

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

Finance Committee Meeting

October 9, 2019  
9:00 am

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***Be courteous – Please silence all cell phones***

**I. CALL TO ORDER**

**II. APPROVAL OF AGENDA**  
(Ask for any corrections, additions/omissions)

**III. APPROVAL OF MINUTES**

[Minutes of Finance Committee June 12, 2019](#)

**IV. FINANCE REPORT**

1. [Fiscal year 2019 Year End Report](#)
2. [Fiscal year 2020 First Quarter Report](#)

**V. ADJOURN**

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

**Finance Committee Meeting**

June 12, 2019

Members present: Cynthia Pratt, City of Lacey (Chair) (arrived 9:18am)  
Wes Cormier, Grays Harbor County  
Randy Neatherlin, Mason County  
Jim Cooper, City of Olympia

Members absent:

Staff Present: Fran McNair, Executive Director; Lynn Harding, Administrative Services; and  
Debbie Moody, Recorder

Pratt was running late so Cooper brought the meeting to order at 9:02 am.

Cooper noted consensus for the Agenda.

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

**FINANCE REPORT**

Executive Director's Salary

Neatherlin requested Executive Session to discuss the Director's salary. Cooper requested staff leave the room at 9:03am, noting they should reconvene in no more than 10 minutes.

The committee convened at 9:13am. Cooper noted there was no decision made during Executive Session.

Cooper noted, after talking to McNair it was verified the only change in the budget from what we reviewed last meeting was \$16,000 less coming out of the reserve funds. The reason for the reduction was due to filling a building vacancy. Also, Cooper continued, McNair noted we will be putting back approximately \$50,000 back in our reserves at the end of FY19. McNair added we sold the Element recently.

Cooper noted the director's salary, for FY20, does include a 2.9% COLA, which is the same as the rest of staff. During the discussion, it was decided the committee would like to take an action on the salary. Neatherlin moved the committee recommend, to the Board, approval of the 2.9% COLA as is presented in the budget. The motion was seconded and carried unanimously.

Cooper noted the decision was based on the budget, not on performance.

Draft Fiscal Year 2020 Budget

Cooper asked if there were any further questions regarding the proposed budget. Neatherlin moved bringing the budget, completely as presented, to the full Board for approval. Cooper thanked the staff for their work on the budget. McNair did note we will continue to review our fees, evaluating them and bringing them to the committee or Board for review. Neatherlin asked if adjustments in fees would result in budget amendments. McNair stated it would. Neatherlin did note he was in support of looking at fees because the fees should cover the cost of doing business.

Cooper called for the question. The motion was seconded and carried unanimously.

Neatherlin wanted to note he is tough on budgets and stated these have been done very well, very professional and he appreciates the conversations we have had, and how easy it is to work with everyone. (Pratt arrived at 9:18am). Neatherlin gave some examples of issues he's had with other entities and budgets. McNair noted we are very transparent, and we have the staff involved. Cormier added he was impressed with what ORCAA's does with their limited budget, noting the technology is better than the county's. Neatherlin stated he wanted to pass on that he spoke with Sierra Pacific and they have no issues with ORCAA. He noted he has contacted a few other sources and noted there were no complaints. McNair appreciated the comments and noted she would share with staff.

For the record, Cooper stated, we have been joined by Pratt and he filled her in during the interim. Cooper asked if Pratt had anything for the good of the order; she did not. Pratt did apologize for being late.

There was nothing further of the committee.

The meeting adjourned at 9:22 am.

### **CERTIFICATION**

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Finance Committee held on June 12, 2019, in Olympia, Washington.

ATTEST:

\_\_\_\_\_  
Francea L. McNair, Executive Director  
Olympic Region Clean Air Agency

\_\_\_\_\_  
Cynthia Pratt, Chair  
ORCAA Finance Committee

DATED: \_\_\_\_\_

# Olympic Region Clean Air Agency

## Revenue & Expenditures

For the Year Ending June 2019

	Fiscal Year 2019 Approved Annual Budget	7/1/18-6/30/2019 Fiscal Year Actuals	Difference	% of Budget
<b>Revenue</b>				
AOP (Title V)	\$ 390,871.00	\$ 390,871.13	\$ 0.13	100%
NOC - Major/Minor	110,000.00	139,635.63	29,635.63	127%
NOI - Major/Minor	2,000.00	4,364.00	2,364.00	218%
Annual Registration	359,248.00	375,065.71	15,817.71	104%
Assessments	427,318.00	426,528.90	(789.10)	100%
ECY Oversight	15,000.00	10,936.97	(4,063.03)	73%
Asbestos	135,000.00	157,106.00	22,106.00	116%
Land Clearing	15,000.00	28,218.00	13,218.00	188%
Woodstove Educ Grant	11,017.00	11,017.00	0.00	100%
Woodstove Bounty Grant	125,000.00	66,271.34	(58,728.66)	53%
Ecology Monitoring (PM2.5)	13,500.00	13,889.34	389.34	103%
EPA - Cheeka Peak Grant	86,077.00	96,608.93	10,531.93	112%
Community Scale Air Toxics	287,413.00	144,083.03	(143,329.97)	50%
CORE-Federal	188,374.00	188,374.00	0.00	100%
CORE-State	134,737.50	134,737.50	0.00	100%
EFSEC	30,000.00	63,677.95	33,677.95	212%
Fines (Public Education)	55,000.00	62,327.08	7,327.08	113%
Investment Income	15,000.00	33,128.02	18,128.02	221%
Miscellaneous Revenue	2,000.00	6,244.00	4,244.00	312%
Building/Rental Income	57,108.00	53,518.00	(3,590.00)	94%
Residual Funds-Reserve-Admin.	163,581.07	0.00	(163,581.07)	0%
Residual Funds-Reserve-Title V	(48,605.00)	0.00	48,605.00	0%
<b>Total Revenue</b>	<b>\$ 2,574,639.57</b>	<b>\$ 2,406,602.53</b>	<b>\$ (168,037.04)</b>	<b>93%</b>
<b>Expenses</b>				
Salaries	\$ 1,429,730.57	\$ 1,368,666.47	\$ (61,064.10)	96%
FICA	109,375.00	103,565.68	(5,809.32)	95%
Retirement	181,576.00	171,102.15	(10,473.85)	94%
M,D,L,V,EAP	221,272.00	179,065.22	(42,206.78)	81%
Labor & Industries	6,105.00	5,921.96	(183.04)	97%
Employment Security	3,000.00	1,473.00	(1,527.00)	49%
<b>Total Payroll Exps.</b>	<b>1,951,058.57</b>	<b>1,829,794.48</b>	<b>(121,264.09)</b>	<b>94%</b>
Office Supplies/Sm Equip.	\$ 5,000.00	\$ 4,802.97	\$ (197.03)	96%
Gasoline Vehicles	5,600.00	4,319.38	(1,280.62)	77%
Computer Hard/Soft.	14,295.00	11,741.71	(2,553.29)	82%
Bd. Prof. Ser. & Travel Reimb.	3,600.00	1,218.36	(2,381.64)	34%
Training & Conferences	11,282.00	15,228.66	3,946.66	135%
Professional Srs.	53,800.00	40,866.94	(12,933.06)	76%
Telephone	14,000.00	11,362.74	(2,637.26)	81%
Postage	4,600.00	3,968.36	(631.64)	86%
Insurance (Bldg, Veh, Staff)	27,200.00	28,427.00	1,227.00	105%
Wellness Program	400.00	488.64	88.64	122%
Public Education	8,500.00	9,840.49	1,340.49	116%
Miscellaneous	900.00	1,759.59	859.59	196%
Dues & Subscriptions	3,700.00	1,502.79	(2,197.21)	41%
Audit/Acctg	18,000.00	20,929.08	2,929.08	116%
Printing	300.00	0.00	(300.00)	0%
Rent-Satellite Office	2,400.00	2,400.00	0.00	100%
Maintenance - Copier	1,800.00	1,398.89	(401.11)	78%
Vehicle Purchase	25,000.00	28,500.00	3,500.00	114%
Maintenance - Vehicles	3,500.00	921.01	(2,578.99)	26%
<b>Total Non-P/R Exps.</b>	<b>203,877.00</b>	<b>189,676.61</b>	<b>(14,200.39)</b>	<b>93%</b>
Principal/Interest - Office Bldg	\$ 45,000.00	\$ 44,483.31	\$ (516.69)	99%
Alarm Monitoring/Security	2,000.00	1,189.48	(810.52)	59%
Utilities	14,000.00	14,111.44	111.44	101%
Janitorial & Supplies	600.00	604.99	4.99	101%
Maintenance - Office Bldg.	6,000.00	5,804.66	(195.34)	97%
Leasehold Improvements	12,000.00	5,222.85	(6,777.15)	44%
<b>Total Bldg. Exps.</b>	<b>79,600.00</b>	<b>71,416.73</b>	<b>(8,183.27)</b>	<b>90%</b>
WoodSmoke Reduction/Bounty	\$ 100,000.00	\$ 76,400.00	\$ (23,600.00)	76%
ECY Oversight Fees	15,000.00	10,937.00	(4,063.00)	73%
Monitor. Equip./CPO	31,000.00	38,765.14	7,765.14	125%
Community Scale Air Toxics	189,379.00	96,884.14	(92,494.86)	51%
Monitoring-General Exps.	4,725.00	4,483.35	(241.65)	95%
<b>Total Non Operat. Exps.</b>	<b>340,104.00</b>	<b>227,469.63</b>	<b>(112,392.72)</b>	<b>67%</b>
<b>Grand Total Exps.</b>	<b>\$ 2,574,639.57</b>	<b>\$ 2,318,357.45</b>	<b>\$ (256,040.47)</b>	<b>90%</b>
<b>Net Income (Deficit)</b>		<b>\$ 88,245.08</b>		

YTD FY2019 Revenue	
49% Fees	\$ 1,168,524.52
30% Grants*	718,659.09
18% Assessments	426,528.90
4% Other	92,890.02
0% Reserves	0.00
100%	\$ 2,406,602.53
* Grants-Fed	442,955.30
* Grants-State	275,703.79

**OLYMPIC REGION CLEAN AIR AGENCY**

*FUND BALANCE -Actual-Fiscal Year 2019*  
**For The Period Ending June 30, 2019**

	<b>General Fund</b>	
<b>BEGINNING</b> Fund Balance 07/01/2018	\$	<b>1,570,163</b>
<b>Plus</b> : Revenue Fiscal Year	\$	2,406,603
<b>Less</b> : Expenditures Fiscal Year	\$	(2,318,357)
<b>ENDING</b> Fund Balance 06/30/2019	<b>\$</b>	<b>1,658,408</b>
General Fund Balance applied to FY Budget	\$	-
Title V Funds applied to FY Budget	\$	-
		- Returned \$66,781 to General Fund
		- Transferred \$21,464 to Title V
<b>Fund Balance ALLOCATIONS-</b>		
Operating Reserve Funds		
<b>Less</b> : Expense Reserve (20% FY Budget less Title V)	\$	(389,790)
<b>Less</b> : Title V	\$	(41,140)
<b>Less</b> : Tenants Security Deposits	\$	(5,875)
Capital Reserve Funds		
<b>Less</b> for Office Building	\$	(30,000)
<b>Less</b> for Monitoring Equipment	\$	(20,000)
<b>Less</b> for Database	\$	(75,000)
<b>Less</b> for Vacation/Sick Leave	\$	(155,715)
<b>Ending UNRESERVED</b> Fund Balance	<b>\$</b>	<b>940,888</b>

Reserve Funds  
\$717,520

6/30/2019

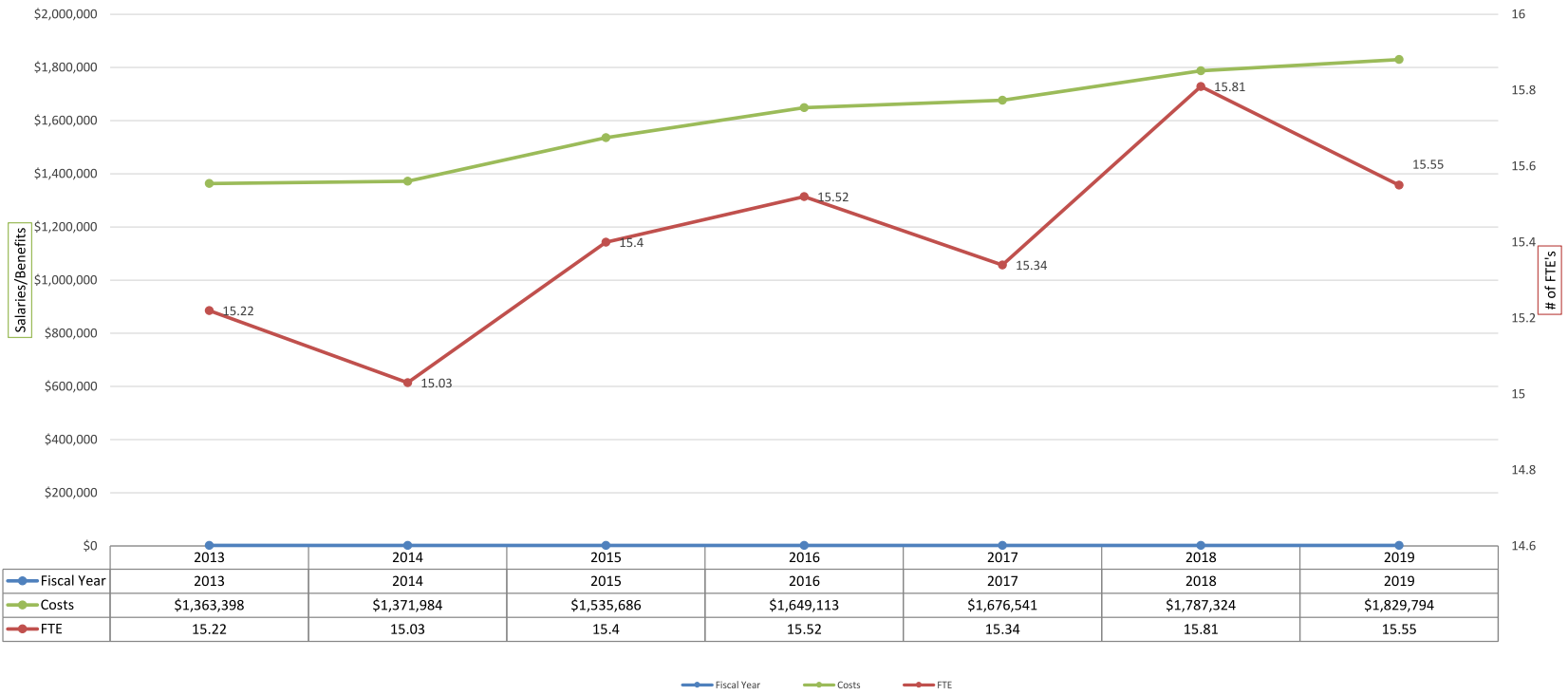
"Operating Reserve Funds" defined..... An amount established by board direction and placed in reserve  
 Revised Res #269 dated May 2016 with 20% reserve less Title V. (Formerly:  
 Resolution #178 dated August 1999 refers to board direction to maintain a 25% reserve  
 level annually.)

"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

"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.**

## FTE & Payroll Costs



- <sup>1</sup> Admin= ExeDir, Adm Mgr, Off Mgr, CustSrs, PIO, NetAdm @.50
- <sup>2</sup> Eng=PE, Sen-PE, Eng 1, Eng 2
- <sup>3</sup> Compli=CompSup, CompSpec, AQS1 (x3)
- <sup>4</sup> Monitor= Sen Mon Spec, Mon Spec @ .50
- <sup>5</sup> Other = Maintenance  
= 17 Employees\*

FTE	
5.5	3.875
5	1.5
0.05	
<b>FTE's Budgeted</b>	<b>15.925</b>

Age Group*
<30 = 3
30-49 = 5
50+ = 9

Fiscal Year	Costs per
	FTE
2013	\$89,579
2014	\$91,283
2015	\$99,720
2016	\$106,257
2017	\$109,292
2018	\$113,050
2019	\$117,672

**Staff Turn-over since January 2012:**

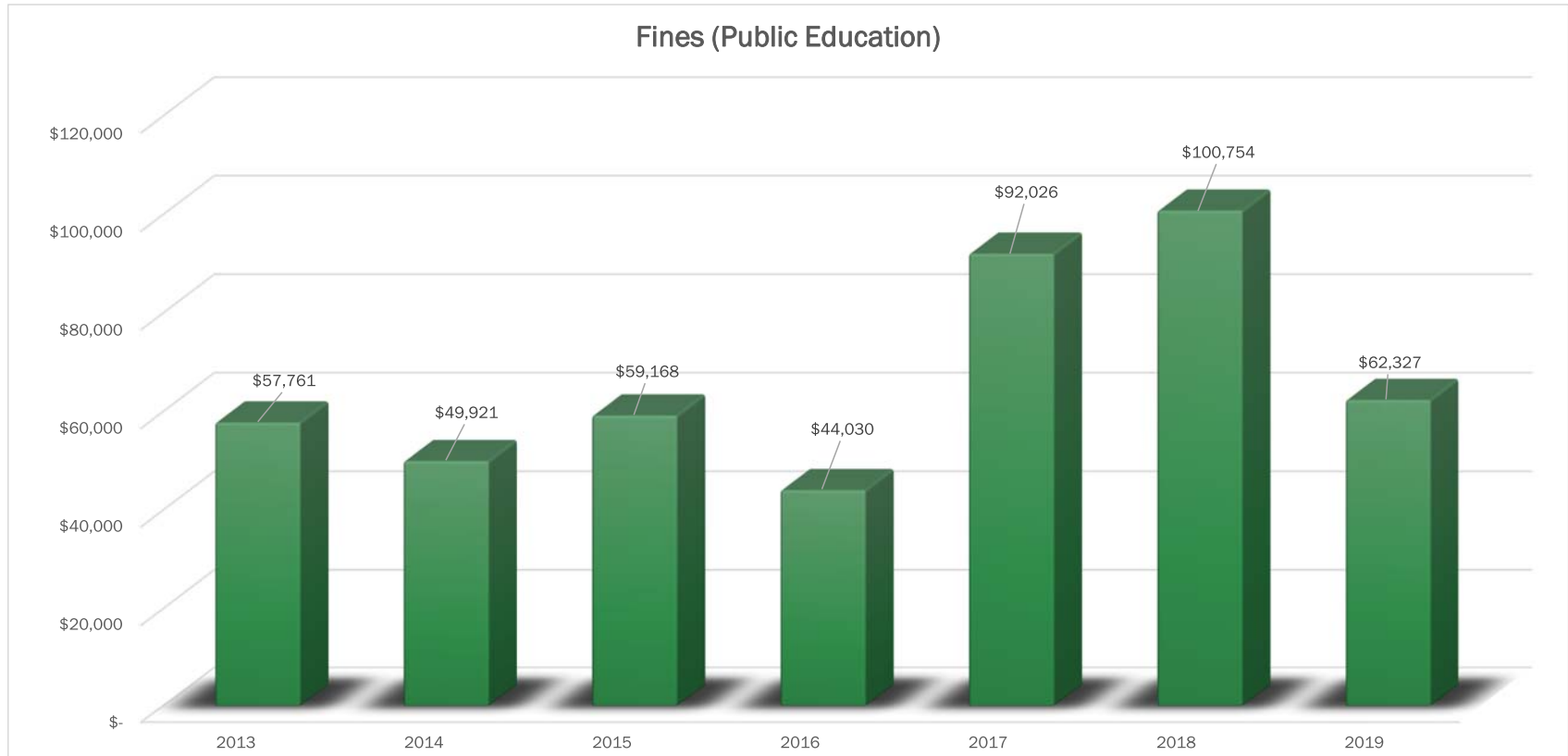
<b>15</b>	New Employees
<b>19</b>	Voluntarily Termined (15) or Retired (4)
<b>6</b>	Temporary Hires (includes 3 interns)
<b>40</b>	

# ORCAA Revenue FY2013 - FY2019

Description	2013	2014	2015	2016	2017	2018	2019	7-Yr Avg	Revenue Estimates for 2020
AOP (Title V)	\$ 349,485	\$ 321,548	\$ 320,316	\$ 345,206	\$ 407,495	\$ 377,008	\$ 390,871	\$ 358,846.96	\$ 378,086
NOC - NSR	66,380	57,631	65,525	133,232	112,734	130,923	139,636	\$ 100,865.73	110,000
NOI - Major/Minor	15,050	8,440	4,063	3,645	4,393	2,503	4,364	\$ 6,065.43	2,000
Annual Registration	345,392	340,285	347,675	342,375	361,995	378,281	375,066	\$ 355,867.06	380,000
Assessments	229,798	231,549	233,432	235,670	395,598	410,802	426,529	\$ 309,054.00	445,380
DOE oversight	10,358	24,181	17,020	14,929	13,059	10,559	10,936	\$ 14,434.51	15,000
Asbestos	110,375	115,245	126,650	132,853	138,481	141,229	157,106	\$ 131,705.57	135,000
Open Burning-Land Clearing	15,475	13,813	15,550	14,638	17,406	30,864	28,218	\$ 19,423.35	15,000
Woodstove Education Grant	8,487	11,332	11,332	11,249	11,249	11,017	11,017	\$ 10,811.86	11,017
WS Changeout/Reduct/Bounty	36,728	116,228	48,106	45,764	64,041	15,195	66,271	\$ 56,047.57	125,000
Ecology Monitoring (PM2.5)	13,500	13,500	13,500	13,046	14,501	13,110	13,889	\$ 13,578.00	13,500
EPA-CPO Grant	83,867	89,914	85,276	88,947	82,381	75,545	96,609	\$ 86,076.94	86,077
CORE-Federal	172,022	195,840	179,473	192,316	209,605	188,374	188,374	\$ 189,429.06	187,774
CORE-State	104,371	129,958	121,205	131,830	143,860	134,737	134,738	\$ 128,671.21	134,738
EFSEC	30,291	18,069	18,263	15,664	40,040	19,631	63,677	\$ 29,376.50	35,532
Ultrafine			147,480	109,197			-	Ended 2016	-
Community Scale Air Toxics							144,083	New 2018	90,400
Fines (Public Education)	57,761	49,921	59,168	44,030	92,026	100,754	62,327	\$ 66,569.54	55,000
Investment Income	12,402	10,661	10,463	12,539	13,700	20,003	33,128	\$ 16,128.07	20,000
Miscellaneous Revenues	411	8,616	7,928	8,901	4,849	1,420	6,244	\$ 5,481.23	2,000
Building/Rental Income	21,533	23,646	28,107	43,508	48,022	57,031	53,518	\$ 39,337.86	60,708
<b>RESERVE - Budgeted</b>	\$ 187,291	\$ 142,857	\$ 256,460	\$ 170,850	\$ 60,552	\$ 122,425	\$ 163,581	\$ 157,716.57	\$ 200,290
<b>RESERVE - Used (Admin)</b>	\$ 21,944	\$ 1,602	\$ 73,705	\$ 77,331	\$ (124,151)	\$ (52,778)	\$ (66,781)	\$ (9,875.43)	\$ (32,181)

# ORCAA Fines FY2013 - 2019

Fiscal Year	2013	2014	2015	2016	2017	2018	2019	7-Yr Avg
<b>Fines (Public Education)</b>	\$ 57,761	\$ 49,921	\$ 59,168	\$ 44,030	\$ 92,026	\$ 100,754	\$ 62,327	\$ 66,570





# Olympic Region Clean Air Agency

## Comparative Summary of Agency Budget, Revenues, & Expenditures

For the Period Ending September 2019

	Fiscal Year 2019 Fiscal Year Actuals	Fiscal Year 2020 Approved Annual Budget	7/1/19-9/30/2019 Year To Date Actual	Difference	3-mos = 25% % of Budget
<b>Revenue</b>					
AOP (Title V)	\$ 390,871.13	\$ 378,086.00	\$ 203,800.77	\$ (174,285.23)	54%
NOC - Major/Minor	139,635.63	110,000.00	31,885.53	(78,114.47)	29%
NOI - Major/Minor	4,364.00	2,000.00	3,030.00	1,030.00	152%
Annual Registration	375,065.71	380,000.00	377,008.00	(2,992.00)	99%
Assessments	426,528.90	445,380.00	0.00	(445,380.00)	0%
ECY Oversight	10,936.97	15,000.00	0.00	(15,000.00)	0%
Asbestos	157,106.00	135,000.00	33,509.00	(101,491.00)	25%
Land Clearing	28,218.00	15,000.00	1,100.00	(13,900.00)	7%
Woodstove Educ Grant	11,017.00	11,017.00	0.00	(11,017.00)	0%
Woodstove Bounty Grant	66,271.34	125,000.00	35,288.16	(89,711.84)	28%
Ecology Monitoring (PM2.5)	13,889.34	13,500.00	4,214.41	(9,285.59)	31%
EPA - Cheeka Peak Grant	96,608.93	86,077.00	18,115.18	(67,961.82)	21%
Community Scale Air Toxics	144,083.03	90,400.00	51,658.80	(38,741.20)	57%
CORE-Federal	188,374.00	187,774.00	0.00	(187,774.00)	0%
CORE-State	134,737.50	134,737.50	0.00	(134,737.50)	0%
EFSEC	63,677.95	35,532.00	8,321.25	(27,210.75)	23%
Fines (Public Education)	62,327.08	55,000.00	23,703.00	(31,297.00)	43%
Investment Income	33,128.02	20,000.00	9,040.97	(10,959.03)	45%
Miscellaneous Revenue	6,244.00	2,000.00	105.70	(1,894.30)	5%
Building/Rental Income	53,518.00	60,708.00	15,456.00	(45,252.00)	25%
Residual Funds-Reserve-Admin.	0.00	200,290.23	0.00	(200,290.23)	0%
Residual Funds-Reserve-Title V	0.00	(32,181.00)	0.00	32,181.00	0%
<b>Total Revenue</b>	<b>\$ 2,406,602.53</b>	<b>\$ 2,470,320.73</b>	<b>\$ 816,236.77</b>	<b>\$ (1,654,083.96)</b>	<b>33%</b>

	YTD FY2020 Revenue
83% Fees	\$ 674,036.30
14% Grants*	117,597.80
0% Assessments	0.00
3% Other	24,602.67
0% Reserves	0.00
100%	\$ 816,236.77
* Grants-Fed	73,988.39
* Grants-State	43,609.41

	Fiscal Year 2019 Fiscal Year Actuals	Fiscal Year 2020 Approved Annual Budget	7/1/19-9/30/2019 Year To Date Actual	Difference	3-mos = 25% % of Budget
<b>Expenditures</b>					
Salaries	\$ 1,368,666.47	\$ 1,474,673.00	\$ 375,984.09	\$ (1,098,688.91)	25%
Personnel Benefits	461,128.01	553,909.73	124,157.65	(429,752.08)	22%
<b>Total Payroll</b>	<b>1,829,794.48</b>	<b>2,028,582.73</b>	<b>500,141.74</b>	<b>(1,528,440.99)</b>	<b>25%</b>
Office Supplies/Sm Equip.	\$ 4,802.97	\$ 6,300.00	\$ 1,267.94	\$ (5,032.06)	20%
Gasoline Vehicles	4,319.38	5,600.00	1,438.59	(4,161.41)	26%
Computer Hard/Soft.	11,741.71	13,098.00	573.26	(12,524.74)	4%
Bd. Prof. Ser. & Travel Reimb.	1,218.36	3,600.00	315.52	(3,284.48)	9%
Training & Conferences	15,228.66	11,155.00	1,859.15	(9,295.85)	17%
Professional Srs.	40,866.94	43,800.00	6,787.25	(37,012.75)	15%
Telephone	11,362.74	14,000.00	3,004.72	(10,995.28)	21%
Postage	3,968.36	4,600.00	1,501.92	(3,098.08)	33%
Insurance (Bldg, Veh, Staff)	28,427.00	29,000.00	30,138.00	1,138.00	104%
Wellness Program	488.64	400.00	8.73	(391.27)	2%
Public Education	9,840.49	10,360.00	1,077.21	(9,282.79)	10%
Miscellaneous	1,759.59	900.00	0.00	(900.00)	0%
Dues & Subscriptions	1,502.79	3,500.00	124.75	(3,375.25)	4%
Audit/Acctg	20,929.08	7,500.00	1,647.75	(5,852.25)	22%
Printing	0.00	300.00	0.00	(300.00)	0%
Rent-Satellite Office	2,400.00	2,400.00	800.00	(1,600.00)	33%
Maintenance - Copier	1,398.89	1,800.00	456.92	(1,343.08)	25%
Vehicle Purchase	28,500.00	0.00	0.00	0.00	0%
Maintenance - Vehicles	921.01	3,500.00	564.18	(2,935.82)	16%
<b>Total Non-P/R</b>	<b>189,676.61</b>	<b>161,813.00</b>	<b>51,565.89</b>	<b>(110,247.11)</b>	<b>32%</b>
Principal/Interest - Office Bldg	\$ 44,483.31	\$ 45,500.00	\$ 0.00	\$ (45,500.00)	0%
Alarm Monitoring/Security	1,189.48	2,000.00	594.90	(1,405.10)	30%
Utilities	14,111.44	14,000.00	2,773.15	(11,226.85)	20%
Janitorial & Supplies	604.99	600.00	385.71	(214.29)	64%
Maintenance - Office Bldg.	5,804.66	6,000.00	2,650.38	(3,349.62)	44%
Leasehold Improvements	5,222.85	14,000.00	0.00	(14,000.00)	0%
<b>Total Bldg./Capital</b>	<b>71,416.73</b>	<b>82,100.00</b>	<b>6,404.14</b>	<b>(75,695.86)</b>	<b>8%</b>
WoodSmoke Reduction/Bounty	\$ 76,400.00	\$ 100,000.00	\$ 10,900.00	\$ (89,100.00)	11%
ECY Oversight Fees	10,937.00	15,000.00	0.00	(15,000.00)	0%
Monitor. Equip./CPO	38,765.14	33,400.00	5,666.26	(27,733.74)	17%
Community Scale Air Toxics	96,884.14	44,400.00	14,869.02	(29,530.98)	33%
Monitoring-General	4,483.35	5,025.00	103.46	(4,921.54)	2%
Security Deposit Refunds	0.00	0.00	0.00	0.00	0%
<b>Total Operational</b>	<b>227,469.63</b>	<b>197,825.00</b>	<b>31,538.74</b>	<b>(161,364.72)</b>	<b>16%</b>
<b>Grand Total Expenditures</b>	<b>\$ 2,318,357.45</b>	<b>\$ 2,470,320.73</b>	<b>\$ 589,650.51</b>	<b>\$ (1,875,748.68)</b>	<b>24%</b>
<b>Net Income (Deficit)</b>	<b>\$ 88,245.08</b>		<b>\$ 226,586.26</b>		

	YTD FY2020 Expenditures
85% Payroll	500,141.74
9% Non Payroll	51,565.89
1% Bldg/Capital	6,404.14
5% Operating	31,538.74
100% Total	\$ 589,101.26

**OLYMPIC REGION CLEAN AIR AGENCY**

*FUND BALANCE - Actual - Fiscal Year 2020*

**For The Period Ending September 30, 2019**

	<b>General Fund</b>
<b>BEGINNING</b> Fund Balance 07/01/2019	\$ 1,658,408
<b>Plus</b> : Revenue Fiscal Year	\$ 816,237
<b>Less</b> : Expenditures Fiscal Year	\$ (589,651)
<b>ENDING</b> Fund Balance 09/30/2019	<b>\$ 1,884,994</b>
General Fund Balance applied to FY Budget	\$ -
Title V Funds applied to FY Budget	\$ -
<b>Fund Balance ALLOCATIONS-</b>	
Operating Reserve Funds	
<b>Less</b> : Expense Reserve (20% FY Budget less Title V)	\$ (389,790)
<b>Less</b> : Title V	\$ (41,140)
<b>Less</b> : Tenants Security Deposits	\$ (5,875)
Capital Reserve Funds	
<b>Less</b> for Office Building	\$ (30,000)
<b>Less</b> for Monitoring Equipment	\$ (20,000)
<b>Less</b> for Database	\$ (110,000)
<b>Less</b> for Vacation/Sick Leave	\$ (155,715)
<b>Ending UNRESERVED Fund Balance</b>	<b>\$ 1,132,474</b>

Reserve Funds  
\$752,520

9/30/2019

"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

"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".