



CHITTENDEN
COUNTY
RPC

Understanding Our Budget

Yes, it is Possible!

To the right is a picture of our FY16 Budget.

It is balanced, but you probably can't see that because it's pretty small.

That's why you have a handout of the FY16 Adopted Budget in front of you.

Chittenden County RPC	ADOPTED FY16
Program Income	FY16
Municipal - Regional	
Regional Planning Grant - ACCD	\$363,145
Local/Town Dues (exclusive of MPO match)	\$18,000
GIS Income	\$57,794
Rental Income	\$1,680
Interest Income	\$400
Other Income	\$500
Municipal Assistance	\$33,600
Champlain Valley National Heritage - LCBP	\$2,000
Municipal/Regional Staff Total	\$460,120
Transportation	
MPO Transportation Staff Funding - FHWA,FTA, VTrans	\$1,340,088
Local Match Staff	\$148,899
Regionally Matched Consultant/Dues	\$38,075
MPO - Expenses/Consultants/Locally Matched & Carry Forward	\$2,038,818
Trans Prog Mgmt Services	\$9,480
TCSP Grant - FHWA- direct	\$0
Circ Alternatives Phase II - direct	\$200,000
Signal Optimization	\$0
Real Time Traffic - AID - FHWA	\$67,712
LC_Byway_06-#04 (Visitor Info. improvements) - FHWA	\$368
LC_Byway_06-#06 (Interpretation & Outreach) - FHWA	\$0
LC_Byway_08-#05 (Corridor Mgt Plan & Cap. Bldng) - FHWA	\$1,631
LC_Byway_08-#06 (Intepretation & Rec Access) - FHWA	\$368
LC_Byway_09-#02(Byway Publications) - FHWA	\$2,209
LC_Byway_10 -#02 Islands Bike Rest Areas - FHWA	\$327
LC_Byway_11-#01 Islands & Chittenden Bike Rest Areas - FHWA	\$689
LC Byway_12-#01(Interpretive Planning) - FHWA	\$327
Transportation Staff Total	\$1,572,069
Natural Resources & Energy	
Brownfields 2015 Hazardous - EPA Not Awarded	\$0
Brownfields 2015 Petro - EPA Not Awarded	\$0
Green Infrastructure - ANR	\$2,634
Regional Stormwater Education (RPC Staff)	\$5,391
Stream Team	\$2,022
South Burlington Potash Brook Impervious Surface Analysis	\$0
Water Quality Grant (604b) - ANR	\$3,606
Efficient Buildings - VEIC	\$0
Urban Forest Management Plans	\$1,000
Natural Resources Staff total	\$14,653
Emergency Management	
Emer Mgmt Perf Grant - Chittenden - VEM	\$49,911
All Hazard Mitigation Plan Update - FEMA	\$71,530
Statewide HMEP	\$4,191
Local Emergency Ping Committee Administration	\$2,988
Medical Reserve Corp - VDI	\$300
Partnership for Success - VDI	\$12,950
Community Assessment & Education (CAPE) - LVM	\$24,566
BPHC Alcohol mapping	\$1
DEMHS MOU - DPS	\$2,651
Radiological Emergency Response Plan - DPS	\$2,300
Hazardous Materials Emer Prep - VEM	\$3,163
Emergency Management Staff total	\$174,549
Subtotal - Operations Support	\$2,221,387
Subtotal - Project Consultant Income	\$2,682,393
Total Income	\$ 4,903,780

Expenses	ADOPTED FY16
	FY16
Direct Project Expenses	\$2,682,393
Salaries	\$1,299,111
Benefits	\$524,268
Worker's Comp Insurance	\$3,500
Recruitment	\$500
Conference & Training	\$25,000
Conference Travel	\$7,500
Dues	\$12,000
Program Workshops/Meetings	\$13,500
Mileage	\$3,500
Electric Vehicles/CarShare	\$5,000
Communications/PR	\$30,000
Publications	\$1,400
Rent	\$126,500
Audit/Accounting	\$22,000
Copier	\$20,000
Equipment & Software Maint	\$27,000
Depreciation	\$5,000
Supplies	\$6,000
Telephone/Internet	\$10,000
Postage	\$2,000
Equipment Purchase	\$16,000
Utilities	\$6,500
Janitor	\$9,000
Insurance - General Liability	\$11,000
Payroll Processing	\$4,400
Legal	\$3,000
Internal Consultants	\$6,500
Software Purchase	\$18,000
Reserve	\$3,000
	\$211
Operations Support Expenses	\$2,221,387
Project Consultant Expenses	\$2,682,393
TOTAL EXPENSES	\$4,903,780
Surplus(deficit)	\$0

How Did We Come Up With This?



- ▶ The Unified Planning Work Program (UPWP) process is where the revenues and expenses are plugged in and ultimately budgeted – this process starts in the fall and culminates in an approved UPWP and Budget (fingers crossed) in May
- ▶ Many of the projects that make it into the UPWP, and therefore the budget, are driven by the applications made by our member municipalities and partners
- ▶ We may be the lucky recipients of Federal grant awards that we apply for
- ▶ The rest of the projects generally come from initiatives or ongoing programs at the State level that they need us to work on
- ▶ The *Project* or *Direct* Expenses (more on this later) are determined by the needs of each project and the funding available
- ▶ The *Non-project* Expenses (we'll get into this more too) don't change that much from year to year

Major Sources of Revenue

- ▶ **Federal Transportation Dollars**

- ▶ Almost all through VTrans
- ▶ The large majority of our funding each year – about \$3.5 million out of our total budget of about \$5 million – that's 70%

- ▶ **Agency of Commerce and Community Development (ACCD)**

- ▶ Each Vermont RPC receives an ACCD contract each year to do regional planning

- ▶ **Other State of Vermont Grant Programs (usually Federal dollars too)**

- ▶ From the Department of Public Service to do Emergency Management
- ▶ From the Agency of Natural Resources to work on water quality (not actually Federal)

- ▶ **Municipal Dues**

- ▶ Thanks! We match the Federal Transportation dollars with these

- ▶ **Other Federal Dollars not passed through the State**

- ▶ EPA for Brownfields work

Our Expenses

- ▶ We have the same kind of operational expenses a small business might have
 - ▶ Personnel Costs (that's the biggie)
 - ▶ Rent
 - ▶ Insurance
 - ▶ Mileage
 - ▶ Equipment
 - ▶ Supplies
 - ▶ Utilities
 - ▶ Postage
 - ▶ You get the idea
 - ▶ We don't sell that much stuff or own property, so we don't really have any inventory or incur maintenance costs like a municipality might
 - ▶ *At least, not at this point*



Ok, time for a bit of Vocab



➤ **Match** Row 16

- Most Federal grant programs and a lot of State ones require that we put in some of our own dollars or some equivalent of dollars (usually time) as a condition of receiving and using the funds – fun fact – this is where most of your Municipal Dues go

➤ **Direct [revenue]** Row 18, or Row 23, or 45...

- Funds we receive to reimburse us for something we paid for or bought for a specific project – like an engineering consultant, mileage to meet with an engineering consultant, or a conference about traffic engineering

➤ **Operations Support** Row 73

- This is shorthand (or maybe longhand) for reimbursement or payments that we receive for staff working on specific projects – billable hours

➤ **Project Consultant Income** Row 74

- This is the summation of all of the Direct Revenue (see 2nd bullet) that we think we'll receive in the fiscal year

And on the Expense Side?

- ▶ **Direct Project Expenses** Row 82

- ▶ The other side of the Direct Revenue or Income. These are all the expenses we budgeted for paying consultants, mileage, or buying supplies, etc. for our projects. The amount we spend on Direct Project Expenses and the amount we receive from our funders in Direct [Income] should be the same

- ▶ **Operations Support Expenses** Row 117

- ▶ These are expenses that we cannot charge directly to a project or a specific grant program. Therefore we must attempt to collect enough staff time reimbursement from our funders to also pay for things like rent, utilities, and liability insurance

How do we do that?

- ▶ **Indirect Rate?** See the note starting on Row 124

- ▶ Oh boy



Indirect Rate – Short Version

- ▶ Our Indirect Rate is a calculated percentage that we charge on a staff person's time that is in addition to the actual cost of their salaries and benefits
- ▶ The percentage is the cost of our Operations expenses distributed equally
- ▶ We only charge indirect on staff hours. Full stop.
- ▶ This method was created and designed by the Federal government to allow public organizations to *recover* their costs
- ▶ It is **not** a **profit** margin, it is designed to reimburse for actual costs – no more, no less
- ▶ We have a MOU with the Vermont Agency of Transportation that says they agree to review and approve our Indirect Rate Proposals if we calculate the rate properly, construct our proposals correctly, and submit them on time
- ▶ We are very thankful that VTrans agreed to do this for us!

How We Actually Get Paid



- Mostly on a monthly basis
- A very large proportion of our revenue is reimbursed, which means we have to incur the expense and then get paid for those expenses later
- The Business Managers spend a lot of time tracking and allocating expenses, then assembling them into coherent (we hope) grant invoices
- We have a lot of consultants, particularly in the Transportation Program, and a large portion of the revenue pays them
- Again, it's the billable hours. We have to work the hours on each of our projects or we won't be reimbursed by our funders

Tracking & Oversight



▶ The Board

- ▶ Board approves the UPWP, Budget, and Mid-Year Adjustment, and accepts the Audit each year

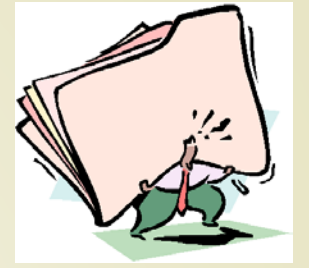
▶ Finance Committee

- ▶ per our Bylaws, “oversees the Chittenden County Regional Planning Commission finances and matters related to organizational finances...”
- ▶ The **Executive Committee** also gets involved with financial oversight – draft audit report review for example

▶ Financial Statements

- ▶ Balance sheet vs previous year
- ▶ Income against budget per month and for the year to date
- ▶ Cash position against projected per month and year to date
- ▶ Journal Entries

Who Keeps Track of Us?



- ▶ A Certified Public Accountant firm conducts an independent audit of our entire organization annually
- ▶ The annual Audit Report is presented to the Board each year for acceptance
- ▶ Because of the amount of Federal dollars we expend each year, we are also required to have a "Single Audit"
 - ▶ The Single Audit looks very closely at a specific Federal program or programs. Usually the Transportation Program in our case
- ▶ Each State and Federal agency that we receive funding from gets a copy of our Audit Report and has access to the Single Audit (national database)
- ▶ Federal funders can and will perform their own audits at their discretion
- ▶ Our Budget, Audit Reports, and Finance Committee minutes are all available on our website

Questions?

- ▶ This was a very quick and high level run through.
- ▶ Please feel free to contact me to delve deeper into any of this.
- ▶ Thanks!

