

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

### MEMORANDUM

**TO:** Chairman Martin E. Nohe and Members  
Northern Virginia Transportation Authority

**THROUGH:** John Mason, Interim Executive Director

**FROM:** Michael Longhi, Chief Financial Officer

**SUBJECT:** NVTA Operating Budget

**DATE:** March 7, 2014

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1. **Purpose:** To update the Authority on the NVTA Operating Budget.
2. **Background:** NVTA is funded through the participating jurisdictions and interest earnings. The Memorandum of Agreement (MOA) between NVTA and the member cities/counties permits the appropriate jurisdictional share of NVTA operational costs to be deducted directly from the 30% distribution or to be billed to jurisdictions.
3. **Comments:** As of this report, the rate of NVTA expenditure is below projections. Current expenses of approximately \$455,000 include approximately \$151,000 in bond preparation expenses. This results in actual cost of operations being approximately \$304,000 or 34% of the budget through over half of the fiscal year. Specific considerations include:
  - a. Interest income is tied to the projected rate of regional (70%) project funding utilized by member jurisdiction as well as market rates. Interest earned on the 30% funding is being remitted to the member jurisdictions.
  - b. A significant amount (\$151,193) of NVTA expenses to date are related to preparation for the first bond issuance (bond validation suit and development of debt policy). These expenses are recognized as committed but are unpaid, pending receipt of cash related to the execution of the MOAs. Many of these expenses are eligible for reimbursement when the bonds are sold.
  - c. The rate of budgeted expenditures will increase as NVTA staff is hired, employee benefits are established and additional startup costs such as an accounting system are acquired.
  - d. Evaluation of prospective accounting systems is ongoing. Initial cost proposals for the system are in the \$30,000 range with web based or cloud hosting at approximately \$10,000/yr.
  - e. No changes to the operating budget are recommended at this time.

**Attachment:** NVTA Operating Budget for FY 2014 through February 28, 2014

# XI. ATTACHMENT

Northern Virginia Transportation Authority				
Operating Budget - FY 2014				
July 1, 2013 through February 28, 2014				
	Approved Budget	Received	Anticipated	Projected Revenue
<b>INCOME:</b>				
Cash on hand	\$ 212,117.00	\$ 212,117.36	\$ -	\$ 212,117.36
Interest (70% Regional Revenues)	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 100,000.00
Billed to Member Jurisdictions	\$ 591,595.00	\$ 283,965.60	\$ 307,629.40	\$ 591,595.00
Misc. Income		\$ 7,473.19		
<b>Total Income</b>	<b>\$ 903,712.00</b>	<b>\$ 503,556.15</b>	<b>\$ 407,629.40</b>	<b>\$ 903,712.36</b>
<b>EXPENDITURES:</b>				
	Approved Budget	Expended	Committed	Available Balance
<b>Professional Service</b>				
Legal	\$ 125,000.00	\$ 4,899.50	\$ 69,193.63	\$ 50,906.87
Public Outreach	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00
Financial Services	\$ 80,000.00	\$ -	\$ 82,000.00	\$ (2,000.00)
<b>Professional Subtotal</b>	<b>\$ 235,000.00</b>	<b>\$ 4,899.50</b>	<b>\$ 151,193.63</b>	<b>\$ 78,906.87</b>
<b>Operational Expenses</b>				
Start Up Expenses				
Office Space Build Out	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
One-time h/w,s/w	\$ 948.00	\$ -	\$ -	\$ 948.00
IT/Telecommunications	\$ -	\$ -	\$ -	\$ -
Computers/Installation	\$ 9,972.00	\$ 12,392.77	\$ 2,800.00	\$ (5,220.77)
<b>Start Up Subtotal</b>	<b>\$ 14,920.00</b>	<b>\$ 12,392.77</b>	<b>\$ 2,800.00</b>	<b>\$ (272.77)</b>
Annual Expenses				
Telephone Service	\$ 1,650.00	\$ -	\$ -	\$ 1,650.00
Copier/Postage	\$ 9,000.00	\$ 157.80	\$ -	\$ 8,842.20
Annual 3d party s/w costs	\$ 895.00	\$ -	\$ -	\$ 895.00
Monthly internet fee (Cox)	\$ 840.00	\$ 691.64	\$ -	\$ 148.36
Cell phones	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Lease Space	\$ 5,460.00	\$ -	\$ -	\$ 5,460.00
Mileage/Transportation	\$ 6,000.00	\$ 674.10	\$ -	\$ 5,325.90
Operating/Meeting Expenses	\$ 1,000.00	\$ 2,354.18	\$ -	\$ (1,354.18)
Insurance	\$ 3,000.00	\$ 2,673.00	\$ -	\$ 327.00
<b>Annual Expenses</b>	<b>\$ 37,845.00</b>	<b>\$ 6,550.72</b>	<b>\$ -</b>	<b>\$ 31,294.28</b>
<b>Operational Subtotal</b>	<b>\$ 52,765.00</b>	<b>\$ 18,943.49</b>	<b>\$ 2,800.00</b>	<b>\$ 31,021.51</b>
<b>Personnel Expenses</b>				
Salaries & Taxes	\$ 342,628.00	\$ 111,946.01	\$ -	\$ 230,681.99
Benefits	\$ 122,700.00	\$ 4,819.99	\$ 10,178.80	\$ 107,701.21
<b>Personnel Subtotal</b>	<b>\$ 465,328.00</b>	<b>\$ 116,766.00</b>	<b>\$ 10,178.80</b>	<b>\$ 338,383.20</b>
<b>Expense Subtotal</b>	<b>\$ 753,093.00</b>	<b>\$ 140,608.99</b>	<b>\$ 164,172.43</b>	<b>\$ 448,311.58</b>
<b>Operating Reserve (20%)</b>	<b>\$ 150,619.00</b>	<b>\$ -</b>	<b>\$ 150,619.00</b>	<b>\$ -</b>
<b>Total Expenditures</b>	<b>\$ 903,712.00</b>	<b>\$ 140,608.99</b>	<b>\$ 314,791.43</b>	<b>\$ 448,311.58</b>
<b>Billed to Local Governments</b>	<b>\$591,595</b>			
	<b>2010</b>	<b>Billed</b>		
	<b>Population</b>	<b>Amounts</b>		
City of Alexandria	6.30%	\$ 37,270		
Arlington	9.40%	\$ 55,610		
City of Fairfax	1.00%	\$ 5,916		
Fairfax County	48.00%	\$ 283,966		
City of Falls Church	0.60%	\$ 3,550		
Loudoun	14.20%	\$ 84,006		
City of Manassas	1.70%	\$ 10,057		
City of Manassas Park	0.60%	\$ 3,550		
Prince William	18.20%	\$ 107,670		
	<b>100.00%</b>	<b>\$ 591,595</b>		