

# STRAFFORD

Regional Planning Commission

## SRPC EXECUTIVE COMMITTEE MEETING

February 16, 2024, 8:00 a.m. to 9:00 a.m.  
Hybrid Meeting (Conference Rm 1A & via Zoom)

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

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

**Meeting ID:** 849 0577 8392

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

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

Agenda Item	Time	Notes
1) Welcome and Introductions	8:00-8:05	N/A
2) Action Items (Motions Required/Requested) a) Approval of the January 19, 2024 Minutes b) Acceptance of the Draft Dec. Financials	8:05-8:40	Refer to the enclosed memo and attachments.
3) Updates and Discussion Items a) Town of Raymond Request to Join SRPC b) Awards, Contracts, and General Business c) February Monthly Minors	8:40-8:50	Refer to the enclosed memo and attachments.
4) Other Business	8:50-8:55	N/A
5) Adjourn	9:00	N/A

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

### STRAFFORD REGIONAL PLANNING COMMISSION

150 Wakefield Street, Suite 12, Rochester, NH 03867

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



## **RULES OF PROCEDURE**

*Strafford Regional Planning Commission  
Strafford Metropolitan Planning Organization, and  
Strafford Economic Development District*

### **Meeting Etiquette**

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

Ensure that only one person talks at a time. Raising your hand to be recognized by the chair or facilitator is good practice.

Do not interrupt others or start talking before someone finishes.

Do not engage in cross talk.

Avoid individual discussions in small groups during the meeting. When one person speaks, others should listen.

Active participation is encouraged from all members.

When speaking, participants should adhere to topics of discussion directly related to agenda items.

When speaking, individuals should be brief and concise when speaking.

The Strafford Regional Planning Commission & Metropolitan Planning Organization holds both public meetings and public hearings.

For public meetings, guests are welcome to observe, but should follow proper meeting etiquette allowing the meeting to proceed uninterrupted. Members of the public who wish to be involved and heard should use venues such as Citizen Forum, Public Hearings, Public Comment Periods, outreach events, seminars, workshops, listening sessions, etc.



**DATE:** February 9, 2024  
**TO:** Executive Committee Members  
**FROM:** Jen Czysz, Executive Director  
**RE:** Director's Report for the February 16, 2024 Meeting

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The following notes correspond to individual agenda items for discussion.

## **2b. Accept the Draft December Financials**

*Balance Sheet:* Account balances continue to be lower than we would like at this point in the year. We reached a low at the end of December after paying out 3 pay periods and seeing delays in DOTs invoice processing. Please refer to Kathy's notes on the financial report for additional information.

*Accounts Receivable:* Of the \$178,974 due at the end of December, \$102,855 was the current month's invoice. Another \$53,714 was received in December, leaving a past due balance of \$22,406. Kathy has sent out several reminders of funds past due. The Milton dues were received in February.

*Profit and Loss and Income by Customer:* December while there was a healthy income by customer of \$142,896, revenues were not enough to compensate for a three-payroll month, holidays and vacations. As a result, the month ended with a loss of \$10,453. Subsequent months are expected to return to net positive revenue. Year-to-date, we continue to run at a net loss, at the end of December we were at -\$39,847. Factors that continue to impact the profit and loss include not achieving billable targets for the UPWP, high indirect rates, and circuit rider actual billables exceeding contract rates.

## **3a. Town of Raymond Request to Join SRPC**

The Town of Raymond has recently contacted me to inquire how they might go about switching from Rockingham Planning Commission to Strafford Regional Planning Commission. Less than 10 years ago, Raymond was a member of Southern NH Planning Commission. Some questions and concerns I have in regard to whether we should support this change include:

- The change in regional boundaries creates a cascading impact upon all Commission systems, programs, and publications. Some examples:
  - Fundamental revisions to our website structure and content.
  - GIS systems are built around the current geography, all systems, base maps, standard maps, and online mapping services would have to be revised.
  - All the code written to run the Data Snapshot analysis would have to be revised to change the regional geography and the document overhauled.
- Our transportation programs are only 7 months into a 24-month contract budgeted based upon the region's 2023 population and highway miles. Without a contract change, and a corresponding decrease to RPC's budget, SRPC would not be compensated for transportation planning services to Raymond until July 1, 2025.



- If Raymond joins the SRPC region, will they stay? Or will we experience something like Rockingham Planning Commission with the town leaving after less than 10 years with the commission?

While Raymond would begin paying dues upon switching regions, we should ascertain whether that revenue would offset the costs to the commission to integrate a new community into our systems and programs. Alternatively, is it acceptable to take several years to phase in the integration of a new community into our body of work?

**3b. Awards, Contracts and General Business Update**

Awards and Contracts: Please refer to the table of pending and recently awarded grants and contracts at the end of this memo.

December 2023 Dues (FY24 YTD):

<b>Income:</b>	
FY24 Dues Paid	\$69,426.21
<b>Total Income</b>	<b>\$69,426.21</b>

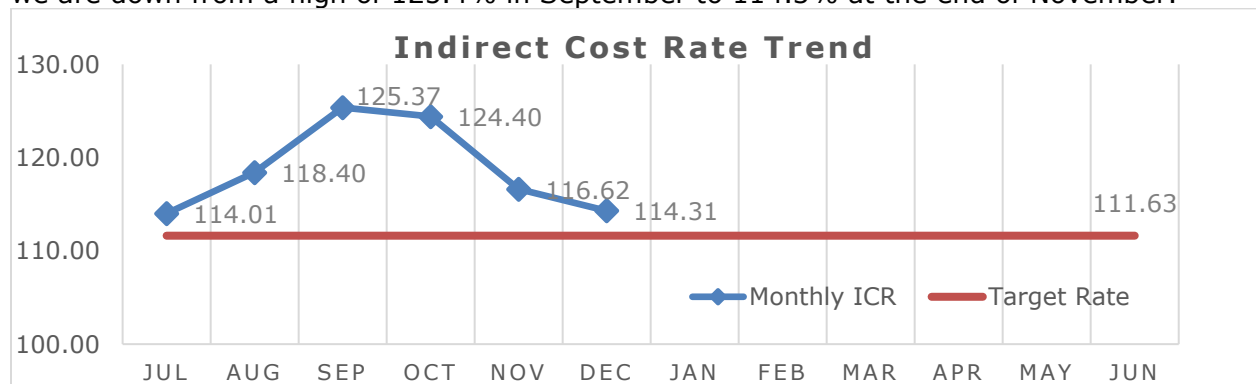
<b>Expenses:</b>	
Planning Salaries	\$3,847.86
Dues and Subscriptions	\$60.30
Staff Training	\$60.00
Equipment Depreciation	\$1,736.96
Vehicle Interest	\$104.18
Bank Fees	\$15.00
Interest Expense	\$5.24
Meeting Expense	-\$795.61
Office Expense	\$115.57
Travel	\$276.47
Indirect (111.63%)	\$4,295.37
<b>Total SRPC Expenses</b>	<b>\$9,721.34</b>

<b>Cash Match:</b>	
UPWP	\$28,499.20
EDA	\$7,706.55
Coastal	\$2,477.10
LSWP	\$497.31
GSCH	\$1,877.04
CommuteSmart	\$549.73
ROC Recreation Chapter	\$2,009.22
<b>Total Cash Match</b>	<b>\$43,616.15</b>

<b>Contract Overages:</b>	
Strafford Tax Maps	\$77.57
Somersworth Tax Maps	\$2.28
<b>Total Contract Overages</b>	<b>\$79.85</b>

<b>Total Expenses</b>	<b>\$53,417.34</b>
<b>Dues Remaining</b>	<b>\$16,008.87</b>

Indirect Rate: SRPC’s approved indirect cost rate is 111.63%. As of the end of December, we are down from a high of 125.4% in September to 114.3% at the end of November.



**NEXT MEETING: March 15, 2024, 8 AM. – 9:00 A.M.**

## Proposals and Grant Applications Tracking

Title	Funder	Funding Year(s)	Award \$	Dues \$	Application Status	Contract Status	Description
<b>Farmington</b> Stormwater Drainage Study Update (Year 2)	Great Bay 2030	FY2024-2025	\$90,000		Awarded	Complete	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 <b>Watershed</b> (Year 2)	Great Bay 2030	FY2024-2025	\$59,720		Awarded	Complete	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.
<b>Milton</b> Three Ponds Watershed Management Plan (Year 2)	Great Bay 2030	FY2024-2025	\$90,000		Awarded	Complete	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.
<b>Dover</b> Regulatory Audit and Development of Land Use Policies	Invest NH	FY2024	\$53,706		Awarded	Complete	Audit the City's Land Use Regulations and Ordinances and prepare recommended amendments to meet housing goals and objectives
Safe Streets for All ( <b>Region</b> Wide)	FHWA	FY2024-2025	\$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.
<b>Durham</b> Wagon Hill Living Shorelines Phase 2	NFWF	FY2024-2025	\$15,870		Awarded	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.
<b>New Durham</b> Master Plan Update	Invest NH	FY2024	\$25,000		Awarded	In Process	Update Housing and Land Use chapters of Master Plan
<b>Phase II of NH Coastal Flood Risk Model</b>	NFWF	FY2024-25	\$10,000		Awarded	In Process	Develop a dynamic sea-level rise and storm surge model for coastal NH to replace existing bathtub inundation maps
Town of <b>Milton</b> Nitrogen Source Identification Plans	NHDES CWSRF	FY2024	\$100,000		Awarded	Contract Forthcoming	Develop a plan for total nitrogen source reductions, from both point source and non-point sources, for the duration of the Great Bay Total Nitrogen General Permit.
<b>Somersworth</b> Early Learning Center YMCA Renovations	NHCDFR CDBG	FY2024-2025	\$30,000		Awarded	Contract Forthcoming	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.
<b>Northwood</b> Septic System Database	NHDES LSWP	FY2025	\$29,937		Awarded	Contract Forthcoming	Create a septic system database for several existing water systems
<b>New Durham</b> Contract Planner	New Durahm	FY2025			Submitted	NA- App Pending	Provide contract town planner services including plan review and staff support to the planning board
Sunrise Lake Watershed Plan Implementation ( <b>Middleton</b> )	NH DES 319	FY2025	\$50,000		Submitted	NA- App Pending	Implement four structural BMPs and one non-structural BMP identified in the Sunrise Lake Management Plan

Title	Funder	Funding Year(s)	Award \$	Dues \$	Application Status	Contract Status	Description
Cocheco River Management Plan <b>(Dover, Farmington, Middleton, New Durham and Rochester)</b>	NHDES 604(b)	FY2025	\$30,000		Submitted	NA- App Pending	Development and adoption of a River Corridor Management Plan
<b>Flood Smart Seacoast: Integrate Future Climate Flood Risk in Floodplain Management and Access FEMA Hazard Mitigation Assistance</b>	NHDES Project of Special Merit	FY2025	\$25,000		Submitted	NA- App Pending	Long-term strategy that ensures climate change-induced flood risk is more strongly incorporated into local floodplain management activities, as well as providing additional technical assistance through a mini-grants program
Climate Resilience <b>Regional</b> Challenge	NOAA	FY2025-2030	\$1,375,000		Invited to Submit Full App	NA- App Pending	Building capacity and fostering the conditions which support the ability to prepare for, withstand, and recover forward from shocks and stressors. NHDES is the applicant. SRPC would receive a subaward funding 1 FTE for 5 years.
Transformative Planning Grant <b>(Region Wide)</b>	NHCDFR	FY2024-2025	\$20,000		In Development	NA- App 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 <b>(Region Wide)</b>	NHDES/NOAA	FY2024-26	\$7,500		In Development	NA- App Pending	Assist NHDES in an advisory and network partner role to update the Coastal Flood Risk Summary

Application/Proposal Status	Total Award \$	Pass Through Amt	Net SRPC Funding	# of Applications
Awarded	\$646,733	\$150,000	\$496,733	12
Submitted	\$105,000		\$105,000	4
Invited to Submit Full App	\$1,375,000		\$1,375,000	1
In Development	\$27,500		\$27,500	2
<b>Grand Total</b>	<b>\$2,154,233</b>	<b>\$150,000</b>	<b>\$2,004,233</b>	<b>19</b>

# STRAFFORD

Regional Planning Commission

**Strafford Regional Planning Commission  
Executive Committee Meeting  
January 19, 2024  
Meeting Minutes**

## **1. Welcome/Introductions**

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

**Members attending in person:** Dave Landry, Dover; Michael Bobinsky, Somersworth; Katrin Kasper, Lee; Bill Fisher, Farmington; Don Hamann, Rochester; Barbara Holstein, Rochester;

**Members attending remotely:** Joe Boudreau, Rochester; Peter Nelson, Newmarket;

**Staff attending in person:** Jen Czysz,

**Staff attending virtually:** Kyle Pimental, Megan Taylor-Fetter

## **2. Action Items**

### **a. Approval of the December 15, 2023 minutes.**

D. Hamann motioned to approve the minutes of December 15, 2023, as presented. M. Bobinsky seconded the motion. The motion passed with a unanimous vote in favor.

### **b. Acceptance of the Draft November 2023 Financials**

J. Czysz summarized the financials as follows:

Balance Sheet: Account balances continue to be lower than we would like at this point in the year. The checking and savings are slightly improved from September and October (up about \$13,000). New on the Assets, under prepaid expenses, is that our Property and Liability (P & L) now must be paid annually instead of monthly.

Accounts Receivable: Of the \$148,178 due at the end of November, \$95,409 was the current month's invoice. Another \$2,293 was received in November, leaving a past due balance of \$50,475. DOT again is running behind in reimbursements and accounts for 40,264 of the outstanding balance.

Profit and Loss: November saw a small healthy gain of \$12,193, continuing an upward trend. Year-to-date, we continue to run at a net loss, at the end of November - \$29,394. Factors that continue to impact the profit and loss include not achieving billable targets for the UPWP and high indirect rates. We will see an increased loss in December due to a three payroll month, holidays, and vacation.

Income by Customer: as previously noted, managers have been emphasizing increased billable hours. November we were able to bill \$124,592 against contracts, up a few hundred from November. Similar to the note above under the profit and loss, December's billables while higher because we could invoice 3 pay periods, is not as high as it would otherwise be given task-based billing (that does not capture the 3<sup>rd</sup> pay period) and holidays and vacations that reduced billable hours.

D. Hamann motioned to accept the November 2023 financials. M. Bobinsky seconded the motion. With a unanimous vote in favor, the motion passed.

### **c. Recommend approval of the Mid-Year Budget**

J. Czynsz stated that minor adjustments have been made since the draft presented in December. Overall, the working mid-year budget has been updated to reflect changes to current projects, including reconciling actual amounts carried forward from prior years or final contract amounts set after the budget was adopted. Additionally, the revenue table includes any new projects that came on line after the budget was adopted. Changes to expenses include adjustments for actual staffing levels, adjusted schedules for current staff members and interns. As well as associated changes to benefits and software subscriptions. Additionally, IT costs are adjusted to reflect current estimates for server replacement and cloud migration.

D Hamann motioned to recommend to the full Commission to adopt the Mid-Year Budget. M. Bobinsky seconded the motion. With a unanimous vote in favor, the motion passed.

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

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

J. Czynsz stated that as of the end of November, the indirect rate is down from a high of 125.4% in September to 116.6% at the end of November. She stated that the dues are plugging along, and the unexpended dues covers the fact that we are operating on a deficit.

J. Czynsz reviewed the proposals and grant applications.

## **4. Other Business:**

D. Landry asked the other members if they were in favor of continuing the annual review process for the Executive Director as discussed at the previous review. The process is to start in April with formatting, data collection and to electronically, compile the information. The members were in consensus to follow the same procedure and start in April.

## **5. January Monthly Minors**

C. Lentz stated that the only local minor is in Dover and is a small change to the community trail extension.

## **6. Other Business**

There was no other business.

## **7. Adjourn**

D. Hamann motioned to adjourn. M. Bobinsky seconded the motion. With a unanimous vote in favor, the meeting adjourned at 8:55 AM



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

01/17/24

Accrual Basis

	Dec 31, 23	Dec 31, 22	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
FSB Checking	51,949.71	102,589.75	-50,640.04
FSB Savings	15,966.16	61,985.19	-46,019.03
<b>Total Checking/Savings</b>	<b>67,915.87</b>	<b>164,574.94</b>	<b>-96,659.07</b> <sup>1</sup>
<b>Accounts Receivable</b>			
Accounts Receivable	178,974.26	190,389.31	-11,415.05
<b>Total Accounts Receivable</b>	<b>178,974.26</b>	<b>190,389.31</b>	<b>-11,415.05</b> <sup>2</sup>
<b>Other Current Assets</b>			
<b>Prepaid Expenses</b>			
Prepaid Dues and Subscriptions	2,695.56	2,695.27	0.29
Prepaid Insurance (P & L)	3,945.00	0.00	3,945.00
Prepaid training	600.00	600.00	0.00
<b>Total Prepaid Expenses</b>	<b>7,240.56</b>	<b>3,295.27</b>	<b>3,945.29</b>
Prepaid software support	3,375.43	2,680.48	694.95
<b>Total Other Current Assets</b>	<b>10,615.99</b>	<b>5,975.75</b>	<b>4,640.24</b>
<b>Total Current Assets</b>	<b>257,506.12</b>	<b>360,940.00</b>	<b>-103,433.88</b>
<b>Fixed Assets</b>			
<b>Right of Use Asset - Building</b>			
Accumulated Amortization - Buil	-67,913.73	-25,761.00	-42,152.73
Right of Use Asset - Building - Ot...	112,410.00	112,410.00	0.00
<b>Total Right of Use Asset - Building</b>	<b>44,496.27</b>	<b>86,649.00</b>	<b>-42,152.73</b>
<b>Vehicles</b>			
Vehicle Accumulated Depreciatio	-20,553.40	-14,817.52	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
<b>Total Vehicles</b>	<b>2,389.95</b>	<b>8,125.83</b>	<b>-5,735.88</b> <sup>6</sup>
<b>Property and Equipment</b>			
Accumulated Depreciation	-17,577.74	-15,745.44	-1,832.30
<b>Equipment Purchase</b>			
AI Traffic Counter	9,830.00	0.00	9,830.00
Pyro Traffic Count System	7,540.00	0.00	7,540.00
ThinkSystem ST520 FY24 Server	5,721.45	0.00	5,721.45
Lenova Think Server	3,983.04	3,983.04	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
<b>Total Equipment Purchase</b>	<b>38,836.89</b>	<b>15,745.44</b>	<b>23,091.45</b> <sup>7</sup>

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

01/17/24

Accrual Basis

	Dec 31, 23	Dec 31, 22	\$ Change
Total Property and Equipment	21,259.15	0.00	21,259.15
Total Fixed Assets	68,145.37	94,774.83	-26,629.46
<b>TOTAL ASSETS</b>	<b>325,651.49</b>	<b>455,714.83</b>	<b>-130,063.34</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
FSB Credit Card	6,483.49	1,364.45	5,119.04
<b>Total Credit Cards</b>	6,483.49	1,364.45	5,119.04 <sup>8</sup>
<b>Other Current Liabilities</b>			
FY24 Dues in Advance	69,411.16	0.00	69,411.16
Building Lease Liab Current	14,320.08	13,845.02	475.06
FY23 Dues in Advance	0.00	65,013.08	-65,013.08
Current Portion of Lease Payabl	2,154.70	2,448.03	-293.33
<b>Benefits payable</b>			
Simple IRA payable	48.00	48.00	0.00
<b>Total Benefits payable</b>	48.00	48.00	0.00
Contract Revenue In Advance	9,239.48	38,240.19	-29,000.71 <sup>9</sup>
<b>Payroll Liabilities</b>			
FSA Payable	-272.00	0.00	-272.00 <sup>10</sup>
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	1,627.92	1,530.50	97.42
<b>Total Payroll Liabilities</b>	1,386.31	1,560.89	-174.58
<b>Total Other Current Liabilities</b>	96,559.73	121,155.21	-24,595.48
<b>Total Current Liabilities</b>	103,043.22	122,519.66	-19,476.44
<b>Long Term Liabilities</b>			
Building Lease Liab Non Current	31,868.00	60,268.00	-28,400.00 <sup>11</sup>
Lease Payable - Ford Motor Cred	0.00	4,673.84	-4,673.84
<b>Accrued expenses</b>			
Accrued Payroll	20,053.38	51,939.13	-31,885.75
Accrued Vacation	42,764.92	42,091.38	673.54
Annual Audit Accrual	0.00	16,000.02	-16,000.02
<b>Total Accrued expenses</b>	62,818.30	110,030.53	-47,212.23 <sup>12</sup>
<b>Total Long Term Liabilities</b>	94,686.30	174,972.37	-80,286.07
<b>Total Liabilities</b>	197,729.52	297,492.03	-99,762.51

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

	<u>Dec 31, 23</u>	<u>Dec 31, 22</u>	<u>\$ Change</u>
<b>Equity</b>			
Retained Earnings	167,769.00	176,019.32	-8,250.32 <sup>13</sup>
Net Income	-39,847.03	-17,796.52	-22,050.51 <sup>14</sup>
<b>Total Equity</b>	<u>127,921.97</u>	<u>158,222.80</u>	-30,300.83
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>325,651.49</b></u>	<u><b>455,714.83</b></u>	<u><b>-130,063.34</b></u>

DRAFT

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

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1. **Checking/Savings:** In the current fiscal year, total gross profit (after cash and in-kind match) decreased approximately \$18,000, while expenses decreased by approximately \$28,000. There have also been cash outlays of approximately \$9,200 in prepaid expenses that were paid in full to the vendor, but are being expensed monthly on the profit and loss statement. Most notably, Primex no longer accepts monthly payments, but requires Property/Liability, Workers Compensation, and Unemployment insurances to be paid in full at the beginning of the coverage periods (see note Prepaid Insurance). During December of this fiscal year, a new server was also purchased for approximately \$5,700 (see notes under Equipment). These factors coupled with the decrease in indirect cost reimbursement (116.97% to 111.63%) and slower receipt of NHDOT have contributed to a decrease in cash on hand (see the Accounts Receivable Aging Summary report).

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

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3. **Prepaid Insurance:** In the prior year, and through August of the current year, monthly payments were made to Primex for Property and Liability Insurance. In September, we were instructed that effective January 1, 2024, Primex will no longer accept monthly payments. As a result, the Property and Liability Insurance balance was paid in full for FY24 in September, and a monthly entry is being made to record monthly Property and Liability Insurance expense. Workers Compensation and Unemployment insurances will be paid in full in January, and booked as a monthly expense on the profit and loss statement for calendar year 2024.

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4. **Prepaid Software:** New website plug-ins, social media tools, and ArcGIS plug-ins have been added (Trimble, Audio Eye, Buffer, Community Viz).

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5. **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 Amortization on the Profit and Loss report for further information.

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6. **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.

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7. **Equipment Purchase:** The FY23 audit resulted in traffic count equipment being reclassified from the profit and loss as an expense, to the balance sheet as two separate assets, AI Traffic Counter and Pyro Traffic Count System. The cost for these items is being recorded monthly to the profit and loss statement as depreciation expense over a five-year period. This equipment was paid for by NHDOT, so the depreciation expense is not reimbursable. In addition, a new server was purchased in December of this fiscal year. The expense is being recorded over a five year period as monthly depreciation on the profit and loss statement, and is considered an eligible indirect expense.

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8. **FSB Credit Card:** The balance includes the purchase of the new server (see Equipment Purchase note).

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9. **Contract Revenue in Advance:** Current year balance = ROC RFP \$3,923, Housing Navigator \$6,291, EDA \$-974. Advances are deposited to savings. Invoices are billed monthly to income on the profit and loss, applied to reduce the Contract Revenue in Advance balance, and those amounts earned are then transferred to the checking account. Advances for January include EDA \$17,500 and NHHFA \$34,310.

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10. **FSA Payable:** The current year balance reflects the amounts withheld from employees and paid out for employee FSA eligible medical expenses. The negative balance indicates that SRPC has currently paid out more than what has been withheld to date.

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

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- 11. Leases, 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. Lease payments expected to be paid in the current fiscal year are reflected in the Other Current Liabilities section of the Balance Sheet. The final lease payment on the vehicle is May, 2024.

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- 12. 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. Accrued Payroll: In the previous fiscal year, 14 days of payroll were accrued, as compared to only 5 days for FY23. The Annual Audit Accrual was based on \$12,000 for FY23 per the auditor engagement letter, but actual billings exceeded the \$12,000.

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

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- 14. Net Income: Reflects Net Income for the entire fiscal year through the report date.

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

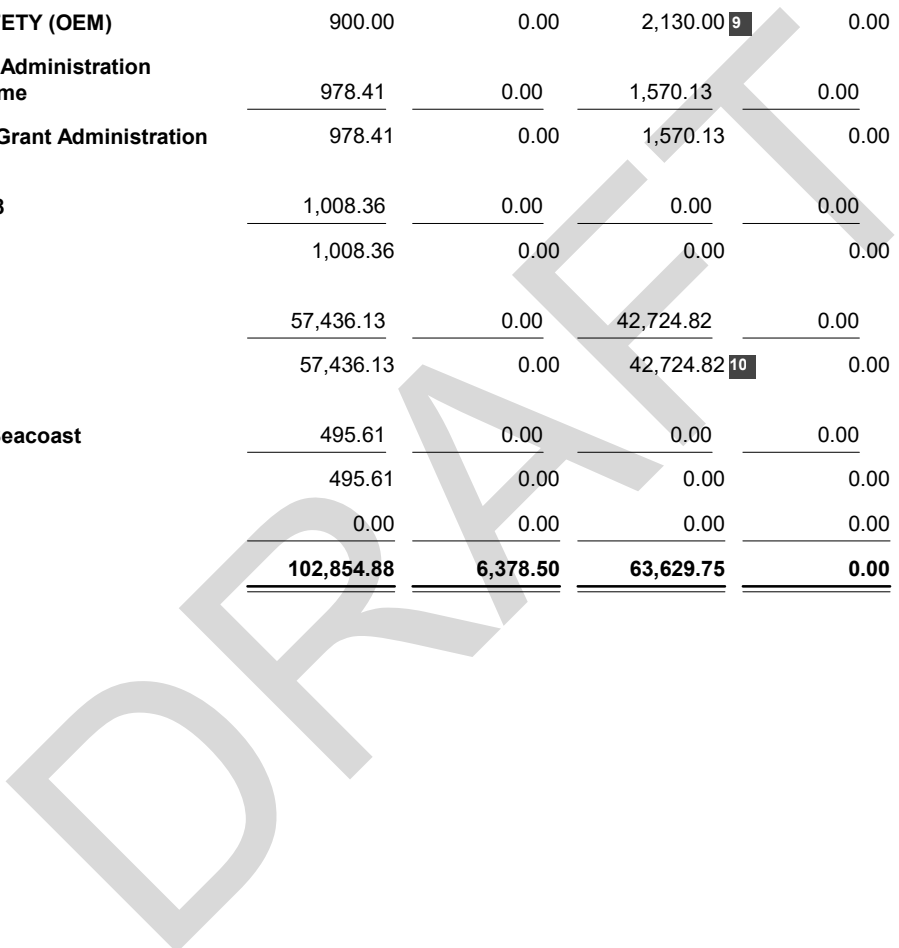
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>2000 LTA (Local Technical Assistance)</b>						
<b>2100 Dues</b>						
2109 Town of Milton dues	0.00	0.00	0.00	0.00	5,591.27	5,591.27
<b>Total 2100 Dues</b>	0.00	0.00	0.00	0.00	5,591.27	5,591.27
<b>2200 PLUR Books</b>						
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 2200 PLUR Books</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>2000 LTA (Local Technical Assistance) - Ot...</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 2000 LTA (Local Technical Assistance)</b>	0.00	0.00	0.00	0.00	5,591.27	5,591.27
<b>3100 Town of Barrington</b>						
3104 Barrington MP-Housing	1,812.68	0.00	0.00	0.00	0.00	1,812.68
<b>Total 3100 Town of Barrington</b>	1,812.68	0.00	0.00	0.00	0.00	1,812.68
<b>3500 Town of Farmington</b>						
3507 FAR HOP Grant	4,933.41	0.00	0.00	0.00	0.00	4,933.41
3501 FAR Circuit Rider	4,254.48	0.00	0.00	0.00	0.00	4,254.48
<b>Total 3500 Town of Farmington</b>	9,187.89	0.00	0.00	0.00	0.00	9,187.89
<b>4100 Town of Newmarket</b>						
4106 NKT MP Other	2,936.21	0.00	1,309.63	0.00	0.00	4,245.84
4105 NKT HOP1 MP Housing	3,484.68	0.00	2,173.50	0.00	0.00	5,658.18
<b>Total 4100 Town of Newmarket</b>	6,420.89	0.00	3,483.13	0.00	0.00	9,904.02
<b>4200 Town of Northwood</b>						
4201 NOR Circuit Rider	2,449.54	0.00	0.00	0.00	0.00	2,449.54
<b>Total 4200 Town of Northwood</b>	2,449.54	0.00	0.00	0.00	0.00	2,449.54
<b>4300 Town of Nottingham</b>						
4301 NOT Circuit Rider	1,699.95	0.00	0.00	0.00	0.00	1,699.95
<b>Total 4300 Town of Nottingham</b>	1,699.95	0.00	0.00	0.00	0.00	1,699.95
<b>4400 City of Rochester</b>						
4403 ROC Rec MP	1,946.46	0.00	2,530.59	0.00	0.00	4,477.05
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 4400 City of Rochester</b>	1,946.46	0.00	2,530.59	0.00	0.00	4,477.05
<b>4600 City of Somersworth</b>						
4606 SOM Tax Maps FY24	0.00	1,686.00	0.00	0.00	0.00	1,686.00

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>4605 SOM MP &amp; Audit</b>	4,413.27	0.00	0.00	0.00	0.00	4,413.27
<b>Total 4600 City of Somersworth</b>	4,413.27	1,686.00	0.00	0.00	0.00	6,099.27
<b>4700 Town of Strafford</b>						
<b>4704 Strafford Tax Mapping 2023</b>	0.00	692.50	0.00	0.00	0.00	692.50
<b>4701 Strafford Circuit Rider</b>	2,473.40	0.00	0.00	0.00	0.00	2,473.40
<b>Total 4700 Town of Strafford</b>	2,473.40	692.50	0.00	0.00	0.00	3,165.90
<b>4800 Town of Wakefield</b>						
<b>4803 WAK NBRC Union Hotel Grant Admin</b>	0.00	0.00	0.00	0.00	519.86	519.86
<b>4801 Wakefield Circuit Rider</b>	666.25	0.00	1,202.50	0.00	0.00	1,868.75
<b>Total 4800 Town of Wakefield</b>	666.25	0.00	1,202.50 <sup>5</sup>	0.00	519.86 <sup>4</sup>	2,388.61
<b>5000 NHARPC</b>						
<b>5002 NHARPC Administration</b>	0.00	4,000.00	0.00	0.00	0.00	4,000.00
<b>Total 5000 NHARPC</b>	0.00	4,000.00	0.00	0.00	0.00	4,000.00
<b>5150 GSCH</b>						
<b>5151 Creating Age Friendly Communities</b>	0.00	0.00	1,129.89	0.00	0.00	1,129.89
<b>Total 5150 GSCH</b>	0.00	0.00	1,129.89 <sup>6</sup>	0.00	0.00	1,129.89
<b>5201 UNH</b>						
<b>5209 UNH PREPA SOM NR MP</b>	1,566.76	0.00	0.00	0.00	0.00	1,566.76
<b>5208 UNH PREPA LEE NRI</b>	1,504.64	0.00	0.00	0.00	0.00	1,504.64
<b>5207 UNH PREPA DOV NRI</b>	2,006.77	0.00	0.00	0.00	0.00	2,006.77
<b>Total 5201 UNH</b>	5,078.17	0.00	0.00	0.00	0.00	5,078.17
<b>5310 Lamprey River LAC</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>6000 Business and Economic Affairs</b>						
<b>6004 FY2024-2025 TBG</b>	2,244.67	0.00	2,262.18	0.00	0.00	4,506.85
<b>Total 6000 Business and Economic Affairs</b>	2,244.67	0.00	2,262.18 <sup>7</sup>	0.00	0.00	4,506.85
<b>6100 NH DES</b>						
<b>6104 Coastal 24</b>	1,971.90	0.00	0.00	0.00	0.00	1,971.90
<b>6305 LSWP NKT SWP-359</b>	1,671.30	0.00	6,596.51	0.00	0.00	8,267.81
<b>Total 6100 NH DES</b>	3,643.20	0.00	6,596.51 <sup>8</sup>	0.00	0.00	10,239.71
<b>6500 DEPT OF SAFETY (OEM)</b>						
<b>6503 BRIC 21 MAD,NOR,ROC</b>	900.00	0.00	0.00	0.00	0.00	900.00

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
6502 BRIC DUR MID MIL NOT STR	0.00	0.00	2,130.00	0.00	0.00	2,130.00
<b>Total 6500 DEPT OF SAFETY (OEM)</b>	<b>900.00</b>	<b>0.00</b>	<b>2,130.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,030.00</b>
6600 CDFA-CDBG Grant Administration						
6602 CDBG Gafney Home	978.41	0.00	1,570.13	0.00	0.00	2,548.54
<b>Total 6600 CDFA-CDBG Grant Administration</b>	<b>978.41</b>	<b>0.00</b>	<b>1,570.13</b>	<b>0.00</b>	<b>0.00</b>	<b>2,548.54</b>
7100 EPA						
7111 Brownfields 24-28	1,008.36	0.00	0.00	0.00	0.00	1,008.36
<b>Total 7100 EPA</b>	<b>1,008.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,008.36</b>
8000 DOT UPWP						
8002 UPWP 24-25	57,436.13	0.00	42,724.82	0.00	0.00	100,160.95
<b>Total 8000 DOT UPWP</b>	<b>57,436.13</b>	<b>0.00</b>	<b>42,724.82</b>	<b>0.00</b>	<b>0.00</b>	<b>100,160.95</b>
8100 COAST						
8101 CommuteSmart Seacoast	495.61	0.00	0.00	0.00	0.00	495.61
<b>Total 8100 COAST</b>	<b>495.61</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>495.61</b>
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>102,854.88</b>	<b>6,378.50</b>	<b>63,629.75</b>	<b>0.00</b>	<b>6,111.13</b>	<b>178,974.26</b>





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

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1. Milton Dues: We received an email in late October stating that the dues will be paid. No payment to date.
2. Newmarket: I have followed up regarding the (2) November outstanding invoices and received a response on 1/17/24 that the checks have been issued.
3. Rochester Rec MP: I have followed up regarding the November outstanding invoice, and received a response that it will be paid the week of 1/22/24.
4. Wakefield NBRC Union Hotel: Wakefield has received a partial notice to proceed and Blair Haney and I will be processing the outstanding invoice once it is determined what funds are available for administrative support.
5. Wakefield Circuit Rider: I have followed up on the November outstanding invoice.
6. GSCH: I have followed up on the November outstanding invoice.
7. TBG: \$2,262.18 received in January.
8. LSWP: \$6,596.51 received in January.
9. Bric: \$2,130 received in January.
10. UPWP: \$42,724.82 received in January.

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## Strafford Regional Planning Commission Profit & Loss December 2023

	Dec 23	Dec 22	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
2000 SRPC Membership Dues	11,568.53	10,896.22	672.31
<b>SRPC Revenue</b>			
<b>Municipal and NonProfit Revenue</b>			
3501 FAR Circuit Rider	4,254.48	3,935.00	319.48
3507 FAR HOP Grant	4,933.41	0.00	4,933.41
3104 BAR Housing MP Chapter	1,812.68	0.00	1,812.68
4105 NKT HOP1 MP Housing	3,484.68	0.00	3,484.68
4106 NKT MP Other	2,936.21	0.00	2,936.21
4201 NORPlanning Services	2,449.54	1,548.75	900.79
4301 NOT Circuit Rider	1,699.95	2,563.13	-863.18
4403 ROC Rec Chapter	2,296.82	0.00	2,296.82
4605 SOM MP and Audit	4,413.27	0.00	4,413.27
4606 SOM Tax Maps FY24	1,688.28	0.00	1,688.28
3604 Lee Trail Maps	0.00	1,421.25	-1,421.25
5330 EMM Market Study	0.00	1,800.00	-1,800.00
3103 BAR Land Use Chapter	0.00	2,387.28	-2,387.28
4701 Strafford Circuit Rider	2,473.40	1,671.25	802.15
4704 STR Tax Mapping	770.07	0.00	770.07
4801 WAK Circuit Rider	666.25	435.00	231.25
5002 NHARPC Administration	4,000.00	0.00	4,000.00
5151 GSCH - Tufts	0.00	3,547.32	-3,547.32
<b>Total Municipal and NonProfit Revenue</b>	<b>37,879.04</b>	<b>19,308.98</b>	<b>18,570.06</b>
<b>Total SRPC Revenue</b>	<b>37,879.04</b>	<b>19,308.98</b>	<b>18,570.06</b> <sup>1</sup>
<b>Federal Agencies Incl EDD</b>			
7111 EPA Brownfields FY24-28	1,008.36	0.00	1,008.36
7003 EDD Planning Partnership	14,408.50	18,886.07	-4,477.57
7110 EPA Brownfields	0.00	1,789.92	-1,789.92
<b>Total Federal Agencies Incl EDD</b>	<b>15,416.86</b>	<b>20,675.99</b>	<b>-5,259.13</b> <sup>2</sup>
<b>State Award Revenue</b>			
6802 NHHA Housing Navigator	13,574.65	0.00	13,574.65
<b>Dept of Bus &amp; Econ Affairs</b>			
6004 TBG 24-25	2,244.67	0.00	2,244.67
6001 TBG 22-23	0.00	625.32	-625.32
6002 ARPA RHNA	0.00	1,124.81	-1,124.81
6003 CEDR	0.00	4,007.55	-4,007.55
<b>Total Dept of Bus &amp; Econ Affairs</b>	<b>2,244.67</b>	<b>5,757.68</b>	<b>-3,513.01</b>
<b>NHDES</b>			
6305 LSWP NKT SWP 359	2,055.91	0.00	2,055.91
6104 Coastal 24	4,618.54	0.00	4,618.54
6103 Coastal FY23	0.00	1,596.02	-1,596.02

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

	Dec 23	Dec 22	\$ Change
6151 Project of Special Merit	0.00	2,289.13	-2,289.13
6250 Watershed PRB	0.00	15,164.52	-15,164.52
6304 LSWP - Aquifers	0.00	3,151.95	-3,151.95
<b>Total NHDES</b>	<b>6,674.45</b>	<b>22,201.62</b>	<b>-15,527.17</b>
<b>UNH</b>			
5209 UNH PREPA-SOM NAT RES MP	1,566.76	0.00	1,566.76
5208 UNH PREPA-LEE NRI	1,504.64	0.00	1,504.64
5207 UNH-PREPA DOV NRI	2,006.77	0.00	2,006.77
<b>Total UNH</b>	<b>5,078.17</b>	<b>0.00</b>	<b>5,078.17</b>
<b>CDFA</b>			
6601 CDBG Grant	978.41	1,933.75	-955.34
<b>Total CDFA</b>	<b>978.41</b>	<b>1,933.75</b>	<b>-955.34</b>
<b>Pre-Disaster Mitigation</b>			
6503 BRIC21 MAD NOR ROC	1,200.00	0.00	1,200.00
<b>Total Pre-Disaster Mitigation</b>	<b>1,200.00</b>	<b>0.00</b>	<b>1,200.00</b>
<b>Total State Award Revenue</b>	<b>29,750.35</b>	<b>29,893.05</b>	<b>-142.70</b> <sup>3</sup>
<b>MPO Revenue</b>			
<b>NH DOT</b>			
8002 UPWP 24-25	63,817.92	0.00	63,817.92
8001 UPWP 22-23	0.00	106,170.28	-106,170.28
8101 COAST/CMAQ	789.79	0.00	789.79
<b>Total NH DOT</b>	<b>64,607.71</b>	<b>106,170.28</b>	<b>-41,562.57</b>
<b>Total MPO Revenue</b>	<b>64,607.71</b>	<b>106,170.28</b>	<b>-41,562.57</b> <sup>4</sup>
<b>Contra Income Cash Match</b>			
Cash Match CommuteSmart	-294.18	0.00	-294.18
Cash Match ROC Rec Chapter	-350.36	0.00	-350.36
Cash Match GSCH	0.00	-587.82	587.82
Coastal Cash Match	-657.31	-229.08	-428.23
LSWP Cash Match			
LSWP SRPC Cash Match	-91.75	-196.14	104.39
<b>Total LSWP Cash Match</b>	<b>-91.75</b>	<b>-196.14</b>	<b>104.39</b>
<b>EDD Cash Match</b>	<b>-2,144.30</b>	<b>-2,761.35</b>	<b>617.05</b>
<b>DOT Cash Match</b>	<b>-6,381.79</b>	<b>-10,617.03</b>	<b>4,235.24</b>
<b>Total Contra Income Cash Match</b>	<b>-9,919.69</b>	<b>-14,391.42</b>	<b>4,471.73</b>
<b>Contra Income InKind/Soft Match</b>			

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

01/17/24

Accrual Basis

	Dec 23	Dec 22	\$ Change
In-Kind Coastal Match	-1,989.33	-679.69	-1,309.64
PRB IK Match	0.00	-4,420.52	4,420.52
IK LSWP	-292.86	-668.81	375.95
In-Kind EDD Match	-3,744.71	-5,079.36	1,334.65
In-Kind HazMit Match	-300.00	0.00	-300.00
<b>Total Contra Income InKind/Soft Match</b>	<b>-6,326.90</b>	<b>-10,848.38</b>	<b>4,521.48</b>
<b>Contract Overage</b>	<b>-79.85</b>	<b>-761.70</b>	<b>681.85</b>
<b>Total Income</b>	<b>142,896.05</b>	<b>160,943.02</b>	<b>-18,046.97</b>
<b>Gross Profit</b>	<b>142,896.05</b>	<b>160,943.02</b>	<b>-18,046.97</b>
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	113,956.38	97,835.43	16,120.95
<b>Payroll Expenses</b>			
Dental insurance expense	681.05	431.27	249.78
Health incentive	175.00	0.00	175.00
Health Insurance expense	9,556.71	5,915.33	3,641.38
Life Insurance expense	124.60	114.07	10.53
LTD Insurance expense	69.97	60.30	9.67
STD insurance expense	249.31	207.05	42.26
Payroll Processing Fees	339.75	285.00	54.75
Pension expense	3,144.10	2,595.52	548.58
Unemployment expense	207.67	164.08	43.59
Workers Compensation	157.50	159.08	-1.58
<b>Payroll Taxes</b>			
Medicare Expense	1,606.57	1,392.37	214.20
Social Security expense	7,196.44	5,953.47	1,242.97
Payroll Taxes - Other	-0.04	-0.01	-0.03
<b>Total Payroll Taxes</b>	<b>8,802.97</b>	<b>7,345.83</b>	<b>1,457.14</b>
<b>Total Payroll Expenses</b>	<b>23,508.63</b>	<b>17,277.53</b>	<b>6,231.10</b>
<b>Dues and Subscriptions</b>	<b>779.23</b>	<b>557.44</b>	<b>221.79</b>
<b>Staff Training and Seminars</b>	<b>55.00</b>	<b>0.00</b>	<b>55.00</b>
<b>Total Personnel Expenses</b>	<b>138,299.24</b>	<b>115,670.40</b>	<b>22,628.84</b>
<b>Equipment expense</b>			
Copier Maintenance Contract	650.00	319.85	330.15
<b>Software expense</b>			
ArInfo/View software	483.33	455.25	28.08
<b>Office Software</b>			
AudioEye	49.17	0.00	49.17
Buffer	30.00	0.00	30.00

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

01/17/24

Accrual Basis

	Dec 23	Dec 22	\$ Change
Community Viz	72.88	0.00	72.88
Trimble SketchUp	62.42	0.00	62.42
iDrive	0.00	66.63	-66.63
Timesheet Software	140.00	140.00	0.00
Survey Monkey	75.00	66.23	8.77
Zoom	45.83	58.32	-12.49
Adobe In Design	86.88	96.97	-10.09
Anti-virus software	0.00	38.70	-38.70
Constant Contact	130.50	85.50	45.00
DropBox	0.00	11.99	-11.99
Microsoft Office 365	212.50	163.30	49.20
<b>Total Office Software</b>	<b>905.18</b>	<b>727.64</b>	<b>177.54</b>
<b>Total Software expense</b>	<b>1,388.51</b>	<b>1,182.89</b>	<b>205.62</b>
<b>Total Equipment expense</b>	<b>2,038.51</b>	<b>1,502.74</b>	<b>535.77</b>
<b>Fixed Expenses</b>			
Equipment Depreciation	384.84	0.00	384.84
Amortization-Building	2,341.87	0.00	2,341.87 <sup>6</sup>
Insurance			
Liability Insurance	657.50	597.75	59.75
<b>Total Insurance</b>	<b>657.50</b>	<b>597.75</b>	<b>59.75</b>
Rent	136.75	215.19	-78.44
Vehicle Expenses			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	32.94	49.18	-16.24
Vehicle Interest	12.34	35.99	-23.65
<b>Total Vehicle Expenses</b>	<b>523.27</b>	<b>563.16</b>	<b>-39.89</b>
<b>Total Fixed Expenses</b>	<b>4,044.23</b>	<b>1,376.10</b>	<b>2,668.13</b>
<b>Communications</b>			
Media Outreach Expense	154.05	721.10	-567.05
Postage and Delivery	0.00	35.04	-35.04
Telephone and Internet	273.00	254.79	18.21
Website maintenance and updates			
Website and logo design	17.98	8.44	9.54
<b>Total Website maintenance and updat...</b>	<b>17.98</b>	<b>8.44</b>	<b>9.54</b>
<b>Total Communications</b>	<b>445.03</b>	<b>1,019.37</b>	<b>-574.34</b>
<b>Administrative</b>			
Library & Planning Books	2,564.50	0.00	2,564.50 <sup>7</sup>
Meetings Expense			

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

01/17/24

Accrual Basis

	Dec 23	Dec 22	\$ Change
Meetings Advertising Expense	0.00	-125.78	125.78
<b>Total Meetings Expense</b>	<b>0.00</b>	<b>-125.78</b>	<b>125.78</b>
<b>Office Expense</b>	<b>149.94</b>	<b>1,484.33</b>	<b>-1,334.39</b>
Office Supplies			
Plotter Ink and Supplies	185.00	205.00	-20.00
Office Supplies - Other	104.94	10.99	93.95
<b>Total Office Supplies</b>	<b>289.94</b>	<b>215.99</b>	<b>73.95</b>
Printing and Reproduction	84.49	0.00	84.49
<b>Professional Fees</b>			
Accounting, Audit	1,000.00	1,333.33	-333.33
<b>Total Professional Fees</b>	<b>1,000.00</b>	<b>1,333.33</b>	<b>-333.33</b>
<b>Travel &amp; Ent</b>			
Travel	493.63	192.01	301.62
<b>Total Travel &amp; Ent</b>	<b>493.63</b>	<b>192.01</b>	<b>301.62</b>
<b>Total Administrative</b>	<b>4,582.50</b>	<b>3,099.88</b>	<b>1,482.62</b>
<b>Contract Labor</b>			
IT and Network support	2,069.00	270.00	1,799.00 <sup>8</sup>
Pass Through Expense			
FAR HOP Consultant	1,880.00	0.00	1,880.00
CEDR Consultants	0.00	730.00	-730.00
PRB Consultants	0.00	11,426.27	-11,426.27
NHDOT Consultant	0.00	40,148.76	-40,148.76
RPC FTA Subcontract	0.00	6,078.70	-6,078.70
Project Supplies	0.00	39.30	-39.30
<b>Total Pass Through Expense</b>	<b>1,880.00</b>	<b>58,423.03</b>	<b>-56,543.03<sup>9</sup></b>
<b>Total Contract Labor</b>	<b>3,949.00</b>	<b>58,693.03</b>	<b>-54,744.03</b>
<b>Total Expense</b>	<b>153,358.51</b>	<b>181,361.52</b>	<b>-28,003.01</b>
<b>Net Ordinary Income</b>	<b>-10,462.46</b>	<b>-20,418.50</b>	<b>9,956.04</b>
<b>Other Income/Expense</b>			
Other Income			
Interest Income	9.48	17.56	-8.08
<b>Total Other Income</b>	<b>9.48</b>	<b>17.56</b>	<b>-8.08</b>
<b>Net Other Income</b>	<b>9.48</b>	<b>17.56</b>	<b>-8.08</b>
<b>Net Income</b>	<b>-10,452.98</b>	<b>-20,400.94</b>	<b>9,947.96</b>

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

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1. Municipal revenue: Municipal revenue streams continue to increase with the addition of Housing Opportunity Planning (HOP) grants, and several master plan updates.

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2. Federal Agencies: An engineering contract for Brownfields was executed in December.

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3. State Awards Revenue: Extensive work is being completed for the Housing Navigator project. Under BEA, the ARPA RHNA grant was closed out in December, 2022, and the CEDR grant closed out at the end of June 2023. 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. The NHDES PRB contract was closed out in December of 2022. UNH contracts have been awarded and work started for three new PREPA projects – Dover, Lee and Somersworth. Under CDFR, the Homeless Shelter contract was closed out in June of 2023, and Gafney Home is the only remaining contract. Given the changing nature of the state contract "portfolio", it is hard to compare each contract from one fiscal year to another.

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4. MPO Revenue: The new UPWP contract started 7/1/23 for another two-year cycle. An engineering firm was hired in December to provide services through 6/30/25 for \$100,000.

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5. Personnel Costs: Over the past couple of years, salaries have been slowly increased to better reflect labor market conditions and to encourage employee retention. Increases in pension and payroll tax expenses correlate to the increase in salaries. In the current year, benefits expenses have risen due to increases in insurance costs and the addition of Paid Family and Medical Leave benefits (premiums paid quarterly).

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6. Amortization: As a result of the new GASB rules pertaining to the accounting of lease obligations, the rent check is now split between the current liability portion on the balance sheet, and a small amount of "interest" per the audit calculations, coded to rent expense. The bulk of what was previously rent expense is now reflected in a monthly journal entry and is coded as amortization. For December of this year, \$2,341.87 is coded to amortization and \$136.75 is coded to rent for total office space expense of \$2,478.62, as compared to the \$2,500 per month actual lease payment.

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7. Library & Planning Books: The PLUR books were paid for in December this fiscal year, and in January last fiscal year.

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8. IT and Network Support: A new IT provider was contracted and began work in January of 2023. Current fiscal year cost is to maintain the Cybersecurity framework \$1,050 per month, the base monthly maintenance fee of \$449 per month, and Security Stack Plan of \$570 (based on a \$30 per computer charge) per month.

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9. Pass Through Expenses: These are contingent on contracts in effect, and the timing of contractor invoices for each month. The CEDR and PRB contracts were closed out during the previous fiscal year, as was the RPC FTA subcontract. A new engineering firm was hired to perform services for the UPWP contract in December (see notes under State Awards Revenue and MPO Revenue).

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>2000 LTA (Local Technical Assistance)</b>			
12/01/20	2000 LTA (...	Dues 138822.39 (LESS BRK) = 11568.56 JULY, 11568.53 A...	11,568.53
Total 2000 LTA (Local Technical Assistance)			11,568.53
<b>3100 Town of Barrington</b>			
<b>3104 Barrington MP-Housing</b>			
12/31/20	3100 Town ...	Barrington Master Plan - Housing Chapter - December 2023	1,812.68
Total 3104 Barrington MP-Housing			1,812.68
Total 3100 Town of Barrington			1,812.68
<b>3500 Town of Farmington</b>			
<b>3507 FAR HOP Grant</b>			
12/31/20	3500 Town ...	Farmington Housing Opportunity Planning (HOP) Grant Progr...	4,933.41
Total 3507 FAR HOP Grant			4,933.41
<b>3501 FAR Circuit Rider</b>			
12/31/20	3500 Town ...	Progress Billing - Farmington Circuit Rider - December 2023	4,254.48
Total 3501 FAR Circuit Rider			4,254.48
Total 3500 Town of Farmington			9,187.89
<b>4100 Town of Newmarket</b>			
<b>4106 NKT MP Other</b>			
12/31/20	4100 Town ...	Progress Billing - Newmarket Master Plan Other Updates- De...	2,936.21
Total 4106 NKT MP Other			2,936.21
<b>4105 NKT HOP1 MP Housing</b>			
12/31/20	4100 Town ...	Progress Billing - Newmarket HOP1 MP Housing - December...	3,484.68
Total 4105 NKT HOP1 MP Housing			3,484.68
Total 4100 Town of Newmarket			6,420.89
<b>4200 Town of Northwood</b>			
<b>4201 NOR Circuit Rider</b>			
12/31/20	4200 Town ...	Progress Billing - Northwood Circuit Rider - December 2023	2,449.54
Total 4201 NOR Circuit Rider			2,449.54
Total 4200 Town of Northwood			2,449.54
<b>4300 Town of Nottingham</b>			
<b>4301 NOT Circuit Rider</b>			
12/31/20	4300 Town ...	Progress Billing - Nottingham Circuit Rider - December 2023	1,699.95



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

Date	Name	Memo	Amount
	Total 4301 NOT Circuit Rider		1,699.95
	Total 4300 Town of Nottingham		1,699.95
	<b>4400 City of Rochester</b>		
	<b>4403 ROC Rec MP</b>		
12/31/20	4400 City of...	Rochester Recreation Master Plan Chapter - December 2023	2,296.82
12/31/20	4400 City of...	Cash Match - Rochester Recreation Chapter	-350.36
	Total 4403 ROC Rec MP		1,946.46
	Total 4400 City of Rochester		1,946.46
	<b>4600 City of Somersworth</b>		
	<b>4606 SOM Tax Maps FY24</b>		
12/28/20	4600 City of...	Somersworth Tax Mapping FY24-Geis	1,116.31
12/28/20	4600 City of...	Somersworth Tax Mapping FY24-Rand	299.97
12/28/20	4600 City of...	Somersworth Tax Mapping FY24 Printing 24x36	272.00
12/28/20	4600 City of...	To record when contracts go over budget in QuickBooks	-2.28
	Total 4606 SOM Tax Maps FY24		1,686.00
	<b>4605 SOM MP &amp; Audit</b>		
12/31/20	4600 City of...	Somersworth Housing Master Plan Chapter and Regulatory F...	4,413.27
	Total 4605 SOM MP & Audit		4,413.27
	Total 4600 City of Somersworth		6,099.27
	<b>4700 Town of Strafford</b>		
	<b>4704 Strafford Tax Mapping 2023</b>		
12/21/20	4700 Town ...	Strafford Tax Map Update-Geis	275.45
12/21/20	4700 Town ...	Strafford Tax Map Update-Rand	466.62
12/21/20	4700 Town ...	Strafford Tax Map Update-24x36 Printing	28.00
12/21/20	4700 Town ...	To record when contracts go over budget in QuickBooks	-77.57
	Total 4704 Strafford Tax Mapping 2023		692.50
	<b>4701 Strafford Circuit Rider</b>		
12/31/20	4700 Town ...	Progress Billing - Strafford Circuit Rider - December 2023	2,473.40
	Total 4701 Strafford Circuit Rider		2,473.40
	Total 4700 Town of Strafford		3,165.90
	<b>4800 Town of Wakefield</b>		
	<b>4801 Wakefield Circuit Rider</b>		
12/31/20	4800 Town ...	Progress Billing - Wakefield Circuit Rider - December 2023	666.25
	Total 4801 Wakefield Circuit Rider		666.25

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

Date	Name	Memo	Amount
Total 4800 Town of Wakefield			666.25
<b>5000 NHARPC</b>			
<b>5002 NHARPC Administration</b>			
12/27/20	5000 NHAR...	NHARPC Administration - FY24 Invoice #1	4,000.00
Total 5002 NHARPC Administration			4,000.00
Total 5000 NHARPC			4,000.00
<b>5201 UNH</b>			
<b>5209 UNH PREPA SOM NR MP</b>			
12/31/20	5201 UNH:...	Progress Billing - Somersworth PREPA NRI P0139200 - Dec...	1,566.76
Total 5209 UNH PREPA SOM NR MP			1,566.76
<b>5208 UNH PREPA LEE NRI</b>			
12/31/20	5201 UNH:...	Progress Billing -LEE PREPA NRI #P0138340- December 20...	1,504.64
Total 5208 UNH PREPA LEE NRI			1,504.64
<b>5207 UNH PREPA DOV NRI</b>			
12/31/20	5201 UNH:...	Progress Billing -DOV PREPA NRI P0138306- December 2023	2,006.77
Total 5207 UNH PREPA DOV NRI			2,006.77
Total 5201 UNH			5,078.17
<b>6000 Business and Economic Affairs</b>			
<b>6004 FY2024-2025 TBG</b>			
12/31/20	6000 Busin...	Targeted Block Grant 24-25 - Progress Billing - December 2023	2,244.67
Total 6004 FY2024-2025 TBG			2,244.67
Total 6000 Business and Economic Affairs			2,244.67
<b>6100 NH DES</b>			
<b>6104 Coastal 24</b>			
12/31/20	6100 NH D...	Coastal Technical Assistance Grant 23-306-09 - Progress Bill...	4,618.54
12/31/20	6100 NH D...	Cash Match	-657.31
12/31/20	6100 NH D...	In Kind match for Coastal grant	-1,989.33
Total 6104 Coastal 24			1,971.90
<b>6305 LSWP NKT SWP-359</b>			
12/31/20	6100 NH D...	Progress Billing - Local Source Water SWP-359 NKT - Dece...	2,055.91
12/31/20	6100 NH D...	Cash Match	-91.75
12/31/20	6100 NH D...	In Kind Match - LSWP	-292.86
Total 6305 LSWP NKT SWP-359			1,671.30

## Strafford Regional Planning Commission Income by Customer December 2023

Date	Name	Memo	Amount
Total 6100 NH DES			3,643.20
<b>6500 DEPT OF SAFETY (OEM)</b>			
<b>6503 BRIC 21 MAD,NOR,ROC</b>			
12/31/20	6500 DEPT...	Progress Billing - 23BRIC20 4393 Invoice Tracker - Decembe...	1,200.00
12/31/20	6500 DEPT...	In Kind Match for Hazard Mitigation contracts	-300.00
Total 6503 BRIC 21 MAD,NOR,ROC			900.00
Total 6500 DEPT OF SAFETY (OEM)			900.00
<b>6600 CDFA-CDBG Grant Administration</b>			
<b>6602 CDBG Gafney Home</b>			
12/31/20	6600 CDFA...	CDBG Grant Administration - Gafney Home - December 2023	978.41
Total 6602 CDBG Gafney Home			978.41
Total 6600 CDFA-CDBG Grant Administration			978.41
<b>6800 NH Housing Authority</b>			
<b>6802 Housing Navigator</b>			
12/31/20	6800 NH H...	Progress Billing - NHHFA Housing Navigator - December 2023	13,574.65
Total 6802 Housing Navigator			13,574.65
Total 6800 NH Housing Authority			13,574.65
<b>7000 ECONOMIC DEVELOPMENT ADMINISTRATION</b>			
<b>7003 EDA FY22</b>			
12/31/20	7000 ECO...	Progress Billing EDD Planning Partnership - December 2023	14,408.50
12/31/20	7000 ECO...	Cash Match	-2,144.30
12/31/20	7000 ECO...	In Kind Match	-3,744.71
Total 7003 EDA FY22			8,519.49
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			8,519.49
<b>7100 EPA</b>			
<b>7111 Brownfields 24-28</b>			
12/31/20	7100 EPA:7...	Brownfields 24-28 Progress Billing - December 2023	1,008.36
Total 7111 Brownfields 24-28			1,008.36
Total 7100 EPA			1,008.36
<b>8000 DOT UPWP</b>			
<b>8002 UPWP 24-25</b>			
12/31/20	8000 DOT ...	Progress Billing - UPWP - December 2023	63,817.92
12/31/20	8000 DOT ...	10% Matching Funds	-6,381.79
Total 8002 UPWP 24-25			57,436.13

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

Date	Name	Memo	Amount
Total 8000 DOT UPWP			57,436.13
<b>8100 COAST</b>			
<b>8101 CommuteSmart Seacoast</b>			
12/31/20	8100 COAS...	COAST CommuteSmart Progress Billing - December 2023	661.37
12/31/20	8100 COAS...	CommteSmart Cash Match - December 2023	-132.28
12/31/20	8100 COAS...	COAST CommuteSmart Progress Billing - Indirect Cost Rate ...	-14.90
12/31/20	8100 COAS...	COAST CommuteSmart Progress Billing - Match Adj 9/30/23 ...	72.00
12/31/20	8100 COAS...	CommteSmart Cash Match- Match Adj 9/30/23 Inv 7177	-72.00
12/31/20	8100 COAS...	COAST CommuteSmart Progress Billing - Indirect Cost Rate ...	-18.58
12/31/20	8100 COAS...	COAST CommuteSmart Progress Billing - Match Adj 11/30/2...	89.90
12/31/20	8100 COAS...	CommteSmart Cash Match - Match Adj 11/30/23 Inv 7223	-89.90
Total 8101 CommuteSmart Seacoast			495.61
Total 8100 COAST			495.61
<b>TOTAL</b>			<b><u>142,896.05</u></b>

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

	Jul - Dec 23	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
2000 SRPC Membership Dues	69,411.21	69,411.21	0.00
<b>SRPC Revenue</b>			
<b>Municipal and NonProfit Revenue</b>			
3501 FAR Circuit Rider	24,386.35	20,000.02	4,386.33
3506 FAR Tax Maps FY23	1,008.86	1,000.00	8.86
3507 FAR HOP Grant	51,832.03	67,869.98	-16,037.95
3104 BAR Housing MP Chapter	21,878.16	14,333.33	7,544.83
4104 NKT Tax Maps	0.00	1,000.00	-1,000.00
4105 NKT HOP1 MP Housing	5,658.18	9,090.92	-3,432.74
4106 NKT MP Other	4,245.84	12,000.00	-7,754.16
4201 NORPlanning Services	14,451.68	12,500.02	1,951.66
4301 NOT Circuit Rider	8,919.60	12,500.02	-3,580.42
4403 ROC Rec Chapter	13,171.49	11,499.98	1,671.51
4605 SOM MP and Audit	22,018.09	33,500.02	-11,481.93
4606 SOM Tax Maps FY24	1,688.28	1,000.00	688.28
4604 SOM Tax Maps FY23	0.00	1,000.00	-1,000.00
4701 Strafford Circuit Rider	17,766.16	18,999.98	-1,233.82
4704 STR Tax Mapping	770.07	1,000.00	-229.93
4703 STR MP Update	-0.90	0.00	-0.90
4801 WAK Circuit Rider	2,616.25	0.00	2,616.25
4802 Sanbornville Precinct	0.00	2,000.00	-2,000.00
4803 WAK NBRC Union Hotel	0.00	1,500.00	-1,500.00
5002 NHARPC Administration	4,000.00	4,000.00	0.00
5151 GSCH - Tufts	10,719.67	0.00	10,719.67
5501 GIS Projects	48.00	1.00	47.00
<b>Total Municipal and NonProfit Reven...</b>	<b>206,183.09</b>	<b>224,795.27</b>	<b>-18,612.18</b>
<b>Total SRPC Revenue</b>	<b>206,183.09</b>	<b>224,795.27</b>	<b>-18,612.18 <sup>2</sup></b>
<b>Federal Agencies Incl EDD</b>			
7111 EPA Brownfields FY24-28	13,704.93	46,875.00	-33,170.07
7003 EDD Planning Partnership	56,299.02	69,999.98	-13,700.96
<b>Total Federal Agencies Incl EDD</b>	<b>70,003.95</b>	<b>116,874.98</b>	<b>-46,871.03 <sup>3</sup></b>
<b>State Award Revenue</b>			
6802 NHHA Housing Navigator	63,393.00	65,577.00	-2,184.00
Dept of Bus & Econ Affairs			
6004 TBG 24-25	8,940.85	5,555.48	3,385.37
<b>Total Dept of Bus &amp; Econ Affairs</b>	<b>8,940.85</b>	<b>5,555.48</b>	<b>3,385.37</b>

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

	Jul - Dec 23	Budget	\$ Over Budget
<b>NHDES</b>			
6305 LSWP NKT SWP 359	10,111.76	9,725.02	386.74
6104 Coastal 24	15,812.44	15,000.00	812.44
6151 Project of Special Merit	1,138.81	0.00	1,138.81
<b>Total NHDES</b>	27,063.01	24,725.02	2,337.99
<b>UNH</b>			
5209 UNH PREPA-SOM NAT RES MP	1,566.76	10,800.00	-9,233.24
5208 UNH PREPA-LEE NRI	2,975.96	10,115.02	-7,139.06
5207 UNH-PREPA DOV NRI	3,224.60	10,115.02	-6,890.42
5206 UNH-GREAT BAY ADAPTS	0.00	2,499.98	-2,499.98
<b>Total UNH</b>	7,767.32	33,530.02	-25,762.70
<b>CDFA</b>			
6601 CDBG Grant	5,757.99	2,000.02	3,757.97
<b>Total CDFA</b>	5,757.99	2,000.02	3,757.97
<b>Pre-Disaster Mitigation</b>			
6503 BRIC21 MAD NOR ROC	1,200.00	15,999.98	-14,799.98
6502 BRIC20	20,330.00	6,983.48	13,346.52
<b>Total Pre-Disaster Mitigation</b>	21,530.00	22,983.46	-1,453.46
<b>Total State Award Revenue</b>	134,452.17	154,371.00	-19,918.83 <sup>4</sup>
<b>MPO Revenue</b>			
<b>NH DOT</b>			
8002 UPWP 24-25	284,992.05	352,754.48	-67,762.43
8101 COAST/CMAQ	3,174.83	3,999.98	-825.15
<b>Total NH DOT</b>	288,166.88	356,754.46	-68,587.58
<b>Total MPO Revenue</b>	288,166.88	356,754.46	-68,587.58 <sup>5</sup>
<b>Contra Income Cash Match</b>			
Cash Match CommuteSmart	-634.98	-999.98	365.00
Cash Match ROC Rec Chapter	-2,009.22	0.00	-2,009.22
Cash Match GSCH	-1,877.04	0.00	-1,877.04
Coastal Cash Match	-2,477.10	-1,250.02	-1,227.08
LSWP Cash Match	-497.31	-444.98	-52.33
<b>EDD Cash Match</b>	-7,706.55	-8,750.02	1,043.47
<b>DOT Cash Match</b>	-28,499.20	-35,275.50	6,776.30
<b>Total Contra Income Cash Match</b>	-43,701.40	-46,720.50	3,019.10

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

	Jul - Dec 23	Budget	\$ Over Budget
<b>Contra Income InKind/Soft Match</b>			
IK BRIC 21	0.00	-3,999.98	3,999.98
IK BRIC 20	0.00	-1,746.00	1,746.00
In-Kind Coastal Match	-5,904.15	-6,249.98	345.83
IK LSWP	-553.18	-1,168.50	615.32
In-Kind EDD Match	-17,973.79	-26,250.00	8,276.21
In-Kind HazMit Match	-5,382.50	0.00	-5,382.50
<b>Total Contra Income InKind/Soft Match</b>	-29,813.62	-39,414.46	9,600.84
<b>Total Income</b>	694,637.43	836,071.96	-141,434.53
<b>Gross Profit</b>	694,637.43	836,071.96	-141,434.53 <sup>1</sup>
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	493,623.08	498,803.02	-5,179.94
<b>Payroll Expenses</b>			
PFML	3,153.27	3,005.00	148.27
Dental insurance expense	4,109.97	3,692.02	417.95
Health incentive	554.33	5,967.52	-5,413.19
Health Insurance expense	60,079.96	65,396.48	-5,316.52
Life Insurance expense	747.65	762.00	-14.35
LTD Insurance expense	419.82	418.50	1.32
STD insurance expense	1,495.86	1,437.98	57.88
Payroll Processing Fees	1,636.50	1,889.02	-252.52
Pension expense	13,410.52	14,642.02	-1,231.50
Unemployment expense	1,246.02	1,115.02	131.00
Workers Compensation	945.00	949.50	-4.50
Payroll Taxes	36,984.67	38,615.02	-1,630.35
<b>Total Payroll Expenses</b>	124,783.57	137,890.08	-13,106.51
Dues and Subscriptions	2,838.47	2,396.02	442.45
Staff Training and Seminars	2,228.02	7,500.00	-5,271.98
<b>Total Personnel Expenses</b>	623,473.14	646,589.12	-23,115.98 <sup>6</sup>
<b>Equipment expense</b>			
Copier Maintenance Contract	1,641.92	1,950.00	-308.08
<b>Office furniture</b>			
Computer equipment	2,123.75	1,500.00	623.75
Office furniture - Other	0.00	500.02	-500.02
<b>Total Office furniture</b>	2,123.75	2,000.02	123.73

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

	Jul - Dec 23	Budget	\$ Over Budget
<b>Other Equipment Repair and Cost</b>			
<b>Equipment Rental &amp; Repair</b>	0.00	249.98	-249.98
<b>Total Other Equipment Repair and C...</b>	0.00	249.98	-249.98
<b>Software expense</b>			
<b>Arclnfo/View software</b>	3,019.98	3,168.98	-149.00
<b>Office Software</b>	5,556.43	5,540.02	16.41
<b>Total Software expense</b>	8,576.41	8,709.00	-132.59
<b>Traffic Count Expenses</b>			
<b>Traffic counting supplies</b>	112.66	0.00	112.66
<b>Traffic Count Expenses - Other</b>	0.00	1,500.00	-1,500.00
<b>Total Traffic Count Expenses</b>	112.66	1,500.00	-1,387.34
<b>Total Equipment expense</b>	12,454.74	14,409.00	-1,954.26
<b>Fixed Expenses</b>			
<b>Amortization-Building</b>	14,050.74	0.00	14,050.74
<b>Insurance</b>			
<b>Liability Insurance</b>	3,945.00	3,586.50	358.50
<b>Total Insurance</b>	3,945.00	3,586.50	358.50
<b>Rent</b>	919.71	15,000.00	-14,080.29
<b>Vehicle Expenses</b>	3,645.92	4,996.50	-1,350.58
<b>Total Fixed Expenses</b>	24,393.67	23,583.00	810.67 <sup>7</sup>
<b>Communications</b>			
<b>Media Outreach Expense</b>	154.05	500.02	-345.97
<b>Office Telephone System</b>	0.00	582.00	-582.00
<b>Postage and Delivery</b>	358.21	200.02	158.19
<b>Telephone and Internet</b>	1,929.63	1,800.00	129.63
<b>Website maintenance and updates</b>	432.07	713.48	-281.41
<b>Total Communications</b>	2,873.96	3,795.52	-921.56
<b>Administrative</b>			
<b>Library &amp; Planning Books</b>	2,564.50	0.00	2,564.50 <sup>8</sup>
<b>Meetings Expense</b>	-42.13	1,749.98	-1,792.11 <sup>9</sup>
<b>Office Expense</b>	1,280.85	5,000.02	-3,719.17
<b>Office Supplies</b>	1,914.69	2,000.02	-85.33
<b>Printing and Reproduction</b>	1,309.67	75.00	1,234.67 <sup>10</sup>



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

	Jul - Dec 23	Budget	\$ Over Budget
<b>Professional Fees</b>			
Accounting, Audit	6,000.00	8,000.02	-2,000.02 <sup>11</sup>
Legal Fees	0.00	2,000.02	-2,000.02
<b>Total Professional Fees</b>	6,000.00	10,000.04	-4,000.04
<b>Travel &amp; Ent</b>	4,634.99	2,499.98	2,135.01 <sup>12</sup>
<b>Total Administrative</b>	17,682.81	21,325.04	-3,642.23
<b>Contract Labor</b>			
IT and Network support	10,165.00	14,499.98	-4,334.98
Pass Through Expense			
LEE NRI PREPA Consultant	0.00	3,000.00	-3,000.00
DOV NRI PREPA Consultant	0.00	3,000.00	-3,000.00
Misc Consultants - Contract TBD	0.00	7,500.00	-7,500.00
FAR HOP Consultant	43,285.00	56,537.48	-13,252.48
NHHFA Pass Through Expense	0.00	1,143.00	-1,143.00
EPA Brownfields Consultants	0.00	42,468.98	-42,468.98
NHDOT Consultant	0.00	24,999.98	-24,999.98
<b>Total Pass Through Expense</b>	43,520.50	138,649.44	-95,128.94 <sup>13</sup>
<b>Total Contract Labor</b>	53,685.50	153,149.42	-99,463.92
<b>Total Expense</b>	734,563.82	862,851.10	-128,287.28
<b>Net Ordinary Income</b>	-39,926.39	-26,779.14	-13,147.25
<b>Other Income/Expense</b>			
Other Income			
Interest Income	79.36	49.98	29.38
<b>Total Other Income</b>	79.36	49.98	29.38
<b>Net Other Income</b>	79.36	49.98	29.38
<b>Net Income</b>	<b>-39,847.03</b>	<b>-26,729.16</b>	<b>-13,117.87</b>

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

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1. Revenues: Differences are mostly attributable to timing of project work performed versus budgeting on an even monthly basis for the months the contract is in effect. Many projects are task-based and cannot be billed until a specified percentage of task completion, which may not coincide with the monthly budget revenue spread. Billing is also contingent upon receipt of contractor invoices for several projects, where SRPC administration of the project is minimal. Also keep in mind that the gross revenue figures include any match requirements for each project.

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2. Municipal Revenue: The FAR HOP grant uses a subcontractor, and the majority of revenue is contingent upon contractor invoices. The NKT HOP and Master Plan Update contracts went into effect 10/1/23, but revenues were budgeted from Jul/Aug forward. A partial Notice to Proceed on the NBRC Union Hotel has been granted and the allocation of that partial funding is being confirmed. GSCH Tufts contract end date was 6/30/23, however additional funding was granted and the final invoice was sent in November.

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3. Federal Agency Revenue: The EPA Brownfields grant start date was in July, and revenue was budgeted for July forward, but billing did not start until October. The Brownfields engineering firm went under contract in December.

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4. State Award Revenue: Revenues were budgeted for the SOM, LEE, and DOV PREPA contracts July forward, however billing didn't start until November. Revenue for the Great Bay Adapts grant was budgeted July forward, however the contract with SRPC was not completed until October. The Pre-Disaster Mitigation grants are task-based billings. Middleton, Nottingham, and Strafford began work in July under the BRIC grant #6502 funding. Work started on the new BRIC #6503 funding mid-October. Both BRIC contracts had revenue budgeted from July forward.

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5. MPO Revenue: A NHDOT consultant was budgeted to start in July, but the engineering firm contract was not finalized until December, affecting the amount of revenue budgeted for the UPWP.

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6. 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.

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7. Fixed Expense: See Profit and Loss note, Amortization.

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8. Library & Planning Books: This is the expense for the annual PLUR books. The cost was budgeted for January (based on the previous fiscal year), but was actually paid for in December.

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9. Meeting Expense: Actual reflects transfer of PayPal funds for FY22 and FY23 Annual Meeting attendance fees received. The Meeting Expense budget is spread evenly over 12 months, whereas the annual meeting costs will be booked closer to year end.

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10. Printing and Reproduction: Actual costs include reimbursable costs for Housing Navigator (\$264) and the GSCH contract (\$595.00). Costs were budgeted evenly over 12 months, which may not coincide with actual print jobs.

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11. Accounting and Audit: A new firm is conducting the FY23 audit at a lower cost than originally projected.

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12. Travel: Expenses are spread evenly over the 12 months. Actual expenses reflect normal travel and staff attendance at the EPA Brownfield Conference and the annual NNECAPA conference, including lodging and airfare.

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

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13. 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, invoices received, or actual contract start dates.
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DRAFT

# STRAFFORD

Regional Planning Commission

February 16, 2024

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

RE: February 2024 Minor Revisions to the 2023-2026 TIP

Dear Mr. Watson:

The Strafford Regional Planning Commission (SRPC) staff has received a request to approve the February 2024 Minor Revisions to Strafford Metropolitan Planning Organization's approved 2023-2026 Transportation Improvement Program (TIP).

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

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

The Executive Director recommends the approval of the following Administrative Modifications to the 2023-2026 TIP as proposed.

Sincerely,

Jennifer Czysz, AICP  
Executive Director



February 2024 TIP Minors Table of Contents

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# 2023 - 2026 SRPC Transportation Improvement Program

## February 2024 Minors

1/19/2024

Please refer to the 2023 - 2026 TIP document and project listing for detailed COAST transit funding information. NHDOT groups federal funding for statewide public transit in large programs (e.g. FTA 5307); MPOs and RPCs track funding for individual transit providers and projects. Strafford MPO is currently updating its project database and will be incorporating individual project funding for final publication of the 2023 - 2026 TIP.

### Durham 41432

Towns: Durham

Road: Bennett Road

Scope: Address the Red List bridge carrying Bennett Road over PAR in the Town of Durham (093/080)

Acronyms:

#### Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$336,160		\$0	\$0	<b>\$336,160</b>
PE	2026	\$121,603		\$0	\$0	<b>\$121,603</b>
ROW	2026	\$60,801		\$0	\$0	<b>\$60,801</b>

#### Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2025	\$336,160		\$0	\$0	<b>\$336,160</b>
PE	2026	\$121,603		\$0	\$0	<b>\$121,603</b>
ROW	2026	\$60,801		\$0	\$0	<b>\$60,801</b>

#### Change Notes

NHDOT Description of Changes

SRPC Notes

No change to funding levels. Preliminary Engineering funding in 2024 being moved to 2025.

#### Funding Sources

##### FHWA

STBG-Off System Bridge

##### NHDOT

Toll Credit

# DOVER 44159

Towns: DOVER  
Road: NH108-Central Avenue  
Scope: Complete St recon between Stark Ave and Silver St. As identified in CDS 2023 Legislation

Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
CON	2024	\$4,500,000		\$0 \$1,125,000	<b>\$5,625,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
CON	2026	\$4,500,000		\$0 \$1,125,000	<b>\$5,625,000</b>

## Change Notes

NHDOT Description of Changes

SRPC Notes

No change to funding levels. Construction funding in 2024 being moved to 2026.

## Funding Sources

### FHWA

FHWA Earmarks

### OTHER

Towns

# PROGRAM HSIP

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

## Approved Funding

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

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$2,000,000		\$0	\$0	<b>\$2,000,000</b>
PE	2024	\$2,000,000		\$0	\$0	<b>\$2,000,000</b>
PE	2025	\$300,000		\$0	\$0	<b>\$300,000</b>
PE	2026	\$350,000		\$0	\$0	<b>\$350,000</b>
ROW	2023	\$200,000		\$0	\$0	<b>\$200,000</b>
ROW	2024	\$150,000		\$0	\$0	<b>\$150,000</b>
ROW	2025	\$150,000		\$0	\$0	<b>\$150,000</b>
ROW	2026	\$150,000		\$0	\$0	<b>\$150,000</b>
CON	2023	\$11,477,727		\$0	\$0	<b>\$11,477,727</b>
CON	2024	\$10,176,257		\$0	\$0	<b>\$10,176,257</b>
CON	2025	\$6,566,339		\$0	\$0	<b>\$6,566,339</b>
CON	2026	\$9,979,350		\$0	\$0	<b>\$9,979,350</b>
OTHER	2023	\$770,000		\$0	\$0	<b>\$770,000</b>



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

**Change Notes**

NHDOT Description of Changes

SRPC Notes

Inflation reduction to two child projects in Rochester (OldDover/Tebbetts Rd, and 202/Estes Rd intersections)

**Funding Sources**

**FHWA**

STBG-State Flexible

Hwy Infrastructure

Highway Safety Improvement Program (HSIP)

**NHDOT**

Toll Credit