

TREASURE COAST REGIONAL PLANNING COUNCIL

MEMORANDUM

To: Council Members

AGENDA ITEM 8A

From: Staff

Date: May 20, 2016 Council Meeting

Subject: Financial Report – February 29, 2016

Attached are the following financial statements for February 29, 2016:

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  
February 29, 2016

**ASSETS**

<b>Current Assets</b>	
Cash Bank - Checking	\$1,177,318
Fixed Asset Replacement Budget (FARB)	21,310
RLF Checking	11,610
State Board of Administration - Investment Fund	0
Petty Cash	400
Postage Meter Funds	800
Due From Other Governmental Units	79,220
Due From TCEF	20,178
Revolving Loan Fund Receivable - FPRA	1,400,000
Prepaid Expense	200
Deposits as Security	3,894
	<u>3,894</u>
Total Current Assets	\$2,714,930
<b>Fixed Assets</b>	
Office Furniture & Fixtures	\$104,116
Autos	54,022
Building	1,833,560
Land	500,000
	<u>500,000</u>
Total Fixed Assets	\$2,491,698
Less: Depreciation	(\$495,453)
Total Fixed Assets Less Depreciation	<u>\$1,996,245</u>
TOTAL ASSETS	<u>\$4,711,175</u>

**TOTAL LIABILITIES & FUND BALANCE**

<b>Liabilities</b>	
Accounts Payable	\$62,549
Benefits Payable	76,592
<b>Long-Term Liabilities</b>	
Loan Payable	\$1,351,249
	<u>\$1,351,249</u>
Total Liabilities	\$1,490,390
<b>Fund Balance</b>	
General Reserves	\$776,027
Legal Reserves	50,000
Net Investment in Capital Assets	644,996
Restricted Fund Balance for RLF Program	1,411,610
General Fund	338,152
	<u>338,152</u>
Total Fund Balance	<u>\$3,220,785</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$4,711,175</u>

TREASURE COAST REGIONAL PLANNING COUNCIL  
REVENUE REPORT  
For the Five Month period ending February 29, 2016

	Annual Budget	Revenue
<u>State</u>		
FDEM - SARA Title III [LEPC]	\$36,000	\$12,000
SLC - Hazards Analysis	4,449	0
SLC Small Quantity Generator Project 2015-2016	15,500	0
Subtotal	<u>\$55,949</u>	<u>\$12,000</u>
<u>Federal</u>		
EPA - Revolving Loan Fund Management	\$20,000	\$4,720
EPA - Brownfields Assessment Grant	170,800	7,891
HMEP-Training	49,227	14,087
HMEP-Planning	22,000	0
FDOT Land Use & Transportation Study	102,300	4,106
EDA Capacity Grant	15,000	0
EDA Planning	80,000	10,979
Subtotal	<u>\$459,327</u>	<u>\$41,783</u>
<u>Local</u>		
So. FL Reg. Transportation Authority	\$100,000	\$25,000
PBC - MPO Planning	150,000	6,250
Riviera Beach Planning Services	10,000	0
Delray Beach Planning Services	10,000	0
Boynton Beach Planning Services	10,000	13,500
Vero Beach Cultural Arts Village	5,000	0
North Palm Beach Community Master Plan	190,000	158,145
Lake Clarke Shores Finding of Necessity	0	10,000
Town of Jupiter / Indiantown Road Study	0	42,055
Indian River Lagoon Economic Study	0	20,000
Fellsmere EDA Grant Management	1,500	14,000
Tequesta Town Planning Services	0	8,000
Hernando Hazards Analysis	0	2,666
Subtotal	<u>\$476,500</u>	<u>\$299,616</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	\$1,000
Interest	1,000	128
Miscellaneous	1,000	295
Projected Revenue from Pending Contracts	281,685	0
Subtotal	<u>\$288,685</u>	<u>\$1,423</u>
<b>Total Revenue</b>	<b><u>\$2,111,479</u></b>	<b><u>\$1,185,840</u></b>

TREASURE COAST REGIONAL PLANNING COUNCIL  
EXPENDITURE REPORT  
For the Five Month period ending February 29, 2016

	Annual Budget	Percent Used	Year To Date	Current Period	Balance
Salaries	\$789,000	43	\$338,882	\$67,669	\$450,118
Benefits	355,000	35	123,048	23,843	231,952
Occupancy Expenses	7,000	50	3,475	503	3,525
Insurance	22,000	55	12,094	225	9,906
Insurance-Brownfields	6,000	50	3,000	0	3,000
Equipment Maintenance	18,000	40	7,133	750	10,867
Office Supplies & Expenses	50,000	34	17,088	3,621	32,912
Graphics	2,000	0	0	0	2,000
Copying	40,000	12	4,957	1,395	35,043
Telephone	15,000	28	4,163	782	10,837
Postage	5,000	16	801	22	4,199
Travel	70,000	37	25,663	10,309	44,337
Dues & Memberships	32,000	80	25,478	0	6,522
Training & Conferences	4,500	69	3,090	2,670	1,410
Education	2,500	0	0	0	2,500
Library & Publications	500	3	15	15	485
Legal Advertising	2,500	37	935	441	1,565
Legal Fees	25,000	48	12,100	4,650	12,900
Audit Fees	11,500	100	11,500	0	0
Utilities	12,000	32	3,797	1,420	8,203
Note Principal	117,047	41	48,421	9,695	68,626
Note Interest	53,032	42	22,445	4,478	30,587
Subtotal	<u>\$1,639,579</u>	<u>41</u>	<u>\$668,085</u>	<u>\$132,488</u>	<u>\$971,494</u>
Consultants - Planning	451,900	38	171,601	40,272	280,299
Subtotal	<u>\$2,091,479</u>	<u>40</u>	<u>\$839,686</u>	<u>\$172,760</u>	<u>\$1,251,793</u>
Capital Outlay	15,000	0	0	0	15,000
Capital Outlay - Building (FARB)	5,000	160	8,000	0	-3,000
<b>Totals</b>	<u><b>\$2,111,479</b></u>	<u><b>40</b></u>	<u><b>\$847,686</b></u>	<u><b>\$172,760</b></u>	<u><b>\$1,263,793</b></u>