



Mid-Ohio Regional
Planning Commission

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Memorandum

TO: William Murdock, Executive Director
Executive Committee

FROM: Shawn Hufstedler
Chief of Staff & Director of Operations

DATE: October 30, 2016

SUBJECT: Financial Report –September 2016

Summary

At the end of the third quarter of 2016, our cash position was at \$1,716,454 in the operating account. This is \$863,848 higher in the operating account than September 2015. Through the third quarter, the fringe and overhead rate were better than projected.

Operating Income (Change in Net Position)

There has been a decrease in net assets (operating loss) from operations on a year-to-date basis of \$350,780. This is primarily the result of costs-to-date that have not been recovered through the third quarter for the weatherization programs. Restructuring and process changes are expected to improve profitability for these programs in future years.

Member Dues

Member dues revenue was 9.2% of the third quarter's year-to-date operating revenue. Uses of member dues were under budget by \$96,498 year-to-date. Use of all current year and prior year (including building due diligence and office improvement activities, which is under budget by \$82,393) member dues were as follows:

	Year-to-Date 2016	
	<u>Budget</u>	<u>Actual</u>
Services to Members	\$ 260,140	\$ 258,390
Local Matching Funds	\$ 201,513	\$ 204,703
Development Fund	\$ 72,124	\$ 81,140
Building Lease	\$ 48,091	\$ 48,346
Member Services Coordination	\$ 66,533	\$ 66,014
Leasehold Improvements & Building Due Diligence	\$ 93,750	\$ 11,357
Other	\$ 53,400	\$ 29,103
Total	\$ 795,551	\$ 699,053

William Murdock, AICP
Executive Director

Matt Greeson
Chair

Rory McGuinness
Vice Chair

Karen J. Angelou
Secretary

Fringe Benefit and Indirect (Overhead) Variances

Fringe Benefits

The actual fringe benefit cost rate for the year-to-date was 60.76% which is lower than the budgeted rate of 68.5%, creating a favorable variance for the year-to-date of \$168,419.

Indirect (Overhead)

The actual indirect cost variance for the year-to-date was 54.02% which is lower than the budgeted rate of 55.5%, with a favorable variance \$145,355.

Statement of Net Assets

- Cash on hand was \$1,716,454 which was equal to 6.4 weeks' worth of cash flow. The HOPE 3 Trustee also held cash of \$43,773 restricted to HOPE 3 and NSP costs. The building sale proceeds cash account remained at \$2.1 million. The building improvement/maintenance fund held \$745,607.
- Accounts Receivable totaled \$1,646,665 compared to \$2,078,332 at the end of September 2015.
- Accounts Payable plus Other Accrued Liabilities were \$254,320, a decrease versus the \$474,039 combined balance at the end of September 2015.

Expenses and Appropriations

Year-to-date expenses through 75% of the year totaled \$7,843,323 or 55.3% of the total year's operating appropriations of \$14,192,977 as MORPC has spent well within appropriations for the third quarter.

MORPC
Balance Sheet
As of 9/30/2016

	<u>Balance at</u> <u>09/30/2016</u>	<u>Balance at</u> <u>08/31/2016</u>	<u>Monthly</u> <u>Difference</u>	<u>Balance at</u> <u>09/30/2015</u>	<u>Yearly</u> <u>Difference</u>
Assets					
Current Assets					
Cash	1,716,454	2,292,280	(575,826)	852,605	863,848
Cash with Trustee NSP1 Franklin Co	42,050	42,050	0	51,384	(9,334)
Cash with Trustee HOPE 3	1,723	1,723	0	2,595	(872)
Cash-Building Sale Proceeds	2,113,653	2,111,962	1,691	2,104,223	9,430
Cash-Building Improvement Reserve	745,607	745,355	253	759,608	(14,001)
Accounts Receivable	1,646,665	1,352,413	294,252	2,078,332	(431,667)
Prepaid Expenses	<u>87,761</u>	<u>108,320</u>	<u>(20,558)</u>	<u>99,638</u>	<u>(11,876)</u>
Total Current Assets	6,353,914	6,654,103	(300,189)	5,948,386	405,528
Non-Current Assets					
Forgivable Mortgages	111,038	112,126	(1,088)	140,777	(29,740)
Fixed Assets	562,267	562,267	0	578,793	(16,526)
Contributed Assets	369,976	369,976	0	369,976	0
NSP 1 Properties	0	0	0	0	0
Accumulated Depreciation	<u>(783,938)</u>	<u>(777,016)</u>	<u>(6,922)</u>	<u>(706,192)</u>	<u>(77,746)</u>
Total Non-Current Assets	259,343	267,352	(8,010)	383,355	(124,012)
Deferred Outflows of Resources					
GASB 68 Pension	<u>694,040</u>	<u>694,040</u>	<u>0</u>	<u>515,741</u>	<u>178,299</u>
Total Deferred Outflows of Resources	<u>694,040</u>	<u>694,040</u>	<u>0</u>	<u>515,741</u>	<u>178,299</u>
Total Assets	7,307,296	7,615,495	(308,199)	6,847,481	459,815
Liabilities					
Current Liabilities					
Accounts Payable	152,636	192,669	(40,032)	277,357	(124,721)
Accrued Payroll	171,339	303,187	(131,848)	296,962	(125,623)
Accrued Fringe Benefits	62,210	78,754	(16,543)	69,482	(7,272)
Other Accrued Liabilities	101,684	95,315	6,369	196,682	(94,999)
Accrued Annual & Separation Sick Leave	60,000	60,000	0	60,000	0
Deferred Income	1,031,001	1,137,747	(106,747)	613,346	417,654
Deferred Income-Member Dues	299,979	356,226	(56,247)	276,340	23,639
Deferred Income-Indirect Reserve	25,068	15,428	9,640	(185,843)	210,911
Deferred Fringe Benefit Reserve	<u>245,796</u>	<u>207,398</u>	<u>38,398</u>	<u>(146,660)</u>	<u>392,456</u>
Total Current Liabilities	2,149,711	2,446,723	(297,011)	1,457,666	692,046
Non-Current					
Accrued Annual and Separation Sick Leave	389,798	377,434	12,363	362,158	27,640
HOPE 3 Deferred Income	18,430	19,518	(1,088)	31,775	(13,344)
Other Mortgages-Deferred Income	92,607	92,607	0	109,003	(16,395)
Accrued Building Lease Expense	15,936	19,447	(3,511)	58,063	(42,126)
GASB 68 Pension Liability	<u>4,245,280</u>	<u>4,245,280</u>	<u>0</u>	<u>4,149,393</u>	<u>95,887</u>
Total Non-Current	4,762,052	4,754,287	7,765	4,710,391	51,661
Deferred Inflows of Resources					
GASB 68 Pension	<u>74,581</u>	<u>74,581</u>	<u>0</u>	<u>0</u>	<u>74,581</u>
Total Deferred Inflows of Resources	<u>74,581</u>	<u>74,581</u>	<u>0</u>	<u>0</u>	<u>74,581</u>
Total Liabilities	6,986,344	7,275,591	(289,247)	6,168,057	818,287
Net Assets					
Beginning Net Assets					
Net Assets	<u>671,732</u>	<u>671,732</u>	<u>0</u>	<u>9,082,090</u>	<u>(8,410,359)</u>
Total Beginning Net Assets	671,732	671,732	0	9,082,090	(8,410,359)
Current YTD Net Income					
	<u>(350,780)</u>	<u>(331,827)</u>	<u>(18,952)</u>	<u>(8,402,666)</u>	<u>8,051,886</u>
Total Net Assets	320,952	339,904	(18,952)	679,425	(358,473)
Total Liabilities and Net Assets	7,307,296	7,615,495	(308,199)	6,847,481	459,815

MID-OHIO REGIONAL PLANNING COMMISSION

SCHEDULE OF REVENUES AND EXPENSES-BUDGET AND ACTUAL FOR THE NINE MONTHS ENDING SEPTEMBER 31, 2016

	<u>Actual</u>	<u>Budget</u>	<u>Variance over / (under)</u>
Revenue			
Environment, Mapping & Transportation	\$ 4,215,604	\$ 5,419,101	\$ (1,203,498)
Energy and Air Quality	2,518,002	3,249,354	(731,351)
Housing & Community Services	772,832	1,540,884	(768,053)
Services to Members & Development	482,993	500,277	(17,283)
Other	<u>(507,715)</u>	<u>(136,133)</u>	<u>(371,583)</u>
Total Operating Revenues	\$ 7,481,716	\$ 10,573,484	\$ (3,091,768)
Expenses			
Salaries and benefits	\$ 4,443,555	\$ 4,962,286	\$ (518,731)
Materials and Supplies	145,648	412,500	(266,852)
Consultants, services and other	3,192,258	5,155,168	(1,962,910)
Depreciation	<u>61,862</u>	<u>34,155</u>	<u>27,707</u>
Total Expenses	\$ 7,843,323	\$ 10,564,109	\$ (2,720,786)
Operations income (loss)	\$ (361,607)	\$ 9,375	(370,982)
Interest Income	10,828	\$ 3,750	7,078
Capital Contributions	<u>-</u>	<u>\$ 75,000</u>	<u>(75,000)</u>
Increase (decrease) in net position	\$ (350,780)	\$ 88,125	\$ (438,904)

MID-OHIO REGIONAL PLANNING COMMISSION
SOURCES AND USES OF MEMBERS PER CAPITA FEES

Sources:	September 30, 2016			9 Months Ending September 30, 2016		
	Budget	Actual	Difference	Budget	Actual	Difference
Members Dues Recognized	\$ 77,978	\$ 78,854	\$ 876	\$ 701,802	\$ 687,696	\$ (14,106)
Building Reserve	\$ 10,417	\$ -	\$ (10,417)	\$ 93,750	\$ 11,357	\$ (82,393)
Total Members Per Capita Fees	\$ 88,395	\$ 78,854	\$ (9,541)	\$ 795,552	\$ 699,053	\$ (96,499)
Uses of Per Capita fees						
<u>Local Match</u>						
Transportation	\$ 21,974	\$ 23,981	\$ (2,008)	\$ 197,763	\$ 204,703	\$ (6,940)
Foundation Grants and Other	\$ 417	\$ -	\$ 417	\$ 3,750	\$ -	\$ 3,750
Total Local Match	\$ 22,390	\$ 23,981	\$ (1,591)	\$ 201,513	\$ 204,703	\$ (3,190)
<u>Services to Members</u>						
Executive Director Services to Members	\$ 5,833	\$ 6,466	\$ (633)	\$ 52,500	\$ 54,269	\$ (1,769)
Proactive Legislative Activity	\$ 12,357	\$ 15,915	\$ (3,559)	\$ 111,211	\$ 105,616	\$ 5,595
Public Policy and Multijurisdictional Issues	\$ 6,106	\$ 4,343	\$ 1,763	\$ 54,950	\$ 58,576	\$ (3,626)
Member Service Coordination	\$ 7,393	\$ 6,729	\$ 663	\$ 66,533	\$ 66,014	\$ 519
HR Services & Annual Salary Survey	\$ 417	\$ -	\$ 417	\$ 3,750	\$ 3,270	\$ 480
Mid-Ohio Finance Administrators (MOFA)	\$ 158	\$ -	\$ 158	\$ 1,425	\$ 1,218	\$ 207
Data Advisory Committee	\$ 833	\$ -	\$ 833	\$ 7,497	\$ -	\$ 7,497
Sustainability Advisory Committee	\$ 1,671	\$ 1,921	\$ (250)	\$ 15,039	\$ 19,624	\$ (4,585)
Other Services to Members	\$ 1,530	\$ 1,462	\$ 68	\$ 13,770	\$ 15,819	\$ (2,049)
Total Services to Members	\$ 36,297	\$ 36,836	\$ (539)	\$ 326,674	\$ 324,405	\$ 2,268
<u>Development Fund</u>						
Executive Director Development	\$ 5,833	\$ 6,243	\$ (410)	\$ 52,500	\$ 52,254	\$ 246
Executive Travel	\$ 875	\$ 669	\$ 207	\$ 7,875	\$ 10,259	\$ (2,384)
Board Travel	\$ 300	\$ -	\$ 300	\$ 2,700	\$ 8,989	\$ (6,289)
Other Development	\$ 1,005	\$ 1,108	\$ (103)	\$ 9,049	\$ 9,637	\$ (588)
Total Development Fund	\$ 8,014	\$ 8,020	\$ (6)	\$ 72,124	\$ 81,140	\$ (9,016)
<u>Other Services</u>						
Building Lease Expense	\$ 5,343	\$ 5,372	\$ (28)	\$ 48,091	\$ 48,346	\$ (255)
Strategic Initiatives	\$ 2,667	\$ 2,412	\$ 255	\$ 24,000	\$ 5,720	\$ 18,280
Diversity and Inclusion	\$ 1,750	\$ 1,033	\$ 717	\$ 15,750	\$ 18,183	\$ (2,433)
Sponsorships/Memberships	\$ 183	\$ -	\$ 183	\$ 1,650	\$ 2,500	\$ (850)
Star Performance	\$ 292	\$ 1,200	\$ (908)	\$ 2,625	\$ 2,700	\$ (75)
Leasehold Improvements	\$ 2,083	\$ -	\$ 2,083	\$ 18,750	\$ -	\$ 18,750
Building Due Diligence	\$ 8,333	\$ -	\$ 8,333	\$ 75,000	\$ 11,357	\$ 63,643
Total Other	\$ 20,652	\$ 10,017	\$ 10,635	\$ 185,866	\$ 88,805	\$ 97,060
Contingency						
Cost Overruns	\$ 1,042	\$ -	\$ 1,042	\$ 9,375	\$ -	\$ 9,375
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Contingency	\$ 1,042	\$ -	\$ 1,042	\$ 9,375	\$ -	\$ 9,375
Total Uses of Members Per Capita Fees	\$ 88,395	\$ 78,854	\$ 9,540	\$ 795,551	\$ 699,053	\$ 96,498
Dues under (over) expended	\$ -	\$ -	\$ (0)	\$ 1	\$ -	\$ (1)

<u>Members Per Capita Fees Billed:</u>						
RPC Dues (\$.290)	\$ 45,033	\$ 44,506	\$ (528)	\$ 405,299	\$ 400,550	\$ (4,749)
MPO Dues (\$.195)	\$ 27,601	\$ 27,601	\$ -	\$ 248,413	\$ 248,413	\$ -
Associate Members Dues	\$ -	\$ 583	\$ 583	\$ -	\$ 5,250	\$ 5,250
Building (\$.035)	\$ 5,343	\$ 5,371	\$ 28	\$ 48,091	\$ 48,342	\$ 251
Sub-total Members Per Capita Fees Billed:	\$ 77,978	\$ 78,062	\$ 84	\$ 701,802	\$ 702,554	\$ 752
Members Dues Recognized:		\$ 78,854		\$ -	\$ 687,696	
Members Dues (Over) Under recognized		\$ (793)			\$ 14,858	