

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

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

AGENDA

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes of September 28 , 2017
5. Recommendation to Commission the approval of September 2017 Financial Reports and Billings (Resolution 18-16)
6. Recommendation to Commission the approval of FY17 Audit (Resolution 18-17)
7. Other
8. Adjournment

Ways and Means Committee Meeting
Delaney, CHAIRMAN
(Proehl, Drury)
Thursday, September 28, 2017
4:30 PM
MINUTES

1. Call to Order

Chairman Delaney called the meeting to order at 4:30 pm

2. Roll Call

Present: Delaney, and Drury. Excused: Proehl. Staff: Miller, and Lees

3. Public Input-none

4. Approval of Minutes of July 27, 2017

Drury moved to approve minutes of July 27, 2017 and Delaney seconded. Motion carried.

5. Recommendation to Commission the approval of August 2017 Financial Reports and Billings (Resolution 18-10)

Drury moved to recommend to Commission the approval of August 2017 Financial Reports and Billings (resolution 18-10) and Delaney seconded. Motion carried.

Stratton reported on the following:

- Operating cash is \$419997
- Accounts receivables is \$233,992 and payables is \$6083
- Revenue we had \$78,378 and expense of \$74,200 with a net income of \$4178.
- Operating revenue is up \$1000 from July

Overall, we were positive for the month.

6. Motion to approve and forward Procurement Policy to Full Commission

Drury moved to approve and forward the Procurement Policy to Full Commission and Delaney seconded. Motion carried.

- Bruner explained the Full Commission changes on the Emergency Procurement which includes the Executive Director the authority to spend not to exceed \$10,000 if an emergency develops. Our attorney did review and approve. Also, the Full Commission asked to drop the names of the newspapers and just add local newspapers.

7. Motion to approve FY18 Budget Amendment (Handout)

Drury moved to approve the FY18 Budget Amendment and Delaney seconded. Motion carried.

Miller updated the reason for the update is due to the new contracts received and felt necessary to amend budget.

8. Other

Miller updated the work they will be doing for the City of El Paso, audit may come to next month's meeting for approval

9. 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 18-16

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

Presented this 26th day of October 2017

Adopted this 26th day of October 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, LIABILITES, & NET ASSETS
SEPTEMBER 30, 2017

ASSETS	SEP 30, 2017	AUG 31, 2017	SEP 30, 2016
Current Assets			
Checking/Savings			
Restricted Cash:			
100012 · Checking - Flexible Benefits	1,620	1,620	1,490
100016 · South Side - Unvested Retirement	16,548	16,548	9,633
100011 · Checking - PPUATS	175,947	152,144	160,231
100018 · Checking - IL MPO Advisory Council	19,238	19,238	19,238
Total Restricted Cash - South Side Bank	<u>213,354</u>	<u>189,550</u>	<u>190,593</u>
Unrestricted Cash:			
100010 · Checking - South Side Bank	477,274	419,997	321,859
Total Checking/Savings South Side Bank	<u>690,628</u>	<u>609,548</u>	<u>512,451</u>
100020 · Accounts Receivable	136,924	223,992	247,872
Other Current Assets			
100025 · Due from Grant Funds	-	-	-
100050 · Prepaid Expenses	16,002	13,346	10,312
Total Other Current Assets	<u>16,002</u>	<u>13,346</u>	<u>10,312</u>
Total Current Assets	<u>843,555</u>	<u>846,886</u>	<u>770,635</u>
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	(174,559)	(174,087)	(169,648)
Total Fixed Assets	<u>12,034</u>	<u>12,505</u>	<u>4,199</u>
TOTAL ASSETS	\$ 855,589	\$ 859,391	\$ 774,834
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
200010 · Accounts Payable	23,877	6,083	10,985
Other Current Liabilities			
200009 · IDOT Payable	-	-	-
200015 · Accrued Expenses	3,231	2,981	2,250
200021 · Accrued Payroll	22,294	23,454	21,619
200055 · Vacation/Personal Time	37,050	35,323	38,507
200056 · Unvested Retirement Account	16,533	16,533	9,624
200060 · Employer Liabilities	4,217	4,082	2,958
200071 · Deferred Revenue - PPUATS	173,951	189,521	165,247
200092 · Deferred Revenue - IDNR	-	-	-
200095 · Deferred Revenue - IL MPO	19,238	19,238	19,238
200103 · Deferred Revenue - Woodford Co.	1,867	2,800	2,667
200104 · Deferred Revenue - Regional Server	6,750	7,500	6,750
200105 · Deferred Revenue - MPO Special Project	-	-	1,101
Total Other Current Liabilities	<u>285,130</u>	<u>301,432</u>	<u>269,960</u>
Total Current Liabilities	<u>309,006</u>	<u>307,515</u>	<u>280,945</u>
Total Liabilities	309,006	307,515	280,945
Equity			
310000 · General Fixed Asset Equity	5,710	5,710	5,710
350000 · Capital Contribution	193,000	193,000	193,000
390000 · Retained Earnings	339,761	339,761	268,859
Net Income	8,112	13,405	26,321
Total Equity	546,583	551,876	493,890
TOTAL LIABILITIES & EQUITY	\$ 855,589	\$ 859,391	\$ 774,834

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

	Month of SEP 2017	Month of AUG 2017	Current FY YTD	Previous FY YTD	Annual FY18 Budget	% Annual FY18 Budget
Income						
400010 · FHWa PL Fund	49,204	40,194	143,221	124,501	643,330	22.3%
400011 · FTA Section 8	13,077	10,686	38,377	35,048	171,189	22.4%
400015 · PPUATS Matching	15,570	12,720	45,399	39,887	203,630	22.3%
400020 · Regional/Local Funds	3,438	3,438	10,313	12,000	41,250	25.0%
400022 · Woodford County GIS	4,373	2,936	8,884	18,126	45,000	19.7%
400136 · Municipal GIS Support Services	758	413	1,695	1,283	-	0.0%
400140 · Tazewell Co. Zoning	754	754	2,261	2,500	9,000	25.1%
400188 · City of El Paso GIS	-	-	-	-	5,000	0.0%
400200 · Interest Income	90	91	264	226	500	52.8%
400210 · Other	40	-	40	-	-	0.0%
400240 · Woodford County Planning	-	-	-	-	500	0.0%
400254 · Human Services Trans. Plan	3,026	3,984	9,589	23,655	62,000	15.5%
400271 · Regional Server Partnership	750	750	2,250	6,000	10,000	22.5%
400276 · JARC/New Freedom	19,134	-	34,113	-	86,979	39.2%
400279 · Homeless Info. Mgt. Systems	-	-	-	4,913	-	0.0%
400291 · JARC - cicarpool	-	-	-	-	5,000	0.0%
400315 · GPSD GIS Staffing	1,463	2,115	5,992	6,307	25,000	24.0%
400322 · Hazard Mitigation Plan	-	-	-	-	48,713	0.0%
400323 · Peoria Park District	-	300	488	2,025	-	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	-	-	1,565	-	-	0.0%
400330 · IDOT State Planning FY17	-	-	-	-	157,000	0.0%
400331 · IDOT Rural Planning FY18	-	-	-	-	32,000	0.0%
400332 · Water Supply Planning	-	-	-	-	20,000	0.0%
Total Income	\$ 111,673	\$ 78,378	\$ 304,450	\$ 288,991	\$ 1,588,091	19.2%
Expense						
500010 · Advertising and Printing	93	712	847	211	3,000	28.2%
500012 · Community Events	-	-	-	-	500	0.0%
500015 · Contractual Services	40,134	2,950	59,627	40,764	569,925	10.5%
500020 · Copier	404	404	1,437	1,351	10,000	14.4%
500025 · Computer Software and Support	1,538	845	25,604	25,429	64,408	39.8%
500030 · Equipment Maintenance	107	11	370	93	4,000	9.3%
500035 · Group Health Insurance	6,068	6,032	18,535	18,268	84,000	22.1%
500036 · General Insurance	493	1,011	2,515	3,069	18,000	14.0%
500040 · Membership and Subscriptions	744	-	2,439	1,813	7,500	32.5%
500050 · Miscellaneous	313	448	1,127	729	2,500	45.1%
500070 · Office Supplies	149	213	1,231	1,050	4,000	30.8%
500080 · Postage	-	90	90	293	500	18.0%
500085 · Rent	2,849	2,849	8,546	8,546	34,184	25.0%
500086 · Retirement	2,087	2,125	6,260	7,793	27,000	23.2%
500090 · Telephone	429	426	1,406	2,139	7,500	18.8%
500100 · Conference Travel	2,093	1,435	3,528	909	5,000	70.6%
500110 · Utilities	380	380	1,140	1,118	7,000	16.3%
500111 · Travel	257	50	479	519	5,000	9.6%
500115 · Conference Registration	920	-	920	1,962	11,500	8.0%
500120 · Professional Services	4,962	-	4,962	540	55,000	9.0%
500130 · Space Costs	1,065	1,153	3,454	3,122	13,000	26.6%
510000 · Depreciation Expense	472	826	1,416	416	5,000	28.3%
520000 · Salaries	47,513	48,211	138,846	132,389	511,759	27.1%
520600 · Payroll Taxes	3,899	4,028	11,561	10,147	40,300	28.7%
Total Expense	\$ 116,967	\$ 74,200	\$ 296,339	\$ 262,670	\$ 1,490,576	19.9%
Net Income	\$ (5,294)	\$ 4,178	\$ 8,112	\$ 26,321	\$ 97,515	

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

OPERATING ACTIVITIES	SEP 2017	YTD
Net Income	\$ (5,294)	\$ 8,112
Adjustments to reconcile Net Income to net cash provided by operations:		
Depreciation	472	1,416
Effects of changes in operating assets and liabilities:		
100020 · Accounts Receivable	87,067	977
100050 · Prepaid Expenses	(2,656)	963
200010 · Accounts Payable	17,794	(10,059)
200015 · Accrued Expenses	250	750
200021 · Accrued Payroll	(1,161)	626
200055 · Vacation/Personal Time	1,727	5,427
200056 · Unvested Retirement Account	0	1,136
200060 · Employer Liabilities	134	1,491
200071 · Deferred Revenue - PPUATS	(15,570)	115,972
200103 · Deferred Revenue - Woodford Co.	(933)	(2,800)
200104 · Deferred Revenue - Regional Server	(750)	6,750
200105 · Deferred Revenue - MPO Special Project	0	0
Net cash provided by Operating Activities	81,081	130,761
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	81,081	130,761
Cash at beginning of period	609,548	559,867
Cash at end of period	\$ 690,628	\$ 690,628

Tri-County Regional Planning Commission
A/R Aging Summary
As of September 30, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
207-HSTP	3,103.70	3,984.21	0.00	2,578.88	58.16	9,724.95
304.1-Mackinaw Contract	0.00	0.00	0.00	0.00	-512.50	-512.50
304.5-Woodford County Health Dept	195.00	75.00	0.00	0.00	0.00	270.00
500-GREATER PEORIA SANITARY DISTRICT	1,472.76	0.00	0.00	0.00	0.00	1,472.76
600-WOODFORD COUNTY GIS IMPLEMENTATION	7,327.76	0.00	0.00	0.00	0.00	7,327.76
City of El Paso	562.50	0.00	0.00	0.00	0.00	562.50
FTA 8 Fund	13,076.55	0.00	0.00	0.00	0.00	13,076.55
IDOT DIST 4	0.00	0.00	0.00	0.00	0.00	0.00
New Freedom	19,133.96	0.00	0.00	1,564.69	0.00	1,564.69
PEORIA COUNTY DUES	2,666.67	0.00	0.00	0.00	0.00	19,133.96
Peoria Park District'	0.00	0.00	1,333.33	0.00	0.00	4,000.00
PL Funds	0.00	300.00	0.00	187.50	0.00	487.50
PPUATS Tazewell County	49,203.50	0.00	0.00	0.00	0.00	49,203.50
PPUATS Village of Bartonville	0.00	0.00	0.00	0.00	27,947.65	27,947.65
TAZ CO PLANNING CONTRACT	0.00	0.00	0.00	0.00	2,340.80	2,340.80
TAZEWLL COUNTY DUES	0.00	-846.50	0.00	0.00	0.00	-846.50
WOODFORD COUNTY DUES	1,170.84	0.00	0.00	0.00	0.00	1,170.84
	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	97,913.24	3,512.71	1,333.33	4,331.07	29,834.11	136,924.46



ERIC MILLER

Account Number: XXXX XXXX XXXX 9435

ACCOUNT SUMMARY

Credit Limit \$5,000.00
Credit Available \$4,152.00
Statement Closing Date September 26, 2017
Days in Billing Cycle 31
Previous Balance \$1,756.95
- Payments & Credits \$1,756.95
+ Purchases & Other Charges \$824.44
+ Balance Transfer \$0.00
+ Cash Advances \$0.00
+ FEE CHARGED \$0.00
+ INTEREST CHARGED \$0.00
= New Balance \$824.44

Questions? Call Card Services 1-800-248-9600
Or Write: PO BOX 2360
Omaha, NE 68108
Or email: mail: info@southsidebank.com

PAYMENT INFORMATION

New Balance \$824.44
Minimum Payment Due \$41.00
Payment Due Date October 23, 2017

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay a \$20.00 late fee.

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take longer to pay off your balance. For example:

Table with 3 columns: If you make no additional charges using this card and each month you pay..., You will pay off the balance shown on this statement in about..., And you will end up paying an estimated total of...
Rows: Only the minimum payment (5 years, \$1,105.00), \$29.00 (3 years, \$1,057.00 Savings = \$48.00)

If you would like information about credit counseling services, call 1-888-671-2227

Notice: SEE REVERSE SIDE FOR MORE IMPORTANT INFORMATION

TRANSACTIONS

Table with columns: Tran Date, Post Date, Reference Number, Transaction Description, Amount. Includes transactions for Intuit, NOTARIES.COM, ILLINOISPUB, SMK*SURVEYMONKEY.COM, LOGMEIN*GOTOMEETING, HOTEL INDIGO, ADOBE *CREATIVE CLOUD, and PAYMENT-MAIL THANK YOU PEORIA IL.

Transactions continued on next page

RECEIVED stamp dated 10-2-17

Handwritten signature

1035 0001 VVG 001 7 26 170926 0 PAGE 1 of 2 10 3248 4000 QC52 01AA1035 1765

Please detach bottom portion and submit with payment using enclosed envelope



SOUTH SIDE BANK
2119 SW Adams St.
Peoria IL 61602

Payment Information

Account Number: XXXX XXXX XXXX 9435
Payment Due Date October 23, 2017
New Balance \$824.44
Minimum Payment Due \$41.00
Past Due Amount \$0.00

Amount Enclosed: \$ 824.44

ERIC MILLER
456 FULTON ST SUITE 401
PEORIA IL 61602

1765

Make Check Payable to:

SOUTHSIDE BANK
PO BOX 660525
DALLAS TX 75266-0525



405061400005943500004100000824442

TRANSACTIONS (continued)

Tran Date	Post Date	Reference Number	Transaction Description	Amount
			INTEREST CHARGED	
09/26	09/26		Interest Charge on Purchases	0.00
09/26	09/26		Interest Charge on Cash Advances	0.00
			TOTAL INTEREST FOR THIS PERIOD	0.00

Totals 2017 Year-to-Date	
Total fees charged in 2017	\$15.00
Total interest charged in 2017	\$0.00

REWARDS SUMMARY

Available Points 4,399

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	ANNUAL PERCENTAGE RATE (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	16.90% (f)	\$0.00	31	\$0.00
Cash Advances	16.90% (f)	\$0.00	31	\$0.00

(v) = variable (f) = fixed

IMPORTANT MESSAGES

Access to your South Side Bank Visa account is available via the Internet. You can change account information, view history, sign up for electronic payment and view your statement online. Go to www.southsidebank.com and click on the Card Services link to sign up today.

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RESOLUTION 18-17

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ACCEPT AND FILE THE FISCAL YEAR 2017 INDEPENDENT AUDIT REPORT.

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

WHEREAS, the Commission has contracted with the firm of Martin, Hood, Friese & Associates, LLC to conduct the FY 2017 Audit, which covers July 1, 2016 to June 30, 2017, and

WHEREAS, the firm of Martin, Hood, Friese & Associates, LLC conducted the audit in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error,

WHEREAS, on October 26, 2017 the Ways & Means reviewed the audit and forwarded it on to the Full Commission for acceptance,

THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

that the Commission accepts the FY 2017 Independent Auditors Report and directs Executive Director Eric Miller, and managing staff to sign off on the final audit conducted by the firm of Martin, Hood, Friese & Associates, LLC.

Presented this 26th day of October 2017

Adopted this 26th day of October 2017

Stephen Van Winkle, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission



2507 South Neil St.
Champaign, Illinois 61820
Phone 217.351.2000
Fax 217.351.7726
www.mhfa.net

September 27, 2017

Board of Commissioners
Tri-County Regional Planning Commission
456 Fulton St., Suite 401
Peoria, Illinois 61602

We have audited the financial statements of the Tri-County Regional Planning Commission (the Commission) for the year ended June 30, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in an email to the Commission's Board Chairman dated August 11, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Commission are described in Note 1 to the financial statements. No significant new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2017. We noted no transactions entered into by the Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were (1) the allowance for uncollectible receivables, (2) the estimated useful lives of capital assets, and (3) the amount of direct and indirect expenses eligible for reimbursement under the Commission's state and federal operating grants.



CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

Management's estimate of the allowance for uncollectible receivables is based on past payment history with the state or federal agencies or private clients from which accounts receivable are due at June 30, 2017.

Management's estimated useful lives of capital assets are based on historical experience with similar capital assets.

Management's estimate of the eligible expenses, including indirect cost allocations, for the grants was based on all available guidance from the Illinois Department of Transportation and the U.S. Department of Transportation.

We evaluated the key factors and assumptions used to develop the estimates noted above in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management.

- Management may choose not to correct certain misstatements due to qualitative and quantitative factors such as materiality. If applicable, these uncorrected misstatements are summarized on the attached Audit Difference Evaluation Form. Management has determined that their effects are immaterial, both individually and in the aggregate to the financial statements taken as a whole.
- The attached Adjusting, Eliminating, and/or Reclassifying Journal Entries, as applicable, summarize misstatements that were corrected by management. These entries were either (1) provided by management or (2) identified during the performance of audit procedures and proposed to, discussed with, and approved by management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the Management Representation Letter dated September 27, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Commission’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commission’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Required Supplementary Information

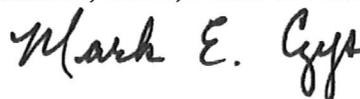
The Commission has omitted the Management’s Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this omitted information.

Restriction on Use

This information is intended solely for the use of the Board of Commissioners and management of the Commission and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Martin, Hood, Friese & Associates, LLC



Mark E. Czys, CPA

Tri-County Regional Planning Commission
 Year End: June 30, 2017
 Adjusting Journal Entries Report
 Date: 7/1/2016 To 6/30/2017

TB-02

Preparer NTW 9/13/2017	In-Charge NTW 9/13/2017	Manager GJD 9/14/2017
Partner MEC 9/21/2017	TR	

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
1	6/30/2017	Computer Equipment	100042	F-01		12,745.00			
1	6/30/2017	Accum. Depr. - Computer Equip	100043	F-01			2,245.00		
1	6/30/2017	Computer Software and Support	500025	F-01			12,745.00		
1	6/30/2017	Depreciation Expense	510000	F-01		2,245.00			
To record CY Depreciation expense. Discussed during planning with Eric Miller, Executive Director - Material									
2	6/30/2017	Accounts Receivable	100020	M-10			4,107.00		
2	6/30/2017	Deferred Revenue - PPUATS	200071	M-10		4,107.00			
To remove A/R related to PPUATS and net against Deferred Revenue. Discussed with and approved by Debbie Stratton, Accountant, and Eric Miller, Executive Director, on 9/13/17 - Immaterial									
						19,097.00	19,097.00		
Net Income (Loss)			70,904.00						

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ALG-CX-12.2: Audit Difference Evaluation Form

Governmental Unit: Financial Statement Date:

Completed by: Date:

Opinion Unit: A Listing of Known Audit Differences Over: \$

Description (Nature) of Audit Difference (AD)	Factual (F), Judgmental (J), or Projected (P)	Cause	Work-paper Ref.	Financial Statement Effect—Amount of Over- (Under-) statement of:						Change in Net Position
				Total Assets & Deferred Outflows	Total Liabilities & Deferred Inflows	Working Cap.	Net Position	Revenues	Expenses	
Additional 6/30/17 account payable item and expense related to a passthrough invoice and the resulting grant revenue and receivable	F	Management decision	L-01	-14,978	-14,978	0	0	-14,978	-14,978	0
Total				-14,978	-14,978	0	0	-14,978	-14,978	0
Less audit adjustments subsequently booked										
Net unadjusted AD—current year (iron curtain method)				-14,978	-14,978	0	0	-14,978	-14,978	0
Effect of unadjusted AD—prior years				-14,978	-14,978	0	0	-14,978	14,750	-14,750
Combined current year and prior year AD (rollover method)				728,184	189,713	525,021	538,471	1,033,272	962,368	70,904
Financial statement caption totals				-2.06%	-7.90%	0.00%	0.00%	-1.45%	-1.56%	0.00%
Current year AD as % of F/S captions (iron curtain method)				-2.06%	-7.90%	0.00%	0.00%	-1.45%	-0.02%	-20.80%
Current and prior year AD as % of F/S captions (rollover method)										

TRI-COUNTY REGIONAL PLANNING COMMISSION

Peoria, Illinois

Basic Financial Statements

For the Year Ended

June 30, 2017

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INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Tri-County Regional Planning Commission
Peoria, Illinois

We have audited the accompanying financial statements of the Tri-County Regional Planning Commission (the Commission) as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

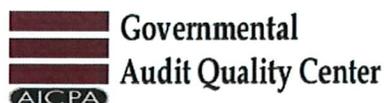
Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risk of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor



CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Commission as of June 30, 2017, and the respective changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

The Commission has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Martin, Hood, Friese & Associates, LLC

Champaign, Illinois
September 27, 2017

TRI-COUNTY REGIONAL PLANNING COMMISSION

Balance Sheet

June 30, 2017

ASSETS	
Current Assets	
Cash	\$ 448,988
Cash - Restricted	110,879
Accounts and Grants Receivable	137,902
Prepaid Expenses	<u>16,965</u>
Total Current Assets	714,734
Capital Assets, Net of Accumulated Depreciation	<u>13,450</u>
Total Assets	<u><u>\$ 728,184</u></u>
LIABILITIES AND NET POSITION	
Current Liabilities	
Accounts Payable	\$ 33,936
Accrued Expenses	42,271
Unearned Revenue	81,883
Accrued Compensated Absences	<u>31,623</u>
Total Current Liabilities	<u>189,713</u>
Net Position	
Net Investment in Capital Assets	13,450
Unrestricted	<u>525,021</u>
Total Net Position	<u>538,471</u>
Total Liabilities and Net Position	<u><u>\$ 728,184</u></u>

See Accompanying Notes

TRI-COUNTY REGIONAL PLANNING COMMISSION
Statement of Revenues, Expenses, and Changes in Net Position
For the Year Ended June 30, 2017

Operating Revenues	
Charges for Services	<u>\$ 113,823</u>
Operating Expenses	
Salaries and Wages	440,666
Contractual Services	234,163
Employee Benefits	86,947
Rent and Utilities	50,566
Payroll Taxes	39,298
Equipment and Maintenance	33,983
Professional Services	23,272
Travel	13,716
General Insurance	12,229
Office Supplies and Expenses	9,712
Telephone	6,033
Depreciation	3,911
Dues and Subscriptions	2,817
Other	5,055
Total Operating Expenses	<u>962,368</u>
Operating Income (Loss)	<u>(848,545)</u>
Non-Operating Revenues (Expenses)	
Federal Grants	685,576
Local Matching Contributions	147,155
Member Dues	44,063
State Grants	41,619
Interest Income	1,036
Total Non-Operating Revenues (Expenses)	<u>919,449</u>
Increase (Decrease) in Net Position	70,904
Net Position, Beginning of Year	<u>467,567</u>
Net Position, End of Year	<u><u>\$ 538,471</u></u>

See Accompanying Notes

TRI-COUNTY REGIONAL PLANNING COMMISSION
Statement of Cash Flows
For the Year Ended June 30, 2017

Cash Flows From Operating Activities	
Receipts from Customers	\$ 139,236
Payments to Employees and Benefits	(526,652)
Payments to Vendors	(433,380)
Net Cash Provided by (Used in) Operating Activities	<u>(820,796)</u>
Cash Flows From Non-Capital Financing Activities	
Federal and State Grants	710,148
Local Matching Contributions	157,793
Member Dues	42,892
Net Cash Provided by (Used in) Non-Capital Financing Activities	<u>910,833</u>
Cash Flows From Capital and Related Financing Activities	
Purchases of Capital Assets	<u>(12,745)</u>
Cash Flows From Investing Activities	
Interest Received	<u>1,036</u>
Increase (Decrease) in Cash	78,328
Cash, Beginning of Year	<u>481,539</u>
Cash, End of Year	<u><u>\$ 559,867</u></u>
Included in the Balance Sheet Under the Following Captions	
Cash	\$ 448,988
Cash - Restricted	110,879
Total Cash	<u><u>\$ 559,867</u></u>
Reconciliation of Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities	
Operating Income (Loss)	<u>\$ (848,545)</u>
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities:	
Depreciation	3,911
(Increase) Decrease in Current Assets	
Accounts and Grants Receivable	31,520
Prepaid Expenses	(1,922)
Increase (Decrease) in Current Liabilities	
Accounts Payable	(1,595)
Accrued Expenses	9,434
Unearned Revenue	(6,107)
Accrued Compensated Absences	(7,492)
Net Adjustments	<u>27,749</u>
Net Cash Provided by (Used in) Operating Activities	<u><u>\$ (820,796)</u></u>

See Accompanying Notes

TRI-COUNTY REGIONAL PLANNING COMMISSION
Notes to Basic Financial Statements
June 30, 2017

1. Summary of Significant Accounting Policies

a. Financial Reporting Entity

The Tri-County Regional Planning Commission (the Commission) was formed on July 1, 1993, by the County Boards of Peoria, Tazewell and Woodford Counties, Illinois, to coordinate regional planning activities for the Tri-County area. This entity was formed by a division of assets of the former Tri-County Regional Commission formed March 12, 1958. The Commission is a unit of County Government and therefore exempt from income taxes. Revenues are substantially generated from federal and state grants awarded to benefit the residents of the three counties from direct contributions of the three counties, and from contracts for services.

The financial statements of the Commission are prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Government Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments. GAAP includes all relevant GASB pronouncements plus other sources of accounting and financial reporting guidance noted in GASB Statement Number 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*.

b. Basis of Presentation

The definition of what constitutes the entity of the Commission is based on the guidelines set forth in GASB Statement Number 14, as amended by GASB Statement Number 61. According to GASB Statement 14, as amended by Statement 61, a legally separate organization should be included as a component unit of the primary organization if the primary government is financially accountable for the legally separate organization. Financial accountability is determined as follows:

1. The organization is fiscally dependent on the primary government and there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government, or
2. The primary government appoints a voting majority of the organization's governing body, and:
 - It is able to impose its will on the organization, or
 - There is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens, on the primary government.

Based on these requirements, the Commission has no component units and the Commission itself is not considered a component unit of any other governmental unit.

c. Basis of Accounting

The financial statements of the Commission are presented on the accrual basis of accounting. Revenue is recognized when earned and expenses are recognized when incurred.

Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

d. Investments

Under Illinois law (30 ILCS 235/2), the Commission may invest excess funds in interest bearing deposits at federally insured banks and savings and loans, commercial paper, short term discount obligations of the Federal National Mortgage Association, and securities issued by the U.S. Treasury or other federal agencies. At June 30, 2017, the Commission had no investments.

e. Accounts and Grants Receivables

Accounts and grants receivables are reported at the estimated net realizable amounts from third-party payers and others for services rendered or for grant revenue earned. Receivables are stated at the amount management expects to collect on outstanding balances. Management has not provided an allowance against receivables at June 30, 2017 as management estimates that all receivables are fully collectible.

f. Capital Assets

Capital assets, which consist of office furniture and fixtures, computer equipment, vehicles, and leasehold improvements, are valued at cost (or estimated historical cost if actual cost is unavailable). Estimated historical cost was used to value assets acquired prior to June 30, 1999. The Commission maintains a capitalization threshold of \$2,500. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Depreciation is provided over an asset's estimated useful life using the straight-line method of depreciation.

The range of estimated useful lives by types of asset is as follows:

	<u>Years</u>
Computer and Equipment	3
Vehicles	5
Office Furniture and Fixtures	7
Leasehold Improvements	Life of Lease

g. Accrued Compensated Absences

Accrued compensated absences consist of accumulated unused vacation days up to a maximum of 140 hours that employees are allowed to accumulate, and accumulated unused personal days up to a maximum of 175 hours that employees are allowed to accumulate. Those days are guaranteed to be paid to employees upon termination of employment. The accrued compensated absences liability is calculated based on the employee's equivalent hourly rate as of June 30, 2017.

h. Deferred Outflows and Inflows

The financial statement element deferred outflows of resources represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until then. The Commission has no item that qualifies for reporting in this category at June 30, 2017.

The financial statement element deferred inflows of resources represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Commission has no item that qualifies for reporting in this category at June 30, 2017.

i. Operating Revenue

Operating Revenue consists of revenue received from contracted services. Non-operating revenue consists of grant revenue, Peoria/Pekin Urbanized Area Transportation Studies Committee (PPUATS) matching contributions, member county contributions, and interest income.

Revenue from contracted services is recognized as expenses are charged to the contracts. Contracts are typically one year or less in duration.

j. Net Position

When an expense is incurred for purposes for which both restricted and unrestricted net position is available, the Commission considers restricted funds to have been spent first.

k. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

The most sensitive estimates affecting the financial statements were:

1. The allowance for uncollectible receivables
2. The useful lives of capital assets
3. The amount of direct and indirect expenses eligible for reimbursement under the Commission's state and federal operating grants

2. Budgets

The Board of Commissioners approves an annual operational budget, but the Commission is not required by statute to pass an annual legal budget and appropriations document.

3. Cash

Cash – Restricted

At June 30, 2017, the Commission held \$15,411 of cash restricted for payment to the employee's retirement account trustee, \$1,620 for employee flexible spending account payments, and \$93,848 for PPUATS activities.

Custodial Credit Risk – Bank Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Commission's deposits may not be returned to it. The Commission does not have a formal written investment policy; however, the Commission's management maintains a goal of protecting all deposits by requiring that all bank deposit amounts in excess of federal depository insurance are to be collateralized by a pledge of securities from the depository bank at 110 percent of the uninsured amount. At June 30, 2017, \$304,732 of the Commission's bank deposits of \$554,732, which reconciled to a book balance of \$559,867, was exposed to custodial credit risk. The \$304,732 balance exposed to custodial credit risk was collateralized by securities pledged by the Commission's bank, which are not held in the Commission's name. The pledged securities had a market value of \$467,440 at June 30, 2017.

4. Accounts and Grants Receivable

Accounts and grants receivable from other governmental agencies as of June 30, 2017 were as follows:

Due from Federal Agencies	\$ 104,709
Due from State of Illinois Agencies	20,942
Due from Counties	7,334
Due from Other	4,917
Total Accounts and Grants Receivable	<u><u>\$ 137,902</u></u>

5. Capital Assets

Capital asset activity for the year ended June 30, 2017 was as follows:

<u>Capital Assets</u>	<u>June 30,</u> <u>2016</u>	<u>Additions</u>	<u>Deletions</u>	<u>June 30,</u> <u>2017</u>
Depreciable Capital Assets:				
Computer Equipment	\$ 70,668	\$ 12,745	\$ -	\$ 83,413
Office Furniture and Equipment	54,533	-	-	54,533
Vehicles	41,567	-	-	41,567
Leasehold Improvements	7,081	-	-	7,081
	<u>173,849</u>	<u>12,745</u>	<u>-</u>	<u>186,594</u>
Accumulated Depreciation:				
Computer Equipment	70,419	2,495	-	72,914
Office Furniture and Equipment	54,533	-	-	54,533
Vehicles	41,567	-	-	41,567
Leasehold Improvements	2,714	1,416	-	4,130
	<u>169,233</u>	<u>3,911</u>	<u>-</u>	<u>173,144</u>
Total Capital Assets	<u><u>\$ 4,616</u></u>	<u><u>\$ 8,834</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 13,450</u></u>

6. Accrued Expenses

As of June 30, 2017, the Commission had accrued expenses consisting of the following:

Accrued Payroll	\$	21,667
Unvested Retirement Contributions		15,411
Other Accruals		5,193
Total Accrued Expenses	\$	<u>42,271</u>

7. Unearned Revenue

As of June 30, 2017, the Commission had unearned revenue consisting of the following:

Unearned Service Contract Revenue	\$	19,238
Unearned Local Matching		57,978
Unearned Grant Revenue		4,667
Total Unearned Revenue	\$	<u>81,883</u>

8. Changes in Long-Term Liabilities

The following is a summary of changes in long-term liabilities for the year ended June 30, 2017:

	June 30, 2016	Issued	Retired	June 30, 2017	Due Within One Year
Accrued Compensated Absences	\$ 39,115	\$ 25,032	\$ 32,524	\$ 31,623	\$ 31,623

9. Revolving Line of Credit

The Commission maintains a revolving line of credit agreement with a bank on which it may borrow up to \$100,000. The agreement runs through August 30, 2018. The line of credit bears interest at the U.S. Prime Rate with a minimum rate of 4.25 percent and is secured by all of the accounts of the Commission. This line of credit had no outstanding balance as of June 30, 2017 and the interest rate was 4.25 percent.

10. Retirement Plan

The Commission sponsors a defined contribution pension plan known as the Tri-County Regional Planning Commission Section 457 Governmental Deferred Compensation Plan (the Plan). The Plan was authorized by the Commission's Board of Commissioners. For full-time employees, the Commission contributes 5 percent of monthly gross earnings in years one through ten of employment and 7 percent for employees with more than ten years with the Commission. Employees may also make tax deferred contributions from their gross earnings. Employees vest in the Commission's contributions at increasing percentages over the first five years and are fully vested upon completing five years of employment with the Commission. Employees are fully vested in the amounts deferred

from their own compensation immediately upon deferral. The Plan's requirements may only be amended by the Commission's Board of Commissioners. All plan assets are held in trust by a third-party administrator only for the purpose of paying plan benefits. Total expense incurred by the Commission for the retirement plan for the year ended June 30, 2017 was \$24,440. At June 30, 2017, the Commission had a payable of \$1,024 due to the Plan.

11. Risk of Loss

Significant losses are covered by commercial insurance for property, liability, and workers' compensation. During the year ended June 30, 2017, there were no significant reductions in coverage. There have been no settlement amounts that have exceeded insurance coverage or that have not been covered by insurance in the past three years.

12. Lease Commitments

The Commission leases its office space under an operating lease, which requires monthly lease payments through the expiration of the lease on July 31, 2019. The lease agreement provides for cancellation of the lease under certain conditions after July 31, 2016.

The Commission leases a copier under an operating lease, which requires monthly lease payments through the expiration of the lease on July 31, 2021.

The future annual minimum lease payments under these operating leases are as follows:

Fiscal Year		
Ending June 30,		
2018		\$ 38,656
2019		38,656
2020		7,320
2021		4,472
2022		373
	Total	<u>\$ 89,477</u>

Total rent expense for the year ended June 30, 2017 was \$38,283 including \$34,184 in rent and utilities and \$4,099 in office supplies and expenses.

13. Related Party Transactions

During the year ended June 30, 2017, the Commission received \$44,063 in member dues from the three counties that are the member organizations of the Commission and \$47,765 in charges for services from the member organizations.

At June 30, 2017, the Commission had \$7,334 due from the member organizations.

14. Concentrations of Revenues and Receivables

For the year ended June 30, 2017, the Commission had the following concentration of revenues:

- Approximately 66 percent, or \$685,576, of the Commission's revenue was earned from grants originating from the U.S. Department of Transportation passed through the Illinois Department of Transportation (IDOT).

At June 30, 2017, the Commission had the following concentration of receivables:

- Approximately 14 percent, or \$104,709, of the Commission's assets total was due from receivables for grants originating from the U.S. Department of Transportation passed through IDOT.

15. Grant Contingencies

Revenues under various state and federal grants have been recognized based on allowable costs incurred on those agreements by the Commission as identified by the Commission's management. Additionally, indirect costs have been allocated to certain agreements as allowable costs based on allocations determined by the Commission's management. Uncertainties inherent in this process and uncertainties relating to the future review and approval of allowable costs by state and federal agencies makes it at least reasonably possible that grant revenues recognized are subject to retroactive change subsequent to June 30, 2017.