

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

**Thursday, February 22, 2018
4:30 PM**

AGENDA

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes of October 26 , 2017
5. Recommendation to Commission the approval of January Financial Reports and Billings
(Resolution 18-32)
6. Other
7. Adjournment

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

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

Minutes

1. Call to Order
Chairman Delaney called the meeting to order at 5:30 pm
2. Roll Call
Present: Delaney, and Drury. Excused: Proehl Also present: Miller, Lees, Stratton and Greg Douglas-Martin, Hood, and Freise.
3. Public Input-none
4. Approval of Minutes of September 28, 2017
Drury moved to approve the September 28, 2017 minutes and Delaney seconded. Motion carried.
5. Recommendation to Commission the approval of September 2017 Financial Reports and Billings (Resolution 18-16)
Drury moved to recommend to Commission the approval of September 2017 Financial Reports and Billings (Resolution 18-16) and Delaney seconded. Motion carried.
Stratton reported on the following:
 - Operating cash is \$477,274, accounts receivable is \$136,924, and account payables is \$23,877
 - Total revenue is \$111,673, and total expenses are \$116,967 which leaves a negative balance of \$5,294
 - Pass- through costs are \$46,719, operating revenue is \$65,000 thousand down \$9,000 from August due to 3 fewer working days at new rate and also duplication of 2 employees doing same job, one being trained.
 - Operating expenses are \$70,246 equal to August
 - 2 accountants training- \$1,000
 - Back up training \$650
 - Legal fees (procurement policy) \$1,500
 - Bottom line remains the same at \$5,000
6. Recommendation to Commission the approval of FY17 Audit (Resolution 18-17)
Drury moved to recommend to Commission the approval of FY17 Audit (Resolution 18-17) and Delaney seconded. Motion carried.

- Miller introduced Greg Douglas from Martin, Hood , and Freise & Assoc.
- Douglas reported on the following:
 - Opinion and financial statements all agreed with audit.
 - Cash net is \$110,879
 - Increase of cash assets by \$70,904
 - Increase in cash flow by \$78, 328
 - There was not a note disclosure
 - The management's estimate of the allowance for uncollectible receivables is based on past payment history with the state or federal agencies from which accounts receivable are due at June 30, 2017.
 - The management's estimate of the eligible expenses , including indirect cost allocations, for the grants was based on all available guidance from IDOT and U.S. Department of Transportation.
- Miller mentioned they will be doing a management analysis as requested for next year.
- Douglas thanked all staff. Audit went very well. Finished 1 week ahead of schedule.

7. Other-none

8. Adjournment

Drury moved to adjourn at 5:00 pm and Delaney seconded. Motion carried.

Respectively submitted by:

Eric W. Miller, Executive Director

Recorded and transcribed by: Debbie Ulrich

RESOLUTION 18-32

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR JANUARY 2018

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 2018, 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 2018 are approved.

Presented this 22nd day of February 2018

Adopted this 22nd day of February 2018

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
JANUARY 2018

ASSETS	JAN 31, 2018	DEC 31, 2017	JAN 31, 2017
Current Assets			
Checking/Savings			
Restricted Cash:			
100012 · Checking - Flexible Benefits	1,620	1,620	1,620
100016 · South Side - Unvested Retirement	21,320	21,320	12,244
100011 · Checking - PPUATS	160,230	171,609	153,283
100018 · Checking - IL MPO Advisory Council	19,238	19,238	19,238
Total Restricted Cash - South Side Bank	202,409	213,787	186,385
Unrestricted Cash:			
100010 · Checking - South Side Bank	489,773	475,449	451,841
Total Checking/Savings South Side Bank	692,182	689,236	638,227
100020 · Accounts Receivable	153,471	157,950	73,902
Other Current Assets			
100025 · Due from Grant Funds	-	-	-
100050 · Prepaid Expenses	12,318	13,358	3,813
Total Other Current Assets	12,318	13,358	3,813
Total Current Assets	857,971	860,544	715,942
Fixed Assets			
100040 · Office Furniture	54,533	54,533	54,533
100042 · Computer Equipment	83,413	83,413	70,668
100044 · Vehicles	41,567	41,567	41,567
100046 · Leasehold Improvements	7,080	7,080	7,080
Less: Accumulated Depreciation	(176,447)	(175,975)	(170,204)
Total Fixed Assets	10,146	10,618	3,644
TOTAL ASSETS	\$ 868,117	\$ 871,162	\$ 719,586
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
200010 · Accounts Payable	58,343	59,705	1,630
Other Current Liabilities			
200009 · IDOT Payable	-	-	-
200015 · Accrued Expenses	379	189	981
200021 · Accrued Payroll	21,234	20,749	11,818
200055 · Vacation/Personal Time	38,092	37,480	28,892
200056 · Unvested Retirement Account	22,476	21,302	11,456
200060 · Employer Liabilities	8,261	7,920	1,616
200071 · Deferred Revenue - PPUATS	124,919	137,067	138,049
200092 · Deferred Revenue - IDNR	-	-	-
200095 · Deferred Revenue - IL MPO	19,238	19,238	19,238
200103 · Deferred Revenue - Woodford Co.	-	-	-
200104 · Deferred Revenue - Regional Server	3,750	4,500	4,500
200105 · Deferred Revenue - MPO Special Project	-	-	-
Total Other Current Liabilities	238,349	248,445	216,550
Total Current Liabilities	296,692	308,150	218,180
Total Liabilities	296,692	308,150	218,180
Equity			
310000 · General Fixed Asset Equity	13,450	13,450	5,710
350000 · Capital Contribution	193,000	193,000	193,000
390000 · Retained Earnings	332,021	332,021	268,859
Net Income	32,954	24,541	29,243
Total Equity	571,425	563,012	496,811
TOTAL LIABILITIES & EQUITY	\$ 868,117	\$ 871,162	\$ 714,991

**TRI-COUNTY REGIONAL PLANNING COMMISSION
COMPARATIVE STATEMENTS OF INCOME AND EXPENSE
JANUARY 2018**

	Month of JAN 2018	Month of DEC 2017	Current FY YTD	Previous FY YTD	Annual FY18 Budget	% Annual FY18 Budget
Income						
400010 · FHWA PL Fund	38,387	31,764	298,155	268,049	643,330	46.3%
400011 · FTA Section 8	10,204	8,444	79,562	73,410	171,189	46.5%
400015 · PPUATS Matching	12,148	10,052	94,431	85,370	203,630	46.4%
400020 · Regional/Local Funds	2,504	2,504	22,196	24,063	41,250	53.8%
400022 · Woodford County GIS	4,533	2,085	28,401	16,297	45,000	63.1%
400136 · Municipal GIS Support Services	-	-	2,423	1,163	-	0.0%
400140 · Tazewell Co. Zoning	754	754	6,160	5,276	9,000	68.4%
400188 · City of El Paso GIS	-	-	-	-	5,000	0.0%
400200 · Interest Income	100	104	660	635	500	132.1%
400210 · Other	-	-	1,707	-	-	0.0%
400240 · Woodford County Planning	-	-	-	-	500	0.0%
400254 · Human Services Trans. Plan	1,062	4,158	23,029	25,910	62,000	37.1%
400271 · Regional Server Partnership	750	750	5,250	5,250	10,000	52.5%
400276 · JARC/New Freedom	22,631	-	56,744	25,405	86,979	65.2%
400279 · Homeless Info. Mgt. Systems	-	-	-	-	-	0.0%
400291 · JARC - cicarpool	-	-	-	-	5,000	0.0%
400315 · GPSD GIS Staffing	3,600	1,725	12,374	14,938	25,000	49.5%
400322 · Hazard Mitigation Plan	-	3,900	8,004	-	48,713	16.4%
400323 · Peoria Park District	-	-	488	1,913	-	0.0%
400325 · FTA 5310 Admin Fee	-	-	-	-	10,000	0.0%
400326 · Para-Transit Study	-	-	-	-	12,000	0.0%
400328 · MPO Special Projects	-	-	-	1,101	-	0.0%
400329 · IDOT Dist 4	-	11,857	31,565	-	-	0.0%
400321 · IDOT FY16	-	-	-	41,619	-	0.0%
400330 · IDOT State Planning FY17	-	-	-	-	157,000	0.0%
400016 · IDOT Rural Planning FY18	3,218	-	3,218	-	32,000	10.1%
400320 · Regional Water Supply Plan	3,738	4,740	9,718	-	20,000	48.6%
Total Income	\$ 103,628	\$ 82,836	\$ 684,084	\$ 590,398	\$ 1,588,091	43.1%
Expense						
500010 · Advertising and Printing	-	-	847	1,546	3,000	28.2%
500012 · Community Events	-	-	-	-	500	0.0%
500015 · Contractual Services	24,642	31,787	137,817	168,557	569,925	24.2%
500020 · Copier	404	408	3,069	2,841	10,000	30.7%
500025 · Computer Software and Support	1,521	744	30,506	5,385	64,408	47.4%
500030 · Equipment Maintenance	4,286	-	4,986	900	4,000	124.7%
500035 · Group Health Insurance	6,070	6,032	42,666	34,652	84,000	50.8%
500036 · General Insurance	1,011	1,011	6,560	7,114	18,000	36.4%
500040 · Membership and Subscriptions	-	-	2,439	1,004	7,500	32.5%
500050 · Miscellaneous	31	(213)	1,007	1,261	2,500	40.3%
500070 · Office Supplies	283	157	2,446	2,588	4,000	61.2%
500080 · Postage	-	32	122	387	500	24.3%
500085 · Rent	2,849	2,849	19,941	19,941	34,184	58.3%
500086 · Retirement	2,154	2,087	16,760	12,378	27,000	62.1%
500090 · Telephone	424	429	3,118	2,307	7,500	41.6%
500100 · Conference Travel	-	-	3,624	252	5,000	72.5%
500110 · Utilities	332	(886)	1,346	2,659	7,000	19.2%
500111 · Travel	(72)	54	1,154	689	5,000	23.1%
500115 · Conference Registration	-	-	1,035	7,700	11,500	9.0%
500120 · Professional Services	-	-	18,162	1,552	55,000	33.0%
500130 · Space Costs	1,076	1,048	8,155	6,808	13,000	62.7%
510000 · Depreciation Expense	472	472	3,304	3,217	5,000	66.1%
520000 · Salaries	44,631	39,716	312,613	245,607	511,759	61.1%
520600 · Payroll Taxes	5,610	5,320	29,545	23,561	40,300	73.3%
Total Expense	\$ 95,723	\$ 91,045	\$ 651,221	\$ 552,905	\$ 1,490,576	43.7%
Net Income	\$ 7,904	\$ (8,210)	\$ 32,863	\$ 37,494	\$ 97,515	

**TRI-COUNTY REGIONAL PLANNING COMMISSION
STATEMENTS OF CASH FLOW
JANUARY 2018**

	JAN 18	YTD
OPERATING ACTIVITIES		
Net Income	\$ 7,904	\$ 32,863
Adjustments to reconcile Net Income to net cash provided by operations:		
Depreciation	472	3,304
Effects of changes in operating assets and liabilities:		
100020 · Accounts Receivable	4,897	(15,569)
100050 · Prepaid Expenses	1,040	4,647
200010 · Accounts Payable	(1,271)	24,498
200015 · Accrued Expenses	189	(2,102)
200021 · Accrued Payroll	485	(433)
200055 · Vacation/Personal Time	612	6,469
200056 · Unvested Retirement Account	1,174	7,079
200060 · Employer Liabilities	341	5,535
200071 · Deferred Revenue - PPUATS	(12,148)	66,941
200103 · Deferred Revenue - Woodford Co.	0	(4,667)
200104 · Deferred Revenue - Regional Server	(750)	3,750
200105 · Deferred Revenue - MPO Special Project		
Net cash provided by Operating Activities	2,946	132,315
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	2,946	132,315
Cash at beginning of period	689,236	559,867
Cash at end of period	\$ 692,182	\$ 692,182

Check Register - General Fund
Tri-County Regional Planning Commission
JANUARY 2018

DATE	CHECK #	VENDOR NAME	MEMO	AMOUNT
01/03/2018	14473	*Hannah Martin	December Mileage	20.54
01/03/2018	14474	*Reema Abi-Akar	December Mileage	14.98
01/03/2018	14489	A5.com, Inc.	Web hosting	19.95
01/03/2018	14490	Comcast	Internet	353.57
01/03/2018	14491	Delta Dental	January dental insurance	266.86
01/03/2018	14492	Everbank Commercial Finance, Inc.	Copier	403.94
01/03/2018	14493	FACET, Inc.	Web Hosting	385.00
01/03/2018	14494	Guardian	January vision, STD, life insurance	390.55
01/03/2018	14495	Heartland Parking 243602	Employee parking	820.00
01/03/2018	14496	Hinckley Springs	Office water	55.05
01/03/2018	14497	OIC Group, Incorporated	Quarterly web hosting & support	224.85
01/03/2018	14498	Peoria Public Library	Meeting expense	30.00
01/03/2018	14499	RK Dixon	Copier	3.91
01/03/2018	14500	SouthSide Bank Credit Card	December charges	146.11
01/03/2018	14501	United Healthcare	January health insurance	6,624.61
01/03/2018	14502	Verizon Wireless	Telephone	205.60
01/03/2018	14503	City of Peoria - Rent & Utilities	January rent	2,848.67
01/03/2018	ACH	IL Dept of Revenue	Payroll taxes	1,044.58
01/03/2018	ACH	United States Treasury	Payroll taxes	5,781.64
01/05/2018	ACH	Staff	Payroll 12/16/17 - 12/31/17	1,117.69
01/05/2018	ACH	Staff	Payroll 12/16/17 - 12/31/17	1,344.75
01/05/2018	ACH	Staff	Payroll 12/16/17 - 12/31/17	1,452.64
01/05/2018	ACH	Staff	Payroll 12/16/17 - 12/31/17	1,418.02
01/05/2018	ACH	Staff	Payroll 12/16/17 - 12/31/17	2,784.78
01/05/2018	ACH	Staff	Payroll 12/16/17 - 12/31/17	1,420.51
01/05/2018	ACH	Staff	Payroll 12/16/17 - 12/31/17	3,045.67
01/05/2018	ACH	Staff	Payroll 12/16/17 - 12/31/17	1,376.47
01/05/2018	ACH	Staff	Payroll 12/16/17 - 12/31/17	124.26
01/05/2018	ACH	Staff	Payroll 12/16/17 - 12/31/17	585.02
01/05/2018	ACH	Staff	Payroll 12/16/17 - 12/31/17	350.56
01/05/2018	ACH	Nationwide Retirement Solutions	January 5th payroll	954.44
01/09/2018	14504	*Andrew Hendon	December Mileage	20.12
01/09/2018	14505	A5.com, Inc.	Web hosting	19.95
01/09/2018	14506	Aimen's Stamp & Sign Co.	Office supplies	31.50
01/09/2018	14507	City of Peoria - Rent & Utilities	TCRPC share of Ameren	1,119.20
01/09/2018	14508	Heartland Parking Inc. 243651	Parking validations	98.00
01/09/2018	14509	Neopost USA Inc	Postage	107.33
01/09/2018	14510	Quill Corporation	Office supplies	70.47
01/09/2018	14511	The Cleaning Source	December cleaning	165.00
01/09/2018	14512	WEX Bank	December fuel	36.73
01/09/2018	ACH	United States Treasury	Payroll taxes	2,042.24
01/17/2018	ACH	IL Dept of Revenue	Payroll taxes	1,030.42
01/19/2018	ACH	Staff	Payroll 1/1/18 - 1/15/18	1,271.66
01/19/2018	ACH	Staff	Payroll 1/1/18 - 1/15/18	1,418.41
01/19/2018	ACH	Staff	Payroll 1/1/18 - 1/15/18	1,304.10
01/19/2018	ACH	Staff	Payroll 1/1/18 - 1/15/18	149.02
01/19/2018	ACH	Staff	Payroll 1/1/18 - 1/15/18	2,347.77
01/19/2018	ACH	Staff	Payroll 1/1/18 - 1/15/18	1,386.03
01/19/2018	ACH	Staff	Payroll 1/1/18 - 1/15/18	2,991.66
01/19/2018	ACH	Staff	Payroll 1/1/18 - 1/15/18	1,337.64
01/19/2018	ACH	Staff	Payroll 1/1/18 - 1/15/18	1,044.65
01/19/2018	ACH	Staff	Payroll 1/1/18 - 1/15/18	1,125.28
01/19/2018	ACH	Staff	Payroll 1/1/18 - 1/15/18	457.29
01/19/2018	ACH	United States Treasury	Payroll taxes	5,709.88
01/19/2018	ACH	Nationwide Retirement Solutions	January 19th payroll	954.44
01/23/2018	14513	Alta Planning & Design Inc	Contract services	1,011.79
01/23/2018	14514	City of Peoria - Rent & Utilities	January rent and TCRPC share of Noble	4,254.83
01/23/2018	14515	Delta Dental	February Dental Insurance	266.86
01/23/2018	14516	FACET, Inc.	TCRPC Web Hosting	385.00
01/23/2018	14517	Guardian	February vision, STD, life insurance	361.93
01/23/2018	14518	Hanson Professional Services Inc.	Contract services	17,000.00
01/23/2018	14519	Quill Corporation	Office supplies	50.95
01/23/2018	14520	United Healthcare	February Health Insurance	6,624.61
01/24/2018	ACH	United States Treasury	Payroll taxes	177.50
01/31/2018	ACH	South Side Bank	Service Charge	31.40
			Total Checks	92,018.88

Tri-County Regional Planning Commission
A/R Aging Summary
 As of January 31, 2018

2:08 PM
 02/12/18

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
1210-IDOT Rural Planning Funds FY17						
Roanoke Comp Plan Update	3,452.13	0.00	0.00	0.00	0.00	3,452.13
Total 1210-IDOT Rural Planning Funds FY17	3,452.13	0.00	0.00	0.00	0.00	3,452.13
212-Regional Water Supply Planning						
500-GREATER PEORIA SANITARY DISTRICT	3,828.28	0.00	4,784.93	1,240.19	0.00	9,853.40
600-WOODFORD COUNTY GIS IMPLEMENTATION	2,113.95	0.00	1,510.28	0.00	0.00	3,624.23
FTA 5311	4,542.53	2,094.84	0.00	0.00	0.00	6,637.37
207-HSTP	1,062.15	4,575.54	0.00	4,121.43	4,093.13	13,852.25
Total FTA 5311	1,062.15	4,575.54	0.00	4,121.43	4,093.13	13,852.25
IDOT DIST 4						
IDOT FY18	0.00	0.00	11,857.23	8,538.66	11,168.80	31,564.69
FTA 8 Fund	10,204.05	0.00	0.00	0.00	0.00	10,204.05
PL Funds	38,386.62	0.00	0.00	0.00	0.00	38,386.62
PPUATS	0.00	0.00	0.00	0.00	0.00	0.00
Total IDOT FY18	48,590.67	0.00	0.00	0.00	0.00	48,590.67
IEMA						
New Freedom	0.00	0.00	3,900.00	4,103.78	0.00	8,003.78
PEORIA COUNTY DUES	22,630.62	0.00	0.00	0.00	0.00	22,630.62
PPUATS Village of Bartonville	1,333.34	0.00	0.00	0.00	0.00	1,333.34
TAZ CO PLANNING CONTRACT	0.00	0.00	0.00	0.00	2,340.80	2,340.80
TAZEWLL COUNTY DUES	0.00	-753.75	0.00	0.00	0.00	-753.75
	1,170.84	1,170.82	0.00	0.00	0.00	2,341.66
TOTAL	88,724.51	7,087.45	22,052.44	18,004.06	17,602.73	153,471.19

Tri-County Regional Planning Commission
A/P Aging Summary
As of January 31, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
*Andrew Hendon	34.09	0.00	0.00	0.00	0.00	34.09
*Michael Bruner	45.78	0.00	0.00	0.00	0.00	45.78
*Ray Lees	49.05	0.00	0.00	0.00	0.00	49.05
*Reema Abi-Akar	150.80	0.00	0.00	0.00	0.00	150.80
*Ryan Harms	26.71	0.00	0.00	0.00	0.00	26.71
9th World Congress	0.00	0.00	0.00	0.00	0.00	0.00
A5.com, Inc.	19.95	0.00	0.00	0.00	0.00	19.95
American Environmental	0.00	0.00	3,930.00	2,617.39	0.00	6,547.39
City Link	22,630.62	0.00	0.00	0.00	0.00	22,630.62
Comcast	0.00	359.39	0.00	0.00	0.00	359.39
Everbank Commercial Finance, Inc.	403.94	0.00	0.00	0.00	0.00	403.94
FACET, Inc.	961.13	0.00	0.00	0.00	0.00	961.13
Hanson Professional Services Inc.	0.00	1,000.00	11,857.23	8,538.66	0.00	21,395.89
Heartland Parking 243602	820.00	0.00	0.00	0.00	0.00	820.00
Heartland Parking Inc 240830	7.00	0.00	0.00	0.00	0.00	7.00
Heartland Parking Inc. 243651	84.00	0.00	0.00	0.00	0.00	84.00
Hinckley Springs	0.00	95.11	0.00	0.00	0.00	95.11
Quill Corporation	136.83	0.00	0.00	0.00	0.00	136.83
SouthSide Bank Credit Card	4,293.42	0.00	0.00	0.00	0.00	4,293.42
The Cleaning Source	165.00	0.00	0.00	0.00	0.00	165.00
Verizon Wireless	207.61	0.00	0.00	0.00	0.00	207.61
TOTAL	<u>30,035.93</u>	<u>1,454.50</u>	<u>15,787.23</u>	<u>11,156.05</u>	<u>0.00</u>	<u>58,433.71</u>