

Commonwealth Regional Council
Summary

FY - 2025-2026 Budget (July 1, 2025 - June 30, 2026)

Final Budget Adopted

Date: June 18, 2025


Mike Hankins
CRC Chairman

Commonwealth Regional Council

2025-2026 Budget

June 5, 2025 - Budget Committee Meeting
8:30 a.m.

Prepared by: Christin Jackson, CRC Executive Director

CRC Budget Committee Review

Final Budget Approval at June 2025 CRC Meeting

Commonwealth Regional Council Budget Recommendation
FY- 2025-26 Summary of Revenue and Expenditures

Summary of Revenue by Source		FY-25-26 Budget	FY-24-25 Budget (Amend)	Budget
	Sub-total			Change FY-25/24
Estimated Cash Fund Balance on 6-30	\$ 934,213	\$ 872,841		61,372
43000 Local Member Investment	\$ 133,000	\$ 133,000		0
44000 VA Regional Cooperation	\$ 114,971	\$ 114,971		0
45000 Project Funding	\$ 215,201	\$ 404,423		-189,222
46000 Other Funding (VDOT, DEQ, EDA, SCRC LDD)	\$ 192,191	\$ 219,800		-27,609
REVENUE (Total Funds Available)	\$ 1,589,576	\$ 1,745,035		-155,459
Summary of Expenditures by Category				
71000 Personnel Costs	\$ 515,025	\$ 495,971	\$ 19,054	
72000 Office Operations	\$ 61,305	\$ 61,680	\$ (375)	
73000 Office Equipment	\$ 19,500	\$ 20,230	\$ (730)	
74000 Staff Travel	\$ 11,000	\$ 6,000	\$ 5,000	
75000 Meetings/Memberships	\$ 16,561	\$ 12,520	\$ 4,041	
77000 Collateral Materials	\$ 3,500	\$ 2,600	\$ 900	
78000 Local Relations	\$ 1,146	\$ 3,150	\$ (2,004)	
79000 Other Program Costs	\$ 27,326	\$ 223,000	\$ (195,674)	
EXPENDITURES (Estimate)	\$ 655,363	\$ 825,151	\$ (169,788)	
Estimated Total Funding Less Expenses (FY-24 Carry Forward)		\$919,884		
Estimated Total Funding Less Expenses (FY-25 Carry Forward)	\$ 934,213			
Note : Estimated Cash Fund Balance based on adopted FY-23 Budget (based on FY 22 Audit)				
Note : Estimated Cash Fund Balance based on Re-Estimated FY-24 Budget (based on FY-23 Audit)				
NOTE: FY 24 Budget was Amended in September 2023.				

FY- 2025-2026 Revenue Estimate for the Commonwealth Regional Council
Updated 5/8/24

Account #	Revenue Source	FY-26 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	\$114,971	
		Subtotal	\$114,971
45000	Project Funding		
	TRRC Administration of BOOMS Project	\$30,000	
	TRRC Administration of VHREDA Branding Proje	\$5,000	
	TRRC Administration of Mill Building Project	\$5,000	
	Drakes Branch HMGB Building Acq/Demo Admin	\$29,929	New - Total Contract \$32,000 18 months
	CRC REDO Oversight & Fiscal Management	\$24,000	New - CRC oversight of New REDO (VHREDA) \$24,000 1 yr
45985	VATI Regional Broadband Grant Admin	\$28,100	Continued - Total contract \$90,000 (2022-2025) This is last year
45993	VATI Audit funds	\$4,000	Total grant for Audits \$12,000 - This is last year
45995	Drakes Branch VDEM Grant Admin		
45990	Drakes Branch SLFRF Admin	\$0	Continued - Total contract \$6,097 -any additional funding?
45955	CRC Affordable Workforce Housing Admin	\$0	Continued - VH Funds(end date June 30, 2025)
45999	Longwood SEED Inn Hub Admin	\$23,922	Continued - Total Contract \$32,394
	Prince Edward County HIT Park	\$2,250	New-Total Contract \$2,250 for next year as well
	Amelia Comp Plan	\$17,000	Half last year, remainder this year
	Drakes Comp Plan	\$16,000	Half last year, remainder this year
	VHREDA Private Campaign Costs Reimb.	\$30,000	New-Reimbursement for VHREDA Private Consultant
		Subtotal	\$215,201
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	Annual Restricted Funds (matched @ \$70,000)
			This amount is carry-over from 24-25 and I am not counting any more because this might become competitive and require a match
	SCRC LDD Funds	\$5,391	
	Interest Income	\$800	
Line		Subtotal	\$192,191
A	Total Operational Revenue FY 2026 >>>>>>>>>>		\$655,363
B	Estimated Fund Balance on June 30, 2025		\$934,213
C	Fund Balance plus Operational Revenue July 1, 2025		\$1,589,576
D	Projected FY-2025 Expenditures		-\$655,363
F	Projected FY-2025 Net Income/Loss		\$0
G	Estimated Fund Balance Carry Forward on July 1, 2025		\$934,213
	**Restricted Funds		\$186,000

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).

*SCRC funds cannot be expended until October 1, 2025

*EDA Funding Award was backdated to August 1, 2025

COMMONWEALTH REGIONAL COUNCIL FY 2025-2026 BUDGET
FY-2025 ESTIMATED LINE ITEM EXPENDITURES
Amended May 20, 2025

Line Item#	Category	Budget FY25-26	Amend Budget FY 24-25	Budget Change	Comments
71000	Personnel Costs				
71010	Salary Regular	\$348,750	\$343,500	\$5,250	Include raises (5 staff includes Dir, Plan Dir, Fin Dir & 2 Reg Plann)
71020	Salary Perf./Merit Bonus	\$0	\$0	\$0	
71030	Accrued Leave	\$0	\$0	\$0	Considered a Contingent Liability only payable upon staff leaving
71040	Social Security / FICA	\$26,679	\$26,279	\$400	
71150	Unemployment Comp.	\$200	\$132	\$68	
71200	Retirement - VRS	\$71,040	\$69,971	\$1,069	VRS Rate 20.37% New Rate for FY25-26 (prev. rate 22.34%)
71300	Staff Memberships	\$0	\$0	\$0	
71350	Staff Training/Conferences	\$16,000	\$15,500	\$500	
71400	Workers Comp. Insurance	\$500	\$500	\$0	VACORP
71500	Health/Medical Insurance	\$44,000	\$35,000	\$9,000	Anthem(added Dental/vision)
71600	Life Insurance	\$2,000	\$275	\$1,725	5 staff through VRS instead of Hartford 15K vs. Twice Salary
71700	Other Staff Costs	\$2,856	\$1,814	\$1,042	VRS Hybrid Employee (4) Disability Coverage
71750	Employee Cell Phone Stipend	\$3,000	\$3,000	\$0	Employee Benefit - Monthly Cell Phone Use Stipend
	Sub-calculation	\$515,025	\$495,971	\$19,054	

72000	Office Operations				
72010	Lease Costs	\$14,400	\$14,400	\$0	Lease through VHRIFA
72005	Maintenance Costs	\$5,000	\$5,000	\$0	\$400 per month
72015	Utilities	\$7,200	\$4,200	\$3,000	Increase in electric bill (new building larger)
72020	Telephone/Internet Costs	\$4,500	\$3,360	\$1,140	Kinex VOIP in new Heartland Building.
72030	Postage	\$1,200	\$1,200	\$0	
72035	Express Mail	\$100	\$100	\$0	
72040	Supplies - Office	\$6,000	\$9,000	-\$3,000	Price of supplies increased over past year
72050	Subscriptions	\$300	\$320	-\$20	Receive RTD digitally.
72060	Office Insurance	\$95	\$100	-\$5	VACORP
72070	Administrative Costs	\$19,510	\$21,000	-\$1,490	Check Reconciliation & Audit
72080	Office Costs - Other	\$3,000	\$3,000	\$0	Line item covers Job postings when necessary
72085	Office Moving Expense	\$0	\$0	\$0	
	Sub-calculation	\$61,305	\$61,680	-\$375	

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

FY-2025 ESTIMATED LINE ITEM EXPENDITURES cont'd

		Budget FY25-26	Amend Budget FY 24-25	Budget Change	
Line Item#	Category				
73000	Office Equipment				
73010	Office Equipment	\$3,000	\$3,230	-\$230	<i>New equipment was just purchased 2024, so should not need more this year</i>
73020	Equipment Lease(s)	\$3,000	\$3,700	-\$700	<i>Copier is leased for \$137/mnt + cost of color printing = \$250.00/mnt</i>
73030	Equipment Maintenance	\$6,000	\$7,000	-\$1,000	<i>IT Manager service</i>
73040	Equipment Repair	\$2,000	\$2,000	\$0	<i>Shouldn't need much all new equipment</i>
73050	Equipment - GIS/Software/Other	\$5,500	\$4,300	\$1,200	<i>GIS went up to \$2200/year</i>
73060	Office Modification	\$0		\$0	
	Sub-calculation	\$19,500	\$20,230	-\$730	

74000	Staff Travel				
74020	Staff Mileage	\$11,000	\$6,000	\$5,000	
	Sub-calculation	\$11,000	\$6,000	\$5,000	

75000	Meetings/Memberships				
75010	Council Meetings	\$7,800	\$5,620	\$2,180	Increase of IRS mileage to .70c plus increase to \$30/Officers \$25/Directors
75020	Committee Meetings	\$500	\$300	\$200	
75030	Staff Meetings	\$1,000	\$400	\$600	
75040	Council Memberships	\$5,000	\$4,200	\$800	
75050	Other Meeting Costs	\$200	\$200	\$0	
75060	Public Official/Gen Liab/Cyber Ins.	\$2,061	\$1,800	\$261	VACORP Plan - including Cyber Coverage
	Sub-calculation	\$16,561	\$12,520	\$4,041	

FY-2025 ESTIMATED LINE ITEM EXPENDITURES cont'd		
Line Item#	Category	Budget FY25-26
		Amend Budget FY 24-25
		Budget Change

77000	Collateral Materials				
77010	Web Page Cost	\$1,500	\$2,600	-\$1,100	<i>Some costs are now covered by Managed IT contract.</i>
77020	Printed Materials	\$2,000	\$0	\$2,000	
77040	Marketing Research	\$0	\$0	\$0	
77050	Other Materials Costs	\$0	\$0	\$0	
	Sub-calculation	\$3,500	\$2,600	\$900	

78000	Local Relations	NO CHANGES			
78010	Newsletter/Annual Report	\$146	\$150	-\$4	
78030	Other	\$1,000	\$3,000	-\$2,000	Upped Other misc. costs unforeseen
	Sub-calculation	\$1,146	\$3,150	-\$2,004	

90000	Other Program Costs				
900010	Planning Project Costs	\$25,000	\$218,000	-\$193,000	Includes EDA, DEQ Rain Barrel & SCRC Exp Items and printing costs
79050	Contingency Costs	\$2,326	\$5,000	-\$2,674	
	Sub-calculation	\$27,326	\$223,000	-\$195,674	Unforeseen costs Consultant costs
TOTAL =		\$655,363	\$825,151	-\$169,788	

Line No.	Category
71000	PERSONNEL COSTS
	\$615,025

71010	Salary Regular							\$348,750
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Staff member	Current FY 24	% Change	FY - 2025-26	Plus/Minus
M. Newton	\$60,000	5.0%	\$63,000	\$3,000
C. Jackson	\$92,000	5.0%	\$96,600	\$4,600
L. Pugh	\$65,000	7.0%	\$69,550	\$4,550
M. Swertout	\$60,000	4.0%	\$62,400	\$2,400
E. Bowman	\$55,000	4.0%	\$57,200	\$2,200
Total	\$332,000	5.05%	\$348,750	\$16,750
				\$348,750

C. Jackson hired Interim May 1, 2024, New Ex. Director July 1, 2024

L. Jones hired on June 1, 2022 promoted to Planning Director in April 2024

71020 Salary Performance/Merit Bonus						\$0
Staff member	Salary	%	FY - 2025	Sav		
	\$0	0%	\$0	\$0		\$0

71030	Accrued Leave					\$0
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Name	Annual	Sick	Comp Lv	Total	Pay
W. Newton					\$0
C. Jackson					\$0
L. Pugh					\$0
M. Swartzell					\$0
E. Bowman					\$0
	\$0		\$0	\$0	\$0

NOTE: ESTIMATED MAXIMUM CONTINGENT LIABILITY ON CURRENT STAFF

Personal Policy Maximum Payout at Departure - Annual (288 hours) & Comp (80 hours)

Sick days are non-compensable at time of departure.

