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

Thursday, January 25, 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 November, and December Financial Reports and Billings (Resolution 18-29)

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

DRAFT

RESOLUTION 18-29

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR NOVEMBER-DECEMBER 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 November-December 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 November-December 2017 are approved.

Presented this 25th day of January 2018
Adopted this 25th day of January 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, LIABILITES, & NET ASSETS
NOVEMBER 30, 2017

ASSETS	NOV 30, 2017	OCT 31, 2017	NOV 30, 2016
Current Assets			
Checking/Savings			
Restricted Cash:			
100012 · Checking - Flexible Benefits	1,620	1,620	1,620
100016 · South Side - Unvested Retirement	18,970	17,786	10,855
100011 · Checking - PPUATS	171,587	171,770	168,644
100018 · Checking - IL MPO Advisory Council	19,238	19,238	19,238
Total Restricted Cash - South Side Bank	211,415	210,414	200,358
Unrestricted Cash:			
100010 · Checking - South Side Bank	501,592	424,511	461,832
Total Checking/Savings South Side Bank	713,007	634,925	662,190
100020 · Accounts Receivable	107,622	193,179	66,515
Other Current Assets			
100025 · Due from Grant Funds	-	-	-
100050 · Prepaid Expenses	14,296	15,027	7,710
Total Other Current Assets	14,296	15,027	7,710
Total Current Assets	834,925	843,131	736,416
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	(175,503)	(175,031)	(169,926)
Total Fixed Assets	11,090	11,562	3,922
TOTAL ASSETS	**$ 846,015**	**$ 854,693**	**$ 740,338**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
200010 · Accounts Payable	12,780	23,469	12,394
Other Current Liabilities			
200009 · IDOT Payable		-	-
200015 · Accrued Expenses	3,731	3,481	803
200021 · Accrued Payroll	21,453	21,904	16,003
200055 · Vacation/Personal Time	39,099	37,309	27,896
200056 · Unvested Retirement Account	18,952	17,769	10,845
200060 · Employer Liabilities	6,753	6,656	2,481
200071 · Deferred Revenue - PPUATS	147,118	158,518	143,349
200092 · Deferred Revenue - IDNR		-	-
200095 · Deferred Revenue - IL MPO	19,238	19,238	19,238
200103 · Deferred Revenue - Woodford Co.		933	-
200104 · Deferred Revenue - Regional Server	5,250	6,000	5,250
200105 · Deferred Revenue - MPO Special Project		-	1,101
Total Other Current Liabilities	261,595	271,809	226,966
Total Current Liabilities	274,375	295,278	239,360
Total Liabilities	**274,375**	**295,278**	**239,360**
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	33,169	20,943	30,409
Total Equity	**571,640**	**559,414**	**497,977**
TOTAL LIABILITIES & EQUITY	**$ 846,015**	**$ 854,693**	**$ 737,338**

D Stratton 12/29/2017

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

	Month of NOV 2017	Month of OCT 2017	Current FY YTD	Previous FY YTD	Annual FY18 Budget	% Annual FY18 Budget
Income						
400010 · FHWA PL Fund	36,024	48,760	228,005	193,181	643,330	35.4%
400011 · FTA Section 8	9,576	12,961	60,914	53,947	171,189	35.6%
400015 · PPUATS Matching	11,400	15,432	72,232	61,785	203,630	35.5%
400020 · Regional/Local Funds	3,437	3,438	17,187	20,000	41,250	41.7%
400022 · Woodford County GIS	6,885	6,015	21,784	22,026	45,000	48.4%
400136 · Municipal GIS Support Services	513	215	2,423	2,685	-	0.0%
400140 · Tazewell Co. Zoning	1,638	754	4,653	4,166	9,000	51.7%
400188 · City of El Paso GIS				-	5,000	0.0%
400200 · Interest Income	93	99	456	401	500	91.2%
400210 · Other		1,667	1,707	-	-	0.0%
400240 · Woodford County Planning				-	500	0.0%
400254 · Human Services Trans. Plan	4,121	4,099	17,810	33,253	62,000	28.7%
400271 · Regional Server Partnership	750	750	3,750	7,500	10,000	37.5%
400276 · JARC/New Freedom			34,113	12,421	86,979	39.2%
400279 · Homeless Info. Mgt. Systems				6,638	-	0.0%
400291 · JARC - cicarpool				-	5,000	0.0%
400315 · GPSD GIS Staffing	1,057		7,049	10,007	25,000	28.2%
400322 · Hazard Mitigation Plan	4,104		4,104	-	48,713	8.4%
400323 · Peoria Park District			488	2,340	-	0.0%
400325 · FTA 5310 Admin Fee				-	10,000	0.0%
400326 · Para-Transit Study				-	12,000	0.0%
400328 · MPO Special Projects				12,522	-	0.0%
400329 · IDOT Dist 4	8,539	9,604	19,707	-	-	0.0%
400330 · IDOT State Planning FY17					157,000	0.0%
400331 · IDOT Rural Planning FY18					32,000	0.0%
400320 · Regional Water Supply Plan	1,240		1,240		20,000	6.2%
Total Income	$ 89,377	$ 103,794	$ 497,621	$ 442,872	$ 1,588,091	31.3%
Expense						
500010 · Advertising and Printing		-	847	906	3,000	28.2%
500012 · Community Events		-		-	500	0.0%
500015 · Contractual Services	12,156	9,604	81,387	65,606	569,925	14.3%
500020 · Copier	411	409	2,257	2,160	10,000	22.6%
500025 · Computer Software and Support	172	2,465	28,241	27,275	64,408	43.8%
500030 · Equipment Maintenance	330	-	700	423	4,000	17.5%
500035 · Group Health Insurance	6,032	5,996	30,564	27,856	84,000	36.4%
500036 · General Insurance	1,011	1,011	4,537	5,116	18,000	25.2%
500040 · Membership and Subscriptions		-	2,439	1,813	7,500	32.5%
500050 · Miscellaneous	31	31	1,189	1,343	2,500	47.6%
500070 · Office Supplies	376	399	2,006	1,440	4,000	50.2%
500080 · Postage		-	90	293	500	18.0%
500085 · Rent	2,849	2,849	14,243	14,243	34,184	41.7%
500086 · Retirement	2,087	4,173	12,519	12,062	27,000	46.4%
500090 · Telephone	429	429	2,265	3,726	7,500	30.2%
500100 · Conference Travel		96	3,624	2,364	5,000	72.5%
500110 · Utilities	380	380	1,900	1,878	7,000	27.1%
500111 · Travel	623	71	1,173	689	5,000	23.5%
500115 · Conference Registration	115	-	1,035	2,022	11,500	9.0%
500120 · Professional Services		13,200	18,162	21,720	55,000	33.0%
500130 · Space Costs	1,169	1,408	6,031	5,037	13,000	46.4%
510000 · Depreciation Expense	472	472	2,360	694	5,000	47.2%
520000 · Salaries	45,044	44,377	228,267	195,060	511,759	44.6%
520600 · Payroll Taxes	3,464	3,591	18,616	15,737	40,300	46.2%
Total Expense	**$ 77,151**	**$ 90,962**	**$ 464,452**	**$ 409,463**	**$ 1,490,576**	31.2%
Net Income	**$ 12,226**	**$ 12,831**	**$ 33,169**	**$ 33,409**	**$ 97,515**	

D Stratton 12/29/2017

TRI-COUNTY REGIONAL PLANNING COMMISSION
STATEMENTS OF CASH FLOW
NOVEMBER 2017

	NOV 2017	YTD
OPERATING ACTIVITIES		
Net Income	$ 12,226	$ 33,169
Adjustments to reconcile Net Income to net cash provided by operations:		
Depreciation	472	2,360
Effects of changes in operating assets and liabilities:		
100020 · Accounts Receivable	85,557	30,279
100050 · Prepaid Expenses	731	2,670
200010 · Accounts Payable	(10,689)	(21,155)
200015 · Accrued Expenses	250	1,250
200021 · Accrued Payroll	(451)	(215)
200055 · Vacation/Personal Time	1,789	7,476
200056 · Unvested Retirement Account	1,183	3,555
200060 · Employer Liabilities	97	4,027
200071 · Deferred Revenue - PPUATS	(11,400)	89,140
200103 · Deferred Revenue - Woodford Co.	(933)	(4,667)
200104 · Deferred Revenue - Regional Server	(750)	5,250
200105 · Deferred Revenue - MPO Special Project		
Net cash provided by Operating Activities	78,082	153,140
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	78,082	153,140
Cash at beginning of period	634,925	559,867
Cash at end of period	**$ 713,007**	**$ 713,007**

D Stratton 12/29/2017

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

DATE	CHECK #	VENDOR NAME	MEMO	AMOUNT
11/01/2017	14427	*Reema Abi-Akar	October Expense Reimbursements	20.33
11/01/2017	14428	*Andrew Hendon	October Expense Reimbursements	23.59
11/01/2017	14429	City of Peoria - Rent	November Rent	2,848.67
11/01/2017	14430	Delta Dental	November dental	266.86
11/01/2017	14431	*Eric Miller	October Expense Reimbursements	24.61
11/01/2017	14432	*Hannah Martin	October Expense Reimbursements	96.41
11/01/2017	14433	*Michael Bruner	October Expense Reimbursements	8.45
11/01/2017	14434	RK Dixon	Copier	5.30
11/01/2017	14435	*Ryan Harms	October Expense Reimbursements	12.09
11/01/2017	14436	SouthSide Bank Credit Card	October charges	112.49
11/01/2017	14437	Verizon Wireless	Cell phones	205.60
11/01/2017	14438	City Link	JARC/NF pass through	19,133.96
11/01/2017	ACH	South Side - Unvested Retirement	October retirement liability	1,183.27
11/03/2017	ACH	Staff	Payroll 10/16-10/31	1,309.83
11/03/2017	ACH	Staff	Payroll 10/16-10/32	1,344.75
11/03/2017	ACH	Staff	Payroll 10/16-10/33	1,452.64
11/03/2017	ACH	Staff	Payroll 10/16-10/34	1,418.04
11/03/2017	ACH	Staff	Payroll 10/16-10/35	2,784.77
11/03/2017	ACH	Staff	Payroll 10/16-10/36	1,420.88
11/03/2017	ACH	Staff	Payroll 10/16-10/37	3,045.67
11/03/2017	ACH	Staff	Payroll 10/16-10/38	1,376.82
11/03/2017	ACH	Staff	Payroll 10/16-10/39	521.36
11/03/2017	ACH	Staff	Payroll 10/16-10/40	217.51
11/03/2017	ACH	Staff	Payroll 10/16-10/41	763.79
11/03/2017	ACH	Staff	Payroll 10/16-10/42	468.40
11/03/2017	ACH	United States Treasury	Payroll taxes	108.80
11/03/2017	ACH	United States Treasury	Payroll taxes	6,092.30
11/03/2017	ACH	IL Dept of Revenue	Payroll taxes	17.73
11/03/2017	ACH	IL Dept of Revenue	Payroll taxes	1,112.88
11/03/2017	ACH	Nationwide Retirement Solutions	Payroll 10/16-10/31	705.98
11/16/2017	ACH	United States Treasury	Payroll taxes	5,681.08
11/16/2017	ACH	IL Dept of Revenue	Payroll taxes	1,043.28
11/16/2017	14439	A5.com, Inc.	Web hosting	19.95
11/16/2017	14440	Heartland Parking Inc 240830	November Employee parking	133.00
11/16/2017	14441	Hinckley Springs	Office water	55.05
11/16/2017	14442	Illinois Association of Regional Councils	E Miller Registration	65.00
11/16/2017	14443	Quill Corporation	Office Supplies	55.91
11/16/2017	14444	The Cleaning Source	October cleaning	165.00
11/16/2017	14445	United Healthcare	December health insurance	6,624.61
11/16/2017	14446	WEX Bank	October fuel	20.24
11/20/2017	ACH	Staff	Payroll 11/1-11/15	1,237.40
11/20/2017	ACH	Staff	Payroll 11/1-11/16	1,272.35
11/20/2017	ACH	Staff	Payroll 11/1-11/17	1,421.93
11/20/2017	ACH	Staff	Payroll 11/1-11/18	1,306.13
11/20/2017	ACH	Staff	Payroll 11/1-11/19	150.24
11/20/2017	ACH	Staff	Payroll 11/1-11/20	2,349.20
11/20/2017	ACH	Staff	Payroll 11/1-11/21	1,388.18
11/20/2017	ACH	Staff	Payroll 11/1-11/22	3,013.96
11/20/2017	ACH	Staff	Payroll 11/1-11/23	1,077.34
11/20/2017	ACH	Staff	Payroll 11/1-11/24	1,341.11
11/20/2017	ACH	Staff	Payroll 11/1-11/25	533.06
11/20/2017	ACH	Nationwide Retirement Solutions	Payroll 11/1-11/15	705.98
11/21/2017	ACH	Staff	Payroll 11/1-11/25	81.60
11/29/2017	14486	City of Peoria - Rent	December rent	2,848.67
11/29/2017	14485	Comcast	Internet and land lines	353.57
11/29/2017	14484	Delta Dental	December dental	266.86
11/29/2017	14483	Everbank Commercial Finance, Inc.	Copier	403.94
11/29/2017	14482	FACET, Inc.	Web hosting	832.50
11/29/2017	14481	Guardian	December Vision, STD, life insurance	352.39
11/29/2017	14480	Heartland Parking 243602	December employee parking	785.00
11/29/2017	14479	Quill Corporation	Office Supplies	51.85
11/29/2017	14478	RK Dixon	Copier	7.31
11/29/2017	14477	SouthSide Bank Credit Card	November charges	166.74
11/29/2017	14476	United Security Communications	Service on phone system	330.00
11/29/2017	14475	Verizon Wireless	Cell phones	205.60
11/30/2017	14464	*Michael Bruner	November Expense Reimbursements	65.85
11/30/2017	14463	*Ryan Harms	November Expense Reimbursements	50.83
11/30/2017	14462	*Andrew Hendon	November Expense Reimbursements	18.67
11/30/2017	14461	*Ray Lees	November Expense Reimbursements	130.01
11/30/2017	14460	*Hannah Martin	November Expense Reimbursements	24.82
11/30/2017	14459	*Eric Miller	November Expense Reimbursements	180.30
11/30/2017	ACH	South Side Bank	Service Charge	31.02
				84,951.31

TRI-COUNTY REGIONAL PLANNING COMMISSION
COMPARATIVE STATEMENTS OF ASSETS, LIABILITES, & NET ASSETS
DECEMBER 2017

ASSETS	DEC 31, 2017	NOV 30, 2017	DEC 31, 2016
Current Assets			
Checking/Savings			
Restricted Cash:			
100012 · Checking - Flexible Benefits	1,620	1,620	1,620
100016 · South Side - Unvested Retirement	21,320	18,970	11,467
100011 · Checking - PPUATS	171,609	171,587	158,562
100018 · Checking - IL MPO Advisory Council	19,238	19,238	19,238
Total Restricted Cash - South Side Bank	213,787	211,415	190,887
Unrestricted Cash:			
100010 · Checking - South Side Bank	475,449	501,592	465,992
Total Checking/Savings South Side Bank	689,236	713,007	656,879
100020 · Accounts Receivable	157,950	107,622	49,129
Other Current Assets			
100025 · Due from Grant Funds	-	-	-
100050 · Prepaid Expenses	13,358	14,296	5,201
Total Other Current Assets	13,358	14,296	5,201
Total Current Assets	860,544	834,925	711,208
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	(175,975)	(175,503)	(170,065)
Total Fixed Assets	10,618	11,090	3,783
TOTAL ASSETS	**$ 871,162**	**$ 846,015**	**$ 714,991**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
200010 · Accounts Payable	59,705	12,780	1,630
Other Current Liabilities			
200009 · IDOT Payable			-
200015 · Accrued Expenses	189	3,731	981
200021 · Accrued Payroll	20,749	21,453	11,818
200055 · Vacation/Personal Time	37,480	39,099	28,892
200056 · Unvested Retirement Account	21,302	18,952	11,456
200060 · Employer Liabilities	7,920	6,753	1,616
200071 · Deferred Revenue - PPUATS	137,067	147,118	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	4,500	5,250	4,500
200105 · Deferred Revenue - MPO Special Project			
Total Other Current Liabilities	248,445	261,595	216,550
Total Current Liabilities	308,150	274,375	218,180
Total Liabilities	**308,150**	**274,375**	**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	24,541	33,169	29,243
Total Equity	**563,012**	**571,640**	**496,811**
TOTAL LIABILITIES & EQUITY	**$ 871,162**	**$ 846,015**	**$ 714,991**

D Stratton 1/23/2018

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

	Month of DEC 2017	Month of NOV 2017	Current FY YTD	Previous FY YTD	Annual FY18 Budget	% Annual FY18 Budget
Income						
400010 · FHWA PL Fund	31,764	36,024	259,769	209,822	643,330	40.4%
400011 · FTA Section 8	8,444	9,576	69,358	58,504	171,189	40.5%
400015 · PPUATS Matching	10,052	11,400	82,284	67,085	203,630	40.4%
400020 · Regional/Local Funds	2,504	3,437	19,692	23,438	41,250	47.7%
400022 · Woodford County GIS	2,085	6,885	23,869	23,349	45,000	53.0%
400136 · Municipal GIS Support Services	-	513	2,423	2,685	-	0.0%
400140 · Tazewell Co. Zoning	754	1,638	5,407	5,050	9,000	60.1%
400188 · City of El Paso GIS	-		-	-	5,000	0.0%
400200 · Interest Income	104	93	560	498	500	112.0%
400210 · Other	-		1,707	-	-	0.0%
400240 · Woodford County Planning	-			-	500	0.0%
400254 · Human Services Trans. Plan	4,158	4,121	21,967	36,744	62,000	35.4%
400271 · Regional Server Partnership	750	750	4,500	8,250	10,000	45.0%
400276 · JARC/New Freedom	-		34,113	12,421	86,979	39.2%
400279 · Homeless Info. Mgt. Systems	-		-	6,638	-	0.0%
400291 · JARC - cicarpool	-		-	-	5,000	0.0%
400315 · GPSD GIS Staffing	1,725	1,057	8,774	12,115	25,000	35.1%
400322 · Hazard Mitigation Plan	3,900	4,104	8,004	-	48,713	16.4%
400323 · Peoria Park District			488	2,415	-	0.0%
400325 · FTA 5310 Admin Fee			-	-	10,000	0.0%
400326 · Para-Transit Study			-	-	12,000	0.0%
400328 · MPO Special Projects			-	13,623	-	0.0%
400329 · IDOT Dist 4	11,857	8,539	31,565	-	-	0.0%
400330 · IDOT State Planning FY17			-	-	157,000	0.0%
400331 · IDOT Rural Planning FY18			-	-	32,000	0.0%
400320 · Regional Water Supply Plan	4,740	1,240	5,980	-	20,000	29.9%
Total Income	$ 82,836	$ 89,377	$ 580,457	$ 482,637	$ 1,588,091	36.6%
Expense						
500010 · Advertising and Printing			847	946	3,000	28.2%
500012 · Community Events				-	500	0.0%
500015 · Contractual Services	31,787	12,156	113,174	70,867	569,925	19.9%
500020 · Copier	408	411	2,665	2,554	10,000	26.6%
500025 · Computer Software and Support	744	172	28,985	28,075	64,408	45.0%
500030 · Equipment Maintenance	-	330	700	423	4,000	17.5%
500035 · Group Health Insurance	6,032	6,032	36,596	30,907	84,000	43.6%
500036 · General Insurance	1,011	1,011	5,549	6,139	18,000	30.8%
500040 · Membership and Subscriptions			2,439	1,813	7,500	32.5%
500050 · Miscellaneous	205	31	1,393	1,372	2,500	55.7%
500070 · Office Supplies	157	376	2,163	1,881	4,000	54.1%
500080 · Postage	32		122	403	500	24.3%
500085 · Rent	2,849	2,849	17,092	17,092	34,184	50.0%
500086 · Retirement	2,087	2,087	14,606	13,385	27,000	54.1%
500090 · Telephone	429	429	2,694	4,152	7,500	35.9%
500100 · Conference Travel	-		3,624	2,364	5,000	72.5%
500110 · Utilities	(886)	380	1,013	2,258	7,000	14.5%
500111 · Travel	54	623	1,227	720	5,000	24.5%
500115 · Conference Registration	-	115	1,035	2,222	11,500	9.0%
500120 · Professional Services	-		18,162	21,720	55,000	33.0%
500130 · Space Costs	1,048	1,169	7,079	5,790	13,000	54.5%
510000 · Depreciation Expense	472	472	2,832	833	5,000	56.6%
520000 · Salaries	39,716	45,044	267,982	219,923	511,759	52.4%
520600 · Payroll Taxes	5,320	3,464	23,936	17,555	40,300	59.4%
Total Expense	**$ 91,463**	**$ 77,151**	**$ 555,915**	**$ 453,394**	**$ 1,490,576**	37.3%
Net Income	**$ (8,628)**	**$ 12,226**	**$ 24,541**	**$ 29,243**	**$ 97,515**	

D Stratton 1/23/2018

TRI-COUNTY REGIONAL PLANNING COMMISSION
STATEMENTS OF CASH FLOW
DECEMBER 2017

	DEC 2017	YTD
OPERATING ACTIVITIES		
Net Income	$ (8,628)	$ 24,541
Adjustments to reconcile Net Income to net cash provided by operations:		
Depreciation	472	2,832
Effects of changes in operating assets and liabilities:		
100020 · Accounts Receivable	(50,328)	(20,048)
100050 · Prepaid Expenses	938	3,607
200010 · Accounts Payable	46,924	25,769
200015 · Accrued Expenses	(3,541)	(2,291)
200021 · Accrued Payroll	(703)	(918)
200055 · Vacation/Personal Time	(1,619)	5,857
200056 · Unvested Retirement Account	2,349	5,905
200060 · Employer Liabilities	1,167	5,194
200071 · Deferred Revenue - PPUATS	(10,052)	79,088
200103 · Deferred Revenue - Woodford Co.	0	(4,667)
200104 · Deferred Revenue - Regional Server	(750)	4,500
200105 · Deferred Revenue - MPO Special Project		
Net cash provided by Operating Activities	(23,771)	129,369
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	(23,771)	129,369
Cash at beginning of period	713,007	559,867
Cash at end of period	**$ 689,236**	**$ 689,236**

D Stratton 1/23/2018

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

DATE	CHECK #	VENDOR NAME	MEMO	AMOUNT
12/05/2017	ACH	Staff	Payroll 11/16/17 - 11/30/17	1,309.82
12/05/2017	ACH	Staff	Payroll 11/16/17 - 11/30/17	1,344.75
12/05/2017	ACH	Staff	Payroll 11/16/17 - 11/30/17	1,452.65
12/05/2017	ACH	Staff	Payroll 11/16/17 - 11/30/17	1,418.02
12/05/2017	ACH	Staff	Payroll 11/16/17 - 11/30/17	149.98
12/05/2017	ACH	Staff	Payroll 11/16/17 - 11/30/17	2,784.78
12/05/2017	ACH	Staff	Payroll 11/16/17 - 11/30/17	1,420.90
12/05/2017	ACH	Staff	Payroll 11/16/17 - 11/30/17	3,045.66
12/05/2017	ACH	Staff	Payroll 11/16/17 - 11/30/17	1,376.82
12/05/2017	ACH	Staff	Payroll 11/16/17 - 11/30/17	949.54
12/05/2017	ACH	Staff	Payroll 11/16/17 - 11/30/17	475.13
12/06/2017	ACH	United States Treasury	Payroll taxes	14.28
12/06/2017	ACH	IL Dept of Revenue	Payroll taxes	4.62
12/06/2017	ACH	IL Dept of Revenue	Payroll taxes	1,090.56
12/06/2017	ACH	United States Treasury	Payroll taxes	6,025.26
12/06/2017	ACH	Nationwide Retirement Solutions	December 5th payroll	705.98
12/13/2017	ACH	South Side - Unvested Retirement	November Unvested Retirement Contribution	1,174.62
12/18/2017	14472	*Reema Abi-Akar	November Mileage	98.44
12/18/2017	14471	Donna's Downtown Deli Co.	HSTP meeting	175.00
12/18/2017	14470	Heartland Parking Inc 240830	November parking validations	2.00
12/18/2017	14469	Heartland Parking Inc. 243651	November parking validations	112.00
12/18/2017	14468	Hinckley Springs	Office water	134.97
12/18/2017	14467	Quill Corporation	Office supplies	77.96
12/18/2017	14466	The Cleaning Source	November cleaning	165.00
12/18/2017	14465	WEX Bank	November fuel	33.99
12/19/2017	ACH	IL Dept of Employment Security	Payroll taxes	793.28
12/20/2017	ACH	Irwin, Abigail V	Payroll 12/01/17-12/15/17	225.45
12/20/2017	ACH	Abi-Akar, Reema	Payroll 12/01/17-12/15/17	1,237.40
12/20/2017	ACH	Bruner, Michael A	Payroll 12/01/17-12/15/17	1,272.35
12/20/2017	ACH	Harms, Ryan W	Payroll 12/01/17-12/15/17	1,421.95
12/20/2017	ACH	Hendon, Andrew W	Payroll 12/01/17-12/15/17	1,306.13
12/20/2017	ACH	Lees, Raymond W	Payroll 12/01/17-12/15/17	2,349.21
12/20/2017	ACH	Martin, Hannah M	Payroll 12/01/17-12/15/17	1,388.18
12/20/2017	ACH	Miller, Eric W	Payroll 12/01/17-12/15/17	3,013.97
12/20/2017	ACH	Stratton, Deborah A	Payroll 12/01/17-12/15/17	206.54
12/20/2017	ACH	Ulrich, Deborah K	Payroll 12/01/17-12/15/17	1,341.11
12/20/2017	ACH	West, Britney	Payroll 12/01/17-12/15/17	526.32
12/20/2017	ACH	United States Treasury	Payroll taxes	5,329.12
12/20/2017	ACH	IL Dept of Revenue	Payroll taxes	987.65
12/20/2017	ACH	Nationwide Retirement Solutions	December 20th payroll	705.98
12/20/2017	ACH	South Side - Unvested Retirement	December Unvested Retirement Contributions	1,174.62
12/20/2017	ACH	United States Treasury	Payroll taxes	64.13
12/31/2017	ACH	South Side Bank	Service Charge	29.58
				48,915.70

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
212-Regional Water Supply Planning	4,784.93	1,240.19	0.00	0.00	0.00	6,025.12
500-GREATER PEORIA SANITARY DISTRICT	0.00	2,795.53	0.00	0.00	0.00	2,795.53
600-WOODFORD COUNTY GIS IMPLEMENTATION	2,094.84	0.00	0.00	0.00	0.00	2,094.84
FTA 5311						
207-HSTP	4,157.54	0.00	4,121.43	4,034.97	58.16	12,372.10
Total FTA 5311	4,157.54	0.00	4,121.43	4,034.97	58.16	12,372.10
IDOT DIST 4	11,857.23	0.00	8,538.66	9,604.11	1,564.69	31,564.69
IDOT FY18						
FTA 8 Fund	8,443.54	0.00	9,576.04	0.00	0.00	18,019.58
PL Funds	31,763.78	0.00	36,024.17	0.00	0.00	67,787.95
PPUATS	0.00	0.00	0.00	0.00	0.00	0.00
Total IDOT FY18	40,207.32	0.00	45,600.21	0.00	0.00	85,807.53
IEMA	3,900.00	0.00	4,103.78	0.00	0.00	8,003.78
PEORIA COUNTY DUES	1,333.34	1,333.33	1,333.33	0.00	0.00	4,000.00
PPUATS Village of Bartonville	0.00	0.00	0.00	0.00	2,340.80	2,340.80
TAZ CO PLANNING CONTRACT	753.75	0.00	0.00	0.00	0.00	753.75
TAZEWLL COUNTY DUES	1,170.82	0.00	0.00	0.00	0.00	1,170.82
TOTAL	**70,259.77**	**5,369.05**	**63,697.41**	**13,639.08**	**3,963.65**	**156,928.96**

Tri-County Regional Planning Commission
A/P Aging Summary
As of December 31, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
*Andrew Hendon	20.12	0.00	0.00	0.00	0.00	20.12
*Hannah Martin	20.54	0.00	0.00	0.00	0.00	20.54
*Reema Abi-Akar	14.98	0.00	0.00	0.00	0.00	14.98
9th World Congress	0.00	0.00	0.00	0.00	0.00	0.00
A5.com, Inc.	0.00	19.95	0.00	0.00	0.00	19.95
Aimen's Stamp & Sign Co.	0.00	31.50	0.00	0.00	0.00	31.50
American Environmental	0.00	3,930.00	2,617.39	0.00	0.00	6,547.39
City of Peoria - Rent & Utilities	5,374.03	0.00	0.00	0.00	0.00	5,374.03
Comcast	0.00	353.57	0.00	0.00	0.00	353.57
Delta Dental	266.86	0.00	0.00	0.00	0.00	266.86
Everbank Commercial Finance, Inc.	403.94	0.00	0.00	0.00	0.00	403.94
FACET, Inc.	0.00	385.00	0.00	0.00	0.00	385.00
Guardian	390.55	0.00	0.00	0.00	0.00	390.55
Hanson Professional Services Inc.	0.00	37,395.89	0.00	0.00	0.00	37,395.89
Heartland Parking 243602	820.00	0.00	0.00	0.00	0.00	820.00
Heartland Parking Inc. 243651	98.00	0.00	0.00	0.00	0.00	98.00
Hinckley Springs	0.00	55.05	0.00	0.00	0.00	55.05
OIC Group, Incorporated	0.00	224.85	0.00	0.00	0.00	224.85
Peoria Public Library	0.00	30.00	0.00	0.00	0.00	30.00
Quill Corporation	70.47	0.00	0.00	0.00	0.00	70.47
RK Dixon	3.91	0.00	0.00	0.00	0.00	3.91
SouthSide Bank Credit Card	146.11	0.00	0.00	0.00	0.00	146.11
The Cleaning Source	165.00	0.00	0.00	0.00	0.00	165.00
United Healthcare	6,624.61	0.00	0.00	0.00	0.00	6,624.61
Verizon Wireless	205.60	0.00	0.00	0.00	0.00	205.60
WEX Bank	36.73	0.00	0.00	0.00	0.00	36.73
TOTAL	**14,661.45**	**42,425.81**	**2,617.39**	**0.00**	**0.00**	**59,704.65**