

Tri-County Regional Planning Commission

456 Fulton Street, Suite 420

Peoria, IL 61602

Phone- 309-673-9330

www.tricountyrpc.org

Ways & Means Committee

Chuck Nagel, Chairman

Andrew Rand, and John Kahl

AGENDA

Wednesday, June 7 2023 @ 8:30 a.m.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/291023189>

You can also dial in using your phone.

United States: +1 (408) 650-3123

Access Code: 291-023-189

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes of May 3, 2023
5. Recommendation to Commission the approval of April Financial Statements and Billings (Resolution 23-74)
6. Recommendation to Commission the approval of FY 2024 Budget (Resolution 23-75)
7. Recommendation to Commission the approval of the Administrative Fiscal Policies per 2 CFR 200 - (Resolution 23-77)
8. Recommendation to Commission to amend the Commission's Bylaws and Procurement Policies and Procedures to increase the Executive Director's purchasing limit from \$1,000 to \$5,000. (Resolution 23-79)
9. Other
10. Adjournment

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Ways & Means Committee

Chuck Nagel, Chairman

Andrew Rand, and John Kahl

MINUTES

Wednesday, May 3, 2023 @ 8:30 a.m.

1. Call to Order

Chairman Nagel called the meeting to order at 8:30 am

2. Roll Call

Present: Chuck nagel, and John Kahl. Absent: Andrew Rand. Also present: James Dillon, Eric Miller, Rebecca Eisele, Debbie Ulrich, and Ray Lees

3. Public Input-none

4. Approval of Minutes of April 5, 2023

Kahl moved to approve the minutes of April 5, 2023 and Chuck Nagel seconded. Motion carried.

5. Recommendation to Commission the approval of March Financial Statements and Billings (Resolution 23-67)

John Kahl moved to recommend to Commission the approval of March Financial Statements and Bilings (Resolution 23-67) and Chuck Nagel seconded.

Rebecca Eisele reported on the following:

- Total Operating Cash at the end of the month was \$789,752. Operating Cash decreased in March by (\$94,101) compared to February.
- Accounts Receivable balance at the end of March was \$297,486. Of the A/R balance, \$246,445 was Federal funds, \$43,342 was State funds, and the remaining \$7,698 was Local GIS and Planning Services.
- Accounts Payable balance at the end of March was \$77,256. Of that amount, \$74,533 was unpaid pass-through expenses as of the end of March. The remaining \$2,723 in Accounts Payable at the end of the

month was for regular monthly bills unpaid on the last day of the month.

- Billing for March was \$159,064 minus direct pass-through expenses of (\$75,833) resulting in Operating Revenue of \$83,231. There were also several billable hours that were worked, but that cannot be billed yet, however those hours will be billed in the future.
- Total Expenses for March were \$56,529 minus direct pass-through expenses of (\$75,833) resulting in Operating Expenses of \$80,696.
- March resulted in a surplus of \$2,535. Fiscal Year 2023 so far has a net surplus of \$182, 863.

Motion carried.

6. Recommendation to Commission engagement letter with Martin Hood LLC FY2023 financial audit (Resolution 23-69)

John Kahl moved to recommend to Commission engagement letter with Martin Hood LLC FY2023 financial audit (Resolution 23-69) and Chuck Nagel seconded.

Eric Miller reported on the following:

- This is an annual occurrence and they are a very qualified auditor. It has increased by \$1,175. This includes a Federal audit and regular audit. We will go out for bids for auditor after next year.

Motion carried.

7. Review of Draft FY24 budget – Handout

Eric Miller mentioned this a draft copy only and action will be taken next month. He then discussed the grants and expenses. The employees benefits will change if IMRF is passed.

- Revised budget increased by \$1 million in revenue. He then explained the Revenue by Project and the FY24 Budget Estimate
- Wages and benefits have an increase of 5% for wages and \$77,000 increase if IMRF passes.

8. Other

9. Adjournment

John Kahl moved to adjourn at 8:56 am and Chuck Nagel seconded. Motion carried.

Submitted by:

Eric Miller, Executive Director

Debbie Ulrich, Office Administrator

April 2023 Financial Summary Ways & Means Committee

	April-23	March-23	FY23 YTD
Net Income / (Loss)	14,881	2,647	198,365

Page 1 **Monthly Financial Summary**

Page 2 **PPUATS Joint Funding Account Summary**

Pages 3&4	Balance Sheet	April-23	March-23	Increase / (Decrease)
	Operating Cash	789,797	789,752	44
	Joint Funding Account	370,887	374,606	(3,719)
	All Unrestricted and Restricted Cash	1,189,654	1,192,894	(3,241)

Page 5 **Reference Statement of Cash Flows for Detail on Changes in Cash**

Page 6	A/R Aging Summary	April-23	March-23	Increase / (Decrease)
	Total Accounts Receivable	285,625	297,486	(11,861)
	Total Federal Receivables	224,169	246,445	(22,276)
	Total State Receivables	50,894	43,342	7,551
	Total Local Receivables	10,562	7,698	2,864

Page 7	A/P Aging Summary	April-23	March-23	Increase / (Decrease)
	Total Accounts Payable at EOM	41,490	77,256	(35,767)
	A/P to be billed - Pass-throughs	39,308	74,533	(35,225)
	A/P Indirect Costs	2,182	2,723	(541)

Page 8&9	Income Statement	April-23	March-23	Increase / (Decrease)
	Current Billing	145,627	159,064	(13,437)
	Billing of Pass-Through Expenses	(47,112)	(75,833)	28,721
	Operating Revenue	98,515	83,231	15,284

	April-23	March-23	Increase / (Decrease)
Current Expenses	130,746	156,417	(25,671)
Pass-Through Expenses billed	(47,112)	(75,833)	28,721
Operating Expenses	83,634	80,584	3,050

	April-23	March-23	Increase / (Decrease)
Regular Working Days	19.00	23.00	(4.00)
Paid Holidays	1.00	-	1.00
PTO Used (Hours)	44.50	81.50	(37.00)

	April-23	March-23	Increase / (Decrease)
Salary Expenses	56,034	54,889	1,145
Benefits and Employer Taxes	14,411	13,102	1,309
Total Salary and Benefits Expense	70,445	67,991	2,454
Staff Labor, Fringe, Indirect Costs, and Occupancy Billed	94,869	79,577	15,292

	April-23	March-23	FY23
Operating Revenue	98,515	83,231	1,449,362
Less Operating Expenses	(83,634)	(80,584)	(1,250,997)
Net Income / (Loss)	14,881	2,647	198,365

April 2023

PPUATS Joint Funding Account Summary

	Current Month	Previous Month
	April-23	March-23
Account Balance	370,887	374,606

Account Income	April-23	March-23
Joint Funding Payments Received	-	-
Interest Income	31	32

Account Expenses	April-23	March-23
Peoria, Tazewell, Woodford - Member Dues**	(3,750)	(12,750)
Other Expenses	-	-

Joint Funding Summary	Received	Due
Total Joint Funding	\$ 203,552	\$ -
City Link	3,800	-
City of Chillicothe	2,754	-
City of East Peoria	10,569	-
City of Pekin	15,398	-
City of Peoria	51,940	-
City of Washington	7,482	-
City of West Peoria	2,104	-
Peoria County	44,537	-
Tazewell County	35,346	-
Village of Bartonville	2,922	-
Village of Creve Coeur	2,462	-
Village of Germantown Hills	1,553	-
Village of Morton	7,347	-
Village of Peoria Heights	2,780	-
Woodford County	12,558	-

Tri-County Regional Planning Commission

Balance Sheet

As of April 30, 2023

	Current Month	Previous Month	Previous Year
	Apr 30, 23	Mar 31, 23	Apr 30, 22
ASSETS			
Current Assets			
Checking/Savings			
10000 · Cash - Unrestricted			
10110 · MCB Checking - Operations	789,797	789,752	862,183
Total 10000 · Cash - Unrestricted	789,797	789,752	862,183
11000 · Cash - Restricted			
11110 · MCB Checking - Flex Benefits	1,530	1,530	1,530
11210 · MCB Money Market - PPUATS	370,887	374,606	206,079
11310 · MCB Checking - IL MPO Adv.	19,238	19,238	19,238
11410 · MCB Savings - Unvested Retirement	8,202	7,768	9,275
Total 11000 · Cash - Restricted	399,857	403,142	236,122
Total Checking/Savings	1,189,654	1,192,894	1,098,305
Accounts Receivable			
13000 · Accounts and Grants Receivable	285,625	297,486	118,008
Total Accounts Receivable	285,625	297,486	118,008
Other Current Assets			
15000 · Prepaid Expenses	20,407	24,883	34,188
Total Other Current Assets	20,407	24,883	34,188
Total Current Assets	1,495,685	1,515,263	1,250,500
Fixed Assets			
17100 · Computer Equipment	86,403	86,403	62,389
17101 · Accum. Deprec. - Computers	(55,895)	(54,414)	(38,793)
Total Fixed Assets	30,508	31,989	23,596
Other Assets			
19000 · Right of Use - Office Space	41,888	44,681	75,399
19001 · Right of Use - Copier	15,257	15,648	19,952
Total Other Assets	57,145	60,329	95,350
TOTAL ASSETS	1,583,339	1,607,581	1,369,446
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	41,490	77,256	47,311
20011 · MCB Credit Card	-	-	16
Other Current Liabilities			
21000 · Accrued Expenses	2,025	1,491	1,353
21100 · Accounts Payable - Employees	451	561	289
22000 · Employer Liabilities			
22100 · Accrued Wages Payable	28,085	25,402	22,021
22200 · Accrued Vacation/Personal Time	64,785	64,352	58,179

Tri-County Regional Planning Commission

Balance Sheet

As of April 30, 2023

	Current Month	Previous Month	Previous Year
	Apr 30, 23	Mar 31, 23	Apr 30, 22
22300 · Unvested Retirement	8,421	7,862	9,446
22500 · Payroll Taxes and Withholdings	3,469	4,157	2,746
Total 22000 · Employer Liabilities	104,760	101,772	92,391
22800 · Local Matches			
22801 · Local Match - City of Peoria	5,000	5,000	-
22802 · Local Match - GPSD	9,500	9,500	-
22803 · Local Match - PDC Services, Inc	5,000	5,000	-
22804 · Local Match - Wildlife Prairie	500	500	-
Total 22800 · Local Matches	20,000	20,000	-
23000 · Unearned Revenue			
23100 · PPUATS	-	-	184,655
23101 · Deferred Revenue - IDOT	11,688	15,256	40,381
23200 · IL MPO	19,238	19,238	19,238
23400 · Regional Server Partnership	-	-	1,500
23500 · Village of Washburn	488	488	488
Total 23000 · Unearned Revenue	31,414	34,982	246,262
28000 · Current Lease Liab. - Office Sp	5,656	8,472	5,462
28001 · Current Lease Liab. - Copier	772	1,157	756
Total Other Current Liabilities	165,077	168,434	346,514
Total Current Liabilities	206,567	245,690	393,841
Long Term Liabilities			
29000 · Lease Liability - Office Space	37,578	37,578	71,026
29001 · Lease Liability - Copier	14,751	14,751	19,343
Total Long Term Liabilities	52,329	52,329	90,368
Total Liabilities	258,896	298,020	484,210
Equity			
31000 · General Fixed Asset Equity	13,450	13,450	13,450
35000 · Capital Contribution	193,000	193,000	193,000
39000 · Retained Earnings	919,628	919,628	678,902
Net Income	198,365	183,484	(115)
Total Equity	1,324,442	1,309,561	885,237
TOTAL LIABILITIES & EQUITY	1,583,339	1,607,581	1,369,446

Tri-County Regional Planning Commission

Statement of Cash Flows

April 2023

	Apr 23	Jul '22 - Apr 23
OPERATING ACTIVITIES		
Net Income	14,881	198,365
Adjustments to reconcile Net Income to net cash provided by operations:		
13000 · Accounts and Grants Receivable	11,861	(93,869)
15000 · Prepaid Expenses	4,476	18,706
20000 · Accounts Payable	(35,767)	(25,900)
20011 · MCB Credit Card	-	(16)
21000 · Accrued Expenses	534	503
21100 · Accounts Payable - Employees	(110)	352
22100 · Accrued Wages Payable	2,684	4,759
22200 · Accrued Vacation/Personal Time	433	2,048
22300 · Unvested Retirement	558	4,005
22503 · FICA & Medicare	205	374
22504 · IL Unemployment Taxes	(899)	(16)
22505 · 457 (b) Contributions	-	127
22520 · United Way	7	7
22801 · Local Match - City of Peoria	-	5,000
22802 · Local Match - GPSD	-	9,500
22803 · Local Match - PDC Services, Inc	-	5,000
22804 · Local Match - Wildlife Prairie	-	500
23100 · PPUATS	-	(7,482)
23101 · Deferred Revenue - IDOT	(3,568)	(15,832)
28000 · Current Lease Liab. - Office Sp	(2,816)	5,656
28001 · Current Lease Liab. - Copier	(385)	772
Net cash provided by Operating Activities	(7,905)	112,556
INVESTING ACTIVITIES		
17101 · Accum. Deprec. - Computers	1,481	14,807
19000 · Right of Use - Office Space	2,793	27,925
19001 · Right of Use - Copier	391	3,912
Net cash provided by Investing Activities	4,664	46,645
FINANCING ACTIVITIES		
29000 · Lease Liability - Office Space	-	(33,447)
29001 · Lease Liability - Copier	-	(4,592)
Net cash provided by Financing Activities	-	(38,039)
Net cash increase for period	(3,241)	121,161
Cash at beginning of period	1,192,894	1,068,493
Cash at end of period	1,189,654	1,189,654

Tri-County Regional Planning Commission

A/R Aging Summary

As of April 30, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Direct Bill - GIS						
Greater Peoria Sanitary District	113	-	-	-	-	113
Logan County	188	-	-	-	-	188
Woodford County Zoning	3,459	-	-	-	-	3,459
Total Direct Bill - GIS	3,759	-	-	-	-	3,759
Direct Bill - Planning Contracts						
Tazewell Co Comm. Development Review	754	-	-	-	-	754
Total Direct Bill - Planning Contracts	754	-	-	-	-	754
Heart of IL Regional Port District	1,353	2,503	-	620	-	4,475
HUD Healthy Homes - METEC	525	344	-	600	-	1,469
IDOT - FTA						
HSTP 6/23	10,657	6,480	-	9,847	13,900	40,884
Total IDOT - FTA	10,657	6,480	-	9,847	13,900	40,884
IDOT Special Planning & Research						
Activity-Based TDM 6/23						
20% Match - State Planning Funds (1437)	4,623	-	-	11,268	-	15,891
80% Federal SPR (1439)	18,492	-	-	45,074	-	63,565
Total Activity-Based TDM 6/23	23,114	-	-	56,342	-	79,456
Asset Management Software 10/23						
SPR Share - Federal	2,145	-	-	-	-	2,145
Asset Management Software 10/23 - Other	-	-	-	-	-	-
Total Asset Management Software 10/23	2,145	-	-	-	-	2,145
Port District Master Plan						
20% State Match Port District Master Plan	3,326	-	-	-	-	3,326
80% Federal SPR - Port District Master PI	13,308	-	-	-	-	13,308
Total Port District Master Plan	16,634	-	-	-	-	16,634
Rdwy Asset Mgmt 12/20						
20% Local						
East Peoria 9.725%	-	-	-	-	105	105
Total 20% Local	-	-	-	-	105	105
Total Rdwy Asset Mgmt 12/20	-	-	-	-	105	105
Total IDOT Special Planning & Research	41,894	-	-	56,342	105	98,341
IDOT Unified Work Program						
FY23 IDOT UPWP 12/23						
20% Match - State Planning Funds 12/23	17,002	14,674	-	-	-	31,676
PL-FTA 80% Federal Funds 12/23	68,010	-	-	-	-	68,010
Total FY23 IDOT UPWP 12/23	85,012	14,674	-	-	-	99,686
Total IDOT Unified Work Program	85,012	14,674	-	-	-	99,686
IEMA						
3HM4489TRIC - Hazard Mitigation - 05/25	-	36,257	-	-	-	36,257
Total IEMA	-	36,257	-	-	-	36,257
TOTAL	143,954	60,257	-	67,409	14,005	285,625

Tri-County Regional Planning Commission

A/P Aging Summary

As of April 30, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Comcast	137	-	-	-	-	137
Facet Technologies, Inc.	385	-	-	-	-	385
GateHouse Media Illinois Holdings-PJ Star	76	-	-	-	-	76
Hanson Professional Services, Inc.	-	2,874	-	-	-	2,874
Heartland Parking 243651-240830	91	-	-	-	-	91
Hinckley Springs	125	-	-	-	-	125
Lochmueller Group, Inc.	-	30,294	-	-	-	30,294
Morton Community Bank	867	-	-	-	-	867
Pearl Technology	-	50	-	-	-	50
Quill Corporation	135	-	-	-	-	135
RK Dixon	62	-	-	-	-	62
The Cleaning Source	194	-	-	-	-	194
Thouvenot, Wade, & Moerchen, Inc.	-	5,454	-	-	-	5,454
Verizon Wireless	308	-	-	-	-	308
Xerox Financial Services	437	-	-	-	-	437
TOTAL	2,818	38,672	-	-	-	41,490

Pass Through Expenses	Amount
Hanson Professional Services, Inc.	2,874
Lochmueller Group, Inc.	30,294
Morton Community Bank	685
Thouvenot, Wade, & Moerchen, Inc.	5,454
TOTAL Pass Through Expenses - Accounts Payable	39,308

Tri-County Regional Planning Commission

Profit & Loss

April 2023

	Current Month	Previous Month	FY23 - Current YTD	FY22 - Previous YTD
	Apr 23	Mar 23	Jul '22 - Apr 23	Jul '21 - Apr 22
Ordinary Income/Expense				
Revenue by Type				
41000 · Federal Grants and Awards	115,285	130,966	986,138	661,501
42000 · State Grants and Awards	25,847	22,139	220,660	182,724
43000 · Local Matching Contributions	(2,398)	(1,204)	167,366	(6,648)
44010 · GIS Support	1,787	2,273	25,645	21,132
44020 · Planning & Zoning Support	1,279	1,054	11,296	13,396
45000 · Member Dues	3,750	3,750	37,500	41,602
46000 · Interest Income	77	86	757	136
Total Income	145,627	159,064	1,449,362	913,843
Gross Profit	145,627	159,064	1,449,362	913,843
Expense by Account & Category				
60500 · Amortization Expense				
60501 · Amortization Expense - Office	2,793	2,793	27,925	27,925
60502 · Amortization Expense - Copier	391	391	3,912	3,521
Total 60500 · Amortization Expense	3,184	3,184	31,838	31,446
61000 · Computer Expenses				
61010 · Computer Hardware and Supplies	1,943	1,773	18,917	4,801
61020 · Computer Software & Services	751	741	7,331	16,915
Total 61000 · Computer Expenses	2,694	2,514	26,249	21,716
61500 · Outside Services				
61501 · Computer Support Contracts	3,206	3,206	31,552	22,266
61503 · Contractual Services	55	55	53,662	51,169
61505 · Consultants	38,882	72,111	359,678	109,123
Total 61500 · Outside Services	42,143	75,372	444,892	182,558
Total 62000 · Depreciation	1,481	1,481	14,807	5,852
63000 · Employee Benefits				
63001 · FICA and Medicare	4,247	3,828	39,116	35,247
63002 · Unemployment	87	151	1,178	963
63010 · Health Insurance	6,465	5,842	60,845	67,801
63020 · Parking	765	685	7,640	6,815
63030 · Retirement	2,735	2,485	25,751	23,089
63040 · Workers Compensation Insurance	112	112	1,125	1,452
Total 63000 · Employee Benefits	14,411	13,102	135,656	135,367
63400 · Interest Expense				
63401 · Interest Expense - Office Space	134	143	1,709	2,663
63402 · Interest Expense - Copier	27	27	294	330
Total 63400 · Interest Expense	161	170	2,003	2,993
63500 · Office Administration				
63510 · Bank Service Charges	17	15	157	184
63530 · Copier	88	26	620	278
63533 · Fuel	-	-	276	211
63540 · Internet and Phones	445	445	4,398	6,689

Tri-County Regional Planning Commission

Profit & Loss

April 2023

	Current Month	Previous Month	FY23 - Current YTD	FY22 - Previous YTD
	Apr 23	Mar 23	Jul '22 - Apr 23	Jul '21 - Apr 22
63550 · Professional Liab. & Auto Ins.	577	577	2,546	2,633
63560 · Office Supplies	135	219	2,814	1,265
63570 · Parking	178	176	1,667	1,459
63580 · Postage	-	-	72	64
63600 · Repairs and Maintenance	-	10	580	437
63610 · Subscriptions	-	-	59	59
63620 · Water	125	100	660	428
Total 63500 · Office Administration	1,564	1,567	13,848	13,708
64000 · Miscellaneous				
64010 · Advertising	-	-	594	1,830
64030 · Membership Dues	-	-	4,320	3,662
64040 · Legal Notices	76	80	1,443	140
64050 · Other	-	-	10	84
Total 64000 · Miscellaneous	76	80	6,367	5,716
65000 · Professional Fees				
65010 · Accounting Fees	-	-	26,585	37,460
65018 · HR Consultants and Services	-	-	5,981	188
65020 · Legal Fees	-	428	927	2,925
Total 65000 · Professional Fees	-	428	33,493	40,573
65500 · Facility Costs				
65510 · Office Rent	-	-	-	2,950
65530 · Cleaning	194	194	1,892	1,818
65560 · Property & Casualty Insurance	137	137	3,954	4,179
65570 · Utilities	534	422	6,609	2,271
Total 65500 · Facility Costs	865	753	12,455	11,218
Total 66000 · Salaries and Wages	56,034	54,889	507,508	442,532
67000 · Travel				
67030 · Lodging	-	831	4,060	-
67040 · Meals	128	-	543	268
67045 · Meeting Expenses	-	209	906	1,020
67050 · Mileage	141	1,004	3,909	2,666
67070 · Training Travel	7,850	833	12,044	16,324
67080 · Other Travel & Meals	14	-	422	-
Total 67000 · Travel and Training	8,133	2,877	21,884	20,278
Total Expense	130,746	156,417	1,250,997	913,958
Net Income	14,881	2,647	198,365	(115)

Tri-County Regional Planning Commission
Check Register - Operating Account
April 2023

Date	Num	Name	Memo	Amount
04/01/2023	1344	Blue Cross Blue Shield of Illinois	Health Insurance - 04/2023	7,882.58
04/01/2023	1345	City of Peoria	Rent - 04/2023	2,950.00
04/01/2023	1346	Peoria Area Chamber of Commerce	Membership Dues	490.00
04/04/2023	ACH	IL Dept of Employment Security	IL Unemployment Taxes - 1st Qtr 2023	986.45
04/05/2023	1347	GateHouse Media	Legal Notices in Newspapers	80.10
04/05/2023	1348	Xerox Financial Services	Copier Lease	437.10
04/05/2023	ACH	Staff - Payroll	Payroll 03/16/23 - 03/31/23	19,369.45
04/05/2023	ACH	Department of the Treasury	Payroll Taxes 03/16/23 - 03/31/23	6,294.36
04/05/2023	ACH	CEFCU	Payroll Liability 03/16/23 - 03/31/23	50.00
04/05/2023	ACH	Illinois Department of Revenue	Payroll Taxes 03/16/23 - 03/31/23	1,199.15
04/05/2023	ACH	Nationwide	Retirement 03/16/23 - 03/31/23	2,105.34
04/05/2023	ACH	Unvested Retirement Account	Retirement 03/16/23 - 03/31/23	154.17
04/12/2023	1349	Morton Community Bank	Abi-Akar - Payment for 03/2023 CC Charges	2,167.01
04/12/2023	1350	Morton Community Bank	Bruner - Payment for 03/2023 CC Charges	145.20
04/12/2023	1351	Morton Community Bank	Ulrich - Payment for 03/2023 CC Charges	1,050.42
04/12/2023	1352	American Environmental Corp	IEMA Hazard Mitigation - Consultant Services	36,256.55
04/14/2023	ACH	Comcast	Internet	136.90
04/14/2023	ACH	Delta Dental	Dental Insurance	272.42
04/14/2023	ACH	Guardian	Life, Disability, and Vision Insurance	469.11
04/14/2023	ACH	Heartland Parking	Monthly Parking	47.50
04/14/2023	ACH	Heartland Parking	Monthly Parking	852.00
04/14/2023	ACH	Heartland Parking	Parking Validations - 03/2023	89.00
04/14/2023	ACH	IT Unified	Monthly IT Service / Microsoft Teams Subscription	1,236.00
04/14/2023	ACH	Lochmueller Group	Pekin Bike / Ped Master Plan Consultant	3,354.63
04/14/2023	ACH	Lochmueller Group	Activity Based TDM Consultant	32,500.00
04/14/2023	ACH	The Cleaning Source	Office Cleaning - 03/2023	194.00
04/14/2023	ACH	Verizon Wireless	Phones	307.99
04/20/2023	ACH	Staff - Payroll	Payroll 04/01/23 - 04/15/23	18,355.51
04/20/2023	ACH	Department of the Treasury	Payroll Taxes 04/01/23 - 04/15/23	6,139.38
04/20/2023	ACH	CEFCU	Payroll Liability 04/01/23 - 04/15/23	50.00
04/20/2023	ACH	Illinois Department of Revenue	Payroll Taxes 04/01/23 - 04/15/23	1,160.31
04/20/2023	ACH	Nationwide	Retirement 04/01/23 - 04/15/23	2,755.34
04/20/2023	ACH	Unvested Retirement Account	Retirement 04/01/23 - 04/15/23	279.17
04/26/2023	1353	APWA	APWA Conference Sponsorship	7,500.00
04/26/2023	1354	Dr. Annie Kelvie - Consultant	03/2023 - 04/2023 Writing Instruction Consultant	259.99
04/30/2023	ACH	Morton Community Bank	Service Charge	16.52
Register			Total Checks	157,593.65

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05/07/23

Tri-County Regional Planning Commission
Reconciliation Summary

10110 · MCB Checking - Operations, Period Ending 04/30/2023

	Apr 30, 23
Beginning Balance	790,511.71
Cleared Transactions	
Checks and Payments - 56 items	(150,593.16)
Deposits and Credits - 20 items	157,637.99
Total Cleared Transactions	7,044.83
Cleared Balance	797,556.54
Uncleared Transactions	
Checks and Payments - 2 items	(7,759.99)
Total Uncleared Transactions	(7,759.99)
Register Balance as of 04/30/2023	789,796.55
New Transactions	
Checks and Payments - 30 items	(55,944.82)
Deposits and Credits - 3 items	60,092.07
Total New Transactions	4,147.25
Ending Balance	793,943.80

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Tri-County Regional Planning Commission

Reconciliation Detail

10110 · MCB Checking - Operations, Period Ending 04/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						790,511.71
Cleared Transactions						
Checks and Payments - 56 items						
Bill Pmt -Check	02/15/2023	1331	Dr. Annie Kelvie ...	X	(420.00)	(420.00)
Bill Pmt -Check	03/13/2023	1340	Dr. Annie Kelvie ...	X	(320.00)	(740.00)
Liability Check	03/31/2023	1343	Heart of IL Unite...	X	(19.50)	(759.50)
Bill Pmt -Check	04/01/2023	1344	Blue Cross and ...	X	(7,882.58)	(8,642.08)
Bill Pmt -Check	04/01/2023	1345	C-City of Peoria	X	(2,950.00)	(11,592.08)
Bill Pmt -Check	04/01/2023	1346	Peoria Area Cha...	X	(490.00)	(12,082.08)
Liability Check	04/04/2023	ACH	IL Director of Em...	X	(986.45)	(13,068.53)
Liability Check	04/05/2023	ACH	Department of th...	X	(6,294.36)	(19,362.89)
Paycheck	04/05/2023	ACH	Miller, Eric W	X	(3,683.52)	(23,046.41)
Paycheck	04/05/2023	ACH	Lees, Raymond W	X	(3,385.55)	(26,431.96)
Liability Check	04/05/2023	ACH	Nationwide	X	(2,105.34)	(28,537.30)
Paycheck	04/05/2023	ACH	Bruner, Michael A	X	(1,965.69)	(30,502.99)
Paycheck	04/05/2023	ACH	Abi-Akar, Reema	X	(1,923.15)	(32,426.14)
Paycheck	04/05/2023	ACH	Ulrich, Deborah K	X	(1,737.46)	(34,163.60)
Paycheck	04/05/2023	ACH	West, Britney	X	(1,695.28)	(35,858.88)
Paycheck	04/05/2023	ACH	Eisele, Rebecca	X	(1,591.75)	(37,450.63)
Paycheck	04/05/2023	ACH	Guevara, Gabriel...	X	(1,507.40)	(38,958.03)
Paycheck	04/05/2023	ACH	Chapman, Logan	X	(1,393.25)	(40,351.28)
Liability Check	04/05/2023	ACH	Illinois Departme...	X	(1,199.15)	(41,550.43)
Paycheck	04/05/2023	ACH	Baumann, Antho...	X	(486.40)	(42,036.83)
Bill Pmt -Check	04/05/2023	1348	Xerox Financial ...	X	(437.10)	(42,473.93)
Transfer	04/05/2023			X	(154.17)	(42,628.10)
Bill Pmt -Check	04/05/2023	1347	GateHouse Medi...	X	(80.10)	(42,708.20)
Liability Check	04/05/2023	ACH	CEFCU	X	(50.00)	(42,758.20)
Bill Pmt -Check	04/12/2023	1352	American Enviro...	X	(36,256.55)	(79,014.75)
Bill Pmt -Check	04/12/2023	1349	Morton Commun...	X	(2,167.01)	(81,181.76)
Bill Pmt -Check	04/12/2023	1351	Morton Commun...	X	(1,050.42)	(82,232.18)
Bill Pmt -Check	04/12/2023	1350	Morton Commun...	X	(145.20)	(82,377.38)
Bill Pmt -Check	04/14/2023	ACH	Lochmueller Gro...	X	(32,500.00)	(114,877.38)
Bill Pmt -Check	04/14/2023	ACH	Lochmueller Gro...	X	(3,354.63)	(118,232.01)
Bill Pmt -Check	04/14/2023	ACH	IT Unified	X	(1,236.00)	(119,468.01)
Bill Pmt -Check	04/14/2023	ACH	Heartland Parkin...	X	(852.00)	(120,320.01)
Bill Pmt -Check	04/14/2023	ACH	Guardian	X	(469.11)	(120,789.12)
Bill Pmt -Check	04/14/2023	ACH	Verizon Wireless	X	(307.99)	(121,097.11)
Bill Pmt -Check	04/14/2023	ACH	Delta Dental	X	(272.42)	(121,369.53)
Bill Pmt -Check	04/14/2023	ACH	The Cleaning So...	X	(194.00)	(121,563.53)
Bill Pmt -Check	04/14/2023	ACH	Comcast	X	(136.90)	(121,700.43)
Bill Pmt -Check	04/14/2023	ACH	Heartland Parkin...	X	(89.00)	(121,789.43)
Bill Pmt -Check	04/14/2023	ACH	Heartland Parkin...	X	(47.50)	(121,836.93)
Liability Check	04/20/2023	ACH	Department of th...	X	(6,139.38)	(127,976.31)
Paycheck	04/20/2023	ACH	Miller, Eric W	X	(3,574.83)	(131,551.14)
Liability Check	04/20/2023	ACH	Nationwide	X	(2,755.34)	(134,306.48)
Paycheck	04/20/2023	ACH	Lees, Raymond W	X	(2,207.21)	(136,513.69)
Paycheck	04/20/2023	ACH	Bruner, Michael A	X	(1,853.14)	(138,366.83)
Paycheck	04/20/2023	ACH	Ulrich, Deborah K	X	(1,648.33)	(140,015.16)
Paycheck	04/20/2023	ACH	Abi-Akar, Reema	X	(1,586.74)	(141,601.90)
Paycheck	04/20/2023	ACH	West, Britney	X	(1,566.63)	(143,168.53)
Paycheck	04/20/2023	ACH	Guevara, Gabriel...	X	(1,415.35)	(144,583.88)
Paycheck	04/20/2023	ACH	Chapman, Logan	X	(1,393.26)	(145,977.14)
Paycheck	04/20/2023	ACH	La Rue, Debora...	X	(1,331.20)	(147,308.34)
Paycheck	04/20/2023	ACH	Eisele, Rebecca	X	(1,292.42)	(148,600.76)
Liability Check	04/20/2023	ACH	Illinois Departme...	X	(1,160.31)	(149,761.07)
Paycheck	04/20/2023	ACH	Baumann, Antho...	X	(486.40)	(150,247.47)
Transfer	04/20/2023			X	(279.17)	(150,526.64)
Liability Check	04/20/2023	ACH	CEFCU	X	(50.00)	(150,576.64)
Check	04/30/2023			X	(16.52)	(150,593.16)
Total Checks and Payments					(150,593.16)	(150,593.16)

Tri-County Regional Planning Commission

Reconciliation Detail

10110 · MCB Checking - Operations, Period Ending 04/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 20 items						
Deposit	04/04/2023			X	10,900.16	10,900.16
Deposit	04/04/2023			X	43,600.60	54,500.76
Deposit	04/12/2023			X	112.50	54,613.26
Deposit	04/17/2023			X	687.50	55,300.76
Deposit	04/20/2023			X	65.00	55,365.76
Deposit	04/20/2023			X	753.75	56,119.51
Deposit	04/20/2023			X	5,596.11	61,715.62
Deposit	04/27/2023			X	931.56	62,647.18
Deposit	04/27/2023			X	6,500.00	69,147.18
Deposit	04/27/2023			X	26,000.00	95,147.18
Deposit	04/27/2023			X	58,694.93	153,842.11
General Journal	04/28/2023	PPU...		X	3,750.00	157,592.11
Bill Pmt -Check	04/30/2023		*Abi-Akar Reema	X	0.00	157,592.11
Bill Pmt -Check	04/30/2023		*Bruner, Michael	X	0.00	157,592.11
Bill Pmt -Check	04/30/2023		*Eisele, Rebecca	X	0.00	157,592.11
Bill Pmt -Check	04/30/2023		*Guevara, Gabriel	X	0.00	157,592.11
Bill Pmt -Check	04/30/2023		*Lees, Ray	X	0.00	157,592.11
Bill Pmt -Check	04/30/2023		*Ulrich, Debbie	X	0.00	157,592.11
Bill Pmt -Check	04/30/2023		*West, Britney	X	0.00	157,592.11
Deposit	04/30/2023			X	45.88	157,637.99
Total Deposits and Credits					157,637.99	157,637.99
Total Cleared Transactions					7,044.83	7,044.83
Cleared Balance					7,044.83	797,556.54
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	04/26/2023	1353	APWA		(7,500.00)	(7,500.00)
Bill Pmt -Check	04/26/2023	1354	Dr. Annie Kelvie ...		(259.99)	(7,759.99)
Total Checks and Payments					(7,759.99)	(7,759.99)
Total Uncleared Transactions					(7,759.99)	(7,759.99)
Register Balance as of 04/30/2023					(715.16)	789,796.55
New Transactions						
Checks and Payments - 30 items						
Bill Pmt -Check	05/01/2023	1355	Blue Cross and ...		(7,882.58)	(7,882.58)
Bill Pmt -Check	05/01/2023	ACH	Lochmueller Gro...		(7,179.83)	(15,062.41)
Bill Pmt -Check	05/01/2023	1356	C-City of Peoria		(2,950.00)	(18,012.41)
Bill Pmt -Check	05/01/2023	ACH	Hanson Professi...		(2,874.00)	(20,886.41)
Bill Pmt -Check	05/01/2023	ACH	Heartland Parkin...		(852.00)	(21,738.41)
Bill Pmt -Check	05/01/2023	ACH	Guardian		(473.24)	(22,211.65)
Bill Pmt -Check	05/01/2023	1357	Xerox Financial ...		(437.10)	(22,648.75)
Bill Pmt -Check	05/01/2023	ACH	Delta Dental		(272.42)	(22,921.17)
Bill Pmt -Check	05/01/2023	ACH	Comcast		(136.90)	(23,058.07)
Bill Pmt -Check	05/01/2023	ACH	Hinckley Springs		(124.90)	(23,182.97)
Bill Pmt -Check	05/01/2023	ACH	Quill Corporation		(63.99)	(23,246.96)
Bill Pmt -Check	05/01/2023	ACH	Pearl Technology		(49.95)	(23,296.91)
Bill Pmt -Check	05/01/2023	ACH	Quill Corporation		(44.24)	(23,341.15)
Bill Pmt -Check	05/01/2023	ACH	Quill Corporation		(26.99)	(23,368.14)
Liability Check	05/05/2023	ACH	Department of th...		(6,851.90)	(30,220.04)
Paycheck	05/05/2023	ACH	Miller, Eric W		(3,607.55)	(33,827.59)
Paycheck	05/05/2023	ACH	Lees, Raymond W		(3,443.18)	(37,270.77)
Liability Check	05/05/2023	ACH	Nationwide		(2,755.34)	(40,026.11)
Paycheck	05/05/2023	ACH	Bruner, Michael A		(2,028.32)	(42,054.43)
Paycheck	05/05/2023	ACH	Abi-Akar, Reema		(1,804.14)	(43,858.57)
Paycheck	05/05/2023	ACH	Eisele, Rebecca		(1,782.34)	(45,640.91)
Paycheck	05/05/2023	ACH	Ulrich, Deborah K		(1,717.29)	(47,358.20)

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Tri-County Regional Planning Commission

Reconciliation Detail

10110 · MCB Checking - Operations, Period Ending 04/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	05/05/2023	ACH	West, Britney		(1,659.13)	(49,017.33)
Paycheck	05/05/2023	ACH	Guevara, Gabriel...		(1,507.28)	(50,524.61)
Paycheck	05/05/2023	ACH	La Rue, Debora...		(1,406.17)	(51,930.78)
Paycheck	05/05/2023	ACH	Chapman, Logan		(1,393.25)	(53,324.03)
Liability Check	05/05/2023	ACH	Illinois Departme...		(1,305.22)	(54,629.25)
Liability Check	05/05/2023	ACH	CEFCU		(550.00)	(55,179.25)
Paycheck	05/05/2023	ACH	Baumann, Antho...		(486.40)	(55,665.65)
Transfer	05/05/2023				(279.17)	(55,944.82)
Total Checks and Payments					(55,944.82)	(55,944.82)
Deposits and Credits - 3 items						
Deposit	05/01/2023				11,268.41	11,268.41
Deposit	05/01/2023				45,073.66	56,342.07
General Journal	05/30/2023	PPU...			3,750.00	60,092.07
Total Deposits and Credits					60,092.07	60,092.07
Total New Transactions					4,147.25	4,147.25
Ending Balance					3,432.09	793,943.80



Statement Ending 04/28/2023

TRI-COUNTY REGIONAL PLANNING

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Customer Number: XXXXXXXX4581

RETURN SERVICE REQUESTED

TRI-COUNTY REGIONAL PLANNING COMMISSION
OPERATING
456 FULTON ST STE 401
PEORIA IL 61602-1299

At Your Service

Local Office Fondulac Bank
Levee District
Local Phone (309) 407-3900
Local Address 201 Clock Tower Dr
East Peoria IL 61611
Customer Service (309) 266-5337
Online Banking hometownbanks.com

Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS ANALYSIS SWEEP	XXXXXXXXX4581	\$224,983.48

BUSINESS ANALYSIS SWEEP - XXXXXXXX4581

Account Summary

Date	Description	Amount
04/01/2023	Beginning Balance	\$224,985.18
	21 Credit(s) This Period	\$265,022.16
	32 Debit(s) This Period	\$265,023.86
04/28/2023	Ending Balance	\$224,983.48

Operating - \$224,983.48

Sweep - \$572,573.06

Total Balance - \$797,556.54

Service Charge - \$16.52

Interest - \$45.88

Deposits

Date	Description	Amount
04/12/2023	DEPOSIT	\$112.50
04/17/2023	DEPOSIT	\$687.50
04/20/2023	DEPOSIT	\$753.75

Electronic Credits

Date	Description	Amount
04/04/2023	State of Ill Commercial AC3929310005587	\$10,900.16
04/04/2023	State of Ill Commercial AC3929310005586	\$43,600.60
04/20/2023	State of Ill Commercial AC4006045007025	\$65.00
04/20/2023	State of Ill Commercial AC4006045007024	\$5,596.11
04/27/2023	State of Ill Commercial AC4031747008505	\$931.56
04/27/2023	State of Ill Commercial AC4031747008507	\$6,500.00
04/27/2023	State of Ill Commercial AC4031747008506	\$26,000.00
04/27/2023	State of Ill Commercial AC4031747008504	\$58,694.93

Other Credits

Date	Description	Amount
04/03/2023	TRANSFER FROM ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$14.82
04/05/2023	TRANSFER FROM ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$30,158.92
04/07/2023	TRANSFER FROM ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$19.50
04/10/2023	TRANSFER FROM ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$740.00
04/11/2023	TRANSFER FROM ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$3,467.20
04/13/2023	TRANSFER FROM ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$7,882.58
04/14/2023	TRANSFER FROM ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$40,509.97
04/20/2023	TRANSFER FROM ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$23,476.75
04/21/2023	TRANSFER FROM ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$1,160.31



BUSINESS ANALYSIS SWEEP - XXXXXXXXX4581 (continued)**Other Credits (continued)**

Date	Description	Amount
04/28/2023	PPUATS Dues - 04/2023	\$3,750.00

Electronic Debits

Date	Description	Amount
04/05/2023	TRI COUNTY REGIO HSA XXXXX3204	\$50.00
04/05/2023	UNEMPL TAX IL DEPT EMPL SEC TXP* 0809519* * 230331* * 0000000000* * 0000098645* * 3760202	\$986.45
04/05/2023	EDI PYMNTS IL DEPT OF REVEN TXP* 376020231000* 0112* 20230630* T* 119915\	\$1,199.15
04/05/2023	NATIONWIDE PAYMENTS DCDXXXXXX8713	\$2,105.34
04/05/2023	IRS USATAXPYMT 270349531221617	\$6,294.36
04/05/2023	TRI COUNTY REGIO TCRPC PR XXXXX3204	\$19,369.45
04/14/2023	TRI COUNTY REGIO ACH 04/14 XXXXX3204	\$39,459.55
04/20/2023	TRI COUNTY REGIO HSA XXXXX3204	\$50.00
04/20/2023	NATIONWIDE PAYMENTS DCDXXXXXX9795	\$2,755.34
04/20/2023	IRS USATAXPYMT 270351085672984	\$6,139.38
04/20/2023	TRI COUNTY REGIO TCRPC PR XXXXX3204	\$18,355.51
04/21/2023	EDI PYMNTS IL DEPT OF REVEN TXP* 376020231000* 0112* 20230630* T* 116031\	\$1,160.31

Other Debits

Date	Description	Amount
04/04/2023	TRANSFER TO ICS DEMAND ACCOUNT XXXXXXXXXXXXX4608	\$54,500.76
04/05/2023	Unvested Retirement - 04/05/2023	\$154.17
04/12/2023	TRANSFER TO ICS DEMAND ACCOUNT XXXXXXXXXXXXX4608	\$112.50
04/17/2023	TRANSFER TO ICS DEMAND ACCOUNT XXXXXXXXXXXXX4608	\$687.50
04/20/2023	Unvested Retirement - 04/20/23	\$279.17
04/27/2023	TRANSFER TO ICS DEMAND ACCOUNT XXXXXXXXXXXXX4608	\$55,379.94
04/28/2023	TRANSFER TO ICS DEMAND ACCOUNT XXXXXXXXXXXXX4608	\$3,750.00
04/28/2023	ANALYSIS SERVICE CHARGE	\$16.52

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
1331	04/10/2023	\$420.00	1345	04/11/2023	\$2,950.00	1349	04/20/2023	\$2,167.01
1340*	04/10/2023	\$320.00	1346	04/27/2023	\$490.00	1350	04/20/2023	\$145.20
1343*	04/07/2023	\$19.50	1347	04/11/2023	\$80.10	1351	04/14/2023	\$1,050.42
1344	04/13/2023	\$7,882.58	1348	04/11/2023	\$437.10	1352	04/27/2023	\$36,256.55

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
04/03/2023	\$225,000.00	04/11/2023	\$225,000.00	04/20/2023	\$225,000.00
04/04/2023	\$225,000.00	04/12/2023	\$225,000.00	04/21/2023	\$225,000.00
04/05/2023	\$225,000.00	04/13/2023	\$225,000.00	04/27/2023	\$225,000.00
04/07/2023	\$225,000.00	04/14/2023	\$225,000.00	04/28/2023	\$224,983.48
04/10/2023	\$225,000.00	04/17/2023	\$225,000.00		

\$112.50 4/12/2023

TRICOUNTY REGIONAL PLANNING COMMISSION

4/12/2023

112.50

774 5814 009

\$687.50 4/17/2023

TRICOUNTY REGIONAL PLANNING COMMISSION

4/17/2023

687.50

774 5814 009

\$753.75 4/20/2023

TRICOUNTY REGIONAL PLANNING COMMISSION

4/20/2023

753.75

774 5814 009

1331 \$420.00 4/10/2023

TRICOUNTY REGIONAL PLANNING COMMISSION

4/10/2023

420.00

774 5814

1340 \$320.00 4/10/2023

TRICOUNTY REGIONAL PLANNING COMMISSION

4/10/2023

320.00

774 5814

1343 \$19.50 4/7/2023

TRICOUNTY REGIONAL PLANNING COMMISSION

4/7/2023

19.50

774 5814

1344 \$7,882.58 4/13/2023

TRICOUNTY REGIONAL PLANNING COMMISSION

4/13/2023

7,882.58

774 5814

1345 \$2,950.00 4/11/2023

TRICOUNTY REGIONAL PLANNING COMMISSION

4/11/2023

2,950.00

774 5814

1346 \$490.00 4/27/2023

TRICOUNTY REGIONAL PLANNING COMMISSION

4/27/2023

490.00

774 5814

1347 \$80.10 4/11/2023

TRICOUNTY REGIONAL PLANNING COMMISSION

4/11/2023

80.10

774 5814

1348 \$437.10 4/11/2023

TRICOUNTY REGIONAL PLANNING COMMISSION

4/11/2023

437.10

774 5814

1349 \$2,167.01 4/20/2023

TRICOUNTY REGIONAL PLANNING COMMISSION

4/20/2023

2,167.01

774 5814

1350 \$145.20 4/20/2023

TRICOUNTY REGIONAL PLANNING COMMISSION

4/20/2023

145.20

774 5814

1351 \$1,050.42 4/14/2023

TRICOUNTY REGIONAL PLANNING COMMISSION

4/14/2023

1,050.42

774 5814

1352 \$36,256.55 4/27/2023

TRICOUNTY REGIONAL PLANNING COMMISSION

4/27/2023

36,256.55

774 5814



Statement Ending 04/28/2023

TRI-COUNTY REGIONAL PLANNING

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Customer Number: XXXXXXXX4608

RETURN SERVICE REQUESTED

TRI-COUNTY REGIONAL PLANNING COMMISSION
456 FULTON ST STE 401
PEORIA IL 61602-1299

At Your Service

Local Office Fondulac Bank
Levee District
Local Phone (309) 407-3900
Local Address 201 Clock Tower Dr
East Peoria IL 61611
Customer Service (309) 266-5337
Online Banking hometownbanks.com

Summary of Accounts

Account Type	Account Number	Ending Balance
INSURED CASH SWEEP - PUBLIC	XXXXXXXXXX4608	\$572,573.06

INSURED CASH SWEEP - PUBLIC - XXXXXXXX4608

Account Summary

Date	Description	Amount
04/01/2023	Beginning Balance	\$565,526.53
	6 Credit(s) This Period	\$114,476.58
	9 Debit(s) This Period	\$107,430.05
04/28/2023	Ending Balance	\$572,573.06

Interest Summary

Description	Amount
Interest Earned From 04/01/2023 Through 04/28/2023	
Annual Percentage Yield Earned	0.11%
Interest Days	28
Interest Earned	\$45.88
Interest Paid This Period	\$45.88
Interest Paid Year-to-Date	\$206.38

Other Credits

Date	Description	Amount
04/04/2023	TRANSFER FROM BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$54,500.76
04/12/2023	TRANSFER FROM BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$112.50
04/17/2023	TRANSFER FROM BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$687.50
04/27/2023	TRANSFER FROM BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$55,379.94
04/28/2023	TRANSFER FROM BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$3,750.00
04/28/2023	INTEREST POSTING FOR DDA 774608	\$45.88

Other Debits

Date	Description	Amount
04/03/2023	TRANSFER TO BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$14.82
04/05/2023	TRANSFER TO BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$30,158.92
04/07/2023	TRANSFER TO BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$19.50
04/10/2023	TRANSFER TO BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$740.00
04/11/2023	TRANSFER TO BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$3,467.20
04/13/2023	TRANSFER TO BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$7,882.58
04/14/2023	TRANSFER TO BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$40,509.97
04/20/2023	TRANSFER TO BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$23,476.75
04/21/2023	TRANSFER TO BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$1,160.31

Daily Balances

Date	Amount	Date	Amount	Date	Amount
04/03/2023	\$565,511.71	04/04/2023	\$620,012.47	04/05/2023	\$589,853.55



INSURED CASH SWEEP - PUBLIC - XXXXXXXXX4608 (continued)**Daily Balances (continued)**

Date	Amount	Date	Amount	Date	Amount
04/07/2023	\$589,834.05	04/13/2023	\$577,856.77	04/21/2023	\$513,397.24
04/10/2023	\$589,094.05	04/14/2023	\$537,346.80	04/27/2023	\$568,777.18
04/11/2023	\$585,626.85	04/17/2023	\$538,034.30	04/28/2023	\$572,573.06
04/12/2023	\$585,739.35	04/20/2023	\$514,557.55		

10:48 PM

05/07/23

Tri-County Regional Planning Commission

Reconciliation Summary

11210 · MCB Money Market - PPUATS, Period Ending 04/30/2023

	Apr 30, 23
Beginning Balance	374,605.81
Cleared Transactions	
Checks and Payments - 1 item	(3,750.00)
Deposits and Credits - 1 item	30.80
Total Cleared Transactions	(3,719.20)
Cleared Balance	370,886.61
Register Balance as of 04/30/2023	370,886.61
Ending Balance	370,886.61



PO Box 104, Morton, IL 61550

RETURN SERVICE REQUESTED

TRI-COUNTY REGIONAL PLANNING COMMISSION
PPUATS
456 FULTON ST STE 401
PEORIA IL 61602-1299

Statement Ending 04/28/2023

TRI-COUNTY REGIONAL PLANNING

Page 1 of 2

Customer Number: XXXXXXXX4611

At Your Service

Local Office Fondulac Bank
Levee District
Local Phone (309) 407-3900
Local Address 201 Clock Tower Dr
East Peoria IL 61611
Customer Service (309) 266-5337
Online Banking hometownbanks.com

Summary of Accounts

Account Type	Account Number	Ending Balance
INSURED CASH SWEEP - PUBLIC	XXXXXXXXX4611	\$370,886.61

INSURED CASH SWEEP - PUBLIC - XXXXXXXXX4611

Account Summary

Date	Description	Amount
04/01/2023	Beginning Balance	\$374,605.81
	1 Credit(s) This Period	\$30.80
	1 Debit(s) This Period	\$3,750.00
04/28/2023	Ending Balance	\$370,886.61

Interest Summary

Description	Amount
Interest Earned From 04/01/2023 Through 04/28/2023	
Annual Percentage Yield Earned	0.11%
Interest Days	28
Interest Earned	\$30.80
Interest Paid This Period	\$30.80
Interest Paid Year-to-Date	\$119.97

Other Credits

Date	Description	Amount
04/28/2023	INTEREST POSTING FOR DDA 774611	\$30.80

Other Debits

Date	Description	Amount
04/28/2023	PPUATS Dues - 04/2023	\$3,750.00

Daily Balances

Date	Amount
04/28/2023	\$370,886.61



10:50 PM

05/07/23

Tri-County Regional Planning Commission

Reconciliation Summary

11410 · MCB Savings - Unvested Retirement, Period Ending 04/30/2023

	Apr 30, 23
Beginning Balance	7,767.93
Cleared Transactions	
Deposits and Credits - 3 items	433.99
Total Cleared Transactions	433.99
Cleared Balance	8,201.92
Register Balance as of 04/30/2023	8,201.92
New Transactions	
Deposits and Credits - 1 item	279.17
Total New Transactions	279.17
Ending Balance	8,481.09



PO Box 104, Morton, IL 61550

RETURN SERVICE REQUESTED

TRI-COUNTY REGIONAL PLANNING COMMISSION
UNVESTED RETIREMENT FUND
456 FULTON ST STE 401
PEORIA IL 61602-1299

Statement Ending 04/28/2023

TRI-COUNTY REGIONAL PLANNING

Page 1 of 2

Customer Number: XXXXXXXX4614

At Your Service

Local Office Fondulac Bank
Levee District
Local Phone (309) 407-3900
Local Address 201 Clock Tower Dr
East Peoria IL 61611
Customer Service (309) 266-5337
Online Banking hometownbanks.com

Summary of Accounts

Account Type	Account Number	Ending Balance
INSURED CASH SWEEP - PUBLIC	XXXXXXXXX4614	\$8,201.92

INSURED CASH SWEEP - PUBLIC - XXXXXXXX4614

Account Summary

Date	Description	Amount
04/01/2023	Beginning Balance	\$7,767.93
	3 Credit(s) This Period	\$433.99
	0 Debit(s) This Period	\$0.00
04/28/2023	Ending Balance	\$8,201.92

Interest Summary

Description	Amount
Interest Earned From 04/01/2023 Through 04/28/2023	
Annual Percentage Yield Earned	0.11%
Interest Days	28
Interest Earned	\$0.65
Interest Paid This Period	\$0.65
Interest Paid Year-to-Date	\$2.44

Other Credits

Date	Description	Amount
04/05/2023	Unvested Retirement - 04/05/2023	\$154.17
04/20/2023	Unvested Retirement - 04/20/23	\$279.17
04/28/2023	INTEREST POSTING FOR DDA 774614	\$0.65

Daily Balances

Date	Amount	Date	Amount	Date	Amount
04/05/2023	\$7,922.10	04/20/2023	\$8,201.27	04/28/2023	\$8,201.92



10:53 PM

05/07/23

Tri-County Regional Planning Commission

Reconciliation Summary

11310 · MCB Checking - IL MPO Adv., Period Ending 04/30/2023

	Apr 30, 23
Beginning Balance	19,238.22
Cleared Balance	19,238.22
Register Balance as of 04/30/2023	19,238.22
Ending Balance	19,238.22



PO Box 104, Morton, IL 61550

RETURN SERVICE REQUESTED

TRI-COUNTY REGIONAL PLANNING COMMISSION
MOP FUND
456 FULTON ST STE 401
PEORIA IL 61602-1299

Statement Ending 04/28/2023

TRI-COUNTY REGIONAL PLANNING

Page 1 of 2

Customer Number: XXXXXXXX4587

At Your Service

Local Office Fondulac Bank
Levee District
Local Phone (309) 407-3900
Local Address 201 Clock Tower Dr
East Peoria IL 61611
Customer Service (309) 266-5337
Online Banking hometownbanks.com

Summary of Accounts

Account Type	Account Number	Ending Balance
HOMETOWN COMMUNITY CHECKING	XXXXXXXXX4587	\$19,238.22

HOMETOWN COMMUNITY CHECKING - XXXXXXXX4587

Account Summary

Date	Description	Amount
04/01/2023	Beginning Balance	\$19,238.22
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
04/28/2023	Ending Balance	\$19,238.22



10:45 PM

05/07/23

Tri-County Regional Planning Commission

Reconciliation Summary

11110 · MCB Checking - Flex Benefits, Period Ending 04/30/2023

	Apr 30, 23
Beginning Balance	1,530.21
Cleared Balance	1,530.21
Register Balance as of 04/30/2023	1,530.21
Ending Balance	1,530.21



PO Box 104, Morton, IL 61550

RETURN SERVICE REQUESTED

TRI-COUNTY REGIONAL PLANNING COMMISSION
FLEX BENEFITS
456 FULTON ST STE 401
PEORIA IL 61602-1299

Statement Ending 04/28/2023

TRI-COUNTY REGIONAL PLANNING

Page 1 of 2

Customer Number: XXXXXXXX4590

At Your Service

Local Office Fondulac Bank
Levee District
Local Phone (309) 407-3900
Local Address 201 Clock Tower Dr
East Peoria IL 61611
Customer Service (309) 266-5337
Online Banking hometownbanks.com

Summary of Accounts

Account Type	Account Number	Ending Balance
HOMETOWN COMMUNITY CHECKING	XXXXXXXX4590	\$1,530.21

HOMETOWN COMMUNITY CHECKING - XXXXXXXX4590

Account Summary

Date	Description	Amount
04/01/2023	Beginning Balance	\$1,530.21
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
04/28/2023	Ending Balance	\$1,530.21



Tri-County Regional Planning Commission
Credit Card Register
April 2023

Date	Employee Card	Vendor	Memo	Amount
04/04/2023	Ulrich	Lenovo	Monitor	280.50
04/11/2023	Ulrich	Adobe	Adobe User Subscription - Miller	15.93
04/11/2023	Ulrich	Qbox	QuickBooks File Management	15.00
04/15/2023	Ulrich	Adobe	Adobe Main Account Subscription	54.99
04/19/2023	Ulrich	GoToMeeting	GoToMeeting Subscription	129.60
04/20/2023	Ulrich	APWA	APWA - Staff Registrations	350.00
04/30/2023	Ulrich	Adobe	Adobe User Subscription - Accounting	21.24
04/30/2023	N/A	Morton Community Bank	Finance Charges	0.00
Register			Total Charges	867.26

Date	Employee Card	Vendor	Memo	Amount
Register			Total Refunds and Credits	-



MICHAEL BRUNER
TRI COUNTY REGIONAL PC
Account Number: #####-4795
Page 1 of 3



SCORECARD

Bonus Points
Available
13,352

Account Summary

Billing Cycle		05/01/2023
Days In Billing Cycle		29
Previous Balance		\$145.20
Purchases	+	\$280.50
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$145.20
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$280.50

Credit Summary

Total Credit Line	\$1,200.00
Available Credit Line	\$919.50
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries



Call us at: (866) 317-0355
Lost or Stolen Card: (866) 839-3485



Go to www.mycardstatement.com



Write us at PO BOX 30495, TAMPA, FL 33630-3495

Payment Summary

NEW BALANCE \$280.50

MINIMUM PAYMENT \$10.00

PAYMENT DUE DATE 05/26/2023

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Important Information About Your Account

WATCH YOUR BONUS POINTS GROW THIS SPRING WHEN YOU USE YOUR SCORECARD REWARDS CARD THROUGH THE SCOREMORE MALL! EARN 2X, 3X, 4X OR MORE ADDITIONAL BONUS POINTS BY SHOPPING AT PARTICIPATING RETAILERS ONLINE AND IN-STORE. VISIT WWW.SCORECARDREWARDS.COM AND START EARNING EXTRA POINTS TODAY!

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/03	04/05	PBUS01	24906413093171003667331	Lenovo United States 855-2536686 NC	\$280.50
04/18	04/19		74625013109001212000856	PAYMENT - THANK YOU	\$145.20-

Additional Information About Your Account

MANAGE YOUR CARD ACCOUNT ON-LINE. IT'S FREE! SIMPLY GO TO WWW.MYCARDSTATEMENT.COM TO ENROLL IN YOUR ON-LINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET UP ALERT NOTIFICATIONS, DOWNLOAD STATEMENTS AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH MYCARDSTATEMENT.

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT 5420

MORTON COMMUNITY BANK
721 W JACKSON
MORTON IL 61550-1537



Account Number

####-####-4795

Check box to indicate
name/address change ☐
on back of this coupon

Closing Date

05/01/23

New Balance

\$280.50

Total Minimum Payment Due

\$10.00

Payment Due Date

05/26/23

AMOUNT OF PAYMENT ENCLOSED

\$



MICHAEL BRUNER
TRI COUNTY REGIONAL PC
456 FULTON STREET
SUITE 401
PEORIA IL 61602

MAKE CHECK PAYABLE TO:



MORTON COMMUNITY BANK
PO BOX 4517
CAROL STREAM IL 60197-4517

21 4625 0100 1013 4795 00001000 00028050 9



DEBBIE ULRICH
TRI COUNTY REGIONAL PC
Account Number: #####-4266
Page 1 of 3



SCORECARD

Bonus Points
Available
9,779

Account Summary

Billing Cycle		05/01/2023
Days In Billing Cycle		29
Previous Balance		\$1,050.42
Purchases	+	\$586.76
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$1,050.42
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$586.76

Credit Summary

Total Credit Line	\$800.00
Available Credit Line	\$1,413.24
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries



Call us at: (866) 317-0355
Lost or Stolen Card: (866) 839-3485



Go to www.mycardstatement.com



Write us at PO BOX 30495, TAMPA, FL 33630-3495

Payment Summary

NEW BALANCE \$586.76

MINIMUM PAYMENT \$18.00

PAYMENT DUE DATE 05/26/2023

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Important Information About Your Account

WATCH YOUR BONUS POINTS GROW THIS SPRING WHEN YOU USE YOUR SCORECARD REWARDS CARD THROUGH THE SCOREMORE MALL! EARN 2X, 3X, 4X OR MORE ADDITIONAL BONUS POINTS BY SHOPPING AT PARTICIPATING RETAILERS ONLINE AND IN-STORE. VISIT WWW.SCORECARDREWARDS.COM AND START EARNING EXTRA POINTS TODAY!

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/11	04/12	PBUS01	24492153101868361689029	CORALTREE-QBOX 408-448-7269 CA	\$15.00
04/11	04/12	PBUS01	24492153101869409640883	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$15.93
04/15	04/16	PBUS01	24492153105870988686475	ADOBE *CREATIVE CLOUD 408-536-6000 CA	\$54.99
04/14	04/17			PAYMENT - THANK YOU	\$1,050.42-
04/19	04/20	PBUS01	24692163109107840312153	GoToCom*GoToMeeting goto.com MA	\$129.60
04/20	04/21	PBUS01	24492153110869836235181	R&B PRODUCTIONS INC. 3096939667 IL	\$350.00
04/30	05/01	PBUS01	24492153120870421876262	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$21.24

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT 5420

MORTON COMMUNITY BANK
721 W JACKSON
MORTON IL 61550-1537



Account Number

4266

Check box to indicate
name/address change ☐
on back of this coupon

Closing Date

05/01/23

New Balance

\$586.76

Total Minimum Payment Due

\$18.00

Payment Due Date

05/26/23

AMOUNT OF PAYMENT ENCLOSED

\$



DEBBIE ULRICH
TRI COUNTY REGIONAL PC
456 FULTON STREET
SUITE 401
PEORIA IL 61602

MAKE CHECK PAYABLE TO:



MORTON COMMUNITY BANK
PO BOX 4517
CAROL STREAM IL 60197-4517

21 4625 0100 1013 4266 00001800 00058676 9

RESOLUTION 23-74

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR APRIL 2023

WHEREAS the Tri-County Regional Planning Commission is required to establish and maintain proper accounting procedures and cash management records in accordance with Generally Accepted Accounting Principles (GAAP) as applied to governmental agencies, and

WHEREAS, on a monthly basis, the staff accountant prepares end-of-month financial reports and a listing of cash disbursements, and

WHEREAS, the Ways & Means Committee has reviewed the end-of-month financial statements and cash disbursements report for April 2023 and recommends that the Commission approve said reports.

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the financial reports and cash disbursements for April 2023 are approved.

Presented this 7th day of June 2023

Adopted this 7th day of June 2023

Don White, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller, Executive Director
Tri-County Regional Planning Commission

TRI-COUNTY REGIONAL PLANNING COMMISSION

BUDGET FY24

JULY 2023 - JUNE 2024

Revenue By Project	FY24 Budget Estimate	FY24 Federal	FY24 State	FY24 Local
FY24 IDOT - UPWP	1,169,078.65	935,262.92	233,815.73	-
FY24 MPO Joint Funding - Local Projects	188,816.00	-	-	188,816.00
County Dues from MPO Joint Funding	45,000.00	-	-	45,000.00
FY23 IDOT - UPWP (Remaining Funds)	130,043.88	104,035.10	26,008.78	-
IDOT - Asset Management Software	31,895.14	25,516.11	6,379.03	-
IDOT - Activity Based TDM	141,885.59	113,508.47	28,377.12	-
IDOT - Port District Master Plan	153,954.60	123,163.68	30,790.92	-
IDOT - Multi-Jurisdictional Comprehensive Plans	150,000.00	-	120,000.00	30,000.00
IDNR - Water Supply Planning	30,000.00	-	30,000.00	-
IEMA - Hazard Mitigation	69,993.61	69,993.61	-	-
FHWA - Safe Streets 4 All	240,000.00	240,000.00	-	-
Kickapoo Creek Watershed Study	48,000.00	36,000.00	-	12,000.00
HSTP - Human Services Transportation Plan	55,000.00	55,000.00	-	-
5310 FTA	115,000.00	115,000.00	-	-
GIS - GPSD	4,000.00	-	-	4,000.00
GIS - Logan County	2,500.00	-	-	2,500.00
GIS - Woodford County	30,000.00	-	-	30,000.00
Tazewell County - Planning Contract	9,045.00	-	-	9,045.00
City of Pekin - Bike Ped Master Plan - Local Match	10,000.00	-	-	10,000.00
City of Peoria - Local Match	7,000.00	-	-	7,000.00
Heart of IL Regional Port District	33,637.50	-	-	33,637.50
METEC - HUD Healthy Homes	20,000.00	-	-	20,000.00
Interest	750.00	-	-	750.00
Total FY24 Budgeted Revenue	2,685,599.97	1,817,479.89	475,371.58	392,748.50

Expenses	FY23 End of Year Estimate	FY24 Budget Estimate
Amortization Expenses:		
Amortization Expense - Office		33,510.48
Amortization Expense - Copier		4,694.52
Total Amortization Expenses	38,205.00	38,205.00
Computer Expenses:		
Computer Hardware & Supplies		22,000.00
Computer Software & Services		7,344.00
Total Computer Expenses	57,190.47	29,344.00
Outside Services:		
Computer Support Contracts		44,220.00
Contractual Services		117,000.00
Consultants		1,128,656.10
Total Outside Services	521,356.45	1,289,876.10
Depreciation:	17,768.52	17,768.52
Employee Benefits:		
Health Insurance		97,054.81
Parking		10,455.00
Payroll Taxes		59,510.82
Retirement		88,342.03
Workers Compensation Insurance		1,338.00

TRI-COUNTY REGIONAL PLANNING COMMISSION

BUDGET FY24

JULY 2023 - JUNE 2024

Expenses	FY23 End of Year Estimate	FY24 Budget Estimate
Total Employee Benefits	164,543.98	256,700.66
Interest Expenses:		
Interest Expense - Office		763.11
Interest Expense - Copier		252.23
Total Interest Expenses	2,297.65	1,015.34
Office Administration:		
Bank Service Charges		200.00
Copier Expense		700.00
Fuel (Commission Vehicle)		500.00
Internet & Phones		5,338.80
Professional Liab & Auto Ins		6,920.04
Office Supplies		3,500.00
Parking (TCRPC Vehicle / Validations)		2,000.00
Postage		175.00
Repairs & Maintenance		4,000.00
Subscriptions		59.00
Office Water		800.00
Total Office Administration	17,134.34	24,192.84
Miscellaneous Projects Costs:		
Advertising		750.00
Membership Dues		4,750.00
Legal Notices		1,725.42
Other Miscellaneous Expenses		100.00
Total Miscellaneous Project Costs	6,531.20	7,325.42
Professional Fees:		
Accounting/Audit		26,500.00
Legal Fees		5,000.00
Total Professional Fees	33,692.55	31,500.00
Facility Costs:		
Office Cleaning		2,394.00
Property & Casualty Insurance		1,644.00
Utilities		8,400.00
Total Facility Costs	14,669.11	12,438.00
Salaries & Wages:	616,208.14	724,616.09
Training & Education:		
In-State Conferences		11,000.00
Out-of State Conferences		1,700.00
Staff Training		2,900.00
Total Training & Education	12,043.76	15,600.00
Travel:		
Lodging		250.00
Meals		250.00
Meeting Expenses		250.00
Mileage Reimbursements		767.33
Training - Travel		12,500.00
Other Travel & Meals		500.00
Total Travel	12,366.48	14,517.33
TOTAL BUDGETED EXPENSES	1,514,007.65	2,463,099.30
SURPLUS/(DEFICIT)		222,500.67
Joint Funding Income		173,816.00
Regular Income		48,684.67

RESOLUTION 23-75

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ADOPT THE FISCAL YEAR 2024 BUDGET.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, routinely seeks funding from a variety of sources to perform projects that are beneficial to the region and/or to the individual communities in the region, and

WHEREAS, the Commission creates and uses a consolidated budget to manage its programs and monitor its finances, and

WHEREAS, the Executive Board recommends the attached budget,

WHEREAS, the Ways and Means Committee has reviewed the FY 2024 Budget and recommends approval.

NOW THEREFORE BE IT RESOLVED, that the Tri-County Regional Planning Commission hereby approves and adopts the FY 2024 Budget for the period from July 1, 2023, to June 30, 2024, and authorizes the Executive Director to take such actions as necessary to implement the budget within the confines of the Commission policy.

Presented this 7th day of June 2023

Adopted this 7th day of June 2023

Don White, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission

RESOLUTION 23-77

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION APPROVING AND ADOPTING ADMINISTRATIVE POLICIES: "PROPERTY CONTROL AND MANAGENENT," "FILE MANAGEMENT, ACCESS, AND RETENTION," "MAINTENANCE OF ACCOUNTING RECORDS," AND "SEGREGATION OF DUTIES."

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, is recognized as the Metropolitan Planning Organization (MPO) for the Peoria-Pekin Urbanized Area; and

WHEREAS, the Commission applies for, receives, and executes grants on an annual basis; and

WHEREAS, the Commission is committed to continuing to improve its policies and procedures for administering grants and implementing internal controls to ensure proper handling of property, files, finances, and all applicable laws and regulation; and

WHEREAS, the Commission's existing procedures follow the federal regulations in 2 CFR 200; however, some of those procedures are not formalized with written policies; and

WHEREAS, as part of this commitment, the Commission has developed policies and procedures for "Property Control and Management," "File Management, Access, and Retention," "Maintenance of Accounting Records," and "Segregation of Duties"; and

WHEREAS, the Executive Board has reviewed and recommended approval of the above-mentioned policies and procedures; and

WHEREAS, the Commission has reviewed the draft policies and procedures.

NOW THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission herewith approves and adopts the following administrative polices:

1. "Property Control and Management Policies and Procedures"
2. "File Management, Access, and Retention Policies and Procedures"
3. "Maintenance of Accounting Records Policies and Procedures"
4. "Segregation of Duties Policies and Procedures"

Presented this 7th day of June 2023

Adopted this 7th day of June 2023

Don White, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission



MEMORANDUM

TO: Ways and Means and Full Commission

FROM: Executive Board

SUBJECT: Administrative Fiscal Policies per 2 CFR 200

DATE: June 7, 2023

Action needed:

Ways and Means: Discussion and Recommendation of Administrative Fiscal Policies per 2 CFR 200.

Full Commission: Approving and Adopting Administrative Fiscal Policies per 2 CFR 200.

Background:

In Spring 2022, the Commission underwent a Fiscal Administrative Review (FAR) with the Illinois Department of Human Services (IDHS). This process was a result of Tri-County's 2020 Census grant with IDHS. IDHS completed FAR reviews with grant recipients the year after the grant award to determine the level of review needed for future IDHS grant agreements. The IDHS reviewers recommended that the Commission formalize their existing procedures per 2 CFR 200 – "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," commonly referred to as Uniform Guidance.

The 2 CFR 200 Requirements streamlined the Administrative Requirements, Cost Principles, and Audit Requirement guidelines for federal awards received by all types of non-federal entities. The federal government eliminated overlapping requirements and reformed overly burdensome or conflicting requirements. These changes allowed federal award and pass-through recipients to focus their efforts on programmatic objectives instead of compliance with complex fiscal and administrative requirements. The federal implementation of 2 CFR 200 resulted in the State of Illinois passing the Grants Accountability and Transparency Act.

The Commission's existing procedures follow the federal regulations in 2 CFR 200; however, some of those procedures are not formalized with written policies. These are the Property Control Policy, Physical Inventory Policy, Disposition Policy, Retention Policy, and Maintenance of Accounting Records/Software Backup Policy. Staff worked to develop these policies to showcase existing practices. Furthermore, staff has also implemented further steps to better show the segregation of fiscal responsibilities with the Executive Director signing off on the monthly financial reports, including the completed bank reconciliations, after his review to signify approval and better show that a second person reviewed and approved them. Additionally, staff presents the bank reconciliations and bank statements monthly to the Ways and Means Committee.

While developing and updating these policies, staff have also started to review and update Tri-County's existing internal procedures to administer federal and state awards.

2 CFR Part 200 Key Topics and Requirements

- Subpart A – Acronyms and Definitions
- Subpart B – General Provisions
 - § 200.112 Conflict of interest
 - § 200.113 Mandatory disclosures
- Subpart C – Pre-Federal Award Requirements and Contents of Federal Awards
 - § 200.214 Suspension and Debarment
- Subpart D – Post Federal Award Requirements
 - § 200.301 – Performance measurement
 - § 200.302 – Financial management
 - § 200.303 – Internal controls
 - § 200.305 – Federal payment
 - § 200.306 – Cost sharing or matching
 - § 200.308 – Revision of budget and program plans
 - § 200.309 – Modifications to Period of Performance
 - § 200.310 – 200.316 – Property Standards
 - § 200.317 – 200.327 – Procurement Standards
 - § 200.328 – 200.330 – Performance and Financial Monitoring and Reporting
 - § 200.331 – 200.333 – Subrecipient Monitoring and Management
 - § 200.334 – 200.338 – Record Retention and Access
 - § 200.339 – 200.343 – Remedies for Noncompliance
 - § 200.344 – 200.346 – Closeout and Adjustments
- Subpart E – Cost Principles
- Subpart D – Audit Requirements

Approval Process

On May 15th the Executive Broad reviewed and recommended the “Property Control and Management,” “File Management, Access, and Retention,” Maintenance of Accounting Records,” and “Segregation of Duties” be recommended by the Ways and Means Committee and approved by the Full Commission on June 7th.

Property Control and Management Policies and Procedures

Purpose

The purpose of this policy is to ensure that all property of the Tri-County Regional Planning Commission ("Commission") is inventoried, insured, used, managed, and disposed of per 2 CFR Part 200.

Scope

This policy applies to the Executive Director, Program Managers, Staff Accountant, and any other employees authorized to initiate and/or approve purchases, use, or dispose of equipment paid with federal, state, and local funds.

Responsibility

The Commission has delegated the responsibility and authority for implementing the Property Control and Management Policies and Procedures to the Executive Director or designee. The Executive Director or designee is responsible for ensuring that all property that is owned or leased by the Commission is properly managed and used in accordance with federal and state laws, and this policy.

Policy Statement

It is the policy of the Commission:

- To ensure that all property is managed and used in accordance with 2 CFR Part 200 and 44 Ill. Admin. Code Part 5010.
- To provide equivalent insurance coverage for real property and equipment acquired or improved.
- To maintain an Equipment Inventory and update it upon the procurement of new equipment.
- To ensure that property is maintained in good condition.
- To ensure that adequate safeguards are in place to prevent loss, damage, or theft of property.
- To dispose of property no longer needed for the original authorized purpose according to the procedures outlined in this policy.

Property Management

The Commission must provide the equivalent insurance coverage for real property and equipment acquired or improved through grant funding. The Commission follows 2 CFR §

Property Control and Management Policies and Procedures

200.313 to manage and dispose of equipment acquired through federal, state, or local funding.

The federal definition of equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000 (2 CFR 200.1 "Equipment").

The State of Illinois' definition of equipment is all tangible personal property of a non-consumable nature (Ill. Admin. Code tit. 44 § 5010.200). The Illinois State Statute continues to state that all equipment with an acquisition value greater than the nominal value and equipment that is subject to theft with a value less than that nominal value must be reported to the Illinois Department of Central Management Services by the holding agency. Equipment with an acquisition value of less than the nominal value that is not subject to theft is not subject to reporting; however, agencies will be responsible for establishing and maintaining internal control over these items (Ill. Admin. Code tit. 44 § 5010.220).

Equipment Inventory

The Commission's Equipment Inventory is maintained and updated when new equipment is purchased. Commission staff follows 44 Ill. Adm. Code 5010 and 2 CFR 200.313 when inventorying equipment purchased or leased by the Commission. Equipment is removed from the Equipment Inventory once it has gone through disposition. Equipment that has not gone through the disposition process but is no longer in active use by Commission is maintained on the Equipment Inventory under a separate tab titled Retired.

The equipment inventory is maintained at the principal offices of the Commission and includes all items that are reasonably expected. Items of nominal value such as cables, keyboards, mice, etc. are not included in the inventory. The inventory is updated upon the acquisition or disposition of an item.

The equipment inventory is maintained in an Excel Workbook and organized in three tabs: Active, Phone System, and Retired. The Active Tab outlines all equipment used by Commission Staff except phones and nominal value items listed above. This includes servers, computers, monitors, tablets, web cameras, adapters, etc. The phone system outlines the desk phones and headsets used by Commission Staff. Lastly, the Retired tab outlines all equipment that is currently unusable due to being outdated or having issues that hinder usability but has not yet gone through the disposition process. The attributes collected in the equipment inventory are the serial numbers, type of equipment, make and model, user (i.e., staff member or location of equipment), vendor used for purchase, acquisition date, cost, funding source, and if the equipment was purchased or leased. Labels are placed on all monitors, computers, and tablets to indicate Commission ownership; these labels list the item's serial number.

Property Control and Management Policies and Procedures

Maintenance

It is the practice of the Commission to have an up-to-date, fully functional Information Technology (IT) network and ancillary equipment and follow maintenance requirements detailed in 2 CFR § 200.313(d)4. The Commission ensures that its property is maintained in good condition, and routine repair and maintenance costs are expensed as they are incurred. To maintain the system, the Commission employs the following measures:

- A server/network consultant is on call. IT Unified, based in New Lenox, IL, has been providing service to the Commission since 2022. They perform regular inspections of the server/network equipment and provide recommendations for necessary updates and or maintenance to the server.
- The Commission has an up-to-date inventory of IT equipment and other peripherals. It is the practice of the Commission to replace equipment every 5-7 years. Replacement of workstations, including computers and monitors (as needed) is done on an incremental basis (i.e., one to two new machines are purchased each year).
- The Commission workstations are equipped with the latest Microsoft Office software suite through an Office 365 subscription, which includes Word, Excel, PowerPoint, and other mainstream Microsoft software. Additionally, the subscription offers cloud storage via OneDrive.
- For printing and scanning equipment, the Commission uses a Xerox AltaLink C8145 for its primary printing, scanning, and copying needs. This machine is on lease from RK Dixon.
- For email, the Commission subscribes to Google Suites for business email, calendaring, cloud storage, and other applications. This service allows employee access to email via the web and eliminates the need for email hosting and email backups.

Safeguards

The Commission will ensure that adequate safeguards are in place to prevent loss, damage, or theft of property. Any loss, damage, or theft must be reported to the Program Manager and Executive Director as soon as it is discovered. If applicable, law enforcement is also made aware of the theft.

If the item is not found after 90 days of reporting the missing property, the Program Manager will notify the Staff Accountant so they may remove the asset from the Equipment Inventory. If stolen items are not recovered, the Commission will submit copies of the police report and any insurance claims for equipment of \$500 or greater to non-federal awarding agencies, and if the current per-unit fair market value of the item is \$5,000 or greater for federal awarding agencies. Additionally, the report of the lost or stolen property will be submitted to the Ways & Means Committee and Full Commission.

Property Control and Management Policies and Procedures

The Commission is responsible for replacing or repairing any lost, damaged, destroyed, or stolen items funded with state or federal funds. Replaced equipment should be inventoried accordingly under the originally funded program.

Additionally, the Commission has a Business Continuity Plan to provide policies and procedures to limit interruptions to digital services in the event of an emergency.

Disposition

When the Commission determines that items of equipment acquired under a state or federal award is no longer needed for the originally authorized purpose, the Program Manager must obtain disposition instructions from the state or federal awarding agency in accordance with 2 CFR § 200.313(e).

- Items of federally funded equipment with a current per-unit fair market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no further responsibility to the Commission.
- Items of state-funded equipment with a current per-unit fair market value of \$500 or less may be retained, sold, or otherwise disposed of with no further responsibility to the Commission.
- Except as provided in 2 CFR § 200.312(b), or if the awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair market value more than \$5,000 may be retained by the Commission or sold. The awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the awarding agency may permit the Commission to deduct and retain from the awarding agency's share \$500 or 10% of the proceeds, whichever is less, for its selling and handling expenses.
- The Commission may transfer the title of the property to the awarding agency or to an eligible third party provided that, in such cases, the Commission must be entitled to compensation for its attributable percentage of the current fair market value of the property.
- In cases where the Commission fails to take appropriate disposition actions, the awarding agency may direct the Commission to take disposition actions.

Upon termination or completion of a grant-funded project or program, for any residual inventory of unused supplies exceeding \$5,000 in total aggregate value which are not needed for any other award, the Commission shall retain the supplies for use on other activities or sell them. Upon either method of disposal, the Commission shall compensate the awarding agency for its share of the current market value or sales proceeds.

When acquiring replacement equipment or supplies, the Commission may use the equipment or supplies to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

Property Control and Management Policies and Procedures

The Commission must comply with relevant laws governing the surplus of public property in disposing of unnecessary equipment or supplies acquired with state or federal funds. Such methods may include the following:

- Public auction and/or online sale – generally conducted by a licensed auctioneer
- Salvage – scrap sold to local dealers
- Negotiated sale – normally used when disposing of items of substantial value
- Sealed bid – normally used for items of substantial value or unique qualities
- Pre-priced sale – large quantities of obsolete or surplus equipment or supplies may be sold by this method
- Donation to charitable organizations
- Disposition to trash for equipment or supplies with no value

The Executive Director or designee will be responsible for maintaining records of disposed obsolete and surplus property and will report to the federal awarding agency when required.



File Management, Access, and Retention Policies and Procedures

Purpose

The purpose of this policy is to ensure that the Tri-County Regional Planning Commission ("Commission") maintains adequate records per 2 CFR Part 200, Grant Accountability and Transparency Act, and Local Records Act.

Scope

This policy applies to the Executive Director, Program Managers, Staff Accountant, and any other employees authorized to work on administrative, fiscal, and programmatic activities.

Responsibility

The Commission has delegated the responsibility and authority for implementing the File Management, Access, and Retention Policies and Procedures to the Executive Director or designee. The Executive Director or designee is responsible for ensuring that all records, including but not limited to financial records, supporting documents, procurement documents, contracts and agreements, statistical records, and all other records pertinent to administrative, fiscal, and programmatic activities of the Commission and its projects are properly managed, retained, and available for inspection in accordance with federal and state laws, and this policy.

Policy Statement

It is the policy of the Commission:

- To ensure that all records are managed, retained, and available for inspection in accordance with 2 CFR Part 200 and Local Records Act (50 ILCS 205).
- To maintain up-to-date personnel files of all staff.
- To maintain both hard and digital copies of all meeting materials, resolutions, and contracts/agreements.
- To maintain up-to-date financial records with supporting documentation for each fiscal year, organized by month.
- To maintain up-to-date financial and programmatic records with supporting documentation for each funding award, organized by fiscal year.
- To maintain up-to-date inventory of all equipment purchased or leased.
- To maintain up-to-date files with all Freedom of Information Act (FOIA) requests, and responses.
- To maintain a record and outcome of any ADA or Title VI complaint, if one is to occur.

File Management

A master file shall be maintained on the Commission's server, and a copy of all grant proposals or applications, award letters, memoranda of understanding, contracts, and programmatic and financial reports shall be maintained in the file. The master file should maintain a file structure that includes, at minimum, the following sections, with clear delineation between fiscal years:

1. Application or Proposal, such as application guidance, a copy of the application and research including statistical information used in preparation of and support of the grant.
2. Award Documents, such as award letters, agenda items, grant agreements, grant amendments, modifications, extensions, cancellations and terminations, and anything else related to the award.
3. Contracts, such as procurement documents, RFP/RFQ advertisements, RFP/RFQ questions and answers, RFP/RFQ scoring, and consultant agreements.
4. Finance, such as account set up, purchase orders, invoices, reimbursement requests.
5. Programmatic Reports, such as reports to granting entity and evaluation components.

File Retention

The Commission, in accordance with the Local Records Act (50 ILCS 205), maintains its programmatic records for at least three years from the date of submission of the final expenditure report, adequate books, all financial records and supporting documents, statistical records, and all other records pertinent to the award, adequate to comply with 2 CFR 200.333, unless a different retention period is specified in 2 CFR 200.334 or 44 Ill. Admin. Code §§ 7000.430(a) and (b).

Awarding agencies may require retention periods in excess of three years. The Commission must ensure they comply with retention requirements specified by each awarding agency. Additionally, the Commission is also obligated to protect records adequately against loss, theft, fire, or other damage in accordance with statutory provisions.

Retention requirements extend to books of original entry, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records. Source documents include copies of all awards, applications, and required recipient financial and narrative reports. Personnel and payroll records shall include time and attendance reports, personal activity reports, or equivalent documentation for all individuals reimbursed under the award.

Accessibility of Records

The Commission, in compliance with 2 CFR 200.337 and 44 Ill. Admin. Code 7000.430(e), shall make any documents, papers, or other records of the Commission which are pertinent to the award, available to the authorized awarding agency representatives, the Illinois Auditor General, Illinois Attorney General, any Executive Inspector General, the Award

Agency's Inspector General, federal authorities, any person identified in 2 CFR 200.337, and any other person who may be authorized by the Awarding Agency (including auditors), by the state of Illinois or by federal statute in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the Commission's personnel for the purpose of interview and discussion related to such documents. The Commission shall cooperate fully in any such audit or inquiry.

Destruction of Records

The Commission complies with the Local Records Act (50 ILCS 205), which regulates the destruction and preservation of public records within the State of Illinois. It mandates the Secretary of State, who is named the local records advisor, to assist local governments in the implementation of the Act. This Act defines record material, explains the rights to public access to information, and sets standards for record keeping and microfilming. Additionally, the Act provides for the existence of a six-member Local Records Commission which regulates the disposal of local records and specifically forbids local officials from disposing of any public record without first obtaining their written approval.

Records with any sensitive information, such as personnel records, must be destroyed by incineration or shredding. Disposal of records intact to a landfill or through a disposal service is not appropriate.

Maintenance of Accounting Records Policies and Procedures

Purpose

The purpose of this policy is to ensure Tri-County Regional Planning Commission ("Commission") adequately protects and maintains the necessary financial records and documents. Additionally, ensure that financial records that are no longer needed are discarded at the proper time.

Scope

This policy applies to the Executive Director, Program Managers, Staff Accountant, and any other employees authorized to work on administrative, fiscal, and programmatic activities.

Responsibility

The Commission has delegated the responsibility and authority for implementing the Maintenance of Accounting Records Policies and Procedures to the Executive Director or designee. The Executive Director or designee is responsible for ensuring that all accounting records of the Commission and its projects are properly managed, retained, and available for inspection in accordance with federal and state laws, and this policy. The Executive Director collaborates with the Staff Accountant to ensure compliance with federal and state laws, and this policy.

Policy Statement

It is the policy of the Commission:

- To ensure the preservation of accounting records documenting the activities of the Commission adheres to federal and state laws, rules, and regulations for the collection, preservation and maintenance of records concerning financial operations.
- To establish accounting records retention policies and practices to provide consistent operational practices among the various grants and programs to ensure compliance with government regulations.
- To provide reasonable safeguards to ensure accounting records are secure and accessible.
- Policies, procedures, and practices must adhere to government regulatory costing and administrative principles, such as those contained in 2 CFR Part 200 and Local Records Act (50 ILCS 205).

Financial Management

The Commission maintains a proper fiscal management system as prescribed in 2 CFR Part 200, to receive both federal and state funding. Certain fiscal controls and procedures must be in place to ensure meeting all fiscal management system requirements. Failure to meet a requirement may result in return of funds or termination of the award.

Part of these requirements is the collection, preservation and maintenance of accounting records concerning the Commission's financial operations. Please note, the Commission record retention requirements in areas other than accounting records are not addressed in this policy (i.e., personnel files, meeting materials, FOIA requests, Title VI and ADA Complaints). Refer to the File Management, Access, and Retention Policies and Procedures for guidance on these types of records.

In the context of records management, retention is the length of time required for keeping documents, records, and information resources to assure that they support business functions for as long as needed. Some records are required to be retained past their active support of business functions to support good financial recordkeeping practices or to meet legal or regulatory retention requirements. On top of these considerations for retention, some records have long-term or enduring value and are expected to be retained indefinitely.

Accounting records include but are not limited to: annual reports, budgets, financial statements, contracts or agreements produced or received, contributions and cost share agreements, bank deposits, bank statements, canceled checks, wire transfers, payment requisitions, credit card settlement reports, journal entries, spreadsheets, memoranda, correspondence, planning documents and receipts, email messages to the extent they authorize or provide substantiating information, or other documentation of individual entries made in the transaction of its business.

For the successful completion of a grant award, the Commission must manage the expenditure and use of funds to ensure that grant award goals, terms, and conditions are being met, projected milestones are being accomplished, quality materials and services are being received, and other performance goals are being achieved in accordance with the approved grant award.

Accounting Software Backup

The financial records of the Commission are maintained on QuickBooks with Qbox using the Accrual basis of accounting. With Qbox, QuickBooks is backed up and saved to the cloud every time the software is closed. Furthermore, Qbox stores the most 20 recent versions of your backup files on the cloud. This aids the Commission in providing reasonable safeguards against unwanted alteration and data corruption.

It is also essential to regularly make a hard local backup of the financial files in QuickBooks. The Commission Staff Accountant process payroll bimonthly. After processing payroll, the Staff Accountant backs up the accounting system and saves it locally on the server. The backup schedule is as follows: mid-month, month-end, and finally year-end. Lastly, backups are periodically assessed to ensure proper functionality.

Business and Financial Records Retention Schedule

Please note, the required retention period for various financial documents associated with a specific activity is dependent upon the source of funds used to support that activity. The information contained on this schedule is the minimum retention period for each specific category. This does NOT authorize disposal action per the Local Records Act (50 ILCS 205). State approval is expressly required prior to each disposal of records, regardless of format or volume, unless the documents are specifically categorized as non-records.

The calculation of retention periods is from the end of the Commission's fiscal year in which an entry is made charging or allocating a cost to a contract or subcontract. If a specific record contains a series of entries, the calculation of retention periods is from the end of the Commission's fiscal year in which the final entry is made. When requirements for long-term retention of records overlap, the Commission should retain records for the maximum period needed to meet both legal and audit requirements.

Retention Schedule

It shall be the responsibility of the Executive Director, Staff Accountant, and Program Managers to maintain the retention schedule per the Local Records Act (50 ILCS 205) and the Commission's Application for Authority to Dispose of Local Records. In general, the record retention period is seven years except for permanent records.

Destruction of Records

The Commission complies with the Local Records Act (50 ILCS 205), which regulates the destruction and preservation of public records within the State of Illinois. It mandates naming the Secretary of State the Local Records Advisor, to assist local governments in the implementation of the Act. This Act defines record material, explains the rights to public access to information, and sets standards for record keeping and microfilming. Additionally, the Act provides for the existence of a six-member Local Records Commission which regulates the disposal of local records and specifically forbids local officials from disposing of any public record without first obtaining their written approval.

The destruction of records must be by incineration or shredding. Disposal of records intact to a landfill or through a disposal service is not appropriate.

Segregation of Duties Policies and Procedures

Purpose

The purpose of this policy is to ensure that the Tri-County Regional Planning Commission ("Commission") employees perform their duties in accordance with proper Internal Controls as established by management. Segregation of duties is one of the key elements of Internal Control.

Scope

This policy applies to the Executive Director, Program Managers, Staff Accountant, and any other employees authorized to work on administrative, fiscal, and programmatic activities.

Responsibility

The Commission has delegated the responsibility and authority for implementing the Segregation of Duties Policies and Procedures to the Executive Director or designee. The Executive Director or designee is responsible for ensuring there is adequate segregation of duties within their areas of responsibility. No one employee should initiate, approve, and review the same action.

Policy Statement

It is the policy of the Commission:

- To limit circumstances where an employee has the responsibility to complete two or more of these major functions: Authorization, Recording, Verification, Custody of Assets, and Managerial Review.
- To maintain accurate documentation of authorizations and retain documentation of the delegation of authority.
- To provide reasonable safeguards to ensure segregation of duties or place mitigating controls to reduce errors and irregularities.
- Policies, procedures, and practices must adhere to government regulatory costing and administrative principles, such as those contained in 2 CFR Part 200.

Authorization

Authorization is the process of reviewing and approving transactions or operations. Some examples are:

- Verifying cash collections and daily balancing reports.
- Approving purchase requisitions or purchase orders.
- Approving time sheets, payroll certifications, leave and cumulative leave requests.

- Approving change orders, and invoices.

The Commission requires the authorization of all transactions. The Commission grants the Executive Director authority to spend up to a certain threshold, which is defined in the Commission's Procurement Policies and Procedures. All other transactions require board approval. The employee initiating the transaction must have the authority from the Executive Director or designee. Authorization confirms adherence to the following requirements:

- Employees cannot authorize transactions for their own reimbursement.
- Documentation of the authorization.
- All transactions must adhere to Commission policies, existing laws, regulations, compliance requirements, as well as any terms and conditions of the sponsor.
- All staff responsible for assignment and supervision of employees that carry out fiscal activities, or their designees, should appoint and document authorized signers of all financial transactions.
- The Program Manager is responsible for all sponsored activity to ensure the activity is Allowable, Allocable, and within the period of availability. For operational convenience, the Program Manager may delegate another employee to authorize transactions on their behalf. The Commission must manage and maintain documentation of delegated authority.

Recording

Recording or record keeping is the process of creating and maintaining records of revenues, expenditures, inventories, and personnel transactions. These may be manual records or records maintained in the financial systems. Some examples are:

- Preparing cash receipt back-ups or billings, purchase requisitions, payroll certifications, and leave records.
- Entering charges or posting payments to an accounts receivable system.
- Maintaining inventory records.

Verification

Verification or reconciliation is the processes of verifying the processing or recording of transactions to ensure that all transactions are valid, properly authorized, and properly recorded on a timely basis. This includes following up on any differences or discrepancies identified. Reconciliations are signed (electronic or manual) to signify approval. Examples are:

- Comparing billing documents to billing summaries.
- Comparing funds collected to accounts receivable postings.
- Comparing collections to deposits.
- Performing surprise counts of funds.

- Comparing payroll certifications to payroll summaries.
- Performing physical inventory counts.
- Comparing inventory changes to amounts purchased and sold.
- Reconciling departmental records of revenue, expenditure, and payroll transactions to the accounts reports.

A Project Lead, when size limitations apply may be permitted to verify all transactions for their respective sponsored activity; however, Internal Controls are significantly enhanced when someone other than the Project Lead performs this function.

Custody of Assets

Custody of assets is the access to or control over any physical assets such as cash, checks, equipment, supplies, or materials. Some examples are:

- Access to any funds through the collection of funds, or processing of payments.
- Access to safes, lock boxes, file cabinets or other places where money, checks or other assets are stored.
- Receiving any goods or services.
- Maintaining inventories.
- Handling or distributing paychecks/advice, limited purchase checks or other checks.

Managerial Review

In all cases, there is a level of review of the activity by managerial level personnel. This Managerial Review function provides assurance that segregation exists and that the transactions are appropriate. The frequency and extent required of the Managerial Review depends upon the degree to which duties are or are not segregated and other factors such as the dollar volume of transactions, the amount of cash involved, or the nature of the operation.

Minimal Acceptable Degrees of Segregation

During times where the optimum degree of segregation cannot be achieved, a minimum degree of segregation must be maintained. At a minimum, no person should be able to perform more than two of the four major functions. The matrix below illustrates various degrees of segregation. The X, and O represent different staff members, and the M represents a third staff member—the manager.

	Authorization	Recording	Verification	Managerial Review
1	O	X	O	M
2	X	X	O	M
3	X	O	O	M
4	X	X	X	M

To maximize the opportunity to identify errors in the ordinary course of business, it is recommended that the process of recording and Verification be performed by two different individuals such as in examples 1 and 2. In examples 3 and 4, there must be a significant reliance on the Managerial Review to operate on a much more detailed and frequent basis to identify errors and irregularities Timely.

In instances where duties cannot be fully segregated, based on the matrix presented above, Mitigating or Compensating Controls must be established. For instance, if the record keeper also performs a Verification process, a frequent detailed review could be performed and documented by a supervisor to provide additional control over the assignment of incompatible functions.

Mitigating Controls

There are several other control mechanisms that may mitigate a lack of segregation of duties:

- Audit trails enable re-creation of the actual transaction flow from the point of origination to its existence on an updated file. Adequate audit trails should provide the initiator of the transaction, date and time of entry, type of entry, data fields, and files updated.
- Reconciliation of applications increases the level of confidence that processes ran and/or interfaced successfully.
- Exception reports monitored at a supervisory level, supported by evidence that exceptions are reviewed, and if necessary, corrected in a timely manner. The review must be evidenced by signature of the supervisor and dated.
- Managerial Reviews should periodically be performed through observation and inquiry to help detect errors and irregularities.

Accountabilities

All employees are responsible:

- To understand and follow appropriate policies and procedures for their job.
- For executing Internal Control activities.
- For identifying opportunities to increase the reliability and integrity of the Commission's accounting systems.
- For notifying supervisors of weaknesses in, and opportunities to enhance Internal Controls.

The Executive Director and Program Managers are responsible:

- For establishing appropriate controls in their sphere of influence.
- Monitor the operation and effectiveness of controls.
- Ensure appropriate segregation exists between functions.

- Ensure that effective Mitigating Controls are in place when adequate segregation of duties cannot be achieved.

The Project Lead is responsible:

- For all grant activity to ensure the activity is allowable, chargeable, and within the period of availability.
- Perform and document the Managerial Review periodically but must perform the review no less than quarterly for adherence to compliance requirements.
 - Perform timely managerial reviews of the financial system reports including a budget to actual comparison for the project.
 - Perform multiple functions of segregation of duties, but they are not allowed to record and authorize the same transaction.

Fiscal Responsibilities

The small number of staff at the Commission limits its ability to segregate certain fiscal responsibilities among qualified staff. To assist with this, Staff utilizes these procedures for issuing payments:

1. The Executive Director approves all purchases and contracts within their spending authority. All other purchases and contracts are approved by the Commission.
2. Before payment is made, the Program Manager or Executive Director approves all invoices.
3. The Staff Accountant prints all checks for signatures and delivers them with their corresponding invoices to the Office Manager.
4. The Office Manager and Executive Director review the checks and invoices to verify the amounts and payee for accuracy.
5. Two authorized individuals sign all checks, typically the Executive Director and Planning Program Manager, and then mailed by the Office Manager.

Staff utilizes these procedures for approving reconciliations:

- The Executive Director will review the completed bank reconciliations for accuracy and sign to signify approval of the reconciliations.
- The Staff Accountant presents the bank reconciliations and bank statements to the Ways and Means Committee for further review.

On the following page, Table 1 shows the fiscal responsibilities by position and board.

Table 1: Fiscal Responsibilities by Position

	Approves purchases and contracts	Release Procurement Opportunities	Opens Mail	Prepare Bank Deposits	Records Cash Receipts Journal	Records Cash Disbursements Journal	Records General Journal	Approves Invoices	Prepares Checks for Signature	Reconciles checks with invoices	Signs Checks	Reconciles Bank Statements	Prepares monthly report on all manual journal entries	Prepare Monthly Financial Statements and Billings	Approves completed bank reconciliation	Approves General Journal Entries	Approves Monthly Financial Statements and Billings	Prepares monthly or quarterly reports for grants	Prepares Payroll Tax Returns	Approves Timesheets & Expenses	Prepares Payroll	Approves Payroll	Reviews monthly bank reconciliations	Recommends the approval of monthly Financials and Billings	Accepts and files monthly Financials and Billings
Commission	X																								X
Ways & Means																				X			X	X	
Executive Director	X							X		X	X				X	X	X			X		X			
Program Manager		X						X			X									X					
Office Manager			X	X						X															
Accountant					X	X	X		X			X	X	X					X		X				
Project Lead		X						X										X							

RESOLUTION 23-79

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AMEND THE COMMISSION'S BYLAWS AND PROCUREMENT POLICIES AND PROCEDURES TO INCREASE THE EXECUTIVE DIRECTOR'S PURCHASING LIMIT FROM \$1,000 TO \$5,000.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, has previously adopted the Commission's Bylaws and Procurement Policies and Procedures, and

WHEREAS, the current Bylaws and Procurement Policies and Procedures authorize the Executive Director to make non-budgeted expenses up to \$1,000, which requires Commission approval for all purchases more than \$1,000, and

WHEREAS, the Commission desires to amend its Bylaws and Procurement Policies and Procedures to authorize the Executive Director to make non-budgeted expenses up to \$5,000 to avoid delaying project progress, and

WHEREAS, the Executive Board discussed this issue and made the recommendation to the Commission to increase the Executive Director's spending limit, and

WHEREAS, this amendment is updating Sec. 11 B.11 – All non-budgeted expenses more than \$1,000 in the Bylaws, and the Responsibility section and Procurement Procedures section in the Commission's Procurement Policies and Procedures to increase the Executive Director's spending limit from \$1,000 to \$5,000, and

WHEREAS, the Bylaws currently state: All non-budgeted expenses in excess of \$1,000 shall be authorized by the Ways & Means Committee, Executive Committee, or the Full Commission prior to expenditure excluding "usual and ordinary" operational expenditures and co-signed by the Chairman or Treasurer. (Usual and ordinary includes payroll, rent, health insurance and other general insurance, consulting and professional consulting and professional contracts).

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission amends its Bylaws and Procurement Policies and Procedures to increase the Executive Director's spending limit from \$1,000 to \$5,000.

Presented this 7th day of June 2023

Adopted this 7th day of June 2023

Don White, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission