



Voice/TDD (540)373-3223 / Fax (540) 371-3733

## NOTICE

**To:** Finance Committee:  
Matt Zurasky (Chair), Susan Gayle, Jacob Parcell, Carol Walker, Melissa White

**From:** Joseph Wickens  
Executive Director

**Subject:** Financial Committee Meeting  
November 14, 2023, 12:00 PM  
600 Jackson Street, Board Room 208, Fredericksburg, VA

**Date:** November 9, 2023

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A Finance Committee meeting has been scheduled for Tuesday, November 14, 2023 at 12:00PM. The meeting will be held at 600 Jackson Street, Board Room 208, Fredericksburg VA 22401.

We are looking forward to seeing you on Tuesday at 12:00 PM.

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

# Finance Committee Meeting

November 14, 2023 – 12:00 PM

*In-Person | 600 Jackson Street, Room 208 | Fredericksburg, VA 22401*

## ***Agenda***

I.	Finance Committee Board Deck, <i>Cleveland</i> .....	3
	a. Summary of Cash Investments	
	b. Summary of Investment Portfolio	
	c. Fee Revenue Reimbursement	
	d. Fee Revenue Reimbursement-Without Credits	
	e. Fee Collection YTD and Quarterly	
	f. Write-Off Report	
	g. Health Insurance Account	
	h. OPEB	
	i. Payroll Statistics	
II.	Financial Summary, <i>Cleveland</i> .....	13
III.	DRPT Grant intent to apply, <i>Jindra</i> .....	18
IV.	Other Business, <i>Zurasky</i>	

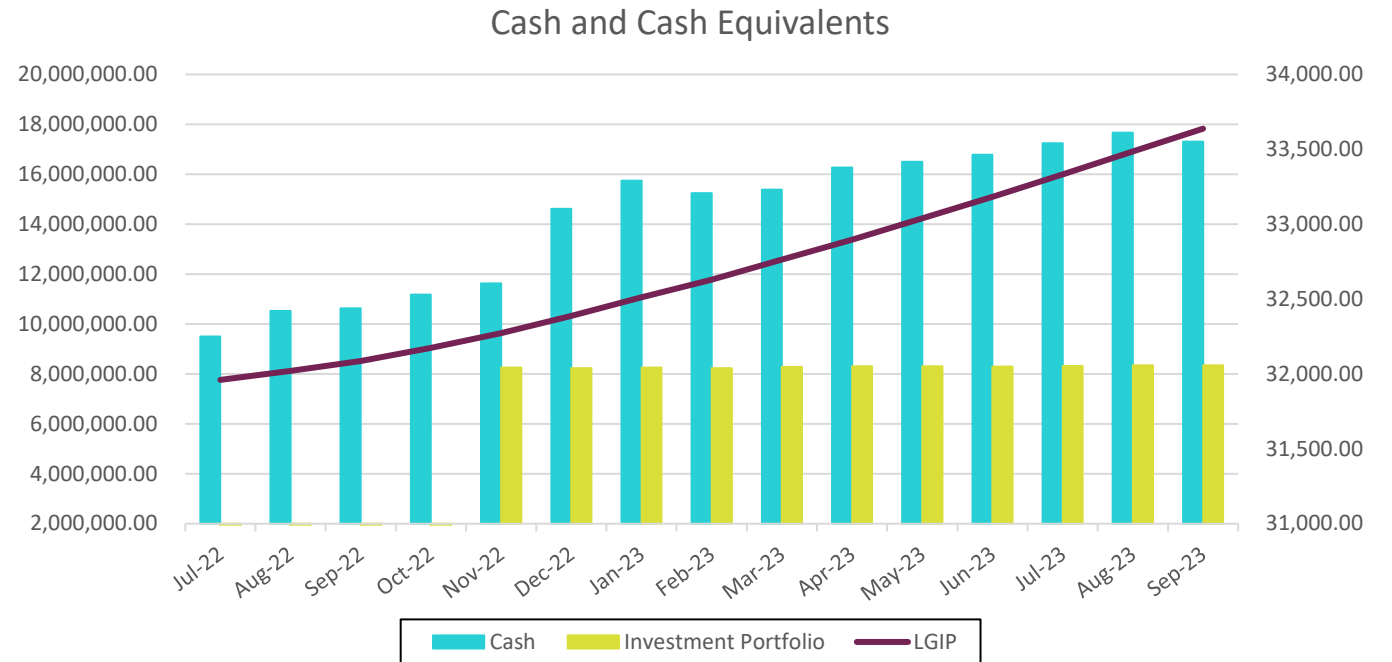
# Finance Committee

NOVEMBER 14, 2023

# Summary of Cash Investments

Depository		Rate
<b>Atlantic Union Bank</b>		
Checking	\$ 17,306,649	3.75%
<b>Investment Portfolio</b>		
Cash Equivalents	4,407,760	0.02%
Fixed Income	3,938,650	3.53%
Total Investment	8,346,410	
<b>Total Atlantic Union Bank</b>	<b>\$ 25,653,059</b>	
<b>Other</b>		
Local Gov. Investment Pool	\$ 33,638	5.57%
<b>Total Investments</b>	<b>\$ 25,686,697</b>	

	\$ Change	% Change
Change from Prior Month	\$ (357,305)	-1%
Change from Prior Year	\$ 3,774,151	0%
<b>Average # Months Reserves on Hand:</b>	<b>6</b>	



# Summary of Investment Portfolio

Asset Description	Shares/Face Value	Market Value	Total Cost	Unrealized Gain/Loss	Est. Income	Current Yield
Balance at 6/30/2023	\$ 8,511,825	\$ 8,310,338	\$ 8,347,703	\$ (37,365)	\$ 184,366	2%
Balance at 7/31/2023	\$ 8,514,417	\$ 8,315,552	\$ 8,350,295	\$ (34,742)	\$ 187,825	2%
Balance at 8/31/2023	\$ 8,548,050.10	\$ 8,338,842.90	\$ 8,368,724.22	\$ (29,881.32)	\$ 166,095.00	1.98%
Fidelity IMM Gov Class I Fund #57	\$ 13,796.07	13,796.07	\$ 13,796.07	\$ -	\$ 722.00	5.23%
US Treasury Bill (1/23/2024)	\$ 500,000.00	491,339.10	\$ 491,270.95	\$ 68.15		
US Treasury Bill (1/25/2024)	\$ 1,000,000.00	953,354.14	\$ 955,129.17	\$ (1,775.03)		
US Treasury Bill (10/26/2023)	\$ 1,000,000.00	\$ 1,015,568.21	\$ 1,015,443.01	\$ 125.20		
US Treasury Bill (11/30/2023)	\$ 1,025,000.00	\$ 980,297.88	\$ 981,732.90	\$ (1,435.02)		
US Treasury Bill (12/28/2023)	\$ 1,000,000.00	\$ 953,405.08	\$ 955,364.35	\$ (1,959.27)		
<b>Total Cash Equivalents</b>	<b>\$ 4,538,796.07</b>	<b>\$ 4,407,760.48</b>	<b>\$ 4,412,736.45</b>	<b>\$ (4,975.97)</b>	<b>\$ 722.00</b>	<b>0.02%</b>
US Treasury Note (3/31/2024)	\$ 1,000,000.00	\$ 984,360.00	\$ 973,575.00	\$ 10,785.00	\$ 22,500.00	2.31%
US Treasury Note (7/31/2024)	\$ 1,000,000.00	\$ 979,690.00	\$ 978,733.75	\$ 956.25	\$ 30,000.00	3.07%
US Treasury Note (10/15/2025)	\$ 1,000,000.00	\$ 984,500.00	\$ 1,005,781.25	\$ (21,281.25)	\$ 42,500.00	4.23%
US Treasury Note (11/30/2024)	\$ 1,000,000.00	\$ 990,100.00	\$ 1,004,914.69	\$ (14,814.69)	\$ 45,000.00	4.48%
<b>Total Fixed income</b>	<b>\$ 4,000,000.00</b>	<b>\$ 3,938,650.00</b>	<b>\$ 3,963,004.69</b>	<b>\$ (24,354.69)</b>	<b>\$ 140,000.00</b>	<b>3.53%</b>
<b>Balance at 9/30/2023</b>	<b>\$ 8,538,796.07</b>	<b>\$ 8,346,410.48</b>	<b>\$ 8,375,741.14</b>	<b>\$ (29,330.66)</b>	<b>\$ 140,722.00</b>	<b>1.68%</b>

# Fee Revenue Reimbursement

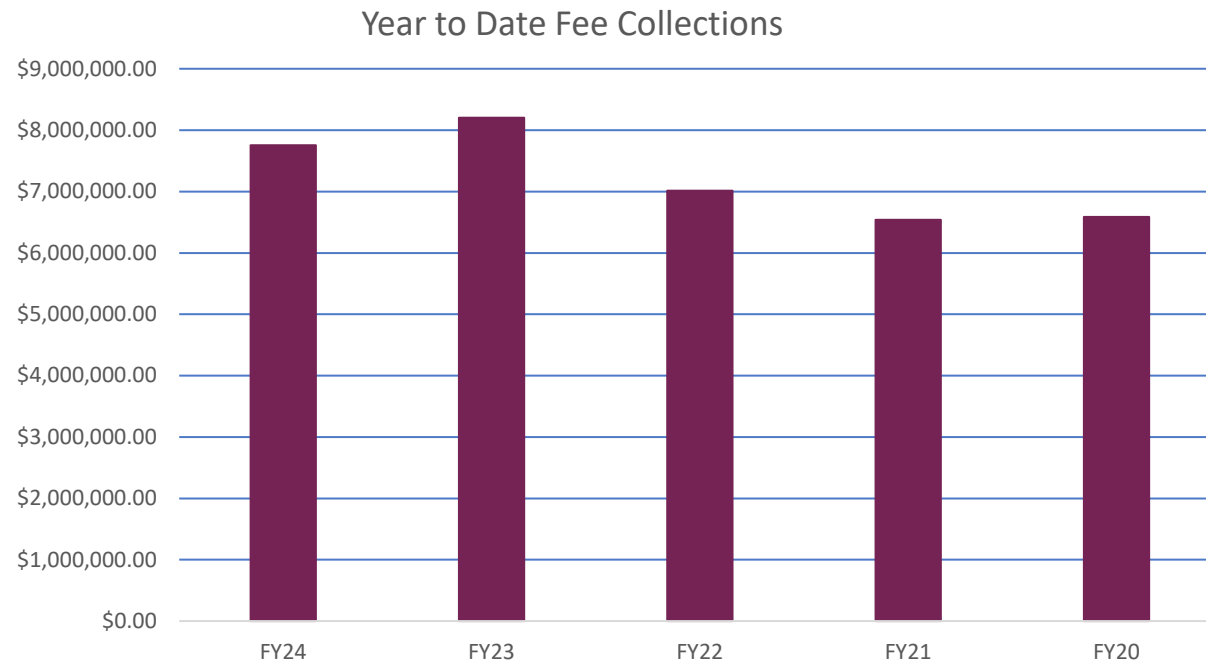
AGED CLAIMS		Current Month		Prior Month		Prior Year	
		%	\$	%	\$	%	\$
<b>Total Claims Outstanding</b>	Total	100%	\$6,728,481	100%	\$6,259,319	100%	\$6,326,837
	Consumers	53%	\$3,542,016	56%	\$3,522,802	40%	\$2,502,523
	3rd Party	47%	\$3,186,465	44%	\$2,736,516	60%	\$3,824,314
<b>Claims Aged 0-29 Days</b>	Consumers	1%	\$72,433	1%	\$92,457	3%	\$161,359
	3rd Party	47%	\$3,133,077	44%	\$2,732,448	52%	\$3,291,104
<b>Claims Aged 30-59 Days</b>	Consumers	1%	\$57,825	1%	\$40,475	0%	\$7,249
	3rd Party	1%	\$84,741	0%	\$24,793	1%	\$93,616
<b>Claims Aged 60-89 Days</b>	Consumers	1%	\$37,524	4%	\$272,653	2%	\$104,926
	3rd Party	0%	\$8,351	0%	\$17,822	2%	\$111,314
<b>Claims Aged 90-119 Days</b>	Consumers	4%	\$271,938	4%	\$219,187	0%	\$5,460
	3rd Party	0%	\$10,548	0%	\$7,707	1%	\$54,461
<b>Claims Aged 120+ Days</b>	Consumers	46%	\$3,102,297	46%	\$2,904,031	35%	\$2,223,529
	3rd Party	-1%	-\$50,252	-1%	-\$52,253	4%	\$273,819

CLAIM COLLECTIONS	
Current Year To Date Collections	\$7,753,853
Prior Year To Date Collections	\$8,202,133
\$ Change from Prior Year	-\$448,280
% Change from Prior Year	-5%
<i>**\$398,000 of prior year collections was for FY22**</i>	

# Fee Revenue Reimbursement – Without Credits

AGED CLAIMS		Current Month		Prior Month		Prior Year	
		%	\$	%	\$	%	\$
<b>Total Claims Outstanding</b>	Total	100%	\$6,728,481	100%	\$6,259,319	100%	\$6,326,837
	Consumers	53%	\$3,542,016	56%	\$3,522,802	40%	\$2,502,523
	3rd Party	47%	\$3,186,465	44%	\$2,736,516	60%	\$3,824,314
<b>Claims Aged 0-29 Days</b>	Consumers	1%	\$72,433	1%	\$92,457	3%	\$161,359
	3rd Party	47%	\$3,133,077	44%	\$2,732,448	52%	\$3,291,104
<b>Claims Aged 30-59 Days</b>	Consumers	1%	\$57,825	1%	\$40,475	0%	\$7,249
	3rd Party	1%	\$84,741	0%	\$24,793	1%	\$93,616
<b>Claims Aged 60-89 Days</b>	Consumers	1%	\$37,524	4%	\$272,653	2%	\$104,926
	3rd Party	0%	\$8,351	0%	\$17,822	2%	\$111,314
<b>Claims Aged 90-119 Days</b>	Consumers	4%	\$271,938	4%	\$219,187	0%	\$5,460
	3rd Party	0%	\$10,548	0%	\$7,707	1%	\$54,461
<b>Claims Aged 120+ Days</b>	Consumers	46%	\$3,102,297	46%	\$2,904,031	35%	\$2,223,529
	3rd Party	1%	\$40,507	1%	\$39,626	4%	\$273,819

# Fee Collection YTD





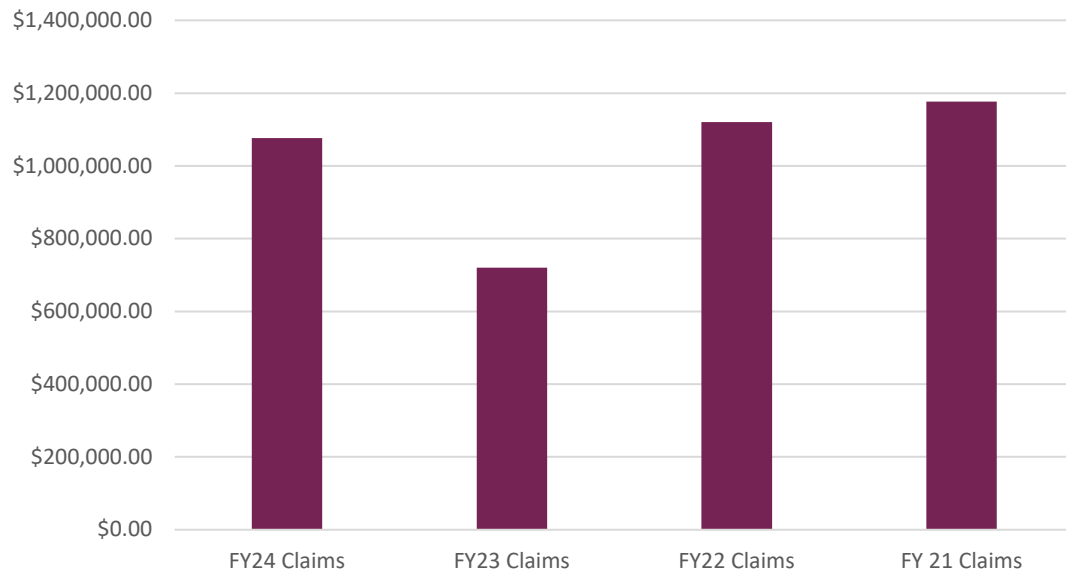
# Write Off's – Current Month & YTD

Month: Sept 2023		
Write Off Code	Current Year	Prior Year
DECEASED	\$ 10	\$ 390
NO FINANCIAL AGREEMENT	\$ 4,005	\$ 1,445
SMALL BALANCE	\$ 118	\$ 38
UNCOLLECTABLE	\$ 596	\$ 1,130
FINANCIAL ASSISTANCE	\$ 144,419	\$ 372,631
NO SHOW	\$ 540	\$ 520
MAX UNITS/BENEFITS	\$ 15,969	\$ 9,551
PROVIDER NOT CREDENTIALLED	\$ 6,088	\$ 5,930
DIAGNOSIS NOT COVERED	\$ -	\$ 235
NON-COVERED SERVICE	\$ 4,608	\$ 253
SERVICES NOT AUTHORIZED	\$ 8,157	\$ 14,200
PAST BILLING DEADLINE	\$ -	\$ 3,830
INCORRECT PAYER	\$ 1,763	\$ 4,224
INVALID MEMBER ID	\$ -	\$ 160
<b>TOTAL</b>	<b>\$ 186,273</b>	<b>\$ 414,536</b>

Year to Date: July -Sept 2023		
Write Off Code	Current YTD	Prior YTD
BANKRUPTCY	\$ 246	\$ 1,924
DECEASED	\$ 90	\$ 3,505
NO FINANCIAL AGREEMENT	\$ 16,272	\$ 35,791
SMALL BALANCE	\$ 447	\$ 290
UNCOLLECTABLE	\$ 1,625	\$ 2,925
FINANCIAL ASSISTANCE	\$ 451,503	\$ 772,960
NO SHOW	\$ 3,686	\$ 1,100
MAX UNITS/BENEFITS	\$ 26,890	\$ 16,830
PROVIDER NOT CREDENTIALLED	\$ 45,019	\$ 10,458
DIAGNOSIS NOT COVERED	\$ 320	\$ 300
NON-COVERED SERVICE	\$ 14,042	\$ 13,144
SERVICES NOT AUTHORIZED	\$ 46,258	\$ 59,198
PAST BILLING DEADLINE	\$ 16,370	\$ 10,633
INCORRECT PAYER	\$ 6,839	\$ 8,296
INVALID MEMBER ID	\$ -	\$ 160
<b>TOTAL</b>	<b>\$ 629,607</b>	<b>\$ 937,515</b>

# Health Insurance

### Year-to-Date Health Insurance Claims

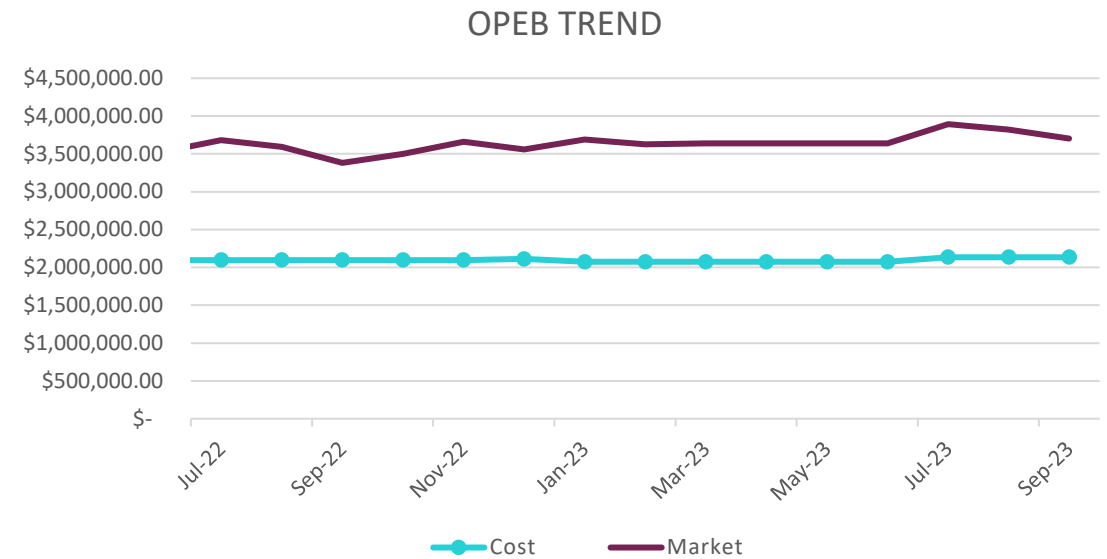


FY 2024	Monthly Premiums	Additional Premium Contributions	Monthly Claims & Fees	Interest	Balance
Beginning Balance					\$1,745,071
July	\$355,798		\$211,426	\$743	\$1,890,186
August	\$348,151		\$272,609	\$758	\$1,966,486
September	\$522,419		\$593,001	\$706	\$1,896,610
<b>YTD Total</b>	<b>\$1,226,368</b>	<b>\$0</b>	<b>\$1,077,036</b>	<b>\$2,207</b>	<b>\$1,896,610</b>

Historical Data	Average Monthly Claims	Monthly Average Difference from PY	Highest Month
FY 2024	\$359,012	\$144,636	\$593,001
FY 2023	\$214,376	(\$97,137)	\$284,428
FY 2022	\$311,513	(\$24,129)	\$431,613
FY 2021	\$335,642	\$14,641	\$588,906

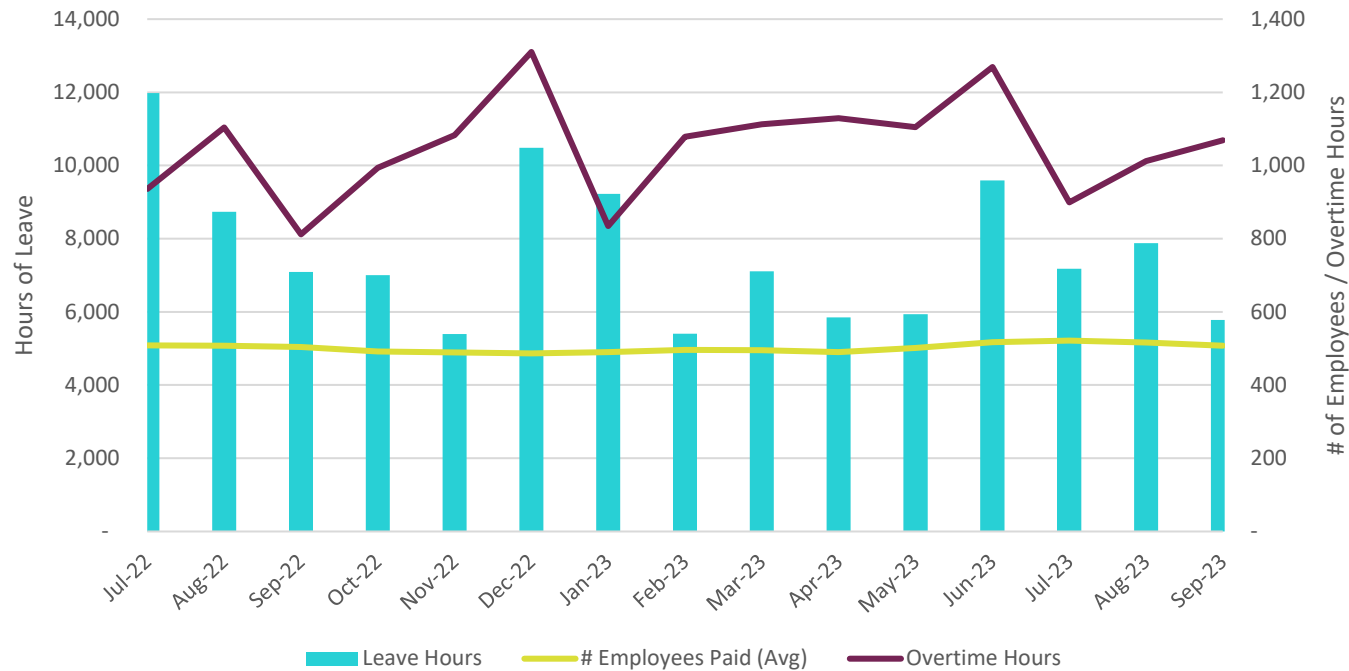
# Other Post Employment Benefit (OPEB)

	Cost Basis	Cost Variance From Inception	Market Basis	Market Variance From Inception
<b>Initial Contribution</b>	\$ 954,620		\$ 954,620	
<b>FY 2023 Year-End Balance</b>	\$ 2,135,292	\$ 1,119,005	\$ 3,807,041	\$ 2,685,538
Balance at 7/31/2023	\$ 2,135,226	\$ 1,180,606	\$ 3,892,944	\$ 2,938,324
Balance at 8/31/2023	\$ 2,134,934	\$ 1,180,314	\$ 3,821,233	\$ 2,866,613
Realized Gain/(Loss)				
Unrealized Gain/(Loss)			\$ (118,290)	
Purchases	\$ 1		\$ 1	
Fees & Expenses				
Transfers/Contributions				
<b>Balance at 9/30/2023</b>	\$ 2,134,935	\$ 1,180,315	\$ 3,702,943	\$ 2,748,323



# Payroll Statistics

Employees / Leave\* / Overtime



Indicators	FY 2022 Average Per Pay Period	FY 2023 Average Per Pay Period	FY 2024 Average Per Pay Period
# Employees Paid	506	499	515
Leave Hours	4,196	3,473	3,472
Overtime Hours	279	473	497

**RACSB**  
**FY 2022 FINANCIAL REPORT**  
Fiscal Year: July 1, 2023 through June 30, 2024  
Report Period: July 1, 2023 through Sept 30, 2023

**MENTAL HEALTH**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2024	ACTUAL YTD	%	BUDGET FY 2024	ACTUAL YTD	%		
INPATIENT	0	73,150	0.00%	0	53,150	0.00%	20,000	27%
OUTPATIENT (FED)	2,442,643	672,195	27.52%	2,442,643	661,667	27.09%	10,528	2%
MEDICAL OUTPATIENT ( R ) (FED)	4,420,904	991,326	22.42%	4,420,904	1,095,392	24.78%	(104,067)	-10%
ACT NORTH ( R )	875,000	231,735	26.48%	875,000	209,303	23.92%	22,431	10%
ACT SOUTH ( R )	875,000	216,034	24.69%	875,000	185,685	21.22%	30,350	14%
CASE MANAGEMENT ADULT (FED)	1,043,065	236,933	22.72%	1,043,065	274,353	26.30%	(37,420)	-16%
CASE MANAGEMENT CHILD & ADOLESCENT (FED)	1,031,998	193,969	18.80%	1,031,998	180,792	17.52%	13,177	7%
PSY REHAB & KENMORE EMP SER ( R ) (FED)	703,184	166,602	23.69%	703,184	177,883	25.30%	(11,281)	-7%
PERMANENT SUPPORTIVE HOUSING ( R )	2,295,862	1,818,295	79.20%	2,295,862	420,038	18.30%	1,398,257	77%
CRISIS STABILIZATION ( R )	2,149,875	308,032	14.33%	2,149,875	296,393	13.79%	11,639	4%
SUPERVISED RESIDENTIAL	360,841	273,451	75.78%	360,841	120,151	33.30%	153,300	56%
SUPPORTED RESIDENTIAL	781,947	244,563	31.28%	781,947	206,844	26.45%	37,719	15%
JAIL DIVERSION GRANT ( R )	94,043	37,437	39.81%	94,043	22,973	24.43%	14,463	39%
JAIL & DETENTION SERVICES	523,537	39,379	7.52%	523,537	47,838	9.14%	(8,459)	-21%
<b>SUB-TOTAL</b>	<b>17,597,899</b>	<b>5,503,101</b>	<b>31%</b>	<b>17,597,899</b>	<b>3,952,464</b>	<b>22%</b>	<b>1,550,637</b>	<b>28%</b>
* Budget excludes program subsidies								

**DEVELOPMENTAL SERVICES**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2024	ACTUAL YTD	%	BUDGET FY 2024	ACTUAL YTD	%		
CASE MANAGEMENT	3,600,846	877,497	24.37%	3,600,846	786,260	21.84%	91,237	10%
DAY HEALTH & REHAB *	4,969,885	1,058,673	21.30%	4,969,885	1,126,618	22.67%	(67,945)	-6%
GROUP HOMES	6,380,744	1,790,547	28.06%	6,380,744	1,259,550	19.74%	530,997	30%
RESPIRE GROUP HOME	749,912	60,939	8.13%	749,912	137,887	18.39%	(76,948)	-126%
INTERMEDIATE CARE FACILITIES	4,295,140	917,410	21.36%	4,295,140	972,775	22.65%	(55,365)	-6%
SUPERVISED APARTMENTS	2,071,114	715,368	34.54%	2,071,114	390,331	18.85%	325,037	45%
SPONSORED PLACEMENTS	2,216,891	622,530	28.08%	2,216,891	546,277	24.64%	76,253	12%
<b>SUB-TOTAL</b>	<b>24,284,532</b>	<b>6,042,963</b>	<b>24.88%</b>	<b>24,284,532</b>	<b>5,219,697</b>	<b>21.49%</b>	<b>823,266</b>	<b>14%</b>
* Budget excludes program subsidies								

(R) Restricted Funding within program  
(FED) Federal Reimbursement process within program

**RACSB**  
**FY 2022 FINANCIAL REPORT**  
Fiscal Year: July 1, 2023 through June 30, 2024  
Report Period: July 1, 2023 through Sept 30, 2023  
**SUBSTANCE ABUSE**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2024	ACTUAL YTD	%	BUDGET FY 2024	ACTUAL YTD	%		
SA OUTPATIENT ( R ) (FED)	1,616,929	269,990	16.70%	1,616,929	365,736	22.62%	(95,746)	-35%
MAT PROGRAM ( R ) (FED)	774,936	54,298	7.01%	774,936	243,161	31.38%	(188,863)	-348%
CASE MANAGEMENT ( R ) (FED)	232,071	36,179	15.59%	232,071	24,703	10.64%	11,476	32%
RESIDENTIAL ( R )	69,049	86,311	125.00%	69,049	30,081	43.57%	56,230	65%
PREVENTION ( R ) (FED)	867,515	42,300	4.88%	867,515	143,966	16.60%	(101,666)	-240%
LINK ( R ) (FED)	290,801	31,546	10.85%	290,801	59,771	20.55%	(28,225)	-89%
<b>SUB-TOTAL</b>	<b>3,851,301</b>	<b>520,624</b>	<b>14%</b>	<b>2,234,372</b>	<b>867,418</b>	<b>39%</b>	<b>(251,048)</b>	<b>-48%</b>

\* Budget excludes program subsidies

**SERVICES OUTSIDE PROGRAM AREA**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL Variance	VARIANCE / REVENUE
	BUDGET * FY 2024	ACTUAL YTD	%	BUDGET FY 2024	ACTUAL YTD	%		
EMERGENCY SERVICES ( R )	1,712,988	700,350	40.88%	1,327,096	252,683	19.04%	447,667	64%
CHILD MOBILE CRISIS ( R )	371,304	90	0.02%	320,728	11,308	3.53%	(11,218)	-12465%
CIT ASSESSMENT SITE ( R )	290,495	80,801	27.82%	289,481	90,552	31.28%	(9,751)	-12%
CONSUMER MONITORING ( R ) (FED)	133,656	3,713	2.78%	139,646	33,126	23.72%	(29,413)	-792%
ASSESSMENT AND EVALUATION ( R )	390,825	106,129	27.16%	739,048	94,878	12.84%	11,251	11%
<b>SUB-TOTAL</b>	<b>2,899,268</b>	<b>891,084</b>	<b>30.73%</b>	<b>2,815,999</b>	<b>482,548</b>	<b>17.14%</b>	<b>408,536</b>	<b>46%</b>

\* Budget excludes program subsidies

**ADMINISTRATION**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE
	BUDGET * FY 2024	ACTUAL YTD	%	BUDGET FY 2024	ACTUAL YTD	%	
ADMINISTRATION (FED)	130,080	184,284	141.67%	130,080	184,284	141.67%	0
PROGRAM SUPPORT	4,354	6,900	158.46%	4,354	6,900	158.46%	0
<b>SUB-TOTAL</b>	<b>134,434</b>	<b>191,184</b>	<b>142.21%</b>	<b>134,434</b>	<b>191,184</b>	<b>142.21%</b>	<b>0</b>
ALLOCATED TO PROGRAMS				4,268,473	1,266,582	29.67%	

\* Budget excludes program subsidies

(R) Restricted Funding within program  
(FED) Federal Reimbursement process within program

**RACSB**  
**FY 2022 FINANCIAL REPORT**  
Fiscal Year: July 1, 2023 through June 30, 2024  
Report Period: July 1, 2023 through Sept 30, 2023  
**FISCAL AGENT PROGRAMS**  
**PART C AND HEALTHY FAMILY PROGRAMS**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2024	ACTUAL YTD	%	BUDGET FY 2024	ACTUAL YTD	%		
INTERAGENCY COORDINATING COUNCIL ( R )	1,721,538	867,818	50.41%	1,721,538	236,753	13.75%	631,065	73%
INFANT CASE MANAGEMENT ( R )	808,195	299,683	37.08%	808,195	214,376	26.53%	85,306	28%
EARLY INTERVENTION ( R )	2,178,718	368,600	16.92%	2,178,718	489,838	22.48%	(121,238)	-33%
<b>TOTAL PART C</b>	<b>4,708,451</b>	<b>1,536,100</b>	<b>32.62%</b>	<b>4,708,451</b>	<b>940,967</b>	<b>19.98%</b>	<b>595,133</b>	<b>39%</b>
HEALTHY FAMILIES ( R )	280,006	40,089	14.32%	280,006	62,314	22.25%	(22,225)	-55%
HEALTHY FAMILIES - MIECHV Grant ( R ) (REIM)	315,601	74,114	23.48%	315,601	77,942	24.70%	(3,829)	-5%
HEALTHY FAMILIES-TANF & CBCAP GRANT ( R ) (REIM)	459,084	79,174	17.25%	459,084	116,294	25.33%	(37,120)	-47%
<b>TOTAL HEALTHY FAMILY</b>	<b>1,054,691</b>	<b>193,377</b>	<b>18.33%</b>	<b>1,054,691</b>	<b>256,550</b>	<b>24.32%</b>	<b>(63,174)</b>	<b>-33%</b>

(R) Restricted Funding within program  
(FED) Federal Reimbursement process within program

**RACSB**  
**FY 2022 FINANCIAL REPORT**  
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## RECAP FY 2024 BALANCES

	REVENUE	EXPENDITURES	NET	NET / REVENUE
MENTAL HEALTH	5,503,101	3,975,122	1,527,978	28%
DEVELOPMENTAL SERVICES	6,049,506	5,219,912	829,594	14%
SUBSTANCE ABUSE	520,624	867,418	(346,794)	-67%
SERVICES OUTSIDE PROGRAM AREA	891,084	528,967	362,117	41%
ADMINISTRATION	191,184	191,184	0	0%
FISCAL AGENT PROGRAMS	1,729,477	1,197,518	531,960	31%
<b>TOTAL</b>	<b>14,884,975</b>	<b>11,980,120</b>	<b>2,904,855</b>	<b>20%</b>

Restricted Funds	\$ 1,989,530
Unrestricted Funds	957,393
<b>Total</b>	<b>\$ 2,904,855</b>

## RECAP FY 2023 BALANCES

	REVENUE	EXPENDITURES	NET	NET / REVENUE
MENTAL HEALTH	4,927,622	3,721,372	1,206,250	24%
DEVELOPMENTAL SERVICES	6,009,841	5,154,940	854,901	14%
SUBSTANCE ABUSE	1,418,934	827,049	591,886	42%
SERVICES OUTSIDE PROGRAM AREA	803,851	606,925	196,926	24%
ADMINISTRATION	8,439	8,439	0	0%
FISCAL AGENT PROGRAMS	1,686,755	1,273,427	413,329	25%
<b>TOTAL</b>	<b>14,855,443</b>	<b>11,592,151</b>	<b>3,263,292</b>	<b>22%</b>

	\$ Change	% Change
Change in Revenue from Prior Year	\$ 29,532	0.20%
Change in Expense from Prior Year	\$ 387,969	3.35%
Change in Net Income from Prior Year	\$ (358,436)	-10.98%

\*Unaudited Report



# Memorandum

**To:** Joe Wickens

**From:** Amy Jindra

**Date:** November 3, 2023

**Re:** DRPT

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Annually, Transportation Supervisor, Clark Thomas applies for new vehicle funding through the Virginia Department of Rail and Public Transportation, DRPT. The grant, when awarded, provides 80% funding for new accessible vehicles, requiring the Agency to provide a 20% match. This year, RACSB will apply for funding for 4, wheelchair accessible, vans. The vans will be utilized by RAAI and DD Residential. Mr. Thomas will apply for the grant by February 1, 2024. Grants are awarded in the spring. Vans will be selected at the CTAV Convention and EXPO in August 2024. The purchasing and modification process for the vans will take several additional months with delivery anticipated in the fall of 2025. Total funding of the grant request is approximately \$256,000.

Attached please find Mr. Thomas' letter of intention to pursue the DRPT grant.

**RAPPAHANNOCK AREA**  
COMMUNITY SERVICES BOARD

October 16, 2023

Subject: FY25 DRPT Section 5310 Grant Application

Dear Amy,

On Monday October 16, 2023 I attended the FY25 DRPT Section 5310 CHSM Meeting for the Central Region. This workshop provides the process for the DRPT 5310 Grant Application. At this workshop I represented RACSB and informed the committee that we will participate in the FY 25 Grant process. RACSB is requesting four (4) 9-passenger raised roof vans with lift. Each van cost \$80,000. RACSB is responsible for a 20% Local Match. The local Match is \$16,000/van. Total RACSB Local Match is \$64,000.

Please present this intent to participate in the grant process with the RACSB Board of Directors per our grant policy.

If you have any questions or require further information please contact me.

Sincerely,



Clark Thomas  
Specialized Transportation Supervisor / Fleet Manager  
RACSB Specialized Transportation Program