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Twin Cities Area Transportation Authority
(269) 927-2268 • Fax (269) 927-2310

275 East Wall Street, P.O. Box 837, Benton Harbor, MI 49023

MEMORANDUM

TO: Dart's Board Members

FROM: Paul Gillespie, Executive Director *PG*

DATE: August 23, 2019

RE: Dart's Monthly Board Meeting

There is a Dart board meeting scheduled for August 28, 2019 at 12:00 p.m.

The monthly board meetings will be held at 499 W. Main Street, Benton Harbor, MI 49022 (Kinexus/Michigan Works).

Please find enclosed an agenda with needed material to be reviewed at the meeting.
Please bring this material with you.

If any changes should occur, you will be notified by telephone on Tuesday August 27, 2019 as soon as possible.

If there are any questions and/or instructions regarding this matter, please contact me at 269-927-2268.

dk



Twin Cities Area Transportation Authority
(269) 927-2268 • Fax (269) 927-2310

275 East Wall Street, P.O. Box 837, Benton Harbor, MI 49023

AGENDA

APPROVAL OF AGENDA

U of M Presentation

SECRETARY'S REPORT

- 1) General Information – 08/28/19
- 2) Minutes – 7/24/19

CHAIRMAN'S REPORT

- 1) General Information – 08/28/19

DIRECTOR'S REPORT

- 1) Operation Summary
Ridership & Farebox – 07/19
- 2) Driver of the Month – 07/19
- 3) General Information – 08/28/19
- 4) Approval of Directors Report – 08/28/19

ACCOUNTANT'S REPORT

- 1) Unpaid Bills Detail – 07/19
- 2) Check Detail – 07/19
- 3) Purchases by Vendor Detail – 07/19
- 4) Petty Cash – 07/19
- 5) Wire Transfer – 07/19
- 6) Trial Balance, Profit loss, Profit and
Loss Budget vs. Actual
& Balance Sheet – 07/19
- 7) Approval of Accountant Report – 08/28/19
- 8) Audit Report

OLD BUSINESS

- 1) Update on Bylaws
- 2) Articles of Incorporation (Approved by City/Adjustments Made)

NEW BUSINESS

- 1) Resolution of Appointment of Executive Director
- 2) Letter from Department of Labor and Economic Opportunity

PUBLIC COMMENTS

**TWIN CITIES AREA TRANSPORTATION AUTHORITY
REGULARLY SCHEDULED
BOARD MEETING
HELD July 24, 2019**

Board Members Present: Mr. Anthony Andrews, Chairperson
Ms. Emma Kinnard, Secretary
Mr. James Childs, Trustee
Ms. Juanita Henry, Trustee
Ms. Lisa Varrie, Trustee

Board Members Absent:

Staff Present: Mr. TJ Taylor, Executive Director
Mr. Clifford Allen, Accountant
Mr. Ellis Mitchell, Mobility Manager

Public: Marvin Haywood
Paul Gillespie

The board meeting was called to order by Anthony Andrews.

Agenda: A motion was requested by Lisa Varrie to approve the agenda of 6/26/19 as presented, supported by James Childs. **MOTION CARRIED**

A motion was requested by Lisa Varrie to approve the agenda of 7/24/19 as presented, supported by James Childs. **MOTION CARRIED**

Secretary's Report: **General Information – NONE**

Minutes – A motion was requested by Anthony Andrews to approve the minutes of 5/29/19 as presented. **MOTION CARRIED**

Minutes – NONE FOR JUNE

Chairperson's Report: **General information – NONE**

Director's Report: **Operation Summary, Ridership & Fare box** – TJ Taylor informed the board that the total Demand Response riders for the month of May was 15,316 of these 509 were senior riders and 5,153 were Disabled riders, and 313 children, 8,026 regular riders, Line haul had 5,529 riders. 9,627.40 gallons of gasoline covering 38,368 miles an average of 4.0 miles per gallon. LP gas we used 1,959.30 gallons covering 9,263 miles an average of 4.7 miles per gallon. Total vehicle hours were 4,405 with an average of 3.5 passengers per vehicle hour.

TJ Taylor informed the board that the Ridership Comparison for FY2018 Year to Date was 175,885 passengers on the Demand Response and 70,731 passengers on the Fixed Route. FY2019 Year to Date we had incorrect data and the company is working with PC Trans to fix the problem with data entry software.

A motion was requested by Juanita Henry to approve the Director's Report as presented for the month of May 2019, supported by Lisa Varrie. **MOTION CARRIED**

Operation Summary, Ridership & Fare box – TJ Taylor informed the board that the total Demand Response riders for the month of June was 13,642 of these 474 were senior riders and 4,117 were Disabled riders, and 489 children, 6,897 regular riders, Line haul had 4,884 riders. 8,198.20 gallons of gasoline covering 26,824 miles an average of 3.3 miles per gallon. LP gas we used 1,800.40 gallons covering 7,399 miles an average of 4.1 miles per gallon. Total vehicle hours were 3,887 with an average of 3.5 passengers per vehicle hour.

TJ Taylor informed the board that the Ridership Comparison for FY2018 Year to Date was 175,885 passengers on the Demand Response and 70,731 passengers on the Fixed Route. FY2019 Year to Date we had incorrect data and the company is working with PC Trans to fix the problem with data entry software.

A motion was requested by Juanita Henry to approve the Director's Report as presented for the month of June 2019, supported by Lisa Varrie. **MOTION CARRIED**

Driver of the month – NONE for May 2019

Driver of the month – Marvin Haywood with 754 passengers for the month of June 2019.

Accountant's Report:

Check Details, Purchases by Vendor Detail & Unpaid Bills – A motion was requested by Juanita Henry to approve the check detail in the amount of \$245,553.49 for the month of May 2019, supported by Lisa Varrie. **MOTION CARRIED**

Check Details, Purchases by Vendor Detail & Unpaid Bills – A motion was requested by Juanita Henry to approve the check detail in the amount of \$35,268.00 for the month of June 2019, supported by Lisa Varrie. **MOTION CARRIED**

A motion was requested by Juanita Henry to approve the Purchases by Vendor in the amount of \$179,474.66 for the month of May 2019, supported by Lisa Varrie. **MOTION CARRIED**

A motion was requested by Juanita Henry to approve the Purchases by Vendor in the amount of \$70,366.14 for the month of June 2019, supported by Lisa Varrie. **MOTION CARRIED**

A motion was requested by Juanita Henry to approve the Unpaid Bills Detail in the amount of \$0.00 for the month of May 2019, supported by Lisa Varrie. **MOTION CARRIED**

A motion was requested by Juanita Henry to approve the Unpaid Bills Detail in the amount of \$2,382.65 for the month of June 2019, supported by Lisa Varrie. **MOTION CARRIED**

Bank Card Activity – was reviewed 5/19 & 6/19

Wire Transfers– was reviewed 5/19 & 6/19

Petty Cash – was reviewed 5/19 & 6/19

Trial Balance, Balance Sheet & Profit & Loss- Clifford Allen stated that TCATA's net income as of May 2019, was \$406,492.06.

Trial Balance, Balance Sheet & Profit & Loss- Clifford Allen stated that TCATA's net income as of June 2019, was \$470,223.91.

A motion was requested by Juanita Henry to approve the Profit & Loss Report for the month of May 2019, supported by Lisa Varrie. **MOTION CARRIED**

A motion was requested by Juanita Henry to approve the Profit & Loss Report for the month of June 2019, supported by Lisa Varrie. **MOTION CARRIED**

Old Business: Anthony stated that the Bylaws are still being reviewed as well as the Articles of Incorporation that are being reviewed by the City of Benton Harbor but should be finalized sometime in August.

New Business: Todd Shurn presented information for a Dial-A-Ride app. Todd stated that the app will show where the buses are so that customers can experience transportation more efficiently. The app will show the locations of the demand response as well as the fixed routes as well as the time the bus will arrive at a certain location. There will be alerts that will pop up when someone misses a bus, or the bus is near arrival to a location.

Public Comments:

There being no further discussions, the board meeting was adjourned by Juanita Henry.

Secretary

Date

OPERATION SUMMARY

JUL 2019

6,864,844

PASSENGERS TO DATE

18,410,260

MILES TO DATE

Date	Regular	Senior	Disab	Child	SR. Dis	Total	VEHICLE DATA		MILES	VEHICLE DATA		FUEL	VEHICLE DATA		M/GAL	VEH. HOURS	PASS/VEH.HR
							LINE	HAUL		FUEL	MILES		MILES	FUEL			
MON	7	1	442	37	195	982	721	266	98.4	485	485	4.9	342.0	1471	4.3	181	4.0
TUE	7	2	437	32	226	982	743	316	147.5	663	663	4.5	301.5	1247	4.1	189	3.9
WED	7	3	428	68	228	982	781	302	145.7	751	751	5.2	257.8	1026	4.0	174	4.5
THUR	7	4	HOLIDAY				HOLIDAY								#DIV/0!		#VALUE!
FRI	7	5	363	38	230	982	661	238	159.9	577	577	3.6	258.1	979	3.8	157	4.2
SAT	7	6	176	27	103	982	327	119	30.8	249	249	8.1	156.3	632	4.0	97	3.4
SUN	7	7				0	0										
TOTAL			1846	203	982	3233	1241	3233	582.3	2725	2725	4.7	1315.7	5355	4.1	798	4.1
MON	7	8	368	48	189	982	668	286	178.2	660	660	3.7	248.3	1247	5.0	149	4.5
TUE	7	9	468	49	185	982	745	298	98.4	688	688	7.0	313.0	1263	4.0	165	4.5
WED	7	10	416	52	177	982	698	303	9.8	514	514	52.4	346.1	1364	3.9	152	4.6
THUR	7	11	271	109	199	982	626	224	94.4	648	648	6.9	303.5	1358	4.5	172	3.6
FRI	7	12	268	97	188	982	584	245	169.8	799	799	4.7	221.9	1325	6.0	179	3.3
SAT	7	13	151	20	99	982	285	117	81.3	370	370	4.6	84.8	279	3.3	92	3.1
SUN	7	14															
TOTAL			1942	375	1037	3606	1473	3606	631.9	3679	3679	5.8	1517.6	6836	4.5	909	4.0
MON	7	15	335	47	175	982	600	223	89.6	364	364	4.1	299.4	1205	4.0	153	3.9
TUE	7	16	416	29	180	982	651	235	79.0	644	644	8.2	415.8	1387	3.3	177	3.7
WED	7	17	281	104	189	982	647	202	69.1	552	552	8.0	225.5	1208	5.4	170	3.8
THUR	7	18	365	42	149	982	587	213	143.4	496	496	3.5	348.6	932	2.7	185	3.2
FRI	7	19	274	68	201	982	585	203	71.4	487	487	6.8	352.5	832	2.4	171	3.4
SAT	7	20	199	25	68	982	319	119	12.8	165	165	12.9	216.5	745	3.4	97	3.3
SUN	7	21				0	0										
TOTAL			1870	315	962	3389	1195	3389	465.3	2708	2708	5.8	1858.3	6309	3.4	953	3.6
MON	7	22	267	64	201	982	579	216	189.7	668	668	3.5	292.7	1373	4.7	164	3.5
TUE	7	23	267	114	194	982	626	247	98.6	483	483	4.9	451.2	1600	3.5	173	3.6
WED	7	24	271	82	216	982	602	216	181.9	760	760	4.2	369.7	1387	3.8	184	3.3
THUR	7	25	297	58	207	982	619	220	168.7	671	671	4.0	379.8	1365	3.6	180	3.4
FRI	7	26	403	46	158	982	649	255	13.0	274	274	21.1	104.2	911	8.7	207	3.1
SAT	7	27	240	22	56	982	350	129	13.1	176	176	13.4	159.0	816	5.1	104	3.4
SUN	7	28				0	0										
TOTAL			1745	386	1032	3425	1283	3425	665.0	3032	3032	4.6	1756.6	7452	4.2	1012	3.4
MON	7	29	278	39	123	982	476	127	170.5	680	680	4.0	315.9	1201	3.8	170	2.8
TUE	7	30	276	52	175	982	555	201	124.1	675	675	5.4	307.0	1435	4.7	185	3.0
WED	7	31	263	65	163	982	526	201	123.3	568	568	4.6	241.3	1434	5.9	184	2.9
THUR																	
FRI																	
SAT																	
SUN																	
TOTAL			817	156	461	1557	529	1557	417.9	1923	1923	4.6	864.2	4070	4.7	539	2.9
MONTH TOTAL			8220	1435	4474	505	576	15210	2762.4	14067	14067	5.1	7312.4	30022	4.1	4211	3.6

weekday

686

Ridership Comparison

Fiscal Year 2018

Date	Regular	Senior	Disable	Child	Sr. Dis	Total	LINE HAUL	Vehicle Data Gas		MILES /GAL.	Vehicle Data LP		VEH. HOURS	PASS/ VEH.HR.
								FUEL	MILES		Fuel	Miles	M/Gal.	
Date	Regular	Senior	Disable	Child	Sr. Dis	Total	LINE HAUL	Vehicle Data Gas FUEL	MILES	MILES /GAL.	Vehicle Data LP Fuel	Miles	M/Gal.	PASS/ VEH.HR.
10/17	6509	3283	4625	440	0	14857	5881	5843.4	36910	6.3	2953.1	14095	4.8	4085
11/17	6166	2908	4256	426	0	13756	5588	5273.6	33149	6.3	2770.4	13382	4.8	3738
12/17	5841	2916	4689	441	0	13887	5503	5124.5	31068	6.1	2629.4	13621	5.2	3561
1/18	6703	2918	4485	489	0	14595	5332	6542.0	35774	5.5	1943.4	12555	6.5	3963
2/18	6958	3108	4381	605	0	15052	5588	5838.8	34242	5.9	2598.0	12615	4.9	3771
3/18	7320	3552	4649	663	0	16184	6265	6030.5	36290	6.0	2936.8	13549	4.6	4003
4/18	6403	3263	4198	835	0	14699	5808	5506.6	33988	6.2	3037.9	14408	4.7	3879
5/18	6311	3544	4373	648	0	14876	6085	5544.2	35482	6.4	2239.8	12290	5.5	4031
6/18	6226	3619	3979	764	299	14887	6454	5786.4	35640	6.2	3075.9	12588	4.1	3956
7/18	5845	3210	3791	607	264	13717	5762	5788.9	34562	6.0	3073.6	13066	4.3	4011
8/18	6653	3972	3966	796	284	15671	6904	5925.7	34693	5.9	3363.5	17038	5.1	4292
9/18	5698	3067	3893	776	270	13704	5561	4448.7	26056	5.9	2643	13092	5.0	3557
Total	76633	39360	51285	7490	1117	175885	70731	67653.3	407854	6.0	33265	162299	4.9	46847

Fiscal Year 2019

Date	Regular	Senior	Disable	Child	Sr. Dis	Total	LINE HAUL	Vehicle Data Gas FUEL	MILES /GAL.	Vehicle Data LP Fuel	Miles	VEH. HOURS	PASS/ VEH.HR.		
10/18	8278	1819	3864	341	668	14970	5733	6670.4	28165	4.2	3008.2	11433.0	3.8	4201	3.6
11/18	6719	1195	4051	266	648	13020	4231	4528.6	23460	5.2	1954.1	8559.0	4.4	3951	3.3
12/18	6047	741	2645	163	387	10556	1688	6119.2	29436	4.8	1619.6	6423.0	4.0	4289	2.3
01/19	7604	897	2538	108	336	11483	4004	7036.3	33245	4.7	1776.83	7711	4.3	4171	2.8
02/19	6308	247	1834	40	423	8852	5370	10537.6	29835	2.8	2512.9	8419	3.4	3720	2.4
03/19	7487	543	2633	127	436	11226	4039	12288.4	37093	3.0	3294.2	10546	3.2	4132	2.7
04/19	9102	1004	4068	267	491	14932	5408	10048.8	38834	3.9	1326.2	7222	5.4	4248	3.5
05/19	8026	1315	5153	313	509	15316	5529	9627.4	38368	4.0	1959.3	9263	4.7	4405	3.5
06/19	6897	1665	4117	489	474	13642	4884	8198.2	26824	3.3	1800.4	7399	4.1	3887	3.5
07/19	8220	1435	4474	505	576	15210	5721	2762.4	14067	5.1	7312.4	30022	4.1	4211	3.6
08/19															
09/19															
Total	74688	10861	35377	2619	4948	129207	46607	77817.3	299327	3.8	26564.1	106997	4.0	41215	3.1
Change	56172	1754	21807	1312	4948	86707	29635	61575.8	198200	4.8	18211.2	65899	4.0	29831	2.3
% Change	#DIV/0!	119.3%	260.7%	200.4%	0.0%	304.0%	274.6%	479.1%	296.0%	60.7%	318.0%	260.3%	80.6%	362.0%	85.5%
NOTE: DATA IS NOT ACCURATE-BILL IS WORKING WITH DISPATCH															
		9107	13570	1307	0	42500	16972	16242	101127	6	8353	41098	5	11384	4

RIDERSHIP

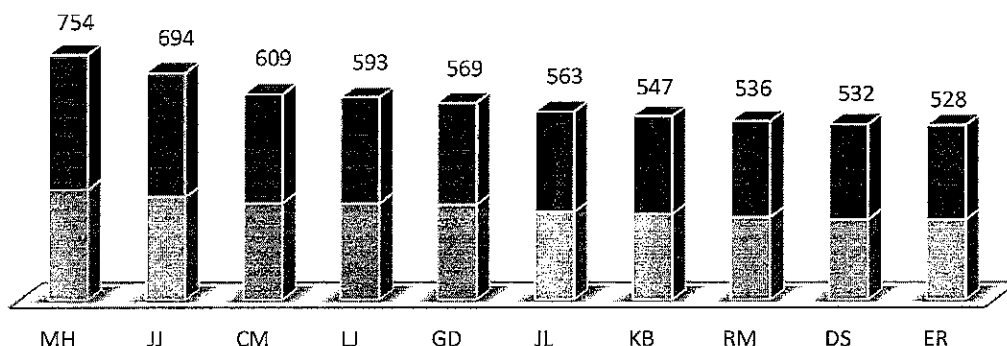
	2018 FY Month Total	2018 FY Year to Date	2019 FY Month Total	2019 FY Year to Date	2019 FY Month Difference	YTD Difference	% Change
Oct	14,857	14,857	14,970	14,970	113	113	0.76%
Nov	13,756	28,613	13,020	27,990	-736	-623	-2.18%
Dec	13,887	42,500	10,556	38,546	-3,331	-3,954	-9.30%
Jan	14,595	57,095	11,483	50,029	-3,112	-7,066	-12.38%
Feb	15,052	72,147	8,852	58,881	-6,200	-13,266	-18.39%
March	16,184	88,331	11,226	70,107	-4958	-18,224	-20.63%
April	14,699	103,030	14,932	85,039	233	-17,991	-17.46%
May	14,876	117,906	15,316	100,355	440	-17,551	-14.89%
June	14,887	132,793	13,642	113,997	-1245	-18,796	-14.15%
July	13,717	146,510	15,210	129,207	1493	-17,303	-11.81%
Aug							
Sept							
TOTAL	146,510	146,510	129,207	129,207	-17,303	-17,303	-11.81%

FARES

2018 FY		2018 FY		2019 FY		2019 FY		2019 FY		%
Month	Total	Year to	Date	Month	Total	Year to	Date	Month	Difference	
									Difference	Change
Oct	\$ 25,352.03	\$ 25,352.03	\$ 20,360.01	\$ 20,360.01	\$ 20,360.01	\$ 4,992.02	\$ (4,992.02)	\$ (4,992.02)	\$ (4,992.02)	-19.69%
Nov	\$ 20,250.22	\$ 45,602.25	\$ 42,724.94	\$ 22,364.93	\$ 22,364.93	\$ 2,114.71	\$ (2,877.31)	\$ (2,877.31)	\$ (2,877.31)	-6.31%
Dec	\$ 18,286.36	\$ 63,888.61	\$ 59,096.82	\$ 16,371.88	\$ 16,371.88	\$ (1,914.48)	\$ (4,791.79)	\$ (4,791.79)	\$ (4,791.79)	-7.50%
Jan	\$ 20,154.42	\$ 84,043.03	\$ 75,972.49	\$ 16,875.67	\$ 16,875.67	\$ (3,278.75)	\$ (8,070.54)	\$ (8,070.54)	\$ (8,070.54)	-9.60%
Feb	\$ 21,398.55	\$ 105,441.58	\$ 96,619.60	\$ 20,647.11	\$ 20,647.11	\$ (751.44)	\$ (8,821.98)	\$ (8,821.98)	\$ (8,821.98)	-8.37%
March	\$ 21,712.03	\$ 127,153.61	\$ 114,722.21	\$ 18,102.61	\$ 18,102.61	\$ (3,609.42)	\$ (12,431.40)	\$ (12,431.40)	\$ (12,431.40)	-9.78%
April	\$ 18,600.58	\$ 145,754.19	\$ 134,067.98	\$ 19,345.77	\$ 19,345.77	\$ 745.19	\$ (11,686.21)	\$ (11,686.21)	\$ (11,686.21)	-8.02%
May	\$ 17,717.84	\$ 163,472.03	\$ 155,465.00	\$ 21,397.02	\$ 21,397.02	\$ 3,679.18	\$ (8,007.03)	\$ (8,007.03)	\$ (8,007.03)	-4.90%
June	\$ 17,786.86	\$ 181,258.89	\$ 178,288.52	\$ 22,823.52	\$ 22,823.52	\$ 5,036.66	\$ (2,970.37)	\$ (2,970.37)	\$ (2,970.37)	-1.64%
July	\$ 24,428.88	\$ 205,687.77	\$ 196,637.00	\$ 18,348.48	\$ 18,348.48	\$ (6,080.40)	\$ (9,050.77)	\$ (9,050.77)	\$ (9,050.77)	-4.40%
Aug										
Sept										
TOTAL	\$ 205,687.77	\$ 205,687.77	\$ 196,637.00	\$ 196,637.00	\$ 196,637.00	\$ (9,050.77)	\$ (9,050.77)	\$ (9,050.77)	\$ (9,050.77)	-4.40%

Driver of the Month July 2019

DONNEL KYLE
JAMISHA LONG
PATRICIA CRAYTON
TAMON TURNER
MOSE SIMMONS
TYWANA WILLIAMS



DORIS SALLIE	1 MARVIN HATWOOD	889
	2 JILL JONES	768
	3 SALLIE D	561
	4 V.SMITH	531
JANET BUTLER	5 ROHNETTE MCKINNEY	519
	6 W.WRIGHT	512
DENORIS BEATY	7 L.HENDERSON	503
	8 M.BROWN	481
DAVID GRAY	9 J.KING	477
	10 J.LEONARD	447
MARILYNN WALKER		

ERIKA HODGE

NATHANIEL HISTER

DESMOND CLARK

TOTAL 5688

Average passenger per month 517

	WEEKDAY	SATURDAY	TOTAL	LAST MONTH
BLUE	3027	342	3369	2719
BLUE JARC	1067	228	1295	963
RED JARC	1504	294	1798	1649
TOTAL LINE HAULS	5598	864	6462	5331
LAST MONTH	4562	769	5331	
Difference	1036	95	1131	

Check Detail

As of July 31, 2019

Date	Num	Name	Memo	Credit
10101 - CHEMICAL BANK				
07/03/2019	278...	BILL PURVIS	Consulting Se...	960.00
07/03/2019	278...	Dwints Alexander	Refund of Ter...	114.89
07/08/2019	278...	AMERICAN FAMILY INSU...		553.32
07/08/2019	278...	Barbara Tsaturova	Garnishmt: Ty...	217.19
07/08/2019	278...	Colonial Life & Accidental I...		488.85
07/08/2019	278...	Midland Credit Managemen...	garnishmt: Sh...	201.29
07/08/2019	278...	MISDU	PAYROLL W/H	1,191.50
07/08/2019	278...	DONNEL KYLE	health operati...	135.50
07/08/2019	278...	Kenneth Bragg	health admin...	135.50
07/08/2019	278...	AMERICAN FAMILY INSU...	Reissued che...	553.32
07/17/2019	278...	Candy Modelewski	Payroll adjust...	786.26
07/18/2019	278...	American Continental Insur...	524210	553.32
07/18/2019	278...	Barbara Tsaturova	Tyrone Rolfe ...	217.30
07/18/2019	278...	BILL PURVIS	CONSULTING	1,280.00
07/18/2019	278...	CITY OF BH	UTILITIES	293.57
07/18/2019	278...	Colonial Life & Accidental I...	PAYROLL WL...	550.22
07/18/2019	278...	Indiana Michigan Power	UTILITIES	1,053.91
07/18/2019	278...	MICH GAS	UTILITIES	113.55
07/18/2019	279...	MISDU	PAYROLL W/H	1,309.07
07/18/2019	279...	Priority Health	prepaid health	23,379.66
07/18/2019	279...	Westfield Insurance	prepaid buiding	8,476.00
07/18/2019	279...	Tina Mason	PAYROLL AD...	97.89
07/18/2019	279...	MML Worker's Comp Fund	WORKER'S ...	9,905.00
07/22/2019	279...	PETTY CASH		200.00
07/29/2019	279...	ADT	SECURITY	66.15
07/29/2019	279...	All Automotive		339.00
07/29/2019	279...	ALL CITIES OCCUPATION...	drug screening	288.00
07/29/2019	279...	Auto-Wares Group		125.37
07/29/2019	279...	Belle Tire	THRUST AN...	60.00
07/29/2019	279...	BESTWAY DISPOSTAL		70.25
07/29/2019	279...	BILL PURVIS	CONSULTING	1,460.00
07/29/2019	279...	Car Brite Distributors		141.90
07/29/2019	279...	CITY PLUMBING	serviced toilet...	177.33
07/29/2019	279...	ComCast		601.19
07/29/2019	279...	D&S Heavy Duty & Trailer ...		7,532.00
07/29/2019	279...	Delta Dental		1,906.18
07/29/2019	279...	Fence Masters	Security Fenc...	23,300.81
07/29/2019	279...	HOEKSTRA TRANSPORT...		1,150.00
07/29/2019	279...	Indiana Electronics & Com...		1,052.05
07/29/2019	279...	Jordan Automotive Group		1,914.87
07/29/2019	279...	KOTZ SANGSTER WYSO...	CONSULTIN...	1,831.50
07/29/2019	279...	O'Reilly Auto Parts		2,810.34
07/29/2019	279...	Pri Mar Petroleum		193.32
07/29/2019	279...	Priority Health		21,734.76
07/29/2019	279...	Standard Insurance Compa...		518.87
07/29/2019	279...	TCA-SynerTech, LLC		1,968.49
07/29/2019	279...	THAYER		329.99
07/29/2019	279...	UniFirst Corp. 099	2-INVOICES	290.80
07/29/2019	279...	WSJM Tower Operations		529.40
07/30/2019	279...	Citgo		407.78
Total 10101 - CHEMICAL BANK				123,567.46
TOTAL				123,567.46

Chairpersons Approval

Date

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Purchases by Vendor Detail
July 2019

Memo	Amount
ADT	
503072 security	66.15
Total ADT	66.15
All Automotive	
503032 Maintenance Service	339.00
Total All Automotive	339.00
ALL CITIES OCCUPATIONAL	
503991	0.00
Total ALL CITIES OCCUPATIONAL	0.00
Auto-Wares Group	
504032 Maintenance Supplies	125.37
Total Auto-Wares Group	125.37
Belle Tire	
504032 Maintenance Supplies	60.00
Total Belle Tire	60.00
BILL PURVIS	
Consulting Service 503993	960.00
Consulting Service 503993	1,280.00
Consulting Service 503993	1,460.00
Total BILL PURVIS	3,700.00
BROWNS LOCKSMITH	
503033 Administration Service	95.00
Total BROWNS LOCKSMITH	95.00
Candy Modelewski	
	0.00
Total Candy Modelewski	0.00
Car Brite Distributors	
504032 Maintenance Supplies	141.90
Total Car Brite Distributors	141.90
Citgo	
504012 maintenance fuel	407.78
Total Citgo	407.78
CITY OF BH	
505043 Administration Water	38.16
505042 Maintenance Water	246.60
505041 Operations water	8.81
Total CITY OF BH	293.57
ComCast	
503033 Administration Service	601.19
Total ComCast	601.19
D&S Heavy Duty & Trailer Repair	
503032 Maintenance Service	175.00
503032 Maintenance Service	627.75
503032 Maintenance Service	6,509.25
503031 Operation Service	220.00
Total D&S Heavy Duty & Trailer Repair	7,532.00

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Purchases by Vendor Detail
July 2019

Memo	Amount
Delta Dental	
10403 prepaid health	1,906.18
Total Delta Dental	1,906.18
Dwints Alexander	
Returned payroll deduction	114.89
Total Dwints Alexander	114.89
Fence Masters	
Security Fencing	23,300.81
Total Fence Masters	23,300.81
HOEKSTRA TRANSPORTATION	
503031 Operation Service	1,150.00
Total HOEKSTRA TRANSPORTATION	1,150.00
Humana Insurance Co.	
10405 prepaid building	0.00
Total Humana Insurance Co.	0.00
Indiana Electronics & Communications	
503033 Administration Service	635.05
503033 Administration Service	417.00
Total Indiana Electronics & Communicatio...	1,052.05
Indiana Michigan Power	
505022 Electric - Maintenance	885.28
505021 Electric - Operation	31.62
505023 - Electric - Administration	137.01
Total Indiana Michigan Power	1,053.91
Jordan Automotive Group	
504032 Maintenance Supplies	1,914.87
Total Jordan Automotive Group	1,914.87
KOTZ SANGSTER WYSOCKI P.C.	
Consulting Service 503993	1,831.50
Total KOTZ SANGSTER WYSOCKI P.C.	1,831.50
MICH GAS	
505033 gas administration	14.76
505032 gas maintenance	95.38
505031 gas operations	3.41
Total MICH GAS	113.55
MML Worker's Comp Fund	
10402 prepaid workmans comp	9,905.00
Total MML Worker's Comp Fund	9,905.00
O'Reilly Auto Parts	
504032 Maintenance Supplies	2,810.34
Total O'Reilly Auto Parts	2,810.34
Orkin	
503033 Administration Service	107.55
Total Orkin	107.55

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Purchases by Vendor Detail
July 2019

Memo	Amount
PARRETT BUSINESS	
503033 Administration Service	43.04
Total PARRETT BUSINESS	43.04
PETTY CASH	
503033 Administration Service	200.00
Total PETTY CASH	200.00
Priority Health	
10403 prepaid health	21,734.76
Total Priority Health	21,734.76
Standard Insurance Company	
10403 prepaid health	882.93
10403 prepaid health	-364.06
Total Standard Insurance Company	518.87
TCA-SynerTech, LLC	
Consulting Service 503993	1,247.25
Consulting Service 503993	282.12
503033 Administration Service	318.12
503031 Operation Service	121.00
Total TCA-SynerTech, LLC	1,968.49
THAYER	
504033 Administration Supplies	73.22
504033 Administration Supplies	256.77
Total THAYER	329.99
Tina Mason	
	97.89
Total Tina Mason	97.89
UniFirst Corp. 099	
504032 Maintenance Supplies	290.80
Total UniFirst Corp. 099	290.80
WSJM Tower Operations	
ADVERTISEMENT ADMIN.	529.40
Total WSJM Tower Operations	529.40
TOTAL	84,335.85

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Unpaid Bills Detail
As of August 22, 2019

Type	Date	Num	Due Date	Aging	Open Balance
ADT					
Bill	08/22/2019		08/22/2019		66.15
Total ADT					66.15
ALL CITIES OCCUPATIONAL					
Bill	07/30/2019		07/30/2019	23	248.00
Total ALL CITIES OCCUPATIONAL					248.00
Auto-Wares Group					
Bill	08/22/2019		08/22/2019		1,038.83
Total Auto-Wares Group					1,038.83
Belle Tire					
Bill	08/22/2019		08/22/2019		445.00
Bill	08/22/2019		08/22/2019		2,099.03
Total Belle Tire					2,544.03
BEST WAY DISPOSAL					
Bill	08/08/2019		08/08/2019	14	70.25
Total BEST WAY DISPOSAL					70.25
BROWNS LOCKSMITH					
Bill	07/30/2019		07/30/2019	23	95.00
Bill	08/22/2019		08/22/2019		109.00
Total BROWNS LOCKSMITH					204.00
Car Brite Distributors					
Bill	08/08/2019		08/08/2019	14	372.00
Total Car Brite Distributors					372.00
CITY OF BH					
Bill	08/22/2019		08/22/2019		300.33
Total CITY OF BH					300.33
CITY PLUMBING					
Bill	08/22/2019		08/22/2019		138.00
Total CITY PLUMBING					138.00
Colonial Life & Accidental Ins. Co					
Bill	08/22/2019		08/22/2019		488.85
Total Colonial Life & Accidental Ins. Co					488.85
ComCast					
Bill	08/12/2019		08/12/2019	10	611.19
Total ComCast					611.19
CWTA					
Bill	08/08/2019		08/08/2019	14	312.12
Total CWTA					312.12
D&S Heavy Duty & Trailer Repair					
Bill	08/12/2019		08/12/2019	10	7,854.85
Bill	08/12/2019		08/12/2019	10	4,698.88
Bill	08/12/2019		08/12/2019	10	2,880.05
Bill	08/12/2019		08/12/2019	10	627.75
Bill	08/22/2019		08/22/2019		2,596.98
Total D&S Heavy Duty & Trailer Repair					18,658.51

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Unpaid Bills Detail
As of August 22, 2019

Type	Date	Num	Due Date	Aging	Open Balance
Delta Dental					
Bill	08/22/2019		08/22/2019		1,670.90
Total Delta Dental					1,670.90
Full Moon Advertising Inc					
Bill	08/22/2019		08/22/2019		700.00
Total Full Moon Advertising Inc					700.00
Hanson Beverage Co.					
Bill	08/08/2019		08/08/2019	14	61.50
Total Hanson Beverage Co.					61.50
HARMON AUTOGLASS					
Bill	08/22/2019		08/22/2019		524.00
Total HARMON AUTOGLASS					524.00
HEI WIRELESS					
Bill	08/12/2019		08/12/2019	10	200.00
Total HEI WIRELESS					200.00
HERALD PALLADIUM					
Bill	08/12/2019		08/12/2019	10	42.50
Total HERALD PALLADIUM					42.50
Indiana Michigan Power					
Bill	08/22/2019		08/22/2019		1,583.43
Total Indiana Michigan Power					1,583.43
Jordan Automotive Group					
Bill	08/22/2019		08/22/2019		966.42
Total Jordan Automotive Group					966.42
KOTZ SANGSTER WYSOCKI P.C.					
Bill	08/22/2019		08/22/2019		279.00
Total KOTZ SANGSTER WYSOCKI P.C.					279.00
LOUIS GELDER & SONS					
Bill	08/12/2019		08/12/2019	10	271.33
Total LOUIS GELDER & SONS					271.33
MICH DEPT.OF TREASURY					
Bill	08/13/2019		08/13/2019	9	11,615.00
Total MICH DEPT.OF TREASURY					11,615.00
MICH GAS					
Bill	08/08/2019		08/08/2019	14	66.07
Total MICH GAS					66.07
Mich. Transit Pool - Liability Trust Fund					
Bill	08/08/2019		08/08/2019	14	18,796.00
Total Mich. Transit Pool - Liability Trust Fund					18,796.00
O'Reilly Auto Parts					
Bill	08/08/2019		08/08/2019	14	3,726.64
Total O'Reilly Auto Parts					3,726.64

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Unpaid Bills Detail
As of August 22, 2019

Type	Date	Num	Due Date	Aging	Open Balance
Orkin					
Bill	07/30/2019		07/30/2019	23	107.55
Bill	08/22/2019		08/22/2019		107.55
Total Orkin					215.10
PARRETT BUSINESS					
Bill	07/30/2019		07/30/2019	23	43.04
Bill	08/22/2019		08/22/2019		64.18
Total PARRETT BUSINESS					107.22
Petro Tank & Line Testing LLC					
Bill	08/08/2019		08/08/2019	14	1,391.50
Bill	08/16/2019		08/16/2019	6	4,428.34
Total Petro Tank & Line Testing LLC					5,819.84
Pri Mar Petroleum					
Bill	08/12/2019		08/12/2019	10	714.72
Total Pri Mar Petroleum					714.72
RAPID PRINT					
Bill	08/22/2019		08/22/2019		226.94
Total RAPID PRINT					226.94
Standard Insurance Company					
Bill	08/22/2019		08/22/2019		518.89
Total Standard Insurance Company					518.89
STAPLES					
Bill	08/22/2019		08/22/2019		392.83
Total STAPLES					392.83
THAYER					
Bill	08/22/2019		08/22/2019		403.31
Total THAYER					403.31
UniFirst Corp. 099					
Bill	08/08/2019		08/08/2019	14	286.50
Bill	08/22/2019		08/22/2019		220.82
Total UniFirst Corp. 099					507.32
Westfield Insurance					
Bill	08/22/2019		08/22/2019		30.00
Total Westfield Insurance					30.00
WSJM Tower Operations					
Bill	08/08/2019		08/08/2019	14	529.40
Total WSJM Tower Operations					529.40
TOTAL					75,020.62



Twin Cities Area Transportation Authority
(269) 927-2268 • Fax (269) 927-2310

275 East Wall Street, P.O. Box 837, Benton Harbor, MI 49023

Chemical Bank Debit Card Activity

Date	Vendor	Amount
------	--------	--------

07/01-07/31/2019

• Lowes	\$ 151.84
• Family Dollar	\$ 19.12
• Pri-Mart	\$ 143.94
• Citgo	\$ 96.29
• USPS	\$ 7.00
• Amazon	\$ 32.70
• Family Farm Home	\$ 107.02
• Ziprecruiter	\$ 249.00
• Mass trans (Transit Pool)	\$ 1,220.00
• Boyne Mountain	\$ 506.27
• O'Reilly	\$ 194.46
• Taylor Rental	\$ 186.41
• Chicken Coop	\$ 51.92
• Supper Buffet	\$ 25.78
• Ardnt's Auto Service	\$ 498.12
• Advanced Auto Parts	\$ 95.38

• Staples	\$ 72.64
• Gordon Food Service	\$ 67.96
• eBay	\$ 265.90
• Michigan State Police	\$ 10.00
• Go Daddy	\$ 84.48
• Total	\$ <u>4,115.60</u>

July 2019 Debit Card Purchases

TJ CARD

Total: \$3,306.80

Pri Mart (BH)	\$48.84	Diesel
	\$48.30	Diesel
	\$46.80	Diesel
Citgo	\$49.79	Diesel
	\$46.50	<u>NO RECEIPT??</u>
Lowes	\$22.24	Padlock
	\$8.56	Timmer Line
	\$66.72	Wrench, Rector Seal
	\$24.41	<u>NO RECEIPT??</u>
	\$29.91	<u>NO RECEIPT??</u>
Family Farm Home	\$107.02	Ground clear Concentrate, Twin Pine Fertilizer, Grass Seed
Mass Trans (Transit Pool)	\$1,220.00	Conference (Drivers)
Boyne Mountain	\$506.27	Conference (Drivers)
O'Reilly	\$194.46	<u>NO RECEIPT??</u>
Taylor Rental	\$67.69	Submersible pump, nitrile gloves, power snake
	\$118.72	Submersible pump, chemical resistant gloves
Chicken Coop	\$51.92	Board Meeting Food
Supper Buffet	\$25.78	Advisory Board Meeting
Ardnt's Auto Service	\$498.12	Miscellaneous work on buses
Advanced Auto Parts	\$95.38	Pliers, Socket Set

July 2019 Debit Card Purchases

DESHA CARD

Total: \$808.80

USPS	\$7.00	Board Packets
ZipRecruiter	\$249.00	Ads for Director Search
Staples	\$72.64	Phone cords
Gordon Food Service	\$67.96	Coffee
Family Dollar	\$19.12	Air Freshener, Measuring tape
eBay	\$265.90	Refrigerant for Buses
Amazon	\$32.70	Safety Yellow Tape Maintenance
Michigan State Police	\$10.00	Background Check for Director
Go Daddy (Domain website)	\$84.48	Veronica??



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Chemical Automatic Clearing House

07/05	Crystal Flash Propane	(\$)	1.079	\$	1,599.99
07/08	Crystal Flash Propane	(\$)	1.059	\$	1,144.63
07/12	Crystal Flash Propane	(\$)	1.079	\$	1,177.67
07/16	Crystal Flash Propane	(\$)	1.109	\$	1,327.39
07/22	Crystal Flash Propane	(\$)	1.069	\$	1,275.26
07/26	Crystal Flash Propane	(\$)	1.089	\$	1,330.99
07/29	Crystal Flash Propane	(\$)	1.089	\$	1,107.70



Twin Cities Area Transportation Authority
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275 East Wall Street, P.O. Box 837, Benton Harbor, MI 49023

PETTY CASH

Prepared by: Cliff Allen

DATE	DESCRIPTION OF ITEMS	Debit	Credit	Balance
1-Jul	Balance			\$ 168.23
2-Jul	Stamps -Veronica Bragg	\$ 3.66	\$ 0.66	\$ 165.23
12-Jul	Gas reimbursemt for Paul Gillespie	\$ 39.00		\$ 126.23
13-Jul	Travel gas Reimbursement	\$ 55.00		\$ 71.23
	Overpaid Farebox	\$ 1.00	\$ -	\$ 70.23
	Lock	\$ 3.03		\$ 67.20
		\$ -		\$ 67.20
				\$ 67.20
				\$ 67.20

Gas	\$ 94.00
Farebox	\$ 1.00
Ofc supplies	\$ 3.66
Maint supplie	\$ 3.03
Admin supplies	
Total	<u>\$ 101.69</u>

TWIN CITIES AREA TRANSPORTATION AUTHORITY

Trial Balance

As of July 31, 2019

Accrual Basis

	Jul 31, 19	
	Debit	Credit
Fifth Third Bank Checking Acct	0.00	
10101 · CHEMICAL BANK		13,416.43
10103 · OVER / SHORTAGE	0.00	
10105 · CHEMICAL BANK MONEY MARKET	99,401.36	
10107 · FIFTH THIRD BANK-MONEY MARKET	110,000.10	
10109 · FIFTH THIRD BANK - Line of Cred	0.00	
1200 · ACCOUNTS RECEIVABLE		39.50
10102 · PETTY CASH	230.00	
10201 · DUE FROM BH MILLAGE		6,746.80
10202 · DUE FROM BH OPER.	50.00	
10204 · DUE FROM PAYROLL PROCESSOR	0.00	
10205 · DUE FROM FED - OPER	156,848.00	
10206 · Due From FED - CMAQ	0.00	
10211 · DUE FROM STATE - CAPITAL	63,121.50	
10212 · DUE FROM FED - CAPITAL	0.00	
10213 · Due from State - Capital Exp	0.00	
10214 · Due from Fed - Capital Exp	0.00	
10215 · Due from State JARC blue	60,115.00	
10216 · Due from State JARC Red	75,866.00	
10219 · DUE FROM STATE NEW SERVICE	0.00	
10220 · DUE FROM ST. OPER	51,725.00	
10221 · New Freedom Receivable	12,266.08	
10222 · DUE FROM STATE MARKETING	0.00	
10223 · DUE FROM WORKMAN COMP	0.00	
10224 · DUE FROM BANK	0.00	
10225 · DUE FROM EMPLOYEE	0.00	
10226 · DUE FROM VENDOR	0.00	
10227 · ALLOWANCE FOR DOUBTFUL ACCOUNTS	0.00	
10302 · FUEL INVENTORY		531.17
10303 · Inventory Tires	0.00	
10401 · PREPAID VEHICLE INS.	1,610.01	
10402 · PREPAID WORKER COMP		3,183.02
10403 · PREPAID HEALTH INS.	47,670.30	
10404 · PREPAID SECURITY INS		220.50
10405 · PREPAID BUILDING INSURANCE	6,538.65	
10409 · PREPAID EXPENSE-OTHER	0.00	
1120 · Inventory Asset	0.00	
111011 · LAND	80,715.20	
111012 · FACILITY	173,979.06	
111012 · FACILITY:Original Cost	0.00	
111012 · FACILITY:111031 · Depreciation		160,420.86
111012 · FACILITY:111045 · Depreciation -local share	0.00	
111013 · REVENUE VEHICLES	247,424.00	
111013 · REVENUE VEHICLES:Original Cost	0.00	
111013 · REVENUE VEHICLES:111032 · Depreciation revenue vehicles		118,190.62
111013 · REVENUE VEHICLES:111041 · LOCAL CONTRIBUTION	114,989.00	
111014 · WRECKER/ OTHER VEHICLES	133,416.89	
111014 · WRECKER/ OTHER VEHICLES:Original Cost	0.00	
111014 · WRECKER/ OTHER VEHICLES:111033 · Depreciation		126,561.00
111015 · EQUIPMENT	435,223.14	
111015 · EQUIPMENT:Original Cost	0.00	
111015 · EQUIPMENT:111034 · Depreciation		287,796.24
111016 · OFFICE EQUIPMENT	1,257.93	
111016 · OFFICE EQUIPMENT:Original Cost	0.00	
111016 · OFFICE EQUIPMENT:111035 · Depreciation	0.00	
111017 · RADIOS	529.40	
111017 · RADIOS:Original Cost	0.00	
111017 · RADIOS:111036 · Depreciation	0.00	
111018 · SPECIAL PASSENGER VEHICLE	27,000.00	
111019 · BUS EQUIPMENT-COMPUTER SURF PRO	9,700.00	
111020 · SUPERVISORS VEHICLE	0.00	
111020 · SUPERVISORS VEHICLE:Original Cost	0.00	
111020 · SUPERVISORS VEHICLE:111038 · Depreciation	0.00	
111020 · SUPERVISORS VEHICLE:111047 · Depreciation - local share	0.00	

TWIN CITIES AREA TRANSPORTATION AUTHORITY

Trial Balance

As of July 31, 2019

Accrual Basis

	Jul 31, 19	
	Debit	Credit
111021 · GARAGE FLOOR WASHER	0.00	
111021 · GARAGE FLOOR WASHER:Original Cost	0.00	
111021 · GARAGE FLOOR WASHER:111039 · Depreciation	0.00	
111022 · ADA EQUIPMENT	0.00	
111022 · ADA EQUIPMENT:Original Cost	0.00	
111022 · ADA EQUIPMENT:111040 · Depreciation	0.00	
111023 · VENDING MACHINES	0.00	
111023 · VENDING MACHINES:Original Cost	0.00	
111023 · VENDING MACHINES:111042 · Depreciation	0.00	
111024 · ASSOCIATED CAPITAL	0.00	
111024 · ASSOCIATED CAPITAL:Original Cost	0.00	
111024 · ASSOCIATED CAPITAL:111043 · Depreciation	0.00	
111025 · WRECKER REHAB:Original Cost	0.00	
111025 · WRECKER REHAB:111044 · Depreciation	0.00	
111026 · Automatic Vehicle Locator	0.00	
111026 · Automatic Vehicle Locator:111048 · Depreciation of AVL	0.00	
111027 · Bike Racks	0.00	
111027 · Bike Racks:111049 · Depreciation bike rack	0.00	
111028 · Mobile Surveillance Camera	55,310.83	
111028 · Mobile Surveillance Camera:111050 · Depreciation Mobile Surveil...	0.00	
111029 · Bus Shelters	0.00	
111029 · Bus Shelters:111052 · Depreciation Bus Shelters	0.00	
111030 · Dispatch Computer System	0.00	
111030 · Dispatch Computer System:111053 · Depreciation Dispatch Com...	0.00	
2000 · Accounts Payable		493.59
20201 · ACCRUED PAYROLL	0.00	
20206 · ACCRUED FRINGE PAYABLE	0.00	
20207 · Accrued Expenses	0.00	
20211 · PAYROLL WITHHOLDING		15,237.21
20218 · MISCELLANIOUS PAYABLE	0.00	
20506 · DUE TO FED	0.00	
20507 · DUE TO VENETIAN FESTIVAL -FARE	0.00	
20508 · DUE TO EMPLOYEE	0.00	
20509 · Due to State -overpaid operatin	0.00	
20510 · Due to Customer	0.00	
20511 · Due to SEP	0.00	
21101 · ADVANCE LOCAL GOV	0.00	
21102 · ADVANCE LOCAL MILLAGE		41,795.34
21104 · ADVANCES STATE GOVER.		78,992.00
21106 · Accrued Sick Days		21,584.64
21108 · Accrued Vacation Pay		26,235.00
3001 · Due to Bank-Line of Credit		100,000.00
3000 · Opening Bal Equity	0.00	
30400 · Contributed Capital -	0.00	
30401 · Contributed Capital - Federal	0.00	
30402 · Contributed Capital State	0.00	
30404 · Contribute Capital Local	0.00	
30501 · Closing depr	0.00	
3900 · Retained Earnings		1214188.27
40101 · FAREBOX		144,393.48
40102 · Punch Cards White		3,355.50
40103 · Fare box coin over and short	44.32	
40104 · Punch Cards Blue		14,647.00
40199 · FARES-TOKENS		5,226.25
40203 · SPECIAL ROUTE GUARANTEES		1,620.00
40603 · AUX REV - ADVERTISING		11,850.00
40699 · Other Auxiliary Transportation		9,371.93
40704 · NON TRANS - INVEST INCOME	0.00	
40799 · Other Non Transit Revenue		48,515.10
40801 · LOCAL SUBSIDY - MILLAGE		91,480.00
40950 · Local Capital Grant		114,989.00
409991 · Punch Card white - local match		322.00
409992 · Punch Card Blue - Local Match		15,636.00
409993 · Tokes - Local Match		15,728.50

TWIN CITIES AREA TRANSPORTATION AUTHORITY

Trial Balance

As of July 31, 2019

Accrual Basis

		Jul 31, 19	
		Debit	Credit
41101 · STATE SUBSIDY - OPER			673,447.00
411012 · JARC Blue oper			140,243.00
411013 · JARC Red Operating			155,758.00
41150 · State Capital Grant			136,797.00
41201 · Prior Year Adj -St.Fed.&Local			66,890.00
41301 · FEDERAL SUBSIDY - OPER			635,517.00
41305 · New Freedom Program Grant			21,007.11
41350 · Federal Capital Grant			684,915.00
41401 · INTEREST INCOME			169.42
501011 · OPERATORS WAGES	520,162.55		
501021 · OTHER WAGES - OPER	103,352.74		
501022 · OTHER WAGES - MAINT	83,129.02		
501023 · OTHER WAGES - ADMIN	119,615.36		
501031 · DISPATCHERS WAGES	92,355.04		
501044 · OTHER WAGES NEW FREEDOM	33,076.89		
502031 · HEALTH INS - OPER	161,457.18		
502032 · HEALTH INS - MAINT	11,836.21		
502033 · HEALTH INSURANCE ADMIN	51,962.37		
502041 · SS & MED OPER	56,682.53		
502042 · SS & MED MAINT	6,648.86		
502043 · SS & MED ADMIN	9,706.40		
502044 · SS & MED NEW FREEDOM	2,530.33		
502071 · UNEMPLOYMENT - OPER	11,722.98		
502072 · UNEMPLOYMENT - MAINT	1,080.07		
502073 · UNEMPLOYMENT - ADMIN	1,279.24		
502074 · UNEMPLOYMENT NEW FREEDOM	305.24		
502081 · WORKERS COMP OPER	37,820.42		
502082 · WORKERS COMP MAINT	3,562.63		
502083 · WORKERS COMP ADMIN	1,540.96		
502091 · SICK LEAVE -OPER	16,675.86		
502092 · SICK LEAVE -MAINT.	1,025.60		
502093 · SICK LEAVE -ADMIN	1,732.00		
502101 · HOLIDAY - OPER	15,634.56		
502102 · HOLIDAY - MAINT	1,524.36		
502103 · HOLIDAY - ADMIN	2,053.60		
502111 · VACATION -OPER	21,180.56		
502112 · VACATION - MAINT	2,101.04		
502113 · VACATION - ADMIN	4,775.53		
503023 · ADVERTISING FEES	5,613.16		
503031 · SERVICE OPER	30,538.38		
503032 · SERVICE MAINT	87,973.20		
503033 · SERVICE ADMIN	54,238.99		
503051 · CONTRACT MAINT OPER	1,574.00		
503052 · CONTRACT MAINT	428.64		
503053 · CONTRACT MAINT ADMIN	509.37		
503072 · SECURITY SERVICE	427.30		
503991 · DRUG TESTING OPER	1,235.00		
503992 · OTHER SERVICE	347.00		
503993 · OTHER SERVICE ADMIN	37,910.73		
504011 · FUEL OPER	147,193.10		
504012 · FUEL MAINT	2,608.92		
504013 · FUEL ADMIN	1,565.47		
504021 · TIRES	3,683.00		
504031 · SUPPLIES OPER	11,797.96		
504032 · SUPPLIES MAINT	50,796.14		
504033 · SUPPLIES ADMIN	15,989.13		
505021 · ELECTRIC OPER	297.64		
505022 · ELECTRIC MAINT	8,333.58		
505023 · ELECTRIC ADMIN	1,289.72		
505031 · GAS SERVICE OPER	344.82		
505032 · GAS SERVICE MAINT	9,654.71		
505033 · GAS SERVICE ADMIN	1,494.19		
505041 · WATER OPER	111.04		
505042 · WATER MAINT	3,109.38		

TWIN CITIES AREA TRANSPORTATION AUTHORITY

Trial Balance

Accrual Basis

As of July 31, 2019

	Jul 31, 19	
	Debit	Credit
505043 · WATER ADMIN	877.32	
505051 · TELEPHONE OPER	466.84	
505053 · TELEPHONE ADMIN	4.72	
506031 · BUS INSURANCE OPER	74,212.79	
506043 · BUILDING INS	9,574.08	
507003 · TAXES AND FEES	876.05	
509013 · DUES	930.00	
509021 · TRAVEL OPER	4,090.29	
509022 · TRAVEL MAINT	901.20	
509023 · TRAVEL ADMIN	1,186.96	
509024 · TRAVEL NEW FREEDOM	635.72	
509141 · Obsolete DRUG TESTING OPER	707.00	
509993 · OTHER MISC ADMIN	56.92	
511023 · INTEREST EXPENSE	1,000.00	
512121 · RENTAL OPER	3,659.54	
512122 · RENTAL MAINT	1,122.22	
512123 · RENTAL ADMIN	1,012.75	
6560 · PAYROLL EXPENSE	430.61	
TOTAL	<u>7715009.48</u>	<u>7715009.48</u>

TWIN CITIES AREA TRANSPORTATION AUTHORITY

Profit & Loss

October 2018 through July 2019

	Oct '18 - Jul 19
Ordinary Income/Expense	
Income	
40101 · FAREBOX	144,393.48
40102 · Punch Cards White	3,355.50
40103 · Fare box coin over and short	-44.32
40104 · Punch Cards Blue	14,647.00
40199 · FARES-TOKENS	5,226.25
40203 · SPECIAL ROUTE GUARANTEES	1,620.00
40603 · AUX REV - ADVERTISING	11,850.00
40699 · Other Auxiliary Transportation	9,371.93
40704 · NON TRANS - INVEST INCOME	0.00
40799 · Other Non Transit Revenue	48,515.10
40801 · LOCAL SUBSIDY - MILLAGE	91,480.00
40950 · Local Capital Grant	114,989.00
409991 · Punch Card white - local match	322.00
409992 · Punch Card Blue - Local Match	15,636.00
409993 · Tokes - Local Match	15,728.50
41101 · STATE SUBSIDY - OPER	673,447.00
411012 · JARC Blue oper	140,243.00
411013 · JARC Red Operating	155,758.00
41150 · State Capital Grant	136,797.00
41201 · Prior Year Adj -St,Fed.&Local	66,890.00
41301 · FEDERAL SUBSIDY - OPER	635,517.00
41305 · New Freedom Program Grant	21,007.11
41350 · Federal Capital Grant	614,200.00
41401 · INTEREST INCOME	169.42
Total Income	2,921,118.97
Gross Profit	2,921,118.97
Expense	
501011 · OPERATORS WAGES	520,162.55
501021 · OTHER WAGES - OPER	103,352.74
501022 · OTHER WAGES - MAINT	83,129.02
501023 · OTHER WAGES - ADMIN	119,615.36
501031 · DISPATCHERS WAGES	92,355.04
501044 · OTHER WAGES NEW FREEDOM	33,076.89
502031 · HEALTH INS - OPER	161,457.18
502032 · HEALTH INS - MAINT	11,836.21
502033 · HEALTH INSURANCE ADMIN	51,962.37
502041 · SS & MED OPER	56,682.53
502042 · SS & MED MAINT	6,648.86
502043 · SS & MED ADMIN	9,706.40
502044 · SS & MED NEW FREEDOM	2,530.33
502071 · UNEMPLOYMENT - OPER	11,722.98
502072 · UNEMPLOYMENT - MAINT	1,080.07
502073 · UNEMPLOYMENT - ADMIN	1,279.24
502074 · UNEMPLOYMENT NEW FREEDOM	305.24
502081 · WORKERS COMP OPER	37,820.42
502082 · WORKERS COMP MAINT	3,562.63
502083 · WORKERS COMP ADMIN	1,540.96
502091 · SICK LEAVE -OPER	16,675.86
502092 · SICK LEAVE -MAINT.	1,025.60
502093 · SICK LEAVE -ADMIN	1,732.00
502101 · HOLIDAY - OPER	15,634.56
502102 · HOLIDAY - MAINT	1,524.36
502103 · HOLIDAY - ADMIN	2,053.60
502111 · VACATION -OPER	21,180.56
502112 · VACATION - MAINT	2,101.04
502113 · VACATION - ADMIN	4,775.53
503023 · ADVERTISING FEES	5,613.16
503031 · SERVICE OPER	30,538.38

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Profit & Loss
October 2018 through July 2019

	Oct '18 - Jul 19
503032 · SERVICE MAINT	87,973.20
503033 · SERVICE ADMIN	54,238.99
503051 · CONTRACT MAINT OPER	1,574.00
503052 · CONTRACT MAINT	428.64
503053 · CONTRACT MAINT ADMIN	509.37
503072 · SECURITY SERVICE	427.30
503991 · DRUG TESTING OPER	1,235.00
503992 · OTHER SERVICE	347.00
503993 · OTHER SERVICE ADMIN	37,910.73
504011 · FUEL OPER	147,193.10
504012 · FUEL MAINT	2,608.92
504013 · FUEL ADMIN	1,565.47
504021 · TIRES	3,683.00
504031 · SUPPLIES OPER	11,797.96
504032 · SUPPLIES MAINT	50,796.14
504033 · SUPPLIES ADMIN	15,989.13
505021 · ELECTRIC OPER	297.64
505022 · ELECTRIC MAINT	8,333.58
505023 · ELECTRIC ADMIN	1,289.72
505031 · GAS SERVICE OPER	344.82
505032 · GAS SERVICE MAINT	9,654.71
505033 · GAS SERVICE ADMIN	1,494.19
505041 · WATER OPER	111.04
505042 · WATER MAINT	3,109.38
505043 · WATER ADMIN	877.32
505051 · TELEPHONE OPER	466.84
505053 · TELEPHONE ADMIN	4.72
506031 · BUS INSURANCE OPER	74,212.79
506043 · BUILDING INS	9,574.08
507003 · TAXES AND FEES	876.05
509013 · DUES	930.00
509021 · TRAVEL OPER	4,090.29
509022 · TRAVEL MAINT	901.20
509023 · TRAVEL ADMIN	1,186.96
509024 · TRAVEL NEW FREEDOM	635.72
509141 · Obsolete DRUG TESTING OPER	707.00
509993 · OTHER MISC ADMIN	56.92
511023 · INTEREST EXPENSE	1,000.00
512121 · RENTAL OPER	3,659.54
512122 · RENTAL MAINT	1,122.22
512123 · RENTAL ADMIN	1,012.75
6560 · PAYROLL EXPENSE	430.61
Total Expense	1,957,339.71
Net Ordinary Income	963,779.26
Net Income	963,779.26

Total Eligible Expenses	\$1,957,339.71
State Reimbursement Rate for 2019	38.07%
State of Michigan Subsidy Based on Expenses	<u>\$745,159.23</u>
State Revenue Recorded(41101)	<u>\$673,446.00</u>
Over/Under payment	\$71,713.23
Net Income from Profit & Loss Statement	<u>\$1,034,494.26</u>
Non Eligible Expense - Refunds	\$41,088.00
Net Income	\$993,406.26
State Adjustment	\$71,713.23
Net Income After State Adjustment	\$1,065,119.49
Income From Capital	\$750,997.00
Net Income After Adjustments	<u>\$314,122.49</u>
Advertising	\$ 11,850.00
Non-trans(U OF M)	\$ 9,371.93
Local capital grant (bus)	\$ 114,989.00
Prior Year	\$ 66,890.00
New Freedom	\$ 21,007.11
Total Non-Operating	<u>\$ 224,108.04</u>
State Net Income	\$ 90,014.45

TWIN CITIES AREA TRANSPORTATION AUTHORITY

Balance Sheet

As of July 31, 2019

Accrual Basis

	Jul 31, 19
ASSETS	
Current Assets	
Checking/Savings	
10101 - CHEMICAL BANK	-13,416.43
10105 - CHEMICAL BANK MONEY MARKET	99,401.36
10107 - FIFTH THIRD BANK-MONEY MARKET	110,000.10
Total Checking/Savings	195,985.03
Accounts Receivable	
1200 - ACCOUNTS RECEIVABLE	-39.50
Total Accounts Receivable	-39.50
Other Current Assets	
10102 - PETTY CASH	230.00
10201 - DUE FROM BH MILLAGE	-6,746.80
10202 - DUE FROM BH OPER.	50.00
10205 - DUE FROM FED - OPER	156,848.00
10211 - DUE FROM STATE - CAPITAL	63,121.50
10215 - Due from State JARC blue	60,115.00
10216 - Due from State JARC Red	75,866.00
10220 - DUE FROM ST. OPER	51,725.00
10221 - New Freedom Receivable	12,266.08
10302 - FUEL INVENTORY	-531.17
10401 - PREPAID VEHICLE INS.	1,610.01
10402 - PREPAID WORKER COMP	-3,183.02
10403 - PREPAID HEALTH INS.	47,670.30
10404 - PREPAID SECURITY INS	-220.50
10405 - PREPAID BUILDING INSURANCE	6,538.65
Total Other Current Assets	465,359.05
Total Current Assets	661,304.58
Fixed Assets	
111011 - LAND	80,715.20
111012 - FACILITY	
111031 - Depreciation	-1,604,208.86
111012 - FACILITY - Other	1,739,794.06
Total 111012 - FACILITY	135,585.20
111013 - REVENUE VEHICLES	
111032 - Depreciation revenue vehicles	-1,181,901.62
111041 - LOCAL CONTRIBUTION	114,989.00
111013 - REVENUE VEHICLES - Other	2,474,247.00
Total 111013 - REVENUE VEHICLES	1,407,334.38
111014 - WRECKER/ OTHER VEHICLES	
111033 - Depreciation	-126,561.00
111014 - WRECKER/ OTHER VEHICLES - Other	133,416.89
Total 111014 - WRECKER/ OTHER VEHICLES	6,855.89
111015 - EQUIPMENT	
111034 - Depreciation	-287,796.24
111015 - EQUIPMENT - Other	435,223.14
Total 111015 - EQUIPMENT	147,426.90
111016 - OFFICE EQUIPMENT	1,257.93
111017 - RADIOS	529.40

TWIN CITIES AREA TRANSPORTATION AUTHORITY

Balance Sheet

As of July 31, 2019

Accrual Basis

	Jul 31, 19
111018 · SPECIAL PASSENGER VEHICLE	27,000.00
111019 · BUS EQUIPMENT-COMPUTER SURF ...	9,700.00
111028 · Mobile Surveillance Camera	55,310.83
Total Fixed Assets	1,871,715.73
TOTAL ASSETS	2,533,020.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	493.59
Total Accounts Payable	493.59
Other Current Liabilities	
20211 · PAYROLL WITHHOLDING	15,237.21
21102 · ADVANCE LOCAL MILLAGE	41,795.34
21104 · ADVANCES STATE GOVER.	78,992.00
Total Other Current Liabilities	136,024.55
Total Current Liabilities	136,518.14
Long Term Liabilities	
21106 · Accrued Sick Days	21,584.64
21108 · Accrued Vacation Pay	26,235.00
3001 · Due to Bank-Line of Credit	100,000.00
Total Long Term Liabilities	147,819.64
Total Liabilities	284,337.78
Equity	
3900 · Retained Earnings	1,214,188.27
Net Income	1,034,494.26
Total Equity	2,248,682.53
TOTAL LIABILITIES & EQUITY	2,533,020.31

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Profit & Loss Prev Year Comparison
October 2018 through July 2019

	Oct '18 - Jul ...	Oct '17 - Jul ...	\$ Change	% Change
Ordinary Income/Expense				
Income				
40101 · FAREBOX	144,393.48	139,845.65	4,547.83	3.3%
40102 · Punch Cards White	3,355.50	1,845.00	1,510.50	81.9%
40103 · Fare box coin over and short	-44.32	-120.91	76.59	63.3%
40104 · Punch Cards Blue	14,647.00	9,141.00	5,506.00	60.2%
40199 · FARES-TOKENS	5,226.25	5,510.00	-283.75	-5.2%
40203 · SPECIAL ROUTE GUARANTEES	1,620.00	8,528.50	-6,908.50	-81.0%
40603 · AUX REV - ADVERTISING	11,850.00	0.00	11,850.00	100.0%
40699 · Other Auxiliary Transportation	9,371.93	0.00	9,371.93	100.0%
40704 · NON TRANS - INVEST INCOME	0.00	35.00	-35.00	-100.0%
40760 · Gains on the Sale of Cap. Equip	0.00	382.85	-382.85	-100.0%
40799 · Other Non Transit Revenue	48,515.10	15,870.46	32,644.64	205.7%
40801 · LOCAL SUBSIDY - MILLAGE	91,480.00	109,052.61	-17,572.61	-16.1%
40950 · Local Capital Grant	114,989.00	0.00	114,989.00	100.0%
409991 · Punch Card white - local match	322.00	337.50	-15.50	-4.6%
409992 · Punch Card Blue - Local Match	15,636.00	23,109.00	-7,473.00	-32.3%
409993 · Tokens - Local Match	15,728.50	17,446.00	-1,717.50	-9.8%
41101 · STATE SUBSIDY - OPER	673,447.00	619,400.00	54,047.00	8.7%
411012 · JARC Blue oper	140,243.00	130,032.00	10,211.00	7.9%
411013 · JARC Red Operating	155,758.00	170,491.00	-14,733.00	-8.6%
41150 · State Capital Grant	147,859.00	0.00	147,859.00	100.0%
41151 · State Capital Grants 12-0173	0.00	0.00	0.00	0.0%
41201 · Prior Year Adj -St,Fed.&Local	66,890.00	-7,853.00	74,743.00	951.8%
41301 · FEDERAL SUBSIDY - OPER	635,517.00	630,851.00	4,666.00	0.7%
41305 · New Freedom Program Grant	21,007.11	48,635.78	-27,628.67	-56.8%
41350 · Federal Capital Grant	658,449.00	56,456.00	601,993.00	1,066.3%
41401 · INTEREST INCOME	169.42	280.69	-111.27	-39.6%
Total Income	2,976,429.97	1,979,276.13	997,153.84	50.4%
Gross Profit	2,976,429.97	1,979,276.13	997,153.84	50.4%
Expense				
501011 · OPERATORS WAGES	520,162.55	483,070.05	37,092.50	7.7%
501021 · OTHER WAGES - OPER	103,352.74	86,574.11	16,778.63	19.4%
501022 · OTHER WAGES - MAINT	83,129.02	73,093.56	10,035.46	13.7%
501023 · OTHER WAGES - ADMIN	119,615.36	142,328.85	-22,713.49	-16.0%
501031 · DISPATCHERS WAGES	92,355.04	75,063.76	17,291.28	23.0%
501044 · OTHER WAGES NEW FREEDOM	33,076.89	26,923.05	6,153.84	22.9%
502031 · HEALTH INS - OPER	161,457.18	163,026.68	-1,569.50	-1.0%
502032 · HEALTH INS - MAINT	11,836.21	17,969.49	-6,133.28	-34.1%
502033 · HEALTH INSURANCE ADMIN	51,962.37	62,464.98	-10,502.61	-16.8%
502041 · SS & MED OPER	56,682.53	53,019.64	3,662.89	6.9%
502042 · SS & MED MAINT	6,648.86	5,872.72	776.14	13.2%
502043 · SS & MED ADMIN	9,706.40	11,275.85	-1,569.45	-13.9%
502044 · SS & MED NEW FREEDOM	2,530.33	2,059.57	470.76	22.9%
502071 · UNEMPLOYMENT - OPER	11,722.98	11,248.39	474.59	4.2%
502072 · UNEMPLOYMENT - MAINT	1,080.07	1,258.99	-178.92	-14.2%
502073 · UNEMPLOYMENT - ADMIN	1,279.24	1,357.37	-78.13	-5.8%
502074 · UNEMPLOYMENT NEW FREED...	305.24	438.92	-133.68	-30.5%
502081 · WORKERS COMP OPER	37,820.42	27,825.30	9,995.12	35.9%
502082 · WORKERS COMP MAINT	3,562.63	2,623.20	939.43	35.8%
502083 · WORKERS COMP ADMIN	1,540.96	1,229.18	311.78	25.4%
502091 · SICK LEAVE -OPER	16,675.86	19,225.82	-2,549.96	-13.3%
502092 · SICK LEAVE -MAINT.	1,025.60	902.40	123.20	13.7%
502093 · SICK LEAVE -ADMIN	1,732.00	2,520.84	-788.84	-31.3%
502101 · HOLIDAY - OPER	15,634.56	14,483.32	1,151.24	8.0%
502102 · HOLIDAY - MAINT	1,524.36	1,563.32	-38.96	-2.5%
502103 · HOLIDAY - ADMIN	2,053.60	1,945.44	108.16	5.6%
502111 · VACATION -OPER	21,180.56	24,754.24	-3,573.68	-14.4%
502112 · VACATION - MAINT	2,101.04	2,332.00	-230.96	-9.9%
502113 · VACATION - ADMIN	4,775.53	2,691.12	2,084.41	77.5%
503023 · ADVERTISING FEES	5,613.16	5,200.69	412.47	7.9%
503031 · SERVICE OPER	30,538.38	14,972.79	15,565.59	104.0%

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Profit & Loss Prev Year Comparison
October 2018 through July 2019

	Oct '18 - Jul ...	Oct '17 - Jul ...	\$ Change	% Change
503032 · SERVICE MAINT	87,973.20	101,449.69	-13,476.49	-13.3%
503033 · SERVICE ADMIN	54,238.99	29,652.51	24,586.48	82.9%
503051 · CONTRACT MAINT OPER	1,574.00	3,310.00	-1,736.00	-52.5%
503052 · CONTRACT MAINT	428.64	2,724.00	-2,295.36	-84.3%
503053 · CONTRACT MAINT ADMIN	509.37	1,250.55	-741.18	-59.3%
503072 · SECURITY SERVICE	427.30	315.00	112.30	35.7%
503990 · NEW FREEDOM PROG CONTR...	0.00	18,750.00	-18,750.00	-100.0%
503991 · DRUG TESTING OPER	1,235.00	2,361.00	-1,126.00	-47.7%
503992 · OTHER SERVICE	347.00	1,642.75	-1,295.75	-78.9%
503993 · OTHER SERVICE ADMIN	37,910.73	17,360.00	20,550.73	118.4%
504011 · FUEL OPER	147,193.10	154,156.01	-6,962.91	-4.5%
504012 · FUEL MAINT	2,608.92	2,340.28	268.64	11.5%
504013 · FUEL ADMIN	1,565.47	1,970.90	-405.43	-20.6%
504021 · TIRES	3,683.00	21,674.89	-17,991.89	-83.0%
504031 · SUPPLIES OPER	11,797.96	810.00	10,987.96	1,356.5%
504032 · SUPPLIES MAINT	50,796.14	28,330.08	22,466.06	79.3%
504033 · SUPPLIES ADMIN	15,989.13	28,331.17	-12,342.04	-43.6%
504034 · SUPPLIES NEW FREEDOM	0.00	3,456.98	-3,456.98	-100.0%
505021 · ELECTRIC OPER	297.64	348.13	-50.49	-14.5%
505022 · ELECTRIC MAINT	8,333.58	9,747.73	-1,414.15	-14.5%
505023 · ELECTRIC ADMIN	1,289.72	1,508.58	-218.86	-14.5%
505031 · GAS SERVICE OPER	344.82	330.12	14.70	4.5%
505032 · GAS SERVICE MAINT	9,654.71	8,663.44	991.27	11.4%
505033 · GAS SERVICE ADMIN	1,494.19	1,343.87	150.32	11.2%
505041 · WATER OPER	111.04	162.70	-51.66	-31.8%
505042 · WATER MAINT	3,109.38	3,677.32	-567.94	-15.4%
505043 · WATER ADMIN	877.32	537.73	339.59	63.2%
505051 · TELEPHONE OPER	466.84	4,812.07	-4,345.23	-90.3%
505053 · TELEPHONE ADMIN	4.72	48.61	-43.89	-90.3%
506031 · BUS INSURANCE OPER	74,212.79	64,536.66	9,676.13	15.0%
506043 · BUILDING INS	9,574.08	8,052.51	1,521.57	18.9%
507003 · TAXES AND FEES	876.05	383.55	492.50	128.4%
509013 · DUES	930.00	1,272.10	-342.10	-26.9%
509021 · TRAVEL OPER	4,090.29	2,628.46	1,461.83	55.6%
509022 · TRAVEL MAINT	901.20	929.26	-28.06	-3.0%
509023 · TRAVEL ADMIN	1,186.96	3,698.11	-2,511.15	-67.9%
509024 · TRAVEL NEW FREEDOM	635.72	854.46	-218.74	-25.6%
509141 · Obsolete DRUG TESTING OPER	707.00	0.00	707.00	100.0%
509993 · OTHER MISC ADMIN	56.92	0.00	56.92	100.0%
511023 · INTEREST EXPENSE	1,000.00	0.00	1,000.00	100.0%
512121 · RENTAL OPER	3,659.54	5,094.89	-1,435.35	-28.2%
512122 · RENTAL MAINT	1,122.22	2,313.79	-1,191.57	-51.5%
512123 · RENTAL ADMIN	1,012.75	198.00	814.75	411.5%
6560 · PAYROLL EXPENSE	430.61	0.00	430.61	100.0%
Total Expense	1,957,339.71	1,880,343.54	76,996.17	4.1%
Net Ordinary Income	1,019,090.26	98,932.59	920,157.67	930.1%
Net Income	1,019,090.26	98,932.59	920,157.67	930.1%

RESTATED

ARTICLES OF INCORPORATION

OF

TWIN CITY AREA TRANSPORTATION AUTHORITY

These Restated Articles of Incorporation are adopted by the City of Benton Harbor, Berrien County, Michigan for the purpose of continuing the Authority created on July 1, 1974, under the provisions of 1963 PA 55, MCL 124.351 *et seq.* and Article VII, §27 of the Constitution of the State of Michigan of 1963 by adoption of Articles of Incorporation by the City of Benton Harbor other incorporating municipalities, and amended on January 2, 1975, August 20, 1975, November 9, 1976 and 1979. These Restated Articles of Incorporation supersede the Articles of Incorporation, as so amended.

ARTICLE I

The name of this Authority is "Twin City Area Transportation Authority".

ARTICLE II

Incorporating Municipality

The name of the municipality incorporating and included in this Authority is the City of Benton Harbor, Berrien County, Michigan, hereinafter sometimes referred to as the "City".

ARTICLE III

Purpose

The purpose of this Authority is to acquire, own, operate and manage a public mass transportation system within the boundaries of the City and other political subdivisions. The service to be provided is commonly known as "Dial-A-Ride Transportation".

ARTICLE IV

General Powers

This Authority shall be a body corporate with power to sue or to be sued in any court of this state. It shall include all of the territory embraced within the City. It shall possess all the powers granted by any statute and by these Articles, and all powers necessary to carry out the purpose of this Authority herein set forth, and all things incident thereto. The enumeration of any powers herein shall not be construed as a limitation upon its general powers. It shall have a corporate seal.

ARTICLE V

Term

This Authority shall continue in existence until dissolved by act of the City Commission or by law; provided, that it shall not be dissolved if such dissolution would operate as an impairment of any of its contracts.

ARTICLE VI

Fiscal Year

The fiscal year of the Authority shall commence on the first day of October of each year and end on the thirtieth day of September of the following year.

ARTICLE VII

Board of Trustees

(a) Governing Body. The governing body of this Authority shall be a Board of Trustees, hereinafter sometimes referred to as the “Board”, which shall be vested with the management of its business and affairs.

(b) How Constituted. The Board shall consist of five members appointed by the City Commission, all of whom shall be electors of the City and at least one, but not more than one, of whom shall be the City Manager or other City Official, who shall be appointed on or before the first day of October of each year, and shall serve at the pleasure of the City Commission during the next fiscal year following appointment unless earlier removed or until a successor is appointed. The City Commission may remove a Board member with or without cause on its own initiative or upon receipt of a resolution recommending removal approved by the affirmative vote of 75% of the members then serving, and shall remove Board member, other than the City Manager or other City official, who is absent from 3 consecutive regular monthly Board meetings. Compensation, if any, of Board members shall be set by the Board.

(c) Organization. At its regular meeting in October each year, the Board shall elect the following officers: Chairperson, Vice-Chairperson, Secretary and Treasurer all of whom shall be Board members. The Board officers shall serve for one year unless earlier removed with or without cause by the affirmative vote of a 75% of the Board members then serving, or until their respective successors have been elected. The Board shall also appoint an executive director who shall serve at the pleasure of the Board. The executive director shall be charged with the management and administration of the Authority and shall be the Authority’s Freedom of

Information Act, 1976 PA 442, MCL 15.231 *et seq.* coordinator. The executive director shall receive such compensation as the Board shall determine.

(d) Vacancies. In the event of a vacancy on the Board, the City Commission shall fill the vacancy for the unexpired term. In the event of a vacancy in a Board office, the Board shall fill the vacancy for the unexpired term.

ARTICLE VIII

Meetings and Notice Thereof

Public notice of meetings of the Board shall be given and meetings of the Board conducted in accordance with the Michigan Open Meetings Act, 1976 PA 267, MCL 15.261 *et seq.* Regular meetings of the Board shall be held monthly at such times and places as shall be prescribed by resolution of the Board. Special meetings of the Board may be called by the Chairperson, or any three (3) Board members, by serving written notice of the time, place and purpose thereof, upon each member of the Board, personally, or by leaving it at the member's residence, at least twenty-four (24) hours prior to the time of such meeting, or by depositing the same in a United States Post Office or mail box within the limits of the Authority, at least seventy-two (72) hours prior to the time of such meeting, enclosed in a sealed envelope properly addressed to the member at the member's residence or office address, with postage fully prepaid thereon. Special meetings of the Board at which all members are present shall be deemed to be valid even though no written notice thereof may have been given as above provided. Any Board member may waive notice of any meeting either before or after the holding thereof. A majority of all the Board members then serving shall be required for a quorum. The Board shall act by motion, resolution, or ordinance. For the passage of any motion, resolution, or ordinance, there

shall be required the affirmative vote of a majority of the Board members then serving, except where a larger vote is required by these Articles. The Board shall have the right to adopt rules governing its procedure which are not in conflict with the terms of any statute or of these Articles. The Board shall keep a journal of its proceedings, which shall be signed by the Chairperson and Secretary. All votes shall be "Yeas" and "Nays". The journal shall show how each Board member voted.

ARTICLE IX

Officers

The Chairperson shall be the Board's presiding officer at Board meetings. Except as herein otherwise provided, the Chairperson shall not have any executive or administrative functions other than as a member of the Board and the Board's presiding officer. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Secretary shall be the Board's recording officer and shall oversee the Authority's compliance with the requirements of the Open Meetings Act for meeting notices, meeting minutes and otherwise. The Treasurer shall be custodian of the funds of the Authority and shall give to it a bond, conditioned upon the faithful performance of the duties of the office. The cost of said bond shall be paid by the Authority. The Treasurer shall oversee the Authority's accounting function. All Authority moneys shall be deposited in one (1) or more eligible financial institutions under the Depositories for Public Moneys Act, 1932 PA 40, MCL 129.11 *et seq.* designated by Board resolution as may be necessary for the deposited funds to be fully insured. All checks or other forms of withdrawal therefrom shall be signed by any two Board

officers other than the Treasurer. The Board officers shall have such other powers and duties as the Board may confer upon them.

ARTICLE X

Property

The Authority may acquire property for a mass transportation system by purchase, construction, lease, gift or devise, either within or without the area served by such mass transportation system and may hold, manage, control, sell, exchange or lease such property. The Authority may utilize any appropriate statute for the purpose of condemnation. Such condemnation proceedings shall only be applicable to property located within the corporate boundaries of the City.

ARTICLE XI

Fares and Contracts

The Authority shall have authority to charge such fares and enter into contracts for the service provided by the mass transportation system as shall be necessary to provide funds to meet the obligations of said Authority.

ARTICLE XII

Revenue Bonds; Payment

For the purpose of acquiring, improving, enlarging or extending a mass transportation system, the Authority may issue self-liquidating revenue bonds in accordance the Revenue Bond Act of 1933, 1933 PA 94, MCL 141.101 *et seq.*, or any other act providing for the issuance of

such bonds. No such bonds shall be a general obligation of the Authority, but shall be payable solely from the revenues of the mass transportation system.

ARTICLE XIII

Tax Exemption

All property owned by the Authority shall be exempt from all taxes levied by the state and by the political subdivisions in which the Authority is incorporated. The Authority shall be required to pay taxes or assessments upon its real and personal property situated outside the City.

ARTICLE XIV

Audit

The Board shall cause an audit of its financial transactions and affairs to be made by an authorized State agency or a qualified CPA at the end of each fiscal year and shall furnish a copy thereof to the City.

ARTICLE XV

Dissolution

In the event the Authority is dissolved, the assets of the Authority shall be liquidated and, after payment of all debts of the Authority, the balance shall be disbursed to the City.

ARTICLE XVI

Amendments

Amendments to these Articles shall become effective when adopted by the City Commission and published as hereinafter provided.

ARTICLE XII

Publication

These Restated Articles of Incorporation shall be published once in the Herald Palladium, a newspaper circulating within the City. One printed copy of these Restated Articles of Incorporation, certified as a true copy thereof, with the date and place of publication, shall be filed with each the Secretary of State and the Clerk of the County of Berrien, within thirty (30) days after execution has been completed. The City Clerk is hereby designated as the person to cause these Articles to be published, certified and filed as aforesaid.

ARTICLE XVII

Effective Date

These Restated Articles of Incorporation shall become effective upon the filing of printed copies of these Restated Articles of Incorporation, as provided in Article XVI.

These Restated Articles of Incorporation have been adopted by the City Commission of the City of Benton Harbor several, and in witness whereof the City has caused these presents to be signed and its name by its Mayor and Clerk and the City has affixed its corporate seals as of the ____ day of _____, 2019.

Resolution approving the Articles
And authorizing execution adopted

CITY OF BENTON HARBOR

_____, _____

By: _____

Mayor

Attest:

City Clerk



Twin Cities Area Transportation Authority
(269) 927-2268 • Fax (269) 927-2310

275 East Wall Street, P.O. Box 837, Benton Harbor, MI 49023

TWIN CITIES AREA TRANSPORTATION AUTHORITY
TCATA
RESOLUTION OF APPOINTMENT OF EXECUTIVE DIRECTOR

Whereas, the Twin Cities Area Transportation Authority (TCATA) incorporated under the provision of Act 55, Public Acts of 1963, as amended, and subsequent provisions of Article VII 2 (b) (1), Michigan 611 (1) and (631) (1) of Acts 284, Public Acts of 1972, is located at 275 E. Wall Street, Benton Harbor, MI 49022; and

Whereas, the Twin Cities Area Transportation Authority (TCATA) is the designated transportation provider for the Benton Harbor-St. Joseph Urbanized Area (UZA) and has responsibility for the provision of public travel services within the UZA to the extent that it receives the necessary funding from participating communities as match to be used to secure additional equipment and resources to provide the services; and

Whereas, TCATA is a grantee of the Federal, State, and local Government and receives funding to acquire equipment, facilities, personnel and operating cost to carry out public transit services within the UZA with matching funds provided by the City of Benton Harbor only, which local government unit appoints the members of the Board of Directors that develops and implements policy governing the organization. The Board of Directors is empowered to appointment a Director to manage TCATA; and

Whereas, the Board of Directors of the Twin Cities Area Transportation Authority did effective July 30, 2019 by majority vote did appoint Paul Gillespie as the Executive Director of the organization with powers to manage and operate TCATA in its entirety including but not limited to hiring, directing, and discipline of all staff, managing the financial and operational affairs of the organization, negotiating and executing contracts, development, signing, and submittal of grant applications, and documents on behalf of TCATA, and to serve as it's representative on various Boards;

NOW THEREFORE BE IT RESOLVED THAT the Board of Directors of the Twin Cities Area Transportation Authority does hereby reaffirms its appointment of Paul Gillespie as Executive Director of the organization empowered as described herein;

Anthony Andrews, Chairperson of TCATA Board

Date:

Attest: Emma Kinnard, Secretary

**TWIN CITIES AREA TRANSPORTATION AUTHORITY
DIAL-A-RIDE
SPECIAL MEETING
HELD JULY 30, 2019**

Board Members Present: Anthony Andrews, Chairperson
 Emma Kinnard, Secretary
 Juanita Henry, Trustee

Board Members Absent: Lisa Varrie, Trustee
 James Childs, Trustee

Staff Present: TJ Taylor, Assistant Director
 Bill Purvis, Consultant

Public:

The meeting was called to order by Juanita Henry.

Bill stated that Paul Gillespie had an interview that lasted about two hours and he showed his interest for the company by looking up all the grants that we have done.

TJ stated that he was impressed by Paul's attitude and that Paul was concerned about moral.

Bill and TJ stated that Paul is eager to learn the system and is willing to go out into the public.

A motion was made by Juanita Henry to appoint Paul Gillespie as Executive Director of Twin Cities Area Transportation Authority on July 30, 2019, supported by Emma Kinnard, Anthony Andrews, and Juanita Henry. **MOTION CARRIED**

There being no further discussions, the special meeting was adjourned by Anthony Andrews.

Secretary

Date



STATE OF MICHIGAN

DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSINGGRETCHEN WHITMER
GOVERNORJEFF DONOFRIO
DIRECTOR

August 15, 2019

Twin City Area Transportation Authority
275 E Wall St
Benton Harbor, MI 49022AUG 19 2019
KB

RE: Alexandre Little

CLAIM # 203231

A complaint has been filed alleging a violation of the Michigan Payment of Wages and Fringe Benefits Act, P.A. 390 of 1978, MCL 408.471 et seq., as amended. The Wage and Hour Division is required by law to investigate all complaints filed with this agency.

<u>Amount</u>	<u>Type</u>	<u>Period</u>	<u>Description</u>
Claim Detail: \$29,728.86	Vacation Pay	03/22/17 - 03/27/19	
\$3,211.50	Vacation Pay	03/28/19 - 07/28/19	
\$28,961.20	Wages	03/28/19 - 07/28/19	
\$1,284.50	Bonus	05/22/19	

This letter should not be construed as a determination that the claim is valid. If any of the amount being claimed is correct, please send a check to this office made payable to **Alexandre Little**.

Section 11(1) of the Payment of Wages and Fringe Benefits Act requires a claim be filed within 12 months of the alleged violation date; being the date upon which the payment would normally have been due and was not paid; actual pay date, not earning period. The period listed above is what has been claimed. The claim was received by Wage and Hour on **8/7/19**. If you disagree with the claim, please provide records for the earning periods within Wage and Hour's jurisdiction using your *paydays* within 12 months of **8/7/19**. These records need to include copies of time records, payroll records containing gross earnings and itemization of deductions, written agreements or written policies, commission statements, canceled checks, or other information necessary to resolve the claim. Provide these records as required by Section 9(3) of Act 390 **within ten (10) calendar days**. Your response is necessary to evaluate the merits of this claim. Any records or information submitted will be considered in Wage and Hour's decision. Paper documents are accepted but electronic documents are preferred. It is highly recommended that you encrypt any electronic documents containing sensitive information and e-mail the password separately. Electronic documents can be received as e-mail or contained on other media (such as CDs or flash drives) and sent via regular mail. Electronic documents should be sent in Microsoft Office format (such as Word), or as an image (such as a TIFF, JPG or PDF).

Failure to respond may result in an on-site inspection at your place of business to examine records.

If the requested records are not made available, the investigation will be concluded and a determination issued based upon the available evidence received by the department. The determination may include an order requiring payment of wages and/or fringe benefits, an interest penalty, civil penalties not to exceed \$1,000.00 and exemplary damages of not more than twice the amount found due.

All parties involved with this case must notify me of any address or phone number changes and any direct payments made or received.

If you require additional information about the complaint or the law, you may contact me.

Ronald Harper, Investigator
(616) 841-8053
HarperR3@michigan.gov

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities.

WAGE AND HOUR DIVISION

P.O. Box 30476 • Lansing, Michigan 48909-7976

OVERNIGHT MAIL ADDRESS: 2407 N. GRAND RIVER • LANSING, MICHIGAN 48906

Toll Free: 1-855-4MI-WAGE (1-855-464-9243) • (517) 284-7800 • FAX (517) 763-0110

www.michigan.gov/wagehour • www.michigan.gov/leo

Employer Response Worksheet

Re: Alexandre Little
Assigned Investigator: Ronald Harper

CLAIM # 203231
(616) 841-8053

HarperR3@michigan.gov

Claim Detail	Amount	Type	Period	Description
	\$29,728.86	Vacation Pay	03/22/17 - 03/27/19	
	\$3,211.50	Vacation Pay	03/28/19 - 07/28/19	
	\$28,961.20	Wages	03/28/19 - 07/28/19	
	\$1,284.50	Bonus	05/22/19	

Business Contact Name: _____ Contact Phone Number: _____

☐ Start date: _____ Last date worked: _____

☐ Quit ☐ Still employed ☐ Discharged

☐ Legal business name (attach records): _____

☐ Federal I.D. Number (attach records): _____

☐ Please provide a brief explanation of why these monies haven't been paid: _____

☐ Explanation of wage agreement along with copies of written agreements or other supporting documentation (attach records): _____

☐ Provide daily time records that include starting and ending times for the period claimed

☐ Provide payroll records that include gross earnings and itemized deductions for the period claimed.

☐ Have you paid anything towards the monies being claimed? If so, how much and provide front and back of canceled checks, cash payment receipts, and direct deposit or pay card payment records. _____

☐ Provide entire written agreements/handbook, contracts, policies, plans, etc.

☐ Any other information used to prepare your payroll (attach records)

Additional records may be requested