



**FINANCE COMMITTEE MEETING
FEBRUARY 18, 2010 — 12:00 P.M. — 2:00 P.M.
COMPASS CONFERENCE ROOM**

**** AGENDA ****

I. AGENDA ADDITIONS/CHANGES

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 2 * A. Approve December 15, 2009, Meeting Minutes

IV. ACTION ITEMS

A. Elect Chair and Vice Chair

Page 5 * B. Approve Variance Report October 1, 2009 – December 31, 2009

V. INFORMATION/DISCUSSION ITEMS

Page 15 * A. Review FY2011 & 2012 Unified Planning Work Program and Budget Development Process and Timeline

B. Review Projected Revenue and Expenses for FY2011 through FY2015

E. Review 2010 General and Special Membership Dues Received To Date

C. Status Report - Staffing Changes

D. Status Report - Property Update

VI. OTHER

VII. ADJOURNMENT

**Enclosures*

Times are approximate. Agenda is subject to change.

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**FINANCE COMMITTEE MEETING
 DECEMBER 15, 2009
 COMPASS CONFERENCE ROOM
 MERIDIAN, IDAHO**

**** MINUTES ****

Attendees: Rebecca Arnold, Commissioner, Ada County Highway District, **Vice Chair**
 Phil Bandy, Mayor, City of Eagle, **Chair**
 Carol McKee, Commissioner, Ada County Highway District
 Bryce Millar, Commissioner, Nampa Highway District
 Garret Nancolas, Mayor, City Caldwell

Members Absent: Elaine Clegg, Councilwoman, City of Boise
 Steve Rule, Commissioner, Canyon County

Others Present: Nancy Brecks, Community Planning Association
 Keith Holmes, Community Planning Association
 Matt Stoll, Community Planning Association
 Jeanne Urlezaga, Community Planning Association
 George Wadsworth, Crandell, Swensen, Gleason & Wadsworth, CHTD.

Call to Order

Chair Bandy called the meeting to order at 1:16 p.m.

Agenda Additions/Changes

None.

Open Discussion/Announcements

None.

Consent Agenda

- A. Approve November 19, 2009, Finance Committee Meeting Minutes**

Garret Nancolas moved and Carol McKee seconded approval of the Consent Agenda as presented. Motion passed unanimously.

Action Items

A. Establish 2010 Finance Committee Meeting Dates

Jeanne presented proposed 2010 Finance Committee meeting dates. All meetings will be held at COMPASS from 12:00-2:00 pm:

February 18, 2010

May 13, 2010

August 12, 2010

November 18, 2010

December 16, 2010

After discussion, **Carol McKee moved and Garret Nancolas seconded approval of the 2010 Finance Committee meeting dates as presented. Motion passed unanimously.**

B. Recommend Approval of the Draft 2009 Audit

George Wadsworth of Crandall, Swenson, Gleason & Wadsworth, Chtd. presented the draft 2009 audit. George said as stated in the Independent Auditor's Report, the financial statements present fairly as of September 30, 2009, in all material matters. It was a clean opinion and unqualified. There were no material weaknesses or reportable conditions.

George recommended the following:

- Develop a written Investment Policy Statement;
- Recalculate fringe benefit rates quarterly;
- When applicable, attach Board action as back-up to request for payment; and
- Provide clearer reference support for journal entries on back-up documentation.

After discussion, **Rebecca Arnold moved and Carol McKee seconded approval of the Draft 2009 Audit as presented. Motion passed unanimously.**

The audit will be posted on the COMPASS website. The Board will receive a status report at the January 2010 meeting.

Adjournment:

Carol McKee moved and Garret Nancolas seconded adjournment at 1:50 pm. Motion passed unanimously.

Dated this 18th day of February 2010.

Approved:

By: _____
Phil Bandy, Chair

Attest:

By: _____
Rebecca Arnold, Vice Chair

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MEMORANDUM

To: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: February 18, 2010

RE: Approve Variance Report: October 1, 2009 to December 31, 2009

ACTION REQUESTED:

Approve Variance Report: October 1, 2009 to December 31, 2009.

BACKGROUND:

The Variance Report is compared to the FY2010 Unified Planning Work Program and Budget – Revision 1.

The year-to-date total workdays are on budget at 24%. Total dollars expended are 15% of budget.

STATUS:

Detour signs were added to Programs 610 and 611 due to delays by the Federal Highway Administration in reviewing key documents. Staff anticipates these delays will correct themselves in second and third quarter.

A yield sign was added to Program 900 due to low payout of direct costs. Depending on budget constraints, staff will delay equipment purchases until later in the year.

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND

BALANCE:

Also attached is the Statement of Revenues, Expenses and Changes in Fund Balance and the Fund Balance Sheet.

Revenue: 25% of General and Special Membership dues were received. 17% of the Consolidated Planning Grant revenues were received. Revenues for the Surface Transportation Program Grants at 3%, and Other Revenue Sources at 1% are low primarily due to work delays for the two corridor planning projects. 8% of FTA Funds for Mobility Management Strategies have been received. Carryover of FTA Funds is anticipated in the FY2011 budget.

Expenditures: Salary at 25%, Fringe at 22%, and Overhead at 29% are on budget at the end of first quarter. Legal/Lobbying at 17% and Meeting Support at 28% are on budget. Professional Services at 4% are under budget due primarily to slow payout on the two corridor planning projects. Equipment at 13%, Travel/Education at 7%, Printing at 0%, Public Involvement at 10%, and Other at 1% are all under budget. The payout on Building Fund and Set-Aside for Potential Rescission of Federal Funds remain at 0% as these are budget set-asides for use in future periods. Other than the set-asides, most expense categories will be on budget by the end of the fiscal year.

FUND BALANCE SHEET:

The Fund Balance Sheet compares assets, liabilities, and fund balance of the current quarter to those of the previous quarter.

Assets: Cash and Cash Equivalents are down by \$375,587 due primarily to \$118,808 that was moved into the building fund, as well as expenditures for reimbursable program expenses that are supported by a corresponding accounts receivable amount of \$254,196. As noted, \$118,808 was moved into the Building Fund, which in total earned \$855 in interest during the first quarter bringing the balance to \$824,816. Accounts Receivable is down by \$74,842 as payment has been received on the total amount reported at the end of FY2009. Prepaid expenses are now at zero as journal entries were made to recognize a current year expense.

Liabilities: Total liabilities decreased by approximately \$249,000 as FY2009 ending balances for Accounts Payable were paid out, and entries for Accrued Payroll Liabilities were reversed to reflect the correct accounting period.

Fund Balance: The unreserved fund balance shows a decrease of \$221,637. The Fund Balance, Designated-Local Dollars to Match Grants increased by \$8,037. This amount is to cover match requirements for federal grants that were carried over from FY2009. The Building Fund shows an increase of \$119,663. This amount consists of the FY2010 contribution amount of \$118,808 and interest income of \$855.

The net difference in assets and liabilities shows a decrease to Fund Balance by \$93,252. Staff anticipates this overall Fund Balance will increase as the year progresses.

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 VARIANCE REPORT
 OCTOBER 1, 2009 - DECEMBER 31, 2009 (25.0%)

601 UPWP Budget Development and Monitoring		Lead:		Jeanne Urlezaga	
Commencement Date:	10/01/09	Proposed Completion:	09/30/10	Status:	25%
Explanation: Project is on track according to schedule and budget.					
Recommended Action: None.					

	Budget - Rev 1				Actual				% Expended	
	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$
Regional	210	112,442	-	112,442	53	34,087		34,087	25%	30%

610 SH44 Corridor Preservation Study		Lead:		Don Matson	
Commencement Date:	01/01/04	Proposed Completion:	07/31/10	Status:	23%
Explanation: Project is on track according to scheduled workdays. Consultant work is postponed due to delay in review and approval by FHWA of the "Alternative Screening Report" creating a low payout of direct dollars.					
Recommended Action: Work with consultant and the Idaho Transportation Department to encourage FHWA to accelerate review of Alternative Screening Report.					

Regional	67	36,654	734,620	771,274	15	9,891		9,891	23%	1%
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	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
FY04 Actual	91	50,470	-	50,470
FY05 Actual	54	29,145	36,496	65,640
FY06 Actual	132	71,684	375,140	446,824
FY07 Actual	75	45,239	537,976	583,215
FY08 Actual	97	54,997	910,247	965,244
FY09 Actual	63	35,485	388,322	423,807
FY10 Budget	67	36,654	734,620	771,274
Total Project Budget:	579	323,674	2,982,801	3,306,474

611 US 20/26 Corridor Preservation Study		Lead:		Don Matson	
Commencement Date:	01/01/04	Proposed Completion:	07/31/10	Status:	27%
Explanation: Project on track according to scheduled workdays. The FHWA recently approved the "Screening Methodology Report" allowing the consultant to move forward with the "Environmental Draft Document". Staff anticipates higher payout of direct dollars in second and third quarters.					
Recommended Action: Continue to work with consultant to complete environmental draft document.					

Regional	60	33,746	532,741	566,487	16	10,726	56,898	67,624	27%	12%
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	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
FY04 Actual	82	44,274	-	44,274
FY05 Actual	85	45,952	181,678	227,630
FY06 Actual	95	49,556	468,334	517,890
FY07 Actual	124	71,463	746,444	817,907
FY08 Actual	82	47,860	405,209	453,069
FY09 Actual	64	37,274	280,494	317,768
FY10 Budget	60	33,746	532,741	566,487
Total Project Budget:	592	330,125	2,614,900	2,945,025

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 VARIANCE REPORT
 OCTOBER 1, 2009 - DECEMBER 31, 2009 (25.0%)

	Budget - Rev 1				Actual				% Expended	
	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$
Regional	110	51,288	2,500	53,788	69	28,017		28,017	62%	52%

620 Growth and Transportation System Monitoring			Lead:	Carl Miller
Commencement Date:	10/01/09	Proposed Completion:	09/30/10	Status: 55%
Explanation: Project is on track according to schedule and budget. Work for the 2010 Census has been completed which comprised approximately half of the budgeted workdays. Staff anticipates project will be on track by end of fiscal year.				
Recommended Action: None.				

Regional	10	8,508	24,094	32,602	7	5,125	15,598	20,723	71%	64%
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631 Treasure Valley High Capacity Transit Study			Lead:	Charles Trainor
Commencement Date:	12/01/05	Proposed Completion:	03/31/10	Status: 70%
Explanation: Project is on track according to schedule and budget.				
Recommended Action: None.				

	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
FY06 Actual	65	33,955	789	34,744
FY07 Actual	137	75,433	33,776	109,209
FY08 Actual	108	66,148	109,119	175,267
FY09 Actual	81	49,365	190,117	239,482
FY10 Budget	10	8,508	24,094	32,602
Total Project Budget:	401	233,409	357,895	591,304

Regional	108	52,501	-	52,501	28	13,561		13,561	26%	26%
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647 Regional Growth Issues and Options			Lead:	Carl Miller
Commencement Date:	10/01/09	Proposed Completion:	09/30/10	Status: 25%
Explanation: Project is on track according to schedule and budget.				
Recommended Action: None.				

653 Communications and Education			Lead:	Amy Luft
Commencement Date:	10/01/09	Proposed Completion:	09/30/10	Status: 21%
Explanation: Project is on track according to schedule and budget.				
Recommended Action: None.				

Regional	145	76,480	30,500	106,980	31	13,810	7,790	21,600	21%	20%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 VARIANCE REPORT
 OCTOBER 1, 2009 - DECEMBER 31, 2009 (25.0%)

661 Communities in Motion			Lead:	Charles Trainor
Commencement Date:	10/01/09	Proposed Completion:	09/30/10	Status: 23%
Explanation: Project is on track according to schedule and budget.				
Recommended Action: None.				

	Budget - Rev 1				Actual				% Expended	
	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$
Regional	525	320,047	200,794	520,841	119	72,056	10,709	82,765	23%	16%

671 Mobility Management Strategies			Lead:	Liisa Itkonen
Commencement Date:	10/01/07	Proposed Completion:	09/30/11	Status: 16%
Explanation: Project is on track according to schedule and budget.				
Recommended Action: None.				
	Workdays	Labor \$	Direct \$	Total
FY09 Actual	628	263,723	9,285	273,008
FY10 Budget	587	261,141	34,704	295,845
FY11 Carry Over			160,532	160,532
Total Project Budget:	1,215	524,864	204,521	729,385

Regional	587	261,141	34,704	295,845	91	44,956	60	45,016	16%	15%
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672 Rural Mobility Management			Lead:	Liisa Itkonen
Commencement Date:	08/01/09	Proposed Completion:	09/30/11	Status: 24%
Explanation: Project is on track according to schedule and budget.				
Recommended Action: None.				
	Workdays	Labor \$	Direct \$	Total
FY09 Actual	29	13,294		13,294
FY10 Budget	216	100,773	3,532	104,305
FY11 Carry Over			2,401	2,401
Total Project Budget:	245	114,067	5,933	120,000

Regional	216	100,773	3,532	104,305	52	24,359	-	24,359	24%	23%
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685 Transportation Improvement Program			Lead:	Toni Tisdale
Commencement Date:	10/01/09	Proposed Completion:	09/30/10	Status: 25%
Explanation: Project is on track according to schedule and budget.				
Recommended Action: None.				

Regional	302	153,180	1,500	154,680	69	37,147	871	38,018	23%	25%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 VARIANCE REPORT
 OCTOBER 1, 2009 - DECEMBER 31, 2009 (25.0%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

692 Regional Transportation Funding Information		Lead:	Liisa Itkonen	
Commencement Date:	10/01/09	Proposed Completion:	09/30/10	Status: 22%
Explanation: Project is on track according to schedule and budget.				
Recommended Action: None.				

Regional	42	20,322	-	20,322	10	4,372	4,372	23%	22%
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701 General Membership Services		Lead:	Charles Trainor	
Commencement Date:	10/01/09	Proposed Completion:	09/30/10	Status: 28%
Explanation: Project is on track according to schedule and budget.				
Recommended Action: None.				

Regional	125	66,529	-	66,529	35	19,711	19,711	28%	30%
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703 General Public Services		Lead:	Charles Trainor	
Commencement Date:	10/01/09	Proposed Completion:	09/30/10	Status: 38%
Explanation: Project is on track according to schedule and budget.				
Recommended Action: None.				

Regional	40	20,124	-	20,124	15	8,070	8,070	37%	40%
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705 Transportation Liaison Services		Lead:	Matt Stoll	
Commencement Date:	10/01/09	Proposed Completion:	09/30/10	Status: 25%
Explanation: Project is on track according to schedule and budget.				
Recommended Action: None.				

Regional	57	35,760	0	35,760	14	9,795	9,795	24%	27%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 VARIANCE REPORT
 OCTOBER 1, 2009 - DECEMBER 31, 2009 (25.0%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

760 Legislative Services			<i>Lead:</i>	<i>Matt Stoll</i>
Commencement Date:	10/01/09	Proposed Completion:	09/30/10	Status:
38%				
<i>Explanation:</i> Project is on track according to schedule and budget.				
<i>Recommended Action:</i> None.				

Regional	84	61,154	107,050	168,204	32	19,945	15,935	35,880	38%	21%
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761 Blue Print for Good Growth			<i>Lead:</i>	<i>Charles Trainor</i>
Commencement Date:	10/01/09	Proposed Completion:	09/30/10	Status:
15%				
<i>Explanation:</i> Project is on track according to schedule and budget.				
<i>Recommended Action:</i> None.				

Ada	172	106,591	-	106,591	23	15,520	15,520	15%	15%
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801 Staff Development			<i>Lead:</i>	<i>Jeanne Urlezaga</i>
Commencement Date:	10/01/09	Proposed Completion:	09/30/10	Status:
20%				
<i>Explanation:</i> Project is on track according to schedule and budget.				
<i>Recommended Action:</i> None.				

Regional	70	36,094	30,000	66,094	15	8,892	3,260	12,152	21%	18%
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820 Committee Support			<i>Lead:</i>	<i>Jeanne Urlezaga</i>
Commencement Date:	10/01/09	Proposed Completion:	09/30/10	Status:
25%				
<i>Explanation:</i> Project is on track according to schedule and budget.				
<i>Recommended Action:</i> None.				

Regional	332	144,868	8,500	153,368	76	33,891	3,046	36,937	23%	24%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 VARIANCE REPORT
 OCTOBER 1, 2009 - DECEMBER 31, 2009 (25.0%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

836 Model Maintenance and Support *Lead: MaryAnn Waldinger*
 Commencement Date: 10/01/09 | Proposed Completion: 09/30/10 | Status: 25%
Explanation: Project is on track according to schedule and budget. Staff anticipates direct costs will be fully expended by end of fiscal year.
Recommended Action: None.

Regional	129	60,522	40,000	100,522	32	17,130	17,130	25%	17%
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837 Transit Ridership Survey *Lead: MaryAnn Waldinger*
 Commencement Date: 10/01/09 | Proposed Completion: 09/30/10 | Status: 0%
Explanation: Data collection will be done in Spring 2010. Staff anticipates project will be on track by third quarter.
Recommended Action: None.

Regional	15	8,735	75,000	83,735	-	-	-	0%	0%
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842 Congestion Management / ITS *Lead: MaryAnn Waldinger*
 Commencement Date: 10/01/09 | Proposed Completion: 09/30/10 | Status: 20%
Explanation: Project is on track according to schedule and budget.
Recommended Action: None.

Regional	85	32,222	32,222	32,222	16	7,434	7,434	19%	23%
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860 Geographic Information System Maintenance *Lead: Ross Dodge*
 Commencement Date: 10/01/09 | Proposed Completion: 09/30/10 | Status: 30%
Explanation: Project is on track according to schedule and budget.
Recommended Action: None.

Regional	188	97,513	1,200	98,713	56	31,006	31,006	30%	31%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 VARIANCE REPORT
 OCTOBER 1, 2009 - DECEMBER 31, 2009 (25.0%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

861 Regional Orthophotography *Lead: Ross Dodge*
 Commencement Date: 10/01/09 | Proposed Completion: 09/30/10 | Status: 50%
Explanation: Project is on track according to scheduled workdays. Direct costs will be fully expended by end of fiscal year.
Recommended Action: None

Regional	45	24,006	340,000	364,006	24	13,893	13,893	53%	4%
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900 Operations *Lead: Jeanne Urlezaga*
 Commencement Date: 10/01/09 | Proposed Completion: 09/30/10 | Status: 25%
Explanation: Labor is on track. Depending on budget constraints, staff will delay equipment purchases until later in the year.
Recommended Action: None

Regional	876	-	31,310	31,310	224	3,331	3,331	26%	11%
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- LEGEND:
-  Projects that are under budget.
 -  Projects that are behind schedule
 -  Projects that are over budget.

TOTAL ALL TASKS										
Ada	172	106,591	-	106,591	23	15,520	-	15,520	13%	15%
Canyon	-	-	-	-	-	-	-	-	0%	0%
Regional	4,428	1,814,609	2,198,045	4,012,654	1,099	467,877	117,497	585,374	25%	15%
TOTAL	4,600	1,921,200	2,198,045	4,119,245	1,122	483,397	117,497	600,894	24%	15%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE <i>October 1, 2009 to December 31, 2009 (25.0%)</i>				
	BUDGET-REV1	ACTUAL	BUDGET REMAINING	PERCENTAGE TO DATE
REVENUE				
General Membership Dues	805,506	204,266	601,240	25%
Special Membership Dues	49,140	12,285	36,855	25%
FTA/FHWA Consolidated Planning Grant	1,275,959	211,463	1,064,496	17%
Surface Transportation Program Grants	1,309,065	33,484	1,275,581	3%
FTA Funds for Mobility Management Strategies	471,808	40,003	431,805	8%
Other Revenue Sources	732,860	6,141	726,719	1%
Total Revenue	4,644,338	507,642	4,136,696	11%
EXPENSES				
Salary	1,142,600	286,956	855,644	25%
Fringe	430,600	94,252	336,348	22%
Overhead	348,000	102,188	245,812	29%
Professional Services	1,876,482	81,586	1,794,896	4%
Legal/Lobbying	85,950	14,325	71,625	17%
Equipment	22,810	3,030	19,780	13%
Travel/Education	45,950	3,260	42,690	7%
Printing	43,200	27	43,173	0%
Public Involvement	86,350	8,353	77,997	10%
Meeting Support	17,746	4,956	12,790	28%
Other	182,490	1,960	180,530	1%
Building Fund	118,808	-	118,808	0%
Set-Aside for Potential Rescission of Federal Funds	243,352	-	243,352	0%
Total Expenses	4,644,338	600,894	4,043,444	13%
NET CHANGE IN FUND BALANCES	-	(93,252)		
FUND BALANCE AT BEGINNING OF YEAR	1,920,299	1,920,299		
FUND BALANCE AT DECEMBER 31, 2009	1,920,299	1,827,047		

FUND BALANCE SHEET <i>December 31, 2009</i>		
	December 31, 2009	September 30, 2009
ASSETS		
Cash and Cash Equivalents	814,725	1,190,312
Zions - Building Fund	824,816	705,153
Accounts Receivable	254,196	329,038
Prepaid Expenses	-	11,611
TOTAL ASSETS	1,893,737	2,236,114
LIABILITIES		
Accounts Payable	9,158	194,284
Accrued Payroll Liabilities	31	64,031
Deferred Revenue	57,500	57,500
TOTAL LIABILITIES	66,689	315,815
FUND BALANCE		
Fund Balance, Unreserved	657,497	879,134
Set-Aside for Potential Rescission of Federal Funds	243,352	243,352
Fund Balance, Designated-Local Dollars to Match Grants	8,037	
Fund Balance, Designated-Building Fund	824,816	705,153
Fund Balance, Designated-Orthophotography Project	93,346	92,660
	1,827,047	1,920,299
TOTAL LIABILITIES AND FUND BALANCES	1,893,737	2,236,114

Community Planning Association
FY2011 Unified Work Program and Budget
TIMELINE

No.	Activity Description	Mtg / Due Date	Staff/Committee	Comments	Date Completed
1	Population estimates due to accountant.	Wednesday, February 03, 2010	Principal Planner - Demographics		
2	UPWP Startup Workshop. - Items of Discussion: Timeline; Identify tasks (continuing & new); program worksheet templates and examples; Special revenue sources (including new grant sources); Required staff time; Direct costs; Clarity & consistency of text for Program Sheets; Determine capital equipment needs (i.e., computer equipment and software).	Wednesday, February 03, 2010 9 - 10:30 am	Directors / Principals / Accountant		
3	Notify VRT of UPWP Start-up and due date of Work Program to COMPASS (due April 20th).	Wednesday, February 03, 2010	VRT / Accountant		
4	Notify Board and RTAC of UPWP start-up and due date of Project / Project Support Request Forms to COMPASS.	Friday, February 05, 2010	RTAC / Debbie/ Jeanne/ Accountant		
5	Develop initial budget estimates - revenue, expenses (salary, fringe, indirect, direct, set asides, etc.), member dues.	Thursday, February 11, 2010	Directors / Principals / Accountant		
6	Quarter 1 meeting - Review revenue, expense, and member dues estimates.	Thursday, February 18, 2010	Finance Committee		
7	Completed program worksheets due to accountant.	Friday, March 05, 2010	Directors / Principals		
8	Capital equipment budget requests due to accountant.	Friday, March 05, 2010	Directors / Principals		
9	RTAC - Request for Project / Project Support Forms due to Accountant.	Friday, March 05, 2010	RTAC / Directors / Principals		
10	Data from UPWP worksheets and capital equipment requests incorporated into financial worksheets.	Monday, March 08, 2010	Accounting		
11	Distribute work day allocation and direct cost worksheets for review and comments.	Wednesday, March 10, 2010	COMPASS Staff		
12	Approve FY2010 population estimates.	Monday, March 15, 2010	COMPASS Board		
13	Initial budget review; Selection of RTAC projects; Balance to zero.	Tuesday, March 16, 2010	Directors / Principals / Accountant		
14	Review Initial Budget with RTAC	Wednesday, March 24, 2010	RTAC		

No.	Activity Description	Mtg / Due Date	Staff/Committee	Comments	Date Completed
15	Approve FY2011 member dues estimates.	Monday, April 19, 2010	COMPASS Board		
16	Initial dues letters to members.	Tuesday, April 20, 2010	Accountant / Admin.		
17	Contact Western Benefits, Update insurance rates as necessary.	Tuesday, April 20, 2010	Accountant		
18	Balancing Changes (if any from Apr 19th Board) Made to Draft UPWP.	Tuesday, April 20, 2010	Directors / Accountant		
19	Update multi-year revenue estimates, adjust Draft UPWP as necessary.	Tuesday, April 20, 2010	Directors / Principals / Accountant		
20	Valley Regional Transit work program due to COMPASS.	Tuesday, April 20, 2010	Valley Regional Transit		
21	Other Transportation Planning Studies due to accounting.	Tuesday, April 20, 2010	Principals / Member Agencies		
22	Review Draft UPWP.	Friday, April 23, 2010	Directors / Accountant	financials and program sheets	
23	Full Draft UPWP for Finance Committee mail out.	Thursday, May 06, 2010	Staff		
24	Quarter 2 Meeting - Request Board approval of Draft Budget.	Thursday, May 13, 2010	Finance Committee	Memo and Financials	
25	Draft UPWP to RTAC for information.	Wednesday, May 26, 2010	Staff		
26	Self Certification to ITD.	Wednesday, May 26, 2010	Accountant		
27	Full Draft UPWP due for Board mail out.	Tuesday, July 06, 2010	Staff		
28	Presentation of Full Draft UPWP to Board.	Monday, July 19, 2010	Exec Director / COMPASS Board		
29	Final UPWP requesting Board approval.	Monday, August 16, 2010	COMPASS Board		
30	Final dues letters to Members with breakout showing percent of dollars used for lobbying.	Tuesday, August 17, 2010	Accountant		
31	Publish and distribute Final UPWP to ITD & staff.	Monday, August 23, 2010	Accountant		

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