

TREASURE COAST REGIONAL PLANNING COUNCIL

MEMORANDUM

To: Council Members

AGENDA ITEM 7C1

From: Staff

Date: September 16, 2016 Council Meeting

Subject: Financial Report – June 30, 2016

Attached are the following financial statements for June 30, 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
June 30, 2016

ASSETS

Current Assets

| | |
|---|-----------|
| Cash Bank - Checking | \$657,705 |
| Fixed Asset Replacement Budget (FARB) | 13,311 |
| RLF Checking | 11,614 |
| State Board of Administration - Investment Fund | 0 |
| Petty Cash | 400 |
| Postage Meter Funds | 800 |
| Due From Other Governmental Units | 451,148 |
| Due From TCEF | 31,372 |
| Revolving Loan Fund Receivable - FPRA | 1,400,000 |
| Prepaid Expense & Other Receivable | 450 |
| Deposits as Security | 394 |

Total Current Assets \$2,567,194

Fixed Assets

| | |
|-----------------------------|-----------|
| Office Furniture & Fixtures | \$104,116 |
| Autos | 54,022 |
| Building | 1,840,676 |
| Land | 500,000 |

Total Fixed Assets \$2,498,814

Less: Depreciation (\$512,700)

Total Fixed Assets Less Depreciation \$1,986,114

TOTAL ASSETS \$4,553,308

TOTAL LIABILITIES & FUND BALANCE

Liabilities

| | |
|------------------|----------|
| Accounts Payable | \$46,506 |
| Benefits Payable | 84,694 |

Long-Term Liabilities

| | |
|--------------|--------------------|
| Loan Payable | <u>\$1,321,050</u> |
|--------------|--------------------|

Total Liabilities \$1,452,250

Fund Balance

| | |
|---|-----------|
| General Reserves | \$776,027 |
| Legal Reserves | 50,000 |
| Net Investment in Capital Assets | 665,064 |
| Restricted Fund Balance for RLF Program | 1,411,614 |
| General Fund | 198,353 |

Total Fund Balance \$3,101,058

TOTAL LIABILITIES AND FUND BALANCE \$4,553,308

TREASURE COAST REGIONAL PLANNING COUNCIL
REVENUE REPORT
For the Nine-Month period ending June 30, 2016

| | Annual Budget | Revenue |
|--|------------------|-----------|
| <u>State</u> | | |
| FDEM - SARA Title III [LEPC] | \$50,750 | \$36,000 |
| SLC - Hazards Analysis | 4,449 | 6,499 |
| SLC Small Quantity Generator Project 2015-2016 | 15,500 | 0 |
| Hernando Hazards Analysis | 2,666 | 2,666 |
| SLC Local Mitigation Plan Strategy | 17,778 | 17,778 |
| MC/SLC/IRC Full Scale Exercise | 17,000 | 3,516 |
| SRES Summary Update | 0 | 13,000 |
| Subtotal | \$108,143 | \$79,459 |
| <u>Federal</u> | | |
| EPA - Revolving Loan Fund Management | \$9,720 | \$10,072 |
| EPA - Brownfields Assessment Grant | 87,891 | 58,732 |
| HMEP-Training | 53,704 | 13,165 |
| HMEP-Planning | 22,921 | 921 |
| FDOT Land Use & Transportation Study | 70,657 | 58,157 |
| EDA Capacity Grant | 10,000 | 0 |
| EDA Planning | 61,451 | 24,812 |
| Subtotal | \$316,344 | \$165,859 |
| <u>Local</u> | | |
| So. FL Reg. Transportation Authority | \$100,000 | \$75,000 |
| PBC - MPO Planning | 146,559 | 94,331 |
| Riviera Beach Planning Services | 6,740 | 6,740 |
| Delray Beach Planning Services | 5,000 | 10,300 |
| Boynton Beach Planning Services | 23,500 | 23,600 |
| North Palm Beach Community Master Plan | 190,000 | 168,962 |
| Lake Clarke Shores Finding of Necessity | 20,000 | 20,000 |
| Lake Clarke Shores Master Plan | 50,000 | 40,000 |
| Town of Jupiter / Indiantown Road Study | 64,700 | 42,055 |
| Indian River Lagoon Economic Study | 100,000 | 100,000 |
| Fellsmere EDA Grant Management | 14,000 | 14,000 |
| Tequesta Town Planning Services | 8,000 | 8,000 |
| Boca Raton 20th Street | 5,000 | 0 |
| SFRC Coastal Resiliency | 5,000 | 0 |
| PBCSD Adult Community Education Center | 1,500 | 1,500 |
| CFRPC Lakeland Charrette | 225,000 | 165,750 |
| C-51 Boatlift | 25,000 | 0 |
| Dania Beach SFRTA TOD Charrette | 25,000 | 0 |
| Subtotal | \$1,014,999 | \$770,238 |

TREASURE COAST REGIONAL PLANNING COUNCIL
 REVENUE REPORT
 For the Nine-Month period ending June 30, 2016

| | Annual Budget | Revenue |
|----------------------|-------------------------------|-------------------------------|
| <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 | \$2,500 | \$4,000 |
| Interest | 1,000 | 132 |
| Miscellaneous | 1,000 | 1,361 |
| Subtotal | <u>\$4,500</u> | <u>\$5,493</u> |
| Total Revenue | <u><u>\$2,275,004</u></u> | <u><u>\$1,852,067</u></u> |

TREASURE COAST REGIONAL PLANNING COUNCIL
EXPENDITURE REPORT
For the Nine-Month period June 30, 2016

| | Annual Budget | Percent Used | Year To Date | Current Period | Balance |
|----------------------------------|---------------------------|------------------|---------------------------|-------------------------|-------------------------|
| Salaries | \$808,000 | 79 | \$635,786 | \$99,601 | \$172,214 |
| Benefits | 360,000 | 65 | 233,336 | 23,824 | 126,664 |
| Occupancy Expenses | 8,000 | 81 | 6,468 | 738 | 1,532 |
| Insurance | 22,000 | 59 | 12,897 | 225 | 9,103 |
| Insurance-Brownfields | 3,000 | 100 | 3,000 | 0 | 0 |
| Equipment Maintenance | 18,000 | 63 | 11,312 | 750 | 6,688 |
| Office Supplies & Expenses | 50,000 | 51 | 25,676 | 1,452 | 24,324 |
| Graphics | 2,000 | 7 | 145 | 0 | 1,855 |
| Copying | 24,000 | 44 | 10,549 | 1,383 | 13,451 |
| Telephone | 15,000 | 51 | 7,643 | 812 | 7,357 |
| Postage | 5,000 | 45 | 2,274 | 377 | 2,726 |
| Travel | 70,000 | 80 | 55,963 | 3,667 | 14,037 |
| Dues & Memberships | 32,000 | 86 | 27,543 | 50 | 4,457 |
| Training & Conferences | 7,500 | 94 | 7,040 | 0 | 460 |
| Education | 2,500 | 0 | 0 | 0 | 2,500 |
| Library & Publications | 500 | 48 | 240 | 0 | 260 |
| Legal Advertising | 2,500 | 51 | 1,282 | 60 | 1,218 |
| Legal Fees | 25,000 | 72 | 17,900 | 1,550 | 7,100 |
| Audit Fees | 11,500 | 100 | 11,500 | 0 | 0 |
| Utilities | 12,000 | 53 | 6,359 | 1,398 | 5,641 |
| Note Principal | 86,624 | 102 | 88,620 | 9,380 | -1,996 |
| Note Interest | 49,565 | 75 | 36,994 | 4,145 | 12,571 |
| Subtotal | <u>\$1,614,689</u> | <u>74</u> | <u>\$1,202,527</u> | <u>\$149,412</u> | <u>\$412,162</u> |
| Consultants - Planning | 640,315 | 69 | 440,961 | 43,302 | 199,354 |
| Subtotal | <u>\$2,255,004</u> | <u>73</u> | <u>\$1,643,488</u> | <u>\$192,714</u> | <u>\$611,516</u> |
| Capital Outlay | 15,000 | 0 | 0 | 0 | 15,000 |
| Capital Outlay - Building (FARB) | 5,000 | 204 | 10,216 | 2,216 | -5,216 |
| Totals | <u>\$2,275,004</u> | <u>73</u> | <u>\$1,653,704</u> | <u>\$194,930</u> | <u>\$621,300</u> |