

TREASURE COAST REGIONAL PLANNING COUNCIL

MEMORANDUM

To: Council Members

AGENDA ITEM 8A

From: Staff

Date: February 19, 2016 Council Meeting

Subject: Financial Report – November 30, 2015

Attached are the following financial statements for November 30, 2015:

Balance Sheet
Revenue Report
Expenditure Report

Recommendation

Council should review and accept this report and direct that it be filed.

Attachments

Treasure Coast Regional Planning Council
Balance Sheet
November 30, 2015

ASSETS

Current Assets

| | |
|---|-------------|
| Cash Bank - Checking | \$1,324,445 |
| Fixed Asset Replacement Budget (FARB) | 21,189 |
| RLF Checking | 11,608 |
| State Board of Administration - Investment Fund | 4,803 |
| Petty Cash | 400 |
| Postage Meter Funds | 800 |
| Due From Other Governmental Units | 148,598 |
| Due From TCEF | 10,100 |
| Revolving Loan Fund Receivable - FPRA | 1,400,000 |
| Prepaid Expense | 140 |
| Deposits as Security | 3,894 |

Total Current Assets \$2,925,977

Fixed Assets

| | |
|-----------------------------|-----------|
| Office Furniture & Fixtures | \$104,116 |
| Autos | 54,022 |
| Building | 1,833,560 |
| Land | 500,000 |

Total Fixed Assets \$2,491,698

Less: Depreciation (\$482,499)

Total Fixed Assets Less Depreciation \$2,009,199

TOTAL ASSETS \$4,935,176

TOTAL LIABILITIES & FUND BALANCE

Liabilities

| | |
|------------------|----------|
| Accounts Payable | \$33,884 |
| Benefits Payable | 66,453 |

Long-Term Liabilities

| | |
|--------------|-------------|
| Loan Payable | \$1,372,866 |
|--------------|-------------|

Total Liabilities \$1,473,203

Fund Balance

| | |
|---|-----------|
| General Reserves | \$776,027 |
| Legal Reserves | 50,000 |
| Net Investment in Capital Assets | 636,333 |
| Restricted Fund Balance for RLF Program | 1,411,607 |
| General Fund | \$588,006 |

Total Fund Balance \$3,461,973

TOTAL LIABILITIES AND FUND BALANCE \$4,935,176

TREASURE COAST REGIONAL PLANNING COUNCIL
REVENUE REPORT
For the Two Month period ending November 30, 2015

| | Annual Budget | Revenue |
|--|---------------------------|-------------------------|
| <u>State</u> | | |
| FDEM - SARA Title III [LEPC] | \$36,000 | \$0 |
| SLC - Hazards Analysis | 4,449 | 0 |
| SLC Small Quantity Generator Project 2015-2016 | 15,500 | 0 |
| Subtotal | <u>\$55,949</u> | <u>\$0</u> |
| <u>Federal</u> | | |
| EPA - Revolving Loan Fund Management | \$20,000 | \$0 |
| EPA - Brownfields Assessment Grant | 170,800 | 0 |
| HMEP-Training | 49,227 | 0 |
| HMEP-Planning | 22,000 | 0 |
| FDOT Land Use & Transportation Study | 102,300 | 0 |
| EDA Capacity Grant | 15,000 | 0 |
| EDA Planning | 80,000 | 0 |
| Subtotal | <u>\$459,327</u> | <u>\$0</u> |
| <u>Local</u> | | |
| So. FL Reg. Transportation Authority | \$100,000 | \$0 |
| PBC - MPO Planning | 150,000 | 0 |
| Riviera Beach Planning Services | 10,000 | 0 |
| Delray Beach Planning Services | 10,000 | 0 |
| Boynton Beach Planning Services | 10,000 | 0 |
| Vero Beach Cultural Arts Village | 5,000 | 0 |
| North Palm Beach Community Master Plan | 190,000 | 36,495 |
| Fellsmere EDA Grant Management | 1,500 | 10,500 |
| Hernando Hazards Analysis | 0 | 1,333 |
| Subtotal | <u>\$476,500</u> | <u>\$48,328</u> |
| <u>Local Dues</u> | | |
| Palm Beach County | \$584,902 | \$584,902 |
| Martin County | 63,892 | 63,892 |
| St. Lucie County | 121,613 | 121,613 |
| Indian River County | 60,611 | 60,611 |
| Subtotal | <u>\$831,018</u> | <u>\$831,018</u> |
| <u>Miscellaneous</u> | | |
| DRI Fees | \$5,000 | \$250 |
| Interest | 1,000 | 2 |
| Miscellaneous | 1,000 | 256 |
| Projected Revenue from Pending Contracts | 281,685 | 0 |
| Subtotal | <u>\$288,685</u> | <u>\$508</u> |
| Total Revenue | <u>\$2,111,479</u> | <u>\$879,854</u> |

TREASURE COAST REGIONAL PLANNING COUNCIL
EXPENDITURE REPORT
For the Two Month period ending November 30, 2015

| | Annual Budget | Percent Used | Year To Date | Current Period | Balance |
|----------------------------------|---------------------------|------------------|-------------------------|-------------------------|---------------------------|
| Salaries | \$789,000 | 14 | \$107,544 | \$65,565 | \$681,456 |
| Benefits | 355,000 | 12 | 41,187 | 22,233 | 313,813 |
| Occupancy Expenses | 7,000 | 20 | 1,406 | 503 | 5,594 |
| Insurance | 22,000 | 52 | 11,421 | 225 | 10,579 |
| Insurance-Brownfields | 6,000 | 50 | 3,000 | 0 | 3,000 |
| Equipment Maintenance | 18,000 | 27 | 4,883 | 750 | 13,117 |
| Office Supplies & Expenses | 50,000 | 10 | 4,811 | 2,251 | 45,189 |
| Graphics | 2,000 | 0 | 0 | 0 | 2,000 |
| Copying | 40,000 | 2 | 825 | 8 | 39,175 |
| Telephone | 15,000 | 12 | 1,870 | 951 | 13,130 |
| Postage | 5,000 | 1 | 56 | 5 | 4,944 |
| Travel | 70,000 | 11 | 8,022 | 4,119 | 61,978 |
| Dues & Memberships | 32,000 | 73 | 23,492 | 2,000 | 8,508 |
| Training & Conferences | 4,500 | 9 | 420 | 0 | 4,080 |
| Education | 2,500 | 0 | 0 | 0 | 2,500 |
| Library & Publications | 500 | 0 | 0 | 0 | 500 |
| Legal Advertising | 2,500 | 15 | 381 | 207 | 2,119 |
| Legal Fees | 25,000 | 9 | 2,250 | 1,150 | 22,750 |
| Audit Fees | 11,500 | 0 | 0 | 0 | 11,500 |
| Utilities | 12,000 | 10 | 1,183 | 482 | 10,817 |
| Note Principal | 117,047 | 16 | 19,304 | 9,593 | 97,743 |
| Note Interest | 53,032 | 17 | 9,043 | 4,580 | 43,989 |
| Subtotal | <u>\$1,639,579</u> | <u>15</u> | <u>\$241,098</u> | <u>\$114,622</u> | <u>\$1,398,481</u> |
| Consultants - Planning | 451,900 | 9 | 42,751 | 20,114 | 409,149 |
| Subtotal | <u>\$2,091,479</u> | <u>14</u> | <u>\$283,849</u> | <u>\$134,736</u> | <u>\$1,807,630</u> |
| Capital Outlay | 15,000 | 0 | 0 | 0 | 15,000 |
| Capital Outlay - Building (FARB) | 5,000 | 160 | 8,000 | 6,450 | -3,000 |
| Totals | <u>\$2,111,479</u> | <u>14</u> | <u>\$291,849</u> | <u>\$141,186</u> | <u>\$1,819,630</u> |