00	983.00
6502 PDM DUR MID MIL NOT STR WA	12,333.03	25,151.38	-12,818.35
<b>Total Pre-Disaster Mitigation</b>	13,983.03	25,818.38	-11,835.35
<b>Total State Award Revenue</b>	141,232.32	165,847.54	-24,615.22
<b>MPO Revenue</b>			
NH DOT			
8001 UPWP 22-23	307,303.63	334,322.48	-27,018.85
<b>Total NH DOT</b>	307,303.63	334,322.48	-27,018.85
<b>Total MPO Revenue</b>	307,303.63	334,322.48	-27,018.85
<b>Contra Income Cash Match</b>			
Cash Match GSCH	-1,237.22	-5,000.02	3,762.80
Coastal Cash Match	-1,653.93	-1,250.02	-403.91
LSWP Cash Match			
LSWP SRPC Cash Match	-1,401.28	0.00	-1,401.28
LSWP Cash Match - Other	0.00	-1,090.90	1,090.90
<b>Total LSWP Cash Match</b>	-1,401.28	-1,090.90	-310.38
EDD Cash Match	-8,933.07	-8,750.02	-183.05
DOT Cash Match			
BAR Cash Match	326.19	-737.48	1,063.67
DOT Cash Match - Other	-30,730.36	-32,385.00	1,654.64
<b>Total DOT Cash Match</b>	-30,404.17	-33,122.48	2,718.31
<b>Total Contra Income Cash Match</b>	-43,629.67	-49,213.44	5,583.77
<b>Contra Income InKind/Soft Match</b>			
In-Kind Coastal Match	-2,386.32	-6,249.98	3,863.66
PRB IK Match	-4,420.52	-3,712.00	-708.52
IK NDU PREPA (NDU ADU)	-607.16	-2,500.00	1,892.84
In-Kind EDD Match	-45,330.37	-26,250.00	-19,080.37
In-Kind HazMit Match	-3,495.76	-6,495.20	2,999.44
<b>Total Contra Income InKind/Soft Match</b>	-57,885.26	-45,207.18	-12,678.08
<b>Total Income</b>	685,876.65	739,498.74	-53,622.09
<b>Gross Profit</b>	685,876.65	739,498.74	-53,622.09
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	462,180.23	433,919.48	28,260.75
<b>Payroll Expenses</b>			
Dental insurance expense	2,587.62	2,624.02	-36.40
Health incentive	371.01	5,799.00	-5,427.99

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
 July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget
Health Insurance expense	34,497.17	39,255.00	-4,757.83
Life Insurance expense	684.42	666.98	17.44
LTD Insurance expense	361.80	381.00	-19.20
STD insurance expense	1,242.30	1,491.00	-248.70
Payroll Processing Fees	1,583.50	1,889.02	-305.52
Pension expense	12,204.36	12,526.50	-322.14
Unemployment expense	984.48	1,115.02	-130.54
Workers Compensation	954.48	949.50	4.98
Payroll Taxes	35,631.86	33,619.50	2,012.36
<b>Total Payroll Expenses</b>	<b>91,103.00</b>	<b>100,316.54</b>	<b>-9,213.54</b>
Dues and Subscriptions	2,510.91	2,346.00	164.91
Staff Training and Seminars	2,929.74	6,999.98	-4,070.24
<b>Total Personnel Expenses</b>	<b>558,723.88</b>	<b>543,582.00</b>	<b>15,141.88</b>
Equipment expense			
Copier Maintenance Contract	1,956.52	1,919.02	37.50
Office furniture			
Computer equipment	145.26	3,279.98	-3,134.72
Office furniture - Other	418.95	500.02	-81.07
<b>Total Office furniture</b>	<b>564.21</b>	<b>3,780.00</b>	<b>-3,215.79</b>
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	249.98	-249.98
<b>Total Other Equipment Repair and Cost</b>	<b>0.00</b>	<b>249.98</b>	<b>-249.98</b>
Software expense			
ArcInfo/View software	2,731.50	2,731.50	0.00
Office Software			
Timesheet Software	848.00	0.00	848.00
Adobe In Design	570.28	0.00	570.28
Anti-virus software	242.95	0.00	242.95
Constant Contact	513.00	0.00	513.00
DropBox	71.94	0.00	71.94
Microsoft Office 365	1,222.17	0.00	1,222.17
Office Software - Other	0.00	4,686.52	-4,686.52
<b>Total Office Software</b>	<b>4,615.36</b>	<b>4,686.52</b>	<b>-71.16</b>
Transcad software/maintenance	0.00	750.00	-750.00
<b>Total Software expense</b>	<b>7,346.86</b>	<b>8,168.02</b>	<b>-821.16</b>
Traffic Count Expenses			
Traffic counting supplies	76.81	1,500.00	-1,423.19
<b>Total Traffic Count Expenses</b>	<b>360.81</b>	<b>1,500.00</b>	<b>-1,139.19</b>
<b>Total Equipment expense</b>	<b>10,228.40</b>	<b>15,617.02</b>	<b>-5,388.62</b>
Fixed Expenses			
Insurance			
Liability Insurance	3,586.50	3,586.50	0.00

**Strafford Regional Planning Commission  
Profit & Loss Budget vs. Actual  
July through December 2022**

	Jul - Dec 22	Budget	\$ Over Budget
Total Insurance	3,586.50	3,586.50	0.00
Rent	15,000.00	15,000.00	0.00
Vehicle Expenses			
Depreciation Expense	2,867.94	0.00	2,867.94
Vehicle Gas & Repairs	618.27	0.00	618.27
Vehicle Interest	244.40	0.00	244.40
Vehicle Expenses - Other	0.00	5,378.02	-5,378.02
<b>Total Vehicle Expenses</b>	<b>3,730.61</b>	<b>5,378.02</b>	<b>-1,647.41</b>
<b>Total Fixed Expenses</b>	<b>22,317.11</b>	<b>23,964.52</b>	<b>-1,647.41</b>
Communications			
Media Outreach Expense	721.10	500.02	221.08
Office Telephone System	100.00	890.02	-790.02
Postage and Delivery	189.59	200.02	-10.43
Telephone and Internet	1,869.38	1,800.00	69.38
Website maintenance and updates			
Website and logo design	540.64	0.00	540.64
Website maintenance and updates - Other	318.20	713.48	-395.28
<b>Total Website maintenance and updates</b>	<b>858.84</b>	<b>713.48</b>	<b>145.36</b>
<b>Total Communications</b>	<b>3,738.91</b>	<b>4,103.54</b>	<b>-364.63</b>
Administrative			
Library & Planning Books	-170.60	0.00	-170.60
Meetings Expense	55.76	1,749.98	-1,694.22
Office Expense	6,155.18	10,575.00	-4,419.82
Office Supplies	2,120.16	2,000.02	120.14
Printing and Reproduction	0.00	75.00	-75.00
Professional Fees			
Accounting, Audit	8,000.02	8,000.02	0.00
Legal Fees	0.00	2,000.02	-2,000.02
<b>Total Professional Fees</b>	<b>8,000.02</b>	<b>10,000.04</b>	<b>-2,000.02</b>
Travel & Ent			
Travel	3,919.49	0.00	3,919.49
Travel & Ent - Other	0.00	5,000.02	-5,000.02
<b>Total Travel &amp; Ent</b>	<b>3,919.49</b>	<b>5,000.02</b>	<b>-1,080.53</b>
<b>Total Administrative</b>	<b>20,128.01</b>	<b>29,400.06</b>	<b>-9,272.05</b>
Contract Labor			
IT and Network support	6,412.50	7,899.98	-1,487.48
Pass Through Expense			
CEDR Pass Through Expense	0.00	13,336.64	-13,336.64
PRB Consultants	11,426.27	11,534.00	-107.73
EDA CARES Contract Support	11,877.00	11,877.00	0.00
EPA Brownfields Consultants	19,773.04	19,775.00	-1.96
NHDOT Consultant	43,988.88	32,000.02	11,988.86
RPC FTA Subcontract	8,011.00	6,639.00	1,372.00



2:48 PM

02/15/23

Accrual Basis

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget
Total Pass Through Expense	95,845.49	95,161.66	683.83
Total Contract Labor	102,257.99	103,061.64	-803.65
Total Expense	717,394.30	719,728.78	-2,334.48
Net Ordinary Income	-31,517.65	19,769.96	-51,287.61
Other Income/Expense			
Other Income			
Interest Income	108.15	50.02	58.13
Total Other Income	108.15	50.02	58.13
Net Other Income	108.15	50.02	58.13
Net Income	<b>-31,409.50</b>	<b>19,819.98</b>	<b>-51,229.48</b>

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**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
July through December 2022

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1. THIS BUDGET TO ACTUAL USES THE AMENDED MID-YEAR BUDGET ADOPTED IN JANUARY 2023

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## Strafford Regional Planning Commission Balance Sheet As of January 31, 2023

	Jan 31, 23	Jan 31, 22	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
FSB Checking	50,436.19	21,161.81	29,274.38
FSB Savings	34,700.09	109,448.61	-74,748.52
<b>Total Checking/Savings</b>	<b>85,136.28</b>	<b>130,610.42</b>	<b>-45,474.14 <sup>1</sup></b>
<b>Accounts Receivable</b>			
Accounts Receivable	244,737.75	189,717.47	55,020.28
<b>Total Accounts Receivable</b>	<b>244,737.75</b>	<b>189,717.47</b>	<b>55,020.28 <sup>2</sup></b>
<b>Other Current Assets</b>			
<b>Prepaid Expenses</b>			
Prepaid Website Expenses	0.00	109.72	-109.72
Prepaid Dues and Subscriptions	2,339.96	2,596.69	-256.73
Prepaid training	600.00	600.00	0.00
<b>Total Prepaid Expenses</b>	<b>2,939.96</b>	<b>3,306.41</b>	<b>-366.45</b>
Prepaid software support	8,613.11	7,359.99	1,253.12
<b>Total Other Current Assets</b>	<b>11,553.07</b>	<b>10,666.40</b>	<b>886.67</b>
<b>Total Current Assets</b>	<b>341,427.10</b>	<b>330,994.29</b>	<b>10,432.81</b>
<b>Fixed Assets</b>			
<b>Right of Use Asset - Building</b>			
Accumulated Amortization - Buil	-25,761.00	0.00	-25,761.00
Right of Use Asset - Building - Other	112,410.00	0.00	112,410.00
<b>Total Right of Use Asset - Building</b>	<b>86,649.00</b>	<b>0.00</b>	<b>86,649.00 <sup>3</sup></b>
<b>Vehicles</b>			
Vehicle Accumulated Depreciatio	-15,295.51	-9,559.63	-5,735.88 <sup>4</sup>
Ford Transit	22,943.35	22,943.35	0.00
<b>Total Vehicles</b>	<b>7,647.84</b>	<b>13,383.72</b>	<b>-5,735.88</b>
<b>Property and Equipment</b>			
Accumulated Depreciation	-15,745.44	-15,745.44	0.00
<b>Equipment Purchase</b>			
Lenova Think Server	3,983.04	3,983.04	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
<b>Total Equipment Purchase</b>	<b>15,745.44</b>	<b>15,745.44</b>	<b>0.00</b>
<b>Total Property and Equipment</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Strafford Regional Planning Commission**  
**Balance Sheet**  
As of January 31, 2023

02/15/23

Accrual Basis

	Jan 31, 23	Jan 31, 22	\$ Change
Total Fixed Assets	94,296.84	13,383.72	80,913.12
<b>TOTAL ASSETS</b>	<b>435,723.94</b>	<b>344,378.01</b>	<b>91,345.93</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
FSB Credit Card	1,115.98	1,648.67	-532.69
<b>Total Credit Cards</b>	1,115.98	1,648.67	-532.69
<b>Other Current Liabilities</b>			
Building Lease Liab Current	27,458.00	0.00	27,458.00 <sup>5</sup>
FY23 Dues in Advance	54,116.86	0.00	54,116.86
Current Portion of Lease Payabl	2,044.88	1,930.74	114.14 <sup>6</sup>
FY22 Dues in Advance	0.00	54,481.08	-54,481.08
<b>Benefits payable</b>			
Simple IRA payable	48.00	48.00	0.00
<b>Total Benefits payable</b>	48.00	48.00	0.00
Contract Revenue In Advance	46,628.99	32,258.34	14,370.65 <sup>7</sup>
<b>Payroll Liabilities</b>			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	1,462.95	1,666.18	-203.23
<b>Total Payroll Liabilities</b>	1,493.34	1,696.57	-203.23
<b>Total Other Current Liabilities</b>	131,790.07	90,414.73	41,375.34
<b>Total Current Liabilities</b>	132,906.05	92,063.40	40,842.65
<b>Long Term Liabilities</b>			
Building Lease Liab Non Current	60,268.00	0.00	60,268.00
Lease Payable - Ford Motor Cred	4,673.84	9,501.13	-4,827.29
<b>Accrued expenses</b>			
Accrued Payroll	51,939.13	40,801.82	11,137.31
Accrued Vacation	42,091.38	37,692.28	4,399.10
Annual Audit Accrual	10,333.35	11,750.00	-1,416.65
<b>Total Accrued expenses</b>	104,363.86	90,244.10	14,119.76 <sup>9</sup>
<b>Total Long Term Liabilities</b>	169,305.70	99,745.23	69,560.47 <sup>8</sup>
<b>Total Liabilities</b>	302,211.75	191,808.63	110,403.12
<b>Equity</b>			
Retained Earnings	176,019.32	166,301.80	9,717.52 <sup>10</sup>

**Strafford Regional Planning Commission**  
**Balance Sheet**  
As of January 31, 2023

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	Jan 31, 23	Jan 31, 22	\$ Change
Net Income	-42,507.13	-13,732.42	-28,774.71
Total Equity	133,512.19	152,569.38	-19,057.19
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>435,723.94</b>	<b>344,378.01</b>	<b>91,345.93</b>

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**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of January 31, 2023**

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1. Cash: In the current year, accounts receivable turnover has improved, we are receiving income in advance, and are making monthly transfers of dues and invoices against revenue in advance from savings to checking. For the current month of January, NHDOT did not pay the January invoice until 2/9/23, which was in the amount of \$95,553.25, resulting in cash balances lower than in the previous fiscal year.

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2. Accounts Receivable: See the Accounts Receivable Aging Summary Comments for details.

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3. Right of Use Asset: This was an audit adjustment, per GASB 87, that went into effect fiscal year 2022. There is no longer an operating vs capital classification for leases. Lessees will recognize a lease liability and an intangible right-to-use asset. This entry pertains to the leased office space.

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4. Vehicle: The vehicle was purchased in June of 2020. Depreciation is being accumulated monthly, over 48 months, at a rate of \$477.99 per month. EDA is now our cognizant agency for review of indirect cost rates. We have gotten permission to include all vehicle costs as indirect costs, except the interest portion of the monthly payments, which is being coded to dues expense.

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5. Building Lease Liability Current: See note above Right to Use Asset.

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6. Current Portion of Lease Payable: Per the auditor adjustment to fiscal year 2021 financials, I have calculated and booked the current fiscal year 12-month principal amount to be paid on the vehicle lease, reducing the total Lease Payable - Ford Motor Credit account. Since the interest portion of the payment is reduced over the life of the lease, additional principle is booked each year.

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7. Contract Revenue in Advance: Current year balance = Barrington Land Use and Transportation Chapters \$1525, GSCH \$17372, Housing Navigator \$21431, EDA \$6300. Invoices are billed monthly to income on the profit and loss and applied to reduce the Contract Revenue in Advance balance. In January, advances were billed for GSCH (\$10,125), Housing Navigator (\$29409), and EDA (\$17,500).

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8. Long-Term Liabilities: These amounts reflect the remainder of the lease liability for the rented office space, and the amount of lease payments due on the transit, to be paid in future fiscal years.

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9. Accrued Expenses: These amounts are adjusted at year-end and reflect wages paid in FY23 worked in FY22 and vacation hours accrued by staff at 6/30/22. The annual audit accrual is the FY22 audit expected charge, per email with the auditors estimating this year's audit costs. These amounts will be updated in July as part of the FY23 close-out.

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10. Retained Earnings: Cumulative posting of net income from all prior years.

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## Strafford Regional Planning Commission A/R Aging Summary As of January 31, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>2000 LTA (Local Technical Assistance)</b>						
2021 Annual Dinner Attendance	0.00	0.00	0.00	0.00	60.00	60.00 <sup>1</sup>
<b>2100 Dues</b>						
2109 Town of Milton dues	0.00	0.00	0.00	0.00	2,879.84	2,879.84
<b>Total 2100 Dues</b>	0.00	0.00	0.00	0.00	2,879.84	2,879.84 <sup>2</sup>
<b>2200 PLUR Books</b>						
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 2200 PLUR Books</b>	0.00	0.00	0.00	0.00	0.00	0.00
<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	0.00	2,939.84	2,939.84
<b>3500 Town of Farmington</b>						
3501 FAR Circuit Rider	4,481.98	0.00	3,935.00 <sup>3</sup>	0.00	0.00	8,416.98
<b>Total 3500 Town of Farmington</b>	4,481.98	0.00	3,935.00	0.00	0.00	8,416.98
<b>3600 Town of Lee</b>						
3604 Lee Trail Maps	0.00	0.00	1,020.00	0.00	0.00	1,020.00
<b>Total 3600 Town of Lee</b>	0.00	0.00	1,020.00	0.00	0.00	1,020.00
<b>4200 Town of Northwood</b>						
4201 NOR Circuit Rider	2,362.27	0.00	0.00	0.00	0.00	2,362.27
<b>Total 4200 Town of Northwood</b>	2,362.27	0.00	0.00	0.00	0.00	2,362.27
<b>4300 Town of Nottingham</b>						
4301 NOT Circuit Rider	2,169.89	2,563.13 <sup>4</sup>	0.00	0.00	0.00	4,733.02
<b>Total 4300 Town of Nottingham</b>	2,169.89	2,563.13	0.00	0.00	0.00	4,733.02
<b>4400 City of Rochester</b>						
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 4400 City of Rochester</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>4700 Town of Strafford</b>						
4703 Strafford Master Plan	3,242.15	0.00	0.00	0.00	0.00	3,242.15
4701 Strafford Circuit Rider	3,178.70	0.00	1,671.25	0.00	0.00	4,849.95
<b>Total 4700 Town of Strafford</b>	6,420.85	0.00	1,671.25	0.00	0.00	8,092.10
<b>4800 Town of Wakefield</b>						
4803 WAK NBRC Union Hotel Grant Admin	0.00	0.00	0.00	0.00	519.86 <sup>5</sup>	519.86
4801 Wakefield Circuit Rider	422.50	0.00	0.00	0.00	0.00	422.50

**Strafford Regional Planning Commission**  
**A/R Aging Summary**  
 As of January 31, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Total 4800 Town of Wakefield	422.50	0.00	0.00	0.00	519.86	942.36
5000 NHARPC						
5002 NHARPC Administration	0.00	4,000.00	0.00	0.00	0.00	4,000.00 <sup>6</sup>
Total 5000 NHARPC	0.00	4,000.00	0.00	0.00	0.00	4,000.00
5150 GSCH						
5151 Creating Age Friendly Communities	0.00	10,125.00	0.00	0.00	0.00	10,125.00
Total 5150 GSCH	0.00	10,125.00	0.00	0.00	0.00	10,125.00
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6000 NH Office of Planning & Development						
6003 BEA CEDR	8,884.10	0.00	4,007.55	884.29	0.00	13,775.94 <sup>7</sup>
6001 TBG22-23	465.60	0.00	0.00	0.00	0.00	465.60
6002 ARPA RHNA	0.00	0.00	1,088.65	2,513.61	0.00	3,602.26
Total 6000 NH Office of Planning & Development	9,349.70	0.00	5,096.20	3,397.90	0.00	17,843.80
6100 NH DES						
6103 Coastal 23	520.85	0.00	687.25	0.00	0.00	1,208.10
6304 LSWP Aquifers SWP-333	2,852.00	0.00	2,287.00	505.25	0.00	5,644.25
6151 PSM Flood Smart Seacoast	1,524.43	0.00	2,289.13	1,110.82	0.00	4,924.38 <sup>8</sup>
6250.000 PRB-Oyster River	0.00	0.00	10,744.00	0.00	0.00	10,744.00
Total 6100 NH DES	4,897.28	0.00	16,007.38	1,616.07	0.00	22,520.73
6500 DEPT OF SAFETY (OEM)						
6502 BRIC DUR MID MIL NOT STR	2,250.00	0.00	0.00	0.00	0.00	2,250.00
Total 6500 DEPT OF SAFETY (OEM)	2,250.00	0.00	0.00	0.00	0.00	2,250.00
6600 CDFA-CDBG Grant Administration						
6602 CDBG Gafney Home	890.83	0.00	1,933.75	0.00	0.00	2,824.58
Total 6600 CDFA-CDBG Grant Administration	890.83	0.00	1,933.75	0.00	0.00	2,824.58
6800 NH Housing Authority						
6802 Housing Navigator	0.00	0.00	29,408.75	0.00	0.00	29,408.75 <sup>9</sup>
Total 6800 NH Housing Authority	0.00	0.00	29,408.75	0.00	0.00	29,408.75
8000 DOT UPWP						
8001 UPWP 22-23	31,705.07	0.00	95,553.25 <sup>10</sup>	0.00	0.00	127,258.32



**Strafford Regional Planning Commission**  
**A/R Aging Summary**  
As of January 31, 2023

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	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Total 8000 DOT UPWP	31,705.07	0.00	95,553.25	0.00	0.00	127,258.32
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b><u>64,950.37</u></b>	<b><u>16,688.13</u></b>	<b><u>154,625.58</u></b>	<b><u>5,013.97</u></b>	<b><u>3,459.70</u></b>	<b><u>244,737.75</u></b>

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**Strafford Regional Planning Commission**  
**A/R Aging Summary**  
**As of January 31, 2023**

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1. Annual Meeting Outstanding: Christine Lambson \$20, Ed Pacht \$20, Manuel Ramirez \$20. I will ask the auditor how to "write these off".
2. Dues Outstanding: The Town of Milton has paid one-half of the FY23 dues
3. Farmington: \$3,935.00 received in February
4. Nottingham: \$2,563.13 received in February
5. Wakefield: There is an issue with Wakefield obtaining a Notice to Proceed for the Union Hotel project.
6. NHARPC: \$4,000.00 received in February
7. BEA CEDR: \$13,774.94 received in February
8. PSM Flood Smart: \$3,399.95 received in February
9. Housing Navigator: \$29,408.75 received in February
10. DOT: \$95,553.25 received in February

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## Strafford Regional Planning Commission Profit & Loss January 2023

	Jan 23	Jan 22	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>2000 SRPC Membership Dues</b>	10,896.22	10,896.20	0.02
<b>SRPC Revenue</b>			
<b>Municipal and NonProfit Revenue</b>			
3103 BAR Land Use Chapter	557.50	0.00	557.50
3501 FAR Circuit Rider	4,481.98	4,633.85	-151.87
4201 NORPlanning Services	2,362.27	2,444.78	-82.51
4301 NOT Circuit Rider	2,169.89	1,277.55	892.34
4701 Strafford Circuit Rider	3,178.70	4,227.75	-1,049.05
4703 STR MP Update	3,242.15	0.00	3,242.15
4801 WAK Circuit Rider	422.50	828.34	-405.84
5002 NHARPC Administration	4,000.00	0.00	4,000.00
5151 GSCH - Tufts	1,584.08	1,174.32	409.76
5101 NHCHF	0.00	697.12	-697.12
<b>Total Municipal and NonProfit Revenue</b>	21,999.07	15,283.71	6,715.36
<b>Total SRPC Revenue</b>	21,999.07	15,283.71	6,715.36
<b>Federal Agencies Incl EDD</b>			
7003 EDD Planning Partnership	14,590.98	9,968.31	4,622.67
7002 EDA CARES	0.00	14,671.40	-14,671.40
7110 EPA Brownfields	0.00	2,775.68	-2,775.68
<b>Total Federal Agencies Incl EDD</b>	14,590.98	27,415.39	-12,824.41
<b>State Award Revenue</b>			
6802 NHHA Housing Navigator	7,978.02	0.00	7,978.02
<b>Office Of Planning and Dev</b>			
6001 TBG 22-23	465.60	0.00	465.60
6002 ARPA RHNA	0.00	11,355.14	-11,355.14
6003 CEDR	8,884.10	0.00	8,884.10
Office Of Planning and Dev - Other	0.00	2,202.17	-2,202.17
<b>Total Office Of Planning and Dev</b>	9,349.70	13,557.31	-4,207.61
<b>NHDES</b>			
6103 Coastal FY23	2,373.68	0.00	2,373.68
6151 Project of Special Merit	1,524.43	0.00	1,524.43
5052 RPC CILUG	0.00	959.83	-959.83
3303 DOV Equity	0.00	1,168.66	-1,168.66
6180 NFWF Great Bay Shoreline	0.00	1,546.43	-1,546.43
6102 Coastal FY22	0.00	1,711.36	-1,711.36
3403 Dur Groundwater Modeling	0.00	2,420.00	-2,420.00
6303 Local Source Water MIL ROL	0.00	1,057.60	-1,057.60
6250 Watershed PRB	0.00	2,666.80	-2,666.80
6304 LSWP - Aquifers	3,588.59	0.00	3,588.59

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**January 2023**

	Jan 23	Jan 22	\$ Change
Total NHDES	7,486.70	11,530.68	-4,043.98
<b>CDFA</b>			
6601 CDBG Grant	890.83	2,444.97	-1,554.14
Total CDFA	890.83	2,444.97	-1,554.14
<b>Pre-Disaster Mitigation</b>			
6501 PDM19 BAR NDU ROL SOM	0.00	1,840.00	-1,840.00
6502 PDM DUR MID MIL NOT STR WA	3,000.00	0.00	3,000.00
Total Pre-Disaster Mitigation	3,000.00	1,840.00	1,160.00
Total State Award Revenue	28,705.25	29,372.96	-667.71
<b>MPO Revenue</b>			
NH DOT			
8001 UPWP 22-23	35,227.86	29,790.96	5,436.90
Total NH DOT	35,227.86	29,790.96	5,436.90
Total MPO Revenue	35,227.86	29,790.96	5,436.90
<b>Contra Income Cash Match</b>			
Cash Match GSCH	-262.50	0.00	-262.50
Coastal Cash Match	-173.61	-285.11	111.50
LSWP Cash Match			
LSWP SRPC Cash Match	-244.59	-223.25	-21.34
LSWP ROL Cash Match	0.00	-25.85	25.85
Total LSWP Cash Match	-244.59	-249.10	4.51
EDD Cash Match	-2,344.76	0.00	-2,344.76
Cash Match RPC CILUG	0.00	-119.98	119.98
Dover Equity Cash Match			
Dover Cash Match	0.00	524.70	-524.70
SRPC Cash Match	0.00	-16.51	16.51
Total Dover Equity Cash Match	0.00	508.19	-508.19
DOT Cash Match	-3,522.79	-2,979.10	-543.69
Total Contra Income Cash Match	-6,548.25	-3,125.10	-3,423.15
<b>Contra Income InKind/Soft Match</b>			
In-Kind Coastal Match	-1,679.22	0.00	-1,679.22
IK LSWP	-492.00	0.00	-492.00
IK DOV Equity	0.00	-450.39	450.39
In-Kind EDD Match	-2,867.12	-4,808.15	1,941.03
In-Kind HazMit Match	-750.00	-460.00	-290.00

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**January 2023**

02/15/23

Accrual Basis

	Jan 23	Jan 22	\$ Change
Total Contra Income InKind/Soft Match	-5,788.34	-5,718.54	-69.80
Contract Overage	0.00	-122.81	122.81
<b>Total Income</b>	<b>99,082.79</b>	<b>103,792.77</b>	<b>-4,709.98</b>
<b>Gross Profit</b>	<b>99,082.79</b>	<b>103,792.77</b>	<b>-4,709.98</b> <sup>1</sup>
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	70,545.76	68,367.65	2,178.11
<b>Payroll Expenses</b>			
Dental insurance expense	431.27	465.50	-34.23
Health incentive	1,003.51	0.00	1,003.51
Health Insurance expense	6,064.77	7,510.84	-1,446.07
Life Insurance expense	114.07	117.64	-3.57
LTD Insurance expense	60.30	68.14	-7.84
STD insurance expense	207.05	267.10	-60.05
Payroll Processing Fees	410.00	365.75	44.25
Pension expense	1,803.39	1,819.28	-15.89
Unemployment expense	-624.57	164.12	-788.69
Workers Compensation	34.46	159.12	-124.66
<b>Payroll Taxes</b>			
Medicare Expense	1,019.47	970.00	49.47
Social Security expense	4,359.12	4,147.60	211.52
Payroll Taxes - Other	-0.01	-0.01	0.00
<b>Total Payroll Taxes</b>	<b>5,378.58</b>	<b>5,117.59</b>	<b>260.99</b>
<b>Total Payroll Expenses</b>	<b>14,882.83</b>	<b>16,055.08</b>	<b>-1,172.25</b>
Dues and Subscriptions	648.31	499.54	148.77
Staff Training and Seminars	15.00	70.00	-55.00
<b>Total Personnel Expenses</b>	<b>86,091.90</b>	<b>84,992.27</b>	<b>1,099.63</b>
<b>Equipment expense</b>			
Copier Maintenance Contract	319.85	319.85	0.00
Office furniture			
Computer equipment	1,878.57	274.95	1,603.62
<b>Total Office furniture</b>	<b>1,878.57</b>	<b>274.95</b>	<b>1,603.62</b>
<b>Software expense</b>			
ArcInfo/View software	455.25	400.00	55.25
Office Software			
iDrive	66.63	49.97	16.66
Timesheet Software	140.00	148.00	-8.00
Survey Monkey	66.23	66.26	-0.03

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**January 2023**

02/15/23

Accrual Basis

	Jan 23	Jan 22	\$ Change
Zoom	58.32	58.32	0.00
Adobe In Design	96.97	523.97	-427.00
Anti-virus software	38.70	40.85	-2.15
Constant Contact	112.50	85.50	27.00
DropBox	11.99	11.99	0.00
Microsoft Office 365	208.33	200.00	8.33
<b>Total Office Software</b>	<b>799.67</b>	<b>1,184.86</b>	<b>-385.19</b>
<b>Total Software expense</b>	<b>1,254.92</b>	<b>1,584.86</b>	<b>-329.94</b>
<b>Total Equipment expense</b>	<b>3,453.34</b>	<b>2,179.66</b>	<b>1,273.68</b>
<b>Fixed Expenses</b>			
<b>Insurance</b>			
Liability Insurance	597.75	406.45	191.30
<b>Total Insurance</b>	<b>597.75</b>	<b>406.45</b>	<b>191.30</b>
Rent	2,500.00	2,500.00	0.00
<b>Vehicle Expenses</b>			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	48.27	284.99	-236.72
Vehicle Interest	34.07	56.50	-22.43
<b>Total Vehicle Expenses</b>	<b>560.33</b>	<b>819.48</b>	<b>-259.15</b>
<b>Total Fixed Expenses</b>	<b>3,658.08</b>	<b>3,725.93</b>	<b>-67.85</b>
<b>Communications</b>			
Media Outreach Expense	0.00	1,203.40	-1,203.40 <sup>3</sup>
Postage and Delivery	27.64	108.19	-80.55
Telephone and Internet	431.04	450.96	-19.92
<b>Website maintenance and updates</b>			
Website and logo design	8.44	8.44	0.00
Website maintenance and updates - Other	0.00	0.00	0.00
<b>Total Website maintenance and updates</b>	<b>8.44</b>	<b>8.44</b>	<b>0.00</b>
<b>Total Communications</b>	<b>467.12</b>	<b>1,770.99</b>	<b>-1,303.87</b>
<b>Administrative</b>			
Library & Planning Books	2,449.00	0.00	2,449.00 <sup>4</sup>
<b>Meetings Expense</b>			
Meetings Advertising Expense	404.34	310.42	93.92
<b>Total Meetings Expense</b>	<b>404.34</b>	<b>310.42</b>	<b>93.92</b>
Office Expense	813.41	932.90	-119.49
Office Supplies			
Plotter Ink and Supplies	0.00	170.00	-170.00

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**January 2023**

	Jan 23	Jan 22	\$ Change
Office Supplies - Other	24.40	6.80	17.60
<b>Total Office Supplies</b>	<b>24.40</b>	<b>176.80</b>	<b>-152.40</b>
Printing and Reproduction	0.00	113.00	-113.00
Professional Fees			
Accounting, Audit	1,333.33	1,250.00	83.33
<b>Total Professional Fees</b>	<b>1,333.33</b>	<b>1,250.00</b>	<b>83.33</b>
Travel & Ent			
Travel	235.15	270.86	-35.71
<b>Total Travel &amp; Ent</b>	<b>235.15</b>	<b>270.86</b>	<b>-35.71</b>
<b>Total Administrative</b>	<b>5,259.63</b>	<b>3,053.98</b>	<b>2,205.65</b>
Contract Labor			
IT and Network support	2,219.00	270.00	1,949.00 <sup>5</sup>
Pass Through Expense			
NHHA Pass Through Expense	750.00	0.00	750.00
CEDR Consultants	6,700.00	0.00	6,700.00
CEDR Pass Through Expense	1,597.40	0.00	1,597.40
EDA CARES Contract Support	0.00	255.00	-255.00
EPA Brownfields Consultants	0.00	2,128.06	-2,128.06
DOV PREPA Consultant	0.00	1,000.00	-1,000.00
Project Supplies	0.00	293.26	-293.26
<b>Total Pass Through Expense</b>	<b>9,047.40</b>	<b>3,676.32</b>	<b>5,371.08<sup>6</sup></b>
<b>Total Contract Labor</b>	<b>11,266.40</b>	<b>3,946.32</b>	<b>7,320.08</b>
<b>Total Expense</b>	<b>110,196.47</b>	<b>99,669.15</b>	<b>10,527.32</b>
<b>Net Ordinary Income</b>	<b>-11,113.68</b>	<b>4,123.62</b>	<b>-15,237.30</b>
Other Income/Expense			
Other Income			
Interest Income	16.05	12.60	3.45
<b>Total Other Income</b>	<b>16.05</b>	<b>12.60</b>	<b>3.45</b>
<b>Net Other Income</b>	<b>16.05</b>	<b>12.60</b>	<b>3.45</b>
<b>Net Income</b>	<b>-11,097.63</b>	<b>4,136.22</b>	<b>-15,233.85</b>

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**January 2023**

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1. Revenue: Several of these projects are task based and cannot be billed until 50% or 100% of tasks are completed. Revenue may not match costs for work done during the interim. Given the changing nature of the contract "portfolio", it is hard to compare each contract from one fiscal year to another. The most notable change in revenue streams is the closing of the ARPA and CARES grants.

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2. Computer equipment and Office furniture: A computer and accessories were purchased for the new Housing Navigator position, which will be reimbursed by NHHFA.

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3. Media Outreach: Expenses in the previous fiscal year were related to the creation of the new SRPC logo, and included costs for van decals and staff clothing.

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4. Library and Planning Books: The current fiscal year land use book order was paid in January. The prior fiscal year order was paid in February.

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5. IT and Network Support: A new IT provider was contracted and began work in January. Current fiscal year cost is to set up the Cybersecurity framework, and the monthly maintenance fee of \$449.

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6. Pass Through Expense: Amounts are dependent on various contract support needs and timing of consultant work performed and associated invoices received.

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**Strafford Regional Planning Commission**  
**Income by Customer**  
**January 2023**

02/15/23

Accrual Basis

Date	Name	Memo	Amount
<b>2000 LTA (Local Technical Assistance)</b>			
01/01/2023	2000 LTA (Local Te...	Dues 130754.60 (LESS NOT, BRK) = 10896.22/mo Aug-Jun 2022 (Jul 10896.18)	10,896.22
Total 2000 LTA (Local Technical Assistance)			10,896.22
<b>3100 Town of Barrington</b>			
<b>3103 Barrington Land Use Chapter</b>			
01/31/2023	3100 Town of Barri...	Progress Billing - Barrington Land Use Chapter - January 2023	557.50
Total 3103 Barrington Land Use Chapter			557.50
Total 3100 Town of Barrington			557.50
<b>3500 Town of Farmington</b>			
<b>3501 FAR Circuit Rider</b>			
01/31/2023	3500 Town of Farmi...	Progress Billing - Farmington Circuit Rider - January 2023	4,481.98
Total 3501 FAR Circuit Rider			4,481.98
Total 3500 Town of Farmington			4,481.98
<b>4200 Town of Northwood</b>			
<b>4201 NOR Circuit Rider</b>			
01/31/2023	4200 Town of North...	Progress Billing - Northwood Circuit Rider - January 2023	2,362.27
Total 4201 NOR Circuit Rider			2,362.27
Total 4200 Town of Northwood			2,362.27
<b>4300 Town of Nottingham</b>			
<b>4301 NOT Circuit Rider</b>			
01/31/2023	4300 Town of Nottin...	Progress Billing - Nottingham Circuit Rider - January 2023	2,169.89
Total 4301 NOT Circuit Rider			2,169.89
Total 4300 Town of Nottingham			2,169.89
<b>4700 Town of Strafford</b>			
<b>4703 Strafford Master Plan</b>			
01/31/2023	4700 Town of Straff...	Progress Billing -Strafford Master Plan Update - Dec 2022-Jan 2023	3,242.15
Total 4703 Strafford Master Plan			3,242.15
<b>4701 Strafford Circuit Rider</b>			
01/31/2023	4700 Town of Straff...	Progress Billing - Strafford Circuit Rider - January 2023	3,178.70
Total 4701 Strafford Circuit Rider			3,178.70
Total 4700 Town of Strafford			6,420.85
<b>4800 Town of Wakefield</b>			
<b>4801 Wakefield Circuit Rider</b>			

## Strafford Regional Planning Commission Income by Customer January 2023

Date	Name	Memo	Amount
01/31/2023	4800 Town of Wake...	Progress Billing - Wakefield Circuit Rider - January 2023	422.50
	Total 4801 Wakefield Circuit Rider		422.50
	Total 4800 Town of Wakefield		422.50
<b>5000 NHARPC</b>			
<b>5002 NHARPC Administration</b>			
01/25/2023	5000 NHARPC:500...	NHARPC Administration (Jul-Dec 2022)	4,000.00
	Total 5002 NHARPC Administration		4,000.00
	Total 5000 NHARPC		4,000.00
<b>5150 GSCH</b>			
<b>5151 Creating Age Friendly Communities</b>			
01/31/2023	5150 GSCH:5151 C...	Progress Billing - GSCH - January 2023	1,584.08
01/31/2023	5150 GSCH:5151 C...	Cash Match	-262.50
	Total 5151 Creating Age Friendly Communities		1,321.58
	Total 5150 GSCH		1,321.58
<b>6000 NH Office of Planning &amp; Development</b>			
<b>6003 BEA CEDR</b>			
01/31/2023	6000 NH Office of P...	Progress Billing Seacoast CEDR Grant - January 2023	8,884.10
	Total 6003 BEA CEDR		8,884.10
<b>6001 TBG22-23</b>			
01/31/2023	6000 NH Office of P...	Progress Billing Targeted Block Grant FY23 - January 2023	465.60
	Total 6001 TBG22-23		465.60
	Total 6000 NH Office of Planning & Development		9,349.70
<b>6100 NH DES</b>			
<b>6103 Coastal 23</b>			
01/31/2023	6100 NH DES:6103...	Progress Billing Grant #21-306-09, Coastal 2023 - January 2023	2,373.68
01/31/2023	6100 NH DES:6103...	Cash Match	-173.61
01/31/2023	6100 NH DES:6103...	In Kind match for Coastal grant	-1,679.22
	Total 6103 Coastal 23		520.85
<b>6304 LSWP Aquifers SWP-333</b>			
01/31/2023	6100 NH DES:6304...	Progress Billing - LSWP 333 - January 2023	3,588.59
01/31/2023	6100 NH DES:6304...	Cash Match	-244.59
01/31/2023	6100 NH DES:6304...	In Kind Match - LSWP	-492.00
	Total 6304 LSWP Aquifers SWP-333		2,852.00
<b>6151 PSM Flood Smart Seacoast</b>			

**Strafford Regional Planning Commission  
Income by Customer  
January 2023**

Date	Name	Memo	Amount
01/31/2023	6100 NH DES:6151...	Progress Billing PSM Flood Smart - January 2023	1,524.43
Total 6151 PSM Flood Smart Seacoast			1,524.43
Total 6100 NH DES			4,897.28
<b>6500 DEPT OF SAFETY (OEM)</b>			
<b>6502 BRIC DUR MID MIL NOT STR</b>			
01/31/2023	6500 DEPT OF SA...	23BRIC20 4393 Progress Billing - Dec 2022-Jan2023	3,000.00
01/31/2023	6500 DEPT OF SA...	In Kind Match for Hazard Mitigation contracts	-750.00
Total 6502 BRIC DUR MID MIL NOT STR			2,250.00
Total 6500 DEPT OF SAFETY (OEM)			2,250.00
<b>6600 CDFA-CDBG Grant Administration</b>			
<b>6602 CDBG Gafney Home</b>			
01/31/2023	6600 CDFA-CDBG ...	CDBG Grant Administration - Gafney Home - January 2023	890.83
Total 6602 CDBG Gafney Home			890.83
Total 6600 CDFA-CDBG Grant Administration			890.83
<b>6800 NH Housing Authority</b>			
<b>6802 Housing Navigator</b>			
01/31/2023	6800 NH Housing A...	NHHA Housing Navigator - Dec 2022-Jan 2023	7,978.02
Total 6802 Housing Navigator			7,978.02
Total 6800 NH Housing Authority			7,978.02
<b>7000 ECONOMIC DEVELOPMENT ADMINISTRATION</b>			
<b>7003 EDA FY22</b>			
01/31/2023	7000 ECONOMIC ...	Progress Billing EDD Planning Partnership - January 2023	14,590.98
01/31/2023	7000 ECONOMIC ...	Cash Match	-2,344.76
01/31/2023	7000 ECONOMIC ...	In Kind Match	-2,867.12
Total 7003 EDA FY22			9,379.10
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			9,379.10
<b>8000 DOT UPWP</b>			
<b>8001 UPWP 22-23</b>			
01/31/2023	8000 DOT UPWP:8...	Progress Billing - UPWP - January 2023	35,227.86
01/31/2023	8000 DOT UPWP:8...	10% Matching Funds	-3,522.79
Total 8001 UPWP 22-23			31,705.07
Total 8000 DOT UPWP			31,705.07
<b>TOTAL</b>			<b>99,082.79</b>

## Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July 2022 through January 2023

Ordinary Income/Expense	Jul '22 - Jan 23	Budget	\$ Over Budget
<b>Income</b>			
2000 SRPC Membership Dues	76,273.50	76,273.50	0.00
<b>SRPC Revenue</b>			
<b>Municipal and NonProfit Revenue</b>			
3604 Lee Trail Maps	1,421.25	1,020.00	401.25
5330 EMM Market Study	1,800.00	1,800.00	0.00
3103 BAR Land Use Chapter	9,289.16	6,648.85	2,640.31
3501 FAR Circuit Rider	27,222.00	23,333.35	3,888.65
3506 FAR Tax Maps FY23	0.00	842.00	-842.00
4105 NKT Tax Maps FY23	0.00	333.34	-333.34
4201 NORPlanning Services	18,823.90	14,583.35	4,240.55
4301 NOT Circuit Rider	18,049.27	14,583.35	3,465.92
4303 Nottingham Trail Maps	870.00	0.00	870.00
4603 SOM Historic Sites GIS	812.50	750.00	62.50
4604 SOM Tax Maps FY23	1,088.75	1,000.00	88.75
4701 Strafford Circuit Rider	14,595.58	22,166.65	-7,571.07
4703 STR MP Update	16,521.53	17,847.10	-1,325.57
4801 WAK Circuit Rider	1,727.50	2,500.00	-772.50
4802 Sanbornville Precinct	0.00	2,333.35	-2,333.35
4803 WAK NBRC Union Hotel	519.86	1,750.00	-1,230.14
5002 NHARPC Administration	4,000.00	4,666.65	-666.65
5151 GSCH - Tufts	9,050.26	20,518.75	-11,468.49
3504 FAR Tax Map Updates	874.25	0.00	874.25
5501 GIS Projects	0.00	1.00	-1.00
<b>Total Municipal and NonProfit Revenue</b>	<u>126,665.81</u>	<u>136,677.74</u>	<u>-10,011.93</u>
<b>Total SRPC Revenue</b>	126,665.81	136,677.74	-10,011.93
<b>Federal Agencies Incl EDD</b>			
7003 EDD Planning Partnership	92,016.31	81,666.65	10,349.66
7002 EDA CARES	65,995.29	56,760.00	9,235.29
7001 EDD Planning Grant	12,570.27	0.00	12,570.27
7110 EPA Brownfields	22,849.08	23,615.00	-765.92
7201 HUD EDI CDS	0.00	39,583.35	-39,583.35
<b>Total Federal Agencies Incl EDD</b>	<u>193,430.95</u>	<u>201,625.00</u>	<u>-8,194.05</u>
<b>State Award Revenue</b>			
6802 NHHA Housing Navigator	7,978.02	21,006.30	-13,028.28
Office Of Planning and Dev			
6001 TBG 22-23	8,152.61	6,481.40	1,671.21
6002 ARPA RHNA	38,272.16	38,236.00	36.16
6003 CEDR	14,416.80	22,222.20	-7,805.40
<b>Total Office Of Planning and Dev</b>	<u>60,841.57</u>	<u>66,939.60</u>	<u>-6,098.03</u>
<b>NHDES</b>			

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
 July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget
6103 Coastal FY23	11,375.71	17,500.00	-6,124.29
6151 Project of Special Merit	12,182.30	9,775.50	2,406.80
6250 Watershed PRB	21,087.23	20,378.00	709.23
6304 LSWP - Aquifers	22,974.00	16,112.72	6,861.28
<b>Total NHDES</b>	<b>67,619.24</b>	<b>63,766.22</b>	<b>3,853.02</b>
<b>UNH</b>			
5205 UNH PREPA NDU	8,107.16	7,500.00	607.16
<b>Total UNH</b>	<b>8,107.16</b>	<b>7,500.00</b>	<b>607.16</b>
<b>CDFA</b>			
6601 CDBG Grant	8,408.55	4,666.65	3,741.90
<b>Total CDFA</b>	<b>8,408.55</b>	<b>4,666.65</b>	<b>3,741.90</b>
<b>Pre-Disaster Mitigation</b>			
6501 PDM19 BAR NDU ROL SOM	1,650.00	667.00	983.00
6502 PDM DUR MID MIL NOT STR WA	15,333.03	30,181.65	-14,848.62
<b>Total Pre-Disaster Mitigation</b>	<b>16,983.03</b>	<b>30,848.65</b>	<b>-13,865.62</b>
<b>Total State Award Revenue</b>	<b>169,937.57</b>	<b>194,727.42</b>	<b>-24,789.85</b>
<b>MPO Revenue</b>			
<b>NH DOT</b>			
8001 UPWP 22-23	342,531.49	390,042.90	-47,511.41
<b>Total NH DOT</b>	<b>342,531.49</b>	<b>390,042.90</b>	<b>-47,511.41</b>
<b>Total MPO Revenue</b>	<b>342,531.49</b>	<b>390,042.90</b>	<b>-47,511.41</b>
<b>Contra Income Cash Match</b>			
Cash Match GSCH	-1,499.72	-5,833.35	4,333.63
Coastal Cash Match	-1,827.54	-1,458.35	-369.19
<b>LSWP Cash Match</b>			
LSWP SRPC Cash Match	-1,645.87	0.00	-1,645.87
LSWP Cash Match - Other	0.00	-1,272.72	1,272.72
<b>Total LSWP Cash Match</b>	<b>-1,645.87</b>	<b>-1,272.72</b>	<b>-373.15</b>
<b>EDD Cash Match</b>	<b>-11,277.83</b>	<b>-10,208.35</b>	<b>-1,069.48</b>
<b>DOT Cash Match</b>			
BAR Cash Match	326.19	-860.40	1,186.59
DOT Cash Match - Other	-34,253.15	-37,782.50	3,529.35
<b>Total DOT Cash Match</b>	<b>-33,926.96</b>	<b>-38,642.90</b>	<b>4,715.94</b>
<b>Total Contra Income Cash Match</b>	<b>-50,177.92</b>	<b>-57,415.67</b>	<b>7,237.75</b>

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
 July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget
<b>Contra Income InKind/Soft Match</b>			
In-Kind Coastal Match	-4,065.54	-7,291.65	3,226.11
PRB IK Match	-4,420.52	-3,712.00	-708.52
IK NDU PREPA (NDU ADU)	-607.16	-2,500.00	1,892.84
In-Kind EDD Match	-48,197.49	-30,625.00	-17,572.49
In-Kind HazMit Match	-4,245.76	-7,746.00	3,500.24
<b>Total Contra Income InKind/Soft Match</b>	-63,673.60	-51,874.65	-11,798.95
<b>Total Income</b>	784,959.44	890,056.24	-105,096.80
<b>Gross Profit</b>	784,959.44	890,056.24	-105,096.80 <sup>1</sup>
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	532,725.99	506,239.40	26,486.59
<b>Payroll Expenses</b>			
Dental insurance expense	3,018.89	3,061.35	-42.46
Health incentive	1,374.52	6,765.50	-5,390.98
Health Insurance expense	40,561.94	45,797.50	-5,235.56
Life Insurance expense	798.49	778.15	20.34
LTD Insurance expense	422.10	444.50	-22.40
STD insurance expense	1,449.35	1,739.50	-290.15
Payroll Processing Fees	1,993.50	2,203.85	-210.35
Pension expense	14,007.75	14,614.25	-606.50
Unemployment expense	359.91	1,300.85	-940.94
Workers Compensation	988.94	1,107.75	-118.81
Payroll Taxes	41,010.44	39,222.75	1,787.69
<b>Total Payroll Expenses</b>	105,985.83	117,035.95	-11,050.12
Dues and Subscriptions	3,159.22	2,737.00	422.22
Staff Training and Seminars	2,944.74	8,166.65	-5,221.91
<b>Total Personnel Expenses</b>	644,815.78	634,179.00	10,636.78 <sup>2</sup>
<b>Equipment expense</b>			
Copier Maintenance Contract	2,276.37	2,238.85	37.52
<b>Office furniture</b>			
Computer equipment	2,023.83	3,826.65	-1,802.82
Office furniture - Other	418.95	583.35	-164.40
<b>Total Office furniture</b>	2,442.78	4,410.00	-1,967.22
<b>Other Equipment Repair and Cost</b>			
Equipment Rental & Repair	0.00	291.65	-291.65
<b>Total Other Equipment Repair and Cost</b>	0.00	291.65	-291.65

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
 July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget
<b>Software expense</b>			
ArInfo/View software	3,186.75	3,186.75	0.00
<b>Office Software</b>			
Timesheet Software	988.00	0.00	988.00
Adobe In Design	667.25	0.00	667.25
Anti-virus software	281.65	0.00	281.65
Constant Contact	625.50	0.00	625.50
DropBox	83.93	0.00	83.93
Microsoft Office 365	1,430.50	0.00	1,430.50
Office Software - Other	0.00	5,467.60	-5,467.60
<b>Total Office Software</b>	5,415.03	5,467.60	-52.57
Transcad software/maintenance	0.00	875.00	-875.00
<b>Total Software expense</b>	8,601.78	9,529.35	-927.57
<b>Traffic Count Expenses</b>			
Traffic counting supplies	76.81	1,750.00	-1,673.19
<b>Total Traffic Count Expenses</b>	360.81	1,750.00	-1,389.19
<b>Total Equipment expense</b>	13,681.74	18,219.85	-4,538.11
<b>Fixed Expenses</b>			
<b>Insurance</b>			
Liability Insurance	4,184.25	4,184.25	0.00
<b>Total Insurance</b>	4,184.25	4,184.25	0.00
<b>Rent</b>	17,500.00	17,500.00	0.00
<b>Vehicle Expenses</b>			
Depreciation Expense	3,345.93	0.00	3,345.93
Vehicle Gas & Repairs	666.54	0.00	666.54
Vehicle Interest	278.47	0.00	278.47
Vehicle Expenses - Other	0.00	6,274.35	-6,274.35
<b>Total Vehicle Expenses</b>	4,290.94	6,274.35	-1,983.41
<b>Total Fixed Expenses</b>	25,975.19	27,958.60	-1,983.41
<b>Communications</b>			
Media Outreach Expense	721.10	583.35	137.75
Office Telephone System	100.00	1,038.35	-938.35
Postage and Delivery	217.23	233.35	-16.12
Telephone and Internet	2,300.42	2,100.00	200.42
<b>Website maintenance and updates</b>			
Website and logo design	549.08	0.00	549.08
Website maintenance and updates - Other	318.20	832.40	-514.20

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
 July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget
Total Website maintenance and updates	867.28	832.40	34.88
Total Communications	4,206.03	4,787.45	-581.42
<b>Administrative</b>			
Library & Planning Books	2,278.40	2,449.00	-170.60
Meetings Expense	460.10	2,041.65	-1,581.55
Office Expense	6,968.59	12,337.50	-5,368.91
Office Supplies	2,144.56	2,333.35	-188.79
Printing and Reproduction	0.00	87.50	-87.50
Professional Fees			
Accounting, Audit	9,333.35	9,333.35	0.00
Legal Fees	0.00	2,333.35	-2,333.35
Total Professional Fees	9,333.35	11,666.70	-2,333.35
Travel & Ent			
Travel	4,154.64	0.00	4,154.64
Travel & Ent - Other	0.00	5,833.35	-5,833.35
Total Travel & Ent	4,154.64	5,833.35	-1,678.71
Total Administrative	25,387.64	36,749.05	-11,361.41
<b>Contract Labor</b>			
IT and Network support	8,631.50	9,216.65	-585.15
Pass Through Expense			
NHHA Pass Through Expense	750.00	472.15	277.85
CEDR Pass Through Expense	1,597.40	17,782.20	-16,184.80
PRB Consultants	11,426.27	11,534.00	-107.73
EDA CARES Contract Support	11,877.00	11,877.00	0.00
EPA Brownfields Consultants	19,773.04	19,775.00	-1.96
HUD EDI CDS Pass Through Exp	0.00	33,333.35	-33,333.35
NHDOT Consultant	43,988.88	37,333.35	6,655.53
RPC FTA Subcontract	8,011.00	7,745.50	265.50
Total Pass Through Expense	104,892.89	139,852.55	-34,959.66 <sup>4</sup>
Total Contract Labor	113,524.39	149,069.20	-35,544.81
Total Expense	827,590.77	870,963.15	-43,372.38
Net Ordinary Income	-42,631.33	19,093.09	-61,724.42
<b>Other Income/Expense</b>			
Other Income			
Interest Income	124.20	58.35	65.85



**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
July 2022 through January 2023

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	<u>Jul '22 - Jan 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total Other Income	124.20	58.35	65.85
Net Other Income	124.20	58.35	65.85
Net Income	<u>-42,507.13</u>	<u>19,151.44</u>	<u>-61,658.57</u>

DRAFT

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
**July 2022 through January 2023**

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1. Revenues: Differences are mostly attributable to timing of project work performed versus budgeting on an even monthly basis for the months the contract is in effect. Many projects are task-based and cannot be billed until a specified percentage of task completion, which may not coincide with the monthly budget revenue spread. Billing is also contingent upon receipt of contractor invoices for several projects, where SRPC administration of the project is minimal. Also keep in mind that the gross revenue figures include any match requirements for each project. It should be noted that under the Federal Agency Revenues, the EDA CARES, EDD Planning Grant, and EPA Brownfields grants have been closed out. The HUD EDI CDS grant is still pending.

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2. Personnel: All Personnel costs in the budget were spread evenly for each month. Actual costs on the report reflect hours paid. July and December for both fiscal years, for example, have three pay periods but the budget was established using 1/12 of budgeted personnel costs per month. Typically, health Incentives get paid to employees at the end of the fiscal year. The budget amount reflects 6 months of health incentive expense, not yet paid, for this fiscal year. Health benefits were estimated and may not reflect actual staff utilization.

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3. TransCAD Software: This is expensed in full annually in May.

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4. Pass Through Expenses: These expenses are contingent upon receipt of contractor invoices. Costs are distributed evenly over the course of the year and may not agree with the timing of actual costs and invoices received.

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DRAFT

# STRAFFORD

Regional Planning Commission

February 17, 2023

William Watson, Administrator  
NH Department of Transportation  
Bureau of Planning and Community Assistance  
7 Hazen Drive  
Concord, NH 03302

RE: February 2023 Minor Revisions to the 2021-2024 TIP

Dear Mr. Watson:

The Strafford Regional Planning Commission (SRPC) staff has received a request to approve the February 2023 Minor Revisions to Strafford Metropolitan Planning Organization's approved 2021-2024 Transportation Improvement Program (TIP).

**The following information is in the Strafford MPO Prospectus that was revised and adopted on January 19, 2018, at the Strafford MPO Policy Committee Meeting:**

*In the Strafford MPO the Executive Director has the authority to review Administrative Modification and/or Informational Revisions. The Executive Director may request the advice of members of the MPO Technical Advisory Committee to complete this review. The Executive Director may make recommendations to the Executive Committee for their concurrence or non-concurrence with Administrative Modifications and/or Informational revisions and for a procedural change from Administrative Modification and/or Informational Revisions to Amendment. The Executive Director will issue a letter to the NHDOT indicating their decision. Copies of these letters will be provided to members of the TAC and MPO.*

The Executive Director recommends the approval of the following Administrative Modifications to the 2021-2024 TIP as proposed.

Sincerely,

Jennifer Czysz, AICP  
Executive Director



## February 2023 TIP Minors Table of Contents

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### Funding Changes

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# 2021 - 2024 SRPC Transportation Improvement Program

## February 2023 Minors

1/17/2023

Please refer to the 2021 - 2024 TIP document and project listing for detailed COAST transit funding information. NHDOT groups federal funding for statewide public transit in large programs (e.g. FTA 5307); MPOs and RPCs track funding for individual transit providers and projects. Strafford MPO is currently updating its project database and will be incorporating individual project funding for final publication of the 2021 - 2024 TIP.

### NEWINGTON - DOVER 11238

Towns: DOVER, NEWINGTON  
 Road: NH 16 / US 4 / SPLDG TPK  
 Scope: NH 16 WIDEN TURNPIKE INCLUDING LITTLE BAY BRIDGES FROM GOSLING ROAD TO DOVER TOLL.

Acronyms:

#### Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2021	\$0	\$1,495,000	\$0	<b>\$1,495,000</b>
PE	2022	\$0	\$800,000	\$0	<b>\$800,000</b>
PE	2023	\$0	\$1,300,000	\$0	<b>\$1,300,000</b>
PE	2024	\$0	\$102,800	\$0	<b>\$102,800</b>
CON	2021	\$0	\$295,000	\$0	<b>\$295,000</b>

#### Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2021	\$0	\$1,495,000	\$0	<b>\$1,495,000</b>
PE	2022	\$0	\$800,000	\$0	<b>\$800,000</b>
PE	2023	\$0	\$1,300,000	\$0	<b>\$1,300,000</b>
PE	2024	\$0	\$100,000	\$0	<b>\$100,000</b>
CON	2021	\$0	\$295,000	\$0	<b>\$295,000</b>

#### Change Notes

NHDOT Description of Changes

#### Funding Sources

**NHDOT**

Turnpike Capital

#### SRPC Notes

Inflation adjustment in 2024 PE funds

# PROGRAM PAVE-T1-RESURF

Towns: Statewide  
 Road: Tier 1 Highways  
 Scope: Resurface Tier 1 Highways  
 Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$300,000		\$0	\$0	<b>\$300,000</b>
PE	2022	\$300,000		\$0	\$0	<b>\$300,000</b>
PE	2023	\$300,000		\$0	\$0	<b>\$300,000</b>
PE	2024	\$300,000		\$0	\$0	<b>\$300,000</b>
CON	2021	\$12,250,000		\$0	\$0	<b>\$12,250,000</b>
CON	2022	\$13,632,690		\$0	\$0	<b>\$13,632,690</b>
CON	2023	\$11,617,310		\$0	\$0	<b>\$11,617,310</b>
CON	2024	\$13,000,000		\$0	\$0	<b>\$13,000,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$300,000		\$0	\$0	<b>\$300,000</b>
PE	2022	\$300,000		\$0	\$0	<b>\$300,000</b>
PE	2023	\$450,000		\$0	\$0	<b>\$450,000</b>
PE	2024	\$300,000		\$0	\$0	<b>\$300,000</b>
CON	2021	\$12,250,000		\$0	\$0	<b>\$12,250,000</b>
CON	2022	\$13,632,690		\$0	\$0	<b>\$13,632,690</b>
CON	2023	\$13,000,000		\$0	\$0	<b>\$13,000,000</b>
CON	2024	\$13,000,000		\$0	\$0	<b>\$13,000,000</b>

## Change Notes

NHDOT Description of Changes

SRPC Notes

Added funds for anticipated expenses

## Funding Sources

### FHWA

STBG-State Flexible

Redistribution

National Highway Performance

### NHDOT

Toll Credit

# PROGRAM USSS

Towns: Statewide  
 Road: Various  
 Scope: Project to update signing on state system  
 Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$30,000		\$0	\$0	<b>\$30,000</b>
PE	2022	\$30,000		\$0	\$0	<b>\$30,000</b>
PE	2023	\$30,000		\$0	\$0	<b>\$30,000</b>
PE	2024	\$30,000		\$0	\$0	<b>\$30,000</b>
CON	2021	\$500,000		\$0	\$0	<b>\$500,000</b>
CON	2022	\$3,090,000		\$0	\$0	<b>\$3,090,000</b>
CON	2023	\$540,000		\$0	\$0	<b>\$540,000</b>
CON	2024	\$540,000		\$0	\$0	<b>\$540,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$30,000		\$0	\$0	<b>\$30,000</b>
PE	2022	\$30,900		\$0	\$0	<b>\$30,900</b>
PE	2023	\$30,000		\$0	\$0	<b>\$30,000</b>
PE	2024	\$30,000		\$0	\$0	<b>\$30,000</b>
CON	2021	\$500,000		\$0	\$0	<b>\$500,000</b>
CON	2022	\$3,130,000		\$0	\$0	<b>\$3,130,000</b>
CON	2023	\$924,500		\$0	\$0	<b>\$924,500</b>
CON	2024	\$540,000		\$0	\$0	<b>\$540,000</b>

## Change Notes

NHDOT Description of Changes

SRPC Notes

Added funds for anticipated expenses

## Funding Sources

### FHWA

STBG-State Flexible

National Highway Performance

### NHDOT

Toll Credit