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 exceed 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 exceed 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

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NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

Income Statement

For the Accounting Period: 13 / 18

1000 General Fund

	Description	Current Year					
			Current				
Account Object			Month	Current YTD	Budget	Variance	%
Revenue							
330100	Contribution Member Jurisdiction			1,922,196.00	1,922,196.00		10
							10
		Total Revenue	0.00	1,922,196.00	1,922,196.00	0.00	10
Expenses							
410000	Personnel Expenses						
110	Salaries-Regular Pay		22,340.82	1,071,114.84	1,080,634.40	9,519.56	9
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	9
132	Retirement VRS		135.29	103,595.83	106,337.00	2,741.17	9
133	Life Insurance		84.88	13,862.99	13,122.00	-740.99	10
134	Flex Spending/Dependent Care			461.89	604.00	142.11	7
135	Workers Comp			1,102.00	1,187.00	85.00	9:
137	Disability Insurance			16,576.12	15,920.00	-656.12	
	Total Account		24,535.49	1,414,011.49	1,421,601.77	7,590.28	9
420000	Professional Services						
210	Audit & Accounting Services			38,220.00	28,300.00	-9,920.00	
220 230	Bank Service			147.07	750.00	602.93	20
230	Insurance Payroll Services			5,624.00 1,730.44	4,725.00 1,725.00	-899.00 -5.44	
260	Public Outreach			17,622.12	33,000.00	15,377.88	5:
261	Legal/Bond Counsel Services			53,165.97	25,000.00	-28,165.97	
262	Financial Advisory Services		28,750.00	55,000.00	50,611.23	-4,388.77	
263	Bond Trustee Fees		20,750.00	2,687.50	2,700.00	12.50	
264	Legislative Services			58,854.34	60,000.00	1,145.66	91
265	Investment Custody Svc			20,160.00	25,000.00	4,840.00	8:
	Total Account		28,750.00	253,211.44	231,811.23	-21,400.21	10
430000	Technology/Communication						
310	Acctg & Financial Report Systems			8,141.00	16,000.00	7,859.00	5
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	9!
340	Phone Service			7,557.80	7,970.00	412.20	9
350	Web Develop & Hosting			11,016.95	7,650.00	-3,366.95	
	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	2
411	Dues & Subscriptions			4,194.38	4,590.00	395.62	9:
412	Duplication & Printing			8,924.56	15,500.00	6,575.44	5
413	Furniture & Fixture			544.40		-544.40	
414	Meeting Expenses			7,044.10	3,600.00	-3,444.10	
415	Mileage/Transportation			4,365.18	10,950.00	6,584.82	40

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For the Accounting Period: 13 / 18

1000 General Fund

				Current Year			
Account Object			Current				
	oject	Description	Month	Current YTD	Budget	Variance	ક
	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	Expen	nses					
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