

**CENTRAL MASSACHUSETTS
REGIONAL PLANNING COMMISSION**

FINANCIAL STATEMENTS

AND AUDITOR'S REPORTS

June 30, 2011

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Year Ended June 30, 2011

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INDEPENDENT AUDITOR'S REPORT

To the Commissioners of the
Central Massachusetts Regional Planning Commission

We have audited the Statement of Net Assets of Central Massachusetts Regional Planning Commission (the Commission) as of June 30, 2011 and the related Statements of Revenue, Expenses and Changes in Net Assets and Cash Flows for the year then ended. These financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Commission as of June 30, 2011 and the respective changes in financial position and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated January 10, 2012 on our consideration of the Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3 through 5 and 17 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, 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.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's financial statements as a whole. The supplementary information included on pages 18 through 21 is presented for purposes of additional analysis and are not a required part of the financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the financial statements. The supplementary information and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Roland P. Lambalot, PC

Methuen, Massachusetts
January 10, 2012

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Required Supplementary Information

Management's Discussion and Analysis

The following is offered to the readers of the Central Massachusetts Regional Planning Commission's financial statements. It is a narrative overview and analysis of the financial performance of the Central Massachusetts Regional Planning Commission (the Commission) during the fiscal year ended June 30, 2011. Please read this discussion and analysis in conjunction with the Commission's financial statements which begin on page 6.

This financial report is designed to provide an overview of the Commission's finances for all those with an interest in the Commission's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Commission at Central Massachusetts Regional Planning Commission, 2 Washington Square, 2nd Floor, Worcester, Massachusetts 01604.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Commission's basic financial statements. The Commission is a public agency engaged in certain activities. As such, its financial statements consist of only those financial statements required for proprietary funds and related notes.

Revenue is recorded when earned and expenses are recorded when incurred. The financial statements include a statement of net assets, a statement of revenues, expenses and changes in net assets, and a statement of cash flows. These are followed by the notes to the financial statements. In addition to the financial statements, this report also contains supplemental schedules pertaining to the services provided for the various grants and contracts undertaken by the Commission.

The statement of net assets presents information on the assets and liabilities, with the difference between the two reported as net assets. Over time, increases and decreases in net assets may serve as a useful indicator of whether the financial position of the Commission is improving or deteriorating.

The statement of revenues, expenses and changes in net assets reports the operating revenues and expenses and nonoperating revenues and expenses of the Commission for the fiscal year with the difference – the net income or loss – being used to determine the net change in assets for the fiscal year. That change combined with the previous year's end net asset total reconciles to the net asset total at the end of this fiscal year.

The statement of cash flows reports cash and investment activities for the fiscal year resulting from operating activities and capital and related activities. The net result of these activities added to the beginning of the year cash and investment balance reconciles to the cash and investment balance of the current fiscal year.

The notes to the financial statements provide additional information that is essential to the understanding of the data provided in the basic financial statements and can be found on pages 9 through 16 of the report.

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Required Supplementary Information Management's Discussion and Analysis

Condensed Financial Information

Condensed financial information as of and for the years ended June 30, 2011 and 2010 is as follows:

	<u>2011</u>	<u>2010</u>
Current and other assets	\$ 1,273,179	\$ 1,104,337
Capital assets, net	14,091	15,182
Total assets	<u>1,287,270</u>	<u>1,119,519</u>
Current liabilities	<u>875,295</u>	<u>639,676</u>
Total liabilities	<u>875,295</u>	<u>639,676</u>
Total net assets	<u>\$ 411,975</u>	<u>\$ 479,843</u>
Total operating revenues	<u>\$ 3,886,067</u>	<u>\$ 3,581,831</u>
Total operating expenses, excluding depreciation	3,915,506	3,577,866
Depreciation	<u>5,264</u>	<u>3,470</u>
Total operating expenses, including depreciation	3,920,770	3,581,336
Grant funded fixed asset activity	<u>4,172</u>	<u>-</u>
Change in net assets	(30,531)	495
Beginning net assets	479,843	479,348
Prior period adjustment (Note 15)	<u>(37,337)</u>	<u>-</u>
Ending net assets	<u>\$ 411,975</u>	<u>\$ 479,843</u>

Financial Highlights

The assets of the Commission exceed its liabilities at the close of the most recent fiscal year by \$449,312. Total net assets decreased by \$30,531 for the year ended June 30, 2011. The expenses, except for depreciation and amortization, are funded annually through assessments and a combination of federal, state and local assistance. The Central Massachusetts Regional Planning Commission's net assets consist primarily of cash and accounts receivable.

Key factors in the change in net assets are as follows:

- Contract revenue increased by \$308,938 or 8.95%
- Total expenses, exclusive of depreciation, increased by \$336,740 or 10.25%
- Revenues from assessments from member communities were \$122,695

See accompanying independent auditor's report

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Required Supplementary Information

Management's Discussion and Analysis

Economic Factors and Next Year's Budget

Within the ongoing economic condition, the Commission continues to seek out additional sources of funds and to explore new program offerings. Recent statewide efforts to promote regionalism have advance opportunities for communities to work cooperatively, and as they do so, the Commission is viewed as a partner in that effort. This last year's audit identifies emerging programs that we anticipate will become a regular part of our work: DLTA (district local technical assistance), Brownfields Remediation and EDA Economic Development Planning, as examples. In the transportation sector increasing attention is being placed on linking transportation and land use plans, on transit, walkability, safety, pavement management at the local level, intelligent transportation systems, and Title VI. This emphasis places more demands on staff but also provides new and necessary opportunities for growth and service delivery.

While the audit states that there are no significant or material findings, it does show cost overruns on contracts in the Community Development sector. These cost overruns will need to be eliminated in the next year through increased attention at the departmental level to contract budgets and expenditures, using financial data that has been provided on a weekly and monthly basis.

This audit reflects the recent GASB Statement 45 requirements for OPEB retirement health contributions. While the Commission did not make a contribution the previous year, it identified the obligation and is presently contributing to a Trust for these retirement health plan obligations. This contribution will continue in future years.

Local municipal financial constraints have reduced the demand for non-essential planning that the Commission traditionally does, such as open space plans, zoning amendments, and comprehensive planning. To supplant this work the Commission has increased participation in federal level programs, including EPA and EDA. However, match requirements of 1:1 and less than full reimbursement of indirect costs draw from and significantly our assessment funds. As this trend continues, we will need to be more vigilant in cost containment and increase productivity and efficiencies.

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Statement of Net Assets

June 30, 2011

ASSETS

Current Assets

Cash and cash equivalents	\$ 742,594
Accounts Receivable	
Federal/State grants	448,232
Local contracts	27,938
Unbilled costs	23,898
Prepaid expense	<u>30,517</u>
Total current assets	<u>1,273,179</u>

Non-Current Assets:

Office Furniture and Equipment	53,411
Less: accumulated depreciation	<u>39,320</u>
Total non-current assets	<u>14,091</u>
Total assets	<u><u>\$ 1,287,270</u></u>

LIABILITIES

Current Liabilities

Accounts payable	\$ 245,687
Accrued payroll	91,366
Accrued expenses	14,447
Deferred revenue	329,504
Accrued retiree health	118,073
Grants payable	<u>76,218</u>
Total current liabilities	<u>875,295</u>

NET ASSETS

Invested in capital assets, net of related debt	14,091
Unrestricted	<u>397,884</u>
Total Net Assets	<u><u>\$ 411,975</u></u>

See accompanying notes to the financial statements

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Statement of Revenues, Expenses and Changes in Net Assets

Year Ended June 30, 2011

Operating Revenues:

Federal/state	\$ 3,690,349
Local contracts	69,068
Local assessments	122,695
Other local revenue	3,955

Total Operating Revenues 3,886,067

Operating Expenses

Direct salaries	892,624
Equipment	1,627,923
Consultants	380,628
Training	64,003
Conferences/meetings	2,471
Travel	13,520
Supplies	1,531
Software	3,623
Other direct costs	2,085
Indirect costs	932,362

Total Operating Expenses 3,920,770

Change in net assets (34,703)

Capitalization of grant funded fixed assets 4,908

Depreciation of grant funded fixed assets (736)

Net assets - beginning of year 479,843

Prior period adjustment (Note 15) (37,337)

Net assets - end of year \$ 411,975

See accompanying notes to the financial statements

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Statement of Cash Flows

Year Ended June 30, 2011

Cash Flows From Operating Activities

Federal, state and local contracts	\$ 3,862,907
Other cash receipts	3,955
Payments to vendors	(2,424,429)
Payments to employees for services	(1,352,688)

Net cash provided by operating activities 89,745

Change in cash and cash equivalents 89,745

Cash and cash equivalents - beginning of year 652,849

Cash and cash equivalents - end of year \$ 742,594

Reconciliation of increase in net assets to net cash provided by operating activities:

Change in net assets	\$ (34,703)
Adjustments:	
Depreciation	5,264
Changes in assets and liabilities	
Receivables	(70,900)
Prepaid expenses	(8,197)
Payables	59,810
Retiree health benefits	40,171
Other accrued expenses	98,300

Net cash provided by operating activities \$ 89,745

See accompanying notes to the financial statements

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Notes to Financial Statements

June 30, 2011

NOTE 1. Nature of the Organization and Summary of Significant Accounting Policies

The financial statements of the Central Massachusetts Regional Planning Commission (the Commission) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Government Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The Commission applies Financial Accounting Standards Board pronouncements and Accounting Principles Board opinions issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements, in which case, GASB prevails, and all of the GASB pronouncements issued subsequently. The more significant of the Commission's accounting policies are described below:

A. Reporting Entity

The Central Massachusetts Regional Planning Commission was established as a public body corporate in accordance with Section 3, Chapter 40B of the General Laws of the Commonwealth of Massachusetts on July 30, 1963. The Commission was established primarily to assist a city or town to plan jointly with other cities and towns, and to promote with the greatest efficiency and economy the coordinated and orderly development of areas within its jurisdiction and the general welfare and prosperity of its citizens. The Commission members, alternates and advisory committee members receive no compensation other than reimbursements for certain allowable expenses. The Commission is directed by statute to make certain studies of the District's resources, possibilities and needs and, on the basis of such comprehensive study plans, to recommend undertakings for the physical, social and economical improvements of the District.

B. Basis of Accounting

The operations of the Commission are accounted for as an enterprise fund on an accrual basis in order to recognize the flow of economic resources. Under this basis, revenues are recognized in the period in which they are earned, expenses are recognized in the period in which they are incurred, depreciation of assets is recognized, and all assets and liabilities associated with the operation of the Commission are included in the Statements of Net Assets. The principal revenues of the Commission are revenues received from federal, state and local contracts. The Commission also recognizes as operating revenue the assessments received from member communities. Operating expenses for the Commission include the direct costs of performing the required services under the planning contracts, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

C. Budget

The Commission must establish an operating budget each year so that the amounts reflect the sum of (a) the aggregate of all revenue projected to be received by the Commission, including available surplus funds less (b) the aggregate of all annual appropriations for expenditures. The budget for all operations of the Commission is prepared by the Executive Director and is acted upon by the full Commission. The budget is prepared on the accrual basis.

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Notes to Financial Statements

June 30, 2011

D. Cash and Cash Equivalents

Cash includes amounts in demand deposits. Cash equivalents include all highly liquid deposits with an original maturity of three months or less when purchased. These deposits are fully collateralized or covered by federal deposit insurance except as stated in Note 2. The carrying amount of the cash equivalents is fair value. For purposes of the statement of cash flows, the Commission considers all highly liquid investments purchased with a maturity of three months or less to be cash equivalents.

E. Compensated Absences

Employees of the Commission are entitled to paid vacation and paid sick days off, depending on job classification, length of service and other factors. The Commission's policy is to recognize the costs of compensated absences when earned, not when paid.

F. Capital Assets and Depreciation

Office equipment is recorded at cost. Depreciation is computed by using the straight-line method based upon the estimated useful lives of the assets. Depreciation on general fixed assets is charged to operations as an indirect cost. This charge amounted to \$5,264 for the year ended June 30, 2011. A full month's depreciation is taken in the month an asset is placed in service. When property and equipment are disposed, depreciation is removed from the respective accounts, and the resulting gain or loss, if any, is recorded in operations. Expenditures for repair and maintenance are expensed.

G. Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported revenues and expenses during the reporting period. Actual results could differ from those estimates.

H. Concentration of Credit Risk

Financial instruments which potentially subject the Commission to concentrations of credit risk consist principally of accounts receivable. The Commission's primary accounts receivable are due from the Massachusetts Highway Department. The Commission places its cash investments with high credit banks. Management routinely assesses the financial strength of the institutions as a means to minimize this risk.

I. Allocation of Indirect Expenses

Indirect expenses are allocated to contracts at the end of each month based upon the ratio of direct salaries for each grant or contract to total direct salaries for the month.

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Notes to Financial Statements

June 30, 2011

Note 2. Cash and Cash 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 (“MMDT”).

Custodial credit risk is that, in the event of bank failure, the Commission’s deposits may not be returned to it. The Commission does not have a deposit policy of custodial risk. As of June 30, 2011 \$-0- of the Commission’s bank balance of \$786,163 was exposed to custodial credit risk.

NOTE 3. Accounts Receivable

All grant amounts and their related receivables are subject to final audit by the applicable Federal and State grantor agencies with the possibility of claims of overpayment being made by those agencies. Management believes that no significant liabilities will arise from audits to be performed. The Federal government has a reversionary interest in the unused balances of advance payments, any funds improperly applied, and in property and facilities purchased or otherwise made available under the grant. At June 30, 2011 all accounts receivable were deemed to be collectable.

NOTE 4. Local Assessments

The Commission received local matching funds of \$124,618 through an assessment of its member communities. These funds are distributed to the active grants during the period based upon costs incurred and the required matching formula. Of the amounts assessed \$1,923 was deemed uncollectible.

NOTE 5. Capital Assets

Capital assets activity for the year ended June 30, 2011 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital Assets, being depreciated				
Equipment	\$ 44,918	\$ 4,908	\$ -	\$ 49,826
Furniture and fixtures	3,585	-	-	3,585
Total Capital Assets	<u>48,503</u>	<u>4,908</u>	<u>-</u>	<u>53,411</u>
Less Accumulated Depreciation for:				
Equipment	32,882	5,641	-	38,523
Furniture and fixtures	439	358	-	797
Total Accumulated Depreciation	<u>33,321</u>	<u>5,999</u>	<u>-</u>	<u>39,320</u>
Capital Assets, net	<u>\$ 15,182</u>	<u>\$ (1,091)</u>	<u>\$ -</u>	<u>\$ 14,091</u>

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Notes to Financial Statements

June 30, 2011

NOTE 6. Line of Credit

The Commission has a \$120,000 revolving line of credit secured by all assets of the Commission. Interest is charged monthly at the bank's base lending rate. The Commission did not access the line in fiscal 2011.

NOTE 7. Lease Commitments

The Commission entered into a lease for office space at 2 Washington Square in Worcester, Massachusetts. The Current lease expires in December of 2017 and contains an option to extend the lease for two successive five year terms.

Minimum future annual rental payments required as of June 30, 2011 are as follows:

2012	\$ 127,755
2013	132,014
2014	136,272
2015	136,272
2016	136,272
Thereafter	<u>204,408</u>
	<u>\$ 872,993</u>

NOTE 8. Employee Termination Liabilities

In accordance with its personnel policies, the Commission is liable to its employees at time of separation for accrued vacation time.

NOTE 9. Risk Management

In conjunction with its normal operations, the Commission is exposed to various risks related to the damage or destruction of its assets from both natural and man-made occurrences, tort/liability claims, errors and omissions claims and professional liability claims. As a result of these exposures, the Commission has developed a comprehensive risk management program. There have been no significant reductions in coverage from the prior year.

NOTE 10. Completed Grants

The Schedule of Cumulative Revenues and Expenditures and Computation of Project Grant on Completed Projects does not include those grants or projects that are contracted for using the lump-sum method of payment whereby there is no additional funds due or payback necessary when the work is finished.

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Notes to Financial Statements

June 30, 2011

NOTE 11. Retirement Plans

A retirement plan and a deferred compensation plan are available to Commission employees. The retirement plan is administered by the Commonwealth of Massachusetts through the State Employee's Retirement System. Employees contribute a stated percentage of gross wages to a defined benefit plan. Massachusetts General Law establishes uniform benefit and contribution requirements for the public employee retirement system. In the deferred compensation plan, eligible employees can also contribute to a deferred compensation arrangement created in accordance with Internal Revenue Section 457.

NOTE 12. Health Benefits

Health, dental, vision and life insurance benefits for employees are provided through the Group Insurance Commission of the Commonwealth of Massachusetts. As part of the Commission's membership in this organization it will also provide health benefits to former employees who have retired. The Commission will pay 75% of premiums. The Commission also purchases statutory workers compensation insurance. In fiscal 2010 the Commission adopted the provisions of GASB Statement No. 45 *Accounting and Financial Reporting by Employees for Postemployment Benefits Other than Pensions*.

Note 13. Litigation

The Commission had a pending legal proceeding that involved employment issues. This proceeding was, in the opinion of management, an ordinary routine matter incidental to the normal business conducted by the Commission. In the opinion of management and the Commission's outside legal counsel, such proceeding is substantially covered by insurance, and the matter was settled with no adverse effect on the Commission's financial position, results of operations or cash flows.

Note 14. Other Postemployment Benefits

GASB No. 45 requires governments to account for other postemployment benefits, primarily healthcare, on an accrual basis rather than on a pay-as-you-go basis. The effect is the recognition of an actuarially required contribution as an expense on the statement of revenues, expenses, and changes in net assets when a future retiree earns their postemployment benefit rather than when they use their postemployment benefit. To the extent that an entity does not fund their actuarially required contribution, a postemployment benefit liability is recognized on the balance sheet over time.

A. Plan Description

The Commission's health care plan (the Plan) is a single-employer defined benefit healthcare plan administered by the Commission. The Plan provides medical benefits to eligible retirees and their spouses. Chapter 32B of the Massachusetts General Laws assigns the authority to establish and amend benefit provisions. The plan does not issue a separate report.

B. Benefits Provided

The Commission provides medical, prescription drug, and mental health/substance abuse to retirees and their covered dependents. All active employees who retire from the Commission and meet the eligibility criteria will receive these benefits.

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Notes to Financial Statements

June 30, 2011

C. Funding Policy

The contribution requirements of plan members and the Commission are established and may be amended by the state legislature. The required contribution is based on the projected pay-as-you-go financing requirements, with an additional amount to prefund benefits as determined annually by the Commission. The Commission has not begun prefunding the plan.

D. Annual OPEB Cost and Net OPEB Obligation

The Commission’s annual other postemployment benefit (OPEB) cost (expense) is calculated based on the *annual required contribution of the employer (ARC)*, an amount actuarially determined in accordance with the parameters of GASB Statement 45. Fiscal 2010 was the first year of the adoption of GASB 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of the Commission’s annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Commission’s net OPEB obligation to the plan based on an actuarial valuation as of June 30, 2011:

Annual required contribution	\$ 40,173
Interest on net OPEB obligation	6,232
Adjustment to annual required contribution	<u>(6,234)</u>
Annual OPEB cost (expense)	40,171
Contributions made	<u>-</u>
Increase in net OPEB obligation	40,171
Net OPEB obligation - beginning of year	77,902
Prior year funding	<u>-</u>
Net OPEB obligation - end of year	<u><u>\$ 118,073</u></u>

The Commission’s annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation were as follows:

Fiscal year ended	Annual OPEB Cost	Percentage of OPEB cost contributed	Net OPEB obligation
2010	\$ 77,902	0.0%	\$ 77,902
2011	40,171	0.0%	40,171

The Commission’s net OPEB obligation as of June 30, 2011 is recorded as “accrued retiree health”. The Commission’s OPEB obligation for fiscal 2011 was discharged before December 31, 2011 and is included as an allowed indirect cost per OMB Circular A-87 Cost Principles for State, Local and Indian Tribal Governments.

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Notes to Financial Statements

June 30, 2011

E. Funded Status and Funding Progress

As of June 30, 2011, the most recent actuarial valuation date, the plan was 0.00 percent funded. The actuarial accrued liability for benefits was \$266,584 and the actuarial value of assets was \$-0-, resulting in an unfunded actuarial accrued liability (UAAL) of \$266,584. The covered payroll (annual payroll of active employees covered by the plan) was \$998,790 and the ratio of the UAAL to the covered payroll was 26.69%. Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimated about the future. A schedule of funding progress will be presented when the plan has been in place for a sufficient number of years to allow it present multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

F. Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the plan as understood by the Commission and the Plan members and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the Commission and Plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with long-term perspective of the calculations. In the June 30, 2011 actuarial valuation the entry age method was used. The actuarial assumptions included a 8.0 percent investment return (net of administrative expenses), which is a blended rate of the expected long-term investment returns on plan assets and on the employer's own investments calculated based on the funded level of the plan at the valuation date, and an annual healthcare cost trend rate of 7 percent initially, reduced by decrements to an ultimate rate of 5.2 percent after eight years. Both rates included a 4.5 percent inflation assumption. The actuarial value of assets was determined using techniques that spread the effects of the short-term volatility in the market value of investments over a thirty year period. The UAAL is being amortized as a level percentage of projected payroll on an closed basis. The remaining amortization period at July 1, 2011 was twenty eight years.

Note 15. Prior Period Adjustment

The beginning net assets of the Commission on the government-wide Statement of Revenues, Expenses and Changes in Net Assets have been decreased by \$37,337 due to the following adjustment: a decrease in the amount of federal and state contract revenues reported for fiscal 2010. In the prior year financial statements \$77,902 was included in the agency's overhead rate for costs related to the implementation of GASB 45. As this amount was not funded by December 31, 2010 it is not allowable as a reimbursable cost under OMB Circular A-87. Contracts that have continued on into the current fiscal year have been adjusted to reflect lower earned contract revenues. They include MassDOT #52456 (\$34,518), EPA #BF-96113101 (\$1,732) and MassDOT #X0004 (\$1,087).

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Notes to Financial Statements

June 30, 2011

Note 16. Subsequent Events

Subsequent events have been evaluated through January 10, 2012, the date on which the financial statements were available to be issued.

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Budgetary Comparison Schedule

Year Ended June 30, 2011

	<u>Final</u>	<u>Actual</u>	<u>Variance</u>
	<u>Budget</u>	<u>Activity</u>	
Revenues			
Grants and contracts	\$ 5,521,281	\$ 3,759,417	\$ (1,761,864)
Local assessments	124,618	122,695	(1,923)
Other income	<u>8,000</u>	<u>3,955</u>	<u>(4,045)</u>
Total Revenues	<u>5,653,899</u>	<u>3,886,067</u>	<u>(1,767,832)</u>
Expenses			
Direct salaries	838,932	892,624	(53,692)
Equipment	2,343,000	1,627,923	715,077
Consultants	790,000	380,628	409,372
Training	675,000	64,003	610,997
Conferences/meetings	10,000	2,471	7,529
Travel	12,000	13,520	(1,520)
Supplies	7,000	1,531	5,469
Software	4,500	3,623	877
Other direct costs	2,500	2,085	415
Indirect costs	<u>970,967</u>	<u>932,362</u>	<u>38,605</u>
Total Expenses	<u>5,653,899</u>	<u>3,920,770</u>	<u>1,733,129</u>
 Excess of Revenues over Expenses - Budgetary	 <u><u>\$ -</u></u>	 <u><u>\$ (34,703)</u></u>	 <u><u>\$ (34,703)</u></u>

See accompanying independent auditor's report.

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Schedule of Revenues and Expenditures Allocated by Contract/Activity

Year Ended June 30, 2011

	SHSP FY07	SHSP FY08	LETTP FY07	FTA JARC	MassDOT X004	MassDOT X005	WRTA	MassDOT 52456
Revenues:								
Federal/State grants	\$ 1,163,192	\$ 61,717	\$ 749,506	\$ 90,637	\$ 119,710	\$ 28,933	\$ 230,470	\$ 811,789
Local contracts	-	-	-	-	-	-	57,617	-
Local assessments	-	-	-	1,307	29,928	7,233	-	-
Other local revenues	-	-	-	-	-	-	-	-
Total Revenues	1,163,192	61,717	749,506	91,944	149,638	36,166	288,087	811,789
Expenditures:								
Direct salaries	12,366	30,105	16,877	1,252	72,789	17,654	140,125	386,858
Travel	110	167	63	-	594	72	1,522	6,338
Equipment	1,070,127	-	551,115	-	-	-	-	6,681
Training	31,984	-	17,098	-	-	-	-	-
Exercises	12,947	-	3,036	-	-	-	-	-
Consultants	22,536	-	143,637	89,211	-	-	-	-
Conferences/meetings	-	-	-	-	226	-	-	1,168
Computer software	-	-	-	-	-	-	-	3,623
Supplies	-	-	-	-	-	-	77	1,454
Legal	205	-	51	174	-	-	-	1,587
Other direct costs	-	-	-	-	-	-	-	-
Indirect costs	12,917	31,445	17,629	1,307	76,029	18,440	146,363	404,080
Total Expenditures	1,163,192	61,717	749,506	91,944	149,638	36,166	288,087	811,789
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

See accompanying independent auditor's report

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Schedule of Revenues and Expenditures Allocated by Contract/Activity

Year Ended June 30, 2011

	MassDOT 63203	MEMA PDMC-05	EPA BF-96113101	DLTA FY10	DLTA FY11	Barre CDBG	Northbridge CDBG	Local Programs
Revenues:								
Federal/State grants	\$ 61,562	\$ 11,317	\$ 71,116	\$ 94,254	\$ 82,488	\$ 184	\$ 2,597	\$ 110,877
Local contracts	-	-	-	-	-	-	-	11,451
Local assessments	-	3,773	7,247	-	-	-	-	73,207
Other local revenues	-	-	-	-	-	-	-	3,955
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	<u>61,562</u>	<u>15,090</u>	<u>78,363</u>	<u>94,254</u>	<u>82,488</u>	<u>184</u>	<u>2,597</u>	<u>199,490</u>
Expenditures:								
Direct salaries	-	7,336	9,605	63,798	36,685	85	1,866	95,223
Travel	-	91	1,307	611	801	63	16	1,765
Equipment	-	-	-	-	-	-	-	-
Training	-	-	-	-	-	-	-	-
Exercises	-	-	-	-	-	-	-	(1,062)
Consultants	61,562	-	57,083	-	6,599	-	-	-
Conferences/meetings	-	-	335	85	85	-	-	572
Computer software	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-
Legal	-	-	-	-	-	-	-	68
Other direct costs	-	-	-	-	-	-	-	-
Indirect costs	-	7,663	10,033	66,638	38,318	89	1,949	99,462
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenditures	<u>61,562</u>	<u>15,090</u>	<u>78,363</u>	<u>131,132</u>	<u>82,488</u>	<u>237</u>	<u>3,831</u>	<u>196,028</u>
Excess (Deficiency) of Revenues over Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (36,878)</u>	<u>\$ -</u>	<u>\$ (53)</u>	<u>\$ (1,234)</u>	<u>\$ 3,462</u>

See accompanying independent auditor's report

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Schedule of Indirect Cost Rate

Year Ended June 30, 2011

	<u>Direct</u>	<u>Other</u>	<u>Indirect</u>	<u>Unreimbursed</u>	<u>Total</u>
	<u>Labor</u>	<u>Direct</u>	<u>Costs</u>	<u>Costs</u>	<u>Expenditures</u>
		<u>Costs</u>			
Expenditures					
Salaries	\$ 892,624	\$ -	\$ 299,160	\$ -	\$ 1,191,784
Fringe benefits - salaries	-	-	170,172	-	170,172
Fringe benefits - insurance	-	-	164,820	-	164,820
Retiree health insurance	-	-	40,171	-	40,171
Payroll taxes	-	-	26,933	-	26,933
Equipment	-	1,627,923	-	-	1,627,923
Consultants	-	380,628	-	-	380,628
Training	-	64,003	-	-	64,003
Conferences & meetings	-	2,471	9,649	-	12,120
Travel	-	13,520	1,133	-	14,653
Supplies	-	1,531	12,439	-	13,970
Software	-	3,623	10,778	-	14,401
Rent	-	-	127,755	-	127,755
Repairs & maintenance	-	-	6,987	-	6,987
Professional fees	-	2,085	23,526	-	25,611
Printing & publications	-	-	673	-	673
Memberships	-	-	7,034	-	7,034
Postage	-	-	2,124	-	2,124
Office expense	-	-	2,619	-	2,619
Equipment rental	-	-	7,051	-	7,051
Insurance	-	-	5,903	-	5,903
Telephone	-	-	5,162	-	5,162
Finance charges	-	-	1,804	-	1,804
Miscellaneous	-	-	1,205	-	1,205
Depreciation	-	-	5,264	-	5,264
Total Expenditures	<u>\$ 892,624</u>	<u>\$ 2,095,784</u>	<u>\$ 932,362</u>	<u>\$ -</u>	<u>\$ 3,920,770</u>

Indirect Cost Rate = Indirect Costs/Direct Labor

$$\frac{\$ 932,362}{\$ 892,624} = 104.45\%$$

See accompanying independent auditor's report

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Schedule of Cumulative Revenues and Expenditures and Computation of
Project Grant on Completed Projects

At June 30, 2011

	<u>MassDOT</u> <u>80-4004</u>
Resources:	
Federal / State grant	\$ 144,507
Local assessments	<u>36,127</u>
Total Revenues	<u><u>\$ 180,634</u></u>
Expenditures:	
Direct salaries	88,120
Direct costs	1,511
Indirect costs	<u>91,003</u>
Total Expenditures	<u><u>\$ 180,634</u></u>
Federal / State - Participation in Project Cost	80%
Pursuant to contracts, the Federal / State grant may not exceed the lesser of the percentage participation shown above or:	<u><u>\$ 144,507</u></u>
Accordingly, the Federal / State grant permissible is:	\$ 144,507
Less: Federal / State grant payments	<u>150,483</u>
Federal / State Grant Receivable (Payable)	<u><u>\$ (5,976)</u></u>

See accompanying independent auditor's report

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REPORT ON COMPLIANCE WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL AFFECT ON EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Commissioners and Finance Committee
Central Massachusetts Regional Planning Commission

Compliance

We have audited the compliance of Central Massachusetts Regional Planning Commission (the Commission) with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 *Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2011. The Commission's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Commission's management. Our responsibility is to express an opinion on the Commission's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the Commission's compliance with those requirements.

In our opinion the Commission complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2011.

Internal Control over Compliance

The management of the Commission is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Commission's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly we do not express an opinion on the effectiveness of the Commission's internal control over compliance.

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

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the Commissioners, management and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Roland P. Lambalot, PC

Methuen, Massachusetts
January 10, 2012

ROLAND P. LAMBALOT, P.C.

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**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***

Commissioners and Finance Committee
Central Massachusetts Regional Planning Commission

We have audited the financial statements of the government activities, the business-type activities, each major fund and the aggregate remaining information of Central Massachusetts Regional Planning Commission (The Commission) as of and for the year ended June 30, 2011, which collectively comprise the Commission's basic financial statements and have issued our report thereon dated January 10, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Commission's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control over financial reporting.

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.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free of 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 determination of financial statement amounts. 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*.

This report is solely intended for the information and use of the Commissioners, management and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Roland P. Lambalot, PC

Methuen, Massachusetts
January 10, 2012

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Schedule of Findings and Questioned Costs

Year Ended June 30, 2011

A. SUMMARY OF AUDIT RESULTS

1. The independent auditor's report expresses an unqualified opinion on the financial statements of Central Massachusetts Regional Planning Commission.
2. No significant deficiencies relating to the audit of the financial statements are reported in the Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in According with Government Auditing Standards.
3. No instances of noncompliance considered material to the financial statements of Central Massachusetts Regional Planning Commission which would be required to be reported in accordance with Government Auditing Standards were disclosed during the audit.
4. No significant deficiencies in internal control over major federal award programs are reported in the Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control over Compliance in Accordance with OMB Circular A-133
5. The independent auditor's report on compliance for the major federal award programs for Central Massachusetts Regional Planning Commission expresses an unqualified opinion.
6. Audit findings that are required to be reported in accordance with Section 510 (a) of OMB Circular A-133 are reported in this schedule.
7. The programs tested as major programs include: Highway Planning and Construction, CFDA No. 20.205 and Homeland Security Grant Program CFDA No. 97.607
8. The threshold for distinguishing Types A and B programs was \$300,000
9. Central Massachusetts Regional Planning Commission was determined not to be a low-risk auditee.

B. FINDING – FINANCIAL STATEMENTS AUDIT

None

C. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAM

None

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Schedule of Expenditures of Federal Awards

For the Year Ended June 30, 2011

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-through Entity Identifying Number	Federal Expenditures
<u>Housing and Urban Development</u>			
Passed through Town of Barre	14.228	Barre	\$ 184
Passed through Town of Brookfield	14.228	Brookfield	2,597
<u>Federal Highway Administration</u>			
Passed through Massachusetts Highway Department	20.205	52546	811,709
	20.205	63203	61,562
<u>Federal Transit Administration</u>			
Passed through Executive Office of Transportation	20.505	80-X004	119,710
	20.505	80-X005	28,933
Passed through Worcester Regional Transit Authority	20.507	WRTA11	230,470
Direct funding	20.516	N/A	48,874
	20.521	N/A	41,763
<u>Environmental Protection Agency</u>			
Direct funding	66.818	N/A	71,116
<u>Department of Homeland Security</u>			
Passed through Massachusetts Emergency Management	97.067	SHSP	1,224,909
	97.067	SHSP	749,506
	97.067	PDMC-05-05	<u>11,317</u>
Total Federal Awards			<u><u>\$3,402,650</u></u>

See accompanying independent auditors' report and notes to schedule of expenditures of federal awards

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Notes to Schedule of Expenditures of Federal Awards

For the Year Ended June 30, 2011

Note 1. Basis of Presentation

The accompanying schedule of federal awards includes the federal grant activity of Central Massachusetts Regional Planning Commission and is presented on the *accrual basis of accounting*. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Summary Schedule of Prior Year Audits

June 30, 2011

There were no significant or material uncorrected prior year findings that affect the current year audit objectives.