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## MEMORANDUM

Date: May 1, 2007  
To: NEFRC Personnel, Budget, and Finance Policy Committee  
From: Donna Starling, Chief Financial Officer<sup>DS</sup>  
Re: May 3, 2007, Committee Meeting

=====  
The next meeting of the Personnel, Budget, and Finance Policy Committee will be held on **Thursday, June 7, 2007, at 9:00 a.m.** at the **Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, FL 32216.**

**Northeast Florida Regional Council**  
**PERSONNEL, BUDGET & FINANCE**  
**POLICY COMMITTEE**

**A G E N D A**

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

**Thursday, May 3, 2007  
9:30 a.m.**

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

1. Call to Order, Roll Call, Introductions –Chair Stern
- \*2. Approval of April 5, 2007 Meeting’s Minutes –Chair Stern.....1
3. New Business
  - \*A. March 2007 Financial Report – Donna Starling.....2
4. Old Business
5. Next Meeting Date and Location: **Thursday, June 7, 2007  
9:00 am  
Northeast Florida Regional Council  
6850 Belfort Oaks Place  
Jacksonville, Florida 32216**
6. Adjournment

**\*Denotes Action Item**

# **Tab 1**



NORTHEAST FLORIDA REGIONAL COUNCIL  
Personnel, Budget, and Finance Policy Committee  
April 5, 2007

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MINUTES

A meeting of the NEFRC Personnel, Budget, and Finance Policy Committee was held on Thursday, **April 5, 2007**, at 9:30 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida, 32216. **Vice Chair Fleckenstein** called the meeting to order with the following members present representing a quorum:

Hugh Fish	Jim O'Connell
Wes Larson	Rea Fleckenstein

Excused: Chereese Stewart, Karen Stern

Staff: Brian Teeple, Donna Starling, Angi Giles

\*Approval of Minutes

**Mr. Larson moved approval of the minutes of the March 1, 2007, meeting; seconded by Commissioner O'Connell; motion unanimously carried.**

New Business

\*February 2007, Financial Report

Ms. Starling reported that the Council posted a Net Income of \$8,521 for the month of February and a Year to Date Net Income of \$75,245. The Business Development Corporation (BDC) posted a Net Loss of \$14,464 for the month of February and a Year to Date Net Income of \$56,579. The Agency-wide totals were a Net Income of \$22,985 for the month and a Net Income of \$131,824 (includes BDC Net Income) Year to Date. The BDC payable to the Council is \$136,292 through February 2007. Ms. Starling also reported the "Sweep" account accrued interest was \$2,734 for the month of February 2007 and \$13,204 Year to Date. Discussion followed. **Mr. Fish moved approval of the February 2007 Financial Report; seconded by Commissioner O'Connell; motion unanimously carried.**

Building Refinance Update

Mr. Teeple informed the Committee that the Council must get competitive quotes for refinancing the Council building. Per IRS requirements, the refinancing must go before the City Council of Jacksonville as our local government agency (Duval).

Old Business

None

Next Meeting Date and Location

The next meeting is scheduled for **Thursday, May 3, 2007**, at 9:00 a.m., at the **Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216.**

Adjournment

There being no further business to discuss, the meeting was adjourned at 9:59 a.m.

# Tab 2

## MEMORANDUM

DATE: April 24, 2007

TO: Northeast Florida Regional Council

THRU: Hugh D. Fish, Secretary/Treasurer

FROM: Donna Starling, Chief Financial Officer<sup>DS</sup>

RE: March 2007 Financial Report

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Northeast Florida Regional Council posted a Net Income of \$26,606 for the month of March and a Year to Date Net Income of \$101,851. The Business Development Corporation posted a Net Income of \$5,472\* for the month of March and a Year to Date Net Income of \$62,051. The Agencywide totals were a Net Income of \$32,078 for the month and a Net Income of \$163,902 (includes BDC Net Income) Year to Date.

BDC payable to the Council is \$131,590 through March 2007.

\*The BDC Payable to RPC is decreased by this amount.

Regional Council - Agencywide	Adopted Budget 06/07	March, 2007	YTD	Represents 50% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Planning and Development	\$ 1,173,390	83,322	435,858	37%	-13%
Emergency Preparedness	\$ 955,759	145,255	537,481	56%	6%
County	\$ 586,359	48,863	293,180	50%	0%
Healthy Start	\$ 5,600,034	1,168,987	2,719,750	49%	-1%
Business Development Corporation	\$ 545,444	26,819	208,415	38%	-12%
Regional Data Center	\$ 166,023	13,411	70,896	43%	-7%
Tenant Revenue	\$ 85,000	10,563	51,874	61%	11%
AME Ministerial Alliance	\$ 319,331	22,153	144,407	45%	-5%
Anticipated Revenue/Other	\$ 24,000	27,954	79,662	332%	282%

<b>TOTAL REVENUES</b>	\$ 9,455,340	\$ 1,547,327	\$ 4,541,523
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<b>Expenses</b>					
Salaries and Fringe	\$ 3,231,719	224,551	1,438,062	44%	-6%
Contract/Grant Direct Expenses	\$ 5,457,861	1,239,982	2,595,882	48%	-2%
Common/Indirect - Allocated Expenses*	\$ 438,107	42,817	267,615	61%	11%
General Fund Expense*	\$ 302,260	7,899	76,062	25%	-25%

<b>TOTAL EXPENSES</b>	\$ 9,429,947	\$ 1,515,249	\$ 4,377,621
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<b>Net Income (loss)</b>	\$ 25,393	32,078	\$ 163,902
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\*Excludes Salaries & Fringe

Planning and Development	Adopted Budget			Represents 50% of Fiscal Year	Budget Variance
	10/01/06 - 09/30/07	March, 2007	YTD		
<b>Revenues</b>					
Local Gov't T.A./DCA	\$ 480,801	45,795	232,559	48%	-2%
DRI	\$ 266,000	8,240	76,448	29%	-21%
TD	\$ 110,000	8,421	61,783	56%	6%
SHIP/Weatherization	\$ 187,600	20,602	64,680	34%	-16%
FIAM Training	\$ 25,000		123	0%	-50%
Special Projects	\$ 30,000	-	-	0%	0%
Other Revenue	\$ 73,989	265	265	0%	-50%
<b>TOTAL REVENUES</b>	<b>\$ 1,173,390</b>	<b>\$ 83,322</b>	<b>\$ 435,858</b>	<b>37%</b>	
<b>Expenses</b>					
Salaries/Fringe	\$ 650,850	39,344	241,713	37%	-13%
Direct	\$ 66,948	28,195	61,852	92%	42%
Common/Indirect	\$ 455,592	15,783	134,482	30%	-20%
<b>TOTAL EXPENSES</b>	<b>\$ 1,173,390</b>	<b>\$ 83,322</b>	<b>\$ 438,047</b>	<b>37%</b>	
<b>Net Profit (Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,189)</b>		

Emergency Preparedness	Adopted Budget 10/01/06 - 09/30/07		March, 2007	YTD	Represents 50% of Fiscal Year	Budget Variance
<b>Revenues</b>						
Emergency Preparedness Local TA	\$ 438,832		21,270	153,592	35%	-15%
Hurricane Study	\$ 40,000		39,298	83,696	209%	159%
DCA LEPC	\$ 44,909		2,630	27,009	60%	10%
HMEP	\$ 30,000		2,803	7,799	26%	-24%
Terrorism Statewide Coordination	\$ 150,000		1,899	27,617	18%	-32%
Terrorism Exercise Area 3	\$ 20,000		-	-	0%	0%
FHS Terrorism Conference	\$ 45,000		-	-	0%	0%
SHSGP Terrorism	\$ 75,000		6,526	83,182	111%	61%
Statewide Exercise Evaluation	\$ 86,000		-	-	0%	0%
State Training Video	\$ -		-	15,100	0%	0%
Cultural Workshop	\$ -		-	22,013	0%	0%
Feasibility Study	\$ -		50,565	52,471	0%	0%
LSA Assessments	\$ -		13,615	22,318	0%	0%
Section 11	\$ -		-	25,843	0%	0%
EOC Enhancement	\$ -		-	-	0%	0%
Other Revenue	\$ 26,018		6,649	16,841	65%	15%
<b>TOTAL REVENUES</b>	\$ 955,759	\$ 145,255	\$ 537,481		56%	
<b>Expenses</b>						
Salaries/Fringe	\$ 407,562		31,161	198,817	49%	-1%
Direct	\$ 282,435		98,131	211,825	75%	25%
Common/Indirect	\$ 265,762		15,971	126,888	48%	-2%
<b>TOTAL EXPENSES</b>	\$ 955,759	\$ 145,262	\$ 537,529		56%	
Net Profit (Loss)	\$ -	\$ (7)	\$ (48)			

BDC	Adopted Budget 10/01/06 - 09/30/07			March, 2007	YTD	Represents 50% of Fiscal Year	Budget Variance
<b>Revenues</b>							
Processing	\$ 166,000		770		24,530	15%	-35%
Interest	\$ 42,000		-		30,558	73%	23%
Servicing	\$ 267,000		26,049		153,327	57%	7%
Other	\$ 70,444	\$ -			\$ -	0%	0%
<b>TOTAL REVENUES</b>	<b>\$ 545,444</b>	<b>\$ -</b>	<b>26,819</b>		<b>\$ 208,415</b>		
<b>Expenses</b>							
Salaries/Fringe	\$ 351,830		14,254		99,649	28%	-22%
Direct Expenses	\$ 41,750		3,377		12,198	29%	-21%
Common/Indirect	\$ 151,864		3,716		34,517	23%	-27%
<b>TOTAL EXPENSES</b>	<b>\$ 545,444</b>	<b>\$ -</b>	<b>21,347</b>		<b>\$ 146,364</b>		
<b>Net Profit (Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>5,472</b>		<b>\$ 62,051</b>		

Healthy Start	Adopted Budget 10/01/06 - 09/30/07	March, 2007	YTD	Represents 50% of Fiscal Year
<b>Revenues</b>				
Department of Health	\$ 4,099,113	1,011,127	1,987,958	48%
Federal Healthy Start (Magnolia)	\$ 925,000	84,512	413,982	45%
Azalea	\$ 76,160	6,016	26,952	35%
Mom Care - SOBRA	\$ 489,276	33,310	222,457	45%
Outreach	\$ -	31,327	56,694	0%
Other	\$ 10,485	2,695	11,707	112%
<b>TOTAL REVENUES</b>	<b>\$ 5,600,034</b>	<b>1,168,987</b>	<b>2,719,750</b>	
<b>Expenses</b>				
Salaries/Fringe	\$ 697,423	67,385	375,906	54%
Direct Expenses	\$ 4,529,376	1,079,795	2,183,889	48%
Common/Indirect	\$ 373,235	21,807	159,955	43%
<b>TOTAL EXPENSES</b>	<b>\$ 5,600,034</b>	<b>1,168,987</b>	<b>2,719,750</b>	

**March 2007**

**ASSETS**

**Current Assets:**

Regional Council Cash	1,836,660
Healthy Start Cash	366,162
Regional Council Accounts Receivable	645,579
BDC Accounts Receivable	118,038
Healthy Start Accounts Receivable	184,329
Due from other funds - BDC	131,590

**Total Current Assets** 3,282,359

**Property and Equipment:**

Office furniture and equipment	741,002
Software	115,200
Land	271,910
Building	1,928,090
Building improvements	467,166

Less accumulated depreciation 970,350

**Total Property and Equipment, net** 2,553,017

**Other Assets:**

Closing Cost 18,233

**Total Other Assets** 18,233

**Total Assets** 5,853,609

**LIABILITIES**

**Current Liabilities:**

Accounts payable	34,689
Due to other funds	131,590
Loan deposits	122,158
Accrued salaries and leave	189,372
Regional Council Deferred Revenue	1,683,358
Healthy Start Deferred Revenue	138,488
Tenant deposits	10,104
Notes payable - current portion	38,966

**Total Current liabilities** 2,348,725

**Long-Term Liabilities:**

Notes payable - long-term portion 1,541,974

**Total long-term liabilities** 1,541,974

**Total Liabilities** 3,890,699

**EQUITY**

**Equity and Other Credits:**

Contributed capital	186,338
Retained earnings	1,776,573

**Total Equity and Other Credits** 1,962,911

**Total Liabilities, Equity and Other Credits** 5,853,609

## YTD Comparison

05/06

06/07

### AGENCYWIDE

October	\$	1,817*	\$	19,119*
November	\$	28,162*	\$	70,889*
December	\$	16,521*	\$	99,805*
January	\$	9,482*	\$	108,838*
February	\$	19,109*	\$	131,824*
March	\$	27,931*	\$	163,602*
April	\$	44,333*		
May	\$	108,112*		
June	\$	115,289*		
July	\$	140,848*		
August	\$	158,424*		
September	\$	191,520*		

### BDC

October	\$	9,852	\$	4,000
November	\$	15,275	\$	43,538
December	\$	36,530	\$	44,135
January	\$	27,282	\$	42,115
February	\$	21,503	\$	56,579
March	\$	15,473	\$	62,051
April	\$	14,692		
May	\$	65,651		
June	\$	74,177		
July	\$	81,726		
August	\$	90,416		
September	\$	100,329		

\* Includes BDC Year to Date totals.



*Bringing Communities Together*

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

## MEMORANDUM

DATE: April 24, 2007  
TO: Northeast Florida Regional Council  
DS  
FROM: Donna Starling, Chief Financial Officer  
RE: March Investment Report

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Sweep Account Interest

March Interest \$ 3,366

Year to Date Interest \$16,570

Florida Local Government Investment Trust

Current Balance \$13,946