

STRAFFORD

Regional Planning Commission

SRPC EXECUTIVE COMMITTEE MEETING

October 20, 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 mtaylorfetter@trafford.org or call 603-994-3500 (x115).

Agenda Item	Time	Notes
1) Welcome and Introductions	8:00-8:05	N/A
2) Action Items (Motions Required) a) Approval of the September 15, 2023 Minutes b) Acceptance of the Draft Aug. Financials c) Approval of SIMPLE IRA Employer Contribution for CY2024	8:05-8:25	a) Minutes Enclosed b) See Memo & Enclosed c) See Memo & Enclosed
3) Updates and Discussion Items a) NHARPC Member Appointments b) Awards, Contracts, and General Business c) September Monthly Minors	8:25-9:25	a) See Memo & Enclosed b) See Memo & Enclosed c) See Memo
4) Other Business	9:25-9:30	N/A
5) Adjourn	9:30	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

Strafford Regional Planning Commission Executive Committee Meeting

150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
September 15, 2023
Meeting Minutes

1. Welcome/Introductions

Members attending in person:

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

Staff attending in person: Jennifer Czysz

Members attending remotely: Peter Nelson, Newmarket

2. Executive Director Review, Non-Public Session per RSA:3 II (a)

T. Crosby motioned to enter into Non-Public Session per RSA:3 II (a), citing personnel reasons. D. Hamann seconded the motion. A roll call vote was taken: W. Fisher, D. Hamann, T. Crosby, B. Holstein, D. Landry, M. Bobinsky, P. Nelson all voted in favor. Motion passed with a unanimous vote in favor.

The committee entered into Non-Public Session at 8:04

M Bobinsky motioned to come out of non-public session seconded by D. Hamann. A roll call vote was taken: W. Fisher, D. Hamann, T. Crosby, B. Holstein, D. Landry, M. Bobinsky, P. Nelson. Motion passed with a unanimous vote in favor.

D. Hamann motioned to seal the non-public minutes seconded by T. Corsby. A roll call vote was taken: W. Fisher, D. Hamann, T. Crosby, B. Holstein, D. Landry, M. Bobinsky, P. Nelson all voted in favor. Motion passed with a unanimous vote in favor.

At 8:29AM B. Fisher was excused from the meeting and K. Kasper stepped in as alternate.

3. Action Items

a. Acceptance of the August 18, 2023 Minutes

D. Hamann motioned to accept the meeting minutes of August as written. T. Crosby seconded the motion. A roll call vote was taken: K. Kasper, D. Hamann, T. Crosby, B. Holstein, D. Landry, M. Bobinsky, P. Nelson all voted in favor. Motion passed with a unanimous vote in favor.

b. Acceptance of the Draft August Financials

The acceptance of the draft August financials were tabled to the October meeting.

c. Recommend Commission Adoption of the FY2025 Dues

J. Czysz stated that at their last meeting, the committee reviewed the three options for the FY24 dues. These include adjusting by population only, as well as the population change plus ½ of CPI, and by CPI. 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.

The committee needs a motion to recommend one of the options for adoption by the Commission at the quarterly meeting on September 21st.

D. Hamann motioned to recommend option 3, adjust by population and CPI. M. Bobinsky seconded the motion. A roll call vote was taken: K. Kasper, D. Hamann, T. Crosby, B. Holstein, D. Landry, M. Bobinsky, P. Nelson all voted in favor. Motion passed with a unanimous vote in favor.

d. Approve FY2024 Organizational Goals

J. Czysz provided a list of goals for FY24:

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.

The committee members discussed ideas for FY24 goals and requested:

- Commissioners be alerted to other meetings.
- Find a way to announce other meetings.
- Invite EC/Commissioners to TAC meetings.
- Commissioners network with their outside agencies.

D. Hamann motioned to approve the FY24 Organizational Goals seconded by T. Corsby. A roll call vote was taken: K. Kasper, D. Hamann, T. Crosby, B. Holstein, D. Landry, M. Bobinsky, P. Nelson all voted in favor. Motion passed with a unanimous vote in favor.

e. Approve mov to .GOV domain name

J. Czys stated that as part of SRPC's ongoing efforts to improve cybersecurity, a next step is to switch from a .org to a .gov domain name. This will require some internal logistics to achieve (changes to email and website addresses), The proposed new domain is StraffordRPC.nh.gov.

The group engaged in a brief discussion on the advantages of switching and what the process of making the change will be.

D. Hamann motioned to approve the move to .Gov domain seconded by T. Crosby. A roll call vote was taken: K. Kasper, D. Hamann, T. Crosby, B. Holstein, D. Landry, M. Bobinsky, P. Nelson all voted in favor. Motion passed with a unanimous vote in favor.

4. Updates and Discussion Items

J. Czys stated there are two big updates this week. We have received the signed contract form HUD and have also received the USDA Rural Development Grant documents for Farmington and Milton.

J. Czys highlighted the awards and contracts:

Recently Completed Contracts:

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (pending Notice to Proceed)
- UNH PREPA Coastal Watershed Grants: Dover and Lee Natural Resource Inventories and Somersworth Natural Resources Master Plan Chapter (contracts previously executed, but UNH has required the PREP staff to use a different contract form, pending those contract changes)
- 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.
- NHDES Coastal Resilience grant: Newmarket Waterfront Design Master Plan Chapter (pending Town Council approval in September)
- Milton & Farmington USDA Community Facilities Technical Assistance Grant

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

Submitted Pending Decisions:

- Somersworth – Granite Y Child Care CDBG Grant Application
- NFWF Durham Living Shorelines Phase 2
- Newmarket Comprehensive Master Plan Update
- NOAA Climate Resilience Regional Challenge (Thriving NH Coast)

In Development:

- NHCDFR Transformative Planning Grant
- Newmarket outreach to support form based zoning code changes
- 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

a. September Monthly Minors

C. Lentz provided a brief review of the minors. He stated there are 3 statewide problematics that do not affect projects in our region. He stated that they are expecting an amendment in October from DOT.

5. Other Business

There was no other business.

6. Adjourn

At 8:58 AM, D. Hamann motioned to adjourn seconded by T. Crosby. A roll call vote was taken: K. Kasper, D. Hamann, T. Crosby, B. Holstein, D. Landry, M. Bobinsky, P. Nelson All voted in favor.

STRAFFORD

Regional Planning Commission

DATE: October 16, 2023
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the October 20, 2023 Meeting

The following notes correspond to individual agenda items for discussion.

2b. Accept the Draft August Financials

Balance Sheet: Account balances are lower than we would like at this point in the fiscal year due to 2 factors: late payments from NHDOT and BEA, that are now resolved, and running at a deficit in the first quarter of FY24.

Accounts Receivable: Of the \$157,408 due at the end of August, \$76,532 were the current month's invoices. Another \$31,371 was received in September, leaving a past due balance of \$49,505. This includes the July UPWP invoice of \$32,500 that is expected to be received in early October. DOT implemented new invoice procedures effective July 1 that initially slowed down the processing of payments. This has since been resolved and we expect processing times to return to normal with the recently invoiced September expenses.

Profit and Loss: August, like July, operated at a loss (\$10,808). Year-to-date, the net loss at the end of August was \$37,044. Factors impacting the profit and loss include not achieving billable targets for the UPWP and environmental projects, compounded by higher indirect rates due to vacation time over the summer and a period of heavier grant writing. This has been reviewed with project managers to help monitor and increase billable time as we enter the 2nd quarter of the fiscal year.

2c. Approval of SIMPLE IRA Employer Contribution for CY2024

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

3a. NHARPC Member Appointments

The New Hampshire Association of Regional Planning Commissions (NHARPC) is the affiliation of the nine regional planning commissions (RPCs) in the state of New Hampshire. The members of the association are the Commissioners of the nine RPCs, and services are provided by RPC staff. Each region is entitled to 4 seats: (1) the executive director, (2) commissioner full voting members, (1) commissioner alternate. Currently, Don Hamann serves as a voting member, Leslie Schwartz an alternate. Leslie has not been able to

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participate and recommended a new alternate, in addition to our vacant full member position.

3b. Awards, Contracts and General Business Update

Indirect Rate: As of July 1, 2023 SRPC’s approved indirect cost rate is 111.63%. as of the end of

August, we are operating at 118.4%.

August 2023 Dues (FY24 YTD):

Income:	
FY23 Dues Paid	\$23,152.09
Total Income	\$23,152.09

Expenses:	
Planning Salaries	\$1,085.60
Dues and Subscriptions	\$20.10
Staff Training	\$60.00
Vehicle Interest	\$42.73
Bank Fees	\$15.00
Meeting Expense	-\$795.61
Office Expense	\$14.97
Travel	\$19.65
Indirect (111.63%)	\$1,211.86
Total SRPC Expenses	\$1,674.30

Cash Match:	
UPWP	\$8,403.80
EDA	\$1,885.38
Coastal	\$729.25
LSWP	\$39.67
GSCH	\$1,317.51
CommuteSmart	\$85.25
ROC Recreation Chapter	\$380.09
Total Cash Match	\$12,840.95

Contract Overages:	
Total Contract Overages	

Total Expenses	\$14,515.25
Annual Dues Remaining	\$8,636.84

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:

- UNH PREPA Coastal Watershed Grants: Dover and Lee Natural Resource Inventories and Somersworth Natural Resources Master Plan Chapter (finalized)
- Strafford and Farmington Tax Maps
- Great Bay 2030 – Year 1: Great Bay Adapts (signed in October)
- Brownfields Assessments, grant started 10/1/2023
- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (finalized)
- Newmarket Comprehensive Master Plan Update including Housing Chapter HOP grant

Contracts in Process:

- Safe Streets for All – FHWA
- Milton & Farmington USDA Community Facilities Technical Assistance Grant – pending final contract execution
- NHDES Coastal Resilience grant: Newmarket Waterfront Design Master Plan Chapter (pending Governor and Council approval)

Awarded Pending Contract:

- Town of Milton Nitrogen Source Identification Plans (pending engineering procurement)

Submitted Pending Decisions:

- National Fish and Wildlife Foundation – Wagon Hill Living Shorelines Phase 2 (LOI submitted)
- CMZ Bipartisan Infrastructure Law – Wagon Hill Living Shorelines Phase 2 (LOI selected for full proposal – waiting to hear on NFWF LOI)
- Somersworth – Granite Y Childcare CDBG Grant Application
- NHDES 319 – Sunrise Lake Implementation (LOI submitted)
- NHDES 604(b) – Milton Three Ponds Watershed Plan (LOI submitted)
- NHDES 604(b) – Cocheco River Management Plan (LOI submitted)
- Newmarket Phase 3 HOP Grant: outreach and GIS support for form-based zoning code changes
- New Durham Contract Planner
- NOAA Climate Resilience Regional Challenge (LOI submitted)
- Great Bay 2030 – Year 2
 - Farmington Stormwater Drainage Study Update (LOI submitted)
 - Installation of Signage Throughout the Watershed (LOI submitted)
 - Milton Three Ponds Watershed Management Plan (LOI submitted)

In Development:

- NHCDFA Transformative Planning Grant
- NHDES Coastal Flood Risk Summary Update
- NHDES Project of Special Merit

NEXT MEETING: November 17, 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
Lee Natural Resource Inventory	UNH PREP	FY2024	\$20,230		awarded	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		awarded	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		awarded	complete	Update the Land Use and Natural Resource related chapters in the City's 2010 Master Plan.
Strafford Tax Map Updates	Strafford	FY2023-2024	\$693		awarded	complete	Annual update of the town's tax maps
Farmington Tax Maps	Farmington	FY2024	\$1,575		awarded	complete	Annual update of the town's tax maps
Adapt to Climate Change (Year 1)	Great Bay 2030	FY2024	\$10,000		awarded	complete	Planning and implementation assistance to support Great Bay Watershed communities as they plan for climate change, build resilience, and implement priority projects.
Brownfields Assessments (Region Wide with Farmington, Dover focus)	EPA	FY2024-2028	\$500,000		awarded	complete	Renewal of SRPCs ongoing Brownfields Program, providing Phase I and II environmental assessments and redevelopment planning
Comprehensive Plan Update (Region Wide)	Senate Earmark	FY2023-2024	\$950,000		awarded	complete	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.
Newmarket Comprehensive Master Plan Update	Newmarket	FY2024-2025	\$114,000		awarded	complete	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.
Safe Streets for All	FHWA	FY2024	\$50,000	\$13,750	awarded	in process	Working in collaboration with NH's MPOs to develop action plans that would make municipalities eligible for the Safe Streets for all implementation grants.
Milton and Farmington Community Facilities Improvements	USDA	FY2024-2025	\$149,354		awarded	in process	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.
Newmarket Waterfront Development Plan	NHDES Coastal Resil.	FY2024	\$37,300		awarded	pending	Prepare a waterfront design and improvement plan for the Town of Newmarket with \$8,000 programmed in landscape architect support.
Town of Milton Nitrogen Source Identification Plans	NHDES CWSRF	FY2024	\$100,000		awarded	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.
Durham Wagon Hill Living Shorelines Phase 2	CMZ BIL	FY2024-2025	\$15,870		submitted	in process	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.

Durham Wagon Hill 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.
Somersworth Early Learning Center YMCA Renovations	NHCDFACDBG	FY2024-2025	\$30,000	submitted	Pending	SRPC would serve as the grant administer 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.
Sunrise Lake Watershed Plan Implementation	NH DES 319	FY2025	\$50,000 - \$75,000	submitted	pending	Implement four structural BMPs and one non-structural BMP identified in the Sunrise Lake Management Plan
Milton Three Ponds Watershed Management Plan	NHDES 604(b)	FY2025	\$90,000	submitted	pending	Development of a watershed-based management plan for Milton Three Ponds to identify and manage environmental stressors impacting water quality and usage of the ponds.
Cochecho River Management Plan	NHDES 604(b)	FY2025	\$33,500	submitted	pending	Development and adoption of a River Corridor Management Plan
Form Based Zoning Code Implementation	Newmarket/InvestNH	FY2024	\$92,500	submitted	pending	SRPC will partner and contract with Ivy Vann Town Planning (\$73,000) to conduct community engagement and develop a form-based code
New Durham Contract Planner	New Durham	FY2025		submitted	pending	Provide contract town planner services including plan review and staff support to the planning board
Climate Resilience Regional Challenge	NOAA	FY2025-2030	\$1,375,000	submitted	pending	Building capacity and fostering the conditions which support the ability to prepare for, withstand, and recover forward from shocks and stressors
Farmington Stormwater Drainage Study Update (Year 2)	Great Bay 2030	FY2024	\$90,000	submitted	pending	Update Farmington's Stormwater Drainage Study to incorporate new data, evaluate the performance of the existing drainage system, and prioritize infrastructure improvement projects.
Installation of Signage Throughout Watershed (Year 2)	Great Bay 2030	FY2024	\$75,000	submitted	pending	Improve public understanding of how local rivers/streams connect to the larger Great Bay estuary system through the installation of educational signage throughout the watershed.
Milton Three Ponds Watershed Management Plan (Year 2)	Great Bay 2030	FY2024	\$90,000	submitted	pending	Development of a watershed-based management plan for Milton Three Ponds to identify and manage environmental stressors impacting water quality and usage of the ponds.
Transformative Planning Grant (Region Wide)	NHCDFACDBG	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
Coastal Flood Risk Summary	NHDES/NOAA	FY2024-26	\$7,500	in development	pending	Assist NHDES in an advisory and network partner role to update the Coastal Flood Risk Summary

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

09/21/23

Accrual Basis

	Aug 31, 23	Aug 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	37,640.37	117,310.42	-79,670.05 ¹
FSB Savings	122,906.94	104,913.61	17,993.33
Total Checking/Savings	160,547.31	222,224.03	-61,676.72
Accounts Receivable			
Accounts Receivable	157,408.42	195,242.32	-37,833.90
Total Accounts Receivable	157,408.42	195,242.32	-37,833.90 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Dues and Subscriptions	2,528.69	1,747.95	780.74
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	3,128.69	2,347.95	780.74
Prepaid software support	5,246.13	5,017.46	228.67
Undeposited Funds	0.00	2,198.75	-2,198.75 ³
Total Other Current Assets	8,374.82	9,564.16	-1,189.34
Total Current Assets	326,330.55	427,030.51	-100,699.96
Fixed Assets			
Right of Use Asset - Building			
Accumulated Amortization - Buil	-58,546.25	-25,761.00	-32,785.25 ⁴
Right of Use Asset - Building - Ot...	112,410.00	112,410.00	0.00
Total Right of Use Asset - Building	53,863.75	86,649.00	-32,785.25
Vehicles			
Vehicle Accumulated Depreciatio	-18,641.44	-12,905.56	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
Total Vehicles	4,301.91	10,037.79	-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

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

	Aug 31, 23	Aug 31, 22	\$ Change
Total Fixed Assets	58,165.66	96,686.79	-38,521.13
TOTAL ASSETS	384,496.21	523,717.30	-139,221.09
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	2,690.21	274.36	2,415.85
Total Credit Cards	2,690.21	274.36	2,415.85 ⁶
Other Current Liabilities			
FY24 Dues in Advance	116,627.14	0.00	116,627.14
Building Lease Liab Current	23,733.32	22,945.84	787.48
FY23 Dues in Advance	0.00	108,597.96	-108,597.96
Current Portion of Lease Payabl	3,842.13	4,041.53	-199.40 ⁷
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	20,453.72	30,854.11	-10,400.39 ⁸
Payroll Liabilities			
FSA Payable	384.00	0.00	384.00
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	3,646.18	1,329.31	2,316.87
Total Payroll Liabilities	4,060.57	1,359.70	2,700.87
Total Other Current Liabilities	168,764.88	167,847.14	917.74
Total Current Liabilities	171,455.09	168,121.50	3,333.59
Long Term Liabilities			
Building Lease Liab Non Current	31,868.00	60,268.00	-28,400.00 ⁹
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	5,000.00	18,666.70	-13,666.70
Total Accrued expenses	67,818.30	112,697.21	-44,878.91 ¹⁰
Total Long Term Liabilities	99,686.30	177,639.05	-77,952.75
Total Liabilities	271,141.39	345,760.55	-74,619.16
Equity			
Retained Earnings	150,399.00	176,019.32	-25,620.32 ¹¹

3:15 PM

09/21/23

Accrual Basis

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

	<u>Aug 31, 23</u>	<u>Aug 31, 22</u>	<u>\$ Change</u>
Net Income	-37,044.18	1,937.43	-38,981.61
Total Equity	113,354.82	177,956.75	-64,601.93
TOTAL LIABILITIES & EQUITY	<u>384,496.21</u>	<u>523,717.30</u>	<u>-139,221.09</u>

DRAFT

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

1. Checking: In the current year, payment of \$12,050 for the June CEDR reimbursement was not received until September. In addition, the payment of the July UPWP reimbursement request is not expected until the first week in October. Funds were transferred from savings in September to cover the September second payroll of the month and other expenses.

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

3. Undeposited Funds: In the prior year, this amount reflects payments received in August, not yet deposited to the bank until September.

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. Credit Card: In the current year, a new computer was purchased for the GIS position, to be reimbursed by NHDOT.

7. 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. The final lease payment on the vehicle is May, 2024.

8. Contract Revenue in Advance: Current year balance = GSCH \$1,0798, Housing Navigator \$14,721, EDA \$4,653. Invoices are billed monthly to income on the profit and loss and applied to reduce the Contract Revenue in Advance balance. An additional \$17,500 was billed and received as advance payment for the EDA grant in September.

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. The final lease payment on the vehicle is May, 2024. (See discussion above, Current Portion of Lease Payable)

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 August 31, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
2000 LTA (Local Technical Assistance)						
2100 Dues						
2102 Town of Brookfield dues	0.00	0.00	941.86	0.00	0.00	941.86 ¹
2106 Town of Lee dues	15.00	0.00	0.00	0.00	0.00	15.00 ²
2109 Town of Milton dues	0.00	0.00	5,591.27	0.00	0.00	5,591.27
Total 2100 Dues	15.00	0.00	6,533.13	0.00	0.00	6,548.13
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)	15.00	0.00	6,533.13	0.00	0.00	6,548.13
3100 Town of Barrington						
3104 Barrington MP-Housing	4,123.48	0.00	3,037.60	0.00	0.00	7,161.08
Total 3100 Town of Barrington	4,123.48	0.00	3,037.60 ³	0.00	0.00	7,161.08
3500 Town of Farmington						
3507 FAR HOP Grant	6,654.56	0.00	7,205.00	0.00	0.00	13,859.56 ⁴
3501 FAR Circuit Rider	4,286.98	0.00	3,051.98 ⁵	0.00	0.00	7,338.96
Total 3500 Town of Farmington	10,941.54	0.00	10,256.98	0.00	0.00	21,198.52
4200 Town of Northwood						
4201 NOR Circuit Rider	1,604.54	0.00	0.00	0.00	0.00	1,604.54
Total 4200 Town of Northwood	1,604.54	0.00	0.00	0.00	0.00	1,604.54
4300 Town of Nottingham						
4301 NOT Circuit Rider	2,279.71	1,432.59	0.00	1,303.65	0.00	5,015.95
Total 4300 Town of Nottingham	2,279.71	1,432.59	0.00	1,303.65	0.00	5,015.95 ⁶
4400 City of Rochester						
4403 ROC Rec MP	597.23	0.00	0.00	0.00	0.00	597.23
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
Total 4400 City of Rochester	597.23	0.00	0.00	0.00	0.00	597.23
4600 City of Somersworth						
4605 SOM MP & Audit	3,342.78	0.00	4,145.18	0.00	0.00	7,487.96
Total 4600 City of Somersworth	3,342.78	0.00	4,145.18 ⁷	0.00	0.00	7,487.96
4700 Town of Strafford						

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
4701 Strafford Circuit Rider	3,362.70	0.00	3,605.91	0.00	0.00	6,968.61
Total 4700 Town of Strafford	3,362.70	0.00	3,605.91 ⁸	0.00	0.00	6,968.61
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						
6003 BEA CEDR	0.00	0.00	0.00	12,049.09	0.00	12,049.09
Total 6000 Business and Economic Affairs	0.00	0.00	0.00	12,049.09	0.00	12,049.09 ¹⁰
6100 NH DES						
6104 Coastal 24	1,364.28	823.45	0.00	0.00	0.00	2,187.73
6305 LSWP NKT SWP-359	793.46	0.00	0.00	0.00	0.00	793.46
Total 6100 NH DES	2,157.74	823.45	0.00	0.00	0.00	2,981.19
6500 DEPT OF SAFETY (OEM)						
6502 BRIC DUR MID MIL NOT STR	3,487.50	0.00	0.00	0.00	0.00	3,487.50
Total 6500 DEPT OF SAFETY (OEM)	3,487.50	0.00	0.00	0.00	0.00	3,487.50
6600 CDFA-CDBG Grant Administration						
6602 CDBG Gafney Home	1,486.59	0.00	699.03	0.00	0.00	2,185.62
6601 CAPSC-Strafford Cty Homeless Shelter	0.00	0.00	0.00	1,869.95	0.00	1,869.95
Total 6600 CDFA-CDBG Grant Administration	1,486.59	0.00	699.03	1,869.95	0.00	4,055.57
8000 DOT UPWP						
8002 UPWP 24-25	43,133.62	0.00	32,500.58	0.00	0.00	75,634.20
Total 8000 DOT UPWP	43,133.62	0.00	32,500.58	0.00	0.00	75,634.20
8100 COAST						
8101 CommuteSmart Seacoast	0.00	0.00	681.99	0.00	0.00	681.99
Total 8100 COAST	0.00	0.00	681.99	0.00	0.00	681.99 ¹²
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	76,532.43	2,256.04	61,460.40	15,222.69	1,936.86	157,408.42

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

1. Brookfield Dues: Brookfield dues denial letter was received in September and credit memo issued to clear this invoice.
2. Town of Lee Dues: The town changed accounting systems and the dues payment bounced. The dues have been paid, and the \$15 bounced check fee has been addressed with town staff.
3. Barrington MP: \$3,037.60 received in September.
4. Farmington HOP: Invoices were sent again to the town and acknowledgement of payment received from town staff.
5. Farmington Circuit Rider: \$3,051.98 received in September.
6. Nottingham Circuit Rider: \$2,736.24 received in September.
7. Somersworth MP & Audit: \$4,145.18 received in September.
8. Strafford Circuit Rider: \$3,605.91 received in September.
9. Wakefield Circuit Rider: \$422.50 received in September.
10. BEA CEDR: \$12,049.09 received in September.
11. CDBG Gafney Home: \$699.03 received in September.
12. CommuteSmart: \$681.99 received in September.

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Strafford Regional Planning Commission Profit & Loss August 2023

	Aug 23	Aug 22	\$ Change
Ordinary Income/Expense			
Income			
Returned Check Charges	15.00	0.00	15.00
2000 SRPC Membership Dues	11,568.53	10,896.22	672.31
SRPC Revenue			
Municipal and NonProfit Revenue			
3507 FAR HOP Grant	6,654.56	0.00	6,654.56
3104 BAR Housing MP Chapter	4,123.48	0.00	4,123.48
4605 SOM MP and Audit	3,342.78	0.00	3,342.78
4403 ROC Rec Chapter	704.73	0.00	704.73
3103 BAR Land Use Chapter	0.00	1,821.25	-1,821.25
3501 FAR Circuit Rider	4,286.98	3,914.38	372.60
4201 NORPlanning Services	1,604.54	2,912.88	-1,308.34
4301 NOT Circuit Rider	2,279.71	3,063.75	-784.04
4701 Strafford Circuit Rider	3,362.70	1,755.00	1,607.70
4703 STR MP Update	-0.90	2,206.88	-2,207.78
4801 WAK Circuit Rider	0.00	480.00	-480.00
4803 WAK NBRC Union Hotel	0.00	519.86	-519.86
5151 GSCH - Tufts	4,363.24	1,057.61	3,305.63
Total Municipal and NonProfit Revenue	30,721.82	17,731.61	12,990.21
Total SRPC Revenue	30,721.82	17,731.61	12,990.21
Federal Agencies Incl EDD			
7003 EDD Planning Partnership	7,187.77	13,234.44	-6,046.67
7002 EDA CARES	0.00	23,131.75	-23,131.75
7110 EPA Brownfields	0.00	9,490.32	-9,490.32
Total Federal Agencies Incl EDD	7,187.77	45,856.51	-38,668.74
State Award Revenue			
6802 NHHA Housing Navigator	9,973.93	0.00	9,973.93
Dept of Bus & Econ Affairs			
6001 TBG 22-23	0.00	2,196.33	-2,196.33
6002 ARPA RHNA	0.00	12,990.93	-12,990.93
Total Dept of Bus & Econ Affairs	0.00	15,187.26	-15,187.26
NHDES			
6305 LSWP NKT SWP 359	833.13	0.00	833.13
6104 Coastal 24	1,819.05	0.00	1,819.05
6103 Coastal FY23	0.00	2,928.05	-2,928.05
6151 Project of Special Merit	0.00	2,694.01	-2,694.01
6304 LSWP - Aquifers	0.00	5,259.44	-5,259.44
Total NHDES	2,652.18	10,881.50	-8,229.32
UNH			

Strafford Regional Planning Commission
Profit & Loss
August 2023

09/21/23

Accrual Basis

	Aug 23	Aug 22	\$ Change
5205 UNH PREPA NDU	0.00	8,107.16	-8,107.16
Total UNH	0.00	8,107.16	-8,107.16
CDFA			
6601 CDBG Grant	1,486.59	2,042.39	-555.80
Total CDFA	1,486.59	2,042.39	-555.80
Pre-Disaster Mitigation			
6502 BRIC20	4,650.00	0.00	4,650.00
Total Pre-Disaster Mitigation	4,650.00	0.00	4,650.00
Total State Award Revenue	18,762.70	36,218.31	-17,455.61 ³
MPO Revenue			
NH DOT			
8002 UPWP 24-25	47,926.24	0.00	47,926.24
8001 UPWP 22-23	0.00	31,997.82	-31,997.82
Total NH DOT	47,926.24	31,997.82	15,928.42
Total MPO Revenue	47,926.24	31,997.82	15,928.42 ⁴
Contra Income Cash Match			
Cash Match ROC Rec Chapter	-107.50	0.00	-107.50
Cash Match GSCH	-723.03	-175.26	-547.77
Coastal Cash Match	-454.77	-470.64	15.87
Cash Match NDU PREPA	0.00	-1,250.00	1,250.00
LSWP Cash Match			
LSWP SRPC Cash Match	-39.67	-415.44	375.77
Total LSWP Cash Match	-39.67	-415.44	375.77
EDD Cash Match	-935.93	-640.03	-295.90
DOT Cash Match			
BAR Cash Match	0.00	98.72	-98.72
DOT Cash Match - Other	-4,792.62	-3,199.78	-1,592.84
Total DOT Cash Match	-4,792.62	-3,101.06	-1,691.56
Total Contra Income Cash Match	-7,053.52	-6,052.43	-1,001.09
Contra Income InKind/Soft Match			
In-Kind Coastal Match	0.00	-1,045.50	1,045.50
IK NDU PREPA (NDU ADU)	0.00	-607.16	607.16
In-Kind EDD Match	-2,533.35	-10,034.30	7,500.95
In-Kind HazMit Match	-1,162.50	0.00	-1,162.50

Strafford Regional Planning Commission
Profit & Loss
August 2023

	Aug 23	Aug 22	\$ Change
Total Contra Income InKind/Soft Match	-3,695.85	-11,686.96	7,991.11
Total Income	105,432.69	124,961.08	-19,528.39
Gross Profit	105,432.69	124,961.08	-19,528.39
Expense			
Personnel Expenses			
Salary and Wages	77,560.95	69,214.35	8,346.60
Payroll Expenses			
Dental insurance expense	767.38	431.27	336.11
Health incentive	289.33	371.01	-81.68
Health Insurance expense	13,223.65	5,714.77	7,508.88
Life Insurance expense	129.71	104.89	24.82
LTD Insurance expense	70.64	58.80	11.84
STD insurance expense	253.77	200.23	53.54
Payroll Processing Fees	241.00	239.50	1.50
Pension expense	2,059.77	1,755.81	303.96
Unemployment expense	207.67	164.08	43.59
Workers Compensation	157.50	159.08	-1.58
Payroll Taxes			
Medicare Expense	1,091.68	986.10	105.58
Social Security expense	4,667.87	4,216.41	451.46
Payroll Taxes - Other	-0.02	-0.02	0.00
Total Payroll Taxes	5,759.53	5,202.49	557.04
Total Payroll Expenses	23,159.95	14,401.93	8,758.02
Dues and Subscriptions	388.10	328.44	59.66
Staff Training and Seminars	180.00	27.50	152.50
Total Personnel Expenses	101,289.00	83,972.22	17,316.78 ⁵
Equipment expense			
Copier Maintenance Contract	293.20	357.27	-64.07
Office furniture			
Computer equipment	1,853.51	0.00	1,853.51
Office furniture - Other	0.00	418.95	-418.95
Total Office furniture	1,853.51	418.95	1,434.56
Software expense			
ArcInfo/View software	483.33	455.25	28.08
Office Software			
Community Viz	72.92	0.00	72.92
Canva	149.90	0.00	149.90
Trimble SketchUp	62.38	0.00	62.38
iDrive	0.00	66.63	-66.63

Strafford Regional Planning Commission
Profit & Loss
August 2023

09/21/23

Accrual Basis

	Aug 23	Aug 22	\$ Change
Timesheet Software	148.00	148.00	0.00
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	225.00	212.50	12.50
Total Office Software	1,000.49	797.49	203.00
Total Software expense	1,483.82	1,252.74	231.08
Total Equipment expense	3,630.53	2,028.96	1,601.57 ⁶
Fixed Expenses			
Amortization-Building	2,341.87	0.00	2,341.87
Insurance			
Liability Insurance	657.50	597.75	59.75
Total Insurance	657.50	597.75	59.75
Rent	163.19	240.75	-77.56
Vehicle Expenses			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	144.01	108.37	35.64
Vehicle Interest	20.37	43.57	-23.20
Total Vehicle Expenses	642.37	629.93	12.44
Total Fixed Expenses	3,804.93	1,468.43	2,336.50
Communications			
Postage and Delivery	9.80	17.99	-8.19
Telephone and Internet	260.43	249.49	10.94
Website maintenance and updates			
Website and logo design	17.98	8.44	9.54
Website maintenance and updates - Ot...	225.19	205.20	19.99
Total Website maintenance and updates	243.17	213.64	29.53
Total Communications	513.40	481.12	32.28
Administrative			
Office Expense	29.97	857.31	-827.34
Office Supplies			
Plotter Ink and Supplies	0.00	697.69	-697.69
Office Supplies - Other	224.57	153.46	71.11
Total Office Supplies	224.57	851.15	-626.58

Strafford Regional Planning Commission
Profit & Loss
August 2023

	Aug 23	Aug 22	\$ Change
Printing and Reproduction	595.00	0.00	595.00
Professional Fees			
Accounting, Audit	1,000.00	1,333.33	-333.33
Total Professional Fees	1,000.00	1,333.33	-333.33
Travel & Ent			
Travel	311.24	671.64	-360.40
Total Travel & Ent	311.24	671.64	-360.40
Total Administrative	2,160.78	3,713.43	-1,552.65
Contract Labor			
IT and Network support	0.00	4,320.00	-4,320.00 ⁸
Pass Through Expense			
FAR HOP Consultant	4,857.50	0.00	4,857.50
EDA CARES Contract Support	0.00	5,057.75	-5,057.75
EPA Brownfields Consultants	0.00	9,085.04	-9,085.04
Total Pass Through Expense	4,857.50	14,142.79	-9,285.29⁹
Total Contract Labor	4,857.50	18,462.79	-13,605.29
Total Expense	116,256.14	110,126.95	6,129.19
Net Ordinary Income	-10,823.45	14,834.13	-25,657.58
Other Income/Expense			
Other Income			
Interest Income	15.53	16.68	-1.15
Total Other Income	15.53	16.68	-1.15
Net Other Income	15.53	16.68	-1.15
Net Income	<u>-10,807.92</u>	<u>14,850.81</u>	<u>-25,658.73</u>

Strafford Regional Planning Commission
Profit & Loss
August 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: The CARES Act grant ended in the fall 2022. A new Brownfields grant started 7/1/23, and the bidding process for an engineering firm has been initiated.
3. State Awards Revenue: The ARPA RHNA grant was closed out in December, 2022. Extensive work is being completed for the Housing Navigator project. Several of the NHDES 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. UNH contracts have been awarded for three new PREPA projects – Dover, Lee and Somersworth. 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: Over the past couple of years, salaries have been slowly increased to better reflect market conditions and encourage employee retention. 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. Equipment: A new computer was purchased for GIS staff.
7. 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 August of this year, \$2,341.87 is coded to amortization and \$163.19 is coded to rent for total office space expense of \$2,505.06, as compared to the \$2,500 per month actual lease payment.
8. IT and Network Support: In the prior year, a cyber security audit was performed for \$4,050, in addition to customary monthly IT support costs. In the current year, the August invoice was received late and was paid in September.
9. Pass Through Expenses: These are contingent on contracts in effect, and the timing of contractor invoices for each month. The EDA CARES contract concluded in the fall of 2022, and the new Brownfields grant is in the procurement process for engineering services bids.

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

Date	Name	Memo	Amount
2000 LTA (Local Technical Assistance)			
2100 Dues			
2106 Town of Lee dues			
08/02/20	2000 LTA (...	Bounced Check# 017482	15.00
	Total 2106 Town of Lee dues		15.00
	Total 2100 Dues		15.00
2000 LTA (Local Technical Assistance) - Other			
08/01/20	2000 LTA (...	Dues 138822.39 (LESS BRK) = 11568.56 JULY, 11568.53 AUG-JUN 24	11,568.53
	Total 2000 LTA (Local Technical Assistance) - Other		11,568.53
	Total 2000 LTA (Local Technical Assistance)		11,583.53
3100 Town of Barrington			
3104 Barrington MP-Housing			
08/31/20	3100 Town ...	Barrington Master Plan - Housing Chapter - Aug 2023	4,123.48
	Total 3104 Barrington MP-Housing		4,123.48
	Total 3100 Town of Barrington		4,123.48
3500 Town of Farmington			
3507 FAR HOP Grant			
08/31/20	3500 Town ...	Farmington Housing Opportunity Planning (HOP) Grant Progress Billing - Jul-Aug ...	6,654.56
	Total 3507 FAR HOP Grant		6,654.56
3501 FAR Circuit Rider			
08/31/20	3500 Town ...	Progress Billing - Farmington Circuit Rider - Aug 2023	4,286.98
	Total 3501 FAR Circuit Rider		4,286.98
	Total 3500 Town of Farmington		10,941.54
4200 Town of Northwood			
4201 NOR Circuit Rider			
08/31/20	4200 Town ...	Progress Billing - Northwood Circuit Rider - August 2023	1,604.54
	Total 4201 NOR Circuit Rider		1,604.54
	Total 4200 Town of Northwood		1,604.54
4300 Town of Nottingham			
4301 NOT Circuit Rider			
08/31/20	4300 Town ...	Progress Billing - Nottingham Circuit Rider- Aug 2023	2,279.71
	Total 4301 NOT Circuit Rider		2,279.71

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

Date	Name	Memo	Amount
Total 4300 Town of Nottingham			2,279.71
4400 City of Rochester			
4403 ROC Rec MP			
08/31/20	4400 City of...	Rochester Recreation Master Plan Chapter - Aug 2023	704.73
08/31/20	4400 City of...	Cash Match - Rochester Recreation Chapter	-107.50
Total 4403 ROC Rec MP			597.23
Total 4400 City of Rochester			597.23
4600 City of Somersworth			
4605 SOM MP & Audit			
08/31/20	4600 City of...	Somersworth Housing Master Plan Chapter and Regulatory Framework Audit - Au...	3,342.78
Total 4605 SOM MP & Audit			3,342.78
Total 4600 City of Somersworth			3,342.78
4700 Town of Strafford			
4703 Strafford Master Plan			
08/31/20	4700 Town ...	Progress Billing -Strafford Master Plan Update - Payment received was short	-0.90
Total 4703 Strafford Master Plan			-0.90
4701 Strafford Circuit Rider			
08/31/20	4700 Town ...	Progress Billing - Strafford Circuit Rider - Aug 2023	3,362.70
Total 4701 Strafford Circuit Rider			3,362.70
Total 4700 Town of Strafford			3,361.80
5150 GSCH			
5151 Creating Age Friendly Communities			
08/31/20	5150 GSC...	Progress Billing - GSCH - Aug 2023	4,363.24
08/31/20	5150 GSC...	Cash Match	-723.03
Total 5151 Creating Age Friendly Communities			3,640.21
Total 5150 GSCH			3,640.21
6100 NH DES			
6104 Coastal 24			
08/31/20	6100 NH D...	Coastal Technical Assistance Grant 23-306-09 - Progress Billing - Aug 2023	1,819.05
08/31/20	6100 NH D...	Cash Match	-454.77
Total 6104 Coastal 24			1,364.28
6305 LSWP NKT SWP-359			
08/31/20	6100 NH D...	Progress Billing - Local Source Water SWP-359 NKT - March-Aug 2023	833.13
08/31/20	6100 NH D...	Cash Match	-39.67

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

Date	Name	Memo	Amount
Total 6305 LSWP NKT SWP-359			793.46
Total 6100 NH DES			2,157.74
6500 DEPT OF SAFETY (OEM)			
6502 BRIC DUR MID MIL NOT STR			
08/31/20	6500 DEPT...	23BRIC20 4393 Progress Billing - - Aug 2023	4,650.00
08/31/20	6500 DEPT...	In Kind Match for Hazard Mitigation contracts	-1,162.50
Total 6502 BRIC DUR MID MIL NOT STR			3,487.50
Total 6500 DEPT OF SAFETY (OEM)			3,487.50
6600 CDFA-CDBG Grant Administration			
6602 CDBG Gafney Home			
08/31/20	6600 CDFA...	CDBG Grant Administration - Gafney Home	1,486.59
Total 6602 CDBG Gafney Home			1,486.59
Total 6600 CDFA-CDBG Grant Administration			1,486.59
6800 NH Housing Authority			
6802 Housing Navigator			
08/31/20	6800 NH H...	NHHFA Housing Navigator - Aug 2023	9,973.93
Total 6802 Housing Navigator			9,973.93
Total 6800 NH Housing Authority			9,973.93
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7003 EDA FY22			
08/31/20	7000 ECO...	Progress Billing EDD Planning Partnership - Aug 2023	7,187.77
08/31/20	7000 ECO...	Cash Match	-935.93
08/31/20	7000 ECO...	In Kind Match	-2,533.35
Total 7003 EDA FY22			3,718.49
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			3,718.49
8000 DOT UPWP			
8002 UPWP 24-25			
08/31/20	8000 DOT ...	Progress Billing - UPWP - Aug 2023	47,926.24
08/31/20	8000 DOT ...	10% Matching Funds	-4,792.62
Total 8002 UPWP 24-25			43,133.62
Total 8000 DOT UPWP			43,133.62
TOTAL			105,432.69

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

	Jul - Aug 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	23,137.09	23,137.09	0.00
SRPC Revenue			
Municipal and NonProfit Revenue			
3507 FAR HOP Grant	13,859.56	22,623.30	-8,763.74
3104 BAR Housing MP Chapter	7,161.08	4,777.77	2,383.31
4704 STR Tax Mapping	0.00	666.66	-666.66
4106 NKT HOP Grant	0.00	4,000.00	-4,000.00
4105 NKT Master Plan Update	0.00	1,818.20	-1,818.20
4605 SOM MP and Audit	7,487.96	11,166.70	-3,678.74
4403 ROC Rec Chapter	2,491.70	3,833.30	-1,341.60
3501 FAR Circuit Rider	7,338.96	6,666.70	672.26
3506 FAR Tax Maps FY23	0.00	666.66	-666.66
4201 NORPlanning Services	2,563.29	4,166.70	-1,603.41
4301 NOT Circuit Rider	3,712.30	4,166.70	-454.40
4701 Strafford Circuit Rider	6,968.61	6,333.30	635.31
4703 STR MP Update	-0.90	0.00	-0.90
4802 Sanbornville Precinct	0.00	1,333.33	-1,333.33
4803 WAK NBRC Union Hotel	0.00	500.00	-500.00
5151 GSCH - Tufts	7,950.75	0.00	7,950.75
5501 GIS Projects	48.00	1.00	47.00
Total Municipal and NonProfit Reven...	59,581.31	72,720.32	-13,139.01
Total SRPC Revenue	59,581.31	72,720.32	-13,139.01 ²
Federal Agencies Incl EDD			
7111 EPA Brownfields FY24-28	0.00	15,625.00	-15,625.00
7003 EDD Planning Partnership	12,884.71	23,333.30	-10,448.59
Total Federal Agencies Incl EDD	12,884.71	38,958.30	-26,073.59 ³
State Award Revenue			
6802 NHHA Housing Navigator	20,653.26	21,859.00	-1,205.74
Dept of Bus & Econ Affairs			
6004 TBG 24-25	975.23	1,851.80	-876.57
Total Dept of Bus & Econ Affairs	975.23	1,851.80	-876.57
NHDES			
6305 LSWP NKT SWP 359	833.13	3,241.70	-2,408.57
6104 Coastal 24	2,916.98	5,000.00	-2,083.02
6151 Project of Special Merit	436.28	0.00	436.28
Total NHDES	4,186.39	8,241.70	-4,055.31
UNH			
5209 UNH PREPA-SOM NAT RES MP	0.00	3,600.00	-3,600.00

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

	Jul - Aug 23	Budget	\$ Over Budget
5208 UNH PREPA-LEE NRI	0.00	3,371.70	-3,371.70
5207 UNH-PREPA DOV NRI	0.00	3,371.70	-3,371.70
5206 UNH-GREAT BAY ADAPTS	0.00	833.30	-833.30
Total UNH	0.00	11,176.70	-11,176.70
CDFA			
6601 CDBG Grant	2,185.62	666.70	1,518.92
Total CDFA	2,185.62	666.70	1,518.92
Pre-Disaster Mitigation			
6503 BRIC21 MAD NOR ROC	0.00	5,333.30	-5,333.30
6502 BRIC20	4,650.00	2,327.80	2,322.20
Total Pre-Disaster Mitigation	4,650.00	7,661.10	-3,011.10
Total State Award Revenue	32,650.50	51,457.00	-18,806.50
MPO Revenue			
NH DOT			
8002 UPWP 24-25	84,038.00	117,584.80	-33,546.80
8101 COAST/CMAQ	767.24	1,333.30	-566.06
Total NH DOT	84,805.24	118,918.10	-34,112.86
Total MPO Revenue	84,805.24	118,918.10	-34,112.86
Contra Income Cash Match			
Cash Match CommuteSmart	-85.25	-333.30	248.05
Cash Match GSCH	-1,317.51	0.00	-1,317.51
Coastal Cash Match	-729.25	-416.70	-312.55
LSWP Cash Match	-39.67	-148.30	108.63
EDD Cash Match	-1,885.38	-2,916.70	1,031.32
DOT Cash Match	-8,403.80	-11,758.50	3,354.70
Total Contra Income Cash Match	-12,840.95	-15,573.50	2,732.55
Contra Income InKind/Soft Match			
IK BRIC 21	0.00	-1,333.30	1,333.30
IK BRIC 20	0.00	-582.00	582.00
In-Kind Coastal Match	0.00	-2,083.30	2,083.30
IK LSWP	0.00	-389.50	389.50
In-Kind EDD Match	-3,508.58	-8,750.00	5,241.42
In-Kind HazMit Match	-1,162.50	0.00	-1,162.50
Total Contra Income InKind/Soft Match	-4,671.08	-13,138.10	8,467.02
Total Income	195,561.82	276,479.21	-80,917.39

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

	Jul - Aug 23	Budget	\$ Over Budget
Total Traffic Count Expenses	112.66	500.00	-387.34
Total Equipment expense	5,066.50	4,803.00	263.50
Fixed Expenses			
Amortization-Building	4,683.26	0.00	4,683.26
Insurance			
Liability Insurance	1,315.00	1,195.50	119.50
Total Insurance	1,315.00	1,195.50	119.50
Rent	332.95	5,000.00	-4,667.05
Vehicle Expenses	1,235.59	1,665.50	-429.91
Total Fixed Expenses	7,566.80	7,861.00	-294.20 ⁶
Communications			
Media Outreach Expense	0.00	166.70	-166.70
Office Telephone System	0.00	194.00	-194.00
Postage and Delivery	308.44	66.70	241.74
Telephone and Internet	696.81	600.00	96.81
Website maintenance and updates	360.15	237.80	122.35
Total Communications	1,365.40	1,265.20	100.20
Administrative			
Meetings Expense	-795.61	583.30	-1,378.91 ⁷
Office Expense	564.46	1,666.70	-1,102.24
Office Supplies	960.88	666.70	294.18
Printing and Reproduction	858.68	25.00	833.68
Professional Fees			
Accounting, Audit	2,000.00	2,666.70	-666.70
Legal Fees	0.00	666.70	-666.70
Total Professional Fees	2,000.00	3,333.40	-1,333.40
Travel & Ent	1,995.21	833.30	1,161.91 ⁸
Total Administrative	5,598.62	7,108.40	-1,509.78
Contract Labor			
IT and Network support	2,009.00	4,833.30	-2,824.30
Pass Through Expense			
LEE NRI PREPA Consultant	0.00	1,000.00	-1,000.00
DOV NRI PREPA Consultant	0.00	1,000.00	-1,000.00
Misc Consultants - Contract TBD	0.00	2,500.00	-2,500.00
FAR HOP Consultant	12,062.50	18,845.80	-6,783.30
NHHFA Pass Through Expense	0.00	381.00	-381.00
EPA Brownfields Consultants	0.00	14,156.30	-14,156.30

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

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
NHDOT Consultant	0.00	8,333.30	-8,333.30 ⁹
Total Pass Through Expense	<u>12,221.43</u>	<u>46,216.40</u>	<u>-33,994.97</u>
Total Contract Labor	<u>14,230.43</u>	<u>51,049.70</u>	<u>-36,819.27</u>
Total Expense	<u>232,633.93</u>	<u>288,118.00</u>	<u>-55,484.07</u>
Net Ordinary Income	<u>-37,072.11</u>	<u>-11,638.79</u>	<u>-25,433.32</u>
Other Income/Expense			
Other Income			
Interest Income	<u>27.93</u>	<u>16.66</u>	<u>11.27</u>
Total Other Income	<u>27.93</u>	<u>16.66</u>	<u>11.27</u>
Net Other Income	<u>27.93</u>	<u>16.66</u>	<u>11.27</u>
Net Income	<u><u>-37,044.18</u></u>	<u><u>-11,622.13</u></u>	<u><u>-25,422.05</u></u>

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Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July through August 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 NKT HOP and Master Plan Update contracts have not been executed yet. The Farmington tax mapping has been started but is not completed, and will be billed once complete. 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 has been executed and is budgeted to start in January. The EPA Brownfields grant started in July, staff has attended the initial training, and obtaining an engineering firm is in process. Brownfields billing will likely start in October.

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 in July 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. Fixed Expense: See Profit and Loss note, Amortization.

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

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

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.

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

STRAFFORD REGIONAL PLANNING COMMISSION

establishes the following SIMPLE

Name of Employer

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

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

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

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

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

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

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

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

Article IV—Other Requirements and Provisions

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

Article V—Definitions

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

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

Article VII—Effective Date

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

* * * * *

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

By: JENNIFER CZYSZ, EXECUTIVE DIRECTOR Date _____
 Name and title

Model Notification to Eligible Employees

I. Opportunity to Participate in the SIMPLE IRA Plan

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

II. Employer Contribution Election

For the 2024 calendar year, the Employer elects to contribute to your SIMPLE IRA (*employer must select either (1), (2), or (3)*):

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

III. Administrative Procedures

To start or change your salary reduction contributions, you must complete the salary reduction agreement and return it to KATHY FOSTER (employer should designate a place or individual by 12/20/2023 (*employer should insert a date that is not less than 60 days after notice is given*)).

IV. Employee Selection of Financial Institution

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

Model Salary Reduction Agreement

I. Salary Reduction Election

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

II. Maximum Salary Reduction

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

III. Date Salary Reduction Begins

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

IV. Employee Selection of Financial Institution

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

Name of financial institution

Address of financial institution

SIMPLE IRA account name and number

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

V. Duration of Election

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

Signature of employee _____ Date _____

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

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

Form 5304-SIMPLE is a model Savings Incentive Match Plan for Employees of Small Employers (SIMPLE) plan document that an employer may use to establish a SIMPLE IRA plan described in section 408(p), under which each eligible employee is permitted to select the financial institution for his or her SIMPLE IRA.

These instructions are designed to assist in the establishment and administration of the SIMPLE IRA plan. They are not intended to supersede any provision in the SIMPLE IRA plan.

Do not file Form 5304-SIMPLE with the IRS. Instead, keep it with your records.

For more information, see Pub. 560, Retirement Plans for Small Business (SEP, SIMPLE, and Qualified Plans), and Pub. 590, Individual Retirement Arrangements (IRAs).

Note. If you used the March 2002, August 2005, or September 2008 version of Form 5304-SIMPLE to establish a model Savings Incentive Match Plan, you are not required to use this version of the form.

Which Employers May Establish and Maintain a SIMPLE IRA Plan?

To establish and maintain a SIMPLE IRA plan, you must meet both of the following requirements:

1. Last calendar year, you had no more than 100 employees (including self-employed individuals) who earned \$5,000 or more in compensation from you during the year. If you have a SIMPLE IRA plan but later exceed this 100-employee limit, you will be treated as meeting the limit for the 2 years following the calendar year in which you last satisfied the limit.

2. You do not maintain during any part of the calendar year another qualified plan with respect to which contributions are made, or benefits are accrued, for service in the calendar year. For this purpose, a qualified plan (defined in section 219(g)(5)) includes a qualified pension plan, a profit-sharing plan, a stock bonus plan, a qualified annuity plan, a tax-sheltered annuity plan, and a simplified employee pension (SEP) plan. A qualified plan that only covers employees covered under a collective bargaining agreement for which retirement benefits were the subject of good faith bargaining is disregarded if these employees are excluded from

participating in the SIMPLE IRA plan. If the failure to continue to satisfy the 100-employee limit or the one-plan rule described in 1 and 2 above is due to an acquisition or similar transaction involving your business, special rules apply. Consult your tax advisor to find out if you can still maintain the plan after the transaction.

Certain related employers (trades or businesses under common control) must be treated as a single employer for purposes of the SIMPLE IRA requirements. These are: (1) a controlled group of corporations under section 414(b); (2) a partnership or sole proprietorship under common control under section 414(c); or (3) an affiliated service group under section 414(m). In addition, if you have leased employees required to be treated as your own employees under the rules of section 414(n), then you must count all such leased employees for the requirements listed above.

What Is a SIMPLE IRA Plan?

A SIMPLE IRA plan is a written arrangement that provides you and your employees with an easy way to make contributions to provide retirement income for your employees. Under a SIMPLE IRA plan, employees may choose whether to make salary reduction contributions to the SIMPLE IRA plan rather than receiving these amounts as part of their regular compensation. In addition, you will contribute matching or nonelective contributions on behalf of eligible employees (see *Employee Eligibility Requirements* below and *Contributions* later). All contributions under this plan will be deposited into a SIMPLE individual retirement account or annuity established for each eligible employee with the financial institution selected by him or her.

When To Use Form 5304-SIMPLE

A SIMPLE IRA plan may be established by using this Model Form or any other document that satisfies the statutory requirements.

Do not use Form 5304-SIMPLE if:

1. You want to require that all SIMPLE IRA plan contributions initially go to a financial institution designated by you. That is, you do not want to permit each of your eligible employees to choose a financial institution that will initially receive contributions. Instead, use Form 5305-SIMPLE, Savings Incentive Match Plan for Employees of Small Employers (SIMPLE)—for Use With a Designated Financial Institution;

2. You want employees who are nonresident aliens receiving no earned income from you that is income from sources within the United States to be eligible under this plan; or

3. You want to establish a SIMPLE 401(k) plan.

Completing Form 5304-SIMPLE

Pages 1 and 2 of Form 5304-SIMPLE contain the operative provisions of your SIMPLE IRA plan. This SIMPLE IRA plan is considered adopted when you have completed all applicable boxes and blanks and it has been executed by you.

The SIMPLE IRA plan is a legal document with important tax consequences for you and your employees. You may want to consult with your attorney or tax advisor before adopting this plan.

Employee Eligibility Requirements (Article I)

Each year for which this SIMPLE IRA plan is effective, you must permit salary reduction contributions to be made by all of your employees who are reasonably expected to receive at least \$5,000 in compensation from you during the year, and who received at least \$5,000 in compensation from you in any 2 preceding years. However, you can expand the group of employees who are eligible to participate in the SIMPLE IRA plan by completing the options provided in Article I, items 1a and 1b. To choose full eligibility, check the box in Article I, item 1a. Alternatively, to choose limited eligibility, check the box in Article I, item 1b, and then insert "\$5,000" or a lower compensation amount (including zero) and "2" or a lower number of years of service in the blanks in (i) and (ii) of Article I, item 1b.

In addition, you can exclude from participation those employees covered under a collective bargaining agreement for which retirement benefits were the subject of good faith bargaining. You may do this by checking the box in Article I, item 2. Under certain circumstances, these employees must be excluded. See *Which Employers May Establish and Maintain a SIMPLE IRA Plan?* above.

Salary Reduction Agreements (Article II)

As indicated in Article II, item 1, a salary reduction agreement permits an eligible employee to make a salary reduction election to have his or her compensation for each pay period reduced by a percentage (expressed as a percentage or dollar amount). The total amount of

the reduction in the employee's compensation cannot exceed the applicable amount for any calendar year. The applicable amount is \$11,500 for 2012. After 2012, the \$11,500 amount may be increased for cost-of-living adjustments. In the case of an eligible employee who is 50 or older by the end of the calendar year, the above limitation is increased by \$2,500 for 2012. After 2012, the \$2,500 amount may be increased for cost-of-living adjustments.

Timing of Salary Reduction Elections

For any calendar year, an eligible employee may make or modify a salary reduction election during the 60-day period immediately preceding January 1 of that year. However, for the year in which the employee becomes eligible to make salary reduction contributions, the period during which the employee may make or modify the election is a 60-day period that includes either the date the employee becomes eligible or the day before.

You can extend the 60-day election periods to provide additional opportunities for eligible employees to make or modify salary reduction elections using the blank in Article II, item 2b. For example, you can provide that eligible employees may make new salary reduction elections or modify prior elections for any calendar quarter during the 30 days before that quarter.

You may use the *Model Salary Reduction Agreement* on page 3 to enable eligible employees to make or modify salary reduction elections.

Employees must be permitted to terminate their salary reduction elections at any time. They may resume salary reduction contributions for the year if permitted under Article II, item 2b. However, by checking the box in Article II, item 2d, you may prohibit an employee who terminates a salary reduction election outside the normal election cycle from resuming salary reduction contributions during the remainder of the calendar year.

Contributions (Article III)

Only contributions described below may be made to this SIMPLE IRA plan. No additional contributions may be made.

Salary Reduction Contributions

As indicated in Article III, item 1, salary reduction contributions consist of the amount by which the employee agrees to reduce his or her compensation. You must contribute the salary reduction contributions to the financial institution selected by each eligible employee.

Matching Contributions

In general, you must contribute a matching contribution to each eligible employee's SIMPLE IRA equal to the employee's salary reduction contributions. This matching contribution cannot exceed 3% of the employee's compensation. See *Definition of Compensation*, below.

You may reduce this 3% limit to a lower percentage, but not lower than 1%. You cannot lower the 3% limit for more than 2 calendar years out of the 5-year period ending with the calendar year the reduction is effective.

Note. If any year in the 5-year period described above is a year before you first established any SIMPLE IRA plan, you will be treated as making a 3% matching contribution for that year for purposes of determining when you may reduce the employer matching contribution.

To elect this option, you must notify the employees of the reduced limit within a reasonable period of time before the applicable 60-day election periods for the year. See *Timing of Salary Reduction Elections* above.

Nonelective Contributions

Instead of making a matching contribution, you may, for any year, make a nonelective contribution equal to 2% of compensation for each eligible employee who has at least \$5,000 in compensation for the year. Nonelective contributions may not be based on more than \$250,000* of compensation.

To elect to make nonelective contributions, you must notify employees within a reasonable period of time before the applicable 60-day election periods for such year. See *Timing of Salary Reduction Elections* above.

Note. Insert "\$5,000" in Article III, item 2b(i) to impose the \$5,000 compensation requirement. You may expand the group of employees who are eligible for nonelective contributions by inserting a compensation amount lower than \$5,000.

Effective Date (Article VII)

Insert in Article VII the date you want the provisions of the SIMPLE IRA plan to become effective. You must insert January 1 of the applicable year unless this is the first year for which you are adopting any SIMPLE IRA plan. If this is the first year for which you are adopting a SIMPLE IRA plan, you may insert any date between January 1 and October 1, inclusive of the applicable year.

Additional Information

Timing of Salary Reduction Contributions

The employer must make the salary reduction contributions to the financial institution selected by each eligible employee for his or her SIMPLE IRA no later than the 30th day of the month following the month in which the amounts would otherwise have been payable to the employee in cash.

The Department of Labor has indicated that most SIMPLE IRA plans are also subject to Title I of the Employee Retirement Income Security Act of 1974 (ERISA). Under Department of Labor regulations at 29 CFR 2510.3-102, salary reduction contributions must be made to each participant's SIMPLE IRA as of the earliest date on which those contributions can reasonably be segregated from the employer's general assets, but in no event later than the 30-day deadline described previously.

Definition of Compensation

"Compensation" means the amount described in section 6051(a)(3) (wages, tips, and other compensation from the employer subject to federal income tax withholding under section 3401(a)), and amounts paid for domestic service in a private home, local college club, or local chapter of a college fraternity or sorority. Usually, this is the amount shown in box 1 of Form W-2, Wage and Tax Statement. For further information, see Pub. 15, (Circular E), Employer's Tax Guide. Compensation also includes the salary reduction contributions made under this plan, and, if applicable, compensation deferred under a section 457 plan. In determining an employee's compensation for prior years, the employee's elective deferrals under a section 401(k) plan, a SARSEP, or a section 403(b) annuity contract are also included in the employee's compensation.

For self-employed individuals, compensation means the net earnings from self-employment determined under section 1402(a), without regard to section 1402(c)(6), prior to subtracting any contributions made pursuant to this SIMPLE IRA plan on behalf of the individual.

Employee Notification

You must notify each eligible employee prior to the employee's 60-day election period described above that he or she can make or change salary reduction elections and select the financial institution that will serve as the trustee, custodian, or

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

issuer of the employee's SIMPLE IRA. In this notification, you must indicate whether you will provide:

1. A matching contribution equal to your employees' salary reduction contributions up to a limit of 3% of their compensation;
2. A matching contribution equal to your employees' salary reduction contributions subject to a percentage limit that is between 1 and 3% of their compensation; or
3. A nonelective contribution equal to 2% of your employees' compensation.

You can use the *Model Notification to Eligible Employees* earlier to satisfy these employee notification requirements for this SIMPLE IRA plan. A *Summary Description* must also be provided to eligible employees at this time. This summary description requirement may be satisfied by providing a completed copy of pages 1 and 2 of Form 5304-SIMPLE (including the information described in *Article VI—Procedures for Withdrawals*).

If you fail to provide the employee notification (including the summary description) described above, you will be liable for a penalty of \$50 per day until the notification is provided. If you can show that the failure was due to reasonable cause, the penalty will not be imposed.

If the financial institution's name, address, or withdrawal procedures are not available at the time the employee must be given the summary description, you must provide the summary description without this information. In that case, you will have reasonable cause for not including this information in the summary description, but only if you ensure that it is provided to the employee as soon as administratively feasible.

Reporting Requirements

You are not required to file any annual information returns for your SIMPLE IRA plan, such as Form 5500, Annual Return/Report of Employee Benefit Plan, or Form 5500-EZ, Annual Return of One-Participant (Owners and Their Spouses) Retirement Plan. However, you must report to the IRS which eligible employees are active participants in the SIMPLE IRA plan and the amount of your employees' salary reduction contributions to the SIMPLE IRA plan on Form W-2. These contributions are subject to social security, Medicare, railroad retirement, and federal unemployment tax.

Deducting Contributions

Contributions to this SIMPLE IRA plan are deductible in your tax year containing the end of the calendar year for which the contributions are made.

Contributions will be treated as made for a particular tax year if they are made for that year and are made by the due date (including extensions) of your income tax return for that year.

Summary Description

Each year the SIMPLE IRA plan is in effect, the financial institution for the SIMPLE IRA of each eligible employee must provide the employer the information described in section 408(l)(2)(B). This requirement may be satisfied by providing the employer a current copy of Form 5304-SIMPLE (including instructions) together with the financial institution's procedures for withdrawals from SIMPLE IRAs established at that financial institution, including the financial institution's name and address. The summary description must be received by the employer in sufficient time to comply with the *Employee Notification* requirements earlier.

There is a penalty of \$50 per day imposed on the financial institution for each failure to provide the summary description described above. However, if the failure was due to reasonable cause, the penalty will not be imposed.

Paperwork Reduction Act Notice. You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete this form will vary depending on individual circumstances. The estimated average time is:

Recordkeeping 3 hr., 38 min.
Learning about the law or the form 2 hr., 26 min.
Preparing the form 47 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:M:S, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send this form to this address. Instead, keep it with your records.