

Chittenden County Regional Planning Commission FINANCE COMMITTEE Agenda

DATE: March 27, 2019
TIME: 5:45 – 6:30 p.m.
PLACE: Small Conference Room
110 West Canal Street, Suite 202
Winooski, VT 05404

1. Approve the minutes from the November 1, 2018 Finance Committee Meeting*
2. Review of Financial Reports – FY19 (Jul-Feb 2019)
 - a. Balance Sheet, Income Statement
 - b. Cash position/Targets*
3. Approve Quarterly Journal Entries (Oct-Dec 2018)*
4. Review DRAFT FY20 Budget*
5. Other Business

*Attachments

1 CCRPC FINANCE COMMITTEE
2 MEETING MINUTES
3 DRAFT
4

5 DATE: Thursday, November 1, 2018
6 TIME: 5:45 p.m.
7 PLACE: CCRPC Offices, 110 W. Canal Street, Suite 202; Winooski, VT 05404
8 PRESENT: John Zicconi, Secretary-Treasurer Mike O'Brien, Vice-Chair
9 Jeff Carr
10 Charlie Baker, Executive Director Forest Cohen, Senior Business Manager
11 Bernadette Ferenc, Transportation Business Manager
12

13 The meeting was called to order at 5:48 p.m. by the Committee Chair, John Zicconi.
14

15 1. Review of Financial Reports – FY19 (July-Sept. 2018). a. Balance Sheet: Cash in checking - \$207,445;
16 cash in savings - \$244,213; cash in money market and CDs - \$217,255. Current assets over liabilities:
17 \$767,439. Deferred income communities: \$204,761. Income statement: The transportation staff
18 billing line is close to budget at 24.5%; the September water quality basin planning grant represents the
19 last invoice for the FY18 funds. The new round starts in October. The Grants in Aid billing will tend to be
20 stronger in the fall, limited in the winter and ramp back up in the spring. The Salaries and Benefits
21 expenses are right on budget for the first quarter. John questioned the AID grant showing expensed at
22 700%. Staff noted that at mid-year we will amend the budget amount for FY19 as this is multi-year
23 grant and we estimated low when we put this together. There is over \$900,000 over the life of the grant
24 which began in FY16 and ends in 2022. Forest noted that the communication/PR line is at 32.5% but we
25 pay Front Porch Forum at the beginning of the fiscal year. b. Cash Flow. Members reviewed the cash
26 flow report.
27

28 2. Approve Quarterly Journal Entries (July-September 2018). JEFF CARR MADE A MOTION, SECONDED
29 BY MIKE O'BRIEN, TO APPROVE THE JOURNAL ENTRIES FOR THE FIRSTQUARTER FY19. MOTION CARRIED
30 UNANIMOUSLY.
31

32 3. Review Draft FY 18 Audit Report & Management Letter. Forest reviewed the FY18 audit. All in all it's
33 a good audit with no findings or deficiencies. He noted the pension liability that has to be recorded.
34 Forest noted that the auditor does have two recommendations noted in the management letter – one is
35 to have a second person review the electronic spreadsheets for accuracy, so that any errors can be
36 found and corrected in a timely manner. The second has to do with verifying billing rates on timesheets
37 with the salary/benefits spreadsheet. Auditors did find an error in the rate used for the summer interns
38 was from FY17 and therefore higher than the FY18 rate, so we overbilled VTrans by approximately
39 \$3,500. It was discovered and corrected before the final FY18 billing. They recommend CCRPC put a
40 policy in place to have a process to ensure that the billable rates that are input on the monthly
41 transportation billing are reviewed by a second individual and traced to the original approved rates as
42 reported on the timesheets. By consensus, the Finance Committee agreed the draft audit go to the
43 Executive Committee for recommendation to the board.
44

45 Having no other business, MIKE O'BRIEN MADE A MOTION, SECONDED BY JEFF CARR TO ADJOURN THE
46 MEETING AT 6:17 P.M. MOTION CARRIED UNANIMOUSLY.
47

48 Respectfully submitted, Bernadette Ferenc

CCRPC Cash Flow/Targets FY19		Period Ending February 28, 2019			Prepared		3/22/2019						
		July	August	September	October	November	December	January	February	March	April	May	June
OPERATING	Checking	\$217,841	\$247,805	\$352,759	\$220,890	\$326,062	\$103,849	\$154,696	\$195,164	\$166,961	\$141,961	\$141,961	\$141,961
	Credits	\$292,382	\$678,388	\$284,401	\$502,897	\$314,261	\$364,715	\$481,911	\$389,326	\$300,000	\$325,000	\$325,000	\$325,000
	Debits	(\$262,418)	(\$573,434)	(\$416,270)	(\$397,725)	(\$536,474)	(\$313,868)	(\$441,443)	(\$417,529)	(\$325,000)	(\$325,000)	(\$325,000)	(\$325,000)
	Outstanding Checks/Activity	(\$238,162)	(\$73,061)	(\$13,445)	(\$7,117)	(\$38,132)	(\$40,414)	(\$31,155)	(\$90,209)				
	Bank Balance at the end of the month	\$247,805	\$352,759	\$220,890	\$326,062	\$103,849	\$154,696	\$195,164	\$166,961	\$141,961	\$141,961	\$141,961	\$141,961
	Register Balance at end of month	\$9,643	\$279,698	\$207,445	\$318,945	\$65,717	\$114,282	\$164,009	\$76,752	\$141,961	\$141,961	\$141,961	\$141,961
MAINTENANCE	Local Savings	\$110,170	\$187,176	\$244,204	\$244,213	\$244,224	\$244,235	\$188,012	\$188,019	\$188,026	\$173,033	\$158,041	\$143,047
	Credits	\$117,670	\$77,028	\$9	\$11	\$10	\$9	\$7	\$7	\$8	\$7	\$7	\$6
	Debits	(\$40,664)	(\$20,000)	\$0	\$0	\$0	(\$56,232)	\$0	\$0	(\$15,000)	(\$15,000)	(\$15,000)	(\$15,000)
	Balance at end of month	\$187,176	\$244,204	\$244,213	\$244,224	\$244,235	\$188,012	\$188,019	\$188,026	\$173,033	\$158,041	\$143,047	\$128,053
RESERVE	Money Market	\$154,671	\$154,691	\$154,711	\$154,729	\$154,750	\$154,769	\$154,789	\$154,808	\$154,826	\$154,846	\$154,867	\$154,887
	Credit	\$20	\$20	\$18	\$21	\$19	\$20	\$19	\$18	\$20	\$20	\$20	\$20
	Debit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	MM Balance at end of month	\$154,691	\$154,711	\$154,729	\$154,750	\$154,769	\$154,789	\$154,808	\$154,826	\$154,846	\$154,867	\$154,887	\$154,907
	North County CDs	\$62,388	\$62,388	\$62,544	\$62,544	\$62,544	\$62,779	\$62,779	\$62,779	\$62,824	\$62,869	\$62,914	\$62,959
	Reserve Balance	\$217,079	\$217,099	\$217,274	\$217,295	\$217,314	\$217,569	\$217,588	\$217,606	\$217,671	\$217,736	\$217,801	\$217,866
Cash Position - 7/1/2018 - \$507,339													
		\$413,898	\$741,001	\$668,932	\$780,464	\$527,265	\$519,862	\$569,615	\$482,383	\$532,665	\$517,738	\$502,809	\$487,880
	Projection				\$667,434	\$652,509	\$587,583	\$597,656	\$582,729	\$542,801	\$527,873	\$512,944	\$498,014
	Total net cash position - FY18	\$853,582	\$1,061,125	\$896,615	\$1,022,541	\$944,143	\$889,971	\$468,898	\$519,873	\$488,792	\$571,225	\$466,085	\$508,889
	Total net cash position - FY17	\$564,222	\$676,074	\$568,363	\$768,943	\$672,341	\$599,238	\$710,943	\$599,778	\$663,208	\$766,524	\$664,998	\$596,789
	Total net cash position - FY16	\$662,162	\$603,404	\$540,822	\$590,126	\$643,320	\$493,475	\$504,201	\$676,825	\$455,015	\$435,694	\$493,222	\$518,144

Date 3/22/2019

Accounts receivable \$133,124

Accounts payable \$194,469

Net Asset/Liability -\$61,345

Chittenden County RPC Quarterly Journal Entries October through December 2018

Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
40535	G	10/01/2018	Adj D...	932 - General Admi... 932 - General Admi...	Cincinnati Co... Cincinnati Co...	Prepaid Insurance Liability Insurance	554.33	554.33
							554.33	554.33
40853	G	10/01/2018	Adj D...	932 - General Admi... 932 - General Admi...	to record EP... to record EP...	Prepaid Insurance Liability Insurance	359.75	359.75
							359.75	359.75
40855	G	10/01/2018	Adj D...	932 - General Admi... 932 - General Admi...	Monthly HSA... Monthly HSA...	Prepaid Expense - ... HSA Deposits	4,375.00	4,375.00
							4,375.00	4,375.00
40856	G	10/01/2018	Adj D...	931 - IT Administrat... 931 - IT Administrat...	Place Creativ... Place Creativ...	Equip & Software M... Prepaid Maintenanc...	100.00	100.00
							100.00	100.00
40932	G	10/05/2018	Payroll	932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi...	payroll for ch... payroll for ch... Oct - Dec 2018 payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll 6/29/18 Charest - Oct...	Salaries Payroll Expenses Prepaid Expense - ... Payroll Tax Expense Health Insurance Vision Plan United Way Payable VMERS Defined Be... Life Insurance/Disa... 457 Plan - Bernie F... 457 Plan - Peter Ke... Checking - People's... Dependent Care Ac...	49,148.47 94.00 11,250.00 3,457.38	984.21 75.16 176.00 2,687.99 30.63 350.00 300.00 58,960.86 385.00
							63,949.85	63,949.85
41073	G	10/20/2018	Adj D...	931 - IT Administrat... 931 - IT Administrat...	ESRI - In sigh... ESRI - In sigh...	Prepaid Maintenanc... Equip & Software M...	41.67	41.67
							41.67	41.67
41074	G	10/19/2018	Payroll	932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi...	payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll 10/19/... Charest - Oct...	Salaries Payroll Expenses Payroll Tax Expense Health Insurance Vision Plan United Way Payable VMERS Defined Be... Life Insurance/Disa... 457 Plan - Bernie F... 457 Plan - Peter Ke... Checking - People's... Dependent Care Ac...	48,745.55 98.70 3,451.01	984.21 75.16 176.00 2,687.99 30.63 350.00 300.00 47,306.27 385.00
							52,295.26	52,295.26
41141	G	10/01/2018	Adj D...	932 - General Admi... 932 - General Admi...	Travelers W... to record mo...	Prepaid Insurance Workers Comp	255.50	255.50
							255.50	255.50
41142	G	10/01/2018	Adj D...	932 - General Admi... 932 - General Admi...	to record ser... to record ser...	Depreciation A/D Furniture, Equi...	297.08	297.08
							297.08	297.08
41143	G	10/31/2018	Adj D...	932 - General Admi... 932 - General Admi...	\$2,000 down ... \$2,000 down ...	Prepaid Equipment ... EV/CarShare	55.56	55.56
							55.56	55.56
41144	G	10/31/2018	Adj D...	931 - IT Administrat...	2 Adobe Cre...	Prepaid Maintenanc...		152.28

Chittenden County RPC Quarterly Journal Entries October through December 2018

Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
				931 - IT Administrat...	last installme...	Equip & Software M...	152.28	
							152.28	152.28
41145	G	11/01/2018	Adj D...	932 - General Admi...	to record EP...	Prepaid Insurance		359.75
				932 - General Admi...	to record EP...	Liability Insurance	359.75	
							359.75	359.75
41146	G	10/01/2018	Adj D...	931 - IT Administrat...	ESRI - ARC ...	Prepaid Maintenanc...		575.74
				931 - IT Administrat...	ESRI - ARC ...	Equip & Software M...	575.74	
							575.74	575.74
41156	G	11/01/2018	Adj D...	932 - General Admi...	Cincinnati Co...	Prepaid Insurance		554.33
				932 - General Admi...	Cincinnati Co...	Liability Insurance	554.33	
							554.33	554.33
41157	G	11/01/2018	Adj D...	932 - General Admi...	Monthly HSA...	Prepaid Expense - ...		4,375.00
				932 - General Admi...	Monthly HSA...	HSA Deposits	4,375.00	
							4,375.00	4,375.00
41158	G	11/01/2018	Adj D...	931 - IT Administrat...	Place Creativ...	Equip & Software M...	100.00	
				931 - IT Administrat...	Place Creativ...	Prepaid Maintenanc...		100.00
							100.00	100.00
41189	G	10/31/2018	EV-Oct	932 - General Admi...	EV mileage f...	EV/CarShare		1,005.06
				712-Data Dev.& Ma...	Oct. EV	Project - Mileage	198.42	
				213 - Municipal Pla...	Oct EV	Project - Mileage	117.18	
				215 - Affordable ho...	Oct. EV	Project - Mileage	6.54	
				214 - State & Regio...	Oct EV	Project - Mileage	43.60	
				2321-Trans.Direct ...	Oct EV	Project - Mileage	567.37	
				932 - General Admi...	Oct EV	Mileage	21.26	
				5211 - EMPG Local...	Oct EV	Project - Mileage	31.61	
				7331 - Comm. Outr...	Oct. EV	Project - Mileage	13.63	
				225 - Act 174 Traini...	Oct EV	Project - Mileage	5.45	
							1,005.06	1,005.06
41204	G	11/02/2018	Payroll	932 - General Admi...	payroll for ch...	Salaries	47,753.92	
				932 - General Admi...	payroll for ch...	Payroll Expenses	92.30	
				932 - General Admi...	payroll for ch...	Payroll Tax Expense	3,368.21	
				932 - General Admi...	payroll for ch...	Health Insurance		984.21
				932 - General Admi...	payroll for ch...	Vision Plan		75.16
				932 - General Admi...	payroll for ch...	United Way Payable		176.00
				932 - General Admi...	payroll for ch...	VMERS Defined Be...		2,687.99
				932 - General Admi...	payroll for ch...	Life Insurance/Disa...		30.63
				932 - General Admi...	payroll for ch...	457 Plan - Bernie F...		350.00
				932 - General Admi...	payroll for ch...	457 Plan - Peter Ke...		300.00
				932 - General Admi...	Charest - No...	Dependent Care Ac...		385.00
				932 - General Admi...	payroll 11/2/2...	Checking - People's...		46,225.44
							51,214.43	51,214.43
41310	G	10/31/2018	Time...	932 - General Admi...	Dan October	Salaries		6,660.80
				1111 - BF Petrolue...	Dan October	Salaries	126.70	
				1112 - BF Petro Co...	Dan October	Salaries	108.60	
				1113 - BF Petro Sit...	Dan October	Salaries	153.85	
				1121 - BF Haz Agre...	Dan October	Salaries	126.70	
				1122 - BF Haz Com...	Dan October	Salaries	144.80	
				1123 - BF Haz Site ...	Dan October	Salaries	36.20	
				1143 - 2018 hazard...	Dan October	Salaries	144.80	
				122 - CVNHP stake...	Dan October	Salaries	18.10	
				213 - Municipal Pla...	Dan October	Salaries	117.65	
				315 - 604b Flood R...	Dan October	Salaries	144.80	
				322 - Regional Stor...	Dan October	Salaries	45.25	
				3221 - RSEP	Dan October	Salaries	307.70	
				32251 - Outreach &...	Dan October	Salaries	416.30	

Chittenden County RPC Quarterly Journal Entries October through December 2018

Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
				32252 - Muni Planni...	Dan October	Salaries	705.90	
				32253 - Basin Plan...	Dan October	Salaries	886.90	
				323 - Municipal Roa...	Dan October	Salaries	506.80	
				328 - Milton SWMP	Dan October	Salaries	181.00	
				329 - VT Muni Clea...	Dan October	Salaries	18.10	
				3311 - Williston Old...	Dan October	Salaries	144.80	
				3312 - Burlington W...	Dan October	Salaries	108.60	
				3313 - S Burlington ...	Dan October	Salaries	54.30	
				5211 - EMPG Local...	Dan October	Salaries	63.35	
				5212 - EMPG Local...	Dan October	Salaries	117.65	
				5213 - EMPG Tech ...	Dan October	Salaries	262.45	
				911 - Commission ...	Dan October	Salaries	36.20	
				912 - Work program...	Dan October	Salaries	36.20	
				921 - Staff Develop...	Dan October	Salaries	144.80	
				922 - Staff meetings	Dan October	Salaries	126.70	
				923 - Personnel ad...	Dan October	Salaries	18.10	
				932 - General Admi...	Dan October	Salaries	117.65	
				933 - PTO	Dan October	Salaries	895.95	
				3314 - S Burlington ...	Dan October	Salaries	54.30	
				934 - Holiday	Dan October	Salaries	289.60	
							6,660.80	6,660.80
41311	G	10/31/2018	Time...	932 - General Admi...	CB	Salaries		9,517.29
				2142 -Land Value P...	CB	Salaries	53.77	
				215 - Affordable ho...	CB	Salaries	215.08	
				222 - Climate Actio...	CB	Salaries	645.24	
				2312 - Act250/248 r...	CB	Salaries	53.77	
				232 - Trans. policy ...	CB	Salaries	107.54	
				2323 - Trans Policy ...	CB	Salaries	268.85	
				23432 - Elderly & Di...	CB	Salaries	53.77	
				236 - Tech. Assista...	CB	Salaries	53.77	
				239 - Air, Rail Ferry...	CB	Salaries	376.39	
				23134 - I-89 Needs ...	CB	Salaries	322.62	
				322 - Regional Stor...	CB	Salaries	430.16	
				32254 - Administrati...	CB	Salaries	53.77	
				7331 - Comm. Outr...	CB	Salaries	1,398.02	
				7332 - Comm. outre...	CB	Salaries	806.55	
				911 - Commission ...	CB	Salaries	914.09	
				912 - Work program...	CB	Salaries	161.31	
				913 - Financial bud...	CB	Salaries	591.47	
				921 - Staff Develop...	CB	Salaries	1,935.72	
				922 - Staff meetings	CB	Salaries	215.08	
				923 - Personnel ad...	CB	Salaries	322.62	
				932 - General Admi...	CB	Salaries	107.54	
				934 - Holiday	CB	Salaries	430.16	
							9,517.29	9,517.29
41312	G	10/31/2018	Time...	932 - General Admi...	PB	Salaries		7,750.30
				2116 - Winooski Mu...	PB	Salaries	279.65	
				2141 - Parcel Mappi...	PB	Salaries	19.98	
				5212 - EMPG Local...	PB	Salaries	199.75	
				7111 - Public health...	PB	Salaries	19.98	
				7112 - Online mapp...	PB	Salaries	1,478.15	
				712-Data Dev.& Ma...	PB	Salaries	4,674.15	
				821 -CCTA surveys...	PB	Salaries	419.48	
				922 - Staff meetings	PB	Salaries	79.90	
				931 - IT Administrat...	PB	Salaries	199.75	
				932 - General Admi...	PB	Salaries	59.93	
				932 - General Admi...	PB	Salaries	319.58	
							7,750.30	7,750.30
41313	G	10/31/2018	Time...	932 - General Admi...	EC	Salaries		7,901.42
				222 - Climate Actio...	EC	Salaries	88.78	
				232 - Trans. policy ...	EC	Salaries	177.56	
				2323 - Trans Policy ...	EC	Salaries	355.12	
				233 - TDM (staff)	EC	Salaries	133.17	

Chittenden County RPC Quarterly Journal Entries October through December 2018

Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
				234 - TOD - Public ...	EC	Salaries	88.78	
				2351 - Winooski Riv...	EC	Salaries	177.56	
				236 - Tech. Assista...	EC	Salaries	1,930.97	
				237 - Bike-Ped plan...	EC	Salaries	66.59	
				239 - Air, Rail Ferry,...	EC	Salaries	88.78	
				2391 - Rail Station ...	EC	Salaries	466.10	
				2310- ITS & TSM	EC	Salaries	44.39	
				23133 - No.&So. Wi...	EC	Salaries	88.78	
				23134 - I-89 Needs ...	EC	Salaries	1,376.09	
				23162 - Burl. Railya...	EC	Salaries	332.93	
				231616 - East Allen...	EC	Salaries	66.59	
				323 - Municipal Roa...	EC	Salaries	177.56	
				512 - Transportatio...	EC	Salaries	266.34	
				715 - Inspect & Inve...	EC	Salaries	22.20	
				732 - Municipal trai...	EC	Salaries	355.12	
				7332 - Comm. outre...	EC	Salaries	532.68	
				911 - Commission ...	EC	Salaries	133.17	
				912 - Work program...	EC	Salaries	199.76	
				922 - Staff meetings	EC	Salaries	221.95	
				923 - Personnel ad...	EC	Salaries	110.98	
				933 - PTO	EC	Salaries	44.39	
				934 - Holiday	EC	Salaries	355.08	
							7,901.42	7,901.42
41318	G	10/31/2018	Time...	932 - General Admi...	FC	Salaries		6,833.76
				531 - RPP	FC	Salaries	111.42	
				911 - Commission ...	FC	Salaries	46.43	
				913 - Financial bud...	FC	Salaries	4,874.63	
				922 - Staff meetings	FC	Salaries	278.55	
				923 - Personnel ad...	FC	Salaries	631.38	
				933 - PTO	FC	Salaries	594.24	
				934 - Holiday	FC	Salaries	297.11	
							6,833.76	6,833.76
41319	G	10/31/2018	Time...	932 - General Admi...	BF	Salaries		4,218.99
				911 - Commission ...	BF	Salaries	797.44	
				913 - Financial bud...	BF	Salaries	3,032.11	
				922 - Staff meetings	922	Salaries	92.73	
				933 - PTO	BF	Salaries	296.71	
							4,218.99	4,218.99
41320	G	10/31/2018	Time...	932 - General Admi...	rm	Salaries		8,233.43
				211 - Municipal Pla...	rm	Salaries	95.74	
				2116 - Winooski Mu...	rm	Salaries	2,872.13	
				213 - Municipal Pla...	rm	Salaries	914.83	
				214 - State & Regio...	rm	Salaries	691.44	
				215 - Affordable ho...	rm	Salaries	1,776.46	
				222 - Climate Actio...	rm	Salaries	21.28	
				225 - Act 174 Traini...	rm	Salaries	191.48	
				231 - Act250/248 re...	rm	Salaries	31.91	
				2312 - Act250/248 r...	rm	Salaries	21.28	
				322 - Regional Stor...	rm	Salaries	127.65	
				32253 - Basin Plan...	rm	Salaries	21.28	
				323 - Municipal Roa...	rm	Salaries	21.28	
				724 - ECO Plan Up...	rm	Salaries	63.83	
				7331 - Comm. Outr...	rm	Salaries	340.40	
				911 - Commission ...	rm	Salaries	85.10	
				912 - Work program...	rm	Salaries	212.75	
				913 - Financial bud...	rm	Salaries	21.28	
				922 - Staff meetings	rm	Salaries	276.58	
				323 - Municipal Roa...	rm	Salaries	42.55	
				932 - General Admi...	rm	Salaries	63.83	
				934 - Holiday	rm	Salaries	340.35	
							8,233.43	8,233.43
41321	G	10/31/2018	Time...	932 - General Admi...	MN	Salaries		5,883.96

Signature _____

Chittenden County RPC Quarterly Journal Entries October through December 2018

Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
				211 - Municipal Pla...	MN	Salaries	69.02	
				214 - State & Regio...	MN	Salaries	34.51	
				222 - Climate Actio...	MN	Salaries	431.38	
				225 - Act 174 Traini...	MN	Salaries	1,311.38	
				531 - RPP	MN	Salaries	293.34	
				712-Data Dev.& Ma...	MN	Salaries	2,312.17	
				721 - ECOS annual ...	MN	Salaries	69.02	
				722 - ECOS annual ...	MN	Salaries	34.51	
				7331 - Comm. Outr...	MN	Salaries	431.38	
				7332 - Comm. outre...	MN	Salaries	69.02	
				912 - Work program...	MN	Salaries	34.51	
				921 - Staff Develop...	MN	Salaries	448.63	
				922 - Staff meetings	MN	Salaries	69.02	
				932 - General Admi...	MN	Salaries	34.51	
				934 - Holiday	MN	Salaries	241.56	
							5,883.96	5,883.96
41322	G	10/31/2018	Time...	932 - General Admi...	EN	Salaries		5,096.60
				1112 - BF Petro Co...	EN	Salaries	48.48	
				1113 - BF Petro Sit...	EN	Salaries	55.40	
				1114 - BF Petro Sit...	EN	Salaries	13.85	
				1122 - BF Haz Com...	EN	Salaries	48.48	
				1124 - BF Haz Site ...	EN	Salaries	13.85	
				1133 - BF 2018 Pet...	EN	Salaries	13.85	
				1142 - 2018 Hazard...	EN	Salaries	13.85	
				211 - Municipal Pla...	EN	Salaries	1,509.65	
				2115 - Huntington T...	EN	Salaries	166.20	
				2116 - Winooski Mu...	EN	Salaries	166.20	
				213 - Municipal Pla...	EN	Salaries	332.40	
				214 - State & Regio...	EN	Salaries	401.65	
				215 - Affordable ho...	EN	Salaries	55.40	
				222 - Climate Actio...	EN	Salaries	27.70	
				225 - Act 174 Traini...	EN	Salaries	1,260.35	
				231 - Act250/248 re...	EN	Salaries	96.95	
				712-Data Dev.& Ma...	EN	Salaries	166.20	
				7331 - Comm. Outr...	EN	Salaries	41.55	
				912 - Work program...	EN	Salaries	27.70	
				922 - Staff meetings	EN	Salaries	83.10	
				932 - General Admi...	EN	Salaries	110.80	
				933 - PTO	EN	Salaries	221.60	
				932 - General Admi...	EN	Salaries	0.00	
				934 - Holiday	EN	Salaries	221.39	
							5,096.60	5,096.60
41323	G	10/31/2018	Time...	932 - General Admi...	eNNA	Salaries		5,483.20
				511 - Traffic Alert P...	eNNA	Salaries	59.60	
				7331 - Comm. Outr...	eNNA	Salaries	2,592.60	
				7332 - Comm. outre...	eNNA	Salaries	1,817.80	
				811 - Title VI and P...	eNNA	Salaries	149.00	
				912 - Work program...	eNNA	Salaries	59.60	
				932 - General Admi...	eNNA	Salaries	29.80	
				933 - PTO	eNNA	Salaries	387.40	
				741 - Regional or S...	eNNA	Salaries	149.00	
				934 - Holiday	eNNA	Salaries	238.40	
							5,483.20	5,483.20
41324	G	10/31/2018	Time...	932 - General Admi...	MT	Salaries		809.90
				913 - Financial bud...	MT	Salaries	809.90	
							809.90	809.90
41325	G	10/31/2018	Time...	932 - General Admi...	JC	Salaries		6,103.32
				222 - Climate Actio...	JC	Salaries	236.04	
				2312 - Act250/248 r...	JC	Salaries	202.32	
				236 - Tech. Assista...	JC	Salaries	1,534.26	
				2313 - Local Corrid...	JC	Salaries	236.04	
				23134 - I-89 Needs ...	JC	Salaries	944.16	

Chittenden County RPC Quarterly Journal Entries October through December 2018

Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
				231616 - East Allen...	JC	Salaries	741.84	
				2318 - Transportati...	JC	Salaries	67.44	
				712-Data Dev.& Ma...	JC	Salaries	775.56	
				911 - Commission ...	JC	Salaries	67.44	
				912 - Work program...	JC	Salaries	33.72	
				922 - Staff meetings	JC	Salaries	67.44	
				933 - PTO	JC	Salaries	657.54	
				2316 - Local scopin...	JC	Salaries	269.76	
				934 - Holiday	JC	Salaries	269.76	
							6,103.32	6,103.32
41326	G	10/31/2018	Time...	932 - General Admi...	BD	Salaries		6,228.48
				232 - Trans. policy ...	BD	Salaries	64.88	
				233 - TDM (staff)	BD	Salaries	2,368.12	
				23431 - Shared Us ...	BD	Salaries	389.28	
				236 - Tech. Assista...	BD	Salaries	194.64	
				23612 - Williston Tr...	BD	Salaries	97.32	
				237 - Bike-Ped plan...	BD	Salaries	1,005.64	
				23133 - No.&So. Wi...	BD	Salaries	973.20	
				7332 - Comm. outre...	BD	Salaries	227.08	
				811 - Title VI and P...	BD	Salaries	129.76	
				911 - Commission ...	BD	Salaries	64.88	
				912 - Work program...	BD	Salaries	64.88	
				921 - Staff Develop...	BD	Salaries	259.52	
				922 - Staff meetings	BD	Salaries	129.76	
				934 - Holiday	BD	Salaries	259.52	
							6,228.48	6,228.48
41327	G	10/31/2018	Time...	932 - General Admi...	MD	Salaries		4,629.44
				222 - Climate Actio...	MD	Salaries	75.48	
				232 - Trans. policy ...	MD	Salaries	201.28	
				234 - TOD - Public ...	MD	Salaries	251.60	
				23426 - Essex Jct V...	MD	Salaries	50.32	
				23429 - Essex Jct V...	MD	Salaries	150.96	
				23432 - Elderly & Di...	MD	Salaries	427.72	
				2351 - Winooski Riv...	MD	Salaries	50.32	
				236 - Tech. Assista...	MD	Salaries	377.40	
				23614 - Transportat...	MD	Salaries	150.96	
				237 - Bike-Ped plan...	MD	Salaries	37.74	
				5213 - EMPG Tech ...	MD	Salaries	62.90	
				5214 - EMPG State...	MD	Salaries	50.32	
				524 - LEPC	MD	Salaries	301.92	
				712-Data Dev.& Ma...	MD	Salaries	377.40	
				715 - Inspect & Inve...	MD	Salaries	226.44	
				7261 - Chit. Co. Tra...	MD	Salaries	163.54	
				732 - Municipal trai...	MD	Salaries	163.54	
				7332 - Comm. outre...	MD	Salaries	301.92	
				911 - Commission ...	MD	Salaries	37.74	
				912 - Work program...	MD	Salaries	113.22	
				922 - Staff meetings	MD	Salaries	100.64	
				933 - PTO	MD	Salaries	25.16	
				2323 - Trans Policy ...	MD	Salaries	729.64	
				934 - Holiday	MD	Salaries	201.28	
							4,629.44	4,629.44
41329	G	10/31/2018	Time...	932 - General Admi...	CD	Allowance for A/R		4,855.76
				23821 - So Burl Mul...	CD	Salaries	52.78	
				323 - Municipal Roa...	CD	Salaries	1,029.21	
				332 - MR Grants-in-...	CD	Salaries	356.27	
				712-Data Dev.& Ma...	CD	Salaries	2,863.32	
				715 - Inspect & Inve...	CD	Salaries	105.56	
				912 - Work program...	CD	Salaries	79.17	
				922 - Staff meetings	CD	Salaries	79.17	
				932 - General Admi...	CD	Salaries	79.17	
				934 - Holiday	CD	Salaries	211.11	

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Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
							4,855.76	4,855.76
41330	G	10/31/2018	Time...	932 - General Admi...	KFinnie	Salaries		972.00
				511 - Traffic Alert P...	KFinnie	Salaries	972.00	
							972.00	972.00
41331	G	10/31/2018	Time...	932 - General Admi...	CF	Salaries		7,350.80
				232 - Trans. policy ...	CF	Salaries	159.80	
				2323 - Trans Policy ...	CF	Salaries	1,118.60	
				23422 - Kimball/Ke...	CF	Salaries	878.90	
				23430 - City Center ...	CF	Salaries	79.90	
				236 - Tech. Assista...	CF	Salaries	1,598.00	
				23816 - I89 Exit 14 ...	CF	Salaries	639.20	
				231611 - Sidewalk/...	CF	Salaries	239.70	
				231612- VT 15/Pea...	CF	Salaries	239.70	
				2319 - TIP	CF	Salaries	958.80	
				921 - Staff Develop...	CF	Salaries	319.60	
				922 - Staff meetings	CF	Salaries	159.80	
				933 - PTO	CF	Salaries	639.20	
				934 - Holiday	CF	Salaries	319.60	
							7,350.80	7,350.80
41332	G	10/31/2018	Time...	932 - General Admi...	PK	Salaries		7,347.12
				232 - Trans. policy ...	PK	Salaries	718.74	
				2323 - Trans Policy ...	PK	Salaries	319.44	
				233 - TDM (staff)	PK	Salaries	199.65	
				234 - TOD - Public ...	PK	Salaries	119.79	
				23416 - Neighbor Ri...	PK	Salaries	119.79	
				23426 - Essex Jct V...	PK	Salaries	239.58	
				23429 - Essex Jct V...	PK	Salaries	79.86	
				23432 - Elderly & Di...	PK	Salaries	878.46	
				2351 - Winooski Riv...	PK	Salaries	918.39	
				237 - Bike-Ped plan...	PK	Salaries	319.44	
				23819 - So Burlingt...	PK	Salaries	79.86	
				23821 - So Burl Mul...	PK	Salaries	159.72	
				2391 - Rail Station ...	PK	Salaries	399.30	
				231610 - Intervale ...	PK	Salaries	79.86	
				722 - ECOS annual ...	PK	Salaries	119.79	
				7261 - Chit. Co. Tra...	PK	Salaries	1,038.18	
				732 - Municipal trai...	PK	Salaries	239.58	
				7332 - Comm. outre...	PK	Salaries	399.30	
				922 - Staff meetings	PK	Salaries	159.72	
				932 - General Admi...	PK	Salaries	119.79	
				933 - PTO	PK	Salaries	319.44	
				934 - Holiday	PK	Salaries	319.44	
							7,347.12	7,347.12
41333	G	10/31/2018	Time...	932 - General Admi...	ss	Salaries		5,551.28
				2312 - Act250/248 r...	ss	Salaries	196.11	
				232 - Trans. policy ...	ss	Salaries	60.34	
				236 - Tech. Assista...	ss	Salaries	1,357.65	
				23822 - Williston R...	ss	Salaries	150.85	
				2310- ITS & TSM	ss	Salaries	844.76	
				23102 - Real Time ...	ss	Salaries	814.59	
				23134 - I-89 Needs ...	ss	Salaries	482.72	
				231612- VT 15/Pea...	ss	Salaries	30.17	
				231613 - Skunk Hol...	ss	Salaries	211.19	
				231616 - East Allen...	ss	Salaries	90.51	
				2423 - Trans Mgmt ...	ss	Salaries	60.34	
				32319 - Allen Brook...	ss	Salaries	30.17	
				512 - Transportatio...	ss	Salaries	422.38	
				911 - Commission ...	ss	Salaries	30.17	
				912 - Work program...	ss	Salaries	105.60	
				921 - Staff Develop...	ss	Salaries	241.36	
				922 - Staff meetings	ss	Salaries	120.68	
				933 - PTO	ss	Salaries	301.69	

Chittenden County RPC Quarterly Journal Entries October through December 2018

Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
							5,551.28	5,551.28
41334	G	10/31/2018	Time...	932 - General Admi... 23428 - Hinesburg ...	Benjamin Ho... Benjamin Ho...	Salaries Salaries	763.00	763.00
							763.00	763.00
41335	G	10/31/2018	Time...	932 - General Admi... 712-Data Dev.& Ma...	Ian Maerki Ian Maerki	Salaries Salaries	294.00	294.00
							294.00	294.00
41336	G	10/31/2018	Time...	932 - General Admi... 323 - Municipal Roa... 712-Data Dev.& Ma...	Zach Merson Zach Merson Zach Merson	Salaries Salaries Salaries	283.50 112.00	395.50
							395.50	395.50
41337	G	10/31/2018	Time...	932 - General Admi... 712-Data Dev.& Ma...	Madeline Su... Madeline Su...	Salaries Salaries	203.00	203.00
							203.00	203.00
41342	G	11/16/2018	Payroll	932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi...	payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll 11/16/...	Salaries Payroll Expenses Payroll Tax Expense Health Insurance Vision Plan United Way Payable VMERS Defined Be... Life Insurance/Disa... 457 Plan - Bernie F... 457 Plan - Peter Ke... Charest - No... Checking - People's...	47,692.15 92.30 3,363.00	984.21 75.16 176.00 2,687.99 30.63 350.00 300.00 385.00 46,158.46
							51,147.45	51,147.45
41344	G	11/20/2018	Adj D...	931 - IT Administrat... 931 - IT Administrat...	ESRI - Insign... ESRI - Insign...	Prepaid Maintenanc... Equip & Software M...	41.67	41.67
							41.67	41.67
41345	G	11/01/2018	Adj D...	931 - IT Administrat... 931 - IT Administrat...	ESRI - ARC ... ESRI - ARC ...	Prepaid Maintenanc... Equip & Software M...	575.74	575.74
							575.74	575.74
41346	G	11/01/2018	Adj D...	932 - General Admi... 932 - General Admi...	Travelers W... to record mo...	Prepaid Insurance Workers Comp	255.50	255.50
							255.50	255.50
41347	G	11/01/2018	Adj D...	932 - General Admi... 932 - General Admi...	to record ser... to record ser...	Depreciation A/D Furniture, Equi...	297.08	297.08
							297.08	297.08
41413	G	10/31/2018	prepaid	712-Data Dev.& Ma... 712-Data Dev.& Ma...	Pam's NEAR... Pam's NEAR...	Prepaid Project Exp... Project - Conferences	375.00	375.00
							375.00	375.00
41414	G	10/31/2018	prepaid	2321-Trans.Direct ... 2321-Trans.Direct ...	Christine - M... Christine - M...	Prepaid Project Exp... Project - Conferences	25.00	25.00
							25.00	25.00
41415	G	10/31/2018	prepaid	712-Data Dev.& Ma... 712-Data Dev.& Ma...	Melanie NEA... Melanie NEA...	Prepaid Project Exp... Project - Conferences	375.00	375.00
							375.00	375.00

Chittenden County RPC
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Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
41416	G	10/31/2018	prepaid	712-Data Dev. & Ma... 712-Data Dev. & Ma...	Chris NEAR... Chris NEAR...	Prepaid Project Exp... Project - Conferences	375.00	375.00
							375.00	375.00
41417	G	10/31/2018	prepaid	2321-Trans.Direct ... 2312 - Act250/248 r...	Peter NNEC... Peter NNEC...	Prepaid Project Exp... Project - Conferences	165.00	165.00
							165.00	165.00
41418	G	10/31/2018	prepaid	2321-Trans.Direct ... 2321-Trans.Direct ...	Eleni - Munici... Eleni - Munici...	Prepaid Project Exp... Project - Conferences	25.00	25.00
							25.00	25.00
41419	G	10/31/2018	prepaid	323 - Municipal Roa... 323 - Municipal Roa...	Dan - Waters... Dan - Waters...	Prepaid Project Exp... Project - Conferences	23.61	23.61
							23.61	23.61
41420	G	11/30/2018	Adj D...	931 - IT Administrat... 931 - IT Administrat...	2 Adobe Cre... last installme...	Prepaid Maintenanc... Equip & Software M...	152.28	152.28
							152.28	152.28
41421	G	11/30/2018	Adj D...	932 - General Admi... 932 - General Admi...	\$2,000 down ... \$2,000 down ...	Prepaid Equipment ... EV/CarShare	55.56	55.56
							55.56	55.56
41423	G	11/30/2018	Payroll	932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi...	payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll 11/30/...	Salaries Payroll Expenses Payroll Tax Expense Health Insurance Vision Plan United Way Payable VMERS Defined Be... Life Insurance/Disa... 457 Plan - Bernie F... 457 Plan - Peter Ke... Charest - No... Checking - People's...	47,078.79 93.60 3,311.58	984.21 75.16 176.00 2,687.99 30.63 350.00 300.00 385.00 45,494.98
							50,483.97	50,483.97
41425	G	12/01/2018	Adj D...	932 - General Admi... 932 - General Admi...	to record EP... to record EP...	Prepaid Insurance Liability Insurance	359.75	359.75
							359.75	359.75
41426	G	12/01/2018	Adj D...	932 - General Admi... 932 - General Admi...	Cincinnati Co... Cincinnati Co...	Prepaid Insurance Liability Insurance	554.33	554.33
							554.33	554.33
41427	G	12/01/2018	Adj D...	932 - General Admi... 932 - General Admi...	Monthly HSA... Monthly HSA...	Prepaid Expense - ... HSA Deposits	4,375.00	4,375.00
							4,375.00	4,375.00
41428	G	12/01/2018	Adj D...	931 - IT Administrat... 931 - IT Administrat...	Place Creativ... Place Creativ...	Equip & Software M... Prepaid Maintenanc...	100.00	100.00
							100.00	100.00
41444	G	10/31/2018	Oct. ...		To record Oc... To record Oc...	Deferred Income-C... Match - community ...	16,758.84	16,758.84
							16,758.84	16,758.84
41445	G	10/31/2018	Oct. i...		ro record inki... ro record inki...	1121 - unbilled inkind Match - In-Kind	1,403.06	1,403.06

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Chittenden County RPC Quarterly Journal Entries October through December 2018

Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
							1,403.06	1,403.06
41468	G	11/30/2018	Nov. ...	932 - General Admi...	To record EV...	EV/CarShare		306.90
				932 - General Admi...	To record EV...	Mileage	35.44	
				2321-Trans.Direct ...	To record EV...	Project - Mileage	146.09	
				712-Data Dev. & Ma...	To record EV...	Project - Mileage	122.64	
				7331 - Comm. Outr...	To record EV...	Project - Mileage	2.73	
							306.90	306.90
41480	G	10/31/2018	Act 174	225 - Act 174 Traini...	October expe...	Deferred Grant Rev...	6,746.99	
				225 - Act 174 Traini...	October expe...	Act 174 Training		6,746.99
							6,746.99	6,746.99
41482	G	10/31/2018	Cln St...	329 - VT Muni Clea...	to record VT ...	Deferred Grant - VT...	42.01	
				329 - VT Muni Clea...	to record VT ...	Vermont Clean Stre...		42.01
							42.01	42.01
41483	G	10/31/2018	Milton...	328 - Milton SWMP	Milton SWM...	Deferred Grants - M...	3,790.49	
				328 - Milton SWMP	Milton SWM...	Milton Stormwater ...		3,790.49
							3,790.49	3,790.49
41488	G	10/31/2018	water ...	32251 - Outreach &...	Water Qualit...	Unbilled Receivable	4,857.20	
				32251 - Outreach &...	Water Qualit...	ANR - Water Quality		4,857.20
							4,857.20	4,857.20
41489	G	10/31/2018	grant...	332 - MR Grants-in-...	Grants in Aid ...	Unbilled Receivable	815.27	
				332 - MR Grants-in-...	Grants in Aid ...	Grants in Aid Pilot		815.27
							815.27	815.27
41490	G	10/31/2018	BF	1113 - BF Petro Sit...	to reverse W...	Unbilled Receivable		6,741.76
				1113 - BF Petro Sit...	to reverse W...	Brownfields - Petrol...	6,741.76	
							6,741.76	6,741.76
41514	G	11/30/2018	DA-ti...	932 - General Admi...	DA	Salaries		6,371.20
				1111 - BF Petrolue...	DA	Salaries	63.35	
				1112 - BF Petro Co...	DA	Salaries	289.60	
				1113 - BF Petro Sit...	DA	Salaries	144.80	
				1121 - BF Haz Agre...	DA	Salaries	63.35	
				1122 - BF Haz Com...	DA	Salaries	289.60	
				1131 - 2018 Petrole...	DA	Salaries	45.25	
				1132 - 2018 Petrole...	DA	Salaries	99.55	
				1141 - 2018 Hazard...	DA	Salaries	36.20	
				1142 - 2018 Hazard...	DA	Salaries	99.55	
				1143 - 2018 hazard...	DA	Salaries	72.40	
				121 - Byway Coordi...	DA	Salaries	9.05	
				122 - CVNHP stake...	DA	Salaries	380.10	
				213 - Municipal Pla...	DA	Salaries	27.15	
				315 - 604b Flood R...	DA	Salaries	63.35	
				322 - Regional Stor...	DA	Salaries	27.15	
				3221 - RSEP	DA	Salaries	108.60	
				32251 - Outreach &...	DA	Salaries	108.60	
				32252 - Muni Planni...	DA	Salaries	841.65	
				32253 - Basin Plan...	DA	Salaries	325.80	
				323 - Municipal Roa...	DA	Salaries	181.00	
				32319 - Allen Brook...	DA	Salaries	9.05	
				328 - Milton SWMP	DA	Salaries	18.10	
				329 - VT Muni Clea...	DA	Salaries	9.05	
				3311 - Williston Old...	DA	Salaries	117.65	
				3312 - Burlington W...	DA	Salaries	27.15	
				3313 - S Burlington ...	DA	Salaries	36.20	
				3314 - S Burlington ...	DA	Salaries	36.20	
				3315 - WQ block gr...	DA	Salaries	54.30	
				3316-Williston LIRD...	DA	Salaries	45.25	
				3317-WinooskiPine...	DA	Salaries	36.20	

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Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
				5211 - EMPG Local...	DA	Salaries	63.35	
				5212 - EMPG Local...	DA	Salaries	298.65	
				5213 - EMPG Tech ...	DA	Salaries	81.45	
				527 - DEMHS MOU	DA	Salaries	117.65	
				922 - Staff meetings	DA	Salaries	72.40	
				923 - Personnel ad...	DA	Salaries	27.15	
				932 - General Admi...	DA	Salaries	316.75	
				933 - PTO	DA	Salaries	1,149.35	
				934 - Holiday	DA	Salaries	579.20	
							6,371.20	6,371.20
41515	G	11/30/2018	Time...	932 - General Admi...	CB	Salaries		9,947.45
				213 - Municipal Pla...	CB	Salaries	322.62	
				215 - Affordable ho...	CB	Salaries	161.31	
				232 - Trans. policy ...	CB	Salaries	107.54	
				2323 - Trans Policy ...	CB	Salaries	107.54	
				233 - TDM (staff)	CB	Salaries	268.85	
				234 - TOD - Public ...	CB	Salaries	215.08	
				239 - Air, Rail Ferry,...	CB	Salaries	376.39	
				23134 - I-89 Needs ...	CB	Salaries	107.54	
				2319 - TIP	CB	Salaries	215.08	
				322 - Regional Stor...	CB	Salaries	322.62	
				32254 - Administrati...	CB	Salaries	53.77	
				732 - Municipal trai...	CB	Salaries	53.77	
				7331 - Comm. Outr...	CB	Salaries	1,613.10	
				911 - Commission ...	CB	Salaries	430.16	
				912 - Work program...	CB	Salaries	376.39	
				913 - Financial bud...	CB	Salaries	53.77	
				921 - Staff Develop...	CB	Salaries	483.93	
				923 - Personnel ad...	CB	Salaries	860.32	
				932 - General Admi...	CB	Salaries	322.62	
				7332 - Comm. outre...	CB	Salaries	1,129.17	
				933 - PTO	CB	Salaries	1,021.63	
				934 - Holiday	CB	Salaries	860.32	
				922 - Staff meetings	CB	Salaries	483.93	
							9,947.45	9,947.45
41516	G	11/30/2018	Time...	932 - General Admi...	PB	Salaries		6,631.70
				2116 - Winooski Mu...	PB	Salaries	59.93	
				5214 - EMPG State...	PB	Salaries	19.98	
				7111 - Public health...	PB	Salaries	319.60	
				7112 - Online mapp...	PB	Salaries	1,617.98	
				712-Data Dev.& Ma...	PB	Salaries	2,516.85	
				922 - Staff meetings	PB	Salaries	119.85	
				931 - IT Administrat...	PB	Salaries	99.88	
				932 - General Admi...	PB	Salaries	159.80	
				933 - PTO	PB	Salaries	1,078.65	
				934 - Holiday	PB	Salaries	639.18	
							6,631.70	6,631.70
41517	G	11/30/2018	Time...	932 - General Admi...	JC	Salaries		5,934.72
				2312 - Act250/248 r...	JC	Salaries	101.16	
				232 - Trans. policy ...	JC	Salaries	67.44	
				23422 - Kimball/Ke...	JC	Salaries	67.44	
				236 - Tech. Assista...	JC	Salaries	2,040.06	
				23613-VT116/Charl...	JC	Salaries	505.80	
				23614 - Transportat...	JC	Salaries	67.44	
				23134 - I-89 Needs ...	JC	Salaries	303.48	
				2316 - Local scopin...	JC	Salaries	202.32	
				231613 - Skunk Hol...	JC	Salaries	168.60	
				231616 - East Allen...	JC	Salaries	134.88	
				2318 - Transportati...	JC	Salaries	101.16	
				712-Data Dev.& Ma...	JC	Salaries	775.56	
				732 - Municipal trai...	JC	Salaries	354.06	
				911 - Commission ...	JC	Salaries	50.58	
				912 - Work program...	JC	Salaries	134.88	

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Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
				922 - Staff meetings	JC	Salaries	185.46	
				933 - PTO	JC	Salaries	134.88	
				934 - Holiday	JC	Salaries	539.52	
							5,934.72	5,934.72
41518	G	11/30/2018	Time...	932 - General Admi...	EC	Salaries		7,812.64
				232 - Trans. policy ...	EC	Salaries	155.37	
				233 - TDM (staff)	EC	Salaries	488.29	
				234 - TOD - Public ...	EC	Salaries	244.15	
				236 - Tech. Assista...	EC	Salaries	2,619.01	
				2367 - Update to S...	EC	Salaries	22.20	
				239 - Air, Rail Ferry,...	EC	Salaries	44.39	
				2391 - Rail Station ...	EC	Salaries	133.17	
				2310- ITS & TSM	EC	Salaries	88.78	
				23134 - I-89 Needs ...	EC	Salaries	688.05	
				23162 - Burl. Railya...	EC	Salaries	466.10	
				323 - Municipal Roa...	EC	Salaries	88.78	
				732 - Municipal trai...	EC	Salaries	377.32	
				7332 - Comm. outre...	EC	Salaries	266.34	
				911 - Commission ...	EC	Salaries	177.56	
				912 - Work program...	EC	Salaries	332.93	
				922 - Staff meetings	EC	Salaries	177.56	
				923 - Personnel ad...	EC	Salaries	110.98	
				933 - PTO	EC	Salaries	621.46	
				934 - Holiday	EC	Salaries	710.20	
							7,812.64	7,812.64
41519	G	11/30/2018	Time...	932 - General Admi...	FC	Salaries		6,536.64
				911 - Commission ...	FC	Salaries	148.56	
				912 - Work program...	FC	Salaries	259.98	
				913 - Financial bud...	FC	Salaries	3,584.01	
				921 - Staff Develop...	FC	Salaries	557.10	
				922 - Staff meetings	FC	Salaries	315.69	
				923 - Personnel ad...	FC	Salaries	854.22	
				932 - General Admi...	FC	Salaries	148.56	
				933 - PTO	FC	Salaries	74.28	
				934 - Holiday	FC	Salaries	594.24	
							6,536.64	6,536.64
41520	G	11/30/2018	Time...	932 - General Admi...	BD	Salaries		5,093.08
				232 - Trans. policy ...	BD	Salaries	64.88	
				233 - TDM (staff)	BD	Salaries	1,102.96	
				234 - TOD - Public ...	BD	Salaries	32.44	
				23431 - Shared Us ...	BD	Salaries	908.32	
				236 - Tech. Assista...	BD	Salaries	129.76	
				237 - Bike-Ped plan...	BD	Salaries	1,589.56	
				23133 - No.&So. Wi...	BD	Salaries	259.52	
				725 - ECOS Plan u...	BD	Salaries	32.44	
				7332 - Comm. outre...	BD	Salaries	32.44	
				811 - Title VI and P...	BD	Salaries	64.88	
				911 - Commission ...	BD	Salaries	64.88	
				912 - Work program...	BD	Salaries	129.76	
				921 - Staff Develop...	BD	Salaries	32.44	
				922 - Staff meetings	BD	Salaries	129.76	
				934 - Holiday	BD	Salaries	519.04	
							5,093.08	5,093.08
41521	G	11/30/2018	Time...	932 - General Admi...	MD	Salaries		4,428.16
				234 - TOD - Public ...	MD	Salaries	352.24	
				23431 - Shared Us ...	MD	Salaries	276.76	
				23432 - Elderly & Di...	MD	Salaries	364.82	
				236 - Tech. Assista...	MD	Salaries	377.40	
				23614 - Transportat...	MD	Salaries	352.24	
				237 - Bike-Ped plan...	MD	Salaries	25.16	
				5212 - EMPG Local...	MD	Salaries	25.16	
				5213 - EMPG Tech ...	MD	Salaries	163.54	

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Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
				5214 - EMPG State...	MD	Salaries	201.28	
				524 - LEPC	MD	Salaries	289.34	
				712-Data Dev.& Ma...	MD	Salaries	402.56	
				715 - Inspect & Inve...	MD	Salaries	100.64	
				7261 - Chit. Co. Tra...	MD	Salaries	88.06	
				732 - Municipal trai...	MD	Salaries	213.86	
				7332 - Comm. outre...	MD	Salaries	251.60	
				911 - Commission ...	MD	Salaries	50.32	
				912 - Work program...	MD	Salaries	201.28	
				922 - Staff meetings	MD	Salaries	113.22	
				933 - PTO	MD	Salaries	176.12	
				934 - Holiday	MD	Salaries	402.56	
							4,428.16	4,428.16
41522	G	11/30/2018	Time...	932 - General Admi...	CD	Salaries		4,644.64
				232 - Trans. policy ...	CD	Salaries	52.78	
				323 - Municipal Roa...	CD	Salaries	1,161.16	
				712-Data Dev.& Ma...	CD	Salaries	1,992.45	
				715 - Inspect & Inve...	CD	Salaries	105.56	
				732 - Municipal trai...	CD	Salaries	26.39	
				7332 - Comm. outre...	CD	Salaries	224.32	
				911 - Commission ...	CD	Salaries	52.78	
				922 - Staff meetings	CD	Salaries	79.17	
				923 - Personnel ad...	CD	Salaries	131.95	
				921 - Staff Develop...	CD	Salaries	26.39	
				932 - General Admi...	CD	Salaries	52.78	
				933 - PTO	CD	Salaries	316.68	
				934 - Holiday	CD	Salaries	422.23	
							4,644.64	4,644.64
41523	G	11/30/2018	Time...	932 - General Admi...	BF	Salaries		4,144.81
				911 - Commission ...	BF	Salaries	287.45	
				913 - Financial bud...	BF	Salaries	2,948.66	
				922 - Staff meetings	BF	Salaries	18.55	
				933 - PTO	BF	Salaries	296.72	
				934 - Holiday	BF	Salaries	593.43	
							4,144.81	4,144.81
41524	G	11/30/2018	Time...	932 - General Admi...	Kathy Finnie	Salaries		972.00
				511 - Traffic Alert P...	Kathy Finnie	Salaries	972.00	
							972.00	972.00
41525	G	11/30/2018	Time...	932 - General Admi...	CF	Salaries		7,031.20
				232 - Trans. policy ...	CF	Salaries	159.80	
				2323 - Trans Policy ...	CF	Salaries	159.80	
				23422 - Kimball/Ke...	CF	Salaries	719.10	
				23430 - City Center ...	CF	Salaries	958.80	
				236 - Tech. Assista...	CF	Salaries	958.80	
				23816 - I89 Exit 14 ...	CF	Salaries	719.10	
				2319 - TIP	CF	Salaries	1,038.70	
				722 - ECOS annual ...	CF	Salaries	479.40	
				922 - Staff meetings	CF	Salaries	79.90	
				933 - PTO	CF	Salaries	1,118.60	
				934 - Holiday	CF	Salaries	639.20	
							7,031.20	7,031.20
41526	G	11/30/2018	Time...	932 - General Admi...	PK	Salaries		7,027.68
				232 - Trans. policy ...	PK	Salaries	678.81	
				234 - TOD - Public ...	PK	Salaries	1,317.69	
				23416 - Neighbor Ri...	PK	Salaries	159.72	
				23432 - Elderly & Di...	PK	Salaries	239.58	
				236 - Tech. Assista...	PK	Salaries	279.51	
				237 - Bike-Ped plan...	PK	Salaries	319.44	
				23819 - So Burlingt...	PK	Salaries	638.88	
				23821 - So Burl Mul...	PK	Salaries	479.16	

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Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
				2391 - Rail Station ...	PK	Salaries	319.44	
				722 - ECOS annual ...	PK	Salaries	119.79	
				7261 - Chit. Co. Tra...	PK	Salaries	918.39	
				732 - Municipal trai...	PK	Salaries	199.65	
				922 - Staff meetings	PK	Salaries	239.58	
				932 - General Admi...	PK	Salaries	319.44	
				933 - PTO	PK	Salaries	159.72	
				934 - Holiday	PK	Salaries	638.88	
							7,027.68	7,027.68
41527	G	11/30/2018	Time...	932 - General Admi...	RM	Salaries		6,744.18
				211 - Municipal Pla...	RM	Salaries	127.65	
				2116 - Winooski Mu...	RM	Salaries	1,595.63	
				213 - Municipal Pla...	RM	Salaries	468.05	
				214 - State & Regio...	RM	Salaries	127.65	
				215 - Affordable ho...	RM	Salaries	829.73	
				225 - Act 174 Traini...	RM	Salaries	21.28	
				231 - Act250/248 re...	RM	Salaries	85.10	
				2312 - Act250/248 r...	RM	Salaries	10.64	
				232 - Trans. policy ...	RM	Salaries	85.10	
				322 - Regional Stor...	RM	Salaries	53.19	
				323 - Municipal Roa...	RM	Salaries	31.91	
				5212 - EMPG Local...	RM	Salaries	74.46	
				724 - ECO Plan Up...	RM	Salaries	10.64	
				7331 - Comm. Outr...	RM	Salaries	393.59	
				911 - Commission ...	RM	Salaries	148.93	
				912 - Work program...	RM	Salaries	287.21	
				922 - Staff meetings	RM	Salaries	372.31	
				923 - Personnel ad...	RM	Salaries	361.68	
				932 - General Admi...	RM	Salaries	42.55	
				933 - PTO	RM	Salaries	936.10	
				934 - Holiday	RM	Salaries	680.78	
							6,744.18	6,744.18
41528	G	11/30/2018	Time...	932 - General Admi...	MN	Salaries		5,297.29
				211 - Municipal Pla...	MN	Salaries	69.02	
				214 - State & Regio...	MN	Salaries	86.28	
				215 - Affordable ho...	MN	Salaries	51.77	
				225 - Act 174 Traini...	MN	Salaries	707.46	
				531 - RPP	MN	Salaries	172.55	
				712-Data Dev.& Ma...	MN	Salaries	1,552.95	
				721 - ECOS annual ...	MN	Salaries	276.08	
				7331 - Comm. Outr...	MN	Salaries	310.59	
				911 - Commission ...	MN	Salaries	69.02	
				912 - Work program...	MN	Salaries	51.77	
				922 - Staff meetings	MN	Salaries	120.79	
				923 - Personnel ad...	MN	Salaries	86.26	
				932 - General Admi...	MN	Salaries	51.77	
				933 - PTO	MN	Salaries	1,207.85	
				934 - Holiday	MN	Salaries	483.13	
							5,297.29	5,297.29
41529	G	11/30/2018	Time...	932 - General Admi...	EN	Salaries		4,875.20
				1112 - BF Petro Co...	EN	Salaries	69.25	
				1122 - BF Haz Com...	EN	Salaries	69.25	
				211 - Municipal Pla...	EN	Salaries	692.50	
				2115 - Huntington T...	EN	Salaries	789.45	
				2116 - Winooski Mu...	EN	Salaries	110.80	
				213 - Municipal Pla...	EN	Salaries	221.60	
				214 - State & Regio...	EN	Salaries	138.50	
				215 - Affordable ho...	EN	Salaries	360.10	
				225 - Act 174 Traini...	EN	Salaries	914.10	
				231 - Act250/248 re...	EN	Salaries	373.95	
				712-Data Dev.& Ma...	EN	Salaries	124.65	
				7332 - Comm. outre...	EN	Salaries	27.70	
				911 - Commission ...	EN	Salaries	13.85	

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Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
				912 - Work program...	EN	Salaries	41.55	
				922 - Staff meetings	EN	Salaries	96.95	
				932 - General Admi...	EN	Salaries	55.40	
				933 - PTO	EN	Salaries	332.40	
				934 - Holiday	EN	Salaries	443.20	
							4,875.20	4,875.20
41530	G	11/30/2018	Time...	932 - General Admi...	SS	Salaries		5,309.92
				232 - Trans. policy ...	SS	Salaries	75.43	
				236 - Tech. Assista...	SS	Salaries	950.36	
				23822 - Williston R...	SS	Salaries	271.53	
				2310- ITS & TSM	SS	Salaries	181.02	
				23102 - Real Time ...	SS	Salaries	1,055.95	
				23134 - I-89 Needs ...	SS	Salaries	60.34	
				231613 - Skunk Hol...	SS	Salaries	482.72	
				231616 - East Allen...	SS	Salaries	181.02	
				2423 - Trans Mgmt ...	SS	Salaries	150.85	
				32319 - Allen Brook...	SS	Salaries	60.34	
				512 - Transportatio...	SS	Salaries	286.62	
				732 - Municipal trai...	SS	Salaries	211.19	
				912 - Work program...	SS	Salaries	135.77	
				922 - Staff meetings	SS	Salaries	120.68	
				933 - PTO	SS	Salaries	362.04	
				934 - Holiday	SS	Salaries	724.06	
							5,309.92	5,309.92
41531	G	11/30/2018	Time...	932 - General Admi...	Emma	Salaries		5,244.80
				511 - Traffic Alert P...	Emma	Salaries	89.40	
				7331 - Comm. Outr...	Emma	Salaries	1,966.80	
				7332 - Comm. outre...	Emma	Salaries	1,639.00	
				741 - Regional or S...	Emma	Salaries	59.60	
				811 - Title VI and P...	Emma	Salaries	59.60	
				912 - Work program...	Emma	Salaries	89.40	
				922 - Staff meetings	Emma	Salaries	29.80	
				923 - Personnel ad...	Emma	Salaries	149.00	
				933 - PTO	Emma	Salaries	685.40	
				934 - Holiday	Emma	Salaries	476.80	
							5,244.80	5,244.80
41532	G	11/30/2018	Time...	932 - General Admi...	Ben Howe	Salaries		196.00
				23428 - Hinesburg ...	Ben Howe	Salaries	196.00	
							196.00	196.00
41533	G	11/30/2018	Time...	932 - General Admi...	Zach Merson	Salaries		395.50
				323 - Municipal Roa...	Zach Merson	Salaries	385.00	
				712-Data Dev.& Ma...	Zach Merson	Salaries	10.50	
							395.50	395.50
41534	G	11/30/2018	Time...	932 - General Admi...	Ian Maerki	Salaries		329.00
				712-Data Dev.& Ma...	Ian Maerki	Salaries	329.00	
							329.00	329.00
41535	G	10/31/2018	accru...	932 - General Admi...	adjust accrue...	Accrued Salaries		12,933.10
				932 - General Admi...	adjust accrue...	Salaries	12,933.10	
							12,933.10	12,933.10
41536	G	10/31/2018	accru...	932 - General Admi...	to adjust accr...	Accrued Vacation P...		8,025.65
				932 - General Admi...	to adjust accr...	Salaries	8,025.65	
							8,025.65	8,025.65
41542	G	10/31/2018	WQ B...	3312 - Burlington W...	WQ BTV Oct...	WQ Block Grant - B...		253.08
				3312 - Burlington W...	WQ BTV Oc...	Deferred Grants - B...	253.08	
							253.08	253.08

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Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
							253.08	253.08
41543	G	10/31/2018	Pond 3	3314 - S Burlington ... 3314 - S Burlington ...	WQ BG - SB ... WQ BG - SB ...	Deferred Grant - SB... WQ BG - SB Pond 3	126.54	126.54
							126.54	126.54
41544	G	10/31/2018	WQ...	3311 - Williston Old... 3311 - Williston Old...	WQ Williston... WQ Williston...	WQ Block Grant - ... Deferred Grants - ...	337.44	337.44
							337.44	337.44
41545	G	10/31/2018	Pond B	3313 - S Burlington ... 3313 - S Burlington ...	SB Pond B ... SB Pond B ...	Deferred Grant - SB... WQ BG - SB Pond B	126.54	126.54
							126.54	126.54
41550	G	11/30/2018	accru...	932 - General Admi... 932 - General Admi...	adjust accrue... adjust accrue...	Accrued Salaries Salaries	36,341.65	36,341.65
							36,341.65	36,341.65
41553	G	12/14/2018	Payroll	932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi...	payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... payroll for ch... Charest - De... payroll 12/14/...	Salaries Health Insurance O... Payroll Expenses Payroll Tax Expense Health Insurance Vision Plan United Way Payable VMERS Defined Be... Life Insurance/Disa... 457 Plan - Bernie F... 457 Plan - Peter Ke... Dependent Care Ac... Checking - People's...	51,479.86 7,440.24 92.30 4,200.57	984.21 75.16 176.00 3,088.15 30.63 350.00 300.00 385.00 57,823.82
							63,212.97	63,212.97
41554	G	10/31/2018	ACCD	932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi...	to record AC... to record AC... to record AC... to record AC...	Deferred Income-A... Project Income-AC... Deferred Income-A... Project Income-AC...	29,685.09 1,590.79	29,685.09 1,590.79
							31,275.88	31,275.88
41557	G	11/01/2018	D & B	932 - General Admi... 2321-Trans.Direct ...	to move D&B... to move D&B...	Equip & Software M... Project - Equipment...	644.50	644.50
							644.50	644.50
41618	G	12/20/2018	Adj D...	931 - IT Administrat... 931 - IT Administrat...	ESRI - Insigh... ESRI - Insigh...	Prepaid Maintenanc... Equip & Software M...	41.67	41.67
							41.67	41.67
41632	G	11/30/2018	Nov ...		to record loca... to record loca...	Deferred Income-C... Match - community ...	11,205.67	11,205.67
							11,205.67	11,205.67
41633	G	11/30/2018	Nov i...		To record in-... To record in-...	1121 - unbilled inkind Match - In-Kind	691.69	691.69
							691.69	691.69
41648	G	12/31/2018	Adj D...	931 - IT Administrat... 931 - IT Administrat...	2 Adobe Cre... last installme...	Prepaid Maintenanc... Equip & Software M...	152.28	152.28
							152.28	152.28
41651	G	12/31/2018	Adj D...	932 - General Admi... 932 - General Admi...	\$2,000 down ... \$2,000 down ...	Prepaid Equipment ... EV/CarShare	55.56	55.56

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Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
							55.56	55.56
41686	G	12/28/2018	Payroll	932 - General Admi...	payroll for ch...	Salaries	46,933.69	
				932 - General Admi...	payroll for ch...	Payroll Expenses	90.20	
				932 - General Admi...	payroll for ch...	Payroll Tax Expense	3,304.01	
				932 - General Admi...	payroll for ch...	Health Insurance		984.21
				932 - General Admi...	payroll for ch...	Vision Plan		75.16
				932 - General Admi...	payroll for ch...	United Way Payable		176.00
				932 - General Admi...	payroll for ch...	VMERS Defined Be...		2,687.99
				932 - General Admi...	payroll for ch...	Life Insurance/Disa...		30.63
				932 - General Admi...	payroll for ch...	457 Plan - Bernie F...		350.00
				932 - General Admi...	payroll for ch...	457 Plan - Peter Ke...		300.00
				932 - General Admi...	Charest - De...	Dependent Care Ac...		385.00
				932 - General Admi...	payroll 12/28/...	Checking - People's...		45,338.91
							50,327.90	50,327.90
41724	G	12/31/2018	Time...	932 - General Admi...	Dan	Salaries		6,081.60
				1111 - BF Petrolue...	Dan	Salaries	45.25	
				1112 - BF Petro Co...	Dan	Salaries	99.55	
				1113 - BF Petro Sit...	Dan	Salaries	307.70	
				1121 - BF Haz Agre...	Dan	Salaries	36.20	
				1122 - BF Haz Com...	Dan	Salaries	90.50	
				1123 - BF Haz Site ...	Dan	Salaries	9.05	
				1124 - BF Haz Site ...	Dan	Salaries	9.05	
				1131 - 2018 Petrole...	Dan	Salaries	27.15	
				1132 - 2018 Petrole...	Dan	Salaries	36.20	
				1133 - BF 2018 Pet...	Dan	Salaries	0.00	
				1141 - 2018 Hazard...	Dan	Salaries	36.20	
				1142 - 2018 Hazard...	Dan	Salaries	90.50	
				1143 - 2018 hazard...	Dan	Salaries	126.70	
				121 - Byway Coordi...	Dan	Salaries	9.05	
				122 - CVNHP stake...	Dan	Salaries	9.05	
				322 - Regional Stor...	Dan	Salaries	162.90	
				3221 - RSEP	Dan	Salaries	45.25	
				32251 - Outreach &...	Dan	Salaries	153.85	
				32252 - Muni Planni...	Dan	Salaries	443.45	
				32253 - Basin Plan...	Dan	Salaries	506.80	
				323 - Municipal Roa...	Dan	Salaries	217.20	
				328 - Milton SWMP	Dan	Salaries	72.40	
				329 - VT Muni Clea...	Dan	Salaries	27.15	
				3311 - Williston Old...	Dan	Salaries	171.95	
				3312 - Burlington W...	Dan	Salaries	126.70	
				3313 - S Burlington ...	Dan	Salaries	181.00	
				3314 - S Burlington ...	Dan	Salaries	63.35	
				3315 - WQ block gr...	Dan	Salaries	153.85	
				3316-Williston LIRD...	Dan	Salaries	81.45	
				3317-WinooskiPine...	Dan	Salaries	72.40	
				5212 - EMPG Local...	Dan	Salaries	144.80	
				5213 - EMPG Tech ...	Dan	Salaries	90.50	
				912 - Work program...	Dan	Salaries	371.05	
				922 - Staff meetings	Dan	Salaries	27.15	
				932 - General Admi...	Dan	Salaries	271.50	
				933 - PTO	Dan	Salaries	1,475.15	
				934 - Holiday	Dan	Salaries	289.60	
							6,081.60	6,081.60
41725	G	12/31/2018	Time...	932 - General Admi...	Charlie	Salaries		9,033.36
				213 - Municipal Pla...	Charlie	Salaries	107.54	
				222 - Climate Actio...	Charlie	Salaries	215.08	
				234 - TOD - Public ...	Charlie	Salaries	107.54	
				237 - Bike-Ped plan...	Charlie	Salaries	53.77	
				23134 - I-89 Needs ...	Charlie	Salaries	161.31	
				2319 - TIP	Charlie	Salaries	53.77	
				322 - Regional Stor...	Charlie	Salaries	1,021.63	
				32253 - Basin Plan...	Charlie	Salaries	107.54	
				721 - ECOS annual ...	Charlie	Salaries	268.85	
				722 - ECOS annual ...	Charlie	Salaries	107.54	

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Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
				7331 - Comm. Outr...	Charlie	Salaries	1,398.02	
				7332 - Comm. outre...	Charlie	Salaries	376.39	
				741 - Regional or S...	Charlie	Salaries	107.54	
				911 - Commission ...	Charlie	Salaries	1,129.17	
				912 - Work program...	Charlie	Salaries	699.01	
				913 - Financial bud...	Charlie	Salaries	215.08	
				922 - Staff meetings	Charlie	Salaries	322.62	
				923 - Personnel ad...	Charlie	Salaries	645.24	
				932 - General Admi...	Charlie	Salaries	1,505.56	
				934 - Holiday	Charlie	Salaries	430.16	
							9,033.36	9,033.36
41726	G	12/31/2018	Time...	932 - General Admi...	PAM	Salaries		6,711.60
				2116 - Winooski Mu...	PAM	Salaries	139.83	
				2141 - Parcel Mappi...	PAM	Salaries	19.98	
				7112 - Online mapp...	PAM	Salaries	938.83	
				712-Data Dev.& Ma...	PAM	Salaries	3,156.05	
				922 - Staff meetings	PAM	Salaries	79.90	
				931 - IT Administrat...	PAM	Salaries	239.70	
				932 - General Admi...	PAM	Salaries	279.65	
				933 - PTO	PAM	Salaries	1,538.08	
				934 - Holiday	PAM	Salaries	319.58	
							6,711.60	6,711.60
41727	G	12/31/2018	Time...	932 - General Admi...	Jason	Salaries		5,664.96
				222 - Climate Actio...	Jason	Salaries	84.30	
				2312 - Act250/248 r...	Jason	Salaries	118.02	
				236 - Tech. Assista...	Jason	Salaries	1,517.40	
				23613-VT116/Charl...	Jason	Salaries	269.76	
				23614 - Transportat...	Jason	Salaries	84.30	
				2310- ITS & TSM	Jason	Salaries	67.44	
				23102 - Real Time ...	Jason	Salaries	202.32	
				23134 - I-89 Needs ...	Jason	Salaries	472.08	
				231616 - East Allen...	Jason	Salaries	67.44	
				712-Data Dev.& Ma...	Jason	Salaries	1,112.76	
				912 - Work program...	Jason	Salaries	134.88	
				922 - Staff meetings	Jason	Salaries	134.88	
				932 - General Admi...	Jason	Salaries	168.60	
				933 - PTO	Jason	Salaries	961.02	
				934 - Holiday	Jason	Salaries	269.76	
							5,664.96	5,664.96
41728	G	12/31/2018	Time...	932 - General Admi...	Eleni	Salaries		7,812.64
				222 - Climate Actio...	Eleni	Salaries	110.98	
				2323 - Trans Policy ...	Eleni	Salaries	133.17	
				233 - TDM (staff)	Eleni	Salaries	177.56	
				234 - TOD - Public ...	Eleni	Salaries	266.34	
				236 - Tech. Assista...	Eleni	Salaries	1,131.95	
				2367 - Update to S...	Eleni	Salaries	88.78	
				23613-VT116/Charl...	Eleni	Salaries	22.20	
				237 - Bike-Ped plan...	Eleni	Salaries	88.78	
				2310- ITS & TSM	Eleni	Salaries	133.17	
				23102 - Real Time ...	Eleni	Salaries	177.56	
				23134 - I-89 Needs ...	Eleni	Salaries	665.85	
				23162 - Burl. Railya...	Eleni	Salaries	44.39	
				231616 - East Allen...	Eleni	Salaries	66.59	
				323 - Municipal Roa...	Eleni	Salaries	532.68	
				722 - ECOS annual ...	Eleni	Salaries	133.17	
				7332 - Comm. outre...	Eleni	Salaries	710.24	
				911 - Commission ...	Eleni	Salaries	88.78	
				912 - Work program...	Eleni	Salaries	599.27	
				922 - Staff meetings	Eleni	Salaries	155.37	
				923 - Personnel ad...	Eleni	Salaries	244.15	
				932 - General Admi...	Eleni	Salaries	199.76	
				933 - PTO	Eleni	Salaries	2,041.90	

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Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
							7,812.64	7,812.64
41729	G	12/31/2018	Time...	932 - General Admi...	Forest	Salaries		6,239.52
				911 - Commission ...	Forest	Salaries	27.86	
				912 - Work program...	Forest	Salaries	445.68	
				913 - Financial bud...	Forest	Salaries	2,701.94	
				922 - Staff meetings	Forest	Salaries	167.13	
				923 - Personnel ad...	Forest	Salaries	742.80	
				932 - General Admi...	Forest	Salaries	408.54	
				933 - PTO	Forest	Salaries	1,448.46	
				934 - Holiday	Forest	Salaries	297.11	
							6,239.52	6,239.52
41730	G	12/31/2018	Time...	932 - General Admi...	Bryan	Salaries		5,449.92
				233 - TDM (staff)	Bryan	Salaries	713.68	
				23431 - Shared Us ...	Bryan	Salaries	162.20	
				236 - Tech. Assista...	Bryan	Salaries	583.92	
				23612 - Williston Tr...	Bryan	Salaries	64.88	
				237 - Bike-Ped plan...	Bryan	Salaries	1,330.04	
				23820-Regional Bik...	Bryan	Salaries	129.76	
				23133 - No.&So. Wi...	Bryan	Salaries	291.96	
				811 - Title VI and P...	Bryan	Salaries	64.88	
				912 - Work program...	Bryan	Salaries	162.20	
				922 - Staff meetings	Bryan	Salaries	32.44	
				932 - General Admi...	Bryan	Salaries	162.20	
				933 - PTO	Bryan	Salaries	1,492.24	
				934 - Holiday	Bryan	Salaries	259.52	
							5,449.92	5,449.92
41731	G	12/31/2018	Time...	932 - General Admi...	Marshall	Salaries		4,226.88
				222 - Climate Actio...	Marshall	Salaries	100.64	
				234 - TOD - Public ...	Marshall	Salaries	88.06	
				23426 - Essex Jct V...	Marshall	Salaries	75.48	
				23431 - Shared Us ...	Marshall	Salaries	75.48	
				23432 - Elderly & Di...	Marshall	Salaries	100.64	
				236 - Tech. Assista...	Marshall	Salaries	25.16	
				23614 - Transportat...	Marshall	Salaries	213.86	
				237 - Bike-Ped plan...	Marshall	Salaries	125.80	
				2310- ITS & TSM	Marshall	Salaries	150.96	
				323 - Municipal Roa...	Marshall	Salaries	301.92	
				5212 - EMPG Local...	Marshall	Salaries	25.16	
				5214 - EMPG State...	Marshall	Salaries	767.38	
				524 - LEPC	Marshall	Salaries	213.86	
				712-Data Dev.& Ma...	Marshall	Salaries	327.08	
				715 - Inspect & Inve...	Marshall	Salaries	12.58	
				7332 - Comm. outre...	Marshall	Salaries	50.32	
				912 - Work program...	Marshall	Salaries	188.70	
				922 - Staff meetings	Marshall	Salaries	75.48	
				932 - General Admi...	Marshall	Salaries	100.64	
				933 - PTO	Marshall	Salaries	1,006.40	
				934 - Holiday	Marshall	Salaries	201.28	
							4,226.88	4,226.88
41732	G	12/31/2018	Time...	932 - General Admi...	Chris	Salaries		4,433.52
				323 - Municipal Roa...	Chris	Salaries	1,134.77	
				332 - MR Grants-in-...	Chris	Salaries	52.78	
				712-Data Dev.& Ma...	Chris	Salaries	1,213.94	
				715 - Inspect & Inve...	Chris	Salaries	158.34	
				7332 - Comm. outre...	Chris	Salaries	158.34	
				912 - Work program...	Chris	Salaries	158.34	
				932 - General Admi...	Chris	Salaries	343.07	
				933 - PTO	Chris	Salaries	1,002.82	
				934 - Holiday	Chris	Salaries	211.12	
							4,433.52	4,433.52
41733	G	12/31/2018	Time...	932 - General Admi...	Bernie	Salaries		4,107.72

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Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
				911 - Commission ...	Bernie	Salaries	370.90	
				912 - Work program...	Bernie	Salaries	268.90	
				913 - Financial bud...	Bernie	Salaries	2,753.93	
				922 - Staff meetings	Bernie	Salaries	74.18	
				923 - Personnel ad...	Bernie	Salaries	111.27	
				932 - General Admi...	Bernie	Salaries	231.81	
				934 - Holiday	Bernie	Salaries	296.73	
							4,107.72	4,107.72
41734	G	12/31/2018	Time...	932 - General Admi...	Christine	Salaries		6,711.60
				23422 - Kimball/Ke...	Christine	Salaries	239.70	
				23430 - City Center ...	Christine	Salaries	799.00	
				236 - Tech. Assista...	Christine	Salaries	799.00	
				23816 - I89 Exit 14 ...	Christine	Salaries	159.80	
				2319 - TIP	Christine	Salaries	1,278.40	
				5211 - EMPG Local...	Christine	Salaries	399.50	
				524 - LEPC	Christine	Salaries	119.85	
				912 - Work program...	Christine	Salaries	79.90	
				922 - Staff meetings	Christine	Salaries	79.90	
				932 - General Admi...	Christine	Salaries	199.75	
				933 - PTO	Christine	Salaries	2,237.20	
				934 - Holiday	Christine	Salaries	319.60	
							6,711.60	6,711.60
41735	G	12/31/2018	Time...	932 - General Admi...	Peter	Salaries		6,708.24
				232 - Trans. policy ...	Peter	Salaries	319.44	
				234 - TOD - Public ...	Peter	Salaries	1,237.83	
				23416 - Neighbor Ri...	Peter	Salaries	79.86	
				23426 - Essex Jct V...	Peter	Salaries	79.86	
				23429 - Essex Jct V...	Peter	Salaries	519.09	
				23432 - Elderly & Di...	Peter	Salaries	119.79	
				236 - Tech. Assista...	Peter	Salaries	79.86	
				237 - Bike-Ped plan...	Peter	Salaries	319.44	
				2391 - Rail Station ...	Peter	Salaries	319.44	
				231613 - Skunk Hol...	Peter	Salaries	79.86	
				7332 - Comm. outre...	Peter	Salaries	79.86	
				922 - Staff meetings	Peter	Salaries	39.93	
				932 - General Admi...	Peter	Salaries	319.44	
				933 - PTO	Peter	Salaries	2,715.24	
				2351 - Winooski Riv...	Peter	Salaries	79.86	
				934 - Holiday	Peter	Salaries	319.44	
							6,708.24	6,708.24
41736	G	12/31/2018	Time...	932 - General Admi...	Regina	Salaries		7,148.40
				211 - Municipal Pla...	Regina	Salaries	212.75	
				2116 - Winooski Mu...	Regina	Salaries	978.65	
				213 - Municipal Pla...	Regina	Salaries	531.88	
				21321-Nat Res Lan...	Regina	Salaries	21.28	
				214 - State & Regio...	Regina	Salaries	638.25	
				2141 - Parcel Mappi...	Regina	Salaries	63.83	
				215 - Affordable ho...	Regina	Salaries	106.38	
				322 - Regional Stor...	Regina	Salaries	21.28	
				5212 - EMPG Local...	Regina	Salaries	127.65	
				524 - LEPC	Regina	Salaries	42.55	
				721 - ECOS annual ...	Regina	Salaries	127.65	
				722 - ECOS annual ...	Regina	Salaries	63.83	
				724 - ECO Plan Up...	Regina	Salaries	21.28	
				7331 - Comm. Outr...	Regina	Salaries	191.48	
				7332 - Comm. outre...	Regina	Salaries	21.28	
				911 - Commission ...	Regina	Salaries	63.83	
				912 - Work program...	Regina	Salaries	510.60	
				922 - Staff meetings	Regina	Salaries	361.68	
				923 - Personnel ad...	Regina	Salaries	191.48	
				932 - General Admi...	Regina	Salaries	212.75	
				933 - PTO	Regina	Salaries	2,297.70	
				934 - Holiday	Regina	Salaries	340.34	

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Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
							7,148.40	7,148.40
41737	G	12/31/2018	Time...	932 - General Admi...	Melanie	Salaries		5,245.52
				211 - Municipal Pla...	Melanie	Salaries	120.79	
				2116 - Winooski Mu...	Melanie	Salaries	34.51	
				21321-Nat Res Lan...	Melanie	Salaries	17.26	
				214 - State & Regio...	Melanie	Salaries	69.02	
				222 - Climate Actio...	Melanie	Salaries	396.87	
				225 - Act 174 Traini...	Melanie	Salaries	138.04	
				531 - RPP	Melanie	Salaries	69.02	
				712-Data Dev.& Ma...	Melanie	Salaries	1,000.79	
				721 - ECOS annual ...	Melanie	Salaries	569.42	
				722 - ECOS annual ...	Melanie	Salaries	293.34	
				7331 - Comm. Outr...	Melanie	Salaries	741.97	
				912 - Work program...	Melanie	Salaries	69.02	
				922 - Staff meetings	Melanie	Salaries	103.53	
				923 - Personnel ad...	Melanie	Salaries	120.79	
				932 - General Admi...	Melanie	Salaries	172.55	
				933 - PTO	Melanie	Salaries	1,087.07	
				934 - Holiday	Melanie	Salaries	241.53	
							5,245.52	5,245.52
41738	G	12/31/2018	Time...	932 - General Admi...	Emily	Salaries		4,653.60
				1112 - BF Petro Co...	Emily	Salaries	124.65	
				1113 - BF Petro Sit...	Emily	Salaries	83.10	
				1122 - BF Haz Com...	Emily	Salaries	124.65	
				211 - Municipal Pla...	Emily	Salaries	457.05	
				2115 - Huntington T...	Emily	Salaries	27.70	
				2116 - Winooski Mu...	Emily	Salaries	96.95	
				213 - Municipal Pla...	Emily	Salaries	180.05	
				214 - State & Regio...	Emily	Salaries	110.80	
				225 - Act 174 Traini...	Emily	Salaries	526.30	
				231 - Act250/248 re...	Emily	Salaries	166.20	
				712-Data Dev.& Ma...	Emily	Salaries	207.75	
				7331 - Comm. Outr...	Emily	Salaries	90.03	
				7332 - Comm. outre...	Emily	Salaries	6.93	
				912 - Work program...	Emily	Salaries	55.40	
				922 - Staff meetings	Emily	Salaries	138.50	
				923 - Personnel ad...	Emily	Salaries	6.93	
				932 - General Admi...	Emily	Salaries	200.83	
				933 - PTO	Emily	Salaries	1,828.20	
				934 - Holiday	Emily	Salaries	221.58	
							4,653.60	4,653.60
41739	G	12/31/2018	Time...	932 - General Admi...	Sai	Salaries		5,068.56
				2312 - Act250/248 r...	Sai	Salaries	60.34	
				232 - Trans. policy ...	Sai	Salaries	60.34	
				236 - Tech. Assista...	Sai	Salaries	874.93	
				2367 - Update to S...	Sai	Salaries	30.17	
				23822 - Williston R...	Sai	Salaries	150.85	
				2310- ITS & TSM	Sai	Salaries	60.34	
				23102 - Real Time ...	Sai	Salaries	1,206.80	
				23134 - I-89 Needs ...	Sai	Salaries	271.53	
				231613 - Skunk Hol...	Sai	Salaries	422.38	
				231616 - East Allen...	Sai	Salaries	181.02	
				32319 - Allen Brook...	Sai	Salaries	331.87	
				512 - Transportatio...	Sai	Salaries	301.70	
				912 - Work program...	Sai	Salaries	90.51	
				922 - Staff meetings	Sai	Salaries	60.34	
				932 - General Admi...	Sai	Salaries	241.36	
				933 - PTO	Sai	Salaries	482.72	
				934 - Holiday	Sai	Salaries	241.36	
							5,068.56	5,068.56
41740	G	12/31/2018	Time...	932 - General Admi...	Emma	Salaries		5,006.40
				121 - Byway Coordi...	Emma	Salaries	29.80	
				2116 - Winooski Mu...	Emma	Salaries	685.40	

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Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
				721 - ECOS annual ...	Emma	Salaries	59.60	
				722 - ECOS annual ...	Emma	Salaries	59.60	
				7331 - Comm. Outr...	Emma	Salaries	1,490.00	
				7332 - Comm. outre...	Emma	Salaries	1,460.20	
				741 - Regional or S...	Emma	Salaries	238.40	
				811 - Title VI and P...	Emma	Salaries	29.80	
				912 - Work program...	Emma	Salaries	59.60	
				922 - Staff meetings	Emma	Salaries	29.80	
				932 - General Admi...	Emma	Salaries	89.40	
				933 - PTO	Emma	Salaries	536.40	
				934 - Holiday	Emma	Salaries	238.40	
							5,006.40	5,006.40
41741	G	12/31/2018	Time...	932 - General Admi...	Ian	Salaries		77.00
				712-Data Dev.& Ma...	Ian	Salaries	77.00	
							77.00	77.00
41742	G	12/31/2018	Time...	932 - General Admi...	Zach	Salaries		94.50
				323 - Municipal Roa...	Zach	Salaries	94.50	
							94.50	94.50
41781	G	10/31/2018	Time...	531 - RPP	RPP deferred...	RPP - Deferred Rev...	5,712.30	
				531 - RPP	October staff ...	Regional Preventio...		1,005.20
				531 - RPP	BPHC invoic...	Regional Preventio...		1,425.00
				531 - RPP	October cost...	Regional Preventio...		2,744.15
				531 - RPP	Capacity Buil...	Regional Preventio...		537.95
							5,712.30	5,712.30
41783	G	11/30/2018	RPP	531 - RPP	November st...	Regional Preventio...		446.78
				531 - RPP	Essex CHIPS...	Regional Preventio...		2,280.94
				531 - RPP	VT DLC Oct/...	Regional Preventio...		1,556.60
				531 - RPP	Capacity Buil...	Regional Preventio...		2,440.00
				531 - RPP	MCYC Capa...	Regional Preventio...		1,300.00
				531 - RPP	MCYC regula...	Regional Preventio...		1,319.15
				531 - RPP	November ch...	RPP - Deferred Rev...	8,857.82	
				531 - RPP	November ch...	Accounts Receivable	485.65	
							9,343.47	9,343.47
41784	G	11/30/2018	Act 174	225 - Act 174 Traini...	November ex...	Deferred Grant Rev...	3,984.33	
				225 - Act 174 Traini...	November ex...	Act 174 Training		3,984.33
							3,984.33	3,984.33
41787	G	11/30/2018	Cln St...	329 - VT Muni Clea...	to record VT ...	Deferred Grant - VT...	21.00	
				329 - VT Muni Clea...	to record VT ...	Vermont Clean Stre...		21.00
							21.00	21.00
41788	G	11/30/2018	Milton...	328 - Milton SWMP	Milton SWM...	Deferred Grants - M...	3,335.82	
				328 - Milton SWMP	Milton SWM...	Milton Stormwater ...		3,335.82
							3,335.82	3,335.82
41794	G	11/30/2018	water ...	32251 - Outreach &...	Water Qualit...	Unbilled Receivable	3,108.41	
				32251 - Outreach &...	Water Qualit...	ANR - Water Quality		3,108.41
							3,108.41	3,108.41
41801	G	11/30/2018	WQ...	3311 - Williston Old...	WQ Williston...	WQ Block Grant - ...		74,190.88
				3311 - Williston Old...	WQ Williston...	Deferred Grants - ...	74,190.88	
				3311 - Williston Old...	WQ Williston...	WQ Block Grant - ...		274.16
				3311 - Williston Old...	WQ Williston...	Deferred Grants - ...	274.16	
							74,465.04	74,465.04
41803	G	11/30/2018	ACCD	932 - General Admi...	to record AC...	Deferred Income-A...	22,080.83	
				932 - General Admi...	to record AC...	Project Income-AC...		22,080.83

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Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
				932 - General Admi...	to record AC...	Deferred Income-A...	6,956.44	
				932 - General Admi...	to record AC...	Project Income-AC...		6,956.44
							29,037.27	29,037.27
41848	G	11/30/2018	WQ B...	3312 - Burlington W...	WQ BTV Nov...	WQ Block Grant - B...		63.27
				3312 - Burlington W...	WQ BTV No...	Deferred Grants - B...	63.27	
							63.27	63.27
41849	G	12/31/2018	WQ B...	3312 - Burlington W...	WQ BTV CC...	WQ Block Grant - B...		295.26
				3312 - Burlington W...	WQ BTV CC...	Deferred Grants - B...	295.26	
				3312 - Burlington W...	WQ BTV pro...	WQ Block Grant - B...		44,732.77
				3312 - Burlington W...	WQ BTV pro...	Deferred Grants - B...	44,732.77	
							45,028.03	45,028.03
41851	G	11/30/2018	Will L...	3316-Williston LIRD...	Williston LIR...	Deferred Grants - ...	105.45	
				3316-Williston LIRD...	Williston LIR...	WQ Block Grant - ...		105.45
							105.45	105.45
41852	G	11/30/2018	Win P...	3317-WinooskiPine...	Winooski Pin...	Deferred Grants - ...	84.36	
				3317-WinooskiPine...	Winooski Pin...	WQ Block Grant - ...		84.36
							84.36	84.36
41853	G	11/30/2018	Under...	3315 - WQ block gr...	Underhill BG ...	Deferred Grants - U...	126.54	
				3315 - WQ block gr...	Underhill BG ...	WQ Block Grant - U...		126.54
							126.54	126.54
41854	G	11/30/2018	Pond 3	3314 - S Burlington ...	WQ BG - SB ...	Deferred Grant - SB...	84.36	
				3314 - S Burlington ...	WQ BG - SB ...	WQ BG - SB Pond 3		84.36
				3314 - S Burlington ...	WQ BG - SB ...	Deferred Grant - SB...	48,777.50	
				3314 - S Burlington ...	WQ BG - SB ...	WQ BG - SB Pond 3		48,777.50
							48,861.86	48,861.86
41857	G	11/30/2018	Pond B	3313 - S Burlington ...	SB Pond B N...	Deferred Grant - SB...	84.36	
				3313 - S Burlington ...	SB Pond B N...	WQ BG - SB Pond B		84.36
				3313 - S Burlington ...	SB Pond B pr...	Deferred Grant - SB...	30,100.00	
				3313 - S Burlington ...	SB Pond B pr...	WQ BG - SB Pond B		30,100.00
							30,184.36	30,184.36
41905	G	11/30/2018	accru...	932 - General Admi...	to adjust accr...	Accrued Vacation P...		2,852.30
				932 - General Admi...	to adjust accr...	Salaries	2,852.30	
							2,852.30	2,852.30
41906	G	12/31/2018	Dec EV	932 - General Admi...	to record Dec...	EV/CarShare		184.77
				932 - General Admi...	to record Dec...	EV/CarShare	53.41	
				712-Data Dev.& Ma...	to record Dec...	Project - Mileage	6.00	
				214 - State & Regio...	to record Dec...	Project - Mileage	43.60	
				2321-Trans.Direct ...	to record Dec...	Project - Mileage	81.76	
							184.77	184.77
41907	G	10/31/2018	inel	932 - General Admi...	to record loca...	Deferred Income-C...	888.66	
				932 - General Admi...	to record loca...	Project Income-Local		888.66
							888.66	888.66
41908	G	11/30/2018	inel	932 - General Admi...	to record loca...	Deferred Income-C...	100.00	
				932 - General Admi...	to record loca...	Project Income-Local		100.00
							100.00	100.00
41909	G	12/31/2018	inel	932 - General Admi...	to write off 2 ...	Prepaid Project Exp...		0.02
				932 - General Admi...	to write off 2 ...	Bad Debt Expense	0.02	

Chittenden County RPC Quarterly Journal Entries October through December 2018

Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
							0.02	0.02
41912	G	12/31/2018	Dec. ...		To record Lo...	Deferred Income-C...	9,493.20	
					To record Lo...	Match - community ...		9,493.20
					To record in-...	1121 - unbilled inkind	229.90	
					To record Lo...	Match - In-Kind		229.90
							9,723.10	9,723.10
41933	G	12/31/2018	RPP	531 - RPP	December st...	Regional Preventio...		178.71
				531 - RPP	BPHC Oct/D...	Regional Preventio...		3,879.00
				531 - RPP	Capacity Buil...	Regional Preventio...		295.00
				531 - RPP	Capacity Buil...	Regional Preventio...		2,450.00
				531 - RPP	MCYC regula...	Regional Preventio...		1,319.15
				531 - RPP	November ch...	RPP - Deferred Rev...	6,802.71	
				531 - RPP	Reimbursabl...	Accounts Receivable	1,319.15	
							8,121.86	8,121.86
41945	G	12/31/2018	Milton...	328 - Milton SWMP	Milton SWM...	Deferred Grants - M...	3,204.12	
				328 - Milton SWMP	Milton SWM...	Milton Stormwater ...		3,204.12
							3,204.12	3,204.12
41946	G	12/31/2018	Act 174	225 - Act 174 Traini...	December ex...	Deferred Grant Rev...	1,585.06	
				225 - Act 174 Traini...	December ex...	Act 174 Training		1,585.06
							1,585.06	1,585.06
41947	G	12/31/2018	Cln St...	329 - VT Muni Clea...	To record VT...	Deferred Grant - VT...	63.27	
				329 - VT Muni Clea...	To record VT...	Vermont Clean Stre...		63.27
							63.27	63.27
41965	G	12/31/2018	Under...	3315 - WQ block gr...	Underhill BG ...	Deferred Grants - U...	376.95	
				3315 - WQ block gr...	Underhill BG ...	WQ Block Grant - U...		376.95
							376.95	376.95
41966	G	12/31/2018	Win P...	3317-WinooskiPine...	Winooski Pin...	Deferred Grants - ...	168.72	
				3317-WinooskiPine...	Winooski Pin...	WQ Block Grant - ...		168.72
							168.72	168.72
41967	G	12/31/2018	Will L...	3316-Williston LIRD...	Williston LIR...	Deferred Grants - ...	189.81	
				3316-Williston LIRD...	Williston LIR...	WQ Block Grant - ...		189.81
							189.81	189.81
41969	G	12/31/2018	grant...	332 - MR Grants-in-...	Grants in Aid ...	Unbilled Receivable		815.27
				332 - MR Grants-in-...	Grants in Aid ...	Grants in Aid Pilot	815.27	
							815.27	815.27
41970	G	12/31/2018	Pond B	3313 - S Burlington ...	SB Pond B ...	Deferred Grant - SB...	421.80	
				3313 - S Burlington ...	SB Pond B ...	WQ BG - SB Pond B		421.80
							421.80	421.80
41971	G	12/31/2018	Pond 3	3314 - S Burlington ...	WQ BG - SB ...	Deferred Grant - SB...	147.63	
				3314 - S Burlington ...	WQ BG - SB ...	WQ BG - SB Pond 3		147.63
							147.63	147.63
41972	G	12/31/2018	WQ...	3311 - Williston Old...	WQ Williston...	WQ Block Grant - ...	400.71	
				3311 - Williston Old...	WQ Williston...	Deferred Grants - ...		400.71
							400.71	400.71
42021	G	12/31/2018	accru...	932 - General Admi...	to adjust accr...	Accrued Vacation P...	13,617.51	
				932 - General Admi...	to adjust accr...	Salaries		13,617.51
							13,617.51	13,617.51

Chittenden County RPC Quarterly Journal Entries October through December 2018

Trans #	Ty	Date	Num	Name	Memo	Account	Debit	Credit
42023	G	12/31/2018	accru...	932 - General Admi... 932 - General Admi...	adjust accrue... adjust accrue...	Accrued Salaries Salaries	2,384.16	2,384.16
							2,384.16	2,384.16
42024	G	12/31/2018	inel	932 - General Admi... 932 - General Admi...	to record loca... to record loca...	Deferred Income-C... Project Income-Local	317.62	317.62
							317.62	317.62
42025	G	12/01/2018	Adj D...	931 - IT Administrat... 931 - IT Administrat...	ESRI - ARC ... ESRI - ARC ...	Prepaid Maintenanc... Equip & Software M...	575.74	575.74
							575.74	575.74
42026	G	12/01/2018	Adj D...	932 - General Admi... 932 - General Admi...	Travelers W... to record mo...	Prepaid Insurance Workers Comp	255.50	255.50
							255.50	255.50
42027	G	12/01/2018	Adj D...	932 - General Admi... 932 - General Admi...	to record ser... to record ser...	Depreciation A/D Furniture, Equi...	297.08	297.08
							297.08	297.08
42031	G	12/31/2018	ACCD	932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi...	to record AC... to record AC... to record AC... to record AC...	Deferred Income-A... Project Income-AC... Deferred Income-A... Project Income-AC...	22,340.83 6,195.87	22,340.83 6,195.87
							28,536.70	28,536.70
42044	G	12/31/2018	Petty ...	932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 932 - General Admi... 911 - Commission ...	To record FY... To record FY... To record FY... to record FY1... To record FY... to record FY1...	Supplies Postage EV/CarShare Program Workshops Conference Travel CCTA Bus Passes Petty Cash	6.00 10.00 10.00 1.50 156.00 134.46	2.96 1.50 156.00
							160.46	160.46
TOTAL							1,194,974.20	1,194,974.20

	A	B	C	D	E	F	G	H
1	Chittenden County RPC Program Revenue		FY19 Mid-Year Adjusted		DRAFT FY20		FY19 Mid-Year Adjusted to Draft FY20	
2			FY19		FY20		Change	Change
3	Municipal - Regional						\$'s	%
4	Regional Planning Grant - ACCD		\$380,309		\$380,418		109	0.03%
5	<i>direct</i>		\$8,000		\$8,000		-	0.00%
6	Local/Town Dues (exclusive of MPO match)		\$35,110		\$39,952		4,842	13.79%
7	GIS Revenue		\$1,000		\$1,000		-	0.00%
8	Interest Revenue		\$400		\$400		-	0.00%
9	Other Revenue		\$500		\$500		-	0.00%
10	Champlain Valley National Heritage - LCBP		\$2,000		\$0		(2,000)	-100.00%
11	Municipal Assistance		\$57,000		\$26,000		(31,000)	-54.39%
12	Bolton Valley CDBG - pending		\$0		\$30,720		30,720	
13	Municipal/Regional Staff Total		\$476,319		\$478,990		\$ 2,671	0.56%
14	Transportation						-	
15	MPO Transportation Staff Funding - FHWA, FTA, VTrans		\$1,293,814		\$1,403,531		109,717	8.48%
16	Local Dues Match Staff		\$143,757		\$155,948		12,191	8.48%
17	Regionally Matched Consultant/Dues		\$65,903		\$54,500		(11,403)	-17.30%
18	MPO - Expenses/Consultants/Locally Matched & Carry Forward - <i>direct</i>		\$2,208,497		\$1,810,163		(398,334)	-18.04%
19	Trans Prog Mgmt Services		\$12,247		\$0		(12,247)	-100.00%
20	Real Time Traffic - AID - FHWA		\$26,010		\$9,655		(16,356)	-62.88%
21	<i>direct</i>		\$263,236		\$263,236		-	0.00%
22	Transportation Staff Total		\$1,475,829		\$1,569,134		\$ 93,305	6.32%
23	Natural Resources & Energy						-	
24	Brownfields 2016 Petroleum		\$8,446		\$5,709		(2,737)	-32.40%
25	<i>direct</i>		\$50,000		\$50,000		-	0.00%
26	Brownfields 2016 Hazardous		\$7,444		\$3,806		(3,638)	-48.87%
27	<i>direct</i>		\$30,000		\$30,000		-	0.00%
28	Brownfields 2018 Petroleum		\$5,339		\$8,798		3,459	100.00%
29	<i>direct</i>		\$50,000		\$50,000		-	100.00%
30	Brownfields 2018 Hazardous		\$6,442		\$8,798		2,357	100.00%
31	<i>direct</i>		\$100,000		\$100,000		-	100.00%
32	Act 174 Municipal Energy Plan Training		\$20,000		\$5,000		(15,000)	-75.00%
33	RSEP/MS-4 Lead Agency Services		\$6,739		\$5,569		(1,170)	-17.36%
34	WQ Project Development: Direct-to-Lake and Lamolle Basins - ANR		\$1,685		\$2,784		1,100	65.28%
35	Richmond Stormwater Master Planning		\$148		\$0		(148)	-100.00%
36	<i>direct</i>		\$1,719		\$0		(1,719)	-100.00%
37	Milton Stormwater Master Planning		\$2,527		\$1,856		(671)	-26.54%
38	<i>direct</i>		\$46,000		\$46,000		-	0.00%
39	Project Scoping for 3+ Acre Parcels - WCA/ANR		\$1,685		\$2,784		1,100	65.28%
40	604(b) Water Quality Project		\$3,636		\$3,636		-	0.00%
41	Water Quality - Basin Planning - ANR		\$36,954		\$31,753		(5,201)	-14.07%
42	<i>direct</i>		\$270,000		\$220,000		(50,000)	-18.52%
43	Vermont Municipal Clean Streets Phosphorus Credit Project		\$1,264		\$1,856		593	46.92%
44	<i>direct</i>		\$70,000		\$70,000		-	0.00%
45	Water Quality Project Development & Implementation Block Grants		\$12,972		\$6,497		(6,475)	-49.92%
46	<i>direct</i>		\$182,500		\$0		(182,500)	-100.00%
47	Municipal Grants in Aid Pilot Program - ANR		\$14,639		\$17,930		3,291	22.48%
48	Better Road Grants - VTrans		\$97		\$0		(97)	-100.00%
49	<i>direct</i>		\$0		\$0		-	
50	Natural Resources Staff total		\$128,330		\$106,779		-\$21,552	-16.79%
51	Emergency Management & Health						-	
52	Emer Mgmt Perf Grant - Chittenden - VEM		\$57,268		\$52,831		(4,436)	-7.75%
56	Local Emergency Plng Committee Administration		\$4,000		\$4,000		-	0.00%
57	<i>direct</i>		\$500		\$500		-	0.00%
60	Regional Prevention Partnership - VDH		\$13,837		\$13,746		(91)	-0.66%
61	<i>direct</i>		\$116,163		\$86,254		(29,909)	-25.75%
62	DEMHS MOU - DPS		\$1,724		\$0		(1,724)	-100.00%
63	Emergency Management Staff total		\$76,829		\$70,577		\$ (6,252)	-8.14%
64							-	
65	Subtotal - Operations Support		\$2,157,307		\$2,225,480		\$68,173	3.16%
66	Subtotal - Project Consultant Revenue		\$3,464,203		\$2,791,437		\$ (672,765)	-19.42%
67								
68	Total Revenue		\$5,621,510		\$5,016,918		\$ (604,592)	-10.75%
69								
70								

	A	B	C	D	E	F	G	H
65	Subtotal - Operations Support		\$2,157,307		\$2,225,480		\$68,173	3.16%
66	Subtotal - Project Consultant Revenue		\$3,464,203		\$2,791,437		\$ (672,765)	-19.42%
67								
68	Total Revenue		\$5,621,510		\$5,016,918		\$ (604,592)	-10.75%
71	Expenses		FY19 Mid-Year Adjusted		DRAFT FY20		FY19 Mid-Year Adjusted to Draft FY20	
72			FY19		FY20		Change	Change
73							\$'s	%
74	Direct Project Expenses		\$3,464,203		\$2,791,437		(\$672,765)	-19.42%
75	<i>Personnel</i>							
76	Salaries		\$1,331,315		\$1,275,131		(\$56,184)	-4.22%
77	Benefits		\$533,735		\$550,802		\$17,067	3.20%
78	Worker's Comp Insurance		\$4,000		\$4,000		\$0	0.00%
79	Recruitment		\$2,000		\$2,000		\$0	0.00%
80	<i>Education/Partnerships</i>							
81	Employee Training & Conferences		\$20,000		\$20,000		\$0	0.00%
82	Employee Training & Conferences Travel		\$13,000		\$11,000		(\$2,000)	-15.38%
83	Dues		\$15,000		\$14,000		(\$1,000)	-6.67%
84	Program Workshops/Meetings		\$12,000		\$12,000		\$0	0.00%
85	Mileage		\$2,000		\$2,000		\$0	0.00%
86	Electric Vehicles/CarShare		\$7,600		\$2,000		(\$5,600)	-73.68%
87	Communications/PR		\$20,000		\$20,000		\$0	0.00%
88	Publications		\$500		\$500		\$0	0.00%
89	<i>Office & General Operations</i>							
90	Rent		\$143,520		\$147,826		\$4,306	3.00%
91	Audit/Accounting		\$20,160		\$20,500		\$340	1.69%
92	Copier		\$15,000		\$15,000		\$0	0.00%
93	Equipment & Software Maint		\$29,000		\$29,000		\$0	0.00%
94	Depreciation		\$3,600		\$8,600		\$5,000	138.89%
95	Supplies		\$6,000		\$6,000		\$0	0.00%
96	Telephone/Internet		\$14,500		\$14,500		\$0	0.00%
97	Postage		\$1,500		\$1,500		\$0	0.00%
98	Equipment Purchase		\$16,000		\$16,000		\$0	0.00%
99	Utilities		\$6,000		\$6,000		\$0	0.00%
100	Ineligible		\$8,000		\$8,000		\$0	0.00%
101	Insurance - General Liability		\$12,000		\$12,000		\$0	0.00%
102	Janitor		\$4,500		\$5,000		\$500	11.11%
103	Payroll Processing		\$3,000		\$3,000		\$0	0.00%
104	Legal		\$5,000		\$5,000		\$0	0.00%
105	Internal Consultants		\$5,000		\$12,000		\$7,000	140.00%
106	Software Purchase		\$4,000		\$2,000		(\$2,000)	-50.00%
107	Reserve		\$0		\$0		\$0	
108								
109	Operations Support Expenses		\$2,257,929		\$2,225,358		(\$32,571)	-1.44%
110	Project Consultant Expenses		\$3,464,203		\$2,791,437		(\$672,765)	-19.42%
111								
112	TOTAL EXPENSES		\$5,722,132		\$5,016,796		(\$705,336)	-12.33%
113								
114	Excess/(deficit)		-\$100,622		\$122		(\$100,744)	0.00%

Capital Budgeting for FY20

Capital investment for FY20 is planned for furniture replacement for interns and potentially conference room tables. Estimated costs are **25,000**. This cost will be depreciated over 5 years.

The most recent capital investment was a network server purchased in October of 2016. Fully installed, the capitalized cost of the server was \$17,825. It is being straight-line depreciated over 5 years. The depreciation expense for the server is just under \$3,600 annually.

Indirect Rate and Year-End Revenues In Excess of Expenses			
	Approved Indirect Rate	Actual Indirect Rate	Year-End Audited Excess Revenues
FY13	99%	82%	\$ 82,956
FY14	88%	84%	\$ 149,586
FY15	71.24%	82.76%	\$ (34,162)
FY16	79.26%	72.82%	\$ 41,945
FY17	82.55%*	69.98%	\$ 85,989
FY18	67.42%	71.88%	\$ (20,257)
FY19	68.12%	80%??	TBD
		Total	\$ 306,057

Cash Balances as of February 28, 2019	
Checking	\$ 76,752
Savings	\$ 188,026
Reserve (MM & CDs)	\$ 217,605
Total Cash	\$ 482,383

Chittenden County RPC
Profit & Loss
 July 2017 through June 2018

	Jul '17 - Jun 18
Ordinary Income/Expense	
Expense	
Project - Expenses	2,614,436.27
Personnel	
Salaries	1,333,727.71
Fringes	612,045.71
Workers Comp	3,323.08
Recruitment	1,479.00
Total Personnel	1,950,575.50
Education/Partnerships	
Conference & Training	16,632.04
Conference Travel	8,782.97
Dues	11,986.99
Program Workshops	7,351.83
Mileage	656.06
EV/CarShare	-761.99
Communications/PR	13,333.49
Publications	343.18
Total Education/Partnerships	58,324.57
Office & General Operations	
Rent	132,560.82
Audit/Accounting	19,700.00
Copier	13,681.22
Equip & Software Maintenance	23,675.35
Depreciation	4,118.24
Supplies	3,875.47
Telephone/Internet	13,016.02
Postage	1,493.00
Equipment Purchase	10,271.96
Utilities	4,702.85
Ineligible	5,744.76
Insurance Expense	
Liability Insurance	9,970.59
Total Insurance Expense	9,970.59
Janitor	4,482.27
Payroll Expenses	2,708.87
Legal	2,741.75
Internal - Consultants	1,505.00
Software - Non-capital	390.00
Total Office & General Operations	254,638.17
Credit Card Interest	0.41
Total Expense	4,877,974.92
Net Ordinary Income	-4,877,974.92
Net Income	-4,877,974.92