

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: February 12, 2014

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 \$422,000 include approximately \$151,000 in bond preparation expenses. This results in actual cost of operations being approximately \$271,000 or 30% of the budget through over half of the fiscal year. Specific considerations include:
 - a. Pending the approval and execution of the MOAs, NVTA's operating resources are constrained to the cash on hand at the beginning of this fiscal year. Recognition of interest earnings on the 70% funding is also awaiting the MOA execution and disbursement of the 30% revenues to member jurisdictions.
 - b. 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 will be remitted to the member jurisdictions.
 - c. 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.
 - d. 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.
 - e. 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.
 - f. No changes to the operating budget are recommended at this time.

Attachment: NVTA Operating Budget for FY 2014 through January 31, 2014

XII. ATTACHMENT

Northern Virginia Transportation Authority				
Operating Budget - FY 2014				
July 1, 2013 through January 31, 2014				
	Approved Budget	Received	Anticipated	Projected Revenue
INCOME:				
Cash on hand	\$ 212,117.00	\$ 212,117.00	\$ -	\$ 212,117.00
Interest (70% Regional Revenues)	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 100,000.00
Billed to Member Jurisdictions	\$ 591,595.00	\$ -	\$ 591,595.00	\$ 591,595.00
Misc. Income		\$ 7,473.19		
Total Income	\$ 903,712.00	\$ 219,590.19	\$ 691,595.00	\$ 903,712.00
EXPENDITURES:				
	Approved Budget	Expended	Committed	Available Balance
Professional Service				
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)
Professional Subtotal	\$ 235,000.00	\$ 4,899.50	\$ 151,193.63	\$ 78,906.87
Operational Expenses				
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	\$ 11,739.41	\$ 3,075.00	\$ (4,842.41)
Start Up Subtotal	\$ 14,920.00	\$ 11,739.41	\$ 3,075.00	\$ 105.59
Annual Expenses				
Telephone Service	\$ 1,650.00	\$ -	\$ -	\$ 1,650.00
Copier/Postage	\$ 9,000.00	\$ -	\$ -	\$ 9,000.00
Annual 3d party s/w costs	\$ 895.00	\$ -	\$ -	\$ 895.00
Monthly internet fee (Cox)	\$ 840.00	\$ -	\$ -	\$ 840.00
Cell phones	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Lease Space	\$ 5,460.00	\$ -	\$ -	\$ 5,460.00
Mileage/Transportation	\$ 6,000.00	\$ 628.33	\$ -	\$ 5,371.67
Operating/Meeting Expenses	\$ 1,000.00	\$ 1,458.37	\$ -	\$ (458.37)
Insurance	\$ 3,000.00	\$ 2,673.00	\$ -	\$ 327.00
Annual Expenses	\$ 37,845.00	\$ 4,759.70	\$ -	\$ 33,085.30
Operational Subtotal	\$ 52,765.00	\$ 16,499.11	\$ 3,075.00	\$ 33,190.89
Personnel Expenses				
Salaries & Taxes	\$ 342,628.00	\$ 80,451.60	\$ -	\$ 262,176.40
Benefits	\$ 122,700.00	\$ 4,819.99	\$ 10,178.80	\$ 107,701.21
Personnel Subtotal	\$ 465,328.00	\$ 85,271.59	\$ 10,178.80	\$ 369,877.61
Expense Subtotal	\$ 753,093.00	\$ 106,670.20	\$ 164,447.43	\$ 481,975.37
Operating Reserve (20%)	\$ 150,619.00	\$ -	\$ 150,619.00	\$ -
Total Expenditures	\$ 903,712.00	\$ 106,670.20	\$ 315,066.43	\$ 481,975.37
Billed to Local Governments	\$591,595			
	2010	Billed		
	Population	Amounts		
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		
	100.00%	\$ 591,595		