THE rapid Interurban Transit Partnership

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Date: January 11, 2012

To: ITP Board

From: Scott Walsh

Subject: MONTHLY FINANCIAL STATEMENTS

ACTION REQUESTED

Attached for your review and consideration are the November 30th and December 31st Combined Operating Statements and Grant Revenues & Expenditures Statements.

GENERAL DISCUSSION

The Rapid finished the first quarter approximately $550,000 ahead of budgeted expectations. Based on the adopted budget we should have expected to have needed to shift $230,000 of operating expenses to capital grants and should have expected a surplus of only $292,000.

Keep in mind, however, that the budget includes significant service enhancements and that we have yet to incur those costs.

Interurban Transit Partnership
Combined Operating Statement
Month Ended 12/31/11

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target= 25%
Revenue & Operating Assistance						
Passenger Fares						
1. Passenger Fares - Linehaul	4,980,507	4,980,507	430,252	1,310,200	3,670,307	26%
2. Passenger Fares - Paratransit	792,833	792,833	57,772	160,278	632,555	20%
3. Passenger Fares - Other	49,005	49,005	7,203	17,647	31,358	36%
4. Total Passenger Fares	**5,822,345**	**5,822,345**	**495,227**	**1,488,125**	**4,334,220**	**26%**
Sale Of Transportation Services						
5. CMH Contribution	1,826,910	1,826,910	155,395	476,265	1,350,645	26%
6. Dash Contract	814,890	814,890	67,260	202,282	612,608	25%
7. Grand Valley State University	2,417,102	2,417,102	198,810	843,893	1,573,209	35%
8. Employment Transportation (Van Pool)	144,000	144,000	11,511	33,156	110,844	23%
9. Township Services	251,000	251,000	20,776	59,977	191,023	24%
10. Other	279,132	279,132	18,687	47,266	231,866	17%
11. Total Sale Of Transportation Services	**5,733,034**	**5,733,034**	**472,439**	**1,662,839**	**4,070,195**	**29%**
Other Revenue & Support						
12. State Operating	11,247,466	11,247,466	1,064,870	2,786,464	8,461,002	25%
13. Property Taxes	14,677,143	14,677,143	1,223,095	3,669,286	11,007,857	25%
14. Advertising	140,000	140,000	11,667	35,000	105,000	25%
15. Interest & Miscellaneous	426,506	426,506	14,933	61,598	364,908	14%
16. Total Other Revenue & Support	**26,491,115**	**26,491,115**	**2,314,565**	**6,552,348**	**19,938,767**	**25%**
17. TOTAL REVENUE & OPERATING ASSISTANCE	**38,046,494**	**38,046,494**	**3,282,231**	**9,703,312**	**28,343,182**	**25%**
Expenditures Route Service & Demand Response						
Labor						
18. Administrative Salaries	2,952,951	2,952,951	223,169	670,130	2,282,821	23%
19. Driver Wages	9,069,947	9,069,947	702,377	2,167,178	6,902,769	24%
20. Maintenance Wages	1,508,861	1,508,861	93,307	285,457	1,223,404	19%
21. Total Labor	**13,531,759**	**13,531,759**	**1,018,853**	**3,122,765**	**10,408,994**	**23%**
Fringe Benefits						
22. FICA/Medicare Tax	1,138,463	1,138,463	84,274	254,142	884,321	22%
23. Pension	1,081,328	1,081,328	102,425	305,940	775,388	28%
24. Group Medical	3,086,909	3,086,909	467,638	973,354	2,113,555	32%
25. Unemployment Taxes	163,611	163,611	2,286	5,605	158,006	3%
26. Worker's Compensation	300,000	300,000	41,582	122,773	177,227	41%
27. Sick Leave	121,176	121,176	4,576	21,921	99,255	18%
28. Holiday	322,985	322,985	47,609	47,615	275,370	15%
29. Vacation	878,288	878,288	59,349	191,722	686,566	22%

Interurban Transit Partnership
Combined Operating Statement
Month Ended 12/31/11

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target= 25%
30. Bereavement	12,000	12,000	623	2,943	9,057	25%
31. Uniforms	94,764	94,764	3,266	16,253	78,511	17%
32. Personal Days	268,635	268,635	16,397	35,687	232,948	13%
33. Fringe Benefits Distributed to Grants	55,417-	55,417-	6,806-	16,560-	38,857-	30%
34. Total Fringe Benefits	**7,412,742**	**7,412,742**	**823,219**	**1,961,395**	**5,451,347**	**26%**
Services						
35. Audit, Legal, and Consultant	249,000	249,000	59,895	79,804	169,196	32%
36. Contract Service: Janitor & Bus Cleaning	793,419	793,239	54,355	140,327	652,912	18%
37. Contract Service: Other	848,546	849,726	40,701	144,990	704,736	17%
38. Total Services	**1,890,965**	**1,891,965**	**154,951**	**365,121**	**1,526,844**	**19%**
Materials & Supplies						
39. Fuel & Lubricants	4,315,945	4,315,945	367,229	996,697	3,319,248	23%
40. Tires & Tubes	19,608	19,608	3,358	6,102	13,506	31%
41. Office Supplies	50,489	50,489	4,478	13,746	36,743	27%
42. Printing	101,540	101,040	0	4,219	96,821	4%
43. Repair Parts	1,019,413	1,019,413	68,458	231,772	787,641	23%
44. Other Supplies	95,936	95,936	5,861	15,414	80,522	16%
45. Total Materials & Supplies	**5,602,931**	**5,602,431**	**449,384**	**1,267,950**	**4,334,481**	**23%**
Utilities						
46. Electronic Communications	50,226	50,226	4,479	12,612	37,614	25%
47. Gas Heat	375,382	375,382	17,776	24,454	350,928	7%
48. Electric	280,598	280,598	24,340	45,039	235,559	16%
49. Other	88,550	88,550	3,840	9,641	78,909	11%
50. Total Utilities	**794,756**	**794,756**	**50,435**	**91,746**	**703,010**	**12%**
Casualty & Liability						
51. PL & PD Insurance	571,500	571,500	199,930	200,430	371,070	35%
52. Building & Other Insurance	154,384	154,384	90,235	140,795	13,589	91%
53. Total Casualty & Liability	**725,884**	**725,884**	**290,165**	**341,225**	**384,659**	**47%**

Interurban Transit Partnership
Combined Operating Statement
Month Ended 12/31/11

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target= 25%
Other						
54. Dues & Subscriptions	60,688	62,573	1,690	22,075	40,498	35%
55. Professional Development	81,520	81,720	1,607	6,855	74,865	8%
56. Marketing & Promotion	100,000	100,000	722	17,947	82,053	18%
57. Community Outreach	170,000	170,000	604	4,689	165,311	3%
58. Office Equipment	16,740	16,740	2,098	3,087	13,653	18%
59. Shop Tools	35,600	35,600	668	4,917	30,683	14%
60. Miscellaneous	56,800	54,215	3,310	11,165	43,050	21%
61. Total Other	**521,348**	**520,848**	**10,699**	**70,735**	**450,113**	**14%**
62. Purchased Transportation	4,481,698	4,481,698	396,197	1,140,125	3,341,573	25%
63. Purchase Transp. - CMH	2,502,954	2,502,954	212,899	650,621	1,852,333	26%
64. Purchase Transp. - Other	0	0	0	0	0	100%
65. Purchase Transp. - Suburban Paratransit	333,397	333,397	26,040	79,552	253,845	24%
66. Transfer Out - Grant Budget	0	0	0	0	0	100%
67. Operating Expenses - Capitalized	921,496-	921,496-	0	0	921,496-	0%
68. TOTAL OPERATING EXPENDITURES	**36,876,938**	**36,876,938**	**3,432,842**	**9,091,235**	**27,785,703**	**25%**
69. Net Surplus	1,169,556	1,169,556	150,611-	612,077	557,479	25%
	38,046,494	38,046,494	3,282,231	9,703,312	28,343,182	26%

Interurban Transit Partnership
Grant Revenues & Expenditures
Month Ended 12/31/11

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target 25%
Grant Revenue						
1. Federal Grant Assistance	26,008,500	26,008,500	2,846,208	5,620,486	20,388,014	22%
2. State Grant Assistance	5,816,250	5,816,250	637,523	1,258,934	4,557,316	22%
3. Transfer In - Operating Budget	0	0	0	0	0	100%
4. Use of Restricted Net Assets	0	0	0	0	0	100%
5. Other Local - DDA	850,000	850,000	0	0	850,000	0%
6. Total Grant Revenue	32,674,750	32,674,750	3,483,731	6,879,420	25,795,330	21%
Labor						
7. Administrative Salaries	153,485	153,485	8,399	26,556	126,929	17%
8. Driver Wages	0	0	0	0	0	100%
9. Temporary Wages	0	0	0	0	0	100%
10. Fringe Benefit Distribution	55,417	55,417	6,806	16,560	38,857	30%
11. Total Labor	208,902	208,902	15,205	43,116	165,786	21%
Material & Supplies						
12. Tires & Tubes	200,000	200,000	18,437	18,437	181,563	9%
13. Office Supplies	500	500	0	0	500	0%
14. Printing	4,000	4,000	0	1,058	2,942	26%
15. Total Material & Supplies	204,500	204,500	18,437	19,495	185,005	10%
Purchased Transportation						
16. Purchased Transportation	734,360	734,360	161,619	474,126	260,234	65%
17. Specialized Services	463,289	463,289	0	0	463,289	0%
18. Total Purchased Transportation	1,197,649	1,197,649	161,619	474,126	723,523	40%
Other Expenses						
19. Dues & Subscriptions	4,775	4,775	0	0	4,775	0%
20. Professional Development	4,000	4,000	0	1,451	2,549	36%
21. Miscellaneous	10,125	10,125	0	0	10,125	0%
22. Total Other Expenses	18,900	18,900	0	1,451	17,449	8%
Leases						
23. Office Lease	0	0	0	0	0	100%
24. Transit Center Lease	0	0	0	0	0	100%
25. Storage Space Lease	44,400	44,400	3,700	11,100	33,300	25%
26. Total Leases	44,400	44,400	3,700	11,100	33,300	25%
Capital						
27. Rolling Stock	14,695,000	14,695,000	2,216,694	4,475,986	10,219,014	30%
28. Facilities	10,390,730	10,390,730	928,514	1,550,782	8,839,948	15%
29. Equipment	585,173	585,173	1,024	25,410	559,763	4%
30. Other	1,952,000	1,952,000	85,099	169,118	1,782,882	9%
31. Total Capital	27,622,903	27,622,903	3,231,331	6,221,296	21,401,607	23%
32. Planning Services	2,456,000	2,456,000	53,439	108,836	2,347,164	4%
33. Capitalized Operating	921,496	921,496	0	0	921,496	0%
34. Total Expenditures	32,674,750	32,674,750	3,483,731	6,879,420	25,795,330	21%

INTERURBAN TRANSIT PARTNERSHIP

Cash Flow

Dec11			
Beginning Balance: Cash on Hand	Dec11		$11,393,680
Passenger Fares		$495,227	
Property Taxes		72,122	
State Operating Assistance		1,861,060	
Federal Operating Assistance		0	
Other Receipts		1,832,711	4,261,120
Total Cash Available			$15,654,800
Less Dec11 Expenditures			6,748,397
Ending Cash Balance (Actual)	12-31-11		$8,906,403
Jan12 Estimated:			
Projected Passenger Fares		525,000	
Property Taxes		50,000	
Projected State Assistance		0	
Projected Federal Assistance		0	
Other Receipts		1,000,000	1,575,000
Total Projected Cash Available			$10,481,403
Less Projected Jan12 Expenditures			3,500,000
Ending Cash Balance (Estimated)	1-31-12		$6,981,403

INTERURBAN TRANSIT PARTNERSHIP

Cash and Investments

Current Balances	Purchase Date	Maturity Date	Interest Rate	Balance 12-31-11
Cash:				
Fifth Third Bank Operating Account			daily	$1,419,202
Pooled Funds:				
Kent County Treasurer				$2,062,849
Chase				$53,742
Fifth Third Bank				$167,447
Mercantile Bank				$1,634,274
PNC BANK				$2,064,282
Macatawa				$1,504,607
Certificates of Deposit:				
Total Cash and Investments				$8,906,403
Items matured during the month:				
Certificates of Deposit:				

PROFESSIONAL DEVELOPMENT REPORT
ALL EMPLOYEES (EXCLUDING VARGA)
December 2011

AMOUNT	PURPOSE	EMPLOYEE(s)	LOCATION
$200.00	Registration-MPTA Mid-Year Legislative Conf.	Kalczuk, Kirk	Lansing, MI
$783.37	Expenses-Triennial Review Workshop	Hoekstra	Chicago, IL
$416.65	Expenses-APTA CEO Seminar	Hartley Fedorowicz	Orlando, FL
$1,400.02	*		

* This total does not include incidental travel & meetings expenses such as mileage, parking, lunch meetings, etc.

INTERURBAN TRANSIT PARTNERSHIP
PERSONNEL AUTHORIZATION COMPARISON
December 31, 2011

Positions	FY 2012 Authorized	FY 2012 Actual
Senior Managers	13	12
Supervisors & Admins.		
Operations	16	14
Administration	4	4
Professionals		
Operations	2	2
Administration	4	3
Service Development	1	1
Customer Svc./Marketing	1	0
Planning & Grants	3	2
Special Services	1	1
Call Takers/Schedulers		
Special Services	8 D	8 D
Administrative Support		
Operations	4	3
Administration	5 B	5 B
Customer Svc./Marketing	5	5
Special Services	2	2
Total Admin. Personnel	69	62
Bus Operators - Full Time	232	208
Bus Drivers - Part Time	20	31
Mechanics - Fleet	33	27
Mechanics - Facilities	4	4
Total Union Personnel	289	270
TOTAL PERSONNEL	**358**	**332**

A - Includes 1 part time employee
B - Includes 2 part time employee
C - Includes 3 part time employees
D - Includes 4 part time employees
E - Includes 5 part time employees

01/04/20121

Interurban Transit Partnership
Combined Operating Statement
Month Ended 11/30/11

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target= 17%
Revenue & Operating Assistance						
1. Passenger Fares - Linehaul	4,980,507	4,980,507	477,092	879,948	4,100,559	18%
2. Passenger Fares - Paratransit	792,833	792,833	44,757	102,507	690,326	13%
3. Passenger Fares - Other	49,005	49,005	5,584	10,444	38,561	21%
4. Total Passenger Fares	5,822,345	5,822,345	527,433	992,899	4,829,446	17%
5. CMH Contribution	1,826,910	1,826,910	158,892	320,870	1,506,040	18%
6. Dash Contract	814,890	814,890	66,918	135,021	679,869	17%
7. Grand Valley State University	2,417,102	2,417,102	309,294	645,083	1,772,019	27%
8. Employment Transportation (Van Pool)	144,000	144,000	10,907	21,645	122,355	15%
9. Township Services	251,000	251,000	21,724	39,200	211,800	16%
10. Other	279,132	279,132	16,609	28,579	250,553	10%
11. Total Sale Of Transportation Services	5,733,034	5,733,034	584,344	1,190,398	4,542,636	21%
12. State Operating	11,247,466	11,247,466	930,530	1,721,594	9,525,872	15%
13. Property Taxes	14,677,143	14,677,143	1,223,096	2,446,191	12,230,952	17%
14. Advertising	140,000	140,000	11,667	23,333	116,667	17%
15. Interest & Miscellaneous	426,506	426,506	30,434	46,664	379,842	11%
16. Total Other Revenue & Support	26,491,115	26,491,115	2,195,727	4,237,782	22,253,333	16%
17. TOTAL REVENUE & OPERATING ASSISTANCE	38,046,494	38,046,494	3,307,504	6,421,079	31,625,415	16%
Expenditures Route Service & Demand Response						
18. Administrative Salaries	2,952,951	2,952,951	222,982	446,961	2,505,990	15%
19. Driver Wages	9,069,947	9,069,947	744,831	1,464,801	7,605,146	16%
20. Maintenance Wages	1,508,861	1,508,861	101,452	192,150	1,316,711	13%
21. Total Labor	13,531,759	13,531,759	1,069,265	2,103,912	11,427,847	16%
22. FICA/Medicare Tax	1,138,463	1,138,463	86,868	169,868	968,595	15%
23. Pension	1,081,328	1,081,328	103,489	203,515	877,813	19%
24. Group Medical	3,086,909	3,086,909	471,718	505,716	2,581,193	16%
25. Unemployment Taxes	163,611	163,611	2,322	3,319	160,292	2%
26. Worker's Compensation	300,000	300,000	27,069	81,191	218,809	27%
27. Sick Leave	121,176	121,176	5,544	17,345	103,831	14%
28. Holiday	322,985	322,985	2	6	322,979	0%
29. Vacation	878,288	878,288	59,821	132,373	745,915	15%

Interurban Transit Partnership
Combined Operating Statement
Month Ended 11/30/11

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target= 17%
30. Bereavement	12,000	12,000	308	2,321	9,679	19%
31. Uniforms	94,764	94,764	12,143	12,988	81,776	14%
32. Personal Days	268,635	268,635	8,105	19,290	249,345	7%
33. Fringe Benefits Distributed to Grants	55,417-	55,417-	6,530-	9,754-	45,663-	18%
34. Total Fringe Benefits	7,412,742	7,412,742	770,859	1,138,178	6,274,564	15%
35. Audit, Legal, and Consultant	249,000	249,000	18,755	19,909	229,091	8%
36. Contract Service: Janitor & Bus Cleaning	793,419	793,239	49,009	85,973	707,266	11%
37. Contract Service: Other	848,546	848,726	56,491	104,289	744,437	12%
38. Total Services	1,890,965	1,890,965	124,255	210,171	1,680,794	11%
39. Fuel & Lubricants	4,315,945	4,315,945	297,825	629,468	3,686,477	15%
40. Tires & Tubes	19,608	19,608	2,744	2,744	16,864	14%
41. Office Supplies	50,489	50,489	7,877	9,269	41,220	18%
42. Printing	101,540	101,540	4,219	4,219	97,321	4%
43. Repair Parts	1,019,413	1,019,413	84,942	163,314	856,099	16%
44. Other Supplies	95,936	95,936	5,962	9,553	86,383	10%
45. Total Materials & Supplies	5,602,931	5,602,931	403,569	818,567	4,784,364	15%
46. Electronic Communications	50,226	50,226	5,093	8,134	42,092	16%
47. Gas Heat	375,382	375,382	6,679	6,679	368,703	2%
48. Electric	280,598	280,598	20,699	20,699	259,899	7%
49. Other	88,550	88,550	5,801	5,801	82,749	7%
50. Total Utilities	794,756	794,756	38,272	41,313	753,443	5%
51. PL & PD Insurance	571,500	571,500	500	500	571,000	0%
52. Building & Other Insurance	154,384	154,384	0	50,560	103,824	33%
53. Total Casualty & Liability	725,884	725,884	500	51,060	674,824	7%

Interurban Transit Partnership
Combined Operating Statement
Month Ended 11/30/11

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target= 17%
54. Dues & Subscriptions	60,688	60,688	385	20,385	40,303	34%
55. Professional Development	81,520	81,520	4,285	5,248	76,272	6%
56. Marketing & Promotion	100,000	100,000	2,577	17,225	82,775	17%
57. Community Outreach	170,000	170,000	2,132	4,086	165,914	2%
58. Office Equipment	16,740	16,740	988	988	15,752	6%
59. Shop Tools	35,600	35,600	2,320	4,249	31,351	12%
60. Miscellaneous	56,800	56,800	2,749	7,855	48,945	14%
61. Total Other	521,348	521,348	15,436	60,036	461,312	12%
62. Purchased Transportation	4,481,698	4,481,698	408,301	743,928	3,737,770	17%
63. Purchase Transp. - CMH	2,502,954	2,502,954	216,500	437,722	2,065,232	17%
64. Purchase Transp. - Other	0	0	0	0	0	100%
65. Purchase Transp. - Suburban Paratransit	333,397	333,397	30,482	53,512	279,885	16%
66. Transfer Out - Grant Budget	0	0	0	0	0	100%
67. Operating Expenses - Capitalized	921,496-	921,496-	0	0	921,496-	0%
68. TOTAL OPERATING EXPENDITURES	36,876,938	36,876,938	3,077,439	5,658,399	31,218,539	15%
69. Net Surplus	1,169,556	1,169,556	230,065	762,680	406,876	15%
	38,046,494	38,046,494	3,307,504	6,421,079	31,625,415	17%

Interurban Transit Partnership
Grant Revenues & Expenditures
Month Ended 11/30/11

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target 17%
1. Federal Grant Assistance	26,008,500	26,008,500	2,613,340	2,774,278	23,234,222	11%
2. State Grant Assistance	5,816,250	5,816,250	585,362	621,411	5,194,839	11%
3. Transfer In - Operating Budget	0	0	0	0	0	100%
4. Use of Restricted Net Assets	0	0	0	0	0	100%
5. Other Local - DDA	850,000	850,000	0	0	850,000	0%
6. Total Grant Revenue	32,674,750	32,674,750	3,198,702	3,395,689	29,279,061	10%
7. Administrative Salaries	153,485	153,485	9,078	18,158	135,327	12%
8. Driver Wages	0	0	0	0	0	100%
9. Temporary Wages	0	0	0	0	0	100%
10. Fringe Benefit Distribution	55,417	55,417	6,530	9,754	45,663	18%
11. Total Labor	208,902	208,902	15,608	27,912	180,990	13%
12. Tires & Tubes	200,000	200,000	0	0	200,000	0%
13. Office Supplies	500	500	0	0	500	0%
14. Printing	4,000	4,000	1,058	1,058	2,942	26%
15. Total Material & Supplies	204,500	204,500	1,058	1,058	203,442	1%
16. Purchased Transportation	734,360	734,360	158,255	312,508	421,852	43%
17. Specialized Services	463,289	463,289	0	0	463,289	0%
18. Total Purchased Transportation	1,197,649	1,197,649	158,255	312,508	885,141	26%
19. Dues & Subscriptions	4,775	4,775	0	0	4,775	0%
20. Professional Development	4,000	4,000	1,451	1,451	2,549	36%
21. Miscellaneous	10,125	10,125	0	0	10,125	0%
22. Total Other Expenses	18,900	18,900	1,451	1,451	17,449	8%
23. Office Lease	0	0	0	0	0	100%
24. Transit Center Lease	0	0	0	0	0	100%
25. Storage Space Lease	44,400	44,400	3,700	7,400	37,000	17%
26. Total Leases	44,400	44,400	3,700	7,400	37,000	17%
27. Rolling Stock	14,695,000	14,695,000	2,259,292	2,259,292	12,435,708	15%
28. Facilities	10,390,730	10,390,730	622,268	622,268	9,768,462	6%
29. Equipment	585,173	585,173	24,386	24,386	560,787	4%
30. Other	1,952,000	1,952,000	73,719	84,017	1,867,983	4%
31. Total Capital	27,622,903	27,622,903	2,979,665	2,989,963	24,632,940	11%
32. Planning Services	2,456,000	2,456,000	38,965	55,397	2,400,603	2%
33. Capitalized Operating	921,496	921,496	0	0	921,496	0%
34. Total Expenditures	32,674,750	32,674,750	3,198,702	3,395,689	29,279,061	10%

INTERURBAN TRANSIT PARTNERSHIP

Cash Flow

Nov11			
Beginning Balance: Cash on Hand	Nov11		$11,988,634
Passenger Fares		$527,433	
Property Taxes		81,302	
State Operating Assistance		930,530	
Federal Operating Assistance		0	
Other Receipts		4,040,903	5,580,168
Total Cash Available			$17,568,802
Less Nov11 Expenditures			6,175,122
Ending Cash Balance (Actual)	11-30-11		$11,393,680
Dec11 Estimated:			
Projected Passenger Fares		525,000	
Property Taxes		50,000	
Projected State Assistance		851,304	
Projected Federal Assistance		0	
Other Receipts		1,000,000	2,426,304
Total Projected Cash Available			$13,819,984
Less Projected Dec11 Expenditures			5,750,000
Ending Cash Balance (Estimated)	12-31-11		$8,069,984

INTERURBAN TRANSIT PARTNERSHIP

Cash and Investments

Current Balances	Purchase Date	Maturity Date	Interest Rate	Balance 11-30-11
Cash:				
Fifth Third Bank Operating Account			daily	$1,377,614
Pooled Funds:				
Kent County Treasurer				$3,561,260
Chase				$53,740
Fifth Third Bank				$198,970
Mercantile Bank				$2,633,715
PNC BANK				$2,063,774
Macatawa				$1,504,607
Certificates of Deposit:				
Total Cash and Investments				$11,393,680
Items matured during the month:				
Certificates of Deposit:				

PROFESSIONAL DEVELOPMENT REPORT
ALL EMPLOYEES (EXCLUDING VARGA)
November 2011

AMOUNT	PURPOSE	EMPLOYEE(s)	LOCATION
$4,120.23	Expenses-Vista Users Group Conference	Holbrook, Linscott, Brophy, Anderson	San Diego, CA
$1,300.00	Fire Extinguisher Training	various	local
$301.18	Expenses-SHRM Diversity Conference	Martin	Washington D.C.
$3,420.16	Expenses-APTA Annual Meeting & Expo	Schipper, Crothers, Pouget, Kalczuk Fedorowicz	New Orleans, LA
$9,141.57	*		

* This total does not include incidental travel & meetings expenses such as mileage, parking, lunch meetings, etc.

12/07/20111

INTERURBAN TRANSIT PARTNERSHIP
PERSONNEL AUTHORIZATION COMPARISON
November 30, 2011

Positions	FY 2012 Authorized	FY 2012 Actual
Senior Managers	13	12
Supervisors & Admins.		
Operations	16	14
Administration	4	4
Professionals		
Operations	2	2
Administration	4	3
Service Development	1	1
Customer Svc./Marketing	1	0
Planning & Grants	3	2
Special Services	1	1
Call Takers/Schedulers		
Special Services	8 D	8 D
Administrative Support		
Operations	4	3
Administration	5 B	5 B
Customer Svc./Marketing	5	5
Special Services	2	2
Total Admin. Personnel	69	62
Bus Operators - Full Time	232	200
Bus Drivers - Part Time	20	29
Mechanics - Fleet	33	27
Mechanics - Facilities	4	4
Total Union Personnel	289	260
TOTAL PERSONNEL	**358**	**322**

A - Includes 1 part time employee
B - Includes 2 part time employee
C - Includes 3 part time employees
D - Includes 4 part time employees
E - Includes 5 part time employees

12/06/20111