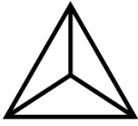


**FINANCE COMMITTEE MEETING**  
**February 14, 2018**  
**3:30 p.m.**  
**TCRPC Small Conference Room**

**Agenda**

- I. **Call to Order/Introductions**
- II. **Approval of Agenda** (Action)
- III. **Approval of Minutes** (Action) - Minutes from the January 10, 2018 meeting are attached.
- IV. **Opportunity for Public Comment** – Opportunity to address the committee on topics on the agenda.
- V. **Finance Report for January 2018**  
The Finance Report for January 2018 is enclosed. We request the Committee recommend the report be received and placed on file.
- VI. **Other Business**
- VII. **Adjourn**



## FINANCE COMMITTEE MEETING PROPOSED MINUTES

January 10, 2018 at 6:30 p.m.

Tri-County Regional Planning Commission

**I. Finance Report for December 2017**

It was MOVED by C/ Banas, SUPPORTED C/ Barnes to recommend the report be received and placed on file. MOTION CARRIED UNANIMOUSLY.

**II. FY 2018 Budget Revision**

Finance Director Greg Hoffman explained that the settlement agreement with former Executive Director will cause the Commission to have a deficit of \$39,528. C/ Eakin MOVED and SUPPORTED by C/ Austin to approve the Budget Revision for FY 2018. MOTION CARRIED UNANIMOUSLY.

**III. Interim Director's Compensation**

It was MOVED by C/Eakin, SUPPORTED by C/Austin to support Interim Director's Compensation request. MOTION CARRIED UNANIMOUSLY.

**IV. Adjourn**

TRI-COUNTY REGIONAL PLANNING COMMISSION  
 EXPENDITURE REPORT  
 JANUARY 2018  
 FISCAL YEAR 10/1/2017 TO 9/30/2018

LINE ITEM CATEGORY	BUDGET	CURRENT MONTH	FISCAL YEAR TO DATE	BALANCE	PERCENT EXPENDED
Salaries	760,500	66,433	253,267	507,233	33.30%
Fringe Benefits	380,500	24,866	103,174	277,326	27.12%
Advertising	4,100	60	1,969	2,131	48.02%
Audit	9,800	500	8,800	1,000	89.80%
Bank Service Charges	1,000	62	250	750	25.03%
Commission Discretionary Funds	5,000		2,272	2,728	45.44%
Commission Mtg Expense	2,200	1,917	2,166	34	98.45%
Commission Travel	1,000		0	1,000	0.00%
Computer Services	41,000	1,554	8,282	32,718	20.20%
Computer Software	32,000	1,016	17,943	14,057	56.07%
Consultant	150,000		29,143	120,857	19.43%
Contractual Services	15,000		748	14,252	4.98%
Equipment Maintenance	2,500		0	2,500	0.00%
Fixed Asset Depreciation	9,000	664	2,654	6,346	29.49%
Furniture/Equipment Purch.	15,000		2,190	12,810	14.60%
Insurance	6,400		0	6,400	0.00%
Membership Dues	11,000		2,152	8,848	19.56%
Office Supplies	10,000	741	3,196	6,804	31.96%
Pass Through	298,069		6,817	291,252	2.29%
Postage	2,300	79	377	1,923	16.40%
Printing & Copying	11,650	0	2,655	8,995	22.79%
Publications/Subscriptions	1,050		388	662	36.97%
Rent - Meeting Facility	2,050		0	2,050	0.00%
Rent - Office	70,100	5,883	22,126	47,974	31.56%
Special Projects	51,472	520	5,252	46,220	10.20%
Telephone	3,500		598	2,902	17.07%
Training	8,000	295	330	7,670	4.13%
Transfer for Match	225,525	10,535	56,337	169,188	24.98%
Travel - In	17,000	1,157	3,997	13,003	23.51%
Travel - Out	22,500		2,198	20,302	9.77%
<b>Totals</b>	<b>2,169,216</b>	<b>116,281</b>	<b>539,279</b>	<b>1,629,937</b>	<b>24.86%</b>