



**ROCKVILLE ECONOMIC DEVELOPMENT, INC.
FINANCE COMMITTEE
MINUTES**

May 13, 2025, 5:30 p.m.
Hybrid

Committee Attendees: Susan Prince, Nancy Regelin, Monique Ashton

Absent: Todd Pearson, Bei Ma

Staff: Cindy Rivarde, Amanda Bosland, Richelle Wilson, Karen Sippel, Rhonda Devan

1. CEO/CFO/Treasurer report

- a. Review of Financials through April. Ms. Devan reviewed financials.
- **Cash Position:** Total cash funds stand at **\$1.51M**, with **\$636K** unrestricted, **\$300K** in reserve, and the remainder restricted for specific programs.
 - **Financial Stability:** The organization has an estimated **7-9 months of cash flow available**, based on average monthly expenses of **\$176K**.
 - **Expense Allocation:** **83% of expenditures** are dedicated to programs, with **17% for administration**.
 - **Budget Utilization:**
 - **67% of the REDI budget** (encumbered program funds not reflected in expense) and
 - **74% of the MWBC budget** (vacant positions) have been spent year-to-date.
 - **Revenue Tracking:** The organization has received **82% of its budgeted revenue**, City of Rockville, Federal SBA funding and strong support from other local grants.
 - **Net Assets Growth:** Total net assets increased to **\$1.46M** (up from **\$1.36M** in the prior year).
 - **Liabilities:** The organization maintains **\$787K in liabilities**, primarily from refundable advances, lease liabilities, and payroll obligations.
 - **Program Funding & Expenses:**
 - Personnel costs make up the largest share of expenses (**74% of total**).
 - Contracted services, marketing, and office operations remain within expected spending levels.

Overall, the organization remains financially stable with a modest operating reserve. Ms. Rivarde noted that staff would request a budget amendment from the SBA to adjust spending only in a personnel category in order to add spending in a contractors budget category. Due to staff vacancies, personnel costs have been less than budget, and contractors more. The SBA has indicated that this budget amendment would be appropriate.

Ms. Regelin noted that the columns for the BSU WBC needed to be adjusted to add in revenue received from the City of Bowie. Ms. Devan will break out the Bowie Shop Local numbers from the Shop Local class, and move them to the BSU/WBC for proper comparisons.

b. Draft Budget.

- i. Economic Development – Ms. Devan walked through the proposed budget. All funding is from the City of Rockville with the exception of \$25,000 from the County’s placemaking grant for Rock East. The total projected budget is \$1,557,878 for FY26.
- ii. MWBC – Ms. Devan went over the proposed MWBC budget. It was requested that the line items be adjusted to make clear what revenue amounts were required to make the federal grant match, and what is surplus. In addition, it was requested that the breakout of projected revenue and sources be provided when presented to the full Board.

The committee by consensus directed staff to bring the proposed budget to the full board.

c. SBA FY 2019 and FY2022 audit – Continue to be pending.

2. Other Business
None.

Next Meeting: June 10, 2025