

**SRPC EXECUTIVE COMMITTEE MEETING**

August 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 an in-person quorum. So long as an in-person quorum, Commissioners may participate virtually. Guests may attend the meeting virtually or at the SRPC Office. All participants, both in-person and virtual, can communicate contemporaneously.

**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.strafford.org](http://www.strafford.org). If anybody is unable to access the meeting, please email [mtaylorfetter@strafford.org](mailto:mtaylorfetter@strafford.org) or call 603-994-3500 (x115).

Agenda Item	Time	Notes
<b>1) Welcome and Introductions</b>	7:45-7:50	N/A
<b>2) Enter in Non-Public Session per RSA91-A:3,II (a), Personnel Matters</b>	7:50-8:20	Materials sent separately from packet
<b>3) Action Items</b> a) Approval of the June 21, 2024 and July 31, 2024 (non-public) Minutes b) Acceptance of the Draft May and June Financials	8:20-8:35	Refer to the enclosed memo and attachments.
<b>4) Updates and Discussion Items</b> a) Awards, Contracts, and General Business b) August Monthly Minors	8:35-8:50	Refer to the enclosed memo and attachments.
<b>5) Other Business</b>	8:50-8:55	N/A
<b>6) Adjourn</b>	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@strafford.org](mailto:srpc@strafford.org).



## **RULES OF PROCEDURE**

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

### **Meeting Etiquette**

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

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

Do not interrupt others or start talking before someone finishes.

Do not engage in cross talk.

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

Active participation is encouraged from all members.

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

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

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

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



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

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The following notes correspond to individual agenda items for discussion.

## **2b. Accept the Draft May and June Financials**

**Balance Sheet:** Bank balances remain tight and buoyed by grants with contract revenue in advance. June's savings account balance is up from May as a result of dues payments that have started to come in for FY2025. As indicated in the detailed report notes, reimbursements are lagging. SRPC holds contractor payments until receipt of reimbursement. This includes approximately \$29,000 in pass-through expenses in May and another \$75,600 in June. As these have been entered into the check register, the balance sheet shows the account balances as if all checks were cashed. Therefore, while showing a negative checking account balance in June, the actual balance was higher.

**Accounts Receivable:** At the end of May our total Accounts Receivable were \$432,777 of which \$275,119 were the current month's billing, \$127,726 was received in June and another \$29,933 was past due. June's outstanding balance was not improved. Of the \$417,803 in receivables at the end of June, \$229,058 was the current month, \$90,791 received in July, and \$97,953 past due. This June increase is due to the late processed May DOT invoice and several of the municipal HOP grants that have been inconsistently paid.

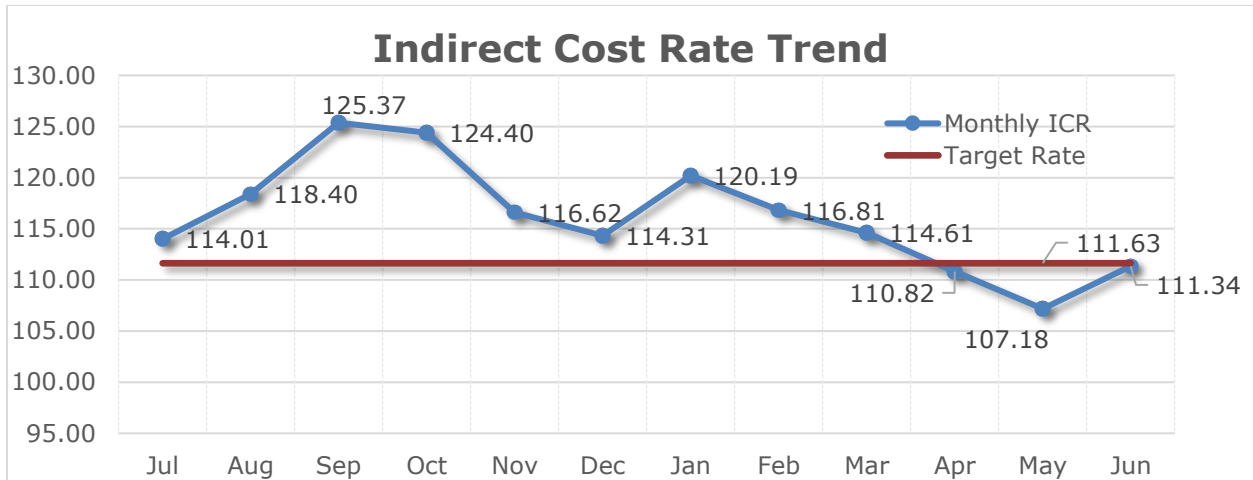
**Profit and Loss and Income by Customer:** Starting with the bad news, the fiscal year closed with a loss of \$30,297, greater than where we hoped to be. At the end of May our year-to-date net loss was down to \$16,761. The month of May ended with a profit of \$2,300 and \$186,772 in customer income. June had a similar income by customer of \$181,803, however, because a greater share of June's expenses were attributable to pass through expenses than in May, our total expenses for the month were also higher. As a result, we saw a net loss for the month of \$13,767. This is partially, but not fully, attributable to increased leave times and reduced billable hours between the executive and assistant directors due to unforeseen circumstances. The other factor in June were the health insurance buyouts paid to staff who do not enroll in SRPC's health plans.

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

**Awards and Contracts:** Refer to the table following this memo.

**Indirect Rate:** SRPC's approved indirect cost rate is 111.63%. As of the close of FY 2024 the rate was 111.34%.





***FY2024 Dues Utilization:***

<b>Income:</b>	
FY24 Dues Paid	\$138,837.39
<b>Total Income</b>	<b>\$138,837.39</b>

<b>Expenses:</b>	
Planning Salaries	\$5,932.95
Dues and Subscriptions	\$121.80
Staff Training	\$60.00
Equipment Depreciation	\$3,473.96
Vehicle Interest	\$136.58
Bank Fees	\$15.00
Interest Expense	\$5.24
Meeting Expense	\$1.82
Office Expense	\$526.65
Travel	\$288.53
PLUR Books	-\$85.00
Indirect (111.63%)	\$6,622.95
<b>Total SRPC Expenses</b>	<b>\$17,100.48</b>

<b>Cash Match:</b>	
UPWP	\$59,325.99
EDA	\$17,464.68
Coastal	\$3,889.57
LSWP	\$714.34
GSCH	\$1,877.04
CommuteSmart	\$971.60
ROC Recreation Chapter	\$3,202.01
USDA Community Facilities	\$27.11
Safe Streets for All	\$6,000.00
<b>Total Cash Match</b>	<b>\$93,472.34</b>

<b>Contract Overages:</b>	
Strafford Tax Maps	\$77.57
Somersworth Tax Maps	\$2.28
Barrington Housing MP	\$168.18
Target Block Grant	\$17.41
PSM FloodSmart	\$172.34
CDBG Grant Writing	\$61.13
Wakefield Circuit Rider	\$72.50
<b>Total Contract Overages</b>	<b>\$571.41</b>

<b>Total Expenses</b>	<b>\$111,144.23</b>
<b>Dues Remaining</b>	<b>\$27,693.16</b>

**NEXT MEETING: September 20, 2024, 8 AM. – 9:00 A.M.**

## Proposals and Grant Applications Tracking

Title	Funder	Funding Year(s)	Award \$	Dues \$	Application Status	Contract Status	Description
CAW Evolving our Practice (Year 2)	UNH/Great Bay 2030	FY2024-2025	\$10,000		Awarded	Complete	Identify and map communities that are disproportionately impacted by climate change due to life circumstances that increase exposure to hazards or make it harder to respond in the Great Bay watershed.
Safe Streets for All ( <b>Region</b> Wide)	FHWA	FY2024-2025	\$50,000	\$13,750	Awarded	Complete	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>Hazard Mitigation Update</b> for the Town of Farmington	HSEM	FY2025-FY2027	\$10,800		Awarded	Complete	Prepare an update to the Town's 2018 Hazard Mitigation Plan.
Durham Wagon Hill Living Shorelines Phase 2	Durham/NFWF	FY2025-2028	\$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.
Town of <b>Milton</b> Nitrogen Source Identification Plans	NHDES CWSRF	FY2025-2026	\$100,000		Awarded	In Process	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>InterRegional</b> Housing Solutions	DoD Joint Land Use Study (JLUS)	FY2025	\$35,000		Awarded	In Process	Southern Maine Planning and Development Council is the lead applicant. Funds are to support addressing transportation problems at the Portsmouth Naval Shipyard through land use change across its commute-shed. The project will fund SRPC and RPC to conduct regional trainings and provide free zoning and regulatory change services to communities.
Cocheco River Management Plan ( <b>Dover, Farmington, Middleton, New Durham and Rochester</b> )	NHDES 604(b)	FY2025-2026	\$33,500		Awarded	In Process	Development and adoption of a River Corridor Management Plan
<b>Tax Map Update</b> for the Town of Farmington	Farmington	FY2025	\$1,575		Awarded	In Process	Prepare a tax map update for the Town of Farmington
<b>PREPARE:</b> Preparing for Resilient and Equitable Post-disaster Recovery to Events	NHDES Project of Special Merit	FY2025-2026	\$25,000		Awarded	Contract Forthcoming	Prepare coastal communities for flood events by incorporating coastal resiliency and equitable engagement into post-disaster assistance and recovery.
Five-Year Update to Coastal Flood Risk Summary ( <b>Region Wide</b> )	NHDES/NOAA	FY2025-2026	\$6,548		Awarded	Contract Forthcoming	Assist NHDES in an advisory and network partner role to update the Coastal Flood Risk Summary
Phase II of <b>NH Coastal Flood Risk Model</b>	NFWF	FY2024-2026	\$10,000		Awarded	Contract Forthcoming	Develop a dynamic sea-level rise and storm surge model for coastal NH to replace existing bathtub inundation maps

Title	Funder	Funding Year(s)	Award \$	Dues \$	Application Status	Contract Status	Description
Transformative Planning Grant ( <b>Region Wide</b> )	NHCDFR	FY2024-2025	\$20,000		Awarded	Contract Forthcoming	Develop community-level strategies and planning activities that lead to the development of new project(s) that increase the housing supply
Sunrise Lake Watershed Plan Implementation ( <b>Middleton</b> )	NH DES 319	FY2025-2027	\$62,885		Awarded	Contract Forthcoming	Implement four structural BMPs and one non-structural BMP identified in the Sunrise Lake Management Plan
<b>Newmarket</b> Prime Wetland Mapping	UNH PREP	FY2025-2026	\$1,700		Submitted	NA- App Pending	Produce new prime wetland maps.
<b>Somersworth</b> HOP Zoning Reform	Invest NH	FY2025-2026	\$100,000		In Development	NA- App Pending	Work with the City of Somersworth to completed zoning amendments that were identified as part of their HOP funded Master Plan and Audit.
<b>Newmarket</b> Form Based Code Phase II (HOP)	Invest NH	FY2025-2026	\$100,000		In Development	NA- App Pending	Work with the Town of Newmarket to expand the recently completed Form Based Code town wide.
<b>Wakefield</b> Workforce Housing Ordinance Updates (HOP)	Invest NH	FY2025-2026	\$25,000		In Development	NA- App Pending	Work with the town to revise the existing Workforde Housing Ordinance and identify other zoning changes to increase opportunities for housing creation
<b>Nottingham</b> Housing Master Plan Chapter	Invest NH	FY2025-2026	\$25,000		In Development	NA- App Pending	Update the City's Housing Chapter of the master plan to incorporate the SRPC RHNA findings
<b>Barrington</b> Open Space and Recreation Master Plan Chapter	Town of Barringt	FY2025-2026	\$25,000		In Development	NA- App Pending	Create a new master plan chapter that unites planning for open space protection and recreation planning.

Application/Proposal Status	Total Award \$	Sum of PassThrough	Net SRPC Funding	# of Applications
Awarded	\$381,178	\$161,000	\$220,178	13
Submitted	\$1,700		\$1,700	1
In Development	\$275,000	\$82,000	\$193,000	5
<b>Grand Total</b>	<b>\$657,878</b>	<b>\$243,000</b>	<b>\$414,878</b>	<b>19</b>

**SRPC EXECUTIVE COMMITTEE MEETING**

June 21, 2024, 8:00 a.m. to 9:00 a.m.  
Hybrid Meeting (Conference Rm 1A & via Zoom)  
Meeting Minutes

**1. Welcome and Introductions**

Chair D. Landry opened the meeting and asked for introductions:

**Members attending in person:** Dave Landry, Dover; Barbara Holstein, Rochester; Don Hamann, Rochester; Joe Boudreau, Rochester; Peter Nelson, Newmarket; Michael Bobinsky, Somersworth

**Members attending on Zoom:** Katrin Kasper, Lee; Michael Lehrman, Durham

**2. Action Items**

**a. Approval of the May 17, 2024 Minutes**

D. Hamann motioned to accept the May 17, 2024 minutes as written seconded by J. Boudreau. All members voted in favor. P. Nelson abstained. The motion passed.

**b. Acceptance of the Draft April Financials**

J. Czysz reviewed the April financials. She stated the situation is pretty much the same as last month.

Balance Sheet: Account balances remained about where we would like to see them. April 2024 is slightly better than 2023. That said, much of this remains attributable to several projects with contract revenue in advance (see p. 2 of the Balance Sheet, midway on the page).

Accounts Receivable: Of the \$243,346 due at the end of April, \$168,010 is attributable to current invoices. Another \$55,859 was received in May, with a past due balance of \$19,477.

Profit and Loss and Income by Customer: April 2024 ended with a net profit of \$24,973 for the month. Billing exceeded our target for the month at \$164,416. Our year-to-date loss continues to trend downward; -\$19,066 at the end of April. If we can keep the final quarter in the black, while we may still end the year in a deficit, it should be smaller.

D. Hamann motioned to accept the draft April Financials seconded by M. Bobinsky. All in favor, motion passed unanimously.

**c. Recommend Adoption of the FY2025 Budget**

J. Czysz stated the budget has been adjusted slightly since last month to reflect final staffing plans and expected carryover revenue of multi-year contracts.

D. Hamann motioned to recommend the full Commission to Adopt the FY 2025 Budget. P. Nelson seconded the motion. All members voted in favor. The motion passed unanimously.

**d. Recommend Approval of the Slate of Officers**

J. Czysz stated that under the bylaws the executive committee consists of 3 officers, 4 members elected by the commission, and any alternates.

The officers and executive committee members for FY2025:

<b>Name</b>	<b>FY2024 Role</b>	<b>FY2025 Role</b>	<b>Community</b>	<b>Term Exp.</b>
Dave Landry	Chair	Chair	Dover	11/5/2027
Peter Nelson	Vice-Chair	Vice-Chair	Newmarket	03/1/2025
Barbara Holstein	Member	Sec./Treas.	Rochester	6/6/2026
Michael Bobinsky	Member	Member	Somersworth	5/2/2028
Katrin Kasper	Member	Member	Lee	11/21/2024
Joe Boudreau	Alternate	Member	Rochester	6/30/2026
Matt Towne	-	Member	Barrington	7/9/2027
Michael Lehrman	-	Alternate	Durham	4/30/2026
Vacant	-	-	-	Alternate

P. Nelson motioned to recommend the proposed slate of officers to the Commission. D. Hamann seconded the motion. All members voted in favor. The motion passed unanimously.

**e. Authorize Certificate of Vote**

J. Czysz stated that on an annual basis the Executive Committee should affirm, or reaffirm, that the Executive Director is authorized to file applications, sign contracts and implement the annual work program. A motion is needed.

D. Hamann motioned the Executive Director, or in his/her absence, the Acting Executive Director, be authorized to file applications with federal, state and local governmental units, and other agencies and organizations to implement Strafford Regional Planning Commission’s work program, and to execute agreements to receive funds for such purposes. Nelson seconded the motion. All members voted in favor. The motion passed unanimously.

**3. Updates and Discussion Items**

**a. Executive Director Review**

J. Czysz stated that due to unforeseen circumstances her review had to be rescheduled. Megan will reach out to the committee members to schedule a meeting.

**b. Review FY2025 Commissioner Handbook**

The handbook, enclosed in the packet minus the appended bylaws, has been updated to reflect the revised meeting format, current staff and commissioners, and incorporated the updated bylaws. It will be distributed to commissioners later in the summer.

P. Nelson motioned to approve the FY2025 Commissioner Handbook as presented. M. Bobinsky seconded the motion. All members voted in favor. The motion passed unanimously.

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

J. Czysz reviewed the awards, contracts, and general business. She stated there have been limited changes since last month. An updated table will be provided at



the next meeting. She stated that we are talking with other communities about HOP grants.

**d. June Monthly Minors**

C. Lentz reviewed the June monthly minors. He stated there are small changes to projects throughout the state. Larger changes require public comment. There is no impact on 108 complete streets corridor.

**e. Other Business**

There was no other business.

**f. Adjourn**

With a motion and a second to adjourn and a unanimous vote in favor, the meeting adjourned at 9:10 A.M.

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of May 31, 2024**

	May 31, 24	May 31, 23	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
FSB Checking	12,398.23	117,841.84	-105,443.61
FSB Savings	44,697.00	11,327.28	33,369.72
<b>Total Checking/Savings</b>	57,095.23	129,169.12	-72,073.89 <sup>1</sup>
<b>Accounts Receivable</b>			
Accounts Receivable	432,777.32	154,568.11	278,209.21
<b>Total Accounts Receivable</b>	432,777.32	154,568.11	278,209.21 <sup>2</sup>
<b>Other Current Assets</b>			
<b>Prepaid Expenses</b>			
Prepaid Dues and Subscriptions	745.47	1,548.30	-802.83
Prepaid Insurance (P & L)	657.50	0.00	657.50
Prepaid training	600.00	600.00	0.00
Prepaid Unemployment Comp	1,726.69	0.00	1,726.69 <sup>3</sup>
Prepaid Workers Compensation	1,091.44	0.00	1,091.44
<b>Total Prepaid Expenses</b>	4,821.10	2,148.30	2,672.80
Prepaid software support	7,410.02	7,264.79	145.23
<b>Total Other Current Assets</b>	12,231.12	9,413.09	2,818.03
<b>Total Current Assets</b>	502,103.67	293,150.32	208,953.35
<b>Fixed Assets</b>			
<b>Right of Use Asset - Building</b>			
Accumulated Amortization - Buil	-79,623.08	-51,521.12	-28,101.96
Right of Use Asset - Building - Ot...	112,410.00	112,410.00	0.00
<b>Total Right of Use Asset - Building</b>	32,786.92	60,888.88	-28,101.96 <sup>4</sup>
<b>Vehicles</b>			
Vehicle Accumulated Depreciatio	-22,943.35	-17,207.47	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
<b>Total Vehicles</b>	0.00 <sup>5</sup>	5,735.88	-5,735.88
<b>Property and Equipment</b>			
Accumulated Depreciation	-19,502.04	-15,745.44	-3,756.60
<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

Page 2  
**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of May 31, 2024**

	May 31, 24	May 31, 23	\$ Change
Total Equipment Purchase	38,836.89 <sup>6</sup>	15,745.44	23,091.45
Total Property and Equipment	19,334.85	0.00	19,334.85
Total Fixed Assets	52,121.77	66,624.76	-14,502.99
<b>TOTAL ASSETS</b>	<b>554,225.44</b>	<b>359,775.08</b>	<b>194,450.36</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
FSB Credit Card	1,756.47	5,653.66	-3,897.19
Total Credit Cards	1,756.47	5,653.66 <sup>7</sup>	-3,897.19
<b>Other Current Liabilities</b>			
FY25 Dues in Advance	138,666.33	0.00	138,666.33
FY24 Dues in Advance	11,568.51	12,409.71	-841.20
Building Lease Liab Current	2,403.62	2,324.07	79.55
FY23 Dues in Advance	0.00	10,531.98	-10,531.98
Current Portion of Lease Payabl	0.00	412.89	-412.89
Benefits payable			
Simple IRA payable	48.00	401.85	-353.85
Total Benefits payable	48.00	401.85	-353.85
Contract Revenue In Advance	140,560.23 <sup>8</sup>	21,709.41	118,850.82
<b>Payroll Liabilities</b>			
FSA Payable	608.00	0.00	608.00
FUTA	30.41	30.41	0.00
Medicare payable	0.00	-0.06	0.06
Social Security Payable	-0.02	-0.04	0.02
Payroll Liabilities - Other	1,889.27	784.22	1,105.05
Total Payroll Liabilities	2,527.66	814.53	1,713.13
Total Other Current Liabilities	295,774.35	48,604.44	247,169.91
Total Current Liabilities	297,530.82	54,258.10	243,272.72
<b>Long Term Liabilities</b>			
Building Lease Liab Non Current	31,868.00	60,268.00	-28,400.00 <sup>9</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 <sup>10</sup>
Accrued Vacation	42,764.92	42,091.38	673.54
Annual Audit Accrual	11,000.00	14,666.67	-3,666.67 <sup>11</sup>
Total Accrued expenses	73,818.30	108,697.18	-34,878.88

**Strafford Regional Planning Commission**  
**Balance Sheet**  
As of May 31, 2024

5:07 PM

07/11/24

Accrual Basis

	May 31, 24	May 31, 23	\$ Change
<b>Total Long Term Liabilities</b>	105,686.30	173,639.02	-67,952.72
<b>Total Liabilities</b>	403,217.12	227,897.12	175,320.00
<b>Equity</b>			
<b>Retained Earnings</b>	167,769.00	176,019.32	-8,250.32 <sup>12</sup>
<b>Net Income</b>	-16,760.68	-44,141.36	27,380.68 <sup>13</sup>
<b>Total Equity</b>	151,008.32	131,877.96	19,130.36
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>554,225.44</b>	<b>359,775.08</b>	<b>194,450.36</b>

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**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of May 31, 2024**

5:07 PM

07/11/24

Accrual Basis

1. **Checking/Savings:** The total cash position, compared to the previous fiscal year, has improved due to receipt of funds paid in advance on various contracts. Most notably, the \$17,500 final advance for EDA was drawn early due to changes in the online grant administration platform; and approximately \$113,000 was received from NHCF for two newly executed contracts. Cash flow remains an issue, as payments from various HOP grants and NHDOT are taking longer to receive.

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

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3. **Prepaid Insurances:** 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 to the profit and loss statement. Workers Compensation and Unemployment insurances were paid in full in January of this fiscal year, and are being booked as a monthly expense on the profit and loss statement for calendar year 2024.

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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 prior year balance on the Balance Sheet reflects the Amortization expense accumulated during fiscal year 2022 through June 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.

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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. The vehicle was paid off in May and is fully depreciated.

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6. **Property and Equipment:** 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 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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7. **Credit Card:** In the prior year, \$2,400 was spent on a public speaking workshop for staff, and \$1,025.74 was paid for a Commissioner Convening event, which was billed back to NHARPC.

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8. **Contract Revenue in Advance:** Current year balance = ROC RFP \$3,923, NHCF \$111,197, Housing Navigator \$22,727, EDA \$2,713. 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.

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9. **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 was made in May, 2024, and as a result, the balance for this fiscal year is zero.

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10. **Accrued Payroll:** These amounts reflect wages paid in FY24, but worked in FY23, and half of the Paid Time Off (PTO) hours accrued by staff at 6/30/23. These amounts will be updated again at year-end as part of the FY24 close-out. In the previous fiscal year, 14 days of payroll were accrued, as compared to only 5 days accrued for FY23.

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11. **Annual Audit Accrual:** The annual audit accrual is based on the audit engagement letter each year. The total amount is recorded monthly as audit expense on the profit and loss statement. Total

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of May 31, 2024**

5:07 PM

07/11/24

Accrual Basis

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audit costs for the current fiscal year are \$12,000 and were \$16,000 in the previous fiscal year.

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

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**13.** Net Income: Reflects Net Income for the entire fiscal year through the report date.

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DRAFT

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**Strafford Regional Planning Commission**  
**A/R Aging Summary**  
**As of May 31, 2024**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>1000 Indirect Administration</b>						
1020 CDBG Grant Writing	0.00	0.00	2,000.00	0.00	0.00	2,000.00
<b>Total 1000 Indirect Administration</b>	0.00	0.00	2,000.00 <sup>1</sup>	0.00	0.00	2,000.00
<b>2000 LTA (Local Technical Assistance)</b>						
<b>2100 Dues</b>						
2101 Town of Barrington dues	9,153.78	0.00	0.00	0.00	0.00	9,153.78
2102 Town of Brookfield dues	996.46	0.00	0.00	0.00	0.00	996.46
2103 City of Dover dues	23,581.37	0.00	0.00	0.00	0.00	23,581.37
2104 Town of Durham dues	12,324.08	0.00	0.00	0.00	0.00	12,324.08
2106 Town of Lee dues	5,879.62	0.00	0.00	0.00	0.00	5,879.62
2107 Town of Madbury dues	2,528.48	0.00	0.00	0.00	0.00	2,528.48
2109 Town of Milton dues	5,839.71	0.00	0.00	0.00	0.00	5,839.71
2110 Town of New Durham dues	3,566.14	0.00	0.00	0.00	0.00	3,566.14
2111 Town of Newmarket dues	9,144.67	0.00	0.00	0.00	0.00	9,144.67
2114 City of Rochester dues	23,450.21	0.00	0.00	0.00	0.00	23,450.21
2115 Town of Rollinsford dues	3,396.20	0.00	0.00	0.00	0.00	3,396.20
2116 City of Somersworth dues	10,710.09	0.00	0.00	0.00	0.00	10,710.09
2117 Town of Strafford dues	5,510.13	0.00	0.00	0.00	0.00	5,510.13
<b>Total 2100 Dues</b>	116,080.94	0.00	0.00	0.00	0.00	116,080.94
<b>2200 PLUR Books</b>						
2202 Town of Brookfield PLUR	85.00	0.00	0.00	0.00	0.00	85.00
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 2200 PLUR Books</b>	85.00	0.00	0.00	0.00	0.00	85.00
<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>	116,165.94	0.00	0.00	0.00	0.00	116,165.94
<b>3300 City of Dover</b>						
3304 Dover HOP Audit & Ordinance	10,391.34	0.00	5,319.94	5,766.16	0.00	21,477.44
<b>Total 3300 City of Dover</b>	10,391.34	0.00	5,319.94	5,766.16	0.00	21,477.44 <sup>2</sup>
<b>3500 Town of Farmington</b>						
3507 FAR HOP Grant	10,105.82	0.00	0.00	0.00	0.00	10,105.82
3501 FAR Circuit Rider	4,382.80	0.00	0.00	0.00	0.00	4,382.80
<b>Total 3500 Town of Farmington</b>	14,488.62	0.00	0.00	0.00	0.00	14,488.62
<b>4000 Town of New Durham</b>						
4004 NDU HOP (Hsg, LU, Vision)	6,296.24	0.00	2,923.28	635.82	0.00	9,855.34
<b>Total 4000 Town of New Durham</b>	6,296.24	0.00	2,923.28	635.82	0.00	9,855.34 <sup>3</sup>
<b>4100 Town of Newmarket</b>						

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**Strafford Regional Planning Commission**  
**A/R Aging Summary**  
**As of May 31, 2024**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>4107 NKT HOP 3 FORM BASED CODE</b>	21,613.95	0.00	11,148.05	0.00	0.00	32,762.00
<b>4106 NKT MP Other</b>	4,683.90	0.00	3,513.04	2,951.62	0.00	11,148.56
<b>4105 NKT HOP1 MP Housing</b>	3,467.39	0.00	2,701.23	0.00	0.00	6,168.62
<b>Total 4100 Town of Newmarket</b>	29,765.24	0.00	17,362.32 <sup>4</sup>	2,951.62 <sup>5</sup>	0.00	50,079.18
<b>4200 Town of Northwood</b>						
<b>4201 NOR Circuit Rider</b>	455.00	0.00	0.00	0.00	0.00	455.00
<b>Total 4200 Town of Northwood</b>	455.00	0.00	0.00	0.00	0.00	455.00
<b>4300 Town of Nottingham</b>						
<b>4301 NOT Circuit Rider</b>	2,469.15	0.00	2,897.35	0.00	0.00	5,366.50
<b>Total 4300 Town of Nottingham</b>	2,469.15	0.00	2,897.35 <sup>6</sup>	0.00	0.00	5,366.50
<b>4400 City of Rochester</b>						
<b>4403 ROC Rec MP</b>	2,191.07	0.00	0.00	0.00	0.00	2,191.07
<b>4402 UPWP ROC Sidewalk Assess</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 4400 City of Rochester</b>	2,191.07	0.00	0.00	0.00	0.00	2,191.07
<b>4600 City of Somersworth</b>						
<b>4605 SOM MP &amp; Audit</b>	6,814.36	0.00	7,435.30	7,056.67	0.00	21,306.33
<b>Total 4600 City of Somersworth</b>	6,814.36	0.00	7,435.30	7,056.67	0.00	21,306.33 <sup>7</sup>
<b>4700 Town of Strafford</b>						
<b>4701 Strafford Circuit Rider</b>	2,032.60	0.00	0.00	0.00	0.00	2,032.60
<b>Total 4700 Town of Strafford</b>	2,032.60	0.00	0.00	0.00	0.00	2,032.60
<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>Total 4800 Town of Wakefield</b>	0.00	0.00	0.00	0.00	519.86 <sup>8</sup>	519.86
<b>5201 UNH</b>						
<b>5209 UNH PREPA SOM NR MP</b>	5,004.86	0.00	3,060.10	0.00	0.00	8,064.96
<b>5208 UNH PREPA LEE NRI</b>	1,412.10	0.00	3,065.90	0.00	0.00	4,478.00
<b>5207 UNH PREPA DOV NRI</b>	2,312.33	0.00	3,706.21	0.00	0.00	6,018.54
<b>Total 5201 UNH</b>	8,729.29	0.00	9,832.21 <sup>9</sup>	0.00	0.00	18,561.50
<b>5310 Lamprey River LAC</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>6100 NH DES</b>						



**Strafford Regional Planning Commission  
A/R Aging Summary  
As of May 31, 2024**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
6152 NKT Riverfront Coastal Resilience	0.00	0.00	1,550.13	0.00	0.00	1,550.13
6104 Coastal 24	0.00	0.00	1,238.21	0.00	0.00	1,238.21
6305 LSWP NKT SWP-359	2,715.97	0.00	2,492.70	0.00	0.00	5,208.67
<b>Total 6100 NH DES</b>	<b>2,715.97</b>	<b>0.00</b>	<b>5,281.04</b> <sup>10</sup>	<b>0.00</b>	<b>0.00</b>	<b>7,997.01</b>
6500 DEPT OF SAFETY (OEM)						
6503 BRIC 21 MAD,NOR,ROC	2,175.00	0.00	0.00	0.00	0.00	2,175.00
6502 BRIC DUR MID MIL NOT STR	2,745.00	0.00	0.00	0.00	0.00	2,745.00
<b>Total 6500 DEPT OF SAFETY (OEM)</b>	<b>4,920.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,920.00</b>
6800 NH Housing Authority						
6802 Housing Navigator	0.00	0.00	34,310.21	0.00	0.00	34,310.21
<b>Total 6800 NH Housing Authority</b>	<b>0.00</b>	<b>0.00</b>	<b>34,310.21</b> <sup>11</sup>	<b>0.00</b>	<b>0.00</b>	<b>34,310.21</b>
7100 EPA						
7111 Brownfields 24-28	6,006.34	0.00	0.00	0.00	0.00	6,006.34
<b>Total 7100 EPA</b>	<b>6,006.34</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,006.34</b>
7200 HUD						
7201 HUD EDI Regional Plan	1,337.97	0.00	5,544.37	0.00	0.00	6,882.34
<b>Total 7200 HUD</b>	<b>1,337.97</b>	<b>0.00</b>	<b>5,544.37</b> <sup>12</sup>	<b>0.00</b>	<b>0.00</b>	<b>6,882.34</b>
8000 DOT UPWP						
8002 UPWP 24-25	60,339.62	0.00	47,822.42	0.00	0.00	108,162.04
<b>Total 8000 DOT UPWP</b>	<b>60,339.62</b>	<b>0.00</b>	<b>47,822.42</b> <sup>13</sup>	<b>0.00</b>	<b>0.00</b>	<b>108,162.04</b>
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>275,118.75</b>	<b>0.00</b>	<b>140,728.44</b>	<b>16,410.27</b>	<b>519.86</b>	<b>432,777.32</b>

**Strafford Regional Planning Commission**  
**A/R Aging Summary**  
**As of May 31, 2024**

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- 
1. CDBG Grant Writing: Received notice that it was paid in Jul

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  2. Dover HOP: \$5,319.94 and \$5,766.16 paid in Jun

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  3. New Durham HOP: Sent follow up for Mar, Apr, May invoices

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  4. Newmarket HOP: \$11,148.05 and \$2,701.23 received in Jun.

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  5. Followed up on NKT MP Other.

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  6. Nottingham: Followed up on Apr invoice

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  7. Somersworth HOP: Followed up on Mar, Apr, May invoices

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  8. 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.

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  9. UNH: \$3,060.10, \$3,065.90, \$3,706.21 received in Jun

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  10. DES: \$1,550.13, \$1,238.21, \$2,492.70 received in Jun

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  11. NHHFA: \$34,310.21 received in Jun

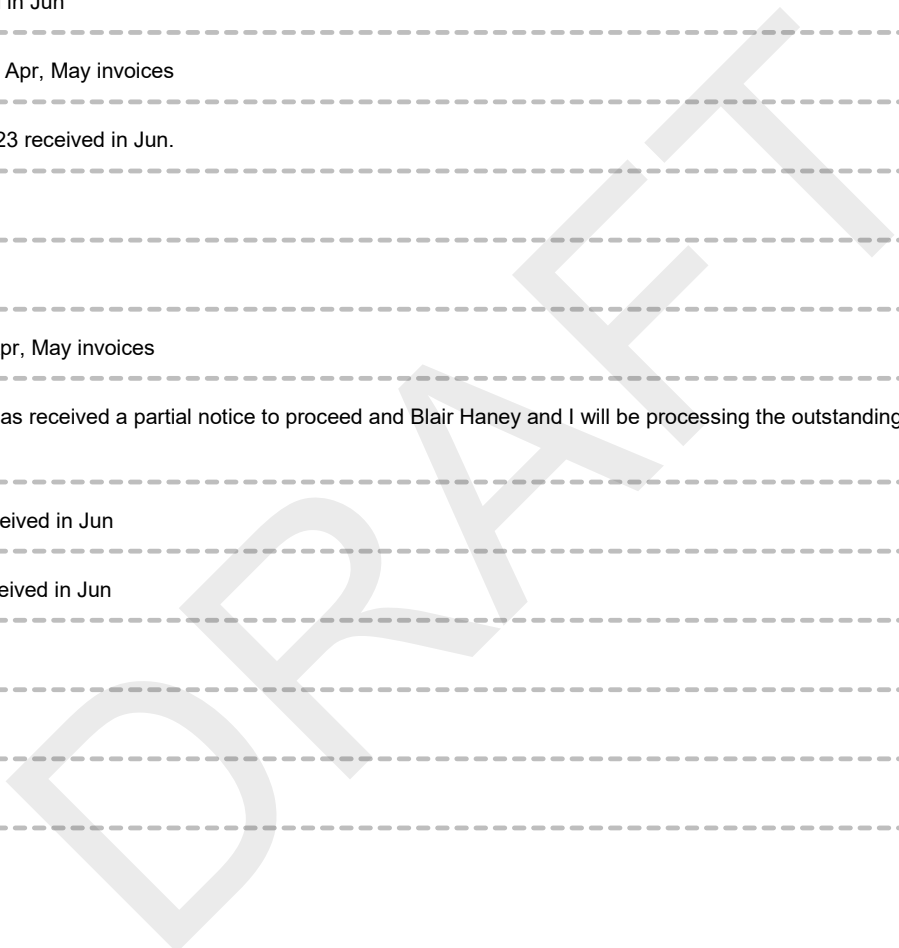
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  12. HUD: \$5,544.37 received in Jul

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  13. DOT: \$47,822.42 received in Jun

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**Strafford Regional Planning Commission**  
**Profit & Loss**  
**May 2024**

	May 24	May 23	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
SRPC Membership Dues	11,568.53	10,896.22	672.31
SRPC Revenue			
<b>Municipal and NonProfit Revenue</b>			
5121 NHCf GB2030 Milton Watersh	1,631.67	0.00	1,631.67
3304 DOV HOP	10,391.34	0.00	10,391.34
3501 FAR Circuit Rider	4,382.80	4,481.98	-99.18
3507 FAR HOP Grant	10,105.82	0.00	10,105.82
4004 NDU Housing and Land Use	6,296.24	0.00	6,296.24
4105 NKT HOP1 MP Housing	3,467.39	0.00	3,467.39
4106 NKT MP Other	4,683.90	0.00	4,683.90
4107 NKT HOP3 Form Based Code	21,613.95	0.00	21,613.95
4201 NORPlanning Services	455.00	2,134.77	-1,679.77
4301 NOT Circuit Rider	2,469.15	1,303.65	1,165.50
4403 ROC Rec Chapter	2,585.46	0.00	2,585.46
4605 SOM MP and Audit	6,814.36	0.00	6,814.36
4701 Strafford Circuit Rider	2,032.60	3,728.05	-1,695.45
4703 STR MP Update	0.00	5,223.60	-5,223.60
5002 NHARPC Administration	0.00	1,191.46	-1,191.46
5151 GSCH - Tufts	0.00	2,488.65	-2,488.65
<b>Total Municipal and NonProfit Revenue</b>	76,929.68	20,552.16	56,377.52
SRPC Revenue - Other	0.00	-668.51	668.51
<b>Total SRPC Revenue</b>	76,929.68	19,883.65	57,046.03 <sup>1</sup>
<b>Federal Agencies Incl EDD</b>			
7111 EPA Brownfields FY24-28	6,006.34	0.00	6,006.34
7003 EDD Planning Partnership	12,234.76	6,731.28	5,503.48
7201 HUD EDI CDS	1,337.97	0.00	1,337.97
<b>Total Federal Agencies Incl EDD</b>	19,579.07	6,731.28	12,847.79 <sup>2</sup>
<b>State Award Revenue</b>			
Dept of Bus & Econ Affairs			
6003 CEDR	0.00	8,945.00	-8,945.00
<b>Total Dept of Bus &amp; Econ Affairs</b>	0.00	8,945.00	-8,945.00
<b>NHDES</b>			
6305 LSWP NKT SWP 359	2,715.97	0.00	2,715.97
6103 Coastal FY23	0.00	3,626.61	-3,626.61
6304 LSWP - Aquifers	0.00	3,492.98	-3,492.98
<b>Total NHDES</b>	2,715.97	7,119.59	-4,403.62
<b>UNH</b>			
5207 UNH-PREPA DOV NRI	2,312.33	0.00	2,312.33

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**May 2024**

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Accrual Basis

	May 24	May 23	\$ Change
5208 UNH PREPA-LEE NRI	1,412.10	0.00	1,412.10
5209 UNH PREPA-SOM NAT RES MP	5,004.86	0.00	5,004.86
<b>Total UNH</b>	<b>8,729.29</b>	<b>0.00</b>	<b>8,729.29</b>
6802 NHHA Housing Navigator Pre-Disaster Mitigation	15,364.96	10,683.85	4,681.11
6502 BRIC20	3,660.00	0.00	3,660.00
6503 BRIC21 MAD NOR ROC	2,900.00	0.00	2,900.00
<b>Total Pre-Disaster Mitigation</b>	<b>6,560.00</b>	<b>0.00</b>	<b>6,560.00</b>
<b>Total State Award Revenue</b>	<b>33,370.22</b>	<b>26,748.44</b>	<b>6,621.78</b> <sup>3</sup>
<b>MPO Revenue</b>			
NH DOT			
8002 UPWP 24-25	67,044.02	0.00	67,044.02
8001 UPWP 22-23	0.00	50,262.51	-50,262.51
<b>Total NH DOT</b>	<b>67,044.02</b>	<b>50,262.51</b>	<b>16,781.51</b>
<b>Total MPO Revenue</b>	<b>67,044.02</b>	<b>50,262.51</b>	<b>16,781.51</b> <sup>4</sup>
<b>Contra Income Cash Match</b>			
Cash Match FAR HOP Pd by Town	-3,000.00	0.00	-3,000.00
Cash Match ROC Rec Chapter	-394.39	0.00	-394.39
Cash Match GSCH	0.00	-412.39	412.39
Coastal Cash Match	0.00	-273.19	273.19
LSWP Cash Match			
LSWP SRPC Cash Match	0.00	-239.47	239.47
<b>Total LSWP Cash Match</b>	<b>0.00</b>	<b>-239.47</b>	<b>239.47</b>
EDD Cash Match	-2,077.50	0.00	-2,077.50
DOT Cash Match	-6,704.40	-5,026.25	-1,678.15
Safe Streets Cash Match	-6,000.00	0.00	-6,000.00
<b>Total Contra Income Cash Match</b>	<b>-18,176.29</b>	<b>-5,951.30</b>	<b>-12,224.99</b>
<b>Contra Income InKind/Soft Match</b>			
In-Kind Coastal Match	0.00	-2,533.86	2,533.86
IK LSWP	0.00	-461.26	461.26
BRIC20 IK Match	-915.00	0.00	-915.00
BRIC21 IK Match	-725.00	0.00	-725.00
In-Kind EDD Match	-1,903.28	-3,388.76	1,485.48
<b>Total Contra Income InKind/Soft Match</b>	<b>-3,543.28</b>	<b>-6,383.88</b>	<b>2,840.60</b>
<b>Total Income</b>	<b>186,771.95</b>	<b>102,186.92</b>	<b>84,585.03</b>

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**May 2024**

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Accrual Basis

	May 24	May 23	\$ Change
<b>Gross Profit</b>	186,771.95	102,186.92	84,585.03
<b>Expense</b>			
<b>Personnel Expenses</b>			
<b>Salary and Wages</b>			
STD Reimbursement	0.00	-1,088.04	1,088.04
STD Wages	0.00	1,564.06	-1,564.06
Salary and Wages - Other	116,345.33	61,949.40	54,395.93
<b>Total Salary and Wages</b>	116,345.33	62,425.42	53,919.91
<b>Payroll Expenses</b>			
Dental insurance expense	484.76	431.27	53.49
Health incentive	1,764.82	0.00	1,764.82
Health Insurance expense	7,574.97	5,459.17	2,115.80
Life Insurance expense	102.00	98.77	3.23
LTD Insurance expense	56.04	55.29	0.75
STD insurance expense	201.61	187.50	14.11
Payroll Processing Fees	352.50	251.00	101.50
Pension expense	3,077.10	1,690.14	1,386.96
Unemployment expense	246.67	207.67	39.00
Workers Compensation	155.92	157.50	-1.58
<b>Payroll Taxes</b>			
Medicare Expense	1,678.36	899.51	778.85
Social Security expense	7,176.44	3,846.33	3,330.11
Payroll Taxes - Other	0.01	-0.06	0.07
<b>Total Payroll Taxes</b>	8,854.81	4,745.78	4,109.03
<b>Total Payroll Expenses</b>	22,871.20	13,284.09	9,587.11
<b>Dues and Subscriptions</b>	390.03	320.60	69.43
<b>Staff Training and Seminars</b>	504.00	2,801.00	-2,297.00
<b>Total Personnel Expenses</b>	140,110.56	78,831.11	61,279.45 <sup>5</sup>
<b>Equipment expense</b>			
Copier Maintenance Contract	325.00	396.33	-71.33
<b>Software expense</b>			
ArcInfo/View software	531.67	483.33	48.34
<b>Office Software</b>			
AudioEye	49.17	0.00	49.17
Buffer	30.00	0.00	30.00
Community Viz	72.88	0.00	72.88
Trimble SketchUp	62.42	0.00	62.42
iDrive	0.00	66.63	-66.63
QuickBooks	902.20	0.00	902.20 <sup>6</sup>
Timesheet Software	148.00	140.00	8.00
Survey Monkey	75.00	75.00	0.00

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**May 2024**

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Accrual Basis

	May 24	May 23	\$ Change
Zoom	45.77	45.83	-0.06
Adobe In Design	86.88	96.97	-10.09
Constant Contact	130.50	112.50	18.00
DropBox	0.00	11.99	-11.99
Microsoft Office 365	190.72	200.00	-9.28
Office operating software	0.00	0.00	0.00
<b>Total Office Software</b>	<b>1,793.54</b>	<b>748.92</b>	<b>1,044.62</b>
<b>Total Software expense</b>	<b>2,325.21</b>	<b>1,232.25</b>	<b>1,092.96</b>
<b>Traffic Count Expenses</b>			
Traffic counting supplies	677.03	32.52	644.51
<b>Total Traffic Count Expenses</b>	<b>677.03</b>	<b>32.52</b>	<b>644.51</b>
<b>Total Equipment expense</b>	<b>3,327.24</b>	<b>1,661.10</b>	<b>1,666.14</b>
<b>Fixed Expenses</b>			
Equipment Depreciation	384.86	0.00	384.86
Amortization-Building	2,341.87	2,341.87	0.00
<b>Insurance</b>			
Liability Insurance	657.50	597.75	59.75
<b>Total Insurance</b>	<b>657.50</b>	<b>597.75</b>	<b>59.75</b>
<b>Rent</b>	<b>103.28</b>	<b>182.83</b>	<b>-79.55</b>
<b>Vehicle Expenses</b>			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	47.64	80.21	-32.57
Vehicle Interest	3.47	26.30	-22.83
<b>Total Vehicle Expenses</b>	<b>529.10</b>	<b>584.50</b>	<b>-55.40</b>
<b>Total Fixed Expenses</b>	<b>4,016.61</b>	<b>3,706.95</b>	<b>309.66</b>
<b>Communications</b>			
Postage and Delivery	273.24	0.00	273.24
Telephone and Internet	295.35	254.41	40.94
<b>Website maintenance and updates</b>			
Website and logo design	17.98	17.98	0.00
Website maintenance and updates - Ot...	49.00	49.00	0.00
<b>Total Website maintenance and updates</b>	<b>66.98</b>	<b>66.98</b>	<b>0.00</b>
<b>Total Communications</b>	<b>635.57</b>	<b>321.39</b>	<b>314.18</b>
<b>Administrative</b>			
Library & Planning Books	-85.00	0.00	-85.00
<b>Meetings Expense</b>			
Meetings Advertising Expense	216.54	573.93	-357.39

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**May 2024**

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07/11/24

Accrual Basis

	May 24	May 23	\$ Change
Meetings Expense - Other	0.00	1,475.36	-1,475.36
<b>Total Meetings Expense</b>	<b>216.54</b>	<b>2,049.29</b>	<b>-1,832.75</b>
Office Expense	84.22	825.96	-741.74
Office Supplies			
Plotter Ink and Supplies	515.00	0.00	515.00
Office Supplies - Other	873.76	270.48	603.28
<b>Total Office Supplies</b>	<b>1,388.76</b>	<b>270.48</b>	<b>1,118.28</b>
Professional Fees			
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>
Travel & Ent			
Travel	1,085.06	394.15	690.91
<b>Total Travel &amp; Ent</b>	<b>1,085.06</b>	<b>394.15</b>	<b>690.91</b>
<b>Total Administrative</b>	<b>3,689.58</b>	<b>4,873.21</b>	<b>-1,183.63</b>
Contract Labor			
IT and Network support	3,600.00	4,018.00	-418.00
Pass Through Expense			
3507 FAR HOP Consultant	4,105.82	0.00	4,105.82
4107 NKT HOP3 Form Based Code	20,000.00	0.00	20,000.00
7111 EPA Brownfields Consultant	3,816.00	0.00	3,816.00
7201 HUD EDI CDS RPC Exp	1,179.31	0.00	1,179.31
CEDR Consultants	0.00	6,600.00	-6,600.00
<b>Total Pass Through Expense</b>	<b>29,101.13</b>	<b>6,600.00</b>	<b>22,501.13</b>
<b>Total Contract Labor</b>	<b>32,701.13</b>	<b>10,618.00</b>	<b>22,083.13</b>
<b>Total Expense</b>	<b>184,480.69</b>	<b>100,011.76</b>	<b>84,468.93</b>
<b>Net Ordinary Income</b>	<b>2,291.26</b>	<b>2,175.16</b>	<b>116.10</b>
Other Income/Expense			
Other Income			
Interest Income	13.10	15.49	-2.39
<b>Total Other Income</b>	<b>13.10</b>	<b>15.49</b>	<b>-2.39</b>
<b>Net Other Income</b>	<b>13.10</b>	<b>15.49</b>	<b>-2.39</b>
<b>Net Income</b>	<b>2,304.36</b>	<b>2,190.65</b>	<b>113.71</b>

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**May 2024**

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07/11/24

Accrual Basis

- 
1. Municipal revenue: Municipal revenue streams continue to increase with the addition of Housing Opportunity Planning (HOP) grants, and several master plan updates. The Strafford MP update concluded in June 2023 and the GSCH project concluded in November.

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  2. Federal Agencies: The contractor for the Brownfields grant has started work. The participating RPCs are ramping up work on the HUD grant.

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  3. State Awards Revenue: Under BEA, the CEDR grant closed out at the end of June 2023, and the final TBG invoice was sent in February of 2024. For the current fiscal year, new contracts were awarded for UNH PREPA, the CDBG grant, and BRIC21. 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. The first invoice for work done in April and May was received in June.

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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. Software: QuickBooks has historically required upgrading after 3 years. In early 2024, Intuit announced that they will only upgrade our software via an annual subscription. We had to upgrade to this option by 5/31/24 in order to continue having the payroll and online bank download functionalities.

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  7. Pass Through Expenses: These are contingent on contracts in effect, and the timing of contractor invoices for each month. The CEDR and RPC FTA contracts were closed out during the previous fiscal year.

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**Strafford Regional Planning Commission**  
**Income by Customer**  
**May 2024**

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Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>2000 LTA (Local Technical Assistance)</b>			
05/01/20	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>3300 City of Dover</b>			
<b>3304 Dover HOP Audit &amp; Ordinance</b>			
05/31/20	3300 City of...	Progress Billing - Dover HOP - PO 202405428 - May 2024	10,391.34
Total 3304 Dover HOP Audit & Ordinance			10,391.34
Total 3300 City of Dover			10,391.34
<b>3500 Town of Farmington</b>			
<b>3507 FAR HOP Grant</b>			
05/31/20	3500 Town ...	Farmington Housing Opportunity Planning (HOP) Grant Progr...	7,105.82
05/31/20	3500 Town ...	Cash Match for FAR HOP TIF Assistance	3,000.00
Total 3507 FAR HOP Grant			10,105.82
<b>3501 FAR Circuit Rider</b>			
05/31/20	3500 Town ...	Progress Billing - Farmington Circuit Rider - May 2024	4,382.80
Total 3501 FAR Circuit Rider			4,382.80
Total 3500 Town of Farmington			14,488.62
<b>4000 Town of New Durham</b>			
<b>4004 NDU HOP (Hsg, LU, Vision)</b>			
05/31/20	4000 Town ...	Progress Billing - New Durham HOP - May 2024	6,296.24
Total 4004 NDU HOP (Hsg, LU, Vision)			6,296.24
Total 4000 Town of New Durham			6,296.24
<b>4100 Town of Newmarket</b>			
<b>4107 NKT HOP 3 FORM BASED CODE</b>			
05/31/20	4100 Town ...	Progress Billing - Newmarket HOP3 Form Based Code - May...	21,613.95
Total 4107 NKT HOP 3 FORM BASED CODE			21,613.95
<b>4106 NKT MP Other</b>			
05/31/20	4100 Town ...	Progress Billing - Newmarket Master Plan Other Updates- Ma...	4,683.90
Total 4106 NKT MP Other			4,683.90
<b>4105 NKT HOP1 MP Housing</b>			
05/31/20	4100 Town ...	Progress Billing - Newmarket HOP1 MP Housing - May 2024	3,467.39
Total 4105 NKT HOP1 MP Housing			3,467.39

**Strafford Regional Planning Commission**  
**Income by Customer**  
**May 2024**

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Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total 4100	Town of Newmarket		29,765.24
<b>4200 Town of Northwood</b>			
<b>4201 NOR Circuit Rider</b>			
05/31/20	4200 Town ...	Progress Billing - Northwood Circuit Rider - May 2024	455.00
Total 4201	NOR Circuit Rider		455.00
Total 4200	Town of Northwood		455.00
<b>4300 Town of Nottingham</b>			
<b>4301 NOT Circuit Rider</b>			
05/31/20	4300 Town ...	Progress Billing - Nottingham Circuit Rider - May 2024	2,469.15
Total 4301	NOT Circuit Rider		2,469.15
Total 4300	Town of Nottingham		2,469.15
<b>4400 City of Rochester</b>			
<b>4403 ROC Rec MP</b>			
05/31/20	4400 City of...	Rochester Recreation Master Plan Chapter - May 2024	2,585.46
05/31/20	4400 City of...	Cash Match - Rochester Recreation Chapter	-394.39
Total 4403	ROC Rec MP		2,191.07
Total 4400	City of Rochester		2,191.07
<b>4600 City of Somersworth</b>			
<b>4605 SOM MP &amp; Audit</b>			
05/31/20	4600 City of...	Somersworth Housing Master Plan Chapter and Regulatory F...	6,814.36
Total 4605	SOM MP & Audit		6,814.36
Total 4600	City of Somersworth		6,814.36
<b>4700 Town of Strafford</b>			
<b>4701 Strafford Circuit Rider</b>			
05/31/20	4700 Town ...	Progress Billing - Strafford Circuit Rider - May 2024	2,032.60
Total 4701	Strafford Circuit Rider		2,032.60
Total 4700	Town of Strafford		2,032.60
<b>5120 NHCF</b>			
<b>5121 NHCF MIL 3 Ponds</b>			
05/31/20	5120 NHCF...	Progress Billing NHCF - GB2030 - Milton Watershed Plan - P...	1,631.67
Total 5121	NHCF MIL 3 Ponds		1,631.67
Total 5120	NHCF		1,631.67
<b>5201 UNH</b>			

**Strafford Regional Planning Commission**  
**Income by Customer**  
**May 2024**

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Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>5209 UNH PREPA SOM NR MP</b>			
05/31/20	5201 UNH:...	Progress Billing - Somersworth PREPA NRI P0139200- May ...	5,004.86
Total 5209 UNH PREPA SOM NR MP			5,004.86
<b>5208 UNH PREPA LEE NRI</b>			
05/31/20	5201 UNH:...	Progress Billing -LEE PREPA NRI #P0138340- May 2024	1,412.10
Total 5208 UNH PREPA LEE NRI			1,412.10
<b>5207 UNH PREPA DOV NRI</b>			
05/31/20	5201 UNH:...	Progress Billing -DOV PREPA NRI P0138306- May 2024	2,312.33
Total 5207 UNH PREPA DOV NRI			2,312.33
Total 5201 UNH			8,729.29
<b>6100 NH DES</b>			
<b>6305 LSWP NKT SWP-359</b>			
05/31/20	6100 NH D...	Final Billing - Local Source Water SWP-359 NKT - May 2024	2,715.97
Total 6305 LSWP NKT SWP-359			2,715.97
Total 6100 NH DES			2,715.97
<b>6500 DEPT OF SAFETY (OEM)</b>			
<b>6503 BRIC 21 MAD,NOR,ROC</b>			
05/31/20	6500 DEPT...	Progress Billing - 23BRIC21 4393 Invoice Tracker - May 2024	2,900.00
05/31/20	6500 DEPT...	BRIC21 In Kind Match	-725.00
Total 6503 BRIC 21 MAD,NOR,ROC			2,175.00
<b>6502 BRIC DUR MID MIL NOT STR</b>			
05/31/20	6500 DEPT...	23BRIC20 4393 Progress Billing - Dec 2023-May 2024	3,660.00
05/31/20	6500 DEPT...	BRIC20 In Kind Match	-915.00
Total 6502 BRIC DUR MID MIL NOT STR			2,745.00
Total 6500 DEPT OF SAFETY (OEM)			4,920.00
<b>6800 NH Housing Authority</b>			
<b>6802 Housing Navigator</b>			
05/31/20	6800 NH H...	Progress Billing - NHHFA Housing Navigator - May 2024	15,364.96
Total 6802 Housing Navigator			15,364.96
Total 6800 NH Housing Authority			15,364.96
<b>7000 ECONOMIC DEVELOPMENT ADMINISTRATION</b>			
<b>7003 EDA FY22</b>			
05/31/20	7000 ECO...	Progress Billing EDD Planning Partnership - May 2024	12,234.76
05/31/20	7000 ECO...	Cash Match	-2,077.50

**Strafford Regional Planning Commission**  
**Income by Customer**  
**May 2024**

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Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
05/31/20	7000 ECO...	InKind Match	-1,903.28
	Total 7003 EDA FY22		8,253.98
	Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION		8,253.98
	<b>7100 EPA</b>		
	<b>7111 Brownfields 24-28</b>		
05/31/20	7100 EPA:7...	Brownfields 24-28 Progress Billing - May 2024	6,006.34
	Total 7111 Brownfields 24-28		6,006.34
	Total 7100 EPA		6,006.34
	<b>7200 HUD</b>		
	<b>7201 HUD EDI Regional Plan</b>		
05/31/20	7200 HUD:...	Progress Billing - HUD B-22-CP-NH-0567 - May 2024	1,337.97
	Total 7201 HUD EDI Regional Plan		1,337.97
	Total 7200 HUD		1,337.97
	<b>8000 DOT UPWP</b>		
	<b>8002 UPWP 24-25</b>		
05/31/20	8000 DOT ...	Progress Billing - UPWP - May 2024	67,044.02
05/31/20	8000 DOT ...	10% Matching Funds	-6,704.40
	Total 8002 UPWP 24-25		60,339.62
	Total 8000 DOT UPWP		60,339.62
	<b>8102 Safe Streets For All</b>		
05/08/20	8102 Safe ...	INV 7319	-6,000.00
	Total 8102 Safe Streets For All		-6,000.00
	<b>No name</b>		
05/31/20		Farmington Cash Match for TIF Assistance - Wright Pierce	-3,000.00
	Total no name		-3,000.00
	<b>TOTAL</b>		<b>186,771.95</b>

**Strafford Regional Planning Commission  
Profit & Loss Budget vs. Actual  
July 2023 through May 2024**

	Jul '23 - May 24	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
SRPC Membership Dues	127,253.86	127,253.86	0.00
<b>SRPC Revenue</b>			
<b>Municipal and NonProfit Revenue</b>			
3104 BAR Housing MP Chapter	22,498.34	22,330.00	168.34
3501 FAR Circuit Rider	50,074.72	55,000.00	-4,925.28
3506 FAR Tax Maps FY23	1,008.86	1,000.00	8.86
3507 FAR HOP Grant	85,894.55	122,595.00	-36,700.45
3903 MIL CWSRF	0.00	33,333.33	-33,333.33
4004 NDU Housing and Land Use	9,855.34	17,600.00	-7,744.66
4104 NKT Tax Maps	0.00	1.00	-1.00
4105 NKT HOP1 MP Housing	18,802.37	21,437.50	-2,635.13
4106 NKT MP Other	22,355.49	17,500.00	4,855.49
4107 NKT HOP3 Form Based Code	42,410.57	72,400.00	-29,989.43
4201 NORPlanning Services	23,984.05	22,916.67	1,067.38
4301 NOT Circuit Rider	21,549.00	22,916.67	-1,367.67
4403 ROC Rec Chapter	20,225.80	26,175.42	-5,949.62
4404 ROC RFP	1,005.28	4,928.00	-3,922.72
4605 SOM MP and Audit	53,501.22	66,000.00	-12,498.78
4606 SOM Tax Maps FY24	1,688.28	1,686.00	2.28
4701 Strafford Circuit Rider	30,491.96	33,229.17	-2,737.21
4704 STR Tax Mapping	770.07	693.00	77.07
4801 WAK Circuit Rider	5,188.75	4,950.00	238.75
4803 WAK NBRC Union Hotel	0.00	1,200.00	-1,200.00
5002 NHARPC Administration	4,000.00	4,000.00	0.00
5151 GSCH - Tufts	10,719.67	10,720.00	-0.33
5501 GIS Projects	48.00	1.00	47.00
<b>Total Municipal and NonProfit Revenue</b>	<u>451,115.15</u>	<u>562,612.76</u>	<u>-111,497.61</u>
<b>Total SRPC Revenue</b>	450,777.56	562,612.76	-111,835.20 <sup>2</sup>
<b>Federal Agencies Incl EDD</b>			
7111 EPA Brownfields FY24-28	26,225.42	83,333.33	-57,107.91
7003 EDD Planning Partnership	106,491.09	103,233.17	3,257.92
7201 HUD EDI CDS	24,393.70	197,916.67	-173,522.97
7301 USDA RD-FAR MIL	1,042.57	9,445.60	-8,403.03
<b>Total Federal Agencies Incl EDD</b>	<u>158,152.78</u>	<u>393,928.77</u>	<u>-235,775.99 <sup>3</sup></u>
<b>State Award Revenue</b>			
<b>Dept of Bus &amp; Econ Affairs</b>			
6004 TBG 24-25	11,128.41	10,185.08	943.33
<b>Total Dept of Bus &amp; Econ Affairs</b>	<u>11,128.41</u>	<u>10,185.08</u>	<u>943.33</u>
<b>NHDES</b>			
6104 Coastal 24	27,346.52	27,500.00	-153.48

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
**July 2023 through May 2024**

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07/11/24

Accrual Basis

	Jul '23 - May 24	Budget	\$ Over Budget
6151 Project of Special Merit	1,937.71	1,765.00	172.71
6152 NKT Riverfront CRG	2,944.56	14,920.00	-11,975.44
6305 LSWP NKT SWP 359	22,288.73	19,600.00	2,688.73
<b>Total NHDES</b>	<b>54,517.52</b>	<b>63,785.00</b>	<b>-9,267.48</b>
<b>UNH</b>			
5206 UNH-GREAT BAY ADAPTS	925.82	4,000.00	-3,074.18
5207 UNH-PREPA DOV NRI	13,496.41	16,388.75	-2,892.34
5208 UNH PREPA-LEE NRI	13,826.71	16,388.75	-2,562.04
5209 UNH PREPA-SOM NAT RES MP	14,539.47	13,125.00	1,414.47
<b>Total UNH</b>	<b>42,788.41</b>	<b>49,902.50</b>	<b>-7,114.09</b>
<b>CDFA</b>			
6601 CDBG Grant	9,389.25	6,416.67	2,972.58
6603 CDBG TRANSFORMATIVE PLAN	0.00	4,166.67	-4,166.67
<b>Total CDFA</b>	<b>9,389.25</b>	<b>10,583.34</b>	<b>-1,194.09</b>
<b>6802 NHHA Housing Navigator Pre-Disaster Mitigation</b>	<b>115,577.74</b>	<b>120,224.50</b>	<b>-4,646.76</b>
6501 PDM19 BAR NDU ROL SOM	892.00	900.00	-8.00
6502 BRIC20	23,990.00	28,034.42	-4,044.42
6503 BRIC21 MAD NOR ROC	20,400.00	20,571.43	-171.43
6504 HAZMIT 4516 DOV FAR NKT	0.00	6,600.00	-6,600.00
<b>Total Pre-Disaster Mitigation</b>	<b>45,282.00</b>	<b>56,105.85</b>	<b>-10,823.85</b>
<b>Total State Award Revenue</b>	<b>278,683.33</b>	<b>310,786.27</b>	<b>-32,102.94</b> <sup>4</sup>
<b>MPO Revenue</b>			
<b>NH DOT</b>			
8002 UPWP 24-25	530,460.20	633,475.30	-103,015.10
8101 COAST/CMAQ	5,284.16	5,156.25	127.91
8102 Safe Streets For All	0.00	11,458.33	-11,458.33
<b>Total NH DOT</b>	<b>535,744.36</b>	<b>650,089.88</b>	<b>-114,345.52</b>
<b>Total MPO Revenue</b>	<b>535,744.36</b>	<b>650,089.88</b>	<b>-114,345.52</b> <sup>5</sup>
<b>Contra Income Cash Match</b>			
Cash Match ROC Rec Chapter	-3,085.28	-3,992.08	906.80
Cash Match GSCH	-1,877.04	-1,880.00	2.96
Coastal Cash Match	-3,496.31	-2,291.67	-1,204.64
LSWP Cash Match	-714.34	-909.09	194.75
<b>EDD Cash Match</b>	<b>-15,587.71</b>	<b>-14,915.08</b>	<b>-672.63</b>
<b>USDA Cash Match</b>	<b>-27.11</b>	<b>-245.60</b>	<b>218.49</b>
<b>DOT Cash Match</b>	<b>-53,046.01</b>	<b>-63,347.17</b>	<b>10,301.16</b>

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
**July 2023 through May 2024**

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Accrual Basis

	Jul '23 - May 24	Budget	\$ Over Budget
Cash Match CommuteSmart	-1,056.85	-1,031.25	-25.60
Safe Streets Cash Match	-6,000.00	-11,458.33	5,458.33
<b>Total Contra Income Cash Match</b>	<b>-87,890.65</b>	<b>-100,070.27</b>	<b>12,179.62</b>
<b>Contra Income InKind/Soft Match</b>			
In-Kind Coastal Match	-10,772.84	-11,458.33	685.49
IK LSWP	-3,351.39	-2,124.55	-1,226.84
IK - PDM Soft Match	-223.00	-225.00	2.00
IK HazMit 4516-DOV,FAR,NKT	0.00	-1,650.00	1,650.00
In-Kind EDD Match	-28,972.44	-29,061.08	88.64
<b>Total Contra Income InKind/Soft Match</b>	<b>-54,671.65</b>	<b>-44,518.96</b>	<b>-10,152.69</b>
<b>Total Income</b>	<b>1,407,493.18</b>	<b>1,900,082.31</b>	<b>-492,589.13</b>
<b>Gross Profit</b>	<b>1,407,493.18</b>	<b>1,900,082.31</b>	<b>-492,589.13</b> <sup>1</sup>
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	926,481.48	933,295.00	-6,813.52
<b>Payroll Expenses</b>			
PFML	6,179.71	6,102.00	77.71
Dental insurance expense	7,318.93	7,627.58	-308.65
Health incentive	2,044.15	9,472.83	-7,428.68
Health Insurance expense	106,260.70	118,415.92	-12,155.22
Life Insurance expense	1,348.09	1,397.00	-48.91
LTD Insurance expense	755.74	767.25	-11.51
STD insurance expense	2,694.71	2,636.33	58.38
Payroll Processing Fees	3,233.25	3,463.17	-229.92
Pension expense	25,232.09	27,563.25	-2,331.16
Unemployment expense	2,479.33	2,044.17	435.16
Workers Compensation	1,724.56	1,740.75	-16.19
Payroll Taxes	69,421.34	72,121.50	-2,700.16
<b>Total Payroll Expenses</b>	<b>228,692.60</b>	<b>253,351.75</b>	<b>-24,659.15</b>
<b>Dues and Subscriptions</b>	<b>5,213.24</b>	<b>4,392.67</b>	<b>820.57</b>
<b>Staff Training and Seminars</b>	<b>3,311.98</b>	<b>13,750.00</b>	<b>-10,438.02</b>
<b>Total Personnel Expenses</b>	<b>1,163,699.30</b>	<b>1,204,789.42</b>	<b>-41,090.12</b> <sup>6</sup>
<b>Equipment expense</b>			
Copier Maintenance Contract	3,266.92	3,575.00	-308.08
Office furniture			
Computer equipment	2,729.60	2,750.00	-20.40
Office furniture - Other	0.00	916.67	-916.67

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
**July 2023 through May 2024**

5:19 PM

07/11/24

Accrual Basis

	Jul '23 - May 24	Budget	\$ Over Budget
<b>Total Office furniture</b>	2,729.60	3,666.67	-937.07
<b>Other Equipment Repair and Cost</b>			
<b>Equipment Rental &amp; Repair</b>	0.00	458.33	-458.33
<b>Total Other Equipment Repair and Cost</b>	0.00	458.33	-458.33
<b>Software expense</b>			
<b>ArcInfo/View software</b>	5,749.95	5,809.83	-59.88
<b>Office Software</b>	11,007.68	10,245.58	762.10
<b>Transcad software/maintenance</b>	1,800.00	1,500.00	300.00
<b>Total Software expense</b>	18,557.63	17,555.41	1,002.22 <sup>7</sup>
<b>Traffic Count Expenses</b>			
<b>Traffic counting supplies</b>	833.64	0.00	833.64
<b>Traffic Count Expenses - Other</b>	0.00	2,750.00	-2,750.00
<b>Total Traffic Count Expenses</b>	833.64	2,750.00	-1,916.36 <sup>8</sup>
<b>Total Equipment expense</b>	25,387.79	28,005.41	-2,617.62
<b>Fixed Expenses</b>			
<b>Amortization-Building</b>	25,760.09	0.00	25,760.09 <sup>9</sup>
<b>Insurance</b>			
<b>Liability Insurance</b>	7,232.50	6,575.25	657.25
<b>Total Insurance</b>	7,232.50	6,575.25	657.25
<b>Rent</b>	1,503.25	27,500.00	-25,996.75
<b>Vehicle Expenses</b>	6,315.87	9,160.25	-2,844.38
<b>Total Fixed Expenses</b>	44,568.31	43,235.50	1,332.81
<b>Communications</b>			
<b>Media Outreach Expense</b>	154.05	916.67	-762.62
<b>Office Telephone System</b>	0.00	1,067.00	-1,067.00
<b>Postage and Delivery</b>	699.45	366.67	332.78
<b>Telephone and Internet</b>	3,662.27	3,300.00	362.27
<b>Website maintenance and updates</b>	669.97	1,308.08	-638.11
<b>Total Communications</b>	5,185.74	6,958.42	-1,772.68
<b>Administrative</b>			
<b>Library &amp; Planning Books</b>	2,479.50	2,500.00	-20.50
<b>Meetings Expense</b>	1,811.70	3,208.33	-1,396.63 <sup>10</sup>
<b>Office Expense</b>	2,241.93	9,166.67	-6,924.74
<b>Office Supplies</b>	4,730.76	3,666.67	1,064.09



**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
**July 2023 through May 2024**

5:19 PM

07/11/24

Accrual Basis

	Jul '23 - May 24	Budget	\$ Over Budget
Printing and Reproduction	1,309.67	1,375.00	-65.33
Professional Fees			
Accounting, Audit	11,000.00	14,666.67	-3,666.67 <sup>11</sup>
Legal Fees	0.00	3,666.67	-3,666.67
<b>Total Professional Fees</b>	<b>11,000.00</b>	<b>18,333.34</b>	<b>-7,333.34</b>
Travel & Ent	7,609.64	7,333.33	276.31
<b>Total Administrative</b>	<b>31,203.44</b>	<b>45,583.34</b>	<b>-14,379.90</b>
Contract Labor			
IT and Network support	23,603.00	31,166.67	-7,563.67
Pass Through Expense			
3507 FAR HOP Consultant	66,921.82	103,652.08	-36,730.26
3903 MIL CWSRF Consultant	0.00	25,000.00	-25,000.00
4107 NKT HOP3 Form Based Code	35,700.00	58,400.00	-22,700.00
5207 DOV PREPA Consultant	0.00	5,250.00	-5,250.00
5208 LEE PREPA Consultant	0.00	5,250.00	-5,250.00
6152 NKT Waterfront CRG	0.00	3,200.00	-3,200.00
7111 EPA Brownfields Consultant	6,419.00	69,333.33	-62,914.33
7201 HUD EDI CDS RPC Exp	21,473.97	166,666.67	-145,192.70
7301 USDA RD FAR MIL Consultant	0.00	4,200.00	-4,200.00
NHDOT Consultant	0.00	45,833.33	-45,833.33
8102 Safe Streets Expense	0.00	11,458.33	-11,458.33
<b>Total Pass Through Expense</b>	<b>130,750.29</b>	<b>498,243.74</b>	<b>-367,493.45 <sup>12</sup></b>
<b>Total Contract Labor</b>	<b>154,353.29</b>	<b>529,410.41</b>	<b>-375,057.12</b>
<b>Total Expense</b>	<b>1,424,397.87</b>	<b>1,857,982.50</b>	<b>-433,584.63</b>
<b>Net Ordinary Income</b>	<b>-16,904.69</b>	<b>42,099.81</b>	<b>-59,004.50</b>
Other Income/Expense			
Other Income			
Interest Income	144.01	91.63	52.38
<b>Total Other Income</b>	<b>144.01</b>	<b>91.63</b>	<b>52.38</b>
<b>Net Other Income</b>	<b>144.01</b>	<b>91.63</b>	<b>52.38</b>
<b>Net Income</b>	<b>-16,760.68</b>	<b>42,191.44</b>	<b>-58,952.12</b>

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
**July 2023 through May 2024**

5:19 PM

07/11/24

Accrual Basis

1. Revenues: Differences are mostly attributable to the 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. The adopted mid-year budget was input for comparisons for January-June of the current fiscal year.

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2. Municipal Revenue: The FAR HOP grant uses a subcontractor, and most of the revenue is contingent upon contractor invoices. Milton CWSRF has not been fully executed yet. The NDU Housing and Land was budgeted to start in February but was not fully executed until the end of February. The Newmarket HOP3 grant budget has minimal SRPC administrative costs and is dependent on contractor invoices. The SOM MP & Audit contract has an end date of 1/31/24, but the project is not yet completed.

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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, and the first invoices were received in April. HUD was budgeted for Jan-Jun, but only one RPC invoice was received in February, with RPC invoices slowly ramping up March-May. USDA was budgeted to start in February, but work has just begun and the first invoice was submitted in April.

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4. State Award Revenue: Newmarket Riverfront was budgeted to start in February, but is off to a slow start. Work on the UNH PREPA grants has begun and is ramping up. The CDBG Transformative Grant is not yet executed. Under Pre-Disaster Mitigation, the PDM19 has concluded, BRIC20 had a gap in billing from Nov-Apr, and was invoiced in May. Focus has mostly been on the BRIC21 contract. The HazMit 4516 has not begun.

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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, and the first invoice received in June. \$6,000 of the Safe Streets project was paid in May and booked as cash match. Not understanding the nature of this agreement, it was erroneously set up as an income item during the budget input process.

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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. Two staff members resigned in the month of April.

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7. Software Expense: TransCAD was paid in May, and billed to NHDOT.

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8. Traffic Count Expense: Budgeted evenly over 12 months. Actual purchase timing may vary.

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9. Fixed Expense: See Balance Sheet note, Right of Use Asset to explain Amortization and Rent variances to budget.

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

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12. 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.

**Strafford Regional Planning Commission**  
**Balance Sheet**  
As of June 30, 2024

07/19/24

Accrual Basis

	Jun 30, 24	Jun 30, 23	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
FSB Checking	-40,294.85	69,372.06	-109,666.91
FSB Savings	84,510.78	19,101.23	65,409.55
<b>Total Checking/Savings</b>	44,215.93	88,473.29	-44,257.36 <sup>1</sup>
<b>Accounts Receivable</b>			
Accounts Receivable	417,802.79	279,326.25	138,476.54
<b>Total Accounts Receivable</b>	417,802.79	279,326.25	138,476.54 <sup>2</sup>
<b>Other Current Assets</b>			
<b>Prepaid Expenses</b>			
Prepaid Dues and Subscriptions	700.50	1,304.81	-604.31
Prepaid training	600.00	600.00	0.00
Prepaid Unemployment Comp	1,480.02	0.00	1,480.02 <sup>3</sup>
Prepaid Workers Compensation	935.52	0.00	935.52
<b>Total Prepaid Expenses</b>	3,716.04	1,904.81	1,811.23
Prepaid software support	6,326.44	5,299.59	1,026.85
<b>Total Other Current Assets</b>	10,042.48	7,204.40	2,838.08
<b>Total Current Assets</b>	472,061.20	375,003.94	97,057.26
<b>Fixed Assets</b>			
<b>Right of Use Asset - Building</b>			
Accumulated Amortization - Buil	-81,964.95	-53,862.99	-28,101.96
Right of Use Asset - Building - Ot...	112,410.00	112,410.00	0.00
<b>Total Right of Use Asset - Building</b>	30,445.05	58,547.01	-28,101.96 <sup>4</sup>
<b>Vehicles</b>			
Vehicle Accumulated Depreciatio	-22,943.35	-17,685.46	-5,257.89
Ford Transit	22,943.35	22,943.35	0.00
<b>Total Vehicles</b>	0.00	5,257.89	-5,257.89 <sup>5</sup>
<b>Property and Equipment</b>			
Accumulated Depreciation	-19,886.90	-15,745.44	-4,141.46
<b>Equipment Purchase</b>			
AI Traffic Counter	9,830.00	9,830.00	0.00
Pyro Traffic Count System	7,540.00	7,540.00	0.00
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

**Strafford Regional Planning Commission**  
**Balance Sheet**  
As of June 30, 2024

07/19/24

Accrual Basis

	Jun 30, 24	Jun 30, 23	\$ Change
Total Equipment Purchase	38,836.89	33,115.44	5,721.45 <sup>6</sup>
Total Property and Equipment	18,949.99	17,370.00	1,579.99
Total Fixed Assets	49,395.04	81,174.90	-31,779.86
<b>TOTAL ASSETS</b>	<b>521,456.24</b>	<b>456,178.84</b>	<b>65,277.40</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
FSB Credit Card	1,726.62	3,360.90	-1,634.28
Total Credit Cards	1,726.62	3,360.90	-1,634.28
<b>Other Current Liabilities</b>			
FY25 Dues in Advance	138,666.33	0.00	138,666.33
FY24 Dues in Advance	-0.02	139,764.23	-139,764.25
Building Lease Liab Current	0.15	28,400.37	-28,400.22 <sup>7</sup>
Current Portion of Lease Payabl	0.00	4,673.84	-4,673.84 <sup>8</sup>
<b>Benefits payable</b>			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	127,376.93	3,420.76	123,956.17 <sup>9</sup>
<b>Payroll Liabilities</b>			
FSA Payable	800.00	0.00	800.00
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	1,798.17	2,544.91	-746.74
Total Payroll Liabilities	2,628.56	2,575.30	53.26
Total Other Current Liabilities	268,719.95	178,882.50	89,837.45
Total Current Liabilities	270,446.57	182,243.40	88,203.17
<b>Long Term Liabilities</b>			
Building Lease Liab Non Current	31,868.00	31,868.00	0.00
<b>Accrued expenses</b>			
Accrued Payroll	22,021.22	20,053.38	1,967.84
Accrued Vacation	48,013.13	42,764.92	5,248.21
Annual Audit Accrual	12,000.00	12,000.00	0.00
Total Accrued expenses	82,034.35	74,818.30	7,216.05 <sup>10</sup>
Total Long Term Liabilities	113,902.35	106,686.30	7,216.05

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of June 30, 2024**

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	<u>Jun 30, 24</u>	<u>Jun 30, 23</u>	<u>\$ Change</u>
<b>Total Liabilities</b>	384,348.92	288,929.70	95,419.22
<b>Equity</b>			
<b>Retained Earnings</b>	167,249.14	176,019.32	-8,770.18 <sup>11</sup>
<b>Net Income</b>	-30,141.82	-8,770.18	-21,371.64 <sup>12</sup>
<b>Total Equity</b>	137,107.32	167,249.14	-30,141.82
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>521,456.24</u></u>	<u><u>456,178.84</u></u>	<u><u>65,277.40</u></u>

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of June 30, 2024**

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1. Checking/Savings: The total cash position, compared to the previous fiscal year, has improved due to receipt of funds paid in advance on various contracts. Although the Balance Sheet reflects a decline in checking and savings balances in the current year, June had a high volume of contractor invoices. There are approximately \$90,000 in contractor checks being held until payment is received from the various funding sources. Cash flow remains an issue, as payments from various HOP grants and NHDOT are taking longer to receive, as reflected in the increase in Accounts Receivable for this fiscal year.

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

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3. Prepaid Insurances: In the prior year, monthly payments were made to Primex for Workers Compensation and Unemployment insurances. In September, we were instructed that effective January 1, 2024, Primex will no longer accept monthly payments. As a result, the various insurances were paid in full for FY24, and a monthly entry is being made to record monthly insurance expense to the profit and loss statement. The Property and Liability Insurance renewal is for Jun-Jul, and the Workers Compensation and Unemployment Insurance renewals are for Jan-Dec, therefore, the prepaid amount for the Property and Liability is zero at fiscal year-end.

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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 prior year balance on the Balance Sheet reflects the Amortization expense accumulated during fiscal year 2022 through June 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.

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5. Vehicle: The vehicle was paid off in May and is fully depreciated.

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6. Property and Equipment: 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 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. All other assets are fully depreciated.

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7. Building Lease Liab Current: The entry to book FY24 lease amounts payable was entered in the prior year on 6/30/23. The current year liability for FY25 was recorded on 7/1/24.

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8. Current Portion of Lease Payable: The prior year balance reflects the amount payable on the vehicle lease, which was fully paid off in the current fiscal year.

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9. Contract Revenue in Advance: Current year balance = ROC RFP \$3,923, NHCF \$110,016, Housing Navigator \$13,439. 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.

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10. Accrued Payroll: These amounts reflect wages paid in FY25, but worked in FY24, and half of the Paid Time Off (PTO) hours accrued by staff at 6/30/24. These amounts are adjusted at year-end as part of the FY close-out.

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

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

## Strafford Regional Planning Commission A/R Aging Summary As of June 30, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>1000 Indirect Administration</b>						
1020 CDBG Grant Writing	0.00	0.00	0.00	2,000.00	0.00	2,000.00
<b>Total 1000 Indirect Administration</b>	0.00	0.00	0.00	2,000.00 <sup>1</sup>	0.00	2,000.00
<b>2000 LTA (Local Technical Assistance)</b>						
<b>2100 Dues</b>						
2102 Town of Brookfield dues	996.46 <sup>2</sup>	0.00	0.00	0.00	0.00	996.46
2103 City of Dover dues	23,581.37	0.00	0.00	0.00	0.00	23,581.37
2106 Town of Lee dues	5,879.62	0.00	0.00	0.00	0.00	5,879.62
2111 Town of Newmarket dues	9,144.67	0.00	0.00	0.00	0.00	9,144.67
2114 City of Rochester dues	23,450.21	0.00	0.00	0.00	0.00	23,450.21
2116 City of Somersworth dues	10,710.09	0.00	0.00	0.00	0.00	10,710.09
<b>Total 2100 Dues</b>	73,762.42	0.00	0.00	0.00	0.00	73,762.42
<b>2200 PLUR Books</b>						
2202 Town of Brookfield PLUR	85.00	0.00	0.00	0.00	0.00	85.00
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 2200 PLUR Books</b>	85.00	0.00	0.00	0.00	0.00	85.00
<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>	73,847.42	0.00	0.00	0.00	0.00	73,847.42
<b>3300 City of Dover</b>						
3304 Dover HOP Audit & Ordinance	5,115.19	10,391.34	0.00	0.00	0.00	15,506.53
<b>Total 3300 City of Dover</b>	5,115.19	10,391.34	0.00	0.00	0.00	15,506.53
<b>3500 Town of Farmington</b>						
3507 FAR HOP Grant	25,826.13	10,105.82	0.00	0.00	0.00	35,931.95
3501 FAR Circuit Rider	1,592.50	4,382.80	0.00	0.00	0.00	5,975.30
<b>Total 3500 Town of Farmington</b>	27,418.63	14,488.62 <sup>3</sup>	0.00	0.00	0.00	41,907.25
<b>4000 Town of New Durham</b>						
4004 NDU HOP (Hsg, LU, Vision)	7,786.61	6,296.24	0.00	2,923.28	635.82	17,641.95
<b>Total 4000 Town of New Durham</b>	7,786.61	6,296.24	0.00	2,923.28	635.82	17,641.95 <sup>4</sup>
<b>4100 Town of Newmarket</b>						
4107 NKT HOP 3 FORM BASED CODE	10,001.74	21,613.95	0.00	0.00	0.00	31,615.69
4106 NKT MP Other	2,507.18	4,683.90	0.00	3,513.04	2,951.62	13,655.74
4105 NKT HOP1 MP Housing	4,991.80	3,467.39	0.00	0.00	0.00	8,459.19
<b>Total 4100 Town of Newmarket</b>	17,500.72	29,765.24 <sup>5</sup>	0.00	3,513.04	2,951.62	53,730.62

## Strafford Regional Planning Commission A/R Aging Summary As of June 30, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>4200 Town of Northwood</b>						
4201 NOR Circuit Rider	747.50	455.00	0.00	0.00	0.00	1,202.50
<b>Total 4200 Town of Northwood</b>	747.50	455.00	0.00	0.00	0.00	1,202.50
<b>4300 Town of Nottingham</b>						
4301 NOT Circuit Rider	1,922.35	2,469.15	0.00	2,897.35	0.00	7,288.85
<b>Total 4300 Town of Nottingham</b>	1,922.35	2,469.15 <sup>6</sup>	0.00	2,897.35	0.00	7,288.85
<b>4400 City of Rochester</b>						
4403 ROC Rec MP	648.52	2,191.07	0.00	0.00	0.00	2,839.59
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 4400 City of Rochester</b>	648.52	2,191.07 <sup>7</sup>	0.00	0.00	0.00	2,839.59
<b>4600 City of Somersworth</b>						
4605 SOM MP & Audit	2,405.01	6,814.36	0.00	7,435.30	7,056.67	23,711.34
<b>Total 4600 City of Somersworth</b>	2,405.01	6,814.36	0.00	7,435.30	7,056.67	23,711.34 <sup>8</sup>
<b>4700 Town of Strafford</b>						
4701 Strafford Circuit Rider	1,767.50	2,032.60	0.00	0.00	0.00	3,800.10
<b>Total 4700 Town of Strafford</b>	1,767.50	2,032.60 <sup>9</sup>	0.00	0.00	0.00	3,800.10
<b>4800 Town of Wakefield</b>						
4803 WAK NBRC Union Hotel Grant Admin	4,374.36	0.00	0.00	0.00	0.00	4,374.36
4801 Wakefield Circuit Rider	1,032.50	0.00	0.00	0.00	0.00	1,032.50
<b>Total 4800 Town of Wakefield</b>	5,406.86	0.00	0.00	0.00	0.00	5,406.86
<b>5201 UNH</b>						
5206 Great Bay Adapts	386.99	0.00	0.00	0.00	0.00	386.99
5209 UNH PREPA SOM NR MP	304.75	5,004.86	0.00	0.00	0.00	5,309.61
5208 UNH PREPA LEE NRI	256.60	1,412.10	0.00	0.00	0.00	1,668.70
5207 UNH PREPA DOV NRI	0.00	2,312.33	0.00	0.00	0.00	2,312.33
<b>Total 5201 UNH</b>	948.34	8,729.29 <sup>10</sup>	0.00	0.00	0.00	9,677.63
<b>5310 Lamprey River LAC</b>						
5311 LRAC Static & Online View Maps	1,175.30	0.00	0.00	0.00	0.00	1,175.30
5310 Lamprey River LAC - Other	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 5310 Lamprey River LAC</b>	1,175.30	0.00	0.00	0.00	0.00	1,175.30
<b>6100 NH DES</b>						
6152 NKT Riverfront Coastal Resilience	1,028.22	0.00	0.00	0.00	0.00	1,028.22



**Strafford Regional Planning Commission**  
**A/R Aging Summary**  
 As of June 30, 2024

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
6104 Coastal 24	2,260.22	0.00	0.00	0.00	0.00	2,260.22
6305 LSWP NKT SWP-359	0.00	2,715.97	0.00	0.00	0.00	2,715.97
<b>Total 6100 NH DES</b>	<b>3,288.44</b>	<b>2,715.97</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,004.41</b>
6500 DEPT OF SAFETY (OEM)						
6503 BRIC 21 MAD,NOR,ROC	0.00	2,175.00	0.00	0.00	0.00	2,175.00
6502 BRIC DUR MID MIL NOT STR	0.00	2,745.00	0.00	0.00	0.00	2,745.00
<b>Total 6500 DEPT OF SAFETY (OEM)</b>	<b>0.00</b>	<b>4,920.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,920.00</b>
6600 CDFA-CDBG Grant Administration						
6603 CDBG Somersworth YMCA	0.00	840.84	0.00	0.00	0.00	840.84
<b>Total 6600 CDFA-CDBG Grant Administration</b>	<b>0.00</b>	<b>840.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>840.84</b>
7100 EPA						
7111 Brownfields 24-28	8,986.64	0.00	0.00	0.00	0.00	8,986.64
<b>Total 7100 EPA</b>	<b>8,986.64</b> <sup>11</sup>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,986.64</b>
7200 HUD						
7201 HUD EDI Regional Plan	12,772.52	1,337.97	0.00	5,544.37	0.00	19,654.86
<b>Total 7200 HUD</b>	<b>12,772.52</b>	<b>1,337.97</b>	<b>0.00</b>	<b>5,544.37</b>	<b>0.00</b>	<b>19,654.86</b> <sup>12</sup>
7300 USDA						
7301 USDA CF TAT	800.64	0.00	0.00	0.00	0.00	800.64
<b>Total 7300 USDA</b>	<b>800.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>800.64</b>
8000 DOT UPWP						
8002 UPWP 24-25	56,519.84	60,339.62	0.00	0.00	0.00	116,859.46
<b>Total 8000 DOT UPWP</b>	<b>56,519.84</b>	<b>60,339.62</b> <sup>13</sup>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>116,859.46</b>
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>229,058.03</b>	<b>153,787.31</b>	<b>0.00</b>	<b>24,313.34</b>	<b>10,644.11</b>	<b>417,802.79</b>

**Strafford Regional Planning Commission**  
**A/R Aging Summary**  
As of June 30, 2024

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1. CDBG Grant Writing: Received notice that it was paid in Jul, but the check has not been received to date
2. Brookfield Dues: Received in July
3. Farmington: \$10,105.82 and \$4,382.80 received Jul
4. New Durham HOP: Sent follow up for Mar, Apr, May invoices
5. Newmarket: \$29,765.24 received in Jul. Followed up on Mar and Apr NKT MP Other.
6. Nottingham: \$2,469.15 received Jul, followed up on April invoice
7. Rochester Rec: \$2,191.07 received in Jul
8. Somersworth HOP: \$7,435.30, 6,814.36 received Jul, followed up on Mar invoice
9. Strafford: \$2,032.80 received Jul
10. UNH: \$8,729.29 received Jul
11. Brownfields: \$8,986.64 received Jul
12. HUD: \$1,337.97 and \$5,544.37 received in Jul
13. DOT: Followed up on May invoice

## Strafford Regional Planning Commission Profit & Loss June 2024

	Jun 24	Jun 23	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
SRPC Membership Dues	11,568.53	10,531.98	1,036.55
SRPC Revenue			
Municipal and NonProfit Revenue			
3104 BAR Housing MP Chapter	0.00	1,169.84	-1,169.84
3304 DOV HOP	5,115.19	0.00	5,115.19
3501 FAR Circuit Rider	1,592.50	3,701.98	-2,109.48
3507 FAR HOP Grant	25,826.13	0.00	25,826.13
4004 NDU Housing and Land Use	7,786.61	0.00	7,786.61
4105 NKT HOP1 MP Housing	4,991.80	0.00	4,991.80
4106 NKT MP Other	2,507.18	0.00	2,507.18
4107 NKT HOP3 Form Based Code	10,001.74	0.00	10,001.74
4201 NORPlanning Services	747.50	2,813.06	-2,065.56
4301 NOT Circuit Rider	1,922.35	1,449.90	472.45
4403 ROC Rec Chapter	765.25	949.48	-184.23
4605 SOM MP and Audit	2,405.01	4,022.63	-1,617.62
4701 Strafford Circuit Rider	1,767.50	2,414.95	-647.45
4703 STR MP Update	0.00	872.15	-872.15
4801 WAK Circuit Rider	1,032.50	0.00	1,032.50
4803 WAK NBRC Union Hotel	4,374.36	0.00	4,374.36
5002 NHARPC Administration	4,000.00	4,000.00	0.00
5121 NHCF GB2030 Milton Watersh	827.66	0.00	827.66
5122 GB Signage	354.06	0.00	354.06
5151 GSCH - Tufts	0.00	4,375.47	-4,375.47
5310 LRAC Mapping	1,175.30	0.00	1,175.30
<b>Total Municipal and NonProfit Revenue</b>	<b>77,192.64</b>	<b>25,769.46</b>	<b>51,423.18</b>
<b>Total SRPC Revenue</b>	<b>77,192.64</b>	<b>25,769.46</b>	<b>51,423.18</b>
<b>Federal Agencies Incl EDD</b>			
7003 EDD Planning Partnership	6,127.02	5,759.44	367.58
7111 EPA Brownfields FY24-28	8,986.64	0.00	8,986.64
7201 HUD EDI CDS	12,772.52	0.00	12,772.52
7301 USDA RD-FAR MIL	800.64	0.00	800.64
<b>Total Federal Agencies Incl EDD</b>	<b>28,686.82</b>	<b>5,759.44</b>	<b>22,927.38</b>
<b>State Award Revenue</b>			
Dept of Bus & Econ Affairs			
6003 CEDR	0.00	13,919.58	-13,919.58
<b>Total Dept of Bus &amp; Econ Affairs</b>	<b>0.00</b>	<b>13,919.58</b>	<b>-13,919.58</b>
<b>NHDES</b>			
6104 Coastal 24	2,653.48	0.00	2,653.48
6152 NKT Riverfront CRG	1,028.22	0.00	1,028.22

## Strafford Regional Planning Commission Profit & Loss June 2024

	Jun 24	Jun 23	\$ Change
6103 Coastal FY23	0.00	8,477.12	-8,477.12
<b>Total NHDES</b>	3,681.70	8,477.12	-4,795.42
<b>UNH</b>			
5206 UNH-GREAT BAY ADAPTS	386.99	0.00	386.99
5208 UNH PREPA-LEE NRI	256.60	0.00	256.60
5209 UNH PREPA-SOM NAT RES MP	304.75	0.00	304.75
<b>Total UNH</b>	948.34	0.00	948.34
<b>CDFA</b>			
6601 CDBG Grant	840.84	1,869.95	-1,029.11
<b>Total CDFA</b>	840.84	1,869.95	-1,029.11
6802 NHHA Housing Navigator Pre-Disaster Mitigation	9,288.31	11,527.15	-2,238.84
6502 BRIC20	0.00	7,418.33	-7,418.33
<b>Total Pre-Disaster Mitigation</b>	0.00	7,418.33	-7,418.33
<b>Total State Award Revenue</b>	14,759.19	43,212.13	-28,452.94 <sup>3</sup>
<b>MPO Revenue</b>			
<b>NH DOT</b>			
8002 UPWP 24-25	62,799.82	0.00	62,799.82
8001 UPWP 22-23	0.00	125,018.67	-125,018.67
8101 COAST/CMAQ	0.00	1,689.72	-1,689.72
<b>Total NH DOT</b>	62,799.82	126,708.39	-63,908.57
<b>Total MPO Revenue</b>	62,799.82	126,708.39	-63,908.57 <sup>4</sup>
<b>Contra Income Cash Match</b>			
Cash Match FAR HOP Pd by Town	-3,000.00	0.00	-3,000.00
Cash Match ROC Rec Chapter	-116.73	-144.83	28.10
Cash Match GSCH	0.00	-725.06	725.06
Coastal Cash Match	-393.26	-1,744.80	1,351.54
EDD Cash Match	-1,876.97	-777.77	-1,099.20
DOT Cash Match	-6,279.98	-12,501.87	6,221.89
Cash Match CommuteSmart	0.00	-337.95	337.95
<b>Total Contra Income Cash Match</b>	-11,666.94	-16,232.28	4,565.34
<b>Contra Income InKind/Soft Match</b>			
In-Kind Coastal Match	0.00	-1,497.94	1,497.94
In-Kind EDD Match	-1,536.78	-1,870.58	333.80
In-Kind HazMit Match	0.00	-1,854.58	1,854.58

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**June 2024**

07/19/24

Accrual Basis

	Jun 24	Jun 23	\$ Change
<b>Total Contra Income InKind/Soft Match</b>	-1,536.78	-5,223.10	3,686.32
<b>Contract Overage</b>	0.00	-5,393.24	5,393.24
<b>Total Income</b>	181,803.28	185,132.78	-3,329.50
<b>Gross Profit</b>	181,803.28	185,132.78	-3,329.50
<b>Expense</b>			
<b>Personnel Expenses</b>			
<b>Salary and Wages</b>			
STD Reimbursement	-2,485.71	0.00	-2,485.71
STD Wages	2,485.71	0.00	2,485.71
Salary and Wages - Other	78,901.57	77,118.96	1,782.61
<b>Total Salary and Wages</b>	78,901.57	77,118.96	1,782.61
<b>Payroll Expenses</b>			
Dental insurance expense	607.56	899.49	-291.93
Health incentive	8,455.90	9,448.38	-992.48
Health Insurance expense	9,499.44	11,569.29	-2,069.85
Life Insurance expense	106.93	120.02	-13.09
LTD Insurance expense	59.10	78.64	-19.54
STD insurance expense	211.01	268.50	-57.49
Payroll Processing Fees	280.50	329.00	-48.50
Pension expense	2,091.17	2,871.75	-780.58
Unemployment expense	246.67	207.67	39.00
Workers Compensation	155.92	157.50	-1.58
<b>Payroll Taxes</b>			
Medicare Expense	1,192.57	1,661.37	-468.80
Social Security expense	5,099.27	7,103.66	-2,004.39
Payroll Taxes - Other	1,269.23	0.03	1,269.20
<b>Total Payroll Taxes</b>	7,561.07	8,765.06	-1,203.99
<b>Total Payroll Expenses</b>	29,275.27	34,715.30	-5,440.03
<b>Dues and Subscriptions</b>	431.19	536.49	-105.30
<b>Staff Training and Seminars</b>	0.00	166.81	-166.81
<b>Total Personnel Expenses</b>	108,608.03	112,537.56	-3,929.53
<b>Equipment expense</b>			
Copier Maintenance Contract	436.31	0.00	436.31
<b>Software expense</b>			
ArcInfo/View software	531.67	483.33	48.34
<b>Office Software</b>			
AudioEye	49.17	0.00	49.17
Buffer	30.00	0.00	30.00
Community Viz	72.88	0.00	72.88

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**June 2024**

07/19/24

Accrual Basis

	Jun 24	Jun 23	\$ Change
Trimble SketchUp	62.42	0.00	62.42
iDrive	0.00	66.63	-66.63
Timesheet Software	140.00	156.00	-16.00
Survey Monkey	75.00	75.00	0.00
Zoom	45.83	45.83	0.00
Adobe In Design	86.88	96.97	-10.09
Constant Contact	130.50	112.50	18.00
DropBox	0.00	11.99	-11.99
Microsoft Office 365	200.00	218.34	-18.34
Office Software - Other	23.23	1,163.93	-1,140.70
<b>Total Office Software</b>	<b>915.91</b>	<b>1,947.19</b>	<b>-1,031.28</b>
<b>Total Software expense</b>	<b>1,447.58</b>	<b>2,430.52</b>	<b>-982.94</b>
<b>Traffic Count Expenses</b>			
Traffic counting equipment	0.00	0.00	0.00
Traffic counting supplies	0.00	854.57	-854.57
<b>Total Traffic Count Expenses</b>	<b>0.00</b>	<b>854.57</b>	<b>-854.57</b>
<b>Transportation Databases</b>	<b>0.00</b>	<b>7,224.00</b>	<b>-7,224.00</b>
<b>Total Equipment expense</b>	<b>1,883.89</b>	<b>10,509.09</b>	<b>-8,625.20</b>
<b>Fixed Expenses</b>			
Equipment Depreciation	384.86	0.00	384.86
Amortization-Building	2,341.87	2,341.87	0.00
Insurance			
Liability Insurance	657.50	133.52	523.98
<b>Total Insurance</b>	<b>657.50</b>	<b>133.52</b>	<b>523.98</b>
<b>Rent</b>	<b>96.53</b>	<b>176.30</b>	<b>-79.77</b>
<b>Vehicle Expenses</b>			
Depreciation Expense	0.00	477.99	-477.99
Vehicle Gas & Repairs	91.57	136.77	-45.20
Vehicle Interest	0.00	24.33	-24.33
<b>Total Vehicle Expenses</b>	<b>91.57</b>	<b>639.09</b>	<b>-547.52</b>
<b>Total Fixed Expenses</b>	<b>3,572.33</b>	<b>3,290.78</b>	<b>281.55</b>
<b>Communications</b>			
Telephone and Internet	372.67	254.41	118.26
Website maintenance and updates			
Website and logo design	17.98	17.98	0.00
<b>Total Website maintenance and updat...</b>	<b>17.98</b>	<b>17.98</b>	<b>0.00</b>

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**June 2024**

07/19/24

Accrual Basis

	Jun 24	Jun 23	\$ Change
<b>Total Communications</b>	390.65	272.39	118.26
<b>Administrative</b>			
<b>Finance Charge</b>	0.00	89.12	-89.12
<b>Bank Fees</b>	0.00	25.00	-25.00
<b>Meetings Expense</b>	1,566.00	1,653.26	-87.26
<b>Office Expense</b>	342.61	1,244.98	-902.37
<b>Office Supplies</b>	287.64	149.73	137.91
<b>Professional Fees</b>			
<b>Accounting, Audit</b>	1,000.00	-2,666.67	3,666.67
<b>Total Professional Fees</b>	1,000.00	-2,666.67	3,666.67 <sup>7</sup>
<b>Travel &amp; Ent</b>			
<b>Travel</b>	648.55	721.94	-73.39
<b>Total Travel &amp; Ent</b>	648.55	721.94	-73.39
<b>Total Administrative</b>	3,844.80	1,217.36	2,627.44
<b>Contract Labor</b>			
<b>IT and Network support</b>	1,683.58	2,009.00	-325.42
<b>Pass Through Expense</b>			
<b>3507 FAR HOP Consultant</b>	22,826.13	0.00	22,826.13
<b>4107 NKT HOP3 Form Based Code</b>	9,250.00	0.00	9,250.00
<b>7111 EPA Brownfields Consultant</b>	6,493.93	0.00	6,493.93
<b>7201 HUD EDI CDS RPC Exp</b>	12,018.59	0.00	12,018.59
<b>CEDR Consultants</b>	0.00	10,218.84	-10,218.84
<b>CEDR Pass Through Expense</b>	0.00	1,000.00	-1,000.00
<b>NHDOT Consultant</b>	25,010.04	8,000.00	17,010.04
<b>RPC FTA Subcontract</b>	0.00	201.29	-201.29
<b>Total Pass Through Expense</b>	75,598.69	19,420.13	56,178.56 <sup>8</sup>
<b>Total Contract Labor</b>	77,282.27	21,429.13	55,853.14
<b>Total Expense</b>	195,581.97	149,256.31	46,325.66
<b>Net Ordinary Income</b>	-13,778.69	35,876.47	-49,655.16
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>Interest Income</b>	11.33	14.57	-3.24
<b>Total Other Income</b>	11.33	14.57	-3.24
<b>Net Other Income</b>	11.33	14.57	-3.24

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07/19/24

Accrual Basis

**Strafford Regional Planning Commission**  
**Profit & Loss**  
June 2024

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	<u>Jun 24</u>	<u>Jun 23</u>	<u>\$ Change</u>
Net Income	<u>-13,767.36</u>	<u>35,891.04</u>	<u>-49,658.40</u>



**Strafford Regional Planning Commission**  
**Profit & Loss**  
**June 2024**

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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. The GSCH project concluded in November.  
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2. Federal Agencies: The EDA contract ended 6/30/24. The contractor for the Brownfields grant has started work. The participating RPCs are ramping up work on the HUD grant.  
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3. State Awards Revenue: Under BEA, the CEDR grant closed out at the end of June 2023. No work was billed in June for the Hazard Mitigation contracts. 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. The first invoice for work done in April and May was received and billed in June. In the previous year, the 22-23 UPWP contract was concluding for the two-year period, and any remaining funds were spent down. No work was billed for the COAST project.  
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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. Transportation Databases: In the previous year, an invoice was issued for our share of INRIX Advanced Analytics Tool Suite and Dataset.  
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7. Accounting, Audit: In the previous year, the accrual amount was adjusted to reflect the cost quoted on the FY23 audit engagement letter.  
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8. Pass Through Expenses: These are contingent on contracts in effect, and the timing of contractor invoices for each month. The CEDR and RPC FTA contracts were closed out during the previous fiscal year.  
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**Strafford Regional Planning Commission**  
**Income by Customer**  
**June 2024**

Date	Name	Memo	Amount
<b>2000 LTA (Local Technical Assistance)</b>			
06/01/20	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>3300 City of Dover</b>			
<b>3304 Dover HOP Audit &amp; Ordinance</b>			
06/30/20	3300 City of...	Progress Billing - Dover HOP - PO 202405428 - June 2024	5,115.19
Total 3304 Dover HOP Audit & Ordinance			5,115.19
Total 3300 City of Dover			5,115.19
<b>3500 Town of Farmington</b>			
<b>3507 FAR HOP Grant</b>			
06/30/20	3500 Town ...	Farmington Housing Opportunity Planning (HOP) Grant Progr...	25,826.13
Total 3507 FAR HOP Grant			25,826.13
<b>3501 FAR Circuit Rider</b>			
06/30/20	3500 Town ...	Progress Billing - Farmington Circuit Rider - June 2024	1,592.50
Total 3501 FAR Circuit Rider			1,592.50
Total 3500 Town of Farmington			27,418.63
<b>4000 Town of New Durham</b>			
<b>4004 NDU HOP (Hsg, LU, Vision)</b>			
06/30/20	4000 Town ...	Progress Billing - New Durham HOP - June 2024	7,786.61
Total 4004 NDU HOP (Hsg, LU, Vision)			7,786.61
Total 4000 Town of New Durham			7,786.61
<b>4100 Town of Newmarket</b>			
<b>4107 NKT HOP 3 FORM BASED CODE</b>			
06/30/20	4100 Town ...	Progress Billing - Newmarket HOP3 Form Based Code - Jun...	10,001.74
Total 4107 NKT HOP 3 FORM BASED CODE			10,001.74
<b>4106 NKT MP Other</b>			
06/30/20	4100 Town ...	Progress Billing - Newmarket Master Plan Other Updates- Ju...	2,507.18
Total 4106 NKT MP Other			2,507.18
<b>4105 NKT HOP1 MP Housing</b>			
06/30/20	4100 Town ...	Progress Billing - Newmarket HOP1 MP Housing - June 2024	4,991.80
Total 4105 NKT HOP1 MP Housing			4,991.80
Total 4100 Town of Newmarket			17,500.72

**Strafford Regional Planning Commission**  
**Income by Customer**  
**June 2024**

Date	Name	Memo	Amount
<b>4200 Town of Northwood</b>			
<b>4201 NOR Circuit Rider</b>			
06/30/20	4200 Town ...	Progress Billing - Northwood Circuit Rider - June 2024	747.50
Total 4201 NOR Circuit Rider			747.50
Total 4200 Town of Northwood			747.50
<b>4300 Town of Nottingham</b>			
<b>4301 NOT Circuit Rider</b>			
06/30/20	4300 Town ...	Progress Billing - Nottingham Circuit Rider - June 2024	1,922.35
Total 4301 NOT Circuit Rider			1,922.35
Total 4300 Town of Nottingham			1,922.35
<b>4400 City of Rochester</b>			
<b>4403 ROC Rec MP</b>			
06/30/20	4400 City of...	Rochester Recreation Master Plan Chapter - June 2024	765.25
06/30/20	4400 City of...	Cash Match - Rochester Recreation Chapter	-116.73
Total 4403 ROC Rec MP			648.52
Total 4400 City of Rochester			648.52
<b>4600 City of Somersworth</b>			
<b>4605 SOM MP &amp; Audit</b>			
06/30/20	4600 City of...	Somersworth Housing Master Plan Chapter and Regulatory F...	2,405.01
Total 4605 SOM MP & Audit			2,405.01
Total 4600 City of Somersworth			2,405.01
<b>4700 Town of Strafford</b>			
<b>4701 Strafford Circuit Rider</b>			
06/30/20	4700 Town ...	Progress Billing - Strafford Circuit Rider - June 2024	1,767.50
Total 4701 Strafford Circuit Rider			1,767.50
Total 4700 Town of Strafford			1,767.50
<b>4800 Town of Wakefield</b>			
<b>4803 WAK NBRC Union Hotel Grant Admin</b>			
06/30/20	4800 Town ...	Progress Billing - Wakefield NBRC Union Hotel Grant Admin ...	4,374.36
Total 4803 WAK NBRC Union Hotel Grant Admin			4,374.36
<b>4801 Wakefield Circuit Rider</b>			
06/30/20	4800 Town ...	Progress Billing - Wakefield Circuit Rider - May-Jun 2024	1,032.50
Total 4801 Wakefield Circuit Rider			1,032.50

**Strafford Regional Planning Commission  
Income by Customer  
June 2024**

Date	Name	Memo	Amount
Total 4800 Town of Wakefield			5,406.86
<b>5000 NHARPC</b>			
<b>5002 NHARPC Administration</b>			
06/05/20	5000 NHAR...	NHARPC Administration - FY24 Invoice #2	4,000.00
Total 5002 NHARPC Administration			4,000.00
Total 5000 NHARPC			4,000.00
<b>5120 NHCF</b>			
<b>5122 NHCF GB Signage</b>			
06/30/20	5120 NHCF...	Progress Billing, GB2030 Signage-PR24-157235 - Feb-Jun 2...	354.06
Total 5122 NHCF GB Signage			354.06
<b>5121 NHCF MIL 3 Ponds</b>			
06/30/20	5120 NHCF...	Progress Billing NHCF - GB2030 - Milton Watershed Plan - P...	827.66
Total 5121 NHCF MIL 3 Ponds			827.66
Total 5120 NHCF			1,181.72
<b>5201 UNH</b>			
<b>5206 Great Bay Adapts</b>			
06/30/20	5201 UNH:...	Progress Billing - Great Bay Adapts - P0144899 - Mar-Jun 20...	386.99
Total 5206 Great Bay Adapts			386.99
<b>5209 UNH PREPA SOM NR MP</b>			
06/30/20	5201 UNH:...	Progress Billing - Somersworth PREPA NRI P0139200- June ...	304.75
Total 5209 UNH PREPA SOM NR MP			304.75
<b>5208 UNH PREPA LEE NRI</b>			
06/30/20	5201 UNH:...	Progress Billing -LEE PREPA NRI #P0138340- June 2024	256.60
Total 5208 UNH PREPA LEE NRI			256.60
Total 5201 UNH			948.34
<b>5310 Lamprey River LAC</b>			
<b>5311 LRAC Static &amp; Online View Maps</b>			
06/30/20	5310 Lampr...	Progress Billing - LRAC Static Map and Interactive Map View...	1,175.30
Total 5311 LRAC Static & Online View Maps			1,175.30
Total 5310 Lamprey River LAC			1,175.30
<b>6100 NH DES</b>			
<b>6152 NKT Riverfront Coastal Resilience</b>			

## Strafford Regional Planning Commission Income by Customer June 2024

Date	Name	Memo	Amount
06/30/20	6100 NH D...	Progress Billing - Newmarket Waterfront CRG #22-306-20 - ...	1,028.22
Total 6152 NKT Riverfront Coastal Resilience			1,028.22
<b>6104 Coastal 24</b>			
06/30/20	6100 NH D...	Coastal Technical Assistance Grant 23-306-09 - Final Billing -	2,653.48
06/30/20	6100 NH D...	Cash Match	-393.26
Total 6104 Coastal 24			2,260.22
Total 6100 NH DES			3,288.44
<b>6600 CDFA-CDBG Grant Administration</b>			
<b>6603 CDBG Somersworth YMCA</b>			
06/06/20	6600 CDFA...	CDBG Grant Administration - Somersworth YMCA - Feb 202...	840.84
Total 6603 CDBG Somersworth YMCA			840.84
Total 6600 CDFA-CDBG Grant Administration			840.84
<b>6800 NH Housing Authority</b>			
<b>6802 Housing Navigator</b>			
06/30/20	6800 NH H...	NHHFA Housing Navigator - June 2024	9,288.31
Total 6802 Housing Navigator			9,288.31
Total 6800 NH Housing Authority			9,288.31
<b>7000 ECONOMIC DEVELOPMENT ADMINISTRATION</b>			
<b>7003 EDA FY22</b>			
06/30/20	7000 ECO...	Final Billing EDD Planning Partnership - June 2024	6,127.02
06/30/20	7000 ECO...	Cash Match	-1,876.97
06/30/20	7000 ECO...	InKind Match	-1,536.78
Total 7003 EDA FY22			2,713.27
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			2,713.27
<b>7100 EPA</b>			
<b>7111 Brownfields 24-28</b>			
06/30/20	7100 EPA:7...	Brownfields 24-28 Progress Billing - June 2024	8,986.64
Total 7111 Brownfields 24-28			8,986.64
Total 7100 EPA			8,986.64
<b>7200 HUD</b>			
<b>7201 HUD EDI Regional Plan</b>			
06/30/20	7200 HUD:...	Progress Billing - HUD B-22-CP-NH-0567 - June 2024	12,772.52
Total 7201 HUD EDI Regional Plan			12,772.52

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Accrual Basis

**Strafford Regional Planning Commission**  
**Income by Customer**  
**June 2024**

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total 7200 HUD			12,772.52
<b>7300 USDA</b>			
<b>7301 USDA CF TAT</b>			
06/30/20	7300 USDA...	Progress Billing - USDA FY23 RD CF TAT - May-Jun 2024	800.64
Total 7301 USDA CF TAT			800.64
Total 7300 USDA			800.64
<b>8000 DOT UPWP</b>			
<b>8002 UPWP 24-25</b>			
06/30/20	8000 DOT ...	Progress Billing - UPWP - June 2024	62,799.82
06/30/20	8000 DOT ...	10% Matching Funds	-6,279.98
Total 8002 UPWP 24-25			56,519.84
Total 8000 DOT UPWP			56,519.84
<b>No name</b>			
06/01/20		Farmington Cash Match for TIF Assistance - Wright Pierce	-3,000.00
Total no name			-3,000.00
<b>TOTAL</b>			<b>181,803.28</b>

## Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>SRPC Membership Dues</b>	138,822.39	138,822.39	0.00
<b>SRPC Revenue</b>			
<b>Municipal and NonProfit Revenue</b>			
3104 BAR Housing MP Chapter	22,498.34	22,330.00	168.34
3501 FAR Circuit Rider	51,667.22	60,000.00	-8,332.78
3506 FAR Tax Maps FY23	1,008.86	1,000.00	8.86
3507 FAR HOP Grant	111,720.68	133,740.00	-22,019.32
3903 MIL CWSRF	0.00	40,000.00	-40,000.00
4004 NDU Housing and Land Use	17,641.95	22,000.00	-4,358.05
4104 NKT Tax Maps	0.00	1.00	-1.00
4105 NKT HOP1 MP Housing	23,794.17	24,500.00	-705.83
4106 NKT MP Other	24,862.67	20,000.00	4,862.67
4107 NKT HOP3 Form Based Code	52,412.31	90,500.00	-38,087.69
4201 NORPlanning Services	24,731.55	25,000.00	-268.45
4301 NOT Circuit Rider	23,471.35	25,000.00	-1,528.65
4403 ROC Rec Chapter	20,991.05	28,555.00	-7,563.95
4404 ROC RFP	1,005.28	4,928.00	-3,922.72
4605 SOM MP and Audit	55,906.23	66,000.00	-10,093.77
4606 SOM Tax Maps FY24	1,688.28	1,686.00	2.28
4701 Strafford Circuit Rider	32,259.46	36,250.00	-3,990.54
4704 STR Tax Mapping	770.07	693.00	77.07
4801 WAK Circuit Rider	6,221.25	5,400.00	821.25
4803 WAK NBRC Union Hotel	4,374.36	1,500.00	2,874.36
5002 NHARPC Administration	8,000.00	8,000.00	0.00
5151 GSCH - Tufts	10,719.67	10,720.00	-0.33
5501 GIS Projects	48.00	1.00	47.00
<b>Total Municipal and NonProfit Revenue</b>	528,307.79	627,804.00	-99,496.21
<b>Total SRPC Revenue</b>	527,970.20	627,804.00	-99,833.80 <sup>2</sup>
<b>Federal Agencies Incl EDD</b>			
7003 EDD Planning Partnership	112,618.11	112,618.00	0.11
7111 EPA Brownfields FY24-28	35,212.06	93,750.00	-58,537.94
7201 HUD EDI CDS	37,166.22	237,500.00	-200,333.78
7301 USDA RD-FAR MIL	1,843.21	11,807.00	-9,963.79
<b>Total Federal Agencies Incl EDD</b>	186,839.60	455,675.00	-268,835.40 <sup>3</sup>
<b>State Award Revenue</b>			
Dept of Bus & Econ Affairs			
6004 TBG 24-25	11,128.41	11,111.00	17.41
<b>Total Dept of Bus &amp; Econ Affairs</b>	11,128.41	11,111.00	17.41
<b>NHDES</b>			
6104 Coastal 24	30,000.00	30,000.00	0.00

## Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget
6151 Project of Special Merit	1,937.71	1,765.00	172.71
6152 NKT Riverfront CRG	3,972.78	18,650.00	-14,677.22
6305 LSWP NKT SWP 359	22,288.73	21,560.00	728.73
<b>Total NHDES</b>	<b>58,199.22</b>	<b>71,975.00</b>	<b>-13,775.78</b>
<b>UNH</b>			
5206 UNH-GREAT BAY ADAPTS	1,312.81	5,000.00	-3,687.19
5207 UNH-PREPA DOV NRI	13,496.41	18,730.00	-5,233.59
5208 UNH PREPA-LEE NRI	14,083.31	18,730.00	-4,646.69
5209 UNH PREPA-SOM NAT RES MP	14,844.22	15,000.00	-155.78
<b>Total UNH</b>	<b>43,736.75</b>	<b>57,460.00</b>	<b>-13,723.25</b>
<b>CDFA</b>			
6601 CDBG Grant	10,230.09	7,000.00	3,230.09
6603 CDBG TRANSFORMATIVE PLAN	0.00	5,000.00	-5,000.00
<b>Total CDFA</b>	<b>10,230.09</b>	<b>12,000.00</b>	<b>-1,769.91</b>
<b>6802 NHHA Housing Navigator Pre-Disaster Mitigation</b>	<b>124,866.05</b>	<b>131,154.00</b>	<b>-6,287.95</b>
6501 PDM19 BAR NDU ROL SOM	892.00	900.00	-8.00
6502 BRIC20	23,990.00	30,583.00	-6,593.00
6503 BRIC21 MAD NOR ROC	20,400.00	24,000.00	-3,600.00
6504 HAZMIT 4516 DOV FAR NKT	0.00	8,800.00	-8,800.00
<b>Total Pre-Disaster Mitigation</b>	<b>45,282.00</b>	<b>64,283.00</b>	<b>-19,001.00</b>
<b>Total State Award Revenue</b>	<b>293,442.52</b>	<b>347,983.00</b>	<b>-54,540.48</b> <sup>4</sup>
<b>MPO Revenue</b>			
<b>NH DOT</b>			
8002 UPWP 24-25	593,260.02	691,064.00	-97,803.98
8101 COAST/CMAQ	5,284.16	5,625.00	-340.84
8102 Safe Streets For All	0.00	13,750.00	-13,750.00
<b>Total NH DOT</b>	<b>598,544.18</b>	<b>710,439.00</b>	<b>-111,894.82</b>
<b>Total MPO Revenue</b>	<b>598,544.18</b>	<b>710,439.00</b>	<b>-111,894.82</b> <sup>5</sup>
<b>Contra Income Cash Match</b>			
Cash Match ROC Rec Chapter	-3,202.01	-4,355.00	1,152.99
Cash Match GSCH	-1,877.04	-1,880.00	2.96
Coastal Cash Match	-3,889.57	-2,500.00	-1,389.57
LSWP Cash Match	-714.34	-1,000.00	285.66
<b>EDD Cash Match</b>	<b>-17,464.68</b>	<b>-16,271.00</b>	<b>-1,193.68</b>
<b>USDA Cash Match</b>	<b>-27.11</b>	<b>-307.00</b>	<b>279.89</b>
<b>DOT Cash Match</b>	<b>-59,325.99</b>	<b>-69,106.00</b>	<b>9,780.01</b>



**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
 July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget
Cash Match CommuteSmart	-1,056.85	-1,125.00	68.15
Safe Streets Cash Match	-6,000.00	-13,750.00	7,750.00
<b>Total Contra Income Cash Match</b>	<b>-96,557.59</b>	<b>-110,294.00</b>	<b>13,736.41</b>
<b>Contra Income InKind/Soft Match</b>			
In-Kind Coastal Match	-10,772.84	-12,500.00	1,727.16
IK LSWP	-3,351.39	-2,337.00	-1,014.39
IK - PDM Soft Match	-223.00	-225.00	2.00
IK HazMit 4516-DOV,FAR,NKT	0.00	-2,200.00	2,200.00
In-Kind EDD Match	-30,509.22	-31,703.00	1,193.78
<b>Total Contra Income InKind/Soft Match</b>	<b>-56,208.43</b>	<b>-48,965.00</b>	<b>-7,243.43</b>
<b>Total Income</b>	<b>1,592,296.46</b>	<b>2,121,464.39</b>	<b>-529,167.93</b>
<b>Gross Profit</b>	<b>1,592,296.46</b>	<b>2,121,464.39</b>	<b>-529,167.93</b> <sup>1</sup>
<b>Expense</b>			
<b>Personnel Expenses</b>			
<b>Salary and Wages</b>			
STD Reimbursement	-2,485.71	0.00	-2,485.71
Salary and Wages - Other	1,005,383.05	1,018,140.00	-12,756.95
<b>Total Salary and Wages</b>	<b>1,005,383.05</b>	<b>1,018,140.00</b>	<b>-12,756.95</b>
<b>Payroll Expenses</b>			
PFML	6,179.71	6,102.00	77.71
Dental insurance expense	7,926.49	8,321.00	-394.51
Health incentive	10,500.05	10,334.00	166.05
Health Insurance expense	115,760.14	129,181.00	-13,420.86
Life Insurance expense	1,455.02	1,524.00	-68.98
LTD Insurance expense	814.84	837.00	-22.16
STD insurance expense	2,905.72	2,876.00	29.72
Payroll Processing Fees	3,513.75	3,778.00	-264.25
Pension expense	27,323.26	30,069.00	-2,745.74
Unemployment expense	2,726.00	2,230.00	496.00
Workers Compensation	1,880.48	1,899.00	-18.52
Payroll Taxes	76,982.41	78,678.00	-1,695.59
<b>Total Payroll Expenses</b>	<b>257,967.87</b>	<b>275,829.00</b>	<b>-17,861.13</b>
<b>Dues and Subscriptions</b>	<b>5,258.21</b>	<b>4,792.00</b>	<b>466.21</b>
<b>Staff Training and Seminars</b>	<b>3,311.98</b>	<b>15,000.00</b>	<b>-11,688.02</b>
<b>Total Personnel Expenses</b>	<b>1,271,921.11</b>	<b>1,313,761.00</b>	<b>-41,839.89</b> <sup>6</sup>
<b>Equipment expense</b>			
Copier Maintenance Contract	3,703.23	3,900.00	-196.77
Office furniture			

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
 July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget
Computer equipment	2,729.60	3,000.00	-270.40
Office furniture - Other	0.00	1,000.00	-1,000.00
<b>Total Office furniture</b>	<b>2,729.60</b>	<b>4,000.00</b>	<b>-1,270.40</b>
<b>Other Equipment Repair and Cost</b>			
Equipment Rental & Repair	0.00	500.00	-500.00
<b>Total Other Equipment Repair and Cost</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>
<b>Software expense</b>			
ArclInfo/View software	6,281.62	6,338.00	-56.38
Office Software	11,923.59	11,177.00	746.59
Transcad software/maintenance	1,800.00	1,500.00	300.00
<b>Total Software expense</b>	<b>20,005.21</b>	<b>19,015.00</b>	<b>990.21</b>
<b>Traffic Count Expenses</b>			
Traffic counting supplies	833.64	0.00	833.64
Traffic Count Expenses - Other	0.00	3,000.00	-3,000.00
<b>Total Traffic Count Expenses</b>	<b>833.64</b>	<b>3,000.00</b>	<b>-2,166.36</b> <sup>7</sup>
<b>Transportation Databases</b>	<b>0.00</b>	<b>8,200.00</b>	<b>-8,200.00</b> <sup>8</sup>
<b>Total Equipment expense</b>	<b>27,271.68</b>	<b>38,615.00</b>	<b>-11,343.32</b>
<b>Fixed Expenses</b>			
Amortization-Building	28,101.96	0.00	28,101.96
Insurance			
Liability Insurance	7,890.00	7,173.00	717.00
<b>Total Insurance</b>	<b>7,890.00</b>	<b>7,173.00</b>	<b>717.00</b>
Rent	1,599.78	30,000.00	-28,400.22
Vehicle Expenses	6,407.44	9,993.00	-3,585.56
<b>Total Fixed Expenses</b>	<b>48,140.64</b>	<b>47,166.00</b>	<b>974.64</b>
<b>Communications</b>			
Media Outreach Expense	154.05	1,000.00	-845.95
Office Telephone System	0.00	1,164.00	-1,164.00
Postage and Delivery	699.45	400.00	299.45
Telephone and Internet	4,034.94	3,600.00	434.94
Website maintenance and updates	687.95	1,427.00	-739.05
<b>Total Communications</b>	<b>5,576.39</b>	<b>7,591.00</b>	<b>-2,014.61</b>
<b>Administrative</b>			
Library & Planning Books	2,479.50	2,500.00	-20.50

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
 July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget
Meetings Expense	3,377.70	3,500.00	-122.30
Office Expense	2,584.54	10,000.00	-7,415.46
Office Supplies	5,018.40	4,000.00	1,018.40
Printing and Reproduction	1,309.67	1,500.00	-190.33
Professional Fees			
Accounting, Audit	12,000.00	16,000.00	-4,000.00 <sup>10</sup>
Legal Fees	0.00	4,000.00	-4,000.00
<b>Total Professional Fees</b>	<b>12,000.00</b>	<b>20,000.00</b>	<b>-8,000.00</b>
Travel & Ent	8,258.19	8,000.00	258.19
<b>Total Administrative</b>	<b>35,048.24</b>	<b>49,500.00</b>	<b>-14,451.76</b>
Contract Labor			
IT and Network support	25,286.58	34,000.00	-8,713.42
Pass Through Expense			
3507 FAR HOP Consultant	92,747.95	113,075.00	-20,327.05
3903 MIL CWSRF Consultant	0.00	30,000.00	-30,000.00
4107 NKT HOP3 Form Based Code	44,950.00	73,000.00	-28,050.00
5207 DOV PREPA Consultant	0.00	6,000.00	-6,000.00
5208 LEE PREPA Consultant	0.00	6,000.00	-6,000.00
6152 NKT Waterfront CRG	0.00	4,000.00	-4,000.00
7111 EPA Brownfields Consultant	12,912.93	78,000.00	-65,087.07
7201 HUD EDI CDS RPC Exp	33,492.56	200,000.00	-166,507.44
7301 USDA RD FAR MIL Consultant	0.00	5,250.00	-5,250.00
NHDOT Consultant	25,010.04	50,000.00	-24,989.96
8102 Safe Streets Expense	0.00	13,750.00	-13,750.00
<b>Total Pass Through Expense</b>	<b>209,348.98</b>	<b>579,075.00</b>	<b>-369,726.02 <sup>11</sup></b>
<b>Total Contract Labor</b>	<b>234,635.56</b>	<b>613,075.00</b>	<b>-378,439.44</b>
<b>Total Expense</b>	<b>1,622,593.62</b>	<b>2,069,708.00</b>	<b>-447,114.38</b>
<b>Net Ordinary Income</b>	<b>-30,297.16</b>	<b>51,756.39</b>	<b>-82,053.55</b>
Other Income/Expense			
Other Income			
Interest Income	155.34	100.00	55.34
<b>Total Other Income</b>	<b>155.34</b>	<b>100.00</b>	<b>55.34</b>
<b>Net Other Income</b>	<b>155.34</b>	<b>100.00</b>	<b>55.34</b>
<b>Net Income</b>	<b>-30,141.82</b>	<b>51,856.39</b>	<b>-81,998.21</b>

## Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July 2023 through June 2024

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1. Revenues: Differences are mostly attributable to the 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. The adopted mid-year budget was input for comparisons for January-June of the current fiscal year.

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2. Municipal Revenue: The FAR HOP grant uses a subcontractor, and most of the revenue is contingent upon contractor invoices. Milton CWSRF has not been fully executed yet. The NDU Housing and Land was budgeted to start in February but was not fully executed until the end of February. The Newmarket HOP3 grant budget has minimal SRPC administrative costs and is dependent on contractor invoices. The SOM MP & Audit contract has an end date of 1/31/24, but the project is not yet completed.

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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, and the first invoices were received in April. HUD was budgeted for Jan-Jun, but only one RPC invoice was received in February, with RPC invoices slowly ramping up March-June. USDA was budgeted to start in February, but the first invoice was submitted in April.

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4. State Award Revenue: Newmarket Riverfront was budgeted to start in February, but is off to a slow start. Work on the UNH PREPA grants has begun and is ramping up. The CDBG Transformative Grant is not yet executed. Under Pre-Disaster Mitigation, the PDM19 has concluded, BRIC20 had a gap in billing from Nov-Apr, and was invoiced in May. Focus has mostly been on the BRIC21 contract. The HazMit 4516 has not begun.

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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, and the first invoice received in June. \$6,000 of the Safe Streets project was paid in May and booked as cash match. Not understanding the nature of this agreement, it was erroneously set up as an income item during the budget input process.

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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. Two staff members resigned in the month of April.

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7. Traffic Count Expense: Budgeted evenly over 12 months. Actual purchase timing may vary.

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8. Transportation Database: The INRIX dataset was budgeted for this fiscal year, but have not received an invoice for this fiscal year.

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9. Fixed Expense: See Balance Sheet note, Right of Use Asset to explain Amortization and Rent variances to budget.

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10. Accounting and Audit: A new firm conducted the FY23 audit at a lower cost than originally projected.

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11. 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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# STRAFFORD

Regional Planning Commission

August 16, 2024

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

RE: August 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 August 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



## August 2024 TIP Minors Table of Contents

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# 2023 - 2026 SRPC Transportation Improvement Program

## August 2024 Minors

7/18/2024

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.

### PROGRAM TA

Towns: Statewide  
 Road: Various  
 Scope: TRANSPORTATION ALTERNATIVES PROGRAM (TAP)  
 Acronyms:

#### Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$800,000		\$0	\$220,000	<b>\$1,020,000</b>
PE	2024	\$1,200,000		\$0	\$320,000	<b>\$1,520,000</b>
PE	2025	\$800,000		\$0	\$220,000	<b>\$1,020,000</b>
PE	2026	\$800,000		\$0	\$220,000	<b>\$1,020,000</b>
ROW	2023	\$120,000		\$0	\$40,000	<b>\$160,000</b>
ROW	2024	\$120,000		\$0	\$40,000	<b>\$160,000</b>
ROW	2025	\$120,000		\$0	\$40,000	<b>\$160,000</b>
ROW	2026	\$120,000		\$0	\$40,000	<b>\$160,000</b>
CON	2023	\$4,388,864		\$0	\$1,197,216	<b>\$5,586,080</b>
CON	2024	\$4,095,042		\$0	\$1,123,760	<b>\$5,218,802</b>
CON	2025	\$4,603,342		\$0	\$1,250,835	<b>\$5,854,178</b>
CON	2026	\$4,713,810		\$0	\$1,278,452	<b>\$5,992,261</b>

#### Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$800,000		\$0	\$220,000	<b>\$1,020,000</b>
PE	2024	\$1,200,000		\$0	\$320,000	<b>\$1,520,000</b>
PE	2025	\$800,000		\$0	\$220,000	<b>\$1,020,000</b>
PE	2026	\$800,000		\$0	\$220,000	<b>\$1,020,000</b>
ROW	2023	\$120,000		\$0	\$40,000	<b>\$160,000</b>
ROW	2024	\$120,000		\$0	\$40,000	<b>\$160,000</b>
ROW	2025	\$120,000		\$0	\$40,000	<b>\$160,000</b>

ROW	2026	\$120,000	\$0	\$40,000	<b><i>\$160,000</i></b>
CON	2023	\$4,388,864	\$0	\$1,197,216	<b><i>\$5,586,080</i></b>
CON	2024	\$4,889,442	\$0	\$1,322,360	<b><i>\$6,211,802</i></b>
CON	2025	\$3,808,942	\$0	\$1,052,235	<b><i>\$4,861,178</i></b>
CON	2026	\$4,713,810	\$0	\$1,278,452	<b><i>\$5,992,261</i></b>

**Change Notes**

NHDOT Description of Changes

SRPC Notes

Shifting construction funds from 2025 to 2024. No changes to projects in the region.

**Funding Sources**

**FHWA**

TAP-Non Urban Areas Under 5K

TAP-Flex

TAP-Areas Over 200K

TAP-5K to 49,999

TAP-50K to 200K

**OTHER**

Other

Non Par Other



# PROGRAM BRDG-T1/2-M&P

Towns: Statewide  
 Road: Tier 1-2 Bridges  
 Scope: Maintenance & preservation of tier 1 & 2 bridges.  
 Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$650,000		\$0	\$0	<b>\$650,000</b>
PE	2024	\$100,000		\$0	\$0	<b>\$100,000</b>
PE	2025	\$100,000		\$0	\$0	<b>\$100,000</b>
PE	2026	\$100,000		\$0	\$0	<b>\$100,000</b>
ROW	2023	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2024	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2025	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2026	\$25,000		\$0	\$0	<b>\$25,000</b>
CON	2023	\$14,900,000		\$0	\$0	<b>\$14,900,000</b>
CON	2024	\$8,225,000		\$0	\$0	<b>\$8,225,000</b>
CON	2025	\$8,725,000		\$0	\$0	<b>\$8,725,000</b>
CON	2026	\$8,725,000		\$0	\$0	<b>\$8,725,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$650,000		\$0	\$0	<b>\$650,000</b>
PE	2024	\$350,000		\$0	\$0	<b>\$350,000</b>
PE	2025	\$100,000		\$0	\$0	<b>\$100,000</b>
PE	2026	\$80,000		\$0	\$0	<b>\$80,000</b>
ROW	2023	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2024	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2025	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2026	\$25,000		\$0	\$0	<b>\$25,000</b>
CON	2023	\$14,900,000		\$0	\$0	<b>\$14,900,000</b>
CON	2024	\$18,835,000		\$0	\$0	<b>\$18,835,000</b>
CON	2025	\$8,725,000		\$0	\$0	<b>\$8,725,000</b>
CON	2026	\$6,425,000		\$0	\$0	<b>\$6,425,000</b>

## Change Notes

NHDOT Description of Changes

SRPC Notes

Increase of 10.6 million in FY2024 construction.

## Funding Sources

### FHWA

TAP-Non Urban Areas Under 5K

STBG-State Flexible

STBG-Non Urban Areas Under 5K

Increase in Prelim Engineering funds in FY2024 and decrease in FY2026. No changes to projects in the region.

STBG-5 to 200K

National Highway Performance

Hwy Infrastructure

**NHDOT**

Toll Credit

General Fund

# LEE 41322

Towns: LEE  
Road: NH Route 125  
Scope: Bridge Replacement of culvert carrying NH 125 over Little River Br No 073/084  
Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$330,000		\$0	\$0	<b>\$330,000</b>
PE	2024	\$110,000		\$0	\$0	<b>\$110,000</b>
ROW	2024	\$82,500		\$0	\$0	<b>\$82,500</b>
CON	2024	\$2,310,000		\$0	\$0	<b>\$2,310,000</b>
CON	2025	\$4,290,000		\$0	\$0	<b>\$4,290,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$330,000		\$0	\$0	<b>\$330,000</b>
PE	2024	\$110,000		\$0	\$0	<b>\$110,000</b>
ROW	2024	\$82,500		\$0	\$0	<b>\$82,500</b>
CON	2025	\$6,600,000		\$0	\$0	<b>\$6,600,000</b>

## Change Notes

NHDOT Description of Changes

SRPC Notes

Merging FY2024 construction funds into existing FY2025 funds

## Funding Sources

### FHWA

STBG-Non Urban Areas Under 5K

National Highway Performance

BRGBIL

### NHDOT

Toll Credit

# Dover 41373

Towns: Dover  
Road: Rte 155, Rte 108, Bellamy Rd. Daley Dr. Durham Rd (Community Trail)  
Scope: Construct multi-use path from Knox Marsh Rd. to Bellamy Rd.  
Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$37,802		\$0	\$9,450	<b>\$47,252</b>
ROW	2024	\$34,400		\$0	\$8,600	<b>\$43,000</b>
CON	2025	\$243,927		\$0	\$173,116	<b>\$417,043</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$17,264		\$0	\$4,316	<b>\$21,580</b>
PE	2025	\$20,538		\$0	\$5,134	<b>\$25,672</b>
ROW	2025	\$34,400		\$0	\$8,600	<b>\$43,000</b>
CON	2025	\$243,927		\$0	\$173,116	<b>\$417,043</b>

## Change Notes

NHDOT Description of Changes

SRPC Notes

Splitting out some prelim engineering funds from 2024 into 2025. Shifting right-of-way funds from 2024 to 2025. No change to overall program funds.

## Funding Sources

### FHWA

TAP-Transportation Alternatives

TAP-Flex

TAP-50K to 200K

### OTHER

Towns

# Dover 41824

Towns: Dover

Road: NH16

Scope: Bridge Superstructure Replacement for NH 16 NB (#106/133) and SB (#105/133) over Cocheco River

Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2023	\$0	\$304,093	\$0	<b>\$304,093</b>
PE	2024	\$0	\$985,055	\$0	<b>\$985,055</b>
CON	2024	\$0	\$550,000	\$0	<b>\$550,000</b>
CON	2025	\$0	\$4,125,000	\$0	<b>\$4,125,000</b>
CON	2026	\$0	\$6,973,825	\$0	<b>\$6,973,825</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2023	\$0	\$304,093	\$0	<b>\$304,093</b>
PE	2024	\$0	\$985,055	\$0	<b>\$985,055</b>
CON	2024	\$0	\$550,000	\$0	<b>\$550,000</b>
CON	2025	\$0	\$4,125,000	\$0	<b>\$4,125,000</b>
CON	2026	\$0	\$6,725,000	\$0	<b>\$6,725,000</b>

## Change Notes

NHDOT Description of Changes

This project is on the turnpike and managed by NHDOT.

SRPC Notes

Reduction of 2026 construction funds by \$248,825.

## Funding Sources

### NHDOT

Turnpike Renewal & Replacement

# ROLLINSFORD - DOVER 42578

Towns: DOVER, ROLLINSFORD  
 Road: Oak Street  
 Scope: Address Red List bridge (069/046) carrying Oak Street over PAR between Rollinsford and Dover

Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2024	\$385,000		\$0	<b>\$385,000</b>
PE	2025	\$165,000		\$0	<b>\$165,000</b>
PE	2026	\$228,140		\$0	<b>\$228,140</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2024	\$385,000		\$0	<b>\$385,000</b>
PE	2025	\$171,105		\$0	<b>\$171,105</b>
PE	2026	\$236,581		\$0	<b>\$236,581</b>

## Change Notes

NHDOT Description of Changes

SRPC Notes

Slight increase to Prelim Engineering in 2025 and 2026

## Funding Sources

### FHWA

STBG-50 to 200K

BRGBIL

### NHDOT

Toll Credit

# ROCHESTER 43552

Towns: ROCHESTER  
 Road: NH 11  
 Scope: Widen 2,100' of NH 11 to 4 lane configuration.  
 Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$203,200		\$0	\$50,800	<b>\$254,000</b>
PE	2024	\$161,485		\$0	\$40,371	<b>\$201,856</b>
PE	2025	\$137,423		\$0	\$34,356	<b>\$171,779</b>
ROW	2025	\$65,792		\$0	\$16,448	<b>\$82,240</b>
CON	2025	\$2,718,032		\$0	\$679,508	<b>\$3,397,540</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$203,200		\$0	\$50,800	<b>\$254,000</b>
PE	2024	\$161,485		\$0	\$40,371	<b>\$201,856</b>
PE	2025	\$161,055		\$0	\$40,264	<b>\$201,319</b>
ROW	2025	\$65,792		\$0	\$16,448	<b>\$82,240</b>
CON	2026	\$2,818,599		\$0	\$704,650	<b>\$3,523,249</b>

## Change Notes

NHDOT Description of Changes

SRPC Notes

Shifting FY2025 construction funds to FY2026

## Funding Sources

### FHWA

STBG-50 to 200K

### OTHER

Towns