



**Adopted Budget
Fiscal Year 2023/24**

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Local Transportation Authority Adopted Budget Fiscal Year 2023 - 2024

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TABLE OF CONTENTS

Introduction

Organization Chart.....	1
Local Transportation Authority Executive Summary.....	2
Local Transportation Authority Goals and Objectives.....	2

Local Transportation Authority Budget

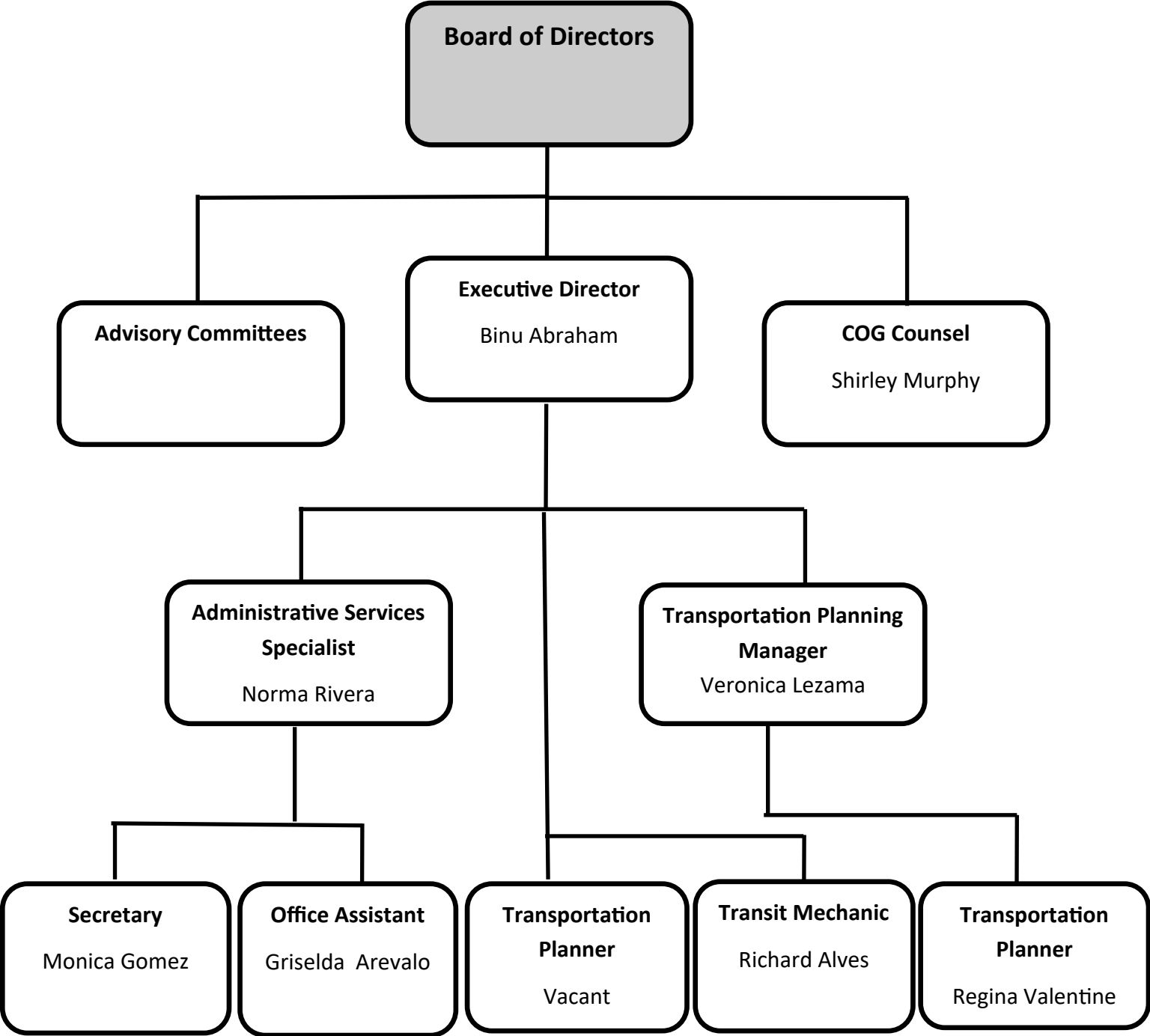
Local Transportation Authority	3
Revenue Summary and Expenditure Summary	4
PTMISEA	5

Appendix

Purchasing Policies for the Local Transportation Authority	7
Policies for Amending the Local Transportation Authority Budget.....	13
Budget Adjustment/Transfer Form.....	14

Local Transportation Authority

Organizational Chart



Executive Summary

The Local Transportation Authority (LTA) is the designated Consolidated Transportation Services Agency (CTSA) for San Benito County. The Local Transportation Authority is responsible for administration and operation of San Benito County Express, the public transportation for the County, which operates seven days a week. San Benito County Express services, operated through a contract with MV Transportation Inc., include Fixed Route, Complementary Paratransit, Dial-A-Ride, and Intercounty transit services.

Local Transportation Authority also provides three Specialized Transportation services operated through a contract with the local nonprofit, Jovenes de Antaño: Out-of-County Non-Emergency Medical Transportation and Medical-Shopping Assistance Program.

Goals and Objectives

The Local Transportation Authority goals for FY 2023/2024 are to continue serving the community through its transit operations, increased community outreach, implementation of unmet transit needs, and implementation of the Short-Range Transit Plan recommendations which will include upgrades to the vehicle fleet and system infrastructure.

Budget Detail

The Local Transportation Authority's total proposed budget for FY 2023/2024 is \$2.7 million. The FY 2023/2024 Budget reflects an overall decrease in expenditures. The Personnel budget category includes a currently vacant transportation planner position which will be filled in FY 23/24. Service and Supplies includes large expenditures in vehicle maintenance and fuel cost. The Local Transportation Authority contracts for its transit operations with MV Transportation and Jovenes de Antano. Contracts also include trip planning software providers and professional services contracts for the implementation of the Short Range Transit Plan.

The Local Transportation Authority FY 2023/2024 Budget is balanced and supports the policies of the Board or Directors and the immediate needs of the community.

**LOCAL TRANSPORTATION AUTHORITY
BUDGET - FY 2023/24
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
Personnel					
610.101 Salaries	344,768	322,235	411,265	431,828	66,497
610.101 Salaries (5304 Bus Stop IT)	-	-	-	-	-
Total	344,768	322,235	411,265	431,828	66,497
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	1,500	1,550	1,600	1,600	100
619.132 Communications	1,400	1,382	6,200	1,400	4,800
619.138 Computer Maintenance	1,200	1,095	1,000	1,000	(200)
619.140 Computer Supplies	325	33	300	300	(25)
619.142 Computer Hardware	1,050	-	500	500	(550)
645.701 General Insurance	9,989	9,988	10,745	10,960	756
619.152 Maintenance of Equipment	55,000	39,637	45,000	45,000	(10,000)
619.154 Maintenance of Equipment - Oil and Gas	220,000	223,910	225,000	220,000	5,000
619.158 Maintenance of Structures and Grounds	922	941	950	950	28
619.280 Marketing	4,902	5,151	5,200	5,200	298
619.166 Membership Dues	715	715	750	750	35
619.176 Special Project Supplies - Supplies	600	67	500	500	(100)
619.174 Supplies	250	41	250	250	-
619.172 Postage and Delivery	25	-	25	25	-
619.210 Professional Service - Legal	5,500	2,650	3,000	3,000	(2,500)
619.180 Public and Legal Notices	1,000	562	700	700	(300)
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	100	62	100	100	-
619.268 Special Dept. Expense - Other	202,850	9,898	105,627	-	(97,223)
619.268 Special Dept. Expense - Other (5311 CRRSAA)	229,609	-	-	-	(229,609)
619.268 Special Dept. Expense - Other (5310 CRRSAA)	32,249	-	-	-	(32,249)
619.196 Travel Lodging	711	-	40,000	-	39,289
619.198 Travel Meals	200	204	-	-	(200)
619.194 Training	2,000	-	-	-	(2,000)
619.200 Travel Transportation	200	56	100	100	(100)
619.306 Utilities	-	-	-	-	-
Total	772,297	297,942	447,547	292,335	(324,750)
Contracts					
619.250 Special Dept. Expense - Contracts	29,711	16,552	57,819	57,819	28,108
619.250 Special Dept. Expense - MV Contract	1,500,029	1,199,612	1,500,029	1,530,030	-
619.250 Special Dept. Expense - JDA Contract	339,459	303,486	339,459	346,248	-
Total	1,869,199	1,519,649	1,897,307	1,934,097	28,108
Capital					
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	0	0	-	-	0
Other					
649.320 OPEB	-	-	-	-	-
Total	-	-	-	-	-
TOTAL PROPOSED BUDGET	2,986,264	2,139,826	2,756,119	2,658,260	(230,145)

**LOCAL TRANSPORTATION AUTHORITY
BUDGET - FY 2023/24
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
570.001 Advertisement Revenue	1,000	16,431	9,000	12,000	8,000
570.003 Sale of Fix Asset	-	-	-	-	-
551.113 FTA 5310 Out of County Medical	-	13,674	-	-	-
551.113 FTA 5311 Operating Assistance	457,619	457,619	375,000	350,000	(82,619)
551.113 FTA 5304 Sustainable Communities (SRTP)	3,398	4,923	-	-	(3,398)
551.113 Low Carbon Trnsit Operations (LCTOP)	157,268	157,268	163,282	165,000	(3,398)
556.301 FTA CARES Act	202,850	316,616	160,158	-	(42,692)
576.012 LTF Transfer in	1,235,528	243,879	936,260	1,011,964	(299,268)
576.012 STA Transfer in	601,062	837,264	793,810	809,686	192,748
562.803 County Express Fares/JDA Fares	65,000	88,260	89,000	80,000	24,000
556.301 FTA ARPA	-	-	335,000	335,000	335,000
556.301 FTA 5311 CRRSAA	229,609	229,609	229,609	229,609	-
556.301 FTA 5310 CRRSAA	32,929	90,899	-	-	(32,929)
TOTAL REVENUE	2,986,263	2,456,442	3,091,119	2,993,260	128,373
<hr/>					
EXPENDITURES VS REVENUES	Adopted	Estimated	Proposed	Budget	Variance
<u>LTA</u>	Budget	Actual to	Budget	Estimate for	FY 22/23
	FY 22/23	June 30, 2023	FY 23/24	FY 24/25	FY 23/24
<hr/>					
EXPENDITURES					
Personnel	344,768	322,235	411,265	431,828	66,497
Services & Supplies	772,297	297,942	447,547	292,335	(324,750)
Contracts	1,869,199	1,519,649	1,897,307	1,934,097	28,108
Capital	0	0	-	-	-
Other	-	-	-	-	-
TOTAL EXPENDITURES	2,986,264	2,139,826	2,756,119	2,658,260	(230,145)
<hr/>					
REVENUES					
Revenues	2,385,201	1,619,178	2,297,309	2,183,573	(87,892)
Operating Transfers (in)	601,062	837,264	793,810	809,686	192,748
TOTAL REVENUE	2,986,263	2,456,442	3,091,119	2,993,260	104,856
<hr/>					
TOTAL PROPOSED BUDGET	2,986,264	2,139,826	2,756,119	2,658,260	(230,145)
<hr/>					
FUND BALANCE			335,000		
DESIGNATED FUND BALANCE			-		
UNDESIGNATED FUND BALANCE			335,000		
<hr/>					
<u>LTA</u>					
BUDGET NOTES			Proposed		
			Budget		
			FY 23/24		
Personnel					
Personnel includes staff salaries.					
			411,265		
Services and Supplies					
Includes budget items to support transit operations. The largest expenses include fuel, maintenance, and the LTA's cost plan contribution to the County of San Benito.					
Total			447,547		
Contracts					
MV contract includes transit operations for fixed route, intercounty, and dial-a-ride. Jovenes de Antaño contract includes out of county medical transportation. Contracts also includes \$51,819 for Routematch/TripSmart software and Dantec contracted support.					
Total			1,897,307		
Capital					
No Capital expenditures are proposed in this Budget.					
Total			-		
Other					
TOTAL PROPOSED BUDGET			2,756,119		

**LOCAL TRANSPORTATION AUTHORITY - PTMISEA
BUDGET - FY 2023/24
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
Personnel					
610.101 Salaries	-	-	-	-	-
623.510 Administrative Support	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Professional Service - Legal	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept. Expense - Other	958,079	14,592	942,738	-	(15,341)
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	958,079	14,592	942,738	-	(15,341)
Contracts					
619.250 Special Dept. Expense - Contracts	-	-	-	-	-
Total	-	-	-	-	-
Capital					
650.302 Equip other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
649.320 Operating Transfers	-	-	-	-	-
Total	-	-	-	-	-
TOTAL PROPOSED BUDGET	958,079	14,592	942,738	-	(15,341)

**LOCAL TRANSPORTATION AUTHORITY - PTMISEA, ARRA, AND OES
BUDGET - FY 2023/24
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
551.401 PTMISEA (Proposition B) (carryover PY)	842,426	828,285	828,285	-	(14,141)
551.401 OES (Carryover-Prop 1B Grants)	-	-	-	-	-
Fund Balance (carryover previous years)	114,653	113,453	114,453	-	(200)
541.001 Interest	1,000	1,000	-	-	(1,000)
	-	-	-	-	-
TOTAL REVENUE	958,079	942,738	942,738	-	(15,341)

EXPENDITURES VS REVENUES	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
EXPENDITURES					
Personnel	-	-	-	-	-
Services & Supplies	958,079	14,592	942,738	-	(15,341)
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	-	-	-	-	-
TOTAL EXPENDITURES	958,079	14,592	942,738	-	(15,341)
REVENUES					
Revenues	958,079	942,738	942,738	-	(15,341)
TOTAL REVENUES	958,079	942,738	942,738	-	(15,341)
TOTAL PROPOSED BUDGET	958,079	14,592	942,738	-	(15,341)
FUND BALANCE			-		
DESIGNATED FUND BALANCE			-		
UNDESIGNATED FUND BALANCE			-		

BUDGET NOTES	Proposed Budget FY 23/24
Personnel No Personnel expenditures are proposed in this Budget.	
Total	-
Services and Supplies Special projects includes transit facility improvements and operational and IT enhancements.	
Total	942,738
Contracts No Contract expenditures are proposed in this Budget.	
Total	-
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other No Other expenditures are proposed in this Budget.	
Total	-
TOTAL PROPOSED BUDGET	942,738

PTMISEA: Public Transportation Modernization, Improvement and Service Enhancement Program
ARRA: American Recovery and Reinvestment Act
OES: Office of Emergency Services

APPENDIX

PURCHASING POLICIES FOR THE LOCAL TRANSPORTATION AUTHORITY

A. DEFINITIONS

For the purpose of this article, the following words and phrases shall have the meaning respectively ascribed by this section:

- 1) Agency: Local Transportation Authority
- 2) Board of Directors: The governing body of the agency.
- 3) Contractual services: Any telephone, gas, water, electric light and power services; the rental of equipment and machinery; insurance; the services of attorneys, physicians, electricians, engineers, consultants or other individuals or organizations possessing a high degree of technical skill; and all other types of agreements under which the contract provides services which are required by the agency, but not furnished by its own employees. Purchase of space for legal advertising shall not be subject to the provisions of this chapter.
- 4) Fixed Assets: Any piece of tangible personal property having an estimated useful life of one calendar year or more, capable of being permanently identified as an individual unit of property, and belonging to one of the general classes of property considered a fixed asset in accordance with generally accepted accounting practices (i.e., equipment, machinery, vehicles, furnishings,) with an accounting value of \$3,000 or more.
- 5) Local Business: any person or entity that regularly maintains a place of business and transacts business in, or maintains an inventory of merchandise for sale in, the County of San Benito.
- 6) Professional Services: An independent contractor's expert advice or professional services that involve extended analysis, personal expertise, the exercise of discretion and independent judgment in their performance, which are of an advisory nature, provide a recommended course of action, and have an end product transmitting information which is related to LTA programs. Providers are selected on the basis of qualification, subject to the negotiation of a fair and reasonable compensation. Classification as professional services may also require an advanced, specialized type of knowledge, expertise, technical skill or training customarily acquired either by a prolonged course of study or equivalent experience, such as accountants, financial advisors, auditors, grant writers, program specialists, labor consultants and negotiators, investigators, law enforcement retained certified laboratories, attorneys and other litigation-related specialist, environmental consultants, appraisers, architects, landscape architects, surveyors, engineers, design professionals, and construction project management firms.
- 7) Supplies and equipment: Any personal property, such as physical articles, materials or things, which property shall furnished to, or shall be used by the agency.

B. PURPOSE OF CHAPTER

The purpose of this chapter is to adopt policies and procedures governing purchases of supplies, equipment and contractual services by the agency in accordance with section 54200 et seq. of the Government Code. This chapter is not intended to conflict with applicable provisions of state law and shall be interpreted as supplementary thereto.

C. DESIGNATION OF THE PURCHASING AGENT

The Board of Directors appoints the Executive Director or designee to serve as the Purchasing Agent for Local Transportation Authority.

D. PURCHASING AGENT – POWERS AND DUTIES

The Purchasing Agent shall have all the duties and powers prescribed by the laws of the state including the following duties:

1. Acquisition of Personal Property – To purchase equipment, materials, supplies and all other personal property and services for LTA where funding has been approved and budgeted by the Board, unless specified otherwise in the Purchasing Policy.
2. Professional Service Contracts – To engage independent contractors to perform professional services through contracts for the LTA with or without furnishing of material where the aggregate cost does not exceed \$50,000. Contracts shall not be split between fiscal years to circumvent this dollar limitation.
3. Renewal/Extension of Contracts – To renew or extend contracts for professional services that are critical to ongoing LTA projects provided the financial obligation falls within his/her preview of authority.
4. Rental of Real Property – To negotiate and execute in the name of LTA, contracts to lease or rent for the LTA real property or storage space where funding has been approved by the LTA Board, with an annual rent not to exceed \$50,000.

E. DESIGNATION OF ASSISTANT PURCHASING AGENTS

The Purchasing Agent has the authority to designate such assistants and limit or rescind authority. The Purchasing Agent may delegate the authority to purchase to a deputy or assistant.

F. ASSISTANT PURCHASING AGENT – POWERS AND DUTIES

The Assistant Purchasing Agent shall have all the duties and powers prescribed by laws of the state relating to LTA purchasing agents, and orders of the Board of Directors to include the following duties:

1. Acquisition of Personal Property - To purchase, equipment, materials, supplies and all other personal property and services for LTA where funding has been approved and budgeted by the Board unless specified otherwise in the LTA Purchasing Policy.
2. Professional Service Contracts – To engage independent contractors for professional services through contracts where the cost does not exceed \$3,000, where funding has

been approved and budgeted. Contracts shall not be split between fiscal years to circumvent this dollar limitation.

3. Rental of Real Property – To negotiate and execute in the name of LTA, contracts to lease or rent for LTA real property or storage space, with an annual rent not to exceed \$3,000, where funding has been approved and budgeted by the Board.

G. PURCHASING METHODS AND PROCEDURES

In the performance of his/her function hereunder, the Purchasing Agent or Assistant Purchasing Agent shall comply with all applicable statutes and regulations. Purchases shall be made using such methods and procedures to secure the lowest price consistent with the quality desirable for the use intended.

H. EXCEPTIONS TO THE COMPETITIVE PROCESS

Except as otherwise directed by law, or as directed by the Board of Directors, competitive process is not required for the following purchases:

1. Expert and professional services which involve extended analysis: the exercise of discretion and independent judgment in their performance; and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience as defined under Definitions – Professional Services.
2. Legal brief printing, stenographic services, and transcripts.
3. Books, publications, subscriptions, recordings, motion picture films, and annual book and periodical contracts.
4. Insurance.
5. Contracts for services which by law when some other office or body is specifically charged with obtaining.
6. Public utility services.
7. Ordinary travel expenses.
8. Personal property or services obtainable through master contracts or purchasing association pools identified for the use and benefit of all local agencies.
9. Where law fixes the price of property or services.
10. Training, seminars, and classes for LTA personnel.
11. Sole source procurement, defined as an award for a commodity or service which can only be purchased from one supplier, usually because of its technological, specialized, or unique character.

12. Emergency purchases necessary when unforeseen circumstances require an immediate purchase in order to avoid a hazard to life or property or serious interruption of the operation of LTA, or the necessary emergency repair of LTA equipment.
13. When the product/services are needed by LTA pending a contract award and a contractor agrees to provide such product/services at the same contract price as a previous award, until a new contract has been awarded. Such interim period contracts shall not exceed six months.

I. CONTRACTUAL PROCEDURES

All Contracts are binding legal documents that are subject to the following provisions:

1. All contracts, leases and any amendments or modifications shall be reviewed and approved as to legal form by the County Counsel's Office prior to execution of the Purchasing Agent, Assistant Purchasing Agents and/or Board of Directors.
2. Prior approval shall be obtained from County Counsel's Office before any contracts for professional services relating to outside attorney services are executed.

J. PREFERENCE FOR PRODUCTS CONTAINING RECYCLED MATERIALS

1. The Purchasing Agent shall establish and maintain procedures and specifications to ensure that LTA gives preference, in its purchasing decisions, to products containing the maximum amount of recycled materials, where the quality and fitness of such products is equal to those of products containing no recycled materials, or a lesser amount of recycled materials, and where the total cost of such products is reasonable in comparison to the total cost of those products containing no recycled materials, or a lesser amount of recycled materials.
2. "Product containing recycled materials" means, with respect to a paper product, a "recycled paper product" as that term is defined in Section 12301© of the Public Contract Code, and means, with respect to other products, a "recycled product," as that term is defined in Section 12301(d) of the Public Contract Code.
3. To the extent that the Public Contract Code or other provisions of state law provide for purchasing preferences which are more extensive than those established herein, or for additional procedures to increase the use of recycled materials, the provisions of state law shall prevail.

K. PREFERENCE FOR LOCAL BUSINESSES

When all other factors are determined to be equal, preference shall be given to individuals or firms having a bona-fide place of business within the County of San Benito. Any responsive, responsible bid, proposal or quote for materials and supplies from a local business which is within the percent (10%) of the lowest responsive, responsible bid, proposal or quote for materials and supplies shall be considered equal to the amount of the

lowest responsive, responsible bid, proposal or quote. If the business has additional places of business located outside of the County of San Benito, the designated point of sale for all resulting purchases shall be the bona-fide place of business located within the County of San Benito.

L. UNLAWFUL PURCHASES

Failure of the Purchasing Agent or Assistant Purchasing Agent to adhere to the provisions of this policy may incur costs not meriting the definition of county charges and therefore becoming the personal responsibility of the Purchasing Agent or Assistant Purchasing Agent. Except as otherwise provided by law, no purchase of Materials, supplies, furnishings, equipment, other personal property or contractual services shall be made in excess of the amount of the appropriations allowed by the budget.

M. EMERGENCY PURCHASES WITHOUT PRIOR APPROVAL

Emergency purchases may be made by the Purchasing Agent or Assistant Purchasing Agent when a generally unexpected occurrence or unforeseen circumstances require an immediate purchase of material, supplies or equipment:

1. in order to avoid a hazard to life or property;
2. in order to avoid a serious interruption or discontinuance of essential services or operation of LTA;
3. in order to make necessary emergency repairs of LTA equipment required to provide essential services or for the operation of LTA; or
4. in order to avoid economic loss to LTA.

Emergency purchases shall be submitted to the Board of Directors for ratification at its next meeting.

N. PROTEST PROCEDURES

Any aggrieved potential provider of supplies, equipment or contractual services may file a written protest against a potential purchase by the board of directors. The protest shall be filed with the Executive Director one (1) day before the day of the meeting at which the board of directors is initially scheduled to consider the subject purchase. The exact basis for the protest and proof that the protester is a viable and responsible provider of the supplies, equipment or services sought shall be specified in writing and filed with the Executive Director who shall render a written decision in response to the protest not later than five (5) days after the day of the meeting at which the board of directors is initially scheduled to consider the subject purchase. Any protester disagreeing with the decision of the Executive Director may file an appeal not later than five (5) days after the date of the Executive Director's decision. The appeal shall state the basis of error that the Executive Director allegedly made. The board of directors shall hear the appeal at the next meeting when the appeal may be placed on the agenda.

O. ACCEPTANCE OF GRATUITIES

The acceptance of any gratuity in the form of cash, merchandise or any other thing of value by an official or employee of the agency, or by an official or employee of a public agency contracting with the agency, from a vendor or contractor, or prospective vendor or

contractor, is prohibited and shall be a cause for disciplinary action in the case of an agency employee or official, or in the case of an official or employee of the contracting public entity, cause for termination of the contract between the agency and the public entity.

Policies for Amending the Local Transportation Authority's Budget

Periodically, it may be necessary for the Executive Director to take financial steps to support administrative functions. A transfer of funds from one item to another may sometimes be needed due to inadequate budget allocations or unforeseen circumstances. Below are the policies for amending the Local Transportation Authority's Budget.

1. BUDGET TRANSFER REQUEST FORM

- a. A Budget Adjustment/Transfer Form must be completed to initiate any budget transfer. (See Attachment 1)
- b. The Budget Adjustment/Transfer Form must be signed by the Executive Director and/or the Administrative Services Specialist.

2. EXECUTIVE DIRECTOR APPROVAL OF BUDGET TRANSFERS

Interdepartmental transfers of less than \$50,000.

Interobject transfers of less than \$50,000.

Intraobject transfers of any amount.

3. BOARD APPROVAL OF BUDGET TRANSFERS

- a. The following Budget Transfers can only be made with prior approval of the Board of Directors.

Transfers of revenue increases.

Interdepartmental transfers of more than \$50,000.

Interobject transfers of more than \$50,000.

Note: Intraobject is within object titles example within Services and Supplies. Interobject is between object titles example between Contracts and Personnel. The following Budget Transfers may be made with prior approval of the Executive Director.

