

## TOPEKA METROPOLITAN TRANSIT AUTHORITY

### Board of Directors Meeting – Agenda Item

<b>ITEM</b>	July 2024 Finance Report
<b>CONTACT</b>	Richard Appelhanz
<b>RECOMMENDATION</b>	Approve
<b>SUMMARY</b>	Review July Financial Statements
<b>FISCAL IMPACT</b> (Current and Future)	N/A
<b>PRIORITY/GOAL</b>	N/A
<b>ATTACHMENTS</b>	Yes

**Topeka Metropolitan Transit Authority**

**Balance Sheet**

**As of July 31, 2024**

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	<u>This Month</u>	<u>Net Changes</u>	<u>Last Month</u>
<b>Assets and Deferred Outflows</b>			
<b>Current Assets</b>			
Cash - Operating	2,234,797.81	(589,648.17)	2,824,445.98
Cash - Encumbered Funds	3,611,689.00	0.00	3,611,689.00
Cash - Designated	18,740,293.25	(220,397.59)	18,960,690.84
Accounts Receivable	762,061.66	6,342.00	755,719.66
Fuel Inventory	72,855.82	11,765.44	61,090.38
Prepaid Expenses	97,644.30	(21,338.33)	118,982.63
Prepaid Insurance	122,725.85	(24,134.93)	146,860.78
Prepaid Employee Benefits	<u>9,377.81</u>	<u>(873.07)</u>	<u>10,250.88</u>
Total Current Assets	25,651,445.50	(838,284.65)	26,489,730.15
<b>Long-Term Assets</b>			
Buildings - Net	1,142,661.64	(16,013.06)	1,158,674.70
Bus Shelters - Net	1,797,680.95	(30,117.74)	1,827,798.69
Communication Equipment - Net	14,392.65	(496.30)	14,888.95
Computers - Net	0.00	0.00	0.00
Farebox Equipment - Net	0.00	0.00	0.00
Office Furniture & Equipment - Net	2,526.02	(252.58)	2,778.60
Improvements - Net	1,397,781.30	(18,492.45)	1,416,273.75
Maintenance Equipment - Net	284,193.06	(3,555.22)	287,748.28
Revenue Vehicles - Net	6,541,837.73	(86,980.38)	6,628,818.11
Service Vehicles - Net	53,837.87	(1,704.28)	55,542.15
Projects in Process	867,370.52	58.88	867,311.64
Land	<u>3,600,255.44</u>	<u>0.00</u>	<u>3,600,255.44</u>
Total Long-Term Assets	15,702,537.18	(157,553.13)	15,860,090.31
<b>Deferred Outflows</b>			
KPERS Deferred Outflows	1,334,973.00	0.00	1,334,973.00
KPERS OPEB Deferred Outflows	95,059.00	0.00	95,059.00
Metro OPEB Deferred Outflows	<u>1,653.00</u>	<u>0.00</u>	<u>1,653.00</u>
Total Deferred Outflows	<u>1,431,685.00</u>	<u>0.00</u>	<u>1,431,685.00</u>
Total Assets and Deferred Outflows	<u>42,785,667.68</u>	<u>(995,837.78)</u>	<u>43,781,505.46</u>
<b>Liabilities and Deferred Inflows</b>			
<b>Current Liabilities</b>			
Accounts Payable	630,686.87	186,233.22	444,453.65
Accrued Payables	350,923.55	56,388.00	294,535.55
Payroll Taxes Payable	1,162.98	(2,547.71)	3,710.69
Payroll Liabilities Payable	(807.42)	(32.51)	(774.91)
Unearned Revenue	<u>6,125.00</u>	<u>(8,619.38)</u>	<u>14,744.38</u>
Total Current Liabilities	988,090.98	231,421.62	756,669.36

**Topeka Metropolitan Transit Authority**

**Balance Sheet**

**As of July 31, 2024**

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	<u>This Month</u>	<u>Net Changes</u>	<u>Last Month</u>
Long-Term Liabilities			
KPERs Pension Liability	3,917,019.00	0.00	3,917,019.00
KPERs OPEB Liability	92,992.00	0.00	92,992.00
Metro OPEB Liability	<u>51,193.00</u>	<u>0.00</u>	<u>51,193.00</u>
Total Long-Term Liabilities	4,061,204.00	0.00	4,061,204.00
Deferred Inflows			
Metro OPEB Deferred Inflows	50,693.00	0.00	50,693.00
KPERs OPEB Deferred Inflows	53,522.00	0.00	53,522.00
KPERs Deferred Inflows	<u>363,026.00</u>	<u>0.00</u>	<u>363,026.00</u>
Total Deferred Inflows	<u>467,241.00</u>	<u>0.00</u>	<u>467,241.00</u>
Total Liabilities and Deferred Inflows	<u>5,516,535.98</u>	<u>231,421.62</u>	<u>5,285,114.36</u>
Fund Balance			
Fund Balance - Non-Designated	(7,031,329.21)	(14,879,075.61)	7,847,746.40
Fund Balance - Designated	22,572,379.84	9,400,585.46	13,171,794.38
Investment in Capital Assets	15,862,421.31	5,478,490.15	10,383,931.16
YTD Excess/(Deficit)	<u>5,865,659.76</u>	<u>(1,227,259.40)</u>	<u>7,092,919.16</u>
Total Fund Balance	<u>37,269,131.70</u>	<u>(1,227,259.40)</u>	<u>38,496,391.10</u>
Total Liabilities, Deferred Inflows and Fund Balance	<u>42,785,667.68</u>	<u>(995,837.78)</u>	<u>43,781,505.46</u>

**Topeka Metropolitan Transit Authority**  
**Cash Balances**  
**As of July 31, 2024**

		<u>This Month</u>	<u>Net Changes</u>	<u>Last Month</u>
Cash Account Balances				
Operating				
Operating Cash	1100	421,125.40	131,640.30	289,485.10
Customer Service Cash	1120	600.00	0.00	600.00
Petty Cash	1140	200.00	0.00	200.00
Cash In Bank - Flex Spending	1150	37,288.09	(2,807.73)	40,095.82
MIP - General	1200	1,423,192.34	(718,480.74)	2,141,673.08
ST Investment - General Reserve	1230	<u>352,391.98</u>	<u>0.00</u>	<u>352,391.98</u>
Total Operating		2,234,797.81	(589,648.17)	2,824,445.98
Designated				
Cash - Encumbered Funds	1160	3,611,689.00	0.00	3,611,689.00
ST Investment - Insurance Reserve	1240	500,000.00	0.00	500,000.00
ST Investment - Capital Reserve	1250	<u>18,240,293.25</u>	(220,397.59)	<u>18,460,690.84</u>
Total Designated		<u>22,351,982.25</u>	(220,397.59)	<u>22,572,379.84</u>
Total Cash Account Balances		24,586,780.06	(810,045.76)	25,396,825.82

**Topeka Metropolitan Transit Authority  
Organization Overall  
From 07/01/2024 through 07/31/2024**

	YTD Actual	Annual Budget	\$ Remaining	% Used	YTD Last Year
<b>Operating Revenue</b>					
Fares	72,532.72	688,080.00	(615,547.28)	10.54%	64,342.17
Advertising	6,552.00	81,666.68	(75,114.68)	8.02%	7,841.60
Product Sales	150.00	1,080.00	(930.00)	13.88%	99.00
Other Revenue	<u>1,437.99</u>	<u>7,400.00</u>	<u>(5,962.01)</u>	<u>19.43%</u>	<u>1,396.46</u>
Total Operating Revenue	<u>80,672.71</u>	<u>778,226.68</u>	<u>(697,553.97)</u>	<u>10.37%</u>	<u>73,679.23</u>
<b>Operating Expense</b>					
Salaries and Wages	331,064.59	4,145,568.00	3,814,503.41	7.98%	299,611.02
Payroll Taxes	40,130.38	513,111.00	472,980.62	7.82%	33,360.06
Paid Time Off	55,729.83	566,078.00	510,348.17	9.84%	45,960.51
Employee Insurance	63,026.61	810,975.54	747,948.93	7.77%	57,064.95
KPERS	40,074.99	483,267.00	443,192.01	8.29%	31,492.18
Other Benefits	1,086.30	35,455.00	34,368.70	3.06%	(2,768.15)
Legal Services	0.00	3,000.00	3,000.00	0.00%	0.00
Audit Services	0.00	16,200.00	16,200.00	0.00%	0.00
Maintenance Services	253,852.81	1,329,458.00	1,075,605.19	19.09%	47,938.68
Other Services	17,327.01	166,636.00	149,308.99	10.39%	18,914.73
Fuel, Lubricants and Tires	28,431.43	727,140.00	698,708.57	3.91%	46,345.18
Maintenance Supplies	19,560.58	399,600.00	380,039.42	4.89%	27,365.86
Other Supplies	26,314.96	293,049.00	266,734.04	8.97%	9,824.57
Utilities and Telephones	11,591.17	175,886.00	164,294.83	6.59%	13,141.88
Casualty Insurance	13,961.21	175,029.00	161,067.79	7.97%	12,941.73
Taxes	4,016.37	57,684.00	53,667.63	6.96%	3,741.16
Contracted Lift Service	25,084.00	360,000.00	334,916.00	6.96%	28,345.00
Continuing Education	0.00	14,820.00	14,820.00	0.00%	845.00
Advertising	333.00	19,200.00	18,867.00	1.73%	350.00
Equipment Leases	0.00	984.00	984.00	0.00%	0.00
Self-Insurance Payments	3,406.53	60,000.00	56,593.47	5.67%	0.00
Other Expenses	1,450.00	46,410.00	44,960.00	3.12%	2,379.12
Depreciation	<u>157,612.01</u>	<u>1,886,820.00</u>	<u>1,729,207.99</u>	<u>8.35%</u>	<u>123,448.54</u>
Total Operating Expense	<u>1,094,053.78</u>	<u>12,286,370.54</u>	<u>11,192,316.76</u>	<u>8.90%</u>	<u>800,302.02</u>
Operating Excess/(Deficit)	<u>(1,013,381.07)</u>	<u>(11,508,143.86)</u>	<u>10,494,762.79</u>	<u>8.80%</u>	<u>(726,622.79)</u>
<b>Non-Operating Revenue</b>					
Mill Levy	0.00	6,847,385.00	(6,847,385.00)	0.00%	0.00
Federal Operating Funds	0.00	2,900,000.00	(2,900,000.00)	0.00%	0.00
State Operating Funds	0.00	802,544.00	(802,544.00)	0.00%	0.00
MTPO & JEDO Grants	0.00	51,149.00	(51,149.00)	0.00%	0.00
Interest Earned	<u>(213,878.33)</u>	<u>804,000.00</u>	<u>(1,017,878.33)</u>	<u>(26.60)%</u>	<u>(33,280.93)</u>
Total Non-Operating Revenue	<u>(213,878.33)</u>	<u>11,405,078.00</u>	<u>(11,618,956.33)</u>	<u>(1.88)%</u>	<u>(33,280.93)</u>
Net Excess/(Deficit)	<u>(1,227,259.40)</u>	<u>(103,065.86)</u>	<u>(1,124,193.54)</u>	<u>1,190.75%</u>	<u>(759,903.72)</u>
Change in Net Assets	<u>(1,227,259.40)</u>	<u>(103,065.86)</u>	<u>(1,124,193.54)</u>	<u>1,190.75%</u>	<u>(759,903.72)</u>

Grant Status  
Board Meeting  
August 19, 2024

Grant	Project	Grant Amount	Amount Remaining	Status
FTA 5307	Bus Stops Phase 9 and Bike Stations Shifted remaining funds of \$116,155 to purchase a back-up generator at QSS which was approved by the FTA on 2/28/24.	\$739,634	\$116,155	Drew funds for bike racks in inventory for \$9,135 on 2/24.
FTA Low-No	Electric Bus Purchase (3)	\$1,737,825	\$1,737,825	Grant is open.
FTA Low-No 2023	Electric Bus Purchase (4) Electric Van Purchase (7) Charging Infrastructure, Contingency, Training	\$7,305,526	\$7,305,526	Grant is open.
FTA 5339	Buses, Signs, Radios, Redundancy Shifted remaining funds of \$532,508 from redundancy, radios, & bus signage to the purchase of 6 additional diesel buses. Budget Revision was approved by the FTA on 12/1/23.	\$4,987,500	\$115,017	Redundancy project in progress. Received funds for 6 diesel buses for \$3,194,380 on 2/27.
FTA 5307	FY2022 Operating Funding	\$2,992,021	\$960,885	Grant is open. Received funds for Apr-Jun 24 for \$342,926 on 8/2.
FTA 5307	FY2023 Operating Funding	\$3,055,486	\$2,542,836	Grant is open. Received funds for Apr-Jun 24 for \$391,741 on 8/2.
FTA 5307	FY2024 Operating Funding	\$2,940,580	\$2,940,580	Grant is open.
KDOT PT-0726	FY2024 Operating Funding	\$807,433	\$0	Grant is open. Requested funds for Oct-Dec for \$331,430 on 2/1.
KDOT PT-0726	FY2025 Operating Funding	\$802,544	\$802,544	Grant is open.
KDOT 5339-21	Bus Stops Phase 10, Security Barriers, Maintenance & Security Equipment	\$1,304,840	\$791,176	Second draw for \$314,538.80 and third draw for \$58,717.74 received on 1/30/24.
KDOT Access	Bus Stops and Sidewalks	\$177,725	\$177,725	

Procurement Calendar  
Board Meeting  
For Calendar Year 2024  
August 19, 2024

Received Notice To Proceed  
ADA Sidewalk Improvements - \$222,156

January 16 – None

February 20 – None

March 18 – at board meeting

- a. Award the Bus Technology RFP Contract (complete)
- b. Approve the QSS Back-Up Generator RFB (complete)

April 15 – None

May 20 – at board meeting

- a. Award the Environmental Services RFB Contract (complete)
- b. Award the QSS Back-Up Generator RFB Contract (complete)

June 17 – at board meeting

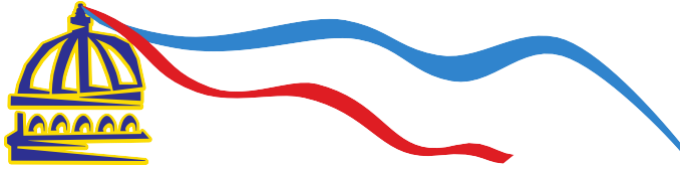
- a. Approve the Asphalt Paving Project RFB(complete)

July 22 – at board meeting

- a. Approve the QSS HVAC System and HVAC Controls Projects RFBS(complete)

August 19 – at board meeting

- b. Approve the Uniform and Linen Service RFB



## TOPEKA METROPOLITAN TRANSIT AUTHORITY

### Board of Directors Meeting – Agenda Item

<b>ITEM</b>	Post the Uniform and Linen Service RFB
<b>CONTACT</b>	Richard Appelhanz
<b>RECOMMENDATION</b>	Approve
<b>SUMMARY</b>	Provide, launder, and deliver bus operator and maintenance employee uniforms on a weekly basis. Provide other items including cleaning equipment for rental.
<b>FISCAL IMPACT</b> (Current and Future)	We currently pay \$344.22 per week for the same services.
<b>PRIORITY/GOAL</b>	This project has a high priority as we are required to provide uniforms.
<b>ATTACHMENTS</b>	None.