



MEETING NOTICE

There will be a meeting of
the

BRPC FINANCE COMMITTEE

of the

BERKSHIRE REGIONAL PLANNING COMMISSION
on Monday, March 29, 2021 at **4:00** p.m.

This will be a **Virtual Meeting** as allowed by Massachusetts Governor Charlie Baker's Executive Order dated March 12, 2020 suspending certain provision of the Open Meeting Law, G.L. c.30 sec.20.

Information to join the meeting is:

Join Zoom Meeting

<https://us02web.zoom.us/j/81552054423?pwd=M3gvM1JoOGRaSSveHVld0NLROVpdz09>

Meeting ID: 815 5205 4423

Passcode: 03292021

Call in information: 312.626.6799, 646.558.8656, 301.715.8592, 346.248.7799, 669.900.9128

Meeting Material: All written materials for the meeting are posted on BRPC's website: www.berkshireplanning.org. Click on the calendar of events for the meeting and materials available will be listed.

AGENDA

- I. Call to Order & Open Meeting Law Statement
- II. Approval of Minutes of the Finance Committee Meeting of November 5, 2020
- III. FY2020 BRPC Audit Review by Adelson
- IV. Co-sponsorship of SD.1334 - An Act Relative to Regional Planning Agencies
- V. Vacation and Compensatory Time Balances
- VI. Increase Capitalization Limit
- VII. Trust Balance
- VIII. Other Business
- IX. Adjournment

City and Town Clerks: Please post this notice pursuant to M.G.L. Chapter 39, Section 23B

Please Note:

For information regarding postponements or cancelations on the day of a scheduled meeting, please call Berkshire Regional Planning Commission at (413) 442-1521, x5



DRAFT MINUTES OF THE FINANCE COMMITTEE MEETING

Thursday, November 5, 2020

Virtual Meeting as allowed by Massachusetts Governor Charlie Baker's Executive Order dated July 16, 2020 suspending certain provision of the Open Meeting Law, G.L. c.30 sec.20.

I. Call to Order

The meeting was called to order at: 3:30 p.m.

Chair, Malcolm Fick started the meeting by reading a statement regarding the Open Meeting Law. BRPC records all meetings. Others may record the meeting after informing the chair. Any documents presented must be left with the Chair of the meeting.

Roll Call - Malcolm Fick, Kyle Hanlon, Sheila Irvin, Sam Haupt, John Duval, Marianne Sniezek and Tom Matuszko.

II. Approval of Minutes of the Finance Committee meeting of May 12, 2020

Kyle Hanlon moved to approve the minutes of the May 12, 2020 meeting which was seconded by Sheila Irvin. It was unanimously approved by roll call vote from Sam Haupt, John Duval, Malcolm Fick, Sheila Irvin, and Kyle Hanlon.

III. Recommend Assessments FY2022

The Finance Committee needs to make a recommendation to the Commission for approval at the November 19, 2020 meeting. The options are no increase, 1% increase or a 2.5% increase.

Kyle Hanlon moved to recommend no increase to the Commission at the November 19, 2020 May 12, 2020 which was seconded by Sam Haupt. It was unanimously approved by roll call vote from Sam Haupt, John Duval, Malcolm Fick, Sheila Irvin, and Kyle Hanlon.

IV. FY20 BRPC Audit

We are pleased to report that we ended FY 2020 with a surplus in the General Fund of approximately \$4,137, which was lower than our budgeted amount of \$15,000. BRPC used additional funds in the General fund for grant applications. BRPC put \$87,258 into our Retiree Health Insurance Trust Fund, which was higher than the budgeted amount of \$45,000. The Retiree Health

Insurance Trust Fund balance at year-end was \$654,998 out of the approximately \$1.85 million estimated Total OPEB Retirees Health liability. We will continue to add each year to the trust to fund the unfunded amount. The unfunded liability increased in FY20 from \$1,128,729 million to \$1,198,909 due to changes in staff, staff plan changes and insurance rate changes.

We are starting the FY2020 Audit. Due to COVID-19 and Cares Act funding there most likely will be additional reporting.

Marianne reported once the audit is completed we will have Adelson present at a Finance Committee meeting.

V. Trust Balance

The balance of \$780,169.94 as of 9/30/2020 offsets the unfunded liability of \$1,198,909.

The balance has fluctuated due to the market. BRPC continues to contribute to the trust. BRPC does not pay retiree benefits from trust.

VI. State Retirement Employer Portion

Tom reported the legislation is not likely to move forward. MARPA will draft legislation.

VII. Other Business - Financial Statistics BRPC & Berkshire Tomorrow

VIII. Next Meeting - The next meeting will be when the FY2020 Audit is final.

IX. Adjournment

The meeting was adjourned at 3:46 pm by a motion made by Sam Haupt and seconded by Malcolm Kyle Hanlon.

Attachments:

- Unapproved Minutes of Finance Committee Meeting of May 12, 2020
- FY22 Assessment Options
- ICMARC Quarterly Report July 1, 2020 to September 30, 2020
- Financial Statistics BRPC & Berkshires Tomorrow



CERTIFIED PUBLIC ACCOUNTANTS

Established 1938
AUDIT | TAX | ADVISORY

Gary J. Moynihan, CPA
Carol J. Leibinger-Healey, CPA
David M. Irwin, Jr., CPA
Allison L. Bedard, CPA

Of Counsel:
Richard F. LaFleche, CPA
Vincent T. Viscuso, CPA

March 12, 2021

To the Executive and Finance Committee
BERKSHIRE REGIONAL PLANNING COMMISSION

We have audited the financial statements of the governmental activities of Berkshire Regional Planning Commission for the year ended June 30, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated March 12, 2021. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Berkshire Regional Planning Commission are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2020. We noted no transactions entered into by Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- **Management's estimate for depreciation expense on fixed assets**, which is based upon straight line depreciation calculated over the estimated useful life. We evaluated the key factors and assumptions used to develop this estimate and determined that it is reasonable in relation to the financial statements taken as a whole.
- **Management's accrual for Other Post-Employment Benefits (OPEB liability)**, which is based upon an actuarial valuation of its OPEB plan. We evaluated the key factors and assumptions used to develop this estimate and determined that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. There were no material audit adjustments proposed by us.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 12, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Commission's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Commission's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention. There were no audit findings for the year ended June 30, 2020.

Other Matters

We applied certain limited procedures to the Schedule of Changes in Net OPEB Liabilities and Related Ratios and Schedule of OPEB Contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding 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 did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on supplementary information, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restrictions on Use

This information is intended solely for the information and use of the Executive Committee, Finance Committee, and management of Berkshire Regional Planning Commission and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

ADELSON & COMPANY PC

BERKSHIRE REGIONAL PLANNING COMMISSION

Management Letter

June 30, 2020

Draft
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3/23/2021



Gary J. Moynihan, CPA
 Carol J. Leibinger-Healey, CPA
 David M. Irwin, Jr., CPA
 Allison L. Bedard, CPA
 Of Counsel:
 Richard F. LaFleche, CPA
 Vincent T. Viscuso, CPA

March 12, 2021

Thomas Matuszko, Executive Director
 and the Commission Members
BERKSHIRE REGIONAL PLANNING COMMISSION
 1 Fenn Street, Suite 201
 Pittsfield, MA 01201-6229

Dear Mr. Matuszko:

In connection with our audit of the financial statements of Berkshire Regional Planning Commission as of June 30, 2020, we have made a review of the Organization's accounting, financial, and administrative policies and procedures. While the primary objective of such a review is to afford us a basis of determining the scope of our audit procedures, it nevertheless presents us with an opportunity to submit, for your consideration, suggestions for changes in procedures, which in our opinion, would strengthen internal control or contribute to the improvement of operating efficiency.

The comments and recommendations in this letter are based upon observations made in the course of such review. The review was not designed for the purpose of expressing an opinion on internal accounting control, and it would not necessarily disclose all weaknesses in the system. The matters discussed herein were considered during our examination of the above mentioned financial statements, and they did not modify the opinion expressed in our report on those financial statements.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Organization personnel, and we will be pleased to discuss them in further detail at your convenience. We are also available to provide guidance to assist the Organization in implementing the recommendations.

Berkshire Regional Planning Commission has maintained good fiscal management of its operations. No significant financial reporting control problems were noted during the current year's audit examination.

We would like to express our thanks and appreciation to Berkshire Regional Planning Commission and its personnel for the cooperation given us during the course of our audit.

Sincerely,

ADELSON & COMPANY PC

COMMENTS AND RECOMMENDATIONS

1. During the past few years, the Commission's brownfields revolving loan fund program has grown, with five notes receivable totaling \$805,236 outstanding at June 30, 2020. The maturity date varies for each note, but is determined in part by project stabilization and/or the sales of commercial and residential units at each project property.

Recommendation:

The Commission should keep in regular contact with each borrower and monitor the project completion to determine whether repayment is due.

Action Taken:

The Commission will send quarterly statements to all borrowers requesting updates on the status of projects including such items that may impact the maturity date (i.e., units sales, project stabilization), and whether the projects are on track for repayment by the current maturity date.

STATUS OF PRIOR YEAR RECOMMENDATIONS

1. As recommended, the Commission has properly documented all loan agreements and amendments.
2. As recommended, the Commission has familiarized themselves with GASB 87 and has documented all lease agreements.
3. As recommended, the Commission has cyber-security policies and procedures in place.

BERKSHIRE REGIONAL PLANNING COMMISSION

Financial Statements and Supplementary Information

June 30, 2020

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BERKSHIRE REGIONAL PLANNING COMMISSION

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Draft

3/23/2021



INDEPENDENT AUDITORS' REPORT

To the Commission Members of the
BERKSHIRE REGIONAL PLANNING COMMISSION
 1 Fenn Street, Suite 201
 Pittsfield, MA 01201

Report on the Financial Statements

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

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of Berkshire Regional Planning Commission as of June 30, 2020, and the respective changes in financial position, and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on page 5, budgetary comparison information on page 9, the Schedule of Changes in Net Other Postemployment Benefits (OPEB) Liability and Related Ratios and Schedule of OPEB Contributions on pages 21-22 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the 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 an opinion on the financial statements that collectively comprise Berkshire Regional Planning Commission's basic financial statements. The supplementary information starting on page 23 is presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements. The supplementary information and the schedule of expenditures of federal awards 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. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the 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 supplementary information and the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Report on Summarized Comparative Information

We have previously audited Berkshire Regional Planning Commission's 2019 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated December 2, 2019. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2019, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 12, 2021, on our consideration of Berkshire 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 to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Berkshire Regional Planning Commission's internal control over financial reporting and compliance.

ADELSON & COMPANY PC

March 12, 2021

BERKSHIRE REGIONAL PLANNING COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2020

As management (fiscal department) of the Berkshire Regional Planning Commission (the “Commission”) we offer readers of the Commission’s financial statements this narrative overview and analysis of the financial activities of the Commission for the fiscal year ended June 30, 2020. Readers should consider, as a whole, the information presented here along with the Commission’s basic financial statements that follow this section.

Using This Report

This discussion and analysis is intended to serve as an introduction to the Commission’s basic financial statements, which are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The *government-wide financial statements*, which consists of the Statement of Net Position and the Statement of Activities on pages 6 and 7, are designed to provide readers with a broad overview of the Commission’s finances, in a manner similar to a private-sector business.

One of the most important questions asked about the Commission’s finances is “Is the Commission, as a whole, better off or worse as a result of the year’s activities?” The Statement of Net Position and the Statement of Activities report information about the Commission and about its activities in a way that helps answer this question.

The *Statement of Net Position* presents information on all of the Commission’s assets and liabilities with the difference between the two reported as net position. You can think of the Commission’s net position, the difference between assets, what the Commission owns, and liabilities, what the Commission owes, as one way to measure the Commission’s financial health, or financial position. Over time, increases or decreases in the Commission’s net position are one indicator of whether its financial health is improving or deteriorating. You will need to consider other non-financial factors, however, such as continuing state, federal and local government support, to assess the overall health of the Commission.

The *Statement of Activities* presents information showing how the Commission’s net position changed during the current fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (i.e., uncollected revenue and earned but unused leave benefits).

Fund Financial Statements

The Commission maintains two major funds; the General Fund and the Brownfields Loan Fund. These major funds are reported in a separate fund financial statement called the Statement of Revenue, Expenditures, and Changes in Fund Balances and is shown on page 8. The Commission maintains this fund financial statement on the full accrual basis of accounting (GASB 34 basis).

The *General Fund* is the primary operating fund which accounts for all the financial resources and regional planning activities of the Commission.

The *Brownfields Loan Fund* provides funding, in the form of loans, to a qualified recipient to carry out cleanup activities at brownfield sites. When loans are repaid, the loan amount is returned into the fund and re-lent to other borrowers, providing an ongoing source of capital within the region. The Brownfields Loan Fund is originally funded with grants from the U.S. Environmental Protection Agency.

Notes to the Financial Statements and Supplementary Information

The notes to the financial statements and supplementary information provide additional information that is essential to a full understanding of the data provided in the governmental-wide and fund financial statements. The notes to the financial statements can be found as listed in the Table of Contents.

The Commission as a Whole

The Commission's total net position decreased by \$(31,282) from a year ago, from an accumulated net position of \$96,146 at the end of fiscal year 2019 to an accumulated net position of \$64,864 at the end of fiscal year 2020. This net position decrease of \$(31,282) consisted of a decrease in the General Fund of \$(66,042) and an increase in the Brownfields Loan Fund of \$34,760.

A primary factor impacting the decrease in net positon of the General Fund is the recording of our Other Postemployment Benefits Liability (OPEB) for retirees (see Note 4.E.), which required the Commission to record an expense in fiscal year 2020 of \$70,179, increasing the OPEB liability to \$1,198,909. Absent the recording of this estimated long-term liability, the Commission would have shown an increase in net position in its General Fund of \$4,137. The Commission is required to measure and report this long-term projected benefit obligation earned by employees for services rendered to date, as opposed to when the benefit is actually paid. As a result, the recognition of this long-term estimated obligation has a significant impact on the Commission's net position. It is important to note that the change in this estimated long-term liability from one year to the next is non-reimbursable at this time.

A summary of the Commission's net position and change in net position is as follows:

BERKSHIRE REGIONAL PLANNING COMMISSION Summary Net Position on June 30,

	2020	2019	Change
Current assets	\$ 1,365,946	\$ 909,171	\$ 456,775
Capital assets	55,465	66,027	(10,562)
Brownfields notes receivable	805,236	1,045,477	(240,241)
Total Assets	<u>2,226,647</u>	<u>2,020,675</u>	<u>205,972</u>
Current liabilities	850,181	698,858	151,323
Long-term liabilities	112,693	96,941	15,752
Postemployment benefits other than pensions	1,198,909	1,128,730	70,179
Total Liabilities	<u>2,161,783</u>	<u>1,924,529</u>	<u>237,254</u>
Net position:			
Invested in capital assets, net of related debt	55,465	66,027	(10,562)
Restricted Brownfields Loan Fund	1,080,237	1,045,477	34,760
Unrestricted (deficit)	(1,070,838)	(1,015,358)	(55,480)
Total Net Position	<u>\$ 64,864</u>	<u>\$ 96,146</u>	<u>\$ (31,282)</u>

BERKSHIRE REGIONAL PLANNING COMMISSION**Summary Change in Net Position****For the Year Ended June 30,**

	2020	2019	Change
Revenue			
Charges for services	\$ 3,927,162	\$ 3,538,857	388,305
State pension assistance	583,654	411,321	172,333
Brownfields loan program	14,705	150,000	(135,295)
Community assessments	104,551	102,001	2,550
Interest income	<u>20,080</u>	<u>20,599</u>	<u>(519)</u>
Total Revenue	4,650,152	4,222,778	427,374
Expenses			
Regional planning activities	<u>4,681,434</u>	<u>4,478,483</u>	<u>202,951</u>
Change in Net Position	(31,282)	(255,705)	224,423
Effects on Commission for GASB adjustment			
Add back OPEB expense not funded	<u>70,179</u>	<u>424,582</u>	
Change in net position, excluding the GASB adjustment for OPEB	<u>38,897</u>	<u>168,877</u>	
Brownfields Fund surplus	<u>34,760</u>	<u>170,477</u>	
General Fund surplus (deficit)	<u>\$ 4,137</u>	<u>\$ (1,600)</u>	

The Commission's net position decreased by \$(31,282) over the course of fiscal year 2020, due to the requirement to record the estimated long-term liability of future retiree post-employment benefits, and changes to the Brownfields Loan Fund program. Absent the long-term liability for potential future retiree post-employment benefits, and Brownfields Loan Fund, we had a surplus of \$4,137. Cash and equivalents increased by \$23,869 during fiscal year 2020. Restricted cash and equivalents restricted to the Brownfields fund increased by \$274,901, as a result of a repayment on a note receivable. Project receivables increased by \$163,433. Prepaid expenses decreased by \$(5,428) during fiscal year 2020. The Brownfields Loan Fund notes receivable decreased by \$(240,241). The net result, including capital assets factored in, is that total assets increased by \$205,972.

Total current liabilities increased by \$151,323 in fiscal year 2020. The major factors in the increase were an increase in the accounts payable of \$18,007, a decrease in accrued payroll and related payables of \$(713), an increase in the amount due to grantors of \$5,353 and an increase in advance grants of \$128,676.

Overall, our current financial position (current assets, including the current portion of the Brownfields note receivable of \$381,375, less current liabilities) improved during fiscal year 2020 with an increase of \$411,827 from the previous year. Current assets, excluding the Brownfields note receivable of \$381,375, exceed current liabilities by \$515,765 (a ratio of 1.61), which is increased by 0.31 from the previous year. For fiscal year 2020, this indicates that the Commission had \$1.61 in current assets to meet every \$1 in current liabilities. We did not draw down on our established line of credit during fiscal year 2020, and there was no outstanding balance at June 30, 2020. Overall, we have been able to provide stability in our underlying base financial position and to maintain a reasonable fund balance during the year.

Due to a requirement by MassDOT that we use an overhead rate as established in the prior year's audit, we continue to have an amount due to Grantors. However, the amounts due or owed are not paid back until MassDOT performs a final program audit, which often takes several years. This affects our cash position but will not have any meaningful impact on our balance sheet.

A continued significant impact on our net position is due to the requirement to show Postemployment Benefits Other than Pensions. This amount is substantial at \$1,198,909. This is an estimated long-term liability and the amount is subject to substantial change over the years.

Individual programs/projects are being worked on each year by the Commission. These programs/projects are mostly funded on a cost reimbursement basis by federal, state and local grants and contacts. Therefore, individual programs usually do not provide a surplus or deficit. A deficit may occur if there are disallowed costs, costs overruns or a Commission local share requirement. A task-based contract may provide a surplus.

The Massachusetts Department of Transportation individual project fund continues to be a major contract for the Commission, representing about 13% of total revenue. Other significant state and federal programs during fiscal year 2020 included the DHCD District Local Technical Assistance Program (about 5%).

Other non-state and federal program revenues (primarily projects contracted by localities, often utilizing state or federal funds) have become a significant source of revenues to the Commission (about 44%). This continued diversity in major funding sources has enhanced our long-term financial stability. There are small amounts of growth in several program areas (data and information services, community planning, emergency preparedness, economic planning, and public health). There has been a noticeable increase in transportation planning (due to the State's Complete Streets Program). Also, we work with localities on municipal brownfield projects. Regional service (heavily driven by active discussions about the future structure of public education in the county) was again a key focus. Environmental planning programs which had been declining saw a slight increase with renewable energy and hazard mitigation planning. We continue to seek new and repeat funding opportunities and have been very successful at taking advantage of them. The State has shown a commitment to funding several initiatives at the local level which has helped us achieve success working with our local governments helping them meet project objectives, particularly in MassDOT funded Complete Streets, energy related programs and municipal planning.

Budget versus Actuals

An analysis of significant budget variances (budget versus actual results) for the General Fund, including reasons for those variances that may affect future services or liquidity is as follows:

Program revenues budgeted (excluding community assessments budgeted of \$104,626) were \$2,754,882. The year-end actual program revenues were \$3,916,081 (142% of budget), resulting in a favorable variance of \$1,161,199. State and federal program revenues were higher than budget expectations by \$53,332, with several contributing factors including additional revenue for educational planning, public health services due the pandemic and public health shared services, complete count census work, seasonal rail service and revolving loan fund and opioid abuse prevention work and promotion of mountain biking trails. Local and other program revenues were higher than budget expectation by \$1,107,867, with several contributing factors including outdoor recreation planning, providing food for frontline workers and funding for new housing rehabilitation work in Sheffield, Otis and New Marlborough, a downtown circulation plan in North Adams, providing technical assistance to the City of Pittsfield on a Community Development Block Grant (CDBG) 5-year plan project, a regional adaptation and resilience project related to climate change with the Town of Adams, municipal vulnerability and hazard mitigation planning projects in several communities, and revenue for our Age Friendly Berkshires work.

The expenditures budgeted were \$2,859,508. The year-end actual was \$4,027,601 (140% of budget), resulting in an unfavorable variance of \$(1,168,093). This variance is attributable to the increase in the amount of service provided, as evidenced in the increase in revenues above.

Direct salaries of \$946,653 exceeded the budget by \$(65,913). Indirect salaries of \$349,667 exceeded the budget by \$(17,467). Indirect costs, which is the combination of indirect salaries, fringe benefits and administrative expenses totaled \$1,325,318 which was a \$134,280 (11%) increase over the prior year's amount of \$1,191,038. Additional information on the indirect costs and the indirect cost allocation can be found on page 27 of this report.

Capital Assets and Debt Activity

A summary of significant capital asset and debt activity with a discussion of commitments and limitations that may affect future financing of planned facilities or services is as follows:

The Commission did incur costs for furniture and fixtures, with additions totaling \$14,956, and disposals of \$-0-. We do not have any infrastructure assets. The detail of the capital asset activity is disclosed in Note D on page 16. The Commission does not have any long-term debt. The Commission did not borrow on a short-term basis on its line of credit in fiscal year 2020 and did not owe anything on its line of credit at June 30, 2020. The Commission does not have any commitments to acquire significant capital assets or commitments for long-term debt.

Economic Factors

A description of facts, conditions, or decisions which management was aware, on or before the audit report date, that is expected to have a significant effect on financial position or results of operations after the reporting date are discussed below:

Since fiscal year 2010, the Commission has had to show potential future retiree health care costs. With the inclusion of this item, our total net position has fluctuated over the years. From a negative net position of \$(1,144,000) at the end of fiscal year 2017 our position improved to a positive net position of \$351,851 at the end of fiscal year 2018. In fiscal year 2019 our position changed significantly again from a positive position of \$351,851 to \$96,146, a decrease of \$(255,705). From 2019 to 2020, net position decreased an additional \$(31,282) to \$64,864. This change is primarily due to a net increase in the net OPEB liability from \$1,128,730 to \$1,198,909, an increase of \$70,179. The Commission recorded contributions of \$87,258 into the OPEB Trust. While our total net OPEB liability will likely fluctuate as staff continue to change, we continue to fund a Qualified OPEB Trust with a fair market value of \$654,998 at the end of fiscal year 2020. Absent the recording of this potential long-term liability, the Commission would have shown an increase in its unrestricted net assets of \$4,137 in fiscal year 2020.

General Services and Operations

The Commission's Local Assessments (\$104,551) from our Communities allowed the Commission to provide service to our Communities not covered by funding sources from Federal, State, Local, Organizations or Non-Profits. The Commission provided Educational Training through Citizen Planner Training Collaborative (CPTC) and Fifth Thursday Dinner workshop event. Staff services included Environmental Reviews by reviewing Massachusetts Environmental Policy Act (MEPA) reviews. Staff provided technical assistance to Berkshire municipalities, regional organizations, state officials, local business, investors, individuals and others. Staff provided technical assistance to local municipalities, nonprofit organization, and institutions to prepare, write and administer grant applications to a wide range of public or private funding sources. Staff also provided maps and assistance for a Historic Preservation conference.

We continued to see a shift in areas of emphasis for projects and programs during fiscal year 2020. There were several new State programs dealing with the COVID-19 pandemic, education planning, and complete count for the census. Climate change and adaptation and energy conservation programs remained strong. CDBG programs, mainly for housing rehabilitation increased. We assisted several of our municipalities with a variety of local plans. We received funding for a key initiative for outdoor recreation in Berkshire County, support for frontline workers due to the pandemic, and to bring passenger rail service from New York City. Emergency preparedness planning remained strong. We continue to build our staff capacity and expertise to take advantage of changing opportunities.

We were able to continue to control significant losses on all projects during the year, which is very important in maintaining a positive operational budget. We also were able to exercise tight control over our General Fund expenses and managed to have a small surplus of revenues over expenses in that department, which is our only ongoing potential resource to build our cash reserves. We were able to manage cash flow successfully to prevent the use of the line of credit and to maximize use of our money market fund.

The Overhead Rate met the target of 140%. We also used variable amount payments into the Qualified OPEB Trust to keep the Overhead Rate consistent throughout the year. This allowed a greater certainty in budgeting of staff hours for specific projects and eliminated the need to make adjustments to total project expenditures for projects that ended before the end of the fiscal year. For fiscal year 2021, we again set the target Overhead rate at 140% to continue to be able to fund the OPEB Trust and mitigate against unforeseen administrative expenses.

Request for Information

This financial report is designed to provide a general overview of the Commission's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Executive Director's Office, Thomas Matuszko.

Draft
3/23/2021

BERKSHIRE REGIONAL PLANNING COMMISSION

STATEMENT OF NET POSITION

June 30, 2020

	Primary Government Governmental Activities	
	Comparative	
	2020	2019
ASSETS		
Current assets:		
Cash and equivalents	\$ 146,058	\$ 122,189
Restricted cash and equivalents - Brownfields fund	275,001	100
Project receivables	934,300	770,867
Prepaid expenses	10,587	16,015
Brownfields notes receivable due within one year	381,375	275,000
Total current assets	1,747,321	1,184,171
Noncurrent assets:		
Brownfields notes receivable, less current portion	423,861	770,477
Capital assets, net	55,465	66,027
TOTAL ASSETS	2,226,647	2,020,675
LIABILITIES		
Current liabilities:		
Accounts payable	253,555	235,548
Payroll and related payables	66,873	67,586
Due to grantors	54,361	49,008
Advanced grant revenue	475,392	346,716
Total current liabilities	850,181	698,858
Noncurrent liabilities:		
Contingency fund	9,000	9,000
Accrued leave	103,693	87,941
Postemployment benefits other than pensions	1,198,909	1,128,730
TOTAL LIABILITIES	2,161,783	1,924,529
NET POSITION		
Invested in capital assets, net of related debt	55,465	66,027
Restricted Brownfields Loan Fund	1,080,237	1,045,477
Unrestricted (deficit)	(1,070,838)	(1,015,358)
TOTAL NET POSITION	\$ 64,864	\$ 96,146

BERKSHIRE REGIONAL PLANNING COMMISSION

STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2020

						Net (Expense) Revenue and Changes in Net Position
						Primary Government Governmental Activities
				Program Revenues		
				Charges for Services	Grants and Contributions	
	Expenses					
Governmental activities:						
Regional planning activities	\$ 4,681,434	\$ 3,927,162	\$ 583,654	\$ (170,618)		
Brownfields Loan Fund	---	20,055	14,705	34,760		
Total governmental activities	<u>\$ 4,681,434</u>	<u>\$ 3,947,217</u>	<u>\$ 598,359</u>			(135,858)
General revenues:						
Community assessments						104,551
Interest income						25
Total general revenues						<u>104,576</u>
CHANGE IN NET POSITION						(31,282)
Net position, beginning						<u>96,146</u>
NET POSITION, ENDING						<u>\$ 64,864</u>

BERKSHIRE REGIONAL PLANNING COMMISSION**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES****GOVERNMENTAL FUNDS****For the Year Ended June 30, 2020**

	General Fund	Brownfields Loan Fund	Total 2020	Comparative Total 2019
REVENUES				
State and federal program revenue	\$ 1,860,690		\$ 1,860,690	\$ 1,823,811
Local and other program revenue	2,055,391		2,055,391	1,715,046
Special program revenue	11,081		11,081	---
State pension assistance	583,654		583,654	411,321
Community assessments	104,551		104,551	102,001
Brownfields loan program funds		\$ 14,705	14,705	150,000
Interest income	25	20,055	20,080	20,599
TOTAL REVENUES	4,615,392	34,760	4,650,152	4,222,778
EXPENDITURES				
General services	218,368		218,368	122,292
Community and economic development	893,639		893,639	971,218
Environmental and energy	530,189		530,189	813,870
Data and information services	106,658		106,658	45,772
Community planning	501,820		501,820	474,083
Transportation planning	670,574		670,574	824,275
Emergency preparedness	397,134		397,134	383,659
Public health program	1,036,206		1,036,206	756,380
Regional services	326,846		326,846	86,934
TOTAL EXPENDITURES	4,681,434	---	4,681,434	4,478,483
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES				
Fund balance (deficit), beginning	(949,331)	1,045,477	96,146	351,851
FUND BALANCE (DEFICIT), ENDING	\$ (1,015,373)	\$ 1,080,237	\$ 64,864	\$ 96,146

See notes to financial statements.

BERKSHIRE REGIONAL PLANNING COMMISSION**STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL - GENERAL FUND****For the Year Ended June 30, 2020**

	Budget		Actual Budgetary Basis	Variance Positive (Negative)
	Original	Final		
REVENUES				
State and federal program revenue	\$ 1,807,358	\$ 1,807,358	\$ 1,860,690	\$ 53,332
Local and other program revenue	947,524	947,524	2,055,391	1,107,867
Special program revenue	---	---	11,081	11,081
Community assessments	104,626	104,626	104,551	(75)
Interest income	---	---	25	25
TOTAL REVENUES	2,859,508	2,859,508	4,031,738	1,172,230
EXPENDITURES				
General services	132,963	132,963	187,966	(55,003)
Community and economic development	544,132	544,132	769,222	(225,090)
Environmental and energy	331,835	331,835	454,314	(122,479)
Data and information services	64,944	64,944	91,808	(26,864)
Community planning	305,556	305,556	431,954	(126,398)
Transportation planning	408,309	408,309	577,213	(168,904)
Emergency preparedness	241,813	241,813	341,843	(100,030)
Public health program	630,941	630,941	891,940	(260,999)
Regional services	199,015	199,015	281,341	(82,326)
TOTAL EXPENDITURES	2,859,508	2,859,508	4,027,601	(1,168,093)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ ---	\$ ---	\$ 4,137	\$ 4,137

See notes to financial statements.

BERKSHIRE REGIONAL PLANNING COMMISSION

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Berkshire Regional Planning Commission (Commission) is established as the area-wide planning agency for Berkshire County, Massachusetts as permitted by Chapter 40B, the Regional Planning Law, of the Massachusetts General Laws. The Commission provides regional planning services within its jurisdiction, local planning services to its member municipalities, and planning services for other public, non-profit and private organizations in the region. It performs reviews of significant projects under the Massachusetts Environmental Policy Act and the National Environmental Policy Act. It provides staff support to the Metropolitan Planning Organization for Berkshire County which is responsible for transportation planning activities in the region.

Accounting principles generally accepted in the United States of America require that the reporting entity include (1) the primary government, (2) organizations for which the primary government is financially accountable, and (3) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. The criteria provided by the Government Accounting Standards Board has been considered and, as a result, the Commission does not have any component units.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information about the reporting government as a whole. The Commission maintains only two funds, the General Fund and the Brownfields Loan Fund.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Community assessments and other items not properly included among program revenues are reported instead as general revenues.

A separate governmental fund financial statement is provided for the General Fund and Brownfields Loan Fund activities and is reported in the Statement of Revenues, Expenditures and Changes in Fund Balance. The Commission maintains its basic financial statements (governmental fund financial statement) on the full accrual basis of accounting (GASB 34 basis). The Commission does not prepare a separate fund balance sheet, but rather prepares a Statement of Net Position.

Cost Allocation

An indirect cost allocation plan is utilized under which all costs that are not chargeable directly to a program are allocated to each program on the basis of the staff salaries, excluding interns, charged directly to each program.

Subsequent Events

Management has evaluated subsequent events through March 12, 2021, the date that the financial statements were available for issue, and has determined that there are no additional adjustments or disclosures required.

Summarized Financial Information

Certain financial information for the year ended June 30, 2019 is presented for comparative purposes and is not intended to be a complete financial statement presentation. Certain items in the comparative prior year totals may have been reclassified to conform to the current year presentation.

Accounting Estimates

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

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. 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 when expenses eligible for reimbursement under the terms of the grants are incurred. Project receivables are evaluated by management and were deemed collectible. Accordingly, no allowance for uncollectible accounts was considered necessary.

Community assessments are levied on member communities in February of each year for the fiscal year beginning the following July 1. The assessments are based on census figures and computed at the rate of \$0.80 and \$0.78 cents per resident for the years ended June 30, 2020 and 2019, respectively. Revenue from community assessments is recorded in the year in which it is due. The community assessment receivable is recorded as of July 1, the start of the fiscal year, with the revenue recognized over twelve months.

Governmental fund financial statements are reported under the same basis of accounting as the government-wide financial statements as noted above.

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.

The *Brownfields Loan Fund* provides funding, in the form of loans, to a qualified recipient to carry out cleanup activities at brownfield sites. When loans are repaid, the loan amount is returned into the fund and re-lent to other borrowers, providing an ongoing source of capital within the region. The Brownfields Loan Fund is funded with grants from the U.S. Environmental Protection Agency.

D. Assets, Liabilities, and Net Position

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in government-wide financial statements.

Capital Assets

Capital assets, which include property and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the Commission as assets with an individual cost of more than \$1,000 and an estimated useful life of more than one year. Such assets are recorded at historical cost. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend the lives are not capitalized.

Property and equipment of the Commission are depreciated using the straight line method over the estimated useful lives. The Commission follows guidelines under its federal programs which consider depreciation an allowable expense for federal grants. This same principle is applied to state and all public and private grants and contracts, and accordingly, depreciation is charged to programs under an indirect cost allocation plan.

Advance Revenues

The Commission reports unearned revenue in the Statement of Net Position for advanced grants. Advance grant revenue arises when potential revenue does not meet the criteria for recognition in the current period. In general, grant contract revenue received in advance is recognized when the eligible expenditures for reimbursement have occurred.

Accrued Leave

It is the Commission's policy to allow employees to accumulate earned but unused leave up to a maximum of 35 hours compensatory time, 230 hours sick leave, and 140 hours vacation leave which may be increased to 175 hours with the approval of the Director.

Government-wide Net Position

Net position is the difference between assets and liabilities in the Statement of Net Position and are composed of following:

Invested in Capital Assets, Net of Related Debt (Non-spendable)

Consist of the historical cost of capital assets less accumulated depreciation and less any debt that remains outstanding that was used to finance those costs. The Commission does not have any other non-spendable fund balances.

Restricted

Amounts that can be spent only for specific purposes because of state laws, or externally imposed conditions by grantors or creditors. The Commission has a restricted Brownfields Loan Fund, which provides funding, in the form of loans, to qualified recipients to carry out cleanup activities at brownfield sites. Repaid loan funds are required to be returned to the Brownfields Loan Fund and re-lent to other qualified borrowers.

Unrestricted

All other amounts are reported in this category. The Commission does not have any committed or assigned fund balances in its unrestricted net position.

NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. Budgetary Information

The Commission's management submits to the Finance Committee a proposed annual budget for the respective accounts of the General Fund in March or April. These budgets and plans include proposed expenditures and the means of financing them. After review and recommendation from the Finance Committee, the budget is presented to the Commission for approval at its regular May meeting.

The budget is used as a financial planning and monitoring tool, but amounts may vary from those approved in the budget without approval of the Commission. During the course of the year, if significant variances are found that may have a negative effect on the Commission's finances, steps are taken to control costs or increase revenues to bring the expected revenues and expenditures into balance.

General Fund unencumbered appropriations lapse at year-end. Expenditures that are encumbered but not incurred, carry forward into the next budget year.

The Commission does not budget for the State's contribution to the pension system on its behalf or for the accounting adjustment to record the change in the other postemployment benefit liability, as these are not reimbursable costs.

A reconciliation of the General Fund operations presented in the Governmental Funds, which are maintained on the accrual basis of accounting, to the budgetary basis statement is as follows:

	<u>General Fund</u>
Governmental funds - net change in fund balances	\$ (66,042)
Adjustments:	
State pension assistance - revenue	(583,654)
State pension assistance - expense	583,654
Change in other postemployment benefit liability	<u>70,179</u>
Excess (deficiency) of revenues over expenditures - budgetary basis	\$ <u>4,137</u>

NOTE 3 - DETAILED NOTES ON ALL FUNDS

A. Deposits and Investments

State and local statutes place certain limitations on the nature of deposits and investments available to the Commission. Deposits (including demand deposits, term deposits and certificates of deposit) in any one financial institution may not exceed certain levels without collateralization by the financial institutions involved. Investments can also be made in securities issued by or unconditionally guaranteed by the U.S. Government or Agencies that have a maturity of less than one year from the date of purchase, repurchase agreements guaranteed by such securities with maturity dates of no more than 90 days from the date of purchase and units in the Massachusetts Municipal Depository Trust.

Custodial Credit Risk Related to Deposits

Custodial Credit Risk is the risk that in the event of bank failure, the Commission's deposits may not be returned. The Commission carries deposits that are fully insured by FDIC insurance or collateralized. The Commission also carries, at times, deposits that are not collateralized and are uninsured. Bank deposits as of June 30, 2020 were \$529,857, of which \$250,000 is insured, and \$279,857 is uninsured.

Cash and Equivalents

For purposes of the Statement of Net Position, the Commission considers all highly liquid investments purchased with a maturity of three months or less to be cash equivalents.

B. Project Receivables

Project receivables consisted of the following at June 30:

	2020	Comparative 2019
State and federal project receivables:		
MassDOT	\$ 97,223	\$ 91,548
MA Department of Elementary and Secondary Education	87,086	---
MA Department of Energy Resources	5,976	14,465
MA Department of Environmental Protection	3,718	8,817
MA Department of Public Health	12,438	---
MA Executive Office of Energy and Environmental Affairs	5,531	13,875
U.S. Department of Agriculture	40,880	35,487
U.S. Environmental Protection Agency	27,268	75,501
U.S. Food and Drug Administration	1,883	8,459
U.S. Health Resources and Services Administration	---	22,882
Franklin County Sheriff's Department	4,949	17,000
Franklin Regional Council of Governments	11,445	---
Subtotal	298,397	288,034
Local and other project receivables	635,903	482,833
Total project receivables	\$ 934,300	\$ 770,867

C. Restricted Brownfields Loan Fund - Notes Receivable

The Brownfields Revolving Loan Fund was established by the Commission through grants from the U.S. Environmental Protection Agency (EPA) to lend funds to qualified participants (public, private, and non-profit entities) for brownfield site cleanup activities. As required by the EPA grants, proceeds from the loan repayments are restricted for future brownfield site projects, and are to be re-lent to future qualified borrowers. The notes receivable consisted of the following at June 30:

	2020	Comparative 2019
\$275,000 loan receivable dated December 5, 2011, from Community Development Corporation of South Berkshire, Inc. at 3% interest per annum, original lump sum payment of principal and interest due December 2016, extended through 2020, collateralized by security interest in the borrower's assets. The loan was repaid in fiscal year 2020.	\$ ---	\$ 275,000

(Continued)

	2020	Comparative 2019
\$150,000 loan receivable dated December 28, 2017, from Greylock Works, LLC (Loan 1) at 0% interest, lump sum payment due the earlier of December 2027 or the date which all or substantially all of the borrowers' premises as defined in the agreement is sold, collateralized by security interest in the borrower's assets.	\$ 150,000	\$ 150,000
\$100,000 loan receivable dated December 28, 2017, from Greylock Works, LLC (Loan 2) at 0% interest, lump sum payment due the earlier of December 2027 or the date which all or substantially all of the borrowers' premises as defined in the agreement is sold, collateralized by security interest in the borrower's assets.	100,000	100,000
\$150,000 loan receivable dated April 25, 2019, from Greylock Works, LLC (Loan 3) at 0% interest, lump sum payment due the earlier of April 2029 or the date which all or substantially all of the borrowers' premises as defined in the agreement is sold, collateralized by security interest in the borrower's assets.	14,705	---
\$180,000 loan receivable dated April 25, 2019, from Greylock Works, LLC (Loan 4) at 0% interest, lump sum payment due the earlier of April 2029 or the date which all or substantially all of the borrowers' premises as defined in the agreement is sold, collateralized by security interest in the borrower's assets. As of June 30, 2020, no funds have been disbursed under this note.	---	---
\$350,000 loan receivable dated April 2018 from Powerhouse Square I, LLC (Loan 1) at 4.00% interest per annum, lump sum payment due the earlier of April 2021 or project stabilization as defined in the agreement, collateralized by security interest in the borrower's assets, accrued interest of \$31,375 at June 30, 2020.	381,375	367,337
\$150,000 loan receivable dated December 2018 from Powerhouse Square I, LLC (Loan 2) at 4.00% interest per annum, lump sum payment due the earlier of December 2021 or project stabilization as defined in the agreement, collateralized by security interest in the borrower's assets, accrued interest of \$9,156 at June 30, 2020.	159,156	153,140
Total notes receivable	805,236	1,045,477
Amount due within one year	381,375	275,000
Amount due after one year	<u>\$ 423,861</u>	<u>\$ 770,477</u>

D. Capital Assets

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

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities				
Capital assets, being depreciated:				
Furniture and fixtures	\$ 99,245	\$ 14,956	\$ ---	\$ 114,201
Leasehold improvements	102,048	---	---	102,048
Total capital assets, being depreciated	<u>201,293</u>	<u>14,956</u>	<u>---</u>	<u>216,249</u>
Less accumulated depreciation for:				
Furniture and fixtures	56,567	16,068	---	72,635
Leasehold improvements	78,699	9,450	---	88,149
Total accumulated depreciation	<u>135,266</u>	<u>25,518</u>	<u>---</u>	<u>160,784</u>
Total capital assets, being depreciated, net	<u>66,027</u>	<u>(10,562)</u>	<u>---</u>	<u>55,465</u>
Governmental activities capital assets, net	<u>\$ 66,027</u>	<u>\$ (10,562)</u>	<u>\$ ---</u>	<u>\$ 55,465</u>

E. Note Payable

The Commission has a \$230,000 line of credit from a bank, due on demand and bearing a variable interest rate equal to the Wall Street Journal prime rate plus 1.00%, which was 4.25% at June 30, 2020, and collateralized by all assets. The outstanding loan balance as of fiscal years ended June 30, 2020 and 2019 was \$-0-.

NOTE 4 - OTHER INFORMATION

A. Risk Management and Contingent Liabilities

Risks Transferred to Third Parties

The Commission is exposed to various risks of loss relating to torts; theft or damage of, and destruction of assets; errors and omissions; injuries; and natural disasters. The Commission has obtained a variety of commercial liability insurance policies, which pass the risks of loss listed above to independent third parties. Settlement claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

Contingent Liabilities

Amounts received or receivable from grant agencies are subject to audit and adjustment by the grantor agencies, principally the federal and state governments. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. As of the date of the financial statements, the Commission is not aware of any expenditure that may be disallowed by a grantor.

B. Operating Leases

The Commission leases office space in Pittsfield, Massachusetts. The lease expires on September 30, 2021. The Commission is responsible for its proportionate share of utilities. Lease expense was \$52,242 and \$50,361 for the years ending June 30, 2020 and 2019, respectively.

The Commission leases software from Berkshires Tomorrow, Inc., a nonprofit with common board members. Payments for the software lease totaled \$8,590 and \$4,800 for the years ended June 30, 2020 and 2019, respectively.

Approximate future lease commitments payable during the years ended June 30 are as follows:

	Facility Rent	Software	Total
2021	\$ 54,192	\$ 7,200	\$ 61,392
2022	<u>\$ 13,671</u>	<u>\$ 7,200</u>	<u>\$ 13,671</u>
Total	<u>\$ 67,863</u>	<u>\$ 7,200</u>	<u>\$ 75,063</u>

C. Fiscal Year 2021 Budget

For fiscal year 2021, the Commission has approved an operating budget of \$3,434,072. This budget includes grant matching expenditures which the Commission is required to meet as its share of federal and state programs.

D. Retirement Plan

Effective for fiscal year 2007, legislation was passed and approved which moved the Commission's employees into the Massachusetts State Retirement System with no cost to the Commission. The pension expense for fiscal 2020 incurred by the Commonwealth of Massachusetts ("Special Funding Situation") on behalf of the Commission was \$583,654 which has been reported as state pension assistance and pension expense in accordance with the governmental accounting standards. Additional disclosures required by the governmental accounting standards were not considered material to the financial statements.

The Commission, as part of the Massachusetts State Retirement System, which is a cost sharing multiple employer defined benefit pension plan, requires all regular and full time employees to participate. The Commission does not contribute to this plan. The employees contribute 9% of gross wages (earlier hire dates contribute 8%), plus an additional 2% if their annual income exceeds \$30,000. The employee's share is set-aside in an account and can be refunded or transferred to another qualifying retirement program upon termination of employment. Temporary employees are not eligible to participate in the retirement plan. Instead, temporary employees must participate in Social Security. Temporary employees are eligible to "buy-back" service time if the position is converted to a regular position.

E. Other Postemployment Benefits

Effective July 1, 2017, the Commission adopted GASB No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* (OPEB). This statement established new financial reporting requirements for government entities that provide other postemployment benefits to its employees and retirees and requires the Commission to record the net OPEB liability measured as the total actuarially accrued liability.

Plan Description and Benefits

The Berkshire Regional Planning Commission's Retiree Post Employment Benefit Plan is a single-employer defined benefit plan which provides for medical, prescription drug, dental insurance and vision benefits to eligible retirees and their spouses. Employees become eligible to retire under this plan upon attainment of age 55 as an active member and completion of 10 years of service. Retired employees are eligible to continue their existing level benefits (single or family plan) if they have met all the requirements for retirement, were enrolled in the Commission's program at the time of retirement, and elected to continue uninterrupted coverage until self-termination. A retiree who is enrolled in a family plan at the time of retirement may remain in a family plan or enroll in a single plan. At any point after retirement, the retiree or their surviving spouse may convert coverage to a single plan.

The Commission will pay a percentage of contribution toward the plan premium equivalent to the active employees' contribution rate if the length of employment with the Commission, irrespective of years of service credited by the public employee retirement system, is 10 years or more. If the active employee contribution rate is modified in the future, the contribution rate for retirees would be changed accordingly.

When a retiree and/or their spouse are eligible for Medicare, they must enroll in both Medicare Parts A and B as their primary carrier, and any medical/dental coverage provided by the Commission will be a secondary carrier.

The Commission's Retiree Post Employment Benefit Plan does not issue separate financial statements. In accordance with the governmental accounting standards, the Commission has performed an actuarial calculation for its other post-employment benefit obligation using the Alternative Measurement Method.

The following actuarial information was derived from the plans valuation as of June 30, 2020.

Funding Policy

Retirees, who retired after June 30, 2002, contribute 25% of the cost of the health plans. The Commission contributes the remainder of the health plan costs on a pay-as-you-go basis.

Accounting Policy

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Plan and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms.

Plan Membership

The following employees were covered by the benefit terms for the plan year ending June 30, 2020:

Active employees	20
Inactive employees or beneficiaries currently receiving benefits	<hr/> 4
Total	<hr/> 24

Contributions

The Commission has established a Qualified OPEB Trust (the Trust) for the benefit of the Commission with the intention that it qualifies as a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code and Regulations issued thereunder and as a trust for OPEB in accordance with MGL Chapter 32B, Section 20.

The Trust was created for the sole purpose of providing funding for the Plan, as determined by the Commission, or by any general or special law providing for such benefits, for the exclusive benefit of the retired employees and their eligible dependents and for defraying the reasonable administrative, legal, actuarial and other expenses of the Trust. The assets held in the Trust shall not be used for or diverted to any other purpose, except as described in the Trust. The Trust is irrevocable and no trust funds shall revert to the Commission until all benefits owed to the retired employees have been satisfied or released. In addition, the assets are legally protected from creditors of the Commission and the Plan administrator.

The Commission shall have no obligation to make contributions to the Trust to fund OPEB, and the size of the Trust may not be sufficient at any one time to meet the OPEB liabilities. The fair market value of the Trust assets as of June 30, 2020 is \$654,998

Actuarial Methods and Assumptions

Results of the Plan for the fiscal year ended on June 30, 2020 are based on liabilities developed in an actuarial valuation performed with a measurement date of June 30, 2020.

The total OPEB liability was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Assumptions

Actuarial cost method	Individual Entry Age Normal
Salary increases	1.20% annually and for future periods
Discount rate	3.44% per annum
Municipal bond rate	3.10%
Pre- and post-retirement mortality	Mortality rates were based upon the RP-2000 Employees and Healthy Annuitant Mortality Tables for males and females projected 18 years
Healthcare trend rate	Assumed 4.60% increase in healthcare costs
Participation rate	Assumed that 95% of employees eligible to receive retirement benefits would enroll in the Plan

Payable to the OPEB Plan

At June 30, 2020, the Commission reported a payable of \$85,916 for outstanding contributions to the Plan.

Changes in net OPEB liability

	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balances at June 30, 2019	\$ 1,677,006	\$ 548,276	\$ 1,128,730
Changes for the year:			
Service cost	165,540		165,540
Interest	47,741		47,741
Changes in benefit terms	---		---
Changes in assumptions	92,027		92,027
Differences between actual and expected experience	(128,407)		(128,407)
Net investment income		20,050	(20,050)
Employer contributions to trust		87,258	(87,258)
Benefit payments withdrawn from trust		---	---
Benefit payments including implicit cost	---		---
Administrative expense	---	(586)	586
Net changes	176,901	106,722	70,179
Balances at June 30, 2020	\$ 1,853,907	\$ 654,998	\$ 1,198,909

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate and Healthcare Cost Trend Rates

The following presents the net OPEB liability, as well as what the net OPEB liability would be if it were calculated using a discount and healthcare cost trend rate that is 1 percentage point lower or 1 percentage point higher than the current rates:

	Discount Rate		
	1% Decrease (2.443%)	Current (3.443%)	1% Increase (4.443%)
Net OPEB liability as of June 30, 2020	\$ 1,521,708	\$ 1,198,909	\$ 941,005
Healthcare Cost Trend Rate			
	1% Decrease (3.60%)	Current (4.60%)	1% Increase (5.60%)
Net OPEB liability as of June 30, 2020	\$ 902,700	\$ 1,198,909	\$ 1,576,361

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources

For the year ended June 30, 2020, the Commission recognized OPEB expense of \$70,179. There were no deferred outflows or inflows of resources related to OPEB for the year ended June 30, 2020.

BERKSHIRE REGIONAL PLANNING COMMISSION
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CHANGES IN NET OPEB
LIABILITY AND RELATED RATIOS

June 30,

	2020	2019	2018
Total OPEB liability			
Service cost	\$ 165,540	\$ 146,738	\$ 154,838
Interest	47,741	32,591	36,342
Changes of benefit terms	---	---	---
Changes of assumptions	92,027	73,090	(874,171)
Differences between actual and expected experience	(128,407)	263,394	---
Benefit payments including implicit cost	---	---	---
Net change in total OPEB liability	176,901	515,813	(682,991)
Total OPEB liability, beginning	<u>1,677,006</u>	<u>1,161,193</u>	<u>1,844,184</u>
Total OPEB liability, ending (a)	<u>\$ 1,853,907</u>	<u>\$ 1,677,006</u>	<u>\$ 1,161,193</u>
Plan fiduciary net position			
Employer contributions	\$ 87,258	\$ 63,522	\$ 83,750
Net investment income	20,050	28,125	27,838
Benefit payments	---	---	---
Administrative expense	(586)	(416)	---
Net change in plan fiduciary net position	106,722	91,231	111,588
Plan fiduciary net position, beginning	<u>548,276</u>	<u>457,045</u>	<u>345,457</u>
Plan fiduciary net position, ending (b)	<u>\$ 654,998</u>	<u>\$ 548,276</u>	<u>\$ 457,045</u>
Net OPEB liability (a) - (b)	<u>\$ 1,198,909</u>	<u>\$ 1,128,730</u>	<u>\$ 704,148</u>
Plan fiduciary net position as a percentage of the total OPEB liability	35.33%	32.69%	39.36%
Covered employee payroll	\$ 1,753,987	\$ 1,396,349	\$ 1,289,111
Net OPEB liability as a percentage of covered employee payroll	68.35%	80.83%	54.62%

Notes to Schedule:

Benefit changes for OPEB Plan: None

Changes of assumptions for OPEB Plan: effective June 30, 2020, discount rate changed from 3.77% to 3.44%

Last 10 years: Only plan years 2018, 2019 and 2020 available

BERKSHIRE REGIONAL PLANNING COMMISSION
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF OPEB CONTRIBUTIONS

June 30,

	<u>2020</u>	<u>2019</u>	<u>2018</u>
Actuarially determined contribution	\$ 87,258	\$ 63,522	\$ 83,750
Contributions in relation to the actuarially determined contribution	<u>87,258</u>	<u>63,522</u>	<u>83,750</u>
Contribution deficiency (excess)	<u>\$ ---</u>	<u>\$ ---</u>	<u>\$ ---</u>
Covered employee payroll	\$ 1,753,987	\$ 1,396,349	\$ 1,289,111
Contribution as a percentage of covered employee payroll	4.97%	4.55%	6.50%

Notes to Schedule

OPEB Valuation date:

Actuarially determined contribution rates were calculated as of June 30, 2020 with a measurement date of June 30, 2020.

Methods and assumptions used to determine contribution rates:

Actuarial cost method:	Individual entry age normal
Municipal bond rate:	3.10%
Discount rate:	3.44% per annum
Salary increases:	1.20% annually and for future periods
Pre- and post-retirement mortality:	Mortality rates were based upon the RP-2000 Employees and Healthy Annuitant Mortality Tables for males or females projected 18 years
Disabled mortality:	Mortality rate was based upon the RP-2000 Healthy Annuitant Table projected with scale BB

<i>Changes in assumptions:</i>	Effective July 30, 2020, discount rate changed from 3.77% to 3.44%
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Last 10 years: Only plan years 2018, 2019 and 2020 available

BERKSHIRE REGIONAL PLANNING COMMISSION

SUPPLEMENTARY INFORMATION
SCHEDULE OF PROGRAM REVENUES

For the Year Ended June 30,

	2020			Comparative 2019		
	Final Budget	Actual	Variance Positive (Negative)	Final Budget	Actual	Variance Positive (Negative)
State and Federal Revenues						
MASSDOT #95407 - Transportation Planning	668,931	545,817	(123,114)	606,280	495,189	(111,091)
MASSDOT/EOT 12 #MA-80-012	---	---	---	40,174	32,475	(7,699)
MASSDOT/EOT 13 #MA-80-013	41,773	8,863	(32,910)	---	11,708	11,708
MASSDOT/BERKFLYER	---	11,746	11,746	---	---	---
MASS SEC/Complete Count Census	---	55,000	55,000	---	---	---
EOEEA/Cheshire Bylaws	---	---	---	14,000	11,142	(2,858)
EOEEA/Age Friendly Berkshires	---	---	---	14,974	20,921	5,947
EOEEA/Lanesborough Mall	---	---	---	53,190	42,054	(11,136)
EOEEA/North Adams Zoning	50,000	19,328	(30,672)	---	2,733	2,733
EOEEA/Stormwater	26,181	8,579	(17,602)	---	---	---
EOEEA/Dalton Planning	---	5,531	5,531	---	---	---
DEP/604bWQA	---	---	---	6,824	9,113	2,289
DEP/319 REG Coordinator	---	4,131	4,131	---	---	---
DESE/BCETF	---	---	---	---	50,000	50,000
DESE/BCETF20	---	50,000	50,000	---	---	---
DESE/Berkshire County School District Regionalization	---	100,000	100,000	---	---	---
DOER/META6	40,000	---	(40,000)	42,942	36,349	(6,593)
DOER/AARC - Affordable Access to Regional Planning	52,000	5,578	(46,422)	---	---	---
DPH/BOAPC19 & DPH/BOAPC20	100,000	100,000	---	100,000	100,000	---
DPH/Mass Municipal Public Health Shared Services	---	24,194	24,194	---	---	---
DPH/Regional Public Nursing	---	39,551	39,551	---	---	---
DPH/COVID Reimbursements	---	137,130	137,130	---	---	---
HRSA/HIV	---	29,477	29,477	---	---	---
DHCD/DLTA 18	---	---	---	---	115,106	115,106
DHCD/DLTA 19	---	113,375	113,375	249,194	82,352	(166,842)
DHCD/DLTA20	200,000	134,674	(65,326)	---	---	---
FDA/AFDO-FDA/TRN	1,000	930	(70)	---	1,519	1,519
FDA/AFDO/ASSESS	---	---	---	1,600	2,062	462
FDA/AFDO/ASSESS19-1 Retail Standards	2,250	302	(1,948)	---	2,698	2,698
FDA/AFDO/ASSESS19-2 Self Assessments	1,750	764	(986)	---	663	663
FDA/AFDO-FDA/Standard 3	---	7,329	7,329	---	---	---
FDA/FOOD	69,800	57,389	(12,411)	77,850	82,892	5,042
EPA/ASSESS17 & EPA/ASSESS18	132,426	66,239	(66,187)	144,850	184,801	39,951
EPA/Brownfields	5,600	7,698	2,098	5,000	188,306	183,306
USDA/Farmers Market Promotion Program	113,353	54,434	(58,919)	81,543	85,776	4,233
HRSA/RCOR	106,386	86,344	(20,042)	---	113,656	113,656
FRCOG/EPP19	150,908	150,909	1	151,679	150,909	(770)
FRCOG/MTWP Trails Map	---	14,816	14,816	---	---	---
FCSD/OJJDP	45,000	15,613	(29,387)	---	1,387	1,387
FCSD/OJJDP	---	4,949	4,949	---	---	---
Total state and federal program revenue	1,807,358	1,860,690	53,332	1,590,100	1,823,811	233,711
Local and other program revenue	947,524	2,055,391	1,107,867	1,029,026	1,715,046	686,020
Special program revenue	---	11,081	11,081	---	---	---
Total program revenue	\$ 2,754,882	\$ 3,927,162	\$ 1,172,280	\$ 2,619,126	\$ 3,538,857	\$ 919,731

See independent auditors' report.

BERKSHIRE REGIONAL PLANNING COMMISSION

SUPPLEMENTARY INFORMATION

SCHEDULE OF EXPENDITURES

For the Year Ended June 30,

	2020			Comparative 2019		
	Final Budget	Actual	Variance	Final Budget	Actual	Variance
			Positive (Negative)			Positive (Negative)
EXPENDITURES						
Direct salaries	\$ 880,740	\$ 946,653	\$ (65,913)	\$ 809,488	\$ 850,742	\$ (41,254)
Outsource planner salaries	173,660	186,694	(13,034)	126,012	132,403	(6,391)
Indirect salaries	332,200	349,667	(17,467)	313,028	305,469	7,559
Direct intern salaries	1,157	37,160	(36,003)	10,725	14,715	(3,990)
Indirect intern salaries	8,486	17,968	(9,482)	4,262	14,180	(9,918)
Fringe benefits	606,738	731,244	(124,506)	662,149	688,713	(26,564)
Administrative expenses						
Administrative	206,173	226,439	(20,266)	184,830	182,676	2,154
Outsource planner and offsite costs	45,562	50,041	(4,479)	43,552	43,069	483
Other program expenditures	85,620	461,517	(375,897)	94,035	146,081	(52,046)
Consultants	517,782	1,020,058	(502,276)	471,548	1,263,706	(792,158)
Unreimbursed costs	600	160	440	600	234	366
Interest expense	790	---	790	1,100	592	508
Subtotal	<u>2,859,508</u>	<u>4,027,601</u>	<u>(1,168,093)</u>	<u>2,721,329</u>	<u>3,642,580</u>	<u>(921,251)</u>
Change in other postemployment benefits liability	---	70,179	(70,179)	---	424,582	(424,582)
State pension assistance	---	583,654	(583,654)	---	411,321	(411,321)
TOTAL EXPENDITURES	<u>\$ 2,859,508</u>	<u>\$ 4,681,434</u>	<u>\$ (1,821,926)</u>	<u>\$ 2,721,329</u>	<u>\$ 4,478,483</u>	<u>\$ (1,757,154)</u>

See independent auditors' report.

BERKSHIRE REGIONAL PLANNING COMMISSION
SUPPLEMENTARY INFORMATION
SCHEDULE OF FRINGE BENEFITS
For the Year Ended June 30,

	2020			Comparative 2019		
	Final Budget	Actual	Variance Positive (Negative)	Final Budget	Actual	Variance Positive (Negative)
			(Negative)			
Sick and vacation leave	\$ 127,157	\$ 169,439	\$ (42,282)	\$ 134,506	\$ 162,475	\$ (27,969)
Holiday and personal leave	51,661	69,330	(17,669)	57,645	64,787	(7,142)
Retirement plan expense	---	---	---	5,903	5,886	17
Postemployment benefits funded	45,000	112,442	(67,442)	45,000	99,910	(54,910)
Group insurance	352,945	330,214	22,731	389,921	321,402	68,519
Payroll taxes	29,975	49,819	(19,844)	29,174	34,253	(5,079)
Total fringe benefits	<u>\$ 606,738</u>	<u>\$ 731,244</u>	<u>\$ (124,506)</u>	<u>\$ 662,149</u>	<u>\$ 688,713</u>	<u>\$ (26,564)</u>

SCHEDULE OF ADMINISTRATIVE EXPENSES

	2020			Comparative 2019		
	Final Budget	Actual	Variance Positive (Negative)	Final Budget	Actual	Variance Positive (Negative)
			(Negative)			
Accounting services	\$ 3,800	\$ 4,575	\$ (775)	\$ 3,200	\$ 4,600	\$ (1,400)
Advertising	2,000	2,454	(454)	2,500	2,679	(179)
Audit	19,700	19,700	---	19,500	19,500	---
Computer and equipment	26,649	53,933	(27,284)	25,547	33,279	(7,732)
Copying	16,250	11,258	4,992	18,000	16,737	1,263
Depreciation	15,057	25,851	(10,794)	15,332	18,489	(3,157)
Dues and subscriptions	11,500	13,508	(2,008)	11,200	9,537	1,663
Flex plan administration	1,222	1,053	169	790	781	9
Insurance	7,520	7,188	332	7,742	7,018	724
Janitor	3,120	2,700	420	2,600	3,035	(435)
Meetings	2,600	2,107	493	2,000	3,520	(1,520)
Miscellaneous	16,250	20,349	(4,099)	8,250	2,471	5,779
Payroll service	3,125	3,166	(41)	2,755	2,859	(104)
Postage	3,800	1,230	2,570	3,750	3,747	3
Printing	100	150	(50)	600	---	600
Professional fees	1,100	7,040	(5,940)	1,100	1,108	(8)
Publications	200	834	(634)	---	---	---
Rent and utilities	69,742	62,575	7,167	65,361	65,680	(319)
Staff development	11,000	5,712	5,288	11,000	4,595	6,405
Supplies	11,500	9,704	1,796	11,500	10,201	1,299
Telephone	8,760	9,026	(266)	9,000	8,691	309
Travel and meals	3,200	2,864	336	3,125	4,127	(1,002)
Water and recycling	3,100	1,314	1,786	2,210	3,091	(881)
Website	10,440	8,189	2,251	1,320	---	1,320
Total administrative expenditures	<u>\$ 251,735</u>	<u>\$ 276,480</u>	<u>\$ (24,745)</u>	<u>\$ 228,382</u>	<u>\$ 225,745</u>	<u>\$ 2,637</u>

See independent auditors' report.

BERKSHIRE REGIONAL PLANNING COMMISSION**SUPPLEMENTARY INFORMATION****SCHEDULE OF OTHER PROGRAM EXPENSES****For the Years Ended June 30,**

	2020			Comparative 2019					
	Final Budget		Actual	Final Budget		Actual	Variance Positive (Negative)		Variance Positive (Negative)
	\$		\$	\$		\$	\$	\$	\$
Communication	\$ 1,944		\$ 10,949	\$ (9,005)		\$ 1,000	\$ 2,094	\$ (1,094)	
Equipment and software	2,242		21,733	(19,491)		6,725	24,578	(17,853)	
Meetings	14,517		17,677	(3,160)		7,000	14,928	(7,928)	
Postage	1,045		2,564	(1,519)		100	1,339	(1,239)	
Printing	3,898		18,717	(14,819)		4,500	6,183	(1,683)	
Professional fees	1,270		169,130	(167,860)		6,500	48,469	(41,969)	
Supplies	2,091		27,562	(25,471)		6,600	1,844	4,756	
Travel and meals	34,051		22,569	11,482		28,610	34,909	(6,299)	
Other expenses	24,562		170,616	(146,054)		33,000	11,737	21,263	
Total other program expenses	\$ 85,620		\$ 461,517	\$ (375,897)		\$ 94,035	\$ 146,081	\$ (52,046)	

3/23/2021

BERKSHIRE REGIONAL PLANNING COMMISSION

COST ALLOCATION METHOD

Indirect costs were distributed to the projects and activities pursuant to an indirect cost allocation plan as allowed under the U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles and Audit Requirements*, also known as the Uniform Guidance.

The Commission combines its indirect program expenses (central service support costs) into one pool consisting of the following elements, all of which are allocated to each program in proportion to the direct salaries of the staff members who work on each program. The indirect cost rate for the year ended June 30, 2020 was calculated as follows:

	Amount	Percentage of Direct Salaries
Indirect costs and fringe benefits		
Salaries	\$ 349,667	36.94%
Intern salaries	17,968	1.90%
Fringe benefits - program	534,000	56.41%
Fringe benefits - administrative	197,244	20.84%
Administrative expenses	<u>226,439</u>	23.92%
Total indirect costs and fringe benefits	<u>\$ 1,325,318</u>	140.00%

Indirect cost rate

$$\frac{\text{Total fringe and indirect costs}}{\text{Direct salaries}} = \frac{\$ 1,325,318}{\$ 946,653} = 140.00\%$$

BERKSHIRE REGIONAL PLANNING COMMISSION

SUPPLEMENTARY INFORMATION

Schedule of Revenue and Expenditures by Grant / Contract Activity (Page 1 of 3)

Year Ended June 30, 2020

Department Number Grantor	166.08 EPA	349.05 DPH	400.04 FDA	440.03 MassDOT	440.04 MassDOT	481 EPA	490 USDA	516.01 FRCOG	528 MassDOT	530 HHS HRSA/RCOR	533 FCSD	533.01 FCSD	
Contract number	#BF971804010	#INTF235MO4301	BOAPC19 #1U18FD005599	FOOD19 #95407		105053	ASSESS17	FARMERS MKT AM170100	Emergency Preparedness	Berkshire Flyer	G25RH32406-01- 00	OJJDP	OJJDP
REVENUES													
State and federal programs	\$ 7,699	\$ 100,000	\$ 57,389	\$ 161,406	\$ 384,412	\$ 66,239	\$ 54,434	\$ 150,909	\$ 11,746	\$ 86,344	\$ 15,613	\$ 4,949	
Local and other programs	76,635	-	-	-	-	4,617	-	-	-	-	-	-	
Special program revenue	-	-	-	-	-	-	-	-	-	-	-	-	
Brownfields loan program	14,705	-	-	-	-	-	-	-	-	-	-	-	
Community assessment	-	-	-	-	-	-	-	-	-	-	-	-	
Interest	20,055	-	-	-	-	-	-	-	-	-	-	-	
Total program revenue	<u>119,094</u>	<u>100,000</u>	<u>57,389</u>	<u>161,406</u>	<u>384,412</u>	<u>70,856</u>	<u>54,434</u>	<u>150,909</u>	<u>11,746</u>	<u>86,344</u>	<u>15,613</u>	<u>4,949</u>	
EXPENDITURES													
Direct salaries	5,273	38,209	22,020	63,832	160,113	5,888	8,710	62,978	-	13,959	4,748	2,062	
Direct costs	71,678	8,515	20,687	10,971	3,583	56,724	33,530	868	-	52,843	4,217	-	
Indirect costs	7,383	53,362	14,682	86,603	220,716	3,627	12,194	87,063	11,746	19,542	6,648	2,887	
Unreimbursed indirect cost	-	-	-	-	-	4,617	-	-	-	-	-	-	
Unreimbursed direct cost	-	-	-	-	-	-	-	-	-	-	-	-	
Total expenditures	<u>84,334</u>	<u>100,086</u>	<u>57,389</u>	<u>161,406</u>	<u>384,412</u>	<u>70,856</u>	<u>54,434</u>	<u>150,909</u>	<u>11,746</u>	<u>86,344</u>	<u>15,613</u>	<u>4,949</u>	
Excess (deficiency) of revenues over expenditures	<u>\$ 34,760</u>	<u>\$ (86)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Brownfields note receivable to Greylock Works LLC	<u>\$ 14,705</u>												

See independent auditors' report.

BERKSHIRE REGIONAL PLANNING COMMISSION

SUPPLEMENTARY INFORMATION

Schedule of Revenue and Expenditures by Grant / Contract Activity (Page 2 of 3)

Year Ended June 30, 2020

Department Number	541	542	543	544	545	545.01	547	548	550	558	571
Grantor	FDA	FDA	FDA	DESE	DHCD	DHCD	EOEEA	EOEEA	DOER	MassDOT	HHS
Contract number	G-SP-1810-06426	G-SP-1810-06661	G-T-1810-06550	Special Support Earmark	DLTA19	DLTA20	Adams Stormwater	North Adams Zoning	Affordable Access to Regional Coordination	MA-80-0013	HIV Capacity Development & Planning
REVENUES											
State and federal programs	\$ 302	\$ 764	\$ 930	\$ 50,000	\$ 113,375	\$ 134,674	\$ 8,579	\$ 19,328	\$ 5,578	\$ 8,863	\$ 29,477
Local and other programs	-	-	-	-	-	-	-	-	-	-	-
Special program revenue	-	-	-	-	-	-	-	-	-	-	-
Brownfields loan program	-	-	-	-	-	-	-	-	-	-	-
Community assessment	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-	-	-
Total program revenue	<u>302</u>	<u>764</u>	<u>930</u>	<u>50,000</u>	<u>113,375</u>	<u>134,674</u>	<u>8,579</u>	<u>19,328</u>	<u>5,578</u>	<u>8,863</u>	<u>29,477</u>
EXPENDITURES											
Direct salaries	172	553	-	22,625	43,361	54,327	3,553	10,094	2,324	3,771	15,421
Direct costs	3	88	930	24,673	16,627	7,680	52	166	-	-	997
Indirect costs	127	123	-	2,702	53,387	72,667	4,974	9,068	3,254	5,092	13,059
Unreimbursed indirect cost	-	-	-	-	-	-	-	-	-	-	-
Unreimbursed direct cost	-	-	-	-	-	-	-	-	-	-	-
Total expenditures	<u>302</u>	<u>764</u>	<u>930</u>	<u>50,000</u>	<u>113,375</u>	<u>134,674</u>	<u>8,579</u>	<u>19,328</u>	<u>5,578</u>	<u>8,863</u>	<u>29,477</u>
Excess (deficiency) of revenues over expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See independent auditors' report.

BERKSHIRE REGIONAL PLANNING COMMISSION

SUPPLEMENTARY INFORMATION

Schedule of Revenue and Expenditures by Grant / Contract Activity (Page 3 of 3)

Year Ended June 30, 2020

Department Number	576	580	586	587	591	592	599	601	602		
Grantor	FDA	EOEEA	DESE Berkshire Cty	MA SECS	DPH MA Municipal	DEP	FRCOG MTWP	DPH	DPH		
Contract number	Food Safety Program Standard	Dalton Planning Assistance	School District Regionalization	Complete Count Census	Public Health Shared Service	319 Regional Coordinator	Recreational Tourism Inventory	COVID-19 Public Health Nursing	COVID-19	Other Programs	Totals
REVENUES											
State and federal programs	\$ 7,329	\$ 5,531	\$ 100,000	\$ 55,000	\$ 24,194	\$ 4,131	\$ 14,816	\$ 39,551	\$ 137,128	\$ -	\$ 1,860,690
Local and other programs	-	-	-	-	-	-	-	-	-	1,974,139	2,055,391
Special program revenue	-	-	-	-	-	-	-	-	-	11,081	11,081
Brownfields loan program	-	-	-	-	-	-	-	-	-	-	14,705
Community assessment	-	-	-	-	-	-	-	-	-	104,551	104,551
Interest	-	-	-	-	-	-	-	-	-	25	20,080
Total program revenue	<u>7,329</u>	<u>5,531</u>	<u>100,000</u>	<u>55,000</u>	<u>24,194</u>	<u>4,131</u>	<u>14,816</u>	<u>39,551</u>	<u>137,128</u>	<u>2,089,796</u>	<u>4,066,498</u>
EXPENDITURES											
Direct salaries	6,097	2,305	27,538	4,376	15,840	1,721	5,881	4,551	25,430	495,615	1,133,347
Direct costs	-	-	69,221	44,497	514	-	702	28,628	77,751	982,595	1,518,740
Indirect costs	1,232	3,226	3,289	6,127	7,840	2,410	8,233	6,372	33,951	607,151	1,370,737
Unreimbursed indirect cost	-	-	-	-	-	-	-	-	-	-	4,617
Unreimbursed direct cost	-	-	-	-	-	-	-	-	-	160	160
Total expenditures	<u>7,329</u>	<u>5,531</u>	<u>100,048</u>	<u>55,000</u>	<u>24,194</u>	<u>4,131</u>	<u>14,816</u>	<u>39,551</u>	<u>137,132</u>	<u>2,085,521</u>	<u>4,027,601</u>
Excess (deficiency) of revenues over expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (48)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (4)</u>	<u>\$ 4,275</u>	<u>\$ 38,897</u>

See independent auditors' report.



INDEPENDENT AUDITORS' 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 Commission Members of the
BERKSHIRE REGIONAL PLANNING COMMISSION
 1 Fenn Street, Suite 201
 Pittsfield, MA 01201

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 Berkshire Regional Planning Commission, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise Berkshire Regional Planning Commission's basic financial statements, and have issued our report thereon dated March 12, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Berkshire 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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Berkshire Regional Planning Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of Berkshire 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 may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Berkshire Regional Planning Commission's 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.

ADELSON & COMPANY PC

March 12, 2021

Draft

3/23/2021



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

To the Commission Members of the
BERKSHIRE REGIONAL PLANNING COMMISSION
 1 Fenn Street, Suite 201
 Pittsfield, MA 01201

Report on Compliance for Each Major Federal Program

We have audited Berkshire Regional Planning Commission's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Berkshire Regional Planning Commission's major federal programs for the year ended June 30, 2020. Berkshire 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.

Management's Responsibility

Management is responsible for compliance with the requirements of federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Berkshire Regional Planning Commission's major federal programs based on our audit of the types of compliance requirements referred to above. 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). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Berkshire Regional Planning Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Berkshire Regional Planning Commission's compliance.

Opinion on Each Major Federal Program

In our opinion, Berkshire 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, 2020.

Report on Internal Control Over Compliance

Management of Berkshire Regional Planning Commission is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Berkshire Regional Planning Commission's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Berkshire Regional Planning Commission's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

ADELSON & COMPANY PC

March 21, 2021

BERKSHIRE REGIONAL PLANNING COMMISSION

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

JUNE 30, 2020

SECTION I – SUMMARY OF AUDITORS’ RESULTS

Financial Statements

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

- Material weaknesses identified? yes no
 - Significant deficiencies identified? yes none reported

Noncompliance material to financial statements noted?

yes no

Federal Awards

Internal Control over major programs:

- Material weaknesses identified? yes no
 - Significant deficiencies identified? yes none reported

Type of auditors' report issued on compliance for major federal programs: Unmodified opinion on all major programs

- Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a)? yes no

Identification of major federal programs:

CFDA Number

Federal Grantor

20.505

Department of Transportation/Metropolitan Transportation Planning

See detail on Schedule of Expenditures of Federal Awards

Dollar threshold to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee?

✓ yes no

SECTION II – FINANCIAL STATEMENT FINDINGS

There were no findings for the year ended June 30, 2020.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no findings or questioned costs for the year ended June 30, 2020.

STATUS OF PRIOR YEAR AUDIT FINDINGS AND QUESTIONED COSTS

There were no findings or questioned costs for the prior year ended June 30, 2019.

BERKSHIRE REGIONAL PLANNING COMMISSION
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2020

Federal Grantor/ Pass-through Grantor/ Program or Cluster Title	Federal CFDA Number	Pass-through Entity Identifying or Contract Number	Federal Expenditures	Passed Through to Subrecipients
U.S. Department of Transportation				
Federal Transit Administration				
Passed through MA Department of Transportation				
Metropolitan Transportation Planning	20.505	#95407	\$ 161,406	\$ ---
Metropolitan Transportation Planning	20.505	#105053	384,412	---
Metropolitan Transportation Planning	20.505	#107246	8,863	---
Total U.S. Department of Transportation			<u>554,681</u>	<u>---</u>
U.S. Department of Health and Human Services				
Food and Drug Administration				
Food Safety Permitting and Inspection	93.103		57,389	---
Passed through Association of Food and Drug Officials				
Retail Standards Grant Program	93.103	GT-1810-077724	9,325	---
Total			<u>66,714</u>	<u>---</u>
Health Resources and Services Administration				
Rural Communities Opioid Response	93.912		86,344	52,689
Ryan White Title III HIV Capacity Development	93.918		29,477	---
Passed through Franklin Regional Council of Governments				
Emergency Preparedness	93.069	N/A	150,909	---
Total			<u>266,730</u>	<u>52,689</u>
Substance Abuse and Mental Health Administration				
Passed through MA Executive Office of Health and Human Service - DPH				
Substance Abuse Prevention	93.959	INTF235MO4301822068	100,000	---
Total U.S. Department of Health and Human Services			<u>433,444</u>	<u>52,689</u>
U.S. Environmental Protection Agency				
Brownfields Assessment and Cleanup Agreements	66.818		86,383	14,705
Brownfields Assessment FY17	66.818		66,239	---
Passed through MA Department of Environmental Protection				
319 Berkshire County Nonpoint Source Coordinator	66.605	BERKSHIREREGP2004319	4,131	---
Total U.S. Environmental Protection Agency			<u>156,753</u>	<u>14,705</u>
U.S. Department of Agriculture				
Farmers' Market and Local Food Promotion Program	10.168		54,434	9,621
Department of Housing and Urban Development				
Opioid Affected Youth Program	16.842		20,562	---
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u>\$ 1,219,874</u>	<u>\$ 77,015</u>

See accompanying notes to schedule of expenditures of federal awards.

BERKSHIRE REGIONAL PLANNING COMMISSION**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS****June 30, 2020****NOTE 1 - BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Berkshire Regional Planning Commission under programs of the federal government for the year ended June 30, 2020. 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 Berkshire Regional Planning Commission, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Commission.

NOTE 2 - 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.

Berkshire Regional Planning Commission has not elected to use the 10 percent *de minimis* indirect cost rate as allowed under the Uniform Guidance.

BERKSHIRE REGIONAL PLANNING COMMISSION

Audit Report Distribution

June 30, 2020

ONE COPY OF REPORT

Single Audit Clearinghouse
United States Census Bureau
Electronically filed with
OMB Data Collection Form

Mr. Robert Dean, Business Manager
DPH Emergency Preparedness Bureau
250 Washington St. 1st Floor
Boston, MA 02108

TWO COPIES OF REPORT

Manager of MPO Activities, MassDOT
Office of Transportation Planning, Suite 4150
Ten Park Plaza
Boston, MA 02116

3/23/2021

SENATE No.

The Commonwealth of Massachusetts

PRESENTED BY:

Anne M. Gobi

To the Honorable Senate and House of Representatives of the Commonwealth of Massachusetts in General Court assembled:

The undersigned legislators and/or citizens respectfully petition for the adoption of the accompanying bill:

An Act relative to regional planning agencies.

PETITION OF:

NAME:	DISTRICT/ADDRESS:	
<i>Anne M. Gobi</i>	<i>Worcester, Hampden, Hampshire and Middlesex</i>	
<i>Kimberly N. Ferguson</i>	<i>1st Worcester</i>	<i>3/1/2021</i>

SENATE No.

[Pin Slip]

The Commonwealth of Massachusetts

**In the One Hundred and Ninety-Second General Court
(2021-2022)**

An Act relative to regional planning agencies.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

1 The General Laws are hereby amended in Chapter 40B by inserting after Section 30 the
2 following section:-

3 SECTION 31. (a) As used in this section, the following words shall have the following
4 meanings:-

5 “Agency”, shall mean the Berkshire Regional Planning Commission, the Central
6 Massachusetts Regional Planning Commission, the Franklin Regional Council of Governments,
7 the Merrimack Valley Planning Commission, the Montachusett Regional Planning Commission,
8 the Northern Middlesex Council of Governments, the Old Colony Planning Council, the Pioneer
9 Valley Planning Commission and the Southeastern Regional Planning and Economic
10 Development District.

11 (b) Notwithstanding any general or special law to the contrary, an agency that is a
12 member of the state retirement system pursuant to chapter 32 of the General Laws shall be
13 deemed to be or shall continue to be a member of the state retirement system. An agency shall

14 not be required to annually reimburse the state board of retirement for its pro rata share of any
15 retirement allowance or pension paid by said board during the preceding calendar year which is
16 based on whole or in part on service with such district provided that each agency contributes the
17 required accumulated deductions and interest to the annuity savings accounts of the agency. An
18 agency shall not be held liable for any past due contributions.

Capitalization of Assets Policy
Approved DRAFT 3.24.2021

The Berkshire Regional Planning Commission has adopted the following policy related to capital assets: Capital assets are defined by the government as assets with an initial individual cost of more than **\$2,500** and an estimated useful life of more than one year. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend lives of assets are not capitalized.



EZLink

Plan Summary

Plan	BERKSHIRE REGION PLAN COMM (EIP)	Plan Number	803222
City/State	PITTSFIELD, MA	Account Type	RHS
Setup Date	01/06/2011	Payment Method	ACH Debit
Address	1 FENN STREET SUITE 201 PITTSFIELD, MA01201		
Phone	413442151521		

RETIREMENT PLAN SPECIALISTS

Name	Title
CherylMunroe	RETIREMENT PLAN SPECIALIST

CONTACT INFORMATION

Function	Contact	Number
PRIMARY	THOMAS MATUSZKO tmatuszko@berkshireplanning.org	413442151521
CONTRIBUTION	MARIANNE SNIEZEK msniezek@berkshireplanning.org	413-442-1521 EXT 13
DISBURSEMENTS	MARIANNE SNIEZEK msniezek@berkshireplanning.org	413-442-1521 EXT 13
RHS Trustee	KYLE HANLON kyleh@plimtonhills.com	(413)664-4244

CONTRIBUTION SUMMARY (as of 03/23/2021)

Inception To Date	\$587,944.97	Year To Date	\$0.00
Total Balance	\$885,039.38		

BALANCE INFORMATION (as of 03/23/2021)

Fund Name	Balance	% Total
VT II Model Port Aggressive	\$452,318.13	51.1%
VT II Model Port Conservative	\$129,359.90	14.6%
VT II Model Port Moderate	\$303,361.35	34.3%

Plan Summary

Total -

\$885,039.38

100.0%

* Due to rounding, percentages may not add up to 100.0%