

SECTION 5311 OPERATING ASSISTANCE

Fiscal Year 2010

REQUEST FOR PAYMENT

REQUISITION NUMBER 1

FROM: Go Dog Go Mass Transit District
Administrative Offices
456 Jones Street
Anytown, IL 00000

TO: Division of Public and Intermodal Transportation
Illinois Department of Transportation
J.R. Thompson Center, Suite 6-600
100 West Randolph
Chicago, IL 60601-3229

The maximum federal compensation for Operating Assistance for DPT Project No. RPT-10-055 and Federal Grant No. IL-18-X025, IL-18-X026 is \$558,857.00 (DPT Contract # 42XX)

Please remit \$122,773.96 for the period of July 1, 2009 to September 30, 2009.

Signed _____ Title Executive Director Date 10/10/2009
Authorized Agency Representative

For IDOT use only.

Division of Public Transportation Approval for payment by:

Signed _____ Date _____

Grantee: Go Dog Go Mass Transit District
Contact: Alice Kramden
Phone: (111) 123-4567

PAYMENT INFO:

Vendor: Go Dog Go Mass Transit District
Address Line 1: Administrative Offices
Address Line 2: 456 Jones Street
City, State, Zip: Anytown, IL 00000

Operator: Go Dog Go Mass Transit District
Address: 123 Main Street
City, State, Zip: Anytown, IL 00000
Contact: Ralphy Boy, Executive Director
Phone: (111) 123-4567

PERIOD COVERED BY THIS REPORT:

July 1, 2009 to September 30, 2009 X
 October 1, 2009 to December 31, 2009 _____
 January 1, 2010 to March 31, 2010 _____
 April 1, 2010 to June 30, 2010 _____

Federal Grant Number(s): IL-18-X025, IL-18-X026
Contract Number: 42XX

OPERATING DATA

<u>Indicators</u>	<u>Projected This Year</u>	<u>Year To Date</u>	<u>This Period</u>
1. System Fares (Farebox) (401 through 402)	\$ 175,300	\$ 15,290	\$ 15,290
2. System Revenues (401 through 410.99, 414, 430.01, 431 & 440)	\$ 512,173	\$ 107,160	\$ 107,160
3. System Expenses (501 through 512.12 & 530)	\$ 1,071,030	\$ 229,934	\$ 229,934
4. Passenger Trips (1 Round Trip = 2 Trips)	140,000	35,366	35,366
5. General Public Service Miles (Excluding Intercity Bus Service Miles)	185,773	34,390	34,390
6. Intercity Bus Service Miles (Excluding General Public Service Miles)	40,000	98,000	98,000
7. Total Service Miles (Line 5 + Line 6)	225,773	132,390	132,390
8. Expenses Per Passenger Trip (Line 3/Line 4)	\$ 7.65	\$ 6.50	\$ 6.50
9. Expenses Per Total Service Miles (Line 3/Line 7)	\$ 4.74	\$ 1.74	\$ 1.74
10. Passenger Trips/Total Service Miles (Line 4/Line 7)	\$ 0.62	\$ 0.27	\$ 0.27
11. Vehicle Data (Number of Vehicles)	In Service 15	Back-Ups 2	Inoperable 1

SECTION 5311
DIRECT LABOR CALCULATION SUMMARY
Fiscal Year 2010
(USE ADDITIONAL PAGES IF NECESSARY)

GRANTEE NAME:	Go Dog Go Mass Transit District	
REQUISITION FOR:	Quarter 1	July 1, 2009 to September 30, 2009

[A] EMPLOYEE NAME	[C] DOCUMENTED HOURS WORKED (from time sheet or personal activity record)	[D] DOCUMENTED HOURLY WAGE RATE	[C] * [D] TOTAL DIRECT EXPENSE
<i>501.04 Administrative Salaries and Wages</i>			
Employee	0	\$ -	\$ -
See Attached Payroll Register	1	\$ 13,464.70	\$ 13,464.70
Kim Possible	484	\$ 24.00	\$ 11,616.00
Admin. - Rounding Adjustment	1	\$ 0.03	\$ 0.03
Total from Additional Page			\$ -
501.04 Subtotal			\$ 25,080.73
<i>501.99 Other Admin Salaries and Wages</i>			
Employee		\$ -	\$ -
See Attached Payroll Register	0	\$ -	\$ -
Alice Kramden	480	\$ 25.00	\$ 12,000.00
Admin. - Rounding Adjustment	0	\$ -	\$ -
Total from Additional Page			\$ -
501.99 Subtotal			\$ 12,000.00
Reported			\$ 37,080.73
<i>501.01 Operating Salaries and Wages</i>			
Employee	0	\$ -	\$ -
See Attached Payroll Register	1	\$ 24,845.41	\$ 24,845.41
Ralph Kramden	375	\$ 32.00	\$ 12,000.00
Johnny Begood	410	\$ 11.00	\$ 4,510.00
Ed Norton	486.5	\$ 18.75	\$ 9,121.88
Tom Thumb	431	\$ 9.00	\$ 3,879.00
Eddie N Cruser	275	\$ 11.00	\$ 3,025.00
Joe Efficient	424	\$ 12.00	\$ 5,088.00
Operating - Rounding Adjustment	0	\$ -	\$ -
Total from Additional Page			\$ -
501.01 Subtotal			\$ 62,469.29
<i>501.03 Dispatching Salaries and Wages</i>			
Employee	0	\$ -	\$ -
See Attached Payroll Register	0	\$ -	\$ -
Less Caffine	468	\$ 20.75	\$ 9,711.00
Operating - Rounding Adjustment	0	\$ -	\$ -
Total from Additional Page			\$ -
501.03 Subtotal			\$ 9,711.00
<i>501.99 Other Operating Salaries and Wages</i>			
Employee	0	\$ -	\$ -
See Attached Payroll Register	1	\$ 6,712.73	\$ 6,712.73
Ned Mor Tyme	492	\$ 15.75	\$ 7,749.00
Operating - Rounding Adjustment	0	\$ -	\$ -
Total from Additional Page			\$ -
501.99 Subtotal			\$ 14,461.73
Total Operating Direct Labor Reported			\$ 86,642.02

Revenues, Financial Data Report

FINANCIAL DATA REPORT FY 2010			REQUISITION NO. 1		GRANTEE: Go Dog Go Mass Transit District			
REVENUES								
Item	Description	TOTAL BUDGETED	CUMULATIVE		PROJECT INCOME		LOCAL MATCH	
			(A+C) To Date	(B+D) This Period	(A) To Date	(B) This Period	(C) To Date	(D) This Period
REVENUE								
401.01	Full Adult Fares	11,100.00	3,681.95	3,681.95	3,681.95	3,681.95		
401.02	Senior Citizen Fares	1,800.00	482.00	482.00	482.00	482.00		
401.03	Student Fares	7,000.00	1,727.55	1,727.55	1,727.55	1,727.55		
401.04	Child Fares	-	-	-	-	-		
401.05	Disabled Rider Fares	133,000.00	4,038.00	4,038.00	4,038.00	4,038.00		
401.06	Parking Lot Fares	-	-	-	-	-		
401.99	Other Rider Fares	15,000.00	3,820.00	3,820.00	3,820.00	3,820.00		
402.00	Special Transit Fares	7,400.00	1,540.00	1,540.00	1,540.00	1,540.00	-	-
403.00	School Bus Service	-	-	-	-	-	-	-
404.00	Freight Tariffs	-	-	-	-	-	-	-
405.00	Charter Service Revenues	-	-	-	-	-	-	-
406.00	Auxiliary Revenues	11,900.00	3,157.00	3,157.00	3,157.00	3,157.00	-	-
407.01	Sales of Maintenance Service	-	-	-	-	-	-	-
407.02	Rental of Revenue Vehicles	-	-	-	-	-		
407.03	Rental of Buildings & Property	-	-	-	-	-		
407.99	Other Non-transportation Revenue	-	-	-	-	-	-	-
408.00	Taxes Levied by Transit System	-	-	-	-	-	-	-
409.00	Local Cash Grants	324,973.00	78,713.55	78,713.55	-	-	78,713.55	78,713.55
410.01	Local Disabled Fare Assistance	-	-	-	-	-	-	-
410.02	Local Senior Fare Assistance	-	-	-	-	-	-	-
410.03	Local Student Fare Assistance	-	-	-	-	-	-	-
410.99	Other Local Special Fare Assistance	-	-	-	-	-	-	-
411.00	State Cash Grants	-	-	-			-	-
412.00	State Special Fare Assistance	-	-	-	-	-	-	-
413.00	Federal Cash Grants (Section 18)	558,857.00						
414.00	Interest Income	-	-	-	-	-	-	-
430.01	Contributed Services - Allowable	-	-	-			-	-
430.03	Contributed Services - Unallowable	-						
430.04	Contra Account for 430.03	-						
431.00	Contributed Cash	-	10,000.28	10,000.28	-	-	10,000.28	10,000.28
440.00	Subsidy From Other Sources	-	-	-	-	-	-	-
TOTAL REVENUE 401 - 440 (exclude grey areas from total)								
		TOTAL BUDGETED	(A+C) To Date	(B+D) This Period	(A) To Date	(B) This Period	(C) To Date	(D) This Period
		\$ 512,173.00	\$ 107,160.33	\$ 107,160.33	\$ 18,446.50	\$ 18,446.50	\$ 88,713.83	\$ 88,713.83

Expenses, Financial Data Report

FINANCIAL DATA REPORT FY 2010			REQUISITION NO. 1		GRANTEE: Go Dog Go Mass Transit District			
EXPENSES								
Item	Description	TOTAL BUDGETED	CUMULATIVE		DIRECT ADMINISTRATION		DIRECT OPERATING	
			(E+G) To Date	(F+H) This Period	(E) To Date	(F) This Period	(G) To Date	(H) This Period
LABOR								
501.01	Operator's Salaries & Wages	249,740.00	62,469.29	62,469.29			62,469.29	62,469.29
501.02	Training Salaries & Wages	-	-	-	-	-	-	-
501.03	Dispatcher's Salaries & Wages	-	9,711.00	9,711.00	-	-	9,711.00	9,711.00
501.04	Administrative Salaries & Wages	150,560.00	25,080.73	25,080.73	25,080.73	25,080.73		
501.99	Other Salaries & Wages	100,380.00	26,461.73	26,461.73	12,000.00	12,000.00	14,461.73	14,461.73
	TOTAL:	500,680.00	123,722.75	123,722.75	37,080.73	37,080.73	86,642.02	86,642.02
FRINGE BENEFITS								
502.01	FICA	38,360.00	9,622.01	9,622.01	2,836.68	2,836.68	6,785.33	6,785.33
502.02	Pensions & Long Term Disability	38,930.00	9,234.27	9,234.27	3,981.52	3,981.52	5,252.75	5,252.75
502.03	Health Insurance	96,290.00	22,277.41	22,277.41	3,981.94	3,981.94	18,295.47	18,295.47
502.04	Dental Plans	6,050.00	1,412.85	1,412.85	299.79	299.79	1,113.06	1,113.06
502.05	Life Insurance	3,300.00	762.23	762.23	335.63	335.63	426.60	426.60
502.06	Short Term Disability	-	-	-	-	-	-	-
502.07	Unemployment Insurance	6,850.00	1,085.13	1,085.13	-	-	1,085.13	1,085.13
502.08	Worker's Compensation	17,430.00	3,538.25	3,538.25	234.95	234.95	3,303.30	3,303.30
502.09	Sick Leave	-	-	-	-	-	-	-
502.10	Holiday	-	-	-	-	-	-	-
502.11	Vacation	-	-	-	-	-	-	-
502.12	Other Paid Absence	-	-	-	-	-	-	-
502.13	Uniform Allowance	-	-	-	-	-	-	-
502.99	Other Fringe Benefits	-	-	-	-	-	-	-
	TOTAL:	207,210.00	47,932.15	47,932.15	11,670.51	11,670.51	36,261.64	36,261.64
SERVICES								
503.01	Management Services	-	-	-	-	-	-	-
503.02	Advertising Services	-	-	-	-	-	-	-
503.03	Professional & Technical Services	-	-	-	-	-	-	-
503.04	Temporary Services	-	-	-	-	-	-	-
503.05	Contract Maintenance	36,500.00	6,666.74	6,666.74	-	-	6,666.74	6,666.74
503.06	Custodial Services	12,570.00	2,826.00	2,826.00	2,826.00	2,826.00	-	-
503.07	Security Services	-	-	-	-	-	-	-
503.99	Other Services	-	-	-	-	-	-	-
	TOTAL:	49,070.00	9,492.74	9,492.74	2,826.00	2,826.00	6,666.74	6,666.74
MATERIALS & SUPPLIES								
504.01	Fuel & Lubricants Consumed	117,500.00	18,740.50	18,740.50			18,740.50	18,740.50
504.02	Tires & Tubes Consumed	8,930.00	1,315.64	1,315.64			1,315.64	1,315.64
504.03	Inventory Purchases	-	-	-	-	-	-	-
504.99	Other Materials & Supplies	45,570.00	10,127.73	10,127.73	1,154.71	1,154.71	8,973.02	8,973.02
	TOTAL:	172,000.00	30,183.87	30,183.87	1,154.71	1,154.71	29,029.16	29,029.16

Expenses, Financial Data Report

FINANCIAL DATA REPORT FY 2010		REQUISITION NO. 1			GRANTEE: Go Dog Go Mass Transit District			
EXPENSES								
Item	Description	TOTAL BUDGETED	CUMULATIVE		DIRECT ADMINISTRATION		DIRECT OPERATING	
			(E+G) To Date	(F+H) This Period	(E) To Date	(F) This Period	(G) To Date	(H) This Period
UTILITIES								
505.02	Telephone	3,900.00	824.04	824.04	-	-	824.04	824.04
505.99	Other, i.e. Natural Gas, Electric, etc.	11,510.00	519.82	519.82	-	-	519.82	519.82
	TOTAL:	15,410.00	1,343.86	1,343.86	-	-	1,343.86	1,343.86
CASUALTY & LIABILITY								
506.01	Physical Damage Insurance	-	-	-	-	-	-	-
506.02	Recoveries of Physical Damage Losses	-	-	-	-	-	-	-
506.03	Liability & Property Insurance	73,900.00	8,704.00	8,704.00	-	-	8,704.00	8,704.00
506.07	Recoveries of Pub Liab & Prop Damage Settlements	-	-	-	-	-	-	-
506.08	Other Corporate Insurance	-	-	-	-	-	-	-
506.99	Other Insurance	-	-	-	-	-	-	-
	TOTAL:	73,900.00	8,704.00	8,704.00	-	-	8,704.00	8,704.00
TAXES								
507.03	Property Tax	-	-	-	-	-	-	-
507.04	Licensing & Registration Fees	100.00	-	-	-	-	-	-
507.05	Fuel & Lubricant Tax	-	-	-	-	-	-	-
507.99	Other Tax	-	-	-	-	-	-	-
	TOTAL:	100.00	-	-	-	-	-	-
PURCHASED TRANSPORTATION								
508.00		-	-	-	-	-	-	-
	TOTAL:	-	-	-	-	-	-	-
MISCELLANEOUS								
509.01	Dues & Subscriptions	1,460.00	640.00	640.00	640.00	640.00	-	-
509.02	Travel & Meetings	4,100.00	748.92	748.92	748.92	748.92	-	-
509.03	Bridge, Tunnel, & Highway Tolls	-	-	-	-	-	-	-
509.07	Bad Debt Expense	-	-	-	-	-	-	-
509.08	Advertising/Promotional Media	16,000.00	2,646.00	2,646.00	2,646.00	2,646.00	-	-
509.99	Other Miscellaneous	-	-	-	-	-	-	-
	TOTAL:	21,560.00	4,034.92	4,034.92	4,034.92	4,034.92	-	-
INTEREST								
511.01	Long Term Debt Obligation	-	-	-	-	-	-	-
511.02	Short Term Debt Obligation	20,000.00	2,000.00	2,000.00	-	-	2,000.00	2,000.00
	TOTAL:	20,000.00	2,000.00	2,000.00	-	-	2,000.00	2,000.00

Expenses, Financial Data Report

FINANCIAL DATA REPORT FY 2010		REQUISITION NO. 1		GRANTEE: Go Dog Go Mass Transit District				
EXPENSES								
Item	Description	TOTAL BUDGETED	CUMULATIVE		DIRECT ADMINISTRATION		DIRECT OPERATING	
			(E+G) To Date	(F+H) This Period	(E) To Date	(F) This Period	(G) To Date	(H) This Period
LEASES & RENTALS								
512.01	Transit Way Structures, etc.	-	-	-	-	-	-	-
512.02	Passenger Stations	-	-	-	-	-	-	-
512.03	Passenger Parking Facilities	-	-	-	-	-	-	-
512.04	Passenger Revenue Vehicles	-	-	-	-	-	-	-
512.05	Service Vehicles	-	-	-	-	-	-	-
512.06	Operating Yards or Stations	-	-	-	-	-	-	-
512.07	Maintenance Facilities	11,100.00	2,520.00	2,520.00	-	-	2,520.00	2,520.00
512.10	Data Processing Facilities	-	-	-	-	-	-	-
512.11	Revenue Collection Facilities	-	-	-	-	-	-	-
512.12	Other Administrative Facilities	-	-	-	-	-	-	-
TOTAL:		11,100.00	2,520.00	2,520.00	-	-	2,520.00	2,520.00
DEPRECIATION & AMORTIZATION								
513.00		-	-	-	-	-	-	-
TOTAL:		-	-	-	-	-	-	-
CONTRIBUTED SERVICES								
530.00		-	-	-	-	-	-	-
TOTAL:		-	-	-	-	-	-	-
INELIGIBLE EXPENSES								
550.01		-	-	-	-	-	-	-
550.02		-	-	-	-	-	-	-
550.03		-	-	-	-	-	-	-
TOTAL:		-	-	-	-	-	-	-
			CUMULATIVE		DIRECT ADMINISTRATION		DIRECT OPERATING	
		TOTAL BUDGETED	(E+G) To Date	(F+H) This Period	(E) To Date	(F) This Period	(G) To Date	(H) This Period
TOTAL DIRECT EXPENSES 501-512 (exclude grey areas from total)		1,071,030.00	229,934.29	229,934.29	56,766.87	56,766.87	173,167.42	173,167.42
INDIRECT COST RATE (ICR) (IDOT approved ICR from application)			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL INDIRECT EXPENSES (Total Direct Expenses X ICR)		-	-	-	-	-	-	-
TOTAL SECTION 5311 EXPENSES (Total Direct Expenses + Total Indirect Expenses)		1,071,030.00	229,934.29	229,934.29	56,766.87	56,766.87	173,167.42	173,167.42

PROJECT SUMMARY	PERCENTAGES	MILES
Total Mileage This Period	(a) <u>100%</u>	<u>132,390</u>
General Public Service Miles (Sec. 5311)	(b) <u>26%</u>	<u>34,390</u>
Intercity Bus Service Miles (Sec. 5311f)	(c) <u>74%</u>	<u>98,000</u>

OPERATING & ADMINISTRATIVE EXPENDITURE SUMMARY		
1. Total Project Income	(sum of column B)	\$ <u>18,446.50</u>
2. Total Local Match	(sum of column D)	\$ <u>88,713.83</u>
3. Total Project Expenses	(sum of columns F & H)	\$ <u>229,934.29</u>
4. Total Project Deficit	(line 3 less lines 1 & 2)	\$ <u>122,773.96</u>
5. Total Operating Expenses	(sum of column H)	\$ <u>173,167.42</u>
6. Less Project Income	(sum of column B)	\$ <u>18,446.50</u>
7. Net Operating Deficit	(line 5 less line 6)	\$ <u>154,720.92</u>
8. Operating Local Match		\$ <u>77,360.46</u>
9. Sub-Total Section 5311 Operating	(50 % of line 7 (50% max))	\$ <u>77,360.46</u>
10. General Public Sec. 5311 Share	(26 % (b) of line 9)	\$ <u>20,113.72</u>
11. Intercity Bus Sec. 5311f Share	(74 % (c) of line 9)	\$ <u>57,246.74</u>
12. Total Section 5311 Operating Request	(line 10 plus line 11)	\$ <u>77,360.46</u>
13. Total Administrative Expense	(sum of column F)	\$ <u>56,766.87</u>
14. Administrative Local Match		\$ <u>11,353.37</u>
15. Sub-Total Sec. 5311 Administration	(80% of line 13 (80% max))	\$ <u>45,413.50</u>
16. General Public Sec. 5311 Share	(26 % (b) of line 15)	\$ <u>11,807.51</u>
17. Intercity Bus Sec. 5311f Share	(74 % (c) of line 15)	\$ <u>33,605.99</u>
18. Total Section 5311 Administrative Request	(line 16 plus line 17)	\$ <u>45,413.50</u>
19. Combined General Public and Intercity Bus Section 5311 Request		\$ <u>122,773.96</u>
20. Total Contract Award		\$ <u>558,857.00</u>
21. Less Previous Quarter Payments		\$ <u>-</u>
22. Remaining Contract Balance Available for Request		\$ <u>558,857.00</u>
23. Section 5311 Request	(lesser of line 19 and 22)	\$ <u>122,773.96</u>

Prepared by: Alice Kramden Title: CFO Date: 10/10/2009
(signature)

Phone No.: (111) 123-4567

GRANTEE CERTIFICATION

I, Ralphy Boy, as Executive Director of Go Dog Go Mass Transit District
(Name of official) (Title) (Name of Grantee)

hereby certify that the accompanying financial reports have been reviewed according to the governing laws of Go Dog Go Mass Transit District and the Grant Agreement with the Illinois Department of Transportation.
(Name of Grantee)

By: _____ Date: 10/10/2009
(signature)

Instructions for completing the IDOT Section 5311 Operating Assistance Request for Payment

Note: Whenever you open this file, you must always select to Enable Macros. If you opened without enabling macros, please close, open again, and select Enable Macros.

1. **Make sure you have a copy** of the prior quarter's spreadsheet. This should have been the final step of the process for the last quarter.

2. **Close the prior quarter** and roll the spreadsheet forward to the new quarter using one of the macro buttons below:

To close Quarter 1, 2, or 3, use this button:

To close Quarter 4, use one of the buttons below:

Use this button to close Quarter 4 and roll to a new Fiscal Year.

If you need to complete a 5th request after Quarter 4, use this button:

3. **Op Data tab** - Once a year enter the following: Grantee Information, Operator Information, Payment information, Fiscal Year, RPT Number, all applicable Federal Grant Numbers separated with commas, and the Contract Number. Then enter projected yearly data in lines 4, 5, and 6. Data entry fields are shaded blue. This information will not change during the quarterly closing process in step 2 above.
4. **Op Data tab** - Enter the appropriate current period data: the RFP Number in the top right corner, then under the Operating Data section on lines 4 (Passenger Trips), 5 (General Public Service Miles), 6 (Intercity Bus Service Miles), and 11 (Vehicle Data). Data entry fields are shaded blue.
5. **Dir Labor tab** - Enter data into the appropriate fields. Data should be entered in columns A, C, and D. Data entry fields are shaded blue. If you do not have wages broken out by hour, take the actual dollars paid from your Payroll Register divided by the total hours worked from your Personal Activity Report to arrive at the hourly rate. If you need more space for employees, scroll down to the appropriate additional page and enter info. Then use the print buttons under column G to print only the additional pages necessary. During the closing process for each quarter, the employee names will remain. At the beginning of each quarter, add or remove employees as necessary. Do not delete or insert rows.
6. **Rev tab** - Enter data into the appropriate fields. Data should be entered in the columns for Total Budgeted, Column B (Project Income This Period) and Column D (Local Match This Period) . Data entry fields shaded blue. The Total Budgeted Column will not change during the Quarter 1, 2, or 3 close process in step 2 above.
7. **Exp tab** - Enter data into the appropriate fields. Data should be entered in the columns for Total Budgeted, Column F (Direct Administration This Period) and Column H (Direct Operating This Period) only. Data entry fields are shaded blue. No data should be entered in cells G12, G13, I9, I11, and I13; these cells are linked to the Dir Labor tab. The Total Budgeted Column will not change during the Quarter 1, 2, or 3 closing process in step 2 above. Enter the Indirect Cost Rate in cell D120.
8. **Print** all the tabs in the spreadsheet and review for accuracy. To print the pages for additional employees on the Dir Labor tab, use the macro buttons on that worksheet to print just the additional pages needed.
9. **Complete** the bottom section of the Payment Summary.
10. **Save** a copy of this quarter's data by selecting File, Save As, "IDOT Sect 5311 OA {quarter end date}.xls" (Example: IDOT Sect 5311 OA 033104.xls)