

NEFRC



PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting

**October 1, 2015
9:30 a.m.**

Northeast Florida Regional Council


6850 Belfort Oaks Place

Jacksonville, FL 32216

MEMORANDUM

DATE: SEPTEMBER 22, 2015

TO: NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

THRU: BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 
DS

FROM: DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: OCTOBER 1, 2015 PRELIMINARY AGENDA

The next regular meeting of the Northeast Florida Regional Council's Personnel, Budget & Finance Policy Committee is scheduled for **9:30 a.m.** on **Thursday, October 1, 2015** in the Manatee conference room at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, FL 32216.

Northeast Florida Regional Council
PERSONNEL, BUDGET & FINANCE
POLICY COMMITTEE

PRELIMINARY
A G E N D A

Northeast Florida Regional Council
6850 Belfort Oaks Place
Jacksonville, FL 32216

THURSDAY, OCTOBER 1, 2015
9:30 a.m.

(ADDED OR MODIFIED ITEMS IN BOLD)
(*Denotes Action Required)

TAB

1. Call to Order, Welcome, Roll Call – Chair Register
- * 2. Approval of August 6, 2015 Committee Meeting Minutes – Chair Register 1
3. Invitation to Speak – Chair Register
Members of the public are welcome and encouraged to speak on any item brought before the Committee. Please fill out one of the green speaker cards located at the sign-in table.
4. July 2015 Financial Report – Donna Starling (*Information Only*) 2
- * 5. August 2015 Financial Report – Donna Starling 3
6. FY 2014/15 Audit Schedule – Donna Starling 4
7. Building Sale Update – Brian Teeple
8. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
9. Next Meeting Date and Location: **DECEMBER 3, 2015**
University of North Florida
University Center
12000 Alumni Drive
Jacksonville, FL 32224
10. Adjournment

***Denotes Action Item**

Agenda

Item

Tab 1

Tab 1

Tab 1

Tab 1

Tab 1



NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

August 6, 2015

MINUTES

A meeting of the Personnel, Budget & Finance Committee was held on Thursday, August 6, 2015, at 9:00 a.m. at the Palm Coast Community Center, 305 Palm Coast Parkway, NE, Palm Coast, Florida, 32073. **Chair Register** called the meeting to order with the following members present representing a quorum:

Members Present: President Eubanks and Robert Spaeth

Excused: Elaine Brown, Tony Brown, Vernon Myers, Catherine Robinson

Staff Present: Donna Starling, Brian Teeple and Sheron Forde

*Approval of Minutes

Chair Register called for a motion on the minutes of the June 4, 2015 Committee Meeting. Mr. Eubanks moved approval of the Minutes of the June 4, 2015 Committee Meeting; seconded by Mr. Spaeth. Motion carried.

Invitation to Speak

Chair Register announced that the public is welcome to speak on any item that is brought before the Council.

*May 2015 Financial Report

Ms. Starling provided an overview of the May financial report reflecting a net loss of \$25,896 for the month and a year-to-date loss of \$106,880. A brief discussion followed.

Chair Register called for a motion on the May 2015 Financial Report. Mr. Spaeth moved approval of the May 2015 Financial Report; seconded by Mr. Eubanks. Motion carried.

*June 2015 Financial Report

Ms. Starling provided an overview of the June financial report reflecting a net loss of \$1,483 for the month and a year-to-date loss of \$108,363. A brief discussion followed.

Chair Register called for a motion on the June 2015 Financial Report. Mr. Eubanks moved approval of the June 2015 Financial Report; seconded by Mr. Spaeth. Motion carried.

*FY 15/16 Officer Nominations

Mr. Teeple informed the Members that inquiries were made of Commissioners Anderson and Horvath as to their interest in serving as Board Officers if elected and that both are willing to serve. A brief discussion followed.

Chair Register called for a motion on the recommendation to the Board for the FY 15/16 Officer Nominations. Mr. Spaeth moved that the Committee recommend to the Board as its nomination Mr. Vernon Myers as President, Commissioner Roxanne Horvath as 1st Vice President, Commissioner Jimmy Anderson as 2nd Vice President and Mr. Darryl Register as Secretary/Treasury for FY 15/16.; seconded by Mr. Eubanks. Motion carried.

Building Sale Update

Mr. Teeple provided an overview of the marketing activity report included in the agenda packet. A brief discussion followed.

Public Comment

None.

Next Meeting Date

The next Personnel, Budget and Finance Committee special meeting is scheduled for **Thursday, October 1, 2015** at 9:30 a.m. at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, FL 32216.

Adjournment

Chair Register inquired if there were any other items for discussion; hearing none, the meeting was adjourned at 9:40 a.m.

Darryl Register
Chair

Brian D. Teeple
Chief Executive Officer

Agenda

Item

Tab 2

Tab 2

Tab 2

Tab 2

Tab 2



Bringing Communities Together

Baker • Clay • Duval • Flagler • Nassau • Putnam • St. Johns

MEMORANDUM

DATE: AUGUST 27, 2015

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

THRU: DARRYL REGISTER, PERSONNEL, BUDGET & FINANCE COMMITTEE CHAIR

FROM: ^{DS} DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: JULY 2015 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Loss of \$2,843 for the month of July and a Year to Date Loss of \$111,206. Revenues for the month of July were \$127,900. Expenses for the month were \$130,743.

The loss is largely attributed to staff salaries and expenses associated with unfunded programs and statutory requirements as well as payment of the quarterly Florida Regional Council Association (FRCA) dues.

Regional Council - Agencywide	Adopted Amended Budget 14/15	July 2015	YTD	Represents 83% of Fiscal Year	Budget Variance
Revenues					
County	\$ 623,091	51,924	519,243	83%	0%
Matrix Programs	\$ 1,165,422	70,689	777,194	67%	-16%
North Florida Procurement Association	\$ 2,279	-	2,279	100%	17%
Tenant Revenue	\$ 33,270	5,236	30,053	90%	7%
Other Revenue	\$ 6,662	51	6,605	99%	16%
TOTAL REVENUES	\$ 1,830,724	\$ 127,900	\$ 1,335,373	73%	
TRANSFER FROM GENERAL FUND	\$ 106,180	\$ 2,843	\$ 111,206	105%	
TOTAL REVENUE/GENERAL FUND	\$ 1,936,904	\$ 130,743	\$ 1,446,579	75%	
Expenses					
Salaries and Fringe	\$ 856,525	65,705	715,617	84%	1%
Contract/Grant Direct Expenses	\$ 557,629	31,696	345,736	62%	-21%
Common/Indirect - Allocated Expenses*	\$ 344,550	24,216	281,399	82%	-1%
General Fund Expense*	\$ 178,200	9,125	103,827	58%	-25%
TOTAL EXPENSES	\$ 1,936,904	\$ 130,743	\$ 1,446,579	75%	
Net Income (loss)		(2,843)	\$ (111,206)		

*Excludes Salaries & Fringe

Matrix Programs	Adopted Amended Budget 14/15	July 2015	YTD	Represents 83% of Fiscal Year	Budget Variance
Revenues					
Local Government T. A.	\$ 139,177	6,439	118,348	85%	2%
Development of Regional Impact (DRI)	\$ 35,000	8,408	22,838	65%	-18%
Transportation Disadvantaged (TD)	\$ 126,948	7,645	107,846	85%	2%
Economic Development Administration (EDA)	\$ 60,000	3,420	42,224	70%	-13%
Hurricane Study Update and Training	\$ 558,404	27,112	344,036	62%	-21%
Local Emergency Preparedness Committee (LEPC)	\$ 42,000	2,941	28,283	67%	-16%
Hazardous Materials Emergency Preparedness (HMEP)	\$ 76,812	6,116	42,563	55%	-28%
Division of Emergency Management (DEM) T. A.	\$ 2,181	-	2,181	100%	17%
NE Florida Healthcare Coalition	\$ 100,000	7,344	55,049	55%	-28%
Small Quantity Generator (SQG) Program	\$ 5,000	-	4,950	99%	16%
Regional Leadership Academy (RLA)	\$ 4,900	226	4,426	90%	7%
Special Projects	\$ 15,000	1,037	3,033	20%	-63%
Other Revenue	\$ -	-	1,419	0%	0%
TOTAL REVENUES	\$ 1,165,422	\$ 70,689	\$ 777,194	67%	
TRANSFER FROM GENERAL FUND	\$ 106,180	\$ 17,826	\$ 220,669	208%	
TOTAL REVENUE/GENERAL FUND	\$ 1,271,602	\$ 88,515	\$ 997,863	78%	
Expenses					
Salaries/Fringe	\$ 369,381	30,783	347,751	94%	11%
Direct	\$ 555,350	31,694	343,269	62%	-21%
Common/Indirect	\$ 346,870	26,039	306,843	88%	5%
TOTAL EXPENSES	\$ 1,271,602	\$ 88,515	\$ 997,863	78%	
Net Income (loss)		\$ (17,826)	\$ (220,669)		

Northeast Florida Regional Council
 Balance Sheet
 July 2015

	FY 13/14 July 2014	FY 14/15 July 2015
ASSETS		
Cash	1,392,312	1,177,339
Accounts Receivable	210,802	169,964
Prepaid Expenses	395	290
Closing Cost	3,917	-
Total Current Assets	<u>1,607,427</u>	<u>1,347,593</u>
Property and Equipment:		
Office Furniture and Equipment	701,964	596,979
Land	271,910	271,910
Building	1,928,090	1,928,090
Building Improvements	<u>948,286</u>	<u>948,286</u>
Less Accumulated Depreciation	<u>1,627,846</u>	<u>1,633,655</u>
Total Property and Equipment, net	<u>2,222,404</u>	<u>2,111,610</u>
Total Assets	<u><u>3,829,831</u></u>	<u><u>3,459,203</u></u>
LIABILITIES		
Accounts Payable	3,633	9,809
Accrued Salaries and Leave	96,689	44,999
Deferred Revenue	258,080	188,946
Tenant Deposits	5,758	5,758
Notes Payable	1,498,538	1,414,284
Total Liabilities	<u><u>1,862,698</u></u>	<u><u>1,663,796</u></u>
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,967,132	1,795,406
Total Equity and Other Credits	<u>1,967,132</u>	<u>1,795,406</u>
Total Liabilities, Equity and Other Credits	<u><u>3,829,831</u></u>	<u><u>3,459,203</u></u>

YTD Comparison

	13/14	14/15	13/14	14/15
	Net Income (Loss)	Net Income (Loss)	Cash Balance	Cash Balance

AGENCYWIDE

October	\$ 8,466	\$ (9,380)	\$ 1,604,590	\$ 1,143,919
November	\$ 1,994	\$ (22,453)	\$ 1,493,597	\$ 1,151,459
December	\$ (8,265)	\$ (30,690)	\$ 1,453,681	\$ 1,090,388
January	\$ (28,984)	\$ (44,550)	\$ 1,365,304	\$ 1,154,596
February	\$ (44,222)	\$ (55,071)	\$ 1,348,816	\$ 1,163,025
March	\$ (67,529)	\$ (74,550)	\$ 1,223,489	\$ 1,071,860
April	\$ (87,601)	\$ (80,984)	\$ 1,394,325	\$ 1,217,106
May	\$ (112,210)	\$ (106,880)	\$ 1,340,041	\$ 1,071,601
June	\$ (119,405)	\$ (108,363)	\$ 1,282,690	\$ 1,086,079
July	\$ (126,743)	\$ (111,206)	\$ 1,392,312	\$ 1,177,339
August	\$ (140,986)	\$ -	\$ 1,335,802	\$ -
September	\$ (183,513)	\$ -	\$ 1,239,305	\$ -




Bringing Communities Together

Baker • Clay • Duval • Flagler • Nassau • Putnam • St. Johns

MEMORANDUM

DATE: AUGUST 27, 2015

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

FROM: ^{DS} DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: JULY INVESTMENT REPORT

Bank Account Interest

	<u>FY 13/14</u>	<u>FY 14/15</u>
July Interest	\$ 21	\$ 21
Year to Date Interest	\$ 208	\$ 209

Florida Local Government Investment Trust

	<u>FY 13/14</u>	<u>FY 14/15</u>
Current Balance	\$16,300	\$16,423

Agenda

Item

Tab 3

Tab 3

Tab 3

Tab 3

Tab 3



Bringing Communities Together

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MEMORANDUM

DATE: SEPTEMBER 22, 2015

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

THRU: DARRYL REGISTER, PERSONNEL, BUDGET & FINANCE COMMITTEE CHAIR

FROM: ^{DS} DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: AUGUST 2015 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Income of \$9,080 for the month of August and a Year to Date Loss of \$102,126. Revenues for the month of August were \$97,964. Expenses for the month were \$88,884.

The profit is largely attributed to staff working on funded programs rather than unfunded programs and statutory requirements in August.

Regional Council - Agencywide	Adopted Amended Budget 14/15	August 2015	YTD	Represents 92% of Fiscal Year	Budget Variance
Revenues					
County	\$ 623,091	51,924	571,167	92%	0%
Matrix Programs	\$ 1,165,422	45,711	822,905	71%	-21%
North Florida Procurement Association	\$ 2,279	-	2,279	100%	8%
Tenant Revenue	\$ 33,270	312	30,365	91%	-1%
Other Revenue	\$ 6,662	16	6,621	99%	7%
TOTAL REVENUES	\$ 1,830,724	\$ 97,964	\$ 1,433,337	78%	
TRANSFER FROM GENERAL FUND	\$ 106,180	\$ (9,080)	\$ 102,126	96%	
TOTAL REVENUE/GENERAL FUND	\$ 1,936,904	\$ 88,884	\$ 1,535,463	79%	
Expenses					
Salaries and Fringe	\$ 856,525	60,244	775,861	91%	-1%
Contract/Grant Direct Expenses	\$ 557,629	1,557	347,293	62%	-30%
Common/Indirect - Allocated Expenses*	\$ 344,550	21,665	303,064	88%	-4%
General Fund Expense*	\$ 178,200	5,417	109,245	61%	-31%
TOTAL EXPENSES	\$ 1,936,904	\$ 88,884	\$ 1,535,463	79%	
Net Income (loss)		9,080	\$ (102,126)		

*Excludes Salaries & Fringe

Matrix Programs	Adopted Amended Budget 14/15	August 2015	YTD	Represents 92% of Fiscal Year	Budget Variance
Revenues					
Local Government T. A.	\$ 139,177	6,187	124,534	89%	-3%
Development of Regional Impact (DRI)	\$ 35,000	10,026	32,864	94%	2%
Transportation Disadvantaged (TD)	\$ 126,948	8,351	116,197	92%	0%
Economic Development Administration (EDA)	\$ 60,000	4,589	46,813	78%	-14%
Hurricane Study Update and Training	\$ 558,404	3,974	348,009	62%	-30%
Local Emergency Preparedness Committee (LEPC)	\$ 42,000	3,903	32,186	77%	-15%
Hazardous Materials Emergency Preparedness (HMEP)	\$ 76,812	3,100	45,663	59%	-33%
Division of Emergency Management (DEM) T. A.	\$ 2,181	-	2,181	100%	8%
NE Florida Healthcare Coalition	\$ 100,000	4,954	60,002	60%	-32%
Small Quantity Generator (SQG) Program	\$ 5,000	-	4,950	99%	7%
Regional Leadership Academy (RLA)	\$ 4,900	(88)	4,337	89%	-3%
Special Projects	\$ 15,000	717	3,750	25%	-67%
Other Revenue	\$ -	-	1,419	0%	0%
TOTAL REVENUES	\$ 1,165,422	\$ 45,711	\$ 822,905	71%	
TRANSFER FROM GENERAL FUND	\$ 106,180	\$ 9,721	\$ 230,391	217%	
TOTAL REVENUE/GENERAL FUND	\$ 1,271,602	\$ 55,432	\$ 1,053,296	83%	
Expenses					
Salaries/Fringe	\$ 369,381	29,992	377,743	102%	10%
Direct	\$ 555,350	1,555	344,824	62%	-30%
Common/Indirect	\$ 346,870	23,886	330,729	95%	3%
TOTAL EXPENSES	\$ 1,271,602	\$ 55,432	\$ 1,053,296	83%	
Net Income (loss)		\$ (9,721)	\$ (230,391)		

Northeast Florida Regional Council
 Balance Sheet
 August 2015

	FY 13/14 July 2014	FY 14/15 August 2015
ASSETS		
Cash	1,335,802	1,259,551
Accounts Receivable	156,627	141,141
Prepaid Expenses	198	145
Closing Cost	3,834	-
Total Current Assets	1,496,460	1,400,837
Property and Equipment:		
Office Furniture and Equipment	701,964	596,979
Land	271,910	271,910
Building	1,928,090	1,928,090
Building Improvements	948,286	948,286
Less Accumulated Depreciation	1,640,096	1,644,097
Total Property and Equipment, net	2,210,154	2,101,168
Total Assets	3,706,614	3,502,005
LIABILITIES		
Accounts Payable	7,523	9,001
Accrued Salaries and Leave	57,246	44,408
Deferred Revenue	179,940	231,233
Tenant Deposits	5,758	5,758
Notes Payable	1,503,258	1,407,119
Total Liabilities	1,753,725	1,697,519
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,952,890	1,804,486
Total Equity and Other Credits	1,952,890	1,804,486
Total Liabilities, Equity and Other Credits	3,706,614	3,502,005

YTD Comparison

	13/14	14/15	13/14	14/15
	Net Income (Loss)	Net Income (Loss)	Cash Balance	Cash Balance


AGENCYWIDE

October	\$ 8,466	\$ (9,380)	\$ 1,604,590	\$ 1,143,919
November	\$ 1,994	\$ (22,453)	\$ 1,493,597	\$ 1,151,459
December	\$ (8,265)	\$ (30,690)	\$ 1,453,681	\$ 1,090,388
January	\$ (28,984)	\$ (44,550)	\$ 1,365,304	\$ 1,154,596
February	\$ (44,222)	\$ (55,071)	\$ 1,348,816	\$ 1,163,025
March	\$ (67,529)	\$ (74,550)	\$ 1,223,489	\$ 1,071,860
April	\$ (87,601)	\$ (80,984)	\$ 1,394,325	\$ 1,217,106
May	\$ (112,210)	\$ (106,880)	\$ 1,340,041	\$ 1,071,601
June	\$ (119,405)	\$ (108,363)	\$ 1,282,690	\$ 1,086,079
July	\$ (126,743)	\$ (111,206)	\$ 1,392,312	\$ 1,177,339
August	\$ (140,986)	\$ (102,126)	\$ 1,335,802	\$ 1,259,551
September	\$ (183,513)	\$ -	\$ 1,239,305	\$ -

MEMORANDUM

DATE: SEPTEMBER 22, 2015

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

FROM: ^{DS} DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: AUGUST INVESTMENT REPORT

Bank Account Interest

	<u>FY 13/14</u>	<u>FY 14/15</u>
August Interest	\$ 20	\$ 21
Year to Date Interest	\$ 228	\$ 230

Florida Local Government Investment Trust

	<u>FY 13/14</u>	<u>FY 14/15</u>
Current Balance	\$16,323	\$16,418

Agenda

Item

Tab 4

Tab 4

Tab 4

Tab 4

Tab 4




Bringing Communities Together

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MEMORANDUM

DATE: SEPTEMBER 22, 2015

TO: NORTHEAST FLORIDA REGIONAL COUNCIL

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

FROM: DONNA STARLING, CHIEF FINANCIAL OFFICER
DS

RE: YEAR END/AUDIT SCHEDULE FOR FY 2014/2015

Enclosed is the year end/audit schedule for fiscal year 2014/2015. The final audit will be presented at the February or April Board meeting by our auditors, Carrs, Riggs & Ingram, LLC.

If you have any questions, please feel free to contact me. Thank you.

Year End/Audit Schedule for Fiscal Year 14-15

October 1, 2015	Employees turn in timesheets/travel for end of year for September 21-30
October 13, 2015	Last day for accounts payable accruals
October 15, 2015	Send September preliminary reports to Managers for review
October 21, 2015	Managers return preliminary reports with any corrections
October 23, 2015	Complete September month end
October 26-30, 2015	Year-end close out
November 2-6, 2015	Prepare audit schedules and audit confirmations
November 9-13, 2015	Audit fieldwork performed
February 4, 2016 or April 7, 2016*	FY 14/15 audit presented to the Committee and Board *The audit presentation date is dependent on when the GASB 68 pension liability information is received from the Florida Division of Retirement for inclusion in the audit.