



To: Finance Committee

From: Nick Foss, Director of Finance
Kim Wall, Grants Manager
Debbie Coppola, Senior Accountant
Matt Kimball, Capital Projects Manager

Date: July 3, 2020

RE: Finance/Grants/Capital Projects

The Finance & Grants Department continues to prepare for the upcoming FY20 Audit. We held several meetings with RHR Smith during the month of June, and despite any added difficulties from the pandemic, the department is dedicated towards a successful audit process. We have been told a point of interest this year will be payroll, which will be especially helpful because of our recent move to a new payroll system and structure.

During last month's Finance Committee I spoke of my intention to update the Fund Balance Policy. My update is close to complete, which I plan to submit to our auditor for feedback, with the goal of presenting it at the August Finance Committee. This new policy, which will include updated fund balance benchmarks, as well as an added cash flow policy will help strengthen our governance surrounding solvency/liquidity monitoring. In addition, this update will be used as a guide to inform our future discussions on credit policy and limits.

Back in April, I updated the Finance Committee on the timetable for completing what is GMT's largest procurement - Paratransit Services for Chittenden County. We are currently at the evaluation stage and will be moving forward with scheduling meetings with proposers in the coming weeks. As always, we will keep the Finance Committee updated as we continue to move through this important process.

At the end of July, GMT will submit its updated Disadvantaged Business Enterprise (DBE) Goal for FY21 to FY23 to the FTA for approval. For added context, the DBE program was signed into law by President Reagan in 1983, with the aim of helping small businesses owned by socially and economically disadvantaged individuals, including minorities and women, participate in contracting opportunities created by the Department of Transportation (DOT) financial assistance programs. The updated goal, which was developed with support from our consultant Stephen Falbel, serves as an annual percentage target of GMT purchases to come from businesses certified as a DBE.



With the support of the whole department, I continue to make progress on the FY21 Budget Adjustment. As I've previously mentioned at both the Board and Finance Committee level - COVID-19 has radically changed my original forecast of several line items on both the top (Grants/Operating Revenues) and bottom line (Expenses) of our budget. This change in operating environment, combined with the finalized state grant award, as well as direct CARES funds on the Urban side add to the size and scale of the adjustment needed.

Lastly, I'll end with an old proverb I've been reminded of lately and spoken to me often by my father, "there is nothing certain, but the uncertain." The nature of the COVID-19 crisis has certainly brought forth no shortage of uncertainty, and with no recent history marks to judge it by, we move forward absent a data set of past history to base future decision-making. However, as we all grapple and adjust to what very may be a new normal, we should remember that although crisis does bring danger, opportunities are often created in lockstep.

Financial Summary

Attached are the April financials for your review along with the preliminary May expenses. As we review the expenses for May 31, 2020, we use a benchmark to determine how well we are following our budget. We calculate this benchmark as the percentage of the budget that would be expected to be earned/spent if all revenues and expenses were spent/earned equally over twelve months. Therefore we would expect to see budgets at 83% for April and 92% for May.

The April financials currently show a total surplus of close to \$737K, with a roughly \$741K surplus on the Rural side and a slight deficit of roughly 4k on the Urban side. Please note that the large surplus on the Rural side of the business is partially to do with four factors: (1) the methodology and timing of how we recognize grant revenues compared to the timing of operating revenues; (2) the lower general and administrative expenses that we've witnessed over the past year – this has led to a lower amount of overhead costs being shifted to the Rural side of the business from the Urban side; (3) a more conservative budgeting approach; (4) the COVID-19 crisis which has added variability to both our top line (revenue) through decreases in fares, as well as bottom line (expenses) through a reduction in service.

Please find the following explanations for specific areas of interest:

Revenues were reviewed based on the activity through April 30th.....

- **Federal Rural operating grant finished at 115.6%**, but is overstated currently. After discussion with VTRANS, GMT received additional 5311 CARES funds to the tune of an increase of roughly \$254K. As a result this budget variance is overstated and will be for the remainder of the year.



- **Advertising revenue** came in above benchmark for both systems. This year's advertising revenue estimates were adjusted to more realistic budget figures. Staff is happy to see this area trending higher and is very excited about all the new initiatives the Marketing Department has come up with to bring in new revenues.
- **Fares** came in below benchmark and will continue to do so for the remainder of the fiscal year as we have been fare-free since the start of the COVID-19 crisis, or close thereafter. We collect roughly \$194K/month on the Urban side and \$10.8K/month on the Rural side. This will now be offset by the additional CARES funds that are being provided directly by the FTA (Urban), and from VTRANS (Rural).

Expenses were reviewed based on the activity through May 31st.....

- **Salaries and Wages** came in under benchmark on the Rural side and right at the benchmark on the Urban side. The COVID -19 hazard pay has begun to push wages up over the past few months and will continue to do so for the remainder of the fiscal year. As mentioned during the Budget Adjustment presentation a slight buffer was built into these line items to account for future CTO payouts, which should hedge some of the pressure resulting from hazard pay.
- **Pension Plan Expenses** came in over benchmark on the Urban side, which is likely the result of hazard pay pushing wages over budget. This line item is budgeted based off historical participation information, so any variance from the budget figure will either be from increased participation, or a deviation from what we budgeted in wages. In the end, we want all employees to save and plan for a successful retirement, so a deviation based off increased participation is a good thing. The company retirement plan is an area that I plan to focus on in FY21.
- **Other Employee Benefits** is currently over the benchmark. During the budgeting process additional life insurance benefits provided to employees was not included in the budget. Going forward these expenses will be captured.
- **Legal fees** came in over budget due to unforeseen circumstances.
- **Dues and Subscriptions** are over the benchmark due to the timing of a VPTA invoice for 2019 dues on both Rural and Urban.
- **Travel and Meetings**- the Rural side came in over budget at 155%. This is strictly made up of mileage, and should level out with the arrival of our new non-revenue vehicles that employees can use.



- **Audit Fees** are over benchmark due to the timing of invoices. In short, there was a FY19 invoice not captured in the correct fiscal year, which pushed it into FY20. The Finance Department will do a better job in FY20 of ensuring we accrue invoices that come towards the end of a fiscal year.
- **Background Checks** are over the benchmark on the Rural side due to the demand resulting from seasonal service.
- **DOT Testing** is over the benchmark at 112% on the Rural side due to physicals required by the DOT.
- **Employment Recruitment Program** is over the benchmark at 100% on the Urban side due to employee referrals.
- **Consulting Fees** are over budget due to costs related to the GM search.
- **Marketing Expense** is over budget on the Rural side due to timing of an invoice for bus maps.

Vehicle/Building Maintenance – The condition of our fleet, especially on the Urban side continues to punish the operating budget with high maintenance costs. As we move forward the objective of the Finance Department will be to present budgets that are not only conservative in practice, but do not sacrifice capital investment as a means to float the company's operations. Overall, we are over where we would like to be on the Urban side in aggregate, but remain under benchmark on the Rural side.



- **Parts Expense** for the Urban system is higher than we would have hoped. This is certainly an item that will have to be adjusted up in FY21. However, due to a conservative approach on several other maintenance line items, such as the fuel budget, we are able to absorb some of the overage.
- **Tires expense** for the Urban system is over budget, but much of this is timing and the unpredictable nature of this line item. The Finance Department will be working with maintenance to try and better predict this, and many other maintenance line items in future fiscal years.
- **Passenger Facility Expenses** is over budget due to timing of invoices.
- **Misc. Maintenance Expenses and Fees** is above benchmark on the Rural side coming in at 99.6%. This is the result of a large amount of vehicle registrations this year. Going forward, the Finance Department will do a better job at matching the forecast for vehicle registration expenses with upcoming vehicle purchases.



The following is an update of the ongoing capital projects staff continue to work on:

☆ **Passenger Shelters:**

- Working with Enseicom to schedule the installation of a glass shelter at the Larkin Terrace property, the conversion of a shelter to covered bike storage on Cherry Street. Since Enseicom is based in Montreal, we anticipate that COVID may impact their timeline for performing the work. Replacing a damaged shelter on Kennedy Drive with a new unit from storage. Continuing to work with Planning to identify bus stops to prioritize the installation of shelters and benches over the summer.

☆ **Electric Bus Buy/Charging Station Installation:**

- Continuing to work with Proterra to ensure that all contract requirements are met with respect to the programmability of the charging stations and that all maintenance equipment is being provided.

☆ **Montpelier Transit Center:**

- GMT staff and the City of Montpelier are nearing completion of the Operating Agreement for GMT's operation of the Transit Center.
- Testing and Commissioning of the security system has been completed and all major punch list items have been completed. Final payment will be released upon the completion of all contract documentation and training. Integration of the front entrance ADA door opener with the system is still on hold until the City's contractor can complete the installation of ADA opener paddles. Have not received an update on when this will be completed.

☆ **15 Industrial Pkwy Roof Replacement:**

- Installation of the roof membrane and metal fascia are 100% complete. Will schedule final inspection with roofing Contractor and Manufacturer once COVID-19 travel restrictions are lifted. Will coordinate with roofing manufacturer in advance of future solar project to ensure that warranty conditions are met.

☆ **Electric Small Bus Procurement**

- Coordinating with VTrans, VEIC, and other VT Transit Agencies on the development of the electric small bus RFP. Progress has slowed on this during the COVID-19 pandemic.
- Working with VEIC and VTrans on the execution of an MOU with Green Mountain Power to support the electric small bus project.

☆ **DTC Air Conditioning Improvements**

- An award has been issued to a Contractor to install exhaust fan and temperature control for data room. They are currently lining up subcontractors and obtaining materials to start the work. Also working with the engineer on design for the expansion of the current HVAC system in the building to provide climate control in the ticket booth.



☆ **GMTA Facility Renovation:**

- Working with VTrans and neighbors to line up funding for 4" sewer line along Route 12. VTrans' earmark grant for the project will only cover what is needed for the GMT facility (2" line). Cost difference needs to be picked up by others which will be part of ongoing discussions with the State, Town of Berlin, and neighbor properties.
- Working with other staff to develop a qualifications-based procurement for a consultant to lead a site alternatives analysis to evaluate other locations in Washington County. The goal is to have a procurement package finalized this month.

Green Mountain Transit Authority
Budget v. Actual Report
For the Ten Months Ending Thursday, April 30, 2020

REVENUES

FEDERAL, STATE AND LOCAL REVENUE

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY20 ADJ. BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2019	
Municipal Member Assessments	2,004,904.27		\$2,004,904.27	2,400,146.00		\$2,400,146.00	83.53%	0.00%	83.53%	1,917,475.10	
Municipal Paratransit Assessments	565,008.83		565,008.83	683,749.00		683,749.00	82.63%	0.00%	82.63%	531,472.50	
Local Operating Assistance	78,663.70	394,959.76	473,623.46	94,396.00	430,360.00	524,756.00	83.33%	91.77%	90.26%	77,550.90	387,490.12
Federal Urban Formula Grant	2,430,352.51		2,430,352.51	2,635,398.00		2,635,398.00	92.22%	0.00%	92.22%	2,450,278.00	
Federal Rural Operating Grant		1,403,061.95	1,403,061.95		1,214,000.00	1,214,000.00	0.00%	115.57%	115.57%		1,068,629.37
State Regular Subsidy Operating Grant	1,651,827.00	542,270.83	2,194,097.83	2,317,192.00	1,045,000.00	3,362,192.00	71.29%	51.89%	65.26%	1,873,155.00	845,740.56
E&D Grants and Local Match		1,031,210.46	1,031,210.46		1,318,807.00	1,318,807.00	0.00%	78.19%	78.19%		1,003,633.18
Other State Grants	83,355.50	64,322.75	147,678.25	107,061.00	77,600.00	184,661.00	77.86%	82.89%	79.97%	77,070.81	39,815.47
Other Federal Grants	2,937,431.98	882,892.61	3,820,324.59	3,426,846.00	1,103,880.00	4,530,726.00	85.72%	79.98%	84.32%	2,697,597.36	854,635.64
Fund Balance Reserves							0.00%	0.00%	0.00%		
Capital Reserve Revenue							0.00%	0.00%	0.00%		
Total Federal, State and Local Revenues	9,751,543.79	4,318,718.36	14,070,262.15	11,664,788.00	5,189,647.00	16,854,435.00	83.60%	83.22%	83.48%	9,624,599.67	4,199,944.34

OPERATING REVENUE

Passenger Revenue	1,691,005.15	95,655.37	1,786,660.52	2,332,641.00	126,700.00	2,459,341.00	72.49%	75.50%	72.65%	1,816,885.41	109,946.62
Paratransit Passenger Fares	75,976.25		75,976.25	102,102.00		102,102.00	74.41%	0.00%	74.41%	83,035.00	
Advertising Revenue	137,404.81	31,060.00	168,464.81	150,000.00	25,000.00	175,000.00	91.60%	124.24%	96.27%	126,378.01	25,100.00
Interest Earnings	615.33	15,586.46	16,201.79	700.00	9,000.00	9,700.00	87.90%	173.18%	167.03%	611.07	16,856.53
Miscellaneous Revenue	30,466.10	78.04	30,544.14	31,595.00		31,595.00	96.43%	0.00%	96.67%	6,511.72	102.03
Sales Of Equipment	3,947.00	3,707.00	7,654.00	4,097.00	6,507.00	10,604.00	96.34%	56.97%	72.18%		504.99
Medicaid Purchase Of Svc		1,720,745.25	1,720,745.25		2,156,960.00	2,156,960.00	0.00%	79.78%	79.78%		1,767,419.47
Purchase of Service	33,315.13	75,672.19	108,987.32	38,920.00	83,906.00	122,826.00	85.60%	90.19%	88.73%	33,555.35	59,321.01
Warranty Revenue							0.00%	0.00%	0.00%		3,318.26
Operating Revenue	1,972,729.77	1,942,504.31	3,915,234.08	2,660,055.00	2,408,073.00	5,068,128.00	74.16%	80.67%	77.25%	2,066,976.56	1,982,568.91
Total Revenue	11,724,273.56	6,261,222.67	17,985,496.23	14,324,843.00	7,597,720.00	21,922,563.00	81.85%	82.41%	82.04%	11,691,576.23	6,182,513.25

EXPENSES

SALARIES AND WAGES

Other Wages	1,143,140.91	765,239.69	1,908,380.60	1,486,310.00	943,116.00	2,429,426.00	76.91%	81.14%	78.55%	1,351,579.79	677,546.17
Driver/Operator Wages	3,736,821.65	1,579,220.04	5,316,041.69	4,605,711.00	2,019,420.00	6,625,131.00	81.13%	78.20%	80.24%	3,421,992.58	1,637,238.30
Vehicle Repair Wages	746,450.95	119,200.07	865,651.02	980,472.00	170,894.00	1,151,366.00	76.13%	69.75%	75.18%	696,521.93	125,155.01
Salaries and Wages	5,626,413.51	2,463,659.80	8,090,073.31	7,072,493.00	3,133,430.00	10,205,923.00	79.55%	78.63%	79.27%	5,470,094.30	2,439,939.48

PERSONNEL TAXES AND BENEFITS

Payroll Taxes (FICA/MC)	433,453.68	185,016.28	618,469.96	541,046.00	239,707.00	780,753.00	80.11%	77.18%	79.21%	420,437.47	178,679.02
Unemployment Tax Exp	2,931.46	12,548.61	15,480.07	20,000.00		37,000.00	14.66%	73.82%	41.84%	24,049.39	6,405.16
Medical Insurance/HRA	1,571,778.65	435,414.67	2,007,193.32	1,871,164.00	561,066.00	2,432,230.00	84.00%	77.60%	82.52%	1,553,085.41	438,616.82
Pension Plan Expenses	248,483.61	60,298.77	308,782.38	289,972.00	72,069.00	362,041.00	85.69%	83.67%	85.29%	228,333.68	53,808.38
Employee Development	8,266.74	3,908.70	12,175.44	22,000.00	18,000.00	40,000.00	37.58%	21.72%	30.44%	27,286.51	14,562.39
Other Employee Benefits	109,502.55	45,276.50	154,779.05	118,101.00	42,630.00	160,731.00	92.72%	106.21%	96.30%	106,618.14	38,712.92
Personnel Taxes and Benefits	2,374,416.69	742,463.53	3,116,880.22	2,862,283.00	950,472.00	3,812,755.00	82.96%	78.12%	81.75%	2,359,810.60	730,784.69

GENERAL AND ADMIN EXPENSES

Admin Supplies and Expenses	35,626.11	14,977.63	50,603.74	48,032.00	21,424.00	69,456.00	74.17%	69.91%	72.86%	31,478.18	15,573.60
Recruiting Expenses	5,378.44	3,520.69	8,899.13	12,400.00	7,000.00	19,400.00	43.37%	50.30%	45.87%	10,182.18	11,116.31
Dues and Subscriptions	4,783.23	3,332.00	8,115.23	5,100.00	4,787.00	9,887.00	93.79%	69.61%	82.08%	24,446.00	5,569.50
Travel and Meetings	848.89	2,328.79	3,177.68	2,500.00	1,500.00	4,000.00	33.96%	155.25%	79.44%	2,059.57	945.12
Board Development							0.00%	0.00%	0.00%		
Communications	27,247.06	23,721.60	50,968.66	43,692.00	52,680.00	96,372.00	62.36%	45.03%	52.89%	37,946.75	29,191.82

Green Mountain Transit Authority
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	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY20 ADJ. BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2019	
Computer Service Exp	68,674.95	31,292.30	99,967.25	87,098.00	71,608.00	158,706.00	78.85%	43.70%	62.99%	90,753.72	37,288.58
Legal Fees	51,693.75	21,066.25	72,760.00	15,000.00	3,000.00	18,000.00	344.63%	702.21%	404.22%	26,873.00	
Insurance	786,156.40	344,729.81	1,130,886.21	963,990.00	428,205.00	1,392,195.00	81.55%	80.51%	81.23%	812,876.45	352,330.29
Audit Fees	18,550.00	7,950.00	26,500.00	16,450.00	7,050.00	23,500.00	112.77%	112.77%	112.77%	18,270.00	7,830.00
Consulting Fees	(660.41)	23,631.48	22,971.07	12,000.00	12,000.00	24,000.00	-5.50%	196.93%	95.71%	6,529.00	5,681.00
General and Admin Expenses	998,298.42	476,550.55	1,474,848.97	1,206,262.00	609,254.00	1,815,516.00	82.76%	78.22%	81.24%	1,061,414.85	465,526.22
OPERATIONS EXPENSES											
Background Checks	1,101.00	12,799.00	13,900.00	2,400.00	11,500.00	13,900.00	45.88%	111.30%	100.00%	1,182.00	10,827.00
Drug & Alcohol Testing							0.00%	0.00%	0.00%	316.00	93.00
DOT Testing	5,530.00	5,542.00	11,072.00	6,500.00	6,270.00	12,770.00	85.08%	88.39%	86.70%	5,083.00	5,648.26
Employment Recruitment Program	800.00		800.00	800.00	400.00	1,200.00	100.00%	0.00%	66.67%	200.00	
Driver's Uniforms	11,191.83	5,384.58	16,576.41	20,000.00	10,000.00	30,000.00	55.96%	53.85%	55.25%	16,463.71	7,946.89
Safety Expense	328.35		328.35	800.00	500.00	1,300.00	41.04%	0.00%	25.26%	277.50	
Misc. Operating Exp	2,257.15	831.16	3,088.31	6,125.00	3,675.00	9,800.00	36.85%	22.62%	31.51%	1,706.92	
Operations Expenses	21,208.33	24,556.74	45,765.07	36,625.00	32,345.00	68,970.00	57.91%	75.92%	66.36%	25,229.13	24,515.15
PLANNING EXPENSES											
Other Planning Expenses		15,388.40	15,388.40		25,000.00	25,000.00	0.00%	61.55%	61.55%		4,438.03
MPO Planning Expenses	34,387.22		34,387.22	100,000.00		100,000.00	34.39%	0.00%	34.39%	80,795.18	
Planning Expenses	34,387.22	15,388.40	49,775.62	100,000.00	25,000.00	125,000.00	34.39%	61.55%	39.82%	80,795.18	4,438.03
VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)											
Parts Expense - Non-Revenue Vehicles	2,708.78	361.73	3,070.51	7,000.00	3,000.00	10,000.00	38.70%	12.06%	30.71%	6,388.37	707.29
Parts Expense - Revenue Vehicles	569,404.03	93,208.31	662,612.34	431,157.00	125,662.00	556,819.00	132.06%	74.17%	119.00%	473,642.64	268,005.22
Tires	69,246.57	18,988.56	88,235.13	70,000.00	30,000.00	100,000.00	98.92%	63.30%	88.24%	34,904.35	28,450.67
Facility Maintenance	47,075.93	52,192.53	99,268.46	72,000.00	68,151.00	140,151.00	65.38%	76.58%	70.83%	61,481.14	53,263.29
Passenger Facility Expenses	27,794.09		27,794.09	28,666.00		28,666.00	96.96%	0.00%	96.96%	22,342.62	
Security Expenses							0.00%	0.00%	0.00%		
Cleaning Expense	11,272.00	9,695.14	20,967.14	24,000.00	12,000.00	36,000.00	46.97%	80.79%	58.24%	17,739.66	9,515.14
Repeater Fees	15,150.00	12,312.00	27,462.00	20,088.00	16,416.00	36,504.00	75.42%	75.00%	75.23%	16,632.25	13,986.00
Light, Heat and Water	138,944.02	42,812.45	181,756.47	177,476.00	60,955.00	238,431.00	78.29%	70.24%	76.23%	145,919.15	53,354.94
Fuel - Vehicles	669,589.10	326,895.69	996,484.79	936,000.00	536,780.00	1,472,780.00	71.54%	60.90%	67.66%	761,083.75	295,062.62
Maintenance Tools/Supplies/Uniforms	81,775.43	16,285.92	98,061.35	86,250.00	20,580.00	106,830.00	94.81%	79.13%	91.79%	67,933.90	11,844.96
Misc Maint Expenses and fees	1,845.57	3,302.03	5,147.60	6,680.00	3,320.00	10,000.00	27.63%	99.46%	51.48%	3,567.72	121.55
Vehicle/Building Maintenance Exp	1,634,805.52	576,054.36	2,210,859.88	1,859,317.00	876,864.00	2,736,181.00	87.93%	65.69%	80.80%	1,611,635.55	734,311.68
CONTRACTOR EXPENSES											
ADA/SSTA Paratransit	917,662.39		917,662.39	1,251,215.00		1,251,215.00	73.34%	0.00%	73.34%	1,022,834.83	
Partner Local Share	19,833.00		19,833.00	19,833.00		19,833.00	100.00%	0.00%	100.00%		
Functional Assessment Costs	4,493.04		4,493.04	10,000.00		10,000.00	44.93%	0.00%	44.93%	7,142.90	
Volunteer Drivers		492,494.25	492,494.25		570,151.00	570,151.00	0.00%	86.38%	86.38%		434,261.16
Other Transportation (incl Cabs)	4,257.00	608,543.29	612,800.29	10,972.00	952,398.00	963,370.00	38.80%	63.90%	63.61%	8,952.60	734,769.10
Contractor Expenses	946,245.43	1,101,037.54	2,047,282.97	1,292,020.00	1,522,549.00	2,814,569.00	73.24%	72.32%	72.74%	1,038,930.33	1,169,030.26
MARKETING EXPENSE											
Bus Tickets/Fare Media	12,181.86	384.60	12,566.46	20,000.00	2,400.00	22,400.00	60.91%	16.03%	56.10%	13,084.36	1,150.20
Marketing Expense	12,452.21	13,293.97	25,746.18	26,320.00	30,140.00	56,460.00	47.31%	44.11%	45.60%	17,726.56	22,456.79
Public Information	11,070.63	10,469.56	21,540.19	22,000.00	11,000.00	33,000.00	50.32%	95.18%	65.27%	12,952.00	7,395.76
Marketing Expense	35,704.70	24,148.13	59,852.83	68,320.00	43,540.00	111,860.00	52.26%	55.46%	53.51%	43,762.92	31,002.75

Green Mountain Transit Authority
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	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY20 ADJ. BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2019	
OTHER EXPENSES											
Allowance for Doubtful Accounts							0.00%	0.00%	0.00%		
Debt Service/Capital Reserve	46,442.51		46,442.51	46,443.00		46,443.00	100.00%	0.00%	100.00%	46,442.51	
Bond Interest							0.00%	0.00%	0.00%		
Capital Match	88,916.67	64,666.67	153,583.34	106,700.00	77,600.00	184,300.00	83.33%	83.33%	83.33%	78,520.00	175,362.50
Other Expenses	135,359.18	64,666.67	200,025.85	153,143.00	77,600.00	230,743.00	88.39%	83.33%	86.69%	124,962.51	175,362.50
TOTAL EXPENSES	11,806,839.00	5,488,525.72	17,295,364.72	14,650,463.00	7,271,054.00	21,921,517.00	80.59%	75.48%	78.90%	11,816,635.37	5,774,910.76
Current Year Deferred Costs	46,858.24		46,858.24				0.00%	0.00%	0.00%	(153,110.95)	
OH Admin Allocation	201,880.88	(201,880.88)		326,120.00	(326,120.00)		61.90%	61.90%	0.00%	368,350.15	(368,350.15)
Urban Shop Allocation	73,974.73	(73,974.73)					0.00%	0.00%	0.00%	140,824.54	(140,824.54)
Rural Link Cost Allocation	(244,384.58)	244,384.58					0.00%	0.00%	0.00%	(228,779.18)	228,779.18
ALLOCATIONS BETWEEN PROGRAMS	31,471.03	(31,471.03)		326,120.00	(326,120.00)		9.65%	9.65%	0.00%	280,395.51	(280,395.51)
Balance Of Operating Budget	(4,236.17)	741,225.92	736,989.75	500.00	546.00	1,046.00	-847.23%	135755.66%	70457.91%	2,225.42	127,206.98
Capital Revenue											
Federal Revenue	2,885,102.11	1,370,469.09	4,255,571.20				0.00%	0.00%	0.00%	728,033.52	193,329.77
State Revenue	126,001.33	62,130.31	188,131.64				0.00%	0.00%	0.00%	87,263.97	24,188.90
Paratransit Lease Revenue	345,166.00		345,166.00				0.00%	0.00%	0.00%		
Local Match Revenue	88,916.67	64,666.67	153,583.34				0.00%	0.00%	0.00%	78,520.00	175,362.50
Total Capital Revenue	3,445,186.11	1,497,266.07	4,942,452.18	0.00	0.00		0.00%	0.00%	0.00%	893,817.49	392,881.17
Capital Expenses											
Vehicles	2,400,624.60	1,439,656.00	3,840,280.60				0.00%	0.00%	0.00%	2,810.85	201,500.00
Maintenance Parts and Equipment	346,501.96	11,743.43	358,245.39				0.00%	0.00%	0.00%	344,058.33	25,951.34
Passenger Amenities	2,316.25		2,316.25				0.00%	0.00%	0.00%	43,121.50	
Facility Repairs and Improvements	822,828.25	141,220.13	964,048.38				0.00%	0.00%	0.00%	540,985.85	21,810.47
Total Capital Expenses	3,572,271.06	1,592,619.56	5,164,890.62	0.00	0.00		0.00%	0.00%	0.00%	930,976.53	249,261.81
Balance of Capital Budget	(127,084.95)	(95,353.49)	(222,438.44)	0.00	0.00		0.00%	0.00%	0.00%	(37,159.04)	143,619.36
Transfer of Purchases to Fixed Assets	3,205,505.20	1,550,341.27	4,755,846.47				0.00%	0.00%	0.00%	472,083.08	201,831.62
Deferred Costs							0.00%	0.00%	0.00%		
Depreciation Expense	(2,460,613.29)	(676,870.79)	(3,137,484.08)				0.00%	0.00%	0.00%	(2,404,041.15)	(469,628.10)
Subtotal	744,891.91	873,470.48	1,618,362.39	0.00	0.00		0.00%	0.00%	0.00%	(1,931,958.07)	(267,796.48)
Current Change in Net Assets	613,570.79	1,519,342.91	2,132,913.70	500.00	546.00	1,046.00	122714.16%	278267.93%	203911.44%	(1,966,891.69)	3,029.86

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REVENUES

FEDERAL, STATE AND LOCAL REVENUE

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY20 ADJ. BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2019	
Municipal Member Assessments	2,204,916.53		\$2,204,916.53	2,400,146.00		\$2,400,146.00	91.87%	0.00%	91.87%	2,109,222.61	
Municipal Paratransit Assessments	621,987.88		621,987.88	683,749.00		683,749.00	90.97%	0.00%	90.97%	584,619.75	
Local Operating Assistance	86,530.07	413,761.27	500,291.34	94,396.00	430,360.00	524,756.00	91.67%	96.14%	95.34%	85,605.99	405,720.56
Federal Urban Formula Grant	2,430,352.51		2,430,352.51	2,635,398.00		2,635,398.00	92.22%	0.00%	92.22%	2,989,256.00	
Federal Rural Operating Grant		1,403,061.95	1,403,061.95		1,214,000.00	1,214,000.00	0.00%	115.57%	115.57%		1,168,989.30
State Regular Subsidy Operating Grant	1,817,009.50	542,270.83	2,359,280.33	2,317,192.00	1,045,000.00	3,362,192.00	78.41%	51.89%	70.17%	2,060,471.00	981,330.38
E&D Grants and Local Match		1,031,429.21	1,031,429.21		1,318,807.00	1,318,807.00	0.00%	78.21%	78.21%		1,118,115.69
Other State Grants	81,221.90	66,456.35	147,678.25	107,061.00	77,600.00	184,661.00	75.87%	85.64%	79.97%	86,216.04	42,495.57
Other Federal Grants	3,035,640.98	882,892.61	3,918,533.59	3,426,846.00	1,103,880.00	4,530,726.00	88.58%	79.98%	86.49%	2,977,753.02	858,306.86
Fund Balance Reserves							0.00%	0.00%	0.00%		
Capital Reserve Revenue							0.00%	0.00%	0.00%		
Total Federal, State and Local Revenues	10,277,659.37	4,339,872.22	14,617,531.59	11,664,788.00	5,189,647.00	16,854,435.00	88.11%	83.63%	86.73%	10,893,144.41	4,574,958.36

OPERATING REVENUE

Passenger Revenue	1,691,080.15	95,655.37	1,786,735.52	2,332,641.00	126,700.00	2,459,341.00	72.50%	75.50%	72.65%	2,014,162.08	122,254.79
Paratransit Passenger Fares	75,976.25		75,976.25	102,102.00		102,102.00	74.41%	0.00%	74.41%	92,105.00	
Advertising Revenue	152,472.58	34,990.00	187,462.58	150,000.00	25,000.00	175,000.00	101.65%	139.96%	107.12%	142,645.51	27,100.00
Interest Earnings	665.93	15,767.71	16,433.64	700.00	9,000.00	9,700.00	95.13%	175.20%	169.42%	673.22	18,409.18
Miscellaneous Revenue	30,466.10	78.04	30,544.14	31,595.00		31,595.00	96.43%	0.00%	96.67%	6,601.76	116.03
Sales Of Equipment	3,947.00	3,707.00	7,654.00	4,097.00	6,507.00	10,604.00	96.34%	56.97%	72.18%		504.99
Medicaid Purchase Of Svc		1,921,360.95	1,921,360.95		2,156,960.00	2,156,960.00	0.00%	89.08%	89.08%		1,969,218.81
Purchase of Service	35,774.84	78,913.22	114,688.06	38,920.00	83,906.00	122,826.00	91.92%	94.05%	93.37%	36,159.17	76,155.86
Warranty Revenue							0.00%	0.00%	0.00%		3,318.26
Operating Revenue	1,990,382.85	2,150,472.29	4,140,855.14	2,660,055.00	2,408,073.00	5,068,128.00	74.82%	89.30%	81.70%	2,292,346.74	2,217,077.92
Total Revenue	12,268,042.22	6,490,344.51	18,758,386.73	14,324,843.00	7,597,720.00	21,922,563.00	85.64%	85.42%	85.57%	13,185,491.15	6,792,036.28

EXPENSES

SALARIES AND WAGES

Other Wages	1,301,578.75	879,142.95	2,180,721.70	1,486,310.00	943,116.00	2,429,426.00	87.57%	93.22%	89.76%	1,547,097.37	774,652.75
Driver/Operator Wages	4,365,295.00	1,815,263.22	6,180,558.22	4,605,711.00	2,019,420.00	6,625,131.00	94.78%	89.89%	93.29%	3,943,847.42	1,851,589.86
Vehicle Repair Wages	885,567.61	141,402.04	1,026,969.65	980,472.00	170,894.00	1,151,366.00	90.32%	82.74%	89.20%	804,042.98	144,279.35
Salaries and Wages	6,552,441.36	2,835,808.21	9,388,249.57	7,072,493.00	3,133,430.00	10,205,923.00	92.65%	90.50%	91.99%	6,294,987.77	2,770,521.96

PERSONNEL TAXES AND BENEFITS

Payroll Taxes (FICA/MC)	501,478.84	211,237.71	712,716.55	541,046.00	239,707.00	780,753.00	92.69%	88.12%	91.29%	481,760.62	201,071.04
Unemployment Tax Exp	12,624.76	15,858.17	28,482.93	20,000.00	17,000.00	37,000.00	63.12%	93.28%	76.98%	24,025.86	7,762.10
Medical Insurance/HRA	1,742,463.78	478,527.40	2,220,991.18	1,871,164.00	561,066.00	2,432,230.00	93.12%	85.29%	91.32%	1,711,070.45	482,042.78
Pension Plan Expenses	287,563.81	71,505.30	359,069.11	289,972.00	72,069.00	362,041.00	99.17%	99.22%	99.18%	249,821.52	59,112.14
Employee Development	8,266.74	3,908.70	12,175.44	22,000.00	18,000.00	40,000.00	37.58%	21.72%	30.44%	28,676.96	17,218.41
Other Employee Benefits	118,746.09	49,036.52	167,782.61	118,101.00	42,630.00	160,731.00	100.55%	115.03%	104.39%	116,321.71	42,242.72
Personnel Taxes and Benefits	2,671,144.02	830,073.80	3,501,217.82	2,862,283.00	950,472.00	3,812,755.00	93.32%	87.33%	91.83%	2,611,677.12	809,449.19

GENERAL AND ADMIN EXPENSES

Admin Supplies and Expenses	36,496.11	15,605.25	52,101.36	48,032.00	21,424.00	69,456.00	75.98%	72.84%	75.01%	37,181.08	16,783.95
Recruiting Expenses	5,378.44	3,660.69	9,039.13	12,400.00	7,000.00	19,400.00	43.37%	52.30%	46.59%	12,500.68	11,441.13
Dues and Subscriptions	4,783.23	3,332.00	8,115.23	5,100.00	4,787.00	9,887.00	93.79%	69.61%	82.08%	24,668.30	5,626.20
Travel and Meetings	848.89	2,328.79	3,177.68	2,500.00	1,500.00	4,000.00	33.96%	155.25%	79.44%	2,095.57	1,028.25
Board Development							0.00%	0.00%	0.00%		
Communications	29,871.30	25,953.03	55,824.33	43,692.00	52,680.00	96,372.00	68.37%	49.27%	57.93%	38,279.70	30,554.65

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	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY20 ADJ. BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2019	
Computer Service Exp	78,346.47	35,825.63	114,172.10	87,098.00	71,608.00	158,706.00	89.95%	50.03%	71.94%	100,475.81	41,876.77
Legal Fees	58,716.75	21,566.75	80,283.50	15,000.00	3,000.00	18,000.00	391.45%	718.89%	446.02%	26,873.00	
Insurance	880,085.87	385,530.08	1,265,615.95	963,990.00	428,205.00	1,392,195.00	91.30%	90.03%	90.91%	901,816.35	390,655.10
Audit Fees	18,550.00	7,950.00	26,500.00	16,450.00	7,050.00	23,500.00	112.77%	112.77%	112.77%	18,270.00	7,830.00
Consulting Fees	4,411.51	28,703.40	33,114.91	12,000.00	12,000.00	24,000.00	36.76%	239.20%	137.98%	7,529.00	6,681.00
General and Admin Expenses	1,117,488.57	530,455.62	1,647,944.19	1,206,262.00	609,254.00	1,815,516.00	92.64%	87.07%	90.77%	1,169,689.49	512,477.05
OPERATIONS EXPENSES											
Background Checks	1,451.00	12,909.00	14,360.00	2,400.00	11,500.00	13,900.00	60.46%	112.25%	103.31%	1,278.00	10,827.00
Drug & Alcohol Testing							0.00%	0.00%	0.00%	316.00	93.00
DOT Testing	5,530.00	5,542.00	11,072.00	6,500.00	6,270.00	12,770.00	85.08%	88.39%	86.70%	5,918.00	5,743.26
Employment Recruitment Program	800.00		800.00	800.00	400.00	1,200.00	100.00%	0.00%	66.67%	400.00	
Driver's Uniforms	11,486.77	5,484.53	16,971.30	20,000.00	10,000.00	30,000.00	57.43%	54.85%	56.57%	22,795.08	10,940.96
Safety Expense	328.35		328.35	800.00	500.00	1,300.00	41.04%	0.00%	25.26%	566.08	
Misc. Operating Exp	2,257.15	831.16	3,088.31	6,125.00	3,675.00	9,800.00	36.85%	22.62%	31.51%	2,693.22	
Operations Expenses	21,853.27	24,766.69	46,619.96	36,625.00	32,345.00	68,970.00	59.67%	76.57%	67.59%	33,966.38	27,604.22
PLANNING EXPENSES											
Other Planning Expenses		15,388.40	15,388.40		25,000.00	25,000.00	0.00%	61.55%	61.55%		9,027.06
MPO Planning Expenses	34,387.22		34,387.22	100,000.00		100,000.00	34.39%	0.00%	34.39%	82,009.82	
Planning Expenses	34,387.22	15,388.40	49,775.62	100,000.00	25,000.00	125,000.00	34.39%	61.55%	39.82%	82,009.82	9,027.06
VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)											
Parts Expense - Non-Revenue Vehicles	2,799.60	361.73	3,161.33	7,000.00	3,000.00	10,000.00	39.99%	12.06%	31.61%	6,927.35	707.29
Parts Expense - Revenue Vehicles	634,093.91	96,577.10	730,671.01	431,157.00	125,662.00	556,819.00	147.07%	76.85%	131.22%	545,775.52	277,512.26
Tires	75,996.96	20,276.56	96,273.52	70,000.00	30,000.00	100,000.00	108.57%	67.59%	96.27%	38,038.43	30,816.13
Facility Maintenance	47,736.44	56,650.13	104,386.57	72,000.00	68,151.00	140,151.00	66.30%	83.12%	74.48%	68,789.27	68,903.59
Passenger Facility Expenses	28,749.18		28,749.18	28,666.00		28,666.00	100.29%	0.00%	100.29%	23,297.71	
Security Expenses							0.00%	0.00%	0.00%		
Cleaning Expense	11,272.00	10,294.60	21,566.60	24,000.00	12,000.00	36,000.00	46.97%	85.79%	59.91%	21,119.30	10,714.06
Repeater Fees	18,582.00	15,048.00	33,630.00	20,088.00	16,416.00	36,504.00	92.50%	91.67%	92.13%	18,306.25	15,354.00
Light, Heat and Water	153,435.52	46,265.94	199,701.46	177,476.00	60,955.00	238,431.00	86.45%	75.90%	83.76%	159,309.17	56,821.78
Fuel - Vehicles	699,906.37	339,747.36	1,039,653.73	936,000.00	536,780.00	1,472,780.00	74.78%	63.29%	70.59%	829,396.98	333,612.52
Maintenance Tools/Supplies/Uniforms	87,461.61	17,417.05	104,878.66	86,250.00	20,580.00	106,830.00	101.40%	84.63%	98.17%	74,514.58	13,475.63
Misc Maint Expenses and fees	1,907.45	3,306.45	5,213.90	6,680.00	3,320.00	10,000.00	28.55%	99.59%	52.14%	4,032.38	924.60
Vehicle/Building Maintenance Exp	1,761,941.04	605,944.92	2,367,885.96	1,859,317.00	876,864.00	2,736,181.00	94.76%	69.10%	86.54%	1,789,506.94	808,841.86
CONTRACTOR EXPENSES											
ADA/SSTA Paratransit	953,348.93		953,348.93	1,251,215.00		1,251,215.00	76.19%	0.00%	76.19%	1,129,552.79	
Partner Local Share	19,833.00		19,833.00	19,833.00		19,833.00	100.00%	0.00%	100.00%		
Functional Assessment Costs	2,050.54		2,050.54	10,000.00		10,000.00	20.51%	0.00%	20.51%	7,579.89	
Volunteer Drivers		511,744.04	511,744.04		570,151.00	570,151.00	0.00%	89.76%	89.76%		491,565.92
Other Transportation (incl Cabs)	4,308.60	612,466.17	616,774.77	10,972.00	952,398.00	963,370.00	39.27%	64.31%	64.02%	10,010.40	808,211.66
Contractor Expenses	979,541.07	1,124,210.21	2,103,751.28	1,292,020.00	1,522,549.00	2,814,569.00	75.81%	73.84%	74.75%	1,147,143.08	1,299,777.58
MARKETING EXPENSE											
Bus Tickets/Fare Media	12,181.86	384.60	12,566.46	20,000.00	2,400.00	22,400.00	60.91%	16.03%	56.10%	13,495.83	1,498.44
Marketing Expense	12,459.70	13,301.47	25,761.17	26,320.00	30,140.00	56,460.00	47.34%	44.13%	45.63%	25,863.76	27,609.77
Public Information	11,070.63	10,469.56	21,540.19	22,000.00	11,000.00	33,000.00	50.32%	95.18%	65.27%	13,727.15	10,615.91
Marketing Expense	35,712.19	24,155.63	59,867.82	68,320.00	43,540.00	111,860.00	52.27%	55.48%	53.52%	53,086.74	39,724.12

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	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY20 ADJ. BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2019	
OTHER EXPENSES											
Allowance for Doubtful Accounts							0.00%	0.00%	0.00%		
Debt Service/Capital Reserve	46,442.51		46,442.51	46,443.00		46,443.00	100.00%	0.00%	100.00%	46,442.51	
Bond Interest							0.00%	0.00%	0.00%		
Capital Match	97,808.33	71,133.33	168,941.66	106,700.00	77,600.00	184,300.00	91.67%	91.67%	91.67%	86,372.00	192,898.75
Other Expenses	144,250.84	71,133.33	215,384.17	153,143.00	77,600.00	230,743.00	94.19%	91.67%	93.34%	132,814.51	192,898.75
TOTAL EXPENSES	13,318,759.58	6,061,936.81	19,380,696.39	14,650,463.00	7,271,054.00	21,921,517.00	90.91%	83.37%	88.41%	13,314,881.85	6,470,321.79
Current Year Deferred Costs	23,594.83		23,594.83				0.00%	0.00%	0.00%	(178,521.48)	
OH Admin Allocation	236,913.58	(236,913.58)		326,120.00	(326,120.00)		72.65%	72.65%	0.00%	411,350.47	(411,350.47)
Urban Shop Allocation	78,344.36	(78,344.36)					0.00%	0.00%	0.00%	151,530.88	(151,530.88)
Rural Link Cost Allocation	(266,930.53)	266,930.53					0.00%	0.00%	0.00%	(253,459.66)	253,459.66
ALLOCATIONS BETWEEN PROGRAMS	48,327.41	(48,327.41)		326,120.00	(326,120.00)		14.82%	14.82%	0.00%	309,421.69	(309,421.69)
Balance Of Operating Budget	(978,795.12)	380,080.29	(598,714.83)	500.00	546.00	1,046.00	-195759.02%	69611.77%	-57238.51%	1,509.51	12,292.80
Capital Revenue											
Federal Revenue	2,885,102.11	1,370,469.09	4,255,571.20				0.00%	0.00%	0.00%	728,033.52	194,161.77
State Revenue	126,001.33	62,130.31	188,131.64				0.00%	0.00%	0.00%	87,263.97	24,292.90
Paratransit Lease Revenue	345,166.00		345,166.00				0.00%	0.00%	0.00%		
Local Match Revenue	97,808.33	71,133.33	168,941.66				0.00%	0.00%	0.00%	86,372.00	192,898.75
Total Capital Revenue	3,454,077.77	1,503,732.73	4,957,810.50	0.00	0.00		0.00%	0.00%	0.00%	901,669.49	411,353.42
Capital Expenses											
Vehicles	2,400,624.60	1,439,656.00	3,840,280.60				0.00%	0.00%	0.00%	2,810.85	201,500.00
Maintenance Parts and Equipment	354,521.17	14,031.77	368,552.94				0.00%	0.00%	0.00%	344,058.33	25,951.34
Passenger Amenities	2,341.25		2,341.25				0.00%	0.00%	0.00%	42,871.50	
Facility Repairs and Improvements	829,991.40	143,835.13	973,826.53				0.00%	0.00%	0.00%	543,104.60	22,850.47
Total Capital Expenses	3,587,478.42	1,597,522.90	5,185,001.32	0.00	0.00		0.00%	0.00%	0.00%	932,845.28	250,301.81
Balance of Capital Budget	(133,400.65)	(93,790.17)	(227,190.82)	0.00	0.00		0.00%	0.00%	0.00%	(31,175.79)	161,051.61
Transfer of Purchases to Fixed Assets	3,205,505.20	1,550,341.27	4,755,846.47				0.00%	0.00%	0.00%	474,201.83	201,831.62
Deferred Costs							0.00%	0.00%	0.00%		
Depreciation Expense	(2,714,606.47)	(734,690.67)	(3,449,297.14)				0.00%	0.00%	0.00%	(2,642,290.76)	(516,692.97)
Subtotal	490,898.73	815,650.60	1,306,549.33	0.00	0.00		0.00%	0.00%	0.00%	(2,168,088.93)	(314,861.35)
Current Change in Net Assets	(621,297.04)	1,101,940.72	480,643.68	500.00	546.00	1,046.00	-124259.41%	201820.64%	45950.64%	(2,197,755.21)	(141,516.94)