

AGENDA

**Regular Board Meeting
November 16, 2017
5:30 P.M.
MCTA Board Room, 1st Floor**

ROLL CALL

OPENING - Pledge Allegiance to the Flag

AUDIT REPORT: Reinsel, Kuntz, Leshner, CPA-Tim Kraft reporting for FY16/17

PUBLIC COMMENT -

MINUTES - Approve for September 28, 2017, meeting

COMMITTEE REPORTS -

Finance Committee

JoAnn Baratta

- * Financials for September 1-30, 2017
- * All Purchases subject to audit for September 1-30, 2017
- * All Purchases subject to audit for October 1-31, 2017
- * All Purchases subject to audit for November 1-16, 2017

Operations Committee

Dave Edinger

Human Resource Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

OLD BUSINESS -

NEW BUSINESS - Approve Holidays & Board Meeting Dates for 2018

EXECUTIVE DIRECTORS REPORT -

EXECUTIVE SESSION -

RESOLUTIONS -

QUESTIONS/COMMENTS -

ADJOURNMENT-

The next meeting of the Board of Directors is scheduled for December 21st, 2017

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

Thursday, September 28, 2017 @ 5:30 P.M.

The scheduled meeting of the Monroe County Transportation Authority (MCTA) Board of Directors was held in the Boardroom at MCTA after due and proper notice. There were 5 Board Members in attendance. The meeting was called to order at 5:32 P.M.

BOARD MEMBERS PRESENT	STAFF PRESENT
Richard Mutchler, Chairman	Margaret Howarth, Executive Director
JoAnn Baratta, Treasurer	Richard Schlameuss, Asst. Director
Eric Koopman, Asst. Treasurer	Joan Davidge, Chief Financial Officer
David Edinger, Secretary	Robert Gress, HR/Safety Manager
Brian LaVacca, Asst. Secretary	Walter Quadarella, Rural Operations/Trans. Mgr.
	Guy LaBar, Shared Ride Manager
	Marc Wolfe, Solicitor
	Iris Rivera, Recording Secretary

PUBLIC COMMENT:

No public comment.

The minutes from August 31, 2017 were reviewed and approved.

FINANCIAL REPORT:

The Financial reports were presented by JoAnn Baratta. JoAnn mentioned that the fuel and the wage line items were a bit high. The wages were high due to it being a 5 week pay month.

The **Regular Purchase Reports** for Period 2, August 1-31, 2017 were reviewed and ratified, subject to audit.

The **Regular Purchase Reports** for Period 3, September 1-28, 2017 were reviewed and ratified, subject to audit.

The **Budget & Variance Reports** for Shared Ride for August 1-31, 2017, were reviewed and approved, subject to audit.

The **Budget & Variance Reports** for Fixed Route for August 1-31, 2017, were reviewed and approved, subject to audit.

OPERATIONS:

The Operations Committee did not meet but Peggy told the Board she spoke to Scott Zavar. The TAA will not be signed until the UGI agreement is signed. Walter reported that the building lighting project has been completed.

HUMAN RESOURCES:

The HR Committee met and Bob reported that we had 1 W/C claim & 2 PPL claims for August and that there were 3 new SR Drivers hired. He also reported that our EEO Plan was approved. Bob said that we will be making the travel training video with George Roberts Productions on 10/1.

COMPLIANCE:

The Compliance Committee did not meet. The topic for the next meeting will be the completion of Certs 6 & 7. The committee's next meeting date is TBD.

MARKETING:

Rich reported that the National Park Service saw an increase in ridership this year and that we noticed that we run out of boat space in the mornings. We will try to find a solution to the boat space problem for next season. The next Marketing meeting is scheduled for October 19th.

OLD BUSINESS:

None

NEW BUSINESS:

Peggy reported that she got the report for the 5311 Compliance Review back from PennDOT and there was only 1 finding pertaining to ADA.

EXECUTIVE DIRECTOR'S REPORT:

The new Executive Director's Report was presented to the Board by Peggy.

EXECUTIVE SESSION:

None

RESOLUTIONS:

None

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:15 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FOR SEPTEMBER 28, 2017

9-01-17 - Motion to approve the minutes from the August 31, 2017, Board Meeting,
MOTION CARRIED- JB/EK

9-02-17 - Motion to approve the Regular Purchases for August 1-31, 2017,
Subject to audit
MOTION CARRIED – DE/EK

9-03-17 – Motion to approve the Regular Purchases for September 1-28, 2017,
Subject to audit
MOTION CARRIED – JB/DE

9-04-17 – Motion to approve the Budget and Variance Report for Fixed Route for
Period ending August 31, 2017-Subject to audit
MOTION CARRIED – JB/EK

9-05-17 – Motion to approve the Budget and Variance Report for Shared Ride for
Period ending August 31, 2017-Subject to audit
MOTION CARRIED – JB/DE

9-06-17 – Motion to adjourn
MOTION CARRIED – DE/EK

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Three Months Ending September 30, 2017

		Period to Date - September			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
'4111-0-1	Farebox Fixed Route	11,362.96	12,500.00	(1,137.04)	37,531.24	37,500.00	31.24
'4113-0-1	Billed Fixed Route	600.00	1,100.00	(500.00)	1,800.00	3,300.00	(1,500.00)
'4151-0-1	Office Sales - Tickets & Pass	6,466.52	10,000.00	(3,533.48)	22,840.06	30,000.00	(7,159.94)
'4170-0-1	Advertising Revenue FR	-	1,250.00	(1,250.00)	-	3,750.00	(3,750.00)
'4510-0-1	Grants Federal 5311	-	42,025.00	(42,025.00)	84,050.00	126,075.00	(42,025.00)
'4511-0-1	Grants Federal 5307	67,070.00	53,539.59	13,530.41	195,759.00	160,618.75	35,140.25
'4520-0-1	Grants State Act 44-FR	138,520.97	140,146.35	(1,625.38)	450,194.74	450,190.98	3.76
'4570-0-1	Grants Local F/R	13,597.41	13,597.41	-	40,792.25	40,792.25	-
'4590-0-1	Other Revenue F/R	35,987.58	5,700.00	30,287.58	42,638.57	17,100.00	25,538.57
'4996-0-1	Interest Income -FR	8.75	15.00	(6.25)	40.45	45.00	(4.55)
	Total Revenue	273,614.19	279,873.35	(6,259.16)	875,646.31	869,371.98	6,274.33
'5010-1-1	Wages: Mechn-FR	16,578.34	19,846.15	3,267.81	55,591.18	64,500.00	8,908.82
'5010-2-1	Wages: Drivr-FR	58,980.40	62,238.46	3,258.06	202,539.16	202,275.00	(264.16)
'5050-1-1	Fica: Mechn-FR	1,519.40	1,750.00	230.60	4,896.79	5,250.00	353.21
'5050-2-1	Fica: Drivr-FR	4,936.08	5,500.00	563.92	16,873.88	16,500.00	(373.88)
'5052-1-1	PAUC: Mechn-FR	-	200.00	200.00	97.37	600.00	502.63
'5052-2-1	PAUC: Drivr-FR	78.62	600.00	521.38	194.49	1,800.00	1,605.51
'5096-1-1	Pension: Mechn-FR	1,008.01	1,750.00	741.99	3,073.16	5,250.00	2,176.84
'5096-2-1	Pension: Drivr-FR	2,655.99	4,500.00	1,844.01	8,704.87	13,500.00	4,795.13
'5330-2-1	Complimentary Transportation-ADA	7,021.00	7,250.00	229.00	19,950.00	21,750.00	1,800.00
'5610-1-1	Parts: Garge-FR	7,095.79	6,250.00	(845.79)	16,600.42	18,750.00	2,149.58
'5612-1-1	Filters: Garge-FR	571.69	825.00	253.31	2,672.93	2,475.00	(197.93)
'5630-2-1	Purchased Tires: Trans-FR	1,492.62	2,250.00	757.38	4,620.36	6,750.00	2,129.64
'5652-2-1	Fuel Expense: Trans-FR	22,776.17	20,425.00	(2,351.17)	71,137.61	61,275.00	(9,862.61)
'5653-2-1	Taxes:Trans-FR	147.67	125.00	(22.67)	455.34	375.00	(80.34)
'5654-2-1	Motor Oil: Trans-FR	734.38	800.00	65.62	1,645.38	2,400.00	754.62
'5656-2-1	Antifreeze: Trans-FR	302.50	125.00	(177.50)	302.50	375.00	72.50
'5659-1-1	Other Fluids FR :Garage	156.25	425.00	268.75	878.55	1,275.00	396.45
'5910-6-1	Professional Fees: Transportation Study-FR	9,534.00	1,500.00	(8,034.00)	9,534.00	4,500.00	(5,034.00)
'6010-6-1	Wages: Admin-FR	34,005.38	36,923.08	2,917.70	117,365.95	120,000.00	2,634.05
'6030-1-1	Vacation Pay: Garge-FR	2,069.09	2,000.00	(69.09)	5,715.81	6,000.00	284.19
'6030-2-1	Vacation Pay: Trans-FR	4,232.80	2,500.00	(1,732.80)	12,163.92	7,500.00	(4,663.92)
'6030-6-1	Vacation Pay: Admin-FR	1,378.28	2,625.00	1,246.72	10,383.31	7,875.00	(2,508.31)
'6032-1-1	Sick Pay: Garge-FR	388.06	200.00	(188.06)	580.61	600.00	19.39
'6032-2-1	Sick Pay: Trans-FR	325.60	1,000.00	674.40	4,390.48	3,000.00	(1,390.48)
'6032-6-1	Sick Pay: Admin-FR	97.68	375.00	277.32	1,859.69	1,125.00	(734.69)
'6034-1-1	Holiday Pay: Garge-FR	927.81	675.00	(252.81)	1,774.53	2,025.00	250.47
'6034-2-1	Holiday Pay: Trans-FR	2,279.20	1,350.00	(929.20)	4,884.00	4,050.00	(834.00)
'6034-6-1	Holiday Pay: Admin-FR	1,847.12	1,250.00	(597.12)	3,780.73	3,750.00	(30.73)
'6039-1-1	Other Paid Absences: Garge-FR	61.33	143.00	81.67	122.66	429.00	306.34
'6039-2-1	Other Paid Absences: Trans-FR	-	210.00	210.00	961.44	630.00	(331.44)
'6039-6-1	Other Paid Absences: Admin-FR	824.61	310.00	(514.61)	1,210.47	930.00	(280.47)

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Three Months Ending September 30, 2017

		Period to Date - September			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
'6050-6-1	Fica on Wages: Admin-FR	2,831.35	3,050.00	218.65	9,978.01	9,150.00	(828.01)
'6052-2-1	PAUC on Wages: Trans-FR	35.29	-	(35.29)	233.84	-	(233.84)
'6052-6-1	PAUC on Wages: Admin-FR	0.77	260.00	259.23	45.43	780.00	734.57
'6054-6-1	FICA on 3rd Party Sick Pay	-	35.00	35.00	-	105.00	105.00
'6090-1-1	Hospitalization: Garge-FR	2,304.65	1,750.00	(554.65)	7,129.25	5,250.00	(1,879.25)
'6090-2-1	Hospitalization: Trans-FR	13,046.56	14,500.00	1,453.44	38,585.15	43,500.00	4,914.85
'6090-6-1	Hospitalization: Admin-FR	6,976.74	8,375.00	1,398.26	22,862.32	25,125.00	2,262.68
'6092-1-1	Life Insurance: Garge-FR	189.09	220.00	30.91	644.69	660.00	15.31
'6092-2-1	Life Insurance: Trans-FR	431.48	450.00	18.52	1,725.92	1,350.00	(375.92)
'6092-6-1	Life Insurance: Admin-FR	268.24	275.00	6.76	1,108.54	825.00	(283.54)
'6093-6-1	Employee Assistance Program FR	-	150.00	150.00	750.00	450.00	(300.00)
'6094-1-1	Uniforms: Garge-FR	292.81	425.00	132.19	1,009.89	1,275.00	265.11
'6094-2-1	Uniforms: Trans-FR	496.04	825.00	328.96	1,825.62	2,475.00	649.38
'6096-6-1	Pension: Admin-FR	1,548.72	2,375.00	826.28	4,929.86	7,125.00	2,195.14
'6098-1-1	Bonus/Gifts: Garge-FR	-	385.00	385.00	1,820.00	1,155.00	(665.00)
'6098-2-1	Bonus/Gifts: Trans-FR	628.93	175.00	(453.93)	628.93	525.00	(103.93)
'6098-6-1	Bonus/Gifts: Admin-FR	(150.00)	550.00	700.00	(438.01)	1,650.00	2,088.01
'6152-3-1	Building Contract Service-FR	1,271.50	2,000.00	728.50	5,020.33	6,000.00	979.67
'6153-3-1	Building Supplies & Materials-FR	-	40.00	40.00	-	120.00	120.00
'6154-3-1	Building:Repairs & Maintenance-FR	5,330.32	2,000.00	(3,330.32)	7,812.59	6,000.00	(1,812.59)
'6159-3-1	Building - Other FR	-	-	-	189.00	-	(189.00)
'6215-6-1	Staff Travel: Admin-FR	248.43	2,000.00	1,751.57	2,693.22	6,000.00	3,306.78
'6251-6-1	Board Seminars: Admin-FR	-	875.00	875.00	-	2,625.00	2,625.00
'6253-6-1	Staff Seminars: Admin-FR	80.00	1,750.00	1,670.00	80.00	5,250.00	5,170.00
'6310-6-1	Telephone: Admin-FR	757.05	700.00	(57.05)	2,854.90	2,100.00	(754.90)
'6330-6-1	Electric: Admin-FR	1,105.00	775.00	(330.00)	3,364.04	2,325.00	(1,039.04)
'6350-6-1	Non-Elec. Heat: Admin-FR	6.97	550.00	543.03	(21.92)	1,650.00	1,671.92
'6360-6-1	Cable TV: Admin-FR	58.18	50.00	(8.18)	174.54	150.00	(24.54)
'6370-6-1	Water Expense: Admin-FR	200.68	200.00	(0.68)	756.95	600.00	(156.95)
'6390-6-1	Garbage Removal: Admin-FR	391.89	330.00	(61.89)	1,163.54	990.00	(173.54)
'6530-4-1	Advertising: Promo-FR	-	300.00	300.00	37.34	900.00	862.66
'6531-4-1	Legal Notice Adv: Promo-FR	434.13	100.00	(334.13)	434.13	300.00	(134.13)
'6550-4-1	Marketing: Promo-FR	(4,992.59)	1,821.00	6,813.59	12,103.33	5,463.00	(6,640.33)
'6551-4-1	Schedules Expense: Promo-FR	335.00	1,250.00	915.00	480.74	3,750.00	3,269.26
'6552-4-1	Tickets & Passes: Promo-FR	1,900.00	1,000.00	(900.00)	3,484.98	3,000.00	(484.98)
'6554-4-1	Special Events: Promo-FR	-	-	-	-	-	-
'6710-5-1	Vehicle Insurance: In&Sf-FR	21,281.69	21,666.66	384.97	63,877.57	65,000.00	1,122.43
'6720-5-1	In House Claims-FR	-	500.00	500.00	108.71	1,500.00	1,391.29
'6736-5-1	Workmans Comp Ins: In&Sf-FR	6,548.12	6,750.00	201.88	19,840.45	20,250.00	409.55
'6752-5-1	Safety and Training - FR	-	1,000.00	1,000.00	1,770.00	3,000.00	1,230.00
'6800-1-1	Consumable Supplies: Garge-FR	725.64	800.00	74.36	1,853.23	2,400.00	546.77
'6800-2-1	Consumable Supplies: Trans-FR	43.98	10.00	(33.98)	150.62	30.00	(120.62)

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Three Months Ending September 30, 2017

		Period to Date - September			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
'6800-6-1	Consumable Supplies: Admin-FR	794.30	825.00	30.70	1,471.40	2,475.00	1,003.60
'6850-6-1	Postage: Admin-FR	81.07	125.00	43.93	503.16	375.00	(128.16)
'6910-6-1	Professional Fees: Admin-FR	11,394.10	4,000.00	(7,394.10)	28,358.25	12,000.00	(16,358.25)
'6911-6-1	Legal Expense: Admin-FR	4,209.00	1,000.00	(3,209.00)	7,164.00	3,000.00	(4,164.00)
'6912-6-1	Labor Attorney: Admin-FR	-	400.00	400.00	-	1,200.00	1,200.00
'6913-6-1	Drug Screens - FR	-	200.00	200.00	235.65	600.00	364.35
6915-6-1	Maintenance/Service Agreements:Admin-FR	2,757.63	2,000.00	(757.63)	8,772.89	6,000.00	(2,772.89)
'6916-6-1	Auditor: Admin-FR	2,625.00	1,235.00	(1,390.00)	12,250.00	3,705.00	(8,545.00)
'6930-1-1	Small Tools & Equip.: Garge-FR	147.18	450.00	302.82	362.85	1,350.00	987.15
'6930-6-1	Small Tools & Service Agrmnts: Admin-FR	1,600.53	1,250.00	(350.53)	4,392.84	3,750.00	(642.84)
'6951-1-1	Towing Expense: Garge-FR	-	150.00	150.00	-	450.00	450.00
'6952-2-1	License Renewals & Physicals: Trans-FR	105.00	275.00	170.00	918.98	825.00	(93.98)
'6954-2-1	Communication: Trans-FR	90.10	100.00	9.90	270.30	300.00	29.70
'6970-6-1	Dues/Memb/Subsc/: Admin-FR	420.00	1,125.00	705.00	640.49	3,375.00	2,734.51
'6999-6-1	Other Expense Admin - FR	659.91	375.00	(284.91)	3,959.88	1,125.00	(2,834.88)
'7996-6-1	Bank Charges-FR	77.84	75.00	(2.84)	316.30	225.00	(91.30)
'7996-7-1	Interest Expense - FR	-	-	-	-	-	-
	Total Expenses	273,614.19	279,873.35	6,259.16	875,646.31	869,372.00	(6,274.31)
	Net Income from Operations	-	-	-	-	(0.02)	0.02

Monroe County Transportation Authority
Budget Variance Report for Shared Ride
For the Three Months Ending September 30, 2017

		Period to Date - September			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
4111-0-2	Farebox Shared Ride	10,757.26	11,423.66	(666.40)	32,617.79	36,313.50	(3,695.71)
4113-0-2	Billed Shared Ride	8,085.20	7,000.00	1,085.20	22,447.75	21,000.00	1,447.75
4170-0-2	Advertising SR	-	1,000.00	(1,000.00)	-	3,000.00	(3,000.00)
4520-0-2	Grants State Act 44-SR	10,336.71	16,145.08	(5,808.37)	36,154.05	52,471.51	(16,317.46)
4530-0-2	Grants State-SR	-	-	-	-	-	-
4553-0-2	Grants PWD-SR	27,106.75	20,076.92	7,029.83	74,511.05	65,250.00	9,261.05
4550-0-2	Grants Lottery - SR	66,730.95	60,000.00	6,730.95	217,434.25	195,000.00	22,434.25
4560-0-2	Medical Assistance Grant	69,393.41	69,393.41	-	208,180.25	208,180.25	-
4590-0-2	Other Revenue S/R	-	100.00	(100.00)	-	300.00	(300.00)
4996-0-2	Interest Income -SR	5.46	40.00	(34.54)	84.86	120.00	(35.14)
	Total Revenue	192,415.74	185,179.07	7,236.67	591,430.00	581,635.26	9,794.74
5010-1-2	Wages: Mechn-SR	13,025.84	15,784.62	2,758.78	43,678.78	51,300.00	7,621.22
5010-2-2	Wages: Drivr-SR	60,531.72	51,692.31	(8,839.41)	198,713.44	168,000.00	(30,713.44)
5050-1-2	Fica: Mechn-SR	1,193.82	1,335.00	141.18	3,847.48	4,005.00	157.52
5050-2-2	Fica: Drivr-SR	5,295.36	5,000.00	(295.36)	17,165.17	15,000.00	(2,165.17)
5052-1-2	PAUC: Mechn-SR	-	150.00	150.00	76.51	450.00	373.49
5052-2-2	PAUC: Drivr-SR	185.48	675.00	489.52	1,122.35	2,025.00	902.65
5096-1-2	Pension: Mechn-SR	792.00	1,500.00	708.00	2,414.62	4,500.00	2,085.38
5096-2-2	Pension: Drivr-SR	884.51	1,750.00	865.49	3,010.35	5,250.00	2,239.65
5320-2-2	MA Outside Transportation	1,718.25	1,500.00	(218.25)	7,508.25	4,500.00	(3,008.25)
5340-2-2	MA Mileage Reimburse-In County	3,484.32	2,750.00	(734.32)	8,585.88	8,250.00	(335.88)
5342-2-2	MA Mileage Reimburse-Out Cnty	1,376.26	1,250.00	(126.26)	3,323.32	3,750.00	426.68
5359-2-2	Miscellaneous Outsource	-	-	-	-	-	-
5610-1-2	Parts: Garge-SR	1,937.86	3,000.00	1,062.14	5,647.26	9,000.00	3,352.74
5612-1-2	Filters: Garge-SR	311.66	250.00	(61.66)	723.33	750.00	26.67
5630-2-2	Purchased Tires: Trans-SR	12,572.98	2,350.00	(10,222.98)	14,623.20	7,050.00	(7,573.20)
5652-2-2	Fuel Expense: Trans-SR	12,957.46	13,500.00	542.54	37,523.59	40,500.00	2,976.41
5653-2-2	Taxes:Trans-SR	98.44	125.00	26.56	303.55	375.00	71.45
5654-2-2	Motor Oil: Trans-SR	945.00	500.00	(445.00)	1,580.00	1,500.00	(80.00)
5656-2-2	Antifreeze: Trans-SR	302.50	45.00	(257.50)	302.50	135.00	(167.50)
5659-1-2	Other Fluids SR : Garage	-	-	-	-	-	-
6010-6-2	Wages: Admin-SR	34,005.38	36,923.08	2,917.70	117,365.96	120,000.00	2,634.04
6030-1-2	Vacation Pay: Garge-SR	1,625.71	1,500.00	(125.71)	4,490.99	4,500.00	9.01
6030-2-2	Vacation Pay: Trans-SR	2,362.08	1,350.00	(1,012.08)	6,794.48	4,050.00	(2,744.48)
6030-6-2	Vacation Pay: Admin-SR	1,378.29	2,625.00	1,246.71	10,383.34	7,875.00	(2,508.34)
6032-1-2	Sick Pay: Garge-SR	304.90	175.00	(129.90)	456.19	525.00	68.81
6032-2-2	Sick Pay: Trans-SR	124.32	425.00	300.68	870.24	1,275.00	404.76
6032-6-2	Sick Pay: Admin-SR	97.68	350.00	252.32	1,859.69	1,050.00	(809.69)
6034-1-2	Holiday Pay: Garge-SR	728.99	560.00	(168.99)	1,394.27	1,680.00	285.73
6034-2-2	Holiday Pay: Trans-SR	994.56	550.00	(444.56)	2,113.44	1,650.00	(463.44)
6034-6-2	Holiday Pay: Admin-SR	1,847.12	1,250.00	(597.12)	3,780.75	3,750.00	(30.75)
6039-1-2	Other Paid Absences: Garge-SR	48.19	117.00	68.81	96.38	351.00	254.62

Monroe County Transportation Authority
Budget Variance Report for Shared Ride
For the Three Months Ending September 30, 2017

		Period to Date - September			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
6039-2-2	Other Paid Absences: Trans-SR	124.32	75.00	(49.32)	1,336.16	225.00	(1,111.16)
6039-6-2	Other Paid Absences: Admin-SR	824.61	310.00	(514.61)	1,210.47	930.00	(280.47)
6050-6-2	Fica on Wages: Admin-SR	2,831.35	3,050.00	218.65	9,978.03	9,150.00	(828.03)
6052-2-2	PAUC on Wages: Trans-SR	-	-	-	-	-	-
6052-6-2	PAUC on Wages: Admin-SR	0.77	260.00	259.23	45.45	780.00	734.55
6054-6-2	FICA on 3rd Party Sick Pay	-	35.00	35.00	-	105.00	105.00
6090-1-2	Hospitalization: Garge-SR	1,809.02	1,500.00	(309.02)	5,618.66	4,500.00	(1,118.66)
6090-2-2	Hospitalization: Trans-SR	2,914.43	3,250.00	335.57	8,454.42	9,750.00	1,295.58
6090-6-2	Hospitalization: Admin-SR	6,976.74	8,375.00	1,398.26	22,795.69	25,125.00	2,329.31
6092-1-2	Life Insurance: Garge-SR	148.57	180.00	31.43	516.35	540.00	23.65
6092-2-2	Life Insurance: Trans-SR	158.88	225.00	66.12	805.92	675.00	(130.92)
6092-6-2	Life Insurance: Admin-SR	268.24	275.00	6.76	1,043.76	825.00	(218.76)
6093-6-2	Employee Assistance Program SR	-	150.00	150.00	750.00	450.00	(300.00)
6094-1-2	Uniforms: Garge-SR	230.07	337.50	107.43	793.50	1,012.50	219.00
6094-2-2	Uniforms: Trans-SR	807.43	1,050.00	242.57	2,912.13	3,150.00	237.87
6096-2-2	Pension: Trans-SR	-	-	-	-	-	-
6096-6-2	Pension: Admin-SR	1,548.72	2,375.00	826.28	5,074.86	7,125.00	2,050.14
6098-1-2	Bonus/Gifts: Garge-SR	-	315.00	315.00	1,430.00	945.00	(485.00)
6098-2-2	Bonus/Gifts: Trans-SR	568.39	250.00	(318.39)	818.39	750.00	(68.39)
6098-6-2	Bonus/Gifts: Admin-SR	(150.00)	550.00	700.00	(188.01)	1,650.00	1,838.01
6152-3-2	Building Contract Service-SR	-	-	-	-	-	-
6154-3-2	Building:Repairs & Maintenance-SR	-	-	-	-	-	-
6215-6-2	Staff Travel: Admin-SR	-	-	-	-	-	-
6253-6-2	Staff Seminars: Admin-SR	-	100.00	100.00	-	300.00	300.00
6310-6-2	Telephone: Admin-SR	504.70	450.00	(54.70)	1,756.32	1,350.00	(406.32)
6330-6-2	Electric: Admin-SR	736.63	525.00	(211.63)	2,302.65	1,575.00	(727.65)
6350-6-2	Non-Elec. Heat: Admin-SR	4.65	375.00	370.35	(14.60)	1,125.00	1,139.60
6360-6-2	Cable TV: Admin-SR	38.78	35.00	(3.78)	116.34	105.00	(11.34)
6370-6-2	Water Expense: Admin-SR	133.79	125.00	(8.79)	464.18	375.00	(89.18)
6390-6-2	Garbage Removal: Admin-SR	261.26	220.00	(41.26)	775.69	660.00	(115.69)
6550-4-2	Marketing: Promo-SR	-	-	-	-	-	-
6710-5-2	Vehicle Insurance: In&Sf-SR	3,182.06	3,250.00	67.94	9,513.68	9,750.00	236.32
6720-5-2	In House Claims-SR	-	300.00	300.00	72.47	900.00	827.53
6736-5-2	Workmans Comp Ins: In&Sf-SR	2,118.72	2,000.00	(118.72)	6,160.07	6,000.00	(160.07)
6752-5-2	Safety and Training - SR	-	-	-	-	-	-
6800-1-2	Consumable Supplies: Garge-SR	355.13	425.00	69.87	979.15	1,275.00	295.85
6800-2-2	Consumable Supplies: Trans-SR	-	55.00	55.00	105.84	165.00	59.16
6800-6-2	Consumable Supplies: Admin-SR	602.30	725.00	122.70	1,317.64	2,175.00	857.36
6850-6-2	Postage: Admin-SR	243.17	348.91	105.74	1,509.41	1,046.75	(462.66)
6910-6-2	Professional Fees: Admin-SR	1,062.81	1,250.00	187.19	4,061.32	3,750.00	(311.32)
6912-6-2	Labor Attorney: Admin-SR	-	125.00	125.00	-	375.00	375.00
6913-6-2	Drug Screens - SR	275.70	175.00	(100.70)	1,512.20	525.00	(987.20)

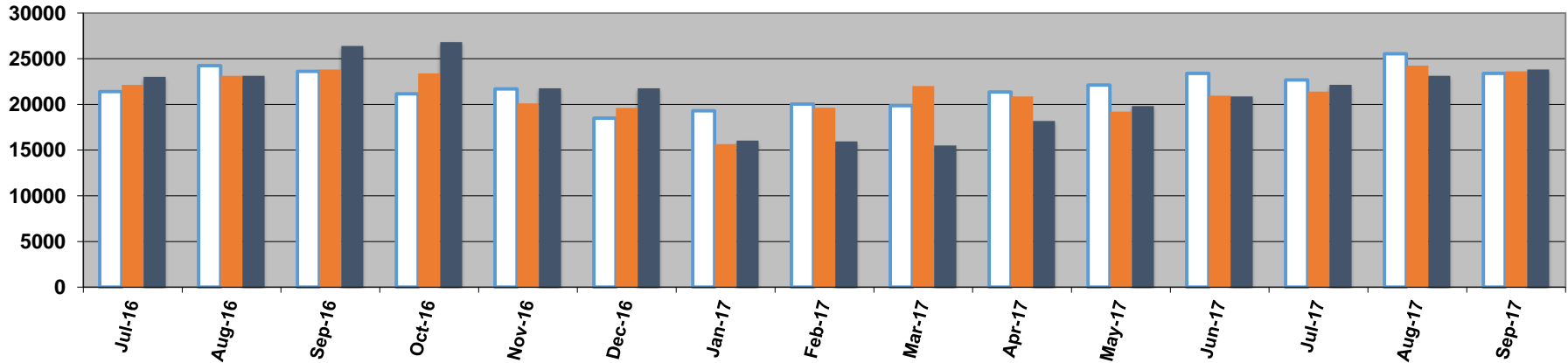
Monroe County Transportation Authority
Budget Variance Report for Shared Ride
For the Three Months Ending September 30, 2017

		Period to Date - September			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
6915-6-2	Maintenance/Service Agreements:Admin-SR	13.75	100.00	86.25	41.25	300.00	258.75
6916-6-2	Auditor: Admin-SR	875.00	925.00	50.00	8,750.00	2,775.00	(5,975.00)
6930-1-2	Small Tools & Equip.: Garge-SR	63.08	175.00	111.92	132.69	525.00	392.31
6930-2-2	Small Tools & Equip.: Trans-SR	-	-	-	-	-	-
6930-6-2	Small Tools & Service Agrmnts: Admin-SR	-	-	-	-	-	-
6951-1-2	Towing Expense: Garge-SR	-	200.00	200.00	600.00	600.00	-
6952-2-2	Licnese Renewals & Physicals: Trans-SR	724.50	350.00	(374.50)	1,274.50	1,050.00	(224.50)
6954-2-2	Communication: Trans-SR	1,027.49	1,250.00	222.51	3,082.47	3,750.00	667.53
6970-6-2	Dues/Memb/Subsc/: Admin-SR	-	150.00	150.00	38.91	450.00	411.09
7996-6-2	Bank Charges-SR	-	-	-	14.50	-	(14.50)
	Total Expenses	192,415.74	185,178.42	(7,237.32)	607,717.77	581,635.25	(26,082.52)
	Net Income from Operations	-	0.65	(0.65)	(16,287.77)	0.01	(16,287.78)

MONROE COUNTY TRANSPORTATION **FIXED ROUTE** RIDERSHIP STATISTICS

16-17	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	17-18
TOTAL FULL FARE	6,155	6,930	6,657	5,928	5,974	5,692	5,658	5,317	5,631	5,467	6,470	6,935	6,272	6,981	6,165	
TOTAL SENIORS	2,186	2,250	2,300	1,863	2,077	1,658	1,739	1,975	1,876	2,431	2,707	2,842	2,605	2,862	2,554	
TICKETS (BLUE)	538	535	543	519	528	463	467	421	453	509	532	633	554	546	488	
STUDENTS	2,294	3,236	3,828	3,494	3,482	2,390	2,491	3,162	2,908	2,893	2,260	2,590	2,407	3,424	3,806	
FEDERAL (GREEN)	419	551	482	466	475	367	486	426	534	464	442	479	452	526	359	
TRANSFERS (ON)	4,258	5,271	5,056	4,546	4,544	3,970	4,071	4,161	4,092	4,043	4,281	4,272	3,997	4,663	4,578	
MISC. TRIPS	5,547	5,478	4,745	4,345	4,622	3,960	4,402	4,576	4,363	5,551	5,428	5,651	6,403	6,553	5,451	
FARE CARD SOLD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL RIDERS	21397	24251	23611	21161	21702	18,500	19,314	20038	19857	21358	22120	23402	22690	25555	23401	
	22156	23135	23816	23407	20117	19,612	15,666	19646	22018	20863	19208	20954	21397	24251	23611	
	23022	23133	26391	26815	21768	21,768	16,036	15949	15494	18189	19816	20863	22156	23135	23816	

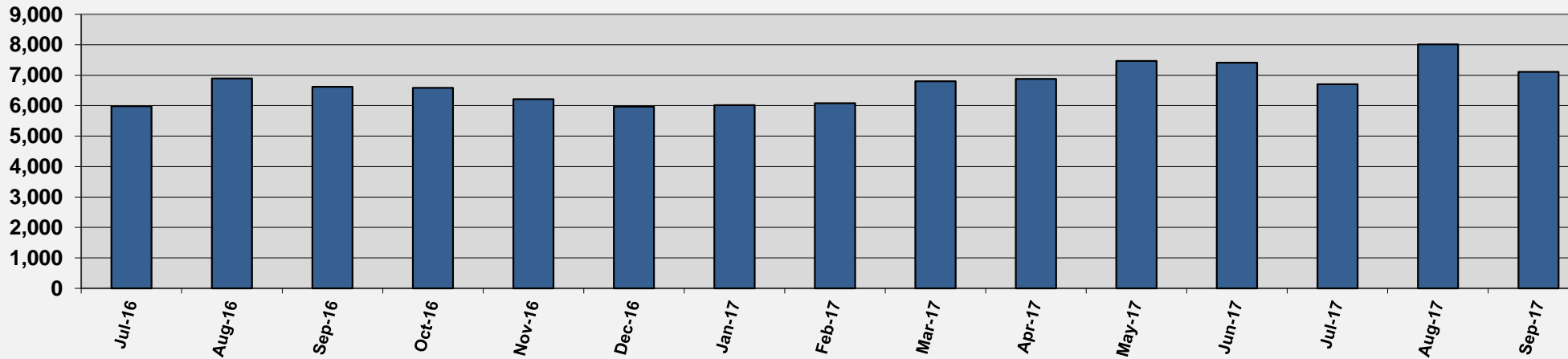
TOTAL MONTHLY FIXED ROUTE TRIPS



MONROE COUNTY TRANSPORTATION SHARED RIDE RIDERSHIP STATISTICS

	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
SENIORS	3,087	3,363	3,082	3,149	2,821	2,695	2,638	2,512	2,963	3,193	3,476	3,506	3,345	4,017	3,321
MA65	203	221	265	239	225	198	161	198	251	226	310	329	280	316	331
FULL FARE	0	14	18	20	20	10	16	10	16	16	18	18	14	18	14
MISC. SUBSIDIES	8	14	7	8	8	8	20	44	30	38	2	4	4	10	8
ADA	295	341	349	347	345	318	355	391	375	340	358	337	265	341	339
PWD	878	1,118	1,223	1,253	1,199	1,047	1,102	1,147	1,284	1,210	1,326	1,272	1,128	1,262	1,308
MATP	1,505	1,806	1,674	1,563	1,589	1,690	1,707	1,758	1,871	1,845	1,961	1,941	1,653	2,052	1,782
MATPO	8	12	4	2	6	0	14	20	12	8	14	6	12	0	4
TOTAL RIDERS	5,984	6,889	6,622	6,581	6,213	5,966	6,013	6,080	6,802	6,876	7,465	7,413	6,701	8,016	7,107

TOTAL MONTHLY SHARED RIDE TRIPS





**Monroe County Transit Authority
POCONO PONY**

FIXED ROUTE			SEP 2017		SHARED RIDE		
FRR (10.55%): 19.89%	(Monthly)	Over/Under	FY17/18 YTD Average	FY17/18 YTD Average	FRR (10.39%): 9.80%	(Monthly)	Over/Under
1. RIDERSHIP:	≥ 21,667	Goal (+/-)	23,882	7,275	1. RIDERSHIP (m):	≥ 6,695	Goal (+/-)
(Annual Goal = ≥ 260,000)	23,401	8.00%			(Annual Goal = 80,340)	7,107	6.06%
2% increase					3% increase		
	(Monthly)	Over/Under				(Monthly)	Over/Under
2. COST/REV HR:	≤ \$95.96/hr	Goal (+/-)	\$103.93	\$55.01	2. COST/REV HR (m):	≤ \$58.00/hr	Goal (+/-)
(Annual Goal = ≤ \$105.94/revenue hour)	\$104.71	9.12%			(Annual Goal = ≤ \$58.00/hour)	\$54.16	-6.62%
(PennDOT #2= \$95.96) 9.5% Lower than FY16/17					Based on FY17/18 total expense /FY16/17 VRH.		
	(Monthly)	Over/Under				(Monthly)	Over/Under
3. EXPENSES/PAX:	≤ \$12.46	Goal (+/-)	\$12.18	\$27.79	3. EXPENSES/PAX (m):	≤ \$28.96/hr	Goal (+/-)
(Annual Goal = ≤ \$12.46/PAX)	\$11.69	-6.18%			(Annual Goal= ≤ \$28.96/pax)	\$27.07	-6.53%
(PennDOT #4= \$12.79) Keeping goal at FY16/17 level					Based on FY1718 Monthly Exp less MA Outside/ Mileage÷FY1718 monthly Ridership.		
	(Monthly)	Over/Under				(Monthly)	Over/Under
4. REV/REVENUE HR:	≥ \$10.60	Goal (+/-)	\$12.73	\$5.01	4. REV/REVENUE HR (m):	≥ \$5.30	Goal (+/-)
(Annual Goal = ≥ \$10.60)	\$20.83	97%			(Annual Goal= ≥ \$5.30/hr)	\$5.30	At goal
(PennDOT #3= \$10.28)					(Based on FY16/17 YTD Revenues/NTD YTD VRH DR DO x 3% increase)		
	(Monthly)	Over/Under				(Monthly)	Over/Under
5. Passengers/REV HR:	≥ 8.83	Goal (+/-)	8.51	1.98	5. Passengers/REV HR (m):	≥ 2.06/hour	Goal (+/-)
(Annual Goal = ≥ 8.83/hr.)	8.96	1.47%			(Annual Goal = ≥ 2.06/hour)	2.00	-2.91%
(PennDOT #1= 7.96)					Commensurate with ridership increase of 3%		
	(Monthly)	Over/Under				(Monthly)	Over/Under
6. COMPLAINTS & KUDOS:	≤ 5	Goal (+/-)	1	1	6. COMPLAINTS & KUDOS:	≤ 3	Goal (+/-)
COMPLAINTS	0	100.00%			COMPLAINTS	2	-33.33%
	≥ 1	Goal (+/-)	3	4		≥ 2	Goal (+/-)
KUDOS	0	-100.00%			KUDOS	0	-100.00%
	(Monthly)	Over/Under				(Monthly)	Over/Under
7. ON-TIME PERFORMANCE:	≥ 80% 10min.	Goal (+/-)	75%	91%	7. ON-TIME PERFORMANCE:	≥ 90%	Goal (+/-)
(Annual Goal = ≥ 80%)	75%	-6.25%			(Annual Goal = ≥ 90%)	88%	-2.22%
FY16/17 YTD MAY=77.7%					FY16/17 YTD MAY= 92.27%; increasing ridership may lower 17/18		
	(Monthly)	Over/Under				(Monthly)	Over/Under
8. ROAD CALLS:	≥ 18,000	Goal (+/-)	29,557	72,325	8. ROAD CALLS:	≥ 57,000	Goal (+/-)
(Annual Goal = ≥ 18,000)	15,437	-14.25%			(Annual Goal = ≥ 57,000)	49,044	-13.96%
FY16/17 YTD MAY= 15,572; adjusted from 30k/yr due to driver change outs					FY16/17 YTD avg. JUN= 59,133; reduced goal by 3% due to incr trips (rounded)		
	(Monthly)	Over/Under				(Monthly)	Over/Under
9. RISK MGMT (Accidents/100k):	≤ 1.33	Goal (+/-)	1.40	0.27	9. RISK MGMT (Accidents/100k):	≤ .25	Goal (+/-)
(Annual Goal = ≤ 19/yr.) (84%)	1.68	26.00%			(Annual Goal = ≤ 19/yr.) (16%)	0.32	28.00%
Based on FY16/17 YTD miles / 1.5= 18.66; rounded to 19 (industry standard)					Based on FY16/17 YTD miles / 1.5= 18.66; rounded to 19 (industry standard)		
	(Monthly)	Over/Under				(Monthly)	Over/Under
10. CALL CTR-Time on Hold:	≤ 75 sec/call	Goal (+/-)	81	17	10. CALL CTR-Abandoned Calls:	≤ 37	Goal (+/-)
(Annual Goal = ≤ 75 seconds/call)	83	10.00%			(Annual Goal= ≤ 37/month)	4	-89.00%
FY16/17 last 3 months have been 60; inc. 25% now taking ALL calls)					Based on FY16/17 MAR-JUN actual + 25%; now taking ALL calls.		
Revenue hours vary based on monthly NTD reporting.					Revenue hours vary based on monthly NTD reporting.		