

STRAFFORD

Regional Planning Commission

SRPC EXECUTIVE COMMITTEE MEETING

August 18, 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. If anybody is unable to access the meeting, please email jczysz@trafford.org or call 603-994-3500.

Agenda Item	Time	Notes
1) Welcome and Introductions	8:00-8:05	N/A
2) Action Items (Motions Required) a) Approval of the June 16, 2023 Minutes b) Acceptance of the Draft June and July Financials c) Authorization of Certificate of Vote	8:05-8:20	a) Enclosed b) Partially Enclosed c) See memo, enclosed
3) Updates and Discussion Items a) Draft FY2025 Dues b) FY2024 Organizational Goals c) Executive Director Review d) Awards, Contracts, and General Business e) August Monthly Minors	8:20-8:50	See memo and enclosures
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.

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

DATE: Revised August 16, 2023
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the August 18, 2023 Meeting

The following notes correspond to individual agenda items for discussion.

2b. Acceptance of the Draft June/FY2023 YE and July Financials

The packet as distributed on August 11 includes the June 2023, fiscal year 2023 year-end financials as presented to the auditors.

Year end, our bank accounts are lower than that at the end of FY2022 due to two primary factors, the year ended with a loss, and there is a substantial outstanding balance from June invoices (accounts receivable). The year finished with a loss of \$25,621. The largest share of this is attributable to contract overages totaling \$15,511 (see detail in the dues update later in this memo). The other factor being the timing of task-based invoicing for the Hazard Mitigation planning grants – a large amount of work was completed but cannot be billed until the town's are available to meet as the required match comes from those meetings.

The July financials will be provided to Executive Committee members at the end of the day Tuesday 8/15/2023.

Balance Sheet: Overall, July's balance sheet looks much like that of June's FY2023 year end. Key items impacting the lower overall assets and liabilities are the much lower bank balances (given current higher accounts receivables and timing of drawdowns against EDA's contract revenue in advance); amortization of rent/building lease liability; decreased accrued payroll, and last year's net loss.

Accounts Receivable: Of the \$296,651 due, \$35,924 of dues payments from the current month's billing were received in August, another \$60,340 in payments were received in August. This leaves \$78,929 due from the current month's billing and \$122,091 that is past due. Of the past due amount \$112,484 is the June DOT invoice payment that is expected either this week or early next week.

Profit and Loss: July had a loss of \$26,236. This is in part attributable to several new projects just getting underway that are task-based billing. We are behind in invoicing hazard mitigation due to the reasons explained above. And contracts that started on July 1 only billed for time and costs through July 23rd, three weeks of expenses. We make up for this in the last month of the contract (example, June 2023 included 7 weeks of time in the invoice as a 3 payroll period + time incurred the last week of the month and paid in July).

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2c. Authorization of FY2024 Certificate of Vote

See the enclosed recommended motion and sample of a certificate of vote. On an annual basis it is good practice for the Executive Committee to affirm, or reaffirm, that the Executive Director is authorized to file applications, sign contracts and implement the annual work program. We are required to complete and submit the certificate with each contract we execute with the State of New Hampshire.

3a. FY2025 Draft Dues

Enclosed in your packet are 3 draft proposals for dues assessment options for next fiscal year. These include adjusting by population only, as well as the population change plus $\frac{1}{2}$ of CPI, and by CPI. A final decision will need to be made at the September Commission meeting. Given increased federal and other grant opportunities with a match component, the FY 2024 dues budget is tighter than in years past. FY 2023 after accounting for pledged match, we had \$38,300 in unrestricted dues funds. This year that is down to \$26,500. These funds are what we use to cover contract overages and local technical assistance.

3b. FY2024 Organizational Goals

1. Expand SRPC's use of new technology to further service offerings.
 - a. Develop staff skills and new projects that employ scenario planning.
 - b. Develop staff skills and new projects that employ planning concepts visualizations.
 - c. Develop staff skills and new projects that employ transportation modeling.
 - d. Expand use of AirTable and/or other online database systems.
 - e. Identify and build out task automations such as was done for the annual update of the SRPC Data Snapshot's data analysis.
2. Update SRPC's organizational policies.
 - a. Establish a Social Media Policy for use of SRPC's accounts.
 - b. Establish a policy or guidelines for use of ChatGPT and similar AI applications.
 - c. Update SRPC's Operating Policies.
3. Finalize and implement the SRPC IT Plan.
 - a. Complete the Disaster Recovery Plan and Continuity of Operations Plan.
 - b. Replace the current server ideally with a hybrid cloud based and physical server (required to host ArcGIS files).
4. Strengthen staff cohesion and in person engagement.
 - a. Implement mandatory in person workdays.
 - b. Plan in person staff development, trainings, and events.
 - c. Encourage staff to attend Commission and other SRPC meetings in person.
5. Strengthen Commissioner engagement.
 - a. Host an annual SRPC 101 training in the evening open to all commissioners and interested individuals.
 - b. Host quarterly new commissioner orientations as needed.
 - 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.
 - d. Increase regular communication with commissioners to ensure they are aware of efforts within their and surrounding communities.

3c. Executive Director Review

Megan is preparing a survey for E.C. members to each individually complete. She will send that out to all EC members directly. At the same time, she will work with EC members to schedule a time to conduct the review. Once the review is scheduled I will separately send out my self-assessment.

3d. Awards, Contracts and General Business Update

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 – pending execution:

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (pending Notice to Proceed)
- Farmington HOP grant
- UNH PREPA Coastal Watershed Grants: Dover and Lee Natural Resource Inventories and Somersworth Natural Resources Master Plan Chapter
- Brownfields Assessments, limited pre-award costs allowed now to attend the required brownfields conference and conduct the procurement process. Otherwise, grant starts 10/1/2023.

Awarded Pending Contract:

- Town of Milton Nitrogen Source Identification Plans – SRF (loan materials due 6/30)
- Safe Streets for All – FHWA
- Great Bay 2030 Adapt to Climate Change
- NHDES Coastal Resilience grant (Newmarket Waterfront Design Master Plan Chapter)

Submitted Pending Decisions:

- Milton & Farmington USDA Community Facilities Technical Assistance Grant
- Somersworth – Granite Y Child Care CDBG Grant Application
- NFWF Durham Living Shorelines Phase 2

In Development:

- NHCDFR Transformative Planning Grant
- Newmarket Comprehensive Master Plan Update
- NH DES 604(b) and 319 Grants
- NOAA proposals with CAW and Cameron Wake
- Great Bay 2030 Initiatives
 - Advocacy Bootcamp
 - Stream Crossing Signage Project (potential implementation funding in CY2024)
 - Phase II project solicitations

Indirect Rate and Dues: The FY2022-2023 approved indirect rate was 116.97%. We closed FY2023 at 113.41%. The FY2024-2025 approved rate is 111.63%. July operated at 114.01%.

June 2023 Dues (FY 2023 Year End)	
Income:	
FY23 Dues Paid	\$130,390.36
Total Income	\$130,390.36

Expenses:	
Vehicle Expenses	\$419.69
Planning Salaries	\$6,745.15
Dues and Subscriptions	\$118.80
Media Outreach	\$721.10
Travel	\$1,416.66
Uncollectible Accounts	\$60.00
Finance Charge	\$89.12
Meeting Expense	\$2,076.90
Postage	\$17.10
Office Expense	\$528.69
Indirect	\$7,889.13
Total SRPC Expenses	\$20,082.34

Cash Match:	
UPWP	\$62,035.85
EDA	\$15,392.29
Coastal	\$5,629.15
Source Water	\$1,956.65
Tufts Health Plan-CHAT	\$2,903.08
CommuteSmart	\$337.95
ROC Recreation Chapter	\$144.83
Total Cash Match	\$88,399.80

Contract Overages:	
EDA CARES	\$9,234.41
Farmington Tax Maps	\$32.25
Lee Trail Maps	\$401.25
Wakefield Circuit Rider	\$240.62
ARPA	\$36.16
Barrington Land Use Chapt.	\$160.54
Target Block Grant	\$11.74
Nottingham CR	\$30.76
Strafford Master Plan	\$816.28
COASTAL 23	\$2,642.95
Collaborative Ec Dev Region	\$1,871.37
UPWP	\$32.76
Total Contract Overages	\$15,511.09

Total Expenses	\$123,993.23
Annual Dues Remaining	\$6,397.13

July 2023 Dues (FY 2024 YTD)	
Income:	
FY23 Dues Paid	\$11,568.56
Total Income	\$11,568.56

Expenses:	
Planning Salaries	\$700.43
Dues and Subscriptions	\$10.05
Staff Training	\$60.00
Vehicle Depreciation	\$22.36
Bank Fees	\$15.00
Meeting Expense	-\$795.61
Travel	\$19.65
Indirect	\$781.89
Total SRPC Expenses	\$813.77

Cash Match:	
UPWP	\$3,611.18
EDA	\$949.45
Coastal	\$274.48
LSWP	
GSCH (CHAT)	\$594.48
CommuteSmart	\$85.25
ROC Recreation Chapter	\$272.59
Total Cash Match	\$952.32

Contract Overages:	
Total Contract Overages	

Total Expenses	\$6,601.20
Annual Dues Remaining	\$4,967.36

NEXT MEETING: September 15, 2023, 8 AM. – 9:00 A.M.

Status of Grant Applications and Project Proposals

Title	Funder	Funding Year(s)	Award \$	Dues Match \$	Application Status	Contract Status	Description/Notes
Comprehensive Plan Update (Region Wide)	Senate Earmark	FY2023-2024	SRPC \$150,000		approved	Pending Notice to Proceed	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.
Farmington Route 11 audit and rezoning	NHHFA InvestNH	FY2024	\$135,740 (\$22,665 for SRPC)		Approved	complete	Conduct a comprehensive audit, identify barriers, GIS analysis, and prepare new zoning for housing along Rte. 11
Lee Natural Resource Inventory	UNH PREP	FY2024	\$20,230		Approved	complete	Conduct a Natural Resource Inventory and produce a report with project findings that reflect current data and high value land use management priorities
Dover Natural Resource Inventory	UNH PREP	FY2024	\$20,230		Approved	complete	Conduct a Natural Resource Inventory and produce a report with project findings that reflect current data and high value land use management priorities
Somersworth Natural Resources Master Plan Chapter	UNH PREP	FY2024	\$21,600		Approved	complete	Update the Land Use and Natural Resource related chapters in the City's 2010 Master Plan.
Brownfields Assessments (Region Wide with Farmington, Dover focus)	EPA	FY2024-2026	\$500,000		Approved	Complete, pending 10/1 start	Renewal of SRPCs ongoing Brownfields Program, providing Phase I and II environmental assessments and redevelopment planning
Town of Milton Nitrogen Source Identification Plans	NHDES CWSRF	FY2023-2024	\$100,000 (\$25,000 for SRPC)		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.
Safe Streets for All (Region Wide)	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.
Adapt to Climate Change (Region Wide)	Great Bay 2030	FY2024	\$10,000		Approved	pending	Planning and implementation assistance to support Great Bay Watershed communities as they plan for climate change, build resilience, and implement priority projects.
Newmarket Waterfront Development Plan	NHDES Coastal Resil.	FY2024	\$37,300		Approved	pending	Prepare a waterfront design and improvement plan for the Town of Newmarket with \$8,000 programmed in landscape architect support.
Milton and Farmington Community Facilities Improvements	USDA	FY2024-2025	\$149,354		Submitted	Pending	Grant funds would allow the two towns to hire a consultant to perform structural, space needs, and other needed assessments of key community facilities. SRPC would retain \$28,454 to administer the grant and conduct project outreach and engagement, \$120,900 would be for building professional consultant costs.
Somersworth Early Learning Center YMCA Renovations	NHCDFR CDBG	FY24024-2023	\$30,000		Submitted	Pending	SRPC would serve as the grant administrator to the City and their subrecipient, the Granite YMCA, who would renovate the existing child care facility to increase capacity. SRPC's admin and grant writing fee is \$30,000 and the \$470,000 balance for construction and improvement costs.

Newmarket Comprehensive Master Plan Update	Newmark et	FY2024- 2025	\$114,000		Submitted	Pending	Includes an update of the Housing and Demographics Chapter as part of the town's HOP grant (\$24,000) plus all other chapters (\$90,000) and integration of the open space plan to be completed with a local source water grant and the waterfront development plan as another grant proposal.
Durham Living Shorelines Phase 2	NFWF	FY2024- 2025	\$15,870		Submitted	Pending	Durham is the primary applicant working with NHDES and project partners and seeks to install Phase II of the Living Shoreline at Wagon Hill Farm in Durham, NH. SRPC's role in the project would be to assist with outreach and engagement.
Transformative Planning Grant (Region Wide)	NHC DFA	FY2024- 2025	\$20,000		In development	pending	Develop community-level strategies and planning activities that lead to the development of new project(s) that increase the housing supply

Updates since last meeting

STRAFFORD

Regional Planning Commission

**Strafford Regional Planning Commission
Executive Committee Meeting**
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
June 16, 2023
Meeting Minutes

1. Welcome/Introductions

Chair Dave Landry called the meeting to order at 8:05A.M.

Members attending in person:

William Fisher, Farmington; Don Hamann, Rochester; Tom Crosby, Madbury; Peter Nelson, Newmarket; Barbara Holstein, Rochester; Katrin Kasper, Lee; Joe Boudreau, Rochester; Michael Bobinsky, Somersworth; Dave Landry, Dover

Staff attending in person: Jennifer Czysz

Staff attending remotely: Colin Lentz

2. Action Items

a. Acceptance of the May 19, 2023 Minutes

D. Hamann motioned to accept the meeting minutes of March 17, 2023 as written. T. Crosby seconded the motion. All members voted in favor. The motion passed.

b. Acceptance of the Draft May Financials

J. Czysz reviewed the Draft May Financials as follows:

Balance Sheet: The checking account balance remains healthy. The savings account is lower than last year given the timing of issuing dues invoices and receipt of payments in advance of their July 1 due date. This year we issued the dues invoices about a month later than last year.

Aging Summary: \$88,266 of the \$154,568 total receivables is the current billing period. Payments totaling \$56,510 were received in June, leaving a past due balance of \$9,791.45. Milton has paid the second half of their dues.

Profit and Loss: May closed with a profit of \$2,151. Year to date however we are still operating at a loss of \$44,180. The June billing will be the largest of the year. Given the timing of processing payroll and invoicing, the first month's invoice of any contract typically represents only 2-3 weeks of time, whereas the final invoice represents 6-7 weeks of time. As a result, expenses run ahead of revenue. While the June billing will improve our overall net position at the end of the year, we will likely still incur a loss for the year as our actual indirect cost rate is over that of our approved rate.

B. Fisher motioned to accept the Draft May Financials as presented. T. Crosby seconded the motion. All members voted in favor. The motion passed.

c. Recommend adoption of the FY2024 Budget

J. Czysz stated that both the expenses and revenue sheets have been updated based upon new information about project contracts and related costs. The full commission will need to vote to adopt the budget following the committee's recommendation.

M. Bobinsky motioned to recommend adoption of the FY2024 Budget to the full Commission.
B. Holstein seconded the motion. All members voted in favor. The motion passed.

3. Updates

a. Awards, Contracts, and General Business

J. Czysz reviewed the contracts as follows:

Staffing: We are fully staffed! But do have a few people on leave or working a reduced schedule.

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)
- BRIC21 Hazard Mitigation Plan Updates for Madbury, Northwood and Rochester (approved by G&C, work will begin July 1)
- Barrington Housing Opportunity Grant (InvestNH) Master Plan Update (contract signed ready to roll)
- Somersworth HOP Grant - Master Plan and Audit (now underway)
- Rochester Recreation Master Plan Chapter (contract to be signed, kick off mtg soon)
- FY24 Coastal Technical Assistance (pending G&C, July 1 start)
- FY24-25 UPWP/FTA 5305e Connecting Transit Access and Local Land Use Planning (pending G&C, July 1 start)
- COAST CommuteSmart Seacoast Assistance (complete)
- Strafford Tax Maps
- TBG FY24-25 Funding draft materials submitted to OPD

Awarded Pending Contract:

- Town of Milton Nitrogen Source Identification Plans – SRF (loan materials due 6/30)
- Safe Streets for All – FHWA
- Great Bay 2030 Adapt to Climate Change
- UNH PREPA Coastal Watershed Grants: Dover and Lee Natural Resource Inventories and Somersworth Natural Resources Master Plan Chapter
- Brownfields Assessment
- Farmington HOP grant

Submitted Pending Decisions:

- New Durham HOP grant
- NHDES Coastal Resilience grant (Newmarket Waterfront Design Master Plan Chapter)

In Development:

- Milton & Farmington USDA Community Facilities Technical Assistance Grant
- NHCDFA Transformative Planning Grant
- Newmarket Comprehensive Master Plan Update
- Fiscal agent for CLF Septic System Retrofit Pilot Project in the Great Bay Watershed
- Great Bay 2030 Initiatives
 - Advocacy Bootcamp
 - Stream Crossing Signage Project (potential implementation funding in CY2024)

b. Executive Director Review

Jen Czys explained that later this month, she will separately send her self-assessment to committee members. The committee will follow the same method as two years ago. Megan will set up a similar evaluation survey that will be sent to staff and EC members.

The group discussed the options and in conclusion decided that the committee members and staff would each complete an evaluation survey and Jen will complete a self-evaluation. Once the results of the survey and the self eval are done, the members will schedule a time to meet, discuss the results and Megan will compile the notes into the manager eval form for signatures.

c. June Monthly Minors

C. Lentz reviewed the June monthly minors that included changes to the following regional and statewide projects:

- Newfields-Newmarket (29393)
- Program – Bridge maintenance and preservation on Tier 3/4 Highways
- Milton, NH – Lebanon, ME (40658)
- Dover, NH – South Berwick, ME (41433)
- Northwood – Nottingham (41495)
- Barrington (43547)
- Milton (43551)
- Program (Municipal Bridge Rehab & Replace)
- Program HSIP

There were no concerns expressed relative to these changes.

4. Other Business

There was no other business

5. Adjourn

B. Fisher motioned to adjourn, M. Bobinsky seconded the motion. All members voted in the affirmative. Meeting adjourned at 9:00 A.M.

Strafford Regional Planning Commission
Balance Sheet
As of June 30, 2023

	Jun 30, 23	Jun 30, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	69,372.06	124,944.68	-55,572.62 ¹
FSB Savings	19,101.23	89,446.38	-70,345.15 ²
Total Checking/Savings	88,473.29	214,391.06	-125,917.77
Accounts Receivable			
Accounts Receivable	279,845.23	218,557.08	61,288.15 ³
Total Accounts Receivable	279,845.23	218,557.08	61,288.15
Other Current Assets			
Prepaid Expenses			
Prepaid Dues and Subscriptions	1,304.81	1,047.75	257.06
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	1,904.81	1,647.75	257.06
Prepaid software support	5,299.59	6,498.14	-1,198.55
Total Other Current Assets	7,204.40	8,145.89	-941.49
Total Current Assets	375,522.92	441,094.03	-65,571.11
Fixed Assets			
Right of Use Asset - Building			
Accumulated Amortization - Buil	-53,862.99	-25,761.00	-28,101.99
Right of Use Asset - Building - Ot...	112,410.00	112,410.00	0.00
Total Right of Use Asset - Building	58,547.01	86,649.00	-28,101.99 ⁴
Vehicles			
Vehicle Accumulated Depreciatio	-17,685.46	-11,949.58	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
Total Vehicles	5,257.89	10,993.77	-5,735.88 ⁵
Property and Equipment			
Accumulated Depreciation	-15,745.44	-15,745.44	0.00
Equipment Purchase			
Lenova Think Server	3,983.04	3,983.04	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
Total Equipment Purchase	15,745.44	15,745.44	0.00
Total Property and Equipment	0.00	0.00	0.00
Total Fixed Assets	63,804.90	97,642.77	-33,837.87

Strafford Regional Planning Commission
Balance Sheet
As of June 30, 2023

	Jun 30, 23	Jun 30, 22	\$ Change
TOTAL ASSETS	439,327.82	538,736.80	-99,408.98
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	3,360.90	1,892.71	1,468.19
Total Credit Cards	3,360.90	1,892.71	1,468.19
Other Current Liabilities			
FY24 Dues in Advance	139,764.23	0.00	139,764.23
Building Lease Liab Current	28,400.37	27,458.00	942.37
FY23 Dues in Advance	0.00	130,390.36	-130,390.36
Current Portion of Lease Payabl	4,673.84	-0.34	4,674.18 ⁶
Benefits payable			
Health Incentive Payable	0.00	7,710.40	-7,710.40 ⁷
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	7,758.40	-7,710.40
Contract Revenue In Advance	3,420.76	14,641.74	-11,220.98 ⁸
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	2,544.91	746.58	1,798.33
Total Payroll Liabilities	2,575.30	776.97	1,798.33
Total Other Current Liabilities	178,882.50	181,025.13	-2,142.63
Total Current Liabilities	182,243.40	182,917.84	-674.44
Long Term Liabilities			
Building Lease Liab Non Current	31,868.00	60,268.00	-28,400.00
Lease Payable - Ford Motor Cred	0.00	9,501.13	-9,501.13 ⁹
Accrued expenses			
Accrued Payroll	20,053.38	51,939.13	-31,885.75
Accrued Vacation	42,764.92	42,091.38	673.54
Annual Audit Accrual	12,000.00	16,000.00	-4,000.00
Total Accrued expenses	74,818.30	110,030.51	-35,212.21 ¹⁰
Total Long Term Liabilities	106,686.30	179,799.64	-73,113.34
Total Liabilities	288,929.70	362,717.48	-73,787.78
Equity			
Retained Earnings	176,019.32	157,234.40	18,784.92 ¹¹
Net Income	-25,621.20	18,784.92	-44,406.12

11:07 AM

08/08/23

Accrual Basis

Strafford Regional Planning Commission
Balance Sheet
As of June 30, 2023

	<u>Jun 30, 23</u>	<u>Jun 30, 22</u>	<u>\$ Change</u>
Total Equity	150,398.12	176,019.32	-25,621.20
TOTAL LIABILITIES & EQUITY	<u>439,327.82</u>	<u>538,736.80</u>	<u>-99,408.98</u>

DRAFT

Strafford Regional Planning Commission
Balance Sheet
As of June 30, 2023

1. Checking: Current year May and June transfer of dues, and revenues in advance earned for those months, were deposited in July. In addition, approximately \$32,600 of equipment and the transportation database were bought in June for the UPWP, which is still pending reimbursement.

2. Savings: The FY2024 annual dues invoices were sent out on June 1, 2023. Dues payments are due July 1 each year. The higher May 2022 savings account balance is attributed to the FY23 dues being sent out in April and received a month earlier.

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

4. 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.

5. Vehicle: The vehicle was purchased in June of 2020. Depreciation is accumulated monthly, over 48 months, at a rate of \$477.99 per month. Balance sheet items continue to accumulate from year to year, so this fiscal year's balance for accumulated depreciation is from the start of the lease through the current month.

6. Current Portion of Lease Payable: I have calculated and booked the 12-month principal amount to be paid on the vehicle lease during FY24 in a journal entry dated 6/30/23, reducing the total Lease Payable - Ford Motor Credit account. The .34 in the prior year reflects rounding in the previous year entry made by the auditors.

7. Health Incentive Payable: In the prior year, an entry was done to move health incentive payouts dated July, 2022 to June, 2022 to more accurately calculate the indirect cost rate for that year.

8. Contract Revenue in Advance: Current year balance = GSCH \$7,712, Housing Navigator \$1,064, EDA (\$5,356). Invoices are billed monthly to income on the profit and loss and applied to reduce the Contract Revenue in Advance balance. \$17,500 was received as advance payment from EDA in July, and NHHFA was invoiced \$34,310 in July, pending payment.

9. Long-Term Liabilities: Building Lease Liab Non Current and Lease Payable-Ford Motor Credit 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.

10. Accrued Expenses: These amounts are adjusted at year-end and reflect wages paid in FY24 worked in FY23 and half of the Paid Time Off (PTO) hours accrued by staff at 6/30/23. The annual audit accrual is the FY23 audit charge, as stated in the FY23 audit engagement letter. These amounts will be updated again at year-end as part of the FY24 close-out.

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

Strafford Regional Planning Commission A/R Aging Summary As of June 30, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
2000 LTA (Local Technical Assistance)						
Annual Dinner Attendance	150.00	0.00	0.00	0.00	0.00	150.00
2100 Dues						
2101 Town of Barrington dues	8,782.86	0.00	0.00	0.00	0.00	8,782.86 ¹
2102 Town of Brookfield dues	941.86	0.00	0.00	0.00	0.00	941.86 ²
2103 City of Dover dues	22,560.08	0.00	0.00	0.00	0.00	22,560.08 ³
2104 Town of Durham dues	12,409.71	0.00	0.00	0.00	0.00	12,409.71 ⁴
2106 Town of Lee dues	5,638.67	0.00	0.00	0.00	0.00	5,638.67 ⁵
2107 Town of Madbury dues	2,392.69	0.00	0.00	0.00	0.00	2,392.69 ⁶
2109 Town of Milton dues	5,591.27	0.00	0.00	0.00	0.00	5,591.27
2114 City of Rochester dues	22,413.57	0.00	0.00	0.00	0.00	22,413.57
2115 Town of Rollinsford dues	3,239.74	0.00	0.00	0.00	0.00	3,239.74
2116 City of Somersworth dues	10,270.90	0.00	0.00	0.00	0.00	10,270.90
2118 Town of Wakefield dues	6,355.74	0.00	0.00	0.00	0.00	6,355.74 ⁷
Total 2100 Dues	100,597.09	0.00	0.00	0.00	0.00	100,597.09
2200 PLUR Books						
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.00	0.00
Total 2200 PLUR Books	0.00	0.00	0.00	0.00	0.00	0.00
2000 LTA (Local Technical Assistance) - Ot...	0.00	0.00	0.00	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	100,747.09	0.00	0.00	0.00	0.00	100,747.09
3100 Town of Barrington						
3104 Barrington MP-Housing	1,169.84	0.00	0.00	0.00	0.00	1,169.84
Total 3100 Town of Barrington	1,169.84	0.00	0.00	0.00	0.00	1,169.84
3500 Town of Farmington						
3501 FAR Circuit Rider	8,183.96	0.00	0.00	0.00	0.00	8,183.96
Total 3500 Town of Farmington	8,183.96	0.00	0.00	0.00	0.00	8,183.96
4200 Town of Northwood						
4201 NOR Circuit Rider	4,947.83	0.00	0.00	0.00	0.00	4,947.83
Total 4200 Town of Northwood	4,947.83	0.00	0.00	0.00	0.00	4,947.83
4300 Town of Nottingham						
4301 NOT Circuit Rider	2,722.79	0.00	0.00	0.00	0.00	2,722.79
Total 4300 Town of Nottingham	2,722.79	0.00	0.00	0.00	0.00	2,722.79
4400 City of Rochester						
4403 ROC Rec MP	804.65	0.00	0.00	0.00	0.00	804.65
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00

Strafford Regional Planning Commission
A/R Aging Summary
As of June 30, 2023

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Total 4400 City of Rochester	804.65	0.00	0.00	0.00	0.00	804.65
4600 City of Somersworth						
4605 SOM MP & Audit	4,022.63	0.00	0.00	0.00	0.00	4,022.63
Total 4600 City of Somersworth	4,022.63	0.00	0.00	0.00	0.00	4,022.63
4700 Town of Strafford						
4703 Strafford Master Plan	55.87	0.00	0.00	0.90	0.00	56.77
4701 Strafford Circuit Rider	2,414.95	0.00	0.00	0.00	0.00	2,414.95
Total 4700 Town of Strafford	2,470.82	0.00	0.00	0.90	0.00	2,471.72
4800 Town of Wakefield						
4803 WAK NBRC Union Hotel Grant Admin	0.00	0.00	0.00	0.00	519.86	519.86
4801 Wakefield Circuit Rider	0.00	0.00	0.00	0.00	422.50	422.50
4802 Sanbornville Precinct	0.00	0.00	0.00	0.00	994.50	994.50
Total 4800 Town of Wakefield	0.00	0.00	0.00	0.00	1,936.86	1,936.86 ⁸
5000 NHARPC						
5002 NHARPC Administration	0.00	5,191.46	0.00	0.00	0.00	5,191.46
Total 5000 NHARPC	0.00	5,191.46 ⁹	0.00	0.00	0.00	5,191.46
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6000 Business and Economic Affairs						
6003 BEA CEDR	20,993.21	0.00	0.00	0.00	0.00	20,993.21
Total 6000 Business and Economic Affairs	20,993.21	0.00	0.00	0.00	0.00	20,993.21
6100 NH DES						
6103 Coastal 23	2,591.43	0.00	0.00	0.00	0.00	2,591.43
6304 LSWP Aquifers SWP-333	0.00	2,792.25	0.00	0.00	0.00	2,792.25
Total 6100 NH DES	2,591.43	2,792.25 ¹⁰	0.00	0.00	0.00	5,383.68
6500 DEPT OF SAFETY (OEM)						
6503 BRIC 21 MAD,NOR,ROC	5,563.75	0.00	0.00	0.00	0.00	5,563.75
Total 6500 DEPT OF SAFETY (OEM)	5,563.75	0.00	0.00	0.00	0.00	5,563.75
6600 CDFA-CDBG Grant Administration						
6601 CAPSC-Strafford Cty Homeless Shelter	1,869.95	0.00	0.00	0.00	0.00	1,869.95
Total 6600 CDFA-CDBG Grant Administration	1,869.95	0.00	0.00	0.00	0.00	1,869.95
8000 DOT UPWP						
8001 UPWP 22-23	112,484.04	0.00	0.00	0.00	0.00	112,484.04

Strafford Regional Planning Commission
A/R Aging Summary
As of June 30, 2023

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Total 8000 DOT UPWP	112,484.04	0.00	0.00	0.00	0.00	112,484.04
8100 COAST						
8101 CommuteSmart Seacoast	1,351.77	0.00	0.00	0.00	0.00	1,351.77
Total 8100 COAST	1,351.77	0.00	0.00	0.00	0.00	1,351.77
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	269,923.76	7,983.71	0.00	0.90	1,936.86	279,845.23

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Strafford Regional Planning Commission
A/R Aging Summary
As of June 30, 2023

1. Barrington Dues: \$8782.86 received in July

2. Brookfield Dues: Waiting for signed dues denial letter to create credit memo to write off balance

3. Dover Dues: \$22560.08 received in July

4. Durham Dues: \$12409.71 received in July

5. Lee Dues: \$5638.67 received in July

6. Madbury Dues: \$2392.69 received in July

7. Wakefield Dues: 6355.74 received in July

8. Town of Wakefield: Jen has talked to them about the outstanding balance

9. NHARPC: 5191.46 received in July

10. LSWP SWP-333: 2792.25 received in July

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Strafford Regional Planning Commission Profit & Loss June 2023

	Jun 23	Jun 22	\$ Change
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	10,531.98	10,896.20	-364.22
SRPC Revenue			
Municipal and NonProfit Revenue			
3104 BAR Housing MP Chapter	1,169.84	0.00	1,169.84
4605 SOM MP and Audit	4,022.63	0.00	4,022.63
4403 ROC Rec Chapter	949.48	0.00	949.48
3103 BAR Land Use Chapter	0.00	340.84	-340.84
3501 FAR Circuit Rider	3,701.98	5,016.38	-1,314.40
4201 NORPlanning Services	2,813.06	2,964.78	-151.72
4301 NOT Circuit Rider	1,449.90	1,835.10	-385.20
4701 Strafford Circuit Rider	2,414.95	2,094.95	320.00
4702 Strafford Tax Map	0.00	1,687.50	-1,687.50
4703 STR MP Update	872.15	1,047.55	-175.40
4801 WAK Circuit Rider	0.00	555.00	-555.00
4802 Sanbornville Precinct	0.00	391.14	-391.14
5002 NHARPC Administration	4,000.00	1,000.00	3,000.00
5151 GSCH - Tufts	4,375.47	2,948.65	1,426.82
5101 NHCHF	0.00	9,067.40	-9,067.40
Total Municipal and NonProfit Revenue	25,769.46	28,949.29	-3,179.83
Total SRPC Revenue	25,769.46	28,949.29	-3,179.83 ¹
Federal Agencies Incl EDD			
7003 EDD Planning Partnership	5,759.44	17,848.86	-12,089.42
7002 EDA CARES	0.00	15,379.69	-15,379.69
7110 EPA Brownfields	0.00	10,187.38	-10,187.38
Total Federal Agencies Incl EDD	5,759.44	43,415.93	-37,656.49 ²
State Award Revenue			
6802 NHHA Housing Navigator	11,527.15	0.00	11,527.15
Dept of Bus & Econ Affairs			
6002 ARPA RHNA	0.00	11,238.46	-11,238.46
6003 CEDR	13,919.58	0.00	13,919.58
Dept of Bus & Econ Affairs - Other	0.00	1,854.93	-1,854.93
Total Dept of Bus & Econ Affairs	13,919.58	13,093.39	826.19
NHDES			
6103 Coastal FY23	8,477.12	0.00	8,477.12
6151 Project of Special Merit	0.00	1,175.68	-1,175.68
5052 RPC CILUG	0.00	4,017.03	-4,017.03
3303 DOV Equity	0.00	8,505.39	-8,505.39
Coastal Resilience Grant	0.00	7,430.35	-7,430.35
6250 Watershed PRB	0.00	15,667.34	-15,667.34

Strafford Regional Planning Commission
Profit & Loss
June 2023

08/08/23

Accrual Basis

	Jun 23	Jun 22	\$ Change
Total NHDES	8,477.12	36,795.79	-28,318.67
UNH			
5204 UNH PREPA DOV	0.00	6,302.87	-6,302.87
Total UNH	0.00	6,302.87	-6,302.87
CDFA			
6601 CDBG Grant	1,869.95	1,709.29	160.66
Total CDFA	1,869.95	1,709.29	160.66
Pre-Disaster Mitigation			
6501 PDM19 BAR NDU ROL SOM	0.00	3,350.00	-3,350.00
6502 BRIC20	7,418.33	0.00	7,418.33
Total Pre-Disaster Mitigation	7,418.33	3,350.00	4,068.33
Total State Award Revenue	43,212.13	61,251.34	-18,039.21 ³
MPO Revenue			
NH DOT			
8001 UPWP 22-23	125,018.67	43,812.38	81,206.29
8101 COAST/CMAQ	1,689.72	0.00	1,689.72
Total NH DOT	126,708.39	43,812.38	82,896.01
Total MPO Revenue	126,708.39	43,812.38	82,896.01 ⁴
Contra Income Cash Match			
Cash Match CommuteSmart	-337.95	0.00	-337.95
Cash Match ROC Rec Chapter	-144.83	0.00	-144.83
Cash Match GSCH	-725.06	0.00	-725.06
Coastal Cash Match	-1,744.80	-1,420.74	-324.06
EDD Cash Match	-777.77	-1,803.01	1,025.24
Cash Match DOV PREPA	0.00	0.00	0.00
Cash Match RPC CILUG	0.00	-753.71	753.71
Dover Equity Cash Match			
Dover Cash Match	0.00	521.83	-521.83
SRPC Cash Match	0.00	-172.61	172.61
Total Dover Equity Cash Match	0.00	349.22	-349.22
DOT Cash Match	-12,501.87	-4,381.24	-8,120.63
Total Contra Income Cash Match	-16,232.28	-8,009.48	-8,222.80
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-1,497.94	-4,480.25	2,982.31
PRB IK Match	0.00	-7,757.80	7,757.80
In Kind CILUG	0.00	-617.40	617.40

Strafford Regional Planning Commission
Profit & Loss
June 2023

08/08/23

Accrual Basis

	Jun 23	Jun 22	\$ Change
IK DOV PREPA	0.00	-2,302.87	2,302.87
IK DOV Equity	0.00	-1,129.54	1,129.54
In-Kind EDD Match	-1,870.58	-8,833.80	6,963.22
In-Kind HazMit Match	-1,854.58	-837.50	-1,017.08
Total Contra Income InKind/Soft Match	-5,223.10	-25,959.16	20,736.06
Contract Overage	-5,394.12	-681.50	-4,712.62 ⁵
Total Income	185,131.90	153,675.00	31,456.90
Gross Profit	185,131.90	153,675.00	31,456.90
Expense			
Personnel Expenses			
Salary and Wages	77,118.96	79,648.29	-2,529.33
Payroll Expenses			
Dental insurance expense	899.49	416.19	483.30
Health incentive	9,448.38	7,710.40	1,737.98
Health Insurance expense	11,569.29	5,836.59	5,732.70
Life Insurance expense	120.02	96.39	23.63
LTD Insurance expense	78.64	54.13	24.51
STD insurance expense	268.50	211.30	57.20
Payroll Processing Fees	329.00	239.50	89.50
Pension expense	2,871.75	1,670.74	1,201.01
Unemployment expense	207.67	164.08	43.59
Workers Compensation	157.50	159.08	-1.58
Payroll Taxes			
Medicare Expense	1,661.37	914.45	746.92
Social Security expense	7,103.66	3,910.05	3,193.61
Payroll Taxes - Other	0.03	0.03	0.00
Total Payroll Taxes	8,765.06	4,824.53	3,940.53
Total Payroll Expenses	34,715.30	21,382.93	13,332.37
Dues and Subscriptions	536.49	309.66	226.83
Staff Training and Seminars	166.81	757.00	-590.19
Total Personnel Expenses	112,537.56	102,097.88	10,439.68 ⁶
Equipment expense			
Copier Maintenance Contract	0.00	319.85	-319.85
Office furniture			
Computer equipment	0.00	1,609.61	-1,609.61
Total Office furniture	0.00	1,609.61	-1,609.61
Software expense			

Strafford Regional Planning Commission
Profit & Loss
June 2023

08/08/23

Accrual Basis

	Jun 23	Jun 22	\$ Change
ArcInfo/View software	483.33	455.25	28.08
Office Software			
iDrive	66.63	49.97	16.66
Timesheet Software	156.00	148.00	8.00
Survey Monkey	75.00	66.23	8.77
Zoom	45.83	58.32	-12.49
Adobe In Design	96.97	333.97	-237.00
Anti-virus software	0.00	40.85	-40.85
Constant Contact	112.50	145.00	-32.50
DropBox	11.99	11.99	0.00
Microsoft Office 365	218.34	225.00	-6.66
Office Software - Other	1,163.93	-89.72	1,253.65
Total Office Software	1,947.19	989.61	957.58
Total Software expense	2,430.52	1,444.86	985.66
Traffic Count Expenses			
Traffic counting equipment	17,370.00	531.60	16,838.40
Traffic counting supplies	854.57	240.00	614.57
Total Traffic Count Expenses	18,224.57	771.60	17,452.97 ⁷
Transportation Databases	7,224.00	0.00	7,224.00
Total Equipment expense	27,879.09	4,145.92	23,733.17
Fixed Expenses			
Amortization-Building	2,341.87	25,761.00	-23,419.13 ⁸
Insurance			
Liability Insurance	133.52	406.45	-272.93
Total Insurance	133.52	406.45	-272.93
Rent	176.30	-22,184.00	22,360.30
Vehicle Expenses			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	136.77	175.24	-38.47
Vehicle Interest	24.33	47.31	-22.98
Total Vehicle Expenses	639.09	700.54	-61.45
Total Fixed Expenses	3,290.78	4,683.99	-1,393.21
Communications			
Media Outreach Expense	0.00	220.85	-220.85
Postage and Delivery	0.00	111.26	-111.26
Telephone and Internet	254.41	256.63	-2.22
Website maintenance and updates			

Strafford Regional Planning Commission
Profit & Loss
June 2023

08/08/23

Accrual Basis

	Jun 23	Jun 22	\$ Change
Website and logo design	17.98	8.44	9.54
Total Website maintenance and updat...	17.98	8.44	9.54
Total Communications	272.39	597.18	-324.79
Administrative			
Finance Charge	89.12	0.00	89.12
Bank Service Charges	25.00	0.00	25.00
Library & Planning Books	0.00	0.20	-0.20
Meetings Expense			
Meetings Advertising Expense	0.00	630.27	-630.27
Meetings Expense - Other	1,653.26	1,439.98	213.28
Total Meetings Expense	1,653.26	2,070.25	-416.99
Office Expense	1,244.98	844.87	400.11
Office Supplies	149.73	137.43	12.30
Professional Fees			
Accounting, Audit	-2,666.67	2,250.00	-4,916.67 ⁹
Total Professional Fees	-2,666.67	2,250.00	-4,916.67
Travel & Ent			
Travel	721.94	914.24	-192.30
Total Travel & Ent	721.94	914.24	-192.30
Total Administrative	1,217.36	6,216.99	-4,999.63
Contract Labor			
IT and Network support	2,009.00	12,420.00	-10,411.00 ¹⁰
Pass Through Expense			
CEDR Consultants	10,218.84	0.00	10,218.84
CEDR Pass Through Expense	1,000.00	0.00	1,000.00
PRB Consultants	0.00	6,364.01	-6,364.01
EDA CARES Contract Support	0.00	2,314.50	-2,314.50
EPA Brownfields Consultants	0.00	9,604.70	-9,604.70
NHDOT Consultant	8,000.00	0.00	8,000.00
RPC FTA Subcontract	201.29	1,843.65	-1,642.36
DOV Equity Consultants	0.00	5,142.18	-5,142.18
Pass Through Expense - Other	0.00	234.00	-234.00
Total Pass Through Expense	19,420.13	25,503.04	-6,082.91¹¹
Total Contract Labor	21,429.13	37,923.04	-16,493.91
Total Expense	166,626.31	155,665.00	10,961.31

Strafford Regional Planning Commission
Profit & Loss
 June 2023

	Jun 23	Jun 22	\$ Change
Net Ordinary Income	18,505.59	-1,990.00	20,495.59
Other Income/Expense			
Other Income			
Interest Income	14.57	15.23	-0.66
Total Other Income	14.57	15.23	-0.66
Net Other Income	14.57	15.23	-0.66
Net Income	18,520.16	-1,974.77	20,494.93

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Strafford Regional Planning Commission
Profit & Loss
June 2023

1. Municipal revenue: NHCHF contract has ended, but increases in municipal contracts has helped to offset the reduction of NHCHF revenue.

2. Federal Agencies: EDD is ahead of last year's schedule that included a significant time investment in April to complete the CEDS. The CARES Act grant ended in the fall 2022. A new Brownfields grant starts 7/1/23.

3. State Awards 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.

4. MPO Revenue: The 22-23 UPWP was completed with a slight contract overage (see below). The new contract starts 7/1/23 for another two-year cycle.

5. Contract Overage: NOT CR \$31, STR Master Plan \$816, Coastal 23 \$2643, CEDR \$1871, UPWP \$33

6. Personnel Costs: Increased health insurance premiums, which also affects the health incentive payout amounts, and the increased number of staff participating in the SIMPLE IRA are the main contributors to the increase in total personnel costs.

7. Traffic Count Expenses: An Artificial Intelligence traffic counts system \$9830 and Pyro counter box \$7540 were purchased this fiscal year. In addition, SRPC paid \$7224 for the INRIX dataset for transportation.

8. Amortization: As a result of the new GASB rules pertaining to the accounting of lease obligations, the rent check is now split between the current liability portion on the balance sheet, and a small amount of "interest" per the audit calculations, coded to rent expense. The bulk of what was previously rent expense is now reflected in a journal entry and is coded as amortization.

9. Accounting, Audit: The FY23 engagement letter with a new firm was \$4000 less than the FY22 audit cost. This reduced amount has been recorded on both the balance sheet and the profit and loss statements.

10. IT and Network Support: A new IT provider was contracted and began work in January. Current fiscal year cost is to maintain the Cybersecurity framework \$1050 per month, the base monthly maintenance fee of \$449 per month, and \$510 per computer per month.

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

Strafford Regional Planning Commission
Income by Customer
June 2023

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
2000 LTA (Local Technical Assistance)			
2020 General LTA			
06/30/20	2000 LTA (...	NOR adj to dues, CM 6819	-364.24
Total 2020 General LTA			-364.24
2000 LTA (Local Technical Assistance) - Other			
06/01/20	2000 LTA (...	Dues 130754.60 (LESS NOT, BRK) = 10896.22/mo Aug-Jun 2022 (Jul 10896.18)	10,896.22
Total 2000 LTA (Local Technical Assistance) - Other			10,896.22
Total 2000 LTA (Local Technical Assistance)			10,531.98
3100 Town of Barrington			
3104 Barrington MP-Housing			
06/30/20	3100 Town ...	Barrington Master Plan - Housing Chapter - April through June 2023	1,169.84
Total 3104 Barrington MP-Housing			1,169.84
Total 3100 Town of Barrington			1,169.84
3500 Town of Farmington			
3501 FAR Circuit Rider			
06/30/20	3500 Town ...	Progress Billing - Farmington Circuit Rider - June 2023	3,701.98
Total 3501 FAR Circuit Rider			3,701.98
Total 3500 Town of Farmington			3,701.98
4200 Town of Northwood			
4201 NOR Circuit Rider			
06/30/20	4200 Town ...	Progress Billing - Northwood Circuit Rider - June 2023	2,813.06
Total 4201 NOR Circuit Rider			2,813.06
Total 4200 Town of Northwood			2,813.06
4300 Town of Nottingham			
4301 NOT Circuit Rider			
06/30/20	4300 Town ...	Progress Billing - Nottingham Circuit Rider - June 2023	1,449.90
06/30/20	4300 Town ...	To record when contracts go over budget in QuickBooks	-30.76
Total 4301 NOT Circuit Rider			1,419.14
Total 4300 Town of Nottingham			1,419.14
4400 City of Rochester			
4403 ROC Rec MP			
06/30/20	4400 City of...	Rochester Recreation Master Plan Chapter - June 2023	949.48
06/30/20	4400 City of...	Cash Match - Rochester Recreation Chapter	-144.83

Strafford Regional Planning Commission
Income by Customer
June 2023

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
	Total 4403 ROC Rec MP		804.65
	Total 4400 City of Rochester		804.65
	4600 City of Somersworth		
	4605 SOM MP & Audit		
06/30/20	4600 City of...	Somersworth Housing Master Plan Chapter and Regulatory Framework Audit - 5/1/23-6/3...	4,022.63
	Total 4605 SOM MP & Audit		4,022.63
	Total 4600 City of Somersworth		4,022.63
	4700 Town of Strafford		
	4703 Strafford Master Plan		
06/30/20	4700 Town ...	Progress Billing -Strafford Master Plan Update - June 2023	872.15
06/30/20	4700 Town ...	To record when contracts go over budget in QuickBooks	-816.28
	Total 4703 Strafford Master Plan		55.87
	4701 Strafford Circuit Rider		
06/30/20	4700 Town ...	Progress Billing - Strafford Circuit Rider - June 2023	2,414.95
	Total 4701 Strafford Circuit Rider		2,414.95
	Total 4700 Town of Strafford		2,470.82
	5000 NHARPC		
	5002 NHARPC Administration		
06/22/20	5000 NHAR...	NHARPC Administration (Jan-Jun 2023)	4,000.00
	Total 5002 NHARPC Administration		4,000.00
	Total 5000 NHARPC		4,000.00
	5150 GSCH		
	5151 Creating Age Friendly Communities		
06/30/20	5150 GSC...	Progress Billing - GSCH - June 2023	4,375.47
06/30/20	5150 GSC...	Cash Match	-725.06
	Total 5151 Creating Age Friendly Communities		3,650.41
	Total 5150 GSCH		3,650.41
	6000 Business and Economic Affairs		
	6003 BEA CEDR		
06/30/20	6000 Busin...	Progress Billing Seacoast CEDR Grant - June 2023	13,919.58
06/30/20	6000 Busin...	To record when contracts go over budget in QuickBooks	-1,871.37
	Total 6003 BEA CEDR		12,048.21
	Total 6000 Business and Economic Affairs		12,048.21

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

Date	Name	Memo	Amount
6100 NH DES			
6103 Coastal 23			
06/30/20	6100 NH D...	Progress Billing Grant #21-306-09, Coastal 2023 - June 2023	8,477.12
06/30/20	6100 NH D...	Cash Match	-1,744.80
06/30/20	6100 NH D...	In Kind match for Coastal grant	-1,497.94
06/30/20	6100 NH D...	To record when contracts go over budget in QuickBooks	-2,642.95
Total 6103 Coastal 23			2,591.43
Total 6100 NH DES			2,591.43
6500 DEPT OF SAFETY (OEM)			
6503 BRIC 21 MAD,NOR,ROC			
06/30/20	6500 DEPT...	23BRIC20 4393 Progress Billing -June 2023	7,418.33
06/30/20	6500 DEPT...	In Kind Match for Hazard Mitigation contracts	-1,854.58
Total 6503 BRIC 21 MAD,NOR,ROC			5,563.75
Total 6500 DEPT OF SAFETY (OEM)			5,563.75
6600 CDFA-CDBG Grant Administration			
6601 CAPSC-Strafford Cty Homeless Shelter			
06/30/20	6600 CDFA...	CDBG Grant Administration - Homeless Shelter	1,869.95
Total 6601 CAPSC-Strafford Cty Homeless Shelter			1,869.95
Total 6600 CDFA-CDBG Grant Administration			1,869.95
6800 NH Housing Authority			
6802 Housing Navigator			
06/30/20	6800 NH H...	NHHFA Housing Navigator - June 2023	11,527.15
Total 6802 Housing Navigator			11,527.15
Total 6800 NH Housing Authority			11,527.15
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7003 EDA FY22			
06/30/20	7000 ECO...	Progress Billing EDD Planning Partnership - June 2023	5,759.44
06/30/20	7000 ECO...	EDA Cash Match	-777.77
06/30/20	7000 ECO...	EDA In Kind Match	-1,870.58
Total 7003 EDA FY22			3,111.09
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			3,111.09
8000 DOT UPWP			
8001 UPWP 22-23			
06/30/20	8000 DOT ...	Progress Billing - UPWP - June 2023	125,018.67
06/30/20	8000 DOT ...	10% Matching Funds	-12,501.87
06/30/20	8000 DOT ...	To record when contracts go over budget in QuickBooks - Cost Over Contract	-32.57

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
06/30/20	8000 DOT ...	To record when contracts go over budget in QuickBooks - Budget Rounding Variance	-0.19
	Total 8001 UPWP 22-23		112,484.04
	Total 8000 DOT UPWP		112,484.04
8100 COAST			
8101 CommuteSmart Seacoast			
06/30/20	8100 COAS...	coast CommuteSmart Progress Billing - 4/15/23 - 6/30/23	1,689.72
06/30/20	8100 COAS...	CommteSmart Cash Match	-337.95
	Total 8101 CommuteSmart Seacoast		1,351.77
	Total 8100 COAST		1,351.77
TOTAL			<u>185,131.90</u>

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

	Jul '22 - Jun 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	130,390.36	130,754.60	-364.24
SRPC Revenue			
Municipal and NonProfit Revenue			
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	10,975.18	11,398.00	-422.82
3501 FAR Circuit Rider	46,768.49	40,000.00	6,768.49
3506 FAR Tax Maps FY23	0.00	842.00	-842.00
4201 NORPlanning Services	27,872.74	25,000.00	2,872.74
4301 NOT Circuit Rider	28,030.76	25,000.00	3,030.76
4303 Nottingham Trail Maps	870.00	915.00	-45.00
4603 SOM Historic Sites GIS	812.50	750.00	62.50
4604 SOM Tax Maps FY23	1,088.75	1,903.00	-814.25
4701 Strafford Circuit Rider	30,502.59	38,000.00	-7,497.41
4702 Strafford Tax Map	0.00	1,000.00	-1,000.00
4703 STR MP Update	30,363.73	30,595.00	-231.27
4801 WAK Circuit Rider	1,727.50	2,500.00	-772.50
4802 Sanbornville Precinct	994.50	4,000.00	-3,005.50
4803 WAK NBRC Union Hotel	519.86	3,000.00	-2,480.14
5002 NHARPC Administration	9,191.46	8,000.00	1,191.46
5151 GSCH - Tufts	20,409.88	35,175.00	-14,765.12
3504 FAR Tax Map Updates	874.25	0.00	874.25
5501 GIS Projects	64.00	1.00	63.00
Total Municipal and NonProfit Revenue	220,429.39	230,899.00	-10,469.61
Total SRPC Revenue	218,929.33	230,899.00	-11,969.67 ²
Federal Agencies Incl EDD			
7003 EDD Planning Partnership	158,155.38	140,000.00	18,155.38
7002 EDA CARES	65,995.29	56,760.00	9,235.29
7110 EPA Brownfields	22,849.08	23,615.00	-765.92
7201 HUD EDI CDS	0.00	237,500.00	-237,500.00
Total Federal Agencies Incl EDD	246,999.75	457,875.00	-210,875.25 ³
State Award Revenue			
6802 NHHA Housing Navigator	62,654.99	73,522.00	-10,867.01
Dept of Bus & Econ Affairs			
6001 TBG 22-23	11,122.74	11,111.00	11.74
6002 ARPA RHNA	38,272.16	38,236.00	36.16
6003 CEDR	51,870.49	50,000.00	1,870.49
Total Dept of Bus & Econ Affairs	101,265.39	99,347.00	1,918.39
NHDES			
6103 Coastal FY23	33,372.97	30,000.00	3,372.97

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

	Jul '22 - Jun 23	Budget	\$ Over Budget
6151 Project of Special Merit	14,992.84	16,758.00	-1,765.16
6250 Watershed PRB	21,087.23	20,378.00	709.23
6304 LSWP - Aquifers	28,072.12	25,320.00	2,752.12
Total NHDES	97,525.16	92,456.00	5,069.16
UNH			
5205 UNH PREPA NDU	8,107.16	7,500.00	607.16
Total UNH	8,107.16	7,500.00	607.16
CDFA			
6601 CDBG Grant	10,278.50	8,000.00	2,278.50
Total CDFA	10,278.50	8,000.00	2,278.50
Pre-Disaster Mitigation			
6501 PDM19 BAR NDU ROL SOM	1,650.00	667.00	983.00
6502 BRIC20	24,751.35	55,333.00	-30,581.65
Total Pre-Disaster Mitigation	26,401.35	56,000.00	-29,598.65
Total State Award Revenue	306,232.55	336,825.00	-30,592.45
MPO Revenue			
NH DOT			
8001 UPWP 22-23	669,373.60	668,645.00	728.60
8101 COAST/CMAQ	1,689.72	0.00	1,689.72
Total NH DOT	671,063.32	668,645.00	2,418.32
Total MPO Revenue	671,063.32	668,645.00	2,418.32
Contra Income Cash Match			
Cash Match GSCH	-3,199.65	-10,000.00	6,800.35
Coastal Cash Match	-5,880.99	-2,500.00	-3,380.99
LSWP Cash Match			
LSWP SRPC Cash Match	-1,999.98	0.00	-1,999.98
LSWP Cash Match - Other	0.00	-2,000.00	2,000.00
Total LSWP Cash Match	-1,999.98	-2,000.00	0.02
EDD Cash Match	-17,066.87	-17,500.00	433.13
DOT Cash Match			
BAR Cash Match	326.19	-1,475.00	1,801.19
DOT Cash Match - Other	-66,937.36	-64,770.00	-2,167.36
Total DOT Cash Match	-66,611.17	-66,245.00	-366.17
Total Contra Income Cash Match	-95,241.44	-98,245.00	3,003.56

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

	Jul '22 - Jun 23	Budget	\$ Over Budget
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-9,849.03	-12,500.00	2,650.97
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	-65,320.89	-52,500.00	-12,820.89
In-Kind HazMit Match	-6,600.34	-14,000.00	7,399.66
Total Contra Income InKind/Soft Match	-89,550.08	-85,212.00	-4,338.08
Total Income	1,373,229.01	1,641,541.60	-268,312.59
Gross Profit	1,373,229.01	1,641,541.60	-268,312.59 ¹
Expense			
Personnel Expenses			
Salary and Wages	869,533.09	864,983.00	4,550.09
Payroll Expenses			
PFML	1,044.43	2,710.00	-1,665.57
STD Reimbursement	-2,380.08	0.00	-2,380.08
Dental insurance expense	5,934.82	5,248.00	686.82
Health incentive	10,222.90	11,598.00	-1,375.10
Health Insurance expense	77,176.91	78,510.00	-1,333.09
Life Insurance expense	1,322.77	1,334.00	-11.23
LTD Insurance expense	748.55	762.00	-13.45
STD insurance expense	2,551.64	2,982.00	-430.36
Payroll Processing Fees	3,187.78	3,778.00	-590.22
Pension expense	23,854.83	25,053.00	-1,198.17
Unemployment expense	1,398.26	2,230.00	-831.74
Workers Compensation	1,776.44	1,899.00	-122.56
Payroll Taxes	69,251.78	67,239.00	2,012.78
Total Payroll Expenses	196,091.03	203,343.00	-7,251.97
Dues and Subscriptions	5,024.74	4,692.00	332.74
Staff Training and Seminars	7,648.55	14,000.00	-6,351.45
Total Personnel Expenses	1,078,297.41	1,087,018.00	-8,720.59 ⁴
Equipment expense			
Copier Maintenance Contract	3,632.25	3,838.00	-205.75
Office furniture			
Computer equipment	5,171.77	6,560.00	-1,388.23
Office furniture - Other	418.95	1,000.00	-581.05
Total Office furniture	5,590.72	7,560.00	-1,969.28
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	500.00	-500.00

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

	Jul '22 - Jun 23	Budget	\$ Over Budget
Total Other Equipment Repair and Cost	0.00	500.00	-500.00
Software expense			
ArcInfo/View software	5,603.44	5,463.00	140.44
Office Software			
Timesheet Software	1,712.00	0.00	1,712.00
Adobe In Design	1,152.10	0.00	1,152.10
Anti-virus software	322.50	0.00	322.50
Constant Contact	1,188.00	0.00	1,188.00
DropBox	143.88	0.00	143.88
Microsoft Office 365	2,476.51	0.00	2,476.51
Office Software - Other	1,163.93	9,373.00	-8,209.07
Total Office Software	10,459.34	9,373.00	1,086.34
Transcad software/maintenance	1,500.00	1,500.00	0.00
Total Software expense	17,562.78	16,336.00	1,226.78
Traffic Count Expenses			
Traffic counting supplies	3,391.16	3,000.00	391.16
Total Traffic Count Expenses	21,330.14	3,000.00	18,330.14
Transportation Databases	7,224.00	8,200.00	-976.00
Total Equipment expense	55,339.89	39,434.00	15,905.89 ⁵
Fixed Expenses			
Insurance			
Liability Insurance	6,708.77	7,173.00	-464.23
Total Insurance	6,708.77	7,173.00	-464.23
Rent	2,542.37	30,000.00	-27,457.63 ⁶
Vehicle Expenses			
Depreciation Expense	5,735.88	0.00	5,735.88
Vehicle Gas & Repairs	924.48	0.00	924.48
Vehicle Interest	419.69	0.00	419.69
Vehicle Expenses - Other	0.00	10,756.00	-10,756.00
Total Vehicle Expenses	7,080.05	10,756.00	-3,675.95
Total Fixed Expenses	44,433.18	47,929.00	-3,495.82
Communications			
Media Outreach Expense	721.10	1,000.00	-278.90
Office Telephone System	100.00	1,780.00	-1,680.00
Postage and Delivery	354.90	400.00	-45.10
Telephone and Internet	3,764.85	3,600.00	164.85
Website maintenance and updates			

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

	Jul '22 - Jun 23	Budget	\$ Over Budget
Website and logo design	629.44	0.00	629.44
Website maintenance and updates - Ot...	466.20	1,427.00	-960.80
Total Website maintenance and updates	1,095.64	1,427.00	-331.36
Total Communications	6,036.49	8,207.00	-2,170.51
Administrative			
Library & Planning Books	2,278.40	2,449.00	-170.60
Meetings Expense	4,823.11	3,500.00	1,323.11
Office Expense	11,551.81	21,150.00	-9,598.19
Office Supplies	2,839.10	4,000.00	-1,160.90
Printing and Reproduction	945.22	150.00	795.22
Professional Fees			
Accounting, Audit	12,000.00	16,000.00	-4,000.00
Legal Fees	0.00	4,000.00	-4,000.00
Total Professional Fees	12,000.00	20,000.00	-8,000.00
Travel & Ent			
Travel	9,055.82	0.00	9,055.82
Travel & Ent - Other	0.00	10,000.00	-10,000.00
Total Travel & Ent	9,174.32	10,000.00	-825.68
Total Administrative	43,834.08	61,249.00	-17,414.92
Contract Labor			
IT and Network support	20,685.50	15,800.00	4,885.50
Pass Through Expense			
Safe Streets Pass Through Exp	0.00	13,750.00	-13,750.00
NHHFA Pass Through Expense	750.00	2,833.00	-2,083.00
CEDR Pass Through Expense	4,597.40	40,010.00	-35,412.60
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	200,000.00	-200,000.00
NHDOT Consultant	56,603.68	64,000.00	-7,396.32
RPC FTA Subcontract	10,788.69	13,278.00	-2,489.31
Total Pass Through Expense	150,423.75	377,057.00	-226,633.25
Total Contract Labor	171,109.25	392,857.00	-221,747.75
Total Expense	1,399,050.30	1,636,694.00	-237,643.70
Net Ordinary Income	-25,821.29	4,847.60	-30,668.89
Other Income/Expense			

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

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income			
Interest Income	200.09	100.00	100.09
Total Other Income	200.09	100.00	100.09
Net Other Income	200.09	100.00	100.09
Net Income	<u>-25,621.20</u>	<u>4,947.60</u>	<u>-30,568.80</u>

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

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.

2. Municipal Revenue the contract is not yet in place for the NDO contract planner. The FAR, NKT, and STR tax maps will begin in July.

3. Federal Agency Revenue: HUD EDI CDS grant is still pending. Under State Award Revenue, The NHHA Housing Navigator grant got off to a slower start than originally set up for budget purposes. Middleton, Nottingham, and Strafford have just commenced work under the BRIC grant #6502 funding.

4. Personnel: There have been numerous changes in staffing. All wages worked in FY23 have been accounted for, as well as the anticipated PTO payouts for each staff member (see Balance Sheet note about accruals). Health benefits and Pension expense were estimated and may not reflect actual staff utilization.

5. Equipment: See Profit and Loss note, Traffic Count Expenses

6. Rent: See Profit and Loss note, Amortization

7. Administrative: Office Expense was under budget and estimated the needs of staff working from home during COVID. Audit fees have been quoted at \$4000 less than the previous year audit. SRPC did not incur any legal fees this fiscal year.

8. IT and Network Support: See Profit and Loss note, IT and Network Support (new contractor)

9. 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.

Strafford Regional Planning Commission
Balance Sheet
As of July 31, 2023

	Jul 31, 23	Jul 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	6,913.12	46,283.44	-39,370.32 ¹
FSB Savings	58,542.71	111,589.13	-53,046.42 ²
Total Checking/Savings	65,455.83	157,872.57	-92,416.74
Accounts Receivable			
Accounts Receivable	296,654.03	263,617.83	33,036.20
Total Accounts Receivable	296,654.03	263,617.83	33,036.20 ³
Other Current Assets			
Prepaid Expenses			
Prepaid Dues and Subscriptions	2,916.79	1,469.39	1,447.40
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	3,516.79	2,069.39	1,447.40
Prepaid software support	5,367.07	5,757.83	-390.76
Total Other Current Assets	8,883.86	7,827.22	1,056.64
Total Current Assets	370,993.72	429,317.62	-58,323.90
Fixed Assets			
Right of Use Asset - Building			
Accumulated Amortization - Buil	-56,204.38	-25,761.00	-30,443.38
Right of Use Asset - Building - Ot...	112,410.00	112,410.00	0.00
Total Right of Use Asset - Building	56,205.62	86,649.00	-30,443.38 ⁴
Vehicles			
Vehicle Accumulated Depreciatio	-18,163.45	-12,427.57	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
Total Vehicles	4,779.90	10,515.78	-5,735.88 ⁵
Property and Equipment			
Accumulated Depreciation	-15,745.44	-15,745.44	0.00
Equipment Purchase			
Lenova Think Server	3,983.04	3,983.04	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
Total Equipment Purchase	15,745.44	15,745.44	0.00
Total Property and Equipment	0.00	0.00	0.00
Total Fixed Assets	60,985.52	97,164.78	-36,179.26

Strafford Regional Planning Commission
Balance Sheet
As of July 31, 2023

	Jul 31, 23	Jul 31, 22	\$ Change
TOTAL ASSETS	431,979.24	526,482.40	-94,503.16
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	336.22	211.38	124.84
Total Credit Cards	336.22	211.38	124.84
Other Current Liabilities			
FY24 Dues in Advance	128,195.67	0.00	128,195.67
Building Lease Liab Current	26,070.13	25,205.09	865.04
FY23 Dues in Advance	0.00	119,494.18	-119,494.18
Current Portion of Lease Payabl	4,258.98	4,435.18	-176.20 ⁶
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	37,786.35	36,216.54	1,569.81 ⁷
Payroll Liabilities			
FSA Payable	192.00	0.00	192.00
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	3,213.34	1,429.98	1,783.36
Total Payroll Liabilities	3,435.73	1,460.37	1,975.36
Total Other Current Liabilities	199,794.86	186,859.36	12,935.50
Total Current Liabilities	200,131.08	187,070.74	13,060.34
Long Term Liabilities			
Building Lease Liab Non Current	31,868.00	60,268.00	-28,400.00 ⁸
Lease Payable - Ford Motor Cred	0.00	4,673.84	-4,673.84
Accrued expenses			
Accrued Payroll	20,053.38	51,939.13	-31,885.75
Accrued Vacation	42,764.92	42,091.38	673.54
Annual Audit Accrual	13,000.00	17,333.37	-4,333.37
Total Accrued expenses	75,818.30	111,363.88	-35,545.58 ⁹
Total Long Term Liabilities	107,686.30	176,305.72	-68,619.42
Total Liabilities	307,817.38	363,376.46	-55,559.08
Equity			
Retained Earnings	150,398.12	176,019.32	-25,621.20 ¹⁰
Net Income	-26,236.26	-12,913.38	-13,322.88

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Accrual Basis

Strafford Regional Planning Commission
Balance Sheet
As of July 31, 2023

	<u>Jul 31, 23</u>	<u>Jul 31, 22</u>	<u>\$ Change</u>
Total Equity	124,161.86	163,105.94	-38,944.08
TOTAL LIABILITIES & EQUITY	<u>431,979.24</u>	<u>526,482.40</u>	<u>-94,503.16</u>

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Strafford Regional Planning Commission
Balance Sheet
As of July 31, 2023

1. Checking: In the current year, approximately \$51500 in contractor checks are being held pending reimbursement, primarily from the UPWP and CEDR contracts invoiced 6/30/23.

2. Savings: The FY2024 annual dues invoices were sent out on June 1, 2023. Dues payments are due July 1 each year. The higher May 2022 savings account balance is attributed to the FY23 dues being sent out in April and received a month earlier. Also, see the Accounts Receivable Aging report.

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

4. Right of Use Asset: Effective for fiscal year 2022, a new Government Accounting method was introduced, called GASB 87. It requires total lease payments to be recorded as a liability, and a monthly expense is recorded as Amortization (previously Rent expense). The balance on the Balance Sheet reflects the Amortization expense accumulated during fiscal year 2022 through July 2023. The Amortization for this fiscal year is recorded at \$2,341.39 for July, and \$2,341.87 per month for the remainder of the fiscal year. See the Profit and Loss report.

5. Vehicle: The vehicle was purchased in June of 2020. Depreciation is accumulated monthly, over 48 months, at a rate of \$477.99 per month. Balance sheet items continue to accumulate from year to year, so this fiscal year's balance for Accumulated Depreciation is from the start of the lease through the current month.

6. Current Portion of Lease Payable: On 6/30/23, I calculated and booked the 12-month "principal" amount to be paid during FY24 for the building and vehicle leases (Building Lease Liab Current and Current Portion of Lease Payable). For the building lease, a portion of the \$2,500 per month lease payment is used to reduce the Building Lease Liab Current, and the remaining portion is recorded as Rent expense (see Profit and Loss report). The vehicle lease monthly payment is split between the Current Portion of Lease Payable and Interest Expense.

7. Contract Revenue in Advance: Current year balance = GSCH \$4,720, Housing Navigator \$24,695, EDA \$8,372. Invoices are billed monthly to income on the profit and loss and applied to reduce the Contract Revenue in Advance balance. \$17,500 was received as advance payment from EDA in July, and NHHFA was invoiced \$34,310 in July, pending payment.

8. Long-Term Liabilities: Building Lease Liab Non Current and Lease Payable-Ford Motor Credit 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. (See discussion above, Current Portion of Lease Payable)

9. Accrued Expenses: These amounts are adjusted at year-end and reflect wages paid in FY24 worked in FY23 and half of the Paid Time Off (PTO) hours accrued by staff at 6/30/23. The annual audit accrual is the FY23 audit charge, as stated in the FY23 audit engagement letter. These amounts will be updated again at year-end as part of the FY24 close-out.

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

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
2000 LTA (Local Technical Assistance)						
Annual Dinner Attendance	50.00	0.00	0.00	0.00	0.00	50.00
2100 Dues						
2102 Town of Brookfield dues	941.86	0.00	0.00	0.00	0.00	941.86 ¹
2106 Town of Lee dues	11,277.34	-5,638.67	0.00	0.00	0.00	5,638.67 ²
2109 Town of Milton dues	5,591.27	0.00	0.00	0.00	0.00	5,591.27
2114 City of Rochester dues	22,413.57	0.00	0.00	0.00	0.00	22,413.57 ³
2115 Town of Rollinsford dues	3,239.74	0.00	0.00	0.00	0.00	3,239.74 ⁴
2116 City of Somersworth dues	10,270.90	0.00	0.00	0.00	0.00	10,270.90 ⁵
Total 2100 Dues	53,734.68	-5,638.67	0.00	0.00	0.00	48,096.01
2200 PLUR Books						
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.00	0.00
Total 2200 PLUR Books	0.00	0.00	0.00	0.00	0.00	0.00
2000 LTA (Local Technical Assistance) - Ot...	0.00	0.00	0.00	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	53,784.68	-5,638.67	0.00	0.00	0.00	48,146.01
3100 Town of Barrington						
3104 Barrington MP-Housing	3,037.60	0.00	1,169.84	0.00	0.00	4,207.44
Total 3100 Town of Barrington	3,037.60	0.00	1,169.84 ⁶	0.00	0.00	4,207.44
3500 Town of Farmington						
3507 FAR HOP Grant	7,205.00	0.00	0.00	0.00	0.00	7,205.00
3501 FAR Circuit Rider	3,051.98	0.00	3,701.98	0.00	0.00	6,753.96
Total 3500 Town of Farmington	10,256.98	0.00	3,701.98 ⁷	0.00	0.00	13,958.96
4200 Town of Northwood						
4201 NOR Circuit Rider	958.75	0.00	2,813.06	0.00	0.00	3,771.81
Total 4200 Town of Northwood	958.75	0.00	2,813.06 ⁸	0.00	0.00	3,771.81
4300 Town of Nottingham						
4301 NOT Circuit Rider	1,432.59	1,419.14	1,303.65	0.00	0.00	4,155.38
Total 4300 Town of Nottingham	1,432.59	1,419.14	1,303.65	0.00	0.00	4,155.38 ⁹
4400 City of Rochester						
4403 ROC Rec MP	1,514.38	0.00	804.65	0.00	0.00	2,319.03
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
Total 4400 City of Rochester	1,514.38	0.00	804.65 ¹⁰	0.00	0.00	2,319.03
4600 City of Somersworth						

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
4605 SOM MP & Audit	4,145.18	0.00	4,022.63	0.00	0.00	8,167.81
4600 City of Somersworth - Other	0.00	48.00	0.00	0.00	0.00	48.00
Total 4600 City of Somersworth	4,145.18	48.00	4,022.63¹¹	0.00	0.00	8,215.81
4700 Town of Strafford						
4703 Strafford Master Plan	0.00	0.00	0.00	0.00	0.90	0.90
4701 Strafford Circuit Rider	3,605.91	0.00	0.00	0.00	0.00	3,605.91
Total 4700 Town of Strafford	3,605.91	0.00	0.00	0.00	0.90	3,606.81
4800 Town of Wakefield						
4803 WAK NBRC Union Hotel Grant Admin	0.00	0.00	0.00	0.00	519.86	519.86
4801 Wakefield Circuit Rider	0.00	0.00	0.00	0.00	422.50	422.50
4802 Sanbornville Precinct	0.00	0.00	0.00	0.00	994.50	994.50
Total 4800 Town of Wakefield	0.00	0.00	0.00	0.00	1,936.86	1,936.86
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6000 Business and Economic Affairs						
6004 FY2024-2025 TBG	975.23	0.00	0.00	0.00	0.00	975.23
6003 BEA CEDR	0.00	0.00	12,048.21	0.00	0.00	12,048.21
Total 6000 Business and Economic Affairs	975.23	0.00	12,048.21	0.00	0.00	13,023.44
6100 NH DES						
6104 Coastal 24	823.45	0.00	0.00	0.00	0.00	823.45
6103 Coastal 23	0.00	0.00	2,591.43	0.00	0.00	2,591.43
6151 PSM Flood Smart Seacoast	436.28	0.00	0.00	0.00	0.00	436.28
Total 6100 NH DES	1,259.73	0.00	2,591.43¹²	0.00	0.00	3,851.16
6500 DEPT OF SAFETY (OEM)						
6502 BRIC DUR MID MIL NOT STR	0.00	0.00	5,563.75	0.00	0.00	5,563.75
Total 6500 DEPT OF SAFETY (OEM)	0.00	0.00	5,563.75¹³	0.00	0.00	5,563.75
6600 CDFA-CDBG Grant Administration						
6602 CDBG Gafney Home	699.03	0.00	0.00	0.00	0.00	699.03
6601 CAPSC-Strafford Cty Homeless Shelter	0.00	0.00	1,869.95	0.00	0.00	1,869.95
Total 6600 CDFA-CDBG Grant Administration	699.03	0.00	1,869.95	0.00	0.00	2,568.98
6800 NH Housing Authority						
6802 Housing Navigator	0.00	34,310.21	0.00	0.00	0.00	34,310.21

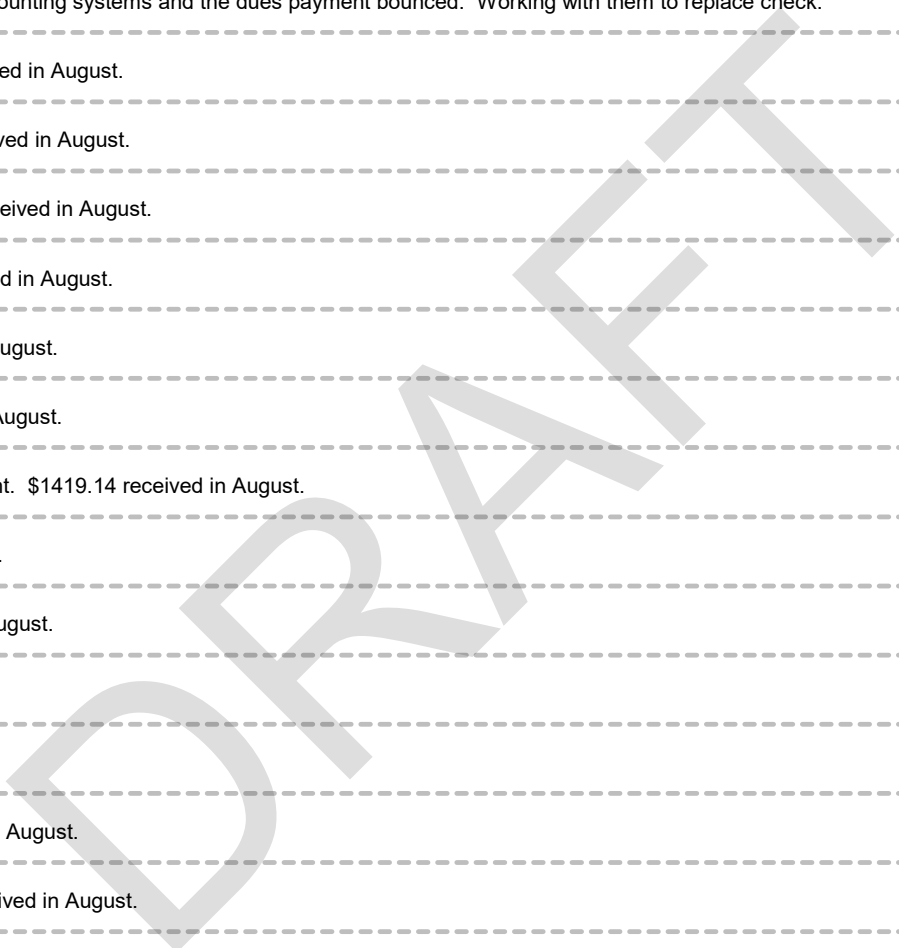
**Strafford Regional Planning Commission
A/R Aging Summary
As of July 31, 2023**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Total 6800 NH Housing Authority	0.00	34,310.21 ¹⁴	0.00	0.00	0.00	34,310.21
8000 DOT UPWP						
8002 UPWP 24-25	32,500.58	0.00	0.00	0.00	0.00	32,500.58
8001 UPWP 22-23	0.00	0.00	112,484.04	0.00	0.00	112,484.04
Total 8000 DOT UPWP	32,500.58	0.00	112,484.04	0.00	0.00	144,984.62
8100 COAST						
8101 CommuteSmart Seacoast	681.99	0.00	1,351.77	0.00	0.00	2,033.76
Total 8100 COAST	681.99	0.00	1,351.77 ¹⁵	0.00	0.00	2,033.76
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	114,852.63	30,138.68	149,724.96	0.00	1,937.76	296,654.03

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

1. Brookfield Dues: Requested letter verifying that the town is not paying dues, so a credit memo can be issued.
2. Town of Lee Dues: The town changed accounting systems and the dues payment bounced. Working with them to replace check.
3. City of Rochester Dues: \$22,413.57 received in August.
4. Town of Rollinsford Dues: \$3,239.74 received in August.
5. City of Somersworth Dues: \$10,270.90 received in August.
6. Barrington MP-Housing: \$1,169.84 received in August.
7. FAR Circuit Rider: \$3,701.98 received in August.
8. NOR Circuit Rider: \$2,813.06 received in August.
9. NOT Circuit Rider: \$1,303.65 reminder sent. \$1419.14 received in August.
10. ROC Rec MP: \$804.65 received in August.
11. SOM MP & Audit: \$4,022.63 received in August.
12. Coastal 23: \$2,591.43 received in August.
13. BRIC: \$5,563.75 received in August.
14. Housing Navigator: \$34,310.21 received in August.
15. CommuteSmart Seacoast: \$1,351.77 received in August.



Strafford Regional Planning Commission Profit & Loss July 2023

	Jul 23	Jul 22	\$ Change
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	11,568.56	10,896.18	672.38
SRPC Revenue			
Municipal and NonProfit Revenue			
3507 FAR HOP Grant	7,205.00	0.00	7,205.00
3104 BAR Housing MP Chapter	3,037.60	0.00	3,037.60
4605 SOM MP and Audit	4,145.18	0.00	4,145.18
4403 ROC Rec Chapter	1,786.97	0.00	1,786.97
3103 BAR Land Use Chapter	0.00	1,455.63	-1,455.63
3501 FAR Circuit Rider	3,051.98	4,139.38	-1,087.40
4201 NORPlanning Services	958.75	2,198.75	-1,240.00
4301 NOT Circuit Rider	1,432.59	1,828.75	-396.16
4701 Strafford Circuit Rider	3,605.91	1,821.88	1,784.03
4703 STR MP Update	0.00	2,042.50	-2,042.50
5151 GSCH - Tufts	3,587.51	597.25	2,990.26
5501 GIS Projects	48.00	0.00	48.00
Total Municipal and NonProfit Revenue	28,859.49	14,084.14	14,775.35
Total SRPC Revenue	28,859.49	14,084.14	14,775.35 ¹
Federal Agencies Incl EDD			
7003 EDD Planning Partnership	5,696.94	12,501.33	-6,804.39
7002 EDA CARES	0.00	32,274.06	-32,274.06
Total Federal Agencies Incl EDD	5,696.94	44,775.39	-39,078.45 ²
State Award Revenue			
6802 NHHA Housing Navigator	10,679.33	0.00	10,679.33
Dept of Bus & Econ Affairs			
6004 TBG 24-25	975.23	0.00	975.23
6001 TBG 22-23	0.00	1,162.85	-1,162.85
6002 ARPA RHNA	0.00	7,276.04	-7,276.04
Total Dept of Bus & Econ Affairs	975.23	8,438.89	-7,463.66
NHDES			
6104 Coastal 24	1,097.93	0.00	1,097.93
6151 Project of Special Merit	436.28	899.15	-462.87
Total NHDES	1,534.21	899.15	635.06
CDFA			
6601 CDBG Grant	699.03	1,564.38	-865.35
Total CDFA	699.03	1,564.38	-865.35
Pre-Disaster Mitigation			

Strafford Regional Planning Commission
Profit & Loss
July 2023

	Jul 23	Jul 22	\$ Change
6501 PDM19 BAR NDU ROL SOM	0.00	1,650.00	-1,650.00
Total Pre-Disaster Mitigation	0.00	1,650.00	-1,650.00
Total State Award Revenue	13,887.80	12,552.42	1,335.38 ³
MPO Revenue			
NH DOT			
8002 UPWP 24-25	36,111.76	0.00	36,111.76
8001 UPWP 22-23	0.00	49,545.27	-49,545.27
8101 COAST/CMAQ	767.24	0.00	767.24
Total NH DOT	36,879.00	49,545.27	-12,666.27
Total MPO Revenue	36,879.00	49,545.27	-12,666.27 ⁴
Contra Income Cash Match			
Cash Match CommuteSmart	-85.25	0.00	-85.25
Cash Match ROC Rec Chapter	-272.59	0.00	-272.59
Cash Match GSCH	-594.48	-98.97	-495.51
Coastal Cash Match	-274.48	0.00	-274.48
Cash Match NDU PREPA	0.00	1,250.00	-1,250.00
EDD Cash Match	-949.45	-998.94	49.49
DOT Cash Match			
BAR Cash Match	0.00	100.55	-100.55
DOT Cash Match - Other	-3,611.18	-4,954.53	1,343.35
Total DOT Cash Match	-3,611.18	-4,853.98	1,242.80
Total Contra Income Cash Match	-5,787.43	-4,701.89	-1,085.54
Contra Income InKind/Soft Match			
In-Kind EDD Match	-975.23	-7,506.65	6,531.42
In-Kind HazMit Match	0.00	-412.50	412.50
Total Contra Income InKind/Soft Match	-975.23	-7,919.15	6,943.92
Total Income	90,129.13	119,232.36	-29,103.23
Gross Profit	90,129.13	119,232.36	-29,103.23
Expense			
Personnel Expenses			
Salary and Wages	75,477.67	99,002.88	-23,525.21
Payroll Expenses			
PFML	1,606.08	0.00	1,606.08
Dental insurance expense	700.27	431.27	269.00
Health incentive	0.00	0.00	0.00
Health Insurance expense	9,785.95	5,722.76	4,063.19
Life Insurance expense	119.51	104.89	14.62

Strafford Regional Planning Commission
Profit & Loss
July 2023

08/15/23

Accrual Basis

	Jul 23	Jul 22	\$ Change
LTD Insurance expense	69.30	58.80	10.50
STD insurance expense	244.85	200.23	44.62
Payroll Processing Fees	267.50	369.75	-102.25
Pension expense	2,002.50	2,592.15	-589.65
Unemployment expense	207.67	164.08	43.59
Workers Compensation	157.50	159.08	-1.58
Payroll Taxes			
Medicare Expense	1,061.04	1,518.46	-457.42
Social Security expense	4,536.88	6,492.73	-1,955.85
Payroll Taxes - Other	0.06	-0.01	0.07
Total Payroll Taxes	5,597.98	8,011.18	-2,413.20
Total Payroll Expenses	20,759.11	17,814.19	2,944.92
Dues and Subscriptions	497.02	518.16	-21.14
Staff Training and Seminars	783.38	720.00	63.38
Total Personnel Expenses	97,517.18	118,055.23	-20,538.05
Equipment expense			
Copier Maintenance Contract	36.95	319.85	-282.90
Software expense			
ArInfo/View software	483.33	455.25	28.08
Office Software			
Community Viz	72.88	0.00	72.88
iDrive	0.00	66.57	-66.57
Timesheet Software	156.00	148.00	8.00
Survey Monkey	75.00	66.23	8.77
Zoom	45.83	58.32	-12.49
Adobe In Design	96.97	107.47	-10.50
Anti-virus software	0.00	40.85	-40.85
Constant Contact	112.50	85.50	27.00
DropBox	11.99	11.99	0.00
Microsoft Office 365	231.86	208.87	22.99
Total Office Software	803.03	793.80	9.23
Total Software expense	1,286.36	1,249.05	37.31
Traffic Count Expenses			
Traffic counting supplies	112.66	67.33	45.33
Total Traffic Count Expenses	112.66	67.33	45.33
Total Equipment expense	1,435.97	1,636.23	-200.26
Fixed Expenses			
Amortization-Building	2,341.39	0.00	2,341.39
Insurance			

Strafford Regional Planning Commission
Profit & Loss
July 2023

08/15/23

Accrual Basis

	Jul 23	Jul 22	\$ Change
Liability Insurance	657.50	597.75	59.75
Total Insurance	657.50	597.75	59.75
Rent	169.76	247.09	-77.33
Vehicle Expenses			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	92.87	165.86	-72.99
Vehicle Interest	22.36	45.45	-23.09
Total Vehicle Expenses	593.22	689.30	-96.08
Total Fixed Expenses	3,761.87	1,534.14	2,227.73
Communications			
Postage and Delivery	298.64	17.99	280.65
Telephone and Internet	436.38	412.25	24.13
Website maintenance and updates			
Website and logo design	17.98	8.44	9.54
Website maintenance and updates - Ot...	99.00	113.00	-14.00
Total Website maintenance and updates	116.98	121.44	-4.46
Total Communications	852.00	551.68	300.32
Administrative			
Bank Fees	15.00	0.00	15.00
Library & Planning Books	0.00	40.00	-40.00
Meetings Expense			
Meetings Advertising Expense	0.00	181.54	-181.54
Meetings Expense - Other	-795.61	0.00	-795.61 ⁷
Total Meetings Expense	-795.61	181.54	-977.15
Office Expense	534.49	1,149.42	-614.93 ⁸
Office Supplies			
Plotter Ink and Supplies	56.39	0.00	56.39
Office Supplies - Other	679.92	37.99	641.93
Total Office Supplies	736.31	37.99	698.32⁹
Printing and Reproduction	263.68	0.00	263.68 ¹⁰
Professional Fees			
Accounting, Audit	1,000.00	1,333.37	-333.37
Total Professional Fees	1,000.00	1,333.37	-333.37¹¹
Travel & Ent			
Travel	1,683.97	552.29	1,131.68 ¹²

Strafford Regional Planning Commission
Profit & Loss
July 2023

	Jul 23	Jul 22	\$ Change
Total Travel & Ent	1,683.97	552.29	1,131.68
Total Administrative	3,437.84	3,294.61	143.23
Contract Labor			
IT and Network support	2,009.00	270.00	1,739.00 ¹³
Pass Through Expense			
FAR HOP Consultant	7,205.00	0.00	7,205.00
EDA CARES Contract Support	0.00	6,819.25	-6,819.25
Project Supplies	158.93	0.00	158.93
Total Pass Through Expense	7,363.93	6,819.25	544.68 ¹⁴
Total Contract Labor	9,372.93	7,089.25	2,283.68
Total Expense	116,377.79	132,161.14	-15,783.35
Net Ordinary Income	-26,248.66	-12,928.78	-13,319.88
Other Income/Expense			
Other Income			
Interest Income	12.40	15.40	-3.00
Total Other Income	12.40	15.40	-3.00
Net Other Income	12.40	15.40	-3.00
Net Income	-26,236.26	-12,913.38	-13,322.88

Strafford Regional Planning Commission
Profit & Loss
July 2023

1. Municipal revenue: Municipal revenue streams continue to increase with the addition of Housing Opportunity Planning (HOP) grants, and several master plan updates.
2. Federal Agencies: EDD is ahead of last year's schedule that included a significant time investment in April to complete the CEDS. The CARES Act grant ended in the fall 2022. A new Brownfields grant started 7/1/23.
3. State Awards Revenue: The ARPA RHNA grant was closed out in December, 2022. 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 state contract "portfolio", it is hard to compare each contract from one fiscal year to another.
4. MPO Revenue: The new UPWP contract started 7/1/23 for another two-year cycle. Work on the new CommuteSmart Seacoast project began in June of this year.
5. Personnel Costs: In the prior year, there was high utilization of interns for the EDA CARES scanning scope of work. In the current year, benefits expenses have risen due to increases in insurance costs and the addition of Paid Family and Medical Leave benefits.
6. Amortization: As a result of the new GASB rules pertaining to the accounting of lease obligations, the rent check is now split between the current liability portion on the balance sheet, and a small amount of "interest" per the audit calculations, coded to rent expense. The bulk of what was previously rent expense is now reflected in a monthly journal entry and is coded as amortization. For July of this year, \$2,341.39 is coded to amortization and \$169.76 is coded to rent for total office space expense of \$2,511.15. A catch up entry was made for the prior year amortization expense in March 2023, once the monthly amortization amounts were obtained from the auditors.
7. Meeting Expense-Other: The current year amount reflects payments for the annual meeting attendance. The PayPal account balance for FY22 and FY23 attendance was transferred in the amount of \$565.61.
8. Office Expense: The \$25 per pay, per employee was discontinued after the 7/14/23 paycheck.
9. Office Supplies: This year's cost consists of stocking up on paper, ink, and reordering of check stock.
10. Printing and Reproduction: The current year cost is reimbursable, and was for post cards printed for the Housing Navigator grant.
11. Accounting, Audit: The FY23 engagement letter with a new firm was \$4,000 less than the FY22 audit cost. This reduced amount has been recorded on both the balance sheet and the profit and loss statements.
12. Travel: This year cost includes lodging and airfare for the EPA Brownfields Conference, to be billed in the September invoice.
13. IT and Network Support: A new IT provider was contracted and began work in January. Current fiscal year cost is to maintain the Cybersecurity framework \$1,050 per month, the base monthly maintenance fee of \$449 per month, and \$510 per computer per month.

Strafford Regional Planning Commission
Profit & Loss
July 2023

14. Pass Through Expense: Amounts are dependent on various contract support needs and timing of consultant work performed and associated invoices received. All pass through costs are reimbursable.
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**Strafford Regional Planning Commission
Income by Customer
July 2023**

Date	Name	Memo	Amount
2000 LTA (Local Technical Assistance)			
07/01/20	2000 LTA (...	Dues 138822.39 (LESS BRK) = 11568.56 JULY, 11568.53 AUG-JUN 24	11,568.56
Total 2000 LTA (Local Technical Assistance)			11,568.56
3100 Town of Barrington			
3104 Barrington MP-Housing			
07/31/20	3100 Town ...	Barrington Master Plan - Housing Chapter - July 2023	3,037.60
Total 3104 Barrington MP-Housing			3,037.60
Total 3100 Town of Barrington			3,037.60
3500 Town of Farmington			
3507 FAR HOP Grant			
07/31/20	3500 Town ...	Farmington Housing Opportunity Planning (HOP) Grant Progress Billing - July 2023	7,205.00
Total 3507 FAR HOP Grant			7,205.00
3501 FAR Circuit Rider			
07/31/20	3500 Town ...	Progress Billing - Farmington Circuit Rider - July 2023	3,051.98
Total 3501 FAR Circuit Rider			3,051.98
Total 3500 Town of Farmington			10,256.98
4200 Town of Northwood			
4201 NOR Circuit Rider			
07/31/20	4200 Town ...	Progress Billing - Northwood Circuit Rider - July 2023	958.75
Total 4201 NOR Circuit Rider			958.75
Total 4200 Town of Northwood			958.75
4300 Town of Nottingham			
4301 NOT Circuit Rider			
07/31/20	4300 Town ...	Progress Billing - Nottingham Circuit Rider - July 2023	1,432.59
Total 4301 NOT Circuit Rider			1,432.59
Total 4300 Town of Nottingham			1,432.59
4400 City of Rochester			
4403 ROC Rec MP			
07/31/20	4400 City of...	Rochester Recreation Master Plan Chapter - July 2023	1,786.97
07/31/20	4400 City of...	Cash Match - Rochester Recreation Chapter	-272.59
Total 4403 ROC Rec MP			1,514.38
Total 4400 City of Rochester			1,514.38
4600 City of Somersworth			

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

Date	Name	Memo	Amount
4605 SOM MP & Audit			
07/31/20	4600 City of...	Somersworth Housing Master Plan Chapter and Regulatory Framework Audit - July 2023	4,145.18
Total 4605 SOM MP & Audit			4,145.18
4600 City of Somersworth - Other			
07/26/20	4600 City of...	Somersworth Voting Wards Maps - Large color print	48.00
Total 4600 City of Somersworth - Other			48.00
Total 4600 City of Somersworth			4,193.18
4700 Town of Strafford			
4701 Strafford Circuit Rider			
07/31/20	4700 Town ...	Progress Billing - Strafford Circuit Rider - July 2023	3,605.91
Total 4701 Strafford Circuit Rider			3,605.91
Total 4700 Town of Strafford			3,605.91
5150 GSCH			
5151 Creating Age Friendly Communities			
07/31/20	5150 GSC...	Progress Billing - GSCH - July 2023	3,587.51
07/31/20	5150 GSC...	Cash Match	-594.48
Total 5151 Creating Age Friendly Communities			2,993.03
Total 5150 GSCH			2,993.03
6000 Business and Economic Affairs			
6004 FY2024-2025 TBG			
07/31/20	6000 Busin...	Targeted Block Grant 24-25 - Progress Billing - July 2023	975.23
Total 6004 FY2024-2025 TBG			975.23
Total 6000 Business and Economic Affairs			975.23
6100 NH DES			
6104 Coastal 24			
07/31/20	6100 NH D...	Coastal Technical Assistance Grant 23-306-09 - Progress Billing - July 2023	1,097.93
07/31/20	6100 NH D...	Cash Match	-274.48
Total 6104 Coastal 24			823.45
6151 PSM Flood Smart Seacoast			
07/31/20	6100 NH D...	Progress Billing PSM Flood Smart - May-Jul 2023	436.28
Total 6151 PSM Flood Smart Seacoast			436.28
Total 6100 NH DES			1,259.73
6600 CDFA-CDBG Grant Administration			

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

Date	Name	Memo	Amount
6602 CDBG Gafney Home			
07/31/20	6600 CDFA...	CDBG Grant Administration - Gafney Home - Feb-Jul 2023	699.03
Total 6602 CDBG Gafney Home			699.03
Total 6600 CDFA-CDBG Grant Administration			699.03
6800 NH Housing Authority			
6802 Housing Navigator			
07/31/20	6800 NH H...	Progress Billing - NHHFA Housing Navigator - July 2023	10,679.33
Total 6802 Housing Navigator			10,679.33
Total 6800 NH Housing Authority			10,679.33
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7003 EDA FY22			
07/31/20	7000 ECO...	Progress Billing EDD Planning Partnership - July 2023	5,696.94
07/31/20	7000 ECO...	In Kind Match	-975.23
07/31/20	7000 ECO...	Cash Match	-949.45
Total 7003 EDA FY22			3,772.26
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			3,772.26
8000 DOT UPWP			
8002 UPWP 24-25			
07/31/20	8000 DOT ...	Progress Billing - UPWP - July 2023	36,111.76
07/31/20	8000 DOT ...	10% Matching Funds	-3,611.18
Total 8002 UPWP 24-25			32,500.58
Total 8000 DOT UPWP			32,500.58
8100 COAST			
8101 CommuteSmart Seacoast			
07/31/20	8100 COAS...	COAST CommuteSmart Progress Billing - July 2023	767.24
07/31/20	8100 COAS...	CommteSmart Cash Match	-85.25
Total 8101 CommuteSmart Seacoast			681.99
Total 8100 COAST			681.99
TOTAL			90,129.13

Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July 2023

	Jul 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	11,568.56	11,568.56	0.00
SRPC Revenue			
Municipal and NonProfit Revenue			
3507 FAR HOP Grant	7,205.00	11,311.63	-4,106.63
3104 BAR Housing MP Chapter	3,037.60	2,388.88	648.72
4704 STR Tax Mapping	0.00	333.33	-333.33
4106 NKT HOP Grant	0.00	2,000.00	-2,000.00
4605 SOM MP and Audit	4,145.18	5,583.37	-1,438.19
4403 ROC Rec Chapter	1,786.97	1,916.63	-129.66
3501 FAR Circuit Rider	3,051.98	3,333.37	-281.39
3506 FAR Tax Maps FY23	0.00	333.33	-333.33
4201 NORPlanning Services	958.75	2,083.37	-1,124.62
4301 NOT Circuit Rider	1,432.59	2,083.37	-650.78
4701 Strafford Circuit Rider	3,605.91	3,166.63	439.28
4802 Sanbornville Precinct	0.00	666.66	-666.66
4803 WAK NBRC Union Hotel	0.00	250.00	-250.00
5151 GSCH - Tufts	3,587.51	0.00	3,587.51
5501 GIS Projects	48.00	1.00	47.00
Total Municipal and NonProfit Reven...	28,859.49	35,451.57	-6,592.08
Total SRPC Revenue	28,859.49	35,451.57	-6,592.08 ²
Federal Agencies Incl EDD			
7111 EPA Brownfields FY24-28	0.00	7,812.50	-7,812.50
7003 EDD Planning Partnership	5,696.94	11,666.63	-5,969.69
Total Federal Agencies Incl EDD	5,696.94	19,479.13	-13,782.19 ³
State Award Revenue			
6802 NHHA Housing Navigator	10,679.33	10,929.50	-250.17
Dept of Bus & Econ Affairs			
6004 TBG 24-25	975.23	925.88	49.35
Total Dept of Bus & Econ Affairs	975.23	925.88	49.35
NHDES			
6305 LSWP NKT SWP 359	0.00	1,620.87	-1,620.87
6104 Coastal 24	1,097.93	2,500.00	-1,402.07
6151 Project of Special Merit	436.28	0.00	436.28
Total NHDES	1,534.21	4,120.87	-2,586.66
UNH			
5209 UNH PREPA-SOM NAT RES MP	0.00	1,800.00	-1,800.00
5208 UNH PREPA-LEE NRI	0.00	1,685.87	-1,685.87
5207 UNH-PREPA DOV NRI	0.00	1,685.87	-1,685.87

Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July 2023

	Jul 23	Budget	\$ Over Budget
5206 UNH-GREAT BAY ADAPTS	0.00	416.63	-416.63
Total UNH	0.00	5,588.37	-5,588.37
CDFA			
6601 CDBG Grant	699.03	333.37	365.66
Total CDFA	699.03	333.37	365.66
Pre-Disaster Mitigation			
6503 BRIC21 MAD NOR ROC	0.00	2,666.63	-2,666.63
6502 BRIC20	0.00	1,163.88	-1,163.88
Total Pre-Disaster Mitigation	0.00	3,830.51	-3,830.51
Total State Award Revenue	13,887.80	25,728.50	-11,840.70 ⁴
MPO Revenue			
NH DOT			
8002 UPWP 24-25	36,111.76	58,792.38	-22,680.62
8101 COAST/CMAQ	767.24	666.63	100.61
Total NH DOT	36,879.00	59,459.01	-22,580.01
Total MPO Revenue	36,879.00	59,459.01	-22,580.01
Contra Income Cash Match			
Cash Match CommuteSmart	-85.25	-166.63	81.38
Cash Match GSCH	-594.48	0.00	-594.48
Coastal Cash Match	-274.48	-208.37	-66.11
LSWP Cash Match	0.00	-74.13	74.13
EDD Cash Match	-949.45	-1,458.37	508.92
DOT Cash Match	-3,611.18	-5,879.25	2,268.07
Total Contra Income Cash Match	-5,787.43	-7,786.75	1,999.32
Contra Income InKind/Soft Match			
IK BRIC 21	0.00	-666.63	666.63
IK BRIC 20	0.00	-291.00	291.00
In-Kind Coastal Match	0.00	-1,041.63	1,041.63
IK LSWP	0.00	-194.75	194.75
In-Kind EDD Match	-975.23	-4,375.00	3,399.77
Total Contra Income InKind/Soft Match	-975.23	-6,569.01	5,593.78
Total Income	90,129.13	137,331.01	-47,201.88 ¹
Gross Profit	90,129.13	137,331.01	-47,201.88
Expense			

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2023

	Jul 23	Budget	\$ Over Budget
Personnel Expenses			
Salary and Wages	75,477.67	83,133.87	-7,656.20
Payroll Expenses			
PFML	1,606.08	1,502.50	103.58
Dental insurance expense	700.27	615.37	84.90
Health incentive	0.00	994.62	-994.62
Health Insurance expense	9,785.95	10,899.38	-1,113.43
Life Insurance expense	119.51	127.00	-7.49
LTD Insurance expense	69.30	69.75	-0.45
STD insurance expense	244.85	239.63	5.22
Payroll Processing Fees	267.50	314.87	-47.37
Pension expense	2,002.50	2,440.37	-437.87
Unemployment expense	207.67	185.87	21.80
Workers Compensation	157.50	158.25	-0.75
Payroll Taxes	5,597.98	6,435.87	-837.89
Total Payroll Expenses	20,759.11	23,983.48	-3,224.37
Dues and Subscriptions	497.02	399.37	97.65
Staff Training and Seminars	783.38	1,250.00	-466.62
Total Personnel Expenses	97,517.18	108,766.72	-11,249.54 ⁵
Equipment expense			
Copier Maintenance Contract	36.95	325.00	-288.05
Office furniture			
Computer equipment	0.00	250.00	-250.00
Office furniture - Other	0.00	83.37	-83.37
Total Office furniture	0.00	333.37	-333.37
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	41.63	-41.63
Total Other Equipment Repair and C...	0.00	41.63	-41.63
Software expense			
ArcInfo/View software	483.33	528.13	-44.80
Office Software	803.03	923.37	-120.34
Total Software expense	1,286.36	1,451.50	-165.14
Traffic Count Expenses			
Traffic counting supplies	112.66	0.00	112.66
Traffic Count Expenses - Other	0.00	250.00	-250.00
Total Traffic Count Expenses	112.66	250.00	-137.34
Total Equipment expense	1,435.97	2,401.50	-965.53 ⁶

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2023

	Jul 23	Budget	\$ Over Budget
Fixed Expenses			
Amortization-Building	2,341.39	0.00	2,341.39
Insurance			
Liability Insurance	657.50	597.75	59.75
Total Insurance	657.50	597.75	59.75
Rent	169.76	2,500.00	-2,330.24 ⁷
Vehicle Expenses	593.22	832.75	-239.53
Total Fixed Expenses	3,761.87	3,930.50	-168.63
Communications			
Media Outreach Expense	0.00	83.37	-83.37
Office Telephone System	0.00	97.00	-97.00
Postage and Delivery	298.64	33.37	265.27
Telephone and Internet	436.38	300.00	136.38
Website maintenance and updates	116.98	118.88	-1.90
Total Communications	852.00	632.62	219.38
Administrative			
Meetings Expense	-795.61	291.63	-1,087.24 ⁸
Office Expense	534.49	833.37	-298.88
Office Supplies	736.31	333.37	402.94
Printing and Reproduction	263.68	12.50	251.18
Professional Fees			
Accounting, Audit	1,000.00	1,333.37	-333.37
Legal Fees	0.00	333.37	-333.37
Total Professional Fees	1,000.00	1,666.74	-666.74
Travel & Ent	1,683.97	416.63	1,267.34 ⁹
Total Administrative	3,437.84	3,554.24	-116.40
Contract Labor			
IT and Network support	2,009.00	2,416.63	-407.63
Pass Through Expense			
LEE NRI PREPA Consultant	0.00	500.00	-500.00
DOV NRI PREPA Consultant	0.00	500.00	-500.00
Misc Consultants - Contract TBD	0.00	1,250.00	-1,250.00
FAR HOP Consultant	7,205.00	9,422.88	-2,217.88
NHHFA Pass Through Expense	0.00	190.50	-190.50
EPA Brownfields Consultants	0.00	7,078.13	-7,078.13
NHDOT Consultant	0.00	4,166.63	-4,166.63
Total Pass Through Expense	7,363.93	23,108.14	-15,744.21 ¹⁰

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

	<u>Jul 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total Contract Labor	9,372.93	25,524.77	-16,151.84
Total Expense	116,377.79	144,810.35	-28,432.56
Net Ordinary Income	-26,248.66	-7,479.34	-18,769.32
Other Income/Expense			
Other Income			
Interest Income	12.40	8.33	4.07
Total Other Income	12.40	8.33	4.07
Net Other Income	12.40	8.33	4.07
Net Income	<u><u>-26,236.26</u></u>	<u><u>-7,471.01</u></u>	<u><u>-18,765.25</u></u>

DRAFT

Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July 2023

-
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.

 2. Municipal Revenue: The Strafford and Farmington tax maps have been started but are not completed, and will be billed once complete. The NKT HOP grant has not started yet. Staff are working with the Sanbornville Precinct to get invoices processed. We are still waiting for confirmation of a Notice to Proceed on the NBRC Union Hotel grant.

 3. Federal Agency Revenue: The HUD EDI CDS grant is still pending and is budgeted to start in January. The EPA Brownfields grant started July, and staff has attended the initial training. Brownfields billing will start in September.

 4. State Award Revenue: LSWP NKT is a task-based billing, and can only be billed when a task is 50% or 100% complete. The SOM, LEE, and DOV PREPA grants were just finalized mid-August. The Great Bay Adapts grant subaward to SRPC will be completed once a project coordinator is hired by UNH. The Pre-Disaster Mitigation grants are also task-based billings. Middleton, Nottingham, and Strafford began work last month under the BRIC grant #6502 funding. Work has not yet started on the new BRIC #6503 funding.

 5. Personnel: Salaries and Wages were spread evenly over the 12 month period. Actual utilization of interns may not coincide with the monthly budgeting of these salaries. In addition, staff utilizing paid family and medical leave has resulted in decreased actual wages paid. Health Incentive expenses were spread evenly over the 12 month period, but are typically paid out at fiscal year-end or when an employee leaves. Health benefits and Pension expense were estimated and may not reflect actual staff utilization.

 6. Equipment: Software expenses are spread evenly over the 12 month period. The QuickBooks license will renew in early 2024, and typically costs approximately \$1,500.

 7. Rent: Rent expense is split between Amortization and Rent expense, per the new GASB ruling. See Profit and Loss note, Amortization.

 8. Meeting Expense: Actual reflects transfer of PayPal funds for FY22 and FY23 Annual Meeting attendance fees received.

 9. Travel: Expenses are spread evenly over the 12 months. Actual expenses reflect staff attendance at the EPA Brownfield Conference, and include lodging and airfare.

 10. 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.

Annual Grant and Contract Authorization
Fiscal Year 2024

On an annual basis the Executive Committee should affirm, or reaffirm, that the Executive Director is authorized to file applications, sign contracts and implement the annual work program.

Proposed Motion:

THAT the Executive Director, or in his/her absence, the Acting Executive Director, be authorized to file applications with federal, state and local governmental units, and other agencies and organizations to implement Strafford Regional Planning Commission's work program, and to execute agreements to receive funds for such purposes.

CERTIFICATE OF VOTE

I, _____ (name) _____, hereby certify that I am duly elected Clerk/Secretary/Officer of Strafford Regional Planning Commission. I hereby certify the following is a true copy of a vote taken at a meeting of the Strafford Regional Planning Commission’s Executive Committee, duly called and held on July 15, 2022, at which a quorum of members was present and voting.

VOTED: That the Executive Director, or in his/her absence, the Acting Executive Director, be authorized to file applications with federal, state and local governmental units, and other agencies and organizations to implement Strafford Regional Planning Commission’s work program, and to execute agreements to receive funds for such purposes.

The following person has been appointed to and now occupies the office specified in the vote above:
Executive Director Jennifer Czysz

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. This authority remains valid for thirty (30) days from the date of this Certificate of Vote. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

DATED: _____

ATTEST:

Clerk/Secretary/Officer, Strafford Regional Planning Commission

State of New Hampshire, County of Strafford

On this the 17th day of March 2023, before me, _____. personally appeared, who acknowledged himself to be the Clerk/Secretary/Officer of the Strafford Regional Planning Commission, being authorized so to do, execute the foregoing instrument for the purpose therein contained.

IN WITNESS THEREOF, I hereunto set my hand and seal.

Notary Public

(seal)

Strafford Regional Planning Commission

Fiscal Year 2025 Dues Rates - Option 3

To be reviewed by the Executive Committee at the Aug. & Sep. meetings, for adoption by the full Commission September 28, 2023

					CPI	3.2%	3.2%		
Current FY2023 Dues Rates					Proposed FY2024 Dues Rates				
Community	2020 Census Population	FY2024 Per Capita Rate for up to 5,000 Population	FY2024 Per Capita Rate for above 5,000 Population	FY2024 Adopted Dues	2022 Population Estimate	FY2025 Per Capita Rate for up to 5,000 Population using CPI Increase above	FY2024 Per Capita Rate for above 5,000 Population using CPI Increase above	FY2025 Proposed Dues	Dues Change from FY2024
Dover	32,741	\$1.2475	\$0.5884	\$22,560.08	33,234	\$1.2874	\$0.6072	\$23,581.37	\$1,021.28
Rochester	32,492	\$1.2475	\$0.5884	\$22,413.57	33,018	\$1.2874	\$0.6072	\$23,450.21	\$1,036.63
Durham	15,490	\$1.2475	\$0.5884	\$12,409.71	14,695	\$1.2874	\$0.6072	\$12,324.08	-\$85.63
Somersworth	11,855	\$1.2475	\$0.5884	\$10,270.90	12,037	\$1.2874	\$0.6072	\$10,710.09	\$439.18
Newmarket	9,430	\$1.2475	\$0.5884	\$8,844.05	9,459	\$1.2874	\$0.6072	\$9,144.67	\$300.62
Barrington	9,326	\$1.2475	\$0.5884	\$8,782.86	9,474	\$1.2874	\$0.6072	\$9,153.78	\$370.92
Farmington	6,722	\$1.2475	\$0.5884	\$7,250.68	6,839	\$1.2874	\$0.6072	\$7,553.75	\$303.07
Nottingham	5,229	\$1.2475	\$0.5884	\$6,372.21	5,371	\$1.2874	\$0.6072	\$6,662.35	\$290.14
Wakefield	5,201	\$1.2475	\$0.5884	\$6,355.74	5,288	\$1.2874	\$0.6072	\$6,611.95	\$256.21
Northwood	4,641	\$1.2475		\$5,789.62	4,684	\$1.2874		\$6,030.25	\$240.63
Lee	4,520	\$1.2475		\$5,638.67	4,567	\$1.2874		\$5,879.62	\$240.95
Milton	4,482	\$1.2475		\$5,591.27	4,536	\$1.2874		\$5,839.71	\$248.44
Strafford	4,230	\$1.2475		\$5,276.90	4,280	\$1.2874		\$5,510.13	\$233.23
New Durham	2,693	\$1.2475		\$3,359.50	2,770	\$1.2874		\$3,566.14	\$206.63
Rollinsford	2,597	\$1.2475		\$3,239.74	2,638	\$1.2874		\$3,396.20	\$156.46
Madbury	1,918	\$1.2475		\$2,392.69	1,964	\$1.2874		\$2,528.48	\$135.79
Middleton	1,823	\$1.2475		\$2,274.18	1,856	\$1.2874		\$2,389.44	\$115.26
Brookfield	755	\$1.2475		\$941.86	774	\$1.2874		\$996.46	\$54.60
TOTALS	156,145			\$ 139,764.25	157,484			\$145,328.65	\$5,564.40

Without Brookfield \$138,822.39

Without Brookfield \$144,332.20 \$5,509.80

Adjusted by population and CPI

Sources:

CPI: <http://www.bls.gov/news.release/pdf/cpi.pdf>

Population Estimates: <https://www.nh.gov/osi/data-center/population-estimates.htm>

STRAFFORD

Regional Planning Commission

August 18, 2023

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

RE: August 2023 Minor Revisions to the 2023-2026 TIP

Dear Mr. Watson:

The Strafford Regional Planning Commission (SRPC) staff has received a request to approve the August 2023 Minor Revisions to Strafford Metropolitan Planning Organization's approved 2023-2026 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 2023-2026 TIP as proposed.

Sincerely,

Jennifer Czysz, AICP
Executive Director



August 2023 TIP Minors Table of Contents

Funding Changes

Program – Pavement Marking	Page 1
Program – Reconstruction of Crossings, Signals, and Related Work	Page 2-3
Milton, NH – Lebanon, ME (40658)	Page 4
Barrington (41415)	Page 5
Program HSIP	Page 6-7

2023 - 2026 SRPC Transportation Improvement Program

August 2023 Minors

7/19/2023

Please refer to the 2023 - 2026 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 2023 - 2026 TIP.

PROGRAM PVMRK

Towns: Statewide
 Road: Various
 Scope: Statewide Pavement Marking Annual Project
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$1,000		\$0	\$0	\$1,000
PE	2024	\$1,000		\$0	\$0	\$1,000
PE	2025	\$1,000		\$0	\$0	\$1,000
PE	2026	\$1,000		\$0	\$0	\$1,000
CON	2023	\$3,349,000		\$0	\$0	\$3,349,000
CON	2024	\$3,349,000		\$0	\$0	\$3,349,000
CON	2025	\$3,349,000		\$0	\$0	\$3,349,000
CON	2026	\$3,349,000		\$0	\$0	\$3,349,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$1,000		\$0	\$0	\$1,000
PE	2024	\$1,000		\$0	\$0	\$1,000
PE	2025	\$1,000		\$0	\$0	\$1,000
PE	2026	\$1,000		\$0	\$0	\$1,000
CON	2023	\$3,349,000		\$0	\$0	\$3,349,000
CON	2024	\$3,349,000		\$0	\$0	\$3,349,000
CON	2025	\$3,349,000		\$0	\$0	\$3,349,000
CON	2026	\$3,349,000		\$0	\$0	\$3,349,000

Change Notes

NHDOT Description of Changes

SRPC Notes

No impact on individual child projects

Funding Sources

FHWA

STBG-State Flexible

National Highway Performance

Highway Safety Improvement Program (HSIP)

Toll Credit

PROGRAM RRRCS

Towns: Statewide

Road: Statewide Railroad Crossings

Scope: RECONSTRUCTION OF CROSSINGS, SIGNALS, & RELATED WORK (Annual Project)

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$250,000		\$0	\$0	\$250,000
PE	2024	\$250,000		\$0	\$0	\$250,000
PE	2025	\$250,000		\$0	\$0	\$250,000
PE	2026	\$250,000		\$0	\$0	\$250,000
ROW	2024	\$5,000		\$0	\$0	\$5,000
ROW	2025	\$5,000		\$0	\$0	\$5,000
ROW	2026	\$5,000		\$0	\$0	\$5,000
CON	2023	\$925,000		\$0	\$0	\$925,000
CON	2024	\$925,000		\$0	\$0	\$925,000
CON	2025	\$925,000		\$0	\$0	\$925,000
CON	2026	\$925,000		\$0	\$0	\$925,000
OTHER	2023	\$5,000		\$0	\$0	\$5,000
OTHER	2024	\$5,000		\$0	\$0	\$5,000
OTHER	2025	\$5,000		\$0	\$0	\$5,000
OTHER	2026	\$5,000		\$0	\$0	\$5,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$250,000		\$0	\$0	\$250,000
PE	2024	\$250,000		\$0	\$0	\$250,000
PE	2025	\$250,000		\$0	\$0	\$250,000
PE	2026	\$250,000		\$0	\$0	\$250,000
ROW	2024	\$5,000		\$0	\$0	\$5,000
ROW	2025	\$5,000		\$0	\$0	\$5,000
ROW	2026	\$5,000		\$0	\$0	\$5,000
CON	2023	\$3,425,000		\$0	\$0	\$3,425,000
CON	2024	\$425,000		\$0	\$0	\$425,000
CON	2025	\$425,000		\$0	\$0	\$425,000
CON	2026	\$425,000		\$0	\$0	\$425,000
OTHER	2023	\$5,000		\$0	\$0	\$5,000
OTHER	2024	\$5,000		\$0	\$0	\$5,000
OTHER	2025	\$5,000		\$0	\$0	\$5,000

OTHER	2026	\$5,000	\$0	\$0	<i>\$5,000</i>
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Change Notes

NHDOT Description of Changes

SRPC Notes

No impact on individual child projects

Funding Sources

FHWA

RL - Rail Highway

Highway Safety Improvement Program (HSIP)

NHDOT

Toll Credit

MILTON, NH-LEBANON, ME 40658

Towns: Milton
 Road: Townhouse Road over Northeast Pond
 Scope: Bridge Replacement-Townhouse Road over Northeast Pond-formerly Br. #168/152 - proposed Br. #168/151
 Acronyms: MOBRR: Municipally-Owned Bridge Replacement and Rehabilitation

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$94,600		\$0	\$131,150	\$225,750
ROW	2023	\$8,800		\$0	\$7,200	\$16,000
CON	2025	\$704,522		\$0	\$976,724	\$1,681,245

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$86,000		\$0	\$129,000	\$215,000
ROW	2024	\$8,000		\$0	\$7,000	\$15,000
CON	2025	\$704,522		\$0	\$976,724	\$1,681,245

Change Notes

NHDOT Description of Changes

SRPC Notes

Inflation reduction. Shifted PE and ROW fiscal year from 2023 to 2024

Funding Sources

FHWA

STBG-Off System Bridge

Bridge On/Off System

Bridge Off System

OTHER

Towns

Maine

BARRINGTON 41415

Towns: BARRINGTON
Road: US Route 4
Scope: Rehab or Replacement of red list bridge carrying US 4 over Oyster River in the Town of Barrington

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$110,000		\$0	\$0	\$110,000
PE	2025	\$220,000		\$0	\$0	\$220,000
ROW	2025	\$168,850		\$0	\$0	\$168,850
CON	2026	\$2,956,649		\$0	\$0	\$2,956,649

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$110,000		\$0	\$0	\$110,000
PE	2025	\$221,926		\$0	\$0	\$221,926
ROW	2025	\$170,328		\$0	\$0	\$170,328
CON	2026	\$3,008,646		\$0	\$0	\$3,008,646

Change Notes

NHDOT Description of Changes

SRPC Notes

Inflation increase

Funding Sources

FHWA

STBG-State Flexible

STBG-Non Urban Areas Under 5K

STBG-5 to 200K

National Highway Performance

NHDOT

Toll Credit

PROGRAM HSIP

Towns: Statewide
 Road: Various
 Scope: HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$1,650,000		\$0	\$0	\$1,650,000
PE	2024	\$600,000		\$0	\$0	\$600,000
PE	2025	\$500,000		\$0	\$0	\$500,000
PE	2026	\$500,000		\$0	\$0	\$500,000
ROW	2023	\$200,000		\$0	\$0	\$200,000
ROW	2024	\$150,000		\$0	\$0	\$150,000
ROW	2025	\$150,000		\$0	\$0	\$150,000
ROW	2026	\$150,000		\$0	\$0	\$150,000
CON	2023	\$7,386,989		\$0	\$0	\$7,386,989
CON	2024	\$11,596,257		\$0	\$0	\$11,596,257
CON	2025	\$11,880,072		\$0	\$0	\$11,880,072
CON	2026	\$12,164,464		\$0	\$0	\$12,164,464
OTHER	2023	\$150,000		\$0	\$0	\$150,000
OTHER	2024	\$150,000		\$0	\$0	\$150,000
OTHER	2025	\$150,000		\$0	\$0	\$150,000
OTHER	2026	\$150,000		\$0	\$0	\$150,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$2,000,000		\$0	\$0	\$2,000,000
PE	2024	\$600,000		\$0	\$0	\$600,000
PE	2025	\$300,000		\$0	\$0	\$300,000
PE	2026	\$350,000		\$0	\$0	\$350,000
ROW	2023	\$200,000		\$0	\$0	\$200,000
ROW	2024	\$150,000		\$0	\$0	\$150,000
ROW	2025	\$150,000		\$0	\$0	\$150,000
ROW	2026	\$150,000		\$0	\$0	\$150,000
CON	2023	\$11,477,727		\$0	\$0	\$11,477,727
CON	2024	\$10,176,257		\$0	\$0	\$10,176,257
CON	2025	\$6,566,339		\$0	\$0	\$6,566,339
CON	2026	\$11,379,350		\$0	\$0	\$11,379,350
OTHER	2023	\$770,000		\$0	\$0	\$770,000

OTHER	2024	\$150,000	\$0	\$0	<i>\$150,000</i>
OTHER	2025	\$150,000	\$0	\$0	<i>\$150,000</i>
OTHER	2026	\$150,000	\$0	\$0	<i>\$150,000</i>

Change Notes

NHDOT Description of Changes

SRPC Notes

Inflation change to Durham project 42523

Funding Sources

FHWA

STBG-State Flexible

Hwy Infrastructure

Highway Safety Improvement Program (HSIP)

NHDOT

Toll Credit