



## Upper Valley Lake Sunapee Regional Planning Commission

UVLSRPC Finance Committee Meeting  
Wednesday October 12, 2011  
UVLSRPC Offices  
Lebanon, NH

### Committee Present:

Katherine Connolly, Hanover  
Bernie Folta, Claremont  
Jeff Kessler, Newport  
Larry LeClair, Lebanon  
Shawn Donovan, Lebanon  
Thain Allan, Grantham

### Others:

Yutian Zhang, staff  
Nate Miller, staff

- The meeting was called to order by Thain at 4:00.
- **The minutes from August 10, 2011 were approved as submitted by motion from Jeff/Larry.**
- Thain asked about the status of the forthcoming audit report. Yutian reported that the Commission has received a draft audit report. Yutian anticipates Finance Committee review of the audit report in November.
- Yutian provided an overview of the August financial report, noting that cash flow was strong because of recent dues payments. Similarly, receivables are relatively high as there are some dues notices outstanding. While cash flow is currently strong, Yutian anticipates that the Finance Committee will need to re-evaluate in November/December, as a bill for \$30,000 related to expenses from the Household Hazardous Waste Collection program comes due.
- Yutian noted that the NHDOT payable item results from an imminent indirect cost rate recalculation. This reserve is an estimated liability based on forthcoming NHDOT audit results. Kate asked if NHDOT is now providing better guidance in calculating indirect cost rates. Yutian responded that NHDOT has been providing written guidance, which has been helpful.
- Shawn asked about the six-week delay in reviewing financial reports, noting that the Finance Committee is currently reviewing financials from the end of August. Yutian advised that he can provide financial reports from the previous month. However, some revenues and expenses will not be finalized. In these cases, he can provide estimates for the Finance Committee to review and note the estimates on the balance sheet. Finance Committee members concurred that this would be a better method.
- Bernie asked if UVLSRPC receives advance payments for specific contracts or projects. Thain advised that the Commission does receive advance payments, which are included in the "deferred revenue" line item. Kate noted that this item fluctuates from month-to-month.
- Larry asked if it would be possible for the Finance Committee to review a list of receivables each month. Yutian advised that he will include a receivable list in the Finance Committee packet for upcoming meetings.
- Bernie noted that, in August, the full Commission approved a budget amendment related to the hiring of new staff. Yutian advised that this budget amendment will appear in the September financials.

- In reviewing cash flow projections, Jeff asked if the cash on hand minimum alert should be revised from \$50,000 to \$75,000. Thain responded that it will be adjusted in future cash flow projection reports.
- Yutian provided an overview of the Indirect Cost Rate analysis, noting that the commission's current rate of 157.25% was established by last year's audit results. This year's indirect cost rate proposal is 151.52%, based on an analysis of indirect costs through June 2011 (the end of FY 2011). Shawn asked why depreciation is not included in the indirect cost rate. Yutian noted that depreciation is typically calculated once each year, but monthly estimates may help to provide the Finance Committee with more clarity on this item.
- Jeff asked why the salary line item in the cash flow projection analysis does not relate to the salary figures presented in the Indirect Cost Rate analysis. Yutian noted the complexity of this question and asked if the Finance Committee would like him to do a presentation on this topic at the November meeting. Finance Committee members agreed with this sentiment, and requested that Yutian prepare a presentation for the November meeting.
- Finance Committee members discussed the Lakes Region Planning Commission Financial Procedures. In the interest of time, Thain and Bernie volunteered to review the document in detail and make a recommendation to the Finance Committee in December.
- Jeff asked for clarification about what items are being presented by the Finance Committee at the upcoming Commission meeting. Kate advised that the August and September financial reports will be presented, and noted that the Finance Committee will have an opportunity to review the September financials before the full Commission meeting.

**Meeting adjourned at 5:00 by motion from Kate/Jeff.**

Minutes prepared by Nathan Miller