

# ATTACHMENT 2

**Rockingham Planning Commission**  
**Financial Statement**  
**Budget vs. Actual**  
May 2016

	May 2016	YTD FY 16	Revised Amendment #1	Balance	% Budget
<b>Income</b>					
<b>RESOURCES</b>					
Federal Contracts	\$	-	\$ -	\$ -	
Grants	\$	-	\$ -		
Local Dues	\$ -	\$ 130,525	\$ 130,524	\$ (1)	100.0%
Other Income	\$ -		\$ 6,500	\$ 6,500	0.0%
Local Planning Contracts	\$ 11,235	\$ 230,421	\$ 278,460	\$ 48,039	82.7%
State Contracts	\$ 57,755	\$ 614,887	\$ 748,075	\$ 133,188	82.2%
<b>Total RESOURCES</b>	<b>\$ 68,990</b>	<b>\$ 975,833</b>	<b>\$ 1,163,559</b>	<b>\$ 187,726</b>	<b>83.9%</b>
<b>Total Income</b>	<b>\$ 68,990</b>	<b>\$ 975,833</b>	<b>\$ 1,163,559</b>	<b>\$ 187,726</b>	<b>83.9%</b>
<b>Expense</b>					
Newspaper/Media	\$ 296	\$ 2,615	\$ 1,500	\$ (1,115)	174.3%
Contracted Printing	\$ 351	\$ 2,768	\$ 2,000	\$ (768)	138.4%
Contracted Services	\$ 22,143	\$ 158,947	\$ 149,555	\$ (9,392)	106.3%
Total Salaries	\$ 48,358	\$ 598,820	\$ 659,037	\$ 60,217	90.9%
Travel	\$ 410	\$ 3,513	\$ 9,000	\$ 5,487	39.0%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 35	\$ 440	\$ 425	\$ (15)	103.5%
Janitorial	\$ 300	\$ 1,715	\$ 3,900	\$ 2,185	44.0%
Accounting	\$ -		\$ 1,200	\$ 1,200	0.0%
Audit	\$ -	\$ 9,962	\$ 10,020	\$ 58	99.4%
Bank & Service Charges	\$ -	\$ 282	\$ 350	\$ 68	80.7%
**Dues & Subscriptions	\$ -	\$ 5,791	\$ 6,500	\$ 709	89.1%
<b>Employee Co Contrib of Benefits</b>					
C Deferred Comp 457	\$ 2,631	\$ 37,677	\$ 41,830	\$ 4,153	90.1%
C Dental Insurance	\$ 817	\$ 9,753	\$ 10,388	\$ 635	93.9%
C Health Ins.	\$ 4,705	\$ 51,814	\$ 61,070	\$ 9,256	84.8%
C Life Insurance	\$ 79	\$ 991	\$ 1,100	\$ 109	90.1%
C LTD Insurance	\$ 111	\$ 1,386	\$ 1,881	\$ 495	73.7%
C NH Retirement 414E	\$ 2,635	\$ 30,625	\$ 33,401	\$ 2,776	91.7%
C STD Insurance	\$ 82	\$ 1,015	\$ 1,111	\$ 96	91.4%
**Equipment	\$ -	\$ 3,031	\$ 10,100	\$ 7,069	30.0%
**Equipment & Software Maint.	\$ 750	\$ 8,692	\$ 12,500	\$ 3,808	69.5%

**Rockingham Planning Commission**  
**Financial Statement**  
**Budget vs. Actual**  
May 2016

	May 2016	YTD FY 16	Revised Amendment #1	Balance	% Budget
<b>General Insurance</b>	\$ 294	\$ 3,793	\$ 4,625	\$ 832	82.0%
<b>Misc</b>	\$ -	\$ 415	\$ 6,500	\$ 6,085	6.4%
<b>**Office Supplies</b>	\$ 1,237	\$ 10,687	\$ 10,500	\$ (187)	101.8%
<b>Payroll Expenses (C Portion)</b>					
<b>P/R Taxes - Other</b>	\$ 3,622	\$ 45,219	\$ 50,416	\$ 5,197	89.7%
<b>SUTA</b>	\$ -	\$ 158	\$ 500	\$ 342	31.6%
<b>**Postage</b>	\$ -	\$ 1,491	\$ 3,000	\$ 1,509	49.7%
<b>Rent</b>	\$ 4,081	\$ 44,735	\$ 48,816	\$ 4,081	91.6%
<b>Telephone &amp; Internet</b>	\$ 417	\$ 4,587	\$ 5,200	\$ 613	88.2%
<b>**Training &amp; Workshops</b>	\$ 30	\$ 475	\$ 3,500	\$ 3,025	13.6%
<b>Utilities</b>	\$ 456	\$ 5,259	\$ 6,750	\$ 1,491	77.9%
<b>Total Expense</b>	<b>\$ 93,841</b>	<b>\$ 1,046,656</b>	<b>\$ 1,156,675</b>	<b>\$ 110,019</b>	<b>90.5%</b>
<b>Net Ordinary Income</b>	\$ (24,851)	\$ (70,823)			
<b>Unobligated Funds</b>			\$ 1,884	\$ 1,884	
<b>Fund Balance Accrual</b>	\$ -		\$ 5,000	\$ 5,000	
<b>ICR Reserve</b>			\$ -	\$ -	
<b>Net</b>	<b>\$ (24,851)</b>	<b>\$ (70,823)</b>	<b>\$ 1,163,559</b>	<b>\$ 116,903</b>	

NOTE: May 31st is 92% through the fiscal year

# ATTACHMENT 3

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MEMO TO: Executive Committee

FROM: Legislative Policy Committee, Barbara Kravitz, Chair

DATE: June 24, 2016

SUBJECT: Proposed Bylaw Amendment re: Legislative Policy Committee

At its last meeting the Legislative Policy Committee considered the question of whether this committee should be considered one of the “Standing Committees” of the Commission. We noted that our Committee is often referenced as one of the standing committees (in the Commissioners Handbook for example) yet it is not established as such in the Bylaws as are all the other Standing Committees.

We recommend to the Executive Committee consider the following Bylaw amendment to correct this inconsistency by adding the appropriate language to Article IX (“Standing Committees”) of the Bylaws and propose the following language:

#### *LEGISLATIVE POLICY COMMITTEE*

*The Legislative Policy Committee shall be established as a Standing Committee of the Rockingham Planning Commission and shall consist of up to seven (7) members appointed by the Executive Committee. A quorum of the Committee shall consist of three (3) members*

*The purpose of the the Legislative Policy Committee shall be to recommend to the Commission directly, or through the Executive Committee, positions and responses pertaining to proposed legislation in the General Court that it considers relevant and important to regional planning. Other duties of the Committee may include maintaining written legislative policies that are periodically presented for adoption by the Commission; providing testimony regarding legislation based on those policies; preparing educational materials on proposed or adopted legislation, and organizing an Annual Legislative Forum sponsored by the Commission.*