



IN PARTNERSHIP WITH

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

MEMORANDUM:

TO: CRC Members

FROM: Melody Foster, Executive Director

SUBJECT: Budget Committee Recommendation – Amendment of FY23-24 Budget

DATE: September 8, 2023

The CRC Budget Committee met on Friday, September 8, 2023 to review the recommended CRC FY24 Budget Amendment.

The CRC has been awarded EDA funding for annual local technical assistance funds in the amount of \$70,000. The CRC also has been notified of our allocation through the Southeast Crescent Regional Commission (SCRC) Local Development District (LDD) funding of \$33,000 annually. This totals \$103,000 in new revenues for the CRC.

The majority of this funding will be utilized to support staff in activities such a grant writing, project development and community and economic development activities related to the CRC CEDS, goals of the SCRC which include many of the functions the CRC has always been involved in and now receives additional funding to support these activities. Activities may also include some of the activities to stand up a new CRC REDO.

The CRC Budget Committee has approved and recommend the attached FY23-24 Amended Budget. The CRC will need to take action to approve the Budget Amended at the September 20, 2023 CRC meeting.

**Commonwealth Regional Council**

**Summary**

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

**Final Budget Adopted**

**Date: June 21, 2023**

**Amended September 20, 2023**

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**David Emert**  
**CRC Chairman**

Commonwealth Regional Council Budget Recommendation  
FY- 2024 Summary of Revenue and Expenditures  
Amended September 20, 2023

| FY- 2024 Summary of Revenue and Expenditures<br>Amended September 20, 2023                  |                                                             |  |  |  | Amended<br>FY-24 Budget |  | FY 24 Budget |  | FY-23 Budget |  | Budget<br>Change FY-24/23<br>Amended |  |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------|--|--|--|-------------------------|--|--------------|--|--------------|--|--------------------------------------|--|
| Summary of Revenue by Source                                                                |                                                             |  |  |  | Sub-total               |  | Sub total    |  | Sub-total    |  |                                      |  |
|                                                                                             | Estimated Cash Fund Balance on 6-30                         |  |  |  | \$ 913,318              |  | \$913,318    |  | \$ 771,508   |  | \$ 0                                 |  |
| 43000                                                                                       | Local Member Investment                                     |  |  |  | \$ 133,000              |  | \$133,000    |  | \$ 133,000   |  | \$ 0                                 |  |
| 44000                                                                                       | VA Regional Cooperation                                     |  |  |  | \$ 89,971               |  | \$89,971     |  | \$ 89,971    |  | \$ 0                                 |  |
| 45000                                                                                       | Project Funding                                             |  |  |  | \$ 231,608              |  | \$231,608    |  | \$ 254,053   |  | \$ 0                                 |  |
| 46000                                                                                       | Other Funding (VDOT, DEQ, EDA, SCRC LDD )                   |  |  |  | \$ 219,800              |  | \$116,800    |  | \$ 116,800   |  | \$ 103,000                           |  |
|                                                                                             | REVENUE (Total Funds Available)                             |  |  |  | \$ 1,587,697            |  | \$1,484,697  |  | \$ 1,365,332 |  | \$ 103,000                           |  |
|                                                                                             |                                                             |  |  |  |                         |  |              |  |              |  |                                      |  |
| Summary of Expenditures by Category                                                         |                                                             |  |  |  |                         |  |              |  |              |  |                                      |  |
| 71000                                                                                       | Personnel Costs                                             |  |  |  | \$ 507,409              |  | \$ 458,190   |  | \$ 348,991   |  | \$ 49,219                            |  |
| 72000                                                                                       | Office Operations                                           |  |  |  | \$ 47,530               |  | \$ 47,530    |  | \$ 48,450    |  | \$ -                                 |  |
| 73000                                                                                       | Office Equipment                                            |  |  |  | \$ 39,900               |  | \$ 39,900    |  | \$ 18,000    |  | \$ -                                 |  |
| 74000                                                                                       | Staff Travel                                                |  |  |  | \$ 9,500                |  | \$ 6,300     |  | \$ 5,000     |  | \$ 3,200                             |  |
| 75000                                                                                       | Meetings/Memberships                                        |  |  |  | \$ 15,200               |  | \$ 15,200    |  | \$ 12,300    |  | \$ -                                 |  |
| 77000                                                                                       | Collateral Materials                                        |  |  |  | \$ 3,500                |  | \$ 3,500     |  | \$ 3,200     |  | \$ -                                 |  |
| 78000                                                                                       | Local Relations                                             |  |  |  | \$ 1,150                |  | \$ 1,150     |  | \$ 1,050     |  | \$ -                                 |  |
| 79000                                                                                       | Other Program Costs                                         |  |  |  | \$ 21,500               |  | \$ 7,500     |  | \$ 20,000    |  | \$ 14,000                            |  |
|                                                                                             | EXPENDITURES (Estimate)                                     |  |  |  | \$ 645,689              |  | \$ 579,270   |  | \$ 456,991   |  | \$ 66,419                            |  |
|                                                                                             |                                                             |  |  |  |                         |  |              |  |              |  |                                      |  |
|                                                                                             | Estimated Total Funding Less Expenses (FY-23 Carry Forward) |  |  |  |                         |  |              |  | \$908,341    |  |                                      |  |
|                                                                                             | Estimated Total Funding Less Expenses (FY-24 Carry Forward) |  |  |  | \$ 942,008              |  |              |  |              |  |                                      |  |
| 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**  
**Amended September 20, 2023**

| 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      | \$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 Admin                      | \$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)        |
|           | EDA Technical Assistance Funding                     | \$70,000      | New Annual Restricted Funds (matched @ \$70,000)     |
|           | SCRC LDD Funds                                       | \$33,000      | New Annual Funds                                     |
|           | Interest Income                                      | \$800         |                                                      |
|           |                                                      | Subtotal      | \$219,800                                            |
| Line A    | Total Operational Revenue FY 2024 >>>>>>>>>>>>       |               | \$674,379                                            |
| B         | Estimated Fund Balance on June 30, 2024              |               | \$913,318                                            |
| C         | Fund Balance plus Operational Revenue July 1, 2024   |               | \$1,587,697                                          |
| D         | Projected FY 2024 Expenditures                       |               | -\$645,689                                           |
| F         | Projected FY 2024 Net Income/Loss                    |               | \$28,690                                             |
| G         | Estimated Fund Balance Carry Forward on July 1, 2024 |               | \$942,008                                            |
|           | **Restricted Funds                                   |               | \$186,000                                            |

**NOTE:** Proposed FY-2021 Budgeted Expenditures does NOT include Total Accrued Liens as a Budgeted Expense - Considered a Contingent Liability (cash outlay anticipated upon employee termination) (Ref 92)

**Note: New Projects**

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

\*SCRC funds cannot be expended until October 1, 2023

\*EDA Funding Award was backdated to August 1, 2023

## COMMONWEALTH REGIONAL COUNCIL FY 2023-2024 BUDGET

## FY-2024 ESTIMATED LINE ITEM EXPENDITURES

Amended September 20, 2023

| Amended Budget FY 2024       |                             | Approved FY 24 | Budget FY 2023 | Amend Change                                                             |
|------------------------------|-----------------------------|----------------|----------------|--------------------------------------------------------------------------|
| Line Item#                   | Category                    |                |                |                                                                          |
| <b>71000 Personnel Costs</b> |                             |                |                |                                                                          |
| 71010                        | Salary Regular              | \$343,000      | \$233,350      | \$30,890                                                                 |
| 71020                        | Salary Perf./Merit Bonus    | \$0            | \$0            | \$0                                                                      |
| 71030                        | Accrued Leave               | \$0            | \$0            | \$0                                                                      |
| 71040                        | Social Security / FICA      | \$26,241       | \$23,876       | \$2,365                                                                  |
| 71150                        | Unemployment Comp.          | \$132          | \$132          | \$0                                                                      |
| 71200                        | Retirement - VRS            | \$76,283       | \$69,413       | \$6,870                                                                  |
| 71300                        | Staff Memberships           | \$0            | \$3,050        | \$0                                                                      |
| 71350                        | Staff Training/Conferences  | \$17,000       | \$7,000        | \$9,000                                                                  |
| 71400                        | Workers Comp. Insurance     | \$500          | \$500          | \$0                                                                      |
| 71500                        | Health/Medical Insurance    | \$40,000       | \$32,000       | \$7,000                                                                  |
| 71600                        | Life Insurance              | \$350          | \$350          | \$0                                                                      |
| 71700                        | Other Staff Costs           | \$903          | \$482          | \$94                                                                     |
| 71750                        | Employee Cell Phone Stipend | \$3,000        | \$2,400        | \$600                                                                    |
| Sub-calculation              |                             | \$507,409      | \$348,990      | \$49,219                                                                 |
| <b>Comments</b>              |                             |                |                |                                                                          |
|                              |                             |                |                | Salaries include raises (5 staff includes new Finance Director Position) |
|                              |                             |                |                | Considered a Contingent Liability only payable upon staff leaving        |
|                              |                             |                |                | VRS Rate 22.24%                                                          |
|                              |                             |                |                | VACORP                                                                   |
|                              |                             |                |                | 7% increase on current staff (added new Finance Director Position)       |
|                              |                             |                |                | Anthem Gold PPO 2000/20%/5250 (Premium 100%)                             |
|                              |                             |                |                | 5 staff                                                                  |
|                              |                             |                |                | VRS Hybrid Employee (3) Disability Coverage                              |
|                              |                             |                |                | Employee Benefit - Monthly Cell Phone Use Stipend                        |

|                                |                          |                   |          |                                                                          |
|--------------------------------|--------------------------|-------------------|----------|--------------------------------------------------------------------------|
| <b>72000 Office Operations</b> |                          | <b>NO CHANGES</b> |          |                                                                          |
| 72010                          | Lease Costs              | \$14,400          | \$18,000 | \$0                                                                      |
| 72005                          | Maintenance Costs        | \$5,760           | \$2,080  | \$0                                                                      |
| 72015                          | Utilities                | \$2,500           | \$2,500  | \$0                                                                      |
| 72020                          | Telephone/Internet Costs | \$3,500           | \$4,300  | \$0                                                                      |
| 72030                          | Postage                  | \$1,200           | \$1,500  | \$0                                                                      |
| 72035                          | Express Mail             | \$120             | \$120    | \$0                                                                      |
| 72040                          | Supplies - Office        | \$3,600           | \$3,500  | \$0                                                                      |
| 72050                          | Subscriptions            | \$350             | \$350    | \$0                                                                      |
| 72060                          | Office Insurance         | \$100             | \$100    | \$0                                                                      |
| 72070                          | Administrative Costs     | \$13,000          | \$13,000 | \$0                                                                      |
| 72080                          | Office Costs - Other     | \$3,000           | \$3,000  | \$0                                                                      |
| 72085                          | Office Moving Expense    | \$0               | \$0      | \$0                                                                      |
| Sub-calculation                |                          | \$47,530          | \$48,450 | \$0                                                                      |
| <b>Comments</b>                |                          |                   |          |                                                                          |
|                                |                          |                   |          | Lease will decrease \$300 a month, Heartland Park building.              |
|                                |                          |                   |          | Increase - New Office Building cleaning entire building 4 times a month. |
|                                |                          |                   |          | Kinex VOIP in new Heartland Building.                                    |
|                                |                          |                   |          | Receive RTD digitally.                                                   |
|                                |                          |                   |          | VACORP                                                                   |
|                                |                          |                   |          | Once Finance Director hired, costs will decrease.                        |
|                                |                          |                   |          | Line item covers Job postings when necessary                             |

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 |                                |                        |          |                |                                                                      |
|-------------------------------------------------|--------------------------------|------------------------|----------|----------------|----------------------------------------------------------------------|
|                                                 |                                | Amended Budget FY 2024 |          | Budget FY 2023 | Amend Change                                                         |
| Line Item#                                      | Category                       |                        |          |                |                                                                      |
| 73000                                           | Office Equipment               | NO CHANGES             |          |                |                                                                      |
| 73010                                           | Office Equipment               | \$2,500                | \$2,500  | \$9,000        | \$0<br>Replace 1 Desktop (if needed)                                 |
| 73020                                           | Equipment Lease(s)             | \$0                    | \$0      | \$0            | \$0                                                                  |
| 73030                                           | Equipment Maintenance          | \$15,900               | \$15,900 | \$3,000        | \$0<br>Added IT Services                                             |
| 73040                                           | Equipment Repair               | \$2,000                | \$2,000  | \$2,000        | \$0                                                                  |
| 73050                                           | Equipment - GIS/Software/Other | \$19,500               | \$19,500 | \$4,000        | \$0<br>Software including purchase GIS Upgrades & Virtual Zoom costs |
| 73060                                           | Office Modification            | \$0                    |          | \$0            | \$0                                                                  |
|                                                 | Sub-calculation                | \$39,900               | \$39,900 | \$18,000       | \$0                                                                  |

|       |                 |         |         |         |         |
|-------|-----------------|---------|---------|---------|---------|
| 74000 | Staff Travel    |         |         |         |         |
| 74020 | Staff Mileage   | \$9,500 | \$6,300 | \$5,000 | \$3,200 |
|       | Sub-calculation | \$9,500 | \$6,300 | \$5,000 | \$3,200 |

|       |                                     |            |          |          |                                                                   |
|-------|-------------------------------------|------------|----------|----------|-------------------------------------------------------------------|
| 75000 | Meetings/Memberships                | NO CHANGES |          |          |                                                                   |
| 75010 | Council Meetings                    | \$5,200    | \$5,200  | \$5,200  | \$0                                                               |
| 75020 | Committee Meetings                  | \$400      | \$400    | \$400    | \$0                                                               |
| 75030 | Staff Meetings                      | \$500      | \$500    | \$500    | \$0                                                               |
| 75040 | Council Memberships                 | \$7,100    | \$7,100  | \$4,200  | \$0 Includes National Association of Development Organ membership |
| 75050 | Other Meeting Costs                 | \$200      | \$200    | \$200    | \$0                                                               |
| 75060 | Public Official/Gen Liab/Cyber Ins. | \$1,800    | \$1,800  | \$1,800  | \$0 VACORP Plan - including Cyber Coverage                        |
|       | Sub-calculation                     | \$15,200   | \$15,200 | \$12,300 | \$0                                                               |

| FY-2024 ESTIMATED LINE ITEM EXPENDITURES cont'd |                             |                        |                  |                  |                                                                |
|-------------------------------------------------|-----------------------------|------------------------|------------------|------------------|----------------------------------------------------------------|
| Line Item#                                      | Category                    | Amended Budget FY 2024 | Approved FY 24   | Budget FY 2023   | Amend Change                                                   |
| <b>77000</b>                                    | <b>Collateral Materials</b> | <b>NO CHANGES</b>      |                  |                  |                                                                |
| 77010                                           | Web Page Cost               | \$3,500                | \$3,500          | \$3,200          | \$0 Website Securities Updates                                 |
| 77020                                           | Printed Materials           | \$0                    | \$0              | \$0              | \$0                                                            |
| 77040                                           | Marketing Research          | \$0                    | \$0              | \$0              | \$0                                                            |
| 77050                                           | Other Materials Costs       | \$0                    | \$0              | \$0              | \$0                                                            |
|                                                 | Sub-calculation             | <b>\$3,500</b>         | <b>\$3,500</b>   | <b>\$3,200</b>   | <b>\$0</b>                                                     |
| <b>78000</b>                                    | <b>Local Relations</b>      | <b>NO CHANGES</b>      |                  |                  |                                                                |
| 78010                                           | Newsletter/Annual Report    | \$150                  | \$150            | \$50             | \$0                                                            |
| 78030                                           | Other                       | \$1,000                | \$1,000          | \$1,000          | \$0 Other misc. costs unforeseen                               |
|                                                 | Sub-calculation             | <b>\$1,150</b>         | <b>\$1,150</b>   | <b>\$1,050</b>   | <b>\$0</b>                                                     |
| <b>79000</b>                                    | <b>Other Program Costs</b>  |                        |                  |                  |                                                                |
| 79010                                           | Other Program(s)            | \$0                    | \$0              | \$0              | \$0                                                            |
| 79030                                           | Planning Project Costs      | \$16,500               | \$5,000          | \$10,000         | \$11,500 CRC utilize On-Call Consultants for Planning Projects |
| 79050                                           | Contingency Costs           | \$5,000                | \$2,500          | \$10,000         | \$2,500 Contingency (unforeseen costs)                         |
|                                                 | Sub-calculation             | <b>\$21,500</b>        | <b>\$7,500</b>   | <b>\$20,000</b>  | <b>\$14,000</b>                                                |
| <b>TOTAL =</b>                                  |                             | <b>\$645,689</b>       | <b>\$579,270</b> | <b>\$456,990</b> | <b>\$66,419</b>                                                |