



BUDGET COMMITTEE MEETING MINUTES

April 20, 2016

A Budget Committee meeting was conducted at 10:40 a.m. on April 20, 2016 at the Authority's Regional Headquarters at 44 Transportation Center, Johnsonburg, PA.

Attendees at the meeting were:

Anthony Viglione, Chairman, Budget Committee Member
Ken Wingo, Budget Committee Member
Rhett Kennedy, Board member

Michael Imbrogno, ATA Chief Executive Officer
Coletta Corioso, ATA Chief Financial Officer
Dessa Chittester, Chief Operating Officer
Debbie Addeo, Administrative Secretary

ATA Budget Committee Chairman, Anthony Viglione called the meeting to order and Coletta Corioso gave a presentation of the items on the agenda to the Committee.

Review of FY 2015 Audit

Coletta asked Dessa to give a review of the FY 2015 Audit Reports to the Committee. One of Dessa's last roles as Director of Accounting was to oversee the FY 2015 audit.

There are two audits that are performed: PennDOT audit and the federally required Single Audit.

Dessa stated the federally mandated Single Audit due in March was submitted on time with no findings. She stated this audit gets submitted to the Federal Audit Clearing House and FTA, and copies are provided to PennDOT for their review. Dessa stated that the financial statement showed very minimal change with a 1% decrease in our total assets, liabilities, and net position.

Neither the PennDOT audit nor the Single Audit included any findings and were issued with unqualified opinions.

Ken Wingo made a motion to recommend the approval of the audit findings to the Board as presented. Rhett Kennedy seconded the motion, with all members in favor.

Coletta also advised the Committee that she will be issuing an RFP for audit services to commence with the FY 2016 audit. The procurement will likely be for a set term with options for subsequent years for up to a total of a five year contract.

Review of FY 2016 Budget

Coletta gave a detailed explanation of the FY 2016 budget line items.

She stated that on the last two columns of the budget packet that was handed out to the members (copy attached) are the projections and the balance of the budget for FY16. Coletta said that we are projecting the total budget to come in at \$8,647,193 which is considerably less than what we had projected in our budget.

Coletta said the reasons for the decrease were attributed to postponing the filling of some staff positions that were budgeted, some changes in staffing in the accounting department, the retirement of IT consultant; and reductions in the price of fuel. She also reported that dividends received from P&L and Worker's Compensation also reduced the expenses considerably.

A lengthy discussion ensued regarding the development of a succession plan for key management positions because key members of our staff are of retirement age. Michael suggested that the Executive Committee get together to come up with a strategy to discuss our options.

Review of FY 2017 Draft Budget

Coletta presented a list of assumptions used to develop the draft presented to the Committee. These are always helpful in understanding how the budget is derived. (see attached)

Coletta reported that the total budget for FY2017 is \$9,586,406 and reviewed the line-items with committee members. There were a few suggestions made by the committee members including a budget to begin addressing succession planning, review of fuel budget, and the inclusion of service expansions.

After discussion of the draft, Coletta indicated that she would incorporate suggested changes and return with a revised budget for the April 27, 2016 meeting. This meeting will also include a review of the final allocated budgets and the associated revenues along with projected performance against the Fixed Route performance goals required by the PPR.

Coletta stated that a follow-up Budget meeting will take place on Wednesday, April 27th at 10:30.

With no further business, the meeting was adjourned at 12:24 p.m.