



## TOPEKA METROPOLITAN TRANSIT AUTHORITY

### Board of Directors Meeting – Agenda Item

|  |                                   |
|--|-----------------------------------|
| <b>ITEM</b>                                  | March 2023 Finance Report         |
| <b>CONTACT</b>                               | Richard Appelhanz                 |
| <b>RECOMMENDATION</b>                        | Approve                           |
| <b>SUMMARY</b>                               | Review March Financial Statements |
| <b>FISCAL IMPACT</b><br>(Current and Future) | N/A                               |
| <b>PRIORITY/GOAL</b>                         | N/A                               |
| <b>ATTACHMENTS</b>                           | Yes                               |

**Topeka Metropolitan Transit Authority**

**Balance Sheet**

**As of March 31, 2023**

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|   | This Month                  | Net Changes                | Last Month                  |
|---|-----------------------------|----------------------------|-----------------------------|
| <b>Assets and Deferred Outflows</b>       |                             |                            |                             |
| <b>Current Assets</b>                     |                             |                            |                             |
| Cash - Operating                          | 8,746,653.72                | (339,191.91)               | 9,085,845.63                |
| Cash - Encumbered Funds                   | 9,110,311.00                | 0.00                       | 9,110,311.00                |
| Cash - Designated                         | 3,870,218.01                | (88,434.48)                | 3,958,652.49                |
| Accounts Receivable                       | 107,382.92                  | 6,849.40                   | 100,533.52                  |
| Fuel Inventory                            | 63,414.69                   | (1,834.78)                 | 65,249.47                   |
| Prepaid Expenses                          | 36,148.18                   | (18,456.09)                | 54,604.27                   |
| Prepaid Insurance                         | 187,527.85                  | (24,379.48)                | 211,907.33                  |
| Prepaid Employee Benefits                 | <u>1,804.91</u>             | <u>2,272.22</u>            | <u>(467.31)</u>             |
| <b>Total Current Assets</b>               | <b>22,123,461.28</b>        | <b>(463,175.12)</b>        | <b>22,586,636.40</b>        |
| <b>Long-Term Assets</b>                   |                             |                            |                             |
| Buildings - Net                           | 1,398,870.60                | (16,013.06)                | 1,414,883.66                |
| Bus Shelters - Net                        | 2,076,403.51                | (30,420.96)                | 2,106,824.47                |
| Communication Equipment - Net             | 22,333.45                   | (496.30)                   | 22,829.75                   |
| Computers - Net                           | 0.00                        | 0.00                       | 0.00                        |
| Farebox Equipment - Net                   | 32,100.00                   | (3,210.00)                 | 35,310.00                   |
| Office Furniture & Equipment - Net        | 6,567.30                    | (252.58)                   | 6,819.88                    |
| Leasehold Improvements - Net              | 1,244,858.10                | (17,088.67)                | 1,261,946.77                |
| Maintenance Equipment - Net               | 182,662.67                  | (2,248.67)                 | 184,911.34                  |
| Revenue Vehicles - Net                    | 2,122,097.48                | (90,551.37)                | 2,212,648.85                |
| Service Vehicles - Net                    | 90,526.98                   | (2,874.44)                 | 93,401.42                   |
| Projects in Process                       | 543,278.07                  | 37,150.00                  | 506,128.07                  |
| Land                                      | <u>3,600,255.44</u>         | <u>0.00</u>                | <u>3,600,255.44</u>         |
| <b>Total Long-Term Assets</b>             | <b>11,319,953.60</b>        | <b>(126,006.05)</b>        | <b>11,445,959.65</b>        |
| <b>Deferred Outflows</b>                  |                             |                            |                             |
| KPERS Deferred Outflows                   | 1,021,720.00                | 0.00                       | 1,021,720.00                |
| KPERS OPEB Deferred Outflows              | 4,425.00                    | 0.00                       | 4,425.00                    |
| Metro OPEB Deferred Outflows              | <u>2,482.00</u>             | <u>0.00</u>                | <u>2,482.00</u>             |
| <b>Total Deferred Outflows</b>            | <b><u>1,028,627.00</u></b>  | <b><u>0.00</u></b>         | <b><u>1,028,627.00</u></b>  |
| <b>Total Assets and Deferred Outflows</b> | <b><u>34,472,041.88</u></b> | <b><u>(589,181.17)</u></b> | <b><u>35,061,223.05</u></b> |
| <b>Liabilities and Deferred Inflows</b>   |                             |                            |                             |
| <b>Current Liabilities</b>                |                             |                            |                             |
| Accounts Payable                          | 17,507.92                   | (55,285.78)                | 72,793.70                   |
| Accrued Payables                          | 363,591.41                  | 45,664.88                  | 317,926.53                  |
| Payroll Taxes Payable                     | 1,312.58                    | 307.25                     | 1,005.33                    |
| Payroll Liabilities Payable               | (326.18)                    | (81.84)                    | (244.34)                    |
| Unearned Revenue                          | 19,150.00                   | (5,575.00)                 | 24,725.00                   |
| Other Current Liabilities                 | <u>20,000.00</u>            | <u>0.00</u>                | <u>20,000.00</u>            |
| <b>Total Current Liabilities</b>          | <b>421,235.73</b>           | <b>(14,970.49)</b>         | <b>436,206.22</b>           |
| <b>Long-Term Liabilities</b>              |                             |                            |                             |
| KPERS Pension Liability                   | 2,659,991.00                | 0.00                       | 2,659,991.00                |
| KPERS OPEB Liability                      | 74,351.00                   | 0.00                       | 74,351.00                   |
| Metro OPEB Liability                      | <u>52,441.00</u>            | <u>0.00</u>                | <u>52,441.00</u>            |
| <b>Total Long-Term Liabilities</b>        | <b>2,786,783.00</b>         | <b>0.00</b>                | <b>2,786,783.00</b>         |

**Topeka Metropolitan Transit Authority**

**Balance Sheet**

**As of March 31, 2023**

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|  | <u>This Month</u>    | <u>Net Changes</u>  | <u>Last Month</u>    |
|--|----------------------|---------------------|----------------------|
| Deferred Inflows                                     |                      |                     |                      |
| Metro OPEB Deferred Inflows                          | 71,137.00            | 0.00                | 71,137.00            |
| KPERS OPEB Deferred Inflows                          | 43,122.00            | 0.00                | 43,122.00            |
| KPERS Deferred Inflows                               | <u>1,095,684.00</u>  | <u>0.00</u>         | <u>1,095,684.00</u>  |
| Total Deferred Inflows                               | <u>1,209,943.00</u>  | <u>0.00</u>         | <u>1,209,943.00</u>  |
| Total Liabilities and Deferred Inflows               | <u>4,417,961.73</u>  | <u>(14,970.49)</u>  | <u>4,432,932.22</u>  |
| Fund Balance   |                      |                     |                      |
| Fund Balance - Non-Designated                        | 6,460,184.93         | 0.00                | 6,460,184.93         |
| Fund Balance - Designated                            | 13,013,233.50        | 0.00                | 13,013,233.50        |
| Investment in Capital Assets                         | 11,226,495.23        | 0.00                | 11,226,495.23        |
| YTD Excess/(Deficit)                                 | <u>(645,833.51)</u>  | <u>(574,210.68)</u> | <u>(71,622.83)</u>   |
| Total Fund Balance                                   | <u>30,054,080.15</u> | <u>(574,210.68)</u> | <u>30,628,290.83</u> |
| Total Liabilities, Deferred Inflows and Fund Balance | <u>34,472,041.88</u> | <u>(589,181.17)</u> | <u>35,061,223.05</u> |

**Topeka Metropolitan Transit Authority**  
**Cash Balances**  
**As of March 31, 2023**

|                                   |      | <u>This Month</u>    | <u>Net Changes</u> | <u>Last Month</u>    |
|-----------------------------------|------|----------------------|--------------------|----------------------|
| Cash Account Balances             |      |                      |                    |                      |
| Operating                         |      |                      |                    |                      |
| Operating Cash                    | 1100 | 332,162.79           | (545,185.18)       | 877,347.97           |
| Customer Service Cash             | 1120 | 800.00               | 0.00               | 800.00               |
| Petty Cash                        | 1140 | 200.00               | 0.00               | 200.00               |
| Cash In Bank - Flex Spending      | 1150 | 61,050.61            | (6,211.46)         | 67,262.07            |
| MIP - General                     | 1200 | 8,000,048.34         | 212,204.73         | 7,787,843.61         |
| ST Investment - General Reserve   | 1230 | <u>352,391.98</u>    | <u>0.00</u>        | <u>352,391.98</u>    |
| Total Operating                   |      | 8,746,653.72         | (339,191.91)       | 9,085,845.63         |
| Designated                        |      |                      |                    |                      |
| Cash - Encumbered Funds           | 1160 | 9,110,311.00         | 0.00               | 9,110,311.00         |
| ST Investment - Insurance Reserve | 1240 | 500,000.00           | 0.00               | 500,000.00           |
| ST Investment - Capital Reserve   | 1250 | <u>3,370,218.01</u>  | (88,434.48)        | <u>3,458,652.49</u>  |
| Total Designated                  |      | <u>12,980,529.01</u> | (88,434.48)        | <u>13,068,963.49</u> |
| Total Cash Account Balances       |      | 21,727,182.73        | (427,626.39)       | 22,154,809.12        |

**Topeka Metropolitan Transit Authority**  
**Organization Overall**  
**From 07/01/2022 through 03/31/2023**

|                              | YTD Actual            | Annual Budget          | \$ Remaining          | % Used         | YTD Last Year         |
|------------------------------|-----------------------|------------------------|-----------------------|----------------|-----------------------|
| <b>Operating Revenue</b>     |                       |                        |                       |                |                       |
| Fares                        | 579,423.45            | 647,535.00             | (68,111.55)           | 89.48%         | 595,851.07            |
| Advertising                  | 57,250.00             | 77,500.00              | (20,250.00)           | 73.87%         | 40,472.48             |
| Product Sales                | 765.00                | 912.00                 | (147.00)              | 83.88%         | 720.00                |
| Other Revenue                | <u>11,080.37</u>      | <u>5,600.00</u>        | <u>5,480.37</u>       | <u>197.86%</u> | <u>4,253.56</u>       |
| Total Operating Revenue      | <u>648,518.82</u>     | <u>731,547.00</u>      | <u>(83,028.18)</u>    | <u>88.65%</u>  | <u>641,297.11</u>     |
| <b>Operating Expense</b>     |                       |                        |                       |                |                       |
| Salaries and Wages           | 2,629,922.33          | 3,525,736.00           | 895,813.67            | 74.59%         | 2,545,285.12          |
| Payroll Taxes                | 313,927.56            | 451,497.00             | 137,569.44            | 69.53%         | 312,801.56            |
| Paid Time Off                | 375,994.30            | 483,575.00             | 107,580.70            | 77.75%         | 388,249.40            |
| Employee Insurance           | 557,787.19            | 847,904.00             | 290,116.81            | 65.78%         | 510,220.91            |
| KPERS                        | 293,685.33            | 395,804.00             | 102,118.67            | 74.19%         | 256,067.35            |
| Other Benefits               | 10,397.34             | 35,260.00              | 24,862.66             | 29.48%         | 16,315.18             |
| Legal Services               | 0.00                  | 1,500.00               | 1,500.00              | 0.00%          | 0.00                  |
| Audit Services               | 15,875.00             | 15,700.00              | (175.00)              | 101.11%        | 15,775.00             |
| Maintenance Services         | 268,116.19            | 372,348.00             | 104,231.81            | 72.00%         | 277,476.96            |
| Other Services               | 137,621.45            | 115,990.00             | (21,631.45)           | 118.64%        | 157,758.69            |
| Fuel, Lubricants and Tires   | 517,398.53            | 1,058,820.00           | 541,421.47            | 48.86%         | 375,034.10            |
| Maintenance Supplies         | 257,326.72            | 374,400.00             | 117,073.28            | 68.73%         | 229,691.54            |
| Other Supplies               | 238,445.46            | 312,635.00             | 74,189.54             | 76.26%         | 206,411.93            |
| Utilities and Telephones     | 130,755.36            | 158,992.00             | 28,236.64             | 82.24%         | 109,838.47            |
| Casualty Insurance           | 98,987.97             | 119,115.00             | 20,127.03             | 83.10%         | 89,320.04             |
| Taxes                        | 37,906.62             | 55,499.00              | 17,592.38             | 68.30%         | 40,655.97             |
| Contracted Lift Service      | 259,716.87            | 360,000.00             | 100,283.13            | 72.14%         | 261,063.00            |
| Continuing Education         | 5,396.26              | 11,040.00              | 5,643.74              | 48.87%         | 2,860.28              |
| Advertising                  | 14,063.52             | 22,200.00              | 8,136.48              | 63.34%         | 14,367.04             |
| Equipment Leases             | 738.00                | 984.00                 | 246.00                | 75.00%         | 727.94                |
| Self-Insurance Payments      | 10,632.63             | 60,000.00              | 49,367.37             | 17.72%         | 16,089.23             |
| Other Expenses               | 18,973.36             | 42,900.00              | 23,926.64             | 44.22%         | 13,819.69             |
| Depreciation                 | <u>1,453,944.20</u>   | <u>1,981,560.00</u>    | <u>527,615.80</u>     | <u>73.37%</u>  | <u>1,290,639.75</u>   |
| Total Operating Expense      | <u>7,647,612.19</u>   | <u>10,803,459.00</u>   | <u>3,155,846.81</u>   | <u>70.79%</u>  | <u>7,130,469.15</u>   |
| Operating Excess/(Deficit)   | <u>(6,999,093.37)</u> | <u>(10,071,912.00)</u> | <u>3,072,818.63</u>   | <u>69.49%</u>  | <u>(6,489,172.04)</u> |
| <b>Non-Operating Revenue</b> |                       |                        |                       |                |                       |
| Mill Levy                    | 3,644,318.53          | 5,900,447.00           | (2,256,128.47)        | 61.76%         | 3,387,889.19          |
| Federal Operating Funds      | 1,478,230.00          | 3,036,900.00           | (1,558,670.00)        | 48.67%         | 2,286,492.13          |
| State Operating Funds        | 843,589.00            | 843,589.00             | 0.00                  | 100.00%        | 830,387.00            |
| MTPO & JEDO Grants           | 35,500.82             | 51,900.00              | (16,399.18)           | 68.40%         | 36,977.09             |
| Interest Earned              | 187,294.81            | 21,300.00              | 165,994.81            | 879.31%        | 6,513.66              |
| Gain/(Loss) on Disposal      | <u>7,200.00</u>       | <u>0.00</u>            | <u>7,200.00</u>       | <u>0.00%</u>   | <u>11,650.00</u>      |
| Total Non-Operating Revenue  | <u>6,196,133.16</u>   | <u>9,854,136.00</u>    | <u>(3,658,002.84)</u> | <u>62.88%</u>  | <u>6,559,909.07</u>   |
| Net Excess/(Deficit)         | <u>(802,960.21)</u>   | <u>(217,776.00)</u>    | <u>(585,184.21)</u>   | <u>368.70%</u> | <u>70,737.03</u>      |
| <b>Capital Items</b>         |                       |                        |                       |                |                       |
| Capital Grants               | <u>157,126.70</u>     | <u>0.00</u>            | <u>157,126.70</u>     | <u>0.00%</u>   | <u>248,406.80</u>     |
| Total Capital Items          | <u>157,126.70</u>     | <u>0.00</u>            | <u>157,126.70</u>     | <u>0.00%</u>   | <u>248,406.80</u>     |
| Change in Net Assets         | <u>(645,833.51)</u>   | <u>(217,776.00)</u>    | <u>(428,057.51)</u>   | <u>296.55%</u> | <u>319,143.83</u>     |

Grant Status  
Board Meeting  
April 17, 2023

| Grant                      | Project   | Grant Amount | Amount Remaining | Status  |
|----------------------------|---|--------------|------------------|---|
| FTA 5307<br>(from KDOT)    | Bus Stops Phase 9 and Bike Stations                                     | \$739,634    | \$125,290        | 84 stops complete.<br>Bike stations in process.<br>Drew funds for 11 more stops for \$44,288 on May 25.                         |
| KDOT 5339-18               | Vehicles, Security and QSS  | \$1,121,574  | \$35,892         | All projects complete.<br>10 Draws made.<br>Asked KDOT to reapportion remaining funds for QSS Boardroom remodel.                |
| FTA 5307                   | FY2020 Operating Funding  | \$2,323,030  | \$0              | Drew funds for Oct-Dec for \$230,656 on 2/3.  |
| FTA Low-No                 | Electric Bus Purchase (3)   | \$1,737,825  | \$1,737,825      | Grant is open.  |
| FTA 5339                   | Buses, Signs, Radios, Redundancy  | \$4,987,500  | \$4,987,500      | Grant is open.<br>Redundancy project in progress.   |
| FTA 5307                   | FY2021 Operating Funding  | \$2,325,096  | \$1,589,884      | Grant is open. Drew funds for Jul-Sept for \$230,812 on 11/8. Drew funds for Oct-Dec for \$504,400 on 2/3.                      |
| FTA 5307                   | FY2022 Operating Funding  | \$2,992,021  | \$2,992,021      | Grant application was awarded on July 21.   |
| FTA 5307                   | FY2023 Operating Funding  | \$3,055,486  | \$3,055,486      | Grant application process underway.   |
| KDOT PT-0726               | FY2023 Operating Funding  | \$843,589    | \$0              | Drew funds for Oct-Dec for \$398,005 on 2/3.  |
| KDOT 5339-21               | Bus Stops Phase 10, Security Barriers, Maintenance & Security Equipment | \$1,304,840  | \$1,164,433      | Initial draw for \$140,407 for salt spreader, skid steer loader, back-up generator & freon recovery machine requested on 11/30. |
| Received KDOT funding for: |   |              |                  |   |
|                            | Electric Bus Study  | \$120,000    |                  |   |
|                            | Bus Stops and Sidewalks   | \$177,725    |                  |   |

Procurement Calendar  
Board Meeting  
For Calendar Year 2023  
April 17, 2023

Received Notice To Proceed  
Lift System - \$140,000  
Operator Barriers - \$137,670  
Skid Steer Loader - \$55,000  
Electric Vehicle Fleet Study - \$150,000  
ADA Sidewalk Improvements - \$242,352

January 17 – at board meeting

- a. Award the Concrete Pads and Conduits Contract (complete)

February 21 – None

March 20 – None

April 17 – None