

Northwest Regional Planning Commission

BASIC FINANCIAL STATEMENTS

June 30, 2023

Northwest Regional Planning Commission
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INDEPENDENT AUDITOR'S REPORT

Board of Commissioners
Northwest Regional Planning Commission
St. Albans, VT 05478

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities of the Northwest Regional Planning Commission, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Northwest Regional Planning Commission's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of the Northwest Regional Planning Commission, as of June 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Northwest Regional Planning Commission and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Northwest Regional Planning Commission's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Northwest Regional Planning Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Northwest Regional Planning Commission's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, Budgetary Comparison Schedule – General Fund on page 22, Schedule of Proportionate Share of the Net Pension Liability – VMERS on page 23 and Schedule of Contributions – VMERS on page 24 be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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 required 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.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Northwest Regional Planning Commission's basic financial statements. The accompanying combining fund financial statements and schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The 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 basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining fund financial statements and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 16, 2023, on our consideration of the Northwest Regional Planning 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 solely 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 the effectiveness of the Northwest Regional Planning Commission's 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 Northwest Regional Planning Commission's internal control over financial reporting and compliance.



St. Albans, Vermont
November 16, 2023

**NORTHWEST REGIONAL PLANNING COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2023**

The Northwest Regional Planning Commission offers this discussion and analysis of its financial activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023. Please read the following information in conjunction with the financial statements included in the audit.

ORGANIZATIONAL OVERVIEW

The Northwest Regional Planning Commission (NRPC) is a political subdivision of the state formed by action of the municipalities of Franklin and Grand Isle Counties, under the Vermont Municipal and Regional Planning and Development Act (Title 24, Chapter 117 V.S.A). NRPC operates under this enabling legislation and its operating bylaws.

The Northwest Regional Planning Commission has the following mission, adopted in 1997:

- *To conduct regional planning programs*
- *To assist local municipalities, through education, technical assistance, grants and funding; and to aid municipalities in their planning efforts as authorized by Vermont planning laws*
- *To serve as a center of information and as a resource to support the region and its municipalities' interests, growth patterns and common goals*
- *To provide a forum for the discussion of issues which are regional in nature and/or unique to our area of the state, and to serve as a mediator to resolve conflicts as appropriate. Common sense and a spirit of compromise must be allowed to enter the discussion so that the impacts of development may be mitigated*

In fiscal year 2023, NRPC accomplished this mission through a combination of regional and local programs, including:

- consistently providing assistance to our municipalities,
- improving regional cooperation among other organizations,
- expanding education, outreach and technical assistance programs,
- continuing the regional transportation planning program (under contract with the VT Agency of Transportation), overseen by the Commission's Transportation Advisory Committee (TAC), and
- completing other projects including community development, emergency response plans, energy efficiency and conservation, water quality projects and Brownfields.

NRPC is not a regulatory or taxing authority, however it is authorized to receive and expend monies in support of its planning programs and statutory mandates from any source. Annual sources of revenue generally include, but may not be limited to, 1) municipal assessments, and 2) contracts with state agencies, member municipalities and other related organizations, and 3) state, federal and private grants.

FISCAL YEAR 2023 FINANCIAL STATEMENTS

The Statement of Net Assets and the Statement of Activities provide broad information about the NRPC as a whole and present a long-term view of NRPC's finances. The Fund Financial Statements outline how services were financed in the short-term as well as what remains for future spending. Fund Financial Statements also report NRPC's operations in more detail than the government-wide statements by providing information about the Commission's most significant funds.

Financial Highlights

The unassigned fund balance for NRPC was \$426,358 and assigned assets were \$316,720 as of June 30, 2023. The assigned assets represent the amount set aside by the Board of Commissioners for future budgets and/or to cover unanticipated expenditures.

**NORTHWEST REGIONAL PLANNING COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2023**

The funds are set aside in accordance with the Commission's long-term reserve plan, adopted annually as part of the budget. In addition to funds set aside for long-term reserves, this amount includes funds set aside by the Board for future equipment purchases, outstanding contract commitments, and to cover the liability associated with employee vacation time. As of June 30, 2023 NRPC had a building, equipment and other fixed assets with a net value of \$483,084 after depreciation.

The Commission has a three-year plan for equipment upgrades and replacement and an adopted long term reserve policy which establishes special funds for building repairs and improvements, long term reserves, PAT liabilities and equipment. These programs help cushion the impacts of fluctuating funding and help preserve the Commission's ability to provide services. The Finance and Operations Committee, with approval from the Board of Commissioners, oversees all administrative aspects of the Commission's work.

Financial Analysis of NRPC

The Balance Sheet and Statement of Revenues and Expenditures provide an indication of NRPC's financial condition, which has changed compared to last year. There was an increase in the fund balance of \$79,744. NRPC makes corrections between actual indirect costs incurred and the indirect costs charged to grants and contracts.

The NRPC Fund Balance reflects the differences between assets and liabilities. An increase in fund balance over time typically indicates an improvement in financial condition. Cumulatively for FY 18-FY 23 NRPC has an increase in net assets of \$337,715. A summary of the NRPC's Governmental Funds Balance Sheet is presented below.

	<u>2023</u>	<u>2022</u>
Current Assets	\$ 2,009,760	\$ 1,425,343
Current Liabilities	<u>1,266,682</u>	<u>762,009</u>
 Total Fund Balance	 <u>\$ 743,078</u>	 <u>\$ 663,334</u>

NRPC uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements and to accurately track expenses and revenues related to specific grants and contracts.

Historically, the method of calculating indirect rates has left NRPC with major swings in rates from 70-130% which impacts cash flow, contract management and fund balance. NRPC has worked with auditors at VTrans to use allowed methods to level off NRPC's billable indirect rate to better reflect actual costs and reduce the swings in rates. NRPC began using an estimated rate method in FY18 that has lessened the swings in indirect rates. For example, the indirect rates used for FY20 – FY24 ranged from 81.21% - 99.65%. However, the rate used in FY23 may still result in corrections that will impact revenue in FY24.

Budget Highlights

The Commission's FY23 revenues totaled \$2,380,998 from a combination of sources: \$64,110 from municipal assessments, \$469,630 in regional planning funds through the Agency of Commerce and Community Development, \$214,587 from the Vermont Agency of Transportation, \$269,741 from the U.S. Economic Development Administration and the remaining from other federal grants, including EPA Brownfields. The remaining funding came from a combination of miscellaneous projects including \$198,275 from individual contracts with member municipalities.

**NORTHWEST REGIONAL PLANNING COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2023**

In FY23 the Commission's budget continued to be impacted by the COVID-19 pandemic. Some projects were delayed and/or cancelled, and additional work related to the pandemic has been added to the NRPC portfolio of projects. Some staff increased work hours this year to catch up on delayed projects and to address ongoing needs of pandemic recovery planning with communities and to support state-wide response to the 2023 summer flooding. After remaining low during the COVID-19 pandemic, travel and meeting expenses have returned to pre-pandemic levels.

Fiscal Year 2023 Budget

The FY24 NRPC budget anticipates revenues generally be level from FY23. While some contracts and projects have ended in FY23, there are new contracts with comparable awards that will start in FY24. NRPC does not anticipate significant increases from any of our statewide funding programs in FY24.

Requests for Information

This financial report is designed to provide a general overview of Northwest Regional Planning Commission's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Executive Director, Northwest Regional Planning Commission, 75 Fairfield Street, St. Albans, VT 05478, (802) 524-5958.

Northwest Regional Planning Commission
 GOVERNMENT-WIDE FINANCIAL STATEMENTS
 STATEMENT OF NET POSITION
 June 30, 2023

	<u>Governmental Activities</u>
<u>ASSETS AND DEFERRED OUTFLOWS</u>	
CURRENT ASSETS	
Cash	\$ 1,446,064
Accounts receivable	547,171
Prepaid expenses	16,525
Current portion of loans receivable	<u>27,349</u>
TOTAL CURRENT ASSETS	<u>2,037,108</u>
CAPITAL ASSETS, net	<u>483,084</u>
OTHER ASSETS	
Loans receivable, net of current portion	<u>272,795</u>
DEFERRED OUTFLOWS OF RESOURCES- Pension	<u>257,471</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS	<u>\$ 3,050,458</u>
<u>LIABILITIES, DEFERRED INFLOWS AND NET POSITION</u>	
CURRENT LIABILITIES	
Accounts payable	\$ 105,640
Accrued liabilities	91,994
Unearned revenue	1,069,048
Current portion of long term debt	<u>6,367</u>
TOTAL CURRENT LIABILITIES	<u>1,273,050</u>
LONG-TERM LIABILITIES	
Notes payable, net of current portion	74,486
Net Pension Liability	<u>552,806</u>
TOTAL LONG-TERM LIABILITIES	<u>627,292</u>
TOTAL LIABILITIES	<u>1,900,342</u>
NET POSITION	
Net investment in capital assets	402,231
Restricted	316,720
Unrestricted	<u>431,165</u>
TOTAL NET POSITION	<u>1,150,116</u>
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	<u>\$ 3,050,458</u>

See Accompanying Notes to Basic Financial Statements.

Northwest Regional Planning Commission
 GOVERNMENT-WIDE FINANCIAL STATEMENTS
 STATEMENT OF ACTIVITIES
 For the Year Ended June 30, 2023

<u>Functions/Programs</u>	Expenses		Program Revenues			Net (Expense)
	Direct	Indirect	Charges for Services	Operating Grants/ Revenues	Capital Grants and Revenues	Revenue and Changes in Net Position
	Direct	Indirect	Services	Revenues	Revenues	Net Position
Governmental activities:						
Current:						
VAOT	\$ 108,004	\$ 113,254	\$ -	\$ 238,603	\$ -	\$ 17,345
Core funding	210,953	217,602	-	478,663	-	50,108
Clean Water Service Provider Grant	55,610	64,693	-	130,317	-	10,014
Healthy Roots Collaborative	95,924	70,070	-	178,733	-	12,739
Grants, contacts and municipal assessments	783,713	467,294	198,275	1,119,820	-	67,088
Depreciation, unallocated	-	28,892	-	-	-	(28,892)
Total governmental activities	<u>\$ 1,254,204</u>	<u>\$ 961,805</u>	<u>\$ 198,275</u>	<u>\$ 2,146,136</u>	<u>\$ -</u>	<u>128,402</u>
Change in Net Position						128,402
Net position, beginning						<u>1,021,714</u>
Net position, ending						<u>\$ 1,150,116</u>

Interest expense of \$7,213 has been included in the indirect expenses.

See Accompanying Notes to Basic Financial Statements.

Northwest Regional Planning Commission
 FUND FINANCIAL STATEMENTS
 BALANCE SHEET - GOVERNMENTAL FUNDS
 June 30, 2023

	<u>Governmental Activities</u>
<u>ASSETS</u>	
CURRENT ASSETS	
Cash-unrestricted	\$ 1,446,064
Accounts receivable	547,171
Prepaid expenses	<u>16,525</u>
TOTAL CURRENT ASSETS	<u>\$ 2,009,760</u>
<u>LIABILITIES AND FUND BALANCE</u>	
LIABILITIES	
Accounts payable	\$ 105,640
Accrued liabilities	91,994
Unearned revenue	<u>1,069,048</u>
TOTAL LIABILITIES	<u>1,266,682</u>
FUND BALANCE	
Assigned	316,720
Unassigned	<u>426,358</u>
TOTAL FUND BALANCE	<u>743,078</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 2,009,760</u>

See Accompanying Notes to Basic Financial Statements.

Northwest Regional Planning Commission
 FUND FINANCIAL STATEMENTS
 BALANCE SHEET - GOVERNMENTAL FUNDS
 June 30, 2023

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
 TO THE STATEMENT OF NET POSITION

Total fund balances - governmental funds \$ 743,078

Amounts reported for governmental activities in the statement of activities are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds.

Capital Assets	1,200,179
Accumulated Depreciation	(717,097)

Other long-term assets are not available to pay for current-period expenditures and therefore are deferred in government funds

Loans Receivable	300,144
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Long term liabilities, including mortgages payable, are not due and payable in the current period and therefore are not reported as liabilities in the funds. Long term liabilities at year-end consist of:

Mortgages Payable	(80,853)
Net Pension Liability	(552,806)

Deferred outflows of resources represent the consumption of net assets that is applicable to a future reporting period and therefore not reported as assets in the funds.

Pension	-
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Deferred inflows of resources represent the acquisition of net assets applicable to a future reporting period and therefore not reported as liabilities in the funds.

257,471

Total net position - governmental funds \$ 1,150,116

See Accompanying Notes to Basic Financial Statements.

Northwest Regional Planning Commission
 FUND FINANCIAL STATEMENTS
 STATEMENT OF REVENUES, EXPENDITURES AND
 CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS
 For the Year Ended June 30, 2023

	General Fund
REVENUES	
ACCD grant	\$ 469,630
VAOT grant	214,587
Grants in aid	198,877
Other grants	1,017,421
Municipal contracts	198,275
Municipal assessments	64,110
Interest and miscellaneous income	218,098
 TOTAL REVENUES	 2,380,998
 EXPENDITURES	
Salaries	1,005,070
Fringe benefits	277,952
Travel	16,894
Consultants and professional fees	482,375
Grants in aid	128,255
Healthy Roots	36,780
Office supplies and printing	58,763
Postage	1,384
Equipment, furniture and software	146,183
Telephone	12,672
Advertising	4,248
Building	94,274
Insurance	10,716
Dues and subscriptions	11,386
Meetings	14,302
Miscellaneous	-
 TOTAL EXPENDITURES	 2,301,254
 NET CHANGE IN FUND BALANCE	 79,744
 FUND BALANCE - Beginning of Year	 663,334
 FUND BALANCE - End of Year	 \$ 743,078

See Accompanying Notes to Basic Financial Statements.

Northwest Regional Planning Commission
 FUND FINANCIAL STATEMENTS
 STATEMENT OF REVENUES, EXPENDITURES AND
 CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS
 For the Year Ended June 30, 2023

RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT
 OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 TO THE STATEMENT OF ACTIVITIES

Net change in fund balance - governmental funds \$ 79,744

Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense:

Depreciation	(28,892)
Capital outlays-Building and Equipment	140,540

Government funds report loan disbursements as expenditures while governmental activities increase long-term assets:

Loans receivable	(36,587)
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Repayment of long-term debt is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position:

Payments of Long-term Debt	66,347
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Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.

Pension Expense	<u>(92,750)</u>
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Change in net position of governmental activities **\$ 128,402**

See Accompanying Notes to Basic Financial Statements.

Northwest Regional Planning Commission
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2023

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Northwest Regional Planning Commission ("the Commission") is a regional governmental planning agency formed by action of the municipalities of Franklin and Grand Isle Counties, under the Vermont Municipal and Regional Planning and Development Act (Title 24, Chapter 117 V.S.A.). The Regional Commission operates under this enabling legislation and its adopted bylaws. The Regional Commission is not a regulatory or taxing authority; however, it is authorized to receive and expend monies in support of its planning programs and statutory mandates from any source, including, without limitation, funds made available by participating municipalities and by the Vermont Agency of Commerce and Community Development. Annual sources of revenue generally include, but may not be limited to 1) municipal assessments, and 2) contracts with state agencies, member municipalities and other related organizations for the provision of technical and/or administrative services.

Reporting Entity

The financial statements of the Commission consist only of the funds and account groups of the Commission. The Commission has no oversight responsibility for any other governmental entity since no other entities are considered to be controlled by or dependent on the Commission. Control or dependence is determined on the basis of budget adoption, taxing authority, funding and appointment of the respective governing board.

Government-Wide and Fund Financial Statements

The district-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the Commission.

The statement of activities demonstrates the degree to which the direct expense of a given program is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific program. Program revenues include 1) grant revenues and 2) municipal assessments.

Separate financial statements are provided for governmental funds, and fiduciary funds, even though the latter are excluded from the district-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

Measurement focus, Basis of Accounting, and Financial Statement Presentation

The basic financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Northwest Regional Planning Commission
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2023

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. A 90-day availability period is used for revenue recognition for all governmental fund revenues. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, early retirement, arbitrage rebates, and post-employment healthcare benefits, are recorded only when payment is due.

The Commission reports the following major governmental funds:

- The general fund is the Commission's primary operating fund. It accounts for all financial resources of the Commission, except those required to be accounted for in another fund.

Amounts reported as program revenues include 1) operating grants and contributions, and 2) municipal assessments. Internally dedicated resources are reported as general revenues rather than as program revenues.

When both restricted and unrestricted resources are available for use, it is the Commission's policy to use restricted resources first, then unrestricted resources as they are needed.

Indirect costs are allocated to functions in the statement of activities based on % of payroll and fringe for each function against the total functional expenses.

Budgetary Data

Budgets are presented on the modified accrual basis of accounting for all governmental funds. Annual operating budgets are adopted each fiscal year through the passage of an annual budget ordinance and amended as required.

Negative variances in total revenues and the positive variances in total expenditures are largely a result of federal and state program revenues and related expenditures that do not have a direct impact on the undesignated fund balance. Budgets generally assume the expenditure of all available resources. Therefore, when the budget is prepared, it is assumed these funds will not have a carryover of revenue to a subsequent year.

Program revenue received but not spent is restricted and deferred to the subsequent fiscal year. As a result, overall fund revenue variances will be negative and overall fund expenditure variances will be positive.

Deposits and Investments

The Commission's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of twelve months or less from the date of acquisition.

Northwest Regional Planning Commission
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2023

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Capital Assets

Capital assets are properly owned by the Commission and consist primarily of office equipment and furniture.

General capital assets should be capitalized and recorded when all of the following criteria are met:

- (1) The asset is tangible and complete.
- (2) The asset is used in the operation of the Commission's activities.
- (3) The asset has a value and useful life at the date of acquisition that meets or exceeds \$1,000 value and five years of life.

All general capital assets are recorded at either historical cost or estimated historical cost. Assets acquired through donation will be recorded at their estimated fair market value on the date of donation. In addition to purchase price or construction cost, costs of capitalization may include incidental costs such as bond interest and issuance costs, insurance during transit, freight, duties, title search, title registration, installation, and breaking-in costs. The straight-line depreciation method is used over the estimated useful lives of assets.

Long-term Obligations

In the district-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the applicable statement of net assets.

Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a restricted purpose.

Government Wide Net Position

Government-wide Net Positions are divided into the following components:

Net investment in capital assets – consist of the historical cost of capital assets less accumulated depreciation and less any debt that remains outstanding that was used to finance those assets.

Restricted net position – consist of net assets that are restricted by the Commission's creditors, by enabling legislation, by grantors (both federal and state), and / or by contributors.

Unrestricted – all other net positions reported in this category

Governmental Fund Balance

In the governmental fund financial statements, fund balances are classified as follows:

Restricted – Amounts that can be spent only for specific purposes because of laws, regulations, or externally imposed conditions by grantors or creditors.

Northwest Regional Planning Commission
 NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2023

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Committed – Amounts that can be used only for specific purposes determined by a formal action by the Board.

Assigned – Amounts that are designated by management for a particular purpose.

Unassigned – All amounts not included in other classifications.

Nonspendable – Amounts that cannot be spent because they are not spendable in form or are legally or contractually required to be maintained intact

When both restricted and unrestricted funds are available it is policy to first use unrestricted funds.

Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles require management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE 2 CASH

As of June 30, 2023 the carrying amount of Commission’s deposits with financial institutions was \$1,430,875 and the bank balance was \$1,521,324. Of the bank balance \$986,052 was not covered by FDIC insurance.

NOTE 3 LOANS RECEIVABLE

Loans receivable consist of loans disbursed through the Brownfields Revolving Loan Fund Program of the Environmental Protection Agency.

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Principal Reductions</u>	<u>Ending Balance</u>	<u>Current Portion</u>
Sunrise Development Corp. at 0% interest payable at \$1,494, due November 2023	\$ 22,426	\$ -	\$ (16,437)	\$ 5,989	\$ 5,989
Town of Rockingham at 0% interest payable at \$538, due December 2029	33,688	-	(5,250)	28,438	6,456
City of St. Albans at 0% interest payable at \$1,242, due December 2041	<u>280,617</u>	<u>-</u>	<u>(14,900)</u>	<u>265,717</u>	<u>14,904</u>
	<u>\$ 336,731</u>	<u>\$ -</u>	<u>\$ (36,587)</u>	<u>\$ 300,144</u>	<u>\$ 27,349</u>

Northwest Regional Planning Commission
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2023

NOTE 4 CAPITAL ASSETS

Capital assets activity for the year ended June 30, 2023 is as follows:

<u>Governmental Activities</u>	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets, being depreciated:				
Office furniture & equipment	\$ 308,935	\$ 56,103	\$ -	\$ 365,038
Public safety equipment	26,738	59,389	-	86,127
Office furniture & equipment - other	253,094	25,048	-	278,142
Buildings and improvements	<u>470,872</u>	<u>-</u>	<u>-</u>	<u>470,872</u>
	<u>1,059,639</u>	<u>140,540</u>	<u>-</u>	<u>1,200,179</u>
Accumulated depreciation for:				
Office furniture & equipment	(304,477)	(772)	-	(305,249)
Public safety equipment	(26,739)	(1,873)	-	(28,612)
Office furniture & equipment - other	(245,713)	(6,947)	-	(252,660)
Buildings and improvements	<u>(111,274)</u>	<u>(19,300)</u>	<u>-</u>	<u>(130,574)</u>
	<u>(688,203)</u>	<u>(28,892)</u>	<u>-</u>	<u>(717,095)</u>
Net capital assets being depreciated	<u>371,436</u>	<u>111,648</u>	<u>-</u>	<u>483,084</u>
Governmental activities capital assets, net	<u>\$ 371,436</u>	<u>\$ 111,648</u>	<u>\$ -</u>	<u>\$ 483,084</u>

NOTE 5 LONG-TERM DEBT

Long-term debt consisted of the following at June 30, 2023:

	<u>Balance 2022</u>	<u>Additions</u>	<u>Principal Reductions</u>	<u>Balance 2023</u>	<u>Current Portion</u>
Franklin County Industrial Development Corp, with a fixed interest rate of 4.5%. Monthly payments of \$823 per month for 180 months and the remaining balance due 9/26/2028	\$ 86,940	\$ -	\$ (6,087)	\$ 80,853	\$ 6,367

Northwest Regional Planning Commission
 NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2023

NOTE 5 LONG-TERM DEBT (continued)

	Balance 2022	Additions	Principal Reductions	Balance 2023	Current Portion
New England Federal Credit Union, with a fixed interest rate of 4.05% and monthly payments of \$686 for 60 months then the interest rate increases to 5.75% with monthly payments of \$742 for 120 months and the remaining balance due 5/1/2033	60,260	-	(60,260)	-	-
Total	\$ 147,200	\$ -	\$ (66,347)	\$ 80,853	\$ 6,367

Anticipated maturities of Mortgage payables are as follows at:

June 30,	Principal	Interest	Total
2024	\$ 6,367	\$ 3,508	\$ 9,875
2025	6,659	3,216	9,875
2026	6,965	2,910	9,875
2027	7,285	2,590	9,875
2028	7,620	2,255	9,875
2029-2033	45,957	510	46,467
Total	\$ 80,853	\$ 14,989	\$ 95,842

NOTE 6 ASSIGNED FUND BALANCE

At June 30, 2023, fund balances were assigned for the following specific purposes:

Long-Term Reserves	\$ 213,720
Equipment Reserves	20,000
Building Reserve	61,000
PAT Reserves	22,000
	\$ 316,720

When both restricted and unrestricted amounts of fund balance are available for use for expenditures incurred, it is the Northwest Regional Planning Commission's policy to use restricted amounts first and then unrestricted amounts as they are needed. For unrestricted amounts of fund balance, it is the Commission's policy to use the fund balance in the following order: (1) Committed, (2) Assigned, (3) Unassigned.

Northwest Regional Planning Commission
 NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2023

NOTE 7 DEFINED BENEFIT PLAN (VMERS)

Information Required Under GASB Statement No. 68

Governmental Accounting Standards Board (GASB) Statement No. 68, Accounting and Financial Reporting for Pensions requires employers participating in a cost-sharing, multiple-employer defined benefit pension plan to recognize their proportional share of total pension liability, deferred outflows of resources, deferred inflows of resources, and pension expense. The schedules below have been prepared to provide Northwest Regional Planning Commission’s proportional share of the overall amounts of the VMERS plan. Northwest Regional Planning Commission’s portion has been allocated based on Northwest Regional Planning Commission’s proportional share of employer contributions to the total contributions to VMERS during the fiscal year.

Reporting Date, Measurement Date, and Valuation Date

Net pension liabilities, deferred pension outflows of resources, deferred pension inflows of resources, and pension expense are all presented as of the Northwest Regional Planning Commission’s reporting date June 30, 2023 and for the Northwest Regional Planning Commission’s reporting period (the year ended June 30, 2023). These amounts are measured as of the measurement date and for the measurement period (the period between the prior and current measurement dates). GASB Statement No. 68 requires that the current measurement date be no earlier than the end of the employer’s prior fiscal year. For the reporting date of Northwest Regional Planning Commission, the State has chosen to use the end of the prior fiscal year (June 30, 2022) as the measurement date, and the year ended June 30, 2021, as the measurement period.

The total pension liability is determined by an actuarial valuation performed as of the measurement date, or by the use of update procedures to roll forward to the measurement date amounts from an actuarial valuation as of a date no more than 30 months and 1 day earlier than the employer’s most recent fiscal year-end. The State has elected to apply update procedures to roll forward amounts from an actuarial valuation performed as of June 30, 2021, to the measurement date of June 30, 2022.

Schedule A – Employer Allocations as of

Fiscal Year Ended June 30, 2021						
Employer Contributions	Employer Proportion	Net Pension Liability	Total Deferred Outflows	Total Deferred Inflows	Net Pension Liability 1% Decrease (6.50% Disc Rate)	Net Pension Liability 1% Decrease (8.50% Disc Rate)
\$ 39,720	0.17865%	\$ 262,944	\$ 215,395	\$ 155,038	\$ 519,721	\$ 51,796

Northwest Regional Planning Commission
 NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2023

NOTE 7 DEFINED BENEFIT PLAN (VMERS) (continued)

Schedule B – Employers’ Allocation as of

Fiscal Year Ended June 30, 2022						
Employer Contributions	Employer Proportion	Net Pension Liability	Total Deferred Outflows	Total Deferred Inflows	Net Pension Liability 1% Decrease (6.00% Disc Rate)	Net Pension Liability 1% Decrease (8.00% Disc Rate)
\$ 45,591	0.18222%	\$ 552,806	\$ 207,835	\$ -	\$ 828,351	\$ 326,153

Schedule C – Employers’ Allocation of Pension Amounts as of

Deferred Outflows of Resources							
Employer Proportion	Net Pension Liability	Difference Between Expected and Actual Experience	Changes in Assumptions	Changes in Benefits	Difference Between Projected and Actual Investment Earnings	Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	Total Deferred Outflows
0.18222%	\$ 552,806	\$ 41,516	\$ 28,262	\$ -	\$ 89,748	\$ 48,309	\$ 207,835

Deferred Inflows of Resources					
Difference Between Expected and Actual Experience	Changes in Assumptions	Changes in Benefits	Difference Between Projected and Actual Investment Earnings	Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	Total Deferred Inflows
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Pension Expense Recognized		
Proportionate Share of Pension Plan Expense	Net Amortization of Deferred Amounts from Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	Total
\$ 104,913	\$ 37,471	\$ 142,384

NOTE 7 DEFINED BENEFIT PLAN (VMERS) (continued)

Schedule D – Employers’ Allocation of Recognition of Deferred Outflows/Inflows as of

Fiscal Year Ending					
2023	2024	2025	2026	2027	Thereafter
\$ 76,451	\$ 51,458	\$ 22,310	\$ 57,615	\$ -	\$ -

For entities with a reporting date in 2023, the amounts shown will be recognized in the expense for plan years ending in 2024, 2025, 2026 and 2027.

Schedule E – Contribution History for Fiscal Years 2020-2022

FY 2022	FY 2021	FY 2020
\$ 45,591	\$ 39,720	\$ 32,582

The full report containing the schedules of all employers in the VMERS plan is available on the State of Vermont Treasurer’s website at:

<http://www.vermonttreasurer.gov/content/retirement/vmers/financial-reports>

The schedule of employer allocations and schedule of pension amounts by employer are prepared on the accrual basis of accounting in accordance with U.S. generally accepted accounting principles. The schedules present amounts that are elements of the financial statements of the Vermont Municipal Employees’ Retirement System (VMERS) or its participating employers. VMERS does not issue stand-alone financial reports, but instead are included as part of the State of Vermont’s Comprehensive Annual Financial Report (CAFR). The CAFR can be viewed on the State’s Department of Finance & Management website at:

<http://finance.vermont.gov/reports-and-publications/annual-comprehensive-financial-report>

Plan Description

The Vermont Municipal Employees’ Retirement System is a cost-sharing, multiple-employer defined benefit pension plan that is administered by the State Treasurer and its Board of Trustees. It is designed for school districts and other municipal employees that work on a regular basis and also includes employees of museums and libraries if at least half of that institution’s operating expenses are met by municipal funds. An employee of any employer that becomes affiliated with the system may join at that time or at any time thereafter. Any employee hired subsequent to the effective participation date of their employer who meets the minimum hourly requirements is required to join the system. During the year ended June 30, 2022, the retirement system consisted of 359 participating employers.

The plan was established effective July 1, 1975, and is governed by Title 24, V.S.A. Chapter 125.

Northwest Regional Planning Commission
 NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2023

NOTE 7 DEFINED BENEFIT PLAN (VMERS) (continued)

The general administration and responsibility for formulating administrative policy and procedures of the retirement System for its members and their beneficiaries is vested in the Board of Trustees consisting of five members. They are the State Treasurer, two employee representatives elected by the membership of the system, and two employer representatives—one elected by the governing bodies of participating employers of the system, and one selected by the Governor from a list of four nominees. The list of four nominees is jointly submitted by the Vermont League of Cities and Towns and the Vermont School Boards Association.

All assets are held in a single trust and are available to pay retirement benefits to all members. Benefits available to each group are based on average final compensation (AFC) and years of creditable service.

Summary of System Provisions

Summary of System Provisions

Membership	Full time employees of participating municipalities. Municipality elect's coverage under Groups A, B, C or D provisions.
Creditable service	Service as a member plus purchased service.
Average Final Compensation (AFC)	Group A – average annual compensation during highest 5 consecutive years. Groups B and C – average annual compensation during highest 3 consecutive years. Group D – average annual compensation during highest 2 consecutive years.
Service Retirement Allowance	
Eligibility	Group A – The earlier of age 65 with 5 years of service or age 55 with 35 years of service. Group B – The earlier of age 62 with 5 years of service or age 55 with 30 years of service. Groups C and D – Age 55 with 5 years of service.
Amount	Group A – 1.4% of AFC x service Group B – 1.7% of AFC x service as Group B member plus percentage earned as Group A member x AFC

Northwest Regional Planning Commission
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2023

NOTE 7 DEFINED BENEFIT PLAN (VMERS) (continued)

Group C – 2.5% of AFC x service as a Group C member plus percentage earned as a Group A or B member x AFC

Group D – 2.5% of AFC x service as a Group D member plus percentage earned as a Group A, B or C member x AFC

Maximum benefit is 60% of AFC for Groups A and B and 50% of AFC for Groups C and D. The above amounts include the portion of the allowance provided by member contributions.

Early Retirement Allowance

Eligibility Age 55 with 5 years of service for Groups A and B; age 50 with 20 years of service for Group D.

Amount Normal retirement allowance based on service and AFC at early retirement, reduced by 6% for each year commencement precedes Normal Retirement Age for Group A and B member; payable without reduction to Group D members.

Vested Retirement Allowance

Eligibility 5 years of service.

Amount Allowance beginning at normal retirement age based on AFC and service at termination. The AFC is to be adjusted annually by one-half of the percentage change in the Consumer Price Index, subject to the limits on “Post-Retirement Adjustments” described below.

Disability Retirement Allowance

Eligibility 5 years of service and disability as determined by Retirement Board.

Amount Immediate allowance based on AFC and service to date of disability; children’s benefit of 10% of AFC payable to up to three minor children (or children up to age 23 if enrolled in full-time studies) of a disabled Group D member.

Northwest Regional Planning Commission
 NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2023

NOTE 7 DEFINED BENEFIT PLAN (VMERS) (continued)

Death Benefit

Eligibility Death after 5 years of service.

Amount For Groups A, B and C, reduced early retirement allowance under 100% survivor option commencing immediately or, if greater, survivor's benefit under disability annuity computed as a date of death. For Group D, 70% of the unreduced accrued benefit plus children's benefit.

Optional Benefit and Death after Retirement

For Groups A, B and C, lifetime allowance or actuarially equivalent 50% or 100% joint or survivor allowance with refund of contribution guarantee. For Group D, lifetime allowance or 70% contingent annuitant option with no reduction.

Refund of Contribution

Upon termination, if the member so elects or if no other benefit is payable, the member's accumulated contributions are refunded.

Post-Retirement Adjustments

Allowance in payment for at least one year increased on each January 1 by one-half of the percentage increase in consumer price index but not more than 2% for Group A and 3% for Groups B, C and D.

Retirement Stipend

\$25 per month payable at the option of the Board of retirees.

Member Contributions

Effective 7/1/22 For Fiscal year ended 6/30/22

Group A 3.50% 3.25%

Group B 5.875% 5.625%

Group C 11.00% 10.75%

Group D 12.35% 12.10%

Northwest Regional Planning Commission
 NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2023

NOTE 7 DEFINED BENEFIT PLAN (VMERS) (continued)

Employer Contributions	Effective 7/1/22	For Fiscal year ended 6/30/22
Group A	5.00%	4.75%
Group B	6.50%	6.25%
Group C	8.25%	8.00%
Group D	10.85%	10.60%

Significant Actuarial Assumptions and Methods

Investment Rate of Return: 7%, net of pension plan investment expenses, including inflation

Salary Increases: Varying service-based rates from 0-10 years of service, then a single rate of 4.5% (individuals assumed inflation rate of 2.3%) for all subsequent year.

Mortality:

Pre-Retirement:

Groups A, B, C: 40% PubG-2010 General Employee below-median and 60% of PubG-2010 General Employee, with generational projection using scale MP-2019.

Group D: PubG-2010 General Employee above-median, with generational projection using scale MP-2019.

Healthy Post-Retirement - Retirees:

Groups A, B, C: 104% of 40% PubG-2010 General Healthy Retiree below-median and 60% of PubG-2010 General Healthy Retiree, with generational projection using scale MP-2019.

Group D: PubG-2010 General Healthy Retiree, with generational projection using scale MP-2019.

Healthy Post-Retirement – Beneficiaries:

Groups A, B, C – 70% Pub-2010 Contingent Survivor below-median and 30% of Pub-2010 Contingent Survivor, with generational projection using scale MP-2019.

Group D – Pub-2010 Contingent Survivor, with generational projection using scale MP-2019.

Disabled Post-Retirement:

All Groups- PubNS-2010 Non-Safety Disabled Retiree Mortality Table with generational projection using scale MP-2019.

Spouse's Age: Females three years younger than males

Cost-of-Living Adjustments: 1.10% for Group A members and 1.20% for Groups B, C and D members. The January 1, 2023, COLAs is assumed to be 2% for Group A and 3% for Groups B, C and D. The January 1, 2022, COLAs were 2% for Group A and 2.3% for Groups B, C and D members.

Northwest Regional Planning Commission
 NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2023

NOTE 7 DEFINED BENEFIT PLAN (VMERS) (continued)

Actuarial Cost Method: Entry Age Actuarial Cost Method. Entry age is the age at date of employment or, if date is unknown, current age minus years of service. Normal Cost and Actuarial Accrued Liability are calculated on an individual basis and are allocated by salary, with Normal Cost determined using the plan of benefits applicable to each participant.

Assets: The valuation is based on the market value of assets as of valuation date, as provided by the System. The System uses an “actuarial value of assets” that differs from market value to gradually reflect year-to-year changes in the market value of assets in determining the contribution requirements.

Inflation: 2.30 per year%

Long-term expected rate of return: The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan’s target asset allocation as of June 30, 2022, is summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Passive Global Equities	24.00%	4.30%
Active Global Equities	5.00%	4.30%
Large Cap US Equities	4.00%	3.25%
Small/Mid Cap US Equities	3.00%	3.75%
Non-US Developed Market Equities	7.00%	5.00%
Private Equity	10.00%	6.50%
Emerging Market Debt	4.00%	3.50%
Private and alternative Credit	10.00%	4.75%
Non-Core Real Estate	4.00%	6.00%
Core Fixed Income	19.00%	0.00%
Core Real Estate	4.00%	3.50%
US TIPS	3.00%	-0.50%
Infrastructure/Farmland	3.00%	4.25%

Northwest Regional Planning Commission
 NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2023

NOTE 7 DEFINED BENEFIT PLAN (VMERS) (continued)

Discount rate

Discount Rate: The long-term expected rate of return on pension plan assets is 7%. The high quality tax-exempt general obligation municipal bond rate (20-Bond GO Index) as of the closes date prior to the valuation date of June 30, 2022, is 3.54%, as published by The Bond Buyer.

The discount rate used to measure the total pension liability was 7% as of June 30, 2022. The projection of cash flows used to determine the discount rate assumed plan member and employer contributions will be made at rates set by the Board (employers) and statute (members). The Board voted to authorize employer contribution rate increases of 0.50% each year for a period of four years beginning July 1, 2022, to be offset by any increases in the employee contribution rates as negotiated with employee groups and approved by Legislature. For this purpose, only employer contributions that are intended to fund benefits of current plan members and their beneficiaries are included. Projected employer contributions that are intended to fund the service costs of future plan members and their beneficiaries. As well as projected contributions from future plan members, are not included.

1% Decrease (6.00%)	Discount Rate (7.00%)	1% Increase (8.00%)
\$ 828,351	\$ 552,806	\$ 326,153

NOTE 8 SUBSEQUENT EVENTS

In accordance with accounting standards, the Commission has evaluated subsequent events through November 16, 2023 which is the date these financial statements were available to be issued. All subsequent events requiring recognition as of June 30, 2023, have been incorporated into these financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

Northwest Regional Planning Commission
 REQUIRED SUPPLEMENTARY INFORMATION
 BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
 For the Year Ended June 30, 2023

	Budget Amounts		Actual	Variance with
	Original	Final		Final Budget Positive (Negative)
REVENUES				
ACCD Grant	\$ 436,131	\$ 436,131	\$ 469,630	\$ 33,499
VAOT Grant	248,739	248,739	214,587	(34,152)
Grants in Aid	203,300	203,300	198,877	(4,423)
Other Grants				
Public Safety Grants	73,500	73,500	61,117	(12,383)
EDA	375,000	375,000	269,741	(105,259)
Healthy Roots	191,745	191,745	178,733	(13,012)
Vermont Agency of Natural Resources Grants	808,836	808,836	171,335	(637,501)
Miscellaneous State Grants	16,325	16,325	95,636	79,311
Miscellaneous Federal Grants	555,900	555,900	240,859	(315,041)
Municipal contracts	100,930	100,930	198,275	97,345
Municipal assessments	64,108	64,108	64,110	2
Interest and miscellaneous income	231,500	231,500	218,098	(13,402)
TOTAL REVENUES	<u>3,306,014</u>	<u>3,306,014</u>	<u>2,380,998</u>	<u>(925,016)</u>
EXPENDITURES				
Salaries	978,500	978,500	1,005,070	(26,570)
Fringe benefits	298,035	298,035	277,952	20,083
Travel	12,400	12,400	16,894	(4,494)
Office supplies and printing	170,000	170,000	58,763	111,237
Postage	2,500	2,500	1,384	1,116
Technology and GIS	50,450	50,450	146,183	(95,733)
Telephone	10,000	10,000	12,672	(2,672)
Advertising	4,500	4,500	4,248	252
Insurance	9,000	9,000	10,716	(1,716)
Dues and subscriptions	14,000	14,000	11,386	2,614
Meetings	8,000	8,000	14,302	(6,302)
Healthy Roots	62,200	62,200	36,780	25,420
Consultants and professional fees	1,247,329	1,247,329	482,375	764,954
Grants in Aid	185,500	185,500	128,255	57,245
Building	40,508	40,508	94,274	(53,766)
TOTAL EXPENDITURES	<u>3,092,922</u>	<u>3,092,922</u>	<u>2,301,254</u>	<u>791,668</u>
NET CHANGE IN FUND BALANCE	<u>\$ 213,092</u>	<u>\$ 213,092</u>	<u>\$ 79,744</u>	<u>\$ (133,348)</u>

See Accompanying Notes to Basic Financial Statements.

Northwest Regional Planning Commission
 REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY - VMERS
 June 30, 2023

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Commission's proportion of the net pension liability (asset)	0.1822%	0.1787%	0.1572%	0.1454%	0.0723%
Commission's proportionate share of the net pension liability (asset)	<u>\$ 552,806</u>	<u>\$ 262,943</u>	<u>\$ 397,695</u>	<u>\$ 252,209</u>	<u>\$ 101,646</u>
Commission's covered-employee payroll	<u>\$ 763,594</u>	<u>\$ 729,452</u>	<u>\$ 661,990</u>	<u>\$ 566,639</u>	<u>\$ 496,546</u>
Commission's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	72.40%	36.05%	60.08%	44.51%	20.47%
Plan fiduciary net position as a percentage of the total pension liability	86.29%	74.52%	74.52%	80.35%	82.60%

Significant Actuarial Assumptions and methods are described in Note 6 to the financial statements. No changes in actuarial assumptions and methods since the last measurement date.

See Accompanying Notes to Basic Financial Statements.

Northwest Regional Planning Commission
 REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF CONTRIBUTIONS - VMERS
 June 30, 2023

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Contractually Required Contributions (Actuarially Determined)	\$ 45,591	\$ 39,720	\$ 32,582	\$ 27,931	\$ 12,656
Contributions in Relation to the Actuarially Determined Contributions	<u>45,591</u>	<u>39,720</u>	<u>32,582</u>	<u>27,931</u>	<u>12,656</u>
Contribution Excess/(Deficiency) Covered Employee Payroll	<u>\$ 763,594</u>	<u>\$ 729,452</u>	<u>\$ 661,990</u>	<u>\$ 661,990</u>	<u>\$ 496,546</u>
Contributions as a Percentage of Covered Employee Payroll	5.97%	5.45%	4.92%	4.22%	2.55%

*Significant Actuarial Assumptions and methods are described in Note 6 to the financial statements.
 No changes in actuarial assumptions and methods since the last measurement date.*

See Accompanying Notes to Basic Financial Statements.

OTHER SUPPLEMENTARY INFORMATION

Northwest Regional Planning Commission
 COMBINING STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 GOVERNMENTAL FUNDS
 For the Year Ended June 30, 2023

	<u>VAOT Core Grant</u>	<u>ACCD Grant Core Funding</u>	<u>Clean Water Svc, Provider Grant</u>	<u>Healthy Roots Collaborative</u>	<u>Grants Assessments & Contracts</u>	<u>Admin.</u>	<u>Total</u>
OPERATING REVENUES							
Grants	\$ 214,587	\$ 469,630	\$ 130,150	\$ 178,733	\$ 876,668	\$ -	\$ 1,869,768
Contracts	-	-	-	-	198,275	-	198,275
Municipal Assessments	-	-	-	-	64,110	-	64,110
Local Match	24,016	-	-	-	6,731	-	30,747
Interest and Misc. Income	-	9,033	167	-	207,425	1,473	218,098
TOTAL REVENUES	<u>238,603</u>	<u>478,663</u>	<u>130,317</u>	<u>178,733</u>	<u>1,353,209</u>	<u>1,473</u>	<u>2,380,998</u>
EXPENDITURES							
Salary and Fringe	91,782	176,321	52,471	56,472	303,312	602,664	1,283,022
Travel	1,409	4,357	122	2,622	5,552	2,832	16,894
Postage, Printing and Supplies	7,054	11,445	2,348	36,830	131,309	107,448	296,434
Consultants and Professional Fees	7,759	18,830	669	-	550,427	32,945	610,630
Other	-	-	-	-	-	94,274	94,274
Admin. Allocation	113,254	217,602	64,693	70,070	374,544	(840,163)	-
TOTAL EXPENDITURES	<u>221,258</u>	<u>428,555</u>	<u>120,303</u>	<u>165,994</u>	<u>1,365,144</u>	<u>-</u>	<u>2,301,254</u>
NET CHANGE IN FUND BALANCE	<u>\$ 17,345</u>	<u>\$ 50,108</u>	<u>\$ 10,014</u>	<u>\$ 12,739</u>	<u>\$ (11,935)</u>	<u>\$ 1,473</u>	<u>\$ 79,744</u>

See Accompanying Notes to Basic Financial Statements.

SINGLE AUDIT ACT – REPORTS AND SCHEDULES

Northwest Regional Planning Commission
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 For the Year Ended June 30, 2023

Federal Grantor/Program or Cluster Title	Pass -through Grantor and Number	Federal Assistance Listing Number	Federal Expenditures
Community Facilities Loans and Grants Cluster			
United States Department of Agriculture Community Facilities Loans and Grants			
Community Facilities Loans and Grants	Franklin County Industrial Development Corp,USDA	10.766	\$ 53,621
Total Community Facilities Loans and Grants Cluster			<u>53,621</u>
Economic Development Cluster-Cluster			
Department of Commerce Economic Adjustment Assistance			
Economic Adjustment Assistance	01-79-14946; URI 114	11.307	<u>199,741</u>
Total Economic Development Cluster-Cluster			<u>199,741</u>
Other Programs			
United States Department of Agriculture Rural Business Development Grant			
Rural Business Development Grant	Alburg Childcare GLS#295794430	10.351	<u>26,874</u>
Total Department of Agriculture			<u>26,874</u>
Department of Commerce Economic Development Support for Planning Organizations			
Economic Development Support for Planning Organizations	ED22PHI3020075	11.302	<u>70,000</u>
Total Department of Commerce			<u>70,000</u>
Department of the Interior Fish and Wildlife Management Assistance			
Fish and Wildlife Management Assistance	F19AC00829	15.608	<u>31,426</u>
Total Department of the Interior			<u>31,426</u>
Department of Transportation Highway Planning and Construction			
Highway Planning and Construction (Federal-Aid Highway Program)	State of VT Agency of Transportation - GR1757	20.205	198,973
Highway Planning and Construction (Federal-Aid Highway Program)	State of VT Agency of Transportation - GR1660	20.205	<u>14,728</u>
Total Department of Transportation			<u>213,701</u>
United States Environmental Protection Agency Water Quality Management Planning			
Water Quality Management Planning	Rutland Regional Planning Commission,VANR-604B 2022-604B-01	66.454	<u>3,275</u>
Total Water Quality Management Planning			<u>3,275</u>
Lake Champlain Basin Program			
Lake Champlain Basin Program	New England Interstate Water Pollution Control Commission,NEIWPC- LS-2020-056	66.481	<u>63,885</u>
Total Lake Champlain Basin Program			<u>63,885</u>

Northwest Regional Planning Commission
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 For the Year Ended June 30, 2023

Federal Grantor/Program or Cluster Title	Pass-through Grantor and Number	Federal Assistance Listing Number	Federal Expenditures
<i>Other Programs (continued)</i>			
Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Cooperative Agreements			
Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Cooperative Agreements	EPA RLF--BF-93134301	66.818	42,177
Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Cooperative Agreements	EPA--BF-00A00425	66.818	<u>32,357</u>
<i>Total Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Cooperative Agreements</i>			<u>74,534</u>
<i>Total United States Environmental Protection Agency</i>			<u>141,694</u>
Department of Health and Human Services			
Activities to Support State, Tribal, Local and Territorial (STLT) Health Department Response to Public Health or Healthcare Crises			
Activities to Support State, Tribal, Local and Territorial (STLT) Health Department Response to Public Health or Healthcare Crises	Lamoille County Regional Planning Commission	93.391	<u>14,610</u>
National Bioterrorism Hospital Preparedness Program			
National Bioterrorism Hospital Preparedness Program	State of VT Agency of Human Services MRC-03420-08077	93.889	4,745
National Bioterrorism Hospital Preparedness Program	State of VT Agency of Human Services MRC-03420-08519	93.889	5,046
National Bioterrorism Hospital Preparedness Program	State of VT Agency of Human Services Cooloing Shelter-03420-09485	93.889	<u>4,080</u>
<i>Total National Bioterrorism Hospital Preparedness Program</i>			<u>13,871</u>
<i>Total Department of Health and Human Services</i>			<u>28,481</u>
Department of Homeland Security			
Emergency Management Performance Grants			
Emergency Management Performance Grants	State of VT Dept of Public Safety FY21-02140-3130C-007	97.042	8,395
Emergency Management Performance Grants	State of VT Dept of Public Safety FY22-02140-3130C-007	97.042	<u>38,851</u>
<i>Total Department of Homeland Security</i>			<u>47,246</u>
<i>Total Other Programs</i>			<u>559,422</u>
<i>Total Expenditures of Federal Awards</i>			<u>\$ 812,784</u>

NOTE A BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards includes the federal award activity under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Northwest Regional Planning Commission, it is not intended to and does not present the financial position or changes in net assets of the Commission.

NOTE B SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Northwest Regional Planning Commission has not elected to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance because the Commission has an approved indirect cost rate.

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 Board of Commissioners
Northwest Regional Planning Commission
St. Albans, Vermont

We have audited, in accordance with the 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, the financial statements of the governmental activities of Northwest Regional Planning Commission, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise Northwest Regional Planning Commission's basic financial statements, and have issued our report thereon dated November 16, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Northwest Regional Planning Commission's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Northwest Regional Planning Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of Northwest Regional Planning Commission's internal control.

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.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Northwest Regional Planning Commission financial statements are free from 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 financial statements. 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*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

St. Albans, Vermont
November 16, 2023



Kittell Branagan & Sargent

Certified Public Accountants

Vermont License #167

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 Board of Commissioners
Northwest Regional Planning Commission
St. Albans, Vermont

We have audited, in accordance with the 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, the financial statements of the governmental activities of Northwest Regional Planning Commission, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise Northwest Regional Planning Commission's basic financial statements, and have issued our report thereon dated November 16, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Northwest Regional Planning Commission's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Northwest Regional Planning Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of Northwest Regional Planning Commission's internal control.

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.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Northwest Regional Planning Commission financial statements are free from 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 financial statements. 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*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Kittell Brangan". The signature is written in a cursive style with a long horizontal line extending to the right from the end of the name.

St. Albans, Vermont
November 16, 2023



Kittell Branagan & Sargent

Certified Public Accountants

Vermont License # 167

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Commissioners
Northwest Regional Planning Commission
St. Albans, Vermont

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Northwest Regional Planning Commission's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Northwest Regional Planning Commission's major federal programs for the year ended June 30, 2023. Northwest Regional Planning Commission's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Northwest Regional Planning Commission complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Northwest Regional Planning Commission and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Northwest Regional Planning Commission's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Northwest Regional Planning Commission's federal programs.

Northwest Regional Planning Committee
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 June 30, 2023

A. SUMMARY OF AUDIT RESULTS

1. The auditor’s report expresses an unmodified opinion on the financial statements of the Northwest Regional Planning Commission
2. There were no significant deficiencies disclosed during the audit of the financial statements of Northwest Regional Planning Commission
3. No instances of noncompliance material to the financial statements of the Northwest Regional Planning Commission were disclosed during the audit.
4. There was no significant deficiency disclosed in independent report on compliance for each major program and on internal control over compliance required by the uniform guidance.
5. The auditor’s report on compliance for the major federal award programs for the Northwest Regional Planning Commission expresses an unmodified opinion.
6. Audit findings that are required to be reported in accordance with 2CFR section 200.516(a) are reported in this schedule.
7. The programs tested as major programs were:

	<u>FALN #</u>
Brownfields Assessment & Cleanup	66.818
Highway Planning & Construction	20.205
8. The threshold for distinguishing Types A and B programs was \$750,000.
9. Northwest Regional Planning Commission was determined to be a low-risk auditee.

B. FINDINGS – FINANCIAL STATEMENTS AUDIT

- There were no findings related to the financial statements audit.

C. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

- There were no findings or questioned costs related to the major federal award programs.