



**Reston Community Center
Board of Governors Monthly Meeting
June 1, 2015
8:00 p.m.
Meeting Agenda**

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|--|---|
| 8:00 – Call to Order | Beverly Cosham, Chair |
| 8:02 – Approval of Agenda | Beverly Cosham, Chair |
| 8:03 – Approval of Minutes and Board Actions | Beverly Cosham, Chair |
| <ul style="list-style-type: none"> • Approval of May 4, 2015 Board Minutes
(As Reviewed and Approved by the Board Treasurer for the Board Secretary) • Approval of May 4, 2015 Board Actions
(As Reviewed and Approved by the Board Treasurer for the Board Secretary) | |
| 8:05 – Chair’s Remarks | Beverly Cosham, Chair |
| 8:07 – Introduction of Visitors | |
| 8:08 – Citizen Input | |
| 8:12 – Committee Reports | |
| <ul style="list-style-type: none"> • May 17 Finance Committee Meeting Report | Michelle Moyer,
Finance Committee Vice-Chair |
| <ul style="list-style-type: none"> • June 1 Long Range Planning Committee Meeting Report | Bill Bouie, Committee Chair |
| 8:25 – Approval of Committee Reports | Beverly Cosham, Chair |
| 8:27 – Board Member Input on Activities Attended | |
| 8:40 – Executive Director’s Report | Leila Gordon, Executive Director |
| 8:45 – Old Business | Beverly Cosham, Chair |
| 8:50 – New Business | Beverly Cosham, Chair |
| 8:55 – Adjournment | |

Reminders:

Event	Date	Time
Annual Public Hearing	June 15	6:30 p.m.
Preference Poll Committee Meeting	July 6	7:30 p.m.
July Monthly Meeting	July 6	8:00 p.m.
Finance Committee Meeting	July 20	6:00 p.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
MAY 4, 2015**

Present:

- Bill Bouie, Vice-Chair
- Bill Keefe
- John Mendonça
- Michelle Moyer
- Bill Penniman
- Lisa Sechrest-Ehrhardt
- Vicky Wingert
- Gerald Zavala & Bill Penniman

Absent and Excused:

- Beverly Cosham, Chair

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Cristin Bratt, Public Information Officer

The Vice-Chair called the meeting to order at 8:03 p.m.

MOTION #1:

Approval of the Agenda

Gerald moved that the Agenda be approved as written. Vicky seconded the motion. The motion passed unanimously.

MOTION #2:

Approval of the April 6, 2015 Board Minutes

Michelle asked to change "to approval" to "approved" under New Business. Gerald moved that the Board approve the April 6, 2015 Board Minutes with Michelle's change. Michelle seconded the motion. The motion passed unanimously with one abstention (Keefe).

MOTION #3:

Approval of the April 6, 2015 Board Actions

Gerald moved that the Board approve the April 6, 2015 Board Actions. Michelle seconded the motion. The motion passed unanimously with one abstention (Keefe).

Chair's Remarks

Bill welcomed everyone in Bev's absence.

Introduction of Visitors

None.

Citizen Input

None.

Committee Reports

April 20 Finance Committee Meeting

Gerald presented the attached Finance Committee report and noted there was nothing unusual in this month's numbers. The committee members discussed revenue levels for all lines of business. While the 55+ program revenue is higher than projected, the Adult and Teen/Family programs are underperforming. Leisure and Learning staff is considering three strategies to address the lower revenue numbers in those

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areas. None of the strategies will affect staff's ability to present new programs in response to patron demand.

MOTION #4:

Approval of the Finance Committee Report

Bill K. moved that the Board approve the Finance Committee report. Vicky seconded the motion. The motion passed unanimously.

Bill stopped the meeting for several minutes as Comcast arrived and set up camera equipment. When the meeting resumed, Bill B. explained to television audiences that prior to Comcast's arrival, we reviewed and approved today's agenda, last month's Board meeting minutes and actions, as well as the April 20 Finance Committee report. He also noted that Bev is absent this evening.

Board Member Input on Activities Attended

Bill K. attended Best of Reston and the opening of trout fishing in Reston lakes. He also thanked the Board and staff for the beautiful flowers that RCC sent to the funeral home for his mother's service.

Michelle attended the opening of the Patrick Dougherty sculpture at Reston Town Center and also enjoyed the Best of Reston. She is busy working on a lake swim and the World Police and Fire Games.

Gerald attended the Best of Reston, Founders Day and the Southgate Community Festival, which he thought was very well organized.

John attended the GRACE event at Willowsford, the Dougherty opening at Reston Town Center, and the Best of Reston. He noted that kids seem to like the sculpture but he wishes there was more signage on the various sides of it so people can appreciate the presenting organizations. He is also keeping busy now that soccer season has started.

Lisa attended the Best of Reston and visited the Patrick Dougherty sculpture after the opening. She has a Southgate board meeting May 5. Lisa is in the Leadership Fairfax Institute (LFI) Class of 2015; her presenting day is May 14 and her group's theme is "visionary leadership" and will apply that theme in their presentation about Fairfax County recreation and culture.

Vicky attended Best of Reston; she thinks it's great to see so many Reston leaders together at least once a year. She witnessed the creation of the Patrick Dougherty sculpture from start to finish and was there for the unofficial opening. She noted that as soon as it was unveiled, it immediately attracted people like a magnet. She also noted how crucial RCC staff's presence is at these events. These organizations could not do it without the RCC staff's physical support. It greatly improves the quality of the events.

Bill P. attended Founders Day and witnessed the construction of the Patrick Dougherty exhibit.

Bill B. attended many of these same events, as well as many Park Authority meetings.

Executive Director's Report

Leila reviewed the attached report and said we're in a very busy time of year with competing publication and fiscal deadlines. She provided an update on capital projects. She also noted that there are going to be some design changes to the Program Guide beginning with the fall 2015 guide. The changes will drive people's eyeballs all the way through the guide. She also noted that staff has increased Non-Reston pricing by 50 percent instead of doubling the prices on certain classes to help achieve more revenue. Anything with a waitlist will remain double the price for Non-Reston patrons. In programming, the NV Rides Reston program has seven volunteer drivers and several riders who are seeking support. However, we need a lot more drivers to make it successful and meet the riders' needs.

Old Business

The Board reviewed the final draft of the Policy and User Manual. Michelle suggested adding a note that the most current and updated version of the Manual can always be found online.

MOTION #5:

To Approve the User and Policy Manual Draft

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Bill K. moved that the Board approve the Policy Framework as presented in the Policy and User Manual and the Policy and User Manual amended with Michelle's edit. Vicky seconded the motion. The motion passed unanimously.

New Business

Bill P. noted that the Board received an inquiry from Joe Stowers to create a master Reston organization along the lines of the Tysons Partnership. He noted that there is already coordination among the groups; perhaps the solution is to publicize how much the organizations are working together. Bill B. noted that we are about to launch the Reston Marketing Initiative which is a collaboration of many different Reston organizations. Leila added that one of the things that the Tysons program had to do was create an event portfolio to market. The Reston Marketing Initiative has the huge advantage of already having that portfolio. The Reston effort will have a branding campaign to market the community from visitors', residents' and businesses' perspectives; the partners can participate at whatever level they identify. There is a terrific tagline as well as logo images. Comstock is funding the efforts until the framework is put together. Leila said this progress takes the collaborative organizing efforts to the level of a formal, functional, marketing plan for the community that will hopefully advance tourism and other interests. It will debut at the upcoming World Police and Fire Games. Leila said she had previously responded to Joe's response with the above info and though she thought he might be in attendance tonight, she thinks her previous response may satisfy the question; she will follow up if needed.

MOTION #6:

To Adjourn the Meeting

Bill P. moved to adjourn the meeting at 8:34 p.m. Gerald seconded the motion. The motion passed unanimously.



Gerald Zavala,
Board Treasurer
for Bill Penniman, Board Secretary

____ 5-29-15 ____
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON MAY 4, 2015

- 15-0504-1 Bd That the Board approve the Agenda**
- 15-0504-2 Bd That the Board approve the April 6, 2015 Board Minutes**
- 15-0504-3 Bd That the Board approve the April 6, 2015 Actions**
- 15-0504-4 Bd That the Board approve the Finance Committee report**
- 15-0504-5 Bd That the Board approve the Policy Framework as presented in the Policy and User Manual and the Policy and User Manual draft**
- 15-0504-6 Bd That the meeting be adjourned.**



Gerald Zavala,
Board Treasurer
for Bill Penniman, Board Secretary

____5-29-15____
Date



**RESTON COMMUNITY CENTER
BOARD OF GOVERNORS FINANCE COMMITTEE REPORT
MAY 18, 2015**

Present were:

- Michelle Moyer, Vice-Chair
- Bill Keefe
- John Mendonça

Absent and Excused:

- Gerald Zavala, Committee Chair
- Bill Bouie

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Cristin Bratt, Public Information Officer
- Renata Wojcicki

Michelle called the meeting to order at 6:06 p.m. and explained that Gerald was unavailable this evening. She asked Leila to review the monthly financials, including the changes to the report format and entries requested at last month's meeting. She also said we'd be reviewing the FY17 budget slide for the Annual Public Hearing in order to recommend approval by the full Board.

Leila reviewed the attached monthly financials, explaining that the number in the upper left hand block of the budget vs. actuals worksheet was derived from a different source than the numbers in the workbook itself last month and has now been corrected. She reminded the committee the discrepancy between totals existed because when the County loaded the budget, the Department of Management and Budget had not made adjustments for the actual tax base revenue and the net of that plus RCC revenue adjustments. The net of those changes was approximately \$143,000. The worksheet now also includes the running fund balance, per John's request. That block is replicated on each page; the last page reflects the cumulative effect of RCC revenue accumulation and spending at this point in time.

John referred to the attached FY17 budget slide outline and said he'd like to see that format replicated on the monthly financial reports. Renata indicated that the numbers were there on the report but that the report also contains more detail. Following further discussion, John was satisfied with the attached report.

Leila recapped that John's initial concerns were to explain the discrepancy between the loaded budget and the actual budget, which we have now addressed. The formatting was another concern; we've also addressed that concern to ensure that it's easy to see where we are at any point in time when compared to the overall fund balance. John had also previously asked to reflect the third quarter changes that the RCC Board presented to the County. Leila thinks that's too much to include on these spreadsheets, which is why she circulated the third quarter budget memo with changes. Leila doesn't have a problem with keeping a running fund balance on the report, but noted that as we near the end of the fiscal year, the volatility of that number increases because we're constantly bringing in revenue that is later deferred to the following year due to summer camp revenue. She noted that we are simultaneously closing out spending for the year as we also try to pay large dollar expenses.

John said that even as a Certified Professional Accountant, he doesn't understand anything that was just explained. There was discussion on accrual, revenue and cash budgeting approaches. John said we're not doing anything illegal or wrong with our budget format, but it's simply not clear or easy to understand.

May 18, 2015 Finance Committee Meeting Report

He thinks it warrants further discussion at another time. He would like to show the actual spending and revenue generation numbers for the past two years and then show the progress we've made to date in achieving structural balance with the budget.

Michelle asked if it's possible to rename "fund balance" to "fund balance as of beginning of period." That would reflect the point-in-time nature that the numbers capture. John agreed completely. Renata said she can easily do that. John then indicated that he is confused as to what "year to date" reflects. Leila explained that there "YTD" could be misleading because of the summer camps revenue that is deferred. The concern she has with the proposed format is that the bottom line number changes each month and the number reflects significant revenue from February 1 forward that will be deferred; then, when the new budget year begins with a radically different fund balance number the perception of drastic change is disconcerting for the public and could lead to confusion.

John said the proposed changes still didn't address his concerns. He thinks someone could easily find too many flaws with our budget: if it's confusing to him as a CPA, how could anyone off the street understand it? He understands our reluctance to show the changing number, but thinks it's necessary.

Leila agreed that a cash basis statement and an accrual basis statement would be ideal for a group of CPAs. But Fairfax County's business software system gives a picture of our real spending and real revenue on a month-by-month basis. The time needed to create a report to the Board on a true accrual basis would be prohibitive and not worth the effort in her view. She suggested renaming the report to help clarify that we present a month-by-month snapshot of RCC expenditures and revenue generation. John said he'd have to review and really understand the numbers before he could answer that. There was further discussion on our budget format. John thinks we should have a cash or accrual budget, but not a hybrid as it is in its current state.

Leila suggested adding a line in that reflects that the YTD total number includes our reserves no matter where we end up on determining format and content if we continue to use a YTD total fund balance. Bill and Michelle agreed. Leila thinks it's better to understand what we're doing on a month-by-month basis. She said that there's no way to describe the total deferred amount of revenue or to predict completely the anticipated budget savings without hours of additional staff time. There was further discussion as John wanted to better understand the budget execution issues so he could suggest a solution. Leila said we could add the third quarter memo to the Finance Committee materials every month for April, May and June, but advised that it gets more confusing as we approach year-end: there is less certainty regarding which invoices will be received and paid before end of year. Because of that, we don't know what will be deferred and what is spent.

Michelle agreed with John that there is a need to re-visit our budget reporting format, but suggested that we convene again in July to discuss and agree on changes so that they can be implemented with the start of the new fiscal year reporting. The group agreed.

Leila noted that as we tweak and change our reports, we will reduce the public's ability to easily review our documents on a year over year basis for comparison and we should note that when we adopt a new approach. She also reiterated that we'd only be able to present "monthly activity" reports. She doesn't want to create a new way of doing business for Renata. She thinks a monthly activity statement that does not mix apples and oranges is necessary. John thinks we could reduce the amount of information we present as he believes it is not necessary given the limited control over personnel expenditures we have and that the operating expenditures are closely tied to budget allocations.

There was discussion of the tax rate and our ability to accurately project tax revenue. Leila said we plan for as conservative a budget as possible with respect to anticipated revenues. Leila noted that the tax rate went from 3 to 6 percent between 1979 and 1983. Since then, it's been reduced twice because of how quickly we were accumulating cash. Bill inquired about the information source for the tax revenue and whether or not it is worthwhile to include in our monthly reports information about projected changes in property valuations in the tax district. Renata said that we do have an assessed value for the entire tax district and that we can check the assessments for particular parcels. Leila agreed that if there are anticipated significant changes that we can also highlight that in our Finance Committee discussions. This might occur more frequently in the coming years as development occurs in Reston.

May 18, 2015 Finance Committee Meeting Report

The committee concluded their discussion on the format of the monthly financial report agreeing to a more robust and determinative discussion in the July meeting when we will have the closeout results available. Leila noted there's nothing dramatically different regarding the data presented in this month's reports when compared to our projections. She said that the loading dock repair will not happen until late summer so most of the current capital project allocations will be deferred to 2016. She said the Leisure and Learning adult program continues to be an area we're working to address. Leila believes that there will continue to be volatility in our Teen/Family and Adult/Fitness programs, but the underperforming revenues are offset by Youth and 55+ revenues, both of which are exceeding expectations.

Following review of the FY17 budget outline slide presentation, Leila indicated that the committee needed to vote to present this outline to the full Board for presentation at the June 15 Annual Public Hearing. The group reviewed and suggested that it be edited to include the subtotal net of revenue and expenses, prior to the capital expenses line. Leila and Renata will also add a new slide into the public hearing presentation that shows what the actual spending for fiscal years 2012, 2013 and 2014 were to provide context prior to the proposed budgets slide.

John moved to forward the budget outline slide – including the above edits and slide addition – to the full Board with recommendation for approval and inclusion at the June 15 Annual Public Hearing. Bill seconded. The motion passed unanimously.

Michelle reminded the group that we will revisit the monthly financial report structure at the July 20 Finance Committee meeting.

The meeting ended at 7:10 p.m.

Reston Community Center
 Budget vs Actuals Worksheet
 30-Apr-15

100%/12*10mo=83.30%	
Revised Beginning Fund Balance	\$ 5,387,978
FY16 End Fund Balance	\$ 4,103,534
Fund Balance as of 04/30/15	\$ 7,239,148

	Adopted Budget FY15	FY14 Carryforward	FY15 Budget Changes	Revised Budget FY15	Mar	Apr		YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee Waiver (unrealized revenue)
1 Administration	6,734,189			6,734,189	24,475	32,238		6,954,280	(220,091)	103.27%	
2 Performing Arts-Theatre Admiss	48,720			48,720	1,530	1,855		70,992	(22,272)	145.71%	205
3 PA Theatre Rental	31,640			31,640	5,143			17,292	14,348	54.65%	
4 PA Cultural Activities/ Arts Org	0			0	(7,896)	-2,829		(1,726)	1,726	0.00%	
5 Aquatics Classes/drop-in	343,406			343,406	17,155	23,242		272,542	70,864	79.36%	18,209
6 Aquatics Rental	16,000			16,000	1,600	-25		25,810	(9,810)	161.31%	
7 L&L Fitness	116,098			116,098	8,720	1,725		108,189	7,909	93.19%	3,798
8 L&L Teens/Family	74,000		56,685	130,685	2,371	1,640		75,715	54,970	57.94%	19,204
9 L&L 55+	62,000			62,000	967	-966		67,547	(5,547)	108.95%	10,133
10 L&L Youth	125,000			125,000	7,556	3,369		225,585	(100,585)	180.47%	23,299
11 L&L Adult	125,486		(68,785)	56,701	1,970	-48		34,392	22,309	60.66%	6,159
12 Community Events	3,956			3,956				3,435	521	86.83%	
13 Arts Education	139,215		12,100	151,315	7,165	3,190		239,489	(88,174)	158.27%	1,140
Total RCC Revenue	7,819,710		0	7,819,710	70,756	63,391	0	8,093,542	-273,832	103.50%	82,147

L&L - Leisure & Learning

Reston Community Center
 Budget vs Actuals Worksheet
 30-Apr-15

100%/12*10mo=83.30%	
Revised Beginning Fund Balance	\$ 5,387,978
FY16 End Fund Balance	\$ 4,103,534

Personnel Expenses	Adopted Budget FY15	FY14 Carryforward	FY15 Budget Changes	Revised Budget FY15	Mar	Apr	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1 Administration	536,276		78,397	614,673	31,362	151,970		431,493	183,180	70.20%
3 Booking	232,084		(38,022)	194,062	12,632	12,804		125,741	68,321	64.79%
4 Comptroller	364,787			364,787	22,638	21,954		220,296	144,491	60.39%
5 Customer Service	537,313		(5,901)	531,412	34,904	34,826		362,487	168,925	68.21%
6 Facility Engineer	106,668			106,668	7,922	7,922		79,215	27,453	74.26%
7 Maintenance	436,832		(2,541)	434,291	32,926	33,065		306,904	127,387	70.67%
8 IT	125,618			125,618	10,229	10,229		100,991	24,627	80.40%
9 Media	402,966		(18,642)	384,324	28,673	28,844		284,033	100,291	73.90%
10 Community Partnerships	-			0				1,739	(1,739)	0.00%
11 Performing Arts	485,415			485,415	29,327	36,441		325,765	159,650	67.11%
12 Aquatics	683,402			683,402	52,019	50,944		492,536	190,866	72.07%
13 Leisure & Learning (L&L) Admin	216,801			216,801	16,951	16,951		167,844	48,957	77.42%
14 L&L Fitness	195,088			195,088	6,772	7,114		67,260	127,828	34.48%
15 L&L Teens/Family	128,871		15,097	143,968	8,901	8,696		115,417	28,551	80.17%
16 L&L 55+	115,163			115,163	7,945	9,394		81,032	34,131	70.36%
17 L&L Youth	193,180			193,180	9,378	9,928		169,318	23,862	87.65%
18 L&L Adult	157,024		(39,074)	117,950	8,041	8,898		93,235	24,715	79.05%
19 Community Events	131,109			131,109	8,280	8,280		90,047	41,062	68.68%
20 Arts Education	310,497		10,686	321,183	16,194	20,429		244,302	76,881	76.06%
Total Personnel Expenses	5,359,094		0	5,359,094	345,094	478,689	0	3,759,655	1,599,439	70.15%

Reston Community Center
 Budget vs Actuals Worksheet
 30-Apr-15

100%/12*10mo=83.30%	
Revised Beginning Fund Balance	\$ 5,387,978
FY16 End Fund Balance	\$ 4,103,534

Operational Expenses	Adopted Budget FY15	FY14 Carryforward	FY15 Budget Changes	Revised Budget FY15	Mar	Apr	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1 Administration	119,823	57,211	78,047	255,080	6,016	3,204	30,829	67,261	187,819	26.37%
2 Board	109,000			109,000	646	4,180		42,975	66,025	39.43%
3 Booking	114,769	646		115,415	13,670	5,965	19,543	94,866	20,549	82.20%
4 Comptroller/CSR/LA Lease/Adm	383,644			383,644	22,808	3,202	141	316,705	66,939	82.55%
5 Facility Engineer	193,894	22,846		216,740	10,763	10,844	38,324	156,130	60,610	72.04%
6 Maintenance	466,405	6		466,411	31,299	31,345	98,376	394,154	72,257	84.51%
7 IT	90,802	500		91,302	4,761	1,728	1,787	73,074	18,228	80.04%
8 Media	378,443			378,443	11,435	2,929	6,694	341,169	37,274	90.15%
9 Community Partnerships	175,000		(50,000)	125,000	2,315	17,914		116,631	8,369	93.30%
10 Performing Arts	313,655	2,266	50,000	365,921	31,326	4,167	1,725	303,571	62,350	82.96%
11 Aquatics	84,015			84,015	5,883	6,367	7,499	64,540	19,475	76.82%
12 Leisure & Learning (L&L) Admin	6,800			6,800	744	200		3,952	2,848	58.12%
13 L&L Fitness	16,068			16,068	2,496		5,038	14,307	1,761	89.04%
14 L&L Teens/Family	133,780		2,095	135,875	101	2,182	3,887	119,764	16,111	88.14%
15 L&L 55+	86,390			86,390	3,551	5,537	2,490	60,830	25,560	70.41%
16 L&L Youth	136,012			136,012	3,250	4,131	7,600	106,127	29,885	78.03%
17 L&L Adult	98,097		(85,142)	12,955	568	337	1,132	11,676	1,279	90.13%
18 Community Events	145,757			145,757	643	10,165		104,613	41,144	71.77%
19 Arts Education	92,497		5,000	97,497	4,482	9,700	22,140	63,726	33,771	65.36%
Total Operational Expenses	3,144,851	83,475	0	3,228,325	156,757	124,097	247,205	2,456,071	772,254	76.08%

Reston Community Center
 Budget vs Actuals Worksheet
 30-Apr-15

100%/12*10mo=83.30%	
Revised Beginning Fund Balance	\$ 5,387,978
FY16 End Fund Balance	\$ 4,103,534

Capital Proj. Desc. & Number/Cap Equip.	Adopted Budget FY15	FY14 Carryforward	FY15 Budget Changes	Revised Budget FY15	Mar	Apr	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1 RCC Improvements C-000001		174,353	0	174,353	286		7,593	13,059	161,294	7.49%
2 C. R. HW Enhcmnts. C-000003		130,795		130,795				0	130,795	0.00%
3 Theatre Enhancements C-000000	130,000	68,000		198,000				0	198,000	0.00%
Server/Capital Equipment		13,587		13,587				13,587	0	100.00%
Total Capital Expenses	130,000	386,735	0	516,735	286	0	7,593	26,646	490,089	5.16%
Total RCC Expenditures	8,633,945	470,210	0	9,104,154	502,137	602,786	254,798	6,242,372	2,861,782	68.57%

Fund Balance	Adopted Budget FY15	FY14 Carryforward	FY15 Budget Changes	Revised Budget FY15	Encumbr.	YTD	Remaining Balance
Fund Balance				5,387,978			
Revenue	7,819,710	0	0	7,819,710	70,756	63,391	0
Personnel	5,359,094	0	0	5,359,094	345,094	478,689	0
Operating	3,144,851	83,475	0	3,228,325	156,757	124,097	247,205
Capital Projects	130,000	386,735	0	516,735	286	0	7,593
Total Expenses	8,633,945	470,210	0	9,104,154	502,137	602,786	254,798
Revenue less Total Expenses	-814,235	-470,210	0	-1,284,444	-431,381	-539,395	-254,798
Budget Fund Balance				4,103,534			
Fund Balance as of 04/30/15							7,239,148

Revenue

General Note: The 2015 Summer Camp registration started February 1st and related revenue will be reversed for FY15 year-end-close and recorded as FY16 revenue.

1. **Administration:** The Administration revenue budget shows combined tax, interest and facility rental revenues. Facility rental revenue is combined T-Mobile antenna and room rental revenue. We have collected 104% of tax revenue, 102% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 14% of the projected interest revenue.
2. **Performing Arts:** Revenue collection for the current season is very robust; the target has already been met and exceeded for FY15.
3. **Performing Arts Theatre Rental:** Theatre rental payments are billed quarterly for year-round users such as RCP, or by event for others.
4. **Performing Arts Cultural Activities/Arts Organizations:** The community arts box office receipts and payments clearing line.
5. **Aquatics Classes/drop-in:** Year-to-date revenue represents daily gate fees, summer, fall, and 2015 winter/spring program registration revenue. Our overall revenue target reflects more ambitious expectations for private lesson revenue than are likely to materialize.
6. **Aquatics Rental:** Revenue performance is ahead of expectations.
7. **Fitness:** Year-to-date amount includes summer, fall, and 2015 winter/spring program registration revenue.
8. **Teen/Family:** Year-to-date amount includes summer, fall, and 2015 winter/spring program registration revenue. Most of this cost center's revenue is realized during the summer. This is a newly organized category and remains in uncertain status with respect to being able to accurately predict the revenue.
9. **55+:** Year-to-date amount includes summer, fall, and 2015 winter/spring program registration revenue. Revenue performance is ahead of expectations.
10. **Youth:** Year-to-date amount includes summer, fall, and 2015 winter/spring program registration revenue. Most of this cost center's revenue is realized during the summer.
11. **Adult:** Year-to-date amount includes summer, fall, and 2015 winter/spring program registration revenue. Leisure and Learning cost centers continue to be reorganized to establish better workload distribution and more focus to offerings and related revenue. This cost center continues to under-perform in revenue realization.
12. **Community Events:** Year-to-date amount includes Multicultural Festival vendors' booth payments and MLK keynote address ticket sales.
13. **Arts Education:** Year-to-date amount includes summer, fall, and 2015 winter/spring program registration revenue. Summer revenues from LARK and YAT contribute significantly to this cost center's revenue.

Personnel Expenses:

General Note: Labor costs for Teen, Arts Education and Youth are higher due to summer camp labor costs occurring in July and August. Budget reallocations were completed in October (FY15 Budget Changes column). Vacant positions that will be filled include the Financial Assistant, Technical Theatre Assistant, and Booking Assistant.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for OPEB ("other post-employment benefits") costs. Those costs are recorded in the month of April.
3. **Booking:** Personnel costs are at the expected level.
4. **Comptroller:** Personnel costs are at the expected level.
5. **Customer Service:** Personnel costs are at the expected level.
7. **Facility Engineer:** Personnel costs are at the expected level.
8. **Maintenance:** Personnel costs are at the expected level.
9. **Information Technology:** Personnel costs are at the expected level.
9. **Media:** Personnel costs are at the expected level; savings due to reorganization are partially offset in FY15 by added costs related to an FMLA absence.
10. **Community Partnerships:** Expense reflects one-time support costs to Anniversary Celebration activities; no further expenditures anticipated.
11. **Performing Arts:** Personnel costs are at the expected level.
11. **Aquatics:** Personnel costs are at the expected level.
12. **Leisure and Learning Administration:** Personnel costs are at the expected level.
13. **Fitness:** Personnel costs are at the expected level; continuing to adjust Fitness/Adult program cost assignments.
14. **Teen/Family:** Personnel costs include summer camps' labor costs which occurred in July and August.
15. **55+:** Personnel costs are at the expected levels.
16. **Youth:** Personnel costs include summer camps' labor costs which occurred in July and August.
17. **Adult:** Personnel expenditures are at the expected levels.
18. **Community Events:** Personnel expenditures are at the expected levels.
19. **Arts Education:** Personnel expenditures include LARK/YAT summer camps' labor costs which occurred in July and August.

Operating Expenses:

General Note: Reservations for multiple months' expenses are made at the beginning of the year; funds are spent down from them. Budget reallocations were completed in October (FY15 Budget Changes column).

1. **Administration:** Current month expense is for A/E (design) consulting costs and training. Reservations are for A/E (design) consulting services.
2. **Board:** Current month expenses are for Best of Reston payment and hospitality. There are no open reservations.
3. **Booking:** Current month expenses are for security, storage facility rental, and supplies. Reservations are for security monitoring, piano tuning, and storage facility rental.
4. **Comptroller:** Current month expenses include bank fees, postage, and office supplies costs. Reservation is for document shredding service.
5. **Facility Engineering:** Current month expenses include repair and maintenance costs. Reservations are for repair and maintenance.
6. **Maintenance:** Current month expenses include utility costs, repair and maintenance, and supplies costs. Reservations are for repair and maintenance and utilities costs.
7. **IT:** Current month expenses include licensing fee, communication, and supplies costs. Reservations are for communication costs and supplies.
8. **Media:** Current month expenses include sponsorship, supplies, printing costs, and conference costs. Reservations are for advertisement and conference attendance costs.
10. **Community Partnerships:** Current month expenses include community art partnerships payments, printing, and hospitality costs. There are no open reservations.
11. **Performing Arts:** Current month expenses include contractor payments, supplies, and theatre operating costs. Reservation is for contractor payments.
11. **Aquatics:** Current month expenses are for pool maintenance and supplies. Reservations are for pool supplies costs.
12. **Leisure and Learning Admin:** Current month expense is membership cost. There are no open reservations.
13. **Fitness:** No current month expenses recorded in April. Reservations are for program delivery contract costs.
14. **Teen/Family:** Current month expenses are for program transport, recreational activities, and program supplies. Reservations are for program transportation and program delivery contract costs. A large part of the operating budget is expended to support summer program activities.
15. **55+:** Current month expenditures include recreational activities, transportation, and program supplies costs. Reservation is for program delivery contract costs and transportation costs.
16. **Youth:** Current month expenditures are for program delivery contract costs, equipment rental, and supply costs. Reservations are for program delivery contracts' costs. A large part of the operating budget is expended to support summer program activities.
17. **Adult:** Current month expenditures are for program delivery contracts' costs and program supplies. Reservations are for program delivery contract costs.
18. **Community Events:** Current month expenditures are for program delivery contract costs and program supplies. There are no open reservations.
19. **Arts Ed:** Current month expenditures are for program delivery contracts' costs and program supply costs. Reservations are for program delivery contracts' costs. Costs related to summer programs are higher than for other seasons.

Capital Project Expense

General Note: Reservations for multiple months' expenses are made at the beginning of the year; funds are spent down from them.

1. **RCC Improvements /C-000001:** Includes motor control panel replacement, and HW Loading Dock projects.
2. **Community Room Hunters Woods Enhancements /C-000003:** Community room lighting and sound upgrades (chandelier fixtures design and replacement pending.)
3. **RCC CenterStage Enhancements /C-000008:** Previous years' funding (\$40K) for replacement of the CenterStage floor has been transferred from RCC Improvements project (#1) for ease of tracking. New cabling, sound and lighting upgrades will now be done at the same time and so that project budget allocation increased by \$100,000 for FY15. Present scheduling suggests that the sound and lighting upgrades will occur in summer of 2015; the floor replacement will wait until either winter of 2015 or summer of 2016. Adjustments to that calendar will appear in the June Public Hearing materials and CIP.

FY17 Budget

	<u>FY2016</u>	<u>FY2017</u>
<u>Estimated Opening Fund Balance</u>	\$ 4,103,534	\$ 3,457,066
<u>Revenue</u>		
Estimated Revenue	\$ 8,277,427	\$ 8,389,438
<u>Expenditures</u>		
Personnel	\$ 5,367,499	\$ 5,393,830
Operating	\$ 2,909,396	\$ 2,841,498
Sub-Total Expenditures	\$ 8,276,895	\$ 8,235,328
Capital Projects	\$ 647,000	\$ 471,300
<u>Total Expenditures</u>	\$ 8,923,895	\$ 8,706,628
Revenue less Expenditures	\$ (646,468)	\$ (317,190)
<u>Estimated Ending Fund Balance</u>	\$ 3,457,066	\$ 3,139,876
<u>Reserves</u>		
Capital Project Reserve	\$ 2,298,226	\$ 1,965,355
Maintenance Reserve (12% of # Est. Revenue)	\$ 993,291	\$ 1,006,733
Feasibility Study (2% of # Est. Revenue)	\$ 165,549	\$ 167,789
Economic and Program Contingency	\$ -	\$ -