

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

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

FROM: Michael Longhi, Chief Financial Officer

DATE: October 5, 2018

SUBJECT: NVTA Operating Budget

1. **Purpose:** To update the Northern Virginia Transportation Authority (NVTA) on the Authority's Operating Budget for FY2018.
2. **Background:** The Authority operating budget is funded through the participating jurisdictions. All jurisdictions have contributed their respective share of the FY2018 and the FY2019 operating budget. This is the final monthly recap of FY2018 activities.
3. **Comments:** The Operating Budget produced the following results:
 - a. Operating revenue is at 100% of estimate.
 - b. On February 1, 2018, the Authority approved a Budget Adjustment for the Communications and Public Affairs Manager position. The budget adjustment transferred funds between accounts and did not increase total expenditures.
 - c. The 2018 Legislative Session required an unexpected level of consultation with bond counsel. Staff alerted the Committee that the \$25,000 budget line could be exceeded by \$20,000 or more in FY2018. Actual bond counsel cost was \$53,166 and exceeded the budget line by \$28,166. The Operating Reserve covered the out of budget FY2018 expenditure. The FY2019 budgeted increase of \$40,000 will replenish the Operating Reserve from FY2018 and provide additional resources for FY2019, if needed.
 - d. The 2018 Legislative Session action also required an unexpected level of financial advisory services. Staff alerted the Committee that the \$35,000 budget line could be exceeded by \$20,000 or more in FY2018. Actual financial advisory cost was \$55,000. The Operating Reserve covered the out of budget FY2018 expenditure. The FY2019 budgeted increase of \$40,000 will replenish the Operating Reserve from FY2018 and provide additional resources for FY2019, if needed.
 - e. The NVTA website redesign completed during FY2018 originally budgeted for FY2017 exceeded the budget by \$3,367. Savings in other cost categories covered the additional cost.
 - f. As predicted when the Committee approved the Equipment Reserve in FY2017, four of NVTA's computers required replacement at the end of FY2018 resulting in a cost of \$8,714 being applied to the reserve.
 - g. The attached statement shows the total operating budget income and expenditure activity for FY2018.

Attachment: FY2018 Operating Budget through FYE June 30, 2018

1000 General Fund

Account Object	Description	----- Current Year -----				%
		Current Month	Current YTD	Budget	Variance	
Revenue						
330100	Contribution Member Jurisdiction		1,922,196.00	1,922,196.00		100
						100
	Total Revenue	0.00	1,922,196.00	1,922,196.00	0.00	100
Expenses						
410000	Personnel Expenses					
110	Salaries-Regular Pay	22,340.82	1,071,114.84	1,080,634.40	9,519.56	99
130	Health & Dental Benefits		132,997.40	121,125.60	-11,871.80	110
131	Payroll Taxes	1,974.50	74,300.42	82,671.77	8,371.35	90
132	Retirement VRS	135.29	103,595.83	106,337.00	2,741.17	97
133	Life Insurance	84.88	13,862.99	13,122.00	-740.99	106
134	Flex Spending/Dependent Care		461.89	604.00	142.11	76
135	Workers Comp		1,102.00	1,187.00	85.00	93
137	Disability Insurance		16,576.12	15,920.00	-656.12	104
	Total Account	24,535.49	1,414,011.49	1,421,601.77	7,590.28	99
420000	Professional Services					
210	Audit & Accounting Services		38,220.00	28,300.00	-9,920.00	135
220	Bank Service		147.07	750.00	602.93	20
230	Insurance		5,624.00	4,725.00	-899.00	119
240	Payroll Services		1,730.44	1,725.00	-5.44	100
260	Public Outreach		17,622.12	33,000.00	15,377.88	53
261	Legal/Bond Counsel Services		53,165.97	25,000.00	-28,165.97	213
262	Financial Advisory Services	28,750.00	55,000.00	50,611.23	-4,388.77	109
263	Bond Trustee Fees		2,687.50	2,700.00	12.50	100
264	Legislative Services		58,854.34	60,000.00	1,145.66	98
265	Investment Custody Svc		20,160.00	25,000.00	4,840.00	81
	Total Account	28,750.00	253,211.44	231,811.23	-21,400.21	109
430000	Technology/Communication					
310	Acctg & Financial Report Systems		8,141.00	16,000.00	7,859.00	51
320	HW SW & Peripheral Purchase	-6,391.93	5,542.95	6,306.00	763.05	88
330	IT Support Svc Incl Hosting		16,154.90	16,930.00	775.10	95
340	Phone Service		7,557.80	7,970.00	412.20	95
350	Web Develop & Hosting		11,016.95	7,650.00	-3,366.95	144
	Total Account	-6,391.93	48,413.60	54,856.00	6,442.40	88
440000	Administrative Expenses					
410	Advertisement		442.18	1,500.00	1,057.82	29
411	Dues & Subscriptions		4,194.38	4,590.00	395.62	91
412	Duplication & Printing		8,924.56	15,500.00	6,575.44	58
413	Furniture & Fixture		544.40		-544.40	
414	Meeting Expenses		7,044.10	3,600.00	-3,444.10	196
415	Mileage/Transportation		4,365.18	10,950.00	6,584.82	40

1000 General Fund

Account Object	Description	----- Current Year -----				%
		Current Month	Current YTD	Budget	Variance	
417	Office Lease		134,051.87	130,515.00	-3,536.87	103
418	Office Supplies		6,339.78	6,400.00	60.22	99
419	Postage & Delivery		225.19	700.00	474.81	32
420	Professional Develop & Training		6,172.54	14,065.00	7,892.46	44
421	Industry Conferences		6,383.76	7,000.00	616.24	91
	Total Account		178,687.94	194,820.00	16,132.06	92
	Total Expenses	46,893.56	1,894,324.47	1,903,089.00	8,764.53	100
	Net Income from Operations	-46,893.56	27,871.53			
Other Expenses						
521000	Transfers					
820	Transfer to Operating Reserve			385,081.00	385,081.00	
825	Transf to Equip Reserve	6,391.93	8,714.24	18,000.00	9,285.76	48
	Total Account	6,391.93	8,714.24	403,081.00	394,366.76	2
	Total Other Expenses	6,391.93	8,714.24	403,081.00	394,366.76	2
	Net Income	-53,285.49	19,157.29			