

AGENDA
of the
Executive Committee
of the Capital Area Regional Planning Commission

September 8, 2025

Zoom Webinar

5:15 pm

Participant Information

Meeting Accommodation: This meeting will take place via Zoom. You may participate in the meeting from your computer, tablet, or smartphone at this URL:

<https://us02web.zoom.us/j/83989722178?pwd=RjJQc6tY4f6aW279SN3rt3TkXi21af.1>

Dial in by phone: 1-312-626-6799

Meeting ID: 839 8972 2178

Passcode: 282772

If you need other accommodation to attend the meeting, please call Matt Kozlowski at 608-474-6017 or email at MatthewKoz@CapitalAreaRPC.org.

Speaking at RPC Meetings: Oral comments from members of the public may be heard for individual agenda items when called upon by the Chair. The time limit for comments by each attendee will be three (3) minutes unless additional time is granted at the discretion of the Chair. The RPC may alter the order of the agenda items at the meeting.

Written Communications: Written communications intended to be provided to the Committee as part of the packet should be sent to info@capitalarearpc.org and will be provided to Commissioners at or before the meeting.

Quorum may be Present: CARPC Commissioners who are not members of the Executive Committee may attend Executive Committee meetings, which may constitute a quorum of the RPC.

MISSION: Strengthen the region by engaging communities through planning, collaboration, and assistance.

VISION: A region where communities create an exceptional quality of life for all by working together to solve regional challenges.

Agenda

1. Establish Quorum
2. Public Comment on Matters Not on the Agenda
3. **Minutes of August 11, 2025, Executive Committee Meeting (*actionable item*)**
4. **July 2025 Financial Statements and Operating Account Reconciliation (*actionable item*)**
5. **Recommendation on Commission Resolution 2025-08 CARPC Operating Reserve Policy (*actionable item*)**
6. Future Agenda Items (next meeting is **Monday, October 6, 2025**, via Zoom Webinar at **5:15 pm**)
7. Adjournment

NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity, or program, please call the phone number below at least three business days prior to the meeting.

NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnub ua hauj lwm ua ntej yuav tuaj sib tham.

DRAFT MINUTES
of the
Executive Committee
of the Capital Area Regional Planning Commission

August 11, 2025

Zoom Webinar

5:15 pm

Commissioners Present: Maureen Crombie, Peter McKeever (joined 5:27), Heidi Murphy, David Pfeiffer, Cynthia Richson, Bill Tischler

Commissioners Absent: None

Staff Present: Jason Valerius, Joan Stuessy, Caitlin Shanahan

Others Present: Brett Hofmeister (Johnson Block)
Alicia Greer, Kristy James, Martin Rude (Berndt)

1. Establish Quorum

The meeting was called to order by Chair Pfeiffer at 5:22 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

None

3. Minutes of July 10, 2025, Executive Committee Meeting (*actionable item*) (5:24)

Motion to approve minutes of the July 10, 2025 meeting was made by Commissioner Murphy. Commissioner Crombie seconded. The motion carried unanimously.

4. June 2025 Financial Statements (*actionable item*) (5:26)

Motion to approve June 2025 Financial Statements was made by Commissioner Murphy. Commissioner Richson seconded. The motion carried unanimously.

5. Draft 2024 CARPC Annual Audit – Presentation and Discussion with Johnson Block

Brett Hofmeister from Johnson Block led the presentation and discussion regarding the 2024 financial audit.

6. Draft 2024 CARPC Annual Report- Staff Presentation and Discussion

Staff member Catilin Shanahan introduced this topic and discussed the status of the 2024 Annual report. The next steps include updating the financial information once the financial audit is finalized.

7. 2026 CARPC Budget-Staff Presentation and Discussion

Executive Director Jason Valerius discussed the update of the 2026 Budget. The BPP approved a levy amount 4% lower than the amount approved by the Commission. Changes were made to expenses to balance the budget with that revenue reduction, including reductions to IT assistance and staff training, and Senior Planner Sean Higgins was reduced to 30 hours per week at his request to allow time for his teaching role at UW-Madison. Included in the budget is a 2% COLA for all staff and \$2,000 increases to the salary schedules for more junior staff roles.

8. Future Agenda Items (next meeting is **Monday, September 8, 2025, via Zoom Webinar at **5:15 pm**)**

- a. Draft Commission Resolution – Guidance on CARPC Operating Reserve Amount

9. Closed Session (*actionable item by roll call vote*)

Motion to go to Closed Session was made by Commissioner Crombie. Commissioner Richson seconded. It was announced that the committee would not return to open session or take any action from the closed session

discussion. A roll call vote was taken. The motion carried unanimously.

10. Adjournment

Motion to adjourn was made by Commissioner McKeever and seconded by Commissioner Murphy.
Meeting was adjourned at 6:30 pm.

Statement of Financial Position

January 1-July 31, 2025

DISTRIBUTION ACCOUNT		TOTAL
Assets		
Current Assets		
Bank Accounts		
1000 OPERATING ACCOUNT		93,348.67
1001 MONEY MARKET ACCOUNT		250,146.56
1002 INVESTMENT ACCOUNT		368,919.85
1072 Bill.com Money Out Clearing		17,167.53
Total for Bank Accounts		\$729,582.61
Accounts Receivable		
1105 PROJECT AND GRANTS REC		775,633.05
Total for Accounts Receivable		\$775,633.05
Other Current Assets		
1110 UNBILLED ACCOUNTS REC		235,972.00
1150 PREPAID EXPENSES		3,237.35
1151 PREPAID INSURANCE		
1152 PREPAID DENTAL INS		
1153 PREPAID HEALTH INS		
1154 PREPAID DISABILITY INS		39.11
1155 PREPAID RENT		
1156 PREPAID LIFE INS		14.54
1157 PREPAID PARKING		205.26
1165 PREPAID LICENSES		
1170 Undeposited Funds		
Total for Other Current Assets		\$239,468.26
Total for Current Assets		\$1,744,683.92
Fixed Assets		
1200 FURNITURE AND EQUIPMENT		7,171.66
1201 ACCUM DEP-FURNITURE/EQUIP		-7,171.66
1210 RIGHT OF USE ASSET		6,076.50
1211 ACCUMULATED AMORTIZATION		-3,122.80
Total for Fixed Assets		\$2,953.70
Other Assets		
Total for Assets		\$1,747,637.62
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 ACCOUNTS PAYABLE		70,947.21

DISTRIBUTION ACCOUNT	TOTAL
Total for Accounts Payable	\$70,947.21
Credit Cards	
3002 Park Bank CC	0
3003 Credit Card	1,341.87
Total for 3002 Park Bank CC	\$1,341.87
Total for Credit Cards	\$1,341.87
Other Current Liabilities	
3005 ACCRUED PAYROLL	35,791.49
3202 WRS PENSION PLAN	
3206 WI DEF COMP PROGRAM	
3300 UNUSED VACATION, WELLNESS	54,274.82
3500 SICK LEAVE ACCRUAL PAY	139,869.11
3600 DEFERRED/UNEARNED REVENUE	731,024.82
3650 INVEST IN CAPITAL ASSETS	
3655 INVEST IN RIGHT OF USE	
Total for Other Current Liabilities	\$960,960.24
Total for Current Liabilities	\$1,033,249.32
Long-term Liabilities	
Total for Liabilities	\$1,033,249.32
Equity	
3701 PRIOR YEAR FUND BALANCE	889,507.07
3702 CURRENT FUND BALANCE	1,000.00
3700 PRIOR YEAR BALANCE	-173,486.04
Net Income	-2,632.73
Total for Equity	\$714,388.30
Total for Liabilities and Equity	\$1,747,637.62

Accountant Reports: Budget vs. Actuals Budget2025 FY25 P&L

July 2025

		Total
	Actual	Budget
REVENUE		
5000 PROPERTY TAX REVENUE		
5001 DANE COUNTY PROP TAX-OTH	100,777.67	100,777.67
Total 5000 PROPERTY TAX REVENUE	100,777.67	100,777.67
5100 STATE/FEDERAL GRANTS REV.		
5101 EPA/DNR Water Planning.	9,333.33	9,439.58
5102 EPA/DNR Grant Funds	3,050.00	3,250.00
5103 WEM/FEMA/HMGP Grant Funds	8,463.53	10,416.67
5202 EPA/DNR WATER PLANNING	0.00	
5403 WisDOT PLAN INTEGRATION		591.08
Total 5100 STATE/FEDERAL GRANTS REV.	20,846.86	23,697.33
5200 PASS THROUGH REVENUE		
5201 WisDOT RURAL WORK PROGRAM		454.75
5220 COOP WATER RESOURCE MON	22,276.25	14,976.25
Total 5200 PASS THROUGH REVENUE	22,276.25	15,431.00
5300 FEES REVENUE	0.00	
5301 FEES - SEWER EXTENSIONS	3,400.00	3,750.00
5302 FEES-USA/LSA APP REVIEW	3,500.00	5,416.67
Total 5300 FEES REVENUE	6,900.00	9,166.67
5400 SERVICES REVENUE		
5401 LOCAL & REG PLAN ASSIST		8,333.33
Total 5400 SERVICES REVENUE		8,333.33
5500 OTHER REVENUE		
5208 LAND USE CODE ASSESSMENT		0.00
5501 INTEREST INCOME	2,095.51	3,000.00
5502 MISCELLANEOUS REVENUES	106.00	249.00
5505 WI SALT WISE	11,666.67	11,666.67
Total 5500 OTHER REVENUE	13,868.18	14,915.67
6570 Revenue Refunds		-2,960.33
Total Revenue	164,668.96	169,361.34
GROSS PROFIT	164,668.96	169,361.34
EXPENDITURES		
6100 SALARIES AND LEAVE TIME		
6101 DIRECT SALARIES & WAGES	72,590.34	69,220.58
6102 COMPENSATED LEAVE TIME	14,272.09	17,305.17
Total 6100 SALARIES AND LEAVE TIME	86,862.43	86,525.75
6104 FRINGE BENEFITS		

		Total
	Actual	Budget
6105 FICA BENEFITS	5,701.23	6,446.17
6116 LIFE INSURANCE	0.00	24.50
6117 DENTAL INSURANCE	1,402.49	1,225.58
6118 HEALTH INSURANCE	22,413.54	24,141.83
6119 DISABILITY INSURANCE	0.00	42.33
6120 COMMUTE CARDS		8.75
6121 WRS-ER CONTRIBUTION	5,937.70	5,970.25
6122 UNEMPLOYMENT	16.87	83.33
6124 WORKER'S COMPENSATION IN		297.50
Total 6104 FRINGE BENEFITS	35,471.83	38,240.24
6200.1 OFFICE EXPENSES		
6200 Contributions & Donations		83.33
6250 SUPPLIES	14.26	321.67
6251 PRINTING	37.32	129.83
6252 POSTAGE		8.75
6265 EQUIPMENT		743.75
6330 TELEPHONE		125.00
6341 ADMINISTRATIVE FEES		35.50
Total 6200.1 OFFICE EXPENSES	51.58	1,447.83
6280 INFORMATION TECHNOLOGY		
6253 WEBHOSTING	150.00	30.67
6270 SOFTWARE	1,183.08	1,435.00
6275 IT SERVICES	1,146.31	833.33
Total 6280 INFORMATION TECHNOLOGY	2,479.39	2,299.00
6300 OCCUPANCY		
6310 RENT	4,286.74	4,248.92
Total 6300 OCCUPANCY	4,286.74	4,248.92
6400 CONTRACTED SERVICES		
6125 CONTRACTED SERVICE	25,792.00	2,380.83
6425 LEGAL SERVICES	1,058.00	366.67
6431 CONSULTING SERVICES		833.33
Total 6400 CONTRACTED SERVICES	26,850.00	3,580.83
6410 PASS THROUGH EXPENSES		
6414 COOP WATER RESOURCE MON	10,517.91	16,201.25
6415 WisDOT PLANNING SERVICES		454.75
Total 6410 PASS THROUGH EXPENSES	10,517.91	16,656.00
6426 COMMISSION		
6422 COMMISSION PER DIEMS	150.00	666.67
6423 COMMISSION TRAVEL		70.00
Total 6426 COMMISSION	150.00	736.67

		Total
	Actual	Budget
6435 FINANCIAL SERVICES		
6420 AUDIT	7,850.00	1,225.00
6430 PAYROLL FEES	1,503.00	416.67
6432 FINANCIAL SERVICES	3,555.00	3,333.33
Total 6435 FINANCIAL SERVICES	12,908.00	4,975.00
6500 TRAVEL AND TRAINING		
6130 MEALS	58.82	75.58
6150 EMPLOYEE TRAVEL	895.51	1,059.42
6170 CONFERENCES & MEETINGS		843.75
6171 TRAINING		416.67
Total 6500 TRAVEL AND TRAINING	954.33	2,395.42
6600 OTHER		
6172 DUES/MEMBERSHIP/SUBSCRIPTION	257.96	570.25
6411 EDUC/INFO/OUTREACH		218.75
6440 RECRUITMENT		87.50
6501 INSURANCE		371.42
6560 DEPRECIATION		0.00
6565 AMORITIZATION EXPENSE	33.76	50.67
Total 6600 OTHER	291.72	1,298.59
Uncategorized Expense		2,960.33
Total Expenditures	180,823.93	165,364.58
NET OPERATING REVENUE	-16,154.97	3,996.76
NET REVENUE	\$ -16,154.97	\$3,996.76

Accountant Reports: Budget vs. Actuals 7 Months Ended

January - July, 2025

	Total	
	Actual	Budget
REVENUE		
5000 PROPERTY TAX REVENUE		
5001 DANE COUNTY PROP TAX-OTH	705,443.69	705,443.69
Total 5000 PROPERTY TAX REVENUE	705,443.69	705,443.69
5100 STATE/FEDERAL GRANTS REV.		
5101 EPA/DNR Water Planning.	65,333.32	66,077.06
5102 EPA/DNR Grant Funds	22,142.00	22,750.00
5103 WEM/FEMA/HMGP Grant Funds	59,244.73	72,916.69
5202 EPA/DNR WATER PLANNING	0.00	
5403 WisDOT PLAN INTEGRATION		4,137.56
Total 5100 STATE/FEDERAL GRANTS REV.	146,720.05	165,881.31
5200 PASS THROUGH REVENUE		
5201 WisDOT RURAL WORK PROGRAM	1,385.26	3,183.25
5220 COOP WATER RESOURCE MON	129,033.75	104,833.75
Total 5200 PASS THROUGH REVENUE	130,419.01	108,017.00
5300 FEES REVENUE	0.00	
5301 FEES - SEWER EXTENSIONS	26,800.00	26,250.00
5302 FEES-USA/LSA APP REVIEW	8,941.52	37,916.69
Total 5300 FEES REVENUE	35,741.52	64,166.69
5400 SERVICES REVENUE		
5401 LOCAL & REG PLAN ASSIST	36,330.54	58,333.31
Total 5400 SERVICES REVENUE	36,330.54	58,333.31
5500 OTHER REVENUE		
5208 LAND USE CODE ASSESSMENT		0.00
5501 INTEREST INCOME	17,853.56	21,000.00
5502 MISCELLANEOUS REVENUES	4,353.61	1,743.00
5505 WI SALT WISE	81,666.69	81,666.69
Total 5500 OTHER REVENUE	103,873.86	104,409.69
6570 Revenue Refunds	-17,762.00	-20,722.31
Total Revenue	1,140,766.67	1,185,529.38
GROSS PROFIT	1,140,766.67	1,185,529.38
EXPENDITURES		
6100 SALARIES AND LEAVE TIME		
6101 DIRECT SALARIES & WAGES	517,930.38	484,544.06
6102 COMPENSATED LEAVE TIME	119,392.12	121,136.19
Total 6100 SALARIES AND LEAVE TIME	637,322.50	605,680.25
6104 FRINGE BENEFITS		
6105 FICA BENEFITS	44,345.57	45,123.19

		Total
	Actual	Budget
6116 LIFE INSURANCE	0.00	171.50
6117 DENTAL INSURANCE	5,922.83	8,579.06
6118 HEALTH INSURANCE	159,461.50	168,992.81
6119 DISABILITY INSURANCE	0.00	296.31
6120 COMMUTE CARDS	107.80	61.25
6121 WRS-ER CONTRIBUTION	40,233.61	41,791.75
6122 UNEMPLOYMENT	501.80	583.31
6124 WORKER'S COMPENSATION IN		2,082.50
Total 6104 FRINGE BENEFITS	250,573.11	267,681.68
6200.1 OFFICE EXPENSES		
6200 Contributions & Donations	650.00	583.31
6250 SUPPLIES	928.99	2,251.69
6251 PRINTING	504.69	908.81
6252 POSTAGE	30.22	61.25
6265 EQUIPMENT	1,785.42	5,206.25
6330 TELEPHONE	1,030.94	875.00
6341 ADMINISTRATIVE FEES		248.50
Total 6200.1 OFFICE EXPENSES	4,930.26	10,134.81
6280 INFORMATION TECHNOLOGY		
6253 WEBHOSTING	392.30	214.69
6270 SOFTWARE	9,839.75	10,045.00
6275 IT SERVICES	4,003.09	5,833.31
Total 6280 INFORMATION TECHNOLOGY	14,235.14	16,093.00
6300 OCCUPANCY		
6310 RENT	29,977.18	29,742.44
Total 6300 OCCUPANCY	29,977.18	29,742.44
6400 CONTRACTED SERVICES		
6125 CONTRACTED SERVICE	39,228.84	16,665.81
6425 LEGAL SERVICES	9,007.00	2,566.69
6431 CONSULTING SERVICES		5,833.31
Total 6400 CONTRACTED SERVICES	48,235.84	25,065.81
6410 PASS THROUGH EXPENSES		
6414 COOP WATER RESOURCE MON	90,675.42	113,408.75
6415 WisDOT PLANNING SERVICES		3,183.25
Total 6410 PASS THROUGH EXPENSES	90,675.42	116,592.00
6426 COMMISSION		
6422 COMMISSION PER DIEMS	3,429.40	4,666.69
6423 COMMISSION TRAVEL	203.02	490.00
Total 6426 COMMISSION	3,632.42	5,156.69
6435 FINANCIAL SERVICES		
6420 AUDIT	7,850.00	8,575.00

		Total
	Actual	Budget
6430 PAYROLL FEES	5,422.00	2,916.69
6432 FINANCIAL SERVICES	24,199.00	23,333.31
Total 6435 FINANCIAL SERVICES	37,471.00	34,825.00
6500 TRAVEL AND TRAINING	371.28	
6130 MEALS	136.17	529.06
6150 EMPLOYEE TRAVEL	5,905.99	7,415.94
6170 CONFERENCES & MEETINGS	3,300.96	5,906.25
6171 TRAINING	2,008.40	2,916.69
Total 6500 TRAVEL AND TRAINING	11,722.80	16,767.94
6600 OTHER		
6172 DUES/MEMBERSHIP/SUBSCRIPTION	1,654.07	3,991.75
6411 EDUC/INFO/OUTREACH	1,123.83	1,531.25
6440 RECRUITMENT		612.50
6501 INSURANCE	11,609.51	2,599.94
6560 DEPRECIATION		0.00
6565 AMORITIZATION EXPENSE	236.32	354.69
Total 6600 OTHER	14,623.73	9,090.13
Uncategorized Expense		20,722.31
Total Expenditures	1,143,399.40	1,157,552.06
NET OPERATING REVENUE	-2,632.73	27,977.32
NET REVENUE	\$ -2,632.73	\$27,977.32

Capital Area Regional Planning Commission
Account Reconciliation for GL Account #1000 - Operating Account
For the Period Ending July 31, 2025

Prepared by: Joan Stuessy 9/3/2025

Date	Item #	Description	Expenses Withdrawals Debit	Deposits Transfers Credit	Balance	Comments
					\$ 54,491.52	
7/1/2025	EFT	ATT Payment -Agency Internet	\$ 196.20		\$ 54,295.32	
7/1/2025	EFT	Metro Transit Bill	\$ 15.40		\$ 54,279.92	
7/2/2025	EFT	Dane County		\$ 25,000.00	\$ 79,279.92	
7/2/2025	Check	Meter Group Void in Bill.com		\$ 199.00	\$ 79,478.92	
7/7/2025	EFT	City of Madison SER Review Invoice 2231		\$ 400.00	\$ 79,878.92	
7/7/2025	EFT	City of Madison SER Review Invoice 2232		\$ 400.00	\$ 80,278.92	
7/9/2025	EFT	Berndt Accounting Services-Payroll Bi-weekly	\$ 37,849.47		\$ 42,429.45	
7/9/2025	EFT	Berndt Accounting Services-Payroll Bi-weekly remittance	\$ 115.38		\$ 42,314.07	
7/11/2025	XFR	Scheduled online transfer to replenish operating funds		\$ 40,000.00	\$ 82,314.07	
7/14/2025	Check	Meter Group Payment	\$ 199.00		\$ 82,115.07	
7/15/2025	EFT	Staff Reimbursement/CS	\$ 275.99		\$ 81,839.08	
7/15/2025	EFT	City of Madison Treasurer-Communications Specialist	\$ 5,000.00		\$ 76,839.08	
7/15/2025	EFT	Staff Reimbursement/AM	\$ 32.03		\$ 76,807.05	
7/15/2025	EFT	Commissioner Reimbursement/PM	\$ 100.00		\$ 76,707.05	
7/15/2025	EFT	Commissioner Reimbursement/HM	\$ 179.40		\$ 76,527.65	
7/15/2025	EFT	Dane County Treasurer-Dane County Ramp Parking	\$ 142.40		\$ 76,385.25	
7/16/2025	EFT	Berndt Accounting Services	\$ 3,530.00		\$ 72,855.25	
7/16/2025	DP	Town of Westport-Inv 2196-Water Resource Monitoring		\$ 4,510.00	\$ 77,365.25	
7/16/2025	DP	Vierbicher-Inv 2222- Sewer Extsion		\$ 400.00	\$ 77,765.25	
7/16/2025	DP	Washington University- JV Speaker Fees		\$ 500.00	\$ 78,265.25	
7/18/2025	EFT	City of Madison Treasurer-Rent payment	\$ 4,234.74		\$ 74,030.51	
7/18/2025	EFT	Commissioner Reimbursement/MC	\$ 50.00		\$ 73,980.51	
7/18/2025	EFT	Commissioner Reimbursement/CR	\$ 250.00		\$ 73,730.51	
7/23/2025	EFT	Berndt Accounting Services-Payroll Bi-weekly	\$ 36,021.84		\$ 37,708.67	
7/23/2025	EFT	Empower-Payroll Wisconsin Retirement System (WRS)	\$ 1,195.00		\$ 36,513.67	
7/23/2025	EFT	Berndt Accounting Services-Payroll Bi-weekly remittance	\$ 115.38		\$ 36,398.29	
7/24/2025	EFT	Employee Trust Funds WRS Remittance	\$ 10,988.22		\$ 25,410.07	
7/25/2025	EFT	Empower-Payroll Wisconsin Retirement System (WRS)	\$ 1,195.00		\$ 24,215.07	
7/25/2025	XFR	Scheduled online transfer to replenish operating funds		\$ 40,000.00	\$ 64,215.07	
7/28/2025	EFT	Credit Card Payment	\$ 1,602.07		\$ 62,613.00	
7/28/2025	EFT	ATT Payment -Agency Internet	\$ 196.20		\$ 62,416.80	
7/30/2025	EFT	Connect Search-Contract Accounting Services -JS	\$ 10,165.00		\$ 52,251.80	
7/30/2025	EFT	Dempsey Law Firm	\$ 8,879.50		\$ 43,372.30	
7/30/2025	Check	Staff Reimbursement/IP	\$ 423.83		\$ 42,948.47	
7/30/2025	XFR	Online transfer to replenish operating funds		\$ 50,000.00	\$ 92,948.47	BANK
7/31/2025	EFT	City of Madison - Sewer Extension		\$ 400.00	\$ 93,348.47	\$ 93,348.47
Total Debits and Credits			\$ 122,952.05	\$ 161,809.00		
Accounts Payable Expenditures			\$ 35,471.76			
Accounts Receivable Deposits				\$ 31,610.00		
Non-AR Items & Other				\$ 199.00		
Payroll-related Expenses			\$ 87,480.29			
Transfers between Accounts				\$ 130,000.00		
Total (Debits) and Credits			\$ 122,952.05	\$ 161,809.00		
Cross Check (should be zero)			\$ -	\$ -		

Capital Area Regional Planning Commission
Account Reconciliation for GL Account #1000 - Operating Account
For the Period Ending July 31, 2025

Prepared by: Joan Stuessy 9/3/2025

Money Market Account-XXX4313

Date	Item #	Description	Withdrawals Debit	Deposits Credit	Balance	Per Statement
Beginning Balance (Reconciled)					\$ 180,152.80	
7/11/2025	XFR	Scheduled online transfer to replenish operating funds	\$ 40,000.00	\$ -	\$ 140,152.80	
7/25/2025	XFR	Scheduled online transfer to replenish operating funds	\$ 40,000.00		\$ 100,152.80	
7/30/2025	XFR	Transfer from money market to operating account	\$ 50,000.00		\$ 50,152.80	
7/31/2025	XFR	Transfer from LGIP Account to Money Market Account	\$ -	\$ 200,000.00	\$ 250,152.80	
7/31/2025	XFR	Wire Transfer Fee	\$ 25.00		\$ 250,127.80	
7/31/2025	DP	Interest		\$ 18.76	\$ 250,146.56	\$ 250,146.56
Interest Rate	0.15%			Difference (should be zero)	\$ -	

Local Government Investment Pool (LGIP)

Date	Item #	Description	Withdrawals Debit	Deposits Credit	Balance	Per Statement
Beginning Balance (Reconciled)					\$ 566,843.10	
7/31/2025	Wire	Transfer to Money Market Account	\$ 200,000.00		\$ 366,843.10	
7/31/2025		Interest Earned 4.36%		\$ 2,076.75	\$ 368,919.85	\$ 368,919.85
				Difference (should be zero)	\$ -	

Combined Account Balances

7/31/2025	Operating Account				\$ 93,348.47	
7/31/2025	Money Market Account				\$ 250,146.56	
7/31/2025	Local Government Investment Pool (LGIP) Account				\$ 368,919.85	
					<u>\$ 712,414.88</u>	

Re: CARPC Resolution 2025-08, CARPC Operating Reserve Policy**Requested Action:**

Approve CARPC Resolution 2025-08, CARPC Operating Reserve Policy

Background:

The Commission has recently been maintaining an operating reserve hovering around 50% of annual operating expenses. CARPC started 2025 with a net position (operating reserve) of \$879,114 and planned operating expenses of \$1,784,502, equating to a reserve that is 49% of operating expenses. CARPC's Budget & Personnel Panel has recommended that the Commission establish a policy to set shared expectations about the amount of our operating reserve.

Staff Comments:

We sought advice and examples to inform this policy:

- Best practice guidance for non-profit organizations is an operating reserve equal to 3-6 months of operating expenses.
- The City of Madison's 2025 budget includes an operating reserve equal to 27% of expenses.
- CARPC's peer organizations around the state have reported an operating reserve range of 25% to 100% of operating expenses.
- CARPC's auditor, Brett Hoffmeister of Johnson Block, recommended that CARPC maintain a minimum of 30% of annual operating costs.

Based on the above information, staff is recommending that CARPC maintain an operating reserve equal to 30%-50% of estimated operating expenses for the next fiscal year. We will add to the budget process a projection of the year-end operating reserve, beginning with the 2027 budget.

Attachments:

1. CARPC Resolution 2025-08, CARPC Operating Reserve Policy

Staff Contact:

Jason Valerius
Executive Director
jasonv@capitalarearpc.org
608-474-6010

Next Steps:

None



CARPC Resolution No. 2025-08

CARPC Operating Reserve Policy

WHEREAS, the Capital Area Regional Planning Commission (CARPC) has a duty to its funders and stakeholders to maintain the fiscal solvency and operating stability of the agency; and

WHEREAS, the CARPC has a variety of funding sources, each of which can fluctuate from year to year; and

WHEREAS, maintaining an operating reserve enables the agency to adjust to funding reductions through planning and pursuit of additional funding sources without requiring immediate operational cuts; and

WHEREAS, maintaining an operating reserve enables the agency to manage cash flow effectively when funding sources reimburse the agency after expenditures are incurred; and

WHEREAS, the CARPC's Budget & Personnel Panel recommended the establishment of a policy to establish shared expectations for the amount of funding that the agency holds in reserve;

NOW, THEREFORE, BE IT RESOLVED that CARPC will maintain an operating reserve no lower than 30% and no higher than 50% of projected operating expenses for the next fiscal year and will make adjustments in the budgeting process each year to keep the operating reserve within that range.

September 11, 2025
Date Adopted

David Pfeiffer, Executive Chairperson

Cynthia Richson, Secretary