

AGENDA

Regular Board Meeting

December 17, 2020

5:30 P.M.

VIA ZOOM VIDEO CONFERENCE

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – Approve for November 19, 2020

EXECUTIVE DIRECTOR’S REPORT – October 2020

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

* Financials for October 1-31, 2020

* Purchase Reports subject to audit for November 1-30, 2020

* Purchase Reports subject to audit for December 1-17, 2020

Operations Committee

Dave Edinger

Human Resource Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

OLD BUSINESS –

NEW BUSINESS –

EXECUTIVE SESSION –

RESOLUTIONS – Resolution 2020-9 CCA FY20-21 Local Match Assurance

QUESTIONS/COMMENTS –

ADJOURNMENT –

The next meeting of the Board of Directors is scheduled for **January 28, 2021**

**BOARD MINUTES
MONROE COUNTY TRANSPORTATION AUTHORITY
P.O. BOX 339
SCOTRUN, PA 18355**

Thursday, November 19, 2020 @ 5:30 P.M.

The scheduled meeting of the Monroe County Transportation Authority (MCTA) Board of Directors was held via Zoom Video Conference after due and proper notice. There were 8 Board Members present. The meeting was called to order at 5:31 P.M.

BOARD MEMBERS PRESENT	STAFF PRESENT
Richard Mutchler, Chairman	Margaret Howarth, Executive Director
Wayne Mazur, 1 st Vice Chairman	Richard Schlameuss, Asst. Executive Director
John Hoback, 2 nd Vice Chairman (Connected @ 5:48)	Joan Davidge, Chief Financial Officer
JoAnn Baratta, Treasurer	Walter Quadarella, Rural Ops & Maint. Manager
Eric Koopman, Asst. Treasurer	Robert Gress, HR/Safety Manager
David Edinger, Secretary (Connected @ 5:38)	Guy LaBar, Shared Ride Manager
Robert Huffman	Iris Rivera, Recording Secretary
Maria Candelaria (Connected @ 5:50)	Marc Wolfe, Solicitor

AUDIT REPORT:

The FY19-20 audit report was presented by CPA Tim Kraft from Reinsel, Kuntz, Leshner.

PUBLIC COMMENT:

No public comment.

APPROVAL OF MINUTES:

The minutes from the September 24, 2020 meeting were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

Peggy presented the Executive Director's report for August & September for Fixed Route & Shared Ride. Wages were low because ridership continues to be low in both Fixed Route and Shared Ride. We're also losing the Toby Army Depot riders because they will be doing a rotation of 50% of their staff due to COVID-19. Revenue and expenses continue to be down as well due to COVID. Road calls have also been down.

FINANCIAL REPORT:

The Finance Committee met on 11/18. JoAnn reported that we have a surplus in wages due to low ridership, and because ridership is down, we have been using CARES as opposed to ACT 44. In Shared Ride due to low ridership the MATP budget will be adjusted after the first quarter. We took a five-year maintenance plan with Avail Technologies and will be using the surplus in the budget to pay for the plan. There will be a budget revision done so we can add the five-year maintenance plan from Avail. With this plan if something happens with the system, we can call Avail directly, making it one point of contact.

The **Capital & Operating Purchase Reports** for Period 3, September 1-30, 2020 were reviewed and ratified, subject to audit.

The **Capital & Operating Purchase Reports** for Period 4, October 1-31, 2020 were reviewed and ratified, subject to audit.

The **Capital & Operating Purchase Reports** for Period 5, November 1-19, 2020 were reviewed and ratified, subject to audit.

OPERATIONS:

The Operations Committee met on November 16th, Peggy reported that the wash bay is moving along, although a little slow. We put our surplus vehicles on Municibid for the first time, and it was very successful. The funds acquired from the surplus sales on Municibid will be used as Local Match. We're expecting the first CNG buses for Shared Ride to arrive next year. We're also gathering data and working on ideas for a possible fare increase in Fixed Route in 2021.

HUMAN RESOURCES:

Bob reported the sad news of Cheri Jones' passing and that there will be a celebration of life service on Sunday, November 29th. There were two PPL incidents to report for September and two for October, and there were no W/C for either month. The committee also discussed the offer to buy back up to 40 hours of vacation time from employees who were not able to use them due to COVID-19. The committee also discussed closing MCTA on the two floating holidays (MLK & Presidents Day) beginning in 2021, and the Christmas bonuses.

COMPLIANCE:

The compliance committee did not meet in November. At the next meeting the committee will discuss Certification#10, Fixed Guideway and Certification#11, Grants for Bus/Bus Facilities LoNo.

MARKETING:

Rich reported that due to COVID-19 we are not doing the holidays as usual this year. Instead, the Marketing Committee has taken up the task of sprucing up the signage on the buses and around the building. We will also be putting up signs and bike racks in the Borough of Stroudsburg next year.

OLD BUSINESS:

None

NEW BUSINESS:

The Board Meeting & MCTA Holiday schedule for 2021 were approved by the Board.

EXECUTIVE SESSION:

None

RESOLUTIONS:

None

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:56 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM November 19, 2020

- 11-01-2020 - Motion to accept the E-copies of the FY19/20 audit as reviewed,
subject to clarification if needed.
MOTION CARRIED- RH/EK
- 11-02-2020 - Motion to approve the minutes from the September 24, 2020 Board Meeting,
MOTION CARRIED- EK/RH
- 11-03-2020 – Motion to approve the Capital Purchases for September 1-30, 2020
Subject to audit
MOTION CARRIED – JB/JH
- 11-04-2020 – Motion to approve the Operating Purchases for September 1-30, 2020
Subject to audit
MOTION CARRIED – JB/JH
- 11-05-2020 – Motion to approve the Capital Purchases for October 1-31, 2020
Subject to audit
MOTION CARRIED – JB/JH
- 11-06-2020 - Motion to approve the Operating Purchases for October 1-31, 2020,
Subject to audit
MOTION CARRIED- JB/JH
- 11-07-2020 – Motion to approve the Capital Purchases for November 1-19, 2020
Subject to audit
MOTION CARRIED – JB/JH
- 11-08-2020 - Motion to approve the Operating Purchases for November 1-19, 2020,
Subject to audit
MOTION CARRIED- JB/JH
- 11-09-2020 - Motion to approve the Fixed Route Budget & Variance Report
for August 1-31, 2020, Subject to audit
MOTION CARRIED- JB/JH
- 11-10-2020 - Motion to approve the Shared Ride Budget & Variance Report
for August 1-31, 2020, Subject to audit
MOTION CARRIED- JB/JH
- 11-11-2020 - Motion to approve the budget revision, to move funds from the driver wages line to
the maintenance service agreement line.
MOTION CARRIED- EK/JH
- 11-12-2020 – Motion to approve the Fixed Route Budget & Variance Report
for September 1-30, 2020, Subject to audit
MOTION CARRIED – JB/EK

11-13-2020 – Motion to approve the Shared Ride Budget & Variance Report
for September 1-31, 2020, Subject to audit
MOTION CARRIED – JB/EK

11-14-2020 - Motion to approve the Christmas bonuses,
MOTION CARRIED- JB/JH

11-15-2020 - Motion to approve the vacation pay outs, up to a maximum of 40 hours,
MOTION CARRIED- JH/EK

11-16-2020 - Motion to approve the Board Meeting schedule for 2021,
MOTION CARRIED- WM/EK

11-17-2020 - Motion to approve the MCTA holidays for 2021,
MOTION CARRIED- JH/EK

11-18-2020 – Motion to adjourn
MOTION CARRIED –JB/JH



EXECUTIVE DIRECTOR'S REPORT



FIXED ROUTE				OCT 2020	SHARED RIDE				FLEX CONNECT	
OTP= 79%	(Monthly)	Monthly Goals ↑ ↓	FY20/21 YTD Average		FY20/21 YTD Average	Monthly Goals ↑ ↓	(Monthly)	OTP= 94%	MONTHLY TRIPS (175)	
1. RIDERSHIP (70% of JUL-FEB trend FY19/20) 173,592/yr:					1. RIDERSHIP (70% of JUL-FEB trend FY19/20) 60,196/yr:				1. RIDERSHIP FLEX Orange:	
Monthly Goal: 14,743	12,506	↓	-18.06%		-21.09%	↓	4,432	Monthly Goal: 5,113	Flex Orange Monthly Goal: 157	134
=(173,592÷365 x 31) YTD Avg					=(60,196÷365 x 31) YTD Average				Same every month (based on \$26.75/trip avg)	
2. EXPENSE/VRH \$101.81: PennDOT Performance Rpt					2. EXPENSE/VRH \$61.47: PennDOT Performance Rpt				2. RIDERSHIP FLEX Violet:	
Monthly Goal: \$101.81	\$142.99	↑	\$137.03		\$81.56	↑	\$83.09	Monthly Goal: \$61.47	Flex Violet Monthly Goal: 226	41
Same every month					Same every month (Use total Rev on BUDVAR)				Same every month (based on \$16/trip avg)	
3. REVENUE/VRH \$10.90: PennDOT Performance Rpt					3. Federal Cares 5307 Annual Budget ≤ \$666,000:				3. RIDERSHIP FLEX Yellow:	
Monthly Goal: \$10.90	\$9.58	↓	\$8.12		109.83%	↑	\$130,027.00	Monthly Goal: ≤ \$55,500	Flex Yellow Monthly Goal: 116	0
Same every month (Use Revenues only, no Subsidies)					(Fund use to budget)		Number needs to be as close to 0 as possible (with less reliance on additional FR subsidy)		Same every month (based on \$20/trip avg)	
4. \$3,471,000/yr. BUDGET:					4. BUDGET \$2,551,000/yr:					
Monthly Goal: \$294,797	92.06%	↑	87.41%		77.48%	↓	84.44%	Monthly Goal: \$216,660		
=(3,471,000÷365 x 31)					=(2,551,000÷365 x 31)					
5. ROAD CALLS: ≥ 12,000					5. ROAD CALLS: ≥ 17,000					
OCT Total FR Miles: 36,426	36,426	↑	37.64%		183.46%	↑	67,033	OCT Total SR Miles: 67,033		

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Four Months Ending October 31, 2020

		Period to Date - October			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
'4111-0-1	Farebox Fixed Route	7,173.36	11,538.46	(4,365.10)	29,281.09	41,538.46	(12,257.37)
'4113-0-1	Billed Fixed Route	300.00	576.92	(276.92)	902.00	2,076.92	(1,174.92)
'4151-0-1	Office Sales - Tickets & Pass	4,891.32	5,769.23	(877.91)	18,934.25	20,769.22	(1,834.97)
'4170-0-1	Advertising Revenue FR	-	-	-	-	-	-
'4510-0-1	Grants Federal 5311	96,154.00	96,154.00	-	346,154.00	346,154.00	-
'4511-0-1	Grants Federal 5307	-	-	-	-	-	-
4512-0-1	Grants Federal 5307 CARES-FR	122,231.00	160,468.00	(38,237.00)	509,812.00	577,686.00	(67,874.00)
'4520-0-1	Grants State Act 44-FR	-	30,770.00	(30,770.00)	0.12	110,770.00	(110,769.88)
'4570-0-1	Grants Local F/R	18,162.00	18,162.00	-	65,384.00	65,384.00	-
4576-0-1	Grants Local - County Relief Block Grant-FR	16,677.70	-	16,677.70	40,437.70	23,760.00	16,677.70
'4590-0-1	Other Revenue F/R	5,782.47	10,288.00	(4,505.53)	11,361.98	37,038.00	(25,676.02)
'4591-0-1	Route Guarantee	-	-	-	-	-	-
'4996-0-1	Interest Income -FR	27.72	23.08	4.64	95.30	83.08	12.22
	Total Revenue	271,399.57	333,749.69	(62,350.12)	1,022,362.44	1,225,259.68	(202,897.24)
'5010-1-1	Wages: Mechn-FR	26,265.94	25,384.62	(881.32)	85,067.56	91,384.62	6,317.06
'5010-2-1	Wages: Drivr-FR	58,971.08	64,038.00	5,066.92	204,402.40	239,538.00	35,135.60
'5050-1-1	Fica: Mechn-FR	2,202.97	2,307.69	104.72	7,317.61	8,307.68	990.07
'5050-2-1	Fica: Drivr-FR	4,677.45	6,057.69	1,380.24	17,007.78	21,807.68	4,799.90
'5052-1-1	PAUC: Mechn-FR	0.95	173.08	172.13	17.06	623.08	606.02
'5052-2-1	PAUC: Drivr-FR	35.93	490.38	454.45	149.49	1,765.38	1,615.89
'5096-1-1	Pension: Mechn-FR	1,562.30	1,523.08	(39.22)	5,155.24	5,483.08	327.84
'5096-2-1	Pension: Drivr-FR	2,910.37	4,050.00	1,139.63	10,744.22	14,580.00	3,835.78
'5330-2-1	Complimentary Transportation-ADA	4,048.00	4,442.31	394.31	15,025.00	15,992.32	967.32
5331-2-1	Flex - Orange:Trans-FR	3,270.00	3,432.69	162.69	13,881.00	12,357.68	(1,523.32)
5332-2-1	Flex - Yellow:Trans-FR	-	185.77	185.77	-	668.78	668.78
5333-2-1	Flex - Violet:Trans-FR	720.00	173.08	(546.92)	1,748.00	623.08	(1,124.92)
'5610-1-1	Parts: Garge-FR	3,991.41	7,788.46	3,797.05	20,361.22	28,038.46	7,677.24
'5612-1-1	Filters: Garge-FR	612.75	1,009.62	396.87	3,212.97	3,634.62	421.65
'5630-2-1	Purchased Tires: Trans-FR	1,540.00	2,307.69	767.69	6,281.36	8,307.68	2,026.32
5650-2-1	Electric: CNG:Trans-FR	1,603.32	663.46	(939.86)	4,130.09	2,388.46	(1,741.63)
5651-2-1	Fuel: CNG Expense:Trans-FR	-	9,403.27	9,403.27	-	33,851.78	33,851.78
'5652-2-1	Fuel Expense: Trans-FR	2,477.52	11,538.46	9,060.94	30,705.10	41,538.46	10,833.36
'5653-2-1	Taxes:Trans-FR	59.39	69.23	9.84	226.91	249.22	22.31
'5654-2-1	Motor Oil: Trans-FR	1,537.50	1,153.85	(383.65)	3,099.95	4,153.86	1,053.91
'5656-2-1	Antifreeze: Trans-FR	302.50	346.15	43.65	605.00	1,246.14	641.14
'5659-1-1	Other Fluids FR :Garage	194.25	403.85	209.60	980.00	1,453.86	473.86
'5910-6-1	Professional Fees: Transportation Study-FR	-	721.15	721.15	-	2,596.14	2,596.14
'6010-6-1	Wages: Admin-FR	44,895.97	53,076.92	8,180.95	149,348.73	191,076.92	41,728.19
'6030-1-1	Vacation Pay: Garge-FR	2,425.20	2,134.62	(290.58)	8,663.09	7,684.62	(978.47)

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Four Months Ending October 31, 2020

		Period to Date - October			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
'6030-2-1	Vacation Pay: Trans-FR	1,961.52	4,326.92	2,365.40	12,807.84	15,576.92	2,769.08
'6030-6-1	Vacation Pay: Admin-FR	4,786.64	3,375.00	(1,411.64)	15,749.38	12,150.00	(3,599.38)
'6032-1-1	Sick Pay: Garge-FR	-	259.62	259.62	237.98	934.62	696.64
'6032-2-1	Sick Pay: Trans-FR	356.64	1,009.62	652.98	1,069.92	3,634.62	2,564.70
'6032-6-1	Sick Pay: Admin-FR	179.31	519.23	339.92	551.25	1,869.22	1,317.97
'6034-1-1	Holiday Pay: Garge-FR	106.99	980.77	873.78	2,202.09	3,530.78	1,328.69
'6034-2-1	Holiday Pay: Trans-FR	356.64	1,961.54	1,604.90	5,706.24	7,061.54	1,355.30
'6034-6-1	Holiday Pay: Admin-FR	-	2,019.23	2,019.23	4,297.77	7,269.22	2,971.45
'6039-1-1	Other Paid Absences: Garge-FR	213.98	288.46	74.48	213.98	1,038.46	824.48
'6039-2-1	Other Paid Absences: Trans-FR	-	490.38	490.38	356.64	1,765.38	1,408.74
'6039-6-1	Other Paid Absences: Admin-FR	425.08	692.31	267.23	2,557.79	2,492.32	(65.47)
'6050-6-1	Fica on Wages: Admin-FR	3,743.49	4,615.38	871.89	12,794.29	16,615.38	3,821.09
'6052-6-1	PAUC on Wages: Admin-FR	54.72	289.04	234.32	242.86	1,040.54	797.68
'6054-6-1	FICA on 3rd Party Sick Pay	-	57.69	57.69	-	207.68	207.68
'6090-1-1	Hospitalization: Garge-FR	3,484.02	4,326.92	842.90	14,413.53	15,576.92	1,163.39
'6090-2-1	Hospitalization: Trans-FR	17,773.84	18,750.00	976.16	63,621.58	67,500.00	3,878.42
'6090-6-1	Hospitalization: Admin-FR	7,293.53	10,673.08	3,379.55	29,669.36	38,423.08	8,753.72
'6092-1-1	Life Insurance: Garge-FR	367.28	213.46	(153.82)	550.92	768.46	217.54
'6092-2-1	Life Insurance: Trans-FR	827.10	605.77	(221.33)	1,324.99	2,180.78	855.79
'6092-6-1	Life Insurance: Admin-FR	470.97	317.31	(153.66)	727.03	1,142.32	415.29
'6093-6-1	Employee Assistance Program FR	328.00	34.62	(293.38)	1,828.00	124.62	(1,703.38)
'6094-1-1	Uniforms: Garge-FR	89.23	230.77	141.54	1,095.14	830.78	(264.36)
'6094-2-1	Uniforms: Trans-FR	432.36	692.31	259.95	2,702.99	2,492.32	(210.67)
'6096-6-1	Pension: Admin-FR	2,695.77	2,890.38	194.61	9,393.83	10,405.38	1,011.55
'6098-1-1	Bonus/Gifts: Garge-FR	360.00	663.46	303.46	1,800.00	2,388.46	588.46
'6098-2-1	Bonus/Gifts: Trans-FR	-	432.69	432.69	39.98	1,557.68	1,517.70
'6098-6-1	Bonus/Gifts: Admin-FR	(187.50)	1,730.77	1,918.27	(475.51)	6,230.78	6,706.29
'6152-3-1	Building Contract Service-FR	1,095.21	2,884.62	1,789.41	8,917.47	10,384.62	1,467.15
'6153-3-1	Building Supplies & Materials-FR	-	-	-	-	-	-
'6154-3-1	Building:Repairs & Maintenance-FR	4,897.72	2,019.23	(2,878.49)	9,568.45	7,269.22	(2,299.23)
'6159-3-1	Building - Other FR	-	-	-	-	-	-
'6215-6-1	Staff Travel: Admin-FR	-	288.46	288.46	-	1,038.46	1,038.46
'6251-6-1	Board Seminars: Admin-FR	-	-	-	-	-	-
'6253-6-1	Staff Seminars: Admin-FR	20.00	144.23	124.23	1,812.97	519.22	(1,293.75)
'6310-6-1	Telephone: Admin-FR	634.27	951.92	317.65	2,608.73	3,426.92	818.19
'6330-6-1	Electric: Admin-FR	921.90	1,442.31	520.41	3,721.37	5,192.32	1,470.95
'6350-6-1	Non-Elec. Heat: Admin-FR	1,358.92	1,153.85	(205.07)	1,348.22	4,153.86	2,805.64
'6360-6-1	Cable TV: Admin-FR	81.05	92.31	11.26	314.96	332.32	17.36
'6370-6-1	Water Expense: Admin-FR	335.15	576.92	241.77	1,062.28	2,076.92	1,014.64

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Four Months Ending October 31, 2020

Account #	Account Name	Period to Date - October			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'6390-6-1	Garbage Removal: Admin-FR	(80.98)	778.85	859.83	1,817.46	2,803.86	986.40
'6530-4-1	Advertising: Promo-FR	-	-	-	-	-	-
'6531-4-1	Legal Notice Adv: Promo-FR	-	86.54	86.54	-	311.54	311.54
'6550-4-1	Marketing: Promo-FR	117.00	1,153.85	1,036.85	1,541.35	4,153.86	2,612.51
'6551-4-1	Schedules Expense: Promo-FR	-	1,153.85	1,153.85	825.00	4,153.86	3,328.86
'6552-4-1	Tickets & Passes: Promo-FR	-	115.38	115.38	-	415.38	415.38
'6710-5-1	Vehicle Insurance: In&Sf-FR	35,548.19	27,115.38	(8,432.81)	107,397.86	97,615.38	(9,782.48)
'6720-5-1	In House Claims-FR	-	317.31	317.31	3,027.34	1,142.32	(1,885.02)
'6736-5-1	Workmans Comp Ins: In&Sf-FR	3,794.79	4,442.31	647.52	15,179.16	15,992.32	813.16
'6751-5-1	Safety Equipment: In&Sf-FR	590.63	1,442.31	851.68	32,682.75	28,952.32	(3,730.43)
'6752-5-1	Safety and Training - FR	1,770.00	1,730.77	(39.23)	1,770.00	6,230.78	4,460.78
'6800-1-1	Consumable Supplies: Garge-FR	383.52	980.77	597.25	2,463.75	3,530.78	1,067.03
'6800-2-1	Consumable Supplies: Trans-FR	38.03	-	(38.03)	38.03	-	(38.03)
'6800-6-1	Consumable Supplies: Admin-FR	804.61	519.23	(285.38)	3,646.15	1,869.22	(1,776.93)
'6850-6-1	Postage: Admin-FR	26.07	173.08	147.01	361.60	623.08	261.48
'6910-6-1	Professional Fees: Admin-FR	3,497.90	6,923.08	3,425.18	17,226.49	24,923.08	7,696.59
'6911-6-1	Legal Expense: Admin-FR	665.00	923.08	258.08	2,988.76	3,323.08	334.32
'6912-6-1	Labor Attorney: Admin-FR	-	490.38	490.38	-	1,765.38	1,765.38
'6913-6-1	Drug Screens - FR	132.00	288.46	156.46	905.60	1,038.46	132.86
'6915-6-1	Maintenance/Service Agreements:Admin-FR	332.00	3,844.00	3,512.00	1,328.00	4,840.00	3,512.00
'6916-6-1	Auditor: Admin-FR	2,400.00	1,563.46	(836.54)	14,400.01	5,628.46	(8,771.55)
'6930-1-1	Small Tools & Equip.: Garge-FR	40.00	230.77	190.77	1,344.38	830.78	(513.60)
'6930-6-1	Small Tools & Service Agrmnts: Admin-FR	1,026.60	2,019.23	992.63	2,351.95	7,269.22	4,917.27
'6951-1-1	Towing Expense: Garge-FR	-	144.23	144.23	-	519.22	519.22
'6952-2-1	License Renewals & Physicals: Trans-FR	-	490.38	490.38	757.00	1,765.38	1,008.38
'6954-2-1	Communication: Trans-FR	373.13	692.31	319.18	2,720.29	2,492.32	(227.97)
'6970-6-1	Dues/Memb/Subsc/: Admin-FR	-	504.23	504.23	648.92	1,815.22	1,166.30
'6999-6-1	Other Expense Admin - FR	53.00	576.92	523.92	52.91	2,076.92	2,024.01
'7996-6-1	Bank Charges-FR	119.34	173.08	53.74	319.05	623.08	304.03
'8000-1-1	Capital Expense Paid With Operating Fund:Ga	-	-	-	3,604.72	-	(3,604.72)
	Total Expenses	271,399.46	333,748.94	62,349.48	1,022,362.63	1,225,259.02	202,896.39
	Net Income from Operations	0.11	0.75	(0.64)	(0.19)	0.66	(0.85)

**Monroe County Transportation Authority
Budget Variance Report for Shared Ride
For the Four Months Ending October 31, 2020**

Account #	Account Name	Period to Date - October			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
4111-0-2	Farebox Shared Ride	5,028.00	10,096.15	(5,068.15)	18,845.00	36,346.14	(17,501.14)
4113-0-2	Billed Shared Ride	4,367.30	7,990.38	(3,623.08)	16,087.40	28,765.38	(12,677.98)
4170-0-2	Advertising SR	-	-	-	-	-	-
4512-0-2	Grants Federal 5307 CARES-SR	130,027.00	64,038.00	65,989.00	253,208.00	230,538.00	22,670.00
4520-0-2	Grants State Act 44-SR	-	-	-	-	-	-
4550-0-2	Grants Lottery - SR	44,423.55	72,692.31	(28,268.76)	161,378.45	261,692.32	(100,313.87)
4553-0-2	Grants PWD-SR	20,452.95	27,403.85	(6,950.90)	73,938.25	98,653.86	(24,715.61)
4560-0-2	Medical Assistance Grant	(21,353.67)	63,048.85	(84,402.52)	142,573.33	226,975.86	(84,402.53)
4996-0-2	Interest Income -SR	10.05	18.46	(8.41)	46.03	66.46	(20.43)
	Total Revenue	182,955.18	245,288.00	(62,332.82)	666,076.46	883,038.02	(216,961.56)
5010-1-2	Wages: Mechn-SR	17,510.63	16,730.77	(779.86)	56,711.70	60,230.78	3,519.08
5010-2-2	Wages: Drivr-SR	48,840.31	67,788.46	18,948.15	159,717.15	244,038.46	84,321.31
5050-1-2	Fica: Mechn-SR	1,468.64	1,442.31	(26.33)	4,878.39	5,192.32	313.93
5050-2-2	Fica: Drivr-SR	4,217.78	5,769.23	1,551.45	14,608.49	20,769.22	6,160.73
5052-1-2	PAUC: Mechn-SR	0.63	101.54	100.91	11.37	365.54	354.17
5052-2-2	PAUC: Drivr-SR	55.58	677.31	621.73	355.04	2,438.32	2,083.28
5096-1-2	Pension: Mechn-SR	1,041.53	1,015.38	(26.15)	3,436.83	3,655.38	218.55
5096-2-2	Pension: Drivr-SR	1,626.26	4,038.46	2,412.20	5,921.37	14,538.46	8,617.09
5320-2-2	MA Outside Transportation	-	-	-	-	-	-
5340-2-2	MA Mileage Reimburse-In County	2,219.25	3,750.00	1,530.75	7,357.54	13,500.00	6,142.46
5342-2-2	MA Mileage Reimburse-Out Cnty	1,828.75	1,153.85	(674.90)	6,315.25	4,153.86	(2,161.39)
5610-1-2	Parts: Garge-SR	252.83	3,173.08	2,920.25	8,211.22	11,423.08	3,211.86
5612-1-2	Filters: Garge-SR	77.52	173.08	95.56	708.78	623.08	(85.70)
5630-2-2	Purchased Tires: Trans-SR	(234.88)	2,596.15	2,831.03	(830.37)	9,346.14	10,176.51
5652-2-2	Fuel Expense: Trans-SR	1,056.96	14,423.08	13,366.12	23,881.30	51,923.08	28,041.78
5653-2-2	Taxes:Trans-SR	75.59	86.54	10.95	288.80	311.54	22.74
5654-2-2	Motor Oil: Trans-SR	472.33	490.38	18.05	504.98	1,765.38	1,260.40
5656-2-2	Antifreeze: Trans-SR	302.50	78.46	(224.04)	302.50	282.46	(20.04)
6010-6-2	Wages: Admin-SR	44,895.97	53,076.92	8,180.95	149,348.73	191,076.92	41,728.19
6030-1-2	Vacation Pay: Garge-SR	1,616.80	1,153.85	(462.95)	5,775.39	4,153.86	(1,621.53)
6030-2-2	Vacation Pay: Trans-SR	136.16	1,355.77	1,219.61	4,865.76	4,880.78	15.02
6030-6-2	Vacation Pay: Admin-SR	4,786.64	3,375.00	(1,411.64)	15,749.40	12,150.00	(3,599.40)
6032-1-2	Sick Pay: Garge-SR	-	165.00	165.00	158.66	594.00	435.34
6032-2-2	Sick Pay: Trans-SR	-	461.54	461.54	1,209.44	1,661.54	452.10
6032-6-2	Sick Pay: Admin-SR	179.31	519.23	339.92	551.25	1,869.22	1,317.97
6034-1-2	Holiday Pay: Garge-SR	71.33	507.69	436.36	1,468.07	1,827.68	359.61
6034-2-2	Holiday Pay: Trans-SR	136.16	663.46	527.30	2,450.88	2,388.46	(62.42)
6034-6-2	Holiday Pay: Admin-SR	-	2,019.23	2,019.23	4,297.79	7,269.22	2,971.43

Monroe County Transportation Authority							
Budget Variance Report for Shared Ride							
For the Four Months Ending October 31, 2020							
		Period to Date - October			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
6039-1-2	Other Paid Absences: Garge-SR	142.66	144.23	1.57	142.66	519.22	376.56
6039-2-2	Other Paid Absences: Trans-SR	-	201.92	201.92	408.48	726.92	318.44
6039-6-2	Other Paid Absences: Admin-SR	425.09	692.31	267.22	2,557.82	2,492.32	(65.50)
6050-6-2	Fica on Wages: Admin-SR	3,743.49	4,615.38	871.89	12,794.29	16,615.38	3,821.09
6052-6-2	PAUC on Wages: Admin-SR	54.73	288.46	233.73	242.89	1,038.46	795.57
6054-6-2	FICA on 3rd Party Sick Pay	-	57.69	57.69	-	207.68	207.68
6090-1-2	Hospitalization: Garge-SR	2,322.69	2,884.62	561.93	9,609.03	10,384.62	775.59
6090-2-2	Hospitalization: Trans-SR	3,775.15	4,687.50	912.35	13,198.22	16,875.00	3,676.78
6090-6-2	Hospitalization: Admin-SR	7,293.54	10,673.08	3,379.54	29,669.35	38,423.08	8,753.73
6092-1-2	Life Insurance: Garge-SR	244.84	144.23	(100.61)	367.26	519.22	151.96
6092-2-2	Life Insurance: Trans-SR	206.77	144.23	(62.54)	331.24	519.22	187.98
6092-6-2	Life Insurance: Admin-SR	470.97	317.31	(153.66)	727.03	1,142.32	415.29
6093-6-2	Employee Assistance Program SR	492.00	86.54	(405.46)	1,992.00	311.54	(1,680.46)
6094-1-2	Uniforms: Garge-SR	158.61	144.23	(14.38)	1,360.20	519.22	(840.98)
6094-2-2	Uniforms: Trans-SR	475.82	807.69	331.87	3,287.18	2,907.68	(379.50)
6096-6-2	Pension: Admin-SR	2,695.78	2,890.38	194.60	9,393.84	10,405.38	1,011.54
6098-1-2	Bonus/Gifts: Garge-SR	240.00	432.69	192.69	1,200.00	1,557.68	357.68
6098-2-2	Bonus/Gifts: Trans-SR	-	403.85	403.85	-	1,453.86	1,453.86
6098-6-2	Bonus/Gifts: Admin-SR	(187.50)	1,730.77	1,918.27	(475.51)	6,230.78	6,706.29
6253-6-2	Staff Seminars: Admin-SR	-	57.69	57.69	-	207.68	207.68
6310-6-2	Telephone: Admin-SR	372.49	548.08	175.59	4,062.70	1,973.08	(2,089.62)
6330-6-2	Electric: Admin-SR	496.40	778.85	282.45	2,003.78	2,803.86	800.08
6350-6-2	Non-Elec. Heat: Admin-SR	798.09	692.31	(105.78)	791.81	2,492.32	1,700.51
6360-6-2	Cable TV: Admin-SR	47.60	57.69	10.09	184.96	207.68	22.72
6370-6-2	Water Expense: Admin-SR	196.82	346.15	149.33	623.84	1,246.14	622.30
6390-6-2	Garbage Removal: Admin-SR	(47.56)	461.54	509.10	1,067.37	1,661.54	594.17
6710-5-2	Vehicle Insurance: In&Sf-SR	15,162.14	11,538.46	(3,623.68)	45,736.46	41,538.46	(4,198.00)
6720-5-2	In House Claims-SR	-	75.00	75.00	1,057.52	270.00	(787.52)
6736-5-2	Workmans Comp Ins: In&Sf-SR	5,174.71	6,057.69	882.98	20,698.84	21,807.68	1,108.84
6800-1-2	Consumable Supplies: Garge-SR	127.83	317.31	189.48	818.91	1,142.32	323.41
6800-6-2	Consumable Supplies: Admin-SR	245.33	173.08	(72.25)	1,062.91	623.08	(439.83)
6850-6-2	Postage: Admin-SR	15.01	317.31	302.30	522.37	1,142.32	619.95
6910-6-2	Professional Fees: Admin-SR	987.38	2,019.23	1,031.85	4,944.57	7,269.22	2,324.65
6912-6-2	Labor Attorney: Admin-SR	-	317.31	317.31	-	1,142.32	1,142.32
6913-6-2	Drug Screens - SR	405.60	144.23	(261.37)	877.60	519.22	(358.38)
6916-6-2	Auditor: Admin-SR	1,600.00	1,038.46	(561.54)	9,599.99	3,738.46	(5,861.53)
6930-1-2	Small Tools & Equip.: Garge-SR	-	40.38	40.38	31.48	145.38	113.90
6930-6-2	Small Tools & Service Agrmnts: Admin-SR	98.37	692.31	593.94	931.04	2,492.32	1,561.28
6951-1-2	Towing Expense: Garge-SR	-	201.92	201.92	-	726.92	726.92

Monroe County Transportation Authority
Budget Variance Report for Shared Ride
For the Four Months Ending October 31, 2020

		Period to Date - October			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
6952-2-2	Licnese Renewals & Physicals: Trans-SR	315.00	317.31	2.31	1,260.00	1,142.32	(117.68)
6954-2-2	Communication: Trans-SR	420.80	778.85	358.05	3,043.83	2,803.86	(239.97)
6970-6-2	Dues/Memb/Subsc/: Admin-SR	1,350.00	173.08	(1,176.92)	1,353.97	623.08	(730.89)
6999-6-2	Other Expense Admin-SR	-	-	-	-	-	-
7996-6-2	Bank Charges-SR	-	11.35	11.35	(12.00)	40.86	52.86
7998-7-2	Bad Debt - SR	-	-	-	351.70	-	(351.70)
	Total Expenses	182,955.23	245,288.47	62,333.24	666,075.34	883,038.48	216,963.14
	Net Income from Operations	(0.05)	(0.47)	0.42	1.12	(0.46)	1.58