



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: April 20, 2021
Subject: FY 2021 Year-to-Date Financial Report & Budget Amendments

FY 2021 Revenue and Expenditure reports through March 31, 2021 are enclosed for your review. These are unaudited reports for the first nine months (75%) of the fiscal year.

Revenues are 85% of the proposed amended budget, while expenditures are 68% of proposed amended budget. Operating expenses remain in line with budgeted amounts. Project expenses are also tracking with budget.

The proposed budget amendments are as follows:

Revenues

- Addition of \$90,400 for the Rappahannock County CARES Act Business Assistance Program
- Reduction from \$30,000 to \$0 for NFWF Chesapeake Bay Grant due to contractual delays from NFWF. These grant funds will be received in FY 2022 and FY 2023.
- Reduction from \$9,090 to \$0 for VDEM Wildfire Analysis Grant. This project is underway, but reimbursements will not be submitted until FY 2022.
- Reduction from \$140,000 to \$91,665 for Rideshare Program grant. This reduction is due to state guidance limiting advertising of ridesharing/carpools/vanpools.

Expenditures

- Addition of \$88,650 for the Rappahannock County CARES Act Business Assistance Program
- Reduction from \$24,000 to \$0 for NFWF Chesapeake Bay Grant. These expenses will be paid out in FY 2022 and FY 2023.
- Reduction from \$80,000 to \$20,083 for Rideshare Program expenses due to state guidance limiting advertising of ridesharing/carpools/vanpools.
- Reduction from \$1,000 to \$342 for Rural Transportation expenses and \$3,000 to \$2,000 for VHSP expenses based on expenses to date and grant funding remaining.

REQUESTED ACTION: Consider adoption of the amended FY 2021 budget.

Rappahannock-Rapidan Regional Commission
FY 2021 Revenue Snapshot Proposed Amendments - March 31, 2021

Budget Items	FY 2021 Adopted Budget (October 28, 2020)	Proposed Adjustments (April 28, 2020)	Adjusted Budget	January	February	March	YTD Actual	YTD %
Revenues								
Dues:								
Culpeper County	\$ 26,624.00		\$ 26,624.00		\$ 6,655.98		\$ 19,967.94	75.0%
Fauquier County	\$ 48,430.00		\$ 48,430.00	\$ 12,107.42			\$ 36,322.26	75.0%
Madison County	\$ 10,674.00		\$ 10,674.00				\$ 10,673.80	100.0%
Orange County	\$ 24,039.00		\$ 24,039.00				\$ 24,038.46	100.0%
Rappahannock County	\$ 5,915.00		\$ 5,915.00				\$ 5,915.41	100.0%
Town of Culpeper	\$ 14,945.00		\$ 14,945.00				\$ 14,944.98	100.0%
Town of Gordonsville	\$ 1,314.00		\$ 1,314.00				\$ 1,313.89	100.0%
Town of Madison	\$ 181.00		\$ 181.00				\$ 180.94	100.0%
Town of Orange	\$ 4,140.00		\$ 4,140.00				\$ 4,140.04	100.0%
Town of The Plains	\$ 189.00		\$ 189.00				\$ 189.24	100.1%
Town of Remington	\$ 524.00		\$ 524.00				\$ 523.73	99.9%
Town of Warrenton	\$ 8,185.00		\$ 8,185.00				\$ 8,184.63	100.0%
Town of Washington	\$ 104.00		\$ 104.00				\$ 103.75	99.8%
Interest Income	\$ 2,000.00		\$ 2,000.00	\$ 20.65	\$ 17.39	\$ 18.44	\$ 256.51	12.8%
Other Income	\$ 1,000.00		\$ 1,000.00	\$ 1.50	\$ 3.00	\$ 101.50	\$ 512.08	51.2%
DEQ Chesapeake Bay PDC Capacity	\$ 52,000.00		\$ 52,000.00			\$ 52,000.00	\$ 52,000.00	100.0%
DRPT Mobility Management Grant	\$ 124,500.00		\$ 124,500.00	\$ 8,850.00	\$ 8,377.00	\$ 9,455.00	\$ 94,363.00	75.8%
DRPT Section 5310 Operating Grant	\$ 25,000.00		\$ 25,000.00				\$ 29,075.00	116.3%
NFWF Chesapeake Bay Grant	\$ 30,000.00	\$ (30,000.00)	\$ -				\$ -	#DIV/0!
Orange County CARES Act	\$ 10,000.00		\$ 10,000.00				\$ 10,000.00	100.0%
PATH Mobility Mgmt/Transportation Collaborative	\$ 150,000.00		\$ 150,000.00				\$ 150,000.00	100.0%
Rappahannock Cares Act		\$ 90,500.00	\$ 90,500.00	\$ 1,349.94			\$ 90,449.94	99.9%
Regional Housing	\$ 48,604.00		\$ 48,604.00	\$ 3,524.95	\$ 2,290.02		\$ 42,789.71	88.0%
Regional Tourism	\$ 7,500.00		\$ 7,500.00	\$ 1,400.00		\$ 300.00	\$ 7,449.90	99.3%
Rideshare Program	\$ 140,000.00	\$ (48,335.00)	\$ 91,665.00	\$ 4,856.00	\$ 6,321.00	\$ 7,117.00	\$ 62,041.00	67.7%
Rideshare Vanpool Grant	\$ 5,000.00		\$ 5,000.00				\$ -	0.0%
Rural Transportation Planning	\$ 58,000.00		\$ 58,000.00		\$ 17,051.81		\$ 48,456.78	83.5%
State Regional Planning Grant	\$ 75,971.00		\$ 75,971.00	\$ 18,993.00			\$ 56,978.00	75.0%
VDEM Wildfire Analysis Grant	\$ 9,090.00	\$ (9,090.00)	\$ -				\$ -	#DIV/0!
VHDA COVID-19 Emergency Grant	\$ 21,525.00		\$ 21,525.00				\$ 21,525.00	100.0%
VHDA Housing Study	\$ 75,000.00		\$ 75,000.00			\$ 27,792.11	\$ 76,549.00	102.1%
VHSP Grant	\$ 84,500.00		\$ 84,500.00		\$ 14,254.45		\$ 38,396.78	45.4%
Total Revenue	\$ 1,064,954.00	\$ 3,075.00	\$ 1,068,029.00	\$ 51,103.46	\$ 54,970.65	\$ 96,784.05	\$ 907,341.77	85.0%

Rappahannock-Rapidan Regional Commission
FY 2021 Expenditure Snapshot Proposed Amendments - March 31, 2021

Budget Items	FY 2021 Adopted Budget (October 28, 2020)	Proposed Adjustments (April 28, 2020)	Adjusted Budget	January	February	March	YTD Actual	YTD %
Expenditures								
Advertising	\$ 500.00		\$ 500.00		\$ 234.60		\$ 253.55	50.7%
Annual Meeting/Workshops/Meetings	\$ 5,000.00		\$ 5,000.00				\$ 262.32	5.2%
Audit/Legal	\$ 5,000.00		\$ 5,000.00				\$ -	0.0%
Equipment/Software	\$ 17,500.00		\$ 17,500.00	\$ 399.96	\$ 14.99	\$ 29.98	\$ 8,840.30	50.5%
FICA	\$ 32,000.00		\$ 32,000.00	\$ 2,293.85	\$ 2,293.02	\$ 2,278.47	\$ 20,757.97	64.9%
Health & Dental	\$ 63,000.00		\$ 63,000.00	\$ 5,230.04	\$ 5,230.04	\$ 5,230.04	\$ 47,070.36	74.7%
Meals	\$ 2,500.00		\$ 2,500.00				\$ -	0.0%
Membership Dues	\$ 4,200.00		\$ 4,200.00				\$ 4,013.27	95.6%
Miscellaneous	\$ 500.00		\$ 500.00				\$ 19.60	3.9%
Mortgage	\$ 23,916.00		\$ 23,916.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 17,937.00	75.0%
Office & P.O. Liability Insurance	\$ 1,350.00		\$ 1,350.00				\$ 1,343.00	99.5%
Office Maintenance	\$ 12,000.00		\$ 12,000.00	\$ 716.40	\$ 400.00		\$ 4,084.76	34.0%
Payroll Expenses	\$ 413,958.00		\$ 413,958.00	\$ 32,197.06	\$ 32,183.47	\$ 31,993.00	\$ 291,267.08	70.4%
Postage	\$ 500.00		\$ 500.00	\$ 55.00			\$ 80.85	16.2%
Printing	\$ 3,000.00		\$ 3,000.00	\$ 18.15	\$ 27.02	\$ 65.99	\$ 500.38	16.7%
Subscriptions and Books	\$ 500.00		\$ 500.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 134.00	26.8%
Supplies	\$ 4,500.00		\$ 4,500.00	\$ 296.27	\$ 352.19	\$ 169.88	\$ 1,984.07	44.1%
Technology	\$ 9,500.00		\$ 9,500.00	\$ 661.60	\$ 661.60	\$ 697.60	\$ 8,063.24	84.9%
Travel & Training	\$ 8,000.00		\$ 8,000.00	\$ 58.40	\$ 126.96	\$ 40.32	\$ 450.25	5.6%
Utilities	\$ 6,500.00		\$ 6,500.00	\$ 364.75	\$ 507.18	\$ 533.76	\$ 2,992.66	46.0%
VRS	\$ 13,000.00		\$ 13,000.00	\$ 721.18	\$ 721.18	\$ 721.18	\$ 6,302.97	48.5%
Workman's Comp	\$ 500.00		\$ 500.00				\$ 500.00	100.0%
Chesapeake Bay PDC Capacity Expenses	\$ 1,000.00		\$ 1,000.00				\$ 100.00	10.0%
Mobility Management Expenses	\$ 222,400.00		\$ 222,400.00	\$ 13,145.37	\$ 9,941.52	\$ 9,547.09	\$ 117,927.86	53.0%
DRPT Section 5310 Operating Expenses	\$ 25,000.00		\$ 25,000.00				\$ 32,303.50	129.2%
NFWF Chesapeake Bay Grant Expenses	\$ 24,000.00	\$ (24,000.00)	\$ -				\$ -	#DIV/0!
Rappahannock Cares Act Expenses		\$ 88,650.00	\$ 88,650.00				\$ 89,999.94	101.5%
Regional Tourism Expenses	\$ 10,000.00		\$ 10,000.00	\$ 199.06	\$ 205.04	\$ 458.04	\$ 2,628.67	26.3%
Rideshare Expenses	\$ 80,000.00	\$ (59,917.00)	\$ 20,083.00	\$ 605.57	\$ 559.43	\$ 321.67	\$ 5,244.26	26.1%
Rideshare Vanpool Expenses	\$ 4,800.00		\$ 4,800.00				\$ -	0.0%
Rural Transportation Expenses	\$ 1,000.00	\$ (658.00)	\$ 342.00				\$ -	0.0%
VHDA COVID-19 Emergency Grant Expenses	\$ 20,467.00		\$ 20,467.00				\$ 20,466.63	100.0%
VHDA Housing Study Expenses	\$ 45,863.00		\$ 45,863.00	\$ 2,827.45			\$ 42,411.75	92.5%
VHSP Expenses	\$ 3,000.00	\$ (1,000.00)	\$ 2,000.00	\$ 26.83	\$ 62.08	\$ 26.83	\$ 766.20	38.3%
Total Expenditures	\$ 1,064,954.00	\$ 3,075.00	\$ 1,068,029.00	\$ 61,825.94	\$ 55,529.32	\$ 54,122.85	\$ 728,706.44	68.2%