

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

INDEPENDENT AUDITOR'S REPORT AND
FINANCIAL STATEMENTS

JUNE 30, 2020

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Batchelder Associates, PC

INDEPENDENT AUDITOR'S REPORT

To the Commissioners of
Central Vermont Regional Planning Commission
29 Main Street, Suite 4
Montpelier, VT 05602

Report on the Financial Statements

We have audited the accompanying financial statements of the Central Vermont Regional Planning Commission ("Commission"), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Commission as of June 30, 2020, and the respective changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters – Required Supplemental Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 3 through 7, be presented to supplement basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Matters – Other Information

Our audit was conducted for the purpose of forming opinions, on the financial statements that collectively comprise the Central Vermont Regional Planning Commission's basic financial statements. The accompanying financial information listed as Schedules 1 and 2 in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

Schedules 1 and 2 are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the standards generally accepted in the United States of America. In our opinion, Schedules 1 and 2 are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by "Government Auditing Standards"

In accordance with Government Auditing Standards, we have also issued our report dated April 15, 2021 on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Commission's internal control over financial reporting and compliance.

Batchelder Associates, PC

Batchelder Associates, PC
Barre, Vermont
VT License #945
April 15, 2021

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
MANAGEMENT AND DISCUSSION ANALYSIS
JUNE 30, 2020

Introduction

This section explains the general financial condition and results of operations of the Central Vermont Regional Planning Commission (Commission) for the fiscal year ended June 30, 2020. Please read this in conjunction with the Commission's financial statements, which begin on page 8.

Central Vermont Regional Planning Commission

The mission of the Central Vermont Regional Planning Commission is to assist member municipalities in providing effective local government and to work cooperatively with them to address regional issues

The legal basis and powers for the Commission serving as the region's regional planning commission stem from and are as stipulated in 24 V.S.A. Chapter 117 § 4301 et seq., as amended, 24 V.S.A. § 4345 et seq. and such other laws as may be enacted by the General Assembly of the State of Vermont. The Commission was chartered by the municipalities of Washington County in 1967 and is funded in part through the State of Vermont property transfer tax as outlined in 24 V.S.A. § 4306 (a). Along with other regional planning commissions in Vermont, Central Vermont Regional Planning Commission is a non-taxing political subdivision of the State of Vermont established under state statute ([24 V.S.A. §4341](#)). To the extent a conflict exists with a provision in Vermont statutes governing regional planning commissions, the Vermont statutes will control.

Financial Highlights

Key financial highlights for 2020 are as follows:

- The Commission's total net position increased by \$165,094 in 2020 compared to an increase of \$93,099 in 2019.

Using These Financial Statements

The Statement of Net Position and Statement of Revenues, Expenses and Changes in Net Position (on pages 8 and 9) provide information about the Commission's activities as a whole. These statements include all assets, deferred outflows of resources, and liabilities of the Commission using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenue and expenses are taken into account regardless of when cash is received or paid.

Net position is the difference between assets, deferred outflows of resources and liabilities, and is one way to measure the financial health, or financial position, of the Commission. Over time, increases or decreases in the Commission's net position is one indicator of whether its financial health is improving or deteriorating. Other factors to consider are changes in the mix of grant and operating revenue.

Budget

The Commission builds its annual budget on diverse sources of funding. Transportation funding is primarily federal (80%), from Federal Highways Administration funds, so it is dependent on the Federal Transportation Bill for appropriations of planning funds. The Commission receives 10% of matching fund for the majority of the federal transportation funds from the state, making it dependent on the actions of the Vermont legislature. The Commission receives dues from its member municipalities that in year ended June 30, 2020 totaled \$78,041 as unrestricted revenue used to locally match projects and support basic operations. Locally specific projects are matched by the community (typically 20% matches); local match is generated by the local property tax.

The State of Vermont provides regional planning funding through an annual performance-based contract through the Agency of Commerce and Community Development (ACCD). These funds were \$266,283 for year ended June 30, 2020. With these funds, the Commission carries out statutory duties as specified in an annual work program approved by the Commission and ACCD. These funds are used as a match for local and regional projects.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
MANAGEMENT AND DISCUSSION ANALYSIS
JUNE 30, 2020

Budget (continued)

The Commission also funds its operations through special purpose grants and service contracts for technical assistance. These funds tend to vary from year to year, but include funding through the Agency of Natural Resources, Emergency Management Performance Grants funded by the federal U.S. Department of Homeland Security through Vermont Emergency Management and other granting agencies.

Operating Results

The Commission finished the year ended June 30, 2020 with a surplus change in net position of \$165,094. These results are shown on the statement of Revenues, Expenses and Changes in Net Position on page 9.

Each year the indirect rate is estimated and negotiated based on the most recent audited expenses. This indirect rate is used to charge contracts two fiscal years following the current year's negotiated rate. For example, the fiscal year 2020 indirect rate will be used in charging grants and contracts during fiscal year 2022. There will always be some variance between the estimated and actual expenses, of which influences the indirect rate in future years.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
MANAGEMENT AND DISCUSSION ANALYSIS
JUNE 30, 2020

Condensed Financial Information – Net Position

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the Commission, assets exceed liabilities by \$454,409 at the close of the most recent fiscal year.

Investment in capital assets represents 2.4% of the Commission's net position, less any related debt used to acquire those assets that is still outstanding. The Commission uses these capital assets to provide services; consequently, these assets are not available for future spending.

The remaining balance of unrestricted net assets of \$443,889 may be used to meet the Commission's ongoing obligations to citizens and creditors. At the end of the current fiscal year, the Commission is able to report a positive net position balance for the entity as a whole.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION'S NET POSITION

	2020	2019
Current assets		
Cash and cash equivalents	\$ 266,930	\$ 414,093
Accounts receivable	294,685	204,723
Prepaid expenses	14,378	3,392
Total current assets	575,993	622,208
Noncurrent assets		
Deposits	4,415	4,415
Property, plant and equipment	10,520	15,836
Total noncurrent assets	14,935	20,251
Total assets	590,928	642,459
Current liabilities		
Accounts payables	27,684	116,934
Accrued payroll and benefits	33,669	19,254
Unearned grant revenue	16,355	186,293
Accrued compensated balances	49,233	30,663
Pension liability	9,578	-
Total current liabilities	136,519	353,144
Net Position		
Invested in capital assets, net of debt	10,520	15,836
Unrestricted	443,889	273,479
Total net position	\$ 454,409	\$ 289,315

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
MANAGEMENT AND DISCUSSION ANALYSIS
JUNE 30, 2020

Condensed Financial Information - Revenues, Expenses and Changes in Net Position for the years ended June 30, 2020 and 2019 are as follows:

	2020	2019
Operating revenue	\$ 1,455,550	\$ 1,202,045
Operating expenses	1,290,960	1,109,424
Operating income	164,590	92,621
Nonoperating revenue/(Expenses)		
Investment income	504	478
Nonoperating income/(Loss)	504	478
Change in Net Position	165,094	93,099
Net Position - July 1, 2019	289,315	196,216
Net Position - June 30, 2020	\$ 454,409	\$ 289,315

Budgeting Highlights

The Commission's budget is prepared according to the requirements of the Commission's bylaws and policies. The operating budget included proposed expenditures and estimated revenues. Final revenues and other financing sources, in the amount of \$1,455,550 were less than originally budgeted revenues by the amount of \$44,285.

Operating expenditures were budgeted at \$1,390,740 while actual operating expenditures were only \$1,290,960, a decrease of \$99,780. Overall operating budget showed a favorable increase of \$109,095 while the actual results were favorable by \$164,590.

Current Issues

1. Central Vermont Regional Planning Commission works with local officials to keep the annual per capita dues at a fair, but equitable level. The dues received in fiscal year 2020 totaled \$78,041.
2. Regional commissions are also affected by grant funding that is either non-existent in some years or very minimal in others. Some grant sources will not pay their fair share of administrative costs and as a result, the Commission has to use its local dues, State appropriations and/or its fund balance to meet this need. It should be recognized that there is limited money available to be used as "local" match for grants.
3. Increasingly, state, and federal grants have moved to performance-based contracting. For these types of agreements, payments are made when deliverables are produced, not in regular installments based on reimbursement of actual costs. These types of grants mean the Commission has to advance larger amounts of funds for longer periods of time, typically 3-6 months. This has resulted in a greater need to build and maintain an adequate reserve fund to facilitate cash flow, especially when consultant expenses are involved.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
MANAGEMENT AND DISCUSSION ANALYSIS
JUNE 30, 2020

Contacting the Commission's Financial Management

This financial report is designed to provide our citizens and creditors with a general overview of the Commission's finances, and to reflect the Commission's accountability for the monies it receives. Questions about this report or requests for additional financial information should be directed to Bonnie Waninger, Executive Director, Central Vermont Regional Planning Commission, 29 Main Street, Suite 4, Montpelier, Vermont 05602.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
STATEMENT OF NET POSITION
JUNE 30, 2020

EXHIBIT A

ASSETS

Current Assets:

Cash and cash equivalents	\$	266,930
Receivables		294,685
Prepaid expenses		14,378
Total Current Assets		<u>575,993</u>

Noncurrent Assets:

Deposits		4,415
Property, plant and equipment (net of accumulated depreciation)		10,520
Total Noncurrent Assets		<u>14,935</u>

Total Assets		<u>590,928</u>
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LIABILITIES

Current Liabilities:

Accounts payable		27,684
Accrued payroll and benefits		33,669
Unearned grant revenue		16,355
Accrued compensated balances		49,233
Pension liability		9,578
Total Current Liabilities		<u>136,519</u>

Total Liabilities		<u>136,519</u>
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NET POSITION

Net investment in property and equipment		10,520
Unrestricted		443,889
Total Net Position	\$	<u>454,409</u>

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
 STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
 FOR THE YEAR ENDED JUNE 30, 2020

EXHIBIT B

OPERATING REVENUE	
Federal, state and other grants	\$ 1,369,463
Fees for services	7,704
Local communities - annual assessments	78,041
Other income	342
Total Operating Revenue	<u>1,455,550</u>
OPERATING EXPENSES	
Salaries and wages	440,052
Payroll taxes and benefits	141,229
Consultants and contract services	521,582
Rent and occupancy	42,383
Other operating expenses	140,398
Depreciation	5,316
Total Operating Expenses	<u>1,290,960</u>
OPERATING REVENUE (EXPENSES)	<u>164,590</u>
NONOPERATING REVENUE (EXPENSES)	
Investment income	<u>504</u>
Total Nonoperating Revenue (Expenses)	<u>504</u>
CHANGE IN NET POSITION	165,094
NET POSITION - JULY 1, 2019	<u>289,315</u>
NET POSITION - JUNE 30, 2020	<u><u>\$ 454,409</u></u>

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2020

EXHIBIT C

CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from operating activity	
Receipts from grants contracts and services	\$ 1,117,152
Receipts from local communities	78,040
Receipts from local match contributions and others	400
Cash paid for personnel	(538,718)
Cash paid for goods and services	(804,541)
Net Cash provided by Operating Activities	<u>(147,667)</u>
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES	
	<u>-</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
	<u>-</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest received	504
Net Cash Provided From Investing Activities	<u>504</u>
INCREASE IN CASH AND CASH EQUIVALENTS	(147,163)
CASH AND CASH EQUIVALENTS, JULY 1, 2019	414,093
CASH AND CASH EQUIVALENTS, JUNE 30, 2020	<u>\$ 266,930</u>
RECONCILIATION OF OPERATING INCOME TO NET CASH USED BY OPERATING ACTIVITIES	
Operating Income	\$ 165,094
Depreciation	5,316
(Increase) decrease in accounts receivable	(89,962)
(Increase) decrease in prepaid expenses	(10,986)
Increase (decrease) in accounts payable	(89,250)
Increase (decrease) in compensated balances	18,066
Increase (decrease) in accrued payroll	14,415
Increase (decrease) in pension liability	9,578
Increase (decrease) in deferred income	<u>(169,938)</u>
Net cash provided by operating activities	<u>\$ (147,667)</u>

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 1. Description of the Commission and Reporting Entity

The Central Vermont Regional Planning Commission ("Commission") operates under the Vermont Municipal and Regional Planning and Development Act (V.S.A. 24, Chapter 117) and the adopted bylaws. Although active participation is voluntary, twenty-three (23) member municipalities participate in and recognize the value of regional planning. The Commission is one of 11 regional planning commissions in Vermont.

The Commission is governed by members appointed by the region's municipalities. They implement a variety of projects and programs tailored to local and regional needs, and also complete projects of statewide importance and interest.

The Commission is a non-profit organization exempt from income taxes under the Internal Revenue Code as a political subdivision of the State of Vermont.

NOTE 2. Summary of Significant Accounting Policies

The Financial Reporting Entity

This report includes all the funds of the Commission. The reporting entity consists of the primary government; organizations for which the primary government is financially accountable; and other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The primary government is financially accountable if it appoints a voting majority of the organization's governing body and is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to or burdens on the primary government. The primary government may be financially accountable if an organization is fiscally dependent on the primary government. There are no other entities that should be combined with the Financial Statements of the Commission.

Basis of Presentation

The Commission reports itself as a business-type activity as defined in GASB 34.

Operating revenues include grant revenue, project and community match revenues, and consulting revenues and result from transactions associated with the principal activities of the organization. Non-operating revenues, such as investment earnings and fiscal agent receipts and expenses result from non-exchange transactions or ancillary activities.

Measurement Focus

The accounting and financial reporting treatment applied is determined by the measurement focus. The financial statements are reported using the economic resources measurement focus. This means that all assets, liabilities and deferred inflows and outflows (whether current or noncurrent) are included on the statement of net position. Fund equity (i.e., net total position) is segregated into restricted and unrestricted net position. Operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in total net position.

Basis of Accounting

Business type activities are accounted for on the economic resources measurement focus using the accrual basis of accounting. Revenues are recorded when they are earned, including unbilled services which are accrued. Expenses are recorded at the time liabilities are incurred.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 2. Summary of Significant Accounting Policies (continued)

Basis of Accounting (continued)

Under the terms of grant agreements, the Commission funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net positions available to finance the program. It is the Commission's policy to first apply cost-reimbursement grant resources to such programs followed by general revenues. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and other grant requirements have been met.

Changes in Accounting Principles

Effective July 1, 2019, Central Vermont Regional Planning Commission adopted Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers* (Topic 606), as amended, as management believes the standard improves the usefulness and understandability of the Organization's financial reporting. Analysis of various provisions of this standard resulted in no significant changes in the way the Organization recognizes revenue and, therefore, no changes to the previously issued audited financial statements were required on a retrospective basis. The presentation and disclosures of revenue have been enhanced in accordance with the standard.

Effective July 1, 2019, CVRPC also adopted ASU 2016-18, *Statement of Cash Flows* (Topic 230), as amended. This ASU requires that a statement of cash flows explain the changes during the period in the total cash, cash equivalents and amounts generally described as restricted cash. The Organization has applied the provisions of ASU 2016-18 retrospectively to all periods presented with no effect on net assets.

Effective July 1, 2019, CVRPC adopted the provisions of ASU 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made* (Topic 958). This accounting standard is meant to help not-for-profit entities evaluate whether transactions should be accounted for as contributions or as exchange transactions and, if the transaction is identified as a contribution, whether it is conditional or unconditional. There was no material impact to the financial statements as a result of adoption, and no effect on net assets or previously issued financial statements.

Effective July 1, 2019, CVRPC also adopted ASU 2016-01, *Financial Instruments - Overall* (Subtopic 825-10): *Recognition and Measurement of Financial Assets and Financial Liabilities* and ASU 2018-13, *Fair Value Measurement* (Topic 820) *Disclosure Framework - Changes to the Disclosure Requirements for Fair Value Measurement*. These ASUs modify or remove certain disclosure requirements that were previously required. There was no material impact to the financial statements as a result of adoption, and no effect on net assets or previously issued financial statements.

Donated Services

Central Vermont Regional Planning Commission receives non-cash contributions in the form of member communities and other organizations performing various planning tasks to assist the Commission. These in-kind contributions are used as match for grants at an estimated hourly rate or the actual billing rate, if available. These contributions are not reflected in the financial statements of the Commission.

Use of Estimates

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 2. Summary of Significant Accounting Policies (continued)

Cash and Cash Equivalents

For the purpose of the statement of net position, cash and cash equivalents includes all cash on hand, demand, deposits, savings accounts, and certificates of deposits of the Commission, with an initial maturity of three months or less.

Capital Assets

Capital assets are reported at actual cost. Major outlays for capital assets and improvements are capitalized as purchased. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the assets' lives are not capitalized. Central Vermont Regional Planning Commission does not own major general infrastructure assets.

Capital assets are depreciated in order that the cost of these assets will be charged to expenses over their estimated services lives of three to ten years, using the straight-line method of calculating depreciation.

Central Vermont Regional Planning Commission capitalizes any item with an original cost of \$5,000 or more and with a useful life of greater than one year.

Compensated Absences

The Commission's policy for compensated absences allows employees to accumulate earned but unused vacation leave. The liability for these compensated absences that is estimated not to exceed the amount to be paid from expendable available resources is recorded as a liability in the financial statements.

Budget and Budgetary Accounting

In accordance with the Commission's bylaws, the Executive Committee annually establishes an assessment rate for each member municipality and adopts a general fund budget for the forthcoming year. The budget is prepared in accordance with generally accepted accounting principles for governmental activities.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, "deferred outflows of resources", represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditures) until then. The Commission has no items that qualify for reporting in this category. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, "deferred inflows of resources," represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

Accrued Liabilities and Long-term Obligations

All payables, accrued liabilities, and long-term obligations are reported on the financial statements. In general, payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources are reported as obligations of the funds. However, compensated absences that are paid from funds are reported as liabilities on the fund financial statements only to the extent that they are due for payment during the current year.

Net Position

Net position represents the difference between assets and liabilities. Net position invested in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any borrowing used for the acquisition, construction, or improvement of those assets.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 2020

NOTE 2. Summary of Significant Accounting Policies (continued)

Net Position (continued)

Net position is reported as restricted when there are limitations imposed on their use through the policies adopted by the Commission or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The Commission's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

Indirect Cost Rate

The indirect rate calculated, revised, and approved for this fiscal year of 115% was reviewed and tested as part of the current audit. The rate was found to be reasonably stated, based on the June 30, 2018, fiscal year audit and in compliance with the financial agreement with the state and federal rule 2 CFR PART 225 (OMB CIRCULAR A-87). This rate was adjusted from the original indirect rate of 120.77% to avoid over recovery of indirect cost since it was projected that the administration costs would decrease for FY20. VTrans also has approved the fiscal year June 2021 rate at 115.13%.

NOTE 3. Cash

Cash

Deposits and investments are categorized to give an indication of the level of risk assumed by the Commission at June 30, 2019. The categories are described as follows:

- Category 1: Insured or collateralized with securities held by the entity or by its agent in the entity's name.
- Category 2: Collateralized with securities held by the pledging financial institution's trust department or agent but not in the depositor's name.
- Category 3: Uncollateralized.

As of June 30, 2020, all the Commission's deposits are Category 1.

Cash and Investments are as follows:

Deposits with Financial Institutions	\$ 266,930
Total Cash	\$ 266,930

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Commission's deposits may not be returned to it. The Commission does have a deposit policy for custodial credit risk. As of June 30, 2020, none of the government bank balances were exposed to custodial credit risk.

	Book Balance	Bank Balance
FDIC Insured	\$ 266,930	\$ 271,586
Total	\$ 266,930	\$ 271,586

The difference between the book and bank balances are reconciling items, primarily outstanding checks.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 4. Advertising

The Commission expenses advertising costs as they are incurred. Advertising costs for the year ended June 30, 2020 were \$1,238.

NOTE 5. Receivables

Receivables consist of amounts due from grants, contracts, and other items. The Commission uses the allowance method for uncollectible receivables. Management has reviewed the accounts and determined that an allowance for doubtful accounts of \$0 is appropriate at June 30, 2020. Receivables from grants and contracts are below, which are a portion of total receivables.

	2020
Grants and Contracts	\$ 294,685
Total	\$ 294,685

NOTE 6. Capital Assets

Capital asset activity for the fiscal year ended June 30, 2020 was as follows:

	Net Book Value June 30, 2019	Additions	Deductions	Net Book Value June 30, 2020
Computers and equipment				
Net of depreciation	\$ 15,836	\$ -	\$ (5,316)	\$ 10,520
Capital Assets - Net	\$ 15,836	\$ -	\$ (5,316)	\$ 10,520

NOTE 7. Unearned Grant Revenue

For the year ended June 30, 2020 the Commission had received from grantors funds that had not yet been spent for their intended purpose, a total of \$16,355, which is shown in the Statement of Net Position as unearned grant revenue.

NOTE 8. Pension Plans

The Commission established a Simplified Employee Pension under which up to 5% of salary or wages is contributed quarterly to individual retirement accounts for each employee. The Plan was established on July 13, 1993 and covers all full-time employees with one (1) year of employment with the Commission. The plan was funded at 5% for the fiscal year ended June 30, 2020 and contributions totaled \$16,778. The Commission's total payroll for fiscal year ended June 30, 2020 was \$422,866 of which \$335,560 was covered by the pension plan.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 9. Operating Lease

The Commission entered a five-year lease for office space starting October 1, 2000 which has been extended in five-year increments until September 30, 2020. The Commission expended \$42,384 under this lease during the fiscal year ended June 30, 2020. The lease was negotiated and renewed for an additional year from October 2020 through September 2021, with future minimum lease payments of \$42,384.

The Commission entered into a five-year copier lease starting July 27, 2017. Monthly payments are \$190, with minimum annual lease payments of \$2,280 for 2019 to 2022.

NOTE 10. Federal State and Other Grants

The Commission receives a major portion of its fund from Federal and State grants. Following is a schedule of those funds:

Direct Federal Grants	\$	-
Federal Grants Passed Through State and State Grants		
ACCD		267,188
Community Development		53,963
Natural Resources		651,191
Public Safety		103,686
Agency of Transportation		240,381
		1,316,409
Other:		
Municipal Contracts		53,054
		\$ 1,369,463

NOTE 11. Risk Management and Insurance

The Commission participates in state and federally assisted grant programs which are subject to program compliance audits by the grantors or their representatives. The audits of these programs for or including the year ended June 30, 2020, have not yet been completed. Accordingly, the Commission's compliance with applicable grant requirements will be established at some future date. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the Commission expects such amounts, if any to be immaterial.

The Commission covers its significant risks of loss, which are identified with the assistance of insurance agents, by commercial insurance. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Commission. There have been no significant reductions in insurance coverage or settlement amounts exceeding insurance coverage for the current or three (3) prior years.

NOTE 12. Line of Credit

The Commission established a line of credit dated October 26, 2018, in the amount of \$100,000, with a flexible interest rate of prime plus 2%. The purpose of the line is to fund working capital and fund grants receivable. The line was extended for an additional three years and the new maturity date is November 1, 2023. The line is collateralized by all assets of the Commission.

NOTE 13. Significant Uncertainties

On March 11, 2020, the World Health Organization declared the Coronavirus disease (COVID-19) a global pandemic. As a result of the spread of COVID-19, economic uncertainties have arisen which may negatively impact the Commission's operations. At present it is not possible, with any degree of certainty, to estimate the impact of COVID-19 on the revenues, expenditures, budget, or overall financial position of the Commission. No assurance can be given regarding future events or impacts because these actions and events are

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 13. Significant Uncertainties (continued)

unpredictable or unknowable at this time and are outside the control of the Commission.

NOTE 14. Subsequent Events

Subsequent events are events or transactions that occur after the financial statement date, but before the financial statements are issued.

Management has evaluated subsequent events through April 15, 2021, the date the June 30, 2020 financial statements were available for issuance. There are no subsequent events to report.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
STATEMENT OF OPERATIONS
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2020

	<u>Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable) Variance</u>
OPERATING REVENUES			
State of Vermont - Agency of Commerce and Community Development (ACCD)	\$ 269,638	\$ 267,188	\$ (2,450)
Federal, state and other grants	1,145,281	1,102,275	(43,006)
Local communities - annual assessments	78,041	78,041	-
Other income	6,875	8,046	1,171
Total operating revenues	<u>1,499,835</u>	<u>1,455,550</u>	<u>(44,285)</u>
OPERATING EXPENSES			
Salaries and wages	456,408	440,052	16,356
Payroll taxes and benefits	145,006	141,229	3,777
Consultants	553,769	521,582	32,187
Professional services	76,313	59,174	17,139
Advertising	1,642	1,238	404
Insurance	4,186	1,946	2,240
Copy and printing	4,984	4,394	590
Depreciation	3,000	5,316	(2,316)
Rent and utilities	42,383	42,383	-
Office expenses	14,073	8,932	5,141
Equipment, repairs and software	21,653	14,301	7,352
Dues and subscriptions	11,686	10,398	1,288
Telephone	6,826	7,170	(344)
Travel	16,177	8,757	7,420
Meetings and programs	15,444	11,276	4,168
Audit and legal services	12,500	9,992	2,508
Postage	2,870	1,521	1,349
Other	1,820	1,299	521
Total operating expense	<u>1,390,740</u>	<u>1,290,960</u>	<u>99,780</u>
OPERATING INCOME	<u>\$ 109,095</u>	<u>\$ 164,590</u>	<u>\$ 55,495</u>

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
SCHEDULE OF DIRECT AND INDIRECT COSTS
FOR THE YEAR ENDED JUNE 30, 2020

	<u>Total Expenses</u>	<u>Direct Expenses</u>	<u>Unallowable Indirect Expense</u>	<u>Total Allowable Indirect Expense</u>
Salaries and wages	\$ 440,052	\$ 263,156	\$ 2,081	\$ 174,815
Payroll taxes and benefits	141,229	81,408	629	59,192
Consultants	521,582	521,582	-	-
Professional services	59,174	4,608	-	54,566
Advertising	1,238	779	-	459
Insurance	1,946	-	-	1,946
Copy and printing	4,394	-	-	4,394
Depreciation	5,316	-	-	5,316
Rent and utilities	42,383	-	-	42,383
Office expenses	8,932	3,562	104	5,266
Equipment, repairs and software	14,301	-	-	14,301
Dues and subscriptions	10,398	300	6,205	3,893
Telephone	7,170	-	-	7,170
Travel	8,757	7,568	12	1,177
Meetings and programs	11,276	9,151	282	1,843
Audit and legal services	9,992	-	-	9,992
Postage	1,521	-	-	1,521
Other	1,299	-	238	1,061
Total operating expense	<u>\$ 1,290,960</u>	<u>\$ 892,114</u>	<u>\$ 9,551</u>	<u>\$ 389,295</u>



Batchelder Associates, PC

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Commissioners of
Central Vermont Regional Planning Commission
29 Main Street, Suite 4
Montpelier, VT 05602

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Central Vermont Regional Planning Commission ("Commission"), as of and for the year ended June 30, 2020, which collectively comprise the Commission's basic financial statements and have issued our report thereon dated April 15, 2021. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Commission's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. There were no material weaknesses or deficiencies found.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards for year ending June 30, 2020.

Central Vermont Regional Planning Commission
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This report is intended solely for the information and use of management, Commissioners, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Batchelder Associates, PC

Batchelder Associates, PC
Barre, Vermont
April 15, 2021
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