

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

**Thursday, February 23, 2017
4:30 PM**

AGENDA

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes of January 26 , 2017
5. Recommendation to Commission the approval of January 2017 Financial Reports and Billings (Resolution 17-31)
6. Discussion and Recommendation to Commission the approval of TCRPC credit card policy
7. Other
8. Adjournment

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

**Thursday, January 26, 2017
4:30 PM**

MINUTES

1. Call to Order
Vice chair Proehl called the meeting to order at 4:30 pm
2. Roll Call
Present: Proehl, and Drury. Staff: Miller, Lees, and Fletcher. Also Bruce Carmitchel- IDOT
3. Public Input- none
4. Approval of Minutes of October 27, 2016.
Drury moved to approve October 7, 2016 minutes and Proehl seconded. Motion carried.
5. Recommend to Commission the approval of October/November/December 2016 Financial Reports and Billings (Resolution 17-23)
Drury moved to approve and recommend to Commission Resolution 17-23 and Proehl seconded. Motion carried.
 - Fletcher updated that in October our net income was down \$3,853 due to staff leaving mid month, and in November it was down from October due to a staff member left at the end of the month. December Operating cash was \$465,392, account receivables were \$49, 120 and payables were \$1,030. December revenue was 39,765, expenses \$43,931 with a net loss of \$ 4,166. Operating revenue was down due to reduced staff and 19 work days and 3 holidays. Operating expenses were down for November due to staff salaries and related expenses plus quarterly sick time conversion. Over all December was not the best month due to lack of staff and holidays.
 - Miller updated on the staffing concerns and that 2 offers are out for replacing the 2 Planner positions.
 - Proehl asked if we can track what each planner generates. Miller responded that each person is billed out at a utilization rate.

6. Other

Miller asked what the committee thought of TCRPC getting a credit card. The point of getting one would be to do daily transitions. The auditors are neutral on the subject. As of now Miller is putting them on his personal card. This could open his statement to FOIA requests. Drury asked if a policy is in place and Miller said no. We had one but the request to get a credit card was denied. He asked to place this on next month's agenda.

7. Adjournment

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

Respectively submitted,

Eric Miller

Executive Director

Recorded and subscribed by Debbie Ulrich

RESOLUTION 17-31

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR JANUARY 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 January 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 January 2017 are approved.

Presented this 23rd day of February 2017

Adopted this 23rd day of February 2017

Stephen Van Winkle, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller
Executive Director
Tri-County Regional Planning Commission

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

ASSETS	JAN 31, 2017	DEC 31, 2016	JAN 31, 2016
Current Assets			
Checking/Savings			
Restricted Cash:			
100012 · Checking - Flexible Benefits	1,620	1,620	1,650
100016 · South Side - Unvested Retirement	12,244	11,467	5,807
100011 · Checking - PPUATS	153,283	158,562	130,753
100018 · Checking - IL MPO Advisory Council	19,238	19,238	19,238
Total Restricted Cash - South Side Bank	<u>186,385</u>	<u>190,887</u>	<u>157,448</u>
Unrestricted Cash:			
100010 · Checking - South Side Bank	451,841	465,392	478,460
Total Checking/Savings South Side Bank	<u>638,227</u>	<u>656,279</u>	<u>635,908</u>
100020 · Accounts Receivable	73,902	49,129	114,675
Other Current Assets			
100025 · Due from Grant Funds			
100050 · Prepaid Expenses	3,813	5,200	506
Total Other Current Assets	<u>3,813</u>	<u>5,200</u>	<u>506</u>
Total Current Assets	<u>715,942</u>	<u>710,608</u>	<u>751,088</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	(170,204)	(170,065)	(168,372)
Total Fixed Assets	<u>3,644</u>	<u>3,783</u>	<u>6,456</u>
TOTAL ASSETS	<u>\$ 719,586</u>	<u>\$ 714,391</u>	<u>\$ 757,544</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
200010 · Accounts Payable	2,182	1,030	104,458
Other Current Liabilities			
200009 · IDOT Payable			103,751
200015 · Accrued Expenses	1,231	981	250
200021 · Accrued Payroll	15,749	11,818	20,030
200055 · Vacation/Personal Time	29,500	28,892	38,862
200056 · Unvested Retirement Account	12,234	11,456	5,800
200060 · Employee Deductions	3,623	1,616	3,635
200071 · Deferred Revenue - PPUATS	128,365	138,049	105,074
200092 · Deferred Revenue - IDNR			10,506
200095 · Deferred Revenue - IL MPO	19,238	19,238	19,238
200103 · Deferred Revenue - Woodford Co.			13,333
200104 · Deferred Revenue - Regional Server	3,750	4,500	6,250
200105 · Deferred Revenue - MPO Special Project			
Total Other Current Liabilities	<u>213,689</u>	<u>216,550</u>	<u>326,730</u>
Total Current Liabilities	<u>215,871</u>	<u>217,580</u>	<u>431,188</u>
Total Liabilities	<u>215,871</u>	<u>217,580</u>	<u>431,188</u>
Equity			
310000 · General Fixed Asset Equity	4,616	4,616	5,710
350000 · Capital Contribution	193,000	193,000	193,000
390000 · Retained Earnings	269,953	269,953	101,038
Net Income	36,147	29,243	26,609
Total Equity	<u>503,715</u>	<u>496,811</u>	<u>326,356</u>
TOTAL LIABILITIES & EQUITY	<u>\$ 719,586</u>	<u>\$ 714,391</u>	<u>\$ 757,544</u>

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

	<u>Month of</u> <u>JAN 2017</u>	<u>Month of</u> <u>DEC 2016</u>	<u>Current FY</u> <u>YTD</u>	<u>Previous FY</u> <u>YTD</u>	<u>Annual</u> <u>FY17 Budget</u>	<u>% Annual</u> <u>FY17 Budget</u>
Income						
400010 · FHWA PL Fund	30,409	16,642	240,231	185,522	640,420	37.5%
400011 · FTA Section 8	8,328	4,558	66,832	56,977	175,511	38.1%
400015 · PPUATS Matching	9,684	5,300	76,769	60,625	203,983	37.6%
400020 · Regional/Local Funds	3,437	3,438	26,875	28,000	48,000	56.0%
400022 · Woodford County GIS	2,111	1,323	25,460	38,809	70,000	36.4%
400136 · Municipal GIS Support Services			2,685		2,000	134.3%
400140 · Tazewell Co. Zoning	833	884	5,883	5,883	10,050	58.5%
400200 · Interest Income	98	97	595	509	500	119.1%
400240 · Woodford County Planning				450	300	0.0%
400254 · Human Services Trans. Plan	4,446	3,491	41,189	19,983	62,000	66.4%
400271 · Regional Server Partnership	750	750	9,000	8,750	10,000	90.0%
400276 · JARC/New Freedom	12,230		24,651	42,174	119,000	20.7%
400279 · Homeless Info. Mgt. Systems			6,638	19,256	10,000	66.4%
400290 · Tazewell Co. GIS Data Requests				38		
400291 · JARC - cicarpool				3,132	5,000	0.0%
400315 · GPSD GIS Staffing	2,115	2,107	14,230	529	25,000	56.9%
400319 · IDOT State Planning Funds	342		342	36,992	-	
400323 · Peoria Park District	150	75	2,565	3,150	-	
400324 · Regional Ortho Photo				90,748	-	
400325 · FTA 5310 Admin Fee				6,660	10,000	0.0%
400326 · Para-Transit Study					10,000	0.0%
400327 · Tri County LEPC Mapping				4,860	-	
400328 · MPO Special Projects		1,101	13,623		-	
Total Income	\$ 74,932	\$ 39,765	\$ 557,569	\$ 613,046	\$ 1,401,764	39.8%
Expense						
500010 · Advertising and Printing		40	946	1,473	3,000	31.5%
500015 · Contractual Services	16,621	5,261	87,488	118,005	334,000	26.2%
500020 · Copier	399	394	2,953	3,525	10,000	29.5%
500025 · Computer Software and Support	2,002	800	30,078	20,922	57,800	52.0%
500030 · Equipment Maintenance	490		913	808	4,000	22.8%
500035 · Group Health Insurance	4,718	3,051	35,625	41,345	80,674	44.2%
500036 · General Insurance	1,023	1,023	7,162	6,678	18,000	39.8%
500040 · Membership and Subscriptions	331		2,144	2,135	7,500	28.6%
500050 · Miscellaneous	79	29	1,451	2,075	2,500	58.0%
500070 · Office Supplies	162	440	2,042	1,975	5,000	40.8%
500080 · Postage		110	403	269	500	80.6%
500085 · Rent	2,849	2,849	19,941	19,941	34,184	58.3%
500086 · Retirement	1,672	1,322	15,057	15,921	35,333	42.6%
500090 · Telephone	426	426	4,578	3,591	7,500	61.0%
500100 · Conference Travel			2,364	755	10,000	23.6%
500110 · Utilities	380	380	2,638	3,361	6,000	44.0%
500111 · Travel	50	31	770	1,156	2,500	30.8%
500115 · Conference Registration		200	2,222	720	11,500	19.3%
500120 · Professional Services			21,720	30,845	45,000	48.3%
500130 · Space Costs	909	753	6,699	7,844	13,000	51.5%
510000 · Depreciation Expense	139	139	972	2,576	5,000	19.4%
520000 · Salaries	31,915	24,863	251,839	278,194	578,419	43.5%
520600 · Payroll Taxes	3,863	1,818	21,419	22,325	45,514	47.1%
Total Expense	\$ 68,028	\$ 43,931	\$ 521,422	\$ 586,438	\$ 1,316,924	39.6%
Net Income	\$ 6,904	\$ (4,166)	\$ 36,147	\$ 26,609	\$ 84,840	42.6%

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

OPERATING ACTIVITIES	<u>JAN 2017</u>	<u>YTD</u>
Net Income	\$ 6,904	\$ 36,147
Adjustments to reconcile Net Income to net cash provided by operations:		
Depreciation	139	972
Effects of changes in operating assets and liabilities:		
100020 · Accounts Receivable	(24,774)	77,302
100050 · Prepaid Expenses	1,388	11,231
200010 · Accounts Payable	552	(33,349)
200015 · Accrued Expenses	250	(269)
200021 · Accrued Payroll	3,930	(4,681)
200055 · Vacation/Personal Time	608	(9,616)
200056 · Unvested Retirement Account	777	4,230
200060 · Employee Deductions	2,007	721
200071 · Deferred Revenue - PPUATS	(9,684)	76,918
200103 · Deferred Revenue - Woodford Co.		(6,667)
200104 · Deferred Revenue - Regional Server	(750)	3,750
200105 · Deferred Revenue - MPO Special Project		
Net cash provided by Operating Activities	<u>(18,652)</u>	<u>156,688</u>
INVESTING ACTIVITIES		
100042 · Computer Equipment	-	
100046 · Leasehold Improvements	-	
Net cash provided by Investing Activities	<u>-</u>	<u>-</u>
FINANCING ACTIVITIES		
350000 · Capital Contribution	-	
Net cash provided by Financing Activities	<u>-</u>	<u>-</u>
Net cash increase/(decrease) for period	(18,652)	156,688
Cash at beginning of period	<u>656,879</u>	<u>481,539</u>
Cash at end of period	<u>\$ 638,227</u>	<u>\$ 638,227</u>

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

DATE	CHECK #	VENDOR NAME	MEMO	AMOUNT
01/04/2017	14102	A5.com, Inc.	Computer support	-10.00
01/04/2017	14103	Andrew Hendon'	December expenses	-17.94
01/04/2017	14104	Eric Miller'	December expenses	-67.99
01/04/2017	14105	FACET, Inc.	Software support	-385.00
01/04/2017	14106	Hasler, Inc.	Postage	-110.00
01/04/2017	14107	Journal Star	Legal notice	-15.60
01/04/2017	14108	Neopost USA Inc	Postage meter - quarterly	-93.34
01/04/2017	14109	OIC Group, Incorporated	Computer support	-224.85
01/04/2017	14110	Peoria Area Chamber of Commerce	State of City Address	-100.00
01/04/2017	14111	Quill Corporation	Office Supplies	-22.99
01/04/2017	14112	Ryan Harms'	December expenses	-13.23
01/04/2017	14113	Verizon Wireless	Cell phones	-203.52
01/05/2017	ACH	Staff	Payroll 1/5/17	-1,428.18
01/05/2017	ACH	Staff	Payroll 1/5/17	-210.62
01/05/2017	ACH	Staff	Payroll 1/5/17	-1,342.33
01/05/2017	ACH	Staff	Payroll 1/5/17	-1,344.37
01/05/2017	ACH	Staff	Payroll 1/5/17	-3,095.67
01/05/2017	ACH	Staff	Payroll 1/5/17	-1,312.03
01/05/2017	ACH	IL Dept of Revenue	Payroll taxes	-427.02
01/05/2017	ACH	United States Treasury	Payroll taxes	-3,307.18
01/05/2017	ACH	Nationwide Retirement Solutions	Retirement Jan 5 payroll	-605.67
01/05/2017	ACH	IL Dept of Employment Security	Unemployment	-6.46
01/05/2017	14114	City of Peoria - Rent	January rent	-2,848.67
01/05/2017	14115	Heartland Parking	Monthly parking	-700.50
01/05/2017	14116	The Cleaning Source	Cleaning services	-165.00
01/16/2017	14117	FACET, Inc.	Computer support	-337.50
01/16/2017	14118	Hinckley Springs	Water	-75.83
01/20/2017	ACH	Staff	Payroll 1/20/17	-2,124.05
01/20/2017	ACH	Staff	Payroll 1/20/17	-523.65
01/20/2017	ACH	Staff	Payroll 1/20/17	-1,342.32
01/20/2017	ACH	Staff	Payroll 1/20/17	-1,362.68
01/20/2017	ACH	Staff	Payroll 1/20/17	-1,344.37
01/20/2017	ACH	Staff	Payroll 1/20/17	-3,095.66
01/20/2017	ACH	Staff	Payroll 1/20/17	-1,312.02
01/20/2017	ACH	IL Dept of Revenue	Payroll taxes	-542.13
01/20/2017	ACH	United States Treasury	Payroll taxes	-4,124.84
01/20/2017	ACH	Nationwide Retirement Solutions	Retirement Jan 20 payroll	-605.67
01/26/2017	14119	Alta Planning & Design	Contractual Services	-4,049.80
01/26/2017	14120	City Link	JARC/NF	-12,229.06
01/26/2017	14121	Comcast	Internet and phone service	-352.07
01/26/2017	14122	Delta Dental	February dental insurance	-133.43
01/26/2017	14123	Everbank Commercial Finance, Inc.	Copier	-393.90
01/26/2017	14124	Hanson Professional Services Inc.	Contractual Services	-342.36
01/26/2017	14125	Heart of Illinois United Way	Employee contributions	-600.00
01/26/2017	14126	Quill Corporation	Office Supplies	-54.72
01/26/2017	14127	RK Dixon	Copier	-4.66
01/26/2017	14128	United Healthcare of the River Valley	February health insurance	-4,926.03
01/26/2017	14129	United Security Communications	Phone support	-210.00
01/26/2017	14130	Uftring Automall	Maintenance - Escape	-187.10
01/26/2017	ACH	Tri-County Regional Planning Commission	Unvested Retirement Funding January	-777.25
01/31/2017	ACH	South Side Bank	Service Charge	-79.35

-59,188.61

**Tri-County Regional Planning Commission
A/R Aging Summary**

As of January 31, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
1000-METRO FUNDS FY14	0.00	0.00	0.00	0.00	5,592.51	5,592.51
1010-METRO FUNDS FY16	342.36	0.00	0.00	0.00	0.00	342.36
205-ciCarpool	0.00	0.00	0.00	0.00	-0.22	-0.22
207-HSTP	4,445.51	0.00	3,490.95	4,423.49	5,214.77	17,574.72
304.1-Mackinaw Contract	0.00	0.00	0.00	0.00	-512.50	-512.50
500-GREATER PEORIA SANITARY DISTRICT	2,114.72	0.00	0.00	0.00	0.00	2,114.72
5310 Administration	0.00	0.00	0.00	0.00	-0.10	-0.10
600-WOODFORD COUNTY GIS IMPLEMENTATION	2,110.58	1,323.08	0.00	0.00	0.00	3,433.66
Community Foundation	0.00	0.00	0.00	0.00	0.00	0.00
FTA 8 Fund	8,327.80	0.00	0.00	0.00	0.00	8,327.80
JARC	0.00	0.00	0.00	0.00	0.00	0.00
PEORIA COUNTY DUES	1,333.33	0.00	0.00	0.00	0.00	1,333.33
Peoria Park District'	150.00	0.00	75.00	0.00	0.00	225.00
PL Funds	30,408.96	0.00	0.00	2,520.00	-2,500.00	30,428.96
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	833.00	0.00	884.00	833.00	-1,717.00	833.00
TAZEWLL COUNTY DUES	1,170.83	1,170.83	1,333.34	0.00	-1,333.34	2,341.66
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	933.33	0.00	933.33	0.00	0.00	1,866.66
TOTAL	52,170.42	2,493.91	6,716.62	7,776.49	4,744.92	73,902.36

Tri-County Regional Planning Commission

Credit Card Policy

Who is allowed a credit card

Tri-County credit card will be issued to the Executive Director after approval by the Commission. No additional credit card can be issued without prior approval by Commission. Cardholder will be required to sign an application/cardholder agreement (attached) prior to issuance of their card.

Credit Limit

The card will be limited to a maximum of \$5,000. Increases to this limit require approval by the Commission.

Card Usage

Credit card will only be used for business purposes. Personal purchases of any type are not allowed. If the card is inadvertently used for an employee's personal expenses, the Commission reserves the right to recover these monies from the employee cardholder. Cardholder will be required to sign a declaration authorizing Tri-County to recover, from their salary, any amount incorrectly claimed.

The following purchases are not allowed:

- Cash advances
- Alcoholic beverages/tobacco products
- Personal items

The following purchases are allowed only with prior consent of the Commission:

- Out-of-State Travel
- Transactions over \$999

Only the named cardholder is allowed to make purchases using the Commission credit card. Purchases may be made on behalf of another employee; however, the cardholder should not allow other employees to use their card.

Procedures

Detailed receipts must be retained and attached to the credit card statements. In the case of meals, entertainment and travel, each receipt must include the names of all persons involved in the purchased, and a brief description of the business purpose.

All monthly statements submitted for payment must include the initials of the cardholder, review and the signature of the approving party and the date of approval. Supporting documentation must be completed for bill payment within the 10 days of receipt of the statement to enable timely payment of

amounts due. On-line credentials will be held by the Executive Director, Office Manager, and Payables Clerk in order to ensure that payment may be made during the grace period.

The Executive Director will review and approve the transactions of the Planning Program Manager. The Ways & Means Committee will review and approve the transactions of the Executive Director.

All monthly statements submitted for payment must have the appropriate account number (s) and the associated amounts clearly written on the statement for appropriate posting to the general ledger.