



IN PARTNERSHIP WITH

The Counties of Amelia | Buckingham | Charlotte | Cumberland | Lunenburg |
Nottoway | Prince Edward

MEMORANDUM:

TO: CRC Representatives

FROM: Melody Foster, Executive Director

SUBJECT: FY 2023-2024 CRC Budget

DATE: June 14, 2023

Attached is the proposed CRC FY23-24 Budget recommended by the CRC Budget Committee: Mr. Thomas Jordan Miles, III – Chairman, Mr. Gary Walker and Mr. David Emert.

Page 1 summarizes the comparison of last year's budget and also provides the estimated cash fund balance carry forward fund balance for June 30, 2023 of \$913,318.

Page 2 reviews the CRC Revenues. The Budget includes seven new projects as well continuing projects. The Budget includes a net income of \$14,488. The CRC has not received the award of EDA funding yet for the Technical Support funding for the Economic Development District (EDD), therefore, these funds (\$70,000) are not included in the proposed Budget. Lauren Stuhldreher assures me we should be receiving our final award soon. Once received, an additional staff will be added based on this funding, therefore, a budget amendment may be made in the future.

Page 3 – 5 reviews expenses. Salaries include 5 staff positions, including a new Finance Director position and also includes raises for current positions approved by the budget committee. Also new, are expenses added for Managed IT services.

Action: Approval of FY23-24 Budget

I _____ move to adopt the CRC FY23-24 Budget as presented and recommended by the CRC Budget Committee, _____ second the motion.

Commonwealth Regional Council

Summary

FY - 2023-2024 Budget (July 1, 2023 - June 30, 2024)

Final Budget Adopted
Date: June 21, 2023

David Emert
CRC Chairman

Commonwealth Regional Council Budget Recommendation
FY- 2024 Summary of Revenue and Expenditures

		FY-24 Budget	FY-23 Budget	Budget
Summary of Revenue by Source		Sub-total	Sub-total	Change FY-23/24
	Estimated Cash Fund Balance on 6-30	\$ 913,318	\$ 771,508	\$ 141,811
43000	Local Member Investment	\$ 133,000	\$ 133,000	\$ -
44000	VA Regional Cooperation	\$ 89,971	\$ 89,971	\$ -
45000	Project Funding	\$ 231,608	\$ 254,053	\$ (22,446)
46000	Other Funding (VDOT, DEQ)	\$ 116,800	\$ 116,800	\$ -
	REVENUE (Total Funds Available)	\$ 1,484,697	\$ 1,365,332	\$ 119,365
Summary of Expenditures by Category				
71000	Personnel Costs	\$ 458,190	\$ 348,991	\$ 109,199
72000	Office Operations	\$ 47,530	\$ 48,450	\$ (920)
73000	Office Equipment	\$ 17,520	\$ 18,000	\$ (\$480)
74000	Staff Travel	\$ 6,300	\$ 5,000	\$ 1,300
75000	Meetings/Memberships	\$ 15,200	\$ 12,300	\$ 2,900
77000	Collateral Materials	\$ 3,500	\$ 3,200	\$ 300
78000	Local Relations	\$ 1,150	\$ 1,050	\$ 100
79000	Other Program Costs	\$ 7,500	\$ 20,000	\$ (\$12,500)
	EXPENDITURES (Estimate)	\$ (556,890)	\$ (456,991)	\$ 99,899
	Estimated Total Funding Less Expenses (FY-23 Carry Forward)		\$908,341	
	Estimated Total Funding Less Expenses (FY-24 Carry Forward)	\$ 927,806		
Note: Estimated Cash Fund Balance based on adopted FY-21 Budget (based on FY 21 Audit)				
Note: Estimated Cash Fund Balance based on Re-Estimated FY-22 Budget (based on FY-22 Audit)				

FY- 2023-2024 Revenue Estimate for the Commonwealth Regional Council

Account #	Revenue Source	FY-24 Revenue	Sub-total
43000	Local Member Investment		
43010	Amelia County	\$19,000	
43020	Buckingham County	\$19,000	
43030	Charlotte County	\$19,000	
43040	Cumberland County	\$19,000	
43050	Lunenburg County	\$19,000	
43060	Nottoway County	\$19,000	
43070	Prince Edward County	\$19,000	
43080	Town of Farmville	\$0	
43090	Town of Blackstone	\$0	
43091	Hampden-Sydney College	\$0	
43092	Longwood University	\$0	
		Subtotal	\$133,000
44000	VA Regional Cooperation Act	\$89,971	
		Subtotal	\$89,971
45000	Project Funding		
	Buckingham County Comp Plan Update	\$25,000	New - Total contract \$50,000
	Lunenburg Comp Plan Update	\$25,000	New - Total Contract \$50,000
	Prince Edward Access Road Amdin	\$7,500	Continued - Total Contract 15,000
	CRC Regional Hazard Mitigation Plan Update	\$31,062	Continued - Total Grant \$112,500 (End date 9/23)
	Charlotte County Comp Plan Update	\$2,550	Continued - Total contract \$51,000
	Kenbridge ESHPF Grant Admin	\$12,150	Continued - Total contract \$24,300 (Ext date 12/23)
	Charlotte ESHPF Grant Admin	\$1,944	Continued - Total contract \$19,440 (Ext date 12/23)
	SHSP Community Outreach & Preparedness	\$13,000	New - Total contract \$26,000
	VATI Regional Broadband Grant Admin	\$23,333	Continued - Total contract \$90,000 (2022-2025)
	VATI Audit funds	\$4,000	New - Total grant for Audits \$12,000
	Drakes Branch VDEM Grant Admin	\$20,626	Continued - Total contract \$47,929
	Drakes Branch SLFRF Admin	\$3,049	Continued - Total contract \$6,097
	CRC Affordable Workforce Housing Admin	\$20,000	Continued - VH Funds(end date June 30, 2024)
	Longwood SEED Inn Hub Admin	\$32,394	New - Total contract \$32,394
	Blackstone Armory Abatement Admin	\$4,000	New -Total contract \$8,000
	Amelia County Minor Comp Plan Update	\$6,000	New-Total contract \$6,000 (6 months)
		Subtotal	\$231,608
46000	Other Funding		
	VDOT Rural Transportation Planning	\$58,000	Restricted Funds (matched @ \$14,500 in-kind)
	DEQ -2022 CRC WIP III Assistance	\$58,000	Restricted Funds (matched @ \$14,500 in-kind)
	Interest Income	\$800	
		Subtotal	\$116,800
Line			
A	Total Operational Revenue FY 2024 >>>>>>>>>>>>		\$571,379
B	Estimated Fund Balance on June 30, 2024		\$913,318
C	Fund Balance plus Operational Revenue July 1, 2024		\$1,484,697
D	Projected FY-2024 Expenditures		-\$556,890
F	Projected FY-2024 Net Income/Loss		\$14,488
G	Estimated Fund Balance Carry Forward on July 1, 2024		\$927,806
	**Restricted Funds		\$116,000

NOTE: Projected FY 2024 Budgeted Expenditures does NOT include Total Accrued Leave as a Budgeted Expense - Considered a Contingent Liability (cash outlay dependent upon employee leaving/being let go)

Note: New Projects

All project funding included in the budget are for committed funds (signed contracts).

COMMONWEALTH REGIONAL COUNCIL FY 2023-2024 BUDGET

FY-2024 ESTIMATED LINE ITEM EXPENDITURES					
		Budget	Budget	Budget	
Line Item#	Category	FY 2024	FY 2023	Change	
71000	Personnel Costs				Comments
71010	Salary Regular	\$312,110	\$233,350	\$78,760	Salaries include raises (5 staff includes new Finance Director Position)
71020	Salary Perf./Merit Bonus	\$0	\$0	\$0	
71030	Accured Leave	\$0	\$0	\$0	Considered a Contingent Liability only payable upon staff leaving
71040	Social Security / FICA	\$23,876	\$17,851	\$6,025	
71150	Unemployment Comp.	\$132	\$110	\$22	
71200	Retirement - VRS	\$69,413	\$51,897	\$17,516	VRS Rate 22.24%
71300	Staff Memberships	\$0	\$3,050	-\$3,050	
71350	Staff Training/Conferences	\$8,000	\$7,000	\$1,000	
71400	Workers Comp. Insurance	\$500	\$500	\$0	VACORP
71500	Health/Medical Insurance	\$40,000	\$32,000	\$8,000	7% increase on current staff (added new Finance Director Position)
					Anthem Gold PPO 2000/20%/5250 (Premiuium 100%)
71600	Life Insurance	\$350	\$350	\$0	5 staff
71700	Other Staff Costs	\$809	\$482	\$327	VRS Hybrid Employee (3) Disability Coverage
71750	Employee Cell Phone Stipend	\$3,000	\$2,400	\$600	Employee Benefit - Monthly Cell Phone Use Stipend
	Sub-calculation	\$458,190	\$348,990	\$109,200	
72000	Office Operations				
72010	Lease Costs	\$14,400	\$18,000	-\$3,600	Lease will decrease \$300 a month, Heartland Park building.
72005	Maintanance Costs	\$5,760	\$2,080	\$3,680	Increase - New Office Building cleaning entire building 4 times a month.
72015	Utilities	\$2,500	\$2,500	\$0	
72020	Telephone/Internet Costs	\$3,500	\$4,300	-\$800	Kinex VOIP in new Heartland Building.
72030	Postage	\$1,200	\$1,500	-\$300	
72035	Express Mail	\$120	\$120	\$0	
72040	Supplies - Office	\$3,600	\$3,500	\$100	
72050	Subscriptions	\$350	\$350	\$0	Receive RTD digitally.
72060	Office Insurance	\$100	\$100	\$0	VACORP
72070	Administrative Costs	\$13,000	\$13,000	\$0	Once Finance Director hired, costs will decrease.
72080	Office Costs - Other	\$3,000	\$3,000	\$0	Line item covers Job postings when necessary
72085	Office Moving Expense	\$0	\$0		
	Sub-calculation	\$47,530	\$48,450	-\$920	

NOTE: Contingent Liability - Cash liability that may be incurred but not budgeted as operational expense (depending on an employee leaving/being let go)

FY-2024 ESTIMATED LINE ITEM EXPENDITURES cont'd				
Line Item#	Category	Budget FY 2024	Budget FY 2023	Budget Change
73000	Office Equipment			
73010	Office Equipment	\$2,500	\$9,000	-\$6,500
73020	Equipment Lease(s)	\$0	\$0	\$0
73030	Equipment Maintenance	\$8,800	\$3,000	\$5,800
73040	Equipment Repair	\$2,000	\$2,000	\$0
73050	Equipment - GIS/Software/Other	\$4,220	\$4,000	\$220
73060	Office Modification	\$0	\$0	\$0
	Sub-calculation	\$17,520	\$18,000	-\$480

74000	Staff Travel			
74020	Staff Mileage	\$6,300	\$5,000	\$1,300
	Sub-calculation	\$6,300	\$5,000	\$1,300

75000	Meetings/Memberships			
75010	Council Meetings	\$5,200	\$5,200	\$0
75020	Committee Meetings	\$400	\$400	\$0
75030	Staff Meetings	\$500	\$500	\$0
75040	Council Memberships	\$7,100	\$4,200	\$2,900
75050	Other Meeting Costs	\$200	\$200	\$0
75060	Public Official/Gen Liab/Cyber Ins.	\$1,800	\$1,800	\$0
	Sub-calculation	\$15,200	\$12,300	\$2,900

FY-2024 ESTIMATED LINE ITEM EXPENDITURES cont'd					
		Budget	Budget	Budget	
Line Item#	Category	FY 2024	FY 2023	Change	
77000	Collateral Materials				
77010	Web Page Cost	\$3,500	\$3,200	\$300	Website Securities Updates
77020	Printed Materials	\$0	\$0	\$0	
77040	Marketing Research	\$0	\$0	\$0	
77050	Other Materials Costs	\$0	\$0	\$0	
	Sub-calculation	\$3,500	\$3,200	\$300	
78000	Local Relations				
78010	Newsletter/Annual Report	\$150	\$50	\$100	
78030	Other	\$1,000	\$1,000	\$0	Other misc. costs unforeseen
	Sub-calculation	\$1,150	\$1,050	\$100	
79000	Other Program Costs				
79010	Other Program(s)	\$0	\$0	\$0	
79030	Planning Project Costs	\$5,000	\$10,000	-\$5,000	CRC utilize On-Call Consultants for Planning Projects
79050	Contingency Costs	\$2,500	\$10,000	-\$7,500	Contingency (unforeseen costs)
	Sub-calculation	\$7,500	\$20,000	-\$12,500	
TOTAL =		\$556,890	\$456,990	\$99,900	