

**Ways and Means Committee Meeting
Delaney, CHAIRMAN
(Proehl, Drury)**

**Thursday, April 27, 2017
4:30 PM**

AGENDA

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes of February 23 , 2017
5. Recommendation to Commission the approval of February/March 2017 Financial Reports and Billings (Resolution 17-35)
6. Recommendation to Commission the approval of Martin, Hood, & Freise for FY17 auditor (Resolution 17-38)
7. Presentation of FY18 Draft Budget
8. Other
9. Adjournment

**Ways and Means Committee Meeting
Delaney, CHAIRMAN
(Proehl, Drury)
Thursday, February 23, 2017
4:30 PM**

MINUTES

1. Call to Order
Chairman Delaney called the meeting to order at 4:30 p.m.
2. Roll Call
Present: Delaney, Proehl, and Drury. Also present: Miller, Fletcher, Sundell, and Gorman.
3. Public Input-none
4. Approval of Minutes of January 26 , 2017
Drury moved to approve the January 26, 2017 minutes and Proehl seconded. Motion carried.
5. Recommendation to Commission the approval of January 2017 Financial Reports and Billings (Resolution 17-31)
Drury moved to recommend to Commission the approval of January 2017 Financial Reports and Billings and Proehl seconded. Motion carried.
Fletcher updated committee on the following:
 - Operating cash is \$451,841. Revenue was \$74,932 with expenses 68,028 with a net income of \$6,904 and year to date is \$36,147. Operating revenue is up \$23,500 from December while operating expenses are up 12,500.
 - Unemployment rate is up from .55% to 4.85%. It went to \$550 per employee per year.Overall January results were good.
Miller reported revenue is down due to PTO in December. 1 of 2 planners will start Monday, with the second starting in June.
6. Discussion and Recommendation to Commission the approval of TCRPC credit card policy
Miller explained that Bodtke created this policy. The Commission will be in total control. After discussion, of changing the payment to 2 days instead of 10 Proehl moved to recommend to Commission the approval of TCRPC to have a credit card and Drury seconded. Motion carried.

7. Other

- Miller mentioned that the PL funds is on a use it or lose it status. Since we have had a shortage of staff IDOT is willing to rollover for 6 months to use on special projects.
- Delaney said that Woodford County has passed to pay their dues to TCRPC.

8. Adjournment

Drury moved to adjourn at 4:55 p.m. and Proehl seconded. Motion carried.

Submitted by:

Eric W. Miller

Executive Director

Recorded and transcribed by: Debbie Ulrich

DRAFT

RESOLUTION 17-35

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR FEBRUARY/MARCH 2017

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 February/March 2017, 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 2017 are approved.

Presented this 27th day of April 2017

Adopted this 27th day of April 2017

Stephen Van Winkle, Chairman
Tri-County Regional Planning Commission

ATTEST:

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

TRI-COUNTY REGIONAL PLANNING COMMISSION
COMPARATIVE STATEMENTS OF ASSETS, LIABILITIES, & NET ASSETS
FEBRUARY 28, 2017

ASSETS	FEB 28, 2017	JAN 31, 2017	FEB 29, 2016
Current Assets			
Checking/Savings			
Restricted Cash:			
100012 · Checking - Flexible Benefits	1,620	1,620	1,660
100016 · South Side - Unvested Retirement	11,053	12,244	5,499
100011 · Checking - PPUATS	143,616	153,283	109,492
100018 · Checking - IL MPO Advisory Council	19,238	19,238	19,238
Total Restricted Cash - South Side Bank	<u>175,527</u>	<u>186,385</u>	<u>135,890</u>
Unrestricted Cash:			
100010 · Checking - South Side Bank	475,878	451,841	461,667
Total Checking/Savings South Side Bank	<u>651,406</u>	<u>638,227</u>	<u>597,557</u>
100020 · Accounts Receivable	66,216	73,902	111,314
Other Current Assets			
100025 · Due from Grant Funds			
100050 · Prepaid Expenses	4,444	3,813	17,481
Total Other Current Assets	<u>4,444</u>	<u>3,813</u>	<u>17,481</u>
Total Current Assets	<u>722,066</u>	<u>715,942</u>	<u>726,351</u>
Fixed Assets			
100040 · Office Furniture	54,533	54,533	54,533
100042 · Computer Equipment	70,668	70,668	71,648
100044 · Vehicles	41,567	41,567	41,567
100046 - Leasehold Improvements	7,080	7,080	7,080
Less: Accumulated Depreciation	(170,342)	(170,204)	(168,740)
Total Fixed Assets	<u>3,505</u>	<u>3,644</u>	<u>6,088</u>
TOTAL ASSETS	<u>\$ 725,572</u>	<u>\$ 719,586</u>	<u>\$ 732,439</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
200010 · Accounts Payable	6,947	2,182	74,875
Other Current Liabilities			
200009 · IDOT Payable			103,751
200015 · Accrued Expenses	1,481	1,231	500
200021 · Accrued Payroll	16,082	15,749	20,606
200055 · Vacation/Personal Time	31,907	29,500	40,122
200056 · Unvested Retirement Account	11,042	12,234	5,492
200060 · Employee Deductions	5,144	3,623	4,105
200071 · Deferred Revenue - PPUATS	118,187	128,365	96,396
200092 · Deferred Revenue - IDNR			10,506
200095 · Deferred Revenue - IL MPO	19,238	19,238	19,238
200103 · Deferred Revenue - Woodford Co.	8,400		12,000
200104 · Deferred Revenue - Regional Server	3,000	3,750	5,000
200105 · Deferred Revenue - MPO Special Project			
Total Other Current Liabilities	<u>214,479</u>	<u>213,689</u>	<u>317,716</u>
Total Current Liabilities	<u>221,427</u>	<u>215,871</u>	<u>392,590</u>
Total Liabilities	<u>221,427</u>	<u>215,871</u>	<u>392,590</u>
Equity			
310000 · General Fixed Asset Equity	5,710	5,710	5,710
350000 · Capital Contribution	193,000	193,000	193,000
390000 · Retained Earnings	268,859	268,859	101,038
Net Income	36,576	36,147	40,101
Total Equity	<u>504,145</u>	<u>503,716</u>	<u>339,849</u>
TOTAL LIABILITIES & EQUITY	<u>\$ 725,571</u>	<u>\$ 719,586</u>	<u>\$ 732,439</u>

TRI-COUNTY REGIONAL PLANNING COMMISSION
COMPARATIVE STATEMENTS OF INCOME AND EXPENSE
FEBRUARY 2017

	<u>Month of FEB 2017</u>	<u>Month of JAN 2017</u>	<u>Current FY YTD</u>	<u>Previous FY YTD</u>	<u>Annual FY17 Budget</u>	<u>% Annual FY17 Budget</u>
Income						
400010 · FHWA PL Fund	31,941	30,409	272,173	212,079	640,420	42.5%
400011 · FTA Section 8	8,751	8,328	75,583	65,131	175,511	43.1%
400015 · PPUATS Matching	10,178	9,684	86,947	69,303	203,983	42.6%
400020 · Regional/Local Funds	3,438	3,437	30,313	32,000	48,000	63.2%
400022 · Woodford County GIS	1,886	2,111	27,345	43,520	70,000	39.1%
400136 · Municipal GIS Support Services	300		2,985		2,000	149.3%
400140 · Tazewell Co. Zoning	833	833	6,716	6,716	10,050	66.8%
400200 · Interest Income	86	98	681	595	500	136.3%
400240 · Woodford County Planning				450	300	0.0%
400254 · Human Services Trans. Plan	2,457	4,446	43,647	28,384	62,000	70.4%
400271 · Regional Server Partnership	750	750	9,750	10,000	10,000	97.5%
400276 · JARC/New Freedom		12,230	24,651	42,174	119,000	20.7%
400279 · Homeless Info. Mgt. Systems			6,638	21,506	10,000	66.4%
400290 · Tazewell Co. GIS Data Requests				38		
400291 · JARC - cicarpool				3,529	5,000	0.0%
400315 · GPSD GIS Staffing	1,511	2,115	15,741	2,115	25,000	63.0%
400319 · IDOT State Planning Funds		342	342	36,992	-	
400323 · Peoria Park District	113	150	2,678	3,150	-	
400324 · Regional Ortho Photo				92,594	-	
400325 · FTA 5310 Admin Fee				8,051	10,000	0.0%
400326 · Para-Transit Study					10,000	0.0%
400327 · Tri County LEPC Mapping				4,860	-	
400328 · MPO Special Projects			13,623		-	
Total Income	\$ 62,243	\$ 74,932	\$ 619,812	\$ 683,187	\$ 1,401,764	44.2%
Expense						
500010 · Advertising and Printing	555		1,501	1,473	3,000	50.0%
500015 · Contractual Services	1,270	16,621	88,758	118,005	334,000	26.6%
500020 · Copier	399	399	3,352	4,112	10,000	33.5%
500025 · Computer Software and Support	8,042	2,002	38,120	22,251	57,800	66.0%
500030 · Equipment Maintenance	128	490	1,041	840	4,000	26.0%
500035 · Group Health Insurance	4,155	4,718	39,781	41,015	80,674	49.3%
500036 · General Insurance	1,023	1,023	8,185	7,184	18,000	45.5%
500040 · Membership and Subscriptions		331	2,144	2,135	7,500	28.6%
500050 · Miscellaneous	421	79	1,872	2,279	2,500	74.9%
500070 · Office Supplies	518	162	2,560	2,238	5,000	51.2%
500080 · Postage	7		409	269	500	81.9%
500085 · Rent	2,849	2,849	22,789	22,789	34,184	66.7%
500086 · Retirement	1,707	1,672	16,764	18,347	35,333	47.4%
500090 · Telephone	426	426	5,003	4,113	7,500	66.7%
500100 · Conference Travel	63		2,427	755	10,000	24.3%
500110 · Utilities	380	380	3,017	3,743	6,000	50.3%
500111 · Travel	134	50	904	1,210	2,500	36.2%
500115 · Conference Registration			2,222	720	11,500	19.3%
500120 · Professional Services	400		22,120	31,195	45,000	49.2%
500130 · Space Costs	828	909	7,527	8,924	13,000	57.9%
510000 · Depreciation Expense	139	139	1,111	2,944	5,000	22.2%
520000 · Salaries	34,501	31,915	286,339	320,857	578,419	49.5%
520600 · Payroll Taxes	3,870	3,863	25,289	25,687	45,514	55.6%
Total Expense	\$ 61,814	\$ 68,028	\$ 583,236	\$ 643,086	\$ 1,316,924	44.3%
Net Income	\$ 429	\$ 6,904	\$ 36,576	\$ 40,101	\$ 84,840	43.1%

**TRI-COUNTY REGIONAL PLANNING COMMISSION
STATEMENTS OF CASH FLOW
FEBRUARY 2017**

OPERATING ACTIVITIES	FEB 2017	YTD
Net Income	\$ 429	\$ 36,576
Adjustments to reconcile Net Income to net cash provided by operations:		
Depreciation	139	1,111
Effects of changes in operating assets and liabilities:		
100020 · Accounts Receivable	7,686	84,989
100050 · Prepaid Expenses	(631)	10,599
200010 · Accounts Payable	4,766	(28,583)
200015 · Accrued Expenses	250	(19)
200021 · Accrued Payroll	333	(4,348)
200055 · Vacation/Personal Time	2,407	(7,209)
200056 · Unvested Retirement Account	(1,192)	3,038
200060 · Employee Deductions	1,520	2,241
200071 · Deferred Revenue - PPUATS	(10,178)	66,740
200103 · Deferred Revenue - Woodford Co.	8,400	1,733
200104 · Deferred Revenue - Regional Server	(750)	3,000
200105 · Deferred Revenue - MPO Special Project		
Net cash provided by Operating Activities	13,179	169,867
INVESTING ACTIVITIES		
100042 · Computer Equipment	-	
100046 · Leasehold Improvements	-	
Net cash provided by Investing Activities	-	-
FINANCING ACTIVITIES		
350000 · Capital Contribution	-	
Net cash provided by Financing Activities	-	-
Net cash increase/(decrease) for period	13,179	169,867
Cash at beginning of period	638,227	481,539
Cash at end of period	\$ 651,406	\$ 651,406

Check Register - General Fund
Tri-County Regional Planning Commission
FEBRUARY 2017

DATE	CHECK #	VENDOR NAME	MEMO	AMOUNT
02/02/2017	14131	A5.com, Inc.	Computer Support	-10.00
02/02/2017	14132	Andrew Hendon'	January expenses	-25.30
02/02/2017	14133	City of Peoria - Rent	February rent	-2,848.67
02/02/2017	14134	Eric Miller'	January expenses	-589.32
02/02/2017	14135	ESRI	Computer Support	-900.00
02/02/2017	14136	FACET, Inc.	Software Support	-385.00
02/02/2017	14137	Heartland Parking	Monthly Parking	-706.00
02/02/2017	14138	Ray Lees	January expenses	-24.73
02/02/2017	14139	Ryan Harms'	January expenses	-231.00
02/02/2017	14140	The Cleaning Source	Cleaning Services	-165.00
02/02/2017	14141	Verizon Wireless	Cell Phones	-203.44
02/03/2017	ACH	Staff	Payroll 2/3/17	-414.23
02/03/2017	ACH	Staff	Payroll 2/3/17	-1,428.20
02/03/2017	ACH	Staff	Payroll 2/3/17	-2,777.66
02/03/2017	ACH	Staff	Payroll 2/3/17	-1,342.31
02/03/2017	ACH	Staff	Payroll 2/3/17	-1,344.36
02/03/2017	ACH	Staff	Payroll 2/3/17	-3,095.68
02/03/2017	ACH	Staff	Payroll 2/3/17	-1,312.01
02/03/2017	ACH	IL Dept of Revenue	Payroll taxes	-574.41
02/03/2017	ACH	United States Treasury	Payroll taxes	-4,409.60
02/03/2017	ACH	Nationwide Retirement Solutions	Retirement Feb 3 payroll	-605.67
02/13/2017	14142	A5.com, Inc.	Annual Google Apps	-800.00
02/13/2017	14143	Donna's Downtown Deli Co.	HSTP Meeting Expense	-166.25
02/13/2017	14144	Hinckley Springs	Water	-66.37
02/13/2017	14145	Martin, Hood, Friese & Associates	Accounting Services	-400.00
02/13/2017	14146	PTC Select	HP T1300 Plotter Printer	-6,779.00
02/13/2017	14147	Quill Corporation	Office Supplies	-90.06
02/16/2017	ACH	Nationwide Retirement Solutions	Employee vesting increase	-2,133.09
02/17/2017	ACH	Staff	Payroll 2/17/17	-1,327.57
02/17/2017	ACH	Staff	Payroll 2/17/17	-608.87
02/17/2017	ACH	Staff	Payroll 2/17/17	-1,342.32
02/17/2017	ACH	Staff	Payroll 2/17/17	-2,372.65
02/17/2017	ACH	Staff	Payroll 2/17/17	-1,344.36
02/17/2017	ACH	Staff	Payroll 2/17/17	-3,095.67
02/17/2017	ACH	Staff	Payroll 2/17/17	-1,312.02
02/17/2017	ACH	IL Dept of Revenue	Payroll taxes	-557.25
02/17/2017	ACH	United States Treasury	Payroll taxes	-4,249.18
02/17/2017	ACH	Nationwide Retirement Solutions	Retirement Feb 17 payroll	-691.73
02/22/2017	14148	Comcast	Internet and Phone Service	-352.07
02/22/2017	14149	Delta Dental	March dental insurance	-212.09
02/22/2017	14150	Everbank Commercial Finance, Inc.	Copier	-393.90
02/22/2017	14151	Guardian	March Vision Insurance	-243.95
02/22/2017	14152	United Healthcare	March Health Insurance	-3,160.08
02/23/2017	ACH	Tri-County Regional Planning Commission	Unvested Retirement Funding February	-941.41
02/27/2017	14153	Donna's Downtown Deli Co.	MPO Director meeting expense	-175.00
02/28/2017	ACH	South Side Bank	Service Charge	-79.39

-56,286.87

TRI-COUNTY REGIONAL PLANNING COMMISSION
COMPARATIVE STATEMENTS OF ASSETS, LIABILITIES, & NET ASSETS
MARCH 31, 2017

ASSETS	MAR 31, 2017	FEB 28, 2017	MAR 31, 2016
Current Assets			
Checking/Savings			
Restricted Cash:			
100012 · Checking - Flexible Benefits	1,620	1,620	1,670
100016 · South Side - Unvested Retirement	12,070	11,053	6,127
100011 · Checking - PPUATS	133,456	143,616	111,466
100018 · Checking - IL MPO Advisory Council	19,238	19,238	19,238
Total Restricted Cash - South Side Bank	<u>166,384</u>	<u>175,527</u>	<u>138,502</u>
Unrestricted Cash:			
100010 · Checking - South Side Bank	483,631	475,878	412,008
Total Checking/Savings South Side Bank	<u>650,015</u>	<u>651,406</u>	<u>550,510</u>
100020 · Accounts Receivable	74,545	66,216	159,693
Other Current Assets			
100025 · Due from Grant Funds			
100050 · Prepaid Expenses	16,763	4,444	13,228
Total Other Current Assets	<u>16,763</u>	<u>4,444</u>	<u>13,228</u>
Total Current Assets	<u>741,324</u>	<u>722,066</u>	<u>723,432</u>
Fixed Assets			
100040 · Office Furniture	54,533	54,533	54,533
100042 · Computer Equipment	70,668	70,668	71,648
100044 · Vehicles	41,567	41,567	41,567
100046 · Leasehold Improvements	7,080	7,080	7,080
Less: Accumulated Depreciation	(170,481)	(170,343)	(169,108)
Total Fixed Assets	<u>3,366</u>	<u>3,505</u>	<u>5,720</u>
TOTAL ASSETS	<u>\$ 744,690</u>	<u>\$ 725,571</u>	<u>\$ 729,152</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
200010 · Accounts Payable	29,405	6,947	73,632
Other Current Liabilities			
200009 · IDOT Payable			103,751
200015 · Accrued Expenses	1,731	1,481	750
200021 · Accrued Payroll	19,154	16,082	20,574
200055 · Vacation/Personal Time	31,043	31,907	39,986
200056 · Unvested Retirement Account	12,058	11,042	6,120
200060 · Employee Deductions	2,450	5,144	3,518
200071 · Deferred Revenue - PPUATS	105,330	118,187	87,776
200092 · Deferred Revenue - IDNR			10,506
200095 · Deferred Revenue - IL MPO	19,238	19,238	19,238
200103 · Deferred Revenue - Woodford Co.	7,467	8,400	10,667
200104 · Deferred Revenue - Regional Server	2,250	3,000	3,750
200105 · Deferred Revenue - MPO Special Project			
Total Other Current Liabilities	<u>200,721</u>	<u>214,479</u>	<u>306,637</u>
Total Current Liabilities	<u>230,126</u>	<u>221,427</u>	<u>380,269</u>
Total Liabilities	<u>230,126</u>	<u>221,427</u>	<u>380,269</u>
Equity			
310000 · General Fixed Asset Equity	5,710	5,710	5,710
350000 · Capital Contribution	193,000	193,000	193,000
390000 · Retained Earnings	268,859	268,859	101,038
Net Income	46,996	36,576	49,136
Total Equity	<u>514,564</u>	<u>504,145</u>	<u>348,883</u>
TOTAL LIABILITIES & EQUITY	<u>\$ 744,690</u>	<u>\$ 725,571</u>	<u>\$ 729,152</u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION
COMPARATIVE STATEMENTS OF INCOME AND EXPENSE
MARCH 2017**

	<u>Month of MAR 2017</u>	<u>Month of FEB 2017</u>	<u>Current FY YTD</u>	<u>Previous FY YTD</u>	<u>Annual FY17 Budget</u>	<u>% Annual FY17 Budget</u>
Income						
400010 · FHWA PL Fund	40,368	31,941	312,541	238,462	640,420	48.8%
400011 · FTA Section 8	11,059	8,751	86,641	73,229	175,511	49.4%
400015 · PPUATS Matching	12,857	10,178	99,804	77,923	203,983	48.9%
400020 · Regional/Local Funds	3,438	3,438	33,750	36,000	48,000	70.3%
400022 · Woodford County GIS	1,650	1,886	28,995	51,332	70,000	41.4%
400136 · Municipal GIS Support Services		300	2,985		2,000	149.3%
400140 · Tazewell Co. Zoning	834	833	7,550	7,550	10,050	75.1%
400200 · Interest Income	97	86	778	681	500	155.6%
400240 · Woodford County Planning				450	300	0.0%
400254 · Human Services Trans. Plan	4,192	2,457	47,838	38,695	62,000	77.2%
400271 · Regional Server Partnership	750	750	10,500	11,250	10,000	105.0%
400276 · JARC/New Freedom			24,651	42,174	119,000	20.7%
400279 · Homeless Info. Mgt. Systems			6,638	23,869	10,000	66.4%
400290 · Tazewell Co. GIS Data Requests				38		
400291 · JARC - carpool				3,529	5,000	0.0%
400315 · GPSD GIS Staffing	3,161	1,511	18,902	4,229	25,000	75.6%
400319 · IDOT State Planning Funds	1,067		1,409	36,992	-	
400323 · Peoria Park District	975	113	3,653	3,150	-	
400324 · Regional Ortho Photo				94,573	-	
400325 · FTA 5310 Admin Fee				8,648	10,000	0.0%
400326 · Para-Transit Study					10,000	0.0%
400327 · Tri County LEPC Mapping				4,860	-	
400328 · MPO Special Projects			13,623		-	
Total Income	\$ 80,446	\$ 62,243	\$ 700,257	\$ 757,634	\$ 1,401,764	50.0%
Expense						
500010 · Advertising and Printing	422	555	1,923	1,473	3,000	64.1%
500015 · Contractual Services	15,516	1,270	104,274	118,005	334,000	31.2%
500020 · Copier	394	399	3,746	4,721	10,000	37.5%
500025 · Computer Software and Support	395	8,042	38,515	24,550	57,800	66.6%
500030 · Equipment Maintenance		128	1,041	840	4,000	26.0%
500035 · Group Health Insurance	5,536	4,155	45,317	47,066	80,674	56.2%
500036 · General Insurance	1,011	1,023	9,196	8,329	18,000	51.1%
500040 · Membership and Subscriptions	263		2,407	2,335	7,500	32.1%
500050 · Miscellaneous	30	421	1,902	2,518	2,500	76.1%
500070 · Office Supplies	455	518	3,015	2,502	5,000	60.3%
500080 · Postage	90	7	499	275	500	99.9%
500085 · Rent	2,849	2,849	25,638	25,638	34,184	75.0%
500086 · Retirement	1,881	1,707	18,645	20,773	35,333	52.8%
500090 · Telephone	(249)	426	4,755	4,639	7,500	63.4%
500100 · Conference Travel		63	2,427	755	10,000	24.3%
500110 · Utilities	380	380	3,397	4,126	6,000	56.6%
500111 · Travel	96	134	1,001	1,483	2,500	40.0%
500115 · Conference Registration			2,222	2,945	11,500	19.3%
500120 · Professional Services		400	22,120	31,195	45,000	49.2%
500130 · Space Costs	972	828	8,499	10,075	13,000	65.4%
510000 · Depreciation Expense	139	139	1,249	3,312	5,000	25.0%
520000 · Salaries	36,047	34,501	322,386	362,013	578,419	55.7%
520600 · Payroll Taxes	3,800	3,870	29,089	28,929	45,514	63.9%
Total Expense	\$ 70,026	\$ 61,814	\$ 653,262	\$ 708,499	\$ 1,316,924	49.6%
Net Income	\$ 10,420	\$ 429	\$ 46,996	\$ 49,136	\$ 84,840	55.4%

**TRI-COUNTY REGIONAL PLANNING COMMISSION
STATEMENTS OF CASH FLOW
MARCH 2017**

OPERATING ACTIVITIES	MAR 2017	YTD
Net Income	\$ 10,420	\$ 46,996
Adjustments to reconcile Net Income to net cash provided by operations:		
Depreciation	139	1,249
Effects of changes in operating assets and liabilities:		
100020 · Accounts Receivable	(8,329)	76,659
100050 · Prepaid Expenses	(12,319)	(1,720)
200010 · Accounts Payable	22,457	(6,126)
200015 · Accrued Expenses	250	231
200021 · Accrued Payroll	3,072	(1,276)
200055 · Vacation/Personal Time	(863)	(8,072)
200056 · Unvested Retirement Account	1,016	4,054
200060 · Employee Deductions	(2,693)	(452)
200071 · Deferred Revenue - PPUATS	(12,857)	53,883
200103 · Deferred Revenue - Woodford Co.	(933)	800
200104 · Deferred Revenue - Regional Server	(750)	2,250
200105 · Deferred Revenue - MPO Special Project		
Net cash provided by Operating Activities	(1,391)	168,476
INVESTING ACTIVITIES		
100042 · Computer Equipment	-	
100046 · Leasehold Improvements	-	
Net cash provided by Investing Activities	-	-
FINANCING ACTIVITIES		
350000 · Capital Contribution	-	
Net cash provided by Financing Activities	-	-
Net cash increase/(decrease) for period	(1,391)	168,476
Cash at beginning of period	651,406	481,539
Cash at end of period	\$ 650,015	\$ 650,015

Check Register - General Fund
Tri-County Regional Planning Commission
MARCH 2017

DATE	CHECK #	VENDOR NAME	MEMO	AMOUNT
03/01/2017	14154	Alta Planning & Design	Contractual Services	-1,270.00
03/01/2017	14155	Andrew Hendon'	February expenses	-57.30
03/01/2017	14156	City of Peoria - Rent	March rent	-2,848.67
03/01/2017	14157	Debbie Ulrich	February expenses	-13.49
03/01/2017	14158	Eric Miller'	February expenses	-191.04
03/01/2017	14159	FACET, Inc.	Software Support	-385.00
03/01/2017	14160	Heartland Parking	Monthly Parking	-663.00
03/01/2017	14161	Ray Lees	February expenses	-23.00
03/01/2017	14162	RK Dixon	Copier	-5.06
03/01/2017	14163	Ryan Harms'	February expenses	-13.00
03/01/2017	14164	Verizon Wireless	Cell Phones	-203.44
03/02/2017	14165	Journal Star	Employment Advertisement	-555.00
03/02/2017	14166	Monge, Crouch & Mahoney, Inc	Professional Liability Insurance	-3,988.00
03/02/2017	14167	Quill Corporation	Office Supplies	-87.94
03/02/2017	14168	The Cleaning Source	Cleaning Services	-165.00
03/02/2017	14169	United Security Communications	Phone Support	-105.00
03/03/2017	ACH	Staff	Payroll 03/03/17	-323.12
03/03/2017	ACH	Staff	Payroll 03/03/17	-390.04
03/03/2017	ACH	Staff	Payroll 03/03/17	-1,392.06
03/03/2017	ACH	Staff	Payroll 03/03/17	-2,777.66
03/03/2017	ACH	Staff	Payroll 03/03/17	-1,342.34
03/03/2017	ACH	Staff	Payroll 03/03/17	-1,344.36
03/03/2017	ACH	Staff	Payroll 03/03/17	-3,095.68
03/03/2017	ACH	Staff	Payroll 03/03/17	-1,312.03
03/03/2017	ACH	IL Dept of Revenue	Payroll Taxes	-585.01
03/03/2017	ACH	United States Treasury	Payroll Taxes	-4,444.48
03/03/2017	ACH	Nationwide Retirement Solutions	Retirement March 3 payroll	-691.73
03/15/2017	14170	A5.com, Inc.	Computer Support	-10.00
03/15/2017	14171	Alta Planning & Design	Contractual Services	-659.00
03/15/2017	14172	Hinckley Springs	Water	-86.38
03/15/2017	14173	Journal Star	Legal Notice	-62.40
03/15/2017	14174	Quill Corporation	Office Supplies	-364.27
03/15/2017	14175	United Healthcare	April Health Insurance	-6,226.64
03/15/2017	14176	WEX Bank	Fuel for Vehicle	-22.64
03/20/2017	ACH	Staff	Payroll 03/20/17	-1,261.52
03/20/2017	ACH	Staff	Payroll 03/20/17	-475.24
03/20/2017	ACH	Staff	Payroll 03/20/17	-1,412.45
03/20/2017	ACH	Staff	Payroll 03/20/17	-1,278.01
03/20/2017	ACH	Staff	Payroll 03/20/17	-2,326.51
03/20/2017	ACH	Staff	Payroll 03/20/17	-1,375.42
03/20/2017	ACH	Staff	Payroll 03/20/17	-3,063.36
03/20/2017	ACH	Staff	Payroll 03/20/17	-1,274.72
03/20/2017	ACH	IL Dept of Revenue	Payroll Taxes	-606.14
03/20/2017	ACH	United States Treasury	Payroll Taxes	-4,539.66
03/20/2017	ACH	Nationwide Retirement Solutions	Retirement March 20 payroll	-695.47
03/23/2017	14177	Comcast	Internet and Phone Service	-352.07
03/23/2017	14178	Delta Dental	April dental insurance	-264.53
03/23/2017	14179	Everbank Commercial Finance, Inc.	Copier	-393.90
03/23/2017	14180	Guardian	April vision premium	-379.79
03/23/2017	14181	Hanson Professional Services Inc.	Contractual Services	-1,066.77
03/23/2017	14182	Pekin Daily Times	Legal notice	-78.80
03/23/2017	14183	PIP Printing	Business Cards	-280.58
03/27/2017	ACH	Tri-County Regional Planning Commission	Unvested Retirement Funding March	-1,016.18
03/29/2017	ACH	IL Dept of Employment Security	Unemployment	-3,763.51
03/30/2017	ACH	United States Treasury	Payroll Taxes	-283.89

-61,892.30

Tri-County Regional Planning Commission
A/R Aging Summary
As of March 31, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
1010-METRO FUNDS FY16	1,066.77	0.00	342.36	0.00	0.00	1,409.13
205-ciCarpool	0.00	0.00	0.00	0.00	-0.22	-0.22
207-HSTP	4,191.53	0.00	6,902.71	58.16	0.00	11,152.40
304.1-Mackinaw Contract	0.00	0.00	0.00	0.00	-512.50	-512.50
500-GREATER PEORIA SANITARY DISTRICT	3,161.03	0.00	0.00	0.00	0.00	3,161.03
5310 Administration	0.00	0.00	0.00	0.00	-0.10	-0.10
600-WOODFORD COUNTY GIS IMPLEMENTATION	1,650.00	0.00	0.00	0.00	0.00	1,650.00
Community Foundation	0.00	0.00	0.00	0.00	0.00	0.00
FTA 8 Fund	11,058.53	0.00	0.00	0.00	0.00	11,058.53
JARC	0.00	0.00	0.00	0.00	0.00	0.00
PEORIA COUNTY DUES	1,333.34	2,666.66	0.00	0.00	0.00	4,000.00
Peoria Park District'	975.00	0.00	112.50	0.00	0.00	1,087.50
PL Funds	40,367.94	0.00	0.00	0.00	0.00	40,367.94
PPUATS City of Washington	0.00	0.00	0.00	0.00	0.00	0.00
PPUATS Woodford County	0.00	0.00	0.00	0.00	0.80	0.80
TAZ CO PLANNING CONTRACT	834.00	0.00	883.00	0.00	-1,717.00	0.00
TAZEWLL COUNTY DUES	1,170.84	1,333.34	0.00	0.00	-1,333.34	1,170.84
Village of Peoria Heights	0.00	0.00	0.00	0.00	0.00	0.00
Woodford County Digital Ortho Photo	0.00	0.00	0.00	0.00	0.00	0.00
WOODFORD COUNTY DUES	0.00	0.00	933.33	933.33	-1,866.66	0.00
TOTAL	65,808.98	4,000.00	9,173.90	991.49	-5,429.02	74,545.35

RESOLUTION 17-38

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO CONTRACT WITH THE FIRM OF MARTIN, HOOD, FRIESE & ASSOCIATES TO COMPLETE THE FINANCIAL AND COMPLIANCE AUDIT FOR THE FISCAL YEAR 2017.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, is required to conduct a yearly audit of revenue and expenditures, and

WHEREAS, the Commission desires to contract with the same firm to undertake the FY17 Audit, and

WHEREAS, the firm of Martin, Hood, Friese & Associates submitted a proposal to provide professional auditing services to the Commission for the year ending June 30, 2017, for an estimated fee of \$18,500 to \$21,500, and

WHEREAS, the Ways and Means Committee of the Commission recommends that the Commission enter into a contract with the firm of Martin, Hood, Friese & Associates.

THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission enter into a contract with the firm of Martin, Hood, Friese & Associates for auditing services for the fiscal year ending June 30, 2017, for an estimated fee of \$18,500 to \$21,500.

Presented this 27th day of April 2017

Adopted this 27th day of April 2017

Stephen Van Winkle, Chairman
Tri-County Regional Planning Commission

ATTEST:

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

Tri-County Regional Planning Commission
 FY 2018 Draft Budget
 April, 2017

DRAFT

Revenue:	FY17	FY18
UWP: FHWA	\$491,723	\$497,820
UWP: FTA	\$134,785	\$132,469
UWP: PPUATS MATCH	\$156,627	\$157,572
PL/FTA Unearned	\$236,779	\$100,000
Regional/Local	\$48,000	\$41,250
Woodford County GIS	\$70,000	\$45,000
Woodford County Planning & Zoning	\$300	\$500
Tazewell County Planning & Zoning	\$10,050	\$9,000
Human Services Transportation Plan - Rural	\$62,000	\$62,000
Regional Server Partnership	\$10,000	\$10,000
Homeless Management Information System	\$10,000	\$0
JARC - ciCarpool - (Driving Change/Air Quality)	\$5,000	\$5,000
GPSD GIS Staffing	\$25,000	\$25,000
IDOT State Planning Funds FY17		
IDOT Rural Planning Funds FY17		
Interest Income	\$500	\$500
FTA JARC & New Freedom (Pass Through)	\$119,000	
FTA Paratransit Study	\$10,000	\$0
LEPC Mapping (New project)	\$0	\$0
FTA 5310 Administration Fee	\$10,000	\$10,000
Tremont Gis	\$2,000	
	\$1,401,764	\$1,096,111

Expense:		
Advertising/Legal Notices	\$3,000	\$3,000
Community Events	\$0	\$500
Contractual Services	\$334,000	\$90,000
Copying and Printing	\$10,000	\$10,000
Repairs and Maintenance	\$4,000	\$4,000
Computer Software and Support	\$32,800	\$25,000
Computer Hardware	\$25,000	\$12,000
Group Health Insurance	\$72,674	\$75,000
Other Employee Benefits (vision, dental, life, disab)	\$8,000	\$9,000
General Insurance - Auto and W/C	\$18,000	\$18,000
Memberships and Subscriptions	\$7,500	\$7,500
Miscellaneous	\$2,500	\$2,500
Office Supplies	\$5,000	\$4,000
Postage	\$500	\$500
Space Costs - Rent	\$34,184	\$34,184
Space Costs - Utilities	\$6,000	\$7,000
Space Costs - Parking	\$13,000	\$13,000
Retirement	\$35,333	\$27,000
Salaries	\$578,419	\$511,759
Telephone	\$7,500	\$7,500
Conference Travel	\$10,000	\$5,000
Local Travel	\$2,500	\$5,000
Conferences Registration	\$4,000	\$4,000
APWA Conference Registration	\$7,500	\$7,500
Professional Services - Legal	\$20,000	\$20,000
Professional Services - Accounting/Audit	\$25,000	\$28,000
Professional Services Compensation and benefits Study		\$7,000
ER Taxes (@8%)	\$45,514	\$40,300
Depreciation Expense	\$5,000	\$5,000
	\$1,316,924	\$983,243
Excess rev. over exp.	\$84,840	\$112,868
CONTRACTUAL SERVICES		
Peoria County JARC & NF (Pass Thru)		
PPUATS Special Projects	\$90,000	
	\$90,000	