

BUDGET COMMITTEE MEETING MINUTES

November 10, 2014

A Budget Committee meeting was conducted at 10:40 a.m. on November 10, 2014 at the Area Transportation Authority, Johnsonburg, PA.

Attendees at the meeting were:

Tony Viglione, Chairman - Budget Committee
Kristen Vida, Budget Committee Member
Michael Imbrogno, ATA Chief Executive Officer
Coletta Corioso, ATA Chief Financial Officer
Yvonne Wolesslagle, ATA Administrative Secretary

Review of the 1st Quarter Expenditures and Budget:

Coletta gave a review of the first quarter expenditures and budget for the time period July 1, 2014 to September 30, 2014. The Authority is well within budget for the first quarter.

The following salient notes accompanying the report were discussed regarding the budget.

General and Administration:

1. The first quarter of the fiscal year is $\frac{3}{4}$'s into the calendar year on which the Unemployment Compensation wage limit of \$8,000 is calculated. As a result, the first and second quarters of the fiscal year will show lower Unemployment Compensation charges than will be seen in the third and fourth quarters.
2. Workers Compensation was not charged to General and Administration of \$1,134.98 which will be applied as a journal entry. The FICA, Unemployment and Workers Compensation benefits under General and Administration are understated by this amount.
3. Taxes - Other Taxes showing \$6,593 is for the Punxsutawney Transit Center. This expense is new and was not originally budgeted as the local entity had not

yet determined that the non-transit function of the building would be taxed. This will be a reoccurring annual expense.

Vehicle Operations:

Fuel Taxes – PennDOT requires that fuel taxes be reported under the expenses. OMB circular requires that refunds and credits be applied to expense items in the year that they are received. The budget anticipated credits to be applied; however, PennDOT requires that refunds be recognized as “revenue.” This is also an issue with SAFTI dividend refunds required to be reported as “revenue” rather than “credit.”

Maintenance:

Materials and Supplies – This line item is under budgeted. Diagnostic software used by mechanics was not included as it had not been expensed in FY 2014. In fact, the last time it was charged was back in January of 2012. It will be included in the future budgets as an annual expense. The total budget under this line item should be \$6,400.

A review of the graphs for the Distribution of Costs by Function, Distribution of Costs by Category of Expenses, Types of Revenue Sources, and Sources of Revenues and Subsidies was also reviewed.

A copy of the handout presented to the Budget Committee members is attached as part of the Budget Committee meeting minutes.

With no questions or further business, the meeting was adjourned at 11:48 a.m.