

# Community Planning Association of Southwest Idaho

**COMPASS FINANCE COMMITTEE**  
**January 9, 2004 2:30 p.m.– 4:30 p.m.**  
**COMPASS Conference Room**  
**800 S. Industry Way, Suite 100, Meridian, Idaho**

**\*\*AGENDA\*\***

(The meeting packet and all attachments can be accessed on the Internet at:  
<http://www.compassidaho.org/board.html>)

**I. AGENDA ADDITIONS/CHANGES (2:30)**

**II. OPEN DISCUSSION/ANNOUNCEMENTS (2:35)**

**III. CONSENT AGENDA (2:40)**

**\* A. Approve November 7, 2003, Finance Committee Meeting Minutes**

**IV. ACTION ITEMS**

- 2:45     **A. Approve Director for Phase II of the Internal Controls Engagement**     **Jae Hallett**  
*Jae Hallett will present the findings from Phase I of the Internal Controls Engagement and seek direct for proceeding to Phase II.*
- 3:15     **\* B. Review Existing Guidelines for Executive Director's Authority to Commit Staff Time For Requests by Individual Board Members**     **Clair Bowman**  
*This item was suggested during the November 7 Finance Committee Meeting. The attached memorandum provides some background requested by the Finance Committee to facilitate this discussion.*
- 3:35     **C. Consider Establishing A Formal Contingency Fund**     **Clair Bowman**  
*Finance Committee members considered Revision 1 to the FY2004 budget at their November 7 meeting. In the course of that discussion, they agreed that past budgeting of "contingencies" was inadequate and they would like to explore options for how to incorporate a contingency fund in COMPASS' budget as a part of a future Revision 2.*
- 3:50     **\* D. Establish Next Meeting Agenda/Date**     **Susan Eastlake**

3:55 \* E. Confirm 2004 Meeting Dates

Susan Eastlake

**V. INFORMATION/DISCUSSION ITEMS**

4:00 \* A. Review Variance Reports: October 1, 2003 to  
October 31, 2003 and October 1, 2003 to  
November 30, 2003

Susan Eastlake

*Copies of the Variance Reports are attached.*

4:15 B. Update on Direct Costs for the Idaho Task Force  
on Public Transportation

Susan Eastlake

*This item will not be returned for discussion by the Finance Committee  
until Revision 2 of the Unified Planning Work Program has been  
submitted.*

4:20 \* C. Discussion Regarding Error In Calculating  
General Membership Dues for the Canyon Highway Districts

Clair Bowman

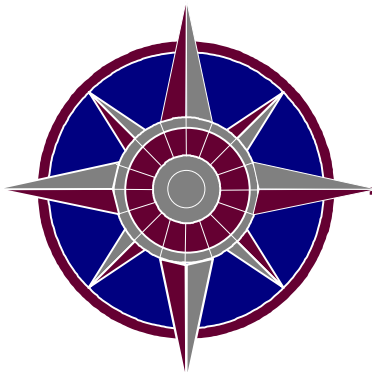
*Staff erred in the base population number on which Canyon County  
Highway District's General Membership Dues were calculated for  
FY2004. The attached memorandum provides background and outlines  
staff's expectation that correcting the error will be proposed as a part of  
Revision 2 of the FY2004 budget*

**VI. OTHER**

**ADJOURNMENT (4:30)**

\* Enclosures

Times are approximate. Agenda is subject to change.



# Community Planning Association

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## of Southwest Idaho

**COMPASS Finance Comittee  
COMPASS Conference Room  
November 7, 2003**

**\*\*\*Minutes\*\*\***

- ATTENDEES:** Tom Dale, Mayor, City of Nampa  
Susan Eastlake, Commissioner, Ada County Highway District,  
**Chair**  
Todd Lakey, Commissioner, Canyon County  
Ralph Little, Commissioner, Canyon Highway District  
Garret Nancolas, Mayor, City of Caldwell  
Judy Peavey-Derr, Commissioner, Ada County
- MEMBERS ABSENT:** A.J. Balukoff, Boise School District, **Vice-Chair**
- OTHERS ATTENDING:** Clair Bowman, Community Planning Association  
Nancy Brecks, Community Planning Association  
Cindy Thiel, Community Planning Association  
Jeanne, Urlezaga, Community Planning Association

**CALL TO ORDER:**

Chair Susan Eastlake called the meeting to order at 2:37 p.m.

**CONSENT AGENDA:**

**A. Approve October 17, 2003, Finance Committee Meeting Minutes**

The October 17, 2003, Finance Committee meeting minutes were approved by unanimous consent.

**ACTION ITEMS:**

**A. Consider Memorandum of Understanding with the Idaho Transportation Department Regarding Metropolitan Planning and Formulate a Recommendation to the Board**

The original agreement was negotiated in late 1970 and needs updating as a result of the Transportation Management Area status in Ada County and the formation of a single Metropolitan Planning Organization in the Treasure Valley.

After discussion, **by unanimous consent the Finance Committee agreed that Clair Bowman is to continue working with the Idaho Transportation Department to finalize the Memorandum of Understanding to be submitted directly to the COMPASS Board for approval.**

**B. Consider Revision 1 to the FY2004 Unified Planning Work Program and Budget and Formulate a Recommendation to the Board**

Clair Bowman reviewed staff's proposed changes to use unexpended funds from FY2003 and funds that were left unallocated by the Board for reprogramming in Revision 1 to the FY2004 Unified Planning Work Program and Budget.

After discussion, **Todd Lakey moved and Judy Peavey-Derr seconded approval of staff recommendations 1-5 and 8 as presented in the Finance Committee packet, subject to full Board confirmation. Motion passed unanimously.**

**By unanimous consent the motion was amended to include moving the \$5,000 in staff Recommendation 6 to Recommendation 5, thereby increasing the dollar amount in Recommendation 5 to \$55,000. The question of moving some Federal Transit Administration dollars in Task 661 to Task 671 will be discussed at the December Finance Committee meeting.**

**By unanimous consent, it was agreed that there would be no action on Recommendation 7 and it will remain as unallocated funds.**

**By unanimous consent, it was agreed that Recommendation 9 would go to the Ada County members only for discussion at the December Board meeting.**

**C. Review FY2003 and FY2004 Dues Receipts**

The proposed language changes to the Bylaws, Article III Section 2 Authority to Vote were approved by the Executive Committee on October 19, 2003, and will be submitted to the full Board for confirmation in December. No action was taken by the Finance Committee on this item.

**D. Status Report: Internal Control Engagement**

**By unanimous consent the wording in the last line in No.2 of the Engagement Issues, "...Review personnel policies specifically elated to benefits and to time reporting." will be deleted. Staff was directed to ask George Wadsworth if that function would be a duplication of what he does in the audit.**

**E. Establish Next Meeting Agenda/Dues**

Susan Eastlake asked Clair to include a memo in the December packet outlining the current COMPASS internal policy regarding requests for staff time from individual Board members.

The next meeting was scheduled for December 19, 2003, at COMPASS from 2:30 p.m. to 4:30 p.m.

**INFORMATION/DISCUSSION ITEMS:**

**A. Review Variance Report: October 30, 2002 to September 30, 2003**

The Executive Committee approved the October 30, 2002 to September 30, 2003 Variance Report at its October 29, 2003, meeting.

Susan Eastlake questioned whether the budgeting of Surface Transportation Program – Urban funds is being done correctly and suggested that staff be more clear regarding what money in the fund balance is being set aside as contingency for use at a later time for unanticipated projects.

**By unanimous consent, it was agreed a discussion item would be placed on the December agenda allowing for further discussion regarding contingency funds.**

**B. Review Executive Summary Regarding FY2004 Cafeteria Benefit Plan**

Susan Eastlake directed the committee's attention to the FY2004 Cafeteria Benefit Plan Executive Summary provided in the packet outlining changes being made in the plan.

(Tom Dale left the meeting at 3:38 p.m.)

**ADJOURNMENT:**

The meeting adjourned at 4:05 p.m.

**Dated this 19th Day of December 2003.**

**APPROVED:**

By: \_\_\_\_\_  
**Susan Eastlake, Chair**  
**COMPASS Finance Committee**

**ATTEST:**

By: \_\_\_\_\_  
**A. J. Balukoff, Vice-Chair**  
**COMPASS Finance Committee**

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# Community Planning Association of Southwest Idaho

**MEMORANDUM**

**TO:** Finance Committee

**FROM:** Clair M. Bowman, Executive Director

**DATE:** November 10, 2003

**RE:** Review Existing Guidelines for Executive Director's Authority to Commit Staff Time For Requests by Individual Board Members

**Action Requested:**

Review this topic and, if changes are desired, formulate a recommendation to the Executive Committee and/or Board of Directors for action.

**Background:**

COMPASS' Operations Frame, adopted by the Board in 2001, contains the following discussion regarding special assistance requests. This is the only formal Board action of which I am aware that addresses this subject.

VIII. Establish and implement an efficient process to handle special assistance requests that are within parameters established by the Board.

A. Define protocols to handle special requests for assistance.

A significant number of special requests are made to staff on an annual basis – requests for services not specifically anticipated in the Work Program. Protocols or guidelines are needed by which to determine which are performed and under what conditions.

**Recommended Focus Areas:**

1. The Work Program will specifically identify all staff activities that are anticipated to take a substantial amount of effort.
2. The Work Program should allocate time available for members' special requests with the number of days budgeted being proportional to the dues paid. Each member is expected to reimburse COMPASS for any staff time expended beyond the allocation.
3. The Executive Director is empowered with limited authority to approve special requests providing that the overall intent of the request is within the general scope of the Work Program and Budget and provided that adequate staff time is available to perform it without interrupting other critical tasks.

**FINANCE COMMITTEE AGENDA WORKSHEET**

**ITEM IV-D**

<b>ID #</b>	<b>Title/Description</b>	<b>Mandatory<sup>1</sup></b>	<b>Policy Implications/Requirements</b>	<b>Agenda Type<sup>2</sup></b>	<b>Time (minutes)</b>	<b>Presenter(s)</b>	<b>Proposed Agenda</b>
1.	Approve Minutes from most recent Meeting	Yes		Consent	N/A	N/A	Monthly
2.	Set Next Meeting Date/Time/Location	Yes		Action	5	Susan Eastlake	Monthly
3.	Establish Agenda for Next Meeting	Yes		Action	10	Susan Eastlake	Monthly
4.	Review and Accept Variance Report	Yes	Complies with direction from the Executive Committee	Action	15	Jeanne Urlezaga	Monthly
<b>UPCOMING AGENDA ITEMS</b>							
5.	Status Report: Internal Control Engagement	Yes	Susan Eastlake will provide a status report regarding the Internal Control Engagement with Balukoff Lindstrom.	Information/Discussion	10	Susan Eastlake	January
6.	Re-Defining Fiscal Management Authority of the Executive Director	No		Information/Discussion	10	Ralph Little	January

<sup>1</sup> No, Yes, N/A (Not Applicable)

<sup>2</sup> Action; Consent Agenda; Information; Special Item; Committee Reports; Open Discussion/Announcements

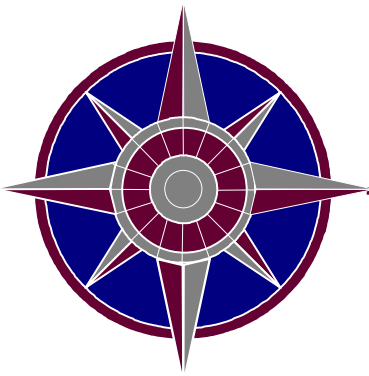
4. The Executive Director will review with the Executive Committee all requests for special assistance that fall outside the currently-adopted Work Program and all requests for special assistance that require substantial time/staff commitment.

Internally, I have had a guideline with staff that anything over four workdays of effort has to go to the Board, but we have not followed it religiously. In particular, requests made last summer by Board members collectively consumed a great deal more than four workdays of effort. These requests ranged from background analyses regarding past decisions, to Ada-Canyon comparisons of benefit, to preparing a complete set of new reporting documents (the Variance Report) in the middle of a fiscal year, to answering requests seeking significant amounts of additional information regarding budgets, budgeting practices, accounting practices, fringe benefits, and a number of other similar issues. It would have been imprudent, in my mind, not to have responded affirmatively to these requests, but a side-effect was that we did not complete some other work on the Regional Transportation Plan that was anticipated to be completed in FY2003.

**Status:**

The Finance Committee requested that this item be placed on this agenda for review and discussion. I am happy to participate in that discussion and offer the following broad options as potential next steps for the committee. There are certainly other possibilities; these are posed as prompts for discussion:

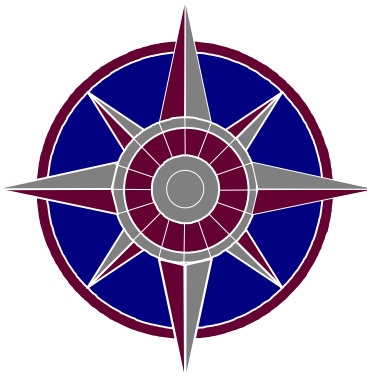
- A. Make no changes; leave these decisions in the hands of the Executive Director
- B. Agree on specific changes or on specific levels of authority and recommend a specific policy format to the Executive Committee for review and/or the Board of Directors for action
- C. Agree that changes need to be made, but that the policy to govern future actions lies more within the purview of the Executive Committee than the Finance Committee and forward appropriate recommendations to the Executive Committee.



# Community Planning Association of Southwest Idaho

<b>2004 COMPASS BOARD MEETING DATES</b>	<b>2004 COMPASS EXECUTIVE COMMITTEE MEETING DATES</b>	<b>2004 COMPASS FINANCE COMMITTEE MEETING DATES</b>
<p>(COMPASS Board meetings are scheduled for the third Monday of each month unless the third Monday is a holiday, then they move to the fourth Monday. Meetings are scheduled to start at 1:30 p.m.)</p>	<p>(Executive Committee meetings are scheduled nineteen calendar days before Board meetings. Meetings are scheduled to start at 1:30 p.m., unless it is the first Wednesday of the month, then the meetings start at 3:30 p.m.)</p>	<p>(Finance Committee meetings are scheduled on the Friday before each monthly COMPASS Board meeting. Meetings are scheduled to start at 2:30 p.m.)</p>
<p>January 26, 2004 @ 1:30 p.m. Boise City Hall</p> <p>February 23, 2004 @ 1:30 p.m. Canyon County Courthouse</p> <p>March 15, 2004 @ 1:30 p.m. Boise City Hall</p> <p>April 19, 2004 @ 1:30 p.m. Canyon County Courthouse</p> <p>May 17, 2004 @ 1:30 p.m. Boise City Hall</p> <p>June 21, 2004 @ 1:30 p.m. Canyon County Courthouse</p> <p>July 19, 2004 @ 1:30 p.m. Boise City Hall</p> <p>August 16, 2004 @ 1:30 p.m. Canyon County Courthouse</p> <p>September 20, 2004 @ 1:30 p.m. Boise City Hall</p> <p>October 18, 2004 @ 1:30 p.m. Canyon County Courthouse</p> <p>November 15, 2004 @ 1:30 p.m. Boise City Hall</p> <p>December 20, 2004 @ 1:30 p.m. Canyon County Courthouse</p>	<p>January 7, 2004 @ 3:30 p.m. COMPASS Conference Room</p> <p>February 4, 2004 @ 3:30 p.m. COMPASS Conference Room</p> <p>February 25, 2004 @ 1:30 p.m. COMPASS Conference Room</p> <p>March 31, 2004 @ 1:30 p.m. COMPASS Conference Room</p> <p>April 28, 2004 @ 1:30 p.m. COMPASS Conference Room</p> <p>June 2, 2004 @ 3:30 p.m. COMPASS Conference Room</p> <p>June 30, 2004 @ 3:30 p.m. COMPASS Conference Room</p> <p>July 28, 2004 @ 1:30 p.m. COMPASS Conference Room</p> <p>September 1, 2004 @ 3:30 p.m. COMPASS Conference Room</p> <p>September 29, 2004 @ 1:30 p.m. COMPASS Conference Room</p> <p>October 27, 2004 @ 1:30 p.m. COMPASS Conference Room</p> <p>December 1, 2004 @ 3:30 p.m. COMPASS Conference Room</p>	<p>January 23, 2004 @ 2:30 p.m. COMPASS Conference Room</p> <p>February 20, 2004 @ 2:30 p.m. COMPASS Conference Room</p> <p>March 12, 2004 @ 2:30 p.m. COMPASS Conference Room</p> <p>April 16, 2004 @ 2:30 p.m. COMPASS Conference Room</p> <p>May 14, 2004 @ 2:30 p.m. COMPASS Conference Room</p> <p>June 18, 2004 @ 2:30 p.m. COMPASS Conference Room</p> <p>July 16, 2004 @ 2:30 p.m. COMPASS Conference Room</p> <p>August 13, 2004 @ 2:30 p.m. COMPASS Conference Room</p> <p>September 17, 2004 @ 2:30 p.m. COMPASS Conference Room</p> <p>October 15, 2004 @ 2:30 p.m. COMPASS Conference Room</p> <p>November 12, 2004 @ 2:30 p.m. COMPASS Conference Room</p> <p>December 17, 2004 @ 2:30 p.m. COMPASS Conference Room</p>





# Community Planning Association of Southwest Idaho

## MEMORANDUM

**TO:** COMPASS Finance Committee  
**FROM:** Jeanne Urlezaga, Operations Director  
**DATE:** December 16, 2003  
**RE:** FY2004 Variance Report – October 2003 and November 2003

### Action Requested:

None. This item is for information only.

### Background:

The attached documents represent the variance analysis for the months of October and November 2003. Usually this committee will receive prior month only, however due to the October 15<sup>th</sup> check-run for year end, the October information is included with this distribution.

### Status:

The October variance report is compared to the Unified Planning Work Program (UPWP) Final, while the November is compared to the UPWP Revision 1, approved in November. The expenditures for all categories of funds shown on page one of the October 1, 2003 to November 30, 2003 Variance Report are 10% of budget. Explanation of unusual differences follows:

- Land Use Resource Labor - over budget based on the building of a Center Line file in Canyon County to expedite the monitoring of building permits and compilation of data information that will be completed early in the year.
- Transportation/Air Quality - under budget due to Personal Service Agreements not being finalized. If COMPASS staff responds to the request from ITD to consider a five county study, the original Scope of Work for the Regional Long Range Plan will need to be revised. Also, this shortfall reflects the absence of our Transportation Principal Planner for the Corridor Studies. Scope of Work for these projects will be developed in second quarter.
- Overhead - over budget based on early expenditures such as rent, insurance and computer expenses. This will level out as the year progresses.
- Equipment – over budget due to the purchase of a staff vehicle. \$15,475. This will also level out.
- Other - a one-time expenditure to the Public Employees Retirement System for Purchase of Service for Erv Olen. \$33,234.

Attachment

JU/nb T:\900supsvs\Finance Committee\Variance Report Analysis Oct Nov FY2004.doc

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

ITEM V-A

FY2004 VARIANCE REPORT

ALL FUNCTIONAL AREAS

OCTOBER 1, 2003 TO OCTOBER 31, 2003 (8.33%)

	TOTAL				ADA COUNTY				CANYON COUNTY			
	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED
<b>EXPENSES BY FUNCTIONAL AREA</b>												
Transportation / Air Quality	112,088	2,990,374	2,878,286	4%	81,490	1,827,542	1,746,052	4%	30,598	1,162,832	1,132,234	3%
Land Use Resources	36,799	371,900	335,101	10%	24,834	298,685	273,851	8%	11,965	73,215	61,250	16%
Operations	33,547	127,000	93,453	26%	23,458	88,900	65,442	26%	10,089	38,100	28,011	26%
<b>TOTAL</b>	<b>\$ 182,433</b>	<b>\$ 3,489,274</b>	<b>\$ 3,306,841</b>	<b>5%</b>	<b>\$ 129,781</b>	<b>\$ 2,215,127</b>	<b>\$ 2,085,346</b>	<b>6%</b>	<b>\$ 52,652</b>	<b>\$ 1,274,147</b>	<b>\$ 1,221,495</b>	<b>4%*</b>

	TOTAL				ADA COUNTY				CANYON COUNTY			
	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED
<b>EXPENSES BY CATEGORY</b>												
Salary	78,953	950,202	871,250	8%	56,302	696,874	640,572	8%	22,651	253,329	230,678	9%
Fringe	29,415	355,701	326,286	8%	20,976	260,869	239,894	8%	8,439	94,832	86,393	9%
Overhead	39,528	275,501	235,972	14%	28,188	202,051	173,863	14%	11,340	73,450	62,109	15%
Professional Services	580	1,654,470	1,653,890	0%	505	858,468	857,963	0%	75	796,002	795,927	0%
Legal / Lobbying	-	35,000	35,000	0%	-	24,500	24,500	0%	-	10,500	10,500	0%
Equipment	-	35,000	35,000	0%	-	25,000	25,000	0%	-	10,000	10,000	0%
Travel / Education	225	19,500	19,275	1%	164	14,075	13,911	1%	61	5,425	5,364	1%
Printing	-	3,500	3,500	0%	-	2,960	2,960	0%	-	540	540	0%
Public Involvement	169	82,000	81,831	0%	158	70,300	70,142	0%	10	11,700	11,690	0%
Meeting Support	329	5,500	5,171	6%	224	4,095	3,871	5%	105	1,405	1,300	7%
Other	33,234	72,900	39,666	46%	23,264	55,935	32,671	42%	9,971	16,965	6,995	59%
<b>TOTAL</b>	<b>\$ 182,433</b>	<b>\$ 3,489,274</b>	<b>\$ 3,306,841</b>	<b>5%</b>	<b>\$ 129,781</b>	<b>\$ 2,215,127</b>	<b>\$ 2,085,346</b>	<b>6%</b>	<b>\$ 52,652</b>	<b>\$ 1,274,147</b>	<b>\$ 1,221,495</b>	<b>4%*</b>

	TOTAL				ADA COUNTY				CANYON COUNTY			
	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED
<b>EXPENSES BY FUNDING SOURCE</b>												
Consolidated Planning Grant	96,027	756,161	660,134	13%	58,455	559,407	500,952	10%	37,572	196,754	159,182	19%
Surface Transportation Program	33,866	1,743,156	1,709,290	2%	33,331	910,328	876,997	4%	535	832,828	832,293	0%
Congestion Mitigation Air Quality	1,779	185,320	183,541	1%	1,779	148,256	146,477	1%	-	37,064	37,064	0%
Federal Transit Authority 5307	1,150	150,000	148,850	1%	-	105,000	105,000	0%	1,150	45,000	43,850	3%
Local - Membership Dues	42,493	432,275	389,782	10%	29,202	333,002	303,800	9%	13,290	99,273	85,983	13%
Local - Carry-over	1,523	16,240	14,717	9%	1,523	16,240	14,717	9%	-	-	-	0%
Other Sources	5,596	206,122	200,526	3%	5,492	142,894	137,402	4%	105	63,228	63,124	0%
<b>TOTAL</b>	<b>\$ 182,433</b>	<b>\$ 3,489,274</b>	<b>\$ 3,306,841</b>	<b>5%</b>	<b>\$ 129,781</b>	<b>\$ 2,215,127</b>	<b>\$ 2,085,346</b>	<b>6%</b>	<b>\$ 52,652</b>	<b>\$ 1,274,147</b>	<b>\$ 1,221,495</b>	<b>4%*</b>

\* Totals may vary due to rounding.

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2004 VARIANCE REPORT  
 TRANSPORTATION/AIR QUALITY AND LAND USE  
 OCTOBER 1, 2003 TO OCTOBER 31, 2003 (8.33%)**

TRANSPORTATION / AIR QUALITY	TOTAL			ADA			CANYON		
	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE
<b>EXPENSES BY CATEGORY</b>									
Salary	59,336	779,258	719,922	43,064	567,824	524,760	16,272	211,434	195,162
Fringe	22,106	291,709	269,603	16,044	212,561	196,517	6,062	79,149	73,086
Overhead	29,707	225,937	196,230	21,560	164,634	143,074	8,147	61,303	53,156
Professional Services	580	1,549,470	1,548,890	505	762,418	761,913	75	787,052	786,977
Legal / Lobbying	-	-	-	-	-	-	-	-	-
Equipment	-	10,000	10,000	-	7,500	7,500	-	2,500	2,500
Travel / Education	140	11,000	10,860	133	7,925	7,792	7	3,075	3,068
Printing	-	3,000	3,000	-	2,610	2,610	-	390	390
Public Involvement	169	82,000	81,831	158	70,300	70,142	10	11,700	11,690
Meeting Support	50	2,500	2,450	25	1,995	1,970	25	505	480
Other	-	35,500	35,500	-	29,775	29,775	-	5,725	5,725
<b>TOTAL</b>	<b>\$ 112,088</b>	<b>\$ 2,990,374</b>	<b>\$ 2,878,286</b>	<b>\$ 81,490</b>	<b>\$ 1,827,542</b>	<b>\$ 1,746,052</b>	<b>\$ 30,598</b>	<b>\$ 1,162,832</b>	<b>\$ 1,132,234</b>

EXPENSES BY FUNDING SOURCE	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE
Consolidated Planning Grant	66,884	582,025	515,141	40,399	451,348	410,949	26,485	130,677	104,192
Surface Transportation Program	33,866	1,743,156	1,709,290	33,331	910,328	876,997	535	832,828	832,293
Congestion Mitigation Air Quality	1,779	185,320	183,541	1,779	148,256	146,477	-	37,064	37,064
Federal Transit Authority 5307	1,150	150,000	148,850	-	105,000	105,000	1,150	45,000	43,850
Local - Membership Dues	6,844	216,011	209,167	4,459	159,876	155,417	2,385	56,135	53,750
Local - Carry-over	1,523	16,240	14,717	1,523	16,240	14,717	-	-	-
Other Sources	42	97,622	97,580	-	36,494	36,494	42	61,128	61,086
<b>TOTAL</b>	<b>\$ 112,088</b>	<b>\$ 2,990,374</b>	<b>\$ 2,878,286</b>	<b>\$ 81,490</b>	<b>\$ 1,827,542</b>	<b>\$ 1,746,052</b>	<b>\$ 30,598</b>	<b>\$ 1,162,832</b>	<b>\$ 1,132,234</b>

<b>YEAR TO DATE</b>	<b>4%</b>	<b>4%</b>	<b>3%</b>
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LAND USE RESOURCES	TOTAL			ADA			CANYON		
	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE
<b>EXPENSES BY CATEGORY</b>									
Salary	19,617	170,945	151,328	13,238	129,050	115,812	6,379	41,895	35,516
Fringe	7,309	63,992	56,683	4,932	48,309	43,377	2,377	15,683	13,306
Overhead	9,822	49,564	39,742	6,628	37,417	30,789	3,194	12,147	8,953
Professional Services	-	80,000	80,000	-	78,550	78,550	-	1,450	1,450
Legal / Lobbying	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-
Travel / Education	-	4,500	4,500	-	3,350	3,350	-	1,150	1,150
Printing	-	500	500	-	350	350	-	150	150
Public Involvement	-	-	-	-	-	-	-	-	-
Meeting Support	52	500	448	36	350	314	16	150	135
Other	-	1,900	1,900	-	1,310	1,310	-	590	590
<b>TOTAL</b>	<b>\$ 36,799</b>	<b>\$ 371,900</b>	<b>\$ 335,101</b>	<b>\$ 24,834</b>	<b>\$ 298,685</b>	<b>\$ 273,851</b>	<b>\$ 11,965</b>	<b>\$ 73,215</b>	<b>\$ 61,250</b>

EXPENSES BY FUNDING SOURCE	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE
Consolidated Planning Grant	29,143	174,136	144,993	18,056	108,059	90,003	11,087	66,077	54,990
Surface Transportation Program	-	-	-	-	-	-	-	-	-
Congestion Mitigation Air Quality	-	-	-	-	-	-	-	-	-
Federal Transit Authority 5307	-	-	-	-	-	-	-	-	-
Local - Membership Dues	2,309	96,264	93,955	1,430	89,126	87,696	878	7,138	6,260
Local - Carry-over	-	-	-	-	-	-	-	-	-
Other Sources	5,347	101,500	96,153	5,347	101,500	96,153	-	-	-
<b>TOTAL</b>	<b>\$ 36,799</b>	<b>\$ 371,900</b>	<b>\$ 335,101</b>	<b>\$ 24,834</b>	<b>\$ 298,685</b>	<b>\$ 273,851</b>	<b>\$ 11,965</b>	<b>\$ 73,215</b>	<b>\$ 61,250</b>

<b>YEAR TO DATE</b>	<b>10%</b>	<b>8%</b>	<b>16%</b>
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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2004 VARIANCE REPORT  
 OPERATIONS AND PASS-THROUGH  
 OCTOBER 1, 2003 TO OCTOBER 31, 2003 (8.33%)**

OPERATIONS	TOTAL			ADA			CANYON		
	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE
<b>EXPENSES BY CATEGORY</b>									
Salary	-	-	-	-	-	-	-	-	-
Fringe	-	-	-	-	-	-	-	-	-
Overhead	-	-	-	-	-	-	-	-	-
Professional Services	-	25,000	25,000	-	17,500	17,500	-	7,500	7,500
Legal / Lobbying	-	35,000	35,000	-	24,500	24,500	-	10,500	10,500
Equipment	-	25,000	25,000	-	17,500	17,500	-	7,500	7,500
Travel / Education	85	4,000	3,915	31	2,800	2,769	54	1,200	1,146
Printing	-	-	-	-	-	-	-	-	-
Public Involvement	-	-	-	-	-	-	-	-	-
Meeting Support	228	2,500	2,273	163	1,750	1,587	64	750	686
Other	33,234	35,500	2,266	23,264	24,850	1,586	9,971	10,650	680
<b>TOTAL</b>	<b>\$ 33,547</b>	<b>\$ 127,000</b>	<b>\$ 93,453</b>	<b>\$ 23,458</b>	<b>\$ 88,900</b>	<b>\$ 65,442</b>	<b>\$ 10,089</b>	<b>\$ 38,100</b>	<b>\$ 28,011</b>

<b>EXPENSES BY FUNDING SOURCE</b>									
Consolidated Planning Grant	-	-	-	-	-	-	-	-	-
Surface Transportation Program	-	-	-	-	-	-	-	-	-
Congestion Mitigation Air Quality	-	-	-	-	-	-	-	-	-
Federal Transit Authority 5307	-	-	-	-	-	-	-	-	-
Local - Membership Dues	33,340	120,000	86,660	23,313	84,000	60,687	10,027	36,000	25,973
Local - Carry-over	-	-	-	-	-	-	-	-	-
Other Sources	207	7,000	6,793	145	4,900	4,755	62	2,100	2,038
<b>TOTAL</b>	<b>\$ 33,547</b>	<b>\$ 127,000</b>	<b>\$ 93,453</b>	<b>\$ 23,458</b>	<b>\$ 88,900</b>	<b>\$ 65,442</b>	<b>\$ 10,089</b>	<b>\$ 38,100</b>	<b>\$ 28,011</b>

<b>YEAR TO DATE</b>	<b>26%</b>	<b>26%</b>	<b>26%</b>
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PASS-THROUGH	TOTAL			ADA			CANYON		
	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	FINAL BUDGET	UNEXPENDED BALANCE

<b>EXPENSES BY CATEGORY</b>									
Salary	-	-	-	-	-	-	-	-	-
Fringe	-	-	-	-	-	-	-	-	-
Overhead	-	-	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Legal / Lobbying	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-
Travel / Education	-	-	-	-	-	-	-	-	-
Printing	-	-	-	-	-	-	-	-	-
Public Involvement	-	-	-	-	-	-	-	-	-
Meeting Support	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
Pass-Through	95,317	1,274,620	1,179,303	62,407	960,000	897,593	32,910	314,620	281,710
<b>TOTAL</b>	<b>\$ 95,317</b>	<b>\$ 1,274,620</b>	<b>\$ 1,179,303</b>	<b>\$ 62,407</b>	<b>\$ 960,000</b>	<b>\$ 897,593</b>	<b>\$ 32,910</b>	<b>\$ 314,620</b>	<b>\$ 281,710</b>

<b>EXPENSES BY FUNDING SOURCE</b>									
Consolidated Planning Grant	-	-	-	-	-	-	-	-	-
Surface Transportation Program	95,317	1,274,620	1,179,303	62,407	960,000	897,593	32,910	314,620	281,710
Congestion Mitigation Air Quality	-	-	-	-	-	-	-	-	-
Federal Transit Authority 5307	-	-	-	-	-	-	-	-	-
Local - Membership Dues	-	-	-	-	-	-	-	-	-
Local - Carry-over	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 95,317</b>	<b>\$ 1,274,620</b>	<b>\$ 1,179,303</b>	<b>\$ 62,407</b>	<b>\$ 960,000</b>	<b>\$ 897,593</b>	<b>\$ 32,910</b>	<b>\$ 314,620</b>	<b>\$ 281,710</b>

<b>YEAR TO DATE</b>	<b>7%</b>	<b>7%</b>	<b>10%</b>
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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2004 PROFESSIONAL SERVICES EXPENSES  
 OCTOBER 1, 2003 TO OCTOBER 31, 2003**

PSA #	VENDOR	TASK	TYPE OF WORK	EFFECTIVE DATES	AGREEMENT AMOUNT/ CHANGE ORDERS	SPENT FY2003	SPENT FY2004	TOTAL SPENT	BALANCE
2004-01	Desert Research Institute (DRI)	651	B20 Biodiesel Project, Meridian School District	11/3/03 7/31/04	\$ 95,000	\$ -			\$ 95,000
2003-31	Green House, Inc.	661	Image/naming/branding campaign for the Regional Long-Range Transportation Plan	Concludes 9/19/03 6/1/05	\$ 24,000	\$ 2,120	\$ 580	\$ 2,700	\$ 21,300
2003-26	Advanced Cyber Solutions	687	Review database software to the TELUS package	4/28/03 6/30/03 9/30/03 Concludes 12/31/03	\$ 1,500	\$ -			\$ 1,500
<b>TOTAL TRANSPORTATION / AIR QUALITY</b>						\$ 2,120	\$ 580	\$ 2,700	

2004-02	3DI, LLC	761	Aerial photo and orthophoto production project for Ada County	10/1/03 1/31/04	\$ 74,000	\$ -	\$ -	\$ -	\$ 74,000
<b>TOTAL LAND USE RESOURCES</b>						\$ -	\$ -	\$ -	

<b>TOTAL DIRECT PROFESSIONAL SERVICES EXPENSES</b>						\$ 2,120	\$ 580	\$ 2,700	
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<b>TOTAL INDIRECT PROFESSIONAL SERVICES EXPENSES</b>						\$ -	\$ -	\$ -	
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<b>TOTAL PROFESSIONAL SERVICES EXPENSES</b>						\$ 2,120	\$ 580	\$ 2,700	
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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
OPERATIONS & MAINTENANCE COMPARISON TO BUDGET  
FY-2004 INDIRECT EXPENSES  
OCTOBER 1, 2003 TO OCTOBER 31, 2003 (8.33%)**

<b>EXPENSE CATEGORY</b>	<b>YTD ACTUAL</b>	<b>FY2004 BUDGET</b>	<b>UNEXPENDED BALANCE</b>	<b>YEAR TO DATE</b>
Professional Services	\$0	\$5,000	\$5,000	0%
Equipment Lease	\$1,624	\$10,000	\$8,376	16%
Equipment Repair / Maint.	\$0	\$5,000	\$5,000	0%
Travel / Education	\$475	\$5,000	\$4,525	10%
Dues	\$1,352	\$9,000	\$7,648	15%
Publications	\$505	\$1,000	\$495	51%
Postage	\$0	\$8,000	\$8,000	0%
Telephone	\$747	\$12,000	\$11,253	6%
Space Rent	\$15,706	\$100,000	\$84,294	16%
Janitorial	\$0	\$8,000	\$8,000	0%
Printing	\$0	\$1,500	\$1,500	0%
Copier	\$692	\$10,000	\$9,308	7%
Advertising	\$468	\$1,300	\$832	36%
Events	\$0	\$2,500	\$2,500	0%
Audit	\$0	\$12,000	\$12,000	0%
Insurance	\$4,631	\$9,000	\$4,369	51%
Legal Services	\$0	\$5,000	\$5,000	0%
General Supplies	\$985	\$15,000	\$14,015	7%
Computer Supplies	\$293	\$8,500	\$8,207	3%
Computer Software / Maint	\$10,764	\$17,000	\$6,236	63%
Internet Service	\$618	\$4,000	\$3,382	15%
Commuting Incentive	\$0	\$1,500	\$1,500	0%
Vehicle Maintenance	\$99	\$3,000	\$2,901	3%
Utilities	\$423	\$12,000	\$11,577	4%
Local Travel / Fuel	\$124	\$9,000	\$8,876	1%
Other / Miscellaneous	\$23	\$1,200	\$1,177	2%
<b>TOTAL</b>	<b>\$39,528</b>	<b>\$275,500</b>	<b>\$235,972</b>	<b>14%</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
PROFESSIONAL SERVICES EXPENSES  
FY-2004 DIRECT EXPENSES  
OCTOBER 1, 2003 TO OCTOBER 31, 2003 (8.33%)**

<b>TASK DESCRIPTION</b>	<b>YTD ACTUAL</b>	<b>FY2004 BUDGET</b>	<b>UNEXPENDED BALANCE</b>	<b>YEAR TO DATE</b>
601 Transportation Support	0	11,100	11,100	0%
610 SH 44 Corridor Preservation	0	500,080	500,080	0%
611 US 20/26 Corridor Preservation	0	495,660	495,660	0%
612 Middleton Road Extension Alternatives	0	169,630	169,630	0%
636 Regional Transportation Modeling	0	18,000	18,000	0%
642 Congestion Management System	0	20,000	20,000	0%
651 Air Quality Planning	0	95,000	95,000	0%
661 Regional Long Range Transportation Plan	580	240,000	239,420	0%
720 Data Resources and Forecasting	0	4,500	4,500	0%
760 Automated Geographic Information Systems	0	500	500	0%
761 Ada County Orthophotography	0	75,000	75,000	0%
990 Operations	0	25,000	25,000	0%
<b>TOTAL</b>	<b>\$580</b>	<b>\$1,654,470</b>	<b>\$1,653,890</b>	<b>0%</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2004 SUMMARY OF REVENUE AND RECEIVABLES  
OCTOBER 1, 2003 TO OCTOBER 31, 2003**

	<b>FY2004 BUDGET</b>	<b>YTD REVENUE</b>	<b>TOTAL RECEIVED</b>	<b>ACCOUNTS RECEIVABLE</b>
<b>GENERAL MEMBERSHIP</b>				
Ada County	153,552	38,388	0	38,388
Ada County Highway District	99,809	24,952	0	24,952
Association of Canyon County Highway Districts	26,595	4,083	0	4,083
Boise City	90,128	22,532	0	22,532
Caldwell City	14,129	3,532	3,532	0
Canyon County	70,000	17,500	17,500	0
Eagle City	6,506	1,627	1,627	0
Garden City	5,331	1,333	1,333	0
Kuna City	3,979	995	0	995
Meridian City	19,541	4,885	0	4,885
Middleton City	1,659	415	415	0
Nampa City	29,084	7,271	7,271	0
Parma City	832	832	832	0
Star City	1,032	258	0	258
<b>Sub-Total</b>	<b>\$522,177</b>	<b>\$128,603</b>	<b>\$32,509</b>	<b>\$96,094</b>
<b>SPECIAL MEMBERSHIP</b>				
Boise State University	3,650	913		913
Capital City Development Corporation	3,650	913	913	0
Greater Boise Auditorium District	1,825	456		456
Idaho Transportation Department	3,650	3,650		3,650
Independent School District of Boise City	3,650	3,650	3,650	0
Joint School District #2	3,650	913		913
ValleyRide	3,650	913	913	0
<b>Sub-Total</b>	<b>\$23,725</b>	<b>\$11,406</b>	<b>\$5,475</b>	<b>\$5,931</b>
<b>FHWA/FTA CONSOLIDATED PLANNING GRANT</b>				
FY2004 Consolidated Planning Grant-Ada County	559,408	58,455		58,455
FY2004 Consolidated Planning Grant-Canyon County	196,754	37,573		37,573
<b>Sub-Total</b>	<b>\$756,162</b>	<b>\$96,027</b>	<b>\$0</b>	<b>\$96,027</b>
<b>SURFACE TRANSPORTATION PROGRAM GRANTS</b>				
STP-State Key #7826	523,529	0.00		0
STP-State Key #7827	523,529	0.00		0
STP-Urban Key #8137	205,000	20,743		20,743
STP-TMA Key #8138	244,622	14,110		14,110
STP-Urban Key #9134	185,320	535		535
STP-Urban Key #9206	61,156	0		0
FY2003 STP Grant invoices outstanding				190,339
<b>Sub-Total</b>	<b>\$1,743,156</b>	<b>\$35,389</b>	<b>\$0</b>	<b>\$225,728</b>
<b>OTHER FEDERAL AID</b>				
FTA 5307	150,000	1,150		1,150
CMAQ B20 Biodiesel Project	185,320	1,779		1,779
FY2003 Other Federal Aid outstanding				63,903
<b>Sub-Total</b>	<b>\$335,320</b>	<b>\$2,928</b>	<b>\$0</b>	<b>\$66,832</b>
<b>OTHER REVENUE SOURCES</b>				
Data Dissemination - Sales	19,000	1,710	1,609	101
Orthophotography	75,000	38,987	12,927	26,060
Maps and Publications - Sales	7,500	1,075	938	137
Interest Income	7,000	157	157	0
Other -Audio Conferences, surplus equipment sale	0	1,250	1,250	0
Local match provided by other agencies	97,622	42		42
Local Carry-over	16,240	0		0
FY2003 Other Revenue Souces outstanding				1,854
<b>Sub-Total</b>	<b>\$222,362</b>	<b>\$43,221</b>	<b>\$16,881</b>	<b>\$28,194</b>
<b>T O T A L</b>	<b>\$3,602,902</b>	<b>\$317,574</b>	<b>\$54,865</b>	<b>\$518,805</b>
Pass-Through	1,274,620	95,317		95,317
<b>TOTAL-INCLUDING PASS-THROUGH</b>	<b>\$4,877,522</b>	<b>\$412,891</b>	<b>\$54,865</b>	<b>\$614,122</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO**  
**FY2004 VARIANCE REPORT**  
**ALL FUNCTIONAL AREAS**  
**OCTOBER 1, 2003 TO NOVEMBER 30, 2003 (16.67%)**

TOTAL				ADA COUNTY				CANYON COUNTY			
YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED	YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED	YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED

<b>EXPENSES BY FUNCTIONAL AREA</b>												
Transportation / Air Quality	203,983	3,118,448	2,914,465	7%	149,084	1,884,041	1,734,957	8%	54,899	1,234,407	1,179,508	4%
Land Use Resources	109,110	383,161	274,051	28%	84,375	306,005	221,630	28%	24,735	77,156	52,421	32%
Operations	54,270	137,000	82,730	40%	37,982	95,900	57,918	40%	16,289	41,100	24,811	40%
<b>TOTAL</b>	<b>\$ 367,363</b>	<b>\$ 3,638,609</b>	<b>\$ 3,271,246</b>	<b>10%</b>	<b>\$ 271,441</b>	<b>\$ 2,285,946</b>	<b>\$ 2,014,505</b>	<b>12%</b>	<b>\$ 95,923</b>	<b>\$ 1,352,663</b>	<b>\$ 1,256,740</b>	<b>7%*</b>

<b>EXPENSES BY CATEGORY</b>												
Salary	158,164	950,200	792,036	17%	113,643	696,873	583,231	16%	44,521	253,327	208,806	18%
Fringe	62,297	355,700	293,403	18%	44,761	260,869	216,108	17%	17,536	94,831	77,295	18%
Overhead	56,329	275,500	219,171	20%	40,473	202,051	161,578	20%	15,856	73,449	57,593	22%
Professional Services	35,280	1,783,809	1,748,529	2%	33,742	914,288	880,546	4%	1,538	869,521	867,983	0%
Legal / Lobbying	4,417	35,000	30,583	13%	3,092	24,500	21,408	13%	1,325	10,500	9,175	13%
Equipment	15,475	55,000	39,525	28%	10,833	40,000	29,168	27%	4,643	15,000	10,358	31%
Travel / Education	911	19,500	18,589	5%	644	14,075	13,431	5%	267	5,425	5,158	5%
Printing	20	3,500	3,480	1%	-	2,960	2,960	0%	20	540	520	4%
Public Involvement	281	82,000	81,719	0%	263	70,300	70,037	0%	18	11,700	11,682	0%
Meeting Support	701	5,500	4,799	13%	515	4,095	3,580	13%	186	1,405	1,219	13%
Other	33,489	72,900	39,411	46%	23,475	55,935	32,460	42%	10,013	16,965	6,952	59%
<b>TOTAL</b>	<b>\$ 367,363</b>	<b>\$ 3,638,609</b>	<b>\$ 3,271,246</b>	<b>10%</b>	<b>\$ 271,441</b>	<b>\$ 2,285,946</b>	<b>\$ 2,014,505</b>	<b>12%</b>	<b>\$ 95,923</b>	<b>\$ 1,352,663</b>	<b>\$ 1,256,740</b>	<b>7%*</b>

<b>EXPENSES BY FUNDING SOURCE</b>												
Consolidated Planning Grant	160,992	756,160	595,168	21%	110,265	559,407	449,142	20%	50,727	196,753	146,026	26%
Surface Transportation Program	84,230	1,864,673	1,780,443	5%	67,800	965,519	897,719	7%	16,431	899,154	882,723	2%
Congestion Mitigation Air Quality	3,092	185,320	182,228	2%	3,092	148,256	145,164	2%	-	37,064	37,064	0%
Federal Transit Authority 5307	3,442	150,000	146,558	2%	-	105,000	105,000	0%	3,442	45,000	41,558	8%
Local - Membership Dues	75,519	448,833	373,314	17%	50,737	341,310	290,573	15%	24,782	107,523	82,741	23%
Local - Carry-over	457	16,240	15,783	3%	457	16,240	15,783	3%	-	-	-	0%
Other Sources	39,631	217,383	177,752	18%	39,090	150,214	111,124	26%	541	67,169	66,628	1%
<b>TOTAL</b>	<b>\$ 367,363</b>	<b>\$ 3,638,609</b>	<b>\$ 3,271,246</b>	<b>10%</b>	<b>\$ 271,441</b>	<b>\$ 2,285,946</b>	<b>\$ 2,014,505</b>	<b>12%</b>	<b>\$ 95,923</b>	<b>\$ 1,352,663</b>	<b>\$ 1,256,740</b>	<b>7%*</b>

\* Totals may vary due to rounding.

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO**  
**FY2004 VARIANCE REPORT**  
**TRANSPORTATION/AIR QUALITY AND LAND USE**  
**OCTOBER 1, 2003 TO NOVEMBER 30, 2003 (16.67%)**

TRANSPORTATION / AIR QUALITY	TOTAL			ADA			CANYON		
	YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE
<b>EXPENSES BY CATEGORY</b>									
Salary	112,348	779,255	666,907	81,902	567,824	485,922	30,446	211,432	180,986
Fringe	44,252	291,708	247,457	32,259	212,560	180,301	11,992	79,148	67,156
Overhead	40,012	225,936	185,925	29,169	164,634	135,465	10,843	61,302	50,459
Professional Services	6,700	1,657,548	1,650,848	5,162	803,918	798,756	1,538	853,630	852,092
Legal / Lobbying	-	-	-	-	-	-	-	-	-
Equipment	-	30,000	30,000	-	22,500	22,500	-	7,500	7,500
Travel / Education	140	11,000	10,860	133	7,925	7,792	7	3,075	3,068
Printing	-	3,000	3,000	-	2,610	2,610	-	390	390
Public Involvement	281	82,000	81,719	263	70,300	70,037	18	11,700	11,682
Meeting Support	199	2,500	2,301	157	1,995	1,838	42	505	463
Other	51	35,500	35,449	39	29,775	29,736	12	5,725	5,713
<b>TOTAL</b>	<b>\$ 203,983</b>	<b>\$ 3,118,448</b>	<b>\$ 2,914,465</b>	<b>\$ 149,084</b>	<b>\$ 1,884,041</b>	<b>\$ 1,734,957</b>	<b>\$ 54,899</b>	<b>\$ 1,234,407</b>	<b>\$ 1,179,508</b>

EXPENSES BY FUNDING SOURCE	YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE
Consolidated Planning Grant	95,057	582,024	486,967	67,250	451,348	384,098	27,807	130,676	102,869
Surface Transportation Program	84,230	1,864,673	1,780,443	67,800	965,519	897,719	16,431	899,154	882,723
Congestion Mitigation Air Quality	3,092	185,320	182,228	3,092	148,256	145,164	-	37,064	37,064
Federal Transit Authority 5307	3,442	150,000	146,558	-	105,000	105,000	3,442	45,000	41,558
Local - Membership Dues	17,651	222,569	204,918	10,486	161,184	150,698	7,166	61,385	54,219
Local - Carry-over	457	16,240	15,783	457	16,240	15,783	-	-	-
Other Sources	53	97,622	97,569	-	36,494	36,494	53	61,128	61,075
<b>TOTAL</b>	<b>\$ 203,983</b>	<b>\$ 3,118,448</b>	<b>\$ 2,914,465</b>	<b>\$ 149,084</b>	<b>\$ 1,884,041</b>	<b>\$ 1,734,957</b>	<b>\$ 54,899</b>	<b>\$ 1,234,407</b>	<b>\$ 1,179,508</b>

<b>YEAR TO DATE</b>	<b>7%</b>	<b>8%</b>	<b>4%</b>
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LAND USE RESOURCES	TOTAL			ADA			CANYON		
	YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE
<b>EXPENSES BY CATEGORY</b>									
Salary	45,816	170,945	125,129	31,741	129,050	97,309	14,075	41,895	27,820
Fringe	18,046	63,992	45,946	12,502	48,309	35,807	5,544	15,683	10,139
Overhead	16,317	49,564	33,247	11,304	37,417	26,112	5,013	12,147	7,134
Professional Services	28,580	91,261	62,681	28,580	85,870	57,290	-	5,391	5,391
Legal / Lobbying	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-
Travel / Education	125	4,500	4,375	88	3,350	3,263	38	1,150	1,113
Printing	20	500	480	-	350	350	20	150	130
Public Involvement	-	-	-	-	-	-	-	-	-
Meeting Support	52	500	448	36	350	314	16	150	135
Other	155	1,900	1,745	124	1,310	1,186	31	590	559
<b>TOTAL</b>	<b>\$ 109,110</b>	<b>\$ 383,161</b>	<b>\$ 274,051</b>	<b>\$ 84,375</b>	<b>\$ 306,005</b>	<b>\$ 221,630</b>	<b>\$ 24,735</b>	<b>\$ 77,156</b>	<b>\$ 52,421</b>

EXPENSES BY FUNDING SOURCE	YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE
Consolidated Planning Grant	65,935	174,136	108,201	43,015	108,059	65,044	22,920	66,077	43,157
Surface Transportation Program	-	-	-	-	-	-	-	-	-
Congestion Mitigation Air Quality	-	-	-	-	-	-	-	-	-
Federal Transit Authority 5307	-	-	-	-	-	-	-	-	-
Local - Membership Dues	5,223	96,264	91,041	3,407	89,126	85,719	1,816	7,138	5,322
Local - Carry-over	-	-	-	-	-	-	-	-	-
Other Sources	37,952	112,761	74,809	37,952	108,820	70,868	-	3,941	3,941
<b>TOTAL</b>	<b>\$ 109,110</b>	<b>\$ 383,161</b>	<b>\$ 274,051</b>	<b>\$ 84,375</b>	<b>\$ 306,005</b>	<b>\$ 221,630</b>	<b>\$ 24,735</b>	<b>\$ 77,156</b>	<b>\$ 52,421</b>

<b>YEAR TO DATE</b>	<b>28%</b>	<b>28%</b>	<b>32%</b>
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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO**  
**FY2004 VARIANCE REPORT**  
**OPERATIONS AND PASS-THROUGH**  
**OCTOBER 1, 2003 TO NOVEMBER 30, 2003 (16.67%)**

OPERATIONS	TOTAL			ADA			CANYON		
	YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE
<b>EXPENSES BY CATEGORY</b>									
Salary	-	-	-	-	-	-	-	-	-
Fringe	-	-	-	-	-	-	-	-	-
Overhead	-	-	-	-	-	-	-	-	-
Professional Services	-	35,000	35,000	-	24,500	24,500	-	10,500	10,500
Legal / Lobbying	4,417	35,000	30,583	3,092	24,500	21,408	1,325	10,500	9,175
Equipment	15,475	25,000	9,525	10,833	17,500	6,668	4,643	7,500	2,858
Travel / Education	646	4,000	3,354	423	2,800	2,377	222	1,200	978
Printing	-	-	-	-	-	-	-	-	-
Public Involvement	-	-	-	-	-	-	-	-	-
Meeting Support	450	2,500	2,050	322	1,750	1,428	128	750	622
Other	33,283	35,500	2,217	23,312	24,850	1,538	9,971	10,650	680
<b>TOTAL</b>	<b>\$ 54,270</b>	<b>\$ 137,000</b>	<b>\$ 82,730</b>	<b>\$ 37,982</b>	<b>\$ 95,900</b>	<b>\$ 57,918</b>	<b>\$ 16,289</b>	<b>\$ 41,100</b>	<b>\$ 24,811</b>

<b>EXPENSES BY FUNDING SOURCE</b>									
Consolidated Planning Grant	-	-	-	-	-	-	-	-	-
Surface Transportation Program	-	-	-	-	-	-	-	-	-
Congestion Mitigation Air Quality	-	-	-	-	-	-	-	-	-
Federal Transit Authority 5307	-	-	-	-	-	-	-	-	-
Local - Membership Dues	52,645	130,000	77,355	36,844	91,000	54,156	15,801	39,000	23,199
Local - Carry-over	-	-	-	-	-	-	-	-	-
Other Sources	1,626	7,000	5,374	1,138	4,900	3,762	488	2,100	1,612
<b>TOTAL</b>	<b>\$ 54,270</b>	<b>\$ 137,000</b>	<b>\$ 82,730</b>	<b>\$ 37,982</b>	<b>\$ 95,900</b>	<b>\$ 57,918</b>	<b>\$ 16,289</b>	<b>\$ 41,100</b>	<b>\$ 24,811</b>

<b>YEAR TO DATE</b>	<b>40%</b>	<b>40%</b>	<b>40%</b>
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PASS-THROUGH	TOTAL			ADA			CANYON		
	YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	REV-1 BUDGET	UNEXPENDED BALANCE
<b>EXPENSES BY CATEGORY</b>									
Salary	-	-	-	-	-	-	-	-	-
Fringe	-	-	-	-	-	-	-	-	-
Overhead	-	-	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Legal / Lobbying	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-
Travel / Education	-	-	-	-	-	-	-	-	-
Printing	-	-	-	-	-	-	-	-	-
Public Involvement	-	-	-	-	-	-	-	-	-
Meeting Support	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
Pass-Through	112,665	1,439,214	1,326,549	78,658	1,154,734	1,076,076	34,007	284,480	250,473
<b>TOTAL</b>	<b>\$ 112,665</b>	<b>\$ 1,439,214</b>	<b>\$ 1,326,549</b>	<b>\$ 78,658</b>	<b>\$ 1,154,734</b>	<b>\$ 1,076,076</b>	<b>\$ 34,007</b>	<b>\$ 284,480</b>	<b>\$ 250,473</b>

<b>EXPENSES BY FUNDING SOURCE</b>									
Consolidated Planning Grant	-	-	-	-	-	-	-	-	-
Surface Transportation Program	112,665	1,439,214	1,326,549	78,658	1,154,734	1,076,076	34,007	284,480	250,473
Congestion Mitigation Air Quality	-	-	-	-	-	-	-	-	-
Federal Transit Authority 5307	-	-	-	-	-	-	-	-	-
Local - Membership Dues	-	-	-	-	-	-	-	-	-
Local - Carry-over	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 112,665</b>	<b>\$ 1,439,214</b>	<b>\$ 1,326,549</b>	<b>\$ 78,658</b>	<b>\$ 1,154,734</b>	<b>\$ 1,076,076</b>	<b>\$ 34,007</b>	<b>\$ 284,480</b>	<b>\$ 250,473</b>

<b>YEAR TO DATE</b>	<b>8%</b>	<b>7%</b>	<b>12%</b>
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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2004 PROFESSIONAL SERVICES EXPENSES  
 OCTOBER 1, 2003 TO NOVEMBER 30, 2003**

PSA #	VENDOR	TASK	TYPE OF WORK	EFFECTIVE DATES	AGREEMENT AMOUNT/ CHANGE ORDERS	SPENT FY2003	SPENT FY2004	TOTAL SPENT	BALANCE
2003-26	Advanced Cyber Solutions	601 687	Review database software to the TELUS package	4/28/03 6/30/03 9/30/03 Concludes 12/31/03	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	COMPLETED
2004-06	Transportation Support Group	636	Compass Travel Demand Model	11/11/03 9/30/04 Concludes	\$ 5,000	\$ -		\$ -	\$ 5,000
2004-01	Desert Research Institute (DRI)	651	B20 Biodiesel Project, Meridian School District	11/3/03 7/31/04	\$ 95,000	\$ -		\$ -	\$ 95,000
2003-31	Green House, Inc.	661	Image/naming/branding campaign for the Regional Long-Range Transportation Plan	9/19/03 6/1/05 Concludes	\$ 24,000	\$ 2,120	\$ 5,200	\$ 7,320	\$ 16,680
<b>TOTAL TRANSPORTATION / AIR QUALITY</b>						\$ 2,120	\$ 6,700	\$ 8,820	

2004-02	3DI, LLC	761	Aerial photo and orthophoto production project for Ada County	10/1/03 1/31/04	\$ 74,000	\$ -	\$ 28,580	\$ 28,580	\$ 45,420
<b>TOTAL LAND USE RESOURCES</b>						\$ -	\$ 28,580	\$ 28,580	

<b>TOTAL DIRECT PROFESSIONAL SERVICES EXPENSES</b>						\$ 2,120	\$ 35,280	\$ 37,400	
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<b>TOTAL INDIRECT PROFESSIONAL SERVICES EXPENSES</b>						\$ -	\$ -	\$ -	
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<b>TOTAL PROFESSIONAL SERVICES EXPENSES</b>						\$ 2,120	\$ 35,280	\$ 37,400	
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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2004 PROFESSIONAL SERVICES EXPENSES  
 OCTOBER 1, 2003 TO NOVEMBER 30, 2003**

PSA #	VENDOR	TASK	TYPE OF WORK	EFFECTIVE DATES	AGREEMENT AMOUNT/ CHANGE ORDERS	SPENT FY2003	SPENT FY2004	TOTAL SPENT	BALANCE
N/A	Givens Pursley	990	Legal expense	10/01/03 09/30/04			\$ -	\$ -	Open
N/A	Veritas	990	Lobbying Expense	10/01/03 09/30/04			\$ 4,417	\$ 4,417	Open
<b>TOTAL DIRECT LEGAL / LOBBYING SERVICES EXPENSES</b>						Budget	\$ 35,000	\$ 4,417	\$ 4,417
N/A	Bosch, Daw & Ballard	999	Review flexible benefit plan.	10/01/03 09/30/04			\$ 578	\$ 578	Open
N/A	Givens Pursley	999	General legal expense	10/01/03 09/30/04				\$ -	Open
<b>TOTAL INDIRECT LEGAL / LOBBYING SERVICES EXPENSES</b>						Budget	\$ 5,000	\$ 578	\$ 578
<b>TOTAL LEGAL / LOBBYING EXPENSES</b>								\$ 4,994	\$ 4,994

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
OPERATIONS & MAINTENANCE COMPARISON TO BUDGET  
FY-2004 INDIRECT EXPENSES  
OCTOBER 1, 2003 TO NOVEMBER 30, 2003 (16.67%)**

<b>EXPENSE CATEGORY</b>	<b>YTD ACTUAL</b>	<b>FY2004 BUDGET</b>	<b>UNEXPENDED BALANCE</b>	<b>YEAR TO DATE</b>
Professional Services	\$0	\$5,000	\$5,000	0%
Equipment Lease	\$2,316	\$10,000	\$7,684	23%
Equipment Repair / Maint.	\$0	\$5,000	\$5,000	0%
Travel / Education	\$475	\$5,000	\$4,525	10%
Dues	\$2,082	\$9,000	\$6,918	23%
Publications	\$655	\$1,000	\$345	66%
Postage	\$0	\$8,000	\$8,000	0%
Telephone	\$1,371	\$12,000	\$10,629	11%
Space Rent	\$23,554	\$100,000	\$76,446	24%
Janitorial	\$1,221	\$8,000	\$6,779	15%
Printing	\$38	\$1,500	\$1,462	3%
Copier	\$826	\$10,000	\$9,174	8%
Advertising	\$833	\$1,300	\$467	64%
Events	\$36	\$2,500	\$2,464	1%
Audit	\$0	\$12,000	\$12,000	0%
Insurance	\$4,631	\$9,000	\$4,369	51%
Legal Services	\$578	\$5,000	\$4,423	12%
General Supplies	\$1,515	\$15,000	\$13,485	10%
Computer Supplies	\$683	\$8,500	\$7,817	8%
Computer Software / Maint	\$13,300	\$17,000	\$3,700	78%
Internet Service	\$818	\$4,000	\$3,182	20%
Commuting Incentive	\$0	\$1,500	\$1,500	0%
Vehicle Maintenance	\$135	\$3,000	\$2,865	5%
Utilities	\$986	\$12,000	\$11,014	8%
Local Travel / Fuel	\$261	\$9,000	\$8,739	3%
Other / Miscellaneous	\$24	\$1,200	\$1,176	2%
<b>T O T A L</b>	<b>\$56,337</b>	<b>\$275,500</b>	<b>\$219,163</b>	<b>20%</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
PROFESSIONAL SERVICES EXPENSES  
FY-2004 DIRECT EXPENSES  
OCTOBER 1, 2003 TO NOVEMBER 30, 2003 (16.67%)**

<b>TASK DESCRIPTION</b>	<b>YTD ACTUAL</b>	<b>FY2004 BUDGET</b>	<b>UNEXPENDED BALANCE</b>	<b>YEAR TO DATE</b>
601 Transportation Support	1,500	11,100	9,600	14%
610 SH 44 Corridor Preservation	0	500,080	500,080	0%
611 US 20/26 Corridor Preservation	0	495,660	495,660	0%
612 Middleton Road Extension Alternatives	0	169,630	169,630	0%
636 Regional Transportation Modeling	0	18,000	18,000	0%
642 Congestion Management System	0	20,000	20,000	0%
651 Air Quality Planning	0	95,000	95,000	0%
661 Regional Long Range Transportation Plan	5,200	348,078	342,878	1%
720 Data Resources and Forecasting	0	4,500	4,500	0%
760 Automated Geographic Information Systems	0	500	500	0%
761 Ada County Orthophotography	28,580	75,000	46,420	38%
780 Drainage Planning	0	11,261	11,261	0%
990 Operations	0	35,000	35,000	0%
<b>T O T A L</b>	<b>\$35,280</b>	<b>\$1,783,809</b>	<b>\$1,748,529</b>	<b>2%</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2004 SUMMARY OF REVENUE AND RECEIVABLES  
OCTOBER 1, 2003 TO NOVEMBER 30, 2003**

	<b>FY2004 BUDGET</b>	<b>YTD REVENUE</b>	<b>TOTAL RECEIVED</b>	<b>ACCOUNTS RECEIVABLE</b>
<b>GENERAL MEMBERSHIP</b>				
Ada County	153,552	38,388	38,388	0
Ada County Highway District	99,809	24,952	24,952	0
Association of Canyon County Highway Districts	26,595	8,167	0	8,167
Boise City	90,128	22,532	21,250	1,282
Caldwell City	14,129	3,532	3,532	0
Canyon County	70,000	17,500	17,500	0
Eagle City	6,506	1,627	1,627	0
Garden City	5,331	1,333	1,333	0
Kuna City	3,979	995	0	995
Meridian City	19,541	4,885	0	4,885
Middleton City	1,659	415	415	0
Nampa City	29,084	7,271	7,271	0
Parma City	832	832	832	0
Star City	1,032	258	258	0
Refund FY2003 Unspent General Membership Dues	-6,973			0
<b>Sub-Total</b>	<b>\$515,204</b>	<b>\$132,686</b>	<b>\$117,358</b>	<b>\$15,329</b>
<b>SPECIAL MEMBERSHIP</b>				
Boise State University	3,650	913	913	0
Capital City Development Corporation	3,650	913	913	0
Greater Boise Auditorium District	1,825	456	456	0
Idaho Transportation Department	3,650	3,650		3,650
Independent School District of Boise City	3,650	3,650	3,650	0
Joint School District #2	3,650	913	913	0
ValleyRide	3,650	913	913	0
<b>Sub-Total</b>	<b>\$23,725</b>	<b>\$11,406</b>	<b>\$7,756</b>	<b>\$3,650</b>
<b>FHWA/FTA CONSOLIDATED PLANNING GRANT</b>				
FY2004 Consolidated Planning Grant-Ada County	559,408	110,265		110,265
FY2004 Consolidated Planning Grant-Canyon County	196,754	50,727		50,727
<b>Sub-Total</b>	<b>\$756,162</b>	<b>\$160,992</b>	<b>\$0</b>	<b>\$160,992</b>
<b>SURFACE TRANSPORTATION PROGRAM GRANTS</b>				
STP-State Key #7826	523,529	0.00		0
STP-State Key #7827	523,529	0.00		0
STP-Urban Key #8136	197,908	42,711		42,711
STP-Urban Key #8137	207,839	5,771		5,771
STP-TMA Key #8138	244,622	19,318		19,318
STP-Urban Key #9134	251,645	16,431		16,431
STP-Urban Key #9206	61,156	0		0
FY2003 STP Grant invoices outstanding				0
<b>Sub-Total</b>	<b>\$2,010,228</b>	<b>\$84,230</b>	<b>\$0</b>	<b>\$84,230</b>
<b>OTHER FEDERAL AID</b>				
FTA 5307	150,000	3,442		3,442
CMAQ B20 Biodiesel Project	185,320	3,092		3,092
Bureau of Reclamation-Drainage Planning	11,261	0		0
FY2003 Other Federal Aid outstanding				8,764
<b>Sub-Total</b>	<b>\$346,581</b>	<b>\$6,534</b>	<b>\$0</b>	<b>\$15,298</b>
<b>OTHER REVENUE SOURCES</b>				
Data Dissemination - Sales	19,000	2,280	2,079	201
Orthophotography	75,000	41,611	15,438	26,173
Maps and Publications - Sales	7,500	1,906	1,769	137
Interest Income	7,000	376	376	0
Other -Audio Conferences, surplus equipment sale	0	1,250	1,250	0
Local match provided by other agencies	97,622	53	0	53
Local Carry-over	16,240	0		0
<b>Sub-Total</b>	<b>\$222,362</b>	<b>\$47,476</b>	<b>\$20,912</b>	<b>\$26,564</b>
<b>T O T A L</b>	<b>\$3,874,262</b>	<b>\$443,325</b>	<b>\$146,026</b>	<b>\$306,063</b>
Pass-Through	1,439,214	112,665	95,317	17,348
<b>TOTAL-INCLUDING PASS-THROUGH</b>	<b>\$5,313,476</b>	<b>\$555,989</b>	<b>\$241,343</b>	<b>\$323,411</b>



# Community Planning Association of Southwest Idaho

**MEMORANDUM**

**TO:** Finance Committee

**FROM:** Clair M. Bowman, Executive Director

**DATE:** November 10, 2003

**RE:** Discussion Regarding Error in Calculating General Membership Dues for the Canyon Highway Districts

**Action Requested:**

None. This item is for information and discussion only.

**Background:**

Canyon County's four highway districts were considered Special Members up to and including fiscal year 2003. Dues were assessed on a flat rate. In FY2003, these dues totaled \$10,500 and distributed as \$3,500 and one Board voting member for the Canyon Highway District, \$3,500 and one Board voting member for the Nampa Highway District, and \$1,750 each for the Golden Gate Highway District and the Notus-Parma Highway District who shared one voting Board member.

The Restructure Committee recommended unanimously last spring that all highway districts be considered General Members and dues be calculated appropriately. This recommendation came at the time Erv and I were beginning preparations for the FY2004 budget so we collapsed the four individual line items in the FY2003 revenue into one General Member line item:

Association of Canyon County Highway Districts (ACCHD). In original preparation of the FY2004 budget, dues for ACCHD were based on 65% of \$0.49 per person for the entire county. COMPASS staff subsequently noted that the population of the incorporated cities in the Nampa Urbanized Area (Caldwell, Middleton and Nampa) is represented by other General Members and subtracted them out of the ACCHD population base. Unfortunately, only the Nampa population number was actually subtracted, leaving the basis for ACCHD General Membership dues unrealistically high. Nevertheless, this was the basis on which ACCHD dues were included in the budget approved by the COMPASS Board in August.

**Status:**

I have met with the Association of Canyon County Highway Districts regarding this error. They have agreed with my review of the above and the basis on which their General Membership dues should have been calculated. The original budgeted amount was \$26,595; removing Caldwell

and Middleton population from the base reduces this to \$16,494, a reduction of \$10,101. Jeanne is currently preparing invoices for them based on dues of \$16,500, distributed among the four Canyon County highway districts in the same 1/3, 1/3, 1/6, 1/6 as the previous Special Membership dues were distributed. The ACCHD also anticipates that they will have the same number and distribution of voting Board members as before.

I intent to propose an adjustment for the reduced dues from ACCHD as one component of Revision 2 to the FY2004 budget. I welcome additional comments and direction from the Finance Committee. Thank you.

T:\900supsvs\board\Clair's Memos\ACCHD Dues Memo to Finance Committee.doc