

SRPC Executive Committee Meeting Agenda

November 19, 2021
8:00-9:00 a.m.

150 Wakefield Street, Suite 12
Conference Room 1A
Rochester, NH

Online Access: <https://us02web.zoom.us/j/82847759823>
Meeting ID: 828 4775 9823
Telephone-only Access: 1-646-558-8656

Note: The meeting will be held in person, virtual access is provided for staff and members of the public that wish to attend remotely.

1. **Welcome/Introductions**
2. **Presentation: FY 2020 DRAFT Audit: Melanson**
3. **Action Items (Motions Required)**
 - a. Approval of the Minutes of September 17, 2021 (**enclosed**)
 - b. Acceptance of the FY 2021 Draft Audit Report (**separate mailing**)
 - c. Acceptance of the Draft September and October Financials (**enclosed**)
 - d. Approval of SIMPLE IRA Employer Contribution for CY2021 (**enclosed, see memo**)
 - e. Recommend Commission Approval of Proposed Mid-Year Budget (**enclosed, memo**)
4. **Updates**
 - a. Employee Handbook Updates (**enclosed**)
 - b. Awards, Contracts, and General Business Update (**see memo**)
 - c. November Monthly Minors (**separate mailing**)
5. **Other Business**
6. **Adjourn**

Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need including as much detail as you can. Also include a way we can contact you if we need more information. Make your request as early as possible; please allow at least 5 days advance notice. Last minute requests will be accepted but may be impossible to fill. Please call (603) 994-3500 or email 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.

STRAFFORD

Regional Planning Commission

Executive Committee Meeting
150 Wakefield Street, Conference room 1A
September 17, 2021

1. Welcome/Introductions

Chair David Landry called the meeting to order at 8:03am

Members present: Donald Hamann, (Rochester); Tom Crosby (Madbury); Peter Nelson (Newmarket); Barbara Holstein (Rochester); Dave Landry (Dover).

Staff present: Executive Director Jennifer Czysz

Staff attending remotely: Kyle Pimental and Megan Taylor-Fetter

2. Action Items

a. Approval of the August 20, 2021 Executive Committee meeting Minutes:

D. Hamann motioned to approve the minutes as written, seconded by Peter Nelson. All in favor, none opposed.

b. Acceptance of Draft Financials

J. Czysz reviewed the draft financials stating that the checking and savings register totals look healthy. Most dollars are in savings now with the receipt of dues payments and several contract revenues received in advance.

J. Czysz continued with a review of the aging summary. Most all accounts are current. She stated that EDA funds all in. New EDA contract billing is done quarterly and in advance. This transfers to the checking account in about 24 hours.

J. Czysz reviewed the monthly profit and loss and stated that August is on target, however we are still operating at a loss. Many of the one time costs for the fiscal year occurred in the first quarter. The loss is expected to be absorbed in the coming months.

D. Landry noted that Michael Bobinsky arrived at the meeting at 8:07AM.

T. Crosby motioned to accept the financials as presented, seconded by D. Hamann. A vote was taken with all in favor, none opposed.

3. Updates

a. Employee Handbook Updates

J. Czysz explained that the draft updates to the handbook are the same as what was presented at the August meeting. J. Czysz outlined the proposed amendments as follows:

Alcohol and Drug Free Workspace: The majority of contracts coming in, particularly the Federal contracts, contain provisions which require a drug and alcohol-free workplace policy. This section of the handbook has been expanded for compliance with these contracts.

Discussion took place on drug testing and reasonable suspicion, the use of medical marijuana and certain substances like CBD oil. J. Czysz explained that there is a section that pertains to that subject. There is a disciplinary process and termination is at the discretion of the Executive Director. SRPC staff do not undergo random testing.

K. Pimental joined the discussion by stating that there are differences between federal and state regulations but since SRPC is federally funded we must comply with federal law in regard to the use of medical marijuana. D. Landry stated that we cannot put federal contracts at risk.

J. Czysz outlined the Vehicle Operation Policy and stated that the existing section was expanded to acknowledge that SRPC now has a vehicle. M. Bobinsky asked if employees were asked to provide updated drivers licenses. He also recommended a statement outlining who is allowed in the van. J. Czysz replied that she will check with Primex on the liability of passengers riding in the van.

J. Czysz read the Cell Phones Use section and stated that it is good meeting practice to not use cell phones during a meeting but that sometimes the use of a phone is needed for meeting purposes. SRPC has a couple company provided cell phones. B. Holstein asked why the policy says that upon termination employees may be asked to return phone. J. Czysz answered that employees are required to return their phones if they have been provided one.

J. Czysz continued to outline the proposed updates to the Handbook.

D. Landry asked to table the ETO Policy and Voluntary Time Donation sections to the end of the meeting if there is time

b. Awards, Contracts, and General Business Update

J. Czysz updated the members on Awards and Contracts. She informed the members that the EDA partnership planning Grant has been approved and stated we are in, it is official and have drawn down out first payment.

J. Czysz stated that SRPC will be working with RPC on the DES Coastal program project of special merit.

J. Czysz stated that we have draft materials for the Commute Smart Seacoast contract.

J. Czysz stated that we are still waiting to hear about the ARPA contract to fund the Regional Housing Needs Assessment. This contract is pending before Governor and Council. There is a potential small grant for supplemental work for on our communities healthy aging transitions.

J. Czysz informed the members that the CDBG Covid grant application for Rochester and the Community Action Partnership of Strafford County to renovate the Gaffney home into affordable senior housing is still pending.

J. Czysz updated the members on Covid and that many of the staff are still telecommuting as we watch cases spike.

J. Czysz stated that the Indirect rate is looking good and on target. We are finalizing negotiations with EDA and working towards a predetermined rate. The transition has been a positive change.

K. Pimental stated that in regard to the Coastal Resilience Grant not being funded by the Department of Environmental Services, there was mention in the notes SRPC received back from DES that the review team recognizes there is a need for funding to identify projects ready for implementation and potential funding sources.

c. Minors:

C. Lentz presented the minors and updated the members on community projects.

4. Other Business:

There was no further business.

5. Adjourn:

M. Bobinsky motioned to adjourn seconded by T. Crosby. All in favor. Meeting adjourned at 8:56 AM.

DRAFT

DATE: November 12, 2021; Revised November 17, 2021
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the November 19, 2021 Meeting

With the lapse of the Governor's emergency declaration the meeting will be conducted in a hybrid format with a quorum of board members in attendance at the SRPC conference room. Others will have the option to participate virtually.

The following notes correspond to individual agenda items for discussion.

3b. Acceptance of the FY 2021 Draft Audit Report

The audit report will be circulated by email along with the updated meeting packet. Staff from Melanson will present findings at the November meeting. SRPC's fiscal year 2021 federal funding exceeded the the threshold for a single audit, thus this year's reports include a single audit along with the draft financial statements and governance letter. Once all questions are answered, the Committee should vote to accept the draft audit.

3c. Acceptance of Draft September and October Financials

Balance Sheet: The checking and savings register totals remained healthy through September and October. Overall, FY2022 is looking better than this time last year.

Aging Summary: Focusing on the aging summary as of the end of October, \$122,527 of the outstanding \$188,698 is the current month's billings. A few items of note, the DOT reimbursements are running a week or two behind. We expect to receive the outstanding \$32,724 DOT payment tomorrow. Additionally, there have been delays at EDA processing the CARES act payments and the September invoice has yet to be processed by their staff. There are a handful of smaller items past due that Kathy has followed upon and are being tended to.

Profit and Loss: September saw a slight loss, just under \$8,000, however, October is looking like the month will end with a \$46,671 profit. This is a result of a few things. Several task-based contracts were billed in October where we were previously unable to bill for costs until the task was complete. Several contracts only bill on quarterly or less frequent bases and were able to be invoiced in October. Many of the one-time annual expenses were completed in the first few months of the year resulting in lower monthly expenses for the remainder of the year. As a result, the overall net loss through October is now down to \$24,191. Revenues should continue to outpace expenses.



3c. Approval of SIMPLE IRA Employer Contribution for CY2022

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

3d. Recommend Commission Approval of Proposed Mid-Year Budget

Enclosed please find the draft mid-year budget amendment proposal.

Key changes on the revenue side include:

- Contracts that carried forward from FY2021 have been updated to reflect actual balances remaining.
- Added new contracts including the ARPA funded Housing Needs Assessment and Pathway's to Resilience.
- Split the EDA Planning line to reflect the two separate contracts – the first of which expired in August 2021 and the second represents the first year of a three-year award.

Key changes on the expense side:

- Now that hiring is complete, salaries and benefits have been adjusted to reflect actuals.
- As computers have been purchased those amounts have been updated to reflect actuals.
- Similar for website design and maintenance, updated to reflect actual costs to develop the new site.
- The large change in office expense is a result of a detailed contract review; most contracts have budgeted line items for expenses. It is likely that not all contracts will fully expend their supplies line, however, to ensure those costs are factored into the budget they have been totaled and included here.
- The same applies to the travel line, this reflects the total amount of travel budgeted in individual contracts.
- Financial services has been significantly reduced. Kathy sold her business in early October 2021. We mutually agreed to terminate our contract and to instead hire Kathy as a part time, 24 hour per week employee. The net cost to SRPC is relatively equal.
- The remaining outsourced contracts have been updated to reflect the actual balances remaining after the close of FY2021.

3a. Employee Handbook Updates

This is a first draft for discussion, same as was in your August and September packet. Megan has been working to reorganize the handbook and update select policies. At the November meeting we will focus on the proposed paid time off changes.

3b. Awards, Contracts and General Business Update

COVID-19: The plan was to gradually work to set in person and telecommuting schedules to go into effect after Labor Day. My plan is to continue as is given recent increases in cases. Staff have been encouraged to resume mask wearing when at in person meetings.

Indirect Rate and Dues: On October 5, 2021 we received our final approval from EDA to have a predetermined rate of 117% for FY2022 and 2023. The rate at the close of October will be available on Tuesday and packets updated accordingly; same for dues expenditures. **As of the end of October, the indirect rate is 114%.**

Dues expenditures through October 2021:

| July 1 – October 31, 2021 | |
|---------------------------|--------------------|
| Income: | |
| Billable Mapping Services | \$0.00 |
| FY21 Dues Paid | \$39,800.80 |
| Total Income | \$39,800.80 |

| | |
|----------------------------|-------------------|
| Expenses: | |
| Vehicle Expenses | \$258.34 |
| Planning Salaries | \$1,889.59 |
| Dues and Subscriptions | \$38.28 |
| Office Software | \$0.00 |
| Travel | \$515.92 |
| Meeting Expense | \$0.00 |
| Office Expense | \$126.04 |
| Finance Charge | \$0.00 |
| Accounting | \$0.00 |
| Mapping Supplies | \$0.00 |
| Mapping Salaries | \$0.00 |
| Indirect | \$2,210.06 |
| Total SRPC Expenses | \$5,038.23 |

| Cash Match: | |
|----------------------------|--------------------|
| UPWP | \$13,682.06 |
| EDA | \$397.74 |
| Coastal | \$689.50 |
| Local Source Water | \$0.01 |
| Dover Equity | \$195.50 |
| Coastal Land Use Guide | \$62.71 |
| Durham Climate Master Plan | \$417.97 |
| Total Cash Match | \$15,445.49 |

| Contract Overages: | |
|--------------------------------|----------------|
| EDA 2021 | \$16.35 |
| Durham Climate Master Plan | \$18.42 |
| | |
| | |
| Total Contract Overages | \$34.77 |

| | |
|------------------------------|--------------------|
| Total Expenses | \$20,518.49 |
| Annual Dues Remaining | \$19,282.31 |

Awards and Contracts: Please refer to the table of pending and recently awarded grants and contracts at the end of this memo for full details. Highlights include –

Contracts Recently Fully Executed:

- ARPA Housing Needs Assessment

Awarded Pending Contract:

- CommuteSmart Seacoast
- NHDES Coastal Program Project of Special Merit
- NHCDBA CDBG-CV Housing Grant – SRPC will serve as the grant writer and administrator for construction work by CAPSC to renovate the Gafney Home into affordable senior housing
- Rollinsford Road Surface Management System plan

Recently Submitted and Pending Decision:

- AARP supplemental funding to extend CHAT outreach efforts
- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan
- EPA Build Back Better Regional Challenge Gulf of Maine Blue Economy Catalyst
- NHDES Local Source Water Protection grant to conduct groundwater protection ordinance updates

In Development:

- EPA Brownfields Assessment Grant

Not funded:

- NHDES Coastal Resilience Project Network

NEXT MEETING December 17, 2021, 8 AM.

Status of Grant Applications and Project Proposals

| Title | Funder | Funding Year(s) | Award \$ | Dues Match \$ | Application Status | Contract Status | Description/Notes |
|--------------------------------------|-----------------|------------------------|---------------------------------------|----------------------|---------------------------|-------------------------|---|
| Housing Needs Assessment | ARPA | FY2022-2023 | \$100,000 | | approved | Complete work has begun | Collaborative project among the 9 RPCs and the Office of Planning and Development to update the regional housing needs and fair housing equity assessments. |
| Gafney Home Renovations | CDFA CDBG-CV | FY2022-2023 | \$25,000 | | approved | pending | Grant writing and administration for the City of Rochester and CAPSC application to renovate the Gafney Home as 21-units of low- to moderate-income senior housing |
| CommuteSmart Seacoast | CMAQ/C OAST | FY2022-2023 | \$15,000 | | approved | pending | SRPC and RPC will be assuming administration the CommuteSmart Seacoast program |
| Project of Special Merit | NOAA/NHDES | FY2022-2023 | \$20,000 | | approved | pending | Support local technical assistance mini-grants to promote adoption of increased flood protections |
| RSMS | Rollinsford | FY2022 | \$3,940 | | approved | pending | conduct a Road Surface Management System inventory and analysis for the Town |
| Supplemental CHAT Outreach | AARP | FY2022 | \$6,000 | | submitted | pending | art installation or additional community visits, still in concept development phase |
| Comprehensive Plan Update | Senate Earmark | FY2022-2024 | SRPC \$150,000 Subawards \$800,000 | | submitted | pending | SRPC submitted an application for earmark funding on behalf of all nine NH RPCs to support each in their efforts to update their comprehensive plans. The total request will be \$950,000 = \$100,000/RPC plus \$50,000 for SRPC to coordinate on behalf of the nine regions. |
| Build Back Better Regional Challenge | EDA | FY2022-2024 | SRPC \$48,000 Subawards \$72,000 | | submitted | pending | SRPC will serve as a subrecipient of UNH's proposed Gulf of Maine Blue Economy Catalyst proposal. SRPC will subcontract with RPC, SMPDC and MVRPC to conduct a greater regional GIS Analysis, SRPC will also facilitate and compile the Final Master Plan. |
| Local Source Water Protection | NHDES | FY2022-2023 | \$23,318 | \$2,000 | submitted | pending | Perform updates to local ground water protection ordinances to ensure compliance with current statutes, administrative rules, and correct citation of map source data. |
| Brownfields | EPA | FY2023-2025 | SRPC \$50,000 consultant \$250,000 | | In development | pending | Renewal of SRPCs ongoing Brownfields Program, providing Phase I and II environmental assessments and redevelopment planning |

Updates since last meeting

SRPC FY 2022 Dashboard - September

For the Oct. Executive Committee Meeting which was cancelled.

September 30, 2021

| | |
|--------------------------------|---------------|
| FSB Checking Beginning Balance | \$60,312.84 |
| Deposits | \$166,693.28 |
| Payments | -\$120,594.67 |
| Uncleared Transactions | -\$95,448.62 |
| FSB Checking Ending Balance | \$10,962.83 |

| | |
|----------------------------|---------------------|
| Accounts Receivable | \$163,883.45 |
| FSB Savings Account | \$128,202.84 |

OVERSIGHT ACTIVITIES

| | |
|---------------------------|--|
| Line of Credit Activated? | No; extended through 12/21 |
| Audit Status | Draft pending, presentation at Nov Mtg |

BUDGET NARRATIVE

| | |
|---------------------------|--|
| FSB Balance/Case on hand: | 1.5 months cash on hand |
| Payables/Receivables | primarily current billing, delays at EDA and towns |
| FY21 Working Budget: | same as September |

FUNDING SOURCES - WORKING BUDGET

| | |
|------------------------------------|--------------------|
| Due, Interest & Reimbursement | \$123,523 |
| Metropolitan Planning Organization | \$494,910 |
| State Agencies | \$349,508 |
| Municipal & Nonprofit Agreements | \$205,086 |
| Economic Development District | \$403,268 |
| Total Revenue | \$1,576,295 |
| Pending Grant Applications | \$315,258 |

EXPENSES- WORKING BUDGET

| | |
|------------------------|--------------------|
| Personnel | \$1,049,558 |
| Equipment | \$53,483 |
| Communications | \$10,300 |
| Fixed Expenses | \$46,789 |
| Miscellaneous Expenses | \$68,025 |
| Contracted Work | \$315,706 |
| Reserve Funds | \$24,000 |
| Total Expenses | \$1,567,861 |

STAFF PRESENTATIONS - ACTIVITIES SEPT.

Standing Committees and Appointments

Seacoast Stormwater Coalition (Jackson, Autumn)
 COAST Board (Colin)
 ACT Executive Committee (Colin)
 TAC Committee meeting (Colin, Rachel, Jen)
 Farmington Board Meetings as Staff (Kyle)
 Northwood Board Meetings as Staff (James)
 Nottingham Board Meetings as Staff (Jen, James)
 Strafford Board Meetings as Staff (Natalie)
 RPC Directors Meeting (Jen)
 Strafford Public Health Advisory Committee (Nancy)
 CommuteSmart NH (Shayna)
 Policy Meeting (Rachel, Alaina, Jen, Nancy, Jackson, Stephen)
 SRPC Executive Committee Meeting (Kyle, Jen, Megan)
 CAW Outreach meeting (Kyle)
 COAST Finance Committee (Jen)
 CAW Social Media Team Meeting (Kyle)
 Strafford Boards Meetings as Staff (Natalie)
 PREP Management Committee Meeting (Jen)
 NH Council on Housing Stability Regional Leadership Team (Jen) x 2

RPC Activity

Sunrise Lake Project Team Meetings (Kyle)
 Pathways to Resilience project team meeting (Kyle)
 Dover Equity Meeting (Kyle, Autumn, Alaina)
 Great Bay Living Shoreline Meeting (Kyle, Autumn, Alaina)
 CAMP Durham Historic Preservation (Natalie)
 SRPC Commission Meeting (Jen, Megan, Shayna, James, Rachel, Stephen, Blair, Nancy, Natalie, Jackson, Zuzy)

EDD Activity

Seacoast Economy Calls (Natalie, James, Jen, Nancy, Zuzy) x 4
 Blue Economy Build Back Better Grant Coordination (James, Jen, Natalie) x 2

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 1000 (-100)
 Users 741 (-89)



Constant Contact

Subscribers 7071 (-11)
 Avg. Open Rate 0.3 (0.08)



Facebook

Posts 10 (7)
 Reach 1377 (1227)
 Engagement 32 (20)



Twitter

Tweets 7 (6)
 Profile Visits 168 (150)
 Impressions 593 (-337)
 Followers 285 (-1)
 Mentions 5 (3)



Instagram

Posts 5 (5)
 Engagement 16 (16)
 Reach 329 (329)
 Followers Not Recorded



ArcGIS

Open Data Portal 992 (-115)
 Views
 Tax Parcel Viewer 729 (-133)
 Views

STAFF PRESENTATIONS - ACTIVITIES SEPT.

EDD Activity cont.

SOM National Guard Cleanup Planning (James) x 3
NH BEA press event for CEDRs and Fall Tourism Season (James)
ARPA Broadband Program (Natalie)
Regional Housing Needs Assessment Statewide Coordination (Jen, Natalie) x 5
Small Business Resources for Preparedness and Recovery (Natalie)
BBB Panel with SBA Administrator (Natalie)

MPO Activity

Tri-Cities Spaulding Tpke Exit 10 project meeting (Colin, Jen)
Rittery/Portsmouth Naval Shipyard Joint Land Use meeting (Jen)
CSNH Challenge Subcommittee (Shayna)
VOLPE VPI Meeting (Shayna, Nancy, Colin)

Staff Development & Trainings

Best Practices for Facilitating Meetings (All Staff)
Housing - Missing Middle Webinar (Natalie)

SRPC FY 2022 Dashboard - October

For the Nov. 19, 2021 Executive Committee Meeting

October 31, 2021

| | |
|--------------------------------|---------------|
| FSB Checking Beginning Balance | \$106,411.45 |
| Deposits | \$134,525.74 |
| Payments | -\$174,964.62 |
| Uncleared Transactions | -\$19,559.59 |
| FSB Checking Ending Balance | \$46,412.98 |

| | |
|----------------------------|---------------------|
| Accounts Receivable | \$183,074.30 |
| FSB Savings Account | \$109,258.43 |

OVERSIGHT ACTIVITIES

| | |
|---------------------------|--|
| Line of Credit Activated? | No; extended through 12/21 |
| Audit Status | Draft pending, presentation at Nov Mtg |

BUDGET NARRATIVE

| | |
|---------------------------|---|
| FSB Balance/Case on hand: | 1.5 months cash on hand |
| Payables/Receivables | primarily current billing + EDA and DOT |
| FY21 Working Budget: | Updated to Mid Year Proposed |

FUNDING SOURCES - DRAFT MID YEAR AMENDMENT

| | |
|------------------------------------|--------------------|
| Due, Interest & Reimbursement | \$123,523 |
| Metropolitan Planning Organization | \$494,910 |
| State Agencies | \$349,508 |
| Municipal & Nonprofit Agreements | \$190,759 |
| Economic Development District | \$403,268 |
| Total Revenue | \$1,561,968 |
| Pending Grant Applications | \$315,258 |

EXPENSES - DRAFT MID YEAR AMENDMENT

| | |
|------------------------|--------------------|
| Personnel | \$1,034,003 |
| Equipment | \$52,924 |
| Communications | \$10,873 |
| Fixed Expenses | \$46,028 |
| Miscellaneous Expenses | \$68,025 |
| Contracted Work | \$303,142 |
| Reserve Funds | \$25,000 |
| Total Expenses | \$1,539,996 |

STAFF PRESENTATIONS - ACTIVITIES OCT.

Standing Committees and Appointments

Seacoast Stormwater Coalition (Jackson, Autumn)
 COAST Board (Colin)
 ACT Executive Committee (Colin)
 TAC Committee meeting (Colin, Rachel, Jen)
 NHARPC Meeting (Jen, Megan)
 FAR, NOR, NOT, STR Board Meetings as Staff (Kyle, James, Jen, Natalie) x 5
 RPC Directors Meeting (Jen)
 Strafford Public Health Advisory Committee (Nancy)
 CommuteSmart NH (Shayna)
 Policy Committee (Rachel, Alaina, Jen, Nancy, Jackson, Stephen)
 CAW Strategic Planning Event (Kyle)
 CAW Outreach meeting (Kyle, Autumn)
 COAST Finance Committee (Jen)
 CAW Social Media Meeting (Kyle)
 NH Council on Housing Stability Regional Leadership Team (Jen)
 NHPA Legislative Subcommittee (Jen)

RPC Activity

Presentation to UNH class about planning as a profession (Kyle, James)
 Dover Equity Meeting (Kyle, Autumn, Alaina) x 2
 Great Bay Living Shoreline Meeting (Kyle, Autumn, Alaina)
 Sunrise Lake Project Team Meetings (Kyle, Autumn)
 Dover PREPA Meeting (Kyle, Autumn)
 Strafford County Public Health Network All-partner Meeting (Nancy, Alaina, Autumn)
 ROL Source Water Protection Meeting (Kyle, Autumn)
 Community Conservation Cohort Presentation (Kyle)
 CLUG Project team meeting (Kyle, Alaina, Autumn)
 Durham Master Plan Public Workshops (Kyle, Alaina)
 New Durham Hazard Mitigation (Stephen, Jen)

EDD Activity

Seacoast Economy Calls (Natalie, James, Jen, Nancy, Zuzy)

WEB AND SOCIAL MEDIA STATISTICS



Stafford.org

Sessions 339* (-661)
 Users 226* (515)



Constant Contact

Subscribers 7039 (-32)
 Avg. Open Rate 0.28 (-0.02)



Facebook

Posts FB Error
 Reach FB Error
 Engagement FB Error



Twitter

Tweets 2 (-5)
 Profile Visits 154 (-14)
 Impressions 345 (-248)
 Followers 285 (0)
 Mentions 9 (4)



Instagram

Posts 4 (-1)
 Engagement 27 (11)
 Reach 222 (-107)
 Followers 192



ArcGIS

Open Data Portal 1133 (141)
 Views
 Tax Parcel Viewer 774 (45)
 Views

*We began tracking new website 10/17

STAFF PRESENTATIONS - ACTIVITIES OCT.

EDD Activity cont.

Brownfields meeting w/ EPA and NHDES (James)

nMeeting with NH State Council on the Arts to discuss Arts and Economic Development (James)

BBB Panel with Alejandra Castillo (Natalie)

BEA Community & Economic Development Call (Natalie, James) x 2

NH Performance Reporting (Natalie)

ED Program Coordination (Natalie, James, Jen, Nancy, Zuzy) x 2

Housing Needs Assessment Statewide Coordination Mtgs (Natalie, Jen, Rachel) x 5Comm. And Consequences II, Barriers and Solutions to Housing (Natalie)

State and Local Fiscal Recovery Funds (Natalie)

NH Residential Land Use and Regulation Causes and Consequences (Natalie)

Disaster Preparedness for Small Businesses (Natalie)

SBA Updates on Financial Aid for Small Businesses (Natalie)

Brownfields Fiscal Year 2022 Outreach Session (Natalie)

Strafford County SLFRF (Natalie)

MPO Activity

GACIT Hearings (Colin, Jen) x 2

FHWA Freight Assessment (Colin, Jen)

Ten Year Plan discussion with Councilor Warmington (Colin, Jen)

Spaulding Tpke Exit 10 project meeting w/ Sen. Watters (Colin, Jen)

Staff Development & Trainings

NNECAPA annual conference (Jen, Kyle, James)

NEARC Fall Conference (Jackson, Stephen)

Strafford Regional Planning Commission
Balance Sheet
As of September 30, 2021

DRAFT

| | Sep 30, 21 | Sep 30, 20 | \$ Change |
|-------------------------------------|-------------------|-------------------|-------------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| FSB Checking | 7,931.63 | -4,211.68 | 12,143.31 |
| FSB Savings | 128,202.84 | 104,613.38 | 23,589.46 |
| Total Checking/Savings | 136,134.47 | 100,401.70 | 35,732.77 ¹ |
| Accounts Receivable | | | |
| Accounts Receivable | 163,883.45 | 152,807.11 | 11,076.34 ² |
| Total Accounts Receivable | 163,883.45 | 152,807.11 | 11,076.34 |
| Other Current Assets | | | |
| Prepaid Expenses | | | |
| Prepaid Website Expenses | 143.48 | 244.76 | -101.28 |
| Prepaid Dues and Subscriptions | 797.57 | 2,060.86 | -1,263.29 |
| Prepaid training | 600.00 | 600.00 | 0.00 |
| Total Prepaid Expenses | 1,541.05 | 2,905.62 | -1,364.57 |
| Prepaid software support | 3,030.60 | 2,789.34 | 241.26 ³ |
| Undeposited Funds | 0.00 | 14,439.80 | -14,439.80 ⁴ |
| Total Other Current Assets | 4,571.65 | 20,134.76 | -15,563.11 |
| Total Current Assets | 304,589.57 | 273,343.57 | 31,246.00 |
| Fixed Assets | | | |
| Vehicles | | | |
| Vehicle Accumulated Depreciation | -7,647.67 | -1,911.79 | -5,735.88 |
| Ford Transit | 23,161.01 | 22,943.35 | 217.66 |
| Total Vehicles | 15,513.34 | 21,031.56 | -5,518.22 ⁵ |
| Property and Equipment | | | |
| Accumulated Depreciation | -15,745.44 | -15,745.44 | 0.00 |
| Equipment Purchase | | | |
| Lenova Think Server | 3,983.04 | 3,983.04 | 0.00 |
| Equipment Purchase - Other | 11,762.40 | 11,762.40 | 0.00 |
| Total Equipment Purchase | 15,745.44 | 15,745.44 | 0.00 |
| Total Property and Equipment | 0.00 | 0.00 | 0.00 |
| Total Fixed Assets | 15,513.34 | 21,031.56 | -5,518.22 |
| TOTAL ASSETS | 320,102.91 | 294,375.13 | 25,727.78 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |

Strafford Regional Planning Commission
Balance Sheet
As of September 30, 2021

DRAFT

| | Sep 30, 21 | Sep 30, 20 | \$ Change |
|--|-------------------|-------------------|-------------------------|
| Current Liabilities | | | |
| Credit Cards | | | |
| FSB Credit Card | 5,863.06 | 80.36 | 5,782.70 |
| Total Credit Cards | 5,863.06 | 80.36 | 5,782.70 ⁶ |
| Other Current Liabilities | | | |
| FY22 Dues in Advance | 89,551.78 | 0.00 | 89,551.78 |
| FY21 Dues in Advance | 0.00 | 88,847.01 | -88,847.01 |
| Benefits payable | | | |
| Simple IRA payable | 48.00 | 48.00 | 0.00 |
| Total Benefits payable | 48.00 | 48.00 | 0.00 |
| Contract Revenue In Advance | 20,962.81 | 21,380.25 | -417.44 ⁷ |
| Payroll Liabilities | | | |
| FUTA | 30.41 | 30.41 | 0.00 |
| Social Security Payable | -0.02 | -0.02 | 0.00 |
| Payroll Liabilities - Other | 1,801.97 | 2,249.08 | -447.11 |
| Total Payroll Liabilities | 1,832.36 | 2,279.47 | -447.11 |
| Total Other Current Liabilities | 112,394.95 | 112,554.73 | -159.78 |
| Total Current Liabilities | 118,258.01 | 112,635.09 | 5,622.92 |
| Long Term Liabilities | | | |
| Lease Payable - Ford Motor Cred | 12,943.90 | 16,956.20 | -4,012.30 ⁸ |
| Accrued expenses | | | |
| Accrued Payroll | 40,801.82 | 31,349.33 | 9,452.49 |
| Accrued Vacation | 37,692.28 | 32,697.38 | 4,994.90 |
| Annual Audit Accrual | 14,750.00 | 12,537.50 | 2,212.50 |
| Total Accrued expenses | 93,244.10 | 76,584.21 | 16,659.89 ⁹ |
| Total Long Term Liabilities | 106,188.00 | 93,540.41 | 12,647.59 |
| Total Liabilities | 224,446.01 | 206,175.50 | 18,270.51 |
| Equity | | | |
| Retained Earnings | 166,519.46 | 96,094.51 | 70,424.95 ¹⁰ |
| Net Income | -70,862.56 | -7,894.88 | -62,967.68 |
| Total Equity | 95,656.90 | 88,199.63 | 7,457.27 |
| TOTAL LIABILITIES & EQUITY | 320,102.91 | 294,375.13 | 25,727.78 |

JnC
10/21/21 CFC
11/4/21

Strafford Regional Planning Commission
Balance Sheet
As of September 30, 2021

DRAFT

1. Cash: Revenue in Advance and transfers of amounts billed against revenue in advance and monthly dues are being transferred monthly to the checking account. In addition, we are now receiving quarterly advances for the new EDA partnership grant. The revenue in advance has substantially strengthened our cash position.
2. Accounts Receivable: See the Accounts Receivable Aging Summary Comments for further details.
3. Prepaid Software: Increased staffing resulted in increased Microsoft Office costs. Cloud back up and Zoom costs were also additional for the current fiscal year.
4. Undeposited Funds: These are payments received in but not yet deposited to the bank.
5. Vehicle: The vehicle was purchased in June of 2020. Depreciation is being accumulated monthly, over 48 months, at a rate of \$477.99 per month. EDA is now our cognizant agency for review of indirect cost rates. We have gotten permission to include all vehicle costs as indirect costs, except the interest portion of the monthly payments, which is being coded to dues expense.
6. Credit Card: Five Lenovo ThinkPads were purchased along with necessary software and support, in the current fiscal year; NNECAPA conference costs in the current fiscal year for three staff members meals, lodging and conference fees; purchases to get the new SRPC website up and running.
7. Contract Revenue in Advance: NHCHF \$897, GSCH \$9463, EDA \$10602
8. Lease Payable: This is the principal amount due for the lease to own Ford Transit Connect.
9. Accrued Expenses: These amounts were adjusted at year-end and reflect wages paid in FY22 worked in FY21 and vacation hours accrued by staff at 6/30/21. The annual audit accrual is the FY21 audit expected charge, per the auditors' engagement letter.
10. Retained Earnings: Cumulative posting of net income from all prior years.

**Strafford Regional Planning Commission
A/R Aging Summary
As of September 30, 2021**

DRAFT

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|--|----------|-----------------------|---------|----------|----------|-----------------------|
| 1000 Indirect Administration | | | | | | |
| 1020 CDBG Grant Writing | 0.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 3,000.00 |
| Total 1000 Indirect Administration | 0.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 3,000.00 |
| 2000 LTA (Local Technical Assistance) | | | | | | |
| 2100 Dues | | | | | | |
| 2109 Town of Milton dues | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total 2100 Dues | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2000 LTA (Local Technical Assistance) - Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total 2000 LTA (Local Technical Assistance) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3300 City of Dover | | | | | | |
| 3303 Dover Equity | 1,676.55 | 2,280.83 ¹ | 0.00 | 0.00 | 0.00 | 3,957.38 |
| Total 3300 City of Dover | 1,676.55 | 2,280.83 | 0.00 | 0.00 | 0.00 | 3,957.38 |
| 3400 Town of Durham | | | | | | |
| 3403 Durham Groundwater Modeling | 1,238.60 | 0.00 | 0.00 | 0.00 | 0.00 | 1,238.60 |
| 3404 Durham Resilience Grant | 1,490.65 | 1,046.97 ² | 0.00 | 0.00 | 0.00 | 2,537.62 |
| Total 3400 Town of Durham | 2,729.25 | 1,046.97 | 0.00 | 0.00 | 0.00 | 3,776.22 |
| 3500 Town of Farmington | | | | | | |
| 3501 FAR Circuit Rider | 2,291.45 | 3,203.45 | 0.00 | 1,891.25 | 0.00 | 7,386.15 |
| Total 3500 Town of Farmington | 2,291.45 | 3,203.45 | 0.00 | 1,891.25 | 0.00 | 7,386.15 ³ |
| 4200 Town of Northwood | | | | | | |
| 4201 NOR Circuit Rider | 1,344.33 | 947.53 | 0.00 | 0.00 | 0.00 | 2,291.86 |
| Total 4200 Town of Northwood | 1,344.33 | 947.53 | 0.00 | 0.00 | 0.00 | 2,291.86 |
| 4300 Town of Nottingham | | | | | | |
| 4301 NOT Circuit Rider | 1,914.65 | 0.00 | 0.00 | 0.00 | 0.00 | 1,914.65 |
| Total 4300 Town of Nottingham | 1,914.65 | 0.00 | 0.00 | 0.00 | 0.00 | 1,914.65 |
| 4400 City of Rochester | | | | | | |
| 4402 UPWP ROC Sidewalk Assess | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total 4400 City of Rochester | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4600 City of Somersworth | | | | | | |
| 4602 Somersworth 2021 Tax Map | 931.25 | 0.00 | 0.00 | 0.00 | 0.00 | 931.25 |
| Total 4600 City of Somersworth | 931.25 | 0.00 | 0.00 | 0.00 | 0.00 | 931.25 |
| 4700 Town of Strafford | | | | | | |
| 4701 Strafford Circuit Rider | 3,100.25 | 0.00 | 0.00 | 0.00 | 0.00 | 3,100.25 |
| Total 4700 Town of Strafford | 3,100.25 | 0.00 | 0.00 | 0.00 | 0.00 | 3,100.25 |
| 5050 Rockingham Planning Commission | | | | | | |
| 5052 RPC CILUG | 438.98 | 0.00 | 0.00 | 0.00 | 0.00 | 438.98 |
| Total 5050 Rockingham Planning Commission | 438.98 | 0.00 | 0.00 | 0.00 | 0.00 | 438.98 |
| 5310 Lamprey River LAC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6100 NH DES | | | | | | |
| 6102 Coastal 22 | 0.00 | 769.54 | 0.00 | 0.00 | 0.00 | 769.54 |
| 6180 NFWF Scaling Up Living Shorelines | 0.00 | 1,336.73 | 0.00 | 0.00 | 0.00 | 1,336.73 |
| 6303 LSWP 22 | 0.00 | 829.00 ⁴ | 0.00 | 0.00 | 0.00 | 829.00 |

**Strafford Regional Planning Commission
A/R Aging Summary
As of September 30, 2021**

DRAFT

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|--|-------------------|------------------|-------------|-----------------|-----------------|-------------------|
| Total 6100 NH DES | 0.00 | 2,935.27 | 0.00 | 0.00 | 0.00 | 2,935.27 |
| 6500 DEPT OF SAFETY (OEM) 6501 PDM19 BAR NDU ROL SOM | 1,881.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,881.00 |
| Total 6500 DEPT OF SAFETY (OEM) | 1,881.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,881.00 |
| 6600 CDFA-CDBG Grant Administration 6601 CAPSC-Strafford Cty Homeless Shelter | 0.00 | 0.00 | 0.00 | 0.00 | 2,104.07 | 2,104.07 |
| Total 6600 CDFA-CDBG Grant Administration | 0.00 | 0.00 | 0.00 | 0.00 | 2,104.07 | 2,104.07 |
| 7000 ECONOMIC DEVELOPMENT ADMINISTRATION 7002 EDA CARES | 13,007.03 | 15,802.06 | 0.00 | 0.00 | 0.00 | 28,809.09 |
| Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION | 13,007.03 | 15,802.06 | 0.00 | 0.00 | 0.00 | 28,809.09 |
| 7100 EPA 7110 Brownfields 2019-2022 | 68,632.38 | 0.00 | 0.00 | 0.00 | 0.00 | 68,632.38 |
| Total 7100 EPA | 68,632.38 | 0.00 | 0.00 | 0.00 | 0.00 | 68,632.38 |
| 8000 DOT UPWP 8001 UPWP 22-23 | 32,724.90 | 0.00 | 0.00 | 0.00 | 0.00 | 32,724.90 |
| Total 8000 DOT UPWP | 32,724.90 | 0.00 | 0.00 | 0.00 | 0.00 | 32,724.90 |
| DOT_UPWP 2010-2011 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | 130,672.02 | 26,216.11 | 0.00 | 1,891.25 | 5,104.07 | 163,883.45 |

JMC 10/21/21 CTG 11/4/21

Strafford Regional Planning Commission
A/R Aging Summary
As of September 30, 2021

DRAFT

-
1. DOV Equity \$2280.83 received September

 2. DUR CHAMP \$1046.97 received September

 3. FAR Circuit Rider – I have sent two follow up emails regarding the Jul and Aug invoices that are outstanding. Arthur has responded and indicated that they have a new financial person, and that he has forwarded the late invoices to them.

 4. LSWP \$829.00 received September

 5. Brownfields \$68632.38 received September

**Strafford Regional Planning Commission
Profit & Loss
September 2021**

DRAFT

| | Sep 21 | Sep 20 | \$ Change |
|--|------------------|------------------|--------------------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 2000 SRPC Membership Dues | 9,950.20 | 9,871.89 | 78.31 |
| SRPC Revenue | | | |
| Municipal and NonProfit Revenue | | | |
| 4602 SOM Tax Map | 931.25 | 0.00 | 931.25 |
| 4703 Strafford Circuit Rider | 3,100.25 | 0.00 | 3,100.25 |
| 5151 GSCH - Tufts | 2,485.43 | 3,123.47 | -638.04 |
| 3501 FAR Circuit Rider | 2,291.45 | 4,140.70 | -1,849.25 |
| 5501 GIS Projects | 0.00 | 100.00 | -100.00 |
| 5101 NHCHF | 791.16 | 2,919.26 | -2,128.10 |
| 4201Northwood Planning Services | 1,344.33 | 1,437.50 | -93.17 |
| 4301 NOT Circuit Rider | 1,914.65 | 2,217.50 | -302.85 |
| Total Municipal and NonProfit Revenue | 12,858.52 | 13,938.43 | -1,079.91 |
| Total SRPC Revenue | 12,858.52 | 13,938.43 | -1,079.91 |
| Economic Development Revenue | | | |
| 7002 EDA CARES | 13,007.03 | 0.00 | 13,007.03 |
| 7001 EDD | 14,506.31 | 7,290.29 | 7,216.02 |
| 7110 EPA Brownfields | 68,632.38 | 0.00 | 68,632.38 ¹ |
| Total Economic Development Revenue | 96,145.72 | 7,290.29 | 88,855.43 |
| State Award Revenue | | | |
| NHDES | | | |
| 5052 RPC CILUG | 501.69 | 0.00 | 501.69 |
| 3303 DOV Equity | 1,823.24 | 0.00 | 1,823.24 |
| 3404 DUR Resilience | | | |
| DUR CHAMP Match | 417.97 | 0.00 | 417.97 |
| 3404 DUR Resilience - Other | 1,908.62 | 2,818.17 | -909.55 |
| Total 3404 DUR Resilience | 2,326.59 | 2,818.17 | -491.58 |
| 6102 Coastal FY22 | 0.00 | 2,114.95 | -2,114.95 |
| 3302 DOV Coastal Resilience | 0.00 | 6,634.93 | -6,634.93 |
| 3403 Dur Groundwater Modeling | 1,238.60 | 4,810.24 | -3,571.64 |
| 6250 Watershed PRB | 0.00 | 3,796.86 | -3,796.86 |
| Total NHDES | 5,890.12 | 20,175.15 | -14,285.03 ² |
| Pre-Disaster Mitigation | | | |
| 6501 PDM19 BAR NDU ROL SOM | 2,508.00 | 0.00 | 2,508.00 |
| Total Pre-Disaster Mitigation | 2,508.00 | 0.00 | 2,508.00 |
| Targeted Block | 0.00 | 1,875.32 | -1,875.32 |
| Total State Award Revenue | 8,398.12 | 22,050.47 | -13,652.35 |
| MPO Revenue | | | |
| NH DOT | | | |
| 8001 UPWP 22-23 | 36,361.00 | 0.00 | 36,361.00 |
| 8000 UPWP | 0.00 | 44,433.98 | -44,433.98 |
| Total NH DOT | 36,361.00 | 44,433.98 | -8,072.98 |

Strafford Regional Planning Commission
Profit & Loss
September 2021

DRAFT

| | Sep 21 | Sep 20 | \$ Change |
|--|------------|-----------|-----------|
| Total MPO Revenue | 36,361.00 | 44,433.98 | -8,072.98 |
| Contra Income Cash Match | | | |
| Cash Match RPC CILUG | -62.71 | 0.00 | -62.71 |
| Durham Resilience Cash Match | -417.97 | 0.00 | -417.97 |
| Dover Equity Cash Match | | | |
| Dover Cash Match | -104.78 | 0.00 | -104.78 |
| SRPC Cash Match | -41.91 | 0.00 | -41.91 |
| Total Dover Equity Cash Match | -146.69 | 0.00 | -146.69 |
| DOT Cash Match | | | |
| NDU RSMS Match | 0.00 | -20.52 | 20.52 |
| DOT Cash Match - Other | -3,636.10 | -4,422.88 | 786.78 |
| Total DOT Cash Match | -3,636.10 | -4,443.40 | 807.30 |
| EDD Cash Match | 0.00 | -768.27 | 768.27 |
| Total Contra Income Cash Match | -4,263.47 | -5,211.67 | 948.20 |
| Contra Income InKind/Soft Match | | | |
| IK DOV Resilience | 0.00 | -1,956.73 | 1,956.73 |
| IK DUR Resilience | 0.00 | -1,000.24 | 1,000.24 |
| In-Kind Coastal Match | 0.00 | -422.27 | 422.27 |
| In-Kind EDD Match | -9,199.52 | -2,937.46 | -6,262.06 |
| In-Kind HazMit Match | -627.00 | 0.00 | -627.00 |
| PRB IK Match | 0.00 | -2,237.86 | 2,237.86 |
| Total Contra Income InKind/Soft Match | -9,826.52 | -8,554.56 | -1,271.96 |
| Total Income | 149,623.57 | 83,818.83 | 65,804.74 |
| Gross Profit | 149,623.57 | 83,818.83 | 65,804.74 |
| Expense | | | |
| Personnel Expenses | | | |
| Salary and Wages | 56,172.36 | 46,512.66 | 9,659.70 |
| Payroll Expenses | | | |
| FSA Fees | 2.75 | 0.00 | 2.75 |
| Dental insurance expense | 343.21 | 366.89 | -23.68 |
| Health Insurance expense | 5,319.84 | 5,541.10 | -221.26 |
| Life Insurance expense | 100.81 | 81.94 | 18.87 |
| LTD Insurance expense | 55.74 | 46.40 | 9.34 |
| STD insurance expense | 219.48 | 175.83 | 43.65 |
| Payroll Processing Fees | 200.00 | 183.75 | 16.25 |
| Pension expense | 1,568.30 | 1,356.96 | 211.34 |
| Unemployment expense | 0.00 | -529.64 | 529.64 |
| Workers Compensation | 0.00 | 327.55 | -327.55 |
| Payroll Taxes | | | |
| Medicare Expense | 793.33 | 656.18 | 137.15 |
| Social Security expense | 3,392.17 | 2,805.72 | 586.45 |
| Payroll Taxes - Other | -0.02 | 0.01 | -0.03 |
| Total Payroll Taxes | 4,185.48 | 3,461.91 | 723.57 |

Strafford Regional Planning Commission
Profit & Loss
September 2021

DRAFT

| | Sep 21 | Sep 20 | \$ Change |
|--|-----------|-----------|-----------|
| Total Payroll Expenses | 11,995.61 | 11,012.69 | 982.92 |
| Dues and Subscriptions | 333.91 | 332.99 | 0.92 |
| Staff Training and Seminars | 0.00 | 45.00 | -45.00 |
| Total Personnel Expenses | 68,501.88 | 57,903.34 | 10,598.54 |
| Equipment expense | | | |
| Copier Maintenance Contract | 319.85 | 319.85 | 0.00 |
| Office furniture | | | |
| Computer equipment | 4,118.45 | 0.00 | 4,118.45 |
| Total Office furniture | 4,118.45 | 0.00 | 4,118.45 |
| Other Equipment Repair and Cost | 0.00 | 62.37 | -62.37 |
| Software expense | | | |
| ArcInfo/View software | 400.00 | 400.00 | 0.00 |
| Office Software | | | |
| iDrive | 49.97 | 0.00 | 49.97 |
| Timesheet Software | 140.00 | 0.00 | 140.00 |
| Zoom | 58.32 | 0.00 | 58.32 |
| Adobe In Design | 73.98 | 73.98 | 0.00 |
| Anti-virus software | 36.55 | 30.10 | 6.45 |
| Constant Contact | 85.50 | 40.50 | 45.00 |
| DropBox | 11.99 | 0.00 | 11.99 |
| Microsoft Office 365 | 0.00 | 209.73 | -209.73 |
| Total Office Software | 456.31 | 354.31 | 102.00 |
| Total Software expense | 856.31 | 754.31 | 102.00 |
| Traffic Count Expenses | | | |
| Traffic counting supplies | 0.00 | 256.37 | -256.37 |
| Total Traffic Count Expenses | 0.00 | 256.37 | -256.37 |
| Total Equipment expense | 5,294.61 | 1,392.90 | 3,901.71 |
| Fixed Expenses | | | |
| Insurance | | | |
| Liability Insurance | 406.43 | 480.42 | -73.99 |
| Total Insurance | 406.43 | 480.42 | -73.99 |
| Rent | 2,500.00 | 2,500.00 | 0.00 |
| Vehicle Expenses | | | |
| Depreciation Expense | 477.99 | 477.99 | 0.00 |
| Vehicle Gas & Repairs | 80.13 | 50.36 | 29.77 |
| Vehicle Interest | 63.70 | 167.29 | -103.59 |
| Total Vehicle Expenses | 621.82 | 695.64 | -73.82 |
| Total Fixed Expenses | 3,528.25 | 3,676.06 | -147.81 |
| Communications | | | |
| Postage and Delivery | 17.99 | 17.99 | 0.00 |
| Telephone and Internet | 291.24 | 283.58 | 7.66 |
| Website maintenance and updates | | | |

**Strafford Regional Planning Commission
Profit & Loss
September 2021**

DRAFT

| | Sep 21 | Sep 20 | \$ Change |
|--|-------------------|------------------|------------------|
| Website and logo design | 1,416.12 | 8.44 | 1,407.68 |
| Total Website maintenance and updates | 1,416.12 | 8.44 | 1,407.68 |
| Total Communications | 1,725.35 | 310.01 | 1,415.34 |
| Administrative | | | |
| Meetings Expense | | | |
| Meetings Advertising Expense | 0.00 | 393.84 | -393.84 |
| Total Meetings Expense | 0.00 | 393.84 | -393.84 |
| Office Expense | 826.04 | 600.99 | 225.05 |
| Office Supplies | 292.67 | 9.99 | 282.68 |
| Professional Fees | | | |
| Accounting, Audit | 1,250.00 | 902.50 | 347.50 |
| Total Professional Fees | 1,250.00 | 902.50 | 347.50 |
| Travel & Ent | | | |
| Travel | 177.07 | 91.43 | 85.64 |
| Total Travel & Ent | 177.07 | 91.43 | 85.64 |
| Total Administrative | 2,545.78 | 1,998.75 | 547.03 |
| Contract Labor | | | |
| Financial Services | 4,631.25 | 2,537.50 | 2,093.75 |
| IT and Network support | 270.00 | 495.00 | -225.00 |
| Pass Through Expense | | | |
| DOV PREPA Consultant | 250.00 | 0.00 | 250.00 |
| EDA CARES Contract Support | 2,812.00 | 0.00 | 2,812.00 |
| Dov Resilience | 0.00 | 2,850.00 | -2,850.00 |
| DUR Groundwater Consultant | 0.00 | 4,550.00 | -4,550.00 |
| EPA Brownfields Consultants | 67,928.02 | 0.00 | 67,928.02 |
| PRB Consultants | 0.00 | 10,720.96 | -10,720.96 |
| Total Pass Through Expense | 70,990.02 | 18,120.96 | 52,869.06 |
| Total Contract Labor | 75,891.27 | 21,153.46 | 54,737.81 |
| Total Expense | 157,487.14 | 86,434.52 | 71,052.62 |
| Net Ordinary Income | -7,863.57 | -2,615.69 | -5,247.88 |
| Other Income/Expense | | | |
| Other Income | | | |
| Interest Income | 14.23 | 17.43 | -3.20 |
| Total Other Income | 14.23 | 17.43 | -3.20 |
| Net Other Income | 14.23 | 17.43 | -3.20 |
| Net Income | -7,849.34 | -2,598.26 | -5,251.08 |

JMC
10/21/21

CTC
11/4/21

Strafford Regional Planning Commission
Profit & Loss
September 2021

DRAFT

-
1. Brownfields Revenue: Several contractor invoices were received and paid this fiscal year

 2. DES Revenue: Several of these projects are task based and cannot be billed until 50% or 100% of tasks are completed. Revenue may not match costs for work done during the interim.

 3. Personnel Expenses: Due to the number of contracts/projects, additional staffing has been obtained for FY22, and an Office Coordinator hired. In September of the current fiscal year there were 15 staff members, compared to 12 staff members in the prior year. Staff also received pay increases effective 7/1/21.

 4. Computer Equipment: 5 ThinkPads , necessary software and support plans, and computer monitors were purchased to update computer equipment and for additional staffing needs.

 5. Website: Several plug-ins were needed to get the website functional. We are due a refund of \$490 for one of the plugins charged in September.

 6. Financial Services: Due to increased staffing tasks and the increase in the number of contracts being administered, costs were higher this fiscal year. In addition, additional work was needed for the audit and the indirect cost rate proposal to EDA.

**Strafford Regional Planning Commission
Income by Customer
September 2021**

DRAFT

| Date | Name | Memo | Amount |
|--|------------------------|--|----------|
| 2000 LTA (Local Technical Assistance) | | | |
| 09/01/2021 | 2000 LTA (Local Te... | Dues 137993.70, LESS NOT, MIL, LEE, BRK, NOR REDUCTION=119402.40=9950.20 (Jul-Jun) | 9,950.20 |
| Total 2000 LTA (Local Technical Assistance) | | | 9,950.20 |
| 3300 City of Dover | | | |
| 3303 Dover Equity | | | |
| 09/30/2021 | 3300 City of Dover:... | Dover Equity Progress Billing - Sept 2021 | 1,823.24 |
| 09/30/2021 | 3300 City of Dover:... | SRPC Cash Match Dover Equity | -41.91 |
| 09/30/2021 | 3300 City of Dover:... | Dover Cash Match Dover Equity | -104.78 |
| Total 3303 Dover Equity | | | 1,676.55 |
| Total 3300 City of Dover | | | 1,676.55 |
| 3400 Town of Durham | | | |
| 3403 Durham Groundwater Modeling | | | |
| 09/30/2021 | 3400 Town of Durh... | Progress Billing Durham Groundwater - Jul-Sep 2021 | 1,238.60 |
| Total 3403 Durham Groundwater Modeling | | | 1,238.60 |
| 3404 Durham Resilience Grant | | | |
| 09/30/2021 | 3400 Town of Durh... | Progress Billing - Durham Resilience Grant - Sept 2021 | 1,908.62 |
| 09/30/2021 | 3400 Town of Durh... | Durham Resilience Cash Match | -417.97 |
| 09/30/2021 | 3400 Town of Durh... | Town of Durham CHAMP Match | 417.97 |
| Total 3404 Durham Resilience Grant | | | 1,908.62 |
| Total 3400 Town of Durham | | | 3,147.22 |
| 3500 Town of Farmington | | | |
| 3501 FAR Circuit Rider | | | |
| 09/30/2021 | 3500 Town of Farmi... | Progress Billing Farmington Circuit Rider - Sept 2021 | 2,291.45 |
| Total 3501 FAR Circuit Rider | | | 2,291.45 |
| Total 3500 Town of Farmington | | | 2,291.45 |
| 4200 Town of Northwood | | | |
| 4201 NOR Circuit Rider | | | |
| 09/30/2021 | 4200 Town of North... | Progress Billing, Northwood Circuit Rider, Sept 2021 | 1,344.33 |
| Total 4201 NOR Circuit Rider | | | 1,344.33 |
| Total 4200 Town of Northwood | | | 1,344.33 |
| 4300 Town of Nottingham | | | |
| 4301 NOT Circuit Rider | | | |
| 09/30/2021 | 4300 Town of Nottin... | Progress Billing - Nottingham Circuit Rider - Sept 2021 | 1,914.65 |
| Total 4301 NOT Circuit Rider | | | 1,914.65 |

**Strafford Regional Planning Commission
Income by Customer
September 2021**

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| <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Amount</u> |
|---|------------------------|--|---------------|
| Total 4300 Town of Nottingham | | | 1,914.65 |
| 4600 City of Somersworth | | | |
| 4602 Somersworth 2021 Tax Map | | | |
| 09/30/2021 | 4600 City of Somer... | Progress Billing Somersworth Tax Map Update - Aug-Sep 2021 | 931.25 |
| Total 4602 Somersworth 2021 Tax Map | | | 931.25 |
| Total 4600 City of Somersworth | | | 931.25 |
| 4700 Town of Strafford | | | |
| 4701 Strafford Circuit Rider | | | |
| 09/30/2021 | 4700 Town of Straff... | Progress Billing - Strafford Circuit Rider - Sept 2021 | 3,100.25 |
| Total 4701 Strafford Circuit Rider | | | 3,100.25 |
| Total 4700 Town of Strafford | | | 3,100.25 |
| 5050 Rockingham Planning Commission | | | |
| 5052 RPC CILUG | | | |
| 09/30/2021 | 5050 Rockingham ... | Progress Billing - RPC CILUG - Jul-Sep 2021 | 501.69 |
| 09/30/2021 | 5050 Rockingham ... | Cash Match | -62.71 |
| Total 5052 RPC CILUG | | | 438.98 |
| Total 5050 Rockingham Planning Commission | | | 438.98 |
| 5100 NHCHF | | | |
| 5101 NHCHF Promoting Outdoor Play | | | |
| 09/30/2021 | 5100 NHCHF:5101 ... | Progress Billing - Promoting Outdoor Play - Sep 2021 | 791.16 |
| Total 5101 NHCHF Promoting Outdoor Play | | | 791.16 |
| Total 5100 NHCHF | | | 791.16 |
| 5150 GSCH | | | |
| 5151 Creating Age Friendly Communities | | | |
| 09/30/2021 | 5150 GSCH:5151 C... | Progress Billing - GSCH - Sep 2021 | 2,485.43 |
| Total 5151 Creating Age Friendly Communities | | | 2,485.43 |
| Total 5150 GSCH | | | 2,485.43 |
| 6500 DEPT OF SAFETY (OEM) | | | |
| 6501 PDM19 BAR NDU ROL SOM | | | |
| 09/30/2021 | 6500 DEPT OF SA... | Progress Billing - PDM19 - Aug-Sept 2021 | 2,508.00 |
| 09/30/2021 | 6500 DEPT OF SA... | In Kind Match for Hazard Mitigation contracts | -627.00 |
| Total 6501 PDM19 BAR NDU ROL SOM | | | 1,881.00 |
| Total 6500 DEPT OF SAFETY (OEM) | | | 1,881.00 |

Strafford Regional Planning Commission
Income by Customer
September 2021

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| Date | Name | Memo | Amount |
|---|----------------------|---|-------------------|
| 7000 ECONOMIC DEVELOPMENT ADMINISTRATION | | | |
| 7002 EDA CARES | | | |
| 09/30/2021 | 7000 ECONOMIC ... | EDA CARES - Project 01-69-15047 - Progress Billing - Sep 2021 | 13,007.03 |
| Total 7002 EDA CARES | | | 13,007.03 |
| 7003 EDA FY22 | | | |
| 09/30/2021 | 7000 ECONOMIC ... | Progress Billing - EDA22 - Sept 2021 | 14,506.31 |
| 09/30/2021 | 7000 ECONOMIC ... | In Kind Match | -9,199.52 |
| Total 7003 EDA FY22 | | | 5,306.79 |
| Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION | | | 18,313.82 |
| 7100 EPA | | | |
| 7110 Brownfields 2019-2022 | | | |
| 09/30/2021 | 7100 EPA:7110 Bro... | Progress Billing - Brownfields - September 2021 | 68,632.38 |
| Total 7110 Brownfields 2019-2022 | | | 68,632.38 |
| Total 7100 EPA | | | 68,632.38 |
| 8000 DOT UPWP | | | |
| 8001 UPWP 22-23 | | | |
| 09/30/2021 | 8000 DOT UPWP:8... | Progress Billing - UPWP - Sept 202 | 36,361.00 |
| 09/30/2021 | 8000 DOT UPWP:8... | 10% Matching Funds | -3,636.10 |
| Total 8001 UPWP 22-23 | | | 32,724.90 |
| Total 8000 DOT UPWP | | | 32,724.90 |
| TOTAL | | | 149,623.57 |

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 Accrual Basis

**Strafford Regional Planning Commission
 Profit & Loss Budget vs. Actual
 July through September 2021**

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| | Jul - Sep 21 | Budget | \$ Over Budget |
|--|-------------------|-------------------|-------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 2000 SRPC Membership Dues | 29,850.60 | 29,850.47 | 0.13 |
| SRPC Revenue | | | |
| Municipal and NonProfit Revenue | | | |
| 5152 GSCH AARP CHAT SUPPORT | 0.00 | 1,500.00 | -1,500.00 |
| 4802 Sanbornville Precinct | 0.00 | 1,999.97 | -1,999.97 |
| 4602 SOM Tax Map | 1,571.25 | 1,360.01 | 211.24 |
| 4703 Strafford Circuit Rider | 9,735.75 | 12,000.00 | -2,264.25 |
| 4801 WAK Circuit Rider | 0.00 | 750.00 | -750.00 |
| 5151 GSCH - Tufts | 7,536.79 | 7,500.00 | 36.79 |
| 3501 FAR Circuit Rider | 7,386.15 | 12,499.97 | -5,113.82 |
| 3504 FAR Tax Map Updates | 0.00 | 1.00 | -1.00 |
| 5501 GIS Projects | 0.00 | 1.00 | -1.00 |
| MIL MS4 NOI | 0.00 | 1.00 | -1.00 |
| 5101 NHCHF | 10,035.02 | 3,750.00 | 6,285.02 |
| 4102 NKT Tax Maps | 0.00 | 1.00 | -1.00 |
| 4201 Northwood Planning Services | 3,283.11 | 7,000.03 | -3,716.92 |
| 4301 NOT Circuit Rider | 6,525.35 | 7,000.03 | -474.68 |
| 4702 Strafford Tax Map | 0.00 | 1.00 | -1.00 |
| Total Municipal and NonProfit Revenue | <u>46,073.42</u> | <u>55,365.01</u> | <u>-9,291.59</u> |
| Total SRPC Revenue | 46,073.42 | 55,365.01 | -9,291.59 |
| Economic Development Revenue | | | |
| 7002 EDA CARES | 35,713.58 | 47,391.47 | -11,677.89 |
| 7001 EDD | 33,605.03 | 37,400.00 | -3,794.97 |
| 7110 EPA Brownfields | 95,404.59 | 28,999.97 | 66,404.62 |
| Total Economic Development Revenue | <u>164,723.20</u> | <u>113,791.44</u> | <u>50,931.76</u> |
| State Award Revenue | | | |
| CDFA | | | |
| 6601 CDBG Grant | 0.00 | 2,500.03 | -2,500.03 |
| Total CDFA | 0.00 | 2,500.03 | -2,500.03 |
| NHDES | | | |
| 5052 RPC CILUG | 501.69 | 2,113.60 | -1,611.91 |
| 3303 DOV Equity | 4,437.85 | 9,526.78 | -5,088.93 |
| 6180 NFWF Great Bay Shoreline | 4,100.06 | 6,818.16 | -2,718.10 |
| 6251 Sunrise Lake | 0.00 | 19,087.01 | -19,087.01 |
| 3404 DUR Resilience | 10,921.70 | 0.00 | 10,921.70 |
| 6102 Coastal FY22 | 2,586.69 | 7,500.00 | -4,913.31 |
| 3302 DOV Coastal Resilience | 527.47 | 0.00 | 527.47 |
| 3403 Dur Groundwater Modeling | 1,238.60 | 7,675.85 | -6,437.25 |
| 6303 Local Source Water MIL ROL | 2,044.30 | 5,181.84 | -3,137.54 |
| 6250 Watershed PRB | 0.00 | 8,684.72 | -8,684.72 |
| Total NHDES | <u>26,358.36</u> | <u>66,587.96</u> | <u>-40,229.60</u> |
| Pre-Disaster Mitigation | | | |
| 6501 PDM19 BAR NDU ROL SOM | 4,591.31 | 7,333.50 | -2,742.19 |
| Total Pre-Disaster Mitigation | <u>4,591.31</u> | <u>7,333.50</u> | <u>-2,742.19</u> |

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through September 2021

DRAFT

| | Jul - Sep 21 | Budget | \$ Over Budget |
|--|--------------|------------|----------------|
| Targeted Block | | | |
| 6001 TBG 22-23 | 0.00 | 2,777.72 | -2,777.72 |
| Total Targeted Block | 0.00 | 2,777.72 | -2,777.72 |
| Total State Award Revenue | 30,949.67 | 79,199.21 | -48,249.54 |
| MPO Revenue | | | |
| NH DOT | | | |
| 8001 UPWP 22-23 | 80,863.30 | 137,475.00 | -56,611.70 |
| 8000 UPWP | 20,982.92 | 0.00 | 20,982.92 |
| Total NH DOT | 101,846.22 | 137,475.00 | -35,628.78 |
| Total MPO Revenue | 101,846.22 | 137,475.00 | -35,628.78 |
| Contra Income Cash Match | | | |
| Cash Match RPC CILUG | -62.71 | -272.72 | 210.01 |
| Dover Equity Cash Match | 245.23 | -687.47 | 932.70 |
| Local Source Water Cash Match | -106.04 | -272.72 | 166.68 |
| Coastal Cash Match | -302.26 | -625.03 | 322.77 |
| DOT Cash Match | -10,184.62 | -13,514.53 | 3,329.91 |
| EDD Cash Match | -397.74 | -3,750.00 | 3,352.26 |
| Total Contra Income Cash Match | -13,756.94 | -19,122.47 | 5,365.53 |
| Contra Income InKind/Soft Match | | | |
| IK UPWP Match | 0.00 | -232.97 | 232.97 |
| IK DOV Equity | -725.70 | -1,089.28 | 363.58 |
| IK DOV Resilience | -230.54 | 0.00 | -230.54 |
| IK DUR Resilience | -2,486.48 | 0.00 | -2,486.48 |
| In-Kind Coastal Match | -772.43 | -3,124.97 | 2,352.54 |
| In-Kind EDD Match | -13,358.38 | -13,750.03 | 391.65 |
| In-Kind HazMit Match | -1,147.83 | -1,833.49 | 685.66 |
| PRB IK Match | 0.00 | -3,475.03 | 3,475.03 |
| Total Contra Income InKind/Soft Match | -19,125.12 | -23,505.77 | 4,380.65 |
| Total Income | 340,544.70 | 373,052.89 | -32,508.19 |
| Gross Profit | 340,544.70 | 373,052.89 | -32,508.19 |
| Expense | | | |
| Personnel Expenses | | | |
| Salary and Wages | 200,904.96 | 195,002.25 | 5,902.71 |
| Payroll Expenses | | | |
| FSA Fees | 8.25 | 0.00 | 8.25 |
| Dental insurance expense | 1,219.04 | 1,922.53 | -703.49 |
| Health incentive | 467.72 | 2,008.22 | -1,540.50 |
| Health Insurance expense | 19,649.18 | 26,008.50 | -6,359.32 |
| Life Insurance expense | 305.83 | 323.25 | -17.42 |
| LTD Insurance expense | 167.22 | 182.25 | -15.03 |
| STD insurance expense | 666.44 | 684.47 | -18.03 |
| Payroll Processing Fees | 752.00 | 649.97 | 102.03 |
| Pension expense | 5,496.72 | 8,996.53 | -3,499.81 |

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Accrual Basis

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July through September 2021

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| | Jul - Sep 21 | Budget | \$ Over Budget |
|--|-------------------|-------------------|-------------------|
| Unemployment expense | -750.41 | 505.78 | -1,256.19 |
| Workers Compensation | 339.04 | 477.28 | -138.24 |
| Payroll Taxes | 15,257.27 | 14,985.00 | 272.27 |
| Total Payroll Expenses | 43,578.30 | 56,743.78 | -13,165.48 |
| Dues and Subscriptions | 1,181.08 | 1,959.00 | -777.92 |
| Staff Training and Seminars | 50.00 | 2,500.03 | -2,450.03 |
| Total Personnel Expenses | 245,714.34 | 256,205.06 | -10,490.72 |
| Equipment expense | | | |
| Copier Maintenance Contract | 959.55 | 959.53 | 0.02 |
| Office furniture | | | |
| Computer equipment | 9,403.81 | 6,500.00 | 2,903.81 |
| Office furniture - Other | 175.20 | 1,125.00 | -949.80 |
| Total Office furniture | 9,579.01 | 7,625.00 | 1,954.01 |
| Other Equipment Repair and Cost | | | |
| Equipment Rental & Repair | 0.00 | 124.97 | -124.97 |
| Total Other Equipment Repair and Cost | 549.30 | 124.97 | 424.33 |
| Software expense | | | |
| ArcInfo/View software | 1,200.00 | 1,624.97 | -424.97 |
| Office Software | | | |
| Timesheet Software | 420.00 | 0.00 | 420.00 |
| Adobe In Design | 1,121.89 | 0.00 | 1,121.89 |
| Anti-virus software | 109.65 | 0.00 | 109.65 |
| Constant Contact | 256.50 | 0.00 | 256.50 |
| DropBox | 35.97 | 0.00 | 35.97 |
| Microsoft Office 365 | 273.05 | 0.00 | 273.05 |
| Office Software - Other | 0.00 | 2,488.03 | -2,488.03 |
| Total Office Software | 2,541.93 | 2,488.03 | 53.90 |
| Total Software expense | 3,741.93 | 4,113.00 | -371.07 |
| Traffic Count Expenses | | | |
| Traffic counting supplies | 6.48 | 750.00 | -743.52 |
| Total Traffic Count Expenses | 1,009.48 | 750.00 | 259.48 |
| Total Equipment expense | 15,839.27 | 13,572.50 | 2,266.77 |
| Fixed Expenses | | | |
| Insurance | | | |
| Liability Insurance | 1,346.13 | 1,441.22 | -95.09 |
| Total Insurance | 1,346.13 | 1,441.22 | -95.09 |
| Rent | 7,500.00 | 7,500.00 | 0.00 |
| Vehicle Expenses | | | |
| Depreciation Expense | 1,433.97 | 0.00 | 1,433.97 |
| Vehicle Gas & Repairs | 269.77 | 0.00 | 269.77 |
| Vehicle Interest | 196.43 | 0.00 | 196.43 |
| Vehicle Expenses - Other | 0.00 | 2,755.97 | -2,755.97 |

**Strafford Regional Planning Commission
 Profit & Loss Budget vs. Actual
 July through September 2021**

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| | Jul - Sep 21 | Budget | \$ Over Budget |
|--|--------------|------------|--------------------|
| Total Vehicle Expenses | 1,900.17 | 2,755.97 | -855.80 |
| Total Fixed Expenses | 10,746.30 | 11,697.19 | -950.89 |
| Communications | | | |
| Media Outreach Expense | 25.00 | 124.97 | -99.97 |
| Office Telephone System | 0.00 | 1,075.03 | -1,075.03 |
| Postage and Delivery | 61.92 | 100.03 | -38.11 |
| Telephone and Internet | 969.45 | 900.00 | 69.45 |
| Website maintenance and updates | | | |
| Website and logo design | 2,113.82 | 375.00 | 1,738.82 4 |
| Total Website maintenance and updates | 2,242.81 | 375.00 | 1,867.81 |
| Total Communications | 3,299.18 | 2,575.03 | 724.15 |
| Administrative | | | |
| Library & Planning Books | 0.00 | 499.97 | -499.97 |
| Meetings Expense | 0.00 | 750.00 | -750.00 |
| Office Expense | 2,897.49 | 1,725.00 | 1,172.49 5 |
| Office Supplies | 1,823.18 | 750.00 | 1,073.18 6 |
| Printing and Reproduction | 0.00 | 37.50 | -37.50 |
| Professional Fees | | | |
| Accounting, Audit | 3,750.00 | 3,000.00 | 750.00 |
| Legal Fees | 0.00 | 1,000.03 | -1,000.03 |
| Total Professional Fees | 3,750.00 | 4,000.03 | -250.03 |
| Travel & Ent | | | |
| Travel | 723.91 | 0.00 | 723.91 |
| Travel & Ent - Other | 0.00 | 499.97 | -499.97 |
| Total Travel & Ent | 723.91 | 499.97 | 223.94 |
| Total Administrative | 9,194.58 | 8,262.47 | 932.11 |
| Contract Labor | | | |
| Financial Services | 14,738.75 | 10,500.00 | 4,238.75 7 |
| IT and Network support | 810.00 | 2,250.00 | -1,440.00 |
| Pass Through Expense | | | |
| RPC FTA Subcontract | 0.00 | 2,098.03 | -2,098.03 |
| DOV Equity Consultants | 0.00 | 2,681.25 | -2,681.25 |
| NHDOT Consultant | 6,992.67 | 6,250.03 | 742.64 |
| EDA CARES Contract Support | 4,664.50 | 6,250.03 | -1,585.53 |
| DUR Resilience Subcontract | 137.99 | 0.00 | 137.99 |
| Sunrise Lake Subcontract | 4,618.84 | 12,000.00 | -7,381.16 |
| DUR Groundwater Consultant | 520.00 | 1,941.60 | -1,421.60 |
| EPA Brownfields Consultants | 93,724.15 | 27,499.97 | 66,224.18 |
| PRB Consultants | 0.00 | 7,667.51 | -7,667.51 |
| Total Pass Through Expense | 111,103.03 | 66,388.42 | 44,714.61 8 |
| Total Contract Labor | 126,651.78 | 79,138.42 | 47,513.36 |
| Total Expense | 411,445.45 | 371,450.67 | 39,994.78 |

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Accrual Basis

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through September 2021

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| | <u>Jul - Sep 21</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|----------------------|---------------------|-----------------|-----------------------|
| Net Ordinary Income | -70,900.75 | 1,602.22 | -72,502.97 |
| Other Income/Expense | | | |
| Other Income | | | |
| Interest Income | 38.19 | 28.00 | 10.19 |
| Total Other Income | 38.19 | 28.00 | 10.19 |
| Net Other Income | 38.19 | 28.00 | 10.19 |
| Net Income | <u>-70,862.56</u> | <u>1,630.22</u> | <u>-72,492.78</u> |

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Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through September 2021

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1. Revenues: Differences are mostly attributable to timing of project work performed versus budgeting on an even monthly basis for the months the contract is in effect. Many projects are task-based and cannot be billed until task completion, which may not coincide with the monthly budget revenue spread. Billing is also contingent upon receipt of contractor invoices for several projects, where SRPC administration of the project is minimal. Also keep in mind that the gross revenue figures include any match requirements for each project.
2. Personnel: All Personnel costs were spread evenly for each month. Actual costs on the report reflect hours paid. July, for example, had three pay periods but the budget was established using 1/12 of budgeted personnel costs per month. The budget estimated hours worked for each staff member, which may have changed since the budget was originally adopted.
3. Computers: Five ThinkPads and additional monitors were purchased.
4. Website: Most plug-ins for the new website were bought in September.
5. Office Expense: The majority of cost reflects the \$25 COVID reimbursement paid to staff members each payday.
6. Office Supplies: Approximately \$1,300 of this cost is attributable to NHCHF POP! Supplies, for which we were reimbursed.
7. Financial Services: The budget was spread evenly over 12 months and included approximately 54 hours per month. Actual hours, due to increased staffing tasks, increases in the number of contracts administered, and other work associated with the annual audit and submission of indirect cost rate proposals to the new cognizant agency has resulted in more hours needed than originally budgeted monthly.
8. Pass Through Expenses: (See notes pertaining to various contracts above) These expenses are contingent upon receipt of contractor invoices. The Brownfields contractor submitted several large invoices for payment in September.

Strafford Regional Planning Commission
Balance Sheet
As of October 31, 2021

| | Oct 31, 21 | Oct 31, 20 | \$ Change |
|-------------------------------------|-------------------|-------------------|------------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| FSB Checking | 40,131.54 | -35,512.49 | 75,644.03 |
| FSB Savings | 109,258.43 | 114,894.42 | -5,635.99 |
| Total Checking/Savings | 149,389.97 | 79,381.93 | 70,008.04 ¹ |
| Accounts Receivable | | | |
| Accounts Receivable | 188,698.80 | 179,524.47 | 9,174.33 |
| Total Accounts Receivable | 188,698.80 | 179,524.47 | 9,174.33 ² |
| Other Current Assets | | | |
| Prepaid Expenses | | | |
| Prepaid Website Expenses | 135.04 | 236.32 | -101.28 |
| Prepaid Dues and Subscriptions | 1,354.25 | 2,091.03 | -736.78 |
| Prepaid training | 600.00 | 600.00 | 0.00 |
| Total Prepaid Expenses | 2,089.29 | 2,927.35 | -838.06 |
| Prepaid software support | 2,436.81 | 2,341.61 | 95.20 |
| Total Other Current Assets | 4,526.10 | 5,268.96 | -742.86 |
| Total Current Assets | 342,614.87 | 264,175.36 | 78,439.51 |
| Fixed Assets | | | |
| Vehicles | | | |
| Vehicle Accumulated Depreciatio | -8,125.66 | -2,389.78 | -5,735.88 |
| Ford Transit | 23,161.01 | 22,943.35 | 217.66 |
| Total Vehicles | 15,035.35 | 20,553.57 | -5,518.22 ³ |
| Property and Equipment | | | |
| Accumulated Depreciation | -15,745.44 | -15,745.44 | 0.00 |
| Equipment Purchase | | | |
| Lenova Think Server | 3,983.04 | 3,983.04 | 0.00 |
| Equipment Purchase - Other | 11,762.40 | 11,762.40 | 0.00 |
| Total Equipment Purchase | 15,745.44 | 15,745.44 | 0.00 |
| Total Property and Equipment | 0.00 | 0.00 | 0.00 |
| Total Fixed Assets | 15,035.35 | 20,553.57 | -5,518.22 |
| TOTAL ASSETS | 357,650.22 | 284,728.93 | 72,921.29 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |

Strafford Regional Planning Commission
Balance Sheet
As of October 31, 2021

| | Oct 31, 21 | Oct 31, 20 | \$ Change |
|--|-------------------|-------------------|------------------------|
| Credit Cards | | | |
| FSB Credit Card | 1,571.22 | 2,043.45 | -472.23 |
| Total Credit Cards | 1,571.22 | 2,043.45 | -472.23 |
| Other Current Liabilities | | | |
| FY22 Dues in Advance | 79,601.58 | 0.00 | 79,601.58 |
| FY21 Dues in Advance | 0.00 | 78,975.12 | -78,975.12 |
| Benefits payable | | | |
| Simple IRA payable | 48.00 | 48.00 | 0.00 |
| Total Benefits payable | 48.00 | 48.00 | 0.00 |
| Contract Revenue In Advance | 27,839.99 | 12,007.80 | 15,832.19 ⁴ |
| Payroll Liabilities | | | |
| FUTA | 30.41 | 30.41 | 0.00 |
| Social Security Payable | -0.02 | -0.02 | 0.00 |
| Payroll Liabilities - Other | 2,168.19 | 2,147.66 | 20.53 |
| Total Payroll Liabilities | 2,198.58 | 2,178.05 | 20.53 |
| Total Other Current Liabilities | 109,688.15 | 93,208.97 | 16,479.18 |
| Total Current Liabilities | 111,259.37 | 95,252.42 | 16,006.95 |
| Long Term Liabilities | | | |
| Lease Payable - Ford Motor Cred | 12,568.59 | 16,956.20 | -4,387.61 ⁵ |
| Accrued expenses | | | |
| Accrued Payroll | 40,801.82 | 31,349.33 | 9,452.49 |
| Accrued Vacation | 37,692.28 | 32,697.38 | 4,994.90 |
| Annual Audit Accrual | 13,000.00 | 8,440.00 | 4,560.00 |
| Total Accrued expenses | 91,494.10 | 72,486.71 | 19,007.39 ⁶ |
| Total Long Term Liabilities | 104,062.69 | 89,442.91 | 14,619.78 |
| Total Liabilities | 215,322.06 | 184,695.33 | 30,626.73 |
| Equity | | | |
| Retained Earnings | 166,519.46 | 96,094.51 | 70,424.95 ⁷ |
| Net Income | -24,191.30 | 3,939.09 | -28,130.39 |
| Total Equity | 142,328.16 | 100,033.60 | 42,294.56 |
| TOTAL LIABILITIES & EQUITY | 357,650.22 | 284,728.93 | 72,921.29 |

Strafford Regional Planning Commission
Balance Sheet
As of October 31, 2021

1. Cash: Revenue in Advance and transfers of amounts billed against revenue in advance and monthly dues are being transferred monthly to the checking account. In addition, we are now receiving quarterly advances for the new EDA partnership grant. The revenue in advance has substantially strengthened our cash position.
2. Accounts Receivable: See the Accounts Receivable Aging Summary Comments for further details.
3. Vehicle: The vehicle was purchased in June of 2020. Depreciation is being accumulated monthly, over 48 months, at a rate of \$477.99 per month. EDA is now our cognizant agency for review of indirect cost rates. We have gotten permission to include all vehicle costs as indirect costs, except the interest portion of the monthly payments, which is being coded to dues expense.
4. Contract Revenue in Advance: NHCHF \$574, GSCH \$4,959, EDA \$22,307
5. Lease Payable: This is the principal amount due for the lease to own Ford Transit Connect.
6. Accrued Expenses: These amounts were adjusted at year-end and reflect wages paid in FY22 worked in FY21 and vacation hours accrued by staff at 6/30/21. The annual audit accrual is the FY21 audit expected charge, per the auditors' engagement letter.
7. Retained Earnings: Cumulative posting of net income from all prior years.

Stafford Regional Planning Commission
A/R Aging Summary
 As of October 31, 2021

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|--|----------|--------|-----------------------|----------|----------|-----------------------|
| 1000 Indirect Administration | | | | | | |
| 1020 CDBG Grant Writing | 0.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 3,000.00 |
| Total 1000 Indirect Administration | 0.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 3,000.00 |
| 2000 LTA (Local Technical Assistance) | | | | | | |
| 2100 Dues | | | | | | |
| 2109 Town of Milton dues | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total 2100 Dues | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2200 PLUR Books | | | | | | |
| 2202 Town of Brookfield PLUR | 0.00 | 82.50 | 0.00 | 0.00 | 0.00 | 82.50 |
| 2206 Town of Lee PLUR | 0.00 | 35.20 | 0.00 | 0.00 | 0.00 | 35.20 |
| 2209 Town of Milton PLUR | 0.00 | 147.70 | 0.00 | 0.00 | 0.00 | 147.70 ² |
| 2213 Town of Nottingham PLUR | 0.00 | 90.00 | 0.00 | 0.00 | 0.00 | 90.00 ¹ |
| Total 2200 PLUR Books | 0.00 | 355.40 | 0.00 | 0.00 | 0.00 | 355.40 |
| 2000 LTA (Local Technical Assistance) - Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total 2000 LTA (Local Technical Assistance) | 0.00 | 355.40 | 0.00 | 0.00 | 0.00 | 355.40 |
| 3300 City of Dover | | | | | | |
| 3303 Dover Equity | 1,842.50 | 0.00 | 1,676.55 ³ | 0.00 | 0.00 | 3,519.05 |
| 3300 City of Dover - Other | 750.00 | 0.00 | 0.00 | 0.00 | 0.00 | 750.00 |
| Total 3300 City of Dover | 2,592.50 | 0.00 | 1,676.55 | 0.00 | 0.00 | 4,269.05 |
| 3400 Town of Durham | | | | | | |
| 3403 Durham Groundwater Modeling | 2,181.70 | 0.00 | 0.00 | 0.00 | 0.00 | 2,181.70 |
| 3404 Durham Resilience Grant | 603.95 | 0.00 | 1,490.65 ⁴ | 0.00 | 0.00 | 2,094.60 |
| Total 3400 Town of Durham | 2,785.65 | 0.00 | 1,490.65 | 0.00 | 0.00 | 4,276.30 |
| 3500 Town of Farmington | | | | | | |
| 3501 FAR Circuit Rider | 2,403.05 | 0.00 | 0.00 | 3,203.45 | 1,891.25 | 7,497.75 ⁵ |
| Total 3500 Town of Farmington | 2,403.05 | 0.00 | 0.00 | 3,203.45 | 1,891.25 | 7,497.75 |
| 4200 Town of Northwood | | | | | | |
| 4201 NOR Circuit Rider | 879.33 | 0.00 | 1,344.33 | 947.53 | 0.00 | 3,171.19 ⁶ |
| Total 4200 Town of Northwood | 879.33 | 0.00 | 1,344.33 | 947.53 | 0.00 | 3,171.19 |
| 4300 Town of Nottingham | | | | | | |
| 4301 NOT Circuit Rider | 2,261.45 | 0.00 | 0.00 | 0.00 | 0.00 | 2,261.45 |
| Total 4300 Town of Nottingham | 2,261.45 | 0.00 | 0.00 | 0.00 | 0.00 | 2,261.45 |

Strafford Regional Planning Commission
A/R Aging Summary
As of October 31, 2021

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|---|-----------|--------|---------|----------|------|-----------|
| 4400 City of Rochester | | | | | | |
| 4402 UPWP ROC Sidewalk Assess | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total 4400 City of Rochester | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4500 Town of Rollinsford | | | | | | |
| 4501 Rollinsford LSWP Match | 503.16 | 0.00 | 0.00 | 0.00 | 0.00 | 503.16 |
| Total 4500 Town of Rollinsford | 503.16 | 0.00 | 0.00 | 0.00 | 0.00 | 503.16 |
| 4600 City of Somersworth | | | | | | |
| 4602 Somersworth 2021 Tax Map | 312.50 | 0.00 | 0.00 | 0.00 | 0.00 | 312.50 |
| Total 4600 City of Somersworth | 312.50 | 0.00 | 0.00 | 0.00 | 0.00 | 312.50 |
| 4700 Town of Strafford | | | | | | |
| 4701 Strafford Circuit Rider | 2,343.05 | 0.00 | 0.00 | 0.00 | 0.00 | 2,343.05 |
| Total 4700 Town of Strafford | 2,343.05 | 0.00 | 0.00 | 0.00 | 0.00 | 2,343.05 |
| 5050 Rockingham Planning Commission | | | | | | |
| 5052 RPC CILUG | 0.00 | 0.00 | 438.98 | 0.00 | 0.00 | 438.98 |
| Total 5050 Rockingham Planning Commission | 0.00 | 0.00 | 438.98 | 0.00 | 0.00 | 438.98 |
| 5201 UNH | | | | | | |
| 5204 DOV PREPA | 3,250.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,250.00 |
| Total 5201 UNH | 3,250.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,250.00 |
| 5310 Lamprey River LAC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6000 NH Office of Planning & Development | | | | | | |
| 6001 TBG22-23 | 1,484.51 | 0.00 | 0.00 | 0.00 | 0.00 | 1,484.51 |
| 6002 ARPA RHNA | 2,084.62 | 0.00 | 0.00 | 0.00 | 0.00 | 2,084.62 |
| Total 6000 NH Office of Planning & Development | 3,569.13 | 0.00 | 0.00 | 0.00 | 0.00 | 3,569.13 |
| 6100 NH DES | | | | | | |
| 6102 Coastal 22 | 1,937.12 | 0.00 | 0.00 | 769.54 | 0.00 | 2,706.66 |
| 6180 NFWF Scaling Up Living Shorelines | 1,417.28 | 0.00 | 0.00 | 1,336.73 | 0.00 | 2,754.01 |
| 6250.000 PRB-Oyster River | 483.75 | 0.00 | 0.00 | 0.00 | 0.00 | 483.75 |
| 6251 Sunrise Lake | 34,045.50 | 0.00 | 0.00 | 0.00 | 0.00 | 34,045.50 |
| 6303 LSWP 22 | 4,697.50 | 0.00 | 0.00 | 0.00 | 0.00 | 4,697.50 |
| Total 6100 NH DES | 42,581.15 | 0.00 | 0.00 | 2,106.27 | 0.00 | 44,687.42 |
| 6500 DEPT OF SAFETY (OEM) | | | | | | |

Strafford Regional Planning Commission
A/R Aging Summary
As of October 31, 2021

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|---|-------------------|---------------|------------------|-----------------|-----------------|-------------------|
| 6501 PDM19 BAR NDU ROL SOM | 2,025.00 | 0.00 | 1,881.00 | 0.00 | 0.00 | 3,906.00 |
| Total 6500 DEPT OF SAFETY (OEM) | 2,025.00 | 0.00 | 1,881.00 | 0.00 | 0.00 | 3,906.00 |
| 6600 CDFA-CDBG Grant Administration | | | | | | |
| 6601 CAPSC-Strafford Cty Homeless Shelter | 0.00 | 0.00 | 0.00 | 0.00 | 2,104.07 | 2,104.07 |
| Total 6600 CDFA-CDBG Grant Administration | 0.00 | 0.00 | 0.00 | 0.00 | 2,104.07 | 2,104.07 |
| 7000 ECONOMIC DEVELOPMENT ADMINISTRATION | | | | | | |
| 7002 EDA CARES | 19,920.01 | 0.00 | 13,007.03 | 0.00 | 0.00 | 32,927.04 |
| Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION | 19,920.01 | 0.00 | 13,007.03 | 0.00 | 0.00 | 32,927.04 |
| 7100 EPA | | | | | | |
| 7110 Brownfields 2019-2022 | 5,624.50 | 0.00 | 0.00 | 0.00 | 0.00 | 5,624.50 |
| Total 7100 EPA | 5,624.50 | 0.00 | 0.00 | 0.00 | 0.00 | 5,624.50 |
| 8000 DOT UPWP | | | | | | |
| 8001 UPWP 22-23 | 31,476.91 | 0.00 | 32,724.90 | 0.00 | 0.00 | 64,201.81 |
| Total 8000 DOT UPWP | 31,476.91 | 0.00 | 32,724.90 | 0.00 | 0.00 | 64,201.81 |
| DOT_UPWP 2010-2011 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | 122,527.39 | 355.40 | 52,563.44 | 6,257.25 | 6,995.32 | 188,698.80 |

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11/17/21

Strafford Regional Planning Commission
A/R Aging Summary
As of October 31, 2021

1. Received November

2. Received November

3. Received November

4. Received November

5. Contacted and they are processing

6. Contacted and they are processing

7. Received November

8. Received November

9. Received November

10. Received November

11. Received November

Strafford Regional Planning Commission
Profit & Loss
October 2021

| | Oct 21 | Oct 20 | \$ Change |
|--|------------------|------------------|-------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 2000 SRPC Membership Dues | 9,950.20 | 9,871.89 | 78.31 |
| SRPC Revenue | | | |
| Municipal and NonProfit Revenue | | | |
| 4602 SOM Tax Map | 312.50 | 0.00 | 312.50 |
| 4703 Strafford Circuit Rider | 2,343.05 | 0.00 | 2,343.05 |
| 5303 NRPC Geodata Portal | 0.00 | 2,000.00 | -2,000.00 |
| 5151 GSCH - Tufts | 4,504.52 | 4,143.94 | 360.58 |
| DUR Trail Mapping | 0.00 | 2,062.72 | -2,062.72 |
| 3501 FAR Circuit Rider | 2,403.05 | 3,175.33 | -772.28 |
| 5101 NHCHF | 323.19 | 5,228.51 | -4,905.32 |
| 4201 Northwood Planning Services | 879.33 | 1,317.50 | -438.17 |
| 4301 NOT Circuit Rider | 2,261.45 | 2,052.50 | 208.95 |
| Total Municipal and NonProfit Revenue | <u>13,027.09</u> | <u>19,980.50</u> | <u>-6,953.41</u> |
| Total SRPC Revenue | 13,027.09 | 19,980.50 | -6,953.41 |
| Economic Development Revenue | | | |
| 7002 EDA CARES | 19,920.01 | 1,996.92 | 17,923.09 |
| 7001 EDD | 9,842.16 | 15,756.82 | -5,914.66 |
| 7110 EPA Brownfields | 5,624.50 | 41,695.32 | -36,070.82 |
| Total Economic Development Revenue | <u>35,386.67</u> | <u>59,449.06</u> | <u>-24,062.39</u> |
| State Award Revenue | | | |
| 6002 ARPA RHNA | 2,084.62 | 0.00 | 2,084.62 |
| UNH | | | |
| 5204 UNH PREPA DOV | 4,997.71 | 0.00 | 4,997.71 |
| Total UNH | <u>4,997.71</u> | <u>0.00</u> | <u>4,997.71</u> |
| NHDES | | | |
| 3303 DOV Equity | 2,575.55 | 0.00 | 2,575.55 |
| 6180 NFWF Great Bay Shoreline | 1,417.28 | 0.00 | 1,417.28 |
| 6251 Sunrise Lake | 37,096.47 | 0.00 | 37,096.47 |
| 3404 DUR Resilience | 622.37 | 1,134.31 | -511.94 |
| 6102 Coastal FY22 | 4,212.93 | 2,441.28 | 1,771.65 |
| 3302 DOV Coastal Resilience | 0.00 | 3,071.71 | -3,071.71 |
| 3403 Dur Groundwater Modeling | 2,181.70 | 2,373.34 | -191.64 |
| 6303 Local Source Water MIL ROL | 5,209.99 | 0.00 | 5,209.99 |
| 6250 Watershed PRB | 483.75 | 0.00 | 483.75 |
| Total NHDES | <u>53,800.04</u> | <u>9,020.64</u> | <u>44,779.40</u> |
| Pre-Disaster Mitigation | | | |
| 6501 PDM19 BAR NDU ROL SOM | 2,700.00 | 0.00 | 2,700.00 |
| Total Pre-Disaster Mitigation | <u>2,700.00</u> | <u>0.00</u> | <u>2,700.00</u> |
| Targeted Block | <u>1,484.51</u> | <u>6,915.79</u> | <u>-5,431.28</u> |
| Total State Award Revenue | 65,066.88 | 15,936.43 | 49,130.45 |
| MPO Revenue | | | |
| NH DOT | | | |

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11/17/21

Accrual Basis

Strafford Regional Planning Commission
Profit & Loss
October 2021

| | Oct 21 | Oct 20 | \$ Change |
|--|-------------------|-------------------|------------------|
| 8001 UPWP 22-23 | 34,974.35 | 0.00 | 34,974.35 |
| 8000 UPWP | 0.00 | 39,987.50 | -39,987.50 |
| Total NH DOT | 34,974.35 | 39,987.50 | -5,013.15 |
| Total MPO Revenue | 34,974.35 | 39,987.50 | -5,013.15 |
| Contra Income Cash Match | | | |
| Cash Match DOV PREPA | 0.00 | 0.00 | 0.00 |
| Dover Equity Cash Match | | | |
| Dover Cash Match | -115.16 | 0.00 | -115.16 |
| SRPC Cash Match | -46.07 | 0.00 | -46.07 |
| Total Dover Equity Cash Match | -161.23 | 0.00 | -161.23 |
| Local Source Water Cash Match | 106.03 | 0.00 | 106.03 |
| Coastal Cash Match | -387.24 | 0.00 | -387.24 |
| DOT Cash Match | | | |
| NDU RSMS Match | 0.00 | -1,118.34 | 1,118.34 |
| DOT Cash Match - Other | -3,497.44 | -2,880.41 | -617.03 |
| Total DOT Cash Match | -3,497.44 | -3,998.75 | 501.31 |
| EDD Cash Match | 0.00 | -1,004.58 | 1,004.58 |
| Total Contra Income Cash Match | -3,939.88 | -5,003.33 | 1,063.45 |
| Contra Income InKind/Soft Match | | | |
| IK DOV PREPA | -997.71 | 0.00 | -997.71 |
| IK DOV Equity | -571.82 | 0.00 | -571.82 |
| IK DOV Resilience | 0.00 | -295.88 | 295.88 |
| In-Kind Coastal Match | -1,888.57 | -455.30 | -1,433.27 |
| In-Kind EDD Match | -4,047.05 | -10,065.19 | 6,018.14 |
| In-Kind HazMit Match | -675.00 | 0.00 | -675.00 |
| Contra Income InKind/Soft Match - Other | -3,166.33 | 0.00 | -3,166.33 |
| Total Contra Income InKind/Soft Match | -11,346.48 | -10,816.37 | -530.11 |
| Contract Overage | -18.42 | -62.72 | 44.30 |
| Total Income | 143,100.41 | 129,342.96 | 13,757.45 |
| Gross Profit | 143,100.41 | 129,342.96 | 13,757.45 |
| Expense | | | |
| Personnel Expenses | | | |
| Salary and Wages | 59,630.44 | 46,756.61 | 12,873.83 |
| Payroll Expenses | | | |
| FSA Fees | 2.75 | 0.00 | 2.75 |
| Dental insurance expense | 366.89 | 366.89 | 0.00 |
| Health incentive | 14.00 | 77.74 | -63.74 |
| Health Insurance expense | 5,917.35 | 5,541.10 | 376.25 |
| Life Insurance expense | 100.81 | 81.94 | 18.87 |
| LTD Insurance expense | 55.74 | 46.40 | 9.34 |
| STD insurance expense | 219.48 | 175.80 | 43.68 |
| Payroll Processing Fees | 208.00 | 180.50 | 27.50 |
| Pension expense | 1,645.46 | 1,405.70 | 239.76 |
| Unemployment expense | 0.00 | 0.00 | 0.00 |

Strafford Regional Planning Commission
Profit & Loss
October 2021

| | Oct 21 | Oct 20 | \$ Change |
|------------------------------------|-----------|-----------|-----------|
| Workers Compensation | 0.00 | 159.09 | -159.09 |
| Payroll Taxes | | | |
| Medicare Expense | 845.86 | 659.71 | 186.15 |
| Social Security expense | 3,616.77 | 2,820.84 | 795.93 |
| Payroll Taxes - Other | 0.00 | -0.01 | 0.01 |
| Total Payroll Taxes | 4,462.63 | 3,480.54 | 982.09 |
| Total Payroll Expenses | 12,993.11 | 11,515.70 | 1,477.41 |
| Dues and Subscriptions | 1,442.91 | 507.83 | 935.08 |
| Staff Training and Seminars | 450.00 | 240.00 | 210.00 |
| Total Personnel Expenses | 74,516.46 | 59,020.14 | 15,496.32 |
| Equipment expense | | | |
| Copier Maintenance Contract | 319.85 | 319.85 | 0.00 |
| Office furniture | | | |
| Computer equipment | 0.00 | 1,251.95 | -1,251.95 |
| Office furniture - Other | 2,592.25 | 0.00 | 2,592.25 |
| Total Office furniture | 2,592.25 | 1,251.95 | 1,340.30 |
| Software expense | | | |
| ArcInfo/View software | 400.00 | 700.00 | -300.00 |
| Office Software | | | |
| iDrive | 49.97 | 0.00 | 49.97 |
| Timesheet Software | 140.00 | 0.00 | 140.00 |
| Zoom | 58.32 | 230.51 | -172.19 |
| Adobe In Design | 73.98 | 73.98 | 0.00 |
| Anti-virus software | 40.85 | 30.10 | 10.75 |
| Constant Contact | 85.50 | 40.50 | 45.00 |
| DropBox | 11.99 | 0.00 | 11.99 |
| Microsoft Office 365 | 200.00 | 209.73 | -9.73 |
| Total Office Software | 660.61 | 584.82 | 75.79 |
| Total Software expense | 1,060.61 | 1,284.82 | -224.21 |
| Total Equipment expense | 3,972.71 | 2,856.62 | 1,116.09 |
| Fixed Expenses | | | |
| Insurance | | | |
| Liability Insurance | 406.45 | 480.42 | -73.97 |
| Total Insurance | 406.45 | 480.42 | -73.97 |
| Rent | 2,500.00 | 2,500.00 | 0.00 |
| Vehicle Expenses | | | |
| Depreciation Expense | 477.99 | 477.99 | 0.00 |
| Vehicle Gas & Repairs | 82.32 | 21.91 | 60.41 |
| Vehicle Interest | 61.91 | 0.00 | 61.91 |
| Total Vehicle Expenses | 622.22 | 499.90 | 122.32 |
| Total Fixed Expenses | 3,528.67 | 3,480.32 | 48.35 |
| Communications | | | |
| Postage and Delivery | 75.99 | 17.99 | 58.00 |

Strafford Regional Planning Commission
Profit & Loss
October 2021

| | Oct 21 | Oct 20 | \$ Change |
|--|------------------|-------------------|-------------------|
| Telephone and Internet | 457.21 | 284.79 | 172.42 |
| Website maintenance and updates | | | |
| Website and logo design | -481.56 | 8.44 | -490.00 |
| Website maintenance and updates - Other | 71.93 | 0.00 | 71.93 |
| Total Website maintenance and updates | -409.63 | 8.44 | -418.07 |
| Total Communications | 123.57 | 311.22 | -187.65 |
| Administrative | | | |
| Library & Planning Books | -355.40 | -141.70 | -213.70 |
| Meetings Expense | | | |
| Meetings Advertising Expense | 350.49 | 0.00 | 350.49 |
| Total Meetings Expense | 350.49 | 0.00 | 350.49 |
| Office Expense | 858.83 | 1,795.42 | -936.59 |
| Office Supplies | | | |
| Plotter Ink and Supplies | 159.00 | 0.00 | 159.00 |
| Office Supplies - Other | 217.47 | 9.99 | 207.48 |
| Total Office Supplies | 376.47 | 9.99 | 366.48 |
| Professional Fees | | | |
| Accounting, Audit | 1,250.00 | 902.50 | 347.50 |
| Total Professional Fees | 1,250.00 | 902.50 | 347.50 |
| Travel & Ent | | | |
| Meals | 71.79 | 0.00 | 71.79 |
| Travel | 1,826.59 | 525.52 | 1,301.07 |
| Total Travel & Ent | 1,898.38 | 525.52 | 1,372.86 |
| Total Administrative | 4,378.77 | 3,091.73 | 1,287.04 |
| Contract Labor | | | |
| Financial Services | 2,697.50 | 2,950.00 | -252.50 |
| IT and Network support | 487.50 | 326.25 | 161.25 |
| Pass Through Expense | | | |
| DOV PREPA Consultant | 250.00 | 0.00 | 250.00 |
| EDA CARES Contract Support | 1,642.50 | 0.00 | 1,642.50 |
| Dov Resilience | 0.00 | 2,440.00 | -2,440.00 |
| DUR Groundwater Consultant | 0.00 | 2,340.00 | -2,340.00 |
| EPA Brownfields Consultants | 4,845.44 | 40,714.91 | -35,869.47 |
| Total Pass Through Expense | 6,737.94 | 45,494.91 | -38,756.97 |
| Total Contract Labor | 9,922.94 | 48,771.16 | -38,848.22 |
| Total Expense | 96,443.12 | 117,531.19 | -21,088.07 |
| Net Ordinary Income | 46,657.29 | 11,811.77 | 34,845.52 |
| Other Income/Expense | | | |
| Other Income | | | |
| Interest Income | 13.89 | 22.20 | -8.31 |
| Total Other Income | 13.89 | 22.20 | -8.31 |

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11/17/21

Accrual Basis

Stafford Regional Planning Commission
Profit & Loss
October 2021

| | Oct 21 | Oct 20 | \$ Change |
|------------------|------------------|------------------|------------------|
| Net Other Income | 13.89 | 22.20 | -8.31 |
| Net Income | <u>46,671.18</u> | <u>11,833.97</u> | <u>34,837.21</u> |

Stafford Regional Planning Commission
Profit & Loss
October 2021

1. Revenue is contingent on contractor invoices
2. DES Revenue: Several of these projects are task based and cannot be billed until 50% or 100% of tasks are completed. Revenue may not match costs for work done during the interim.
3. Personnel Expenses: Due to the number of contracts/projects, additional staffing has been obtained for FY22, and an Office Coordinator hired. In October of the current fiscal year there were 16 staff members, compared to 12 staff members in the prior year. Staff also received pay increases effective 7/1/21.
4. Big Screen TV to be reimbursed by EDA CARES
5. 3 staff attended NNECAPA conference. More face to face meetings are beginning to increase.
6. I am now an employee!!

Strafford Regional Planning Commission
Income by Customer
October 2021

| <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Amount</u> |
|--|-----------------------|--|---------------|
| 2000 LTA (Local Technical Assistance) | | | |
| 10/01/2021 | 2000 LTA (Local Te... | Dues 137993.70, LESS NOT, MIL, LEE, BRK, NOR REDUCTION=119402.40=9950.20 (Jul-Jun) | 9,950.20 |
| Total 2000 LTA (Local Technical Assistance) | | | 9,950.20 |
| 3300 City of Dover | | | |
| 3303 Dover Equity | | | |
| 10/31/2021 | 3300 City of Dover... | Dover Equity Progress Billing - October 2021 | 2,575.55 |
| 10/31/2021 | 3300 City of Dover... | Dover Equity In Kind Match | -571.82 |
| 10/31/2021 | 3300 City of Dover... | SRPC Cash Match Dover Equity | -46.07 |
| 10/31/2021 | 3300 City of Dover... | Dover Cash Match Dover Equity | -115.16 |
| Total 3303 Dover Equity | | | 1,842.50 |
| 3300 City of Dover - Other | | | |
| 10/31/2021 | 3300 City of Dover | Dover PREPA Cash Match - Payment Request #1 | 750.00 |
| Total 3300 City of Dover - Other | | | 750.00 |
| Total 3300 City of Dover | | | 2,592.50 |
| 3400 Town of Durham | | | |
| 3403 Durham Groundwater Modeling | | | |
| 10/31/2021 | 3400 Town of Durh... | Progress Billing Durham Groundwater - October 2021 | 2,181.70 |
| Total 3403 Durham Groundwater Modeling | | | 2,181.70 |
| 3404 Durham Resilience Grant | | | |
| 10/31/2021 | 3400 Town of Durh... | Progress Billing - Durham Resilience Grant - October 2021 | 622.37 |
| 10/31/2021 | 3400 Town of Durh... | To record when contracts go over budget in QuickBooks | -18.42 |
| Total 3404 Durham Resilience Grant | | | 603.95 |
| Total 3400 Town of Durham | | | 2,785.65 |
| 3500 Town of Farmington | | | |
| 3501 FAR Circuit Rider | | | |
| 10/31/2021 | 3500 Town of Farmi... | Progress Billing - Farmington Circuit Rider - October 2021 | 2,403.05 |
| Total 3501 FAR Circuit Rider | | | 2,403.05 |
| Total 3500 Town of Farmington | | | 2,403.05 |
| 4200 Town of Northwood | | | |
| 4201 NOR Circuit Rider | | | |
| 10/31/2021 | 4200 Town of North... | Progress Billing - Northwood Circuit Rider - October 2021 | 879.33 |
| Total 4201 NOR Circuit Rider | | | 879.33 |
| Total 4200 Town of Northwood | | | 879.33 |
| 4300 Town of Nottingham | | | |

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Accrual Basis

Strafford Regional Planning Commission
Income by Customer
October 2021

| <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Amount</u> |
|---|--|--|---------------|
| 4301 NOT Circuit Rider | | | |
| 10/31/2021 | 4300 Town of Nottin... | Progress Billing - Nottingham Circuit Rider - October 2021 | 2,261.45 |
| | Total 4301 NOT Circuit Rider | | 2,261.45 |
| | Total 4300 Town of Nottingham | | 2,261.45 |
| 4500 Town of Rollinsford | | | |
| 4501 Rollinsford LSWP Match | | | |
| 10/31/2021 | 4500 Town of Rollin... | Cash Match - Rollinsford LSWP | 503.16 |
| | Total 4501 Rollinsford LSWP Match | | 503.16 |
| | Total 4500 Town of Rollinsford | | 503.16 |
| 4600 City of Somersworth | | | |
| 4602 Somersworth 2021 Tax Map | | | |
| 10/31/2021 | 4600 City of Somer... | Progress Billing Somersworth Tax Map Update - October 2021 | 312.50 |
| | Total 4602 Somersworth 2021 Tax Map | | 312.50 |
| | Total 4600 City of Somersworth | | 312.50 |
| 4700 Town of Strafford | | | |
| 4701 Strafford Circuit Rider | | | |
| 10/31/2021 | 4700 Town of Straff... | Progress Billing - Strafford Circuit Rider - October 2021 | 2,343.05 |
| | Total 4701 Strafford Circuit Rider | | 2,343.05 |
| | Total 4700 Town of Strafford | | 2,343.05 |
| 5100 NHCHF | | | |
| 5101 NHCHF Promoting Outdoor Play | | | |
| 10/31/2021 | 5100 NHCHF:5101 ... | Progress Billing - Promoting Outdoor Play - October 2021 | 323.19 |
| | Total 5101 NHCHF Promoting Outdoor Play | | 323.19 |
| | Total 5100 NHCHF | | 323.19 |
| 5150 GSCH | | | |
| 5151 Creating Age Friendly Communities | | | |
| 10/31/2021 | 5150 GSCH:5151 C... | Progress Billing - GSCH - October 2021 | 4,504.52 |
| | Total 5151 Creating Age Friendly Communities | | 4,504.52 |
| | Total 5150 GSCH | | 4,504.52 |
| 5201 UNH | | | |
| 5204 DOV PREPA | | | |
| 10/31/2021 | 5201 UNH:5204 DO... | Progress Billing Dover PREPA - PO P0053255- Payment Request #1 | 4,997.71 |
| 10/31/2021 | 5201 UNH:5204 DO... | Cash Match | -750.00 |

Strafford Regional Planning Commission
Income by Customer
October 2021

11/17/21

Accrual Basis

| <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Amount</u> |
|---|------------------------|--|---------------|
| 10/31/2021 | 5201 UNH:5204 DO... | In Kind Match | -997.71 |
| Total 5204 DOV PREPA | | | 3,250.00 |
| Total 5201 UNH | | | 3,250.00 |
| 6000 NH Office of Planning & Development | | | |
| 6001 TBG22-23 | | | |
| 10/31/2021 | 6000 NH Office of P... | Progress Billing - Targeted Block Grant - Jul-Oct 2021 | 1,484.51 |
| Total 6001 TBG22-23 | | | 1,484.51 |
| 6002 ARPA RHNA | | | |
| 10/31/2021 | 6000 NH Office of P... | Progress Billing - ARPA Regional Housing Needs Assessment - 9/15/21-10/31/21 | 2,084.62 |
| Total 6002 ARPA RHNA | | | 2,084.62 |
| Total 6000 NH Office of Planning & Development | | | 3,569.13 |
| 6100 NH DES | | | |
| 6102 Coastal 22 | | | |
| 10/31/2021 | 6100 NH DES:6102... | Coastal 2022 Progress Billing - September-October 2021 | 4,212.93 |
| 10/31/2021 | 6100 NH DES:6102... | Cash Match | -387.24 |
| 10/31/2021 | 6100 NH DES:6102... | In Kind match for Coastal grant | -1,888.57 |
| Total 6102 Coastal 22 | | | 1,937.12 |
| 6180 NFWF Scaling Up Living Shorelines | | | |
| 10/31/2021 | 6100 NH DES:6180... | NFWF Progress Billing - Sep-Oct 2021 | 1,417.28 |
| Total 6180 NFWF Scaling Up Living Shorelines | | | 1,417.28 |
| 6250.000 PRB-Oyster River | | | |
| 10/31/2021 | 6100 NH DES:6250... | PRB Progress Billing, PO 1064375, Feb-Oct 2021 | 483.75 |
| Total 6250.000 PRB-Oyster River | | | 483.75 |
| 6251 Sunrise Lake | | | |
| 10/31/2021 | 6100 NH DES:6251... | Sunrise Lake Progress Billing - Jul-Oct 2021 | 37,096.47 |
| 10/31/2021 | 6100 NH DES:6251... | Sunrise Lake In Kind Match | -3,050.97 |
| Total 6251 Sunrise Lake | | | 34,045.50 |
| 6303 LSWP 22 | | | |
| 10/31/2021 | 6100 NH DES:6303... | Local Source Water 2022 - SWP325 - Progress Billing - Sep-Oct 2021 | 5,209.99 |
| 10/31/2021 | 6100 NH DES:6303... | Cash Match - ROL | -397.13 |
| 10/31/2021 | 6100 NH DES:6303... | In Kind Match - LSWP - ROL | -115.36 |
| Total 6303 LSWP 22 | | | 4,697.50 |
| Total 6100 NH DES | | | 42,581.15 |

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Accrual Basis

Strafford Regional Planning Commission
Income by Customer
October 2021

| Date | Name | Memo | Amount |
|---|----------------------|---|-------------------|
| 6500 DEPT OF SAFETY (OEM) | | | |
| 6501 PDM19 BAR NDU ROL SOM | | | |
| 10/31/2021 | 6500 DEPT OF SA... | Progress Billing - PDM19 - October 2021 | 2,700.00 |
| 10/31/2021 | 6500 DEPT OF SA... | In Kind Match for Hazard Mitigation contracts | -675.00 |
| Total 6501 PDM19 BAR NDU ROL SOM | | | 2,025.00 |
| Total 6500 DEPT OF SAFETY (OEM) | | | 2,025.00 |
| 7000 ECONOMIC DEVELOPMENT ADMINISTRATION | | | |
| 7002 EDA CARES | | | |
| 10/31/2021 | 7000 ECONOMIC ... | EDA CARES - Project 01-69-15047 - Progress Billing - October 2021 | 19,920.01 |
| Total 7002 EDA CARES | | | 19,920.01 |
| 7003 EDA FY22 | | | |
| 10/31/2021 | 7000 ECONOMIC ... | Progress Billing - ED21PHI3020006 - October 2021 | 9,842.16 |
| 10/31/2021 | 7000 ECONOMIC ... | In Kind Match | -4,047.05 |
| Total 7003 EDA FY22 | | | 5,795.11 |
| Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION | | | 25,715.12 |
| 7100 EPA | | | |
| 7110 Brownfields 2019-2022 | | | |
| 10/31/2021 | 7100 EPA:7110 Bro... | Progress Billing - Brownfields - October 2021 | 5,624.50 |
| Total 7110 Brownfields 2019-2022 | | | 5,624.50 |
| Total 7100 EPA | | | 5,624.50 |
| 8000 DOT UPWP | | | |
| 8001 UPWP 22-23 | | | |
| 10/31/2021 | 8000 DOT UPWP:8... | Progress Billing - UPWP - October 2021 | 34,974.35 |
| 10/31/2021 | 8000 DOT UPWP:8... | 10% Matching Funds | -3,497.44 |
| Total 8001 UPWP 22-23 | | | 31,476.91 |
| Total 8000 DOT UPWP | | | 31,476.91 |
| TOTAL | | | 143,100.41 |

Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July through October 2021

| | Jul - Oct 21 | Budget | \$ Over Budget |
|--|--------------|------------|----------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 2000 SRPC Membership Dues | 39,800.80 | | |
| SRPC Revenue | | 39,800.64 | 0.16 |
| Municipal and NonProfit Revenue | | | |
| 5152 GSCH AARP CHAT SUPPORT | 0.00 | 2,000.00 | -2,000.00 |
| 4802 Sanbornville Precinct | 0.00 | 2,666.64 | -2,666.64 |
| 4602 SOM Tax Map | 1,883.75 | 1,813.34 | 70.41 |
| 4703 Strafford Circuit Rider | 12,078.80 | 16,000.00 | -3,921.20 |
| 4801 WAK Circuit Rider | 0.00 | 1,000.00 | -1,000.00 |
| 5151 GSCH - Tufts | 12,041.31 | 10,000.00 | 2,041.31 |
| DUR Wagon Hill Living Shoreline | 0.00 | 1,000.00 | -1,000.00 |
| 3501 FAR Circuit Rider | 9,789.20 | 16,666.64 | -6,877.44 |
| 3504 FAR Tax Map Updates | 0.00 | 1.00 | -1.00 |
| 5501 GIS Projects | 0.00 | 1.00 | -1.00 |
| MIL MS4 NOI | 0.00 | 1.00 | -1.00 |
| 5101 NHCHF | 10,358.21 | 5,000.00 | 5,358.21 |
| 4102 NKT Tax Maps | 0.00 | 1.00 | -1.00 |
| 4201 Northwood Planning Services | 4,162.44 | 9,333.36 | -5,170.92 |
| 4301 NOT Circuit Rider | 8,786.80 | 9,333.36 | -546.56 |
| 4702 Strafford Tax Map | 0.00 | 1.00 | -1.00 |
| Total Municipal and NonProfit Revenue | 59,100.51 | 74,818.34 | -15,717.83 |
| Total SRPC Revenue | 59,100.51 | 74,818.34 | -15,717.83 |
| Economic Development Revenue | | | |
| 7002 EDA CARES | 55,633.59 | 63,188.64 | -7,555.05 |
| 7001 EDD | 43,447.19 | 48,800.00 | -5,352.81 |
| 7110 EPA Brownfields | 101,029.09 | 38,666.64 | 62,362.45 |
| Total Economic Development Revenue | 200,109.87 | 150,655.28 | 49,454.59 |
| State Award Revenue | | | |
| CDFA | | | |
| 6601 CDBG Grant | 0.00 | 3,333.36 | -3,333.36 |
| Total CDFA | 0.00 | 3,333.36 | -3,333.36 |
| UNH | | | |
| 5204 UNH PREPA DOV | 4,997.71 | 0.00 | 4,997.71 |
| Total UNH | 4,997.71 | 0.00 | 4,997.71 |
| NHDES | | | |
| 6151 Project of Special Merit | 0.00 | 1,111.12 | -1,111.12 |
| 5052 RPC CILUG | 501.69 | 2,818.15 | -2,316.46 |
| 3303 DOV Equity | 7,013.40 | 12,702.36 | -5,688.96 |
| 6180 NFWF Great Bay Shoreline | 5,517.34 | 9,090.89 | -3,573.55 |
| 6251 Sunrise Lake | 37,096.47 | 25,449.34 | 11,647.13 |
| 3404 DUR Resilience | 11,544.07 | 0.00 | 11,544.07 |
| 6102 Coastal FY22 | 6,799.62 | 10,000.00 | -3,200.38 |
| 3302 DOV Coastal Resilience | 527.47 | 0.00 | 527.47 |
| 3403 Dur Groundwater Modeling | 3,420.30 | 10,234.48 | -6,814.18 |
| 6303 Local Source Water MIL ROL | 7,254.29 | 6,909.11 | 345.18 |
| 6250 Watershed PRB | 483.75 | 11,579.64 | -11,095.89 |

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July through October 2021

| | Jul - Oct 21 | Budget | \$ Over Budget |
|---------------------------------------|--------------|------------|----------------|
| Total NHDES | 80,158.40 | 89,895.09 | -9,736.69 |
| Pre-Disaster Mitigation | | | |
| 6501 PDM19 BAR NDU ROL SOM | 7,291.31 | 9,778.00 | -2,486.69 |
| Total Pre-Disaster Mitigation | 7,291.31 | 9,778.00 | -2,486.69 |
| Targeted Block | | | |
| 6001 TBG 22-23 | 0.00 | 3,703.64 | -3,703.64 |
| Targeted Block - Other | 1,484.51 | 0.00 | 1,484.51 |
| Total Targeted Block | 1,484.51 | 3,703.64 | -2,219.13 |
| Total State Award Revenue | 96,016.55 | 106,710.09 | -10,693.54 |
| MPO Revenue | | | |
| NH DOT | | | |
| 8001 UPWP 22-23 | 115,837.65 | 183,300.00 | -67,462.35 |
| 8000 UPWP | 20,982.92 | 0.00 | 20,982.92 |
| Total NH DOT | 136,820.57 | 183,300.00 | -46,479.43 |
| Total MPO Revenue | 136,820.57 | 183,300.00 | -46,479.43 |
| Contra Income Cash Match | | | |
| Cash Match RPC CILUG | -62.71 | -363.63 | 300.92 |
| Dover Equity Cash Match | 84.00 | -916.64 | 1,000.64 |
| Local Source Water Cash Match | -0.01 | -363.63 | 363.62 |
| Coastal Cash Match | -689.50 | -833.36 | 143.86 |
| DOT Cash Match | -13,682.06 | -18,019.36 | 4,337.30 |
| EDD Cash Match | -397.74 | -5,000.00 | 4,602.26 |
| Total Contra Income Cash Match | -17,696.82 | -25,496.62 | 7,799.80 |
| Contra Income InKind/Soft Match | | | |
| IK UPWP Match | 0.00 | -310.64 | 310.64 |
| IK DOV PREPA | -997.71 | 0.00 | -997.71 |
| IK DOV Equity | -1,297.52 | -1,452.36 | 154.84 |
| IK DOV Resilience | -230.54 | 0.00 | -230.54 |
| IK DUR Resilience | -2,486.48 | 0.00 | -2,486.48 |
| DUR Wagon Hill Soft Match | 0.00 | -1,000.00 | 1,000.00 |
| In-Kind Coastal Match | -2,661.00 | -4,166.64 | 1,505.64 |
| In-Kind EDD Match | -17,405.43 | -18,333.36 | 927.93 |
| In-Kind HazMit Match | -1,822.83 | -2,444.66 | 621.83 |
| PRB IK Match | 0.00 | -4,633.36 | 4,633.36 |
| Total Contra Income InKind/Soft Match | -30,471.60 | -32,341.02 | 1,869.42 |
| Total Income | 483,645.11 | 497,446.71 | -13,801.60 |
| Gross Profit | 483,645.11 | 497,446.71 | -13,801.60 |
| Expense | | | |
| Personnel Expenses | | | |
| Salary and Wages | 260,535.40 | 260,003.00 | 532.40 |
| Payroll Expenses | | | |

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July through October 2021

| | Jul - Oct 21 | Budget | \$ Over Budget |
|--|-------------------|-------------------|-------------------|
| FSA Fees | 11.00 | 0.00 | 11.00 |
| Dental insurance expense | 1,585.93 | 2,563.36 | -977.43 |
| Health incentive | 481.72 | 2,677.64 | -2,195.92 |
| Health Insurance expense | 25,566.53 | 34,678.00 | -9,111.47 |
| Life Insurance expense | 406.64 | 431.00 | -24.36 |
| LTD Insurance expense | 222.96 | 243.00 | -20.04 |
| STD insurance expense | 885.92 | 912.64 | -26.72 |
| Payroll Processing Fees | 960.00 | 866.64 | 93.36 |
| Pension expense | 7,142.18 | 11,995.36 | -4,853.18 |
| Unemployment expense | -750.41 | 674.36 | -1,424.77 |
| Workers Compensation | 339.04 | 636.36 | -297.32 |
| Payroll Taxes | 19,719.90 | 19,980.00 | -260.10 |
| Total Payroll Expenses | 56,571.41 | 75,658.36 | -19,086.95 |
| Dues and Subscriptions | 2,623.91 | 2,612.00 | 11.91 |
| Staff Training and Seminars | 500.00 | 3,333.36 | -2,833.36 |
| Total Personnel Expenses | 320,230.72 | 341,606.72 | -21,376.00 |
| Equipment expense | | | |
| Copier Maintenance Contract | 1,279.40 | 1,279.36 | 0.04 |
| Office furniture | | | |
| Computer equipment | 9,403.81 | 7,000.00 | 2,403.81 |
| Office furniture - Other | 2,767.45 | 1,500.00 | 1,267.45 |
| Total Office furniture | 12,171.26 | 8,500.00 | 3,671.26 |
| Other Equipment Repair and Cost | | | |
| Equipment Rental & Repair | 0.00 | 166.64 | -166.64 |
| Total Other Equipment Repair and Cost | 549.30 | 166.64 | 382.66 |
| Software expense | | | |
| ArcInfo/View software | 1,600.00 | 2,166.64 | -566.64 |
| Office Software | | | |
| Timesheet Software | 560.00 | 0.00 | 560.00 |
| Adobe In Design | 1,195.87 | 0.00 | 1,195.87 |
| Anti-virus software | 150.50 | 0.00 | 150.50 |
| Constant Contact | 342.00 | 0.00 | 342.00 |
| DropBox | 47.96 | 0.00 | 47.96 |
| Microsoft Office 365 | 473.05 | 0.00 | 473.05 |
| Office Software - Other | 0.00 | 3,317.36 | -3,317.36 |
| Total Office Software | 3,202.54 | 3,317.36 | -114.82 |
| Total Software expense | 4,802.54 | 5,484.00 | -681.46 |
| Traffic Count Expenses | | | |
| Traffic counting supplies | 6.48 | 1,000.00 | -993.52 |
| Total Traffic Count Expenses | 1,009.48 | 1,000.00 | 9.48 |
| Total Equipment expense | 19,811.98 | 16,430.00 | 3,381.98 |
| Fixed Expenses | | | |
| Insurance | | | |

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July through October 2021

| | Jul - Oct 21 | Budget | \$ Over Budget |
|--|------------------|------------------|------------------------|
| Liability Insurance | 1,752.58 | 1,921.64 | -169.06 |
| Total Insurance | 1,752.58 | 1,921.64 | -169.06 |
| Rent | 10,000.00 | 10,000.00 | 0.00 |
| Vehicle Expenses | | | |
| Depreciation Expense | 1,911.96 | 0.00 | 1,911.96 |
| Vehicle Gas & Repairs | 352.09 | 0.00 | 352.09 |
| Vehicle Interest | 258.34 | 0.00 | 258.34 |
| Vehicle Expenses - Other | 0.00 | 3,674.64 | -3,674.64 |
| Total Vehicle Expenses | 2,522.39 | 3,674.64 | -1,152.25 |
| Total Fixed Expenses | 14,274.97 | 15,596.28 | -1,321.31 |
| Communications | | | |
| Media Outreach Expense | 25.00 | 166.64 | -141.64 |
| Office Telephone System | 0.00 | 1,433.36 | -1,433.36 |
| Postage and Delivery | 137.91 | 133.36 | 4.55 |
| Telephone and Internet | 1,426.66 | 1,200.00 | 226.66 |
| Website maintenance and updates | | | |
| Website and logo design | 1,632.26 | 500.00 | 1,132.26 ⁴ |
| Total Website maintenance and updates | 1,833.18 | 500.00 | 1,333.18 |
| Total Communications | 3,422.75 | 3,433.36 | -10.61 |
| Administrative | | | |
| Library & Planning Books | -355.40 | 666.64 | -1,022.04 ⁵ |
| Meetings Expense | 350.49 | 1,000.00 | -649.51 |
| Office Expense | 3,756.32 | 2,300.00 | 1,456.32 ⁶ |
| Office Supplies | 2,199.65 | 1,000.00 | 1,199.65 ⁷ |
| Printing and Reproduction | 0.00 | 50.00 | -50.00 |
| Professional Fees | | | |
| Accounting, Audit | 5,000.00 | 4,000.00 | 1,000.00 |
| Legal Fees | 0.00 | 1,333.36 | -1,333.36 |
| Total Professional Fees | 5,000.00 | 5,333.36 | -333.36 |
| Travel & Ent | | | |
| Travel | 2,550.50 | 0.00 | 2,550.50 |
| Travel & Ent - Other | 0.00 | 666.64 | -666.64 |
| Total Travel & Ent | 2,622.29 | 666.64 | 1,955.65 |
| Total Administrative | 13,573.35 | 11,016.64 | 2,556.71 |
| Contract Labor | | | |
| Financial Services | 17,436.25 | 14,000.00 | 3,436.25 ⁸ |
| IT and Network support | 1,297.50 | 3,000.00 | -1,702.50 |
| Pass Through Expense | | | |
| RPC FTA Subcontract | 0.00 | 2,797.36 | -2,797.36 |
| DOV Equity Consultants | 0.00 | 3,575.00 | -3,575.00 |
| NHDOT Consultant | 6,992.67 | 8,333.36 | -1,340.69 |
| EDA CARES Contract Support | 6,307.00 | 8,333.36 | -2,026.36 |
| DUR Resilience Subcontract | 137.99 | 0.00 | 137.99 |

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Accrual Basis

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through October 2021

| | Jul - Oct 21 | Budget | \$ Over Budget |
|-----------------------------------|-------------------|-------------------|-------------------|
| Sunrise Lake Subcontract | 4,618.84 | 16,000.00 | -11,381.16 |
| DUR Groundwater Consultant | 520.00 | 2,588.80 | -2,068.80 |
| EPA Brownfields Consultants | 98,569.59 | 36,666.64 | 61,902.95 |
| PRB Consultants | 0.00 | 10,223.34 | -10,223.34 |
| Total Pass Through Expense | 117,840.97 | 88,517.86 | 29,323.11 |
| Total Contract Labor | 136,574.72 | 105,517.86 | 31,056.86 |
| Total Expense | 507,888.49 | 493,600.86 | 14,287.63 |
| Net Ordinary Income | -24,243.38 | 3,845.85 | -28,089.23 |
| Other Income/Expense | | | |
| Other Income | | | |
| Interest Income | 52.08 | 36.00 | 16.08 |
| Total Other Income | 52.08 | 36.00 | 16.08 |
| Net Other Income | 52.08 | 36.00 | 16.08 |
| Net Income | -24,191.30 | 3,881.85 | -28,073.15 |

Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through October 2021

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

2. Personnel: All Personnel costs were spread evenly for each month. Actual costs on the report reflect hours paid. July, for example, had three pay periods but the budget was established using 1/12 of budgeted personnel costs per month. The budget estimated hours worked for each staff member, may have changed since the budget was originally adopted. In addition, we have received holiday credits for unemployment and workers compensation insurance coverages.

3. Computer equipment has been upgraded, a big screen TV purchased and will be reimbursed by EDA CARES, several COVID and ergonomic items were purchased to upgrade the office and to keep staff safe.

4. The website has been constructed by staff and is now complete. Several plug-ins and other items were needed to get up and functional.

5. Reflects invoices sent to non-dues paying towns.

6. Office Expense: The majority of cost reflects the \$25 COVID reimbursement paid to staff members each payday.

7. Office Supplies: Approximately \$1,300 of this cost is attributable to NHCHF POP! Supplies, for which we were reimbursed.

8. Financial Services: The budget was spread evenly over 12 months and included approximately 54 hours per month. Actual hours, due to increased staffing tasks, increases in the number of contracts administered, and other work associated with the annual audit and submission of indirect cost rate proposals to the new cognizant agency has resulted in more hours needed than originally budgeted monthly.

9. Pass Through Expenses: (See notes pertaining to various contracts above) These expenses are contingent upon receipt of contractor invoices

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

STRAFFORD REGIONAL PLANNING COMMISSION

establishes the following SIMPLE

Name of Employer

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

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

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

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

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

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

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

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

Article IV – Other Requirements and Provisions

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

Article V – Definitions

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

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

Article VII – Effective Date

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

* * * * *

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

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

Model Notification to Eligible Employees

I. Opportunity to Participate in the SIMPLE IRA Plan

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

II. Employer Contribution Election

For the 2022 calendar year, the Employer elects to contribute to your SIMPLE IRA (*employer must select either (1), (2), or (3)*):

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

III. Administrative Procedures

To start or change your salary reduction contributions, you must complete the salary reduction agreement and return it to KATHY FOSTER (employer should designate a place or individual by 12/30/2021 (*employer should insert a date that is not less than 60 days after notice is given*)).

IV. Employee Selection of Financial Institution

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

Model Salary Reduction Agreement

I. Salary Reduction Election

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

II. Maximum Salary Reduction

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

III. Date Salary Reduction Begins

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

IV. Employee Selection of Financial Institution

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

Name of financial institution

Address of financial institution

SIMPLE IRA account name and number

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

V. Duration of Election

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

Signature of employee _____ Date _____

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

General Instructions

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

Purpose of Form

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

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

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

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

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

Which Employers May Establish and Maintain a SIMPLE IRA Plan?

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

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

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

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

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

What Is a SIMPLE IRA Plan?

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

When To Use Form 5304-SIMPLE

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

Do not use Form 5304-SIMPLE if:

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

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

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

Completing Form 5304-SIMPLE

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

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

Employee Eligibility Requirements (Article I)

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

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

Salary Reduction Agreements (Article II)

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

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

Timing of Salary Reduction Elections

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

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

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

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

Contributions (Article III)

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

Salary Reduction Contributions

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

Matching Contributions

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

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

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

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

Nonelective Contributions

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

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

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

Effective Date (Article VII)

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

Additional Information

Timing of Salary Reduction Contributions

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

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

Definition of Compensation

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

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

Employee Notification

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

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

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

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

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

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

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

Reporting Requirements

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

Deducting Contributions

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

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

Summary Description

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

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

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

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

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

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

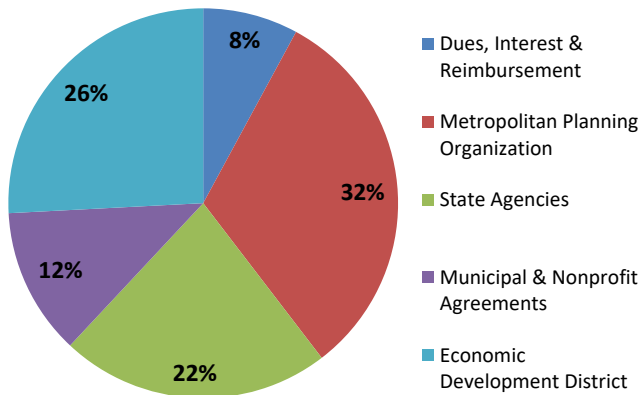
Strafford Regional Planning Commission

DRAFT FY 2022 Mid-Year Budget Amendment

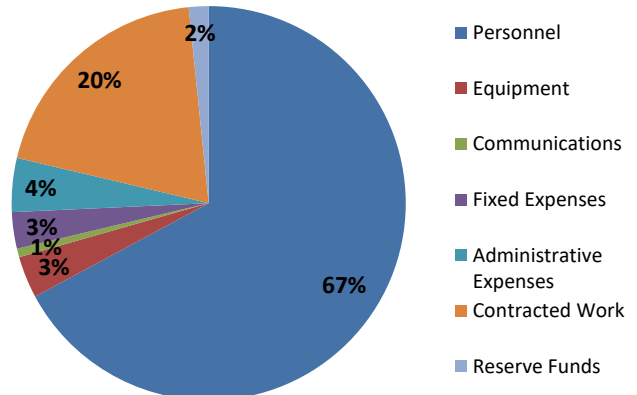
Summary Table

| | Adopted FY22 | Draft FY22 Mid-Year | |
|------------------------------------|------------------|---------------------|----------------|
| | Revenue | Revenue | Net Change |
| Dues, Interest & Reimbursement | 123,523 | 123,523 | 0 |
| Metropolitan Planning Organization | 494,910 | 494,910 | 0 |
| State Agencies | 257,276 | 349,508 | 92,232 |
| Municipal & Nonprofit Agreements | 194,599 | 190,759 | (3,840) |
| Economic Development District | 375,566 | 403,268 | 27,703 |
| Total | 1,445,873 | 1,561,968 | 116,095 |
| | Expenses | Expenses | Net Change |
| Personnel | 1,027,840 | 1,034,003 | 6,163 |
| Equipment | 48,991 | 52,924 | 3,934 |
| Communications | 10,300 | 10,873 | 573 |
| Fixed Expenses | 46,789 | 46,028 | (761) |
| Administrative Expenses | 34,050 | 68,025 | 33,975 |
| Contracted Work | 272,688 | 303,142 | 30,455 |
| Reserve Funds | 5,000 | 25,000 | 20,000 |
| Total | 1,445,658 | 1,539,996 | 94,338 |
| Net Deficit/Surplus | 215 | 21,972 | 21,757 |

DRAFT FY2022 Mid-Year Budget Amendment Revenue



DRAFT FY2022 Mid-Year Budget Amendment Expenses



Strafford Regional Planning Commission

| FY2022 REVENUES | Adopted FY 22 Net Outside Revenue | FY2022 DRAFT Mid-Year Budget Amendment Revenue | | | | |
|--|--|--|---------------------------|---------------------------------|---------------------------------|---------------------------|
| | | Funding Source Revenue | Internal Dues Match | Outside Source Soft Match | Outside Source Cash Match | Net Outside Funding |
| Total | 1,445,873 | 1,555,144 | 78,595 | 107,858 | 6,824 | 1,561,968 |
| Dues, Interest & Reimbursements | 123,523 | 123,523 | 0 | 0 | 0 | 123,523 |
| 2000 Municipal Dues (minus BRK, NOT, MIL, LEE) | 119,402 | 119,402 | 0 | 0 | 0 | 119,402 |
| 0000 Interest | 100 | 100 | 0 | 0 | 0 | 100 |
| 0000 Health Trust reward/reimbursement | 500 | 500 | 0 | 0 | 0 | 500 |
| 0000 Misc Revenue | 3,520 | 3,520 | 0 | 0 | 0 | 3,520 |
| Municipal & Nonprofit Service Agreements | 194,599 | 190,759 | 5,000 | 0 | 0 | 190,759 |
| 3501 Farmington Town Planner Services | 50,000 | 48,000 | 0 | 0 | 0 | 48,000 |
| 3504 Farmington Tax Maps CY2021 | 1 | 2,139 | 0 | 0 | 0 | 2,139 |
| 4102 Newmarket Tax Maps CY 2021 | 1 | 1,000 | 0 | 0 | 0 | 1,000 |
| 4201 Northwood Technical Services | 28,000 | 25,000 | 0 | 0 | 0 | 25,000 |
| 4301 Nottingham Town Planner Services | 28,000 | 28,000 | 0 | 0 | 0 | 28,000 |
| 4602 Somersworth Tax Maps | 2,720 | 2,720 | 0 | 0 | 0 | 2,720 |
| 4701 Strafford Town Planner Services | 24,000 | 24,000 | 0 | 0 | 0 | 24,000 |
| 4702 Strafford Tax Maps | 1 | 1 | 0 | 0 | 0 | 1 |
| 4801 Wakefield CR | 1,500 | 2,640 | 0 | 0 | 0 | 2,640 |
| 4802 Sanbornville Precinct NBRC Grant Admin | 8,000 | 5,000 | 0 | 0 | 0 | 5,000 |
| 5031 NRPC Geodata Portal | 1,375 | 1,375 | 0 | 0 | 0 | 1,375 |
| 5101 POP!/NH Children's Health Foundation | 15,000 | 10,883 | 0 | 0 | 0 | 10,883 |
| 5151 CHAT/Tufts Health Plan Foundation - Healthy Aging | 30,000 | 34,000 | 5,000 | 0 | 0 | 34,000 |
| 5152 AARP support of CHAT/Tufts Fdn | 6,000 | 6,000 | 0 | 0 | 0 | 6,000 |
| 5501 GIS projects (small billable projects) | 1 | 1 | 0 | 0 | 0 | 1 |
| Economic Development District Agreements | 375,566 | 403,268 | 14,583 | 47,890 | 0 | 403,268 |
| U.S. Dept of Economic Development Administration | | | | | | |
| 7001 EDD Planning Grant, Dues & Inkind Match | 70,000 | 12,935 | 0 | 4,140 | 0 | 12,935 |
| 7003 EDD Planning Partnership | | 58,333 | 14,583 | 43,750 | | 58,333 |
| 7002 CARES Act Recovery and Resiliency | 189,566 | 210,000 | 0 | 0 | 0 | 210,000 |
| U.S. Environmental Protection Agency | | | | | | |
| 7110 Brownfields Community Assessment Grant | 116,000 | 122,000 | 0 | 0 | 0 | 122,000 |
| State Agreements | 257,276 | 342,684 | 4,938 | 59,052 | 6,824 | 349,508 |
| Office of Planning and Development, BEA | | | | | | |
| 6001 Targeted Block Grant | 11,111 | 11,111 | 0 | 0 | 0 | 11,111 |
| 6002 ARPA Housing Needs Assessment | | 50,000 | 0 | 0 | 0 | 50,000 |
| Dept of Environmental Services | | | | | | |
| 3302 Coastal Resilience Grant - Dover | 500 | 1,507 | 0 | 0 | 0 | 1,507 |
| 3303 Coastal Resilience Grant - Dover Equity | 33,000 | 31,061 | 607 | 3,706 | 1,519 | 32,580 |
| 3403 Durham Groundwater Modeling | 20,469 | 26,399 | 0 | 0 | 0 | 26,399 |
| 3404 Coastal Resilience Grant - Durham | 1,000 | 3,142 | 0 | 1,822 | 2,805 | 5,946 |
| 5052 RPC/Source Water Protection-Coastal Innovative Land Use Guide | 6,750 | 5,816 | 831 | | | 5,816 |
| 6102 Coastal Grant 2022 | 15,000 | 15,000 | 2,500 | 12,500 | 0 | 15,000 |
| 61xx Project of Special Merit | 10,000 | 10,000 | 0 | 0 | 0 | 10,000 |
| 6180 NFWF-Living Shoreline Implementation for Great Bay | 25,000 | 27,546 | 0 | 0 | 0 | 27,546 |
| 6250 Watershed Assistance (Permeable Reactive Barrier) | 20,839 | 29,846 | 0 | 24,357 | 0 | 29,846 |
| 6251 604(b)-Sunrise Lake Watershed Management Plan | 38,174 | 43,496 | 0 | 0 | 0 | 43,496 |
| 6303 Source Water Protection-ROL and MIL MS4 Stowater Regs | 18,000 | 19,000 | 1,000 | 0 | 1,000 | 20,000 |
| University of New Hampshire | | | | | | |
| 5203 Pathways to Resilience | | 1,000 | 0 | 0 | 0 | 1,000 |
| 5204 PREPA Grant-Dover buffers regulation update | 3,433 | 5,909 | 0 | 2,500 | 1,500 | 7,409 |
| 5205 PREPA Grant-New Durham shoreland regulation update | 9,000 | 9,352 | 0 | 0 | 0 | 9,352 |
| NH Community Development Finance Authority | | | | | | |
| 6601 CDBG Grant Administration | 10,000 | 10,000 | 0 | 0 | 0 | 10,000 |
| Department of Safety Homeland Security | | | | | | |
| 6501 HazMit Plans PDM19- BAR,NDU,ROL,SOM (1/1/21-12/31/23) | 11,000 | 18,500 | 0 | 6,167 | 0 | 18,500 |
| 6502 HazMit Plans PDM-DUR, MID, MIL, NOT, STR, WAK (1/1/22-12/31/23) | 24,000 | 24,000 | 0 | 8,000 | 0 | 24,000 |
| Metropolitan Planning Organization Agreements | 494,910 | 494,910 | 54,074 | 917 | 0 | 494,910 |
| Dept of Transportation | | | | | | |
| 8001 UPWP Federal Highways & Transit | 494,910 | 494,910 | 54,074 | 917 | 0 | 494,910 |

Strafford Regional Planning Commission

| FY2022 EXPENSES | Adopted FY22 Budget Expenses | FY22 DRAFT MidYear Budget Expenses | Net Change |
|--|---------------------------------|---------------------------------------|---------------|
| Total | 1,445,658 | 1,539,996 | 94,338 |
| PERSONNEL | 1,027,840 | 1,034,003 | 6,163 |
| Salaries and Hourly Wages | 783,529 | 810,071 | 26,542 |
| Payroll Taxes | 59,940 | 61,970 | 2,030 |
| Payroll Processing - QuickBooks | 2,600 | 2,600 | 0 |
| Health Insurance | 104,034 | 97,083 | (6,951) |
| Dental Insurance | 7,690 | 5,628 | (2,062) |
| Life Insurance | 1,293 | 1,498 | 205 |
| Shortterm Disability | 2,738 | 3,155 | 416 |
| Longterm Disability | 729 | 806 | 77 |
| FSA Fees | 0 | 0 | 0 |
| Health Incentives | 7,533 | 9,185 | 1,652 |
| SIMPLE IRA Pension | 35,986 | 22,643 | (13,343) |
| Worker's Compensation | 1,909 | 1,294 | (615) |
| Unemployment Insurance | 2,023 | 234 | (1,789) |
| Staff Training & Workshops | 10,000 | 10,000 | 0 |
| Professional Dues: AMPO, NHARPC, NHPA, APA, NHMA, NEARC, NADO | 7,836 | 7,836 | 0 |
| EQUIPMENT | 48,991 | 52,924 | 3,934 |
| ARClInfo/View Software: Maintenance | 6,500 | 6,500 | 0 |
| Transpo Software Maintenance: TransCAD | 1,500 | 1,500 | 0 |
| Office Software: Maintenance, purchase | 9,952 | 10,215 | 262 |
| INRIX Database for Transportation Planning | 8,200 | 8,200 | 0 |
| Traffic Count Supplies and Repair | 3,000 | 3,000 | 0 |
| Equipment Rental and Repair | 500 | 500 | 0 |
| Copier Maintenance Contract | 3,838 | 3,838 | 0 |
| Computers and Peripherals | 11,000 | 14,444 | 3,444 |
| Office Furniture | 4,500 | 4,727 | 227 |
| COMMUNICATIONS | 10,300 | 10,873 | 573 |
| Postage and Delivery | 400 | 400 | 0 |
| Office Phone System | 4,300 | 4,300 | 0 |
| Internet and Phone Service | 3,600 | 3,600 | 0 |
| Website Design and Maintenance | 1,500 | 2,073 | 573 |
| Media Outreach Activities | 500 | 500 | 0 |
| FIXED EXPENSES | 46,789 | 46,028 | (761) |
| Property & Liability | 5,765 | 5,004 | (761) |
| Office Vehicle Lease and Maintenance | 11,024 | 11,024 | 0 |
| Rent | 30,000 | 30,000 | 0 |
| ADMINISTRATIVE EXPENSES | 34,050 | 68,025 | 33,975 |
| Printing | 150 | 150 | 0 |
| Audit and Accounting Services | 12,000 | 12,000 | 0 |
| Legal | 4,000 | 4,000 | 0 |
| Office and Mapping Supplies | 3,000 | 3,000 | 0 |
| Office Expense | 6,900 | 27,875 | 20,975 |
| Meeting Expenses (Meetings and Meeting Notices) | 3,000 | 3,000 | 0 |
| Travel | 2,000 | 15,000 | 13,000 |
| Library & Subscriptions: NH Planning Books | 2,000 | 2,000 | 0 |
| Bank Fees | 0 | 0 | 0 |
| HealthTrust Employee Health Rewards | 1,000 | 1,000 | 0 |
| OUTSOURCED CONTRACTS | 272,688 | 303,142 | 30,455 |
| 1000 Financial Services | 42,000 | 17,436 | (24,564) |
| 1000 IT Services | 9,000 | 9,000 | 0 |
| 3303 Dover Equity Climate Resilience Consultants | 10,725 | 15,495 | 4,770 |
| 3403 Durham SRF Groundwater Modeling Consultant | 3,236 | 10,670 | 7,434 |
| 3404 Durham Coast Resilience - UNH Coop Ext & NH Sea Grant | 0 | 0 | 0 |
| 5204 PREPA Grant-Dover Wetlands Scientist | 0 | 2,000 | 2,000 |
| 6250 Watershed Assistance (Permeable Reactive Barrier) Consultants | 15,335 | 24,449 | 9,114 |
| 6251 604(b) Sunrise Lake Watershed Mgt Plan Consultants | 24,000 | 25,843 | 1,843 |
| 7002 EDA CARES Contract support | 25,000 | 50,000 | 25,000 |
| 7100 EPA Brownfields - NOBIS Engineering (10/1/2019-9/30/2022) | 110,000 | 115,000 | 5,000 |
| 8000 Contract Transportation Support (UPWP) | 25,000 | 25,000 | 0 |
| 8000.602 FTA 5305e Subcontract to RPC | 8,392 | 8,249 | (143) |
| RESERVE FUND CONTRIBUTION | 5,000 | 25,000 | 20,000 |
| | 100% | 98% | |

DRAFT
Paid Time Off

1. Purpose

SRPC's PTO (paid time off) policy is designed to provide employees with flexible paid time off from work that can be used for purposes that include the following:

- Vacation
- Personal or Family Illness
- Medical Appointments
- Personal Matters
- Volunteerism
- Supplemental Bereavement Leave and
- Maternity/Paternity Leave

2. Accruals and Maximum Accumulations of PTO

All regular full-time employees accrue PTO with pay at the rate of 2 days per month of service starting from the date of hire. This accrual rate is fractionally apportioned throughout the 26 pay periods in a year. An additional day is added for each year of service up to a maximum of 32 days per year.

PTO is added to the employee's PTO bank when the bi-weekly paycheck is issued. PTO taken will be subtracted from the employee's accrued time bank.

PTO may be accumulated up to a maximum of 40 days. Any accumulated leave over 40 days will be forfeited at the end of the pay period in which the employee exceeds their twentieth vacation day if not used.

All regular part-time employees accrue annual leave by the above formula pro-rated to their individual work schedules. For example, an employee working 20 hours per week would accumulate annual leave at 50 percent of the rate of a full-time employee with an equivalent number of years of service.

Paid annual leave for temporary employees is at the discretion of the Executive Director and may be granted on a prorated basis as applicable.

An employee will not accrue any annual leave for pay periods in which the employee is entitled to no wages, unless required under law. Generally, this means when the employee is on unpaid leave, such as FMLA leave. Requests to use annual leave must be approved by the Executive Director. Annual leave may be used in minimum increments of one-half hour.

Employees may not ask to take unpaid time away from work until all of their available accrued earned time off has been used.

Notes:

- *The SRPC Executive Director retains the authority to consider comparable experience at similar agencies and hire staff at any step on the PTO accumulation schedule.*
- *The SRPC retains the authority to consider comparable experience at similar agencies and hire the Executive Director at any step on the PTO accumulation schedule.*
- *Executive Director pre-approval with at least one-week notice is required for all planned PTO leave extending beyond three (3) consecutive business days.*
- *The SRPC allows three (3) days of paid bereavement leave due to the death of immediate family members. Supplemental bereavement leave, beyond three days, is an eligible use of PTO.*

3. Conversion of Accumulated Sick, Personal, and Vacation Time to PTO:

PTO shall replace sick and vacation leave under the SRPC Personnel Policy. For employees that have accrued amounts of sick and vacation leave, the SRPC will allow the conversion of that time to PTO as follows:

- Vacation time converts to PTO at a 1:1 ratio; with vacation time capped at 20 days
- Sick time converts to PTO at a 1:1 ratio, with sick time conversion capped at 20 days

As of the date of adoption of this policy, all new SRPC employees shall accrue PTO and be subject to this policy.

4. PTO Balances Payable Upon Separation of Employment:

Upon notice that an employee is leaving the SRPC's employment, the employee shall be eligible for payment not to exceed 50% of accrued PTO balances for a maximum of 160 hours or 20 days.



Strafford Regional Planning Commission Employee Handbook

**Your Guide to Employment at Strafford Regional Planning
Commission**

The SRPC Executive Committee adopted these policies at their regularly
scheduled meeting on July 16, 2021.

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VIII. TIMEOFF/LEAVES OF ABSENCE

A. Holidays

The Commission observes the following paid holidays:

1. New Year's Day
2. Civil Rights Day
3. Presidents Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Indigenous Peoples Day
9. Veterans Day
10. Thanksgiving Day
11. Friday following Thanksgiving
12. Christmas Day, or other single day

If different units of government observe any of these designated holidays on different dates, the Executive Director decides when the Commission will observe them.

When a designated holiday falls on a Saturday or Sunday, the Executive Director determines whether the Commission will observe the holiday on the preceding Friday or on the following Monday.

When a designated holiday occurs during an eligible employee's paid absence, holiday leave will be substituted for paid leave.

Employees may choose the date for their holiday in lieu of Christmas Day, and they must notify the Executive Director of their selection in advance. If an employee elects to work on Christmas Day, the employee may work at home with prior approval from the Executive Director.

The Executive Director will grant requests for other holidays away from work, when possible, on a first-come, first-served basis, taking staffing needs into consideration.

Part-time benefit-eligible employees are entitled to holiday pay for a pro-rated amount of hours (e.g., an employee who typically works 30 hours per week may take six "floating" holiday hours that same week). The schedule for the week may be adjusted to accommodate the total regular hours for the work week.

Paid holidays for temporary employees is at the discretion of the Executive Director and may be granted on a prorated basis as applicable.

B. Annual Leave (Vacation) ---- SEE SEPARATE DRAFT PTO

Time off from work to relax and pursue special interests is important to everyone. All regular full-time employees accrue vacation time off with pay at the rate of one day per month of service starting from the date of hire. This accrual rate is fractionally apportioned throughout the 26 pay periods in a year. An additional day is added for each year of service up to a maximum of 20 days per year. At the Executive Director's discretion, upon hire, an employee may be granted leave starting at a higher seniority level.

Annual leave may be accumulated up to a maximum of 20 days. Any accumulated leave over 20 days will be forfeited at the end of the pay period in which the employee exceeds their twentieth vacation day if not used.

All regular part-time employees accrue annual leave by the above formula pro-rated to their individual work schedules. For example, an employee working 20 hours per week would accumulate annual leave at 50 percent of the rate of a full-time employee with an equivalent number of years of service.

Paid annual leave for temporary employees is at the discretion of the Executive Director and may be granted on a prorated basis as applicable.

An employee will not accrue any annual leave for pay periods in which the employee is entitled to no wages, unless required under law. Generally, this means when the employee is on unpaid leave, such as FMLA leave. Requests to use annual leave must be approved by the Executive Director.

Annual leave may be used in minimum increments of one-half hour.

Employees may not ask to take unpaid time away from work until all of their available accrued earned time off has been used.

Accrued, unused vacation time will be paid out upon termination of employment.

C. Sick Time---- SEE SEPARATE DRAFT PTO

All regular full-time or part-time employees are eligible for paid time off for temporary absence from work due to illness, injury, or other conditions requiring medical attention. Medical leave may be used for medical appointments and other matters related to employee health. In addition, medical leave may be used for attending to an illness or health-related concern for a member of the employee's immediate family or household. "Immediate family" means the employee's spouse or domestic partner, child, son/daughter-in-law, parent, grandparent, grandchild, sibling, or legal guardian.

Family member also includes individuals in the following relationships with the employee's spouse or domestic partner: child, parent, or grandparent. It also includes those persons in a "step" or "half" relationship. If the employee has no spouse or domestic partner, the employee may designate one person as to whom the employee may use paid sick leave to aid or care for the person.

Medical emergencies notwithstanding, employees who are unable to report to work due to illness or injury must notify their supervisor as well as the office before the start of their workday and on each additional day they will be absent.

Medical leave is earned at the rate of one day per month of full-time service starting from the employee's date of hire. An employee may accrue a maximum 20 days of medical leave. Medical leave for regular part-time employees will be based on the percentage of hours worked compared to the normal work week for the Commission. Paid medical leave for temporary employees is at the discretion of the Executive Director and may be granted on a prorated basis as applicable.

An employee will not accrue any medical leave during pay periods in which the employee is entitled to no wages, unless required under law. Generally, this means when the employee is on unpaid leave, such as FMLA leave.

Employees may not receive any other form of compensation in lieu of taking medical leave.

Medical leave may be taken in minimum increments of one-half hour.

Unused medical leave is not compensated upon separation from employment, whether voluntary or involuntary, with the Commission.

D. Voluntary Leave Donation

Employees may voluntarily donate accumulated earned time leave for the benefit of another employee who is unable to work due to an illness or injury and has exhausted all previously earned paid leave.

To be eligible to receive voluntary leave donations, the employee must:

- Be a regular employee working at least 20 hours per week,
- Have a performance evaluation of "Meets Expectations" or above,
- Be experiencing a serious medical condition as defined by the Family Medical Leave Act that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available,
- Not have submitted a request for separation or retirement, and
- Have exhausted paid time off balance.

In order to donate and/or receive earned time leave under this policy, requests must be submitted to Executive Director as soon as possible for inclusion in the next payroll. The requests should include:

- A written statement signed by the employee and verified by Executive Director requesting authorization to receive donated earned time leave, indicating the commencement date when all other forms of leave have been or will be exhausted. (The Executive Director may waive this requirement in the event the employee is incapacitated.)
- A written statement signed by an employee who wishes to voluntarily donate paid leave, to include the amount of time being donated (no less than 4 hours but ideally in 8-hour increments or the receiving person's typical daily schedule) to the Voluntary Leave Donation and ultimately credited to a specific recipient.
- Donations can be made only if the donor has a minimum of 44 hours of accumulated leave and cannot reduce their leave balance below 40 hours.

Donations of paid leave shall be deducted from the donating employee's accumulated paid leave account (on an hourly basis) and transferred into the recipient's account (on an hourly basis) immediately upon receipt of the required requests. The value of donated leave time shall be calculated at the recipient's regular rate of pay at the time of disbursement. Unused donated paid leave time shall remain in the recipient's account.

The maximum amount of paid leave to be donated to any single employee (recipient) shall be eighty (80) hours annually and forty (40) hours per donor annually, to be disbursed at a maximum rate equal to the employee's (recipient's) regular week's pay.

The use of donated leave time shall be used for medical needs only. Also, donated leave shall not serve to change any existing conditions of employment or extend an employee's tenure in a position. Ultimately the decision to approve an employee's request for donated time or request to donate time is at the discretion of the Executive Director.

E. Maternity Leave

New Hampshire law prohibits discrimination on the basis of an individual's sex, which includes pregnancy, childbirth, and related medical conditions. Consequently, pregnant women are entitled to an unpaid leave of absence that covers the period of temporary physical disability, as certified by a physician, related to their pregnancy or to childbirth.

This leave will be unpaid, but the employee may elect to use her accrued annual leave or accrued medical leave during the time of her maternity leave. Eligible employees may also apply for short-term disability benefits. Any paid leave, including the use of annual leave, medical leave, and short-term disability benefits, runs concurrently with state-

mandated maternity leave, and any remaining maternity leave after the use of annual leave, medical leave and short-term disability benefits will be unpaid. Leave taken by eligible employees under our FMLA policy will run concurrently with maternity leave. An employee will not accrue any annual leave or medical leave during the pay periods in which they are entitled to no wages, such as during maternity leave, unless required by law.

Employees on maternity leave who are eligible for FMLA leave or short-term disability will remain eligible to continue to participate in the Commission's health/dental insurance benefit as set forth in the organization's FMLA Policy or Short-Term Disability Policy (available from the Human Resource Department). Employees who are not eligible for FMLA leave or who have exhausted their available FMLA leave weeks and remain disabled as a result of pregnancy, childbirth, or related conditions and who are not eligible to receive short-term disability benefits will be allowed to participate in our health/dental insurance benefit for 30 days. When those 30 days expire, the employee may continue medical insurance coverage by making arrangements with the Human Resource Department to pay the entire amount of the appropriate monthly premium in advance each month. An employee's health insurance coverage may be canceled if the premium payment is more than 30 days late.

When an employee on approved maternity leave is physically able to return to work, her original job or a comparable position will be made available to her, unless business necessity makes this impossible or unreasonable. If the employee fails to return to work when released by her doctor, she will be considered to have voluntarily terminated her employment. Employees on maternity leave should contact the Financial Consultant to make arrangements for paying their health insurance premiums during their leaves.

Female employees requesting maternity leave are asked to notify their immediate supervisor or the Executive Director of the need for such leave and its expected duration, as far in advance of the leave as possible.

Medical certification of the period of physical disability related to an employee's pregnancy or childbirth must be obtained and provided to the Executive Director as soon as possible after the need for the leave is determined, and the employee may return to work only upon certification of her doctor releasing her to return to work.

F. Leave of Absence Without Pay

If a situation arises that temporarily prevents an employee with at least one year of service from working, they may be eligible for a personal leave of absence without pay.

Any request for a leave of absence without pay must be submitted in writing as far in advance as possible. The Executive Director will review each request individually.

An employee will not accrue any annual leave or medical leave during the pay periods in which they are entitled to no wages, such as during a leave of absence without pay, unless required under law.

The decision to approve or disapprove a request for a leave of absence without pay will be based on the circumstances; the length of time requested; the employee's job performance, attendance, and punctuality record; the reason for the leave; the effect the employee's absence will have on the work of the Commission; and the expectation that the employee will return to work when the leave expires.

G. Bereavement

A regular full-time employee may be granted up to three days paid bereavement leave following the death of a family or household member. Family is defined as being of origin, adoption, or of choice and includes the employee's spouse or domestic partner, child, son/daughter-in-law, parent, grandparent, grandchild, sibling, or legal guardian. Family member also includes individuals in the following relationships with the employee's spouse or domestic partner: child, parent, or grandparent. It also includes those persons in a "step" or "half" relationship. If the employee has no spouse or domestic partner, the employee may designate one person as to whom the employee may use leave time under this policy.

Employees who require additional bereavement time must use available accrued paid time off. Employees must inform their supervisor or the Executive Director as soon as possible of their situation and the estimated time off from work they will need. The Commission reserves the right to request documentation to support this leave.

H. Civil Leave (Jury or Witness Duty)

An employee shall be excused from employment for the day or days required to serve as a juror or witness in any court of the United States or the employee's state of residence. A full-time employee called for jury duty or subpoenaed as a witness shall be granted paid leave for the first 10 days of the civil involvement. For part-time and temporary employees, jury or witness duty should be considered an excused unpaid absence. Employees who are compensated for the civil duty shall be paid the difference between their regular day's pay and the amount of compensation they receive for performing jury duty.

Upon receiving notification for jury duty or other civil duty, an employee must immediately inform their supervisor or the Executive Director of the reporting date(s).

Employees on civil leave are expected to inform daily the designated staff person responsible for employee records of the continuation of service.

Employees released from jury duty or other service during work hours are expected to report to work, unless otherwise instructed by their supervisor.

I. Military Leave

Employees who belong to the U.S. armed forces reserves or the National Guard will be granted unpaid military leave when on active duty, attending a two-week annual training, or deployed to assist during an emergency.

Employees requesting military leave should give their supervisor as much advance notice as possible.

Although unpaid, military leave will not affect employment status, seniority, vacation, sick leave, advancement, or other advantages of employment. Employees may choose to take some or all of their vacation with pay during this period. An employee who wants to be reinstated to employment following military leave must promptly notify the Executive Director.

J. Crime Victim Policy

In accordance with New Hampshire law, the Commission will grant an employee unpaid time off from work to attend court or other legal or investigative proceedings associated with the prosecution of a crime in which the employee was a victim. For the purposes of this policy, a “victim” is any person who suffers direct or threatened physical, emotional, psychological, or financial harm as a result of the commission or attempted commission of a crime.

An employee may also qualify for leave under this policy if they are part of the immediate family of a homicide victim, of a child under the age of 18 who is a victim of a crime, or of an incompetent adult who is the victim of a crime. For purposes of this policy, “immediate family” means the employee’s spouse or domestic partner, child, son/daughter-in-law, parent, grandparent, grandchild, sibling, or legal guardian. Family member also includes individuals in the following relationships with the employee’s spouse or domestic partner: child, parent, or grandparent. It also includes those persons in a “step” or “half” relationship. If the employee has no spouse or domestic partner, the employee may designate one person as to whom the employee may use leave time under this policy.

Employees who need time off under this policy should notify the Executive Director or Financial/HR Consultant as far in advance as possible. They may be asked to submit copies of the notices for each scheduled hearing, conference, or meeting provided by the court or agency involved in the prosecution of the crime. Failure to submit these copies as requested may result in denial of the leave of absence. The Commission will maintain any such notices or records in confidence and will disclose them only on a need-to-know basis.

The employee will be notified as soon as practicable whether the requested leave has been granted or denied. Leaves requested under this policy typically will be granted unless they would cause undue hardship (i.e., significant difficulty and expense) to the

Commission. In determining whether undue hardship may exist, the Commission will consider the size of our operation, the employee's position and role within the organization, and the Commission's need for the employee to be at work.

Employees on leave under this policy will be treated for benefits purposes the same as employees on personal leave.

The Commission will not discharge, threaten, or discriminate against an employee for taking leave under this policy.

K. Family and Medical Leave

[SRPC is required to maintain this policy even though the Commission employs fewer than 50 people and so is not covered by the federal Family and Medical Leave Act (FMLA). Please see the Non-FMLA Medical Leave policy that follows.]

Under the Family and Medical Leave Act (FMLA), eligible employees may take up to 12 weeks of unpaid job-protected family/medical leave in a 12-month period and be restored to the same or an equivalent position upon their return to work. All eligible employees at the Commission will be granted FMLA leave in accordance with the law.

Employees who meet the following two conditions are eligible for FMLA leave:

- They must have worked for the Commission for at least 12 months and must have performed at least 1,250 hours of work in the 12 months prior to their FMLA leave request.
- When the leave is requested, they must either (a) work at a worksite with 50 or more employees or (b) work at a worksite with less than 50 employees if 50 or more employees are employed within 75 miles of the worksite.

Eligible employees may take FMLA leave for any of the following reasons:

- The birth of a child and to care for the newborn. (Leave must be taken within 12 months of the child's birth.)
- The placement of a child with the employee for adoption or foster care and to care for the newly placed child. (Leave must be taken within 12 months of the child's adoption or placement.)
- The serious health condition of a spouse, parent, minor child, or adult child who is incapable of self-care and the employee is needed for such care ("covered family members").
- The employee has a serious health condition that renders them unable to do their job.

- Qualifying exigency leave for families of the National Guard or Reserves or of a regular component of the armed forces when the covered military member is on covered active duty or called to covered active duty.
- An employee whose spouse, son, daughter, or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:
 - Short-notice deployment.
 - Military events and activities.
 - Child care and school activities.
 - Financial and legal arrangements.
 - Counseling.
 - Rest and recuperation.
 - Post-deployment activities.
 - Additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

The FMLA includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave one time to care for a covered service member with a serious injury or illness during a single 12-month period. A covered service member is a current member of the armed forces, including the National Guard and reserves, who incurred a serious injury or illness in the line of duty while on active duty that may render the service member medically unfit to perform their duties and for which the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list. These individuals are referred to in this policy as "current members of the armed forces." Covered service members also include veterans who were discharged or released from military service under condition other than dishonorable and who were members of the Armed Forces (including members of the National Guard or Reserves) at any time during the five-year periods preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

Tracking Your Leave: When an employee requests any leave of absence that qualifies under the FMLA, the Commission may designate such leave as FMLA leave upon written notification to the employee.

As stated above, an eligible employee is entitled to a total of 12 work weeks of leave during any 12-month period. That 12-month period is defined as a “rolling” 12-month period measured backward from the date an employee begins an FMLA leave. In other words, the number of weeks an employee has available upon the beginning of a FMLA leave will be 12 weeks less the number of FMLA weeks taken in the 12-month period prior to the beginning of the current FMLA leave (the “Available Leave Weeks”). For example, if an employee used four weeks beginning February 1, 2002, four weeks beginning June 1, 2002, and four weeks beginning December 1, 2002, the employee would not be entitled to any additional leave until February 1, 2003. Beginning on February 1, 2003, the employee would be entitled to four weeks of leave; on June 1, 2003, the employee would be entitled to four additional weeks; and so on.

FMLA leaves for the birth or placement of adoption or foster care of a child, as described in paragraphs 1 and 2 above, must be taken all at once unless otherwise agreed by the Commission. If medically necessary, FMLA leaves due to illness as described in paragraphs 3 and 4 above may be taken on an intermittent or reduced leave schedule, which is described in more detail below.

Intermittent and Reduced Schedule Leave: Leave due to a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. While you are on intermittent or reduced schedule FMLA leave, the Commission may temporarily transfer you to an available alternative position that better accommodates your recurring leave and that has equivalent pay and benefits.

Employees taking intermittent or reduced schedule leave will be paid for the time they work, and the leave time away from work will be unpaid unless the employee qualifies for workers’ compensation, short-term disability, or other benefits. If you are a salaried employee, the Commission will adjust your salary based on the amount of time actually worked.

Status of Employee Benefits: Employees are required to use any accrued, unused Annual or Medical Leave during FMLA leave unless the FMLA leave is otherwise paid through workers’ compensation benefits, short-term disability benefits, or other benefits. The substitution of paid leave time for unpaid leave times does not extend the 12-week FMLA leave period. Also, your FMLA leave may run concurrently with other types of leave.

During an approved FMLA leave, the Commission will maintain your health benefits under the same terms and conditions applicable to employees not on leave. If paid leave is substituted for unpaid FMLA leave, the Commission will deduct your portion of the health plan premium as a regular payroll deduction.

If your leave is unpaid, or is paid through workers' compensation, short-term disability benefits, or other benefits not provided through the Commission's payroll system, you must pay your portion of the premium by making arrangements with the Financial Consultant.

Your health coverage may be cancelled if your premium is more than 30 days late. If you elect not to return to work at the end of the leave, you will be required to reimburse the Commission for the cost of the premiums paid by the Commission for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or because of other circumstances beyond your control.

Requesting Leave: You must complete the appropriate FMLA leave request forms, which are available from the Financial/HR Consultant.

If your need for leave is foreseeable, such as for the birth of a child or for a planned medical treatment, you must give 30 days' prior written notice. Please make efforts to schedule planned medical treatments to avoid disrupting the Commission's operations.

If the need for leave is not foreseeable, you must give notice to the Executive Director as soon as practicable (within one or two business days of learning your need for leave). Failure to provide such notice may be grounds for delaying the leave. If the employee is unable to personally notify the Commission of the need for leave because of illness, the employee should ask someone else to call on their behalf.

Medical Certification for a Serious Health Condition: If you are requesting leave because of your own or a covered family member's serious health condition, the appropriate health care provider must supply a medical certification. Please obtain a medical certification form from the Financial Consultant for the health care provider to use. If possible, you should provide the medical certification within 15 days of requesting leave. If you do not provide the required medical certification in a timely manner, your leave may be delayed.

The Commission, at its expense, may require an examination by a second health care provider designated by the Commission. If the second health care provider's opinion conflicts with the original medical certification, the Commission, at its expense, may require that a third health care provider agreed upon by the employee and the Commission conduct an examination and provide a final and binding opinion.

The Commission may also require subsequent medical recertification. Failure to provide requested recertification within 15 days may result in delay of further leave.

Reporting While on Leave: If you take leave because your own serious health condition or to care for a covered family member with a serious health condition, you must contact the Executive Director regularly to provide updates about the status of the medical condition and your intention to return to work. In addition, you must give notice as soon as possible (within two business days if feasible) if the dates of the leave change or were initially unknown.

No Work While On Leave: Taking another job while on FMLA leave or any other authorized leave may lead to disciplinary action, up to and including discharge.

Returning To Work: At the end of an authorized FMLA leave, the employee will be reinstated to their original position or an equivalent position. However, certain highly compensated employees, or “key employees,” may be denied restoration to their prior or equivalent position if keeping the job open for the employee would result in substantial economic injury to the Commission. Key employees are those who are among the highest paid 10 percent of employees within 75 miles of the worksite.

If you take leave because of your own serious health condition, you will not be reinstated until you provide a fitness-for-duty certificate from your health care provider confirming that you are medically able to resume work. The return-to-work medical certification forms are available from the Financial Consultant.

Coordination with Maternity Leave: The Commission’s maternity leave policy provides female employees with a leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth, and related medical conditions. Please refer to the Commission’s Maternity Leave policy for more information.

For purposes of coordinating FMLA and maternity leaves, maternity disability leave will be treated in the same manner as a type 4 FMLA leave of absence. Maternity disability leave begins when an employee is medically determined to be disabled and ends when she is medically determined to be able to return to work. Remaining maternity leave unrelated to disability will be treated as type 1 FMLA leave if the employee has additional available leave weeks remaining. If a maternity disability or maternity leave is for the number of available FMLA leave weeks or less, the employee will be reinstated in accordance with this FMLA policy. If a maternity disability or leave exceeds the number of available FMLA leave weeks, reinstatement will be governed by the maternity leave policy.

Coordination with Other SRPC Policies; Reference to FMLA and Federal Regulations: In the event of any conflicts between this policy and other Commission policies, the provisions of this policy will govern. The FMLA and the FMLA regulations issued by the U.S. Department of Labor contain many limitations and qualifications that are not stated in this policy. The terms of the FMLA and the FMLA federal regulations are incorporated herein and will be applied in all instances of requested or designated FMLA leave.

Employer’s Responsibilities: Covered employers must inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice must specify any additional information required as well as the employees’ rights and responsibilities. If they are not eligible, the employer must provide a reason for ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers: FMLA makes it unlawful for the Commission to:

- Interfere with, restrain, or deny the exercise of any right provided under the FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

If you believe that the Commission has violated either of these obligations, please report your concerns to the Executive Director or Financial/HR Consultant.

Enforcement: Employees may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement, which provides greater family or medical leave rights.

L. Non-FMLA Family Medical Leave

Regular full-time or part-time employees who work at least 20 hours a week will receive up to 12 weeks of unpaid non-FMLA medical leave during any 12-month period for the following purposes:

- To care for a newborn child during the first 12 months after their birth.
- To care for a child during the first 12 months after their adoption or placement with you for foster care.
- To care for an immediate family or household member with a serious health condition. “Immediate family” means the employee’s spouse or domestic partner, child, son/daughter-in-law, parent, grandparent, grandchild, sibling, or legal guardian. Family member also includes individuals in the following relationships with the employee’s spouse or domestic partner: child, parent, or grandparent. It also includes those persons in a “step” or “half” relationship. If the employee has no spouse or domestic partner, the employee may designate

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one person as to whom the employee may take FMLA leave to aid or care for the person.

- To attend to their own serious health condition involving in-patient care or continuing treatment that prevents them from performing their job.

If an employee's spouse or domestic partner also works at SRPC, the employee and spouse/domestic partner are limited to a combined total of 12 weeks of non-FMLA leave.

If medically necessary, leave related to a serious medical condition may be taken intermittently or by reducing the number of hours an employee works in a day or week.

Requesting Leave: Employees should give as much advance notice as possible if they intend to take non-FMLA family medical leave, and they should submit leave requests in writing to the Executive Director. The Executive Director may require a certificate or letter from the employee's physician or health care provider attesting to the illness, its severity, and its expected duration.

SRPC may require an employee to use any accrued, unused paid time off (including annual and medical leave days) concurrently with their non-FMLA Family Medical Leave unless the non-FMLA leave is paid through workers' compensation, short-term disability, or other benefits. Substituting paid leave for unpaid leave will not extend the non-FMLA Family leave period beyond 12 weeks.

Maintenance of Your Health Benefits: While an employee is on approved non-FMLA leave, SRPC will maintain their health benefits under the same terms and conditions that apply to employees who are not on leave.

If an employee substitutes paid leave for unpaid non-FMLA leave, SRPC will deduct from their pay check (or direct deposit) their portion of their health plan premium.

If a leave is unpaid—or paid through workers' compensation, short-term disability, or other benefits not provided through SRPC's payroll system—the employee must make arrangements with the Executive Director or the Financial/HR Consultant to pay their portion of the health plan premium.

Health and other benefit coverage may be canceled if an employee's premium payment is more than 30 days late.

Benefits based on the time an employee has worked at SRPC will remain at the level earned as of the start of the unpaid leave, and the employee will not accrue additional benefits during the leave period. For example, an employee will not earn sick days or vacation days while on non-FMLA leave. (They will, however, see such benefits reduced if they take medical leave or vacation days during the non-FMLA leave period.)

Confirmation of Familial Relationship: An employee who requests non-FMLA leave to care for a family member may be asked to provide reasonable documentation or a statement of the familial relationship. This documentation can take many forms, including a child’s birth certificate or a court document.

Reporting While on Leave: An employee who takes non-FMLA leave to care for their own serious health condition, to care for a covered family member, or for some other qualifying reason must regularly update the Executive Director about the status of their need for the leave and about their intention to return to work. If the dates of the leave change, or if they were not known when the leave was requested, the employee must notify the Executive Director as soon as they can—within two days, if possible—once that information becomes available.

No Work While on Leave: Employees on non-FMLA leave or other authorized leave may not take another job or engage in freelance work or other form of self-employment. If they do, they may be subject to disciplinary action up to and including loss of employment with SRPC.

When the Leave is Over: At the end of non-FMLA leave, the employee will return to the position held when the leave started—or to an equivalent position with the same pay, benefits, and other terms and conditions of employment—unless the position would have been eliminated anyway during the leave period.

If an employee decides not to return to work at the end of their unpaid non-FMLA leave, they will be required to reimburse SRPC for the cost of the premiums paid by the Commission to maintain their coverage while on leave. The only exceptions allowed are if an employee cannot return to work because of a serious health condition or because of other circumstances beyond their control. An employee who took non-FMLA leave for a condition covered under SRPC’s short- or long-term disability insurance—and they are covered by that insurance—can apply for benefit coverage.

Employees who you have any questions about SRPC’s non-FMLA Family Medical Leave policy are asked to contact the Executive Director.