

BERKSHIRE REGIONAL PLANNING COMMISSION

**Financial Statements and
Supplementary Information**

June 30, 2024

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BERKSHIRE REGIONAL PLANNING COMMISSION

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Draft
1/14/2025



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Directors

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

Of Counsel

Richard F. LaFleche, CPA

Partners

Bryan P. Comalli, CPA
Russell A. Faerber, CPA
Timothy D. Loehr, CPA
Zachary G. Ziemba, CPA
Sylvia Zygawski, CPA

INDEPENDENT AUDITORS' REPORT

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

Report on the Audit of the Financial Statements

Opinion

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, 2024, 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.

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, 2024, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Berkshire Regional Planning Commission and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Berkshire Regional Planning Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Berkshire Regional Planning Commission's ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on page 6, and the Schedule of Changes in Net Other Postemployment Benefits (OPEB) Liability and Related Ratios and Schedule of OPEB Contributions on pages 24 and 25, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise Berkshire Regional Planning Commission's basic financial statements. The supplementary information starting on page 26 and schedule of expenditures of federal awards, as required by Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 16, 2024, 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 solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Berkshire Regional Planning Commission's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Berkshire Regional Planning Commission's internal control over financial reporting and compliance.

1/14/2025

ADELSON & COMPANY PC

December 16, 2024

BERKSHIRE REGIONAL PLANNING COMMISSION
MANAGEMENT’S DISCUSSION AND ANALYSIS

June 30, 2024

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, 2024. 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 7 and 8, 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 and Home Modification Program Funds. 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 9. The Commission maintains this fund financial statement on the full accrual basis of accounting.

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

The *Brownfields Program Fund* provides funding for environmental site assessments and site specific cleanup projects. The program also provides funding, in the form of revolving loans and grants, to qualified recipients to carry out cleanup activities at brownfield sites. The *Home Modification Program Fund* helps qualified individuals live independently at home. When loans are repaid, the loan amount is returned into the funds and re-lent to other borrowers, providing an ongoing source of capital within the region.

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 increased by \$2,348,063 from a year ago, from an accumulated net position of \$630,199 at the end of fiscal year 2023 to an accumulated net position of \$2,978,262 at the end of fiscal year 2024. This net position increase of \$2,348,063 consisted of an increase in the General Fund of \$111,657 and a net increase in the restricted Brownfields and Home Modification funds of \$2,236,406.

A primary factor impacting the increase in net position of the General Fund is the recording of our Other Postemployment Benefits Liability (OPEB) for retirees (see Note 4.D.), which required the Commission to record a recovery in fiscal year 2024 of \$(54,141), decreasing the OPEB liability to \$561,379. Absent the adjustment for this estimated long-term liability, the Commission would have shown an increase in net position in its General Fund of \$57,516. 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:

Summary Net Position on June 30,

	2024	2023	Change
Current assets	\$ 3,780,284	\$ 4,441,748	\$ (661,464)
Capital assets, net	12,473	14,057	(1,584)
Notes receivable	3,007,575	604,868	2,402,707
Lease related assets, net	538,967	634,711	(95,744)
Total Assets	7,339,299	5,695,384	1,643,915
Current liabilities	3,119,663	3,715,632	(595,969)
Long-term liabilities	181,085	148,103	32,982
Postemployment benefits other than pensions	561,379	615,793	(54,414)
Lease related obligations	498,910	585,657	(86,747)
Total Liabilities	4,361,037	5,065,185	(704,148)
Net position:			
Invested in capital assets, net of related debt	12,473	14,057	(1,584)
Restricted funds	3,277,051	1,040,645	2,236,406
Unrestricted (deficit)	(311,262)	(424,503)	113,241
Total Net Position	\$ 2,978,262	\$ 630,199	\$ 2,348,063

**Summary Change in Net Position
For the Year Ended June 30,**

	2024	2023	Change
Revenue			
Charges for services	\$ 6,715,526	\$ 5,576,849	\$ 1,138,677
State pension assistance	675,050	362,053	312,997
Brownfields and Home Modification grants	2,308,582	409,143	1,899,439
Community assessments	109,844	107,165	2,679
Interest income	40,637	21,710	18,927
Total Revenue	9,849,639	6,476,920	3,372,719
Expenses	(7,501,576)	(6,167,948)	(1,333,628)
Change in net position	2,348,063	308,972	2,039,091
Effects on Commission for GASB adjustment			
Add back OPEB expense (recovery) not funded	(54,141)	(307,731)	253,590
Change in net position, excluding the GASB adjustment for OPEB	2,293,922	1,241	2,292,681
Brownfields and Home Modification program surplus (deficit)	2,236,406	(26,465)	2,262,871
General Fund surplus	\$ 57,516	\$ 27,706	\$ 29,810

The Commission's total net position increased by \$2,348,063 over the course of fiscal year 2024. Absent the long-term liability for potential future retiree post-employment benefits and the restricted loan funds, we had a surplus of \$57,516 in the General Fund. Cash and cash equivalents, including restricted cash for the Brownfields, Home Modification, and Berkshire Public Health Alliance programs, decreased by \$(585,473) during fiscal year 2024. Project receivables increased by \$3,189. Prepaid expenses decreased by \$(79,180). The Brownfields Loan Fund and Home Modification Loan Fund notes receivable increased by a net amount of \$2,402,707 due to the issuance of two new loans under the Brownfield Loan fund, and four new loans under the Home Modification Loan program.

Total current liabilities decreased by \$(595,969) in fiscal year 2024. The major factors in the decrease were a decrease in the accounts payable of \$(261,702), an increase in accrued payroll and related payables of \$38,468, and a decrease in advance grant revenue of \$(333,151). Also, during fiscal year 2024, the Berkshire County Board of Health Association transmitted certain funds to the Commission to be used for activities undertaken by the Berkshire Public Health Alliance (Alliance) including public Covid-19 clinics, annual flu clinics for public health nurse-contracted municipalities and Covid booster and pediatric clinics. The total amount of these funds on hand as of June 30, 2024 was \$1,196,085, which is reported as restricted cash and Berkshire Public Health Alliance liability on the statement of net position.

Current assets exceed current liabilities by \$660,621 (a ratio of 1.21), which decreased by (0.01) from the previous year. For fiscal year 2024, this indicates that the Commission, on average, had \$1.21 in current assets to meet every \$1 in current liabilities.

There was no outstanding balance on our line of credit at June 30, 2024. 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 \$561,379. 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 Commission, in fiscal year 2024, received funding from several Federal and Federal Pass-through awards. The U.S. Environmental Protection Agency continues to fund the Brownfield Revolving loans, Assessments, Cleanup, Healthy Communities, Clean Air, and a Berkshire County Nonpoint Coordinator. The U.S. Department of Transportation and the Massachusetts Department of Transportation funds continue to be major contracts for the Commission, including Safe Streets and Roads for All. The U.S. Department of Health and Human Services was another major funder of several Public Health projects, including Food safety and permitting, Substance abuse and prevention, addiction research programs, and special programs for the aging population.

Other program revenues (primarily projects contracted by localities, often utilizing state or federal funds) are source of revenues to the Commission. This continued diversity in funding sources has enhanced our long-term financial stability. There is growth in several program areas (community planning and development, emergency preparedness, economic planning, public health, and regional initiatives and services). There has been an increase in community planning (master plans, open space and recreation plans, production and strategic housing plans, and zoning). Also, we work with localities on municipal brownfield projects. The economic development program continued assisting businesses, nonprofits, and municipalities through training and one-on-one support. The Digital Equity program was an important focus. Data and data analysis has always been a strong program. Regional service was again a key focus. The Public Health program is the largest program area at the Commission. Public health programs also focused on implementing performance standards, providing technical assistance, and increasing the acceptance of the use of Narcan to reduce fatal overdoses. We continue to seek new and repeat funding opportunities and have successfully taken 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 and helping them meet project objectives, particularly in 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 of \$109,844, were \$6,156,171. The year-end actual program revenues, excluding community assessments, were \$6,744,646 (109% of budget), resulting in a favorable variance of \$588,475. State and federal program revenues were higher than budget expectations by \$184,853. Local and other program revenues were higher than budget expectation by \$349,863.

The expenditures budgeted were \$6,266,015. The year-end actual was \$6,796,974 (108% of budget), resulting in an unfavorable variance of \$(530,959). This variance is attributable to the increase in the amount of service provided, as evidenced in the increase in revenues above.

Direct salaries of \$1,361,041 were under budget by \$77,952. Offsite salaries of \$796,244 were under budget by \$45,621. Indirect costs, which is the combination of indirect salaries, fringe benefits and administrative expenses totaled \$1,905,879, which was a \$250,853 (15%) increase over the prior year's amount of \$1,655,026. Additional information on the indirect costs and the indirect cost allocation can be found on page 31 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 incurred capital costs of \$4,285 in 2024. We do not have any infrastructure assets. The detail of the capital asset activity is disclosed in Note 3.D. on page 17. The Commission does not have any long-term debt. 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. The Commission's net OPEB liability decreased by \$(54,414) during 2024 to \$561,379. The Commission recorded contributions of \$105,655 into the OPEB Trust in 2024. 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 \$1,539,603 at the end of fiscal year 2024.

General Services and Operations

The Commission's Local Assessments (\$109,844) from our communities allowed the Commission to provide services to our communities not covered by funding sources from Federal, State, Local, Organizations or Non-Profits. The Commission provided educational training through the Citizen Planner Training Collaborative (CPTC) modules. Staff reviewed Massachusetts Environmental Policy Act (MEPA) submissions and prepared advisory comments for the Secretary of Energy and Environmental Affairs and local permitting boards/commissions. 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 support to the Western Mass Historical Commission Coalition.

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 adjust total project expenditures for projects that ended before the end of the fiscal year.

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.

BERKSHIRE REGIONAL PLANNING COMMISSION

STATEMENT OF NET POSITION

June 30,

	Primary Government Governmental Activities	
	2024	Comparative 2023
Assets		
Current assets:		
Cash and cash equivalents	\$ 484,470	\$ 1,048,179
Restricted cash and cash equivalents		
Brownfields Fund	270,826	391,352
Home Modification Fund	94,001	60,041
Berkshire Public Health Alliance	1,196,085	1,131,283
Project receivables	1,700,792	1,697,603
Prepaid expenses	34,110	113,290
Total current assets	3,780,284	4,441,748
Noncurrent assets:		
Notes receivable	3,007,575	604,868
Capital assets, net	12,473	14,057
Lease related assets, net	538,967	634,711
Total assets	7,339,299	5,695,384
Liabilities		
Current liabilities:		
Accounts payable	229,312	491,014
Payroll and related payables	136,995	98,527
Due to grantors	353,302	464,179
Berkshire Public Health Alliance liability	1,196,085	1,131,283
Lease related obligations, due within one year	86,747	80,256
Advanced grant revenue	1,117,222	1,450,373
Total current liabilities	3,119,663	3,715,632
Noncurrent liabilities:		
Contingency fund	9,000	9,000
Accrued leave	172,085	139,103
Lease related obligations	498,910	585,657
Postemployment benefits other than pensions	561,379	615,793
Total liabilities	4,361,037	5,065,185
Net position		
Invested in capital assets, net of related debt	12,473	14,057
Restricted Brownfields and Home Modification funds	3,277,051	1,040,645
Unrestricted (deficit)	(311,262)	(424,503)
Total net position	\$ 2,978,262	\$ 630,199

See notes to financial statements.

BERKSHIRE REGIONAL PLANNING COMMISSION

STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2024

		Program Revenues		Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Services	Grants and Contributions	Primary Government Governmental Activities
Governmental activities				
Regional planning activities	\$ 7,417,883	\$ 6,715,526	\$ 675,050	\$ (27,307)
Brownfields and Home Modification program activities	72,176	11,517	2,308,582	2,247,923
Total governmental activities	\$ 7,490,059	\$ 6,727,043	\$ 2,983,632	2,220,616
General revenues				
Community assessments				109,844
Interest income				29,120
Total general revenues				138,964
Brownfields and Home Modification Loan Fund				
Increase in allowance for uncollectible accounts				(11,517)
Change in net position				2,348,063
Net position, beginning				630,199
Net position, ending				\$ 2,978,262

See notes to financial statements.

BERKSHIRE REGIONAL PLANNING COMMISSION

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

GOVERNMENTAL FUNDS

For the Year Ended June 30, 2024

	Restricted Funds			Total 2024	Comparative Total 2023
	General Fund	Brownfields Fund	Home Modification Fund		
Revenues					
State and federal programs	\$ 4,815,842	\$ 2,242,289	\$ -	\$ 7,058,131	\$ 3,576,202
Local and other programs	1,875,045	-	66,293	1,941,338	2,399,794
Special programs	24,639	-	-	24,639	9,996
State pension assistance	675,050	-	-	675,050	362,053
Community assessments	109,844	-	-	109,844	107,165
Interest income	29,120	11,517	-	40,637	21,710
Total revenues	<u>7,529,540</u>	<u>2,253,806</u>	<u>66,293</u>	<u>9,849,639</u>	<u>6,476,920</u>
Expenditures					
General services	78,238	-	-	78,238	50,356
Community development and housing	105,600	-	-	105,600	753,258
Community planning	578,413	-	-	578,413	418,081
Data and information services	280,525	-	-	280,525	54,300
Economic development	745,074	-	-	745,074	641,636
Environmental and energy	1,037,975	72,176	-	1,110,151	990,536
Public health program	3,512,900	-	-	3,512,900	2,314,315
Regional initiatives and services	294,800	-	-	294,800	314,343
Transportation planning	784,358	-	-	784,358	619,606
Total expenditures	<u>7,417,883</u>	<u>72,176</u>	<u>-</u>	<u>7,490,059</u>	<u>6,156,431</u>
Excess (deficiency) of revenues over expenditures	111,657	2,181,630	66,293	2,359,580	320,489
Other item					
(Increase) decrease in allowance for for uncollectible accounts	-	(11,517)	-	(11,517)	(11,517)
Net change in fund balances	111,657	2,170,113	66,293	2,348,063	308,972
Fund balance (deficit), beginning	(410,446)	1,015,777	24,868	630,199	321,227
Fund balance (deficit), ending	<u>\$ (298,789)</u>	<u>\$ 3,185,890</u>	<u>\$ 91,161</u>	<u>\$ 2,978,262</u>	<u>\$ 630,199</u>

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, 2024

	Budget		Actual Budgetary Basis	Variance Positive (Negative)
	Original	Final		
Revenues				
State and federal programs	\$ 4,630,989	\$ 4,630,989	\$ 4,815,842	\$ 184,853
Local and other programs	1,525,182	1,525,182	1,875,045	349,863
Special programs	-	-	24,639	24,639
Community assessments	109,844	109,844	109,844	-
Interest income	-	-	29,120	29,120
Total revenues	<u>6,266,015</u>	<u>6,266,015</u>	<u>6,854,490</u>	<u>588,475</u>
Expenditures				
General services	66,088	66,088	71,689	(5,601)
Community development and housing	89,202	89,202	96,761	(7,559)
Community planning	488,596	488,596	529,998	(41,402)
Data and information services	236,964	236,964	257,043	(20,079)
Economic development	629,377	629,377	682,708	(53,331)
Environmental and energy	876,796	876,796	951,092	(74,296)
Public health program	2,967,408	2,967,408	3,218,855	(251,447)
Regional initiatives and services	249,023	249,023	270,124	(21,101)
Transportation planning	662,561	662,561	718,704	(56,143)
Total expenditures	<u>6,266,015</u>	<u>6,266,015</u>	<u>6,796,974</u>	<u>(530,959)</u>
Excess (deficiency) of revenues over expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 57,516</u>	<u>\$ 57,516</u>

See notes to financial statements.

BERKSHIRE REGIONAL PLANNING COMMISSION

NOTES TO FINANCIAL STATEMENTS

June 30, 2024

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 two funds, the General Fund and the Brownfields and Home Modification Loan Program 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 and Home Modification Program 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. 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 charged directly to each program.

Subsequent Events

Management has evaluated subsequent events through December 16, 2024, 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, 2023 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 \$0.85 and \$0.83 per resident for the years ended June 30, 2024 and 2023, 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 Program Fund* provides funding for environmental site assessments and site specific cleanup projects. The program also provides funding, in the form of revolving loans and grants, to qualified recipients to carry out cleanup activities at brownfield sites. The *Home Modification Program Fund* helps qualified individuals live independently at home. When loans are repaid, the loan amount is returned into the funds and re-lent to other borrowers, providing an ongoing source of capital within the region.

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 \$2,500 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.

Lease Related Assets and Obligations

The Commission accounts for leases in accordance with GASB Statement No. 87, *Leases*, by recognizing a right-to-use intangible lease asset and a lease liability at the beginning of a lease, unless it is a short-term lease or transfers ownership of the underlying asset. The lease liability is measured at the present value of payments to be made over the lease term. The lease asset is measured at the amount of the initial measurement of the lease liability plus any payments made to the lessor at or before the beginning of the lease and certain indirect costs.

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 revenue 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

The Commission's accrued leave policy allows employees to accumulate earned but unused leave up to a maximum of 35 hours of compensatory time, 230 hours of sick leave, and 140 hours of 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 for environmental site assessments, site specific cleanup projects, and revolving loans.

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. This budget includes 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 meeting in May.

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	\$ 111,657
Adjustments:	
State pension assistance - revenue	(675,050)
State pension assistance - expense	675,050
Change in other postemployment benefit liability	<u>(54,141)</u>
Excess (deficiency) of revenues over expenditures - budgetary basis	<u>\$ 57,516</u>

Draft
1/14/2025

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, 2024 were \$2,324,458, all of which is insured and collateralized.

Cash and Cash 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:

	2024	Comparative 2023
State and federal project receivables:		
MassDOT	\$ 172,712	\$ 93,741
MA Department of Energy Resources	1,923	8,973
MA Department of Environmental Protection	24,659	3,234
MA Department of Public Health	122,813	353,371
MA Clean Energy Technology Center	30,000	-
MA Department of Housing and Community Development	26,569	12,306
MA Executive Office of Housing and Economic Development	-	37,500
MA Technology Collaborative	88,065	-
U.S. Department of Agriculture	56,803	41,209
U.S. Environmental Protection Agency	134,319	244,606
U.S. Economic Development Administration	17,500	32,201
U.S. Department of Transportation	47,616	-
National Environmental Health Association	-	112,000
National Endowment of the Arts	-	22,108
Boston Medical Center	-	85,840
Berkshire County Sherriff's Department	-	6,250
City of Northampton	-	541
Community Research Initiative	14,870	17,047
Department of Justice	123,151	-
Franklin Regional Council of Governments	-	12,719
Total state and federal project receivables	<u>861,000</u>	<u>1,083,646</u>
Local and other project receivables	<u>839,792</u>	<u>613,957</u>
Total project receivables	<u>\$ 1,700,792</u>	<u>\$ 1,697,603</u>

C. Restricted Loan Fund - Notes Receivable

Brownfields Revolving Loan Fund

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 and future grant awards. An allowance for potential uncollectible notes receivable is determined based upon management's analysis of the accounts.

Home Modification Loan Program

The Home Modification Loan Program was established by the Commission through grants from the Community Economic Development Assistance Corporation (CEDAC) to lend funds to qualified individuals to help them make needed adaptations or modifications to their homes, so they may remain at home and live more independently.

The Restricted Loan Fund notes receivable consisted of the following at June 30:

	2024	Comparative 2023
Brownfields Loan Fund		
\$250,000 loans receivable dated December 28, 2017, 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.	\$ 250,000	\$ 250,000
\$300,000 loans receivable dated April 25, 2019, 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.	330,000	330,000
\$350,000 loan receivable dated April 2018 at 4.00% interest per annum, lump sum payment was due the earlier of April 2021 or project stabilization as defined in the agreement. During fiscal year 2023, the due date of the note was extended to December 31, 2024. The note is collateralized by security interest in the borrower's assets. Accrued interest is \$61,924 at June 30, 2024. This note is included in the allowance for potential uncollectible accounts.	199,815	194,298
\$150,000 loan receivable dated December 2018 at 4.00% interest per annum, lump sum payment due the earlier of December 2021 or project stabilization as defined in the agreement. During fiscal year 2023, the due date of the note was extended to December 31, 2024. The note is collateralized by security interest in the borrower's assets. Accrued interest is \$33,156 at June 30, 2024. This note is included in the allowance for potential uncollectible accounts.	183,156	177,156
\$1,200,000 loan receivable dated December 11, 2023 at 0% interest, lump sum payment due the earlier of December 2033 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.	1,200,000	-
\$1,800,000 loan receivable dated March 15, 2024 at 0% interest, lump sum payment due the earlier of October 2056 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.	1,135,914	-

	2024	Comparative 2023
Home Modification Loan Program		
at 0% interest, lump sum payment due the earlier of April 6, 2073 to May 2074 or the date which any interest in the property encumbered by the mortgage is sold or transferred, as defined in the agreement.	91,661	24,868
Total notes receivable	3,390,546	976,322
Allowance for potential uncollectible accounts	(382,971)	(371,454)
Total notes receivable, net	3,007,575	604,868
Amount due within one year	-	-
Amount due after one year	<u>\$ 3,007,575</u>	<u>\$ 604,868</u>

D. Capital Assets

Capital asset activity for the year ended June 30, 2024 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities				
Capital assets, being depreciated:				
Furniture and fixtures	\$ 83,643	\$ 4,285	\$ -	\$ 87,928
Leasehold improvements	116,114	-	-	116,114
Total capital assets, being depreciated	<u>199,757</u>	<u>4,285</u>	<u>-</u>	<u>204,042</u>
Less accumulated depreciation for:				
Furniture and fixtures	81,302	3,056	-	84,358
Leasehold improvements	104,398	2,813	-	107,211
Total accumulated depreciation	<u>185,700</u>	<u>5,869</u>	<u>-</u>	<u>191,569</u>
Governmental activities capital assets, net	<u>\$ 14,057</u>	<u>\$ (1,584)</u>	<u>\$ -</u>	<u>\$ 12,473</u>

E. Lease Related Assets and Obligations

The Commission, as a lessee, has entered into various leases for facility space with lease terms expiring in 2032.

A lease is a contract that conveys control of the right to use another entity's nonfinancial asset as specified in the contract for a period of time in an exchange or exchange-like transaction. The Commission determines whether a contract conveys control of the right to use the underlying asset by assessing both of the following:

- The right to obtain the present service capacity from use of the underlying asset as specified in the contract, and
- The right to determine the nature and manner of use of the underlying asset as specified in the contract.

The lease term is determined as follows:

- The period during which the Commission has a non-cancellable right to use an underlying asset, plus
- Periods covered by the Commission's option to extend and/or terminate the lease if it is reasonably certain that it will exercise those options, plus
- Periods covered by the lessor's option to extend and/or terminate the lease if it is reasonably certain that it will exercise those options

Lease recognition and measurement

The Commission accounts for a lease by recognizing a lease liability and a right-to-use intangible lease asset at the beginning of a lease unless it is a short-term lease or transfers ownership of the underlying asset. The lease liability is measured at the present value of payments to be made over the lease term.

The leased asset is measured at the amount of the initial measurement of the lease liability plus any payments made to the lessor at or before the beginning of the lease and certain indirect costs. The lease liability is reduced as payments are made and an outflow of resources for interest on the liability is recognized.

The Commission amortizes the lease asset in a straight line method over the term of the agreement. The lease payments are discounted using the interest rate identified in the contract. If an interest rate is not explicitly disclosed, then the Commission's incremental borrowing rate is used as an estimate of the lease rate.

Lease arrangements consist of the following:

Facility Rent, Suite 201

The Commission entered into a lease agreement in December 2021 to lease office space in Pittsfield, Massachusetts, which expires on November 30, 2026. There is a renewal option for an additional five years, extending the lease to November 30, 2031, which has been included in the measurement of the lease asset and related obligation. The Commission is responsible for its proportionate share of utilities. During fiscal year 2024, monthly rent was \$5,801, increasing 3% each December. Total lease cost was \$82,454 and \$84,283 for the fiscal year ended June 30, 2024 and 2023, respectively.

Facility Rent, Suite 202

The Commission entered into a lease agreement in December 2021 to lease office space in Pittsfield, Massachusetts, which expires on November 30, 2026. There is a renewal option for an additional five years, extending the lease to November 30, 2031. The renewal option has not been included in the measurement of the lease asset and related obligation as it was not reasonably certain to be exercised. The Commission is responsible for its proportionate share of utilities. During fiscal year 2024, monthly rent was \$3,094, increasing 3% each December. Total lease cost was \$38,480 and \$39,727 for the fiscal year ended June 30, 2024 and 2023, respectively.

The right-to-use lease related assets consist of the following at June 30:

	<u>Office Space Suite 201</u>	<u>Office Space Suite 202</u>	<u>Total 2024</u>	<u>Comparative 2023</u>
Right-to-use leased asset	\$ 630,899	\$ 152,375	\$ 783,274	\$ 783,274
Less accumulated amortization	<u>(174,643)</u>	<u>(69,664)</u>	<u>(244,307)</u>	<u>(148,563)</u>
Right-to-use leased asset, net	<u>\$ 456,256</u>	<u>\$ 82,711</u>	<u>\$ 538,967</u>	<u>\$ 634,711</u>

The lease related obligations consist of the following at June 30:

	<u>Office Space Suite 201</u>	<u>Office Space Suite 202</u>	<u>Total 2024</u>	<u>Comparative 2023</u>
Lease liability - Suite 201	<u>\$ 497,096</u>	<u>\$ 88,561</u>	<u>\$ 585,657</u>	<u>\$ 665,913</u>

Minimum future lease payments, through 2032 are as follows:

<u>Fiscal Year Ending June 30,</u>	<u>Suite 201</u>		<u>Suite 202</u>		<u>Total Payments</u>
	<u>Principal Payments</u>	<u>Interest Payments</u>	<u>Principal Payments</u>	<u>Interest Payments</u>	
2025	\$ 51,879	\$ 18,950	\$ 34,868	\$ 2,913	\$ 108,610
2026	56,157	16,797	37,443	1,472	111,869
2027	60,674	14,469	16,250	163	91,556
2028	65,442	11,955	-	-	77,397
2029	70,472	9,247	-	-	79,719
2030 - 2032	<u>192,472</u>	<u>9,884</u>	<u>-</u>	<u>-</u>	<u>202,356</u>
Total	<u>\$ 497,096</u>	<u>\$ 81,302</u>	<u>\$ 88,561</u>	<u>\$ 4,548</u>	<u>\$ 671,507</u>

F. Line of Credit

The Commission has a \$500,000 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 9.50% at June 30, 2024, and collateralized by all assets. The outstanding loan balance as of June 30, 2024 and 2023 was \$-0-.

G. Berkshire Public Health Alliance Liability

The Berkshire County Board of Health Association has transmitted certain funds to the Commission to be used for activities undertaken by the Berkshire Public Health Alliance (Alliance) including public Covid-19 clinics, annual flu clinics for public health nurse-contracted municipalities and Covid booster and pediatric clinics. The Commission serves as the Host Agency for the Alliance as specified in the Berkshire Public Health Alliance Inter-Municipal Agreement (IMA). The funds were transmitted to the Commission with the condition that the money be used by the Alliance in accordance with the IMA. The Alliance's governing board oversees and approves all expenditures. The total amount of funds on hand was \$1,196,085 and \$1,131,283, as of June 30, 2024 and 2023 respectively, which is reported as restricted cash and a corresponding liability on the statement of net position.

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. Fiscal Year 2025 Budget

For fiscal year 2025, the Commission has approved an operating budget of \$6,640,005. This budget includes grant matching expenditures which the Commission is required to meet as its share of federal and state programs.

C. 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 Commission, as part of the 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.

The Commonwealth is a non-employer contributor and is required by statute to make all actuarially determined contributions on behalf of the Commission. Therefore, these employers are considered to be in a special funding situation as defined by GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and the Commonwealth is a non-employer contributing entity in the plan. Since the Commission does not contribute directly to the plan, there is no pension liability to recognize for the Commission. However, the notes to the financial statements must disclose the portion of the non-employer contributing entities' share of the collective net pension liability that is associated with the Commission.

In addition, the Commission must recognize its portion of the collective pension expense as both revenue and pension expense.

The Commission's portion of the collective pension expense for fiscal year 2024 was \$675,050, which is reported as state pension assistance and pension expense in accordance with the governmental accounting standards. The Commission's proportionate share of the system's net pension liability is \$5,685,541 or 0.03882% of the collective net pension liability of \$14,647,490,000.

D. Other Postemployment Benefits

The Commission has adopted the GASB statements on *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* (OPEB), which 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, 2024.

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, 2024:

Active employees	38
Inactive employees or beneficiaries currently receiving benefits	<u>5</u>
Total	<u><u>43</u></u>

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, 2024 is \$1,539,603.

Actuarial Methods and Assumptions

Results of the Plan for the fiscal year ended on June 30, 2024 are based on liabilities developed in an actuarial valuation performed with a measurement date of June 30, 2024.

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	1.50% annually and for future periods
Discount rate	4.087% per annum
Municipal bond rate	4.17%
Pre- and post-retirement mortality	Mortality rates were based upon the Pub-2010 Public Retirement Plans Mortality Tables with mortality improvement projected for 10 years.
Healthcare trend rate	Assumed 4.70% increase in healthcare costs
Participation rate	Assumed that 100% of employees eligible to receive retirement benefits would enroll in the Plan

Payable to the OPEB Plan

At June 30, 2024, the Commission reported a payable of \$5,655 for outstanding contributions to the Plan.

Changes in net OPEB liability

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balances at June 30, 2023	\$ 1,838,804	\$ 1,223,011	\$ 615,793
Changes for the year:			
Service cost	231,531	-	231,531
Interest	88,189	-	88,189
Changes in benefit terms	-	-	-
Changes in assumptions	45,636	-	45,636
Differences between actual and expected experience	(82,577)	-	(82,577)
Net investment income	-	183,088	(183,088)
Employer contributions to trust	-	134,762	(134,762)
Benefit payments withdrawn from trust	-	-	-
Benefit payments including implicit cost	(20,601)	-	(20,601)
Administrative expense	-	(1,258)	1,258
Net changes	262,178	316,592	(54,414)
Balances at June 30, 2024	\$ 2,100,982	\$ 1,539,603	\$ 561,379

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 (3.087%)	Current (4.087%)	1% Increase (5.087%)
Net OPEB liability as of June 30, 2024	\$ 883,698	\$ 561,379	\$ 296,575

	Healthcare Cost Trend Rate		
	1% Decrease (3.70%)	Current (4.70%)	1% Increase (5.70%)
Net OPEB liability as of June 30, 2024	\$ 274,770	\$ 561,379	\$ 912,758

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

For the year ended June 30, 2024, the Commission recognized OPEB expense (recovery) of \$(54,141). There were no deferred outflows or inflows of resources related to OPEB for the year ended June 30, 2024.

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

June 30,

	2024	2023	2022	2021	2020	2019	2018
Total OPEB liability							
Service cost	\$ 231,531	\$ 208,093	\$ 215,028	\$ 243,425	\$ 165,540	\$ 146,738	\$ 154,838
Interest	88,189	45,932	51,084	46,550	47,741	32,591	36,342
Changes of benefit terms	-	-	-	-	-	-	-
Changes of assumptions	45,636	(599,034)	(500,796)	149,180	92,027	73,090	(874,171)
Differences between actual and expected experience	(82,577)	273,586	45,926	(124,037)	(128,407)	263,394	-
Benefit payments including implicit cost	(20,601)	(22,140)	(22,812)	(25,088)	-	-	-
Net change in total OPEB liability	262,178	(93,563)	(211,570)	290,030	176,901	515,813	(682,991)
Total OPEB liability, beginning	1,838,804	1,932,367	2,143,937	1,853,907	1,677,006	1,161,193	1,844,184
Total OPEB liability, ending (a)	<u>\$ 2,100,982</u>	<u>\$ 1,838,804</u>	<u>\$ 1,932,367</u>	<u>\$ 2,143,937</u>	<u>\$ 1,853,907</u>	<u>\$ 1,677,006</u>	<u>\$ 1,161,193</u>
Plan fiduciary net position							
Employer contributions	\$ 134,762	\$ 99,744	\$ 138,008	\$ 137,484	\$ 87,258	\$ 63,522	\$ 83,750
Net investment income	183,088	113,361	(123,495)	203,666	20,050	28,125	27,838
Benefit payments	-	-	-	-	-	-	-
Administrative expense	(1,258)	1,063	(1,044)	(774)	(586)	(416)	-
Net change in plan fiduciary net position	316,592	214,168	13,469	340,376	106,722	91,231	111,588
Plan fiduciary net position, beginning	1,223,011	1,008,843	995,374	654,998	548,276	457,045	345,457
Plan fiduciary net position, ending (b)	<u>\$ 1,539,603</u>	<u>\$ 1,223,011</u>	<u>\$ 1,008,843</u>	<u>\$ 995,374</u>	<u>\$ 654,998</u>	<u>\$ 548,276</u>	<u>\$ 457,045</u>
Net OPEB liability (a) - (b)	<u>\$ 561,379</u>	<u>\$ 615,793</u>	<u>\$ 923,524</u>	<u>\$ 1,148,563</u>	<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	73.28%	66.51%	52.21%	35.33%	35.33%	32.69%	39.36%
Covered employee payroll	\$ 3,148,800	\$ 2,774,342	\$ 2,446,623	\$ 2,039,033	\$ 1,753,987	\$ 1,396,349	\$ 1,289,111
Net OPEB liability as a percentage of covered employee payroll	17.83%	22.20%	37.75%	56.33%	68.35%	80.83%	54.62%

Notes to Schedule:

Benefit changes for OPEB Plan: None

Changes of assumptions for OPEB Plan:

The discount rate changed from 4.17% to 4.087%.

The municipal bond rate changed from 4.33% to 4.17%.

Last 10 years: Only plan years 2018 to 2024 available.

See independent auditors' report.

BERKSHIRE REGIONAL PLANNING COMMISSION
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF OPEB CONTRIBUTIONS

June 30,

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Actuarially determined contribution	\$ 134,762	\$ 99,744	\$ 138,008	\$ 137,484	\$ 87,258	\$ 63,522	\$ 83,750
Contributions in relation to the actuarially determined contribution	<u>134,762</u>	<u>99,744</u>	<u>138,008</u>	<u>137,484</u>	<u>87,258</u>	<u>63,522</u>	<u>83,750</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered employee payroll	\$ 3,148,800	\$ 2,774,342	\$ 2,446,623	\$ 2,039,033	\$ 1,753,987	\$ 1,396,349	\$ 1,289,111
Contribution as a percentage of covered employee payroll	4.28%	3.60%	5.64%	6.74%	4.97%	4.55%	6.50%

Notes to Schedule

OPEB Valuation date:

Actuarially determined contribution rates were calculated as of June 30, 2024 with a measurement date of June 30, 2024.

Methods and assumptions used to determine contribution rates:

Actuarial cost method:	Individual entry age normal
Municipal bond rate:	4.17%
Discount rate:	4.087% per annum
Salary increases:	1.50% annually and for future periods
Pre- and post-retirement mortality:	Mortality rates were based upon the Pub-2010 Public Retirement Plans Mortality Tables with mortality improvement projected for 10 years.

Changes in assumptions:

The discount rate changed from 4.17% to 4.087%
The municipal bond rate changed from 4.33% to 4.17%

Last 10 years: Only plan years 2018 to 2024 available

See independent auditors' report.

BERKSHIRE REGIONAL PLANNING COMMISSION

**SUPPLEMENTARY INFORMATION
SCHEDULE OF PROGRAM REVENUES**

(Page 1 of 2)

For the Year Ended June 30,

	2024			Comparative 2023		
	Final Budget	Actual	Variance Positive (Negative)	Final Budget	Actual	Variance Positive (Negative)
State and federal program revenue						
MASSDOT #95407 - Transportation Planning	\$ 789,727	\$ 645,560	\$ (144,167)	\$ 686,990	\$ 588,929	\$ (98,061)
MASSDOT/SS4A	-	16,378	16,378	-	-	-
MASSDOT/BERKFLYER	-	2,000	2,000	-	-	-
MassCEC/CBP	5,041	6,398	1,357	-	15,455	15,455
MassCEC/EMPOWERIMP	129,912	53,332	(76,580)	-	-	-
DEP/319 REG Coordinator	-	79,618	79,618	14,531	24,023	9,492
DOER/REPA - Regional Energy Plan Assistance	-	17,413	17,413	22,223	28,924	6,701
DPH/Shared Services 2023	-	-	-	300,000	430,272	130,272
DPH/Shared Services -PHE	299,999	473,145	173,146	-	-	-
DPH/Shared Services -TRNH	-	210,655	210,655	-	-	-
DPH/SORPEC	-	-	-	-	28,257	28,257
DPH/SORPEC 2023	-	-	-	107,150	82,234	(24,916)
DPH/SORPEC 2024	-	98,925	98,925	-	-	-
DPH/LHSCCT	357,105	189,452	(167,653)	250,000	158,857	(91,143)
DPH/MASS CALL 3 - PTSYPC	-	-	-	-	37,486	37,486
DPH/MASS CALL 3 - OD2A	-	-	-	140,000	136,060	(3,940)
DPH/MASS CALL 3B	250,000	164,090	(85,910)	-	-	-
DOJ/BPOP	-	123,090	123,090	-	-	-
EDA/EDD	70,000	69,998	(2)	-	-	-
EDA/COVID-19 Regional Recovery Project - CARES A	-	28,605	28,605	505,615	330,434	(175,181)
EDA/CEDS23	-	-	-	29,000	23,737	(5,263)
EOEEA/ENV/PLANA	21,940	31,966	10,026	-	-	-
EOEEA/HOUSE/PLANA	8,628	19,253	10,625	-	-	-
EOEEA/OCE	-	74,999	74,999	-	-	-
EOEEA/LAN/MP	-	12,476	12,476	-	-	-
EOEEA/WSH/ZR	-	3,005	3,005	-	-	-
NEA/MCLA National Endowment for the Arts	49,998	26,258	(23,740)	-	23,742	23,742
BTI/NEA/CUL	-	12,673	12,673	-	-	-
NEATC/Community Research Initiative 2023	25,000	26,814	1,814	25,000	31,475	6,475
NEHA - Grant# G-BM&A202109-00983	170,578	42,720	(127,858)	85,500	42,159	(43,341)
NEHA - Grant# G-OACB-020110-01046	152,526	66,115	(86,411)	82,500	36,000	(46,500)
NEHA/FDA/INSPT	-	1,580	1,580	-	-	-
NERHA/RVE	-	-	-	-	78,679	78,679
NERHA/RVE23	75,000	41,289	(33,711)	75,000	33,711	(41,289)
NERHA/RVE23	-	-	-	37,500	17,947	(19,553)
NERHA/RVE24	-	32,666	32,666	-	-	-
NERHA/ROOTC	-	12,276	12,276	-	-	-
BCSO/OPIOD22	3,401	2,758	(643)	25,000	5,872	(19,128)
BCSO/OPIOD23	40,155	4,145	(36,010)	-	2,978	2,978
BCSO/OPIOD24	-	185	185	-	-	-
DHCD/DLTA22	-	-	-	132,675	113,773	(18,902)
EOHLC/DLTA23	222,667	117,355	(105,312)	107,107	93,675	(13,432)
EOHLC/DLTA23A	100,000	108,791	8,791	-	33,828	33,828
EOHLC/DLTA24	-	63,510	63,510	-	-	-
EOHLC/DLTA24A	-	55,716	55,716	-	-	-
EOHLC/SS	-	27,333	27,333	-	-	-
FDA/AFDO-FDA/BerkAssess20-2	-	-	-	2,500	-	(2,500)
FDA/AFDO-FDA/BerkAssess20-3	-	-	-	2,669	-	(2,669)

(continued)

See independent auditors' report.

BERKSHIRE REGIONAL PLANNING COMMISSION

**SUPPLEMENTARY INFORMATION
SCHEDULE OF PROGRAM REVENUES**

(Page 2 of 2)

For the Year Ended June 30,

	2024			Comparative 2023		
	Final Budget	Actual	Variance Positive (Negative)	Final Budget	Actual	Variance Positive (Negative)
(continued)						
EOAF - Shared Services - Efficiency & Regionalization	50,930	50,693	(237)	65,000	19,549	(45,451)
EOAF - Online Permitting Upgrade	100,042	187,503	87,461	-	12,497	12,497
EOEEA/ENV/PLANA	-	-	-	-	5,534	5,534
EOEEA/HOUSE/PLANA	-	-	-	-	5,747	5,747
EOHLC- DHCD/HOUSE	77,082	26,569	(50,513)	45,010	26,690	(18,320)
EPA/Brownfields	18,876	25,812	6,936	17,000	369,755	352,755
EPA/HC	6,012	8,790	2,778	17,026	6,686	(10,340)
EPA Assessment 2023	138,000	196,716	58,716	82,000	15,388	(66,612)
EPA Revolving Loan Fund 2022	23,002	2,216,476	2,193,474	-	14,520	14,520
EPA Air Quality	178,001	28,983	(149,018)	-	1,435	1,435
UNIV OF BALT/COCLI	-	80,224	80,224	-	-	-
USDA/Food Mobile	306,506	170,504	(136,002)	-	41,209	41,209
USDOT/CSAP	198,000	65,537	(132,463)	-	-	-
FRCOG/EPP24	162,158	167,496	5,338	152,788	152,788	-
FRCOG/MTWP Trails Map	-	-	-	-	-	-
FRCOG/MASSTRAIL	-	-	-	12,161	12,422	261
FRCOG/Public Health Emergency Preparedness Equity	-	-	-	-	12,719	12,719
BMC/PTSFA YR3 & 4	215,368	379,244	163,876	387,775	269,672	(118,103)
NCOA Vaccine Initiative	88,110	87,485	(625)	-	15,404	15,404
NHD/COSSAP22	-	-	-	29,525	16,764	(12,761)
NHD/COSSAP23	35,000	8,487	(26,513)	-	1,434	1,434
PHIWM/RECB	-	4,685	4,685	-	4,693	4,693
PHIWM/413CARES	-	8,935	8,935	-	-	-
DCR/OUTRECWEB	27,225	106,878	79,653	192,123	86,510	(105,613)
BCC/BERK22	-	-	-	-	-	-
MASSTECH/DE/PTS	100,000	89,695	(10,305)	-	11,279	11,279
MASSTECH/DE/DAL	25,000	25,686	686	-	-	-
MASSTECH/DE/SBC	85,000	54,233	(30,767)	-	-	-
MASSTECH/DE/CLK	-	3,391	3,391	-	-	-
MASSTECH/DE/NMB	-	1,993	1,993	-	-	-
MASSTECH/DE/OWWB	-	7,065	7,065	-	-	-
MASSTECH/DE/MON	-	787	787	-	-	-
MASSTECH/DE/AM	-	13,695	13,695	-	-	-
MASSTECH/DE/FG	-	13,688	13,688	-	-	-
BMC/MBI/DEBERK	25,000	29,098	4,098	-	-	-
MMP/BFF	-	35,241	35,241	-	75,000	75,000
Total state and federal program revenue	4,630,989	7,058,131	2,427,142	3,631,368	3,576,202	(55,166)
Local and other program revenue	1,525,182	1,941,338	416,156	1,641,051	2,399,794	758,743
Special program revenue	-	24,639	24,639	-	9,996	9,996
Total program revenue	\$ 6,156,171	\$ 9,024,108	\$ 2,867,937	\$ 5,272,419	\$ 5,985,992	\$ 713,573

See independent auditors' report.

BERKSHIRE REGIONAL PLANNING COMMISSION

**SUPPLEMENTARY INFORMATION
SCHEDULE OF EXPENDITURES**

For the Year Ended June 30,

	2024			Comparative 2023		
	Final Budget	Actual	Variance Positive (Negative)	Final Budget	Actual	Variance Positive (Negative)
Expenditures						
Direct salaries	\$ 1,438,993	\$ 1,361,041	\$ 77,952	\$ 1,387,624	\$ 1,182,161	\$ 205,463
Outsource planner and offsite salaries	841,865	796,244	45,621	768,391	654,617	113,774
Indirect salaries	674,640	608,239	66,401	540,916	556,490	(15,574)
Direct intern salaries	-	5,590	(5,590)	-	29,462	(29,462)
Indirect intern salaries	-	293	(293)	-	1,605	(1,605)
Fringe benefits	1,128,051	1,202,363	(74,312)	984,064	1,010,286	(26,222)
Administrative expenses						
Administrative	96,673	94,984	1,689	78,879	86,645	(7,766)
Outsource planner and offsite costs	280,634	275,730	4,904	257,873	283,261	(25,388)
Other program expenditures	210,572	817,108	(606,536)	105,520	394,809	(289,289)
Consultants	1,593,887	1,707,490	(113,603)	1,255,617	1,902,461	(646,844)
Unreimbursed costs	600	68	532	600	312	288
Interest expense	100	-	100	100	-	100
Subtotal	6,266,015	6,869,150	(603,135)	5,379,584	6,102,109	(722,525)
Change in other postemployment benefits liability	-	(54,141)	54,141	-	(307,731)	307,731
State pension assistance	-	675,050	(675,050)	-	362,053	(362,053)
Total expenditures	<u>\$ 6,266,015</u>	<u>\$ 7,490,059</u>	<u>\$ (1,224,044)</u>	<u>\$ 5,379,584</u>	<u>\$ 6,156,431</u>	<u>\$ (776,847)</u>

See independent auditors' report.

BERKSHIRE REGIONAL PLANNING COMMISSION

**SUPPLEMENTARY INFORMATION
SCHEDULE OF FRINGE BENEFITS**

For the Year Ended June 30,

	2024			Comparative 2023		
	Final Budget	Actual	Variance Positive (Negative)	Final Budget	Actual	Variance Positive (Negative)
Fringe benefits						
Sick and vacation leave	\$ 286,714	\$ 311,850	\$ (25,136)	\$ 215,623	\$ 258,017	\$ (42,394)
Holiday and personal leave	131,437	135,630	(4,193)	108,103	116,349	(8,246)
Postemployment benefits funded	45,000	105,655	(60,655)	45,000	87,862	(42,862)
Group insurance	576,789	582,865	(6,076)	541,484	481,908	59,576
Payroll taxes	88,111	66,363	21,748	73,854	66,150	7,704
Total fringe benefits	\$ 1,128,051	\$ 1,202,363	\$ (74,312)	\$ 984,064	\$ 1,010,286	\$ (26,222)

SCHEDULE OF ADMINISTRATIVE EXPENSES

For the Year Ended June 30,

	2024			Comparative 2023		
	Final Budget	Actual	Variance Positive (Negative)	Final Budget	Actual	Variance Positive (Negative)
Administrative expenses						
Accounting services	\$ 5,000	\$ 3,000	\$ 2,000	\$ 4,525	\$ 4,350	\$ 175
Advertising	3,569	595	2,974	3,519	3,673	(154)
Audit	22,500	22,500	-	21,500	24,000	(2,500)
Computer and equipment	72,359	81,943	(9,584)	51,611	57,708	(6,097)
Copying	6,500	8,864	(2,364)	9,605	6,544	3,061
Depreciation	6,300	5,869	431	9,182	10,902	(1,720)
Dues and subscriptions	22,950	24,781	(1,831)	21,554	21,592	(38)
Flex plan administration	2,002	2,002	-	1,778	1,807	(29)
Insurance	11,401	11,586	(185)	8,993	10,655	(1,662)
Janitor	12,060	12,190	(130)	12,220	12,035	185
Meetings	2,000	1,522	478	2,000	1,811	189
Miscellaneous	4,550	3,964	586	2,701	4,605	(1,904)
Payroll service	4,443	4,204	239	4,374	4,409	(35)
Postage	3,100	1,504	1,596	1,900	2,507	(607)
Printing	200	1,228	(1,028)	100	221	(121)
Professional fees	6,000	1,347	4,653	2,100	4,258	(2,158)
Rent and utilities	125,547	141,169	(15,622)	125,637	146,438	(20,801)
Staff development	21,500	5,026	16,474	16,500	6,450	10,050
Supplies	20,200	15,893	4,307	8,304	20,925	(12,621)
Telephone and internet	19,676	16,993	2,683	22,500	19,641	2,859
Travel and meals	1,100	755	345	2,000	1,314	686
Water and recycling	2,500	3,020	(520)	2,600	2,211	389
Website	1,850	759	1,091	1,549	1,850	(301)
Total administrative expenses	\$ 377,307	\$ 370,714	\$ 6,593	\$ 336,752	\$ 369,906	\$ (33,154)

See independent auditors' report.

BERKSHIRE REGIONAL PLANNING COMMISSION

**SUPPLEMENTARY INFORMATION
SCHEDULE OF OTHER PROGRAM EXPENSES**

For the Year Ended June 30,

	2024			Comparative 2023		
	Final Budget	Actual	Variance Positive (Negative)	Final Budget	Actual	Variance Positive (Negative)
Other program expenses						
Communication	\$ 14,000	\$ 131,446	\$ (117,446)	\$ 2,250	\$ 61,081	\$ (58,831)
Equipment and software	59,706	145,505	(85,799)	2,700	26,401	(23,701)
Meetings	17,000	71,719	(54,719)	17,000	24,387	(7,387)
Postage	1,200	1,809	(609)	1,000	1,714	(714)
Printing	3,000	6,535	(3,535)	3,000	7,042	(4,042)
Professional fees	4,000	47,671	(43,671)	2,000	63,978	(61,978)
Supplies	42,951	327,730	(284,779)	32,000	113,545	(81,545)
Travel and meals	14,000	41,200	(27,200)	11,000	33,264	(22,264)
Other expenses	54,715	43,493	11,222	34,570	63,397	(28,827)
Total other program expenses	<u>\$ 210,572</u>	<u>\$ 817,108</u>	<u>\$ (606,536)</u>	<u>\$ 105,520</u>	<u>\$ 394,809</u>	<u>\$ (289,289)</u>

Draft
1/14/2025

See independent auditors' report.

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, 2024 was calculated as follows:

	<u>Amount</u>	<u>Percentage of Direct Salaries</u>
Indirect costs and fringe benefits		
Salaries	\$ 608,239	44.69%
Intern salaries	293	0.02%
Fringe benefits - program	794,864	58.40%
Fringe benefits - administrative	407,499	29.94%
Administrative expenses	<u>94,984</u>	6.98%
Total indirect costs and fringe benefits	<u>\$ 1,905,879</u>	140%
Indirect cost rate		
Total fringe and indirect costs	\$ 1,905,879	
Direct salaries	<u>\$ 1,361,041</u>	140%

Direct salaries of \$1,361,041 above are paid for with federal and non-federal funds as follows:

Direct salaries	
Federal funded salaries	\$ 715,209
Non-federal funded salaries	<u>645,832</u>
Total direct salaries	<u>\$ 1,361,041</u>

BERKSHIRE REGIONAL PLANNING COMMISSION
SUPPLEMENTARY INFORMATION
Schedule of Revenue and Expenditures by Grant / Contract Activity (Page 1 of 7)
Year Ended June 30, 2024

Department number	166.11	716	440.07	440.08	516.05	526.03	526.04	526	545.04	545.05
Grantor agency	EPA	EPA	MassDOT	MassDOT	FRCOG	BCSO	BCSO	BCSO	DHCD/EOHLC	DHCD/EOHLC
Program name	Brownfields Fund	Brownfields Fund	Transportation Planning	Transportation Planning	Emergency Preparedness	Opioid 2022	Opioid 2023	Opioid 2024	District Local Technical Assistance 2023	District Local Technical Assistance 2023-A
Revenues										
State and federal programs	\$ 25,812	\$ 2,216,477	\$ 146,543	\$ 499,017	\$ 167,496	\$ 2,758	\$ 4,145	\$ 185	\$ 117,355	\$ 108,791
Local and other programs	-	-	-	-	-	-	-	-	-	-
Special programs	-	-	-	-	-	-	-	-	-	-
Community assessment	-	-	-	-	-	-	-	-	-	-
Interest	-	11,517	-	-	-	-	-	-	-	-
Total program revenue	<u>25,812</u>	<u>2,227,994</u>	<u>146,543</u>	<u>499,017</u>	<u>167,496</u>	<u>2,758</u>	<u>4,145</u>	<u>185</u>	<u>117,355</u>	<u>108,791</u>
Expenditures										
Direct salaries	10,088	8,009	57,181	207,156	58,023	883	992	-	39,812	44,237
Direct costs	1,601	27,142	9,309	1,843	646	500	1,366	185	7,601	208
Outsource salaries	-	-	-	-	22,094	111	318	-	10,985	1,990
Outsource administrative costs	-	-	-	-	5,554	28	80	-	3,123	451
Indirect costs	14,123	11,213	80,053	290,018	81,232	1,236	1,389	-	55,737	61,932
Unreimbursed direct cost	-	-	-	-	-	-	-	-	-	-
Total expenditures	<u>25,812</u>	<u>46,364</u>	<u>146,543</u>	<u>499,017</u>	<u>167,549</u>	<u>2,758</u>	<u>4,145</u>	<u>185</u>	<u>117,258</u>	<u>108,818</u>
Excess (deficiency) of revenues over expenditures	<u>\$ -</u>	<u>\$ 2,181,630</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (53)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 97</u>	<u>\$ (27)</u>
Issuance of notes receivable		<u>\$ 2,335,914</u>								

See independent auditors' report.

BERKSHIRE REGIONAL PLANNING COMMISSION
SUPPLEMENTARY INFORMATION
Schedule of Revenue and Expenditures by Grant / Contract Activity (Page 2 of 7)
Year Ended June 30, 2024

Department number	545.06	545.07	569.02	592.01	606.02	632.02	637.01	640.03	640.03	650.02
Grantor agency	DHCD/EOHLC	DHCD/EOHLC	DOER	DEP	NIH / BMC	NHD	EDA	NEATC	DPH	DPH
Program name	District Local Technical Assistance 2024	District Local Technical Assistance 2024-A	Regional Energy Plan	319 Regional Coordinator	Healing Communities Year 3	Opioid, Stimulant, and Substance Abuse 2023	COVID-19 Rapid Response Program	Community Research Initiative of New England	Mass Call 3B	Public Health for Shared Services
Revenues										
State and federal programs	\$ 63,510	\$ 55,716	\$ 17,414	\$ 79,618	\$ 379,244	\$ 8,487	\$ 28,605	\$ 26,814	\$ 164,090	\$ 473,145
Local and other programs	-	-	-	-	-	-	-	-	-	-
Special programs	-	-	-	-	-	-	-	-	-	-
Community assessment	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-	-
Total program revenue	<u>63,510</u>	<u>55,716</u>	<u>17,414</u>	<u>79,618</u>	<u>379,244</u>	<u>8,487</u>	<u>28,605</u>	<u>26,814</u>	<u>164,090</u>	<u>473,145</u>
Expenditures										
Direct salaries	25,664	17,885	7,256	11,273	56,175	2,389	6,760	5,594	53,725	28,361
Direct costs	360	177	-	20,085	244,424	1,647	12,381	13,388	35,150	33,921
Outsource salaries	1,195	1,684	-	26,085	-	920	-	-	-	270,857
Outsource administrative costs	361	2,648	-	6,391	-	186	-	-	-	100,301
Indirect costs	35,930	25,039	10,158	15,782	78,645	3,345	9,464	7,832	75,215	39,705
Unreimbursed direct cost	-	-	-	2	-	-	-	-	-	-
Total expenditures	<u>63,510</u>	<u>47,433</u>	<u>17,414</u>	<u>79,618</u>	<u>379,244</u>	<u>8,487</u>	<u>28,605</u>	<u>26,814</u>	<u>164,090</u>	<u>473,145</u>
Excess (deficiency) of revenues over expenditures	<u>\$ -</u>	<u>\$ 8,283</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 7)
Year Ended June 30, 2024

Department number	650.03	652.02	657	659	667	668	672	677	678.01	678.03
Grantor agency	DPH	DPH	EPA	DPH	MASSCEC	PHIWM	DHCD	EDA	EDA	EDA
Program name	Shared Services - TRNH	Early Childhood Community Circle	Healthy Communities	COVID-19 Contact Tracing	EMPower Innovation and Capacity Building	Women of Color Health Equity Collaborative	Housing Development	Rural Vaccine Equity 2022	Rural Vaccine Equity 2023	Rural Vaccine Equity 2024
Revenues										
State and federal programs	\$ 210,655	\$ 98,925	\$ 8,789	\$ 189,452	\$ 6,398	\$ 4,685	\$ 26,569	\$ 69,998	\$ 41,289	\$ 32,666
Local and other programs	-	-	-	-	-	-	-	-	-	-
Special programs	-	-	-	-	-	-	-	-	-	-
Community assessment	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-	-
Total program revenue	210,655	98,925	8,789	189,452	6,398	4,685	26,569	69,998	41,289	32,666
Expenditures										
Direct salaries	7,034	20,782	3,662	17,661	2,662	1,973	370	27,139	3,669	2,328
Direct costs	13,707	49,048	-	145,204	-	250	25,681	4,864	32,483	27,079
Outsource salaries	134,317	-	-	1,487	-	-	-	-	-	-
Outsource administrative costs	45,749	-	-	374	-	-	-	-	-	-
Indirect costs	9,848	29,095	5,127	24,726	3,727	2,762	518	37,995	5,137	3,259
Unreimbursed direct cost	-	-	-	-	-	-	-	-	-	-
Total expenditures	210,655	98,925	8,789	189,452	6,389	4,985	26,569	69,998	41,289	32,666
Excess (deficiency) of revenues over expenditures	\$ -	\$ -	\$ -	\$ -	\$ 9	\$ (300)	\$ -	\$ -	\$ -	\$ -

See independent auditors' report.

BERKSHIRE REGIONAL PLANNING COMMISSION
SUPPLEMENTARY INFORMATION
Schedule of Revenue and Expenditures by Grant / Contract Activity (Page 4 of 7)
Year Ended June 30, 2024

Department number	678.04	681	682	690	694	702	704	704.01	709	715
Grantor agency	NERHA	FDA	FDA	DCR	DLS	EPA	EOEEA	EOEEA	MMP	USDA
Program name	Root Cause Solutions Exchange	Food Safety Program	Food Safety Program Online Permitting	Outdoor Recreation Website	Efficiency & Regionalization	Common Education Data Standards	Decarbonizing Municipal Energy Self-Sufficiency	Sustainable & Affordable Housing	Berkshire Funding Focus	Strengthening Food System
Revenues										
State and federal programs	\$ 12,276	\$ 42,720	\$ 66,115	\$ 106,878	\$ 50,693	\$ 196,716	\$ 31,966	\$ 19,253	\$ 35,241	\$ 170,504
Local and other programs	-	-	-	-	-	-	-	-	-	-
Special programs	-	-	-	-	-	-	-	-	-	-
Community assessment	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-	-
Total program revenue	<u>12,276</u>	<u>42,720</u>	<u>66,115</u>	<u>106,878</u>	<u>50,693</u>	<u>196,716</u>	<u>31,966</u>	<u>19,253</u>	<u>35,241</u>	<u>170,504</u>
Expenditures										
Direct salaries	5,059	546	634	20,464	-	5,641	13,349	8,076	347	4,883
Direct costs	134	526	46,020	57,764	50,000	183,178	8	81	955	158,785
Outsource salaries	-	30,387	14,318	-	549	-	-	-	28,130	-
Outsource administrative costs	-	10,497	4,255	-	90	-	-	-	5,323	-
Indirect costs	7,083	764	888	28,650	-	7,897	18,689	11,306	486	6,836
Unreimbursed direct cost	-	-	-	-	-	-	-	-	-	-
Total expenditures	<u>12,276</u>	<u>42,720</u>	<u>66,115</u>	<u>106,878</u>	<u>50,639</u>	<u>196,716</u>	<u>32,046</u>	<u>19,463</u>	<u>35,241</u>	<u>170,504</u>
Excess (deficiency) of revenues over expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 54</u>	<u>\$ -</u>	<u>\$ (80)</u>	<u>\$ (210)</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 5 of 7)
Year Ended June 30, 2024

Department number	720	722	725	725.01	725.02	725.03	725.04	725.05	725.06	732
Grantor agency	NEA	EOAF	MassTECH	MassTECH	MassTECH	MassTECH	MassTECH	MassTECH	MassTECH	EPA
Program name	Promotion of the Arts	Online Permitting	Municipal Digital Equity Planning Program	Municipal Digital Equity Planning Program	Municipal Digital Equity Planning Program	Municipal Digital Equity Planning Program	Municipal Digital Equity Planning Program	Municipal Digital Equity Planning Program	Municipal Digital Equity Planning Program	Berkshire County Clean Air Project
Revenues										
State and federal programs	\$ 26,258	\$ 187,503	\$ 89,695	\$ 25,686	\$ 54,233	\$ 3,391	\$ 1,993	\$ 7,065	\$ 787	\$ 28,983
Local and other programs	-	-	-	-	-	-	-	-	-	-
Special programs	-	-	-	-	-	-	-	-	-	-
Community assessment	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-	-
Total program revenue	<u>26,258</u>	<u>187,503</u>	<u>89,695</u>	<u>25,686</u>	<u>54,233</u>	<u>3,391</u>	<u>1,993</u>	<u>7,065</u>	<u>787</u>	<u>28,983</u>
Expenditures										
Direct salaries	178	1,827	32,526	10,342	20,639	1,374	704	2,623	233	12,077
Direct costs	25,831	183,350	11,669	865	4,699	93	303	770	228	-
Outsource salaries	-	-	-	-	-	-	-	-	-	-
Outsource administrative costs	-	-	-	-	-	-	-	-	-	-
Indirect costs	249	2,558	45,536	14,479	28,895	1,924	986	3,672	326	16,908
Unreimbursed direct cost	-	-	-	-	-	-	-	-	-	-
Total expenditures	<u>26,258</u>	<u>187,735</u>	<u>89,731</u>	<u>25,686</u>	<u>54,233</u>	<u>3,391</u>	<u>1,993</u>	<u>7,065</u>	<u>787</u>	<u>28,985</u>
Excess (deficiency) of revenues over expenditures	<u>\$ -</u>	<u>\$ (232)</u>	<u>\$ (36)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (2)</u>

See independent auditors' report.

BERKSHIRE REGIONAL PLANNING COMMISSION
SUPPLEMENTARY INFORMATION
Schedule of Revenue and Expenditures by Grant / Contract Activity (Page 6 of 7)
Year Ended June 30, 2024

Department number	733	733.01	734	735	738	741	747	748	749	750
Grantor agency	USDOT	MassDOT	NCOA	MASSCEC	NEA	BMC	MassTECH	MassTECH	EOEEA	EOEEA
Program name	CSAP	Comprehensive Safety Action Plan	Vaccine Initiative	MA Clean Energy Technology Center	BTI - Cultural Plan Pittsfield	Digital Equity Berkshire Advisor	Asset Mapping	Digital Equity Focus Group	Outdoor Center Exhibit	Lanesborough Master Plan
Revenues										
State and federal programs	\$ 65,537	\$ 16,378	\$ 87,485	\$ 53,332	\$ 12,672	\$ 29,098	\$ 13,695	\$ 13,688	\$ 74,999	\$ 12,476
Local and other programs	-	-	-	-	-	-	-	-	-	-
Special programs	-	-	-	-	-	-	-	-	-	-
Community assessment	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-	-
Total program revenue	<u>65,537</u>	<u>16,378</u>	<u>87,485</u>	<u>53,332</u>	<u>12,672</u>	<u>29,098</u>	<u>13,695</u>	<u>13,688</u>	<u>74,999</u>	<u>12,476</u>
Expenditures										
Direct salaries	11,078	2,909	12,630	20,833	5,280	11,823	5,477	3,034	-	5,142
Direct costs	38,673	9,229	10,299	3,333	-	723	550	6,406	74,999	135
Outsource salaries	233	140	27,341	-	-	-	-	-	-	-
Outsource administrative costs	44	27	6,976	-	-	-	-	-	-	-
Indirect costs	15,509	4,073	17,682	29,166	7,392	16,552	7,668	4,248	-	7,199
Unreimbursed direct cost	-	-	-	-	-	-	-	-	-	-
Total expenditures	<u>65,537</u>	<u>16,378</u>	<u>74,928</u>	<u>53,332</u>	<u>12,672</u>	<u>29,098</u>	<u>13,695</u>	<u>13,688</u>	<u>74,999</u>	<u>12,476</u>
Excess (deficiency) of revenues over expenditures	\$ -	\$ -	\$ 12,557	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

See independent auditors' report.

BERKSHIRE REGIONAL PLANNING COMMISSION
SUPPLEMENTARY INFORMATION
Schedule of Revenue and Expenditures by Grant / Contract Activity (Page 7 of 7)
Year Ended June 30, 2024

Department number	751	754	756	758	760	765	774		
Grantor agency	MASSCEC	DOJ	EOHLC	UNV of BAL	PHIWM	NEHA	MassDOTRT		
Program name	MA Clean Energy Technology Center	MA Clean Energy Technology Center	Community Planning Grant Program	COCLI - Berkshire Post Overdose Program	Support of 413 Cares Regional Partnership	Alliance Inspector	Berkshire Flyer Last Mile Transportation	Other Programs	Totals
Revenues									
State and federal programs	\$ 3,005	\$ 123,090	\$ 27,333	\$ 80,224	\$ 8,935	\$ 1,580	\$ 2,000	\$ -	\$ 7,058,131
Local and other programs	-	-	-	-	-	-	-	1,941,338	1,941,338
Special programs	-	-	-	-	-	-	-	24,639	24,639
Community assessment	-	-	-	-	-	-	-	109,844	109,844
Interest	-	-	-	-	-	-	-	29,120	40,637
Total program revenue	<u>3,005</u>	<u>123,090</u>	<u>27,333</u>	<u>80,224</u>	<u>8,935</u>	<u>1,580</u>	<u>2,000</u>	<u>2,104,941</u>	<u>9,174,589</u>
Expenditures									
Direct salaries	1,241	10,788	-	16,060	3,709	-	-	380,772	1,361,041
Direct costs	27	96,348	18,327	41,680	33	1,580	2,000	790,337	2,530,188
Outsource salaries	-	708	7,737	-	-	-	-	214,658	796,244
Outsource administrative costs	-	143	1,269	-	-	-	-	81,860	275,730
Indirect costs	1,737	15,103	-	22,484	5,193	-	-	533,499	1,905,879
Unreimbursed direct cost	-	-	-	-	-	-	-	66	68
Total expenditures	<u>3,005</u>	<u>123,090</u>	<u>27,333</u>	<u>80,224</u>	<u>8,935</u>	<u>1,580</u>	<u>2,000</u>	<u>2,001,192</u>	<u>6,869,150</u>
Excess (deficiency) of revenues over expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 103,749</u>	<u>\$ 2,305,439</u>
								Issuance of notes receivable	<u>\$ 66,293</u>
									<u>\$ 2,402,207</u>

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Directors

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

Of Counsel

Richard F. LaFleche, CPA

Partners

Bryan P. Comalli, CPA
Russell A. Faerber, CPA
Timothy D. Loehr, CPA
Zachary G. Ziembra, CPA
Sylvia Zygawski, CPA

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, 2024, 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 December 16, 2024.

Report on 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 or significant deficiencies may exist that have not been identified.

Report on 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

December 16, 2024

Draft
1/14/2025



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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL 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

Opinion on Each Major Federal Program

We have audited Berkshire Regional Planning Commission's compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of Berkshire Regional Planning Commission's major federal programs for the year ended June 30, 2024. Berkshire Regional Planning Commission's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

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, 2024.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Berkshire Regional Planning Commission's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Berkshire Regional Planning Commission's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Berkshire Regional Planning Commission's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Berkshire Regional Planning Commission's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances 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 Berkshire Regional Planning Commission's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on 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 a 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 Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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

December 16, 2024

Draft
1/14/2025

BERKSHIRE REGIONAL PLANNING COMMISSION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

June 30, 2024

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 federal 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:

<u>Assistance Listing Number</u>	<u>Federal Grantor / Name of Program or Cluster</u>
66.818	U.S. Environmental Protection Agency Brownfields Assessment and Cleanup Agreements

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, 2024.

Section III – Federal Award Findings and Questioned Costs

There were no findings or questioned costs for the year ended June 30, 2024.

Status of Prior Year Audit Findings and Questioned Costs

There were no findings or questioned costs for the prior year ended June 30, 2023.

BERKSHIRE REGIONAL PLANNING COMMISSION
Schedule of Expenditures of Federal Awards (Page 1 of 2)
For the Year Ended June 30, 2024

Federal Grantor/ Pass-through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-through Entity Identifying or Contract Number	Federal Expenditures	Passed Through to Subrecipients
U.S. Department of Transportation				
Federal Transit Administration				
Safe Streets and Roads for All	20.939		\$ 65,537	\$ -
Passed through MA Department of Transportation				
Metropolitan Transportation Planning	20.505	118961	146,543	-
Metropolitan Transportation Planning	20.505	123108	499,017	-
Total			<u>645,560</u>	-
Total U.S. Department of Transportation			<u>711,097</u>	-
U.S. Department of Health and Human Services				
Food and Drug Administration				
Passed through National Environmental Health Association				
Food Safety Program	93.103	G-BM&A202109-00983	42,720	-
Food Safety Program Online Permitting	93.103	G-OACB-020110-01046	66,115	-
Alliance Inspector Training	93.103	G-OATR-202310-04974	1,580	-
Total			<u>110,415</u>	-
Health Resources and Services Administration				
Passed through Franklin Regional Council of Governments				
Emergency Preparedness	93.069	N/A	167,496	-
Substance Abuse and Mental Health Administration				
Passed through MA Executive Office of Health and Human Service				
Substance Abuse Prevention	93.959	INTF2354M78220129139	164,090	-
Substance Abuse Prevention	93.788	INTF2354M78214022181	98,925	-
Epidemiology and Laboratory Capacity for Infectious Diseases	93.323	INTF5264P01223127034	189,452	-
Public Health for Shared Services	93.354	INTF1200PP1236938251	210,655	-
Total			<u>663,122</u>	-
National Institutes of Health				
Passed through Boston Medical Center Corporation				
Drug Abuse and Addiction Research Programs	93.279	2054-BRPC-04A3	379,244	-
National Institutes of Health				
Passed through NERHA				
Root Cause Solutions Exchange	93.391	N/A	12,276	-
Administration for Community Living				
Passed through the National Council on the Aging, Inc.				
Special Programs for the Aging	93.048	N/A	87,485	-
Total U.S. Department of Health and Human Services			<u>1,420,038</u>	-
U.S. Office of National Drug Control Policy				
Passed through University of Baltimore				
Research and Data Analysis	95.007	007	80,224	38,182

See accompanying notes to schedule of expenditures of federal awards.

BERKSHIRE REGIONAL PLANNING COMMISSION
Schedule of Expenditures of Federal Awards (Page 2 of 2)
For the Year Ended June 30, 2024

Federal Grantor/ Pass-through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-through Entity Identifying or Contract Number	Federal Expenditures	Passed Through to Subrecipients
U.S. Environmental Protection Agency				
Brownfields Assessment and Cleanup Agreements	66.818		\$ 2,439,005	\$ -
Healthy Communities	66.110		8,790	-
Clean Air Act	66.034		28,983	-
Passed through MA Department of Environmental Protection 319 Berkshire County Nonpoint Source Coordinator	66.605	BERKSHIREREGP2004319	<u>79,618</u>	<u>-</u>
Total U.S. Environmental Protection Agency			<u>2,556,396</u>	<u>-</u>
U.S. Department of Agriculture				
Regional Food System Partnerships	10.177		170,504	158,670
U.S. Department of Justice				
Opioid, stimulant, and substance abuse	16.838	N/A	123,090	81,964
Passed through Northampton Health Department Opioid, stimulant, and substance abuse	16.838	N/A	<u>8,487</u>	<u>-</u>
Total U.S. Department of Justice			<u>131,577</u>	<u>81,964</u>
U.S. Economic Development Administration				
Economic Development Cluster COVID-19 - Economic Adjustment Assistance	11.307		<u>28,605</u>	<u>-</u>
Rural Vaccine Equity	11.302		<u>69,998</u>	<u>-</u>
Total direct funding			<u>98,603</u>	<u>-</u>
Passed through the Massachusetts Technology Collaborative Broadband Equity, Access, and Deployment Program	11.035	2023-MBI-09	<u>13,688</u>	<u>-</u>
Total U.S. Economic Development Administration			<u>112,291</u>	<u>-</u>
U.S. National Endowment for the Arts				
Promotion of the Arts Grants	45.024		26,258	-
Passed through Berkshires Tomorrow, Inc. Our Town Cultural Plan	45.024	N/A	<u>12,673</u>	<u>-</u>
Total U.S. National Endowment for the Arts			38,931	-
U.S. Department of the Treasury				
Passed through the Massachusetts Technology Collaborative COVID-19 Coronavirus Relief Fund	21.019	N/A	182,850	-
Passed through Baystate Medical Center COVID-19 Coronavirus Relief Fund	21.027	N/A	<u>29,098</u>	<u>-</u>
Total U.S. Department of the Treasury			<u>211,948</u>	<u>-</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u>\$ 5,433,006</u>	<u>\$ 278,816</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, 2024

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, 2024. 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, 2024

ONE COPY OF REPORT

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

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

Draft
1/14/2025