

ATTACHMENT D



Transit Planning Advisory Committee Memorandum

To: CAMPO Executive Board and GoTriangle Board of Trustees
From: Wake County Transit Planning Advisory Committee
Re: Baseline Transit Funding Documentation

This memorandum and **Attachment A** shall document the mutually agreed upon methodology that will be used by Wake Transit-funded agencies to document expenditures and other resources used for public transportation systems prior to collection of the Wake County Transit Sales Tax (beginning April 1, 2017), in furtherance of Article V of the Wake Transit Master Participation Agreement.

Agency or Jurisdiction Baseline Transit Funding Documentation:

The Baseline Transit Funding Documentation shall consist of the three key components listed below:

- 1) Baseline Funding Summary
- 2) Baseline Development Methodology
- 3) Detailed Financial Documentation

Baseline Funding Summary:

Each agency or jurisdiction has developed a summary of expenditures for operations and capital in support of public transportation systems. The summaries from each agency have been compiled to create an illustration of baseline expenditures by revenue source. The compilation of summaries is provided as **Attachment A**.

ATTACHMENT D

Baseline Development Methodology:

Each agency or jurisdiction committed to a comparable methodology to develop the baseline funding amount. The specific approach in documenting the baseline transit funding amount was reviewed by the other reporting parties. The basic methodology is:

- 1) Document all expenditures regardless of the revenue source supporting those expenditures;
- 2) Detail all funds spent for operations in the last full fiscal year prior to April 1, 2017 (FY 2016);
- 3) Develop an annual average of capital spending for the five full fiscal years prior to April 1, 2017 (FYs 2012 – 2016); and
- 4) Allocate operating and capital expenditures by revenue source.

Detailed Financial Documentation:

Each agency or jurisdiction has developed and will take ongoing steps to retain a report that clearly links the funds spent on operations and capital support for public transportation systems to the audited financial reporting of the agency or jurisdiction. These reports will also provide insight on how local funding contributions were used to leverage other funds, the availability of non-local funds, and the magnitude of service output provided and projects completed. For agencies that operate transit services on behalf of another transit agency, hours and expenses are reported by the agency that is contracting for those transit services. The complexity of these reports will vary based the procedures used by each agency or jurisdiction.

All Details of the Baseline Transit Funding Report Available Upon Request:

The detailed financial documentation supporting the baseline transit funding report and its linkages to audited financial reporting will not be provided in the summary. Each agency or jurisdiction has agreed to maintain, and make available upon request, the detailed financial documentation. Each agency or jurisdiction has also agreed to provide all details and components of its detailed financial documentation to the TPAC Clerk to be available upon request by any agency represented on the TPAC.