

# **NEFRC**

## **PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE**

Meeting

November 5, 2009  
9:30 a.m.

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



*Bringing Communities Together*

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

## MEMORANDUM

Date: November 5, 2009  
To: NEFRC Personnel, Budget, and Finance Policy Committee  
From: Donna Starling<sup>DS</sup>, Chief Financial Officer  
Re: December 3, 2009, Committee Meeting

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The next meeting of the Personnel, Budget, and Finance Policy Committee scheduled for **Thursday, December 3, 2009**, at **9:00 a.m.** will be held 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, Florida 32216

Thursday, November 5, 2009  
9:30 a.m.

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

TAB

1. Call to order, Welcome, Roll Call and Pledge – Vice Chair Sgroi
- \*2. Approval of October 1, 2009 Meeting's Minutes – Vice Chair Sgroi .....1
- \*3. September 2009 Financial Report – Donna Starling .....2
4. Next Meeting Date and Location: **Thursday, December 3, 2009**  
Northeast Florida Regional Council  
6850 Belfort Oaks Place  
Jacksonville, Florida 32216
5. Adjournment

**\*Denotes Action Item**

# Agenda

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## Item

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NORTHEAST FLORIDA REGIONAL COUNCIL  
Personnel, Budget, and Finance Policy Committee  
October 1, 2009

MINUTES

A meeting of the Northeast Florida Regional Council (NEFRC) Personnel, Budget, and Finance Policy Committee was held on Thursday, **October 1, 2009**, at 9:30 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216. **Chairman Williams** called the meeting to order with the following members present representing a quorum:

Hugh Fish	Chip Laibl	Jane Miller	Robert Page
Bob Sgroi	Cyndi Stevenson	Larry Williams	

Staff Present: Donna Starling, Mario Taylor and Sheron Forde

\*Approval of Minutes

**Chairman Williams called for a motion on the September 3, 2009 minutes. Mr. Sgroi moved approval, seconded by Mr. Fish; motion passed unanimously.**

\*August 2009 Financial Report

Ms. Starling reported that the Council posted a net income of \$9,851 for the month of August, with a year-to-date net loss of \$149,899. She stated that revenues and expenses for the month of August were \$287,308 and \$277,457 respectively. A brief discussion followed.

**Chairman Williams called for a motion on the August 2009 Financial Report. Mr. Fish moved approval, seconded by Commissioner Laibl; motion passed unanimously.**

FY 08/09 Year End Closeout / Auditor Schedule

Ms. Starling provided the year end/audit schedule for fiscal year 2008/2009 for the Members information. She stated that the final audit will be presented to the Board at its January meeting. A brief discussion followed.

Other Business

None

Commissioner Stevenson arrived.

Next Meeting Date and Location

The next meeting is scheduled for Thursday, November 5, 2009, at 9:00 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216.

Adjournment

There being no further business before the Committee; the meeting was adjourned at 9:40 a.m.

# Agenda

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## Item

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*Bringing Communities Together*

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

## MEMORANDUM

DATE: October 27, 2009  
TO: Northeast Florida Regional Council  
THRU: Hugh D. Fish, Secretary/Treasurer  
FROM: Donna Starling, <sup>DS</sup> Chief Financial Officer  
RE: September 2009 Financial Report

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The Northeast Florida Regional Council posted a Net Income of \$4,181 for the month of September.

As part of closing out the Council's 2009 fiscal year the Council was able to recognize additional revenue for NOPC (Notice of Proposed Change) reviews and fixed fee contracts totaling \$35,352. In addition, the Council wrote off \$7,055 in bad debt. The final year end unaudited adjusted Net Loss totaled \$117,431.

<b>Regional Council - Agencywide</b>	<b>Adopted Amended Budget 08/09</b>	<b>September, 2009</b>	<b>YTD</b>	<b>Represents 100% of Fiscal Year</b>	<b>Budget Variance</b>
<b>Revenues</b>					
Planning and Development	\$ 690,078	93,166	679,558	98%	-2%
Emergency Preparedness	\$ 3,939,072	327,288	3,046,636	77%	-23%
County	\$ 623,091	51,924	623,091	100%	0%
Business Development Corporation	\$ 177,000	-	177,645	100%	0%
North Florida Procurement Association	\$ 20,000	1,215	29,264	146%	46%
Regional Community Institute	\$ 337,715	1,733	262,379	78%	-22%
Tenant Revenue	\$ 112,000	21,438	113,325	101%	1%
CEDS Revenue	\$ 30,277	2,564	24,374	81%	-19%
Anticipated Revenue/Other	\$ 15,000	1,632	20,293	135%	35%

<b>TOTAL REVENUES</b>	<b>\$ 5,944,233</b>	<b>\$ 500,959</b>	<b>\$ 4,976,565</b>
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<b>Expenses</b>					
Salaries and Fringe	\$ 1,972,697	142,241	1,973,057	100%	0%
Contract/Grant Direct Expenses	\$ 3,514,879	263,641	2,538,360	72%	-28%
Common/Indirect - Allocated Expenses*	\$ 409,095	43,885	410,657	100%	0%
General Fund Expense*	\$ 282,479	18,713	171,922	61%	-39%

<b>TOTAL EXPENSES</b>	<b>\$ 6,179,150</b>	<b>\$ 468,481</b>	<b>\$ 5,093,996</b>
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<b>Net Income (loss)</b>	<b>\$ (234,917)</b>	<b>32,478</b>	<b>\$ (117,431)</b>
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\*Excludes Salaries & Fringe

Planning and Development	Adopted Amended Budget 08/09	September, 2009	YTD	Represents 100% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Local Gov't T.A./DCA	\$ 312,000	25,702	316,153	101%	1%
DRI	\$ 135,000	44,393	129,553	96%	-4%
TD	\$ 114,000	3,662	102,907	90%	-10%
SHIP	\$ 68,498	5,801	66,359	97%	-3%
Affordable Housing	\$ 3,516	3,644	31,207	888%	788%
Special Projects	\$ 57,064	9,963	33,381	58%	-42%
<b>TOTAL REVENUES</b>	<b>\$ 690,078</b>	<b>\$ 93,166</b>	<b>\$ 679,558</b>	<b>98%</b>	
<b>Expenses</b>					
Salaries/Fringe	\$ 412,118	39,655	380,038	92%	-8%
Direct	\$ 37,800	2,430	38,920	103%	3%
Common/Indirect	\$ 240,160	22,190	220,001	92%	-8%
<b>TOTAL EXPENSES</b>	<b>\$ 690,078</b>	<b>\$ 64,275</b>	<b>\$ 638,959</b>	<b>93%</b>	
<b>Net Profit (Loss)</b>	<b>\$ -</b>	<b>\$ 28,891</b>	<b>\$ 40,599</b>		

Emergency Preparedness	Adopted Amended Budget 08/09	September, 2009	YTD	Represents 100% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Emergency Preparedness Local TA	\$ 103,086	30,746	119,770	116%	16%
Hurricane Study	\$ 2,195,168	122,102	1,174,368	53%	-47%
DCA LEPC	\$ 40,909	3,151	39,348	96%	-4%
HMEP	\$ 52,445	16,241	58,905	112%	12%
Terrorism Statewide Coordination	\$ 315,100	-	260,100	83%	-17%
SQG	\$ 9,000	0	6,263	70%	-30%
SHSGP Terrorism	\$ 69,000	5,531	75,462	109%	9%
DEM TA	\$ 167,231	5,000	144,418	86%	-14%
Infrastructure Assessments	\$ 446,617	22,220	442,779	99%	-1%
USAI Program	\$ 382,000	-	381,940	100%	0%
Training Exercise Planning Workshop	\$ 92,726	135	84,546	91%	-9%
FDLE Workshop	\$ 25,000	-	25,000	100%	0%
State Technical Assistance	\$ 40,790	56,553	75,286	185%	85%
Other Revenue	\$ -	65,608	158,453	0%	0%
<b>TOTAL REVENUES</b>	<b>\$ 3,939,072</b>	<b>\$ 327,288</b>	<b>\$ 3,046,636</b>	<b>77%</b>	
<b>Expenses</b>					
Salaries/Fringe	\$ 426,274	36,563	440,164	103%	3%
Direct	\$ 3,212,079	257,981	2,301,130	72%	-28%
Common/Indirect	\$ 300,720	27,975	300,794	100%	0%
<b>TOTAL EXPENSES</b>	<b>\$ 3,939,072</b>	<b>\$ 322,518</b>	<b>\$ 3,042,087</b>	<b>77%</b>	
<b>Net Profit (Loss)</b>	<b>\$ -</b>	<b>\$ 4,769</b>	<b>\$ 4,549</b>		

Northeast Florida Regional Council  
Balance Sheet  
September 2009

	<b>FY 07/08</b>	<b>FY 08/09</b>
	<b><u>September 2008</u></b>	<b><u>September 2009</u></b>
<b>ASSETS</b>		
Cash*	2,553,132	1,906,617
Accounts Receivable	641,773	482,174
Due from other funds - BDC	111,914	-
Closing Cost	9,750	8,750
<b>Total Current Assets</b>	<b><u>3,316,570</u></b>	<b><u>2,397,541</u></b>
<b>Property and Equipment:</b>		
Office furniture and equipment	731,988	686,333
Software	115,200	115,200
Land	271,910	271,910
Construction in Progress	1,039	-
Building	1,928,090	1,928,090
Building improvements	467,166	930,081
	<u>1,090,729</u>	<u>1,152,361</u>
Less accumulated depreciation	1,090,729	1,152,361
<b>Total Property and Equipment, net</b>	<b><u>2,424,664</u></b>	<b><u>2,779,253</u></b>
<b>Total Assets</b>	<b><u><u>5,741,233</u></u></b>	<b><u><u>5,176,794</u></u></b>
<b>LIABILITIES</b>		
Accounts payable	91,514	143,866
Due to other funds	-	-
Accrued salaries and leave	152,511	129,329
Regional Council Deferred Revenue	1,221,449	859,886
Tenant deposits	8,232	8,232
Notes payable	1,943,462	1,870,555
<b>Total Liabilities</b>	<b><u><u>3,417,168</u></u></b>	<b><u><u>3,011,868</u></u></b>
<b>EQUITY</b>		
<b>Equity and Other Credits:</b>		
Retained earnings	2,324,065	2,164,926
<b>Total Equity and Other Credits</b>	<b><u>2,324,065</u></b>	<b><u>2,164,926</u></b>
<b>Total Liabilities, Equity and Other Credits</b>	<b><u><u>5,741,233</u></u></b>	<b><u><u>5,176,794</u></u></b>

\* Cash includes advance funding for the Hurricane Evacuation contract and building note proceeds that will be used for the roof replacement.

## YTD Comparison

07/08

08/09

### AGENCYWIDE

October	\$ 7,878	\$ (3,978)
November	\$ 50,325	\$ (6,955)
December	\$ 35,300	\$ (25,896)
January	\$ 38,625	\$ (36,757)
February	\$ 37,161	\$ (69,465)
March	\$ 31,313	\$ (83,952)
April	\$ 30,942	\$ (106,496)
May	\$ 40,286	\$ (133,288)
June	\$ 16,706	\$ (117,431)
July	\$ 12,733	
August	\$ 22,886	
September	\$ 24,150	

## MEMORANDUM

DATE: October 27, 2009  
 TO: Northeast Florida Regional Council  
 FROM: Donna Starling, Chief Financial Officer  
 RE: September Investment Report

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Sweep Account Interest	FY 07/08	FY 08/09
September Interest	\$ 1,263	\$ 116
Year to Date Interest	\$ 28,731	\$ 2,764

Building Construction Sweep Account Interest	FY 07/08	FY 08/09
September Interest	\$ 328	\$ 0
Year to Date Interest	\$ 1,284	\$ 464

Florida Local Government Investment Trust	FY 07/08	FY 08/09
Current Balance	\$14,718	\$15,265