

FINANCE COMMITTEE MEETING

April 14, 2006—2:30

COMPASS Conference Room



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

Notice: This packet contains only the documents listed with an asterisk () in the agenda. The entire packet, including all attachments is available at <http://www.compassidaho.org/board/finance/agenda04142006.pdf>. The online document requires Adobe Acrobat to read it; COMPASS' homepage <http://www.compassidaho.org> contains a free download link if you need a copy. The online document includes bookmarks at the left of the screen that are named to correspond to agenda items that have attachments. Clicking on a bookmark will take you directly to the named document.*

****AGENDA****

I. AGENDA ADDITIONS/CHANGES

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

- * A. *Approve January 20, 2006, Finance Committee Meeting Minutes*
- * B. *Approve April 5, 2006, Special Finance Committee Meeting Minutes*

IV. ACTION ITEMS

- * A. *Approve Variance Report: October 31, 2005 Jeanne Urlezaga to March, 31, 2006
A copy of the October 31, 2005 to March 31, 2006, Variance Report is attached.*

V. INFORMATION/DISCUSSION ITEMS

- * A. *Review FY2007 Unified Planning Work Jeanne Urlezaga Program and Budget
Staff will present the draft FY2007 Unified Work Program and Budget.*

VI. OTHER

VII. ADJOURNMENT

**Enclosures*

Times are approximate. Agenda is subject to change.

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FINANCE COMMITTEE MEETING
JANUARY 20, 2006 2:30 PM
COMPASS CONFERENCE ROOM

****MINUTES****

ATTENDEES: A.J. Balukoff, Trustee, Independent School District of Boise City, **Chair**
Elaine Clegg, Councilwoman, City of Boise
Garret Nancolas, Mayor, City of Caldwell, for Bob Flowers, Mayor, City of Parma
Judy Peavey-Derr, Commissioner, Ada County

MEMBERS ABSENT: David Ferdinand, Commissioner, Canyon County, **Vice-Chair**
John Franden, Commissioner, Ada County Highway District
Frank McKeever, Mayor, City of Middleton

OTHERS PRESENT: Keith Holmes, COMPASS
Matt Stoll, COMPASS
Jeanne Urlezaga, COMPASS

CALL TO ORDER:

Chair Balukoff called the meeting to order at 2:30 pm.

OPEN DISCUSSION/ANNOUNCEMENTS

Jeanne Urlezaga introduced Keith Holmes, COMPASS' new in-house accountant.

CONSENT AGENDA

A. Approve November 18, 2005, Finance Committee Meeting Minutes

Chair Balukoff noted that the November 18, 2005, Finance Committee meeting minutes were not included in the packet for review and asked for any objection to directing staff to post the November 18, 2005, Finance Committee meeting minutes on the COMPASS website for Committee review and approval at the April 14, 2006, Finance Committee meeting. Hearing none, Chair Balukoff so ordered.

ACTION ITEM

A. Recommend Approval of the 2005 Audit

George Wadsworth, Wadsworth and Smith, presented the 2005 Audit. George said there were no material weaknesses or reportable conditions.

The following modifications to the 2005 Audit were requested by the Committee:

- Reverse the tables on Page 5 – Net Assets and Page 6 – Changes in Net Assets to have the prior year listed first.

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- Delete one of the duplicate columns on Page 11 and re-title column as "Governmental Agency Funds and Totals."
- Correct "rounding" on Total Assets amount on Page 12 from \$1,207,184 to \$1,207,185 to be consistent with Current Total Assets on Page 11.
- Correct "rounding" on Total Expenditures on Page 15 from \$3,458.072 to \$3,458,074 so that the column adds correctly.
- Expand the explanation in the Management Discussion and Analysis on page 8 General Fund Budgetary Highlights to include the Variance with Final Budget revenue items that were affected by the fact that COMPASS did not incur the expense noted on page 25 of the Budgetary Comparison Schedule.

George noted the following immaterial changes, which he said have already been addressed by staff:

- Staff was directed to revise the Financial Policy Manual to reflect correct financial job position titles.
- Staff was directed to have all coding changes on requests for payment approved.
- Staff was directed to create a back-up reflecting changes to the Fringe Rate.
- Staff was directed to put the actual percent of dues attributed to lobbying on the invoices for membership dues.
- Staff was directed to write a memo to the file explaining the selection process used in contracting with the current lobbying firm to assure that procurement procedures were followed.
- Staff was directed to test the disaster recovery system for the computer system.

Garret Nancolas added for the record that the Finance Department needs to be complimented on the outstanding 2005 Audit.

Judy Peavey-Derr moved and Garret Nancolas seconded approval of the 2005 Audit with recommended changes. Motion passed unanimously.

Chair Balukoff asked for any objection to moving Item C before Item B. Hearing none, Chair Balukoff so ordered.

C. Consider In-House Signing of Checks

Jeanne Urlezaga recapped the November 18, 2005, discussion of how COMPASS checks are signed.

After discussion, ***Garret Nancolas moved and Judy Peavey-Derr seconded to leave the signature policy as it currently stands with the Secretary/Treasurer or other COMPASS Board officer and Executive Director or other designated director reviewing and signing checks, based on internal control policies and the responsibility of stewardship over public funds, as well as to protect the COMPASS staff and the person signing. Motion passed unanimously.***

B. Review Variance Report: October 1, 2005 to December 31, 2005

Jeanne Urlezaga reviewed the Variance Report: October 1, 2005 to December 31, 2005.

Chair Balukoff noted an inconsistency in the Variance Report in the multi-year projects and totals. Matt Stoll said it appears that the FY2006 budget numbers in the report reflect FY2006 Final, and were not changed to reflect Revision 1. Staff will make the necessary corrections to those inconsistencies and add an explanation to Task 861 Ada County Orthophotography.

Chair Balukoff requested staff develop an analysis of an enterprise fund and building fund for review by the Finance Committee at the April 14, 2006, meeting.

ADJOURNMENT

Chair Balukoff adjourned the meeting at 4:20 p.m.

Dated this 14th day of April 2006.

APPROVED:

BY: _____
A.J. Balukoff, Chair
Finance Committee

ATTEST:

BY: _____
David Ferdinand, Vice-Chair
Finance Committee

SPECIAL FINANCE COMMITTEE MEETING
APRIL 5, 2006 2:30 PM
COMPASS CONFERENCE ROOM

****MINUTES****



ATTENDEES: Elaine Clegg, Councilwoman, City of Boise
 David Ferdinand, Commissioner, Canyon County, **Vice-Chair**
 Frank McKeever, Mayor, City of Middleton
 Garret Nancolas, Mayor, City of Caldwell
 Judy Peavey-Derr, Commissioner, Ada County

MEMBERS ABSENT: A.J. Balukoff, Trustee, Independent School District of Boise City,
Chair

OTHERS PRESENT: Keith Holmes, COMPASS
 Matt Stoll, COMPASS
 Jeanne Urlezaga, COMPASS

CALL TO ORDER:

Acting Chair Garret Nancolas called the meeting to order at 2:43 p.m.

ACTION ITEMS

A. *Recommend Board Approval of Revision 2 of the FY2006 Unified Planning Work Program and Budget*

Jeanne Urlezaga reviewed Revision 2 of the FY2006 Unified Planning Work Program and Budget.

(David Ferdinand arrived at 2:56 p.m.)

After discussion, ***Margie Watson moved and Elaine Clegg seconded to recommend Board approval of Revision 2 of the FY2006 Unified Planning Work Program and Budget as presented. Motion passed unanimously.***

B. *Recommend Board Approval of the FY2007 General and Special Membership Dues*

Jeanne Urlezaga reviewed the FY2007 General and Special Membership dues.

(Judy Peavey-Derr arrived at 3:05 p.m.)

After discussion, ***Elaine Clegg moved and Judy Peavey-Derr seconded to recommend Board approval of the FY2007 General and Special Membership dues as presented. Motion passed unanimously.***

ADJOURNMENT

Frank McKeever moved and Judy Peavey-Derr seconded to adjourn at 3:30 p.m. Motion passed unanimously.

Dated this 14th day of April 2006.

APPROVED:

BY: _____
A.J. Balukoff, Chair
Finance Committee

ATTEST:

BY: _____
David Ferdinand, Vice-Chair
Finance Committee



MEMORANDUM

TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: April 8, 2006

RE: Approve Variance Report: October 1, 2005 to March 31, 2006

ACTION REQUESTED:

Approve Variance Report: October 1, 2005 to March 31, 2006.

BACKGROUND:

The Variance Report is compared to the FY2006 Unified Planning Work Program and Budget – Revision 1.

The year-to-date workdays are on budget at 47%. Total dollars expended are 30% of budget, which breaks down to 44% Ada, 51% Canyon and 28% Regional. The Ada and Canyon percentages are on track. The Regional percentage is low because consultant billings are behind schedule on Projects 610, SH44 Corridor Preservations Study and 611, US20/26 Corridor Preservation Study.

STATUS:

Communities in Motion is now 69% complete. Several Yield signs were added to the second quarter Variance Report, in part, because of the level of staff effort devoted to this project. Staff effort will be shifting in the last two quarters to those projects that appear to be behind.

Several Stop sign were added in the 700 Projects, primarily because we set aside staff labor to support member agencies that have not yet requested our assistance. Detour signs were added due to slow start up and lengthy negotiations. All projects with Detours are in process but will quite likely remain behind schedule.

Surface Transportation Program Grants are at 11% and the Professional Services expense at 20% reflects outstanding billings from the Corridor Studies. All other areas appear to be in line at quarter end.

Cash balance decreased at the end of March based on the wrap-up of **Communities in Motion** and the use of the dollars from the Idaho Transportation Department in support of this project.

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

T:\FY06\900 Operations\990 Direct Operations-Maintenance\Finance Committee\Variance Report Analysis October-March 2006.doc

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - MARCH 31, 2006 (50.00%)

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

601 UPWP Budget Development and Monitoring		Lead:		Matt Stoll	
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status:	50%
Explanation: Staff has used a considerable amount of time in preparing UPWP's for Revision 1, Revision 2 (for recommended board approval in April), and for the draft version of FY07 UPWP.					
Recommended Action: Staff will continue to monitor, with the possibility of transferring budget as necessary to cover costs.					

Regional	201	98,714	-	98,714	118	71,447	-	71,447	59%	72%
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605 Federal Assurances		Lead:		Toni Tisdale	
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status:	0%
Explanation: This task deals mainly with reporting progress and compliance with federal requirements. Most work on this task occurs in the summer.					
Recommended Action: None.					

Regional	9	4,910	-	4,910	0	93	-	93	1%	2%
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610 SH44 Corridor Preservation Study		Lead:		Patricia Nilsson	
Commencement Date:	01/01/04	Proposed Completion:	05/31/07	Status:	35%
Explanation: Project is on schedule. Consultant billings are behind schedule, but are anticipated to catch up in May due to time and resources necessary for first public meetings in late May.					
Recommended Action: None.					
	<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 Budget	172	90,386	1,393,504	1,483,890	
Total Project Budget:	317	170,001	1,430,000	1,600,000	

Regional	172	90,386	1,393,504	1,483,890	55	30,638	165,192	195,830	32%	13%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - MARCH 31, 2006 (50.00%)

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

Regional	94	49,774	748,322	798,096	49	28,131	191,232	219,363	52%	27%
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611 US 20/26 Corridor Preservation Study				Lead:	Patricia Nilsson
Commencement Date:	01/01/04	Proposed Completion:	05/31/07	Status:	50%
Explanation: Project is on schedule. Consultant billings are behind, but are anticipated to catch up with labor in May due to time and resources necessary for first public meetings on May 10 and 11.					
Recommended Action: None.					
	<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 Budget	94	49,774	748,322	798,096	
Total Project Budget:	261	140,000	930,000	1,070,000	

Ada				-			-		0%	0%
Canyon	6	3,276	48,276	51,552	5	2,778	48,359	51,137	79%	99%

COMPLETED

612 Middleton Road Connections Study				Lead:	Patricia Nilsson
Commencement Date:	01/01/04	Proposed Completion:	03/31/06	Status:	100%
Explanation: Project completed.					
Recommended Action: Recommend moving remaining budget to other tasks in Revision 3.					
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>	
FY04 Actual	41	28,558	118,261	146,819	
FY05 Actual	25	12,915	100,737	113,652	
FY06 Budget	6	3,276	48,276	51,552	
Total Project Budget:	72	39,666	272,357	312,023	

Ada	59	24,830	500	25,330	21	8,287	8,287		36%	33%
Canyon	59	24,830	500	25,330	20	7,458	7,458		34%	29%

620 Growth and Transportation System Monitoring				Lead:	Charles Trainor
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status:	30%
Explanation: Project on track according to schedule and budget. The 2005 Development Monitoring report was completed in March. A prototype of the expanded Monitoring Report will be produced in August 2006.					
Recommended Action: None.					

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - MARCH 31, 2006 (50.00%)

	Budget - Rev 1				Actual				% Expended	
	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$
Ada	5	2,245	-	2,245	3	1,411	-	1,411	58%	63%
Canyon	5	2,245	-	2,245	1	724	-	724	29%	32%

626 Population Estimate Development	Lead:	Charles Trainor
Commencement Date: 10/01/05	Proposed Completion: 03/31/06	Status: 100%
Explanation: Project completed in March.		
Recommended Action: Remaining labor can be reallocated in Revision 3.		

COMPLETED

631 Rail Corridor Feasibility Study	Lead:	John Cunningham
Commencement Date: 12/01/05	Proposed Completion: 12/31/06	Status: 5%
Explanation: The Proposed Completion date was originally 9/30/06. The project was initiated later than anticipated and the completion was pushed back accordingly.		
Recommended Action: None at this time. Lead staff will monitor and possibly recommend a budget modification later in the fiscal year.		

Regional	84	43,599	307,945	351,544	19	10,132	-	10,132	23%	3%
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647 Land Use Model Demonstration Project	Lead:	Jay Witt
Commencement Date: 10/01/05	Proposed Completion: 09/30/06	Status: 3%
Explanation: Staff continue to research available modeling tools. However, staff have been working on other projects/services (such as CIM - 661 and Transportation Leasion -705) and therefore unable to devote large amounts of time to this project. As other projects/services are completed, staff will be able to move this project forward.		
Recommended Action: None at this time. Lead staff will monitor and possibly recommend a budget modification later in the fiscal year.		

Regional	88	41,220	15,000	56,220	1	650	-	650	1%	1%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - MARCH 31, 2006 (50.00%)

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

653 Communications and Education			Lead:	Terri Schorzman
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 40%
Explanation: Elements of the project are on track (for example, website redevelopment) while other (education series) will be develop in the second half of the fiscal year.				
Recommended Action: None.				

Regional	123	65,610	38,500	104,110	44	19,712	18,850	38,562	36%	37%
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661 Communities in Motion			Lead:	Charles Trainor
Commencement Date:	10/01/03	Proposed Completion:	08/31/06	Status: 65%
Explanation: The Board authorized a three month extension without addition to direct costs.				
Recommended Action: None.				
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
FY04 Actual	573	332,466	163,319	495,785
FY05 Actual	875	434,897	723,475	1,158,372
FY06 Budget	623	345,741	285,556	631,297
Total Project Budget:	2,071	1,113,104	1,172,350	2,285,454

Regional	623	345,741	285,556	631,297	433	236,718	120,362	357,080	69%	57%
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685 Transportation Improvement Program			Lead:	Toni Tisdale
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 30%
Explanation: Task is proceeding on schedule. The workload on this project is about to increase with the development of the draft Transportation Improvement Program.				
Recommended Action: Remove excess labor days in Revision 3 to cover AMPO grant.				

Ada	181	89,286	1,800	91,086	55	30,131	73	30,204	31%	33%
Canyon	121	59,524	1,200	60,724	32	17,467	49	17,516	27%	29%



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - MARCH 31, 2006 (50.00%)

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

701 General Membership Services			Lead:	Charles Trainor
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 50%
Explanation: Due to staff resignation and delay in hiring the position, labor costs were under projected level. With hiring of staff, future level of expenditures should be on track.				
Recommended Action: None.				

Ada	127	64,600	8,000	72,600	64	29,087		29,087	50%	40%
Canyon	32	16,150	2,000	18,150	12	6,011		6,011	37%	33%

703 General Public Services			Lead:	Charles Trainor
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 50%
Explanation: Due to staff resignation and delay in hiring the position, labor costs were under projected level. With hiring of staff, future level of expenditures should be on track.				
Recommended Action: None.				

Ada	78	41,385	-	41,385	31	14,438	164	14,602	39%	35%
Canyon	26	13,795	-	13,795	9	4,554	54	4,608	36%	33%



705 Transportation Liaison Services			Lead:	Matt Stoll
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 50%
Explanation: Staff has been involved in a variety of projects under this program in first two quarters. Workdays and dollars expended are in excess of the amounts budgeted.				
Recommended Action: Staff will review the budget requirements for this task and determine if an adjustment will be necessary.				

Ada	64	36,768	-	36,768	43	26,909		26,909	67%	73%
Canyon	42	24,512	-	24,512	30	18,199		18,199	70%	74%



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - MARCH 31, 2006 (50.00%)

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

720 Three Cities River Crossing			Lead:	Jay Witt
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 55%
Explanation: Modeling supporting ACHD's Three Cities River Crossing Project as requested. Project on track.				
Recommended Action: None.				

Ada	10	5,050	-	5,050	5	2,826	2,826	54%	56%
Canyon				-			-	0%	0%

729 Lake Hazel Extension Study			Lead:	Jay Witt
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 95%
Explanation: Several modeling tasks have been requested and completed for this project. It is assumed that most of the required modeling has been completed. ACHD request for this project will be monitored.				
Recommended Action: Shift resources from Task 751 (West Bench Study) to this task to cover the additional staff time requested.				

Ada	7	2,880	-	2,880	9	4,595	4,595	135%	160%
Canyon				-			-	0%	0%



733 Clean Cities Coalition Participation			Lead:	Jay Witt
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 50%
Explanation: Staff participates at stakeholder meetings as requested.				
Recommended Action: None.				

Ada	15	8,050	-	8,050	2	1,221	1,221	14%	15%
Canyon				-			-	0%	0%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - MARCH 31, 2006 (50.00%)

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

740 Meridian Pathways Plan			Lead:	Ross Dodge
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 0%
Explanation: A consultant has been retained and the scope of work is currently being finalized. Actual work is scheduled to begin this Summer.				
Recommended Action: None.				

Ada	5	2,800	-	2,800	-	-	-	0%	0%
Canyon				-			-	0%	0%



741 South Meridian Area Plan			Lead:	John Cunningham
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 0%
Explanation: Support for Meridian's South Meridian Area Plan as requested. The City of Meridian has put the study on hold due to growth disputes with another entity.				
Recommended Action: Monitor Meridian's progress with the study. Consider time reallocation later this spring.				

Ada	14	7,560	-	7,560	-	-	-	0%	0%
Canyon				-			-	0%	0%



742 Ten Mile Specific Area Plan			Lead:	John Cunningham
Commencement Date:	02/01/06	Proposed Completion:	09/30/06	Status: 5%
Explanation: Commencement Date changed from 10/01/05 to 2/1/06. Meridian staff indicates project will be complete December 06.				
Recommended Action: None.				

Ada	6	3,070	-	3,070	-	-	-	0%	0%
Canyon				-			-	0%	0%



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - MARCH 31, 2006 (50.00%)

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

749 I-84 High Occupancy Vehicle (HOV) Lane Feasibility Study			Lead:	Jay Witt
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 0%
Explanation: No modeling will be requested for this project. Washington Group International has been awarded this study as part of the Orchard to Gowen Study. A draft report has been submitted to Idaho Transportation Department, District 3. COMPASS staff may be given an opportunity to review and comment.				
Recommended Action: Once the report is complete and final, the remaining days can be shifted to another task.				

Regional	6	2,260	-	2,260	0	18	-	18	1%	1%
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751 West Bench Circulation Study			Lead:	Jay Witt
Commencement Date:	10/01/06	Proposed Completion:	09/30/07	Status: 0%
Explanation: ACHD does not anticipate conducting this study until FY07.				
Recommended Action: Reallocate resources to Task 729 (Lake Hazel Extension Study).				

Ada	7	2,610	-	2,610	-	-	-	-	0%	0%
Canyon				-				-	0%	0%



753 Floating Feather Alignment Study			Lead:	Jay Witt
Commencement Date:	05/01/06	Proposed Completion:	09/30/06	Status: 0%
Explanation: Modeling support for ACHD's Floating Feather Alignment Study as requested. This project will begin late Spring of 2006.				
Recommended Action: None. Staff anticipate conducting the analyses some time this fiscal year.				

Ada	7	2,880	-	2,880	-	-	-	-	0%	0%
Canyon				-				-	0%	0%



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - MARCH 31, 2006 (50.00%)

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

755 ACHD - Capital Improvement Plan update			Lead:	Jay Witt
Commencement Date:	01/01/05	Proposed Completion:	09/30/06	Status: 50%
Explanation: Modeling support for ACHD's 2006 revision of it's Capital Improvement Program as requested. Much of the modeling work has been completed and a draft 2006 Capital Improvement Program project list is available. The 2006 Capital Improvement Plan will be adopted by ACHD Commissioners by the end of the summer.				
Recommended Action: Reallocate 20 days of staff time to other projects.				

Ada Canyon	40	18,590	-	18,590	7	3,759	-	3,759	18%	20%
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760 Legislative Services			Lead:	Matt Stoll
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 50%
Explanation: Expenditure of Budgeted days and dollars is lower than anticipated.				
Recommended Action: Staff will review the budget requirements for this task and determine if an adjustment will be necessary.				

Regional	82	48,550	193,100	241,650	24	17,096	83,552	100,648	30%	42%
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801 Transportation Staff Development			Lead:	Jeanne Urlezaga
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 50%
Explanation: Higher level of training in first two quarter. Staff does not expect an over run on this project.				
Recommended Action: None.				

Regional	61	30,290	20,000	50,290	39	20,188	12,299	32,487	64%	65%
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820 Committee Support			Lead:	Jeanne Urlezaga
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 50%
Explanation: Many meetings have been charged to the Communities in Motion Project that has impacted the level of support under this task. Staff expects to be back on track by year-end.				
Recommended Action: None.				

Regional	268	104,350	5,000	109,350	91	43,264	1,877	45,141	34%	41%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - MARCH 31, 2006 (50.00%)

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

836 Model Maintenance			Lead:	Jay Witt
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 50%
Explanation: Model maintenance continues as needed. Associate level staff have been used to draft a model calibration report and less Assistant leve time has been used to date.				
Recommended Action: None.				

Regional	144	63,080	44,394	107,474	40	20,289	31,268	51,557	28%	48%
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842 Congestion Management System Maintenance			Lead:	Jay Witt
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 25%
Explanation: Congestion Management System maintenance per its calendar year schedule. 2006 data collection began in early March and will continue through May. Data analysis will commence in July/August. An annual report will be drafted in the Fall of 2006. Opportunities for system improvements are identified throughout the year and developed if possible. Direct funds are being used for staffing the data collection effort.				
Recommended Action: None				

Regional	70	31,640	5,000	36,640	16	6,698	36	6,734	22%	18%
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856 Transportation Studies Coordination			Lead:	Toni Tisdale
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 30%
Explanation: This task is proceeding on schedule. COMPASS staff is about half way through the update of the Transportation Studies Coordination website. Staff has been working with member agencies obtaining the latest information for each study. Much of this work is now being completed by an Administrative Assistant explaining the growing difference between workdays and labor. The next big effort to update the website will begin at the end of May 2006.				
Recommended Action: None				

Regional	7	3,760	-	3,760	2	819	819	27%	22%
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860 Geographic Information System Maintenance			Lead:	Ross Dodge
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 50%
Explanation: The GIS industry is going through changes and COMPASS is working with member agencies to stay on pace with these changes. This requires increased coordination, rewriting old programs to run on a new system, editing and exchanging data in new ways.				
Recommended Action: None at this time. Action may be recommended in Late spring.				

Ada	180	87,944	1,760	89,704	112	54,741	54,741	62%	61%
Canyon	45	21,986	440	22,426	13	5,943	5,943	28%	27%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - MARCH 31, 2006 (50.00%)

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

861 Ada County Orthophotography			Lead: Ross Dodge		
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status:	50%
Explanation: Project is dependent on orders for orthophotography. There were 131 sections processed in first quarter compared to 43 sections in first quarter of last year. That equates to an increase of 300% over last year.					
Recommended Action: Staff does not expect this project to continue at this pace, but does expect that it will continue at last years pace. Staff will monitor and determine if an adjustment will be necessary later in the fiscal year.					

Ada Canyon	10	4,400	-	4,400	9	3,781	-	3,781	91%	86%
									0%	0%



900 Operations			Lead: Jeanne Urlezaga		
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status:	50%
Explanation: Project on track according to schedule and budget.					
Recommended Action: None.					

Regional	957	-	40,935	40,935	535	-	20,815	20,815	56%	51%
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TOTAL ALL TASKS										
Ada	815	404,948	12,060	417,008	362	181,186	237	181,423	44%	44%
Canyon	336	166,318	52,416	218,734	122	63,134	48,462	111,596	36%	51%
Regional	2,989	1,023,884	3,097,256	4,121,140	1,465	505,893	645,483	1,151,376	49%	28%
TOTAL	4,139	1,595,150	3,161,732	4,756,882	1,950	750,213	694,182	1,444,395	47%	30%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE October 1, 2005 to March 31, 2006 (50.00%)				
	BUDGET-REV1	ACTUAL	BUDGET REMAINING	PERCENTAGE TO DATE
REVENUE				
General Membership Dues	655,495	494,513	160,982	75%
Special Membership Dues	46,200	34,650	11,550	75%
FTA/FHWA Consolidated Planning Grant	806,032	390,549	415,483	48%
Surface Transportation Program Grants	2,711,336	301,806	2,409,530	11%
Other Federal Aid	28,894	28,179	715	98%
Other Revenue Sources	508,925	169,773	339,152	33%
Total Revenue	4,756,882	1,419,471	3,337,411	30%
EXPENSES				
Salary	926,918	444,408	482,510	48%
Fringe	340,232	148,530	191,702	44%
Overhead	328,000	157,275	170,725	48%
Professional Services	2,790,166	559,711	2,230,455	20%
Legal/Lobbying	160,000	80,777	79,223	50%
Equipment	40,000	19,502	20,498	49%
Travel/Education	45,000	14,776	30,224	33%
Printing	67,000	32	66,968	0%
Public Involvement	22,000	3,903	18,097	18%
Meeting Support	12,500	5,916	6,584	47%
Other	25,066	9,565	15,501	38%
Total Expenses	4,756,882	1,444,395	3,312,487	30%
NET CHANGE IN FUND BALANCES	-	(24,924)		
FUND BALANCE AT BEGINNING OF YEAR	648,653	648,653		
FUND BALANCE AT MARCH 31, 2006	648,653	623,729		

EXPENSES PER VARIANCE REPORT	BUDGET	ACTUAL
Ada County	417,008	181,423
Canyon County	218,734	111,596
Regional	4,121,140	1,151,376
Total Expenses-March 31, 2006 variance report	4,756,882	1,444,395

FUND BALANCE SHEET March 31, 2006		
	March 31, 2006	December 31, 2005
ASSETS		
Cash and Cash Equivalents	452,106	486,634
Accounts Receivable	284,789	510,192
Prepaid Expenses	-	-
TOTAL ASSETS	736,895	996,826
LIABILITIES		
Accounts Payable	8,522	7,550
Accrued Payroll Liabilities	-	(193)
Deferred Revenue	104,643	143,278
TOTAL LIABILITIES	113,165	150,635
FUND BALANCE		
Fund Balance, Unreserved	489,331	705,061
Fund Balance, Designated-local dollars to match grants	-	41,558
Fund Balance, Designated-orthophotography project	134,398	99,573
	623,729	846,191
TOTAL LIABILITIES AND FUND BALANCES	736,895	996,826



MEMORANDUM

TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: March 31, 2006

RE: Review FY2007 Unified Planning Work Program and Budget – Draft

ACTION REQUESTED:

None. Information only.

BACKGROUND:

The Unified Planning Work Program and Budget is a required document that must be adopted annually in order for COMPASS to qualify for the expenditure of US Department of Transportation funds within Ada and Canyon counties. The purpose of this document is to provide a work plan to identify, guide and manage transportation planning activities and to identify planning priorities facing the Treasure Valley.

Early preparation of the Unified Planning Work Program and Budget is done in order to provide plenty of time for member agencies to provide input on the activities and projects proposed. It also allows enough time for COMPASS to notify member agencies of the required dues amount for inclusion in their budgeting processes.

Prior to presentation to the Board, this document will be presented to both the Regional Technical Advisory Committee and Finance Committee.

STATUS:

The proposed FY2007 Unified Planning Work Program and Budget - Draft contains the following assumptions:

Revenue

1. The proposed General and Special Membership Dues will be approved at the \$1.47 per person rate;
2. The Consolidated Planning Grant funds are included at the most current estimates provided by the Idaho Transportation Department;
3. The continuation of the 5-year phase out of STP-TMA and STP-U planning funds;
4. The continued management of the Corridor Studies and the Treasure Valley Access Management Strategy; and
5. The "Other" revenue held consistent to last fiscal year.

Expense

6. The staff level assumed 19 FTE's (Workday Allocation attached), a 3% merit pool and a 10% fringe increase; and
7. The Indirect Expenses remain constant and the Direct Expenses are listed on the attached "Direct Expense Summary" sheet.

Projects

8. Two new projects were added
 - Key No. 9825 Treasure Valley Truck Freight Travel Study
 - Key No. 9826 High Volume Intersection Study

Both projects are funded with STP-TMA dollars and those dollars will be used in total for Professional Services and Public Involvement.

Also attached is the "Revenue and Expense Summary" spreadsheet showing a zero Change in Fund Balance with this proposal.

Attachments

T:\FY06\900 Operations\990 Direct Operations-Maintenance\Finance Committee\FY2007 UPWP - Draft Finance Committee.doc

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2007 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2006 Revision 2	FY2007 Draft	
GENERAL MEMBERSHIP			
Ada County	160,408	201,502	
Ada County Highway District	160,408	201,502	
Association of Canyon County Highway Districts	31,190	37,638	
Boise City	86,064	103,622	
Caldwell City	21,753	27,951	
Canyon County	105,452	131,444	
Eagle City	7,617	9,864	
Garden City	4,924	5,916	
Kuna City	4,376	6,197	
Meridian City	23,191	32,617	
Middleton City	2,583	3,363	
Nampa City	44,771	56,180	
Notus City	334	410	
Parma City	1,172	1,412	
Star City	1,252	2,252	
Subtotal	655,495	821,870	1
SPECIAL MEMBERSHIP			
Boise State University	6,600	8,200	
Capital City Development Corporation	6,600	8,200	
Department of Environmental Quality	6,600	8,200	
Idaho Transportation Department	6,600	8,200	
Independent School District of Boise City	6,600	8,200	
Joint School District #2	6,600	8,200	
Valley Regional Transit	6,600	8,200	
Subtotal	46,200	57,400	1
GRANT AND SPECIAL			
FHWA/FTA - Consolidated Planning Grant Ada - FY2004	32,195	-	
FHWA/FTA - Consolidated Planning Grant Canyon - FY2004	11,323	-	
FHWA/FTA - Consolidated Planning Grant Ada - FY2005	144,423	-	
FHWA/FTA - Consolidated Planning Grant Canyon - FY2005	50,795	-	
FHWA/FTA - Consolidated Planning Grant Ada - FY2006	794,012	-	
FHWA/FTA - Consolidated Planning Grant Canyon - FY2006	279,266	-	
FHWA/FTA - Consolidated Planning Grant Ada - FY2007	-	812,053	2
FHWA/FTA - Consolidated Planning Grant Canyon - FY2007	-	285,612	2
STP TMA - Key #8697, FY06, Transportation Planning, Ada	214,230	-	
STP TMA - Key #8962, FY07, Transportation Planning, Ada	-	146,000	3
STP TMA - Key #8960, Rail Corridor Feasibility Study	277,980	-	
Valley Regional Transit - local match for Key #8960	22,020	-	
STP-U Key #7702 - Rail Corridor Feasibility Study, carry-over	7,945	-	
STP-U Key #9193, FY06, Transportation Planning, Canyon	48,925	-	
STP-U Key #9197, FY07, Transportation Planning, Canyon	-	37,064	3
STP-S Key #7826, FY05, US 20/26 Corridor Preservation Study, carry-over	739,516	70,500	4
ITD-local match for Key#7826, US 20/26 Corridor Preservation Study	58,580	5,585	4
STP-S Key #7827, FY05, SH44 Corridor Preservation Study, carry-over	1,374,973	70,500	4
ITD-local match for Key #7827, SH44 Corridor Preservation Study	108,917	5,585	4
STP TMA - Key #9825, Freight Study	-	310,000	8
STP TMA - Key #9826, High Volume Intersection Study	-	185,320	8
STP-U Key #9660, Middleton Road Connections Study	47,768	-	
City of Nampa-local match for Key #9660, Middleton Road Connections Study	3,784	-	
FTA5307(04) - Mode Choice Model	28,894	-	
FTA - AMPO Treasure Valley Mgt. Strategy Grant	28,250	14,125	
Subtotal	4,273,795	1,942,343	
OTHER			
ITD-Communities in Motion	202,024	-	
Carry-over local dollars from Fund Balance	49,661	-	
In-Kind Match - AMPO Grant	11,423	-	
Data Dissemination	12,000	9,000	5
Interest Income	7,000	6,000	5
Mapping and Miscellaneous	7,500	11,000	5
Legislative Services Revenue	-	-	
Subtotal	289,608	26,000	
COMPASS REVENUE	5,265,098	2,847,613	

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EXPENSE	FY2006 Revision 2	FY2007 Draft
SALARY, FRINGE & CONTINGENCY		
Salary	950,751	1,033,300
Fringe	353,692	426,569
Salary Contingency (Overtime and Bonus)	13,000	13,000
Sick Time Trade	10,000	10,000
Subtotal	1,327,443	1,482,869
INDIRECT OPERATIONS & MAINTENANCE		
COMPASS	328,000	328,000
Subtotal	328,000	328,000
DIRECT OPERATIONS & MAINTENANCE		
610, SH44 Corridor Preservation Study	1,393,504	500
611, US 20/26 Corridor Preservation Study	748,322	500
612, Middleton Road Connections Study	48,276	-
620, Growth and Transportation System Monitoring	26,000	1,000
631, Rail Corridor Feasibility Study	307,945	-
647, Land Use Model Demonstration Project	15,000	35,000
653, Communications and Education	38,500	29,900
655, AMPO Treasure Valley Mgt. Strategy	17,923	3,250
661, Communities in Motion	285,556	3,500
685, Transportation Improvement Program	3,000	3,500
687, Freight Study	-	310,000
694, High Volume Intersection Study	-	185,320
701, General Membership Services	10,000	10,000
757, Functional Classification Typologies	245,000	-
760, Legislative Services	193,100	193,100
801, Staff Development	30,000	30,000
820, Committee Support	5,000	5,000
836, Model Maintenance	44,394	30,000
842, Congestion Management System Maintenance	5,000	5,000
860, Geographic Information System Maintenance	2,200	3,600
990, Direct Operations and Maintenance	40,935	37,574
995, Building Fund	150,000	150,000
Subtotal	3,609,655	1,036,744
COMPASS EXPENSE	5,265,098	2,847,613

COMPASS SUMMARY		
TOTAL REVENUE	5,265,098	2,847,613
TOTAL EXPENSES	5,265,098	2,847,613
CHANGE IN FUND BALANCE	0	0

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2007 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
WORKDAY ALLOCATION**

WORK PROGRAM DESCRIPTION	LEAD STAFF	DIRECTORS	PRINCIPAL PLANNERS	ASSOCIATE PLANNERS	ASSISTANT PLANNERS	OPERATIONS	TOTAL
601 UPWP/Budget Development and Monitoring & Fed as	JU	63	21	-	2	116	202
610 SH 44 Corridor Preservation Study	PN	6	82	6	26	15	135
611 US 20/26 Corridor Preservation Study	PN	6	84	6	22	16	134
620 Growth and Transportation System Monitoring	New	18	99	13	73	20	223
631 Rail Corridor Feasibility Study	JC	20	80	15	10	-	125
647 Land Use Model Demonstration Project	New	13	55	35	15	6	124
653 Communications and Education	TS	18	102	-	2	23	145
655 AMPO, Treasure Valley Access Mgt. Strategy	PN	-	24	-	10	1	35
661 Communities in Motion	CTr	24	55	2	4	-	85
685 Transportation Improvement Program	TT	22	172	9	81	17	301
687 Treasure Valley Truck Freight Travel Study	JW	3	85	20	15	2	125
689 Major Destinations	RD	4	16	5	20	-	45
692 Regional Transportation Funding Information	CTr	24	35	-	2	15	76
694 High Volume Intersection Study	TT	3	16	5	5	1	30
TOTAL PROJECTS		224	926	116	287	232	1,785
701 General Membership Services	CTr	24	55	4	62	13	158
703 General Public Services	CTr	27	31	10	30	-	98
705 Transportation Liaison Services	MSt	25	65	3	9	-	102
733 Clean Cities Coalition Participation	JW	-	12	-	-	-	12
741 South Meridian/Ten Mile Area Plan	JC	3	9	-	5	-	17
751 ACHD West Bench, CIP, 3CRX,	JW	3	7	7	7	-	24
757 Functional Classification Typologies	CTr	36	44	-	5	-	85
760 Legislative Services	MSt	36	19	-	12	-	67
762 Transit Performance Reporting	JC	1	40	-	-	-	41
764 Land Use/Transportation Coordination	PN	28	96	5	15	-	144
TOTAL SERVICES		183	378	29	145	13	748
801 Staff Development	JU	10	27	4	12	12	65
820 Committee Support	JU	15	17	-	-	285	317
836 Model Maintenance	JW	2	35	62	51	2	152
842 Congestion Management System Maintenance	JW	3	21	10	31	5	70
856 Studies Coordination System Maintenance	TT	2	3	-	3	3	11
860 Geographic Information System Maintenance	RD	5	120	-	133	5	263
861 Ada County Orthophotography	RD	-	20	-	10	4	34
TOTAL SYSTEM MAINTENANCE		37	243	76	240	316	912
TOTAL DIRECT		444	1,547	221	672	561	3,445
960 Information Technology	JU	50	-	-	-	-	50
991 Support Services Labor	JU	196	63	9	18	589	875
TOTAL INDIRECT/OVERHEAD		246	63	9	18	589	925
TOTAL LABOR		690	1,610	230	690	1,150	4,370

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
 DIRECT EXPENSE SUMMARY**

<i>DESCRIPTION</i>	<i>TOTAL DIRECT</i>	<i>LEGAL / LOBBYING (72)</i>	<i>EQUIPMENT (34)</i>	<i>TRAVEL / EDUCATION (40)</i>	<i>PROFESSIONAL SERVICES (30)</i>	<i>PRINTING (60)</i>	<i>PUBLIC INVOLVEMENT (64)</i>	<i>MEETING SUPPORT (65)</i>	<i>OTHER (63)</i>
610 SH 44 Corridor Preservation Study	500							500	
611 US 20/26 Corridor Preservation Study	500							500	
620 Growth and Transportation System Monitoring	1,000					500			500
647 Land Use Model Demonstration Project	35,000				35,000				
653 Communications and Education	29,900				15,000	10,000	1,200	2,700	1,000
655 AMPO, Treasure Valley Access Mgt. Strategy	3,250				2,600		500	150	
661 Communities in Motion	3,500					500	3,000		
685 Transportation Improvement Program	3,500					500	3,000		
687 Treasure Valley Truck Freight Travel Study	310,000				305,000		5,000		
694 High Volume Intersection Study	185,320				185,320				
701 General Membership Services	10,000				10,000				
760 Legislative Services	193,100	160,000		20,000					13,100
801 Staff Development	30,000			30,000					
820 Committee Support	5,000							5,000	
836 Model Maintenance	30,000				30,000				
842 Congestion Management System Maintenance	5,000				5,000				
860 Geographic Information System Maintenance	3,600								3,600
990 Direct Operations / Maintenance	37,574		30,000		5,000			2,574	
995 Building Fund	150,000								150,000
GRAND TOTAL	1,036,744	160,000	30,000	50,000	592,920	11,500	12,700	11,424	168,200

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