



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

June 10, 2025, 5:30 p.m.  
Hybrid

**Committee Attendees:** Susan Prince, Nancy Regelin, Monique Ashton, Bei Ma

**Absent:** Todd Pearson

**Staff:** Cindy Rivarde, Karen Sippel

1. CEO/CFO/Treasurer report

a. Review of Financials through May. Ms. Rivarde reviewed financials.

- **Cash Position:** Total cash funds stand at **\$1.51M**, with **\$620K** 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:**
  - **73% of the Economic Development budget** (encumbered program funds not reflected in expense) and
  - **82% of the MWBC budget** (vacant positions) have been spent year-to-date.
- **Revenue Tracking:** The organization has received **83% 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 **\$1.29M** (up from **\$1.19M** in the prior year).
- **Liabilities:** The organization maintains **\$740K in liabilities**, primarily from refundable advances, lease liabilities, and payroll obligations.
- **Program Funding & Expenses:**
  - Personnel costs make up the largest share of expenses (**81% 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.

b. Budget Updates.

- i. Montgomery County – the County has awarded \$130,500 for MWBC operations. \$25,000 for curriculum development for Shop Local will be carried over from FY25 with an extension. REDI also received a \$30,000 placemaking grant for Rock East.
- ii. Federick County/City and Howard County - still have not indicated what funding they will provide.
- iii. FSC – will be funding \$10,000 in FY25.

c. SBA Update.

- i. The SBA issued a new Notice of Award for BSU for FY25 that will relate back to the full grant year.
- ii. Ms. Sippel is working with Devan Consulting on budget amendments for both grants.
- iii. REDI received a notice that there would be an audit of FY2024 (BSU).
- iv. The SBA has not confirmed funding for FY2026.

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

2. Other Business

None.