



**MAX Transportation Authority Board
Meeting Agenda
Monday, March 25, 2024**

1. January 2024 Board Meeting Minutes – Action
2. Opportunity for Public Comment – Please limit public comment to three (3) minutes or less.
3. Marketing Committee
 - a) Call Center Summary – Information
4. Executive Committee
 - a) FY2023 Financial Audit Presentation and Approval - Action
 - b) Resubmission of MDOT FY2025 Annual Application – Action
 - c) Revised MAX Policies and Procedures for Federal Awards Administration - Action
 - d) VIA Scheduling Software & MAX Transit Study – Information
 - e) RAISE Grant Application - Information
 - f) MAX Wage Adjustment – Information
 - g) Ridership Reports for February 2024 – Information
 - h) Financial Reports for February 2024 – Information
 - i) Expenditure Reports for February 2024 – Information
5. Director’s Report

Next meeting is Monday, April 22, 2024 at 3:30 p.m.



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, November 27, 2023
Proposed Minutes**

The Macatawa Area Express Transportation Authority Board met at 3:30 pm in the training room at the MAX Operations building - 11660 Greenway Drive, Holland, MI 49424.

Members Present: Chair Russ TeSlaa, Vice-Chair Lyn Raymond, and Secretary/Treasurer Joe Baumann; Board Members Jason Latham, Kristin Myers, Meika Weiss, Kevin Klynstra, and Jan Steggerda.

Others Present: N/A

Members Absent: Al Rios

Staff Present: Elisa Hoekwater, Beth Higgs, Charlie Veldhoff, Sandra Korhorn, Kaitlynn Riegling, and Barbara Sonnerville

11.23.1 Approval of the September 25, 2023 Board Meeting Minutes

A motion was made by Raymond and supported by Baumann to approve the September 25, 2023 board meeting minutes. Motion carried unanimously.

11.23.2 Public Comment

There were no public comments.

11.23.3 Marketing Committee

The Marketing Committee has been focusing on recruitment advertising for drivers as well as planning holiday celebrations to show appreciation for all MAX employees.

11.23.3a Call Center Summary

There was no discussion.

11.23.4 Executive Committee

11.23.4a *Salary Administration Policy Revision*

It is important to MAX that employees receive a fair wage for the duties they are assigned. At times, employees may be needed to fill in for a position which is different than their current pay grade. With supervisor/manager approval, and when the work is expected to last longer than four hours, that employee will earn the wage within that pay grade on step 1, or paid their normal wage, whichever is greater. A motion was made by Myers and supported by Latham to approve the Salary Administration Policy amendments as written. Motion carried unanimously.

11.23.4b *Voluntary Paid Time Off (PTO) Donation Policy*

Paid Time Off (PTO) is used for vacation, personal time, and illness. There may be times when employees require prolonged/extended absence from work. A revision to the current policy will allow eligible employees to receive donated PTO hours from fellow employees in one-hour increments with prior approval of the MAX Executive Director. The board had further questions so this agenda item was tabled. A motion was made by Latham and supported by Weiss to table the policy changes contingent on final approval from MAX lawyers. Motion carried unanimously. Due to the urgent needs of a current MAX employee experiencing a catastrophic event, a one-time donation of PTO was requested. A motion was made by Latham and supported by Baumann to approve the one-time donation, as requested. Motion carried unanimously.

11.23.4c *Proposal for Update Pay Grades & Steps*

MAX has aggressively pursued new candidates to fill Bus Operator vacancies, but despite these efforts, we are seeing the need to increase wages to remain competitive. Pay Grade 2, Bus Operators will now include 2 tiers, drivers with a current CDL and those with only a Chauffeur license. Starting wage for those without a current CDL will be \$17.60/hour and those with a current CDL license will start at \$20.00/hour. A motion was made by Baumann and supported by Rios to approve the Bus Operator Wage adjustments as written. Motion carried unanimously.

11.23.4d *CDL Reimbursement Policy*

To attract candidates to fill bus operator position, MAX offers free in-house Commercial Driver's License (CDL) training, and pays the cost of their license. To limit the risk of our investment, employees who voluntarily leave MAX within 6 months of receiving their license, will reimburse MAX the full cost of their CDL, plus the cost of the required DOT physical, drug screening, and agility test for a total of \$400.00. Those who voluntarily leave between 7 – 12 months will reimburse MAX \$200.00 for half of the cost. The payment will be held from the employee's final check. A motion was made by Weiss and supported by Baumann to approve the revised CDL Reimbursement Policy as written. Motion carried unanimously.

11.23.4e *Vehicle & Equipment Maintenance Policy and Procedures Manual*

As a result of the 2023 Triennial Review, FTA determined that MAX was deficient in the area of Maintenance due to the lack of oversight of vehicle preventative maintenance and the City of Holland garage facility and equipment used to maintain our vehicles. Preventative maintenance records from work orders and invoices will be requested from City of Holland Transportation Services Unit for vehicles sampled. Once reviewed, quarterly written reports will be prepared by MAX staff to

summarize maintenance activities. A motion was made by Latham and supported by Raymond to approve revisions to the Vehicle & Equipment Maintenance Policy as written. Motion carried unanimously.

11.23.4f

Depot Lease Contract with City of Holland

A revised lease agreement for the Depot office was reviewed by attorneys representing MAX and the City of Holland. A motion was made by Baumann and supported by Weiss to approve the revised lease agreement with the City of Holland as written. Motion carried unanimously.

11.23.4g

West Michigan Health Insurance Pool Resolution

Late September, staff was notified that MAX would no longer remain on the City of Holland self-funded Priority Health medical benefit plan. Speaking with Harbor Transit of Grand Haven, they recommended Gallagher, a business who represents and helps facilitate medical benefits for the 14,000 members of the West Michigan Insurance Pool. MAX staff recommended MAX join the Pool to recognize cost saving for Priority Health medical benefits for years 2024-2026, a three-year membership. A motion was made by Baumann and supported by Latham to approve Pool membership as written. Motion carried unanimously.

11.23.4h

Proposed Contract for Scheduling Software

Request for Proposal (RFP) No. 2022-01 Cadillac/Wexford, was issued November 21, 2022 on behalf of Michigan transit agencies, including Macatawa Area Express Transportation Authority. VIA Mobility LLC was selected as the winning contract. MAX Staff requested approval to enter into contract with VIA Mobility in order to design, build, and implement dispatch software capable to routing MAX buses, provide an application for customers to self-serve, store customer data, and provide support. A motion was made by Weiss and supported by Latham to approve the contract with VIA Mobility as written. Motion carried unanimously.

11.23.4i

Michigan Mobility Wallet Challenge

The Michigan Department of Transportation (MDOT) and the Office of Future Mobility and Electrification (OFME) are launching the Michigan Mobility Wallet Challenge to explore a Mobility Wallet Pilot Program, which aims to increase the interoperability of transit services and create greater access to personal mobility for Michigan residents. The program's goal will be to simplify the transit payment process by allowing riders or third-party stakeholders to load funds and/or connect bank accounts to a single platform and create a streamlined mechanism for fare payment/collection, thereby increasing access to vital mobility services in Michigan. The Michigan Mobility Wallet Challenge is a collaborative effort, including MDOT, OFME, the Michigan Department of Labor and Economic Opportunity, and the Michigan Poverty Task Force. MAX is looking into a 1-year contract with Ecolane to provide software for micro transit services.

11.23.4j

Report on MAX Transit Study

Korhorn reported that MAX received 290 responses to the recently released transit survey and 54 public members attended the focus group discussions. The next meeting is scheduled for January 24-24, 2024.

- 11.23.4k** *Low-No Emission Grant*
Riegling reported that she is working on a Low-No Emission grant to provide funding for future Low-No Emission vehicles and building improvements.
- 11.23.4l** *Triennial Review Compliance*
Higgs reported that the Triennial Review process is almost complete. Once the report is received, the final report will be presented to the board.
- 11.23.4m** *EEO Annual Report*
A summary of data compiled from FY23 for MAX's EEO Program was provided to the board.
- 11.23.4n** *Ridership Reports for October 2023*
There was no discussion.
- 11.23.4o** *Financial Reports for October 2023*
There was no discussion.
- 11.23.4p** *Expenditure Reports for October 2023*
There was no discussion.
- 11.23.5** **MAX Director's Report**
Hoekwater spoke with the board about her five-year anniversary at MAX and how much she has learned and enjoys working at MAX.
Hoekwater also reminded board members that the special committee meetings will begin after the first of the year.
Lastly, Hoekwater also announced that the December 18, 2023 board meeting will be canceled due to lack of Action Items.
- 11.23.6** **Adjournment**
A motion was made by Baumann and supported by Latham to adjourn the meeting. Motion carried unanimously.

Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, January 22, 2024
Proposed Minutes

The Macatawa Area Express Transportation Authority Board met at 3:30 pm in the training room at the MAX Operations building – 11660 Greenway Dr., Holland, MI 49424

Members Present: Chair Russ TeSlaa, Board Members Meika Weiss, Al Rios, Jason Latham, Nathan Bocks, Kevin Klynstra

Others Present: N/A

Members Absent: Secretary/Treasurer Joe Baumann, Vice-Chair Lyn Raymond; Board Members Jan Steggerda, and Kristin Myers

Staff Present: Elisa Hoekwater, Lynn McCammon, Kaitlynn Riegling, and Sandra Korhorn

1.24.1 Approval of the Minutes of November 27, 2023 Board Meeting

This item was tabled.

1.24.2 Public Comment

There were no public comments.

1.24.3a Marketing Committee

Hoekwater reported that the marketing team has been helping with printing materials for the transit study meeting on Thursday. MAX has a healthy marketing budget, which will be needed for the Route Study.

1.24.4 Executive Committee

1.24.4a Notice to Advance Procurement: Arboc Cutaway Bus

Hoekwater reported that part of the requirement that MAX has is that major capital purchases are approved by the MAX Board. This is for the purchase of one (1) Arboc. Riegling reported that MDOT reported that MAX has \$212,924 available to use for a capital purchase. The purchase of this Arboc will be the 6th of 10 Arbocs we have to replace this year. We have ordered five (5). The cost of an Arboc is just over \$176,000. This allows us to procure another vehicle. If we order now, we can get the vehicle by the end of the calendar year. The contract ends June 24 of this calendar year. Hoekwater reported that the memo sent out indicates that we will be requesting the entire \$212,924. The remaining money will be used for a CASPR unit, bike racks, tablets, etc. for the buses. Motion to approve was made by Rios, supported by Weiss. Motion passed unanimously.

1.24.4b Notice to Advance Procurement: Andrews Tech Timeclock Software

Hoekwater reported that the City of Holland is upgrading their accounting software from New World to BSA. We will be updating our software to a clock that is compatible with

BSA software. Riegling reported the proposed timeclock is compatible with BSA. This timeclock allows remote workers to punch in from home for the day and allows geofencing. It is a five (5) year contract with a service fee each year after. MAX will purchase the terminals. The request is for a total of \$28,085 for all hardware, software, and fees. Motion to approve was made by Rios, supported by Latham. Motion passed unanimously.

1.24.4c Paid Time Off (PTO) Donation Policy

Hoekwater indicated this is being brought back to the board after questions were raised at the November meeting. This policy is set up to allow employees to donate PTO to another employee who has an extended absence and does not have PTO to use. Upon review, the attorney stated the policy must define what a catastrophic event is, how much time the employee can donate and how many hours of PTO the employee must have at the time of donation. The policy allows an employee with 80 hours or more PTO to make a one-time donation of up to 24 hours of PTO, in 4-hour increments. It also states that the PTO cannot be donated for a non-catastrophic event, or a medical condition that short/long term disability covers. The Executive Director and Deputy Director will review requests. The definition of family will mirror the bereavement policy.

Motion to table was made by Latham, supported by Rios. Motion passed unanimously.

1.24.4d MDOT FY2025 Annual Application

MAX must submit the application for FY2025 by February 1. The packet documents include a list of capital projects and annual operating budget. MDOT will generally agree to match the state share. Hoekwater reported she spent a lot of time looking at staff budgets. The proposed application assumes that all staff will receive an increase. The packet also includes a Resolution of Intent that must be submitted as part of the application.

Motion to approve was made by Weiss, supported by Latham. Motion passed unanimously.

1.24.4e RAISE Grant Application

Hoekwater reported the RAISE grant is competitive funding and the application is nearly identical to what MAX submitted last year. We have never received RAISE grant funds but will continue to submit. This request is for funding for Phase 2 construction for the Greenway building, to include a mechanics station where minor repairs can be done, HVAC with improved ventilation and charging stations for electric vehicles. The West Michigan Regional Airport has requested a joint grant application with MAX for charging infrastructure. The RAISE grant is an infrastructure grant and cannot be used for operating costs. We have proposed an increased budget for operating expenses for FY2025. The deadline to apply for the RAISE grant is February 28.

Motion to table was made by Latham, supported by Weiss. Motion passed unanimously.

1.24.4f MAX Transit Study

Korhorn reported that Thursday (January 25) will be the open house and focus group meetings for the route study to preview potential service changes. The meetings and open house will be held at GRCC – Lakeshore Campus. The open house is from 4-6:30.

1.24.4g Ridership Reports
There was no discussion.

1.24.4h Financial Reports
There was no discussion.

1.24.4i Expenditure Reports
There was no discussion.

1.24.5 Director's Report
Hoekwater reported that we are having a kickoff meeting with VIA (Wednesday), our new provider of scheduling software. She also reported that she attended the CES conference in Las Vegas. There was a focus on mobility in the State of Michigan, including electrification, cyber security and AI.

1.24.6 Adjournment
A motion was made by Latham and supported by Weiss to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 5:02 p.m.

INDEPENDENT AUDITORS' COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

February 29, 2024

Members of the Transportation Authority Board
Macatawa Area Express Transportation Authority
Holland, Michigan

We have audited the financial statements of the governmental activities, the major fund, and the remaining fund information of the **Macatawa Area Express Transportation Authority** (the "Authority"), as of and for the year ended September 30, 2023, and have issued our report thereon dated February 29, 2024. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated October 17, 2023, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Authority solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our findings regarding internal control over financial reporting and compliance noted during our audit in a separate letter to you dated February 29, 2024.



Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter and in our meeting about planning matters on December 1, 2023.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm has complied with all relevant ethical requirements regarding independence.

Significant Risks Identified

We have identified the risks of management override of internal control, revenue recognition, and the completeness of subscription-based information technology arrangements (SBITAs) as significant risks, and have obtained an understanding of the Authority's related controls, including control activities, relevant to such risks.

Qualitative Aspects of the Authority's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Authority is included in Note 1 to the financial statements.

There have been no initial selections of accounting policies and no changes in significant accounting policies or their application during the year.

No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements were:

- Management's estimate of the accrued compensated absences is based on current hourly rates and policies regarding payment of sick and vacation banks.
- Management's estimate of the allowance for uncollectible receivable balances is based on past experience and future expectation for collection of various account balances.

We evaluated the key factors and assumptions used to develop these estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Significant Difficulties Encountered During the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. We did not identify any misstatements during our audit.

The schedule of adjustments passed is included with management's written representations in Attachment B to this letter, and summarizes uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole and each applicable opinion unit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Authority's financial statements or the auditors' report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in Attachment B to this letter.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the Authority, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Authority's auditors.

Other Information in Documents Containing Audited Financial Statements

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole. We made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Upcoming Changes in Accounting Standards

Generally accepted accounting principles (GAAP) are continually changing in order to promote the usability and enhance the applicability of information included in external financial reporting. While it would not be practical to include an in-depth discussion of every upcoming change in professional standards, Attachment A to this letter contains a brief overview of recent pronouncements of the Governmental Accounting Standards Board (GASB) and their related effective dates. Management is responsible for reviewing these standards, determining their applicability, and implementing them in future accounting periods.

This information is intended solely for the use of the governing body and management of the Macatawa Area Express Transportation Authority and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink that reads "Rehmann Johnson LLC". The signature is written in a cursive, flowing style.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Attachment A – Upcoming Changes in Accounting Standards / Regulations

For the September 30, 2023 Audit

The following pronouncements of the Governmental Accounting Standards Board (GASB) have been released recently and may be applicable to the Authority in the near future. We encourage management to review the following information and determine which standard(s) may be applicable to the Authority. For the complete text of these and other GASB standards, visit www.gasb.org and click on the “Standards & Guidance” tab. If you have questions regarding the applicability, timing, or implementation approach for any of these standards, please contact your audit team.

GASB 100 ■ Accounting Changes and Error Corrections

Effective 06/15/2024 (your FY 2024)

This standard clarifies the presentation and disclosure requirements for prior period adjustments to beginning net position. We do not expect this standard to have any significant effect on the Authority.

GASB 101 ■ Compensated Absences

Effective 12/15/2024 (your FY 2025)

This standard revises the liability governments record for compensated absences payable to include any sick, vacation, personal time, or other PTO reasonably expected to be used by employees or paid out to them at termination.

GASB 102 ■ Certain Risk Disclosures

Effective 06/15/2025 (your FY 2025)

This standard requires governments to disclose essential information about risks related to vulnerabilities due to certain concentrations or constraints. We do not expect this standard to have any significant effect on the Authority.



MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

■ Attachment B – Management Representations

For the September 30, 2023 Audit

The following pages contain the written representations that we requested from management.



**Macatawa Area Express
Transportation Authority**

February 29, 2024

Rehmann Robson
2330 East Paris Ave SE
Grand Rapids, MI 49546

This representation letter is provided in connection with your audit of the financial statements of the governmental activities, the major fund, and the remaining fund information of the *Macatawa Area Express Transportation Authority* (the "Authority"), as of and for the year ended September 30, 2023, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows, where applicable, and the budgetary comparison for the General Fund of the Authority in conformity with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of February 29, 2024:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated October 17, 2023, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
2. The financial statements referred to above have been fairly presented in accordance with U.S. GAAP, and include all properly classified funds, required supplementary information, and notes to the basic financial statements.
3. We have reviewed and approved the various adjusting journal entries that were proposed by you for recording in our books and records and reflected in the financial statements.
4. With respect to the nonattest services provided, which include any assistance you provided in drafting the financial statements and related notes and assistance in completing portions of the Data Collection form, we have performed the following:
 - a. Made all management decisions and performed all management functions;
 - b. Assigned a competent individual to oversee the services;
 - c. Evaluated the adequacy of the services performed;
 - d. Evaluated and accepted responsibility for the result of the service performed; and
 - e. Established and maintained internal controls, including monitoring ongoing activities.

5. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
6. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
7. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
8. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. For the purposes of this letter, related parties mean members of the governing body; board members; administrative officials; immediate families of administrative officials, board members, and members of the governing body; and any companies affiliated with or owned by such individuals.
9. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
10. The effects of uncorrected misstatements summarized in the attached schedule and aggregated by you during the current engagement are immaterial, both individually and in the aggregate, to the applicable opinion units and to the financial statements as a whole.
11. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
12. With regard to items reported at fair value:
 - a. The underlying assumptions are reasonable, and they appropriately reflect management's intent and ability to carry out its stated courses of action.
 - b. The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
 - c. The disclosures related to fair values are complete, adequate, and in conformity with U.S. GAAP.
 - d. There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.
13. All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed.
14. All funds and activities are properly classified.
15. All funds that meet the quantitative GASB criteria for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
16. All components of net position and fund balance classifications have been properly reported.
17. All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
18. All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
19. All interfund and intra-entity transactions and balances have been properly classified and reported.
20. Deposit and investment risks have been properly and fully disclosed.
21. Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.

22. All required supplementary information is measured and presented within the prescribed guidelines.

Information Provided

23. We have provided you with:

- a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
- b. Additional information that you have requested from us for the purpose of the audit; and
- c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

24. All transactions have been recorded in the accounting records and are reflected in the financial statements.

25. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

26. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:

- a. Management;
- b. Employees who have significant roles in internal control; or
- c. Others where the fraud could have a material effect on the financial statements.

27. We have no knowledge of any instances, that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance, whether communicated by employees, former employees, vendors (contractors), regulators, or others.

28. We have no knowledge of any instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that has a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.

29. We have no knowledge of any instances that have occurred or are likely to have occurred of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.

30. We have a process to track the status of audit findings and recommendations.

31. We have identified for you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

32. We have provided views on your reported audit findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.

33. We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements and we have not consulted legal counsel concerning litigation or claims.

34. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

35. There have been no from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.

36. The government has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
37. We have disclosed to you all guarantees, whether written or oral, under which the government is contingently liable.
38. We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
39. There are no:
 - a. Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
 - b. Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*.
 - c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB Statement No. 62.
40. The government has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
41. We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
42. We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.

Supplementary Information in Relation to the Financial Statements as a Whole

43. With respect to the supplementary information accompanying the financial statements:
 - a. We acknowledge our responsibility for the presentation of the supplementary information in accordance with accounting principles generally accepted in the United States of America.
 - b. We believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America.
 - c. The methods of measurement or presentation have not changed from those used in the prior period.
 - d. We believe the significant assumptions or interpretations underlying the measurement or presentation of the supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.

Required Supplementary Information

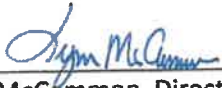
44. With respect to the required supplementary information accompanying the financial statements:
- a. We acknowledge our responsibility for the presentation of the required supplementary information in accordance with accounting principles generally accepted in the United States of America.
 - b. We believe the required supplementary information, including its form and content, is measured and fairly presented in accordance with accounting principles generally accepted in the United States of America.
 - c. The methods of measurement or presentation have not changed from those used in the prior period.
 - d. We believe the significant assumptions or interpretations underlying the measurement or presentation of the required supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.

Uniform Guidance (2 CFR 200)

45. With respect to federal awards, we represent the following to you:
- a. We are responsible for understanding and complying with and have complied with the requirements of the Uniform Guidance.
 - b. We are responsible for the preparation and presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance.
 - c. We believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance.
 - d. The methods of measurement or presentation have not changed from those used in the prior period.
 - e. We believe the significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.
 - f. We are responsible for including the auditor's report on the schedule of expenditures of federal awards in any document that contains the schedule and that indicates that the auditor has reported on such information.
 - g. We have identified and disclosed all of our government programs and related activities subject to the Uniform Guidance compliance audit.
 - h. When the schedule of expenditures of federal awards is not presented with the audited financial statements, management will make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by the entity of the schedule of expenditures of federal awards and the auditor's report thereon.
 - i. We have, in accordance with the Uniform Guidance, identified in the schedule of expenditures of federal awards, expenditures made during the audit period for all awards provided by federal agencies in the form of grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, food commodities, direct appropriations, and other assistance.

- j. We are responsible for complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal programs and have identified and disclosed to you the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major federal program; and we have complied, in all material respects, with these requirements.
- k. We have provided to you our interpretations of any compliance requirements that have varying interpretations.
- l. We are responsible for establishing and maintaining effective internal control over compliance requirements applicable to federal programs that provide reasonable assurance that we are managing our federal awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal programs. Also, no changes have been made in the internal control system to the date of this letter that might significantly affect internal control, including any corrective action taken with regard to significant deficiencies, including material weaknesses, reported in the schedule of findings and questioned costs.
- m. We have made available to you all contracts and grant agreements (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relating to federal programs.
- n. We have received no requests from a federal agency to audit one or more specific programs as a major program.
- o. We have identified and disclosed to you all amounts questioned and any known noncompliance with the requirements of federal awards, including the results of other audits or program reviews. We also know of no instances of noncompliance occurring subsequent to the end of the period audited.
- p. We have charged costs to federal awards in accordance with applicable cost principles, including amounts claimed or used for matching determined in accordance with relevant guidelines in the Uniform Guidance.
- q. We have made available to you all documentation related to the compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- r. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared (and are prepared on a basis consistent with the schedule of expenditures of federal awards).
- s. The copies of federal program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- t. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- u. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- v. We are responsible for and have accurately completed the appropriate sections of the Data Collection Form as required by the Uniform Guidance, and we are responsible for preparing and implementing a correction action plan for each audit finding.

- w. The reporting package does not contain protected personally identifiable information.
- x. We have disclosed all contracts or other agreements with service organizations and disclosed to you all communications from these service organizations relating to noncompliance at the organizations.
- y. We have reviewed, approved, and taken responsibility for the financial statements and related notes.
- z. We have disclosed to you the nature of any subsequent events that provide additional evidence with respect to conditions that existed at the end of the reporting period that affect noncompliance during the reporting period.



Lynn McCammon, Director of Finance



Elisa Hoekwater, Executive Director

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Schedule of Adjustments Passed (SOAP)

For the September 30, 2023 Audit

In accordance with generally accepted auditing standards, we have prepared the following schedule of proposed audit adjustments, which we believe are immaterial both individually and in the aggregate. We are providing this schedule to both management and those charged with governance to receive their assurance that they agree that the amounts listed below are not material to the financial statements, either individually or in the aggregate, and do not need to be recorded.

	Effect of Passed Adjustment - Over(Under)Statement				
	Assets	Liabilities	Beginning Equity	Revenues	Expenses/ Expenditures
General fund					
Unrecorded receivable for bus signage commission	\$ (10,208)	\$ -	\$ -	\$ (10,208)	\$ -
Misstatement as a percentage of total revenues - general fund	-0.14%	0.00%	0.00%	-0.14%	0.00%

Macatawa Area
Express
Transportation
Authority



Year Ended
September 30,
2023

Financial
Statements

Rehmann

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Table of Contents

	<u>Page</u>
Independent Auditors' Report	1
Management's Discussion and Analysis	5
Basic Financial Statements	
Government-wide Financial Statements:	
Statement of Net Position	14
Statement of Activities	15
Fund Financial Statements:	
Balance Sheet – Governmental Fund	16
Reconciliation of Fund Balance for Governmental Fund to Net Position of Governmental Activities	17
Statement of Revenues, Expenditures and Change in Fund Balance – Governmental Fund	18
Reconciliation of the Net Change in Fund Balance of Governmental Fund to Change in Net Position of Governmental Activities	19
Statement of Revenues, Expenditures and Change in Fund Balance – Budget and Actual – General Fund	20
Statement of Net Position – Proprietary Fund	21
Statement of Revenues, Expenses and Change in Fund Net Position – Proprietary Fund	22
Statement of Cash Flows – Proprietary Fund	23
Notes to Financial Statements	25
Michigan Bureau of Passenger Transportation Schedules	
Schedule of Expenditures of Federal and State Awards	40
Schedule of Operating Revenues:	
Urban Regular Service	42
New Freedom	44
Schedule of Operating Expenses:	
Urban Regular Service	45
New Freedom	47
Schedule of Operating and Contract Expenses:	
Urban Regular Service	48
New Freedom	49
Operating Assistance Calculation – Urban Regular Service	50
Nonfinancial Data:	
Schedule of Vehicle Miles (Unaudited)	51
Schedule of Vehicle Hours (Unaudited)	52
Schedule of Line-Haul Passenger Data and Vehicle Hours (Unaudited)	53
Schedule of Demand Response Passenger Data and Vehicle Hours (Unaudited)	54
Schedule of New Freedom Passenger Data and Vehicle Hours (Unaudited)	55

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

■ Table of Contents

	<u>Page</u>
Michigan Bureau of Passenger Transportation Schedules (Concluded)	
Reconciliations of OAR Schedules to Statement of Revenues, Expenditures and Change in Fund Balance for Governmental Fund:	
Reconciliation of OAR Operating Revenues to Statement of Revenues, Expenditures and Change in Fund Balance for Governmental Fund	58
Reconciliation of OAR Operating Expenses to Statement of Revenues, Expenditures and Change in Fund Balance for Governmental Fund	61



INDEPENDENT AUDITORS' REPORT

February 29, 2024

Members of the Transportation Authority Board
Macatawa Area Express Transportation Authority
Holland, Michigan

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, the major fund, and the remaining fund information of the **Macatawa Area Express Transportation Authority** (the "Authority"), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the remaining fund information of the Authority as of September 30, 2023, and the respective changes in financial position and cash flows, where applicable, thereof and the budgetary comparison for the general fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Independent Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.



In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Independent Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The schedules required by the Michigan Bureau of Passenger Transportation (excluding the nonfinancial data schedules) are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the financial statements. The other information comprises Michigan Bureau of Passenger Transportation Nonfinancial Data Schedules, as listed in the table of contents, but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued, under separate cover, our report dated February 29, 2024 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

A rectangular box containing a handwritten signature in black ink that reads "Rehman Lobson LLC".

MANAGEMENT'S DISCUSSION AND ANALYSIS

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Management's Discussion and Analysis

As management of the Macatawa Area Express Transportation Authority (the "Authority"), we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended September 30, 2023. We encourage readers to consider the information presented here in conjunction with additional information that is furnished in the financial statements and notes to the financial statements.

Financial Highlights

- The assets of the Authority exceeded its liabilities at the close of the most recent fiscal year by \$13,054,931 (net position). Of this amount, \$4,969,931 was unrestricted and may be used to meet the Authority's ongoing obligations to citizens and creditors.
- The Authority's total net position increased by \$805,899 from operations during fiscal 2023.
- As of the close of the current fiscal year, the Authority's General Fund reported an ending fund balance of \$4,945,327, an increase of \$905,177.
- Total fund balance was 71.1% of total General Fund expenditures.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Authority's basic financial statements. The Authority's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information required by the Michigan Bureau of Passenger Transportation (BPT) in addition to the basic financial statements themselves.

Government-wide Financial Statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the Authority's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Authority's assets and liabilities with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Authority is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes).

Both of the government-wide financial statements distinguish functions of the Authority that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the Authority are all classified as public transportation. The Authority has no business-type activities.

Fund Financial Statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Authority, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Authority can be divided into two categories: governmental funds and proprietary funds.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Management's Discussion and Analysis

Governmental Funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and change in fund balance provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Authority maintains one individual governmental fund, the General Fund. Information is presented in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and change in fund balance.

The Authority adopts an annual appropriated budget for its General Fund. The budgetary comparison statement has been provided herein to demonstrate compliance with this budget.

Proprietary Funds. The Authority maintains one type of proprietary fund. The *Internal Service Fund* is used to accumulate and allocate costs internally among the Authority's various functions. The Authority uses an internal service fund to account for compensated absences of the Authority. Because these services predominately benefit governmental rather than business-type functions, they have been included within governmental activities in the government-wide financial statements.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Supplementary Information. In addition to the basic financial statements and accompanying notes, this report also presents certain information required by the Michigan Bureau of Passenger Transportation.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Management's Discussion and Analysis

Government-wide Financial Analysis

Statement of Net Position

As previously stated, net position may serve over time as a useful indicator of a government's financial position. In the case of the Authority, assets exceeded liabilities by \$13,054,931 at the close of the most recent fiscal year.

	Governmental Activities	
	2023	2022
Current and other assets	\$ 5,426,699	\$ 4,678,094
Capital assets, net	8,449,079	8,186,804
Total assets	13,875,778	12,864,898
Long-term liabilities	555,922	152,901
Other liabilities	264,925	455,313
Total liabilities	820,847	608,214
Deferred inflows of resources	-	7,652
Net position:		
Net investment in capital assets	8,085,000	8,186,804
Unrestricted	4,969,931	4,062,228
Total net position	\$ 13,054,931	\$ 12,249,032

A substantial portion of the Authority's net position, \$8,085,000 (61.9 percent), reflects its investment in capital assets (e.g., land, buildings, vehicles, machinery and equipment). The Authority uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending.

The Authority may use the remaining balance of unrestricted net position of \$4,969,931 (38.1 percent) to meet its ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the Authority is able to report positive balances in both categories of net position.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Management's Discussion and Analysis

Statement of Activities

	Governmental Activities	
	2023	2022
Program revenues:		
Charges for services	\$ 230,005	\$ 141,520
Operating grants and contributions	4,178,686	4,441,239
Capital grants and contributions	1,625,005	1,700,415
General revenues:		
Property taxes	1,224,184	1,130,551
Unrestricted investment earnings	57,661	5,008
Total revenues	<u>7,315,541</u>	<u>7,418,733</u>
Expenses:		
Public transportation	<u>6,509,642</u>	<u>6,373,670</u>
Change in net position	805,899	1,045,063
Net position, beginning of year	<u>12,249,032</u>	<u>11,203,969</u>
Net position, end of year	<u>\$ 13,054,931</u>	<u>\$ 12,249,032</u>

The Authority's net position increased by \$805,899 during the current fiscal year. The Michigan Department of Transportation (MDOT) pays transit agencies, by formula, a percentage of their eligible expenses under Act 51 up to a maximum of 60% for Small Urban and Rural Transit agencies and a maximum of 40% for Large Urban agencies. The Authority is a Small Urban Agency and is eligible to receive up to 60% of its eligible expenses under Act 51. MDOT estimates the available revenue and determines the percentage paid to agencies. At the end of its fiscal year, MDOT then reconciles expenses and transit agencies are asked to either pay back overpayments or receive additional funding based on eligible expenses. A second time after all audits are received from transit agencies, MDOT performs the reconciliation process again and transit agencies are either asked to pay back overpayments or receive additional funding. Below is a five year history of the percentages paid by MDOT to transit agencies for operating assistance: 2019 - 38.07%, 2020 - 36.79%, 2021 - 37.54%, 2022 - 34.99%, 2023 - 34.58%.

Operating grants and contributions decreased \$262,553 as a result of lower Federal and State operating assistance from the prior year. Prior years' balances of Operating Assistance from the Federal CARES Act was expended in fiscal year 2022, and the Authority chose to only partially expend operating funds received from the American Rescue Plan Act (ARPA) grant in fiscal year 2023.

Expenses totaled \$6,509,642, representing an increase of \$135,972 over the prior fiscal year. Payroll costs increased as the Authority increased wages to attract new drivers. General commercial insurance premiums, fuel costs and inflationary impacts on supplies also contributed to the increase.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Management's Discussion and Analysis

Financial Analysis of the Authority's Funds

As noted earlier, the Authority uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The overall results of General Fund operations were an increase in fund balance of \$905,177. Contributing to the increase was a number of factors. The Authority resumed a full year of fare collections in 2023, as opposed to a partial year in the prior fiscal year because fare reduction during COVID. Interest rates on investments increased in line with financial markets and property tax revenue reflected an increase in taxable value. Finally, the Authority received a large private donation in fiscal year 2023.

General Fund Budgetary Highlights

The original revenue and other financing sources budget was \$5,255,010 and as amended was \$13,016,453 which represents an increase of \$7,761,443. The original expenditure budget was \$5,255,010 and as amended was \$12,593,235 which represents an increase of \$7,338,225. Consistent with prior years, the primary reason for the increase in revenues and expenditures in the amended budgets was due to the carryover of Federal and State grant funding. The Authority budgets for the full amount of grant revenue and expenditures in the year the grant is awarded even though the projects can span multiple years, which resulted in grant revenue and capital outlay expenditures being less than the final amended budget.

Actual expenditures came in \$5,633,664 less than the amended budget. This is primarily due to timing of planned capital investment. Actual revenues were \$5,513,089 lower than the amended budget. This reflects timing of revenue recognition related to awarded grants. Other financing sources came in \$361,384 over budget as a result of issuance of long-term liabilities that were not budgeted.

Capital Asset and Debt Administration

Capital Assets. The Authority invested \$1,265,221 in buildings, machinery and equipment, vehicles and lease building during the fiscal period to service Authority users.

	Governmental Activities	
	2023	2022
Land	\$ 249,289	\$ 249,289
Construction in progress	-	426,348
Land improvements, net	277,850	314,220
Buildings, equipment and vehicles, net	7,569,997	7,196,947
Lease building	351,943	-
Total capital assets, net	\$ 8,449,079	\$ 8,186,804

Additional information on the Authority's capital assets can be found in Note 6 of this report.

Long-term Debt. As of September 30, 2023 and 2022 the Authority had \$191,843 and \$152,901, respectively, in compensated absences.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Management's Discussion and Analysis

Economic Factors and Next Year's Budget and Rates

While the Authority is primarily funded by grants, property taxes account for 17% of General Fund revenues. In May 2021, the voters renewed the 0.40 millage tax rate. Michigan law limits the increases in taxable value to the lesser of the rate of inflation, or 5%. The local economy continues to grow, contributing to the property tax base and in fiscal year 2023 total property tax revenue increased by 10%. Passenger fares were reinstated mid fiscal year 2022 after having been suspended during the COVID-19 pandemic.

Employee recruitment continues to be a priority for the Authority. Since before the COVID-19 pandemic, retaining current staff and attracting qualified talent has been a concern for many employers, including the Authority. Employee recruitment involved online advertising, employee referrals, and sign on bonuses for candidates holding a CDL. Despite these efforts, the Authority continues to be short-staffed in entry level positions, such as Utility Workers, Building Specialists, and Bus Operators.

The carry over of grant funding to fiscal year 2023 allows for the replacement of buses, keeping the fleet in good working condition to meet the growing transportation needs of the public. The Authority placed an order to replace aging service vehicles and maintain a State of Good Repair. Procurement was delayed 18 months due to supply challenges which are expected to continue through the next fiscal year. Grant funds have also been used for the renovation of the Padnos Transportation Center/Depot building and to construct bus shelters at fixed route stop locations.

Requests for Information

This financial report is designed to provide a general overview of the Macatawa Area Express Transportation Authority finances for all those with an interest in the Authority's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Ms. Julie Ziurinkas, Macatawa Area Express Transportation Authority, 270 River Ave., Holland, Michigan 49423.

This page intentionally left blank.

BASIC FINANCIAL STATEMENTS

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Statement of Net Position

September 30, 2023

	Governmental Activities
Assets	
Cash and pooled investments	\$ 4,779,805
Receivables, net	528,104
Prepaid items	118,790
Capital assets:	
Not being depreciated/amortized	249,289
Being depreciated/amortized, net	<u>8,199,790</u>
Total assets	<u>13,875,778</u>
Liabilities	
Accounts payable and accrued liabilities	264,925
Long-term liabilities, due within one year	324,171
Long-term liabilities, due in more than one year	<u>231,751</u>
Total liabilities	<u>820,847</u>
Net position	
Net investment in capital assets	8,085,000
Unrestricted	<u>4,969,931</u>
Total net position	<u><u>\$ 13,054,931</u></u>

The accompanying notes are an integral part of these financial statements.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Statement of Activities

For the Year Ended September 30, 2023

Functions / Programs	Expenses	Program Revenues		Net (Expense) Revenue	
		Charges for Services	Operating Grants and Contributions		Capital Grants and Contributions
Governmental activities					
Public transportation	\$ 6,509,642	\$ 230,005	\$ 4,178,686	\$ 1,625,005	\$ (475,946)
General revenues					
Property taxes					1,224,184
Investment earnings - unrestricted					57,661
Total general revenues					<u>1,281,845</u>
Change in net position					805,899
Net position, beginning of year					<u>12,249,032</u>
Net position, end of year					<u>\$ 13,054,931</u>

The accompanying notes are an integral part of these financial statements.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Balance Sheet

Governmental Fund
September 30, 2023

	General Fund
Assets	
Cash and pooled investments	\$ 4,587,962
Receivables:	
Accounts	186,585
Taxes, net	44,003
Due from other governmental units	297,516
Prepaid items	<u>118,790</u>
Total assets	<u><u>\$ 5,234,856</u></u>
Liabilities	
Accounts payable	\$ 64,882
Accrued payroll and benefits	66,830
Due to other governmental units	<u>133,213</u>
Total liabilities	<u>264,925</u>
Deferred inflows of resources	
Unavailable revenue - property taxes	<u>24,604</u>
Fund balance	
Nonspendable - prepaids	118,790
Unassigned	<u>4,826,537</u>
Total fund balance	<u>4,945,327</u>
Total liabilities, deferred inflows of resources and fund balance	<u><u>\$ 5,234,856</u></u>

The accompanying notes are an integral part of these financial statements.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Reconciliation

Fund Balance for Governmental Fund
to Net Position of Governmental Activities
September 30, 2023

Fund balance - governmental fund	\$ 4,945,327
Amounts reported for <i>governmental activities</i> in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources, and therefore are not reported in the fund statement.	
Capital assets not being depreciated/amortized	249,289
Capital assets being depreciated/amortized, net	8,199,790
Certain liabilities, such as the lease liability, are not due and payable in the current period, and therefore are not reported in the fund statements.	
Lease liability	(364,079)
The focus of governmental funds is on short-term financing. Accordingly, some assets will not be available to pay for current-period expenditures. Those assets (such as certain receivables) are offset by deferred inflows of resources in the governmental funds, and thus are not included in fund balance.	
Unavailable property taxes	<u>24,604</u>
Net position of governmental activities	<u><u>\$ 13,054,931</u></u>

The accompanying notes are an integral part of these financial statements.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Statement of Revenues, Expenditures and Change in Fund Balance

Governmental Fund

For the Year Ended September 30, 2023

	General Fund
Revenues	
Property taxes	\$ 1,221,658
Passenger fares	194,888
Intergovernmental:	
Federal	2,739,745
State	2,209,510
Local	200,498
Contributions	653,938
Charges for services	28,638
Interest income	57,661
	<hr/>
Total revenues	7,306,536
	<hr/>
Expenditures	
Current:	
Public transportation:	
Management and administration	818,510
Personal services - customer service and marketing	589,494
Routine operations	3,381,705
Maintenance	829,546
Capital outlay	1,340,316
	<hr/>
Total expenditures	6,959,571
	<hr/>
Revenues over expenditures	346,965
	<hr/>
Other financing sources	
Proceeds from sale of capital assets	6,479
Issuance of long-term liability	364,079
Insurance recoveries	187,654
	<hr/>
Total other financing sources	558,212
	<hr/>
Net change in fund balance	905,177
	<hr/>
Fund balance, beginning of year	4,040,150
	<hr/>
Fund balance, end of year	\$ 4,945,327
	<hr/> <hr/>

The accompanying notes are an integral part of these financial statements.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Reconciliation

Net Change in Fund Balance of Governmental Fund
to Change in Net Position of Governmental Activities
For the Year Ended September 30, 2023

Net change in fund balance - governmental fund \$ 905,177

Amounts reported for *governmental activities* in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation/amortization expense.

Purchase of capital assets	1,265,221
Depreciation/amortization expense	(1,002,946)
Proceeds from sale of capital assets	(6,479)
Gain on sale of capital assets	6,479

Lease proceeds provide current financial resources to governmental funds in the period issued, but issuing leases increases long-term liabilities in the statement of net position.

Issuance of long-term liabilities	(364,079)
-----------------------------------	-----------

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds, but rather are deferred to the following fiscal year.

Net change in unavailable property taxes	<u>2,526</u>
--	--------------

Change in net position of governmental activities \$ 805,899

The accompanying notes are an integral part of these financial statements.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Statement of Revenues, Expenditures and Change in Fund Balance

Budget and Actual - General Fund

For the Year Ended September 30, 2023

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Property taxes	\$ 1,336,711	\$ 1,339,211	\$ 1,221,658	\$ (117,553)
Passenger fares	130,800	194,950	194,888	(62)
Intergovernmental:				
Federal	1,702,778	7,547,681	2,739,745	(4,807,936)
State	1,737,476	2,919,730	2,209,510	(710,220)
Local	208,086	208,086	200,498	(7,588)
Contributions	-	480,831	653,938	173,107
Charges for services	84,136	78,136	28,638	(49,498)
Interest income	9,223	51,000	57,661	6,661
Total revenues	5,209,210	12,819,625	7,306,536	(5,513,089)
Expenditures				
Current:				
Public transportation:				
Management and administration	731,150	908,799	818,510	(90,289)
Personal services - customer service and marketing	528,085	627,800	589,494	(38,306)
Routine operations	3,349,695	3,792,906	3,381,705	(411,201)
Maintenance	646,080	821,640	829,546	7,906
Capital outlay	-	6,442,090	1,340,316	(5,101,774)
Total expenditures	5,255,010	12,593,235	6,959,571	(5,633,664)
Revenues over (under) expenditures	(45,800)	226,390	346,965	120,575
Other financing sources				
Proceeds from sale of capital assets	15,000	6,500	6,479	(21)
Issuance of long-term liability	-	-	364,079	364,079
Insurance recoveries	30,800	190,328	187,654	(2,674)
Total other financing sources	45,800	196,828	558,212	361,384
Net change in fund balance	-	423,218	905,177	481,959
Fund balance, beginning of year	4,040,150	4,040,150	4,040,150	-
Fund balance, end of year	\$ 4,040,150	\$ 4,463,368	\$ 4,945,327	\$ 481,959

The accompanying notes are an integral part of these financial statements.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Statement of Net Position

Proprietary Fund

September 30, 2023

	Governmental Activities	Internal Service Fund
Assets		
Current assets:		
Cash and pooled investments	\$ 191,843	
Liabilities		
Current liabilities:		
Compensated absences		<u>191,843</u>
Net position		
Unrestricted		<u><u>\$ -</u></u>

The accompanying notes are an integral part of these financial statements.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Statement of Revenues, Expenses and Change in Fund Net Position

Proprietary Fund

For the Year Ended September 30, 2023

	Governmental Activities
	Internal Service Fund
Operating revenues	
Charges for services	\$ 230,464
Operating expenses	
Personal services	<u>230,464</u>
Change in net position	-
Net position, beginning of year	<u>-</u>
Net position, end of year	<u><u>\$ -</u></u>

The accompanying notes are an integral part of these financial statements.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Statement of Cash Flows

Proprietary Fund

For the Year Ended September 30, 2023

	Governmental Activities
	Internal Service Fund
Cash flows from operating activities	
Receipts from providing interfund services	\$ 230,464
Payments to employees	<u>(191,522)</u>
Net cash provided by operating activities	38,942
Cash and pooled investments, beginning of year	<u>152,901</u>
Cash and pooled investments, end of year	<u><u>\$ 191,843</u></u>
Reconciliation of change in fund net position to net cash provided by operating activities	
Change in net position	\$ -
Adjustment to reconcile change in net position to net cash used in operating activities:	
Change in:	
Compensated absences	<u>38,942</u>
Net cash provided by operating activities	<u><u>\$ 38,942</u></u>

The accompanying notes are an integral part of these financial statements.

This page intentionally left blank.

NOTES TO FINANCIAL STATEMENTS

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Notes to Financial Statements

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Macatawa Area Express Transportation Authority (the "Authority") have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the Authority's accounting policies are described below.

Reporting Entity

The Authority is a municipal corporation governed by an elected, nine-member Authority Board. As required by generally accepted accounting principles, these financial statements present the financial position and related activity for the Macatawa Area Express Transportation Authority. The Authority was formed on July 1, 2007 from the former Macatawa Area Transportation System enterprise fund of the City of Holland, Michigan (the "City"). The Authority has no component units and is not reported as a component unit of any other governmental unit.

Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. The effect of interfund activity has been removed from these statements. Governmental activities are supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and proprietary funds.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as is the internal service fund. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. After March 1, any delinquent taxes on real property are paid by the County which is responsible for collecting any outstanding taxes on real property as of that date. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Notes to Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Intergovernmental revenue, charges for services and interest are all considered to be susceptible to accrual if collected within 180 days of fiscal year end. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Property taxes, intergovernmental revenue, charges for services and interest associated with the current fiscal period are all considered to be susceptible to accrual and as such have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Authority.

The Authority reports the following major governmental fund:

The *General Fund* is the Authority's primary operating fund. It accounts for all the financial resources of the Authority, except those accounted for and reported in another fund.

Additionally, the Authority reports the following fund type:

The *Internal Service Fund* is used to report the financing of services provided by the Authority on a cost reimbursement basis, specifically the accumulation of funds for future payments of compensated absences.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Authority's internal service fund are charges to the General Fund for payments of compensated absences. Operating expenses for the internal service fund include the cost of services. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Restricted net position consists of assets that are subject to restrictions beyond the government's control. The restrictions may be externally imposed or imposed by law. When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Notes to Financial Statements

Assets, Liabilities, Deferred Inflows of Resources and Equity

Cash and Pooled Investments

The Authority considers cash and pooled investments to be cash and cash equivalents for statement of cash flow purposes. Investments within pooled cash and investments are not identifiable to specific funds and the assets can be withdrawn at anytime similar to a demand deposit account.

Investments displayed on the financial statement and included in the cash and pooled investment caption are recorded at fair value.

State statutes and Authority policy authorize the Authority to invest in:

Bonds, securities, other obligations and repurchase agreements of the United States, or an agency or instrumentality of the United States.

Certificates of deposit, savings accounts, deposit accounts or depository receipts of a qualified financial institution.

Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.

Bankers' acceptances of United States banks.

Obligations of the State of Michigan and its political subdivisions, that, at the time of purchase are rated as investment grade by at least one standard rating service.

Mutual funds registered under the Investment Company Act of 1940 with the authority to purchase only investment vehicles that are legal for direct investment by a public corporation.

External investment pools as authorized by Public Act 20 as amended through December 31, 1997.

Receivables

All receivables are recorded at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible.

Lease

The Authority is a lessee for a noncancellable lease of a building. The Authority recognizes a lease liability and an intangible right-to-use lease asset (lease asset) in the government-wide financial statements. The Authority recognizes lease liabilities with an initial, individual value of \$5,000 or more.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Notes to Financial Statements

At the commencement of a lease, the Authority initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life.

Key estimates and judgments related to leases include how the Authority determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments. The Authority uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the Authority generally uses its estimated incremental borrowing rate as the discount rate for leases. The lease term includes the noncancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option price (if applicable) that the Authority is reasonably certain to exercise.

The Authority monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

Due From Other Governmental Units

Amounts due from other governments include amounts due from grantors for specific programs and capital projects. Program and capital grants are recorded as receivables and revenue at the time reimbursable costs are incurred. Revenues received in advance of costs being incurred are reported as unearned revenue.

Prepaid Items

The Authority made certain payments to vendors prior to year-end for services that will be performed in the next fiscal year. In these situations, the Authority records an asset to reflect the investment in future services.

Capital Assets

Capital assets, which include property, plant and equipment, are reported in the government-wide financial statements. Capital assets are defined by the government as assets having a useful life in excess of two years and whose initial cost exceeds \$500. Capital assets are stated at historical cost or estimated historical cost where actual cost information is not available. Donated capital assets are recorded at their estimated acquisition cost as of the donation date.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Notes to Financial Statements

Depreciation on the capital assets (including infrastructure) of the primary government is computed using the straight-line method over the following estimated useful lives:

	Years
Land improvements	15-20
Buildings	15-45
Machinery and equipment	5-15
Office furniture and equipment	5-20
Vehicles	7-10

The eligible depreciation/amortization of \$141,187, reported in the supplementary expenditure schedules required by the Michigan Bureau of Passenger Transportation (BPT), includes only the depreciation of assets purchased with local funds where the useful life of the asset purchased has been approved by the BPT.

Compensated Absences

It is the Authority's policy to permit employees to accumulate earned but unused paid time off and compensatory time benefits, subject to certain limitations. All vacation and compensatory time pay is accrued when incurred.

Property Taxes

Properties are assessed as of December 31 and become a lien at that time. The related property taxes are levied and billed on July 1 of the following year, and are due without penalty on or before August 15. Summer tax bills include the Authority's property taxes. Real property taxes that have not been collected as of March 1 are turned over to Ottawa and Allegan Counties for collection. The counties advance the Authority 100 percent for the delinquent real property taxes. Collection of delinquent personal property and industrial facilities taxes remains the responsibility of the Authority.

Interfund Transactions

During the course of normal operations, the Authority has numerous transactions between funds, including expenditures and transfers of resources to provide services. The accompanying financial statements generally reflect operating subsidies as transfers.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Notes to Financial Statements

Deferred Inflows of Resources

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The governmental funds report unavailable revenues, which arises only under a modified accrual basis of accounting, from property tax receivables. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

Fund Equity

Governmental funds report nonspendable fund balance for amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Restricted fund balance is reported when externally imposed constraints are placed on the use of resources by grantors, contributors, or laws or regulations of other governments. Committed fund balance is reported for amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Authority Board (the government's highest level of decision-making authority). A formal resolution of the Authority Board is required to establish, modify, or rescind a fund balance commitment. The Authority reports assigned fund balance for amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed. The Authority currently has no assigned fund balance, as the Authority Board has not yet given the authority for the making of such assignments. Unassigned fund balance is the residual classification for the General Fund.

When the government incurs an expenditure for purposes for which various fund balance classifications can be used, it is the government's policy to use restricted fund balance first, then committed fund balance, assigned fund balance, and finally unassigned fund balance.

Risk Management

The Authority is exposed to various risks of loss related to property loss, torts, errors and omissions, employee injuries (workers' compensation), as well as medical benefits provided to employees. The building occupied by the Authority is owned by the City of Holland and is insured by the City. Building contents, general liability and vehicles are insured by commercial policies owned by the Authority.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Notes to Financial Statements

2. BUDGETARY INFORMATION

The Authority follows these procedures in establishing the budgetary data reflected in the financial statements:

1. The Authority's Executive Director is responsible for submitting the proposed operating budget for the following fiscal year to the Authority Board. The Authority Board, during its review, holds a public hearing to obtain taxpayer comments. The budget is legally enacted by resolution of the Authority Board.
2. The Authority Financial Officer is authorized to transfer budget amounts between accounts within the same department of any fund upon written request by a department or division head and approval by the Authority's Executive Director. Any revisions that alter total appropriations of any fund must be approved by the Authority Board. Budgeted appropriations lapse each year; however, appropriations for continuing projects and programs which the Authority intends to complete are included in the budget of the ensuing year.
3. Budgeted amounts are as originally adopted or as amended by the Authority Board during the year. The budgets have been prepared in accordance with generally accepted accounting principles. Supplemental appropriations were necessary during the year.
4. The budget has been adopted on a department level basis; expenditures at this level in excess of amounts budgeted are a violation of Michigan law.
5. Annual budgets are legally adopted for the General Fund as required by the Uniform Budgeting Act (P.A. 621 of 1978) of the State of Michigan.
6. Informal annual budgets are also adopted for the internal service fund.

State statutes provide that a local unit shall not incur expenditures in excess of the amount appropriated. During the year ended September 30, 2023, the Authority has expenditures in excess of appropriations for management and administration and maintenance of \$273,790 and \$7,906, respectively.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Notes to Financial Statements

3. DEPOSITS AND INVESTMENTS

The Authority reported cash and pooled investments as of September 30, 2023 under the following classifications:

Cash and pooled investments	<u>\$ 4,779,805</u>
-----------------------------	---------------------

For note disclosure purposes, these amounts are classified as follows:

Petty cash	\$ 900
Checking and savings accounts	2,840,327
Certificates of deposit (due within one year)	402,334
Investments:	
Money market funds	855,212
Michigan CLASS government investment pool	<u>681,032</u>
Total	<u>\$ 4,779,805</u>

Investment and Deposit Risk

Custodial Credit Risk – Deposits. Custodial credit risk is the risk that, in the event of a bank failure, the Authority's deposits might not be returned. State law does not require and the Authority's investment policy does not have specific limits in excess of state law pertaining to custodial credit risk. As of year-end, \$2,426,771 of the Authority's bank balance of \$3,297,279 was exposed to custodial credit risk because it was uninsured and uncollateralized.

Custodial Credit Risk – Investments. For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Authority will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. State law does not require and the Authority does not have a policy for investment custodial credit risk which is more restrictive than state law.

Credit Risk. State law limits investments to specific government securities, certificates of deposits and bank accounts with qualified financial institutions, commercial paper with specific maximum maturities and ratings when purchased, bankers' acceptances of specific financial institutions, qualified mutual funds and qualified external investment pools as identified in the summary of significant accounting policies. The Authority's investment policy does not have specific limits in excess of state law pertaining to investment credit risk. The Authority's investments consist of deposits in the Michigan CLASS government investment pool and money market funds and are rated at AAAM by S&P Global Ratings Services.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Notes to Financial Statements

Interest Rate Risk. Interest rate risk is the risk that the market rate of securities in the portfolio will fall due to changes in market interest rates. State law limits the allowable investments and the maturities of some of the allowable investments as identified in the summary of significant accounting policies. The Authority's investment policy does not have specific limits in excess of state law on investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The Authority's investments consist of deposits in the Michigan CLASS government investment pool and money market funds that do not mature.

Concentration of Credit Risk. Concentration of credit risk is the risk of loss attributed to the magnitude of the Authority's investment in a single issuer. State law limits allowable investments but does not limit concentration of credit risk as identified in the list of authorized investments in the summary of significant accounting policies. All of the Authority's investments are in the Michigan CLASS government investment pool and money market funds as noted above.

Fair Value Measurement

The Authority holds shares in the Michigan CLASS government investment pool whereby the fair value of the investment is measured on a recurring basis using net asset value per share (or its equivalent) of the investment pool as a practical expedient.

At year end, the net asset value of the Authority's investment in Michigan CLASS government investment pool was \$681,032. The investment pool had no unfunded commitments, specific redemption frequency or redemption notice period required. The Michigan CLASS government investment pool invests in U.S. treasury obligations, federal agency obligations of the U.S. government, high-grade commercial paper (rated 'A-1' or better) collateralized bank deposits, repurchase agreements (collateralized at 102% by Treasuries and agencies), and approved money-market funds. The program seeks to provide safety, liquidity, convenience, and competitive rates of return, and is designed to meet the needs of Michigan public sector investors. It purchases securities that are legally permissible under state statutes and are available for investment by Michigan counties, cities, townships, school districts, authorities and other public agencies.

The Authority investments in money market funds are carried at amortized cost.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Notes to Financial Statements

4. RECEIVABLES AND DEFERRED INFLOW OF RESOURCES

Receivables are comprised of the following at year-end:

Accounts	\$	186,585
Taxes *		44,003
Due from other governmental units		<u>297,516</u>
Total	\$	<u>528,104</u>

* Net of allowance for uncollectible accounts of \$2,608.

Governmental funds report deferred inflows of resources in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current fiscal year, deferred inflows of resources reported in the General Fund for property taxes receivable was \$24,604.

5. PAYABLES

Payables are comprised of the following at year-end:

Accounts payable	\$	64,882
Accrued payroll and benefits		66,830
Due to other governmental units		<u>133,213</u>
Total	\$	<u>264,925</u>

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Notes to Financial Statements

6. CAPITAL ASSETS

Capital asset activity for the Authority for the year ended September 30, 2023, was as follows:

	Beginning Balance	Additions	Disposals	Transfers	Ending Balance
Capital assets, not being depreciated/amortized:					
Land	\$ 249,289	\$ -	\$ -	\$ -	\$ 249,289
Construction in progress	426,348	-	-	(426,348)	-
	<u>675,637</u>	<u>-</u>	<u>-</u>	<u>(426,348)</u>	<u>249,289</u>
Capital assets, being depreciated/amortized:					
Land improvements	739,563	-	-	-	739,563
Buildings	5,269,379	262,063	-	426,348	5,957,790
Machinery and equipment	848,387	58,540	-	-	906,927
Office furniture and equipment	93,332	1,133	-	-	94,465
Vehicles	6,436,621	579,406	(24,092)	-	6,991,935
Lease building	-	364,079	-	-	364,079
	<u>13,387,282</u>	<u>1,265,221</u>	<u>(24,092)</u>	<u>426,348</u>	<u>15,054,759</u>
Less accumulated depreciation/amortization for:					
Land improvements	(425,343)	(36,370)	-	-	(461,713)
Buildings	(1,087,133)	(151,050)	-	-	(1,238,183)
Machinery and equipment	(592,970)	(61,030)	-	-	(654,000)
Office furniture and equipment	(87,321)	(4,312)	-	-	(91,633)
Vehicles	(3,683,348)	(738,048)	24,092	-	(4,397,304)
Lease building	-	(12,136)	-	-	(12,136)
	<u>(5,876,115)</u>	<u>(1,002,946)</u>	<u>24,092</u>	<u>-</u>	<u>(6,854,969)</u>
Total capital assets being depreciated/ amortized, net	<u>7,511,167</u>	<u>262,275</u>	<u>-</u>	<u>426,348</u>	<u>8,199,790</u>
Governmental activities capital assets, net	<u>\$ 8,186,804</u>	<u>\$ 262,275</u>	<u>\$ -</u>	<u>\$ 426,348</u>	<u>\$ 8,449,079</u>

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Notes to Financial Statements

7. LONG-TERM LIABILITIES

Long-term liability activity for the Authority for the year ended September 30, 2023, was as follows:

	Beginning Balance	Additions	Deductions	Ending Balance	Due Within One Year
Lease liability	\$ -	\$ 364,079	\$ -	\$ 364,079	\$ 132,328
Compensated absences	152,901	230,464	(191,522)	191,843	191,843
	<u>\$ 152,901</u>	<u>\$ 594,543</u>	<u>\$ (191,522)</u>	<u>\$ 555,922</u>	<u>\$ 324,171</u>

Lessee - The Authority is involved in one agreement as a lessee that qualifies as a long-term lease agreement. Below is a summary of the nature of this agreement. This agreement qualifies as an intangible, right-to-use asset and not a financed purchase, as the Authority will not own the asset at the end of the contract term and the noncancelable term of the agreement surpasses one year.

Asset Type	Remaining Term of Agreements
Building	4 years

The net present value of future minimum payments as of September 30, 2023, were as follows:

Year Ended September 30,	Principal	Interest
2024	\$ 132,328	\$ 19,922
2025	72,615	6,953
2026	77,181	4,774
2027	81,955	2,459
	<u>\$ 364,079</u>	<u>\$ 34,108</u>

8. CONTINGENT LIABILITIES

In the normal course of its activities, the Authority has become a party in various legal actions, including property tax assessment appeals. Management of the Authority is of the opinion that the outcome of such actions will not have a material effect on the financial position of the Authority and, therefore, has not reflected loss reserves in the financial statements.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Notes to Financial Statements

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor programs, principally the Federal and State governments. Any disallowed claims, including amounts already collected, may constitute a liability of the transit agency. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the Authority expects such amounts, if any, to be immaterial.

9. DEFINED CONTRIBUTION PLAN

The Authority participates in a defined contribution retirement plan which is administered by the Michigan Employees' Retirement System of Michigan (MERS) for nonbargaining employees. The defined contribution provisions of the plan require the Authority to contribute up to 8% of covered employee payroll. The participants direct their investments under defined contribution provisions. The Authority contributed \$200,305 and employees contributed \$64,170 to the defined contribution plan.

10. COST ALLOCATION PLAN

The Authority maintains a cost allocation plan for which the methodology has been approved by the Michigan Bureau of Passenger Transportation (BPT). The allocation plan is for the Section 5310 Services. This cost allocation plan was adhered to in the preparation of the financial statements. There is no cost allocation plan in place for the charter services due to the fact that; 1) the trolley was purchased with all local funds; 2) the Authority maintains a separate operating and revenue budget for the charter services; and 3) the expenses for the charter services are subtracted out as ineligible for the purpose of calculating State operating assistance.

11. TAX ABATEMENTS

The City of Holland and Holland Charter Township have offered tax incentives and abatements to create jobs, stimulate investment, provide affordable housing, rehabilitate existing residential, commercial and industrial properties, clean up environmentally contaminated properties, redevelop functionally obsolete properties, encourage high tech innovation, and enhance economic growth in the region.

Several incentive programs provided by the City of Holland and Holland Charter Township as of December 31, 2022, and the amount of taxes abated for each of the programs for the year ended September 30, 2023, were as follows:

Industrial Facility Tax Exemption (IFT)	\$	21,135
Payment in Lieu of Taxes (PILOT)		11,006
New Personal Property Exemption		166
Michigan Renaissance Zone		11,887
Brownfield Redevelopment Financing Act		27,644
		<hr/>
	\$	<u>71,838</u>



**MICHIGAN BUREAU OF PASSENGER
TRANSPORTATION SCHEDULES**

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Schedule of Expenditures of Federal and State Awards

For the Year Ended September 30, 2023

Federal and State Agency / Pass-Through Grantor / Program Title	Assistance Listing Number	Pass-through / Grantor Number	Program Award Amount
U.S. Department of Transportation			
Direct assistance:			
Federal Transit Operating Grant - Section 5307	20.507	MI-2023-029	\$ 1,291,618
COVID-19 Federal Transit Cares Act Operating Grant - Section 5307	20.507	MI-2021-025	1,927,876
COVID-19 Federal Transit Cares Act Federal Planning Assistance Grant - Section 5307	20.507	MI-2020-039	20,000
Capital Grant - Section 5307	20.507	MI-2023-016	500,000
COVID-19 Capital Grant - Section 5307	20.507	MI-2020-039	1,410,200
Capital Grant - Section 5307	20.507	MI-2021-010	3,226,541
Capital Grant - Section 5307	20.507	MI-2019-033	142,489
Capital Grant - Section 5339	20.526	MI-2021-010	1,596,296
Passed through the Michigan Department of Transportation:			
New Freedom program:			
Operating assistance	20.513	2022-0088/P2	142,500
Operating - Mobility Management	20.513	2022-0088/P2	70,000
Total U.S. Department of Transportation			<u>10,327,520</u>
Michigan Department of Transportation			
Operating assistance - Act 51:			
Year ended September 30, 2023	n/a	n/a	1,629,728
Year ended September 30, 2022	n/a	n/a	330,949
Total Michigan Department of Transportation			<u>1,960,677</u>
Total Expenditures of Federal and State Awards			<u>\$ 12,288,197</u>



Current Year Expenditures					
Total	Federal	State	Local	Prior Year's Expenditures	Award Amount Remaining
\$ 1,291,618	\$ 1,291,618	\$ -	\$ -	\$ -	\$ -
452,778	452,778	-	-	-	1,475,098
-	-	-	-	-	20,000
36,413	29,131	7,282	-	-	463,587
292,284	292,284	-	-	486,751	631,165
460,730	370,182	90,548	-	968,512	1,797,299
16,565	13,253	3,312	-	125,397	527
165,075	132,061	33,014	-	186,042	1,245,179
116,794	116,794	-	-	-	25,706
52,054	41,644	10,410	-	-	17,946
<u>2,884,311</u>	<u>2,739,745</u>	<u>144,566</u>	<u>-</u>	<u>1,766,702</u>	<u>5,676,507</u>
1,629,728	-	1,629,728	-	-	-
330,949	-	330,949	-	-	-
<u>1,960,677</u>	<u>-</u>	<u>1,960,677</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ 4,844,988</u>	<u>\$ 2,739,745</u>	<u>\$ 2,105,243</u>	<u>\$ -</u>	<u>\$ 1,766,702</u>	<u>\$ 5,676,507</u>

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Schedule of Operating Revenues

Urban Regular Service

For the Year Ended September 30, 2023

Code	Description	Total
401/402: Farebox revenues		
40100	Passenger fares	\$ 181,931
406: Auxiliary transit revenues		
40615	Advertising	15,348
40699	Other auxiliary transit revenues (nsf charges, late payment fees)	654,021
	Total auxiliary transit revenues	<u>669,369</u>
407: Non-transit revenues		
40720	Rental of buildings and other property	13,290
40760	Gains from sale of capital assets	6,479
40799	Other non-transit revenues (GASB 87 lease)	364,079
	Total non-transit revenues	<u>383,848</u>
408/409: Local revenues		
40800	Taxes levied directly for/by transit agency	1,197,058
40910	Local operating assistance - from surrounding local governments	196,498
40999	Other local contracts (local grant from CFHZ)	4,000
	Total local revenues	<u>1,397,556</u>
411: State formulas and contracts		
41101	State operating assistance	1,804,938
41114	Other capital contract reimb for Op Expenses (MM grant 2022-0088/P2)	10,410
	Total state formulas and contracts	<u>1,815,348</u>
413: Federal contracts		
41302	Federal section 5307 (operating funds only)	1,291,618
41363	ARP Act	452,778
41314	Other capital contract reimburse for operating expenses (expenses ineligible)	41,644
	Federal contracts	<u>1,786,040</u>
414: Other revenues		
41400	Interest income	57,473
41450	Lease interest income	188
	Total other revenues	<u>57,661</u>
440: Refunds and credits		
44000	Recoveries - insurance	187,528
	Total operating revenues	<u>\$ 6,479,281</u>

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Schedule of Operating Revenues

Urban Regular Service

For the Year Ended September 30, 2023

Note:

Ineligible expenses are classified appropriately according to the definition in the Local Public Transit Revenue and Expense Manual (R&E Manual). Audit costs are the only costs in which eligibility differs from the State R&E Manual and 2CFR200. The Macatawa Area Express Transportation Authority did not incur expenses associated with 40720 Rental of buildings and other property or 40615 Advertising and, therefore, no expenses are subtracted out as ineligible on OAR Schedule 4E. Amounts equal to the insurance recoveries (\$187,528) are subtracted out as ineligible expenses on OAR Schedule 4E.

The advertising revenue is generated by a third-party service organization which is responsible for maintaining the advertising posted on the Authority's buses. The third-party service organization pays all costs and collects the gross advertising fees associated with this advertising and remits to the Authority a portion of the net income from advertising. Thus, no expenses are incurred by the Authority in relation to this revenue.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Schedule of Operating Revenues

New Freedom

For the Year Ended September 30, 2023

Code	Description	Total
401: Farebox revenues		
40100	Passenger fares	\$ 13,000
408/409: Local revenues		
40800	Taxes levied directly for/by transit agency	128,867
413: Federal contracts		
41302	Federal section 5317	<u>128,867</u>
	Total operating revenues	<u><u>\$ 270,734</u></u>

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Schedule of Operating Expenses

Urban Regular Service

For the Year Ended September 30, 2023

Code	Description	Total
501: Labor		
50101	Operators' salaries and wages	\$ 1,250,245
50102	Other salaries and wages	1,237,372
50103	Dispatcher salaries and wages	99,333
	Total labor	<u>2,586,950</u>
502: Fringe benefits		
50200	Other	1,146,585
50201	Pensions	191,390
	Total fringe benefits	<u>1,337,975</u>
503: Services		
50302	Advertising	14,505
50305	Audit cost	10,762
50399	Other	698,369
	Total services	<u>723,636</u>
504: Materials		
50401	Fuel and lubricants	304,044
50402	Tires	19,244
50499	Other	44,317
	Total materials	<u>367,605</u>
50500	Utilities	<u>81,128</u>
506: Insurance		
50603	Liability insurance	190,264
509: Miscellaneous expenses		
50902	Travel, meetings and training	18,570
50903	Association dues and subscriptions	12,189
50999	Other	10,593
	Total miscellaneous expenses	<u>41,352</u>
513: Depreciation		
51300	Grant assets	849,622
51300	Other assets	141,187
	Total depreciation	<u>990,809</u>

continued...

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Schedule of Operating Expenses
 Urban Regular Service
 For the Year Ended September 30, 2023

Code	Description	Total
550/540:	Ineligible expenses	
55005	Ineligible local contracts	\$ 4,000
55007	Ineligible depreciation	849,622
55008	Other ineligible expenses	7,047
55009	Other ineligible expenses	610
54000	Ineligible prior year refunds and credits	187,528
57604	Other ineligible expenses paid by capital contract	52,054
	Total ineligible expenses	<u>1,100,861</u>
	Total expenses	6,319,719
	Total ineligible expenses	<u>1,100,861</u>
	Total eligible expenses	<u>\$ 5,218,858</u>
		concluded

Notes:

Any capital money used to pay for operating expense has been subtracted out as ineligible expense.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Schedule of Operating Expenses

New Freedom

For the Year Ended September 30, 2023

Code	Description	Total
501: Labor		
50101	Operators' salaries and wages	\$ 68,328
50102	Other salaries and wages	57,890
50103	Dispatcher salaries and wages	5,028
	Total labor	<u>131,246</u>
502: Fringe benefits		
50200	Other	64,863
50201	Pensions	9,071
	Total fringe benefits	<u>73,934</u>
503: Services		
50302	Advertising	663
50305	Audit cost	537
50399	Other	33,653
	Total services	<u>34,853</u>
504: Materials		
50401	Fuel and lubricants	12,749
50402	Tires	948
50499	Other	2,137
	Total materials	<u>15,834</u>
50500	Utilities	<u>3,918</u>
506: Insurance		
50603	Liability insurance	9,296
509: Miscellaneous expenses		
50902	Travel, meetings and training	875
50903	Association dues and subscriptions	606
50999	Other	711
	Total miscellaneous expenses	<u>2,192</u>
540/550: Ineligible expenses		
55000	Ineligible JARC and NF fares	13,001
55006	Other ineligible interest expense	538
55009	Ineligible percent of association dues	30
	Total ineligible expenses	<u>13,569</u>
	Total expenses	271,273
	Total ineligible expenses	<u>13,569</u>
	Total eligible expenses	<u>\$ 257,704</u>

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Schedule of Operating and Contract Expenses

Urban Regular Service

For the Year Ended September 30, 2023

	Total
Operating expenses	
Labor	\$ 2,586,950
Other fringe benefits	1,146,585
Pensions	191,390
Audit cost	10,762
Other services	712,874
Materials	367,605
Utilities	81,128
Insurance	190,264
Miscellaneous expenses	41,352
Depreciation	990,809
	<hr/>
Total operating expenses	\$ 6,319,719
	<hr/> <hr/>

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Schedule of Operating and Contract Expenses

New Freedom

For the Year Ended September 30, 2023

	Total
Operating expenses	
Labor	\$ 131,246
Other fringe benefits	64,863
Pensions	9,071
Audit cost	537
Other services	34,316
Materials	15,834
Utilities	3,918
Insurance	9,296
Miscellaneous expenses	<u>2,192</u>
Total operating expenses	<u><u>\$ 271,273</u></u>

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Operating Assistance Calculation

Urban Regular Service

For the Year Ended September 30, 2023

Total expenses	<u>\$ 6,319,719</u>
Less ineligible expenses:	
Ineligible local contracts	4,000
Depreciation	849,622
Other expenses	7,047
Other ineligible expenses	610
Prior year refunds and credits	187,528
Other expenses paid by capital contract	<u>52,054</u>
Total ineligible expenses	<u>1,100,861</u>
Total State eligible expenses	<u><u>\$ 5,218,858</u></u>
Eligible expenses for State reimbursement	\$ 5,218,858
Reimbursement percentage	<u>34.5849%</u>
State operating assistance	<u><u>\$ 1,804,938</u></u>

Schedule of Vehicle Miles

For the Year Ended September 30, 2023

	Public Service	New Freedom	Total
First quarter (October-December)	153,939	7,664	161,603
Second quarter (January-March)	160,011	8,213	168,224
Third quarter (April-June)	158,931	7,281	166,212
Fourth quarter (July-September)	155,549	7,233	162,782
Total	628,430	30,391	658,821

Note:

The methodology used for compiling mileage on OAR Schedules 4N is an adequate and reliable method for recording vehicle mileage. Because expenses associated with providing charter service are based on vehicle hours, the methodology used for compiling hours is an adequate and reliable method.

Schedule of Vehicle Hours

For the Year Ended September 30, 2023

	Public Service	New Freedom	Total
First quarter (October-December)	12,519	703	13,222
Second quarter (January-March)	12,948	769	13,717
Third quarter (April-June)	12,805	637	13,442
Fourth quarter (July-September)	12,699	669	13,368
Total	<u>50,971</u>	<u>2,778</u>	<u>53,749</u>

Schedule of Line-Haul Passenger Data and Vehicle Hours
 For the Year Ended September 30, 2023

	Vehicle Hours	Regular Passengers	Senior Passengers	Handicapped Passengers	Senior/ Handicapped Passengers	Total Passenger
First quarter (October-December)	6,608	26,876	5,843	7,663	-	40,382
Second quarter (January-March)	6,812	29,202	5,735	7,342	-	42,279
Third quarter (April-June)	6,819	28,646	6,057	7,593	-	42,296
Fourth quarter (July-September)	6,709	31,031	5,861	7,814	-	44,706
Total	<u>26,948</u>	<u>115,755</u>	<u>23,496</u>	<u>30,412</u>	<u>-</u>	<u>169,663</u>

Schedule of Demand Response Passenger Data and Vehicle Hours
 For the Year Ended September 30, 2023

	Vehicle Hours	Regular Passengers	Senior Passengers	Handicapped Passengers	Senior/ Handicapped Passengers	Total Passenger
First quarter (October-December)	5,911	1,345	388	7,720	-	9,453
Second quarter (January-March)	6,136	711	443	8,320	-	9,474
Third quarter (April-June)	5,986	518	427	7,890	-	8,835
Fourth quarter (July-September)	5,990	568	577	7,419	-	8,564
Total	24,023	3,142	1,835	31,349	-	36,326

Schedule of New Freedom Passenger Data and Vehicle Hours

For the Year Ended September 30, 2023

	Vehicle Hours	Regular Passengers	Senior Passengers	Handicapped Passengers	Senior/ Handicapped Passengers	Total Passenger
First quarter (October-December)	703	502	18	532	-	1,052
Second quarter (January-March)	769	469	40	532	-	1,041
Third quarter (April-June)	637	452	43	454	-	949
Fourth quarter (July-September)	669	305	37	529	-	871
Total	<u>2,778</u>	<u>1,728</u>	<u>138</u>	<u>2,047</u>	<u>-</u>	<u>3,913</u>

This page intentionally left blank.

**RECONCILIATIONS OF OAR SCHEDULES TO STATEMENT OF
REVENUES, EXPENDITURES AND CHANGE IN FUND
BALANCE FOR GOVERNMENTAL FUND**

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Reconciliation

OAR Operating Revenues to Statement of Revenues,
Expenditures and Change in Fund Balance for Governmental Fund
For the Year Ended September 30, 2023

Code	Description	Urban Regular	New Freedom
401/402:	Farebox revenues		
40100	Passenger fares	\$ 181,931	\$ 13,000
406:	Auxiliary transit revenues		
40615	Advertising	15,348	-
40699	Other auxiliary transit revenues (cash short/over, court recovery fees, nsf charges)	654,021	-
407:	Non-transit revenues		
40720	Rental of buildings and other property	13,290	-
40760	Gains on sales of capital assets	6,479	-
40799	Other non-transit revenues (insurance recoveries)	364,079	-
44000	Recoveries - Insurance	187,528	-
408/409:	Local revenues		
40800	Taxes levied directly for/by transit agency	1,197,058	128,867
40910	Local operating assistance	196,498	-
40999	Other local contracts (reimbursement for warranty work on bus)	4,000	-
411:	State formulas and contracts		
41101	State operating assistance	1,804,938	-
41114	Other capital contract reimb for Op Expenses (MM grant)	10,410	-
413:	Federal contracts		
41302	Federal section 5307 (operating funds only)	1,291,618	128,867
41360	CARES Act lost revenue replacement	452,778	-
41314	Capital contract reimbursement for operating expenses	41,644	-
414:	Other revenues		
41400	Interest income	57,473	-
41450	Lease interest income	188	-
	Total operating revenues	<u>\$ 6,479,281</u>	<u>\$ 270,734</u>

Reconciling Items	Statement Total	Statement Classification
\$ (43) (1)	<u>\$ 194,888</u>	Passenger fares
-	\$ 15,348	
(83) (1), (4)	653,938	
-	<u>13,290</u>	
	<u>\$ 682,576</u>	Charges for services & Contributions
-	\$ 6,479	
-	364,079	
126 (1)	<u>187,654</u>	
	<u>\$ 558,212</u>	Total other financing sources
(104,267) (3)	<u>\$ 1,221,658</u>	Property taxes
-	\$ 196,498	
-	4,000	
	<u>\$ 200,498</u>	Intergovernmental - local
394,162 (2), (3)	\$ 2,199,100	
-	<u>10,410</u>	
	<u>\$ 2,209,510</u>	Intergovernmental - state
824,838 (2)	\$ 2,245,323	
-	452,778	
-	41,644	
	<u>\$ 2,739,745</u>	Intergovernmental - federal
-	57,473	
-	188	
	<u>\$ 57,661</u>	Interest income

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Reconciliation

OAR Operating Revenues to Statement of Revenues,
Expenditures and Change in Fund Balance for Governmental Fund
For the Year Ended September 30, 2023

- (1) Cash over and short classified with passenger fares and court fee recoveries with insurance recoveries on the statement of revenues, expenditures and change in fund balance.
- (2) Capital and other grants not included on the OAR. OAR only contains current year operating grants.
- (3) Local stabilization funding with intergovernmental state revenue on the statement of revenues, expenditures and change in fund balance.
- (4) Private donation shown as intergovernmental local revenue on the statement of revenues, expenditures and change in fund balance.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Reconciliation

OAR Operating Expenses to Statement of Revenues,
Expenditures and Change in Fund Balance for Governmental Fund
For the Year Ended September 30, 2023

Total operating expenses per OAR:

Urban Regular	\$ 6,319,719
New Freedom	<u>271,273</u>
	6,590,992

Reconciling items:

Capital outlay expense is not included on the OAR as those costs are reimbursed by capital grants, if eligible 1,340,316

Depreciation expense is not reported in the governmental fund as it does not represent expenditures of current available resources (990,809)

Amounts paid to MDOT based on final LBO audit for fiscal year 2018 and not reported as operating expenditures on the OAR 19,072

Total expenditures per governmental fund statement \$ 6,959,571

Macatawa Area
Express
Transportation
Authority



Year Ended
September 30,
2023

Single Audit Act
Compliance

Rehmann

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Table of Contents

	<u>Page</u>
Independent Auditors' Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance	1
Schedule of Expenditures of Federal Awards	2
Notes to Schedule of Expenditures of Federal Awards	3
Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	5
Independent Auditors' Report on Compliance for the Major Federal Program and on Internal Control over Compliance Required by the Uniform Guidance	7
Schedule of Findings and Questioned Costs	10
Summary Schedule of Prior Audit Findings	13



This page intentionally left blank.

**INDEPENDENT AUDITORS' REPORT ON THE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
REQUIRED BY THE UNIFORM GUIDANCE**

February 29, 2024

Members of the Transportation Authority Board
Macatawa Area Express Transportation Authority
Holland, Michigan

We have audited the financial statements of the governmental activities, the major fund, and the remaining fund information of the **Macatawa Area Express Transportation Authority** (the "Authority"), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements. We issued our report thereon dated February 29, 2024, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain other procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Rehmann Johnson LLC



MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Schedule of Expenditures of Federal Awards

For the Year Ended September 30, 2023

Federal Agency / Cluster / Program Title	Assistance Listing Number	Passed Through	Pass-through / Grantor Number	Federal Expenditures
U.S. Department of Transportation				
Federal Transit Cluster:				
Section 5307 current year (operating)	20.507	Direct	MI-2023-029	\$ 1,291,618
COVID-19 Section 5307 (CARES operating)	20.507	Direct	MI-2021-025	452,778
Section 5307 (capital grant)	20.507	Direct	MI-2023-016	29,131
COVID-19 Section 5307 (capital grant)	20.507	Direct	MI-2020-039	292,284
Section 5307 (capital grant)	20.507	Direct	MI-2021-010	370,182
Section 5307 (capital grant)	20.507	Direct	MI-2019-033	13,253
				<u>2,449,246</u>
Section 5339 (capital grant)	20.526	Direct	MI-2021-010	<u>132,061</u>
Total Federal Transit Cluster				2,581,307
Transit Services Programs Cluster:				
New Freedom Program	20.513	MDOT	2022-0088/P2	<u>158,438</u>
Total Expenditures of Federal Awards				<u><u>\$ 2,739,745</u></u>

See notes to schedule of expenditures of federal awards.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Notes to Schedule of Expenditures of Federal Awards

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal grant activity of the Macatawa Area Express Transportation Authority (the "Authority") under programs of the federal government for the year ended September 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Authority, it is not intended to and does not present the financial position, changes in net position or cash flows of the Authority.

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting, which is described in Note 1 to the Authority's financial statements. Such expenditures are recognized following the cost principles contained in the Uniform Guidance or other applicable guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available.

2. 10% DE MINIMIS COST RATE

For purposes of charging indirect costs to federal awards, the Authority has not elected to use the 10 percent de minimis cost rate as permitted by §200.414 of the Uniform Guidance.

3. PASS-THROUGH AGENCIES

The Authority receives certain federal grants as subawards from non-federal entities. Pass-through entities, where applicable, have been identified in the Schedule with an abbreviation, defined as follows:

Pass-through Agency Abbreviation	Pass-through Agency Name
----------------------------------	--------------------------

MDOT Michigan Department of Transportation



This page intentionally left blank.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

February 29, 2024

Members of the Transportation Authority Board
Macatawa Area Express Transportation Authority
Holland, Michigan

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major fund, and the remaining fund information of the **Macatawa Area Express Transportation Authority** (the "Authority"), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated February 29, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.



Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Rehmann Lobson LLC

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR THE MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

February 29, 2024

Members of the Transportation Authority Board
Macatawa Area Express Transportation Authority
Holland, Michigan

Report on Compliance for the Major Federal Program

Opinion on the Major Federal Program

We have audited the compliance of the **Macatawa Area Express Transportation Authority** (the "Authority") with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on the Authority's major federal program for the year ended September 30, 2023. The Authority's major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended September 30, 2023.

Basis for Opinion on the Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Independent Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major federal program. Our audit does not provide a legal determination of the Authority's compliance with the compliance requirements referred to above.



Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Authority's federal programs.

Independent Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Authority's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Authority's compliance with the requirements of the major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Authority's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of the Authority's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Independent Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in black ink that reads "Rehmann Lohman LLC". The signature is written in a cursive, flowing style.

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Schedule of Findings and Questioned Costs For the Year Ended September 30, 2023

SECTION I - SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

Material weakness(es) identified? yes X no

Significant deficiency(ies) identified? yes X none reported

Noncompliance material to financial statements noted? yes X no

Federal Awards

Internal control over major programs:

Material weakness(es) identified? yes X no

Significant deficiency(ies) identified? yes X none reported

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2CFR 200.516(a)? yes X no

Identification of major programs:

Assistance Listing Number

Name of Federal Program or Cluster

20.507 & 20.526

Federal Transit Cluster

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee? X yes no

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Schedule of Findings and Questioned Costs

For the Year Ended September 30, 2023

SECTION II – FINANCIAL STATEMENT FINDINGS

None reported

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Schedule of Findings and Questioned Costs For the Year Ended September 30, 2023

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None reported



MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY

Summary Schedule of Prior Audit Findings

For the Year Ended September 30, 2023

None reported



PUBLIC HEARING NOTICE

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY PROPOSED STATE/FEDERAL APPLICATION FOR OPERATING AND CAPITAL ASSISTANCE

All citizens are advised that Macatawa Area Express Transportation Authority has prepared an application for State of Michigan financial assistance for fiscal year 2025 as required under Act 51 of the Public Acts of 1951, as amended, and for federal assistance as required under the federal transit laws, as amended. A public notice on the FY2025 financial budget will be held on March 25, 2024 at 3:30 pm, at the monthly meeting of the Macatawa Area Express Transportation Authority Board.

Macatawa Area Express Transportation Authority is requesting the following funding through the following funding source(s):

Funding Source(s)	Project	State	Federal	Total Amount
Operating Assistance	Transit Operating Assistance (\$1,950,613 local share)	\$2,452,279	\$2,047,000	\$6,085,165
Section 5307	Office Equipment	\$2,000	\$8,000	\$10,000
	Computers & software	\$2,000	\$8,000	\$10,000
	Misc. Support Equipment	\$3,000	\$12,000	\$15,000
	Service Vehicle	\$4,500	\$18,000	\$22,500
	Maintenance Equipment	\$2,000	\$8,000	\$10,000
	Bus Rolling Stock Facility	\$70,150 \$90,000	\$280,600 \$360,000	\$350,750 \$450,000
Section 5310	Night Owl Service (\$142,500 local share)	N/A	\$142,500	\$285,000
	Mobility Management	\$14,000	\$56,000	\$70,000
Section 5339	Bus Rolling Stock	\$35,075	\$140,300	\$175,375

Macatawa Area Express Transportation Authority ensures that the level and quality of transportation service is provided without regard to race, color, or national origin in accordance with Title VI obligations or to file a complaint, please contact us at the address given below.

The proposed application is on file at Macatawa Area Express Transportation Authority, 171 Lincoln Ave Suite 20, Holland, MI 49423, and may be reviewed during a 30-day period (March 25, 2024 – April 23, 2024), between the hours of 8am – 5pm.

Written comments regarding the application and/or written requests to review the application must be received by April 23, 2024. If a hearing is requested, notice of the scheduled date, time, and location will be provided at least 10 days in advance.

Submittals should be sent to Macatawa Area Express Transportation Authority, 171 Lincoln Ave Suite 20, Holland, MI 49423 or via e-mail to info@catchamax.org

MEMO

Board Action Item

DATE: March 22, 2024
TO: MAX Authority Board
FROM: Elisa Hoekwater, Executive Director
Kait Riegling, Grant Specialist / Procurement Coordinator
SUBJECT: Resubmission of MDOT Annual Grant Application for FY2025 – Action

MAX staff have been working with the Michigan Department of Transportation – Office of Passenger Transportation to ensure that the Operating Assistance Request (OAR) and application materials reflect the operating needs for FY 2025. The Resolution of Intent and public notice (attached) must be revised to reflect adjustments in State, Federal, and Local funds allocated for operating expenses. Details are provided below.

State Operating Assistance

Operating Assistance – According to Act 51, MAX is eligible to receive up to 60% (HALF TOTAL EXPENSES) of its eligible assistance in State Operating Assistance. A total of \$2,452,279 is recommended in MDOT Operating Assistance. This is based on the 40.299% of eligible expenses, totaling \$6,085,165. Based on the funding request of \$2,452,279 in State Operating Assistance, and \$2,047,000 included in Federal Operating Assistance, local funds of \$1,950,613 will be required.

Action Requested: The MAX Authority Board is asked to approve the Resolution of Intent and Public Notice for resubmission of the FY2025 MDOT Annual Grant Application.

RESOLUTION OF INTENT

WHEREAS, pursuant to Act. No. 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Macatawa Area Express Transportation Authority hereby known as THE APPLICANT, to provide a local transportation program for the state fiscal year of 2025 and therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for THE APPLICANT to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the 10e (18) accessibility plan amendment for this agency has been reviewed and approved by THE APPLICANT; and

WHEREAS, THE APPLICANT has reviewed and approved the proposed balanced budget, and sources of operating funds to include estimated federal funds of \$2,047,000, estimated state funds of \$2,452,279 and estimated local funds of \$1,950,613 with total estimated expenses (eligible for MDOT reimbursement) of \$6,085,165.

NOW THEREFORE, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints MAX Director, Elisa Hoekwater, or her designee, as the Transportation Coordinator for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission for its administration of Act 196 and is also authorized to execute grant contacts, project authorizations and grant amendments with the Michigan Department of Transportation.

I, Joseph Baumann, Secretary/Treasurer, or the Macatawa Area Express Transportation Authority, having custody of the records and proceedings of the board meetings, do hereby certify that I have compared this Resolution adopted by the Macatawa Area Express Transportation Authority at the meeting of March 25, 2024, with the original minutes now on file and of record in the office and that this resolution is true and correct.

Joseph Baumann, Secretary/Treasurer

Witness

Date: _____



TO: MAX Authority Board
FROM: Sandra Korhorn, Mobility Manager *SKK*
RE: MAX Transit – VIA Scheduling Software Update
MEETING DATE: March 25, 2024

The MAX Team has been hard at work preparing for the implementation of VIA, the new scheduling software. VIA is the software program that will operate scheduling for our Reserve-A-MAX buses.

The VIA team has provided MAX with a lengthy spreadsheet of tasks/information that need to be compiled and completed before launch of the new system can occur. In our meetings with VIA, it has come to light that in order for the new software to operate efficiently and effectively, MAX needs to make a few changes to our current service model.

- 1. Concern:** The primary purpose of the Reserve-A-MAX service is to allow complimentary paratransit services to ADA riders. We currently combine our paratransit and non-paratransit trips on the same buses. This could become problematic (and MAX would be non-compliant) if we deny an ADA trip request to allow a ride for a non-ADA rider. Since the VIA app cannot distinguish the difference between a regular and ADA rider, these trips need to be separated.

Solution: MAX will have two (2) service determinations:

- a. Paratransit – The majority of our Arbocs will be dedicated to paratransit services only.
- b. Reserve-A-MAX – Approximately 2 of our Arbocs will be used for non-ADA riders. However, if the paratransit only buses become full and are unable to accommodate ADA riders in a particular hour, the ADA passenger will be scheduled on the non-paratransit bus. The Reserve-A-MAX service will maintain its origin to destination service and will NOT operate as a feeder service to the fixed routes.

- 2. Concern:** The senior qualifying age to ride the Reserve-A-MAX is 70+. The senior age for the Fixed Routes is 65+.

Solution: For consistency purposes, MAX will lower the senior qualifying age to 65+ for Reserve-A-MAX services.

We will continue to allow ADA riders to schedule their trips two weeks in advance and non-ADA passengers one week in advance. A reminder message or text will be sent to all passengers at 6:00 p.m. the evening before their scheduled trip and they will also receive a 10-minute vehicle approaching message.

At this time, VIA has proposed a late April to early May launch although this is subject to change. The MAX team is also working with the Swiftly team, which is the software that will operate the Fixed Routes. This launch will occur after the VIA launch, likely in June.

MEMO

Board Action Item

Date: March 22, 2024
To: MAX Board Members
From: Elisa Hoekwater, Executive Director
Subject: HR Committee to Propose MAX Employee Wage Adjustment

In November 2023, the MAX Authority Board approved a wage adjustment for Bus Operators. This has resulted in a significant increase in applications, interviews and trainings. MAX has finally hired enough candidates to fill Bus Operator vacancies and be in the position to resume Saturday services, effective April 1.

It is our desire to continue to evaluate the hourly wages for all remaining pay grades. A timeline to complete an updated wage study will be discussed. Board members are encouraged to participate on the HR Committee and offer input on the budget strategy and timeline to implement wage recommendations.

Pay Grade 2
Bus Operators

Step	Pay Grade 2A Chauffer	Pay Grade 2B CDL
1	\$17.60	\$20.00
2	\$18.12	\$20.60
3	\$18.67	\$21.22
4	\$19.23	\$21.85
5	\$19.80	\$22.51
6	\$20.40	\$23.19
7	\$21.01	\$23.88
8	\$21.64	\$24.60
9	\$22.29	\$25.34
10	\$22.96	\$26.10

To move to next step:

1. Must have a performance appraisal rating of 3 or higher
2. Must have less than 6 attendance points.
3. Must have waited at least 52 weeks since last step increase

MACATAWA AREA EXPRESS - MONTHLY RIDERSHIP SUMMARY

(NOTES: Some figures calculated using non-rounded numbers. AUXILIARY ridership includes counts for non-traditional services: Tulip Time Tours, Shuttle, Kertsmarket, etc.)

FIXED ROUTE	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING				TOTAL MONTHLY BOARDING		
	FEB. '24	FEB. '23	% CHG.	FEB. '24	FEB. '23	% CHG.	FEB. '24	FEB. '23	% CHG.		FEB. '24	FEB. '23	% CHG.
ROUTE 1	2,383	1,926	23.7%	113.5	96.3	17.8%	0.0	0.0	#DIV/0!	CITY OF HOLLAND HOLLAND TWP. CITY OF ZEELAND ZEELAND TWP. PARK TWP. AUXILIARY	9,350	6,685	39.9%
ROUTE 2	2,276	1,971	15.5%	108.4	98.6	9.9%	0.0	0.0	#DIV/0!		6,204	5,064	22.5%
ROUTE 3	1,862	1,539	21.0%	88.7	77.0	15.2%	0.0	0.0	#DIV/0!		1,207	1,132	6.6%
ROUTE 4	1,761	1,331	32.3%	83.9	66.6	25.9%	0.0	0.0	#DIV/0!		0	0	#DIV/0!
ROUTE 5	2,246	1,584	41.8%	107.0	79.2	35.0%	0.0	0.0	#DIV/0!				
ROUTE 6	3,511	2,070	69.6%	167.2	103.2	62.0%	0.0	0.0	#DIV/0!				
ROUTE 7	1,451	1,268	14.4%	69.1	63.4	9.0%	0.0	0.0	#DIV/0!				
ROUTE 8	1,270	1,192	6.5%	60.5	59.6	1.5%	0.0	0.0	#DIV/0!				
ROUTE 11	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!				
ROUTE 12	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!				
ROUTE 13	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!				
ROUTE 14	#REF!	0	#REF!	#REF!	0.0	#REF!	#REF!	0.0	#REF!				
AUXILIARY	0	0	#DIV/0!	-	-	-	-	-	-				
REGULAR	10,245	8,069	27.0%	487.9	403.5	20.9%	0.0	0.0	#DIV/0!				
YOUTH	1,367	786	73.9%	65.1	39.3	65.6%	0.0	0.0	#DIV/0!				
SENIOR	2,035	1,834	11.0%	96.9	91.7	5.7%	0.0	0.0	#DIV/0!				
ADA	3,113	2,192	42.0%	148.2	109.6	35.3%	0.0	0.0	#DIV/0!				
TOTAL	16,760	12,881	30.1%	798.1	644.1	23.9%	0.0	0.0	#DIV/0!				

TWILIGHT ROUTE	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING				TOTAL MONTHLY BOARDING		
	FEB. '24	FEB. '23	% CHG.	FEB. '24	FEB. '23	% CHG.	FEB. '24	FEB. '23	% CHG.		FEB. '24	FEB. '23	% CHG.
ROUTE 9	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!	CITY OF HOLLAND HOLLAND TWP.	0	0	#DIV/0!
ROUTE 10	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!		0	0	#DIV/0!
REGULAR	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!				
YOUTH	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!				
SENIOR	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!				
ADA	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!				
TOTAL	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!				

DEMAND RESPONSE	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING				TOTAL MONTHLY BOARDING		
	FEB. '24	FEB. '23	% CHG.	FEB. '24	FEB. '23	% CHG.	FEB. '24	FEB. '23	% CHG.		FEB. '24	FEB. '23	% CHG.
REGULAR	427	227	88.1%	19.8	10.2	94.2%	2.8	6.0	-54.2%	CITY OF HOLLAND HOLLAND TWP. CITY OF ZEELAND ZEELAND TWP. PARK TWP. AUXILIARY	1,608	1,387	15.9%
YOUTH	0	2	-100.0%	0.0	0.1	-100.0%	0.0	0.0	#DIV/0!		1,373	1,176	16.8%
SENIOR	246	153	60.8%	11.2	7.7	45.9%	2.5	0.0	#DIV/0!		206	180	14.4%
ADA	2,851	2,591	10.0%	131.0	124.7	5.1%	25.0	23.8	5.0%		41	25	64.0%
TOTAL	3,524	2,973	18.5%	162.0	142.7	13.6%	30.3	29.8	1.5%		296	205	44.4%
											0	0	#DIV/0!

NIGHT OWL	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING				TOTAL MONTHLY BOARDING		
	FEB. '24	FEB. '23	% CHG.	FEB. '24	FEB. '23	% CHG.	FEB. '24	FEB. '23	% CHG.		FEB. '24	FEB. '23	% CHG.
REGULAR	117	149	-21.5%	5.4	7.1	-24.2%	1.0	1.8	-44.4%	CITY OF HOLLAND HOLLAND TWP. CITY OF ZEELAND ZEELAND TWP.	142	165	-13.9%
YOUTH	0	1	-100.0%	0.0	0.1	-100.0%	0.0	0.0	#DIV/0!		162	121	33.9%
SENIOR	14	13	7.7%	0.5	0.5	4.8%	0.8	1.0	-25.0%		63	43	46.5%
ADA	236	171	38.0%	10.2	7.7	33.0%	5.3	3.7	41.9%		0	5	-100.0%
TOTAL	367	334	9.9%	16.1	15.4	4.8%	7.0	6.5	7.7%				

OVERALL RIDERSHIP	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING				TOTAL MONTHLY BOARDING		
	FEB. '24	FEB. '23	% CHG.	FEB. '24	FEB. '23	% CHG.	FEB. '24	FEB. '23	% CHG.		FEB. '24	FEB. '23	% CHG.
REGULAR	10,789	8,445	27.8%	513.0	420.7	22.0%	3.8	7.8	-51.9%	CITY OF HOLLAND HOLLAND TWP. CITY OF ZEELAND ZEELAND TWP. PARK TWP. AUXILIARY	11,100	8,237	34.8%
YOUTH	1,367	789	73.3%	65.1	39.5	64.8%	0.0	0.0	#DIV/0!		7,739	6,361	21.7%
SENIOR	2,295	2,000	14.8%	108.7	99.8	8.9%	3.3	1.0	225.0%		1,476	1,355	8.9%
ADA	6,200	4,954	25.2%	289.5	242.2	19.5%	30.3	27.5	10.0%		41	30	36.7%
TOTAL	20,651	16,188	27.6%	976.3	802.2	21.7%	37.3	36.3	2.6%		296	205	44.4%
											0	0	#DIV/0!

	ON-TIME PERCENTAGE				SERVICE DAYS			DISTRIBUTION OF RIDERSHIP		
	FEB. '24	FEB. '23	DIFF. (+/-)		FEB. '24	FEB. '23		FEB. '24	FEB. '23	DIFF. (+/-)
FIXED ROUTE	97.0%	95.0%	2.0%	WEEKDAYS	21	20	FIXED ROUTE	81.16%	79.57%	1.59%
DEMAND RESPONSE	99.4%	98.9%	0.5%	SATURDAYS	4	4	DEMAND RESPONSE	17.06%	18.37%	-1.31%
							TWILIGHT	0.00%	0.00%	0.00%
							NIGHT OWL	1.78%	2.06%	-0.28%
							TBD	0.00%	0.00%	0.00%

Macatawa Area Express Transportation Authority

Meeting Date: March 25, 2024

Agenda Item:

Subject: Financial Reports for 2/29/2024–Unaudited

Prepared By: Julie Ziurinskas, City Finance

Recommendation: Accept Financial Reports as information

Attached are Budget Performance Reports for the five months ended February 29, 2024 (41.67% of year). The FY23 audit has been completed and the final reports have been issued. The attached reports reflect the activities of the MAX as well as capital.

Revenues

Operating revenues currently total \$1,157,393.80, or 15% of budget. The lower than anticipated amount is primarily a timing difference as a large portion of the revenues are not received until the end of the fiscal year. January operating revenues are mostly composed of investment income, fare collection revenues, and State Operating Assistance payments. Zeeland City, Zeeland Township, and Park Township are billed quarterly for services rendered. The first quarter revenues have been received and are reflected in the reports. Federal Operating grant revenues are received mid-late September, and State Reimbursed PPT Tax Loss Payments are typically received near the end of the fiscal year.

Expenses

Operating expenses for the first five months ended February 29, 2024 totaled \$2,628,615.51, or 39% of budget. Operating expenses appear to be in line with expectations overall, however, some accounts are currently tracking higher than anticipated but should smooth out before year end.

Grant Activity

- ✓ Federal Operating Grant Revenue: \$0 of \$1,291,618 budgeted has been received. MAX receives Federal Operating grant revenues toward the end of the fiscal year, generally mid-late September.
- ✓ State Operating Grant Revenue (received at the beginning of each month) - \$895,905 of \$2,179,779 has been received.
- ✓ New Freedom Grant (grant request submitted after the end of each quarter) - \$0 of \$142,500 has been received.
- ✓ Mobility Management Federal and State Grants (grant request submitted after the end of each quarter) - \$22,050 of \$70,000 has been received.
- ✓ Federal ARPA Operating Grant Revenue: \$0 of \$1,475,098 budgeted has been received.



Budget by Organization Report

Through 02/29/24
 Prior Fiscal Year Activity Excluded
 Detail Listing

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund									
REVENUE									
Department 000 - General Revenues									
INTEREST AND RENTS	10,000.00	.00	10,000.00	13,037.30	.00	50,527.27	(40,527.27)	505	13,082.39
OTHER	76,000.00	.00	76,000.00	.00	.00	235.00	75,765.00	0	(104.65)
Department 000 - General Revenues Totals	\$86,000.00	\$0.00	\$86,000.00	\$13,037.30	\$0.00	\$50,762.27	\$35,237.73	59%	\$12,977.74
Department 171 - Management & Administration									
OTHER	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 171 - Management & Administration Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 537 - Routine Transit Operations									
Division 4 - General									
TAXES	1,387,950.00	.00	1,387,950.00	297.01	.00	(55,372.60)	1,443,322.60	-4	(3,457.47)
STATE REVENUE SHARING	88,878.00	.00	88,878.00	.00	.00	.00	88,878.00	0	.00
CHARGES FOR SERVICE	225,800.00	.00	225,800.00	17,689.80	.00	96,380.45	129,419.55	43	83,976.35
INTEREST AND RENTS	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	3,946.05
OTHER	47,100.00	.00	47,100.00	(186.29)	.00	(551.03)	47,651.03	-1	155,450.51
GAIN ON DISPOSAL OF CAPITAL ASSETS	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	6,479.00
LOAN PROCEEDS	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division 4 - General Totals	\$1,804,728.00	\$0.00	\$1,804,728.00	\$17,800.52	\$0.00	\$40,456.82	\$1,764,271.18	2%	\$246,394.44
Division 5 - Grants									
FEDERAL GRANTS	3,433,309.00	.00	3,433,309.00	22,050.40	.00	73,946.40	3,359,362.60	2	36,062.50
STATE GRANTS	2,193,779.00	.00	2,193,779.00	179,181.00	.00	906,597.76	1,287,181.24	41	679,637.29
OTHER	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division 5 - Grants Totals	\$5,627,088.00	\$0.00	\$5,627,088.00	\$201,231.40	\$0.00	\$980,544.16	\$4,646,543.84	17%	\$715,699.79
Division 6 - Operating Assistance									
CHARGES FOR SERVICE	248,086.00	.00	248,086.00	.00	.00	50,370.55	197,715.45	20	48,883.20
OTHER	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division 6 - Operating Assistance Totals	\$248,086.00	\$0.00	\$248,086.00	\$0.00	\$0.00	\$50,370.55	\$197,715.45	20%	\$48,883.20
Division N - New Freedom									
TAXES	.00	142,500.00	142,500.00	.00	.00	31,691.00	110,809.00	22	29,583.00
CHARGES FOR SERVICE	.00	.00	.00	.00	.00	3,569.00	(3,569.00)	+++	3,610.00
Division N - New Freedom Totals	\$0.00	\$142,500.00	\$142,500.00	\$0.00	\$0.00	\$35,260.00	\$107,240.00	25%	\$33,193.00
Division T - Trolley									
CHARGES FOR SERVICE	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	.00
Division T - Trolley Totals	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%	\$0.00
Department 537 - Routine Transit Operations Totals	\$7,684,402.00	\$142,500.00	\$7,826,902.00	\$219,031.92	\$0.00	\$1,106,631.53	\$6,720,270.47	14%	\$1,044,170.43
REVENUE TOTALS	\$7,770,402.00	\$142,500.00	\$7,912,902.00	\$232,069.22	\$0.00	\$1,157,393.80	\$6,755,508.20	15%	\$1,057,148.17
EXPENSE									
Department 171 - Management & Administration									
PERSONNEL SERVICES	487,506.00	(25,374.00)	462,132.00	34,355.21	.00	146,075.96	316,056.04	32	159,505.60
OTHER CURRENT EXPENDITURES	389,147.00	(20,255.00)	368,892.00	45,439.51	15,450.00	243,794.30	109,647.70	70	150,805.69



Budget by Organization Report

Through 02/29/24
 Prior Fiscal Year Activity Excluded
 Detail Listing

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund									
EXPENSE									
Department 171 - Management & Administration									
CAPITAL OUTLAY	.00	.00	.00	.00	.00	.00	.00	+++	.00
DEBT SERVICE	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom									
PERSONNEL SERVICES	.00	25,374.00	25,374.00	.00	.00	3,708.49	21,665.51	15	4,444.72
OTHER CURRENT EXPENDITURES	.00	20,255.00	20,255.00	.00	.00	9,270.38	10,984.62	46	4,756.64
DEBT SERVICE	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom Totals	\$0.00	\$45,629.00	\$45,629.00	\$0.00	\$0.00	\$12,978.87	\$32,650.13	28%	\$9,201.36
Department 171 - Management & Administration Totals	\$876,653.00	\$0.00	\$876,653.00	\$79,794.72	\$15,450.00	\$402,849.13	\$458,353.87	48%	\$319,512.65
Department 266 - Customer Service & Marketing									
PERSONNEL SERVICES	534,700.00	(27,816.00)	506,884.00	70,189.02	.00	233,314.24	273,569.76	46	175,154.34
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division M - Mobility Grant									
PERSONNEL SERVICES	.00	70,000.00	70,000.00	12,161.52	.00	39,473.97	30,526.03	56	3,572.46
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
CAPITAL OUTLAY	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division M - Mobility Grant Totals	\$0.00	\$70,000.00	\$70,000.00	\$12,161.52	\$0.00	\$39,473.97	\$30,526.03	56%	\$3,572.46
Division N - New Freedom									
PERSONNEL SERVICES	.00	27,816.00	27,816.00	.00	.00	5,926.09	21,889.91	21	4,993.04
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division N - New Freedom Totals	\$0.00	\$27,816.00	\$27,816.00	\$0.00	\$0.00	\$5,926.09	\$21,889.91	21%	\$4,993.04
Department 266 - Customer Service & Marketing Totals	\$534,700.00	\$70,000.00	\$604,700.00	\$82,350.54	\$0.00	\$278,714.30	\$325,985.70	46%	\$183,719.84
Department 537 - Routine Transit Operations									
PERSONNEL SERVICES	2,846,882.00	(148,136.00)	2,698,746.00	382,845.97	.00	1,232,553.21	1,466,192.79	46	961,358.86
OTHER CURRENT EXPENDITURES	601,100.00	(64,444.00)	536,656.00	26,333.60	(31,715.72)	215,207.60	353,164.12	34	253,754.34
Division N - New Freedom									
PERSONNEL SERVICES	.00	148,136.00	148,136.00	12,539.17	.00	55,023.91	93,112.09	37	43,395.62
OTHER CURRENT EXPENDITURES	.00	31,271.00	31,271.00	.00	.00	3,804.80	27,466.20	12	8,742.19
Division N - New Freedom Totals	\$0.00	\$179,407.00	\$179,407.00	\$12,539.17	\$0.00	\$58,828.71	\$120,578.29	33%	\$52,137.81
Division T - Trolley									
PERSONNEL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	.00
OTHER CURRENT EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division T - Trolley Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 537 - Routine Transit Operations Totals	\$3,447,982.00	(\$33,173.00)	\$3,414,809.00	\$421,718.74	(\$31,715.72)	\$1,506,589.52	\$1,939,935.20	43%	\$1,267,251.01
Department 591 - Transit Maintenance									
PERSONNEL SERVICES	226,775.00	(11,802.00)	214,973.00	41,351.92	.00	131,238.88	83,734.12	61	87,126.78
OTHER CURRENT EXPENDITURES	390,904.00	(20,346.00)	370,558.00	44,587.09	1,839.30	216,930.81	151,787.89	59	169,062.52
Division N - New Freedom									
PERSONNEL SERVICES	.00	11,802.00	11,802.00	.00	.00	3,181.92	8,620.08	27	2,377.05



Budget by Organization Report

Through 02/29/24
 Prior Fiscal Year Activity Excluded
 Detail Listing

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund									
EXPENSE									
Department 591 - Transit Maintenance									
Division N - New Freedom									
OTHER CURRENT EXPENDITURES	.00	20,346.00	20,346.00	.00	.00	5,611.05	14,734.95	28	4,520.21
Division N - New Freedom Totals	\$0.00	\$32,148.00	\$32,148.00	\$0.00	\$0.00	\$8,792.97	\$23,355.03	27%	\$6,897.26
Department 591 - Transit Maintenance Totals	\$617,679.00	\$0.00	\$617,679.00	\$85,939.01	\$1,839.30	\$356,962.66	\$258,877.04	58%	\$263,086.56
Department 890 - Contingencies Appropriation									
CONTINGENCIES	300,000.00	.00	300,000.00	.00	.00	.00	300,000.00	0	.00
Department 890 - Contingencies Appropriation Totals	\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00	0%	\$0.00
Department CAP - Capital Outlay									
CAPITAL OUTLAY	1,993,388.00	(874,202.00)	1,119,186.00	19,046.79	85,269.00	83,499.90	950,417.10	15	577,119.15
Department CAP - Capital Outlay Totals	\$1,993,388.00	(\$874,202.00)	\$1,119,186.00	\$19,046.79	\$85,269.00	\$83,499.90	\$950,417.10	15%	\$577,119.15
EXPENSE TOTALS	\$7,770,402.00	(\$837,375.00)	\$6,933,027.00	\$688,849.80	\$70,842.58	\$2,628,615.51	\$4,233,568.91	39%	\$2,610,689.21
Fund 103 - General Fund Totals									
REVENUE TOTALS	7,770,402.00	142,500.00	7,912,902.00	232,069.22	.00	1,157,393.80	6,755,508.20	15%	1,057,148.17
EXPENSE TOTALS	7,770,402.00	(837,375.00)	6,933,027.00	688,849.80	70,842.58	2,628,615.51	4,233,568.91	39%	2,610,689.21
Fund 103 - General Fund Totals	\$0.00	\$979,875.00	\$979,875.00	(\$456,780.58)	(\$70,842.58)	(\$1,471,221.71)	\$2,521,939.29		(\$1,553,541.04)
Grand Totals									
REVENUE TOTALS	7,770,402.00	142,500.00	7,912,902.00	232,069.22	.00	1,157,393.80	6,755,508.20	15%	1,057,148.17
EXPENSE TOTALS	7,770,402.00	(837,375.00)	6,933,027.00	688,849.80	70,842.58	2,628,615.51	4,233,568.91	39%	2,610,689.21
Grand Totals	\$0.00	\$979,875.00	\$979,875.00	(\$456,780.58)	(\$70,842.58)	(\$1,471,221.71)	\$2,521,939.29		(\$1,553,541.04)



Expense Budget Performance Report

Fiscal Year to Date 02/29/24

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund										
Department 171 - Management & Administration										
EXPENSE										
710701.0	Payroll-Regular General	346,266.00	(25,374.00)	320,892.00	27,343.90	.00	95,825.11	225,066.89	30	105,669.54
710707.0	Payroll-Temporary Help General	.00	.00	.00	.00	.00	.00	.00	+++	1,286.40
711702	Payroll - Paid Time Off	30,000.00	.00	30,000.00	1,350.50	.00	5,674.15	24,325.85	19	9,215.23
711703	Payroll - Holidays	7,470.00	.00	7,470.00	.00	.00	4,039.29	3,430.71	54	3,925.67
711705	Payroll - Bereavement	.00	.00	.00	.00	.00	2,204.49	(2,204.49)	+++	1,302.10
711714	Safety Incentive	844.00	.00	844.00	.00	.00	292.67	551.33	35	250.00
711716.1	Insurance Health	34,312.00	.00	34,312.00	5,355.00	.00	15,859.35	18,452.65	46	14,736.46
711716.2	Insurance Dental	2,647.00	.00	2,647.00	(5,419.61)	.00	1,488.42	1,158.58	56	1,097.30
711716.4	Insurance Vision	632.00	.00	632.00	92.76	.00	252.96	379.04	40	341.74
711717	Insurance - Life & AD&D	321.00	.00	321.00	.00	.00	37.27	283.73	12	126.20
711718	Retirement Contribution	26,000.00	.00	26,000.00	3,159.08	.00	9,872.01	16,127.99	38	9,597.34
711720	Insurance - Income Protection	3,172.00	.00	3,172.00	.00	.00	483.47	2,688.53	15	1,212.36
711725	Compensated Absences Adjustment	318.00	.00	318.00	.00	.00	.00	318.00	0	.00
712715	Employer FICA/Medicare Contribution	30,900.00	.00	30,900.00	2,153.93	.00	8,154.68	22,745.32	26	9,096.17
712724	Workers Comp Insurance	4,624.00	.00	4,624.00	319.65	.00	1,892.09	2,731.91	41	1,649.09
721730	Postage	836.00	.00	836.00	33.80	.00	38.57	797.43	5	520.99
721740.0	Operating Supplies General	10,000.00	.00	10,000.00	1,741.10	.00	5,988.63	4,011.37	60	3,071.34
721740.TECH	Operating Supplies Equipment IT	2,000.00	.00	2,000.00	1,060.88	.00	1,235.73	764.27	62	5,952.06
721905	Photocopies	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
722801.9000	Contractual-Promotions/Printing Printing	5,100.00	.00	5,100.00	.00	.00	.00	5,100.00	0	.00
722801.9010	Contractual-Promotions/Printing Advertising/Promotional	72,754.00	(20,255.00)	52,499.00	2,509.99	.00	8,569.22	43,929.78	16	3,441.57
722801.9080	Contractual-Promotions/Printing Publishing-News Media	8,000.00	.00	8,000.00	601.08	.00	1,459.53	6,540.47	18	1,311.78
722803.9	Contractual-Human Resources Flex Benefits	2,500.00	.00	2,500.00	207.00	.00	670.55	1,829.45	27	998.04
722803.10	Contractual-Human Resources Employee Assistance	1,050.00	.00	1,050.00	.00	.00	.00	1,050.00	0	.00
722804	Contractual-Legal	5,000.00	.00	5,000.00	13.50	.00	1,703.65	3,296.35	34	3,764.19
722805.1	Contractual-Finance/Property Independent Audit	12,691.00	.00	12,691.00	1,150.00	.00	10,994.33	1,696.67	87	10,817.69
722805.4	Contractual-Finance/Property Financial Service Fees	10,500.00	.00	10,500.00	893.20	.00	2,060.28	8,439.72	20	2,883.81
722805.12	Contractual-Finance/Property Accounting & Collections	90,971.00	.00	90,971.00	.00	.00	45,097.30	45,873.70	50	42,201.47
722805.15	Contractual-Finance/Property Finance Software	.00	.00	.00	.00	.00	25,167.24	(25,167.24)	+++	.00
722808.2	Contractual-Buildings & Grounds Greenway Solid Waste Disposal	1,068.00	.00	1,068.00	.00	.00	.00	1,068.00	0	350.69
722808.3	Contractual-Buildings & Grounds Depot Solid Waste Disposal	750.00	.00	750.00	.00	.00	.00	750.00	0	299.17
722809.41	Contractual-Miscellaneous Services	41,000.00	.00	41,000.00	27,421.21	15,450.00	95,024.44	(69,474.44)	269	24,040.26
723850.0	Communications Telephone	8,530.00	.00	8,530.00	823.85	.00	2,616.22	5,913.78	31	2,041.14
723850.CELL	Communications Cellular	12,646.00	.00	12,646.00	1,109.95	.00	5,387.06	7,258.94	43	4,541.97
723860	Travel, Conf, Seminars	11,000.00	.00	11,000.00	391.79	.00	2,309.15	8,690.85	21	362.50
723920.1	Public Utilities Depot	20,000.00	.00	20,000.00	2,374.33	.00	9,604.17	10,395.83	48	10,720.86



Expense Budget Performance Report

Fiscal Year to Date 02/29/24
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund										
Department 171 - Management & Administration										
EXPENSE										
723920.2	Public Utilities Greenway	31,391.00	.00	31,391.00	1,864.25	.00	7,329.42	24,061.58	23	12,751.87
723955.0	Miscellaneous General	2,525.00	.00	2,525.00	390.00	.00	390.00	2,135.00	15	957.71
723955.11	Miscellaneous Internet Ticket Sales	3,000.00	.00	3,000.00	272.05	.00	1,344.49	1,655.51	45	989.17
723960	Education & Training	8,500.00	.00	8,500.00	.00	.00	590.66	7,909.34	7	3,886.51
723961	Dues & Subscriptions	15,000.00	.00	15,000.00	290.00	.00	10,044.92	4,955.08	67	10,741.52
723963.2	Write-Offs Uncoll Property Taxes	.00	.00	.00	.00	.00	.00	.00	+++	(191.15)
723964.2	Refunds Property Tax Prior Years	835.00	.00	835.00	.00	.00	6.20	828.80	1	2.33
723969	Employee Events	10,000.00	.00	10,000.00	2,291.53	.00	6,162.54	3,837.46	62	4,348.20
EXPENSE TOTALS		\$876,653.00	(\$45,629.00)	\$831,024.00	\$79,794.72	\$15,450.00	\$389,870.26	\$425,703.74	49%	\$310,311.29
Division N - New Freedom										
EXPENSE										
710701.0	Payroll-Regular General	.00	25,374.00	25,374.00	.00	.00	2,622.77	22,751.23	10	2,978.96
711702	Payroll - Paid Time Off	.00	.00	.00	.00	.00	175.72	(175.72)	+++	331.41
711703	Payroll - Holidays	.00	.00	.00	.00	.00	66.87	(66.87)	+++	62.81
711705	Payroll - Bereavement	.00	.00	.00	.00	.00	61.33	(61.33)	+++	10.22
711714	Safety Incentive	.00	.00	.00	.00	.00	7.33	(7.33)	+++	.00
711716.1	Insurance Health	.00	.00	.00	.00	.00	248.32	(248.32)	+++	432.40
711716.2	Insurance Dental	.00	.00	.00	.00	.00	13.84	(13.84)	+++	31.64
711716.4	Insurance Vision	.00	.00	.00	.00	.00	5.05	(5.05)	+++	9.79
711717	Insurance - Life & AD&D	.00	.00	.00	.00	.00	1.91	(1.91)	+++	3.36
711718	Retirement Contribution	.00	.00	.00	.00	.00	234.14	(234.14)	+++	270.09
711720	Insurance - Income Protection	.00	.00	.00	.00	.00	17.70	(17.70)	+++	30.77
712715	Employer FICA/Medicare Contribution	.00	.00	.00	.00	.00	222.28	(222.28)	+++	254.24
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	31.23	(31.23)	+++	29.03
721730	Postage	.00	.00	.00	.00	.00	.24	(.24)	+++	.00
721740.0	Operating Supplies General	.00	.00	.00	.00	.00	214.98	(214.98)	+++	102.16
721740.TECH	Operating Supplies Equipment IT	.00	.00	.00	.00	.00	8.98	(8.98)	+++	171.34
722801.9010	Contractual-Promotions/Printing Advertising/Promotional	.00	20,255.00	20,255.00	.00	.00	311.24	19,943.76	2	244.32
722801.9080	Contractual-Promotions/Printing Publishing-News Media	.00	.00	.00	.00	.00	44.10	(44.10)	+++	37.52
722803.9	Contractual-Human Resources Flex Benefits	.00	.00	.00	.00	.00	25.35	(25.35)	+++	24.57
722804	Contractual-Legal	.00	.00	.00	.00	.00	61.85	(61.85)	+++	63.31
722805.1	Contractual-Finance/Property Independent Audit	.00	.00	.00	.00	.00	505.67	(505.67)	+++	482.31
722805.4	Contractual-Finance/Property Financial Service Fees	.00	.00	.00	.00	.00	33.33	(33.33)	+++	101.10
722805.12	Contractual-Finance/Property Accounting & Collections	.00	.00	.00	.00	.00	1,818.37	(1,818.37)	+++	1,036.62
722805.15	Contractual-Finance/Property Finance Software	.00	.00	.00	.00	.00	1,292.76	(1,292.76)	+++	.00



Expense Budget Performance Report

Fiscal Year to Date 02/29/24
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund										
Department 171 - Management & Administration										
Division N - New Freedom										
EXPENSE										
722808.2	Contractual-Buildings & Grounds Greenway Solid Waste Disposal	.00	.00	.00	.00	.00	.00	.00	+++	9.03
722808.3	Contractual-Buildings & Grounds Depot Solid Waste Disposal	.00	.00	.00	.00	.00	.00	.00	+++	9.70
722809.41	Contractual-Miscellaneous Services	.00	.00	.00	.00	.00	3,358.46	(3,358.46)	+++	819.62
723850.0	Communications Telephone	.00	.00	.00	.00	.00	82.75	(82.75)	+++	67.14
723850.CELL	Communications Cellular	.00	.00	.00	.00	.00	162.69	(162.69)	+++	123.96
723860	Travel, Conf, Seminars	.00	.00	.00	.00	.00	14.76	(14.76)	+++	9.91
723920.1	Public Utilities Depot	.00	.00	.00	.00	.00	348.59	(348.59)	+++	222.18
723920.2	Public Utilities Greenway	.00	.00	.00	.00	.00	220.67	(220.67)	+++	260.05
723955.0	Miscellaneous General	.00	.00	.00	.00	.00	.00	.00	+++	22.62
723955.11	Miscellaneous Internet Ticket Sales	.00	.00	.00	.00	.00	35.01	(35.01)	+++	29.76
723960	Education & Training	.00	.00	.00	.00	.00	30.34	(30.34)	+++	193.49
723961	Dues & Subscriptions	.00	.00	.00	.00	.00	501.08	(501.08)	+++	534.78
723963.2	Write-Offs Uncoll Property Taxes	.00	.00	.00	.00	.00	.00	.00	+++	191.15
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	.32	(.32)	+++	.00
723969	Employee Events	.00	.00	.00	.00	.00	198.84	(198.84)	+++	.00
EXPENSE TOTALS		\$0.00	\$45,629.00	\$45,629.00	\$0.00	\$0.00	\$12,978.87	\$32,650.13	28%	\$9,201.36
Division N - New Freedom Totals		\$0.00	(\$45,629.00)	(\$45,629.00)	\$0.00	\$0.00	(\$12,978.87)	(\$32,650.13)	28%	(\$9,201.36)
Department 171 - Management & Administration Totals		(\$876,653.00)	\$0.00	(\$876,653.00)	(\$79,794.72)	(\$15,450.00)	(\$402,849.13)	(\$458,353.87)	48%	(\$319,512.65)
Department 266 - Customer Service & Marketing										
EXPENSE										
710701.0	Payroll-Regular General	350,200.00	(27,816.00)	322,384.00	36,466.39	.00	123,187.29	199,196.71	38	110,849.96
710707.0	Payroll-Temporary Help General	5,000.00	.00	5,000.00	3,879.82	.00	12,586.68	(7,586.68)	252	1,739.09
710709.0	Payroll - Overtime General	.00	.00	.00	14.76	.00	915.74	(915.74)	+++	214.90
711702	Payroll - Paid Time Off	14,200.00	.00	14,200.00	4,604.47	.00	12,061.46	2,138.54	85	3,624.74
711703	Payroll - Holidays	7,000.00	.00	7,000.00	.00	.00	4,439.30	2,560.70	63	3,924.74
711705	Payroll - Bereavement	.00	.00	.00	.00	.00	.00	.00	+++	300.96
711712	Special Pay - One Time	.00	.00	.00	.00	.00	.00	.00	+++	190.51
711714	Safety Incentive	1,500.00	.00	1,500.00	.00	.00	925.57	574.43	62	400.00
711715	Shift Premium	.00	.00	.00	86.40	.00	303.79	(303.79)	+++	.00
711716.1	Insurance Health	90,000.00	.00	90,000.00	15,852.48	.00	47,044.61	42,955.39	52	28,039.21
711716.2	Insurance Dental	5,000.00	.00	5,000.00	1,886.19	.00	3,748.91	1,251.09	75	1,903.94
711716.4	Insurance Vision	1,200.00	.00	1,200.00	219.48	.00	813.35	386.65	68	575.20
711717	Insurance - Life & AD&D	800.00	.00	800.00	.00	.00	136.94	663.06	17	348.86
711718	Retirement Contribution	20,000.00	.00	20,000.00	3,322.52	.00	11,282.68	8,717.32	56	9,464.70
711720	Insurance - Income Protection	4,500.00	.00	4,500.00	.00	.00	1,087.54	3,412.46	24	2,060.62



Expense Budget Performance Report

Fiscal Year to Date 02/29/24
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund										
Department 266 - Customer Service & Marketing										
EXPENSE										
712715	Employer FICA/Medicare Contribution	28,300.00	.00	28,300.00	3,217.11	.00	11,157.00	17,143.00	39	8,810.62
712724	Workers Comp Insurance	7,000.00	.00	7,000.00	639.40	.00	3,623.38	3,376.62	52	2,706.29
EXPENSE TOTALS		\$534,700.00	(\$27,816.00)	\$506,884.00	\$70,189.02	\$0.00	\$233,314.24	\$273,569.76	46%	\$175,154.34
Division M - Mobility Grant										
EXPENSE										
710701.0	Payroll-Regular General	.00	70,000.00	70,000.00	11,182.28	.00	31,637.11	38,362.89	45	2,473.50
710701.1	Payroll-Regular Drivers	.00	.00	.00	152.32	.00	510.47	(510.47)	+++	.00
711716.1	Insurance Health	.00	.00	.00	.00	.00	3,039.50	(3,039.50)	+++	511.79
711716.2	Insurance Dental	.00	.00	.00	.00	.00	327.20	(327.20)	+++	33.01
711716.4	Insurance Vision	.00	.00	.00	.00	.00	96.79	(96.79)	+++	10.00
711717	Insurance - Life & AD&D	.00	.00	.00	.00	.00	25.63	(25.63)	+++	3.65
711718	Retirement Contribution	.00	.00	.00	.00	.00	1,247.36	(1,247.36)	+++	273.37
711720	Insurance - Income Protection	.00	.00	.00	.00	.00	234.21	(234.21)	+++	31.21
712715	Employer FICA/Medicare Contribution	.00	.00	.00	826.92	.00	2,355.70	(2,355.70)	+++	235.93
EXPENSE TOTALS		\$0.00	\$70,000.00	\$70,000.00	\$12,161.52	\$0.00	\$39,473.97	\$30,526.03	56%	\$3,572.46
Division M - Mobility Grant Totals		\$0.00	(\$70,000.00)	(\$70,000.00)	(\$12,161.52)	\$0.00	(\$39,473.97)	(\$30,526.03)	56%	(\$3,572.46)
Division N - New Freedom										
EXPENSE										
710701.0	Payroll-Regular General	.00	27,816.00	27,816.00	.00	.00	3,325.25	24,490.75	12	3,211.35
710707.0	Payroll-Temporary Help General	.00	.00	.00	.00	.00	329.15	(329.15)	+++	10.19
710709.0	Payroll - Overtime General	.00	.00	.00	.00	.00	41.51	(41.51)	+++	.00
711702	Payroll - Paid Time Off	.00	.00	.00	.00	.00	243.20	(243.20)	+++	143.23
711703	Payroll - Holidays	.00	.00	.00	.00	.00	92.54	(92.54)	+++	62.86
711712	Special Pay - One Time	.00	.00	.00	.00	.00	.00	.00	+++	9.49
711714	Safety Incentive	.00	.00	.00	.00	.00	24.43	(24.43)	+++	.00
711715	Shift Premium	.00	.00	.00	.00	.00	8.21	(8.21)	+++	.00
711716.1	Insurance Health	.00	.00	.00	.00	.00	1,059.38	(1,059.38)	+++	840.68
711716.2	Insurance Dental	.00	.00	.00	.00	.00	75.85	(75.85)	+++	56.13
711716.4	Insurance Vision	.00	.00	.00	.00	.00	22.99	(22.99)	+++	16.93
711717	Insurance - Life & AD&D	.00	.00	.00	.00	.00	7.03	(7.03)	+++	10.17
711718	Retirement Contribution	.00	.00	.00	.00	.00	296.45	(296.45)	+++	274.56
711720	Insurance - Income Protection	.00	.00	.00	.00	.00	41.59	(41.59)	+++	59.99
712715	Employer FICA/Medicare Contribution	.00	.00	.00	.00	.00	296.03	(296.03)	+++	251.03
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	62.48	(62.48)	+++	46.43
EXPENSE TOTALS		\$0.00	\$27,816.00	\$27,816.00	\$0.00	\$0.00	\$5,926.09	\$21,889.91	21%	\$4,993.04
Division N - New Freedom Totals		\$0.00	(\$27,816.00)	(\$27,816.00)	\$0.00	\$0.00	(\$5,926.09)	(\$21,889.91)	21%	(\$4,993.04)
Department 266 - Customer Service & Marketing Totals		(\$534,700.00)	(\$70,000.00)	(\$604,700.00)	(\$82,350.54)	\$0.00	(\$278,714.30)	(\$325,985.70)	46%	(\$183,719.84)



Expense Budget Performance Report

Fiscal Year to Date 02/29/24
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund										
Department 537 - Routine Transit Operations										
EXPENSE										
710701.1	Payroll-Regular Drivers	1,203,000.00	(148,136.00)	1,054,864.00	161,786.56	.00	495,143.70	559,720.30	47	378,768.66
710701.2	Payroll-Regular Other Operations	386,250.00	.00	386,250.00	43,451.71	.00	138,229.69	248,020.31	36	118,209.13
710701.3	Payroll-Regular Dispatch	113,300.00	.00	113,300.00	9,529.33	.00	37,565.20	75,734.80	33	32,775.45
710707.1	Payroll-Temporary Help Drivers	95,000.00	.00	95,000.00	11,358.79	.00	39,273.47	55,726.53	41	35,542.33
710707.2	Payroll-Temporary Help Other Operations	35,000.00	.00	35,000.00	.00	.00	745.67	34,254.33	2	19,659.56
710709.1	Payroll - Overtime Drivers	50,000.00	.00	50,000.00	15,196.47	.00	49,153.31	846.69	98	20,249.11
710709.2	Payroll - Overtime Other Operations	.00	.00	.00	2,830.46	.00	11,204.69	(11,204.69)	+++	8,980.27
710709.3	Payroll - Overtime Dispatch	.00	.00	.00	1,242.70	.00	2,644.77	(2,644.77)	+++	1,184.71
711702	Payroll - Paid Time Off	110,000.00	.00	110,000.00	8,014.74	.00	41,564.73	68,435.27	38	40,944.57
711703	Payroll - Holidays	40,000.00	.00	40,000.00	.00	.00	21,344.32	18,655.68	53	18,486.21
711705	Payroll - Bereavement	.00	.00	.00	.00	.00	762.93	(762.93)	+++	190.74
711712	Special Pay - One Time	.00	.00	.00	6,430.02	.00	8,075.76	(8,075.76)	+++	2,604.48
711714	Safety Incentive	10,000.00	.00	10,000.00	.00	.00	4,044.96	5,955.04	40	2,100.00
711715	Shift Premium	.00	.00	.00	3,293.40	.00	10,451.86	(10,451.86)	+++	.00
711716.1	Insurance Health	400,000.00	.00	400,000.00	67,528.01	.00	201,713.38	198,286.62	50	141,033.24
711716.2	Insurance Dental	28,000.00	.00	28,000.00	9,466.74	.00	16,557.65	11,442.35	59	10,091.38
711716.4	Insurance Vision	8,000.00	.00	8,000.00	877.95	.00	3,172.01	4,827.99	40	3,058.36
711717	Insurance - Life & AD&D	3,500.00	.00	3,500.00	.00	.00	565.17	2,934.83	16	1,389.40
711718	Retirement Contribution	110,000.00	.00	110,000.00	19,759.54	.00	64,191.95	45,808.05	58	47,729.25
711720	Insurance - Income Protection	37,532.00	.00	37,532.00	.00	.00	6,695.80	30,836.20	18	11,767.35
711725	Compensated Absences Adjustment	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
712715	Employer FICA/Medicare Contribution	152,300.00	.00	152,300.00	19,010.81	.00	61,835.79	90,464.21	41	49,140.58
712723	Unemployment Comp Insurance	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	1,536.35
712724	Workers Comp Insurance	35,000.00	.00	35,000.00	3,068.74	.00	17,616.40	17,383.60	50	15,917.73
721742	Anti-Freeze & Oil	3,000.00	.00	3,000.00	.00	.00	1,342.13	1,657.87	45	1,418.35
721744.UNIF	Clothing Uniforms	21,000.00	(1,003.00)	19,997.00	521.02	(1,003.00)	1,136.11	19,863.89	1	1,491.62
721748.0	Gasoline General	350,000.00	(31,271.00)	318,729.00	20,167.66	.00	84,566.50	234,162.50	27	106,458.87
721939.3	Vehicle Maintenance Tires	25,000.00	(32,170.00)	(7,170.00)	1,889.92	(30,712.72)	13,846.87	9,695.85	235	10,696.64
722803.6	Contractual-Human Resources Drug/Alcohol Testing	10,000.00	.00	10,000.00	878.00	.00	3,798.69	6,201.31	38	3,377.07
723860	Travel, Conf, Seminars	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	.00
723910.0	Commercial Insurance Premiums General	175,000.00	.00	175,000.00	2,877.00	.00	35,517.30	139,482.70	20	129,394.09
723910.1	Commercial Insurance Premiums Depot	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	917.70
723942.D	Building Rental/Lease City Depot Lease	.00	.00	.00	.00	.00	75,000.00	(75,000.00)	+++	.00
723964.3	Refunds Operating Assistance PY	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
EXPENSE TOTALS		\$3,447,982.00	(\$212,580.00)	\$3,235,402.00	\$409,179.57	(\$31,715.72)	\$1,447,760.81	\$1,819,356.91	44%	\$1,215,113.20
Division N - New Freedom										
EXPENSE										
710701.1	Payroll-Regular Drivers	.00	148,136.00	148,136.00	10,193.89	.00	30,238.27	117,897.73	20	23,660.80



Expense Budget Performance Report

Fiscal Year to Date 02/29/24
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund										
Department 537 - Routine Transit Operations										
Division N - New Freedom										
EXPENSE										
710701.2	Payroll-Regular Other Operations	.00	.00	.00	.00	.00	3,635.29	(3,635.29)	+++	3,381.24
710701.3	Payroll-Regular Dispatch	.00	.00	.00	.00	.00	2,514.39	(2,514.39)	+++	868.94
710707.1	Payroll-Temporary Help Drivers	.00	.00	.00	.00	.00	94.05	(94.05)	+++	.00
710707.2	Payroll-Temporary Help Other Operations	.00	.00	.00	.00	.00	23.28	(23.28)	+++	536.14
710709.1	Payroll - Overtime Drivers	.00	.00	.00	1,481.05	.00	4,648.72	(4,648.72)	+++	804.39
710709.2	Payroll - Overtime Other Operations	.00	.00	.00	.00	.00	312.15	(312.15)	+++	222.75
710709.3	Payroll - Overtime Dispatch	.00	.00	.00	.00	.00	212.46	(212.46)	+++	34.52
711702	Payroll - Paid Time Off	.00	.00	.00	.00	.00	1,259.18	(1,259.18)	+++	2,929.83
711703	Payroll - Holidays	.00	.00	.00	.00	.00	335.12	(335.12)	+++	1,189.69
711705	Payroll - Bereavement	.00	.00	.00	.00	.00	39.19	(39.19)	+++	9.50
711712	Special Pay - One Time	.00	.00	.00	.00	.00	21.99	(21.99)	+++	37.56
711714	Safety Incentive	.00	.00	.00	.00	.00	105.04	(105.04)	+++	.00
711715	Shift Premium	.00	.00	.00	.00	.00	449.54	(449.54)	+++	.00
711716.1	Insurance Health	.00	.00	.00	.00	.00	4,280.20	(4,280.20)	+++	4,062.83
711716.2	Insurance Dental	.00	.00	.00	.00	.00	287.54	(287.54)	+++	291.98
711716.4	Insurance Vision	.00	.00	.00	.00	.00	89.24	(89.24)	+++	88.25
711717	Insurance - Life & AD&D	.00	.00	.00	.00	.00	29.03	(29.03)	+++	41.11
711718	Retirement Contribution	.00	.00	.00	.00	.00	1,607.45	(1,607.45)	+++	1,303.72
711720	Insurance - Income Protection	.00	.00	.00	.00	.00	272.60	(272.60)	+++	329.70
712715	Employer FICA/Medicare Contribution	.00	.00	.00	864.23	.00	4,269.32	(4,269.32)	+++	3,312.56
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	299.86	(299.86)	+++	290.11
721742	Anti-Freeze & Oil	.00	.00	.00	.00	.00	43.27	(43.27)	+++	45.80
721744.UNIF	Clothing Uniforms	.00	.00	.00	.00	.00	29.64	(29.64)	+++	63.43
721748.0	Gasoline General	.00	31,271.00	31,271.00	.00	.00	2,776.63	28,494.37	9	3,397.77
721939.3	Vehicle Maintenance Tires	.00	.00	.00	.00	.00	451.25	(451.25)	+++	256.66
722803.6	Contractual-Human Resources Drug/Alcohol Testing	.00	.00	.00	.00	.00	119.31	(119.31)	+++	91.93
723910.0	Commercial Insurance Premiums General	.00	.00	.00	.00	.00	384.70	(384.70)	+++	4,840.91
723910.1	Commercial Insurance Premiums Depot	.00	.00	.00	.00	.00	.00	.00	+++	45.69
EXPENSE TOTALS		\$0.00	\$179,407.00	\$179,407.00	\$12,539.17	\$0.00	\$58,828.71	\$120,578.29	33%	\$52,137.81
Division N - New Freedom Totals		\$0.00	(\$179,407.00)	(\$179,407.00)	(\$12,539.17)	\$0.00	(\$58,828.71)	(\$120,578.29)	33%	(\$52,137.81)
Department 537 - Routine Transit Operations Totals		(\$3,447,982.00)	\$33,173.00	(\$3,414,809.00)	(\$421,718.74)	\$31,715.72	(\$1,506,589.52)	(\$1,939,935.20)	43%	(\$1,267,251.01)
Department 591 - Transit Maintenance										
EXPENSE										
710701.0	Payroll-Regular General	121,500.00	(11,802.00)	109,698.00	19,588.23	.00	60,657.96	49,040.04	55	40,018.24
710707.0	Payroll-Temporary Help General	33,475.00	.00	33,475.00	5,495.81	.00	17,758.38	15,716.62	53	13,976.93
710709.0	Payroll - Overtime General	.00	.00	.00	2,054.90	.00	6,550.88	(6,550.88)	+++	5,372.18



Expense Budget Performance Report

Fiscal Year to Date 02/29/24
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund										
Department 591 - Transit Maintenance										
EXPENSE										
711702	Payroll - Paid Time Off	8,000.00	.00	8,000.00	269.40	.00	1,287.38	6,712.62	16	2,497.76
711703	Payroll - Holidays	2,000.00	.00	2,000.00	.00	.00	1,928.89	71.11	96	1,618.81
711712	Special Pay - One Time	.00	.00	.00	.00	.00	.00	.00	+++	300.00
711714	Safety Incentive	600.00	.00	600.00	.00	.00	682.90	(82.90)	114	200.00
711715	Shift Premium	.00	.00	.00	631.20	.00	1,937.60	(1,937.60)	+++	.00
711716.1	Insurance Health	30,000.00	.00	30,000.00	7,926.24	.00	22,891.34	7,108.66	76	10,986.00
711716.2	Insurance Dental	3,500.00	.00	3,500.00	1,027.62	.00	1,915.30	1,584.70	55	799.69
711716.4	Insurance Vision	1,200.00	.00	1,200.00	109.74	.00	390.60	809.40	33	233.81
711717	Insurance - Life & AD&D	300.00	.00	300.00	.00	.00	45.83	254.17	15	109.37
711718	Retirement Contribution	8,000.00	.00	8,000.00	1,774.31	.00	5,656.81	2,343.19	71	3,884.59
711720	Insurance - Income Protection	1,800.00	.00	1,800.00	.00	.00	512.64	1,287.36	28	740.06
712715	Employer FICA/Medicare Contribution	12,400.00	.00	12,400.00	2,026.96	.00	6,631.34	5,768.66	53	4,740.25
712724	Workers Comp Insurance	4,000.00	.00	4,000.00	447.51	.00	2,391.03	1,608.97	60	1,649.09
721740.8	Operating Supplies Cleaning Materials	15,000.00	.00	15,000.00	4,204.09	.00	14,824.54	175.46	99	5,410.83
721740.18	Operating Supplies Repair Parts	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
721931.1	Building & Grounds Maintenance Depot	15,000.00	.00	15,000.00	2,278.20	.00	8,661.89	6,338.11	58	5,329.82
721931.2	Building & Grounds Maintenance Greenway	25,000.00	.00	25,000.00	3,998.90	1,839.30	10,499.40	12,661.30	49	11,023.44
721932.1	Mechanical Maintenance Depot	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
721933.1	Equipment Maintenance Radio Maintenance	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
721933.2	Equipment Maintenance Office Equipment	4,000.00	.00	4,000.00	631.27	.00	3,725.97	274.03	93	3,143.20
721939.1	Vehicle Maintenance Mechanical	304,404.00	(20,346.00)	284,058.00	33,494.63	.00	159,724.65	124,333.35	56	121,563.30
721939.4	Vehicle Maintenance Bodywork	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	50.30
721939.6	Vehicle Maintenance Graphics	1,000.00	.00	1,000.00	(20.00)	.00	71.34	928.66	7	.00
722808.1	Contractual-Buildings & Grounds Depot Janitorial	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
722808.4	Contractual-Buildings & Grounds Depot Lawn Care	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	367.69
722808.5	Contractual-Buildings & Grounds Depot Snow Removal	15,000.00	.00	15,000.00	.00	.00	19,423.02	(4,423.02)	129	22,173.94
EXPENSE TOTALS		\$617,679.00	(\$32,148.00)	\$585,531.00	\$85,939.01	\$1,839.30	\$348,169.69	\$235,522.01	60%	\$256,189.30
Division N - New Freedom										
EXPENSE										
710701.0	Payroll-Regular General	.00	11,802.00	11,802.00	.00	.00	1,495.81	10,306.19	13	1,088.46
710707.0	Payroll-Temporary Help General	.00	.00	.00	.00	.00	463.16	(463.16)	+++	378.48
710709.0	Payroll - Overtime General	.00	.00	.00	.00	.00	184.86	(184.86)	+++	179.60
711702	Payroll - Paid Time Off	.00	.00	.00	.00	.00	29.42	(29.42)	+++	67.41
711703	Payroll - Holidays	.00	.00	.00	.00	.00	31.75	(31.75)	+++	24.17
711714	Safety Incentive	.00	.00	.00	.00	.00	17.10	(17.10)	+++	.00
711715	Shift Premium	.00	.00	.00	.00	.00	47.20	(47.20)	+++	.00
711716.1	Insurance Health	.00	.00	.00	.00	.00	497.28	(497.28)	+++	323.26



Expense Budget Performance Report

Fiscal Year to Date 02/29/24
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund										
Department 591 - Transit Maintenance										
Division N - New Freedom										
EXPENSE										
711716.2	Insurance Dental	.00	.00	.00	.00	.00	35.68	(35.68)	+++	23.13
711716.4	Insurance Vision	.00	.00	.00	.00	.00	10.67	(10.67)	+++	6.73
711717	Insurance - Life & AD&D	.00	.00	.00	.00	.00	2.35	(2.35)	+++	3.05
711718	Retirement Contribution	.00	.00	.00	.00	.00	139.74	(139.74)	+++	104.25
711720	Insurance - Income Protection	.00	.00	.00	.00	.00	16.34	(16.34)	+++	20.90
712715	Employer FICA/Medicare Contribution	.00	.00	.00	.00	.00	166.83	(166.83)	+++	128.58
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	43.73	(43.73)	+++	29.03
721740.8	Operating Supplies Cleaning Materials	.00	.00	.00	.00	.00	455.81	(455.81)	+++	163.63
721931.1	Building & Grounds Maintenance Depot	.00	.00	.00	.00	.00	277.03	(277.03)	+++	188.52
721931.2	Building & Grounds Maintenance Greenway	.00	.00	.00	.00	.00	208.88	(208.88)	+++	388.69
721933.2	Equipment Maintenance Office Equipment	.00	.00	.00	.00	.00	104.94	(104.94)	+++	105.40
721939.1	Vehicle Maintenance Mechanical	.00	20,346.00	20,346.00	.00	.00	4,369.75	15,976.25	21	2,954.10
721939.4	Vehicle Maintenance Bodywork	.00	.00	.00	.00	.00	.00	.00	+++	2.50
721939.6	Vehicle Maintenance Graphics	.00	.00	.00	.00	.00	3.66	(3.66)	+++	.00
722808.4	Contractual-Buildings & Grounds Depot Lawn Care	.00	.00	.00	.00	.00	.00	.00	+++	18.31
722808.5	Contractual-Buildings & Grounds Depot Snow Removal	.00	.00	.00	.00	.00	190.98	(190.98)	+++	699.06
EXPENSE TOTALS		\$0.00	\$32,148.00	\$32,148.00	\$0.00	\$0.00	\$8,792.97	\$23,355.03	27%	\$6,897.26
Division N - New Freedom Totals		\$0.00	(\$32,148.00)	(\$32,148.00)	\$0.00	\$0.00	(\$8,792.97)	(\$23,355.03)	27%	(\$6,897.26)
Department 591 - Transit Maintenance Totals		(\$617,679.00)	\$0.00	(\$617,679.00)	(\$85,939.01)	(\$1,839.30)	(\$356,962.66)	(\$258,877.04)	58%	(\$263,086.56)
Department 890 - Contingencies Appropriation										
EXPENSE										
770956.0	Contingency General	300,000.00	.00	300,000.00	.00	.00	.00	300,000.00	0	.00
EXPENSE TOTALS		\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00	0%	\$0.00
Department 890 - Contingencies Appropriation Totals		(\$300,000.00)	\$0.00	(\$300,000.00)	\$0.00	\$0.00	\$0.00	(\$300,000.00)	0%	\$0.00
Department CAP - Capital Outlay										
EXPENSE										
730974	Land Improvements	500,000.00	.00	500,000.00	.00	.00	.00	500,000.00	0	.00
730975	Buildings & Structures	.00	.00	.00	.00	.00	.00	.00	+++	55,117.96
730975.10	Buildings & Structures Grant MI-2021-010	.00	.00	.00	.00	24,410.00	.00	(24,410.00)	+++	191,253.00
730977	Machinery & Equipment	45,000.00	.00	45,000.00	.00	.00	.00	45,000.00	0	4,630.09
730977.10	Machinery & Equipment Grant MI-2021-010	.00	(3,996.00)	(3,996.00)	1,198.39	1,311.20	4,053.37	(9,360.57)	-134	36,408.40
730977.16	Machinery & Equipment Grant MI-2023-016	.00	.00	.00	7,043.40	42,267.80	58,022.20	(100,290.00)	+++	.00
730977.29	Machinery & Equipment Grant MI-2023-029	.00	.00	.00	10,805.00	17,280.00	10,805.00	(28,085.00)	+++	.00
730977.39	Machinery & Equipment Grant MI-2020-039	.00	.00	.00	.00	.00	10,619.33	(10,619.33)	+++	.00
730981	Vehicle	1,448,388.00	.00	1,448,388.00	.00	.00	.00	1,448,388.00	0	.00



Expense Budget Performance Report

Fiscal Year to Date 02/29/24
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund										
Department CAP - Capital Outlay										
EXPENSE										
730981.10	Vehicle Grant MI-2021-010	.00	(870,206.00)	(870,206.00)	.00	.00	.00	(870,206.00)	0	289,709.70
EXPENSE TOTALS		\$1,993,388.00	(\$874,202.00)	\$1,119,186.00	\$19,046.79	\$85,269.00	\$83,499.90	\$950,417.10	15%	\$577,119.15
Department CAP - Capital Outlay Totals		(\$1,993,388.00)	\$874,202.00	(\$1,119,186.00)	(\$19,046.79)	(\$85,269.00)	(\$83,499.90)	(\$950,417.10)	15%	(\$577,119.15)
Fund 103 - General Fund Totals		\$7,770,402.00	(\$837,375.00)	\$6,933,027.00	\$688,849.80	\$70,842.58	\$2,628,615.51	\$4,233,568.91		\$2,610,689.21
Grand Totals		\$7,770,402.00	(\$837,375.00)	\$6,933,027.00	\$688,849.80	\$70,842.58	\$2,628,615.51	\$4,233,568.91		\$2,610,689.21



Revenue Budget Performance Report

Fiscal Year to Date 02/29/24
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund										
Department 000 - General Revenues										
REVENUE										
480665	Investment Income	10,000.00	.00	10,000.00	13,037.30	.00	50,527.27	(40,527.27)	505	13,082.39
490675.0	Private Donations General	75,000.00	.00	75,000.00	.00	.00	.00	75,000.00	0	.00
490692.0	Miscellaneous General	1,000.00	.00	1,000.00	.00	.00	235.00	765.00	24	(104.65)
REVENUE TOTALS		\$86,000.00	\$0.00	\$86,000.00	\$13,037.30	\$0.00	\$50,762.27	\$35,237.73	59%	\$12,977.74
Department 000 - General Revenues Totals		\$86,000.00	\$0.00	\$86,000.00	\$13,037.30	\$0.00	\$50,762.27	\$35,237.73	59%	\$12,977.74
Department 537 - Routine Transit Operations										
Division 4 - General										
REVENUE										
400402	Property Tax	1,358,450.00	.00	1,358,450.00	72.85	.00	(56,222.60)	1,414,672.60	-4	(5,801.26)
400423	Service Charge in Lieu of Taxes	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
400437.0	Property Taxes IFT IFT Levy - General	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	1,671.39
400445	Interest & Penalties (Taxes)	1,500.00	.00	1,500.00	224.16	.00	850.00	650.00	57	672.40
440573	State-Reim Local PPT Tax Loss	88,878.00	.00	88,878.00	.00	.00	.00	88,878.00	0	.00
460626.R	Fees-Finance/Management Treas Fee-NSF Check/Stop Paym	.00	.00	.00	.00	.00	35.00	(35.00)	+++	.00
460644.1	Concessions & Commissions Bus Signage-Advertising Commiss	25,000.00	.00	25,000.00	.00	.00	10,208.00	14,792.00	41	6,440.50
460651.1B	Use & Admissions Fees Fares-Bus Fleet Rental	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	.00
460651.1D	Use & Admissions Fees Fares-Demand/Response	50,000.00	.00	50,000.00	6,122.45	.00	24,738.35	25,261.65	49	19,221.40
460651.1F	Use & Admissions Fees Fares-Fixed Route	55,000.00	.00	55,000.00	5,546.05	.00	27,240.70	27,759.30	50	24,457.35
460651.1R	Use & Admissions Fees Fares-Adult Monthly	32,000.00	.00	32,000.00	3,016.50	.00	13,030.50	18,969.50	41	13,447.50
460651.1S	Use & Admissions Fees Fares-Daily Pass	2,000.00	.00	2,000.00	117.30	.00	1,260.40	739.60	63	890.10
460651.1T	Use & Admissions Fees Fares-Tickets	1,800.00	.00	1,800.00	200.00	.00	600.00	1,200.00	33	550.00
460651.1X	Use & Admissions Fees Fares-Student Pass	5,500.00	.00	5,500.00	172.50	.00	2,794.50	2,705.50	51	1,276.50
460651.1DW	Use & Admissions Fees Fares-Reduced Demand/Response	5,000.00	.00	5,000.00	20.00	.00	80.00	4,920.00	2	500.00
460651.1FD	Use & Admissions Fees Fares-Reduced Monthly (Fixed/DR)	36,000.00	.00	36,000.00	2,400.00	.00	15,540.00	20,460.00	43	15,420.00
460651.1FR	Use & Admissions Fees Fares-Reduced Fixed Route	3,000.00	.00	3,000.00	50.00	.00	478.00	2,522.00	16	1,303.00
460651.1WP	Use & Admissions Fees Fares-Adult Weekly	3,000.00	.00	3,000.00	45.00	.00	375.00	2,625.00	12	470.00
480669.C	Rental Bus / Motor Coach	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
480669.D	Rental Amtrak	.00	.00	.00	.00	.00	.00	.00	+++	3,946.05
490683.1	Reimbursements Michigan Transit Pool	45,000.00	.00	45,000.00	.00	.00	.00	45,000.00	0	154,987.51
490685.1	Recoveries Insurance	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0	.00
490692.0	Miscellaneous General	100.00	.00	100.00	.00	.00	28.59	71.41	29	8.50
490692.C	Miscellaneous Court Recovery Fee	.00	.00	.00	.00	.00	200.00	(200.00)	+++	.00
490692.E	Miscellaneous Lost Eligible Pass	200.00	.00	200.00	5.00	.00	20.00	180.00	10	25.00
490694	Cash Short/Over	.00	.00	.00	(191.29)	.00	(799.62)	799.62	+++	429.50
570674	Sale of Fixed Assets	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	6,479.00
REVENUE TOTALS		\$1,804,728.00	\$0.00	\$1,804,728.00	\$17,800.52	\$0.00	\$40,456.82	\$1,764,271.18	2%	\$246,394.44



Revenue Budget Performance Report

Fiscal Year to Date 02/29/24
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 103 - General Fund										
Department 537 - Routine Transit Operations										
Division 4 - General Totals		\$1,804,728.00	\$0.00	\$1,804,728.00	\$17,800.52	\$0.00	\$40,456.82	\$1,764,271.18	2%	\$246,394.44
Division 5 - Grants										
REVENUE										
540536.1	Federal Operating (Current Year)	566,000.00	.00	566,000.00	.00	.00	.00	566,000.00	0	.00
540536.4	Federal Mobility Management	56,000.00	.00	56,000.00	22,050.40	.00	22,050.40	33,949.60	39	2,331.00
540536.6	Federal New Freedom	142,500.00	.00	142,500.00	.00	.00	.00	142,500.00	0	29,582.50
540536.8	Federal Capital Outlay	1,193,711.00	.00	1,193,711.00	.00	.00	51,896.00	1,141,815.00	4	4,149.00
540536.3A	Federal ARPA	1,475,098.00	.00	1,475,098.00	.00	.00	.00	1,475,098.00	0	.00
550570.1	State Operating (Current Year)	2,179,779.00	.00	2,179,779.00	179,181.00	.00	895,905.00	1,283,874.00	41	679,055.00
550570.4	State Mobility Management	14,000.00	.00	14,000.00	.00	.00	.00	14,000.00	0	582.29
550570.8	State Capital Outlay	.00	.00	.00	.00	.00	10,692.76	(10,692.76)	+++	.00
REVENUE TOTALS		\$5,627,088.00	\$0.00	\$5,627,088.00	\$201,231.40	\$0.00	\$980,544.16	\$4,646,543.84	17%	\$715,699.79
Division 5 - Grants Totals		\$5,627,088.00	\$0.00	\$5,627,088.00	\$201,231.40	\$0.00	\$980,544.16	\$4,646,543.84	17%	\$715,699.79
Division 6 - Operating Assistance										
REVENUE										
460627.1	Charges for Services Rendered Zeeland City	62,862.00	.00	62,862.00	.00	.00	15,593.76	47,268.24	25	14,664.44
460627.2	Charges for Services Rendered Park Township	137,190.00	.00	137,190.00	.00	.00	33,543.25	103,646.75	24	33,543.25
460627.9	Charges for Services Rendered Zeeland Twp	8,034.00	.00	8,034.00	.00	.00	1,233.54	6,800.46	15	675.51
460627.IN	Charges for Services Rendered MAX Share-Sale Mtr Coach Tickets	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
460627.INPS	Charges for Services Rendered Pass-Thru Sale Mtr Coach Tickets	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
REVENUE TOTALS		\$248,086.00	\$0.00	\$248,086.00	\$0.00	\$0.00	\$50,370.55	\$197,715.45	20%	\$48,883.20
Division 6 - Operating Assistance Totals		\$248,086.00	\$0.00	\$248,086.00	\$0.00	\$0.00	\$50,370.55	\$197,715.45	20%	\$48,883.20
Division N - New Freedom										
REVENUE										
400402	Property Tax	.00	142,500.00	142,500.00	.00	.00	31,691.00	110,809.00	22	29,583.00
460651.1D	Use & Admissions Fees Fares-Demand/Response	.00	.00	.00	.00	.00	3,569.00	(3,569.00)	+++	3,610.00
REVENUE TOTALS		\$0.00	\$142,500.00	\$142,500.00	\$0.00	\$0.00	\$35,260.00	\$107,240.00	25%	\$33,193.00
Division N - New Freedom Totals		\$0.00	\$142,500.00	\$142,500.00	\$0.00	\$0.00	\$35,260.00	\$107,240.00	25%	\$33,193.00
Division T - Trolley										
REVENUE										
460651.2	Use & Admissions Fees Trolley Fares	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
460651.2C	Use & Admissions Fees Trolley Cleaning Fees	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
REVENUE TOTALS		\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%	\$0.00
Division T - Trolley Totals		\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%	\$0.00
Department 537 - Routine Transit Operations Totals		\$7,684,402.00	\$142,500.00	\$7,826,902.00	\$219,031.92	\$0.00	\$1,106,631.53	\$6,720,270.47	14%	\$1,044,170.43
Fund 103 - General Fund Totals		\$7,770,402.00	\$142,500.00	\$7,912,902.00	\$232,069.22	\$0.00	\$1,157,393.80	\$6,755,508.20		\$1,057,148.17
Grand Totals		\$7,770,402.00	\$142,500.00	\$7,912,902.00	\$232,069.22	\$0.00	\$1,157,393.80	\$6,755,508.20		\$1,057,148.17



Revenue Budget Performance Report

Fiscal Year to Date 02/29/24
Exclude Rollup Account



Invoice Process Status	Paid
Journal Type	Journal Entry
Organization	(Multiple Items)
Account Code And Description	(Multiple Items)
Detail Account Code	(Multiple Items)
Entered Date.Fiscal	(Multiple Items)

GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-711716.2	DELTA DENTAL PLAN OF MICHIGAN INC - ACH	RIS0005442632	FEBRUARY 2024 DENTAL SERVICES	6,486.80
103-171-721740.0	STAPLES - ACH	8072874620	SUPPLIES FOR MAX	41.97
103-171-722804	CUNNINGHAM DALMAN PC	334582	LEGAL SERVICES FOR MAX	486.00
103-171-722809.41	CCS TECHNOLOGIES, INC	158295	JANUARY 2024 MONTHLY SERVICES	999.00
		158480	BILLABLE SERVICES FOR MAX	154.00
103-171-723850.0	AT&T MOBILITY	2024-00000065	MAX - INV 287322698165X01142024	181.34
103-171-723850.CELL	VERIZON WIRELESS	9953929970	CELL SERVICES FOR MAX	1,109.95
103-171-723860	RIEGLING, KAITLYNN	2024-00000066	TRAVEL REIMBURSEMENT FOR MAX EMPLOYEE	1,630.00
103-171-723920.1	SEMCO ENERGY - ACH	2024-00000067	JANUARY READ DATES FOR MAX GAS UTILITIES	432.34
103-171-723920.2	SEMCO ENERGY - ACH	2024-00000067	JANUARY READ DATES FOR MAX GAS UTILITIES	965.21
103-537-721742	J&H OIL CO	13570196	DIESEL EXHAUST FLUID FOR MAX	499.80
103-537-721744.UNIF	CHROMATIC GRAPHICS INC	66802	SUPERVISOR NAME EMBROIDERY	24.00
103-537-721939.3	POMP'S TIRE SERVICE	2150021367	POMP'S TIRES	1,559.84
	THE GOODYEAR TIRE & RUBBER COMPANY	209-1040776	TIRES FOR MAX	806.16
		209-1040777	TIRES FOR MAX	806.16
103-537-722803.6	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C.	715184728	HEALTH SERVICES FOR MAX	344.00
		715198060	HEALTH SERVICES FOR MAX	86.00
		715205998	HEALTH SERVICES FOR MAX	168.00
103-537-723910.0	MICHIGAN TRANSIT POOL-LIABILITY TRUST FUND	2024-LTFQ2-259	INSURANCE PAYMENT FOR MAX	25,151.00
103-591-721740.8	ARNOLD SALES	1411746	SUPPLIES FOR MAX	113.94
		1413775	SUPPLIES FOR MAX	749.00
		1414276	SUPPLIES FOR MAX	645.50
	WYRICK CO.	7718345	SUPPLIES FOR MAX	238.44
103-591-721931.1	NEW DAWN LINEN SERVICE, LLC	33718	RUGS FOR DEPOT	43.31
		34027	RUGS FOR DEPOT	43.31
		34344	RUGS FOR DEPOT	43.31
	VAN DYKEN MECHANICAL, INC	343802	DEPOT SERVICE CALL	289.00
	VANGUARD FIRE & SECURITY SYSTEMS, INC.	IN00457276	FIRE SERVICES FOR DEPOT	225.00
		IN00457287	DEPOT FIRE SERVICES	260.00
103-591-721931.2	VANGUARD FIRE & SECURITY SYSTEMS, INC.	IN00457277	GREENWAY FIRE SERVICES	525.00
		IN00457285	GREENWAY FIRE SERVICES	573.00
		IN00457286	GREENWAY FIRE SERVICES	426.00
103-591-721933.2	APPLIED IMAGING INC	2409888	COPIER SERVICES FOR MAX	276.92
103-591-721939.1	K&R TRUCK REPAIR	R201106405.01	TOWING FOR MAX	333.50
	RELIABLE ROAD SERVICE INC	13355	WINCH OUT AT LAKEWOOD BLVD AND GARDEN AVE FOR MAX	350.00
103-591-721939.6	ZEELAND RECORD	1038334	RATE DECALS FOR MAX	20.00
103-591-722808.5	AESTHETIC GARDENER LLC	15455	PLOWING AT GREENWAY	7,966.75
		15464	PLOWING AT DEPOT	7,738.35
750-210231.D	MISSION SQUARE	2024-00000063	DEF-ICMA% - Deferred Comp - ICMA %*	2,095.62
750-210231.HS	MERCANTILE BANK OF MICHIGAN - ACH	2024-00000061	HSA-ADD - HSA Additional Contribution	795.34
750-210231.K	AFLAC	2024-00000064	JANUARY 2024 INSURANCE PREMIUM FOR AFLAC	821.48
750-210231.M	MERS - ACH	2024-00000062	PENSION - Pension - Original*	12,677.76
Grand Total				79,182.10

Invoice Process Status	Paid
Journal Type	Journal Entry
Organization	(Multiple Items)
Account Code And Description	(Multiple Items)
Detail Account Code	(Multiple Items)
Entered Date.Fiscal	(Multiple Items)



AP Check dt 2/8/24

GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-722809.41	CCS TECHNOLOGIES, INC	157932	DECEMBER 2023 MONTHLY SERVICES	943.00
103-171-723920.1	HOLLAND BOARD OF PUBLIC WORKS	2024-00000068	ACCT 10952040-02	11.25
103-171-723920.2	HOLLAND CHARTER TOWNSHIP	2024-00000069	ACCT 51221660	180.56
		2024-00000070	ACCT 51951660	23.35
103-591-721931.1	NEW DAWN LINEN SERVICE, LLC	34648	RUGS FOR DEPOT	43.31
103-591-721931.2	ENERTEMP INC	24-713	SERVICE CALL FOR HVAC AT GREENWAY	910.00
	MCNALLY ELEVATOR COMPANY INC	66660	REGULAR MAINTENANCE BILLING FOR 2/24-7/24	819.10
103-591-721933.2	KONICA MINOLTA BUSINESS SOLUTIONS USA INC	5028426979	COPIER SERVICES INCLUDES PAST DUE 5028047829	774.90
103-591-721939.1	K&R TRUCK REPAIR	R201104680.01	BODY SHOP	666.04
		R201104931.01	BODY SHOP	664.30
		R201104950.01	TOWING	346.90
		R201104988.01	BODY SHOP	664.27
		R201105296.01	BODY SHOP AXLE ALIGNMENT	559.14
		R201105399.01	BODY SHOP AXLE ALIGNMENT	77.60
		R201105723.01	BODY SHOP AXLE ALIGNMENT	344.80
		R201106880.01	GENERAL INFO AND ENGINE	417.80
103-CAP-730977.16	HOLLAND SENTINEL	0006189026	JANUARY AD FOR TRANSIT STUDY OPEN HOUSE	370.00
Grand Total				7,816.32

Invoice Process Status	Paid
Journal Type	Journal Entry
Organization	(Multiple Items)
Account Code And Description	(Multiple Items)
Detail Account Code	(Multiple Items)
Entered Date.Fiscal	(Multiple Items)



AP Check dt 2/15/24

GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
750-210231.D	MISSION SQUARE	2024-00000073	DEF-ICMA% - Deferred Comp - ICMA %*	2,089.39
750-210231.HS	MERCANTILE BANK OF MICHIGAN - ACH	2024-00000071	HSA-ADD - HSA Additional Contribution	795.34
750-210231.M	MERS - ACH	2024-00000072	PENSION - Pension - Original*	11,992.28
Grand Total				14,877.01

Invoice Process Status	Paid
Journal Type	Journal Entry
Organization	(Multiple Items)
Account Code And Description	(Multiple Items)
Detail Account Code	(Multiple Items)
Entered Date.Fiscal	(Multiple Items)



AP Check dt 2/22/24

GL Account Code	Vendor Name	Invoice Number	Invoice Description	Amount
103-171-712724	ACCIDENT FUND	1001042119	INSURANCE PREMIUM FOR ACCT A010116895	319.65
103-171-722803.9	KUSHNER & COMPANY INC	89343	JANUARY 2024 SERVICES FOR MAX	207.00
103-171-722805.1	REHMANN ROBSON PC - ACH	RR836682	PAYMENT 2 FOR 9/30/23 AUDIT	1,150.00
103-171-723920.1	HOLLAND BOARD OF PUBLIC WORKS	2024-00000074	MAX UTILITIES	1,921.90
103-171-723920.2	HOLLAND BOARD OF PUBLIC WORKS	2024-00000074	MAX UTILITIES	290.00
103-266-712724	ACCIDENT FUND	1001042119	INSURANCE PREMIUM FOR ACCT A010116895	639.40
103-537-712724	ACCIDENT FUND	1001042119	INSURANCE PREMIUM FOR ACCT A010116895	3,068.74
103-591-712724	ACCIDENT FUND	1001042119	INSURANCE PREMIUM FOR ACCT A010116895	447.51
Grand Total				8,044.20