



OLYMPIC REGION CLEAN AIR AGENCY
2940 LIMITED LANE NW
OLYMPIA WA 98502

AGENDA of January 10, 2024 * 9:00 a.m.
Finance Committee Meeting

ORCAA's meetings are held at the above address, however they will also be available virtually via the information below.

If you would like to participate in the meeting via Zoom video conference, visit <https://us02web.zoom.us/j/88654004897?pwd=NklnZCtIUJEtPY25UTIFWbG96eXEyQT09> join with Meeting ID: 886 5400 4897 and Passcode: N5MiRD

If you would like to participate in the meeting via Zoom audio only, call 1-253-215-8782 and join with Meeting ID: 88654004897 and Passcode: 728745

Be courteous – mute your mic if not speaking

CALL TO ORDER

APPROVAL OF AGENDA (*action item*)
(Ask for any corrections, additions/omissions)

APPROVAL OF MINUTES (*action item*)

1. [Minutes of October 11, 2023](#)

NEW BUSINESS

1. [Fiscal Year 2024 – Second Quarterly Report](#)
2. [Fiscal Year 2024 – Budget Amendment](#)
3. [3-year Budget Forecast](#)

GOOD OF THE ORDER

ADJOURNMENT

NEXT MEETING – [February 14, 2024 – 9:00 a.m.](#)

OLYMPIC REGION CLEAN AIR AGENCY
2940 Limited Lane NW
Olympia, Washington 98502

Finance Committee Meeting – Hybrid via Zoom
October 11, 2023

A video recording of this meeting is available at:
<https://www.youtube.com/ORCAA>
Files discussed at this meeting are available at:
<http://board.orcaa.org/>

Members Present: Greg Brotherton, Jefferson County (Chair) (via Zoom)
Jim Cooper, City of Olympia (via Zoom)

Members Absent: Randy Neatherlin, Mason County

Legal Counsel:

Staff Present: Jeff Johnston, Executive Director (via Zoom); Lynn Harding, Financial Services Manager (via Zoom); Chris Kraus, IT System Administrator (via Zoom); and Debbie Moody, Office Manager/Public Records Officer (via Zoom)

The meeting was called to order at 9:00 am.

APPROVAL OF AGENDA (:09)

Brotherton asked for approval of the agenda. Cooper moved approval and the motion carried unanimously.

APPROVAL OF MINUTES (:31)

Brotherton asked for approval of the Minutes. Cooper moved approval, motion was seconded and carried unanimously.

NEW BUSINESS

Fiscal Year 2024 – First Quarter Report (1:44)

Johnston gave a brief update for Fiscal Year 2024 highlights. Harding went over the report in detail. There were some questions and answer related to NOC and NOV lines. There were questions and answers related to the fund balance. There was no action from the Committee.

There was nothing further for the committee.

ADJOURNMENT (31:12)

The meeting adjourned at 9:31 am.

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Finance

Committee held hybrid, via Zoom, on October 11, 2023, in Olympia, Washington.

ATTEST:

Jeff C. Johnston, Executive Director
Olympic Region Clean Air Agency

Greg Brotherton, Chair
ORCAA Finance Committee

DATED: _____

Olympic Region Clean Air Agency
 Comparative Summary of Agency Budget, Revenues, & Expenditures
 FY2024 - For the Period Ending December 2023

Comparison
 FY2024 | FY2023

Revenue	Fiscal Year 2023	Fiscal Year 2024	July 2023 through	Budget vs Actual	6-mos = 50%	
	7/1/22-6/30/23	7/1/23 - 6/30/24	December 2023		Difference	% of Budget
Fees/Grants/Assessments/Penalties/Other	Actual	Budget	Actual			
AOP (Title V)	\$ 686,754	\$ 678,222	\$ 491,322	\$ (186,900)	72%	78%
NOC - Major/Minor	68,695	104,377	109,024	4,647	104%	20%
NOI - Major/Minor	5,239	3,500	2,238	(1,262)	64%	252%
Annual Registration	391,326	410,911	414,329	3,418	101%	100%
Assessments	498,697	533,771	2,855	(530,916)	1%	0%
Ecology Oversight	13,162	15,500	-	(15,500)	0%	0%
Asbestos	142,394	139,000	76,533	(62,467)	55%	50%
Land Clearing	40,112	44,500	14,314	(30,186)	32%	63%
Woodstove Education Grant	10,682	10,682	3,501	(7,181)	33%	23%
Woodsmoke Reduction Grant	148,006	140,000	33,600	(106,400)	24%	41%
Ecology Monitoring (PM2.5)	13,500	13,500	6,285	(7,215)	47%	76%
EPA - Cheeka Peak Grant	95,060	90,462	65,422	(25,040)	72%	48%
ARP Grant with EPA	2,159	131,500	118,138	(13,362)	90%	0%
CORE-Federal	216,032	193,000	58,202	(134,798)	30%	39%
CORE-State	153,249	137,000	38,801	(98,199)	28%	39%
EFSEC	44,250	57,283	33,890	(23,393)	59%	32%
Penalties (NOV)	330,040	185,000	230,559	45,559	125%	27%
Investment Income	32,649	20,256	19,712	(544)	97%	132%
Miscellaneous Revenue	2,061	2,200	7,966	5,766	362%	118%
Building/Rental Income	50,107	46,362	27,702	(18,660)	60%	48%
Total Revenue before Contingency Draw(s)	\$ 2,944,173	\$ 2,957,026	\$ 1,754,392	\$ (1,202,634)	59%	44%
Appropriation from Contingency Fund(s)						
General Fund Contingency Draw	\$ -	\$ 216,522	\$ -	\$ -		
Title V Contingency	\$ -	\$ -	\$ -	\$ -		
Total Revenue & Contingency	\$ 2,944,173	\$ 3,173,548	\$ 1,754,392	\$ (1,202,634)		

Summary	
FY2024	
Revenue	
63% Fees	\$ 1,107,760
20% Grants*	357,839
0% Assessments	2,855
13% Penalties	230,559
3% Other	55,380
0% Contingency	0
100%	\$ 1,754,392
* Grants-Fed	\$ 248,047
* Grants-State	\$ 109,792

Expenditures	Fiscal Year 2023	Fiscal Year 2024	July 2023 through	Budget vs Actual	6-mos = 50%	
	7/1/22-6/30/23	7/1/23 - 6/30/24	December 2023		Difference	% of Budget
Payroll	Actual	Budget	Actual		FY2024	FY2023
Salaries	\$ 1,667,200	\$ 1,838,036	\$ 926,122	\$ 911,914	50%	48%
Employee Benefits, Payroll Taxes	535,979	608,529	280,969	327,560	46%	45%
Total Payroll	\$ 2,203,179	\$ 2,446,565	\$ 1,207,091	\$ 1,239,474	49%	47%
Non-Payroll						
Office Supplies/Sm Equip.	\$ 10,512	\$ 21,567	\$ 7,212	\$ 14,355	33%	48%
Gasoline Vehicles	5,997	6,200	3,370	2,830	54%	45%
Computer Hard/Soft.	28,199	22,619	13,231	9,388	58%	19%
Bd. Prof. Ser. & Travel Reimb.	132	-	-	-	0%	0%
Training & Conferences	18,263	20,868	10,279	10,589	49%	49%
Professional Srs.	52,133	76,000	25,404	50,596	33%	26%
Telephone	12,983	17,000	6,900	10,100	41%	38%
Postage	5,756	6,200	2,850	3,350	46%	60%
Insurance (Bldg, Veh, Staff)	39,264	40,835	41,274	(439)	101%	103%
Wellness Program	338	500	163	337	33%	10%
Public Education	49,060	24,040	7,772	16,268	32%	78%
Miscellaneous	226	550	63	487	12%	17%
Dues & Subscriptions	3,984	5,332	1,440	3,892	27%	6%
Audit/Acctg	17,049	2,500	797	1,703	32%	7%
Rent-Satellite Office	0	-	-	-	0%	0%
Maintenance - Copier	2,030	2,400	999	1,401	42%	44%
Vehicle Purchase	0	31,000	25,101	5,899	81%	0%
Maintenance - Vehicles	6,031	5,200	547	4,653	11%	73%
Total Non-P/R	\$ 251,956	\$ 282,811	\$ 147,402	\$ 135,409	52%	43%
Building Operations/Maintenance						
Principal/Interest - Office Bldg	\$ 43,964	\$ -	\$ -	\$ -	0%	100%
Alarm Monitoring/Security	1,774	2,500	896	1,604	36%	14%
Utilities	16,209	16,500	7,737	8,763	47%	44%
Janitorial & Supplies	12,290	14,111	6,983	7,128	49%	42%
Maintenance - Office Bldg.	30,923	17,050	7,085	9,965	42%	82%
Leasehold Improvements	10,573	52,000	8,519	43,481	16%	0%
Total Bldg. Oper./Maintenance	\$ 115,733	\$ 102,161	\$ 31,220	\$ 70,941	31%	59%
Program Operations						
WoodSmoke Reduction/Bounty	\$ 121,500	\$ 105,000	\$ 25,500	\$ 79,500	24%	45%
ECY Oversight Fees	13,162	15,500	-	15,500	0%	0%
Monitor. Equip./CPO	29,933	35,000	16,757	18,243	48%	52%
ARP Grant with EPA	2,159	131,500	120,801	10,699	92%	0%
Monitoring-General / PM2.5	4,833	6,484	3,490	2,994	54%	21%
OlyMAP Project	1,540	2,000	2,045	(45)	102%	0%
Security Deposit Refunds	1,701	0	-	-	n/a	n/a
Total Program Operations (Non-Admin)	\$ 174,828	\$ 295,484	\$ 168,592	\$ 126,892	57%	26%
Total Expenditures	\$ 2,745,695	\$ 3,127,021	\$ 1,554,306	\$ 1,572,715	50%	45%
Net Surplus (Deficit)	\$ 198,478	\$ 46,527	\$ 200,086			

Summary	
FY2024	
Expenditures	
78% Payroll	\$ 1,207,091
9% Non Payroll-Admin	147,402
2% Bldg/Maint.	31,220
11% Program Operations	168,592
100% Total	\$ 1,554,306

Breakdown of Net Surplus (Deficit):	FY 2023	FY 2024
Net Surplus (Deficit) to General Fund FY2023	\$ 136,195	
Net Surplus Title V Contingency/ Payback	\$ 62,283	
Net Surplus (Deficit) to General Fund FY2024		\$ (216,522) TBD
Net Surplus Title V Contingency/ Payback		\$ 46,527 TBD

Notes:

Expenses exceeding 10% of a budget category (each sub-category: P/R, Non-P/R, Bldg, Operating) requires board approval.

01042024-lmh

Olympic Region Clean Air Agency
Fund Balance - Actual - Fiscal Year 2024
For The Period Ending December 2023

		General Fund
BEGINNING	Fund Balance 07/01/2023	\$ 2,224,967
	Plus: Revenue Fiscal Year	\$ 1,754,392
	Less: Expenditures Fiscal Year	\$ (1,554,306)
ENDING	Fund Balance	\$ 2,425,053

General Fund Contingency Draw applied to FY Budget
Title V Funds applied to FY Budget

TBD
TBD

*SAO	Fund Balance ALLOCATIONS-	Acctg Chart of Accts #	
<u>Classifications:</u>	Contingency Funds & Capital Funds		
Committed	Less: Expense Contingency (20% FY Budget less Title V)	<u>1021</u>	\$ 424,245
Restricted	Less: Title V	<u>1025</u>	See Below
Assigned	Less: Tenants Security Deposits	<u>1040</u>	\$ 4,350
Committed	Less for Office Building	<u>1022</u>	\$ 120,000
Committed	Less for Monitoring Equipment	<u>1023</u>	\$ 20,000
Committed	Less for Database / Equipment	<u>1024</u>	\$ 250,000
Unassigned	Less for Vacation/Sick Leave/Comp	<u>1027</u>	\$ 155,951
Restricted	Less WA Cares Premiums (Employee)	<u>205026</u>	\$ 1,749
	Contingency Fund		
Unassigned	Title V Contingency (due General Fund)	(Actual)	\$ (46,738)
Unassigned	Ending UNRESTRICTED Fund Balance	(incl. Title V deficit)	\$ 1,448,758

Contingency & Capital Funds
\$ 976,295

12/31/2023

ORCAA Long Term Liabilities...

-Office Building, Promissory Note to Thurston County Interest rate 0.703%	Liability	\$0	-^,^=
		Final Payment 12/1/2022	

- "Operating Contingency Funds" defined An amount established by board direction.
- "Capital Funds" defined An amount established by board direction to save for specific long-term capital expenditures (bldg, equipment, database).
- "Fund Balance" defined Funds that are held in our bank account with Thurston County Treasurer's Office. ORCAA has one fund with Thurston County and is referred to as the "General Fund".
The total Fund Balance includes all funds on deposit.

1/5/2024 A Resolution must be approved by the Board of Directors to appropriate expenditures in Contingency Funds (except for 1025-Title V and 1040 Security Deposits).
*06/30/2020 SAO established five new categories for reporting cash and investments

ORCAA FY2024 Budget Amendment Summary

This budget amendment is for ORCAA's FY2024, which runs from July 1, 2023, through June 30, 2024. Staff are requesting a budget amendment to ORCAA's FY2024 budget previously approved by the Board of Directors on June 14, 2023. The following documents highlight and detail the budget amendment request. A budget amendment is being requested based on our forecast of expenditures through year-end that reveal a variance between budget appropriations and expenditure projections. The specific details are outlined below.

The budget amendment documents include:

- Agency Revenues, Expenditures and Appropriations from Contingency Reserves
- Fund Balance
- Updated agency organizational chart

FY2024 Budget Amendment Highlights:

- Budget Amendment of \$135,605.
- Increased revenue - NOC/NSR, Penalty, Core Grant, Interest Income.
- Combines Engineering Manager and Compliance Manager into one position.
- Includes two new positions: AQS and Financial Specialist, bringing ORCAA's FTE's to just over 19.
- Not drawing on the Administrative Contingency Reserve.

Summary of Revenue:

- Additional Revenues added to budget is \$201,145.
- Core grant revenue updated to reflect actual award from Ecology following approval of FY2024 budget by the Board of Directors; federal funding increased by \$8,180 and State funding decreased by \$2,876.
- Reducing ARP funding by \$2,159 as ORCAA expended at FY2023 year-end following approval of FY2024 budget.
- Notice of Construction (NOC) revenue is being increased by \$60,000. Engineering staff are dealing with several sources requiring additional time due to the complexity of their projects. We are also seeing an increase in permit applications from existing sources to expand and make improvements to their facilities.
- Increase in Penalty revenue of \$130,000.
- Increase in interest income is projected at \$8,000; Thurston County Treasurer's office invests ORCAA's daily balance which has seen a higher rate of return.

Summary of Expenses:

- Total expenses added to budget is \$135,605.
- Payroll expenditures covering salaries and benefits are estimated at \$97,784. Costs include the recently hired AQS position with a January 1st start date, the Financial Specialist and Compliance Manager positions with a scheduled hire date of February 1st, and the Engineer and Records Clerk positions with a hire date of March 1st, 2024. Following is the breakdown of payroll costs for each position through the end of the fiscal year (or June 30, 2024):
 - New AQS \$50,453 (6-mos)
 - New Financial Specialist \$43,924 (5-mos)
 - Compliance Manager \$81,188 (5-mos)
 - Engineer \$43,673 (4-mos)
 - Records Clerk \$29,925 (4-mos)
- Costs for reconfiguring ORCAA space, purchasing office furniture, including chairs for new staff, and new front office reception desk/counter. Increase of \$19,100.
- Minor increase for staff travels to conduct inspections, attend training, and increased gas costs. Increase of \$1,000.
- Hardware/Software purchases includes additional laptops for new staff, additional software licenses, peripheral devices, and one desktop printer. Increase of \$7,320.
- Staff training includes an increase of \$5,300 for new staff to attend essential training (e.g., Asbestos, Smoke School, Investigator training, Federal Grants, BARS, first aid and defensive driving).
- Telephone: adding costs of one cell phone for the new AQS position at \$360.
- Insurance: minor increase for adding new vehicle purchase and a slightly higher annual premium for liability, building, and property at \$440.
- Advertising: adding \$2,000 for costs of advertising various positions at multiple outlets including GovernmentJobs.com, AWC, WFOA, AWMA, etc.
- Utilities/Alarm Monitoring: the costs of our quarterly and annual monitoring have increased due to personnel costs and prevailing wages for these types of classified workers. Increase of \$2,000.
- Consistent with the ARP revenue summarized above, we're reducing the ARP funding and expenditures by \$2,159 as we paid out and received this amount in the prior fiscal year.
- OlyMAP Project: increased amount by \$2,460 because of the ending program balance consistent with MOU (unexpended funds).

Conclusion:

In summary, ORCAA is increasing revenue by \$201,145, and adding expenses of \$135,605. The increased revenue and net difference of \$65,540 will decrease the contingency fund draw used to balance the budget.

Summary:

Revenue	\$201,145
Expenses	<u>-\$135,605</u>
Net Surplus (Deficit)	\$ 65,540

This amount will reduce the Contingency Draw from \$216,522 to \$150,982.

Contingency & Capital Funds:

Contingency Funds represent balances set aside for a specific project, or Board directed and authorized, or for emergencies.

Our General Fund Contingency set aside is equivalent to approximately two months of administrative and operational costs. This is calculated at a rate of 20% of expenditures not including the Title V program, which has its own contingency set aside.

	Column 1	Column 2	Column 3	Column 3a	Column 4 (Col 3 + Col 3a)
	Actual FY 2022 7/1/21-6/30/22	Actual FY 2023 7/1/22-6/30/23	Approved	Amendment #1 FY 2024 7/1/23-6/30/24	Amended Total
REVENUE					
<u>Grants</u>					
Core-Federal	\$ 198,556	\$ 216,032	\$ 193,000	\$ 8,180	\$ 201,180
Core-State	139,985	153,249	137,000	(2,876)	134,124
PM2.5 - Ecology Monitoring	13,500	13,500	13,500	-	13,500
CPO Project w/EPA-Maintenance & Operations	76,748	95,060	90,462	-	90,462
ARP Grant with EPA	-	2,159	131,500	(2,159)	129,341
Woodstove Reduction & Bounty Program w/Ecology	58,019	148,006	140,000	-	140,000
Woodstove Grant	10,682	10,682	10,682	-	10,682
<u>Fees</u>					
Assessments	\$ 464,353	\$ 498,697	\$ 533,771	\$ -	\$ 533,771
Annual Registration	375,302	391,326	410,911	-	410,911
Title V	603,614	686,754	678,222	-	678,222
NOC - NSR	140,433	68,695	104,377	60,000	164,377
NOI - Major/Minor	2,912	5,239	3,500	-	3,500
EFSEC	26,019	44,250	57,283	-	57,283
Ecology Oversight	12,948	13,162	15,500	-	15,500
Outdoor Burning	-	-	-	-	-
Asbestos	138,637	142,394	139,000	-	139,000
Land Clearing	36,659	40,112	44,500	-	44,500
<u>Other</u>					
Penalties (NOV)	\$ 217,550	\$ 330,040	\$ 185,000	\$ 130,000	\$ 315,000
Interest Income	13,146	32,649	20,256	8,000	28,256
Miscellaneous Income	1,882	2,061	2,200	-	2,200
Building Income	59,794	50,107	46,362	-	46,362
Total Revenue before Contingency Draw(s)	\$ 2,590,739	\$ 2,944,174	\$ 2,957,026	\$ 201,145	\$ 3,158,171
<u>Appropriation from Contingency Funds</u>					
General Fund Contingency Draw	\$ -	\$ -	\$ 216,522	\$ (65,540)	\$ 150,982
TOTAL REVENUE & CONTINGENCY	\$ 2,590,739	\$ 2,944,174	\$ 3,173,548	\$ 135,605	\$ 3,309,153
General Fund Contingency Draw	\$ -	\$ -	\$ 216,522	\$ (65,540)	\$ 150,982
Title V Contingency Build & General Fund Reimbursement	\$ 35,320	\$ 109,445	\$ 46,527	\$ -	\$ 46,527
Actual Revenue	\$ 2,590,739	\$ 2,944,174	\$ 2,957,026	\$ 201,145	\$ 3,158,171
Actual Expenses	\$ 2,412,940	\$ 2,944,174	\$ 3,127,021	\$ 135,605	\$ 3,262,626

	Column 1	Column 2	Column 3	Column 3a	Column 4 (Col 3 + Col 3a)
	Actual FY 2022	Actual FY 2023	Approved	Amendment #1 FY 2024	Amended Total
EXPENSES					
<u>Payroll</u>					
Salaries	\$ 1,612,198	\$ 1,667,200	\$ 1,838,036	\$ 68,775	\$ 1,906,811
Employee Benefits	499,282	535,979	608,529	29,009	637,538
Total Payroll	\$ 2,111,480	\$ 2,203,179	\$ 2,446,565	\$ 97,784	\$ 2,544,349
<u>Non-Payroll</u>					
Office Supplies/Sm Supplies/Safety	\$ 8,448	\$ 10,512	\$ 21,567	\$ 19,100	\$ 40,667
Gasoline Vehicles	4,391	5,997	6,200	1,000	7,200
Computer Hard/Soft./Supplies:					
-General HW/SW	23,204	28,199	22,619	7,320	29,939
-GovQA	-	-	-	-	-
-KnowBe4, Inc.	-	-	-	-	-
Board of Directors Travel Reimb.	-	132	-	-	-
Staff Training, Conferences, Travel	5,675	18,263	20,868	5,300	26,168
Professional Services:					
-Legal (Attorney)	49,296	52,133	76,000	-	76,000
-Process Services	-	-	-	-	-
-Salary Survey/Ad-Hoc Support	-	-	-	-	-
-HR/Ad-Hoc Support	-	-	-	-	-
-Strategic Plan Update	-	-	-	-	-
Telephone	12,480	12,983	17,000	360	17,360
Database	-	-	-	-	-
Postage	4,833	5,756	6,200	-	6,200
Insurance (Bldg, Veh, Staff)	35,872	39,264	40,835	440	41,275
Wellness Program	437	338	500	-	500
Public Education and Outreach:					
-Education & Outreach (Printing, special mailings, etc)	8,816	49,060	21,790	2,000	23,790
-Website Maintenance	-	-	2,250	-	2,250
Miscellaneous	301	226	550	-	550
Dues & Subscriptions	3,842	3,984	5,332	-	5,332
Audit/Acctg	6,599	17,049	2,500	-	2,500
Placeholder	-	-	-	-	-
Rent-Satellite Office	800	-	-	-	-
Maintenance - Copier / Purchase	10,947	2,030	2,400	-	2,400
Vehicle Purchase	-	-	31,000	-	31,000
Maintenance - Vehicles	2,333	6,031	5,200	-	5,200
Total Non-Payroll	\$ 178,274	\$ 251,957	\$ 282,811	\$ 35,520	\$ 318,331
<u>Building Operations/Maintenance</u>					
Interest Expense & Principal - Office Bldg.	\$ 330	\$ 43,964	\$ -	\$ -	\$ -
Utilities/Alarm Monitoring	18,038	17,983	19,000	2,000	21,000
Janitorial Supplies	11,643	12,290	14,111	-	14,111
Maintenance Office Bldg.	9,220	30,923	17,050	-	17,050
Landscaping Services	-	-	-	-	-
Leasehold Improvements	-	10,573	52,000	-	52,000
Total Building Operations/Maintenance	\$ 39,231	\$ 115,733	\$ 102,161	\$ 2,000	\$ 104,161
<u>Program Operations</u>					
Woodsmoke Reduction/Recycle Program	\$ 41,550	\$ 121,500	\$ 105,000	\$ -	\$ 105,000
ARP - EPA - Operational	-	2,159	131,500	(2,159)	129,341
Ecology Oversight Fees	12,948	13,162	15,500	-	15,500
Monitoring Program - CPO	26,960	29,933	35,000	-	35,000
Monitoring Programs	2,192	4,833	6,484	-	6,484
OlyMAP Project	-	1,540	2,000	2,460	4,460
Security Deposit Refunds	305	1,701	-	-	-
Total Program Operations	\$ 83,955	\$ 174,828	\$ 295,484	\$ 301	\$ 295,785
TOTAL EXPENDITURES	\$ 2,412,940	\$ 2,745,697	\$ 3,127,021	\$ 135,605	\$ 3,262,626
Net Surplus (Deficit) w/Title V	\$ 177,799	\$ 198,477	\$ (169,995)	\$ 65,540	\$ (104,455)
<u>Breakdown of Net Surplus (Deficit):</u>					
FY 2022		FY 2023	FY 2024		
Net Surplus (Deficit) to General Fund FY2022	\$ 142,479				
Net Surplus (Deficit) to General Fund FY2023		\$ 136,195			
Net Surplus (Deficit) to General Fund FY2024			\$ (216,522)	\$ 65,540	\$ (150,982)
Net Surplus (Deficit) to Title V Contingency FY2022 & Payback	\$ 35,320				
Net Surplus (Deficit) to Title V Contingency FY2023 & Payback		\$ 62,283			
Net Surplus (Deficit) to Title V Contingency FY2024 & Payback			\$ 46,527	\$ -	\$ 46,527
	\$ 177,799	\$ 198,478	\$ (169,995)	\$ 65,540	\$ (104,455)

Olympic Region Clean Air Agency
 FUND BALANCE
 For The Period Ending ...

Amendment #1-FY2024	Proposed Draft: 1/10/2024
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	Actual FY 2022 General Fund July 1, 2021	Actual FY 2023 General Fund July 1, 2022	Approved FY2024 General Fund July 1, 2023	Amendment #1 FY2024 Additions	Amended Total FY2024 Amended July 1, 2023
BEGINNING Fund Balance	\$ 1,848,692	\$ 2,026,491	\$ 2,224,969	\$ -	\$ 2,224,969
Plus : Revenue Fiscal Year	\$ 2,590,739	\$ 2,944,173	\$ 2,957,026	\$ 201,145	\$ 3,158,171
Less : Expenditures Fiscal Year	\$ (2,412,940)	\$ (2,745,695)	\$ (3,127,021)	\$ (135,605)	\$ (3,262,626)
ENDING Fund Balance 06/30/20xx	\$ 2,026,491	\$ 2,224,969	\$ 2,054,974	\$ 65,540	\$ 2,120,514
Year End	6/30/2022	6/30/2023	6/30/2024		
General Fund Contingency Draw applied to FY Budget	\$0.00	\$0.00	\$ 216,522	\$ (65,540)	\$ 150,982
Fund Balances (Fiscal Year-End):					
Contingency & Capital Funds					
Less : Expense Contingency (20% FY Budget less Title V Exps)	\$ 368,929	\$ 424,245	\$ 488,438	\$ 27,121	\$ 515,559
Less : Title V Contingency	See Below	See Below	\$ 30,000	\$ (30,000)	\$ -
Less : Tenants Security Deposits	\$ 5,600	\$ 4,350	\$ 4,350	\$ -	\$ 4,350
Capital Funds					
Less for Office Building	\$ 90,000	\$ 120,000	\$ 120,000	\$ -	\$ 120,000
Less for Monitoring Equipment	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 20,000
Less for Database/Equipment	\$ 180,000	\$ 215,000	\$ 250,000	\$ -	\$ 250,000
Less for Vacation/Sick Leave	\$ 136,453	\$ 155,951	\$ 120,000	\$ -	\$ 120,000
Committed/Restricted/Designated Funds	\$ 800,982	\$ 939,546	\$ 1,032,788	\$ (2,879)	\$ 1,029,909
Contingency Fund	\$ (109,019)	\$ (46,738)	\$ -	\$ -	\$ -
UNDESIGNATED Fund Balance	\$ 1,334,528	\$ 1,332,161	\$ 1,022,186	\$ 68,419	\$ 1,090,605
Year End	6/30/2022	6/30/2023	6/30/2024		

*SAO
 Classifications:
 Committed
 Restricted
 Assigned

ORCAA Long Term Liabilities...
 -Office Building, Promissory Note paid 12/1/2022
 Interest rate .703%, no penalty early payoff

Balance 6/30/22	Balance 6/30/23
\$43,954	\$0

"Operating Contingency Funds" defined

An amount established by board direction and placed in reserve
 Revised Res #269 dated May 2016 with 20% reserve less Title V. (Formerly:
 Resolution #178 dated August 1999 refers to board direction to maintain a 25%
 reserve level annually.)

"Capital Funds" defined

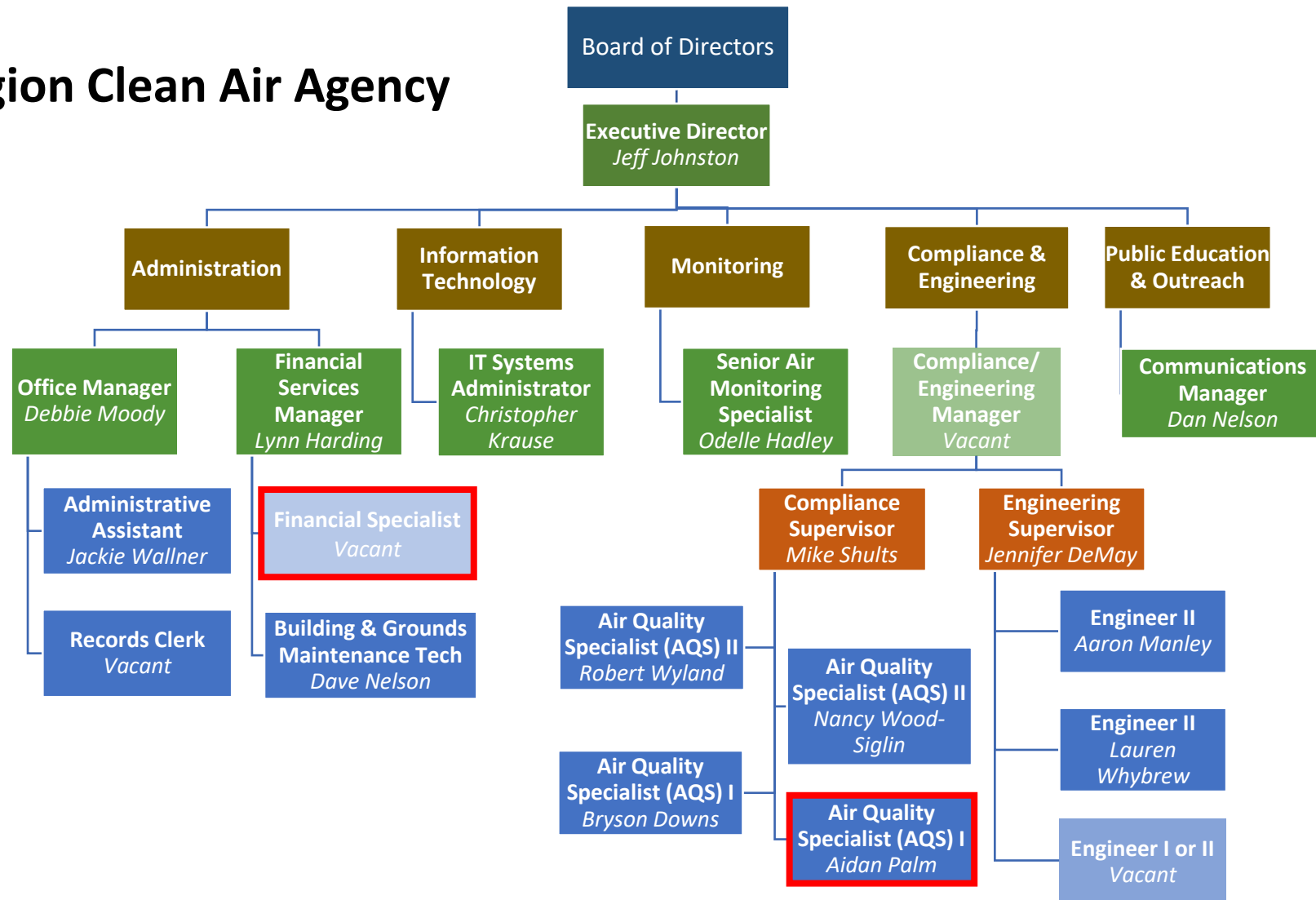
An amount established by board direction to save for long-term capital
 expenditures (bldg, equipment, database). Res. #251 dated 06/13/12; Res. #260
 dated 11/12/14

"Fund Balance" defined

*Funds that are held in our bank account with Thurston County Treasurer's
 Office. ORCAA has one fund with Thurston County and is referred to as the
 "General Fund".

*The total Fund Balance includes all funds on deposit at the bank.

Olympic Region Clean Air Agency



OLYMPIC REGION CLEAN AIR AGENCY
REVENUE
For The Fiscal Year Ending ...

3-Year Budget Forecast

	Column 1	Column 2	Column 3	Column 4
	Actual FY 2023	Current FY 2024	Projections FY 2025	Projections FY 2026
GRANTS	5.20%	6.30%	4.00%	4.00%
Core-Federal	\$ 216,032	\$ 201,180	\$ 201,180	\$ 207,180
Core-State	153,249	134,124	134,124	138,124
PM Agreements:				
Ecology Monitoring	13,500	13,500	13,500	13,500
CPO Project w/EPA-Maintenance & Operations	95,060	90,462	90,462	90,462
ARP Grant with EPA	2,159	129,341	-	-
Woodsmoke Reduction Grant	148,006	140,000	148,000	145,000
Woodstove Education Grant	10,682	10,682	10,682	10,682
FEES				
Assessments	\$ 498,697	\$ 533,771	\$ 555,122	\$ 577,327
AOP (Title V)	686,754	678,222	705,351	733,565
EFSEC	44,250	57,283	59,574	61,957
Ecology Oversight	13,162	15,500	16,120	16,765
Annual Registration	391,326	410,911	427,347	444,441
NOC - NSR	68,695	164,377	170,952	177,790
NOI - Major/Minor	5,239	3,500	3,640	3,786
Outdoor Burning	-	-	-	-
Asbestos	142,394	139,000	144,560	150,342
Land Clearing	40,112	44,500	46,280	48,131
OTHER				
Penalties	\$ 330,040	\$ 315,000	\$ 250,000	\$ 250,000
Investment Interest	32,649	28,256	34,000	38,000
Miscellaneous Income	2,061	2,200	5,000	5,000
Building Income	50,107	46,362	48,216	50,145
CONTINGENCY FUNDS				
General Fund - Administration	\$ -	\$ 150,982	\$ 291,783	\$ 344,512
Title V-Contingency Build	-	-	10,000	10,000
TOTAL REVENUE	\$ 2,944,174	\$ 3,309,153	\$ 3,365,894	\$ 3,516,709
General Fund Draw	\$ -	\$ 150,982	\$ 291,783	\$ 344,512
Title V-Contingency and GF Reimbursement	-	\$ 46,527	-	-
Revenue (less draw, reimb., contingency build)	\$ 2,944,174	\$ 3,158,171	\$ 3,064,111	\$ 3,162,198
Expenses	\$ 2,745,697	\$ 3,262,626	\$ 3,365,894	\$ 3,516,709

OLYMPIC REGION CLEAN AIR AGENCY
EXPENDITURES
For The Fiscal Year Ending ...

	Column 1	Column 2	Column 3	Column 4
	Actual FY 2023	Current FY 2024	Projections FY 2025	Projections FY 2026
PAYROLL				
Salaries	\$ 1,667,200.00	\$ 1,906,811.00	\$ 2,073,797.44	\$ 2,196,749.00
Employee Benefits	535,979.00	637,538.00	709,500.50	741,551.30
Total Payroll	\$ 2,203,179.00	\$ 2,544,349.00	\$ 2,783,297.94	\$ 2,938,300.30
NON-PAYROLL				
Office Supplies & Sm Supply Purchases	\$ 10,512.00	\$ 40,667.00	\$ 8,500.00	\$ 10,000.00
Gasoline Vehicles	5,997.00	7,200.00	6,400.00	7,000.00
Computer Hard/Soft./Supplies/GovQA/KnowBe4	28,199.00	29,939.00	22,700.00	25,000.00
Bd. Prof. Ser. & Travel Reimb.	132.00	-	-	-
Staff Training & Conferences & Travel	18,263.00	26,168.00	22,000.00	23,000.00
Professional Srs.	52,133.00	76,000.00	73,200.00	70,000.00
Telephone	12,983.00	17,360.00	17,500.00	18,000.00
Database	-	-	-	-
Postage	5,756.00	6,200.00	6,500.00	7,000.00
Insurance (Bldg, Veh, Staff)	39,264.00	41,275.00	42,926.00	44,645.00
Wellness Program	338.00	500.00	525.00	550.00
Public Education	49,060.00	26,040.00	26,500.00	27,000.00
Miscellaneous	226.00	550.00	550.00	550.00
Dues & Subscriptions	3,984.00	5,332.00	5,500.00	5,800.00
Audit/Acctg	17,049.00	2,500.00	19,000.00	3,000.00
Printing	-	-	-	-
Rent-Satellite Office	-	-	-	-
Maintenance - Copier	2,030.00	2,400.00	2,500.00	3,000.00
Vehicle Purchase	-	31,000.00	31,000.00	-
Maintenance - Vehicles	6,031.00	5,200.00	5,500.00	6,000.00
Total Non-Payroll Expenses	\$ 251,957.00	\$ 318,331.00	\$ 290,801.00	\$ 250,545.00
Building Operations/Maintenance				
Interest Expense & Principal - Office Bldg.	\$ 43,964.00	-	-	-
Utilities/Alarm Monitoring	17,983.00	21,000.00	22,000.00	23,000.00
Janitorial Supplies	12,290.00	14,111.00	14,675.00	15,100.00
Maintenance Office Bldg.	30,923.00	17,050.00	18,000.00	20,000.00
Landscape Maintenance Services	-	-	-	-
Leasehold Improvements	10,573.00	52,000.00	75,000.00	100,000.00
Total Building Operations	\$ 115,733.00	\$ 104,161.00	\$ 129,675.00	\$ 158,100.00
Program Operations				
Woodstove Reduction Program/Bounty	\$ 121,500.00	\$ 105,000.00	\$ 105,000.00	\$ 111,000.00
ARP - EPA - Operational	\$ 2,159.00	\$ 129,341.00	-	-
Ecology Oversight Fees	13,162.00	15,500.00	16,120.00	16,764.00
Monitoring Program - CPO	29,933.00	35,000.00	35,500.00	36,000.00
Monitoring Programs	4,833.00	6,484.00	5,500.00	6,000.00
OlyMAP Project	1,540.00	4,460.00	-	-
Security Deposit Refunds	1,701.00	-	-	-
Total Program Operations	\$ 174,828.00	\$ 295,785.00	\$ 162,120.00	\$ 169,764.00
TOTAL EXPENDITURES	\$ 2,745,697.00	\$ 3,262,626.00	\$ 3,365,893.94	\$ 3,516,709.30
Net Surplus (Deficit)	\$ 198,477.00	\$ 46,527.00	-	-
Breakdown of Net Surplus (Deficit):				
Net Surplus (Deficit) to General Fund FY2023	\$ 136,195.00			

OLYMPIC REGION CLEAN AIR AGENCY

FUND BALANCE

For The Period Ending ...

3-Year Budget Forecast

	Actual FY 2023	Current FY 2024	Projections FY 2025	Projections FY 2026
BEGINNING Fund Balance	\$ 2,026,490	\$ 2,224,968	\$ 2,120,513	\$ 1,818,730
Plus : Revenue Fiscal Year	\$ 2,944,173	\$ 3,158,171	\$ 3,064,111	\$ 3,162,198
Less : Expenditures Fiscal Year	\$ (2,745,695)	\$ (3,262,626)	\$ (3,365,894)	\$ (3,516,709)
ENDING Fund Balance 06/30/20xx	\$ 2,224,968	\$ 2,120,513	\$ 1,818,730	\$ 1,464,218
General Fund Balance applied to FY Budget (Admin Reserve)	\$ -	\$ 150,982	\$ 291,783	\$ 344,512
Fund Balance ALLOCATIONS				
<u>Contingency & Capital Funds</u>				
Less: Expense Contingency (20% FY Budget less Title V Exps)	\$ 424,245	\$ 515,559	\$ 532,109	\$ 556,629
Less: Title V	See Below	\$ -	\$ 10,000	\$ 20,000
Less: ORCAA Tenants Security Deposits	\$ 4,350	\$ 4,350	\$ 4,350	\$ 4,350
<u>Capital Funds</u>				
Less for Office Building	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
Less for Monitoring Equipment	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Less for Database/Equipment	\$ 215,000	\$ 250,000	\$ 285,000	\$ 315,000
Less for Vacation/Sick Leave	\$ 155,951	\$ 120,000	\$ 110,000	\$ 115,000
Sub-Total Committed/Restricted/Designated Funds	\$ 939,546	\$ 1,029,909	\$ 1,081,459	\$ 1,150,979
<u>Contingency Fund</u>				
Title V Program (due General Fund)	\$ (46,738)	\$ -	\$ -	\$ -
Ending UNDESIGNATED Fund Balance <u>Year End</u>	\$ 1,332,160	\$ 1,090,604	\$ 737,271	\$ 313,239
	Year End 6/30/2023	6/30/2024	6/30/2025	6/30/2026

ORCAA Long Term Liabilities...

-Office Building, Promissory Note paid 12/1/2022

"Operating Reserve Funds" defined

An amount established by board direction and placed in reserve Revised Res #269 dated May 2016 with 20% reserve less Title V. (Formerly: Resolution #178 dated August 1999 refers to board direction to maintain a 25% reserve level annually.)

"Capital Reserve Funds" defined

An amount established by board direction to save for long-term capital expenditures (bldg, equipment, database). Res. #251 dated 06/13/12; Res. #260 dated 11/12/14

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